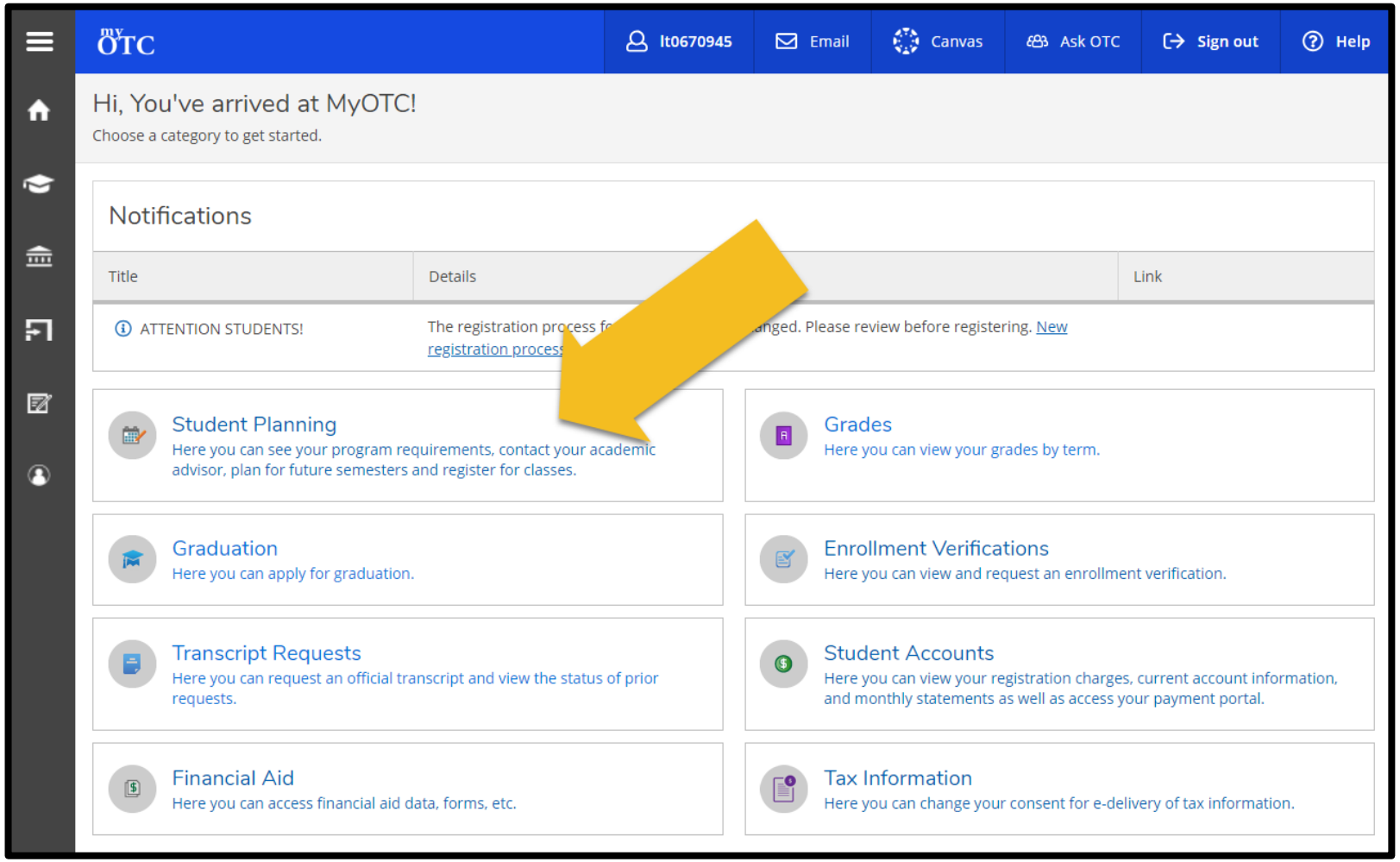
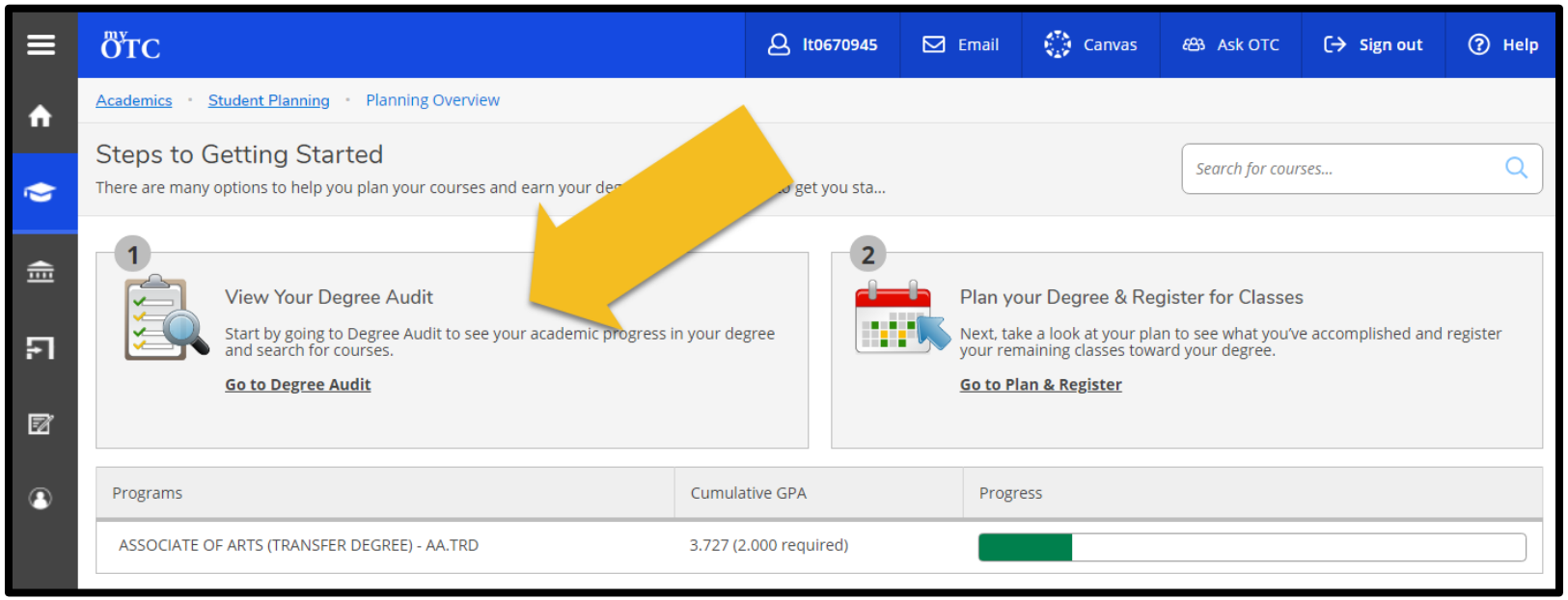
Viewing Your Degree Audit

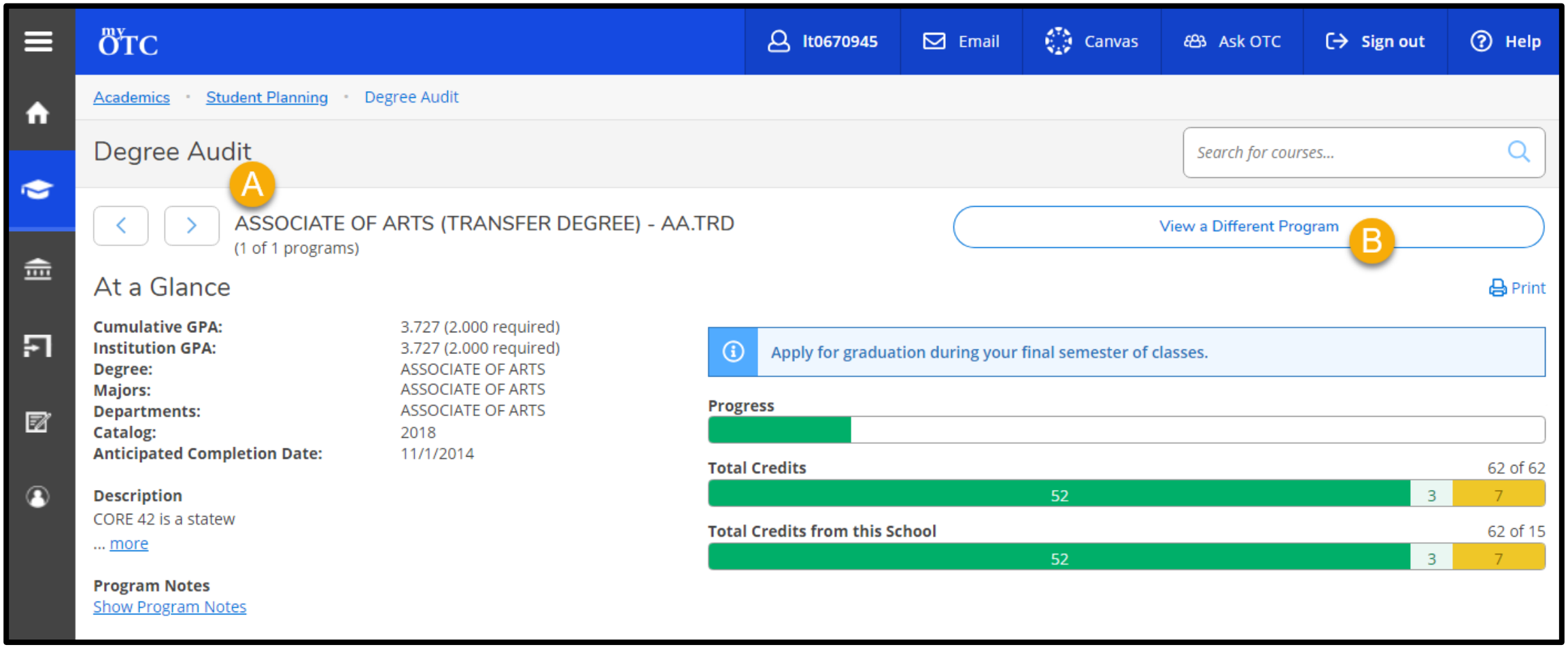
1. Go to **my.OTC.edu**
2. Login using your OTC username and password
3. Select **Student Planning**



