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

Items to be submitted/completed by student:

1. Submit official high school/high school equivalency transcripts and official college transcripts from each college attended.
   Send to:   Ozarks Technical Community College
   Attn: Records and Registration
   1001 E. Chestnut Expressway
   Springfield, MO  65802

2. Submit Compass/ACT test scores or complete the Compass test at OTC. Students transferring eligible English &/or Math credits will not be required to test.

3. Attend a Student Advising and Registration (STAR) seminar by contacting one of the following:
   Springfield Campus  417-447-6944
   Richwood Valley Campus  417-447-7727
   Table Rock Campus  417-336-6239
   Lebanon Education Center  417-532-5044
   Waynesville Education Center  573-744-5061

4. Choose a degree or certificate to pursue at OTC: _______________________________________________________
   (For a list of OTC degree or certificate programs, visit otc.edu/programs)

Once the above (steps 1-4) are complete, submit this form to any Student Services location. You must complete all steps before the end of the semester in order to be eligible for any financial aid disbursements.

______________________________________________   _____/_____/_____
Student Signature                      Date

*Student Services personnel: Stamp to indicate completion of all necessary steps.

For Office Use Only:
Processed by and date

Updated 01/2015