

Dear Online Student:

Thank you for enrolling in an online course with OTC Online at Ozarks Technical Community College (OTC). The staff members and instructors at OTC Online are committed to your success. **Carefully read** the following information regarding the requirements necessary to succeed in online courses with OTC Online.

Basic Expectations

- Recognize that online courses are not easier than seated courses. In fact, you may find online courses more challenging because you must keep yourself motivated and organized in order to succeed.
- Understand that online courses are not self-paced. OTC Online courses follow the same academic calendar as seated courses and require submission deadlines throughout the semester to keep you on track. You will spend a great deal of your time in online discussion forums, learning through interactive dialogue and collaborative projects.
- Read and follow each instructor's course syllabus very carefully. While all online courses must follow certain policies and procedures, specific expectations and procedures may vary from instructor to instructor. The syllabus tells you what is required in each course, and it is your contract with your instructor. Know it well; make it your good friend!
- Manage your time and tasks wisely. Build time into your schedule to write papers, to research, to study for tests, etc. Note when major assignments are due and when major tests occur in all of your classes so that you can pace yourself throughout the semester. Incorporate your study schedule into your other life responsibilities, such as work requirements.
- Use OTC Webmail. Because of privacy regulations, when communicating via email, OTC faculty and staff can only communicate with students through the OTC email system. Be sure to check your OTC email account regularly for important messages.
- Communicate positively, proactively, and politely. In online courses, you will communicate with others primarily through written words. Carefully choosing your words when communicating with others is critical to maintain a safe learning environment based on mutual respect and civility.
- Seek help as needed from your instructors. The only way your online instructors can know that you need help is if you let them know. Ask questions and seek clarification as early and as often as needed; delay can only hinder your learning.
- Possess basic computer skills. Be able to access and navigate the Internet, send and receive e-mails with attachments, cut and paste text from documents, create and retrieve files, and download and install software from the Internet.
- Have access to reliable technology. Slow or unreliable Internet connections can impair your ability to complete online coursework effectively. Technical problems cannot serve as a reasonable excuse for missing a deadline or failing to complete other course requirements. Prepare now for technical difficulties by having an alternative plan for Internet access. All OTC locations have computers available for student use, as do most public libraries.
- Take advantage of the resources available. OTC offers a variety of free support services that can help you succeed:

[OTC Online Blackboard Services](#)

[Records and Registration](#)

[Counseling Services](#)

[Academic Advising](#)

[Library](#)

[Writing Center](#)

[Tutoring and Learning Center](#)

[Speech Communication Center](#)

[Disability Support Services](#)

[Student Computer Help Desk](#)

[Open Computer Labs](#)

Minimum Computer Requirements

Students taking online courses at OTC must have access to a computer that meets OTC's [minimum software and hardware requirements](#). If you have questions about these computer requirements, please e-mail OTC Online at online@otc.edu.

Please note that Firefox is the preferred browser when using Blackboard. If you do not have Firefox currently installed on your computer, you can download it for free at www.mozilla.org

Proctoring Requirement

All OTC online courses require at least one proctored assessment. This requirement means that you must take a designated assessment (e.g., exam, presentation, etc.) for each online course in the presence of an approved proctor who will verify your identity and monitor the completion of the assessment. You may elect to complete your proctored assessment(s) at an OTC location, all of which have approved proctors. You may also arrange to take your proctored assessment(s) at an approved off-campus location, such as a public library, other college or university, K-12 school district, or government office. Relatives, direct supervisors, and clergy are examples of unacceptable proctors.

Regardless of the proctoring location, you are responsible for making appropriate proctoring arrangements and supplying both your instructor and proctor with complete and accurate information. Specific proctoring requirements will be provided by your instructor. General information, including Proctoring FAQs, is available on the OTC Online [Student Resources Web page](#).

Academic Integrity

Academic integrity represents one of the most essential elements of the teaching and learning process. All members of the OTC community are expected to fulfill their academic obligations through honest and independent effort. By submitting coursework to your instructor as an OTC student, you pledge that the work is truly your own.

1. Violations of academic integrity—which include but are not limited to cheating, collusion, plagiarism, and other forms of academic misconduct—damage your personal character and thwart your instructors’ ability to promote your learning. As an OTC student, you are responsible for knowing and following the College’s policies and procedures regarding academic integrity. These guidelines and more information related to academic integrity are available in the OTC [Student Handbook](#) and on the [Academic Integrity](#) web page.

The College recognizes that academic integrity is complex and can be confusing. Therefore, you are obligated to review these information sources carefully and to seek needed clarification from your instructor concerning questions of collaborative work, citation of sources, or other issues related to academic integrity.

Contact Information

Your online instructor should be your first point of contact and support for any questions or concerns you have about your online course. If you cannot resolve your questions or concerns through communications with your instructor, you should then contact OTC Online at online@otc.edu or 417-447-8200.

Thank you!
OTC Online
online@otc.edu
417-447-8200, Option 1

Blackboard Support
online@otc.edu
417-447-8200, Option 2