Viewing Your Degree Audit

4. Select **View Your Degree Audit**





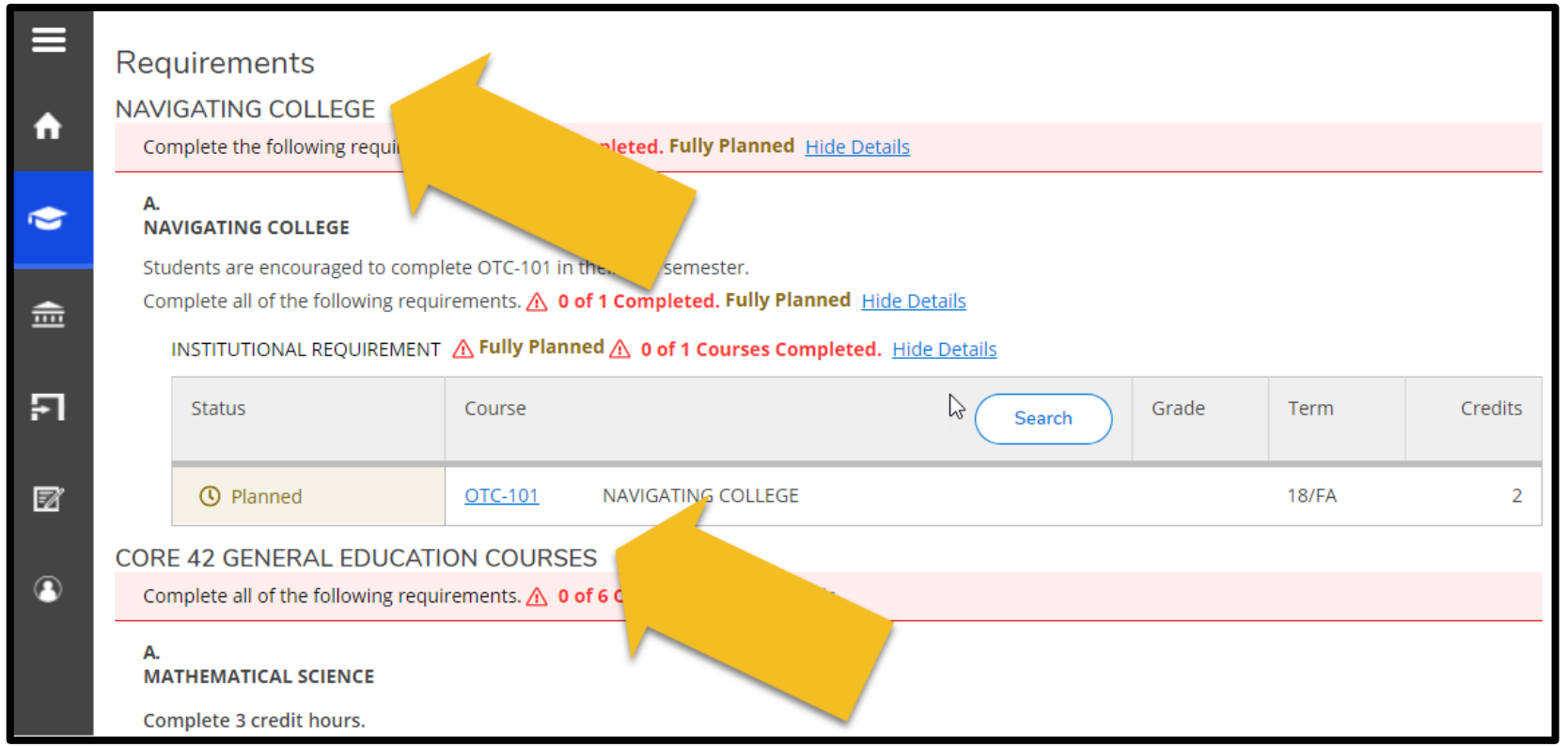
A. Make sure the degree or certificate listed at the top of your audit matches your goal

B. Select **View a Different Program** to review requirements of another certificate or degree

Viewing Your Degree Audit

Your audit will be organized into sections. Examples of sections include:

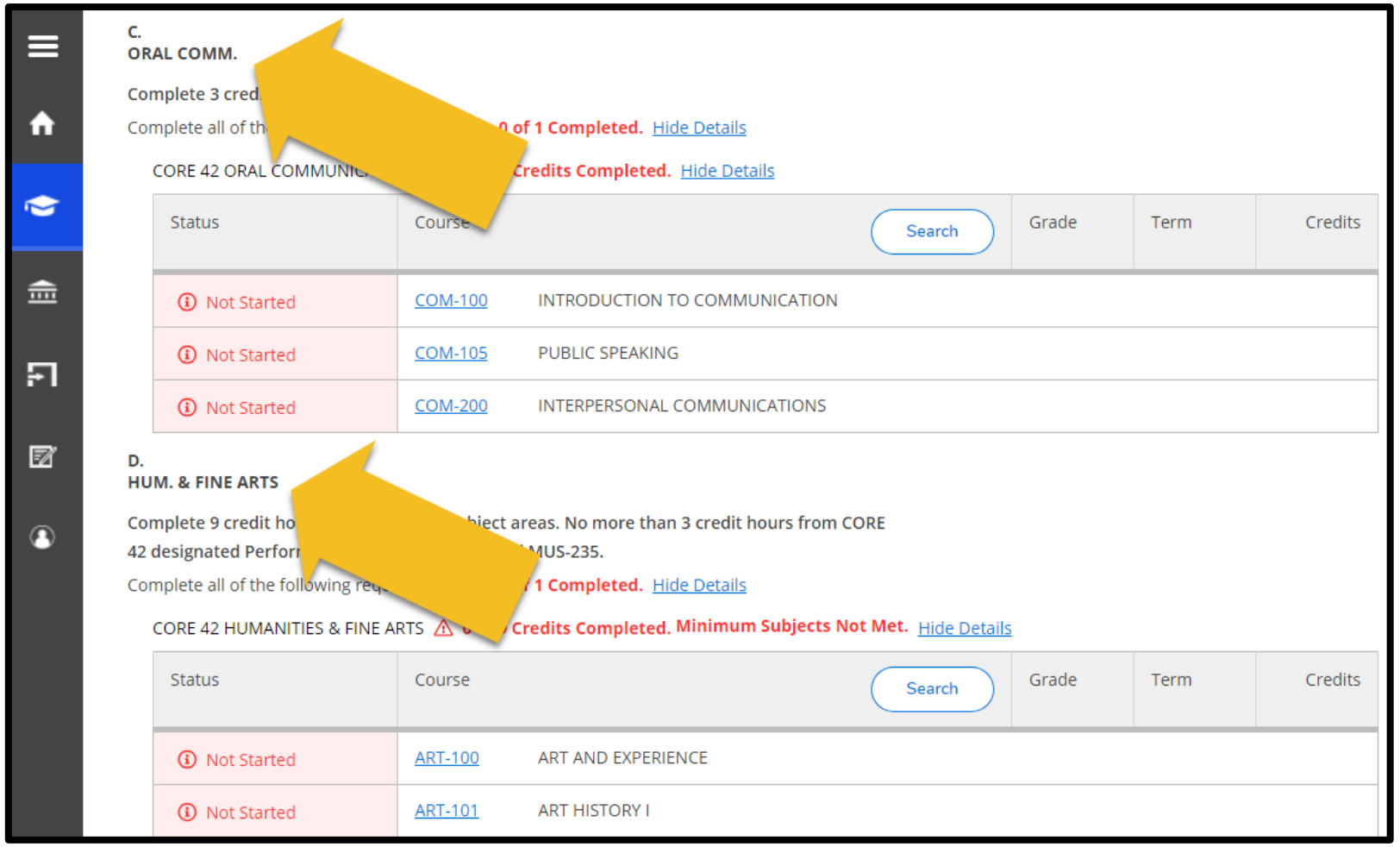
- **Navigating College**
- **General Education**
- **Program Specific**
- **Electives**



