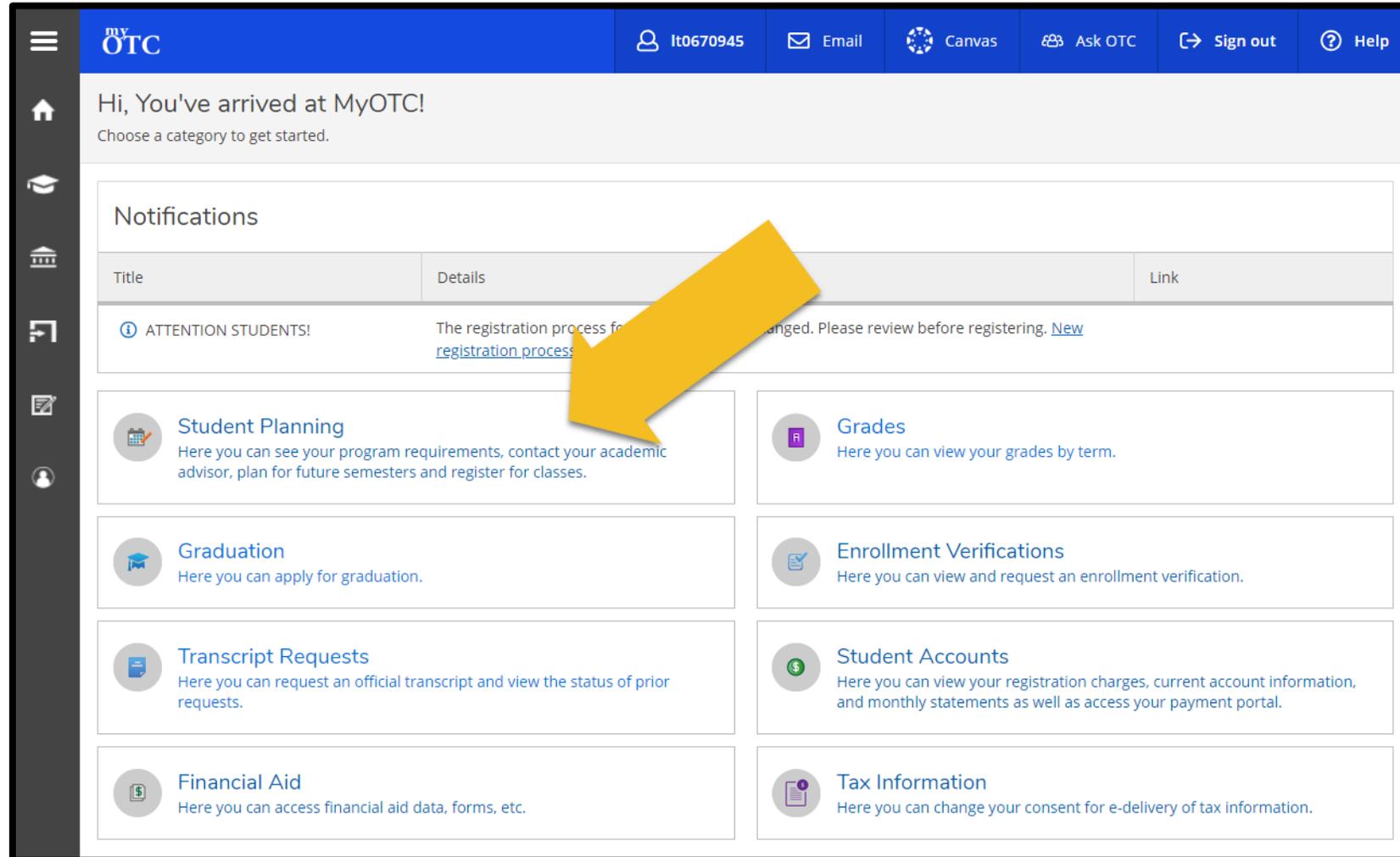


Dropping Registered Courses

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 'Choose a category to get started.' A 'Notifications' section contains a table with one row: 'ATTENTION STUDENTS!' with details 'The registration process for [redacted] has changed. Please review before registering. [New registration process](#)' and a 'Link' column. Below the notifications are several service tiles: 'Student Planning' (highlighted with a yellow arrow), 'Grades', 'Enrollment Verifications', 'Student Accounts', 'Financial Aid', and 'Tax Information'. Each tile includes an icon and a brief description of the service.

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

Dropping Registered Courses

4. Select **Plan Your Degree & Register for Classes**

myOTC

It0670945 | Email | Canvas | Ask OTC | Sign out | Help

Academics · Student Planning · Planning Overview

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you sta...

Search for courses...

- 1** **View Your Degree Audit**
Start by going to Degree Audit to see your academic progress in your degree and search for courses.
[Go to Degree Audit](#)
- 2** **Plan your Degree & Register for Classes**
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.
[Go to Plan & Register](#)

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>

Dropping Registered Courses

5. Locate the course you intend to drop on the left-hand side of your schedule
6. Select **Drop**

The screenshot shows the My OTC Student Planning interface. At the top, there is a navigation bar with the user's name (It0670945) and various utility links (Email, Canvas, Ask OTC, Sign out, Help). Below the navigation bar, the page title is "View your Plan & Register for Classes". A search bar is located on the right side of the page. A red banner at the top of the main content area contains a warning message: "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 for "Schedule", "Timeline", "Advising", and "Petitions & Waivers". The "Schedule" tab is active. The current semester is "SPRING 2019". A "Register Now" button is located on the right side of the schedule area. Below the semester selector, there are buttons for "Filter Sections", "Save to iCal", and "Print". The credit status is displayed as "Planned: 6 Credits", "Enrolled: 3 Credits", and "Waitlisted: 0 Credits". The main content area shows a course schedule grid. On the left side, a course card for "ENG-101-101: COMPOSITION I" is displayed. The course status is "Registered, but not started". The course details include "Credits: 3 Credits", "Grading: Graded", "Instructor: TBD", and "1/14/2019 to 5/16/2019". A blue "Drop" button is located at the bottom of the course card. A yellow arrow points to this "Drop" button. The course schedule grid shows the course is scheduled for Monday, Wednesday, and Friday from 7am to 8am. There are also sections for "OTC-101-101" on Tuesday and Thursday from 8am to 9am.

Dropping Registered Courses

7. Ensure the course you would like to drop is selected and choose your reason for dropping
8. Select **Update**

REMEMBER: Dropping courses after the 100% refund deadline may impact your account balance and financial aid.

The screenshot displays the MyOTC Student Planning interface. At the top, the user is logged in as 'It0670945' and has access to 'Email', 'Canvas', 'Ask OTC', 'Sign out', and 'Help'. The main heading is 'View your Plan & Register for Classes'. A red banner message states: 'You must sign up for a My Payment Plan on the SAME DAY you register in order to complete your registration.' Below this, a modal dialog box titled 'Register and Drop Sections' is open. The dialog shows 'You have elected to drop: ENG-101-101 (3 Credits)'. Under 'Select sections to drop:', the course 'ENG-101-101 (3 Credits)' is checked. Under 'Select a reason:', a dropdown menu is open with 'Select an option' visible. The dialog has 'Cancel' and 'Update' buttons. A large yellow arrow points to the 'Update' button. In the background, a course card for 'ENG-101-101: COMPOSITION I' is visible, showing it is 'Registered, but not started' with 3 credits. A class schedule grid shows the course is offered on Thursday, Friday, and Saturday at 7am, 8am, 9am, 10am, 11am, and 12pm.