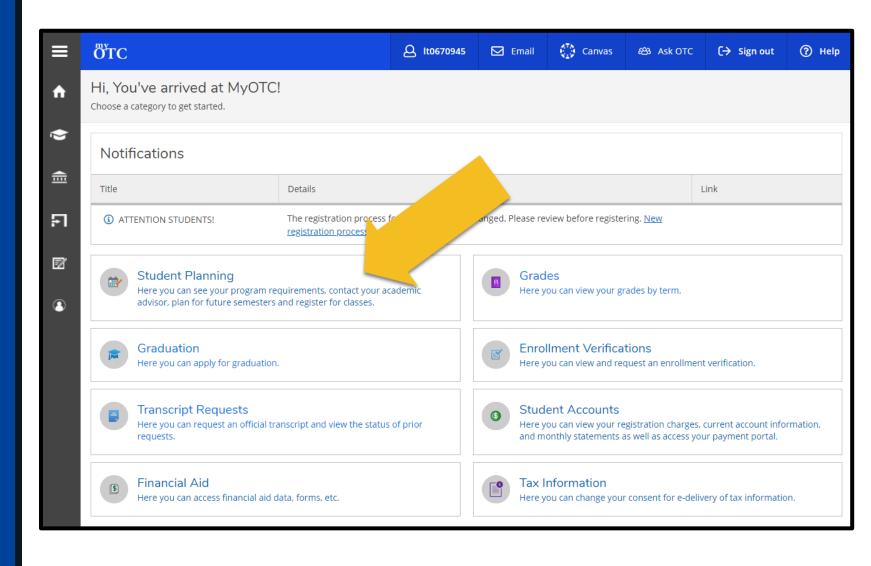
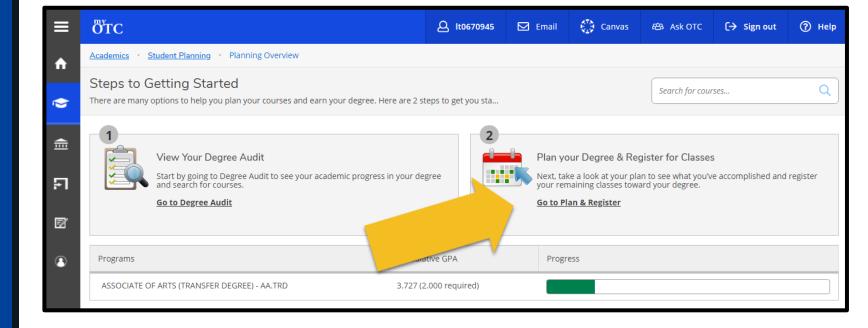
This guide is intended for students who have planned a course and now need to plan a course section.

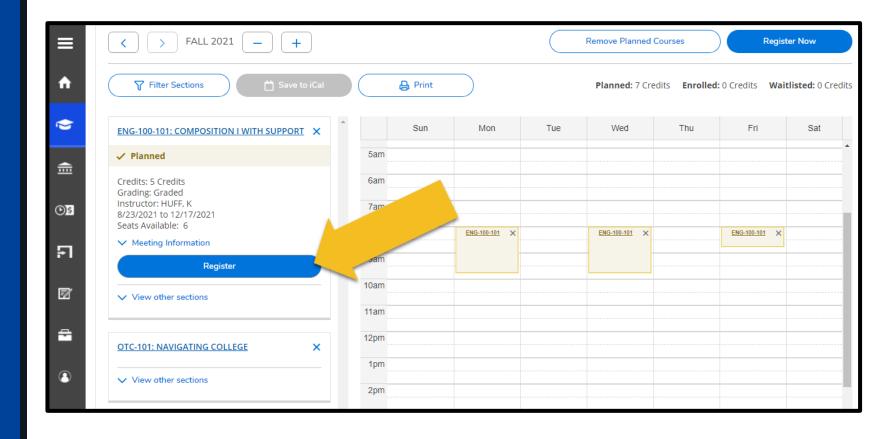
- 1. Go to my.OTC.edu
- 2. Login using your OTC username and password
- 3. Select Student Planning