Viewing Your Degree Audit

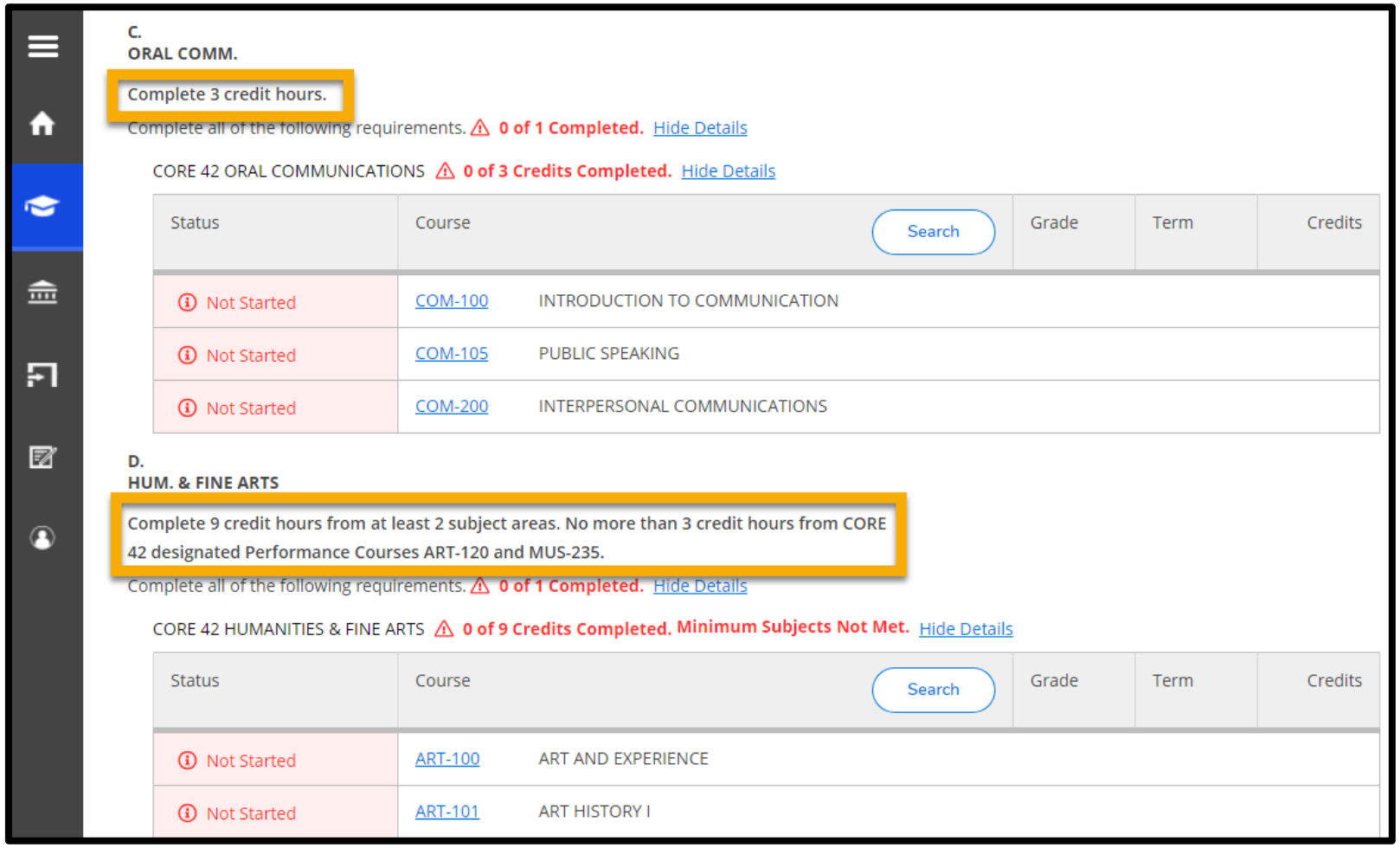
Under each section, you may find subsections. Examples of subsections include:

- **Mathematical Science**
- **Written Communication**
- **Oral Communication**
- **Humanities & Fine Arts**
- **Natural Sciences**
- **Social & Behavioral Sciences**



Viewing Your Degree Audit

Pay close attention to the instructions under each subsection. These instructions detail how to meet subsection requirements.

