Waitlisting Course Sections

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

Waitlisting Course Sections

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

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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

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

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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.

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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.

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