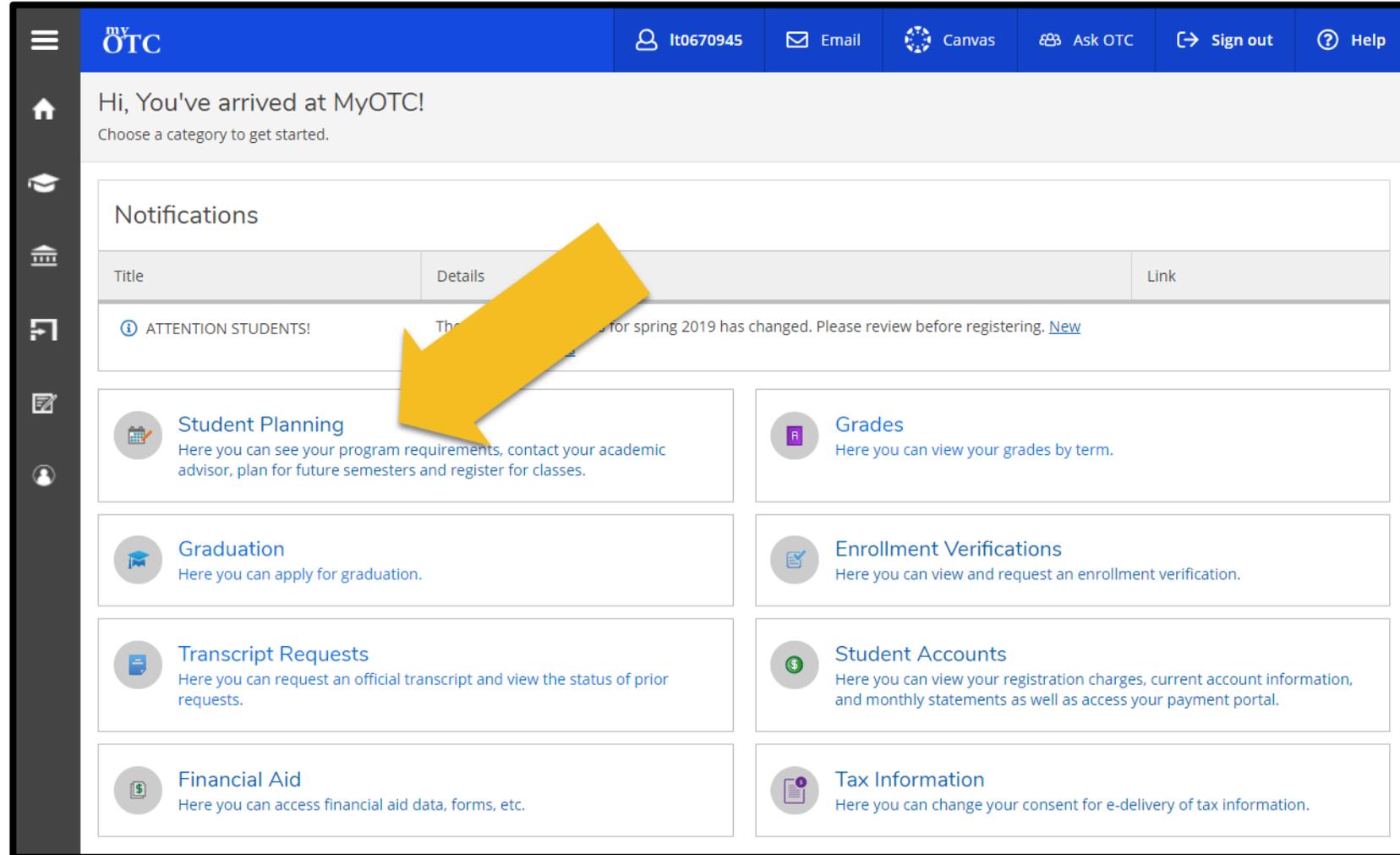


Accessing Your Unofficial Transcript

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



The screenshot shows the my.OTC.edu dashboard. At the top, there is a navigation bar with the my.OTC logo, a user profile icon with the ID 'It0670945', and links for 'Email', 'Canvas', 'Ask OTC', 'Sign out', and 'Help'. Below the navigation bar, a welcome message reads 'Hi, You've arrived at MyOTC!' followed by the instruction 'Choose a category to get started.' A 'Notifications' section contains a table with one row: 'ATTENTION STUDENTS!' with details about a change for spring 2019 and a 'New' link. Below the notifications are several service tiles: 'Student Planning' (highlighted with a yellow arrow), 'Grades', 'Enrollment Verifications', 'Student Accounts', and 'Tax Information'. Each tile includes a brief description of the service.

Title	Details	Link
ATTENTION STUDENTS!	The [redacted] for spring 2019 has changed. Please review before registering. New	

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.