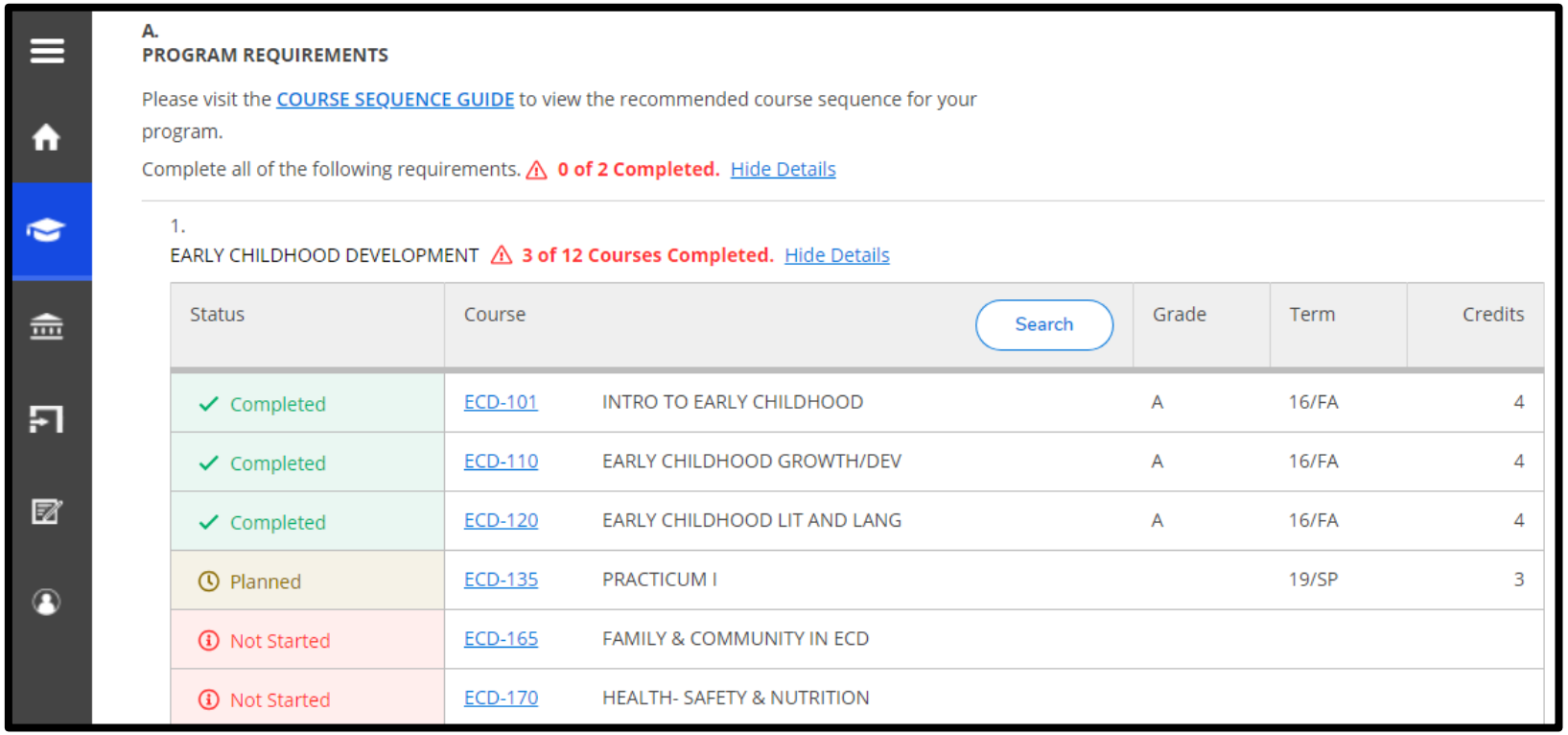


Viewing Your Degree Audit

Courses that have not been started or have been withdrawn are **RED**

Courses that have been planned or registered are **YELLOW**

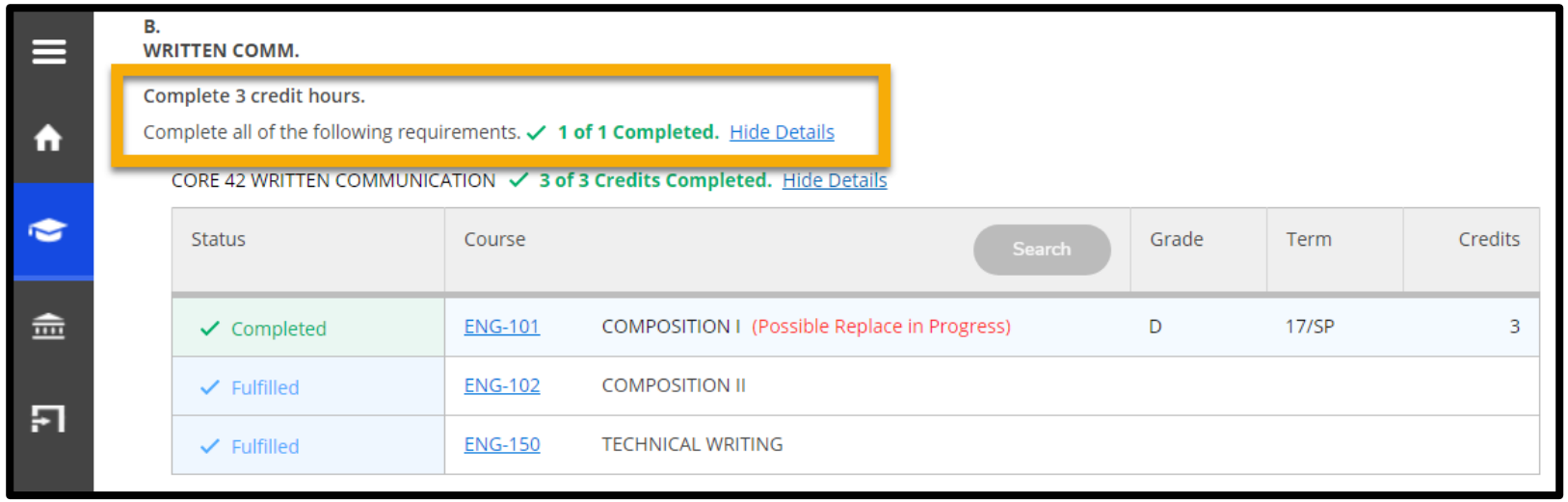
Courses that are in progress or have been completed are **GREEN**



