

# OTC Central

## Waitlist Option for Closed Courses

1. Go to [www.otc.edu](http://www.otc.edu) and click on 'MyOTC'. Log in to 'MyOTC' with your OTC username and password. Click on the 'AccessOTC' tab then click on 'OTC Central'.

The screenshot shows the OTC Central login page for user MARY. The page has a blue header with the OZARKS TECHNICAL COMMUNITY COLLEGE logo on the left and user navigation links (MARY, Sign out, Help, Notifications) on the right. Below the header, there are two tabs: 'Student Planning' (selected) and 'User Profile'. The main content area has a blue banner that says 'Hi, MARY. You've arrived at OTC Central!' and 'Choose a category to get started.' Below this, there are two white boxes. The 'Student Planning' box is circled in red and contains a calendar icon, the title 'Student Planning', and the text: 'Here you can see your program requirements, contact your academic advisor, plan for future semesters and register for classes.' The 'User Profile' box contains a person icon, the title 'User Profile', and the text: 'Here you can view your contact information.'

© 2000-2015 Ellucian. All rights reserved. OZARKS TECHNICAL COMMUNITY COLLEGE

2. The section details will indicate if the course has a waitlist. Then click 'Add Section'.

The screenshot shows a 'Section Details' window for the course CIS-101-WB3: PERSONAL COMPUTER APPLICATION, FALL 2015. The window lists the instructor as MATLOCK, S (mailto:matlocks@otc.edu) and the meeting information as Times TBD, 10/14/2015 - 12/7/2015, ONLINE COURSES, WEB BASED INSTRUCTION WWW (LECTURE). The dates are listed as 10/14/2015 - 12/7/2015. A pink banner with a red exclamation mark icon states 'This section has a waitlist.' Below this, the 'Seats Available' is 0 of 25 Total, and 'Waitlisted' is 0. The credits are 3 and the grading is Graded. At the bottom right, there are two buttons: 'Close' and 'Add Section', with the 'Add Section' button circled in red.

3. Click on 'Waitlist'.

The screenshot shows the 'Plan your Degree & Register for Classes' interface. At the top, there are tabs for 'Student Planning' and 'User Profile'. Below these are navigation links: 'Home', 'Degree Audit', 'Plan & Register', 'Find Classes', 'Test Summary', and 'Unofficial Transcript'. The main header is 'Plan your Degree & Register for Classes' with a search bar. The 'Schedule' tab is selected, showing a calendar for 'FALL 2015'. On the left, a course card for 'CIS-101-WEB: PERSONAL COMPUTER APPLICATION' is displayed. It shows 'Planned' status, 3 credits, graded, instructor MATLOCK, S, 10/14/2015 to 12/7/2015, and 0 waitlisted. A yellow warning box states 'This section has a waitlist'. A red circle highlights the 'Waitlist' button. The main calendar grid shows days of the week (Sun-Sat) and times (8am-1pm).

4. You are now added to the waitlist. Check your OTC student email once a day. You will receive an email once a seat becomes available for a class. You will have 24 hours to respond and add yourself to the class.

The screenshot shows the same interface as before, but now the course card for 'CIS-101-WEB: PERSONAL COMPUTER APPLICATION' shows 'Waitlisted' status with a yellow checkmark. The 'Waitlisted' count is now 1. A red circle highlights the 'Waitlisted' status. A red callout box points to the 'Waitlisted' status with the text 'You have been added to the waitlist.' The 'Drop Waitlist' button is now visible. The main calendar grid shows days of the week (Sun-Sat) and times (8am-2pm).