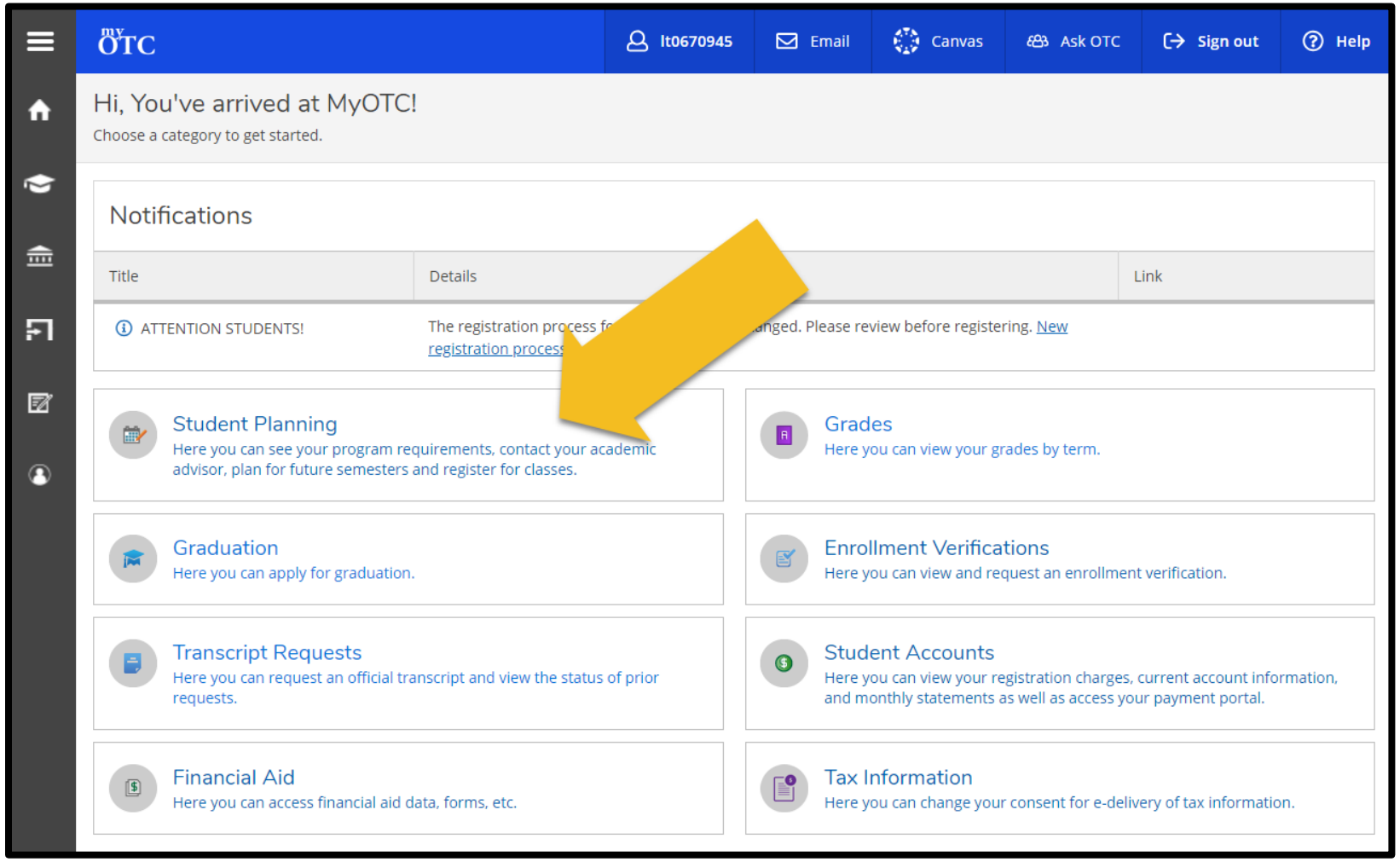
