

Contacting Your Assigned Academic Advisor

1. Go to **my.OTC.edu**
2. Login using your OTC username and password
3. Select **Student Planning**

my.OTC

It0670945 Email Canvas Ask OTC Sign out Help

Hi, You've arrived at MyOTC!
Choose a category to get started.

Title	Details	Link
ATTENTION STUDENTS!	The registration process for [university] has changed. Please review before registering. New registration process	

Student Planning
Here you can see your program requirements, contact your academic advisor, plan for future semesters and register for classes.

Grades
Here you can view your grades by term.

Enrollment Verifications
Here you can view and request an enrollment verification.

Student Accounts
Here you can view your registration charges, current account information, and monthly statements as well as access your payment portal.

Tax Information
Here you can change your consent for e-delivery of tax information.

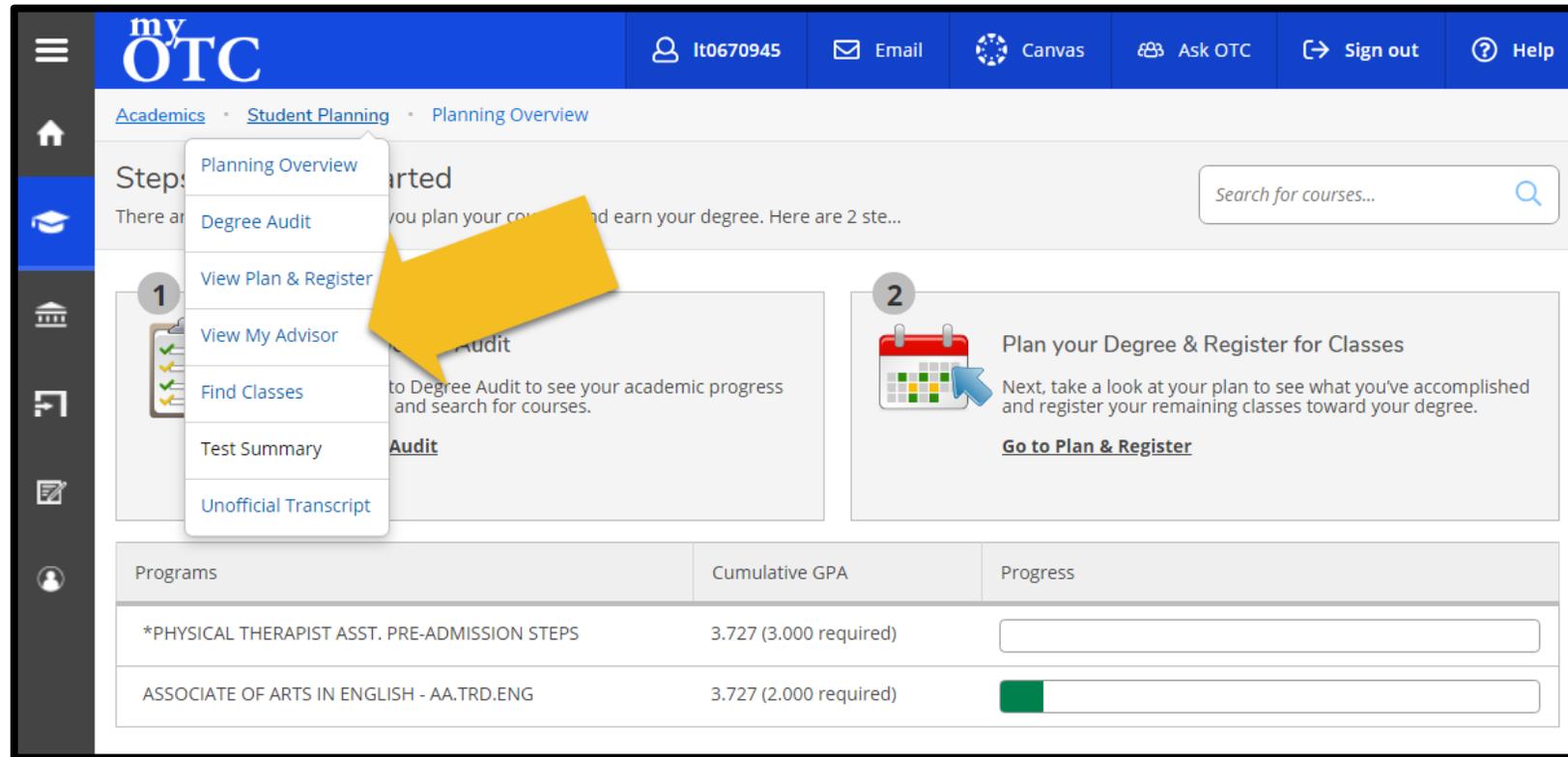
Graduation
Here you can apply for graduation.

Transcript Requests
Here you can request an official transcript and view the status of prior requests.

Financial Aid
Here you can access financial aid data, forms, etc.

