

# Registration Quick Reference Guide: Option 1 – Search and Register

March 8, 2011

- Go to [www.otc.edu](http://www.otc.edu) and click on 'MyOTC'
- Log in to MyOTC with your user ID and password
- Click on the 'AccessOTC' tab
- Under **Registration** on the left of the screen, click on 'Register for Sections'
- Scroll to the bottom of the screen and click on 'Search and register for sections'
- Search for the desired class by entering the following information and click 'Submit':

Term:   Starting:  Ending By Date:

Subject:  Course Level:  Course Number:  Section:

Sections Meeting After:  Sections Ending Before:  Narrow by time frame

Mon  Tue  Wed  Thu  Fri  Sat  Sun  Narrow by days

Search open courses only:  Search for Open Classes Only

Course Title Keyword(s):

Location:  Choose campus location

Instructor's Last Name:

- Select desired course for registration and click 'Submit' at the bottom of the page

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits
<input checked="" type="checkbox"/>	FALL 2009	Open	ENG-101-101 (0061239) COMPOSITION I	MAIN CAMPUS SPFLD	08/20/2009-12/19/2009 LECTURE Monday, Wednesday, Friday 07:00AM - 07:50AM, NORMAN K. MYERS, Room 117	W FREEMAN	11 / 24	3.00
<input type="checkbox"/>	FALL 2009	Open	ENG-101-102 (0061240) COMPOSITION I	MAIN CAMPUS SPFLD	08/20/2009-12/19/2009 LECTURE Monday, Wednesday, Friday 07:00AM - 07:50AM, NORMAN K. MYERS, Room 120	PULLEY MICHAEL	20 / 24	3.00

- Choose 'Register' from the dropdown menu and then click 'Submit' at the bottom of the page.

RG Register  
RM Remove Preferred Section

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
<input type="checkbox"/>	FALL 2009		ENG-101-101 (0061239) COMPOSITION I	MAIN CAMPUS SPFLD	08/20/2009-12/19/2009 LECTURE Monday, Wednesday, Friday 07:00AM - 07:50AM, NORMAN K. MYERS, Room 117	W FREEMAN	3.00
			You are not currently registered for any sections.				

- Confirm registration and click 'OK' to view your schedule and billing information.

## Registration Results

The following request(s) have been processed

Term	Status	Pass/Fail/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
FALL 2009	Successfully Registered		ENG-101-101 (0061241) COMPOSITION I	MAIN CAMPUS SPFLD	08/20/2009-12/16/2009 LECTURE Monday, Wednesday, Friday 08:00AM-08:50AM, NORMAN K. MYERS, Room 117	D. NICKELL		

Here are all of the sections for which you are currently registered:

Term	Pass/Fail/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
You are not currently registered for any sections.							

Ozarks Technical Community College

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
[ ]							

- Make necessary payment arrangements by your payment deadline as noted on your current semester payment flyer found in your folder:
  - Pay in full
  - Sign up for "My Pay My Way"

Failure to make payment arrangements by the deadline will result in your class schedule being deleted with no financial obligation to the student.

## Helpful Hints

- You may change your schedule with no financial repercussion until the first day of classes for the current semester.
- Once the semester begins each drop transaction will assess a \$10 fee.
- You *cannot* drop or clear your schedule of **all** classes online; this action must occur in person inside Student Services.
- If you do need to modify your schedule, return to MyOTC, click on 'AccessOTC' and 'Register and Drop Sections' at the bottom left of your screen.
- A quick view of the college schedule can also be found by clicking on 'Schedules' on the OTC homepage [www.otc.edu](http://www.otc.edu).

