

OZARKS TECHNICAL COMMUNITY COLLEGE

PETITION FOR CHANGE OF ADMIT STATUS FROM VISITING STUDENT TO DEGREE SEEKING STUDENT

Office of the Registrar

Name: _____
Last First MI

Student ID Number: _____ Phone Number: (_____) _____ - _____

Mailing Address: _____
Street City State Zip

What degree or certificate do you plan to obtain at OTC _____?
For a list of OTC degrees and certificates visit <http://www.otc.edu/programs/all-degrees-certificates.php>.

Items to be submitted/completed by student:

1. Complete the online orientation.
2. Submit official college transcripts from each college attended.
Send To: Ozarks Technical Community College
Attn: Records and Registration
1001 E. Chestnut Expressway
Springfield, MO 65802
3. Placement testing is required for transfer students who have not taken English &/or Math in college. Testing times vary by location.
4. Attend a STAR seminar. This is your student advising and registration session. Call 417-447-6944 to make an appointment at the Springfield campus or 417-447-7727 to make an appointment at the Richwood Valley campus. Please indicate you are a visiting student working through the steps to petition to become a degree seeking student.
For advising at the Branson, Lebanon or Waynesville Education Centers, please call the Education Center directly.

Once steps 1-4 are complete submit this from to any Student Services location.**

_____/_____/_____
Student Signature Date

For Office Use Only: Processed by and date

**Student from the Branson, Lebanon or Waynesville Education Centers must complete and turn this form into their home campus. Student Service personnel must stamp to indicate completion of all necessary steps.