

OZARKS TECHNICAL COMMUNITY COLLEGE

Dual Credit Registration/Payment/Withdrawal/Refund Schedule for Fall 2011

All dual credit registration must be completed by Wednesday, September 14, 2011.

Registration must be paid in full at the time of registration. Checks, money orders and credit card information are the **ONLY** payments accepted on the registration day. **Cash will not be accepted.** If payment on the registration day is not possible, payment, along with registration, must be completed no later than Wednesday, September 14, 2011. **Payments not received and posted by the deadline will result in the student being dropped from the course(s).**

We hope that dual credit courses go well for all your students. Usually this is the case. However, if you find that one of your students is not being successful, he/she may officially withdraw from the course on or before November 11, 2011.

Please note OTC's official withdrawal/refund policy for Fall 2011 dual credit courses:

50% refund will be given for official withdrawal on or before September 30, 2011.
No refund will be issued to a student who withdraws on or after October 1, 2011.

The last day to officially withdraw and receive a "W" is November 11, 2011.

Course Withdrawal:

If you find that you must drop either one course or withdraw from all courses, you must fill out an official drop or withdrawal form in the Student Services office at OTC. Failure to officially drop or withdraw will result in an "F" grade posted to your college transcript. Failure to attend class does not constitute a withdrawal and does not entitle the student to a refund, nor absolve the student of any financial obligations to the college. If the student is entitled to a refund it will be mailed within 30 days of withdrawal. For questions in regards to dropping or withdrawal, please contact the OTC Dual Credit office at (417) 447-8212.

Grades:

Once you have completed your school year, your instructor will post your final grade(s). Once these grades have been processed by the registrar's office, your final grade will appear on your online transcript. If you need to send an official transcript from OTC, please check online first to ensure that your final grade has been posted.

Please remember that OTC does not mail grade reports. Grades can only be found online at <http://my.otc.edu>. Click on “What’s My User Name” tab to get started. Use your user name and password to access this information.

MSU/Drury Transfer Information for OTC Students:

Many students who begin taking classes at Ozarks Technical Community College decide to continue their education at Missouri State University or Drury University. In an effort to serve these students, we have an information desk right on the OTC Campus! If you have a question about the application process or how to contact someone about a particular program, please stop by our desk in the Information Commons, at the end of the Student Services desks. Donna Rebmann, our OTC Helpdesk Assistant, will be available to assist you from 8:30 a.m. until 12:30 p.m. on Tuesdays, Wednesdays, Thursdays, and Fridays. Donna may be reached via phone at (417) 447-6926 or email at DonnaRebmann@missouristate.edu.

Transcript Requests:

Official transcripts may be requested via fax, mail or in-person by written request of the student. In order to fax or mail a transcript request, you may print, complete and return the following form: [Transcript Request Form](#)

Fax: 417-447-6925

Mail:

Ozarks Technical Community College
ATTN: Student Services
1001 E. Chestnut Expressway
Springfield, MO 65802

In-person: Any OTC Student Services Location

Transcripts requested for pick up will be available with a photo ID after 3:00 p.m. the following business day after the form is received. Transcripts may be picked up in Student Services on the Springfield Campus in the Information Commons Building.

There is no charge for an official transcript. Transcripts are not released if there is a hold on the student’s records (ex: financial, library, etc). Further questions concerning transcripts requests may be directed to the Registrar’s Office at 417-447-6900.

Unofficial transcripts may be requested in Student Services.

Revised 04/18/11