

Viewing Your Degree Audit

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.

Notifications

Title	Details	Link
ⓘ ATTENTION STUDENTS!	The registration process for [redacted] 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.

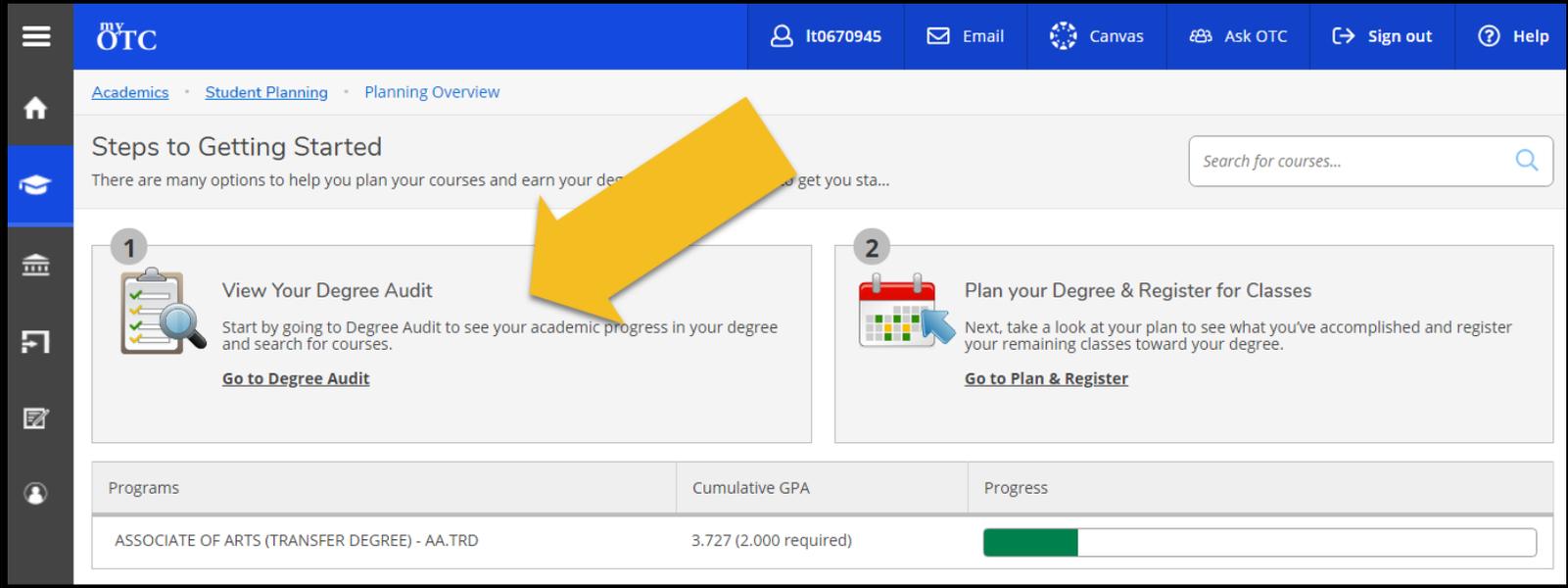
Graduation
Here you can apply for graduation.

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.

Viewing Your Degree Audit

4. Select **View Your Degree Audit**



The screenshot displays 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 shows Academics > Student Planning > Planning Overview. The main heading is 'Steps to Getting Started' with a search bar for courses. Two numbered steps are visible: Step 1, 'View Your Degree Audit', and Step 2, 'Plan your Degree & Register for Classes'. A large yellow arrow points to the 'View Your Degree Audit' step. Below the steps is a table showing program information and progress.

Programs	Cumulative GPA	Progress
ASSOCIATE OF ARTS (TRANSFER DEGREE) - AA.TRD	3.727 (2.000 required)	<div style="width: 100%; height: 10px; background-color: green;"></div>

- 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

Requirements

NAVIGATING COLLEGE

Complete the following requirements. **0 of 1 Completed. Fully Planned** [Hide Details](#)

A. NAVIGATING COLLEGE

Students are encouraged to complete OTC-101 in the first semester.

