



First-Time Student Checklist for a Successful Semester

Applying to OTC

You will need to select a program of study and apply for admissions.

One of the first things you will have to answer is “What’s your program of study?” Many students are unsure about their academic career.

If you are unsure as to what career you would like to pursue while at OTC, our free online career assessment otc.edu/careercoach can help you identify your career goals and choose a program of study. Be sure to sign up first and then take the 60 Questions Detailed Assessment to see your personality traits and career matches! Once you complete your Career Coach assessment, you can meet with a career advisor on campus to discuss your results and create a plan.

Do you know what program of study you want to pursue? Go to <https://students.otc.edu/admissions/getting-started/> to start filling out your application!

Things to do Before you Register for Classes

Complete the FAFSA

If you are like 66% of our current students, you will need financial aid to assist with paying for college. You will need a FASA ID to start the process: <https://fsaid.ed.gov/npas/index.htm> Once you have that ID go to <https://fafsa.ed.gov/> to start the process.

Explore Scholarships

Use resources at OTC such as the scholarship webpage <https://students.otc.edu/financialaid/scholarships/>. We provide information on many different scholarships.

Complete Online Orientation

All new students are required to complete orientation online <https://central.otc.edu/Student/Student/Orientation>. It should take 15 – 20 minutes to complete. It is a great way to learn what you need to know to adjust to this new phase in your life.

NOTE: Your online orientation *MUST* be completed *BEFORE* you may register for a STAR Session.

Guided Self-Placement

We use a Guided-Self Placement process to determine what course you feel is appropriate for you start taking in English, Math or Reading courses. Check out our Guided Self-Placement website https://otcc.co1.qualtrics.com/jfe/form/SV_eEu9MPtD5dp3qv3?source=myOTC to find the right path for you. This site will give you recommendations based on your goals, skills, and motivation.



Things to do Before you Register for Classes continued

Send Your Transcripts

In order to be eligible for financial aid and to receive credit for prior coursework, we need your official transcripts. All official high school and college transcripts should be sent to:

Ozark Technical Community College
ATTN: Records and Registration
1001 E Chestnut Expressway
Springfield, MO 65802
Electronically: [admissions@ otc.edu](mailto:admissions@otc.edu)

Registering for Classes

Attend a STAR Session

Attend a Student Advising and Registration (STAR) Session to help you get ready for your first semester and make sure you are taking the best first steps to meet your goals. Academic advisors are here to help you from start to finish. To schedule a STAR go to:

<https://students.otc.edu/advising/star-scheduling/>

NOTE: Your online orientation *MUST* be completed *BEFORE* you may register for a STAR Session.

Register for Classes

After you have completed your Online Orientation and attended a STAR, it's time to plan and register for the upcoming semester. It's always a good idea to meet with an academic advisor each semester. Contact the Advising Center at advising@otc.edu. NOTE: If you are still undecided on a program of study, you may find it beneficial to go to our Career Assessment and Exploration website at

<https://students.otc.edu/careerservices/career-assessments-and-exploration/>

Set a Payment Plan

After you register for classes, you must make payment arrangements before midnight on the day you register in [myOTC](#). You may pay by check, credit card, debit card, cash and financial aid. Even if you anticipate Financial aid covering the entire cost of your classes, you still need to sign up for a payment plan. For more information, go to <https://services.otc.edu/finance/cashier/sp19-registration-process-faqs/>



Registering for Classes continued

Get your Student ID

If you are a student at any campus or center within the OTC college system, you are required to have an OTC SmartCard. The OTC SmartCard <https://services.otc.edu/finance/smartcard/> serves two major purposes. First, it serves as your official student ID to be used on campus and will have your student ID number and photo on it. Second, it provides options when it comes to receiving your student account refunds.

Things to do Before Classes Start

Check your FAFSA Status

Check the status of your FAFSA often in the financial section of [myOTC](#). Our Financial Aid office may contact you from time to time to request additional information. Check on your status often and be aware of what your status is with them.

Register Your Vehicle

Please make sure to register your vehicle with OTC Safety & Security before the semester starts. Registering your vehicle allows OTC Safety & Security to contact you in the event of an emergency, incident, or accident involving the vehicle. You may sign-up through [myOTC](#).

Tour Campus

Once you have registered for classes, you may want to take a Tour of campus to locate where your classes will be taught. To schedule a tour of campus <https://otc.edu/tours>.

Get Your Books

Every class begins with a good book. Stop by the campus bookstore to get all the materials for your class. Visit the OTC Bookstore in person or online at <http://otcbookstore.com/t-verbalink.aspx>

Enabling Text Messaging and OTC E-Mail

There's a lot to accomplish before Day 1 of class, but we can help by reminding you about the really important stuff. To access your OTC E-mail account and enable messaging, start by logging into [myOTC](#)



Things to do Before Classes Start continued



Campus Resources

We have numerous resources at OTC to help you be successful during your time here. We have no way of knowing you need assistance unless you tell us. Please visit any of these resources <https://students.otc.edu/resources/> when you have a question or would like some additional assistance. You may also see an academic advisor or stop by the student services area on your campus for any question or concern.



Access Canvas

Many professors use Canvas to post important class announcements, assignments and grades. Access this by clicking on the Canvas tab [myOTC](#). Each of your classes will have a Canvas site that your instructor will use to post course information. The Canvas Course Site opens on the date specified in the [Academic Calendar](#). You should take some time before the semester starts to check out your syllabus so you can know what to expect in your course.