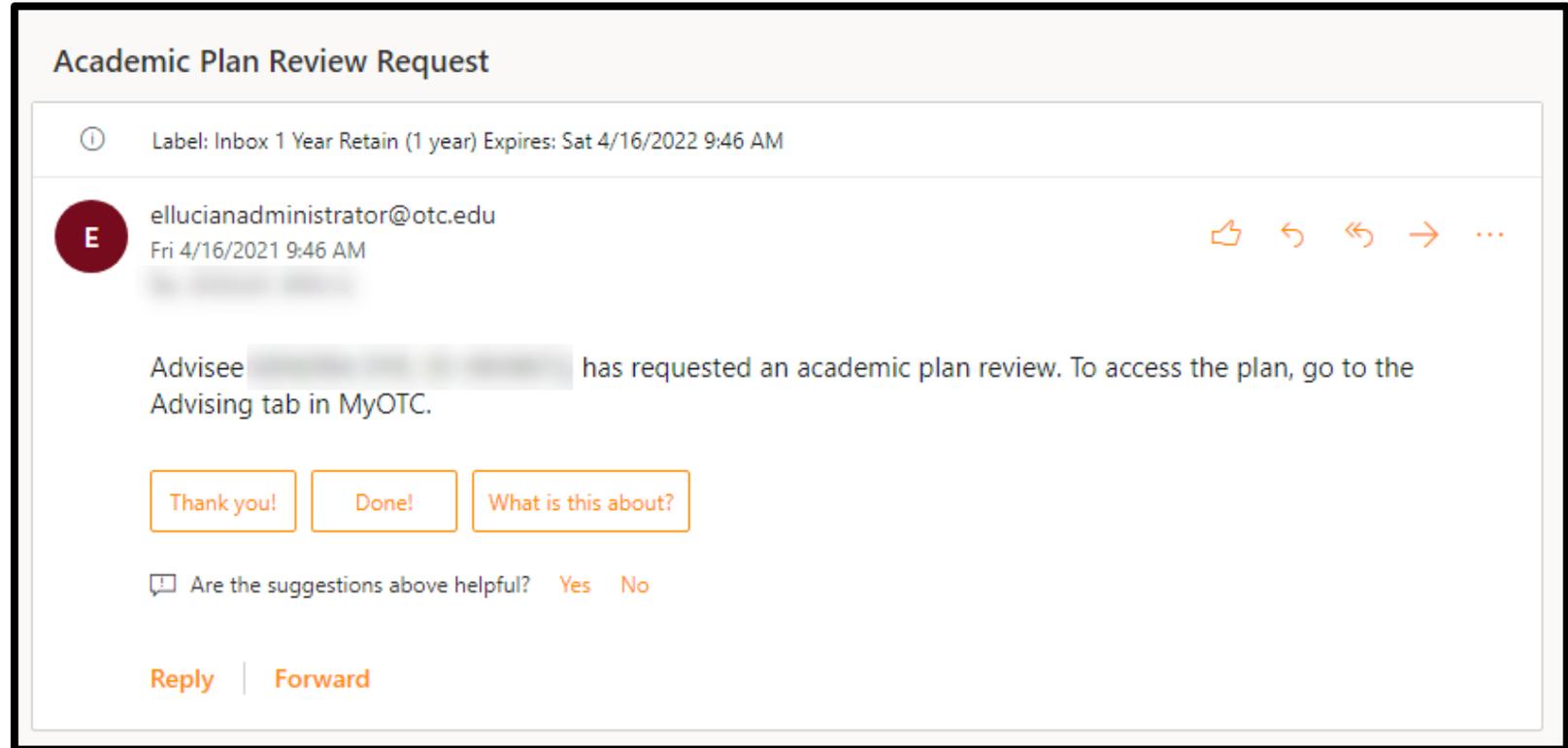


Academic Plan Review Request

Advisees may **request an academic plan review** through myOTC. When an advisee has made this request, the advisor will receive an email notification.



Academic Plan Review Request

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

my
OTC

dooleye Email Canvas Ask OTC Sign out Help

Hi, Erin! You've arrived at MyOTC!

Notifications

Title	Details	Link
ATTENTION STUDENTS!	You must sign up for a payment plan on the same day you register for classes or you will be disenrolled.	

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.

Employee Resources
Here you can view available OTC Employee resources.