Complete all of the following requirements. **0 of 1 Completed. Fully Planned** [Hide Details](#)

INSTITUTIONAL REQUIREMENT **Fully Planned** **0 of 1 Courses Completed.** [Hide Details](#)

Status	Course	Grade	Term	Credits
Planned	OTC-101 NAVIGATING COLLEGE		18/FA	2

CORE 42 GENERAL EDUCATION COURSES

Complete all of the following requirements. **0 of 6 Completed.** [Hide Details](#)

A. MATHEMATICAL SCIENCE

Complete 3 credit hours.

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**

The screenshot displays a degree audit interface with a sidebar on the left containing navigation icons. The main content area shows two sections:

C. ORAL COMM.
Complete 3 credit hours from the following subject areas. No more than 3 credit hours from CORE 42 designated Performance Areas. No more than 3 credit hours from MUS-235.
Complete all of the following requirements. 0 of 1 Completed. [Hide Details](#)

CORE 42 ORAL COMMUNICATIONS 0 Credits Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
Not Started	COM-100 INTRODUCTION TO COMMUNICATION			
Not Started	COM-105 PUBLIC SPEAKING			
Not Started	COM-200 INTERPERSONAL COMMUNICATIONS			

D. HUM. & FINE ARTS
Complete 9 credit hours from the following subject areas. No more than 3 credit hours from CORE 42 designated Performance Areas. No more than 3 credit hours from MUS-235.
Complete all of the following requirements. 1 of 1 Completed. [Hide Details](#)

CORE 42 HUMANITIES & FINE ARTS 1 Credits Completed. Minimum Subjects Not Met. [Hide Details](#)

Status	Course	Grade	Term	Credits
Not Started	ART-100 ART AND EXPERIENCE			
Not Started	ART-101 ART HISTORY I			

Viewing Your Degree Audit

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

The screenshot displays a degree audit interface with a sidebar on the left containing navigation icons for home, degree, and user profile. The main content area is divided into two subsections, C and D.

C. ORAL COMM.
Complete 3 credit hours.
Complete all of the following requirements. ⚠ 0 of 1 Completed. [Hide Details](#)

CORE 42 ORAL COMMUNICATIONS ⚠ 0 of 3 Credits Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
ⓘ Not Started	COM-100	INTRODUCTION TO COMMUNICATION			
ⓘ Not Started	COM-105	PUBLIC SPEAKING			
ⓘ Not Started	COM-200	INTERPERSONAL COMMUNICATIONS			

D. HUM. & FINE ARTS
Complete 9 credit hours from at least 2 subject areas. No more than 3 credit hours from CORE 42 designated Performance Courses ART-120 and MUS-235.
Complete all of the following requirements. ⚠ 0 of 1 Completed. [Hide Details](#)

CORE 42 HUMANITIES & FINE ARTS ⚠ 0 of 9 Credits Completed. Minimum Subjects Not Met. [Hide Details](#)