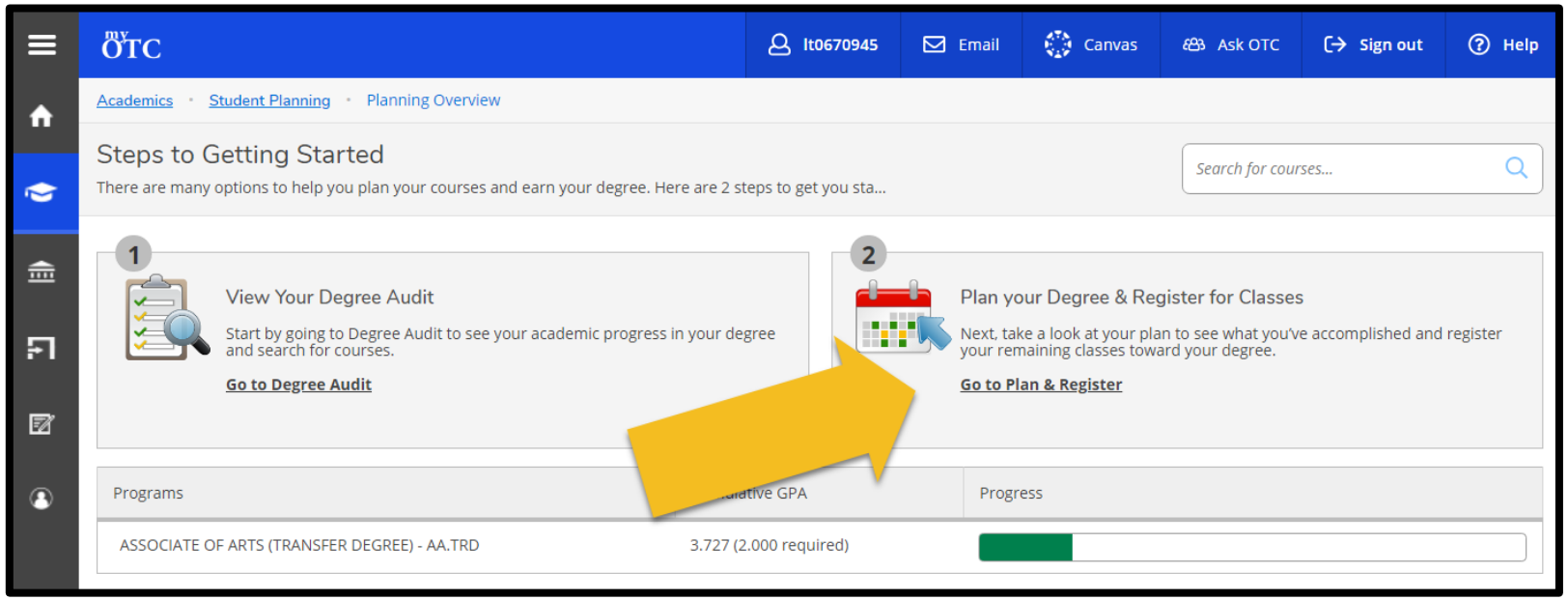
Registering Planned Courses

