

# Registering Planned Courses

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

my.OTC

lt0670945 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 [redacted] 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.

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

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. The main heading is 'Steps to Getting Started' with a search bar for courses. Two steps are listed: 1. View Your Degree Audit (with a 'Go to Degree Audit' link) and 2. Plan your Degree & Register for Classes (with a 'Go to Plan & Register' link). A large yellow arrow points to the second step. Below the steps is a table showing program progress.

| 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> |

# 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

The screenshot displays a course registration interface. At the top, there are navigation tabs: Schedule, Timeline, Advising, and Petitions & Waivers. Below these, there are controls for the current semester: FALL 2018, with navigation arrows and a plus sign. A prominent blue button labeled "Register Now" is in the top right. Below the semester controls are buttons for "Filter Sections", "Save to iCal", and "Print". On the right side, a summary shows "Planned: 7 Credits", "Enrolled: 2 Credits", and "Waitlisted: 0 Credits".

The main content area is split into two parts. On the left is a list of course cards. The first card, "ENG-100-112: COMPOSITION I WITH SUPPORT", is highlighted with a yellow box. It shows a "Planned" status with a checkmark, 5 credits, graded grading, instructor CRAFT, K, dates from 8/20/2018 to 12/14/2018, and 5 seats available. It includes a "Meeting Information" section and a blue "Register" button, which is pointed to by a large yellow arrow. Below it is a card for "OTC-101: NAVIGATING COLLEGE".

On the right is a weekly schedule grid with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, and rows for time slots from 8am to 6pm. Three yellow boxes representing the "ENG-100-112" course are placed in the grid: one on Monday at 9am, one on Wednesday at 9am, and one on Friday at 9am.

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- 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

The screenshot displays a course registration interface. At the top, there are navigation tabs: Schedule, Timeline, Advising, and Petitions & Waivers. Below these, there are navigation controls for the semester (FALL 2018) and a '+'. A 'Register Now' button is located in the upper right-hand corner. Below the navigation, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The course selection pane on the left shows a course titled 'ENG-100-112: COMPOSITION I WITH SUPPORT' with a 'Planned' status. Below the course name, there is a 'Register' button. The schedule grid on the right shows a weekly layout with days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and time slots (8am, 9am, 10am, 11am, 12pm, 3pm, 4pm, 5pm, 6pm). The course 'ENG-100-112' is shown in the 9am slot on Monday, Wednesday, and Friday. A 'Register Now' button is also present in the top right of the grid area.

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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.

The screenshot displays the myOTC interface for viewing and registering for classes. At the top, the user is logged in as 'It0670945'. The page title is 'View your Plan & Register for Classes'. A red banner at the top contains a warning: 'You must sign up for a My Payment Plan on the SAME DAY you register in order to complete your registration.' A yellow arrow points to a 'View Registration Charges' button in this banner. Below the banner, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is active, showing a calendar for 'SPRING 2019'. A 'Register Now' button is visible. Below the calendar, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The course 'ENG-101-101: COMPOSITION I' is selected, and its details are shown on the left. A green banner indicates 'Registered, but not started'. A yellow arrow points to this banner. The course details include 'Credits: 3 Credits', 'Grading: Graded', 'Instructor: TBD', and '1/14/2019 to 5/16/2019'. There is a 'Drop' button and a 'View other sections' link. The calendar shows the course is registered for on Monday, Wednesday, and Friday at 6am. There are also yellow 'x' marks on Tuesday and Thursday at 9am, indicating a conflict with 'OTC-101-101'. At the bottom right, the credit summary shows 'Planned: 6 Credits', 'Enrolled: 3 Credits', and 'Waitlisted: 0 Credits'.