4. Select Plan Your Degree & Register for Classes

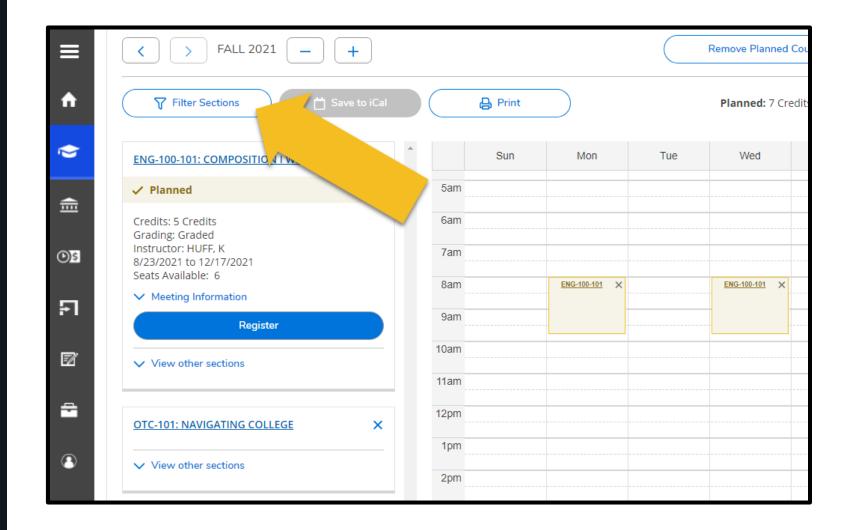


5. Review planned courses on the lefthand side of your schedule **IMPORTANT:** Courses with a planned section will display section details and a register button. Courses without a planned section will require selecting a section before registration is allowed.

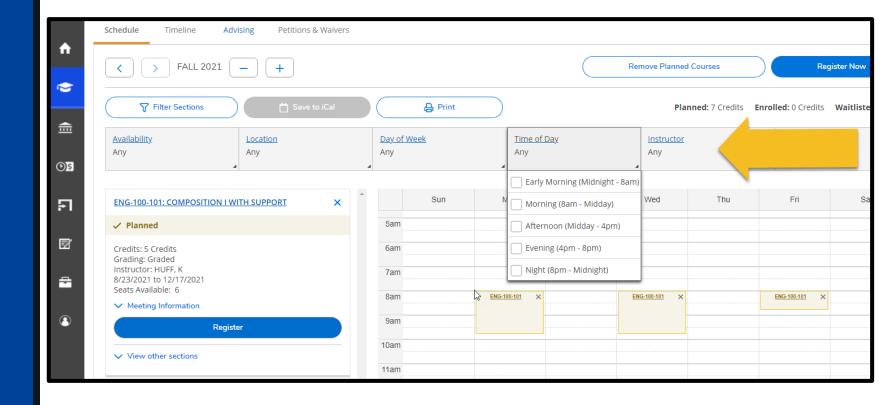


6. Select Filter Sections to display filter options

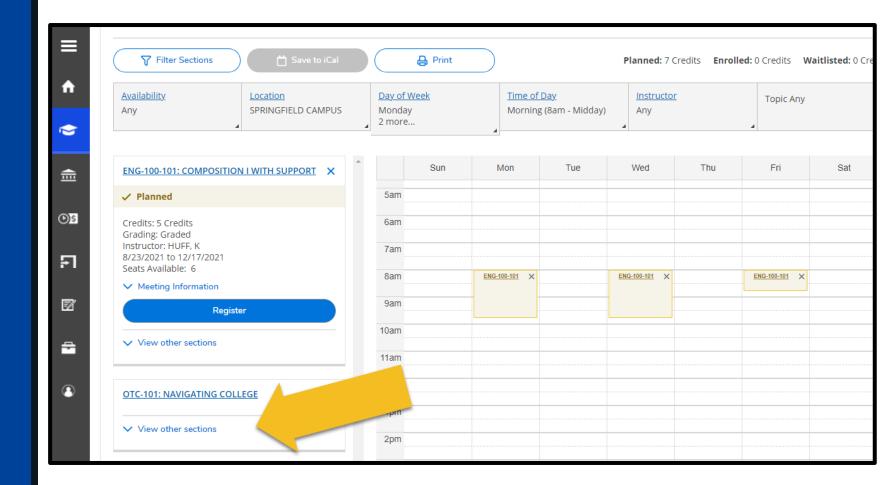
IMPORTANT: Filters allow you to narrow down options by preferences such as campus location, meeting dates and times, etc.