Viewing Your Degree Audit

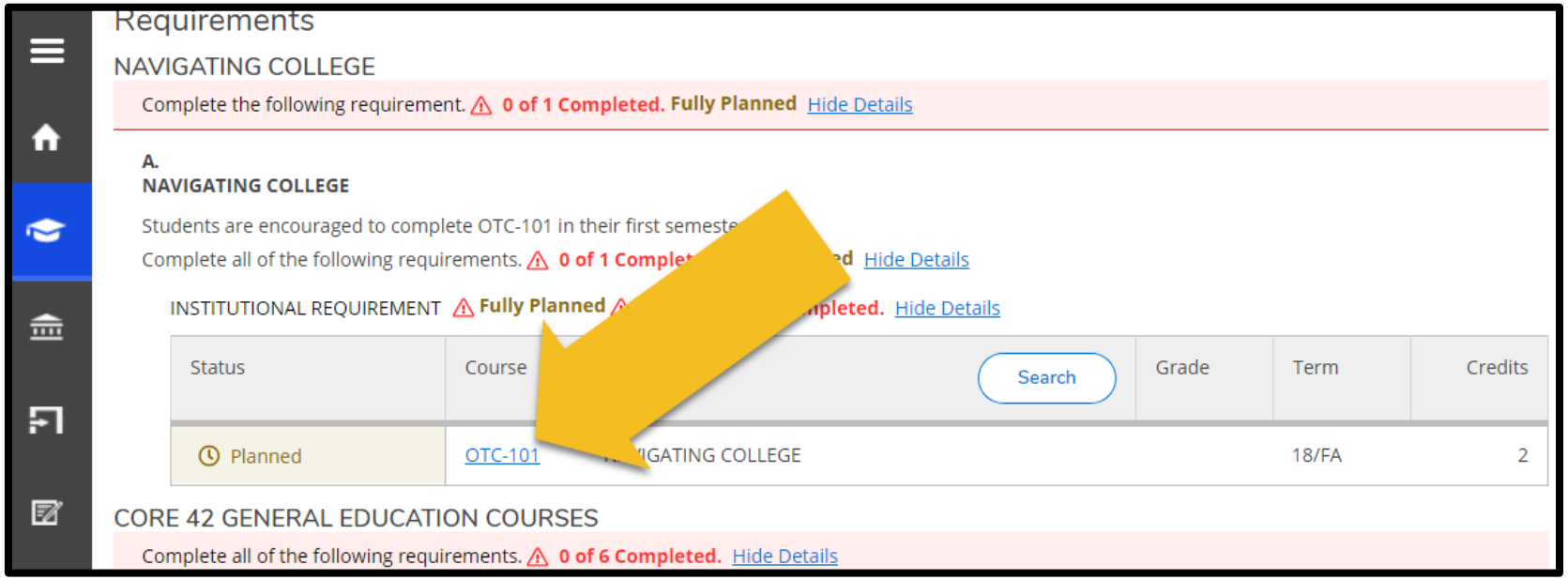
Once a subsection requirement has been satisfied, previous course options no longer needing completed turn **BLUE**

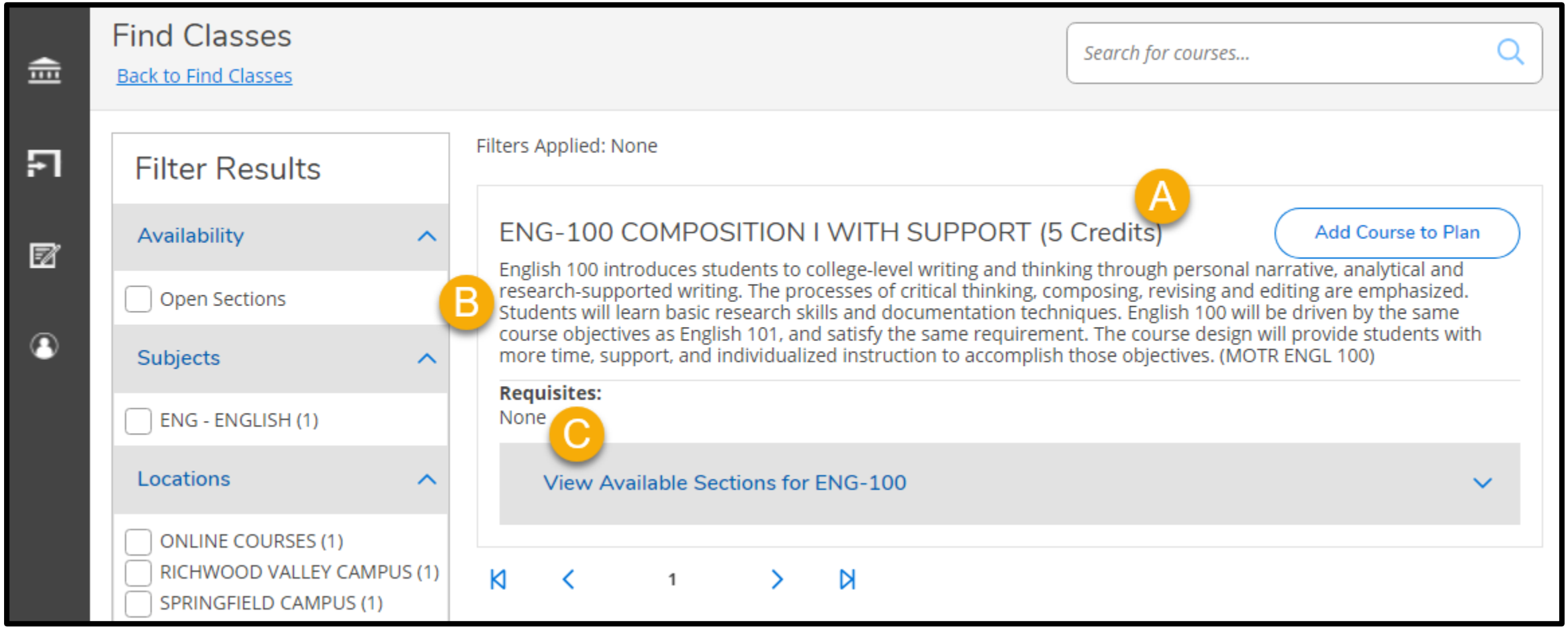
The subsection will also show as completed



