

# Planning Courses without the 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 [university] has changed. Please review before registering. <a href="#">New registration process</a>	

**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.

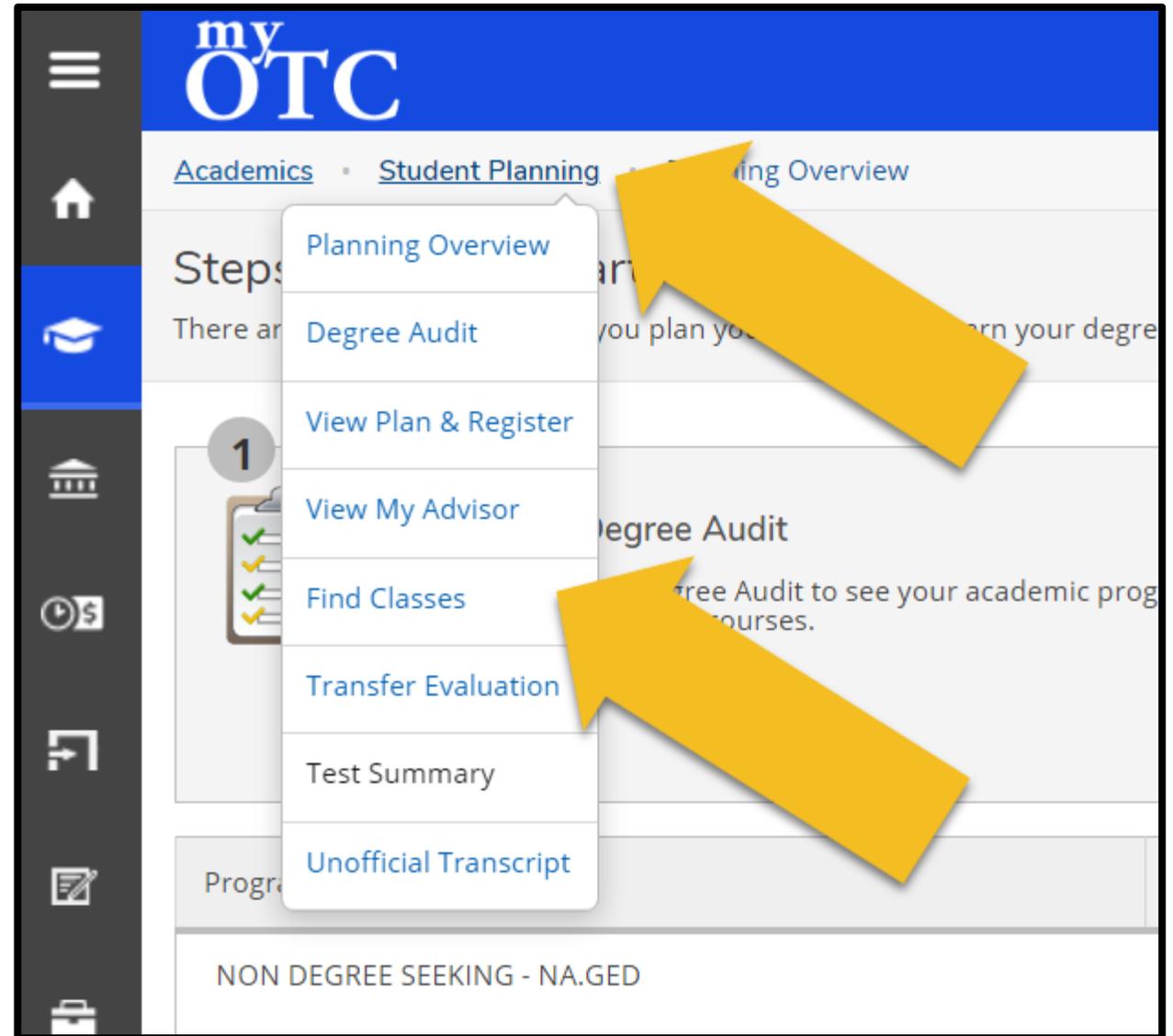
**Graduation**  
Here you can apply for graduation.