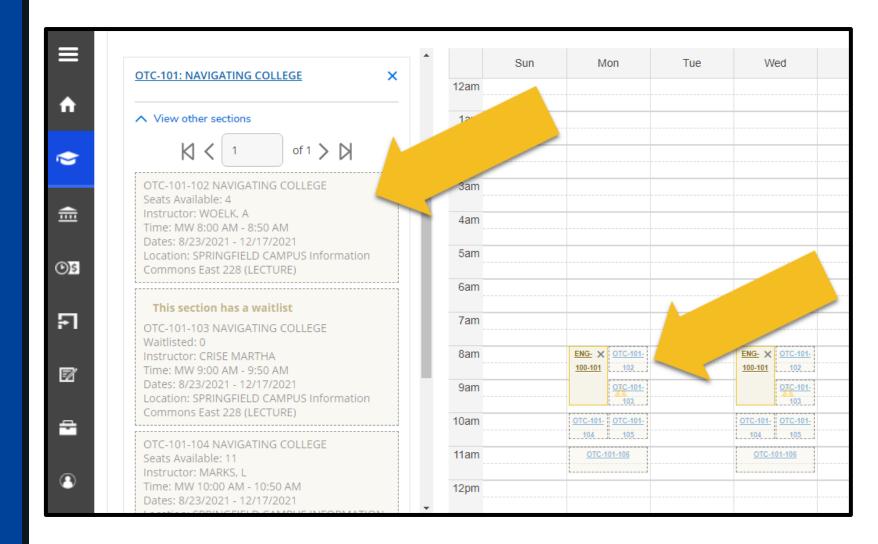
6. Select your schedule preferences from the Filters menu that displays above the weekly schedule



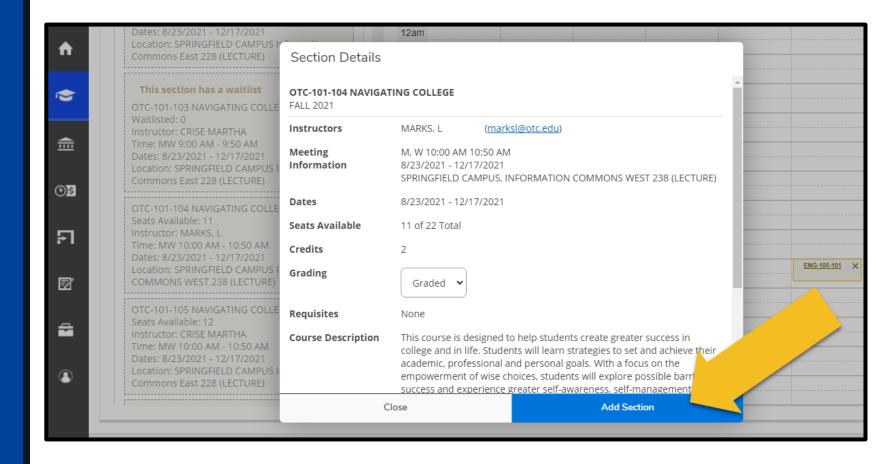
6. Select View other sections under the course you would like to plan



A list of sections fitting into your filters will display. Assuming a section is meeting inperson, it will also display faintly on the weekly schedule.



- 6. Select the section you prefer to display additional details
- 7. Select Add Section to add the section to your course plans



Once a section is planned, section details and a register button will display. Assuming the section is meeting inperson, it will also display on the weekly schedule. Online sections will display below the weekly schedule.