Planning Courses On Your Degree Audit

1. Locate the course you would like to plan
2. Select the course link





3. Review course information including:

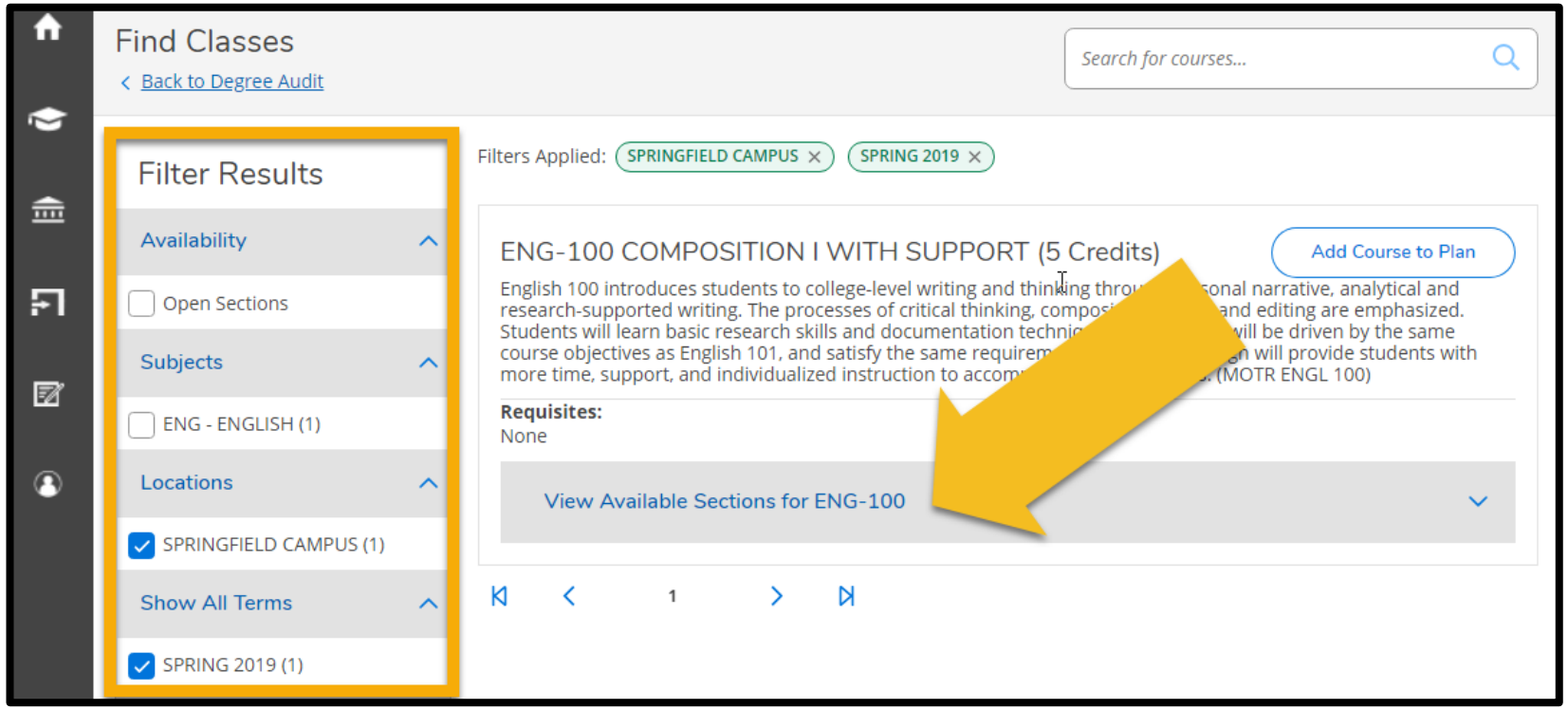
A. Credit Hours

B. Course Description

C. Prerequisites

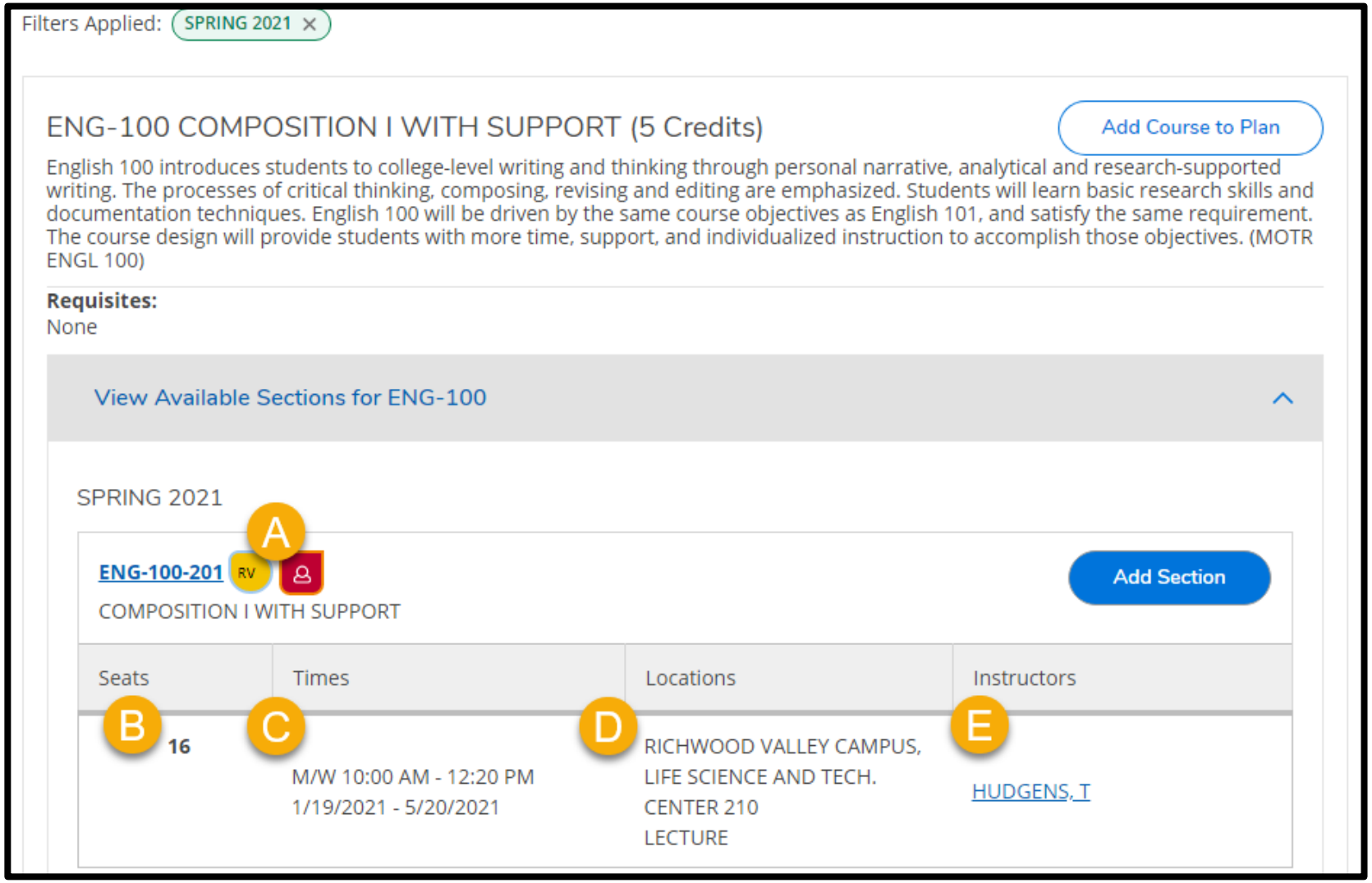
Planning Courses On Your Degree Audit

3. Use the filter to narrow down search results
4. Select **View Available Sections**



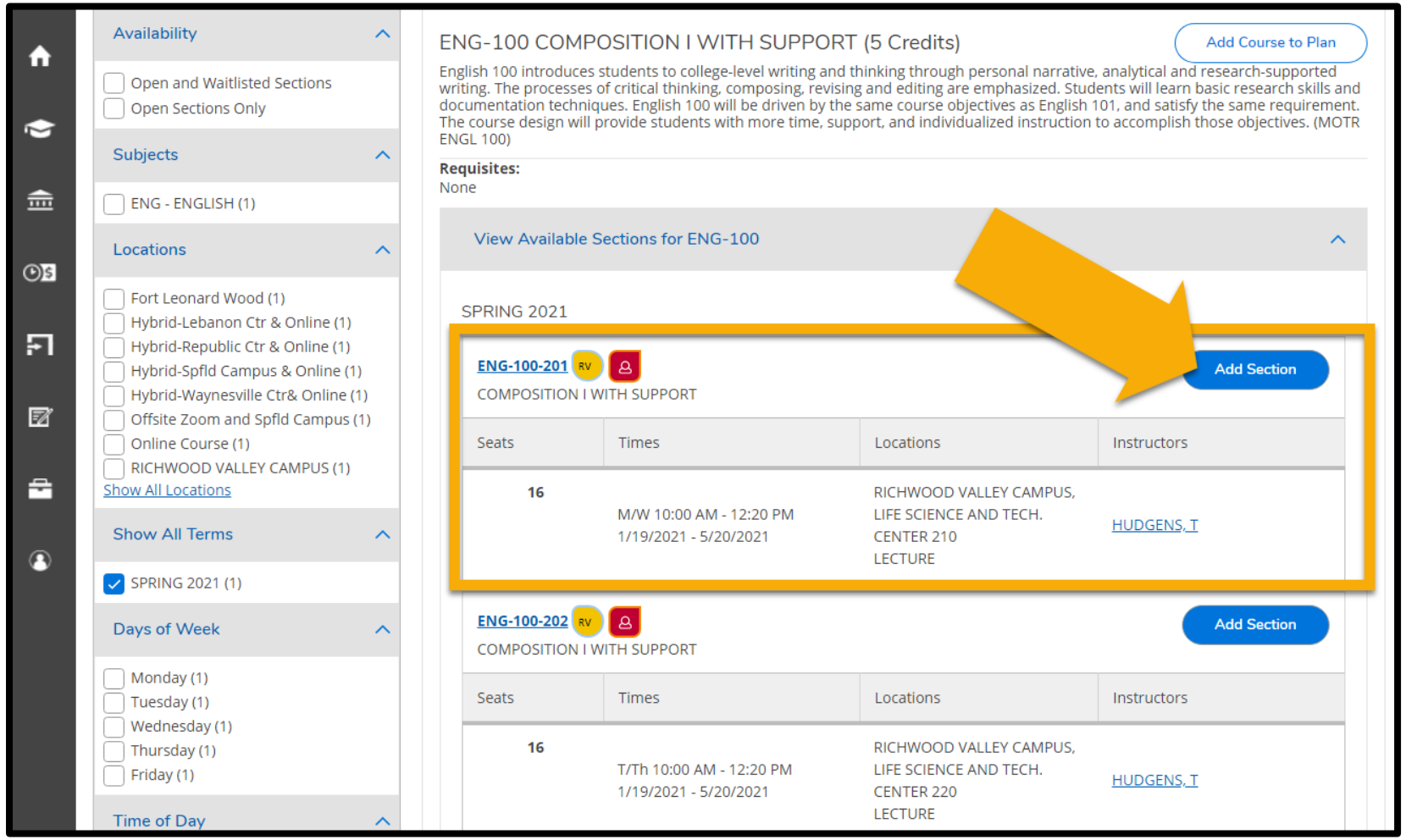
Planning Courses On Your Degree Audit

5. Pay close attention to the section details including:
   - **A. Course Format**
   - **B. Available Seats**
   - **C. Meeting Times**
   - **D. Meeting Locations**
   - **E. Instructor Reviews**