Faculty
Here you can view your active classes and submit grades and waivers for students.

Advising
Here you can access your advisees and provide guidance & feedback on their academic planning.

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

Employee
Here you can view your tax form.

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

Graduation
Here you can apply for graduation.

Academic Plan Review Request

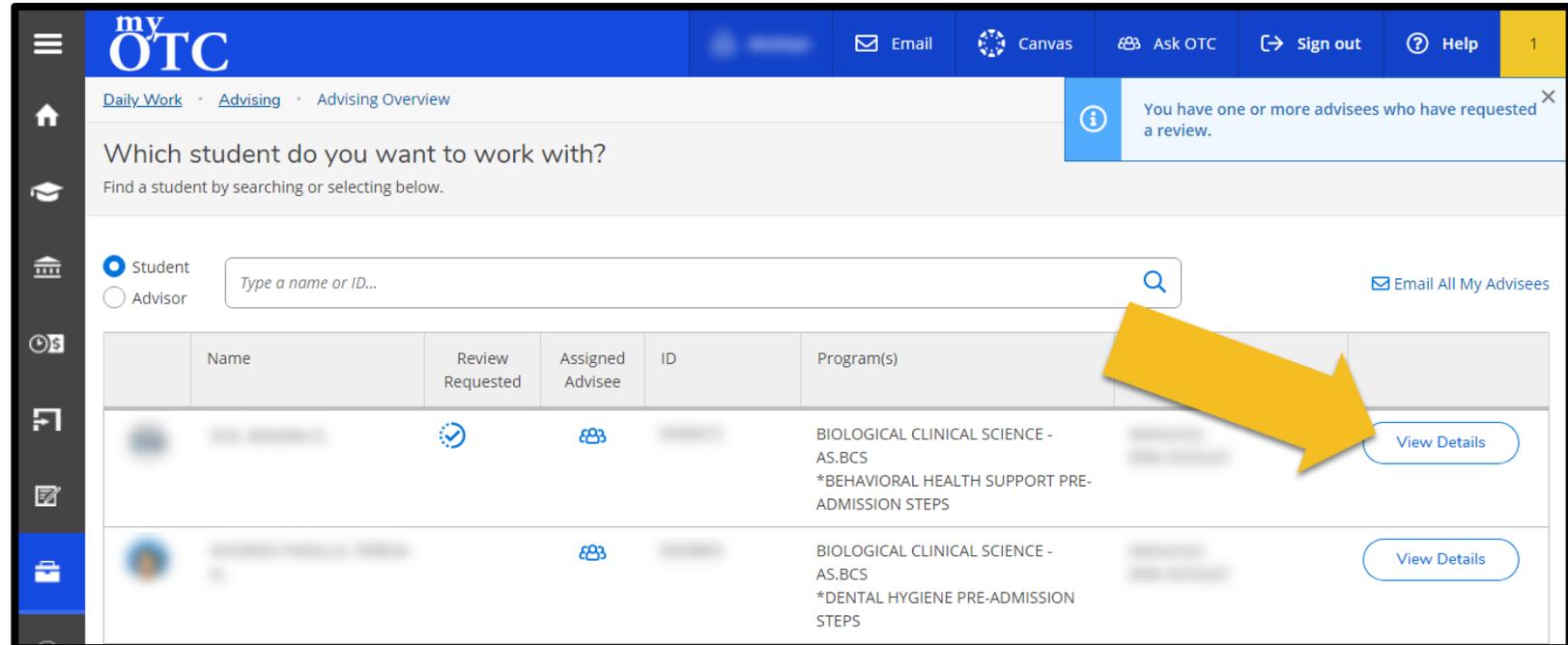
Advisees who have **requested an academic plan review** will be pulled to the top of your advisee list. You will also see a righthand notification about your advisee requests.