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4. Select the **Student Planning** dropdown
5. Select **View My Advisor**

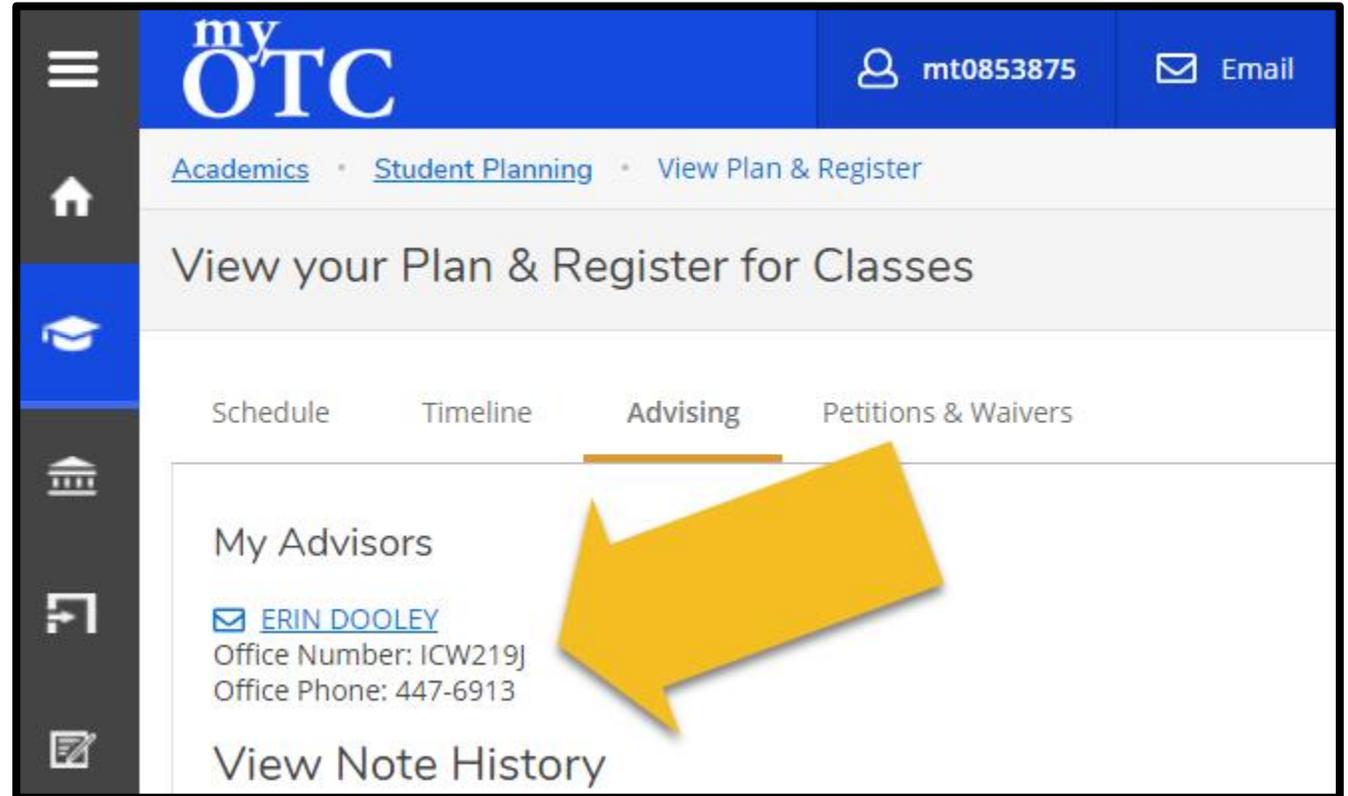


The screenshot shows the myOTC Student Planning interface. The top navigation bar includes the myOTC logo, user ID (It0670945), Email, Canvas, Ask OTC, Sign out, and Help. The breadcrumb trail is Academics > Student Planning > Planning Overview. A dropdown menu is open under the Student Planning icon, with 'View My Advisor' highlighted by a yellow arrow. The main content area features a 'Steps Started' section with two steps: '1. Degree Audit' and '2. Plan your Degree & Register for Classes'. The 'View My Advisor' option is highlighted in the dropdown menu. Below the steps, there is a table showing program progress.

Programs	Cumulative GPA	Progress
*PHYSICAL THERAPIST ASST. PRE-ADMISSION STEPS	3.727 (3.000 required)	<input type="text"/>
ASSOCIATE OF ARTS IN ENGLISH - AA.TRD.ENG	3.727 (2.000 required)	<input type="text"/>

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6. Your assigned advisor's name will be listed and linked to their email address



The screenshot displays the 'myOTC' web application interface. The top navigation bar includes the 'myOTC' logo, a user profile icon with the ID 'mt0853875', and an 'Email' icon. Below the navigation bar, the breadcrumb trail shows 'Academics > Student Planning > View Plan & Register'. The main heading is 'View your Plan & Register for Classes'. A horizontal menu contains 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers', with 'Advising' currently selected. Under the 'Advising' tab, the 'My Advisors' section is visible, listing 'ERIN DOOLEY' with a blue email icon and a link to her email address. Below her name, her office number (ICW219j) and office phone number (447-6913) are listed. A yellow arrow points to the email link for ERIN DOOLEY. Below the advisor list, there is a link for 'View Note History'.

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Not sure what to say?

Here's an example!

The screenshot shows an email draft in Outlook. The header bar is blue with the text "OZARKS TECHNICAL COMMUNITY COLLEGE" and icons for notifications, settings, help, and a user profile "TL". The email interface includes a toolbar with "Send", "Attach", "Discard", and a menu icon. The recipient field is "To: DOOLEY, ERIN G." with a profile picture and a close button. The subject line is "Schedule Advising Appointment". The body of the email is as follows:

Ms. Dooley,

I am one of your assigned advisees. I would like to meet to discuss a few questions I have about my program, grades, and schedule for next semester. Would it be possible to set an appointment for sometime next week? Here are a few times I'll be available:

- Tuesday after 12 pm
- Wednesday before 1 pm
- Thursday after 1 pm
- Friday anytime

I look forward to meeting with you soon!

Thank you,

Samantha Student

At the bottom, there is a rich text editor toolbar with various icons for text formatting, alignment, and insertion. The "Send" button is highlighted in blue. The status bar at the bottom right indicates "Draft saved at 2:36 PM".