Admissions Checklist

- [ ] **Submit a free admissions application** online at www.otc.edu/apply.

- [ ] **Complete new student orientation** online at www.otc.edu/onlineorientation.

- [ ] **Apply for Financial Aid** (if needed). My priority deadline is _____.

- [ ] **Request your official high school transcript and any official college transcripts be sent to OTC.**

  Mail to: Ozarks Technical Community College, ATTN: Admissions, 1001 E Chestnut Expressway, Springfield, MO 65802 or fax to: (417) 447-6925. Missouri GED graduates will be automatically verified electronically. Non-Missouri GED graduates should request an official copy of their GED transcript.

- [ ] **Arrange to take a Placement Exam.** Placement tests are required for all students who do not have ACT scores, or their ACT scores are older than 2 years. Placement testing is also required for transfer students who have not taken English &/or Math in college and for students pursuing certain Allied Health programs. No appointment is necessary. Times vary by location. Photo ID is required.

- [ ] **Schedule an advising appointment (STAR Session).** The above steps must be completed prior to meeting with an advisor.

  Springfield: (417) 447-6944
  Richwood Valley: (417) 447-7727
  Branson: (417) 336-6239
  Waynesville: (573) 774-5061
  Lebanon: (417) 532-5044

- [ ] **Register for classes** on _____.

- [ ] **Set up payment arrangements.** *See back for details.*

All For You

www.otc.edu/gettingstarted

Ozarks Technical Community College

Tuition Payment Options

By registering for classes, you are responsible for payment of all tuition and fees due to the college. Every student must make tuition payment arrangements by the final fee payment deadline to hold class registration. **Your class schedule will be cancelled if you fail to make tuition arrangements by the payment deadline.**

Final fee payment deadlines are posted at www.otc.edu/financialservices/finance-tuition-payment.php

Tuition Payment Arrangement Options

1. Pay in full by cash, check, or credit card.

Full payment by check or credit card may be made through your MyOTC account. Log in, select AccessOTC tab, Student Access Menu, QuikPay.

Full payment may also be made in person at the Cashier's Window at any college location.

2. Enroll in an e-Cashier payment plan

Enrolling in e-Cashier is simple, secure, and easy. Connect to e-Cashier at www.otc.edu. Click on the e-Cashier tab, and select the e-Cashier logo. **If you are expecting financial aid and wish to defer your tuition and fees, please choose option A.** Before you click the submit button to accept the agreement, please carefully read through the Final Review and the Terms and Conditions. Please retain your confirmation number for your records.

☐ **I registered on** _____.

☐ **My payment deadline is** _____.

Show Me the Money

Ozarks Technical Community College