

# OZARKS TECHNICAL COMMUNITY COLLEGE DUAL CREDIT APPLICATION/ENROLLMENT FORM

(417) 447-8211    1001 E. Chestnut Expressway    Springfield, MO 65802    [www.otc.edu](http://www.otc.edu)

Office Use Only  
Testing (Please Circle)  
ASSET ACT COMPASS

Math \_\_\_\_\_  
English \_\_\_\_\_

**FULL LEGAL NAME:** \_\_\_\_\_ **SOCIAL SECURITY NUMBER** \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Birth date \_\_\_\_\_ Maiden/Other Name \_\_\_\_\_

Address \_\_\_\_\_ Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Gender:  Male  Female

**ETHNICITY:** Are you Hispanic or Latino?  Yes  No (Requested to comply with federal guidelines.)

**RACE:** Please check all that apply:  Asian  American Indian/Alaskan Native  Black or African American  White  
 Native Hawaiian or Other Pacific Islander

**HIGH SCHOOL INFORMATION:**

High School Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Years Attended: \_\_\_\_\_ to \_\_\_\_\_ High School Graduation Year: \_\_\_\_\_

**REGISTRATION INFORMATION:** Semester:  Fall  Spring Year: \_\_\_\_\_

Course Title	Course Code	Course Number	Section Number	Credit Hours
1.				
2.				
3.				
4.				
				<b>Total:</b>

**PAYMENT INFORMATION:**

Total Charges: \_\_\_\_\_ Payment Amount: \_\_\_\_\_ Balance Due: \_\_\_\_\_ OTC Official: (Initial) \_\_\_\_\_

Method of Payment (Please Check):  Mail in Payment\*  Check  Money Order  Credit Card\*

\* Please note that credit card payments must be made via telephone with the cashier's office at 417-447-4827. If payment is to be sent through the mail, please mail payment to OTC, Dual Credit Office, 1001 E. Chestnut Expwy, Springfield MO 65802. Please call 417-447-8211 for questions regarding Dual Credit. **Payment must be received by Cashier on or before due date indicated below. Failure to make payment will result in cancellation of the student's registration.**

**TRANSFER CREDIT/ WITHDRAWAL & REFUND**

Dual Credit is recorded on an official OTC transcript. Transferability of credit is determined by each receiving institution. If students are not planning to attend OTC after high school graduation, they should contact the college or university they are considering for official evaluation of their OTC credit. Students who choose not to continue in a Dual Credit course must process an official "Withdrawal" form in the registrar's office at OTC.

By signing below, I am aware of the policies outlined above and understand that I am responsible for all fees incurred. Failure to make full payment by \_\_\_\_\_ will result in the cancellation of my Dual Credit registration and I will receive no college credit.

Student Signature	Date
Parent/Guardian Signature	Date
White - Registrar	Yellow - Cashier
	Pink - Student