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



Registering Planned Courses

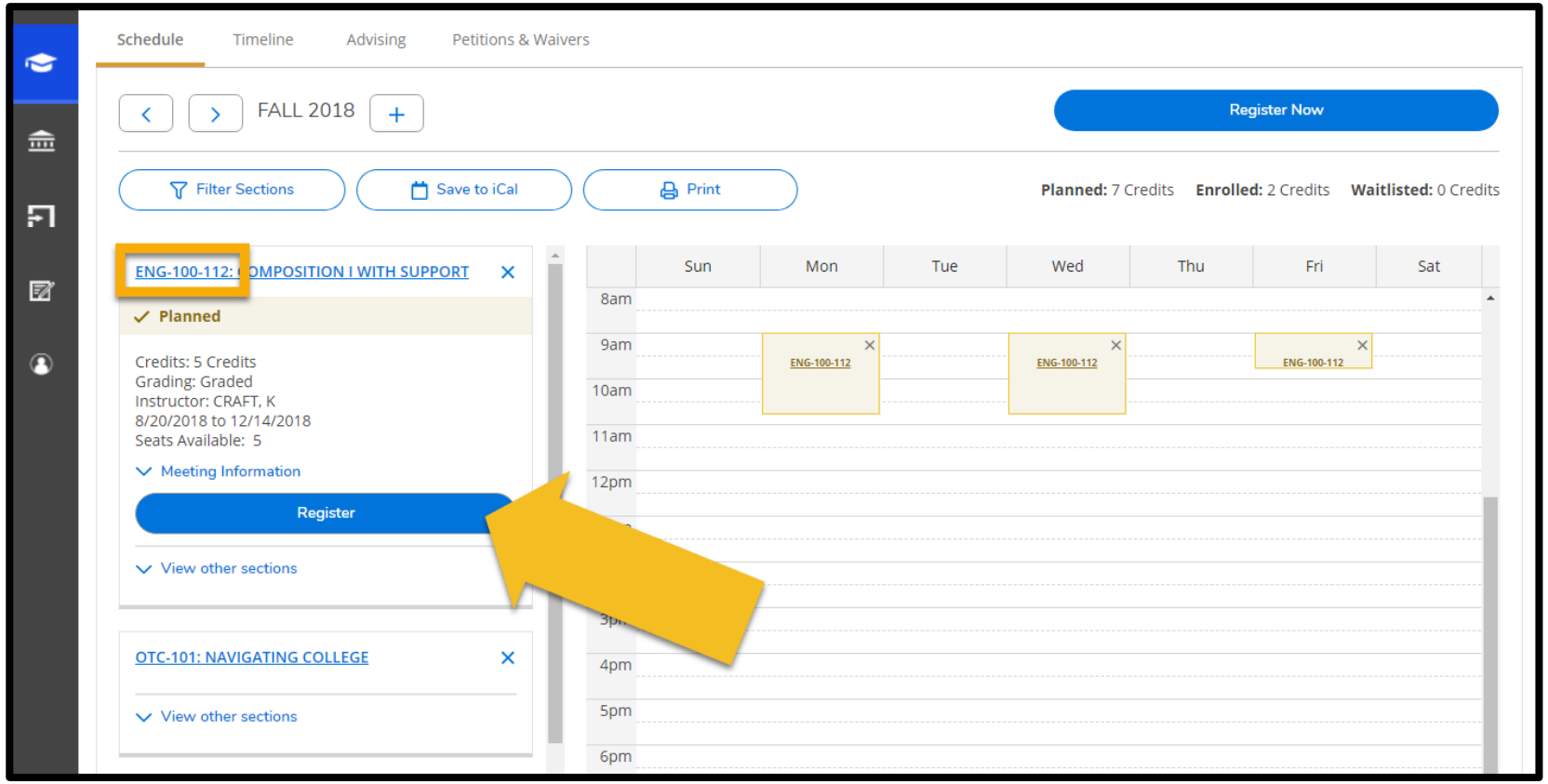
4. Select **Plan Your Degree & Register for Classes**



