

# Waitlisting Course Sections

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

The screenshot displays the my.OTC.edu user interface. At the top, a blue header contains the my.OTC logo, user ID (It0670945), and links for Email, Canvas, Ask OTC, Sign out, and Help. Below the header, a grey banner greets the user: "Hi, You've arrived at MyOTC! Choose a category to get started." The main content area features a "Notifications" section with a table containing one notification: "ATTENTION STUDENTS! The registration process for [redacted] has changed. Please review before registering. [New registration process](#)". 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.	<a href="#">New registration process</a>

# Waitlisting Course Sections

## 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 sub-heading 'There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you sta...'. 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 yellow arrow points to the second step. Below the steps is a progress table.

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>

# Waitlisting Course Sections

5. Locate the course section you intend to **waitlist** on the left-hand side of your schedule
6. Review the number of students already waitlisted for the course section

The screenshot displays a university course schedule interface. At the top, there are navigation tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below these, there are navigation controls for 'FALL 2018' and a 'Register Now' button. A summary bar indicates 'Planned: 5 Credits', 'Enrolled: 2 Credits', and 'Waitlisted: 0 Credits'. The main area shows a course section 'ENG-100-101: COMPOSITION I WITH SUPPORT' on the left, with details such as 'Credits: 5 Credits', 'Grading: Graded', and 'Instructor: DUNKEL, J'. A yellow box highlights the 'Waitlisted: 3' status. A yellow arrow points from this box to the 'Waitlist' button. The right side of the interface shows a grid of course sections for the week, with three sections of 'ENG-100-101' marked with a red 'x' on Monday, Tuesday, and Friday.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am							
9am		ENG-100-101		ENG-100-101		ENG-100-101	
12pm							
1pm							
2pm							
3pm							
4pm							

# Waitlisting Course Sections

7. Use the **Filter Sections** and **View Other Sections** options to review open sections that fit your schedule

The screenshot shows a course registration interface for FALL 2018. The top bar includes navigation arrows, the semester 'FALL 2018', and a 'Register Now' button. Below the top bar are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The main content area features a filter bar with the following options: Availability (Open Sections), Location (Any), Day of Week (Any), Time of Day (Any), Instructor (Any), and Topic Any. A dropdown menu for 'Availability' is open, showing 'Open Sections' selected. A yellow warning box states 'This section has a waitlist' with a 'Waitlist' button. Below this is a 'View other sections' link and a pagination control showing '1'. The main area displays a grid of course sections for 'ENG-100' across the days of the week (Sun-Sat) and times (7am-6pm). Some sections are marked with a red 'X' and a red box, indicating they are on a waitlist. The grid shows sections for ENG-100-112, ENG-100-101, ENG-100-209, ENG-100-210, ENG-100-204, ENG-100-205, and ENG-100-213.

Availability: Open Sections  
Location: Any  
Day of Week: Any  
Time of Day: Any  
Instructor: Any  
Topic Any

Open Sections

**This section has a waitlist**

[Waitlist](#)

[View other sections](#)

1

ENG-100-112 COMPOSITION I WITH SUPPORT  
Seats Available: 5  
Instructor: CRAFT, K  
Time: MW 9:00 AM - 10:50 AM  
Dates: 8/20/2018 - 12/14/2018  
Location: SPRINGFIELD CAMPUS Building to Be Announced TBA (LECTURE)  
Time: F 9:00 AM - 9:50 AM  
Dates: 8/20/2018 - 12/14/2018  
Location: SPRINGFIELD CAMPUS Building to Be Announced TBA (LECTURE)

ENG-100-204 COMPOSITION I WITH SUPPORT  
Seats Available: 3  
Instructor: HUDGENS, T  
Time: MW 10:00 AM - 12:20 PM

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am							
9am		ENG-100-112 X	ENG-100-209	ENG-100-112 X	ENG-100-209	ENG-100-112 X	ENG-100-101 X
10am	ENG-100-204	ENG-100-101	ENG-100-210	ENG-100-204	ENG-100-112 X	ENG-100-210	
11am		ENG-100-205		ENG-100-205			
12pm							
1pm			ENG-100-213		ENG-100-213		
2pm							
3pm							
4pm							
5pm							
6pm							

# Waitlisting Course Sections

8. If no open sections fit your schedule and you would like to waitlist your preferred section, select **Waitlist**

**IMPORTANT:** Do not waitlist sections that conflict with a registered course.

The screenshot displays a web-based scheduling interface. At the top, there are navigation tabs: "Schedule" (selected), "Timeline", "Advising", and "Petitions & Waivers". Below these are navigation controls for the semester: "<" "FALL 2018" "+".

Below the navigation are three buttons: "Filter Sections", "Save to iCal", and "Print".

The main content area is split into two panels. The left panel shows details for a selected course section: "ENG-100-101: COMPOSITION I WITH SUPPORT". It includes a "Planned" status, credits (5), grading (Graded), instructor (DUNKEL, J), dates (8/20/2018 to 12/14/2018), and a waitlist of 3 students. A yellow warning banner states "This section has a waitlist". A prominent blue button labeled "Waitlist" is visible, with a large yellow arrow pointing to it from the right. Below the button is a link to "View other sections".

The right panel is a calendar grid showing days of the week (Sun, Mon) and times (7am, 8am, 9am, 10am, 1pm, 2pm, 3pm, 4pm). A red-bordered box highlights a conflict in the 9am slot on Monday, labeled "ENG-100-101".

# Waitlisting Course Sections

9. Ensure the course displays with a yellow **Waitlisted** banner

If a seat becomes available before the start of the semester, you will be automatically enrolled and confirmation will be sent to your OTC email.

Screenshot of a course waitlisting interface. The interface shows a course section "OTC-101-101: NAVI" with a yellow "Waitlisted" banner. A yellow arrow points to the banner. Below the banner is a warning icon and the text "This section has a waitlist", followed by a blue "Drop Waitlist" button. To the right is a class schedule grid with columns for Sun, Mon, and Tue, and rows for times from 6am to 2pm. A red box highlights the "OTC-101-101" section in the 7am slot on Monday.

	Sun	Mon	Tue
6am			
7am		OTC-101-101	
8am			
9am			
10am			
11am			
12pm			
1pm			
2pm			

# Waitlisting Course Sections

If you want to drop a waitlisted course section, select **Drop Waitlist**

The screenshot shows a web interface for managing course waitlists. At the top, there are navigation tabs: 'Schedule' (selected), 'Timeline', 'Advising', and 'Petitions & Waivers'. Below the tabs, there are navigation controls for 'FALL 2018' with left and right arrows and a plus sign. There are three main action buttons: 'Filter Sections', 'Save to iCal', and 'Print'. The main content area is split into two columns. The left column shows details for 'OTC-101-101: NAVIGATING COLLEGE', including a 'Waitlisted' status, course details (Credits: 2 Credits, Grading: Graded, Instructor: BURTON, S, 8/20/2018 to 12/14/2018, Waitlisted: 1), and a 'Meeting Information' section. A yellow warning box states 'This section has a waitlist'. A prominent blue button labeled 'Drop Waitlist' is highlighted with a large yellow arrow. Below it is a link to 'View other sections'. The right column is a calendar grid with days 'Sun', 'Mon', and 'Tue' and times from 6am to 2pm. A red box highlights the 'OTC-101-101' section on Monday at 7am.