The screenshot shows the 'myOTC' interface for 'Advising Overview'. The top navigation bar includes 'Email', 'Canvas', 'Ask OTC', 'Sign out', and 'Help'. A notification in the top right corner states: 'You have one or more advisees who have requested a review.' Below this, the main heading asks 'Which student do you want to work with?' and provides a search bar. The search bar has radio buttons for 'Student' (selected) and 'Advisor', and a search icon. To the right of the search bar is a button labeled 'Email All My Advisees'. Below the search bar is a table with the following columns: Name, Review Requested, Assigned Advisee, ID, Program(s), and Advisor(s). The table contains two rows of data. The first row shows a student with a 'Review Requested' status of 'Requested' (indicated by a checkmark icon) and a program of 'BIOLOGICAL CLINICAL SCIENCE - AS.BCS *BEHAVIORAL HEALTH SUPPORT PRE-ADMISSION STEPS'. The second row shows a student with a 'Review Requested' status of 'Not Requested' (indicated by a checkmark icon) and a program of 'BIOLOGICAL CLINICAL SCIENCE - AS.BCS *DENTAL HYGIENE PRE-ADMISSION STEPS'. Both rows have a 'View Details' button to the right. Two yellow arrows point to the notification and the 'Review Requested' column.

Name	Review Requested	Assigned Advisee	ID	Program(s)	Advisor(s)
[Redacted]	Requested	[Redacted]	[Redacted]	BIOLOGICAL CLINICAL SCIENCE - AS.BCS *BEHAVIORAL HEALTH SUPPORT PRE-ADMISSION STEPS	[Redacted]
[Redacted]	Not Requested	[Redacted]	[Redacted]	BIOLOGICAL CLINICAL SCIENCE - AS.BCS *DENTAL HYGIENE PRE-ADMISSION STEPS	[Redacted]