**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.

# Planning Courses without the Degree Audit

4. Select the **Student Planning** dropdown menu
5. Select **Find Classes**



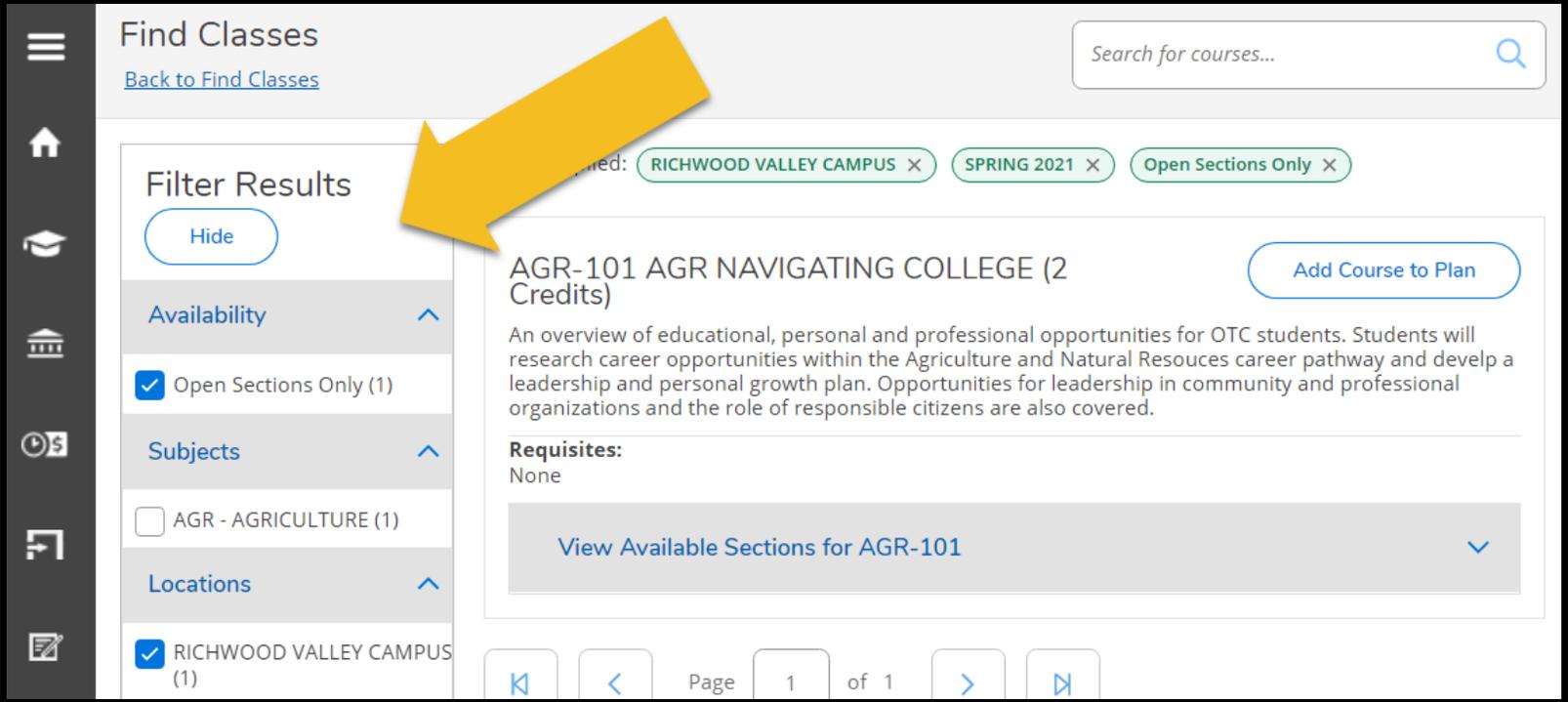
# Planning Courses without the Degree Audit

6. Search for a course using the **search bar** or locate the subject from the provided **department list**

The screenshot shows the 'myOTC' website interface. At the top, there is a navigation bar with links for 'Email', 'Canvas', 'Ask OTC', 'Sign out', and 'Help'. Below this, the 'Academics' section is active, leading to 'Find Classes'. A search bar at the top right contains the placeholder text 'Search for courses...'. Below the search bar, there are two tabs: 'Subject Search' (which is selected) and 'Advanced Search'. Under 'Subject Search', there is a text input field labeled 'Search for a course subject: Type a subject...'. Below this input field is a list of course subjects: 'ABM - ACC & BUS MGMT', 'ABR - AUTO COLLISION REPAIR', 'ACC - ACCOUNTING', 'AGR - AGRICULTURE', 'ANT - ANTHROPOLOGY', and 'ARB - ARABIC'. Two yellow arrows are overlaid on the image: one points from the search bar down to the 'ACC - ACCOUNTING' subject, and another points from the 'Search for courses...' search bar up and to the right.