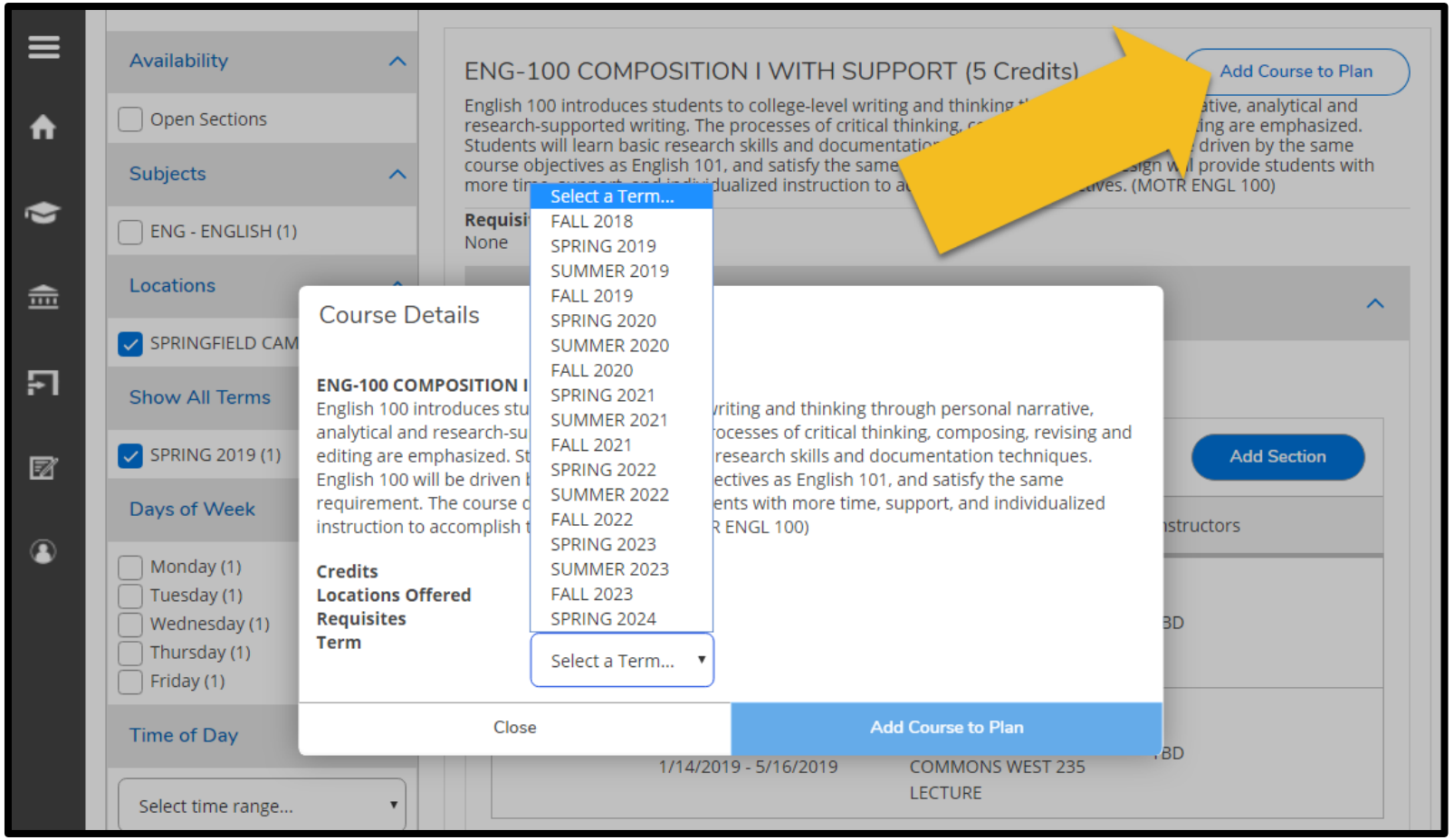
Planning Courses On Your Degree Audit

6. If you locate a section you would like to plan, select the corresponding **Add Section** button



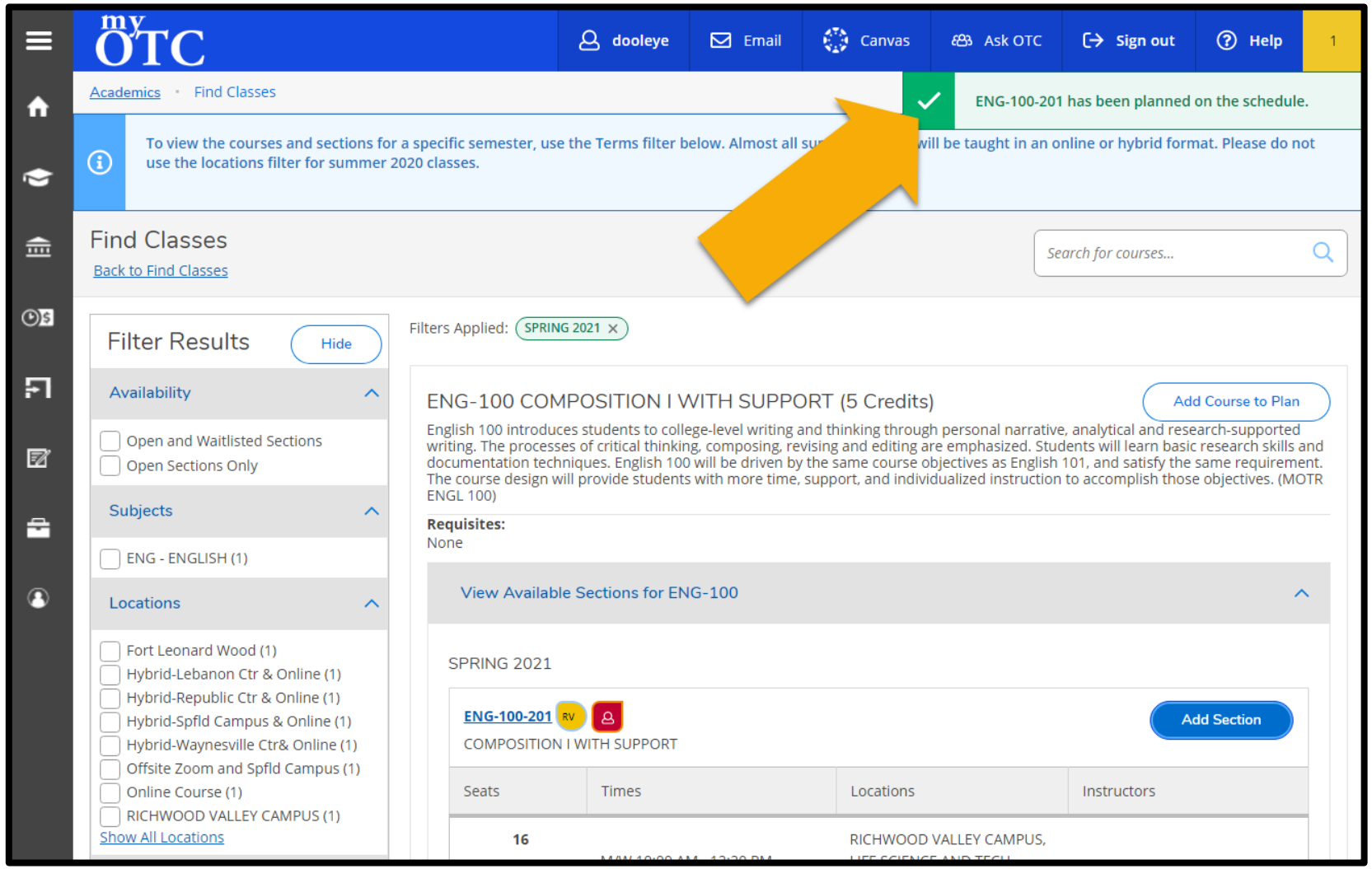
Planning Courses On Your Degree Audit

If you are unsure which section you would like to plan, select **Add Course to Plan**. This will allow you to select the semester you would like to plan the course. You will be able to select a section later in the planning process.



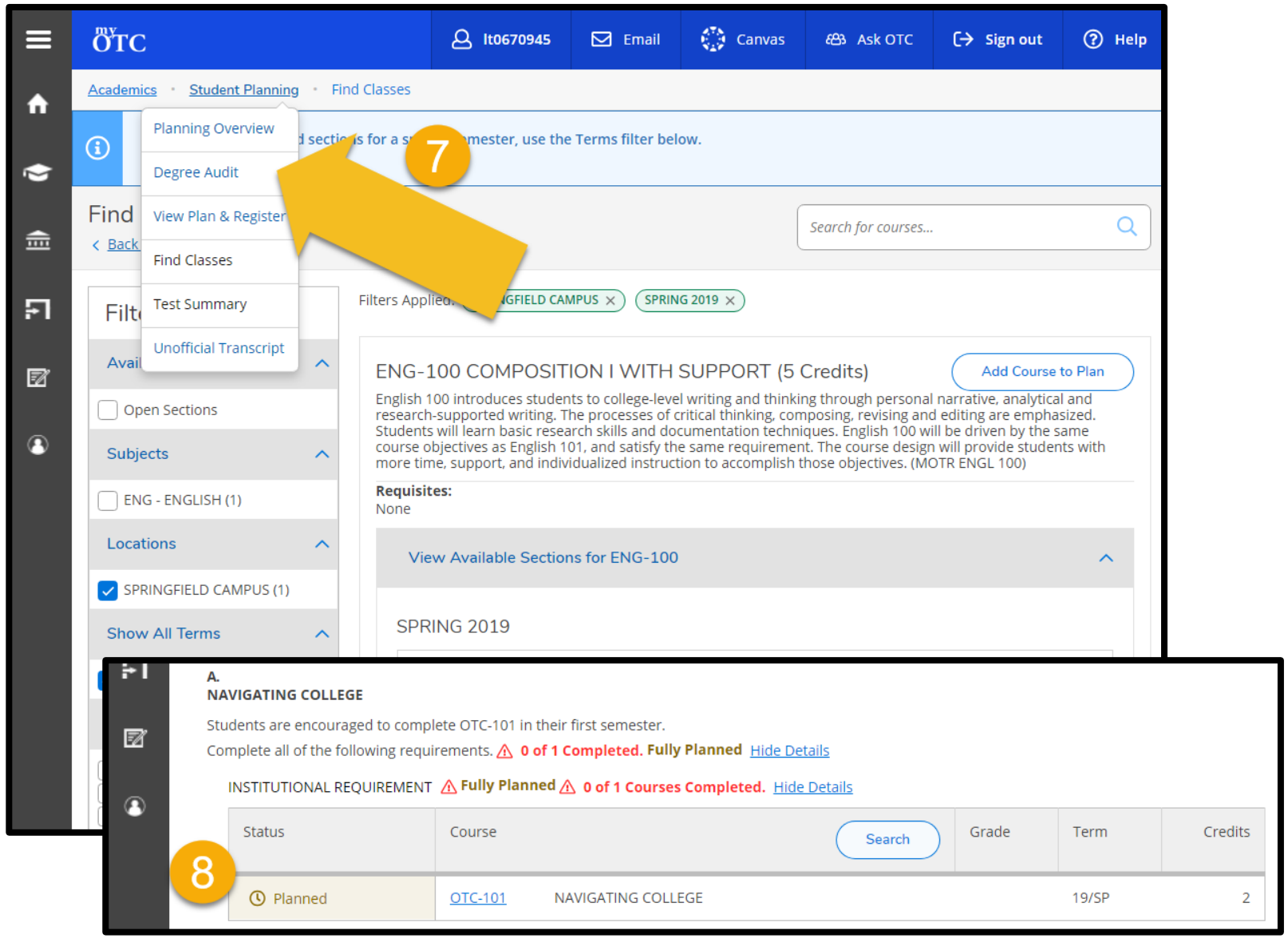
Planning Courses On Your Degree Audit

Once a course has been added to your plans, a confirmation will display in the upper right-hand corner.