Academic Plan Review Request

4. Select the **view details** button next to the **advisee** you would like to review

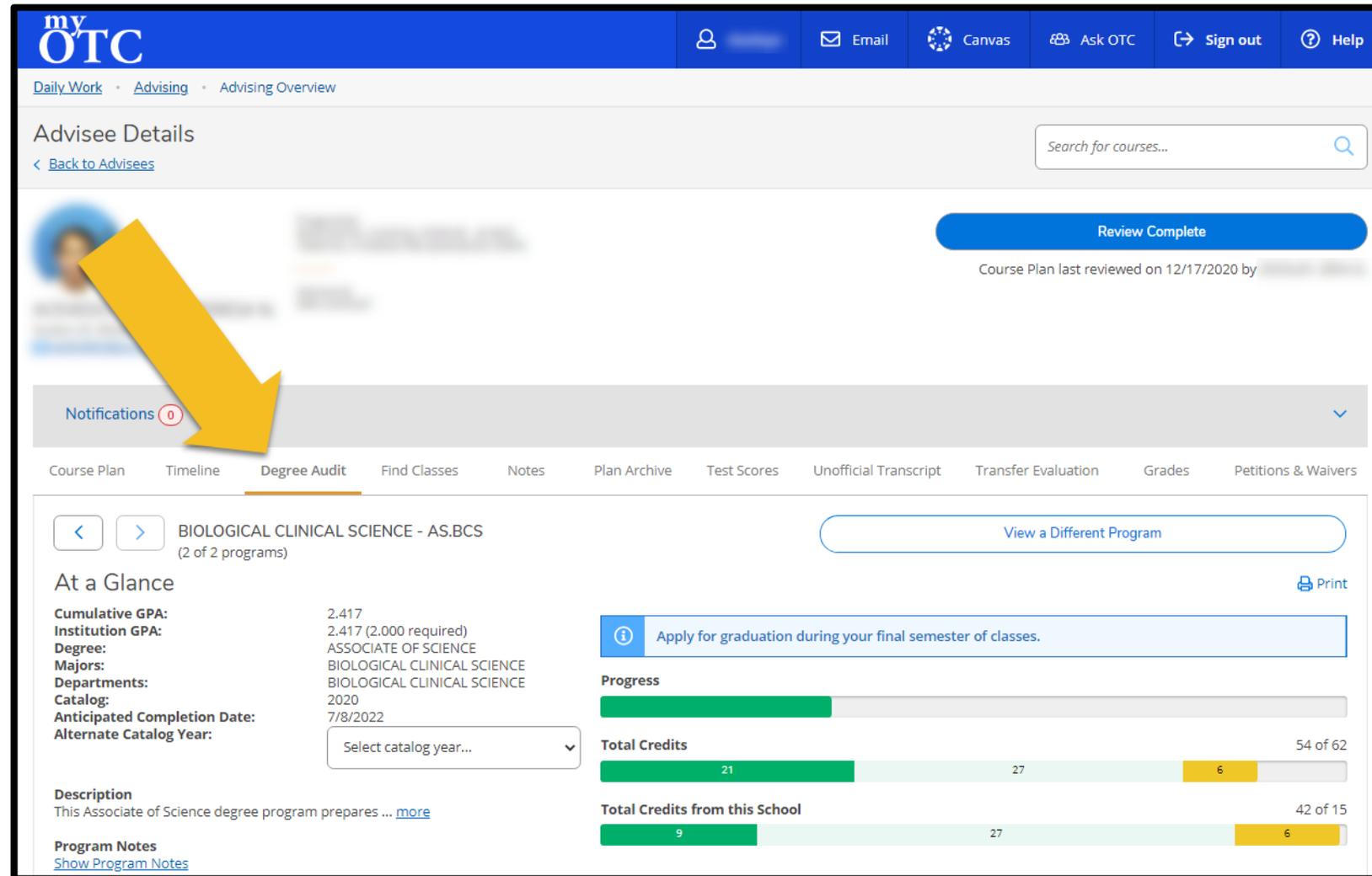


The screenshot shows the 'myOTC' interface for 'Advising Overview'. At the top, there is a navigation bar with 'myOTC' logo and links for 'Email', 'Canvas', 'Ask OTC', 'Sign out', and 'Help'. Below the navigation bar, there is a breadcrumb trail: 'Daily Work > Advising > Advising Overview'. A notification banner on the right states: 'You have one or more advisees who have requested a review.' The main heading asks 'Which student do you want to work with?' and provides instructions to 'Find a student by searching or selecting below.' There are two radio buttons: 'Student' (selected) and 'Advisor'. A search input field contains the placeholder text 'Type a name or ID...'. To the right of the search field is a magnifying glass icon and a link 'Email All My Advisees'. Below this is a table with columns: 'Name', 'Review Requested', 'Assigned Advisee', 'ID', and 'Program(s)'. The table contains two rows of data. The first row shows a student with a 'Review Requested' status (clock icon) and an 'Assigned Advisee' (person icon). The program listed is 'BIOLOGICAL CLINICAL SCIENCE - AS.BCS *BEHAVIORAL HEALTH SUPPORT PRE-ADMISSION STEPS'. A 'View Details' button is located to the right of this row. A large yellow arrow points to this button. The second row shows a similar student entry with the program 'BIOLOGICAL CLINICAL SCIENCE - AS.BCS *DENTAL HYGIENE PRE-ADMISSION STEPS' and a 'View Details' button.

Name	Review Requested	Assigned Advisee	ID	Program(s)	
[Blurred]			[Blurred]	BIOLOGICAL CLINICAL SCIENCE - AS.BCS *BEHAVIORAL HEALTH SUPPORT PRE-ADMISSION STEPS	View Details
[Blurred]			[Blurred]	BIOLOGICAL CLINICAL SCIENCE - AS.BCS *DENTAL HYGIENE PRE-ADMISSION STEPS	View Details

Academic Plan Review Request

5. Review the advisee's **degree audit** and **course plans**. If the advisee has not already contacted you, reach out to offer your support and advising assistance.



The screenshot shows the myOTC interface for an advisee's details. The top navigation bar includes links for Daily Work, Advising, and Advising Overview. The main header is "Advisee Details" with a search bar and a "Review Complete" button. A yellow arrow points to the "Notifications" link in the left sidebar. The "Degree Audit" tab is selected in the main navigation. The "At a Glance" section displays the following information:

Cumulative GPA:	2.417
Institution GPA:	2.417 (2.000 required)
Degree:	ASSOCIATE OF SCIENCE
Majors:	BIOLOGICAL CLINICAL SCIENCE
Departments:	BIOLOGICAL CLINICAL SCIENCE
Catalog:	2020
Anticipated Completion Date:	7/8/2022
Alternate Catalog Year:	Select catalog year...

