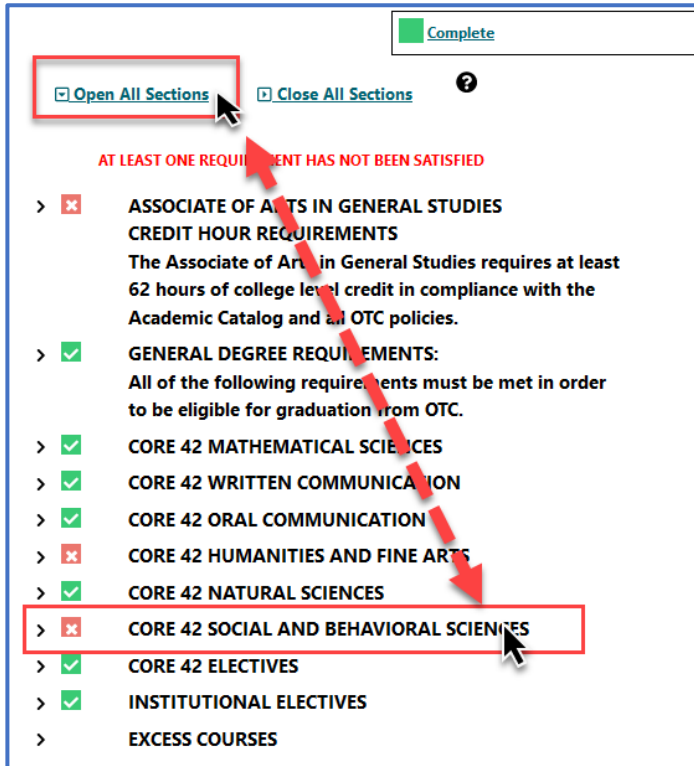# HOW TO SCHEDULE CLASSES FROM YOUR AUDIT

**Adding a class to your schedule is how you build the schedule that you will register for. Adding classes to your schedule does not register you for those classes. For help registering, see: How to Register for Classes**

1. Open the requirement: To open all requirements on your audit, select **Open All Sections**; if you want to only see the requirement that has the class you want to schedule, click on the requirement title.
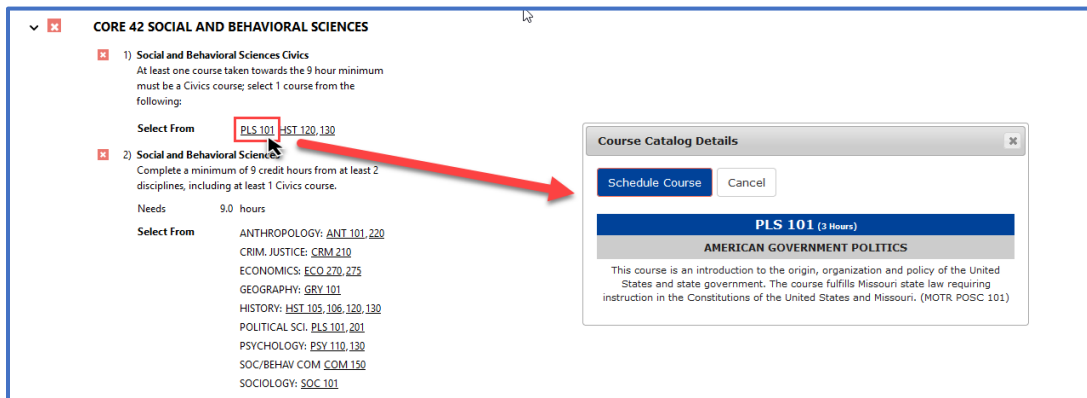
   *Don't forget that as you complete requirements, you can also choose to filter your audit to show only unmet requirements. See: 'Understand and use the graphs and charts' for more information.*



2. Select the class you are interested in: Click on the underlined course. A 'Course Catalog Details' box will pop-up and you will be able to see the course title and description.
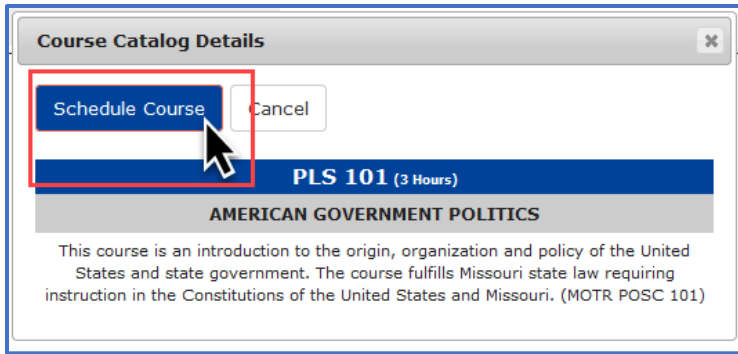
   *If you decide this is not the class you want, simply click the **Cancel** button to close the dialogue box and select a different course.*
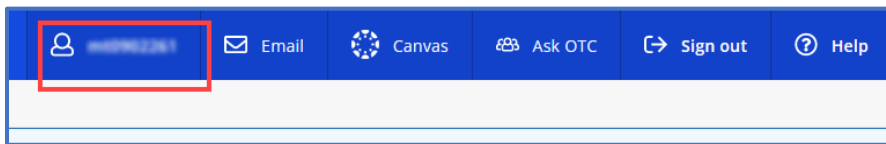
3. Click the **Schedule Course** button
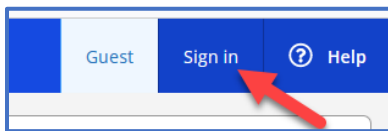
*This will take you back to myOTC in a new tab*