Registering Planned Courses

5. Review planned courses on the left-hand side of your schedule

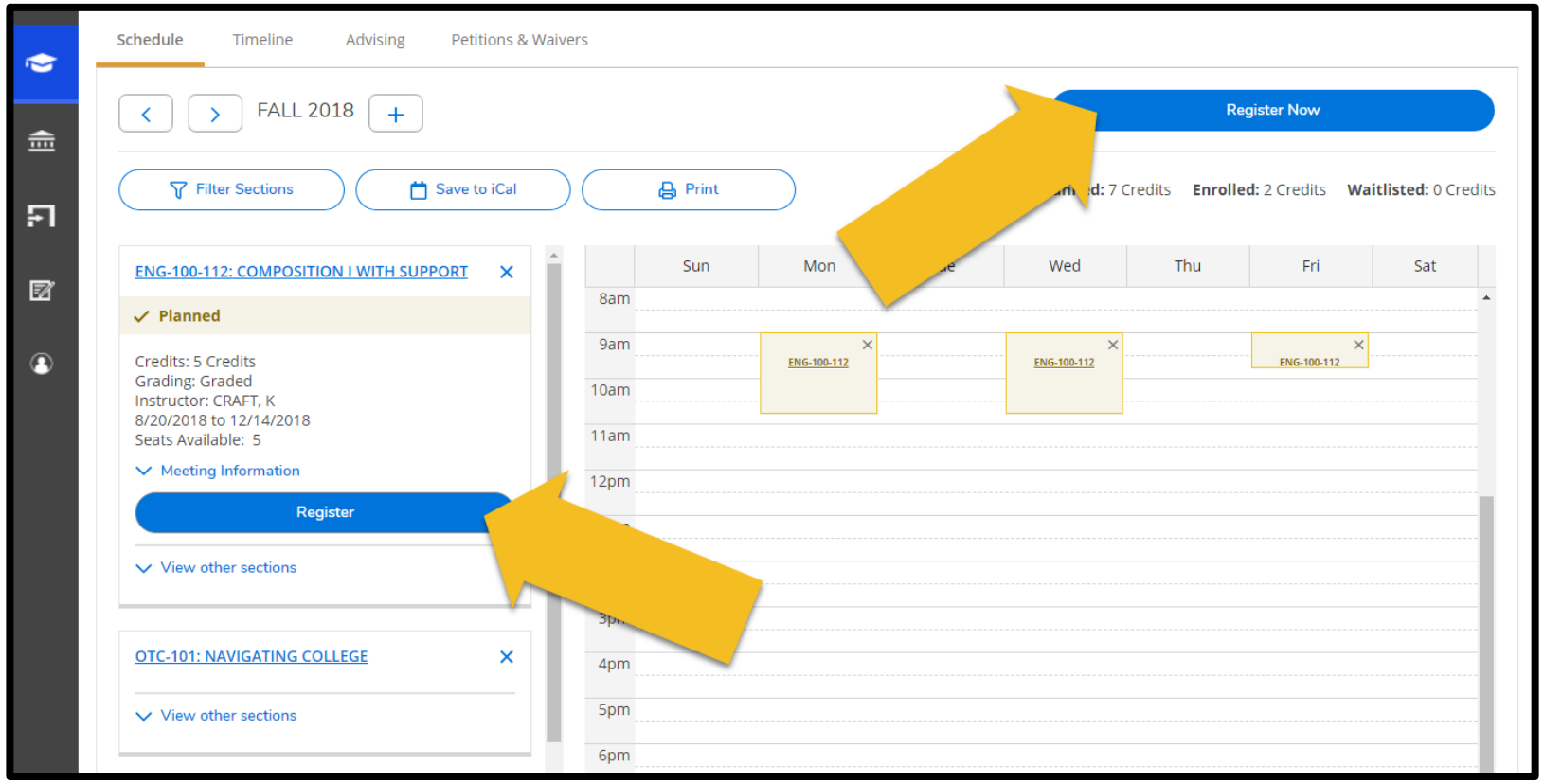
IMPORTANT: Courses with a planned section will display meeting information and a register button



