

# Planning Course Sections

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**

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 Course Sections

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

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' options. The navigation path is 'Academics > Student Planning > Planning Overview'. The main heading is 'Steps to Getting Started', with a search bar for courses. Two numbered steps are presented:

- 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](#)

A large yellow arrow points from the first step to the second. Below the steps is a progress table:

Programs	Relative GPA	Progress
ASSOCIATE OF ARTS (TRANSFER DEGREE) - AA.TRD	3.727 (2.000 required)	<div style="width: 100%; height: 10px; background-color: green;"></div>

# Planning Course Sections

5. Review planned courses on the left-hand 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.

The screenshot displays a course planning interface for FALL 2021. At the top, there are navigation controls for the semester (FALL 2021) and buttons for 'Remove Planned Courses' and 'Register Now'. Below this, there are filters and utility buttons: 'Filter Sections', 'Save to iCal', and 'Print'. The interface shows a list of planned courses on the left and a calendar grid on the right. A yellow arrow points to the 'Register' button for the course 'ENG-100-101: COMPOSITION I WITH SUPPORT'.

**Planned:** 7 Credits **Enrolled:** 0 Credits **Waitlisted:** 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
5am							
6am							
7am							
8am		ENG-100-101		ENG-100-101		ENG-100-101	
9am							
10am							
11am							
12pm							
1pm							
2pm							

# Planning Course Sections

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.

The screenshot displays a course planning interface for FALL 2021. The interface includes a sidebar with navigation icons, a top navigation bar with 'FALL 2021' and navigation arrows, and a main content area. A yellow arrow points to the 'Filter Sections' button. The main content area displays course details for 'ENG-100-101: COMPOSITION I' and 'OTC-101: NAVIGATING COLLEGE'. The 'ENG-100-101' section is marked as 'Planned' and includes details like 'Credits: 5 Credits', 'Grading: Graded', 'Instructor: HUFF, K', '8/23/2021 to 12/17/2021', and 'Seats Available: 6'. A 'Register' button is visible. The 'OTC-101' section also has a 'View other sections' link. On the right, a calendar grid shows the course sections scheduled for Monday and Wednesday at 8am.

	Sun	Mon	Tue	Wed
5am				
6am				
7am				
8am		ENG-100-101 X		ENG-100-101 X
9am				
10am				
11am				
12pm				
1pm				
2pm				

# Planning Course Sections

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

The screenshot displays a course planning interface. At the top, there are navigation tabs: Schedule (selected), Timeline, Advising, and Petitions & Waivers. Below these are navigation controls for the semester (FALL 2021) and buttons for 'Remove Planned Courses' and 'Register Now'. A 'Filter Sections' menu is open, showing options for Availability (Any), Location (Any), Day of Week (Any), Time of Day (Any), and Instructor (Any). The Time of Day dropdown is expanded, showing radio button options for Early Morning (Midnight - 8am), Morning (8am - Midday), Afternoon (Midday - 4pm), Evening (4pm - 8pm), and Night (8pm - Midnight). A yellow arrow points to the Instructor filter. Below the filters, a course card for 'ENG-100-101: COMPOSITION I WITH SUPPORT' is shown, including details like Credits (5), Grading (Graded), Instructor (HUFF, K), dates (8/23/2021 to 12/17/2021), and Seats Available (6). A 'Register' button is present. To the right, a weekly schedule grid shows the course section scheduled for 8am on Monday, Wednesday, and Friday.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
5am							
6am							
7am							
8am		ENG-100-101		ENG-100-101		ENG-100-101	
9am							
10am							
11am							

# Planning Course Sections

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

The screenshot displays a course planning interface. At the top, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. Below these are filter dropdowns for 'Availability' (Any), 'Location' (SPRINGFIELD CAMPUS), 'Day of Week' (Monday, 2 more...), 'Time of Day' (Morning (8am - Midday)), 'Instructor' (Any), and 'Topic Any'. The 'Planned: 7 Credits Enrolled: 0 Credits Waitlisted: 0 Credits' status is shown in the top right.

The main content area is split into two columns. The left column shows course details for 'ENG-100-101: COMPOSITION I WITH SUPPORT'. It includes a 'Planned' status, 'Credits: 5 Credits', 'Grading: Graded', 'Instructor: HUFF, K', '8/23/2021 to 12/17/2021', and 'Seats Available: 6'. There is a 'Meeting Information' section with a 'Register' button and a 'View other sections' link. Below this, another course 'OTC-101: NAVIGATING COLLEGE' is listed with its own 'View other sections' link. A large yellow arrow points to this 'View other sections' link.