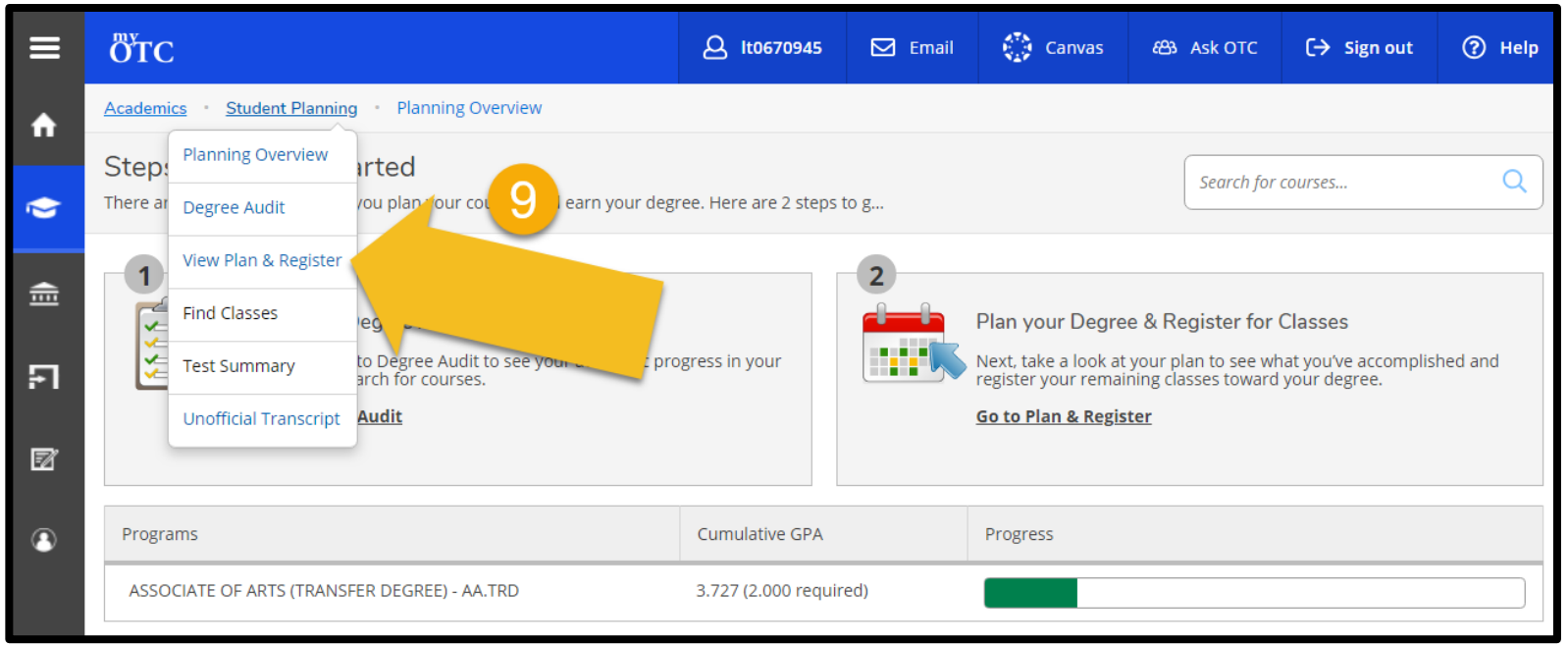
Planning Courses On Your Degree Audit

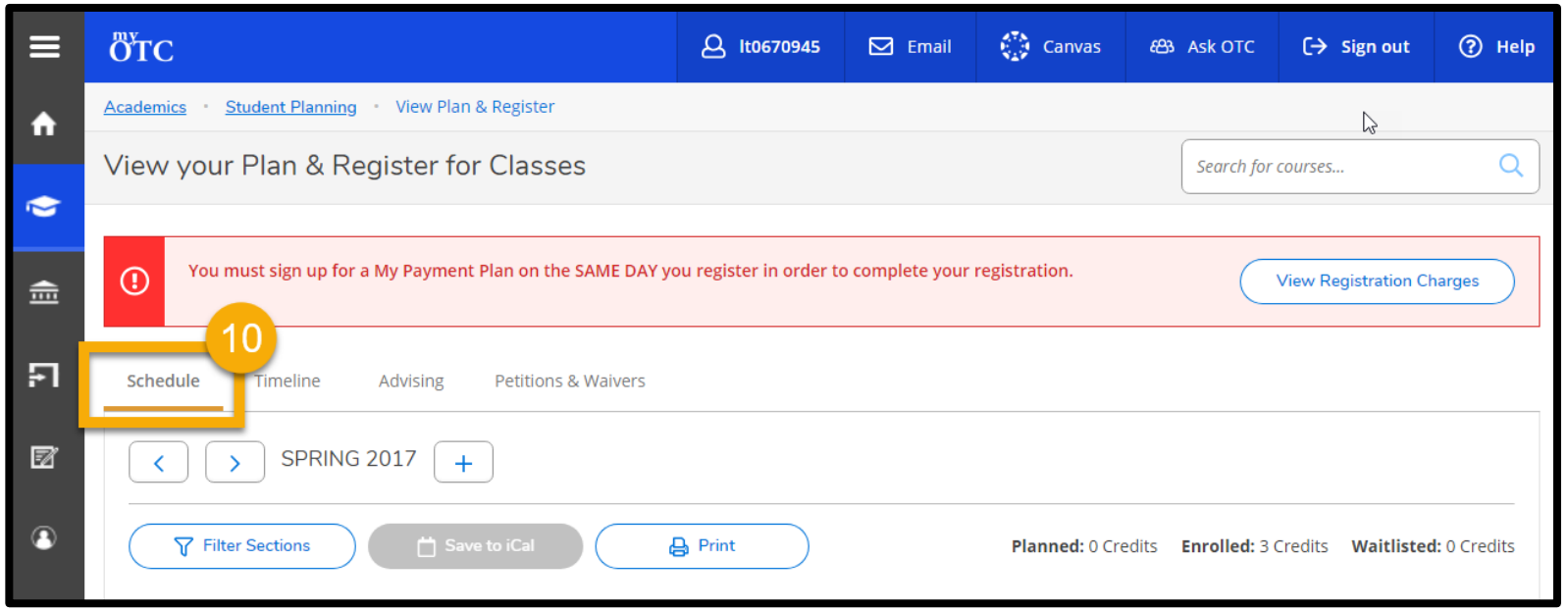
7. Select the **Student Planning** dropdown to navigate back to the **Degree Audit**
8. Review audit to confirm course is planned for intended semester

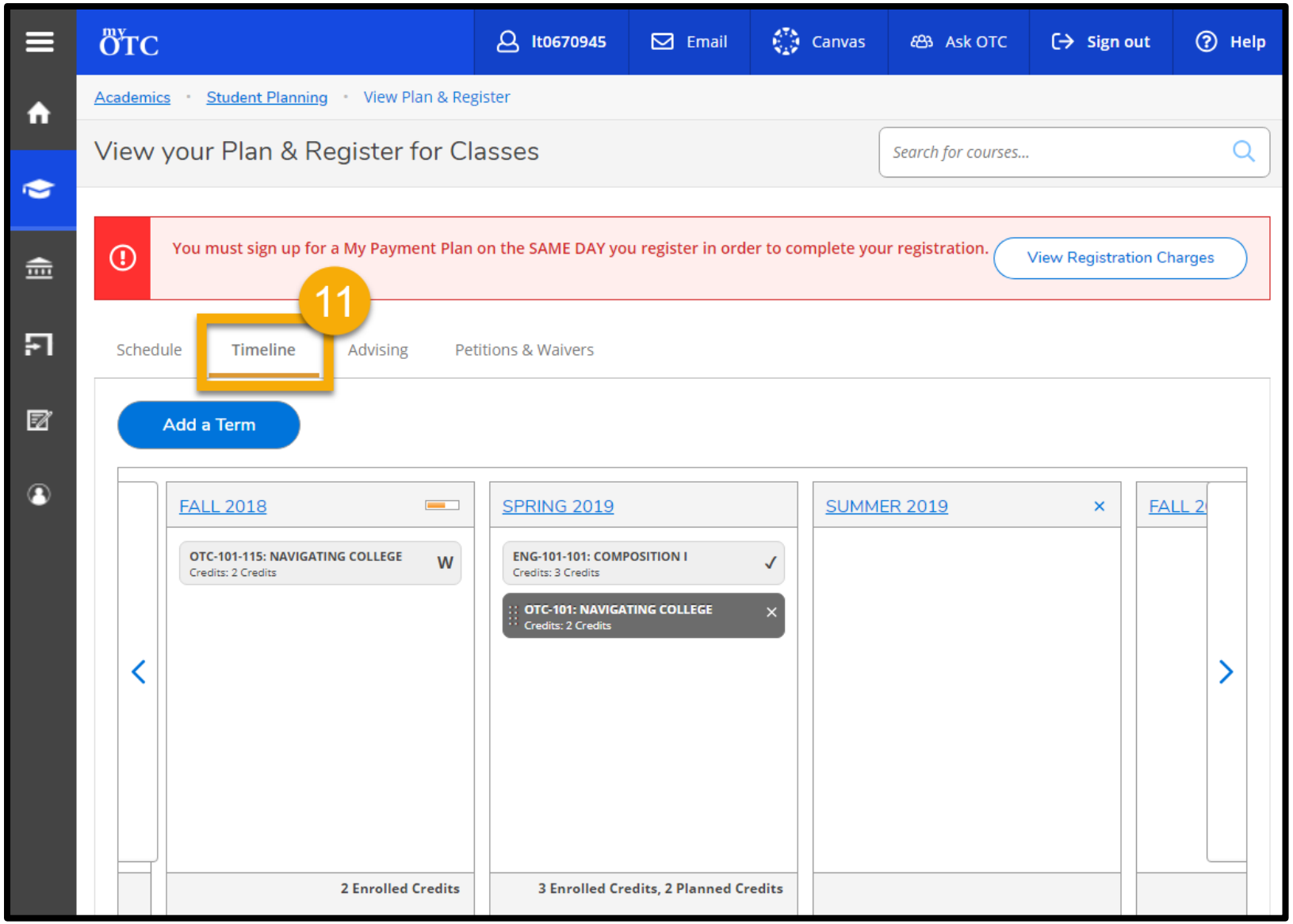


Planning Courses On Your Degree Audit

9. Select the **Student Planning** dropdown to navigate to **View Plan & Register**
10. Select the **Schedule** tab to view your course plans by semester





Planning Courses On Your Degree Audit

11. Select the **Timeline** tab to:
    - View past, current, and future course plans
    - Review credit hours per semester
    - Remove courses from plan