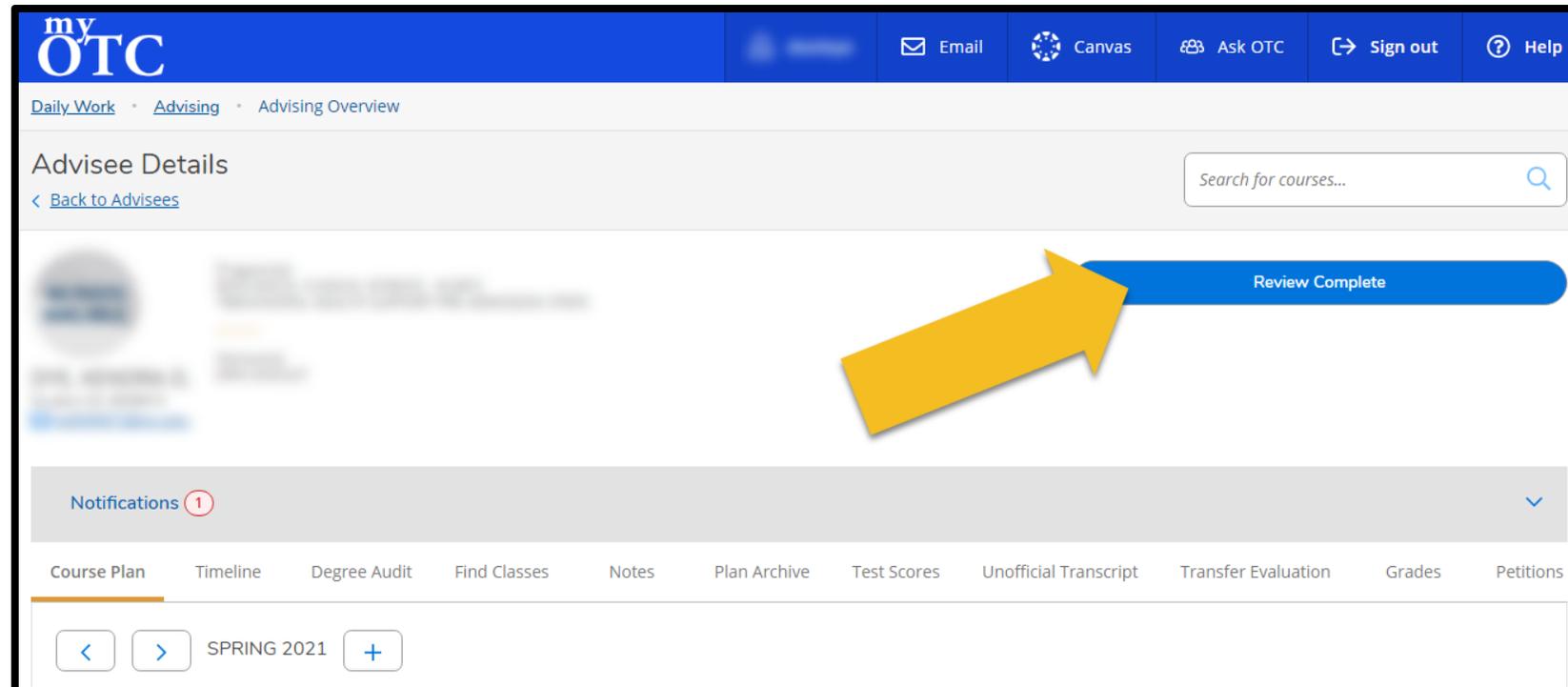
The "Description" section states: "This Associate of Science degree program prepares ... [more](#)". The "Program Notes" section has a link to "Show Program Notes".

The "Progress" section shows two progress bars:

- Total Credits:** 21 (green), 27 (light green), 6 (yellow), 54 of 62 (grey)
- Total Credits from this School:** 9 (green), 27 (light green), 6 (yellow), 42 of 15 (grey)