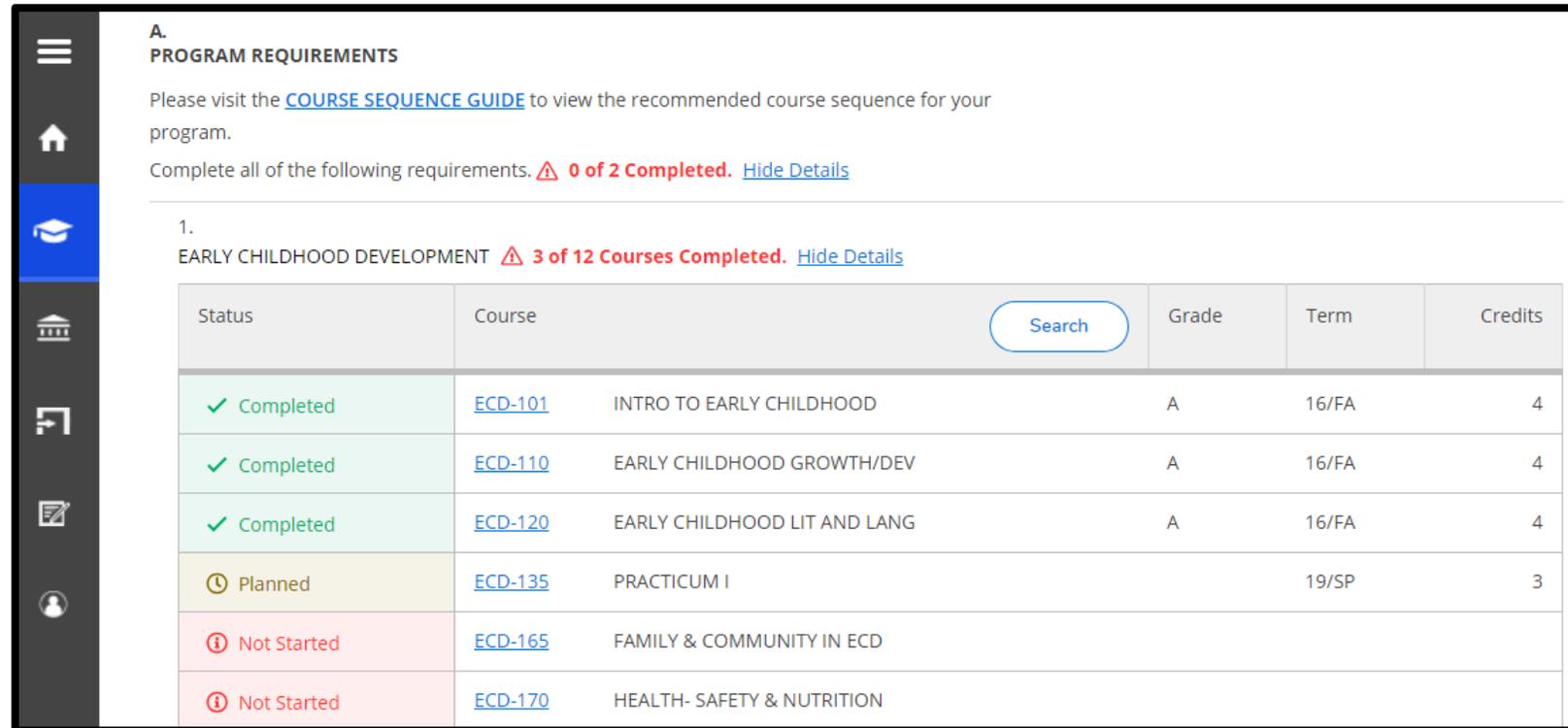
Status	Course	Search	Grade	Term	Credits
ⓘ Not Started	ART-100	ART AND EXPERIENCE			
ⓘ Not Started	ART-101	ART HISTORY I			

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**



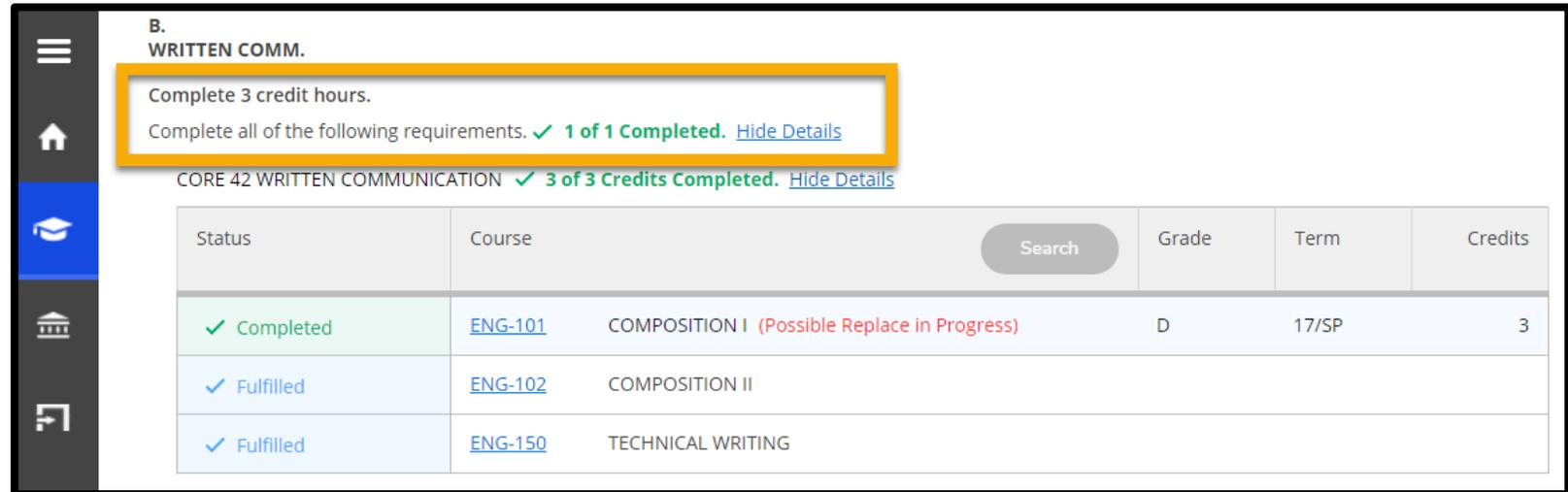
The screenshot shows a web interface for viewing degree audit requirements. On the left is a dark sidebar with navigation icons: a hamburger menu, a home icon, a graduation cap icon (highlighted in blue), a building icon, a magnifying glass icon, a document icon, and a profile icon. The main content area is titled 'A. PROGRAM REQUIREMENTS'. Below the title, there is a paragraph: 'Please visit the [COURSE SEQUENCE GUIDE](#) to view the recommended course sequence for your program.' followed by 'Complete all of the following requirements. ⚠ 0 of 2 Completed. [Hide Details](#)'. Below this is a section for '1. EARLY CHILDHOOD DEVELOPMENT' with a summary: '⚠ 3 of 12 Courses Completed. [Hide Details](#)'. A table follows with columns: Status, Course, Grade, Term, and Credits. The 'Course' column includes a 'Search' button. The table lists six courses with their respective statuses, grades, terms, and credit values.

