



Visiting Student Checklist for a Successful Semester

Applying to OTC

You will need to select a program of study and apply for admissions.

One of the first things you will have to answer is “What’s your program of study?” Many students are unsure about their academic career.

If you are unsure as to what career you would like to pursue while at OTC, our free online career assessment otc.edu/careercoach can help you identify your career goals and choose a program of study. Be sure to sign up first and then take the 60 Questions Detailed Assessment to see your personality traits and career matches! Once you complete your Career Coach assessment, you can meet with a career advisor on campus to discuss your results and create a plan.

Do you know what program of study you want to pursue? Go to <https://students.otc.edu/admissions/getting-started/> to start filling out your application!

Registering for Classes

Register for Classes

After you have completed your Online Orientation, it’s time to plan and register for the upcoming semester. Registration can be completed online through your MyOTC account. We have developed a website of [student resources](#) that you may find beneficial when first navigating MyOTC. If you have questions about classes, contact them Academic Advising at advising@otc.edu.

NOTE: If you are still undecided on a program of study, you may find it beneficial to go to our Career Assessment and Exploration website at <https://students.otc.edu/careerservices/career-assessments-and-exploration/>

Set a Payment Plan

After you register for classes, you must make payment arrangements before midnight on the day you register in [myOTC](#). You may pay by check, credit card, debit card, cash and financial aid. Even if you anticipate Financial aid covering the entire cost of your classes, you still need to sign up for a payment plan. For more information, go to <https://services.otc.edu/finance/cashier/sp19-registration-process-faqs/>



Registering for Classes continued

Get your Student ID

If you are a student at any campus or center within the OTC college system, you are required to have an OTC SmartCard. The OTC SmartCard <https://services.otc.edu/finance/smartcard/> serves two major purposes. First, it serves as your official student ID to be used on campus and will have your student ID number and photo on it. Second, it provides options when it comes to receiving your student account refunds.

Things to do Before Classes Start

Register Your Vehicle

Please make sure to register your vehicle with OTC Safety & Security before the semester starts. Registering your vehicle allows OTC Safety & Security to contact you in the event of an emergency, incident, or accident involving the vehicle. You may sign-up through [myOTC](#).

Tour Campus

Once you have registered for classes, you may want to take a Tour of campus to locate where your classes will be taught. To schedule a tour of campus <https://otc.edu/tours>.

Get Your Books

Every class begins with a good book. Stop by the campus bookstore to get all the materials for your class. Visit the OTC Bookstore in person or online at <http://otcbookstore.com/t-verbalink.aspx>

Enabling Text Messaging and OTC E-Mail

There's a lot to accomplish before Day 1 of class, but we can help by reminding you about the really important stuff. To access your OTC E-mail account and enable messaging, start by logging into [myOTC](#).

Enabling Emergency Notifications

From time to time there may be an emergency on-campus (such as a snow day!) and you will want to know about it. The easiest way is to sign-up for emergency notifications. You may Sign-up through [myOTC](#).



Things to do Before Classes Start continued



Access Canvas

Many professors use Canvas to post important class announcements, assignments and grades. Access this by clicking on the Canvas tab [myOTC](#). Each of your classes will have a Canvas site that your instructor will use to post course information. The Canvas Course Site opens on the date specified in the [Academic Calendar](#). You should take some time before the semester starts to check out your syllabus so you can know what to expect in your course.