# Planning Courses without the Degree Audit

7. Use the **Filter Results** menu to narrow your search



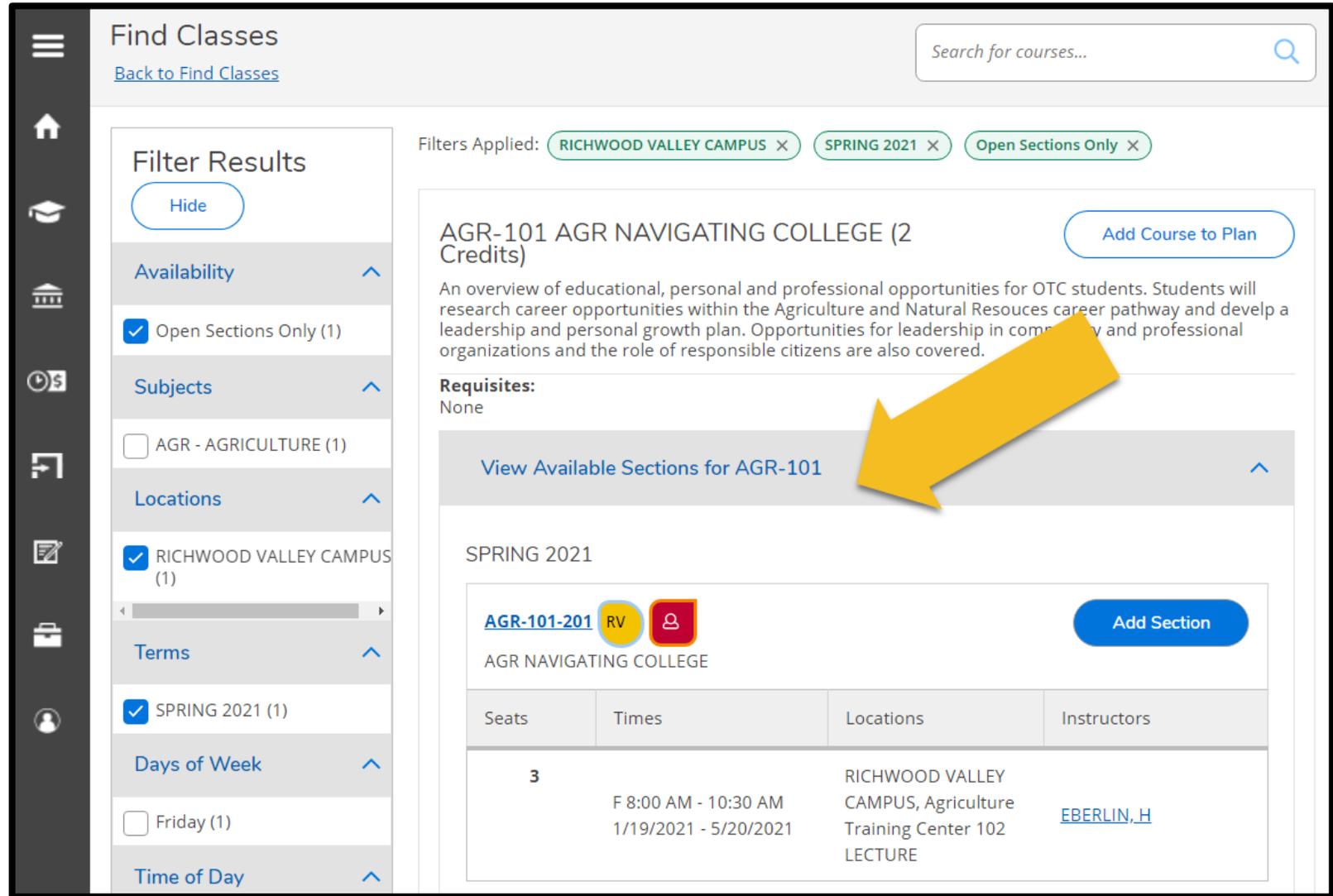
The screenshot displays the 'Find Classes' interface. At the top, there is a search bar with the placeholder text 'Search for courses...'. Below the search bar, the current filters are shown: 'Richwood Valley Campus', 'Spring 2021', and 'Open Sections Only'. A yellow arrow points to the 'Filter Results' menu on the left side of the page. The 'Filter Results' menu is expanded, showing the following options:

- Availability
- Open Sections Only (1)
- Subjects
- AGR - AGRICULTURE (1)
- Locations
- RICHWOOD VALLEY CAMPUS (1)

The main content area displays a course listing for 'AGR-101 AGR NAVIGATING COLLEGE (2 Credits)'. The course description reads: 'An overview of educational, personal and professional opportunities for OTC students. Students will research career opportunities within the Agriculture and Natural Resources career pathway and develop a leadership and personal growth plan. Opportunities for leadership in community and professional organizations and the role of responsible citizens are also covered.' The 'Requisites' section indicates 'None'. A button labeled 'Add Course to Plan' is located to the right of the course title. Below the course description, there is a button labeled 'View Available Sections for AGR-101'. At the bottom of the page, there is a pagination control showing 'Page 1 of 1'.

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8. Select the **View Available Sections** dropdown to review section options



The screenshot shows the 'Find Classes' interface. On the left is a 'Filter Results' sidebar with expandable sections: Availability, Subjects, Locations, Terms, Days of Week, and Time of Day. The 'Open Sections Only' filter is checked. The main area shows filters applied: RICHWOOD VALLEY CAMPUS, SPRING 2021, and Open Sections Only. The course 'AGR-101 AGR NAVIGATING COLLEGE (2 Credits)' is displayed with a description and a 'View Available Sections for AGR-101' dropdown menu highlighted by a yellow arrow. Below this, the 'SPRING 2021' section details are shown, including a table of available sections.

**Filter Results**

- Hide
- Availability
- Open Sections Only (1)
- Subjects
- AGR - AGRICULTURE (1)
- Locations
- RICHWOOD VALLEY CAMPUS (1)
- Terms
- SPRING 2021 (1)
- Days of Week
- Friday (1)
- Time of Day

**Find Classes**

Search for courses...

Filters Applied: RICHWOOD VALLEY CAMPUS X SPRING 2021 X Open Sections Only X

**AGR-101 AGR NAVIGATING COLLEGE (2 Credits)** [Add Course to Plan](#)

An overview of educational, personal and professional opportunities for OTC students. Students will research career opportunities within the Agriculture and Natural Resources career pathway and develop a leadership and personal growth plan. Opportunities for leadership in community and professional organizations and the role of responsible citizens are also covered.

**Requisites:**  
None

[View Available Sections for AGR-101](#)

**SPRING 2021**

[AGR-101-201](#) RV [Add Section](#)

AGR NAVIGATING COLLEGE

Seats	Times	Locations	Instructors
3	F 8:00 AM - 10:30 AM 1/19/2021 - 5/20/2021	RICHWOOD VALLEY CAMPUS, Agriculture Training Center 102 LECTURE	<a href="#">EBERLIN, H</a>

# Planning Courses without the Degree Audit

8. Review section information including:
- A. Course Format**
  - B. Available Seats**
  - C. Meeting Times**
  - D. Meeting Locations**
  - E. Instructor Reviews**
- Assuming the section works for you, select the corresponding **Add Section** button

OTC-101 NAVIGATING COLLEGE (2 Credits) [Add Course to Plan](#)

This course is designed to help students create greater success in college and in life. Students will learn strategies to set and achieve their academic, professional and personal goals. With a focus on the empowerment of wise choices, students will explore possible barriers to success and experience greater self-awareness, self-management, creative and critical thinking skills, emotional intelligence and lifelong learning skills.

**Requisites:**  
None

[View Available Sections for OTC-101](#)

FALL 2020

**A** [OTC-101-WB2](#) **B**  
NAVIGATING COLLEGE  
Runs from 10/19/2020 - 12/14/2020

Seats	Times	Locations	Instructors
<b>B</b> 3	<b>C</b> TBD 10/19/2020 - 12/14/2020	<b>D</b> Online Course, WEB BASED INSTRUCTION WWW LECTURE	<b>E</b> <a href="#">FIEDLER, S</a>

This course is part of our OpenOTC program. Course materials will be provided by your instructor. Consult the OpenOTC website and your instructor syllabus for details.  
[Click here to access the FAQ](#)

[OTC-101-WB3](#) **B** [Add Section](#)

NAVIGATING COLLEGE  
Runs from 10/19/2020 - 12/14/2020