Status	Course	Grade	Term	Credits
✓ Completed	ECD-101 INTRO TO EARLY CHILDHOOD	A	16/FA	4
✓ Completed	ECD-110 EARLY CHILDHOOD GROWTH/DEV	A	16/FA	4
✓ Completed	ECD-120 EARLY CHILDHOOD LIT AND LANG	A	16/FA	4
🕒 Planned	ECD-135 PRACTICUM I		19/SP	3
ⓘ Not Started	ECD-165 FAMILY & COMMUNITY IN ECD			
ⓘ Not Started	ECD-170 HEALTH- SAFETY & NUTRITION			

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

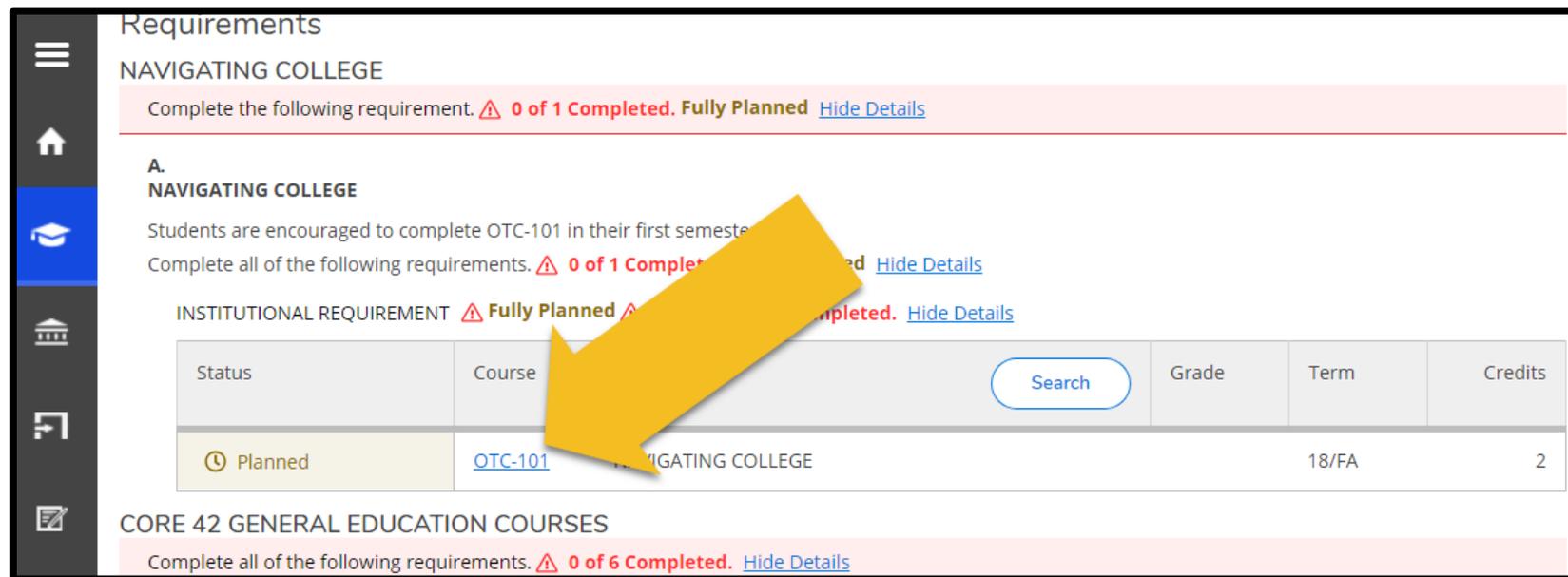


The screenshot displays a degree audit interface. On the left is a dark sidebar with navigation icons: a hamburger menu, a home icon, a graduation cap icon (highlighted in blue), a building icon, and a refresh icon. The main content area is titled "B. WRITTEN COMM." and contains a summary box with a yellow border: "Complete 3 credit hours. Complete all of the following requirements. ✓ 1 of 1 Completed. [Hide Details](#)". Below this is a summary for "CORE 42 WRITTEN COMMUNICATION ✓ 3 of 3 Credits Completed. [Hide Details](#)". A table follows with columns for Status, Course, Grade, Term, and Credits. The first row is highlighted in light blue, indicating completion.

Status	Course	Grade	Term	Credits
✓ Completed	ENG-101 COMPOSITION I (Possible Replace in Progress)	D	17/SP	3
✓ Fulfilled	ENG-102 COMPOSITION II			
✓ Fulfilled	ENG-150 TECHNICAL WRITING			

Planning Courses On Your Degree Audit

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



Requirements

NAVIGATING COLLEGE

Complete the following requirement. **0 of 1 Completed. Fully Planned** [Hide Details](#)

A.
NAVIGATING COLLEGE

Students are encouraged to complete OTC-101 in their first semester.

Complete all of the following requirements. **0 of 1 Completed** [Hide Details](#)

INSTITUTIONAL REQUIREMENT **Fully Planned** [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
Planned	OTC-101			18/FA	2

CORE 42 GENERAL EDUCATION COURSES

Complete all of the following requirements. **0 of 6 Completed.** [Hide Details](#)

Find Classes

[Back to Find Classes](#)

Search for courses...

Filter Results

Availability ^

Open Sections

Subjects ^

ENG - ENGLISH (1)

Locations ^

ONLINE COURSES (1)

RICHWOOD VALLEY CAMPUS (1)

SPRINGFIELD CAMPUS (1)

Filters Applied: None

ENG-100 COMPOSITION I WITH SUPPORT (5 Credits) A [Add Course to Plan](#)

English 100 introduces students to college-level writing and thinking through personal narrative, analytical and research-supported writing. The processes of critical thinking, composing, revising and editing are emphasized. Students will learn basic research skills and documentation techniques. English 100 will be driven by the same course objectives as English 101, and satisfy the same requirement. The course design will provide students with more time, support, and individualized instruction to accomplish those objectives. (MOTR ENGL 100)

Requisites:
None C

[View Available Sections for ENG-100](#) ∨

⏪ < 1 > ⏩

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**

The screenshot shows a web interface for finding classes. On the left is a 'Filter Results' sidebar with a yellow border. It includes sections for 'Availability' (with an 'Open Sections' checkbox), 'Subjects' (with an 'ENG - ENGLISH (1)' checkbox), 'Locations' (with 'SPRINGFIELD CAMPUS (1)' checked), and 'Show All Terms' (with 'SPRING 2019 (1)' checked). The main area shows 'Find Classes' with a search bar and filters for 'SPRINGFIELD CAMPUS' and 'SPRING 2019'. A course card for 'ENG-100 COMPOSITION I WITH SUPPORT (5 Credits)' is displayed, including a description, prerequisites (None), and an 'Add Course to Plan' button. A yellow arrow points to a 'View Available Sections for ENG-100' button at the bottom of the course card.