Academic Plan Review Request

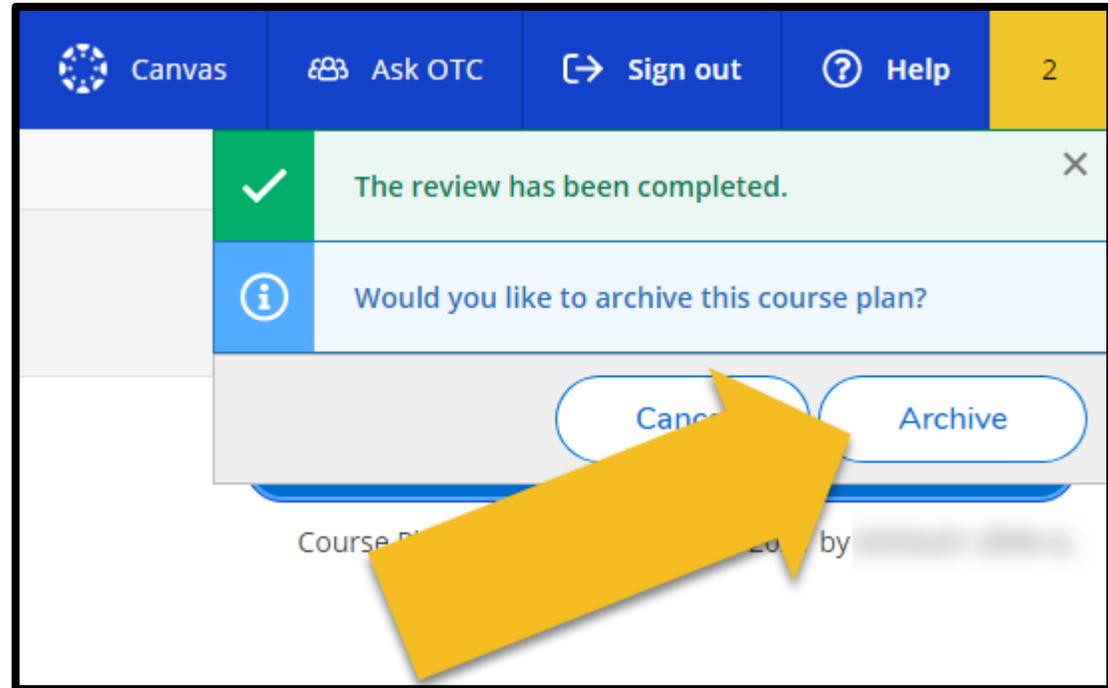
6. Once you have completed your review, select the **Review Complete** button



The screenshot displays the 'myOTC' interface. At the top, there is a blue navigation bar with the 'myOTC' logo and links for 'Email', 'Canvas', 'Ask OTC', 'Sign out', and 'Help'. Below this, the breadcrumb trail reads 'Daily Work > Advising > Advising Overview'. The main content area is titled 'Advisee Details' and includes a search bar for courses. A large yellow arrow points to a blue button labeled 'Review Complete' on the right side of the page. Below the main content, there is a 'Notifications' section with a red circle containing the number '1'. At the bottom, a navigation menu includes 'Course Plan', 'Timeline', 'Degree Audit', 'Find Classes', 'Notes', 'Plan Archive', 'Test Scores', 'Unofficial Transcript', 'Transfer Evaluation', 'Grades', and 'Petitions'. The 'Course Plan' tab is currently selected, and the semester 'SPRING 2021' is displayed with navigation arrows.

Academic Plan Review Request

7. You will be asked if you would like to archive the course plan. If you select **Archive**, a downloadable plan will be added to the **Plan Archive**.