Accessing Your Unofficial Transcript

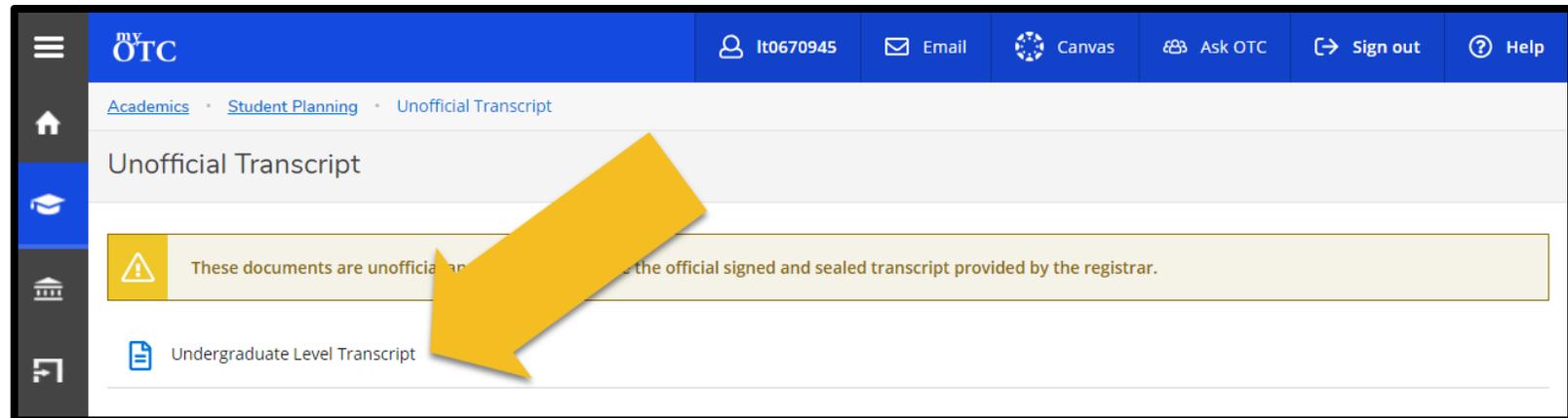
4. Select the **Student Planning** dropdown
5. Select **Unofficial Transcript**

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 search bar for courses is visible on the right. The main content area features two numbered steps: 1. Degree Audit and 2. Plan your Degree & Register for Classes. A dropdown menu is open over the 'Student Planning' breadcrumb, listing: Planning Overview, Degree Audit, View Plan & Register, Find Classes, Test Summary, and Unofficial Transcript. A yellow arrow points to the 'Unofficial Transcript' option. Below the steps is a progress table for the Associate of Arts (Transfer Degree) - AA.TRD program, showing a cumulative GPA of 3.727 (2.000 required) and a progress bar.

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>

Accessing Your Unofficial Transcript

6. Select **Undergraduate Level Transcript Basic** or **Undergraduate Level Transcript - Detailed** to begin downloading your unofficial transcript



Accessing Your Unofficial Transcript

Each web browser has a different process for downloading documents.

Refer to your web browser's prompts to open, print, or save your **Unofficial Transcript**

Page: 1 of 1
Ozarks Technical Community College
Date Printed: 08 Jun 2018

RECORD OF:		Soc. Sec.											
Student ID:		Birthdate:											
SUBJ NO	Course Title	ATT	ERN	GRD	QPT	GPA	SUBJ NO	Course Title	ATT	ERN	GRD	QPT	GPA
FALL 2010						***CONTINUED***							
BCS 120	HUMAN ANATOMY AND PHYSIOLOG	6.0	6.0	A	24.0								
SEMESTER TOTALS		6.0	6.0		24.0	4.000							
CUMULATIVE TOTALS		6.0	6.0		24.0	4.000							
SPRING 2015						Total Institution 33.0 52.0 123 3.727							
						Total Transfer 0.0 0.0 0 0.000							
-----End of Transcript-----													
CIS 120	PROB SOLV & PROG CONCEPTS*	0.0	3.0	P									
		*Articulated Credit											
CIS 230	SYSTEMS ANALYSIS & DESIGN*	0.0	3.0	P									
		*Articulated Credit											
CIS 250	DATABASE AND QUERY*	0.0	3.0	P									
		*Articulated Credit											
CIS 150	C# PROGRAMMING I*	0.0	3.0	P									
		*Articulated Credit											
CIS 151	C# PROGRAMMING II*	0.0	3.0	P									
		*Articulated Credit											
SEMESTER TOTALS		0.0	15.0		0.0	0.000							
CUMULATIVE TOTALS		6.0	21.0		24.0	4.000							
SPRING 2016													
BUS 120	RETAILING	0.0	0.0	W									
SEMESTER TOTALS		0.0	0.0		0.0	0.000							
CUMULATIVE TOTALS		6.0	21.0		24.0	4.000							
FALL 2016													
ECD 101	INTRO TO EARLY CHILDHOOD*	4.0	4.0	A	16.0								
		*Credit by Exam											
ECD 105	FAM RELATIONSHIPS & PARENTI	4.0	4.0	A	16.0								
		*Credit by Exam											
ECD 110	EARLY CHILDHOOD GROWTH/DEV*	4.0	4.0	A	16.0								
		*Credit by Exam											
ECD 115	OBSERV & ASSESS YOUNG CHILD	4.0	4.0	A	16.0								
		*Credit by Exam											
ECD 120	EARLY CHILDHOOD LIT AND LAN	4.0	4.0	A	16.0								
		*Credit by Exam											
ECD 125	CHALLENGING BEHAV. - YNG CH	0.0	4.0	P									
		*Credit by Exam											
ECD 255	PRACTICUM III*	4.0	4.0	A	16.0								
		*Credit by Exam											
SEMESTER TOTALS		24.0	28.0		96.0	4.000							
CUMULATIVE TOTALS		30.0	49.0		120.0	4.000							
SPRING 2017													
ENG 101	COMPOSITION I	3.0	3.0	D	3.0								
SEMESTER TOTALS		3.0	3.0		3.0	1.000							
CUMULATIVE TOTALS		33.0	52.0		123.0	3.727							
-----Transcript Totals-----													
*****CONTINUED ON NEXT COLUMN*****													