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**

Filters Applied: SPRING 2021 ×

ENG-100 COMPOSITION I WITH SUPPORT (5 Credits) Add Course to Plan

English 100 introduces students to college-level writing and thinking through personal narrative, analytical and research-supported writing. The processes of critical thinking, composing, revising and editing are emphasized. Students will learn basic research skills and documentation techniques. English 100 will be driven by the same course objectives as English 101, and satisfy the same requirement. The course design will provide students with more time, support, and individualized instruction to accomplish those objectives. (MOTR ENGL 100)

Requisites:
None

[View Available Sections for ENG-100](#) ^

SPRING 2021

ENG-100-201 RV 👤 A Add Section

COMPOSITION I WITH SUPPORT

Seats	Times	Locations	Instructors
B 16	C M/W 10:00 AM - 12:20 PM 1/19/2021 - 5/20/2021	D RICHWOOD VALLEY CAMPUS, LIFE SCIENCE AND TECH. CENTER 210 LECTURE	E HUDGENS, T

Planning Courses On Your Degree Audit

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

ENG-100 COMPOSITION I WITH SUPPORT (5 Credits) [Add Course to Plan](#)

English 100 introduces students to college-level writing and thinking through personal narrative, analytical and research-supported writing. The processes of critical thinking, composing, revising and editing are emphasized. Students will learn basic research skills and documentation techniques. English 100 will be driven by the same course objectives as English 101, and satisfy the same requirement. The course design will provide students with more time, support, and individualized instruction to accomplish those objectives. (MOTR ENGL 100)

Requisites:
None

[View Available Sections for ENG-100](#)

SPRING 2021

ENG-100-201 [Add Section](#)

COMPOSITION I WITH SUPPORT

Seats	Times	Locations	Instructors
16	M/W 10:00 AM - 12:20 PM 1/19/2021 - 5/20/2021	RICHWOOD VALLEY CAMPUS, LIFE SCIENCE AND TECH. CENTER 210 LECTURE	HUDGENS, I

ENG-100-202 [Add Section](#)

COMPOSITION I WITH SUPPORT

Seats	Times	Locations	Instructors
16	T/Th 10:00 AM - 12:20 PM 1/19/2021 - 5/20/2021	RICHWOOD VALLEY CAMPUS, LIFE SCIENCE AND TECH. CENTER 220 LECTURE	HUDGENS, I

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.

The screenshot displays a web interface for planning courses. On the left, a sidebar contains navigation icons and filters for 'Availability', 'Subjects', 'Locations', 'Days of Week', and 'Time of Day'. The main area shows course details for 'ENG-100 COMPOSITION I WITH SUPPORT (5 Credits)'. A yellow arrow points to the 'Add Course to Plan' button in the top right. A modal window titled 'Course Details' is open, showing the course name, description, and a 'Term' dropdown menu. The dropdown menu lists semesters from FALL 2018 to SPRING 2024. Below the modal, a 'Close' button and an 'Add Course to Plan' button are visible. The background shows a table of course sections with columns for dates and locations.

Date	Location	Section Type
1/14/2019 - 5/16/2019	COMMONS WEST 235	LECTURE

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.

The screenshot shows the myOTC 'Find Classes' interface. At the top, a navigation bar includes the user's name 'dooleye', 'Email', 'Canvas', 'Ask OTC', 'Sign out', and 'Help'. Below this, a green confirmation banner with a checkmark states: 'ENG-100-201 has been planned on the schedule.' A large orange arrow points to this banner. Below the banner, a blue information box provides instructions: 'To view the courses and sections for a specific semester, use the Terms filter below. Almost all summer 2020 classes will be taught in an online or hybrid format. Please do not use the locations filter for summer 2020 classes.' The main 'Find Classes' section features a search bar and a 'Filter Results' sidebar. The sidebar includes filters for 'Availability' (Open and Waitlisted Sections, Open Sections Only), 'Subjects' (ENG - ENGLISH (1)), and 'Locations' (Fort Leonard Wood, Hybrid-Lebanon Ctr & Online, Hybrid-Republic Ctr & Online, Hybrid-Spfld Campus & Online, Hybrid-Waynesville Ctr & Online, Offsite Zoom and Spfld Campus, Online Course, RICHWOOD VALLEY CAMPUS). The 'Filters Applied' section shows 'SPRING 2021' is selected. The main content area displays details for 'ENG-100 COMPOSITION I WITH SUPPORT (5 Credits)', including a description, prerequisites (None), and a section table. The section table has columns for 'Seats', 'Times', 'Locations', and 'Instructors'. A row shows 16 seats for the 'RICHWOOD VALLEY CAMPUS, LIFE SCIENCE AND TECH' location. An 'Add Course to Plan' button is visible at the top right of the course details, and an 'Add Section' button is at the top right of the section table.