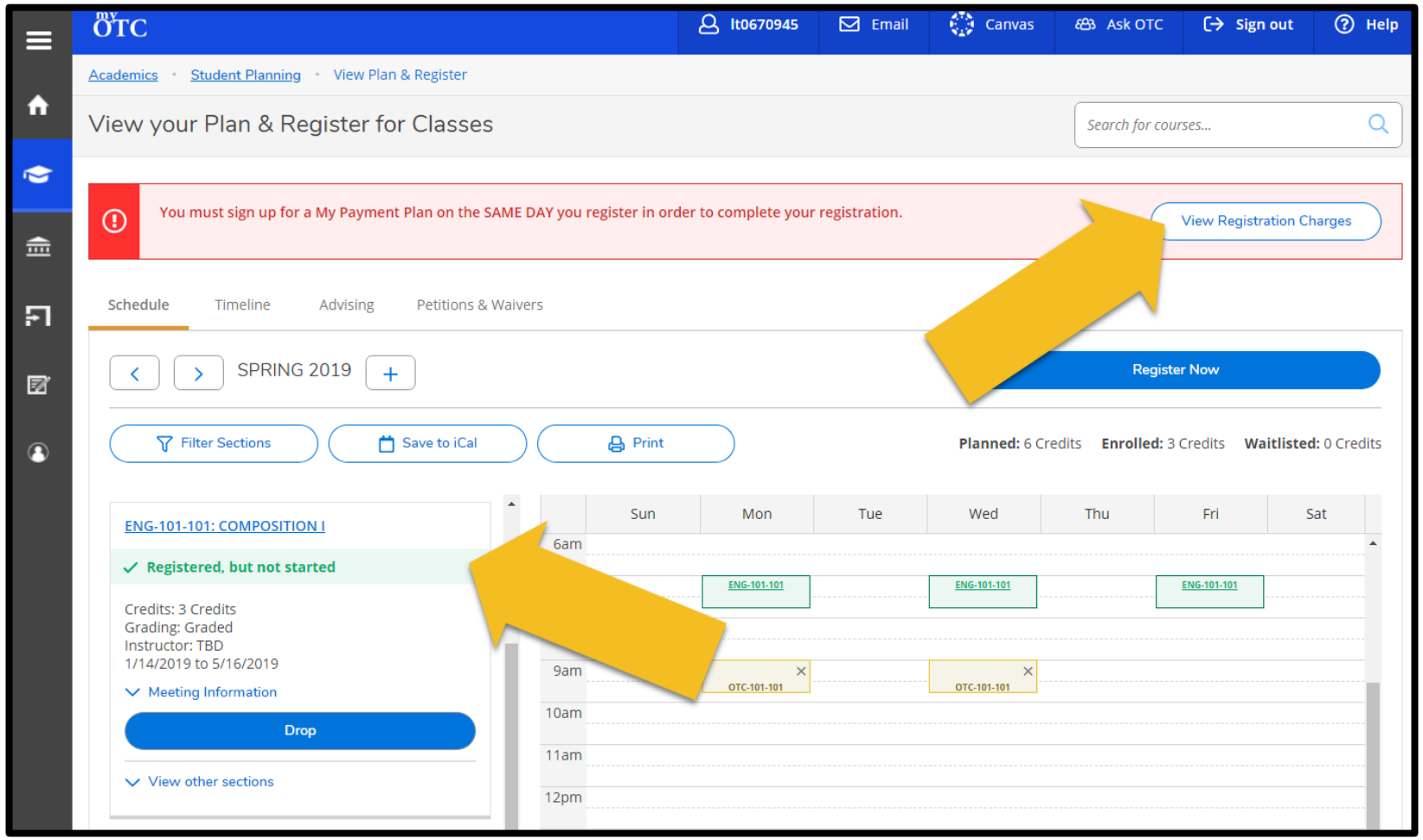
Registering Planned Courses

6. To register multiple courses at once, select **Register Now** in the upper right-hand corner

   To register a single course, select the course specific **Register** button



Registering Planned Courses

7. Ensure your course(s) display with a green **Registered** banner
8. Select **View Registration Charges** to review your account balance and sign up for a **My Payment Plan**

REMEMBER: You must sign up for a payment plan the same day you register.