

Frequently Asked Questions

How do I register?

You can call the Waynesville Education Ctr at (573)774-5061 or the Continuing Ed Center in Springfield at (417) 447-8888. You can mail this form with the payment enclosed to the address shown or you can register online at www.otc.edu/continuinged.

What do the classes cost?

Cost for each class is indicated. Some classes require textbooks and students are responsible for those costs. We do offer special discounts occasionally when a student signs up for a series of classes. See each course listing.

When do I have to pay?

Payment is due for all fees at the time you register. If there is a book required, we will collect payment for that at the same time.

Is financial aid available?

Upon approval, we can provide a payment plan option if you enroll in a series of classes or a program that costs more than \$300. There is a onetime fee of \$25 for the payment plan. Must receive prior approval by the Director of Continuing Education.

How do I drop a class?

You may drop or withdraw from a class prior to three (3) full business days before a start date for a class. There is a \$20 fee for each class dropped. Note that there is no refund on motorcycle safety courses or kids college horseback riding classes. If changes are made to motorcycle safety schedules, a \$25 fee will be assessed.

Ozarks Technical Community College
Continuing Education Center
1001 E Chestnut Expressway
Springfield MO 65802
www.otc.edu/continuinged

Ozarks Technical Community College

Continuing Education Center
www.otc.edu/continuinged

(417) 447-8888



Waynesville Education Center
Fall 2009 Noncredit Classes
(573) 774-5061

Class Schedule for Fall 2009 Computer Classes

CEC 288-60 Intro to Windows XP \$99
Monday 10/5/09 8:30a-3:30p *Book required.*

CEC 394-60 Internet & Email \$99
Monday 10/12/09 8:30a – 3:30p *Book required.*

CEC 437 60 File Management \$59
Monday 10/19/09 8:30a-12:30p *Book required.*

QuickBooks

CEC 325-60 QuickBooks 1
Monday 11/9 8:30-3:30p \$149
No book required.

CEC 371-60 QuickBooks 2
Monday 11/16 8:30a-3:30pm \$149
No book required.

Healthcare and Wellness Classes

CEH 611-60 CPR/AED \$39 Sat 11/7/09 8a-1p
Book required.

Foreign Language

CEFL 519-60 Beginning Spanish Wednesday
9/30-10/28 6-8pm *No book required.* \$69

Kids College Classes

Mondays Ages 5+ 6-7pm \$55
CEY 509-60 Explore with Dora 10/1-10/22
Thursdays Ages 3-5 4:30-5:30pm \$39
CEY 967-60 Preschool Painting 10/1-10/22 Thursdays
Ages 3-5 3:30-4:30pm \$39

How Do I Register?

☀ Call the Lebanon Education Center at
(417) 532-5044 or the Continuing
Education Center at (417) 447-8888

☀ Register online at
www.otc.edu/continuinged .

☀ Mail this form to:
Continuing Ed Ctr –OTC
1001 E Chestnut Expressway
Springfield MO 65802
Payment MUST be included (check or
credit/debit card information.)

☀ Visit any OTC Campus. In Waynesville,
we are in the Town Field Plaza, 3230
Ichord. In Springfield, Continuing
Education Ctr. is located at 800 E
Central St.

REGISTRATION FORM (PRINT)

Name _____

Address _____

City/St/Zip _____

Phone _____

2nd Phone _____

Email _____

Course Title _____

Course Code and Fee _____

Course Title _____

Course Code and Fee _____

Course Title _____

Course Code and Fee _____

TOTAL OF FEES ENCLOSED _____

Payment Form: Check (Payable to OTC)
Debit/Credit

Type of Card Visa MasterCard Discover

Debit/Credit Information:

Card# _____

Expiration Date _____/_____

Verification Code (*Back of Card*)

Cardholder & Name/Address (if different
from student name/address.)

OTC is a tobacco free campus.