Academic Plan Review Request

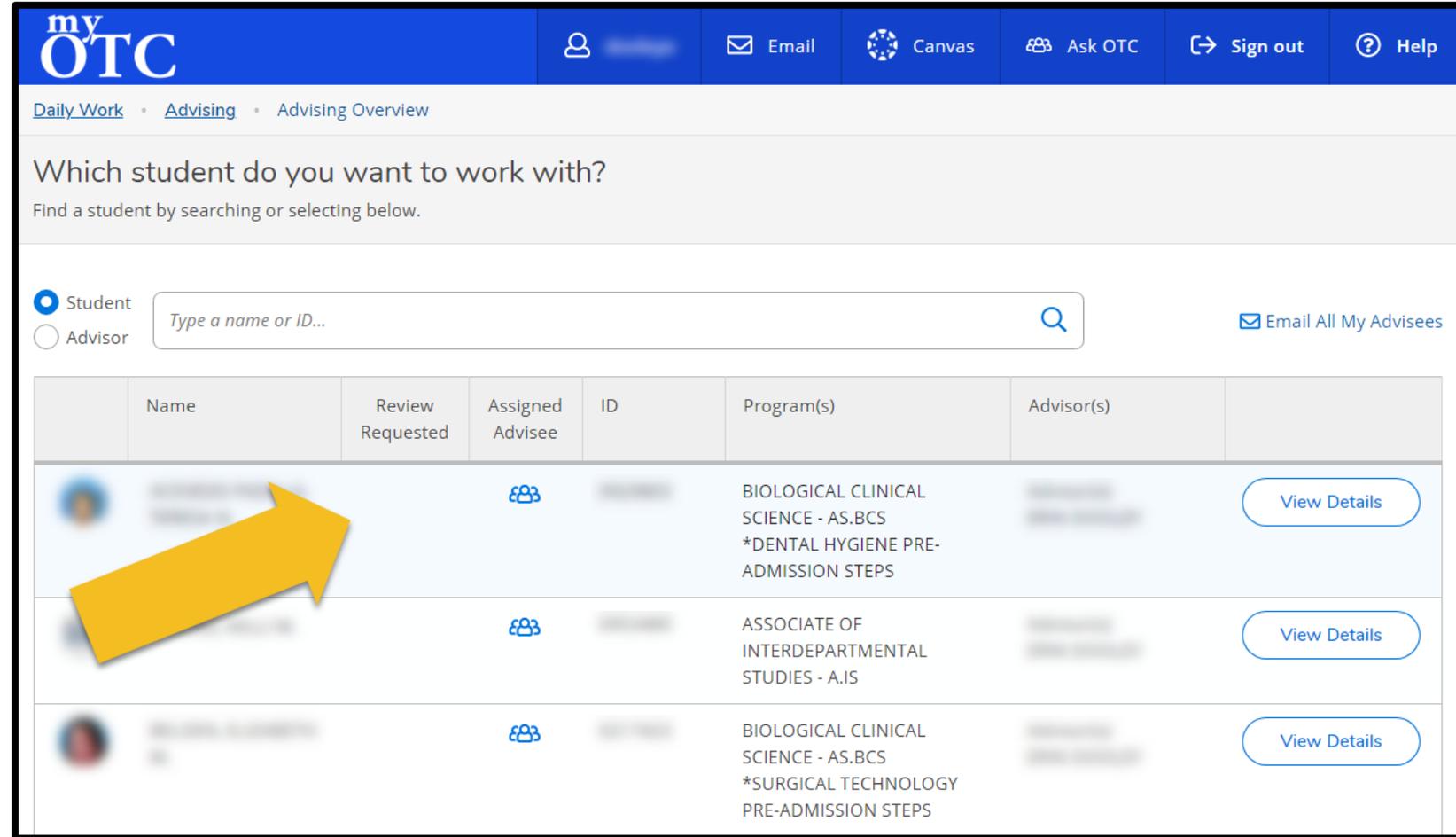
8. To download and review previously archived plans, Select the **Plan Archive** tab

The screenshot shows the myOTC Advising Overview page. At the top, there is a navigation bar with links for Email, Canvas, Ask OTC, Sign out, and Help. Below this, a breadcrumb trail shows 'Daily Work > Advising > Advising Overview'. A green notification banner at the top right states 'An archive has been created.' The main content area is titled 'Advisee Details' and includes a search bar for courses. A blue button labeled 'Review Complete' is visible, along with text indicating the course plan was last reviewed on 5/3/2021. A yellow arrow points to the 'Plan Archive' tab in the navigation menu. Below the tabs, a table displays archived plans with columns for 'Archived PDF', 'Archive Date', and 'Archived By'. The first row shows a 'Download' link, the date '5/3/2021 9:19:38 AM', and a blurred name.

Archived PDF	Archive Date	Archived By
Download	5/3/2021 9:19:38 AM	[Blurred Name]

Academic Plan Review Request

Once the **Review Complete** button has been selected, the advisee will no longer be at the top of your advisee list.



The screenshot shows the 'myOTC' interface for 'Advising Overview'. It includes a search bar for students and a table of advisees. A yellow arrow points to the top row of the table, which is highlighted in light blue.

Name	Review Requested	Assigned Advisee	ID	Program(s)	Advisor(s)	
[Blurred]		[Icon]	[Blurred]	BIOLOGICAL CLINICAL SCIENCE - AS.BCS *DENTAL HYGIENE PRE-ADMISSION STEPS	[Blurred]	View Details
[Blurred]		[Icon]	[Blurred]	ASSOCIATE OF INTERDEPARTMENTAL STUDIES - A.IS	[Blurred]	View Details
[Blurred]		[Icon]	[Blurred]	BIOLOGICAL CLINICAL SCIENCE - AS.BCS *SURGICAL TECHNOLOGY PRE-ADMISSION STEPS	[Blurred]	View Details