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

The screenshot shows the myOTC Student Planning interface. A yellow arrow points to the 'Student Planning' dropdown menu, which is highlighted with a yellow circle containing the number 7. The dropdown menu includes options: Planning Overview, Degree Audit, View Plan & Register, Find Classes, Test Summary, and Unofficial Transcript. The main interface displays course details for ENG-100 COMPOSITION I WITH SUPPORT (5 Credits) and a degree audit table for A. NAVIGATING COLLEGE.

ENG-100 COMPOSITION I WITH SUPPORT (5 Credits) [Add Course to Plan](#)

English 100 introduces students to college-level writing and thinking through personal narrative, analytical and research-supported writing. The processes of critical thinking, composing, revising and editing are emphasized. Students will learn basic research skills and documentation techniques. English 100 will be driven by the same course objectives as English 101, and satisfy the same requirement. The course design will provide students with more time, support, and individualized instruction to accomplish those objectives. (MOTR ENGL 100)

Requisites:
None

[View Available Sections for ENG-100](#)

SPRING 2019

A. NAVIGATING COLLEGE
Students are encouraged to complete OTC-101 in their first semester.
Complete all of the following requirements. ▲ 0 of 1 Completed. Fully Planned [Hide Details](#)

INSTITUTIONAL REQUIREMENT ▲ Fully Planned ▲ 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
🕒 Planned	OTC-101 NAVIGATING COLLEGE		19/SP	2

Planning Courses On Your Degree Audit

The screenshot shows the 'myOTC' Student Planning interface. The user is logged in as 'It0670945'. The breadcrumb trail is 'Academics > Student Planning > Planning Overview'. A dropdown menu is open, showing options: 'Planning Overview', 'Degree Audit', 'View Plan & Register', 'Find Classes', 'Test Summary', and 'Unofficial Transcript'. A yellow arrow points to the 'View Plan & Register' option, which is marked with a yellow circle containing the number '9'. Below the menu, there are two main steps: '1. Find Classes' and '2. Plan your Degree & Register for Classes'. The 'Plan your Degree & Register for Classes' step includes a calendar icon and a 'Go to Plan & Register' link. At the bottom, a progress bar shows 'ASSOCIATE OF ARTS (TRANSFER DEGREE) - AA.TRD' with a cumulative GPA of '3.727 (2,000 required)' and a green progress indicator.

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

The screenshot shows the 'myOTC' Student Planning interface at the 'View Plan & Register' page. The user is logged in as 'It0670945'. The breadcrumb trail is 'Academics > Student Planning > View Plan & Register'. A red banner at the top states: 'You must sign up for a My Payment Plan on the SAME DAY you register in order to complete your registration.' with a 'View Registration Charges' button. Below the banner, there are tabs: 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is selected and highlighted with a yellow box and a yellow circle containing the number '10'. Below the tabs, there are navigation buttons for '<', 'SPRING 2017', and '+'. At the bottom, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The status bar at the bottom right shows 'Planned: 0 Credits', 'Enrolled: 3 Credits', and 'Waitlisted: 0 Credits'.

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

The screenshot displays the myOTC Student Planning interface. At the top, there is a navigation bar with the myOTC logo, user ID (It0670945), and links for Email, Canvas, Ask OTC, Sign out, and Help. Below this, the breadcrumb trail shows 'Academics > Student Planning > View Plan & Register'. The main heading is 'View your Plan & Register for Classes', followed by a search bar for courses. A red notification banner states: 'You must sign up for a My Payment Plan on the SAME DAY you register in order to complete your registration.' with a 'View Registration Charges' button. Below the notification, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Timeline' tab is highlighted with a yellow box and a yellow circle containing the number '11'. An 'Add a Term' button is located below the tabs. The main content area shows a grid of course plans for 'FALL 2018', 'SPRING 2019', 'SUMMER 2019', and 'FALL 20...'. The 'FALL 2018' column shows one course: 'OTC-101-115: NAVIGATING COLLEGE' (Credits: 2 Credits) with a 'W' grade. The 'SPRING 2019' column shows two courses: 'ENG-101-101: COMPOSITION I' (Credits: 3 Credits) with a checkmark, and 'OTC-101: NAVIGATING COLLEGE' (Credits: 2 Credits) with an 'x' icon. The 'SUMMER 2019' column is empty. The 'FALL 20...' column is partially visible. At the bottom of each column, the total credits are displayed: '2 Enrolled Credits' for Fall 2018, and '3 Enrolled Credits, 2 Planned Credits' for Spring 2019.