The right column is a calendar grid with days of the week (Sun-Sat) as columns and time slots (5am-2pm) as rows. Three course sections are scheduled: 'ENG-100-101' on Monday at 8am, Wednesday at 8am, and Friday at 8am.

# Planning Course Sections

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

The screenshot displays a course planning interface. On the left is a navigation sidebar with icons for home, a graduation cap, a building, a play button, a magnifying glass, a briefcase, and a person. The main content area is titled "OTC-101: NAVIGATING COLLEGE" and includes a "View other sections" link and a pagination control showing "1 of 1". Three course sections are listed:

- OTC-101-102 NAVIGATING COLLEGE**  
Seats Available: 4  
Instructor: WOELK, A  
Time: MW 8:00 AM - 8:50 AM  
Dates: 8/23/2021 - 12/17/2021  
Location: SPRINGFIELD CAMPUS Information Commons East 228 (LECTURE)
- This section has a waitlist**  
**OTC-101-103 NAVIGATING COLLEGE**  
Waitlisted: 0  
Instructor: CRISE MARTHA  
Time: MW 9:00 AM - 9:50 AM  
Dates: 8/23/2021 - 12/17/2021  
Location: SPRINGFIELD CAMPUS Information Commons East 228 (LECTURE)
- OTC-101-104 NAVIGATING COLLEGE**  
Seats Available: 11  
Instructor: MARKS, L  
Time: MW 10:00 AM - 10:50 AM  
Dates: 8/23/2021 - 12/17/2021

On the right is a weekly schedule grid with columns for Sun, Mon, Tue, and Wed, and rows for time slots from 12am to 12pm. Two yellow arrows point to the grid: one points to the 8am slot on Monday and Wednesday, and the other points to the 9am slot on Monday and Wednesday. The 8am slot contains a yellow box with "ENG- X 100-101" and a blue box with "OTC-101-102". The 9am slot contains a yellow box with "ENG- X 100-101" and a blue box with "OTC-101-103". The 10am slot contains blue boxes for "OTC-101-104" and "OTC-101-105". The 11am slot contains a blue box for "OTC-101-106".

# Planning Course Sections

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

The screenshot shows a web interface for planning course sections. A modal window titled "Section Details" is open, displaying information for the course "OTC-101-104 NAVIGATING COLLEGE FALL 2021". The modal includes the following details:

- Instructors:** MARKS, L ([marks@otc.edu](mailto:marks@otc.edu))
- Meeting Information:** M, W 10:00 AM 10:50 AM; 8/23/2021 - 12/17/2021; SPRINGFIELD CAMPUS, INFORMATION COMMONS WEST 238 (LECTURE)
- Dates:** 8/23/2021 - 12/17/2021
- Seats Available:** 11 of 22 Total
- Credits:** 2
- Grading:** Graded (dropdown menu)
- Requisites:** None
- Course Description:** 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...

At the bottom of the modal, there are two buttons: "Close" and "Add Section". A large yellow arrow points to the "Add Section" button. In the background, a list of course sections is visible, with the second section highlighted. A sidebar on the left contains navigation icons for home, course, calendar, and other functions.



# Planning Course Sections

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

The screenshot displays a course planning interface. At the top, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The status bar shows 'Planned: 7 Credits', 'Enrolled: 0 Credits', and 'Waitlis'. The left sidebar contains navigation icons for home, education, and other services.

Two course sections are listed:

- Section 1:** Credits: 5 Credits, Grading: Graded, Instructor: HUFF, K, 8/23/2021 to 12/17/2021, Seats Available: 6. It has a 'Register' button and a 'View other sections' link.
- Section 2:** OTC-101-104: NAVIGATING COLLEGE, Credits: 2 Credits, Grading: Graded, Instructor: MARKS, L, 8/23/2021 to 12/17/2021, Seats Available: 11. It is marked as 'Planned' and has a 'Register' button and a 'View other sections' link.

The weekly schedule grid shows the following course placements:

	Sun	Mon	Tue	Wed	Thu	Fri
12am						
1am						
2am						
3am						
4am						
5am						
6am						
7am						
10am		ENG-100-101 X				ENG-100-101 X
11am		OTC-101-104 X		OTC-101-104 X		
12pm						

Yellow arrows point from the 'Register' buttons of the two course sections to the corresponding course blocks in the weekly schedule.