*Make sure you see your username in the myOTC menu bar; if not, select Sign In*
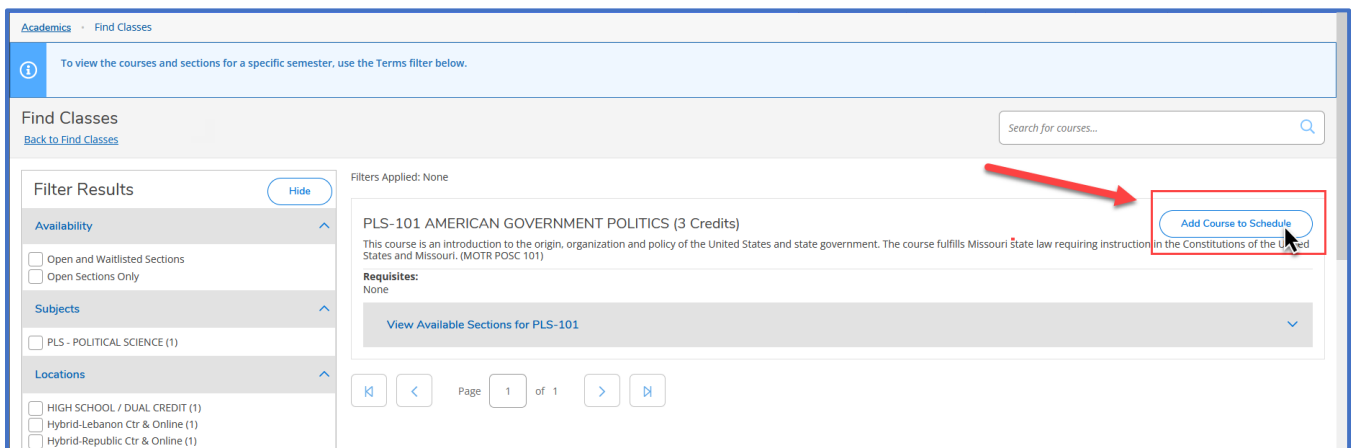


OR



4. Select the **Add Course to Schedule** button

You will be able to choose a section later from your Calendar on the View Plan and Register page of myOTC. See: 'Plan my sections and register for classes' help guide

*Alternately, you can select a section from the View Available Sections for… drop down.*



5. Confirm your course and choose a term: Choose the appropriate term from the Term drop down menu and select: Add Course to Schedule

*Don't forget to pay attention to any Requisites that might be required*

## PART 2: SELECTING A SECTION

1. Return to Student Planning: From the 'breadcrumb' menu in the upper left, select **Academics** > **Student Planning.**



1A. Select **Go to Plan & Register**



2. Go to the term you are scheduling: The default term will be the current term; toggle the arrows to select the correct registration term
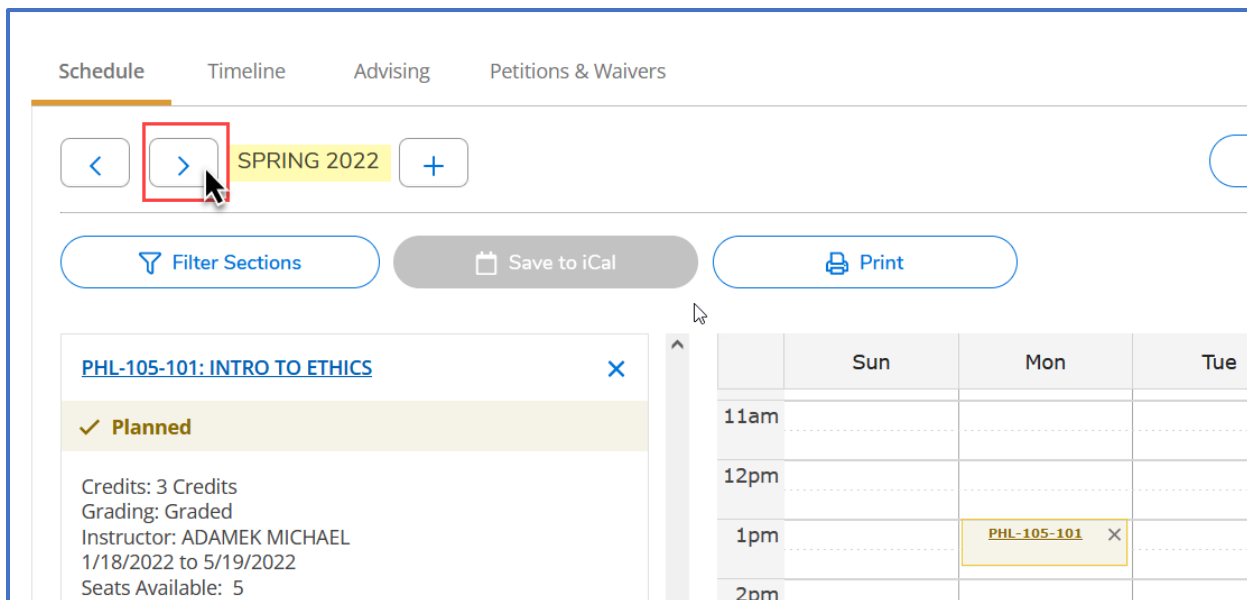
2A: Use your filters!

*Filters can help make sure only the sections you want to see display to you. Using the filters is optional, but we always recommend using the **Location** filter to ensure you don't accidentally register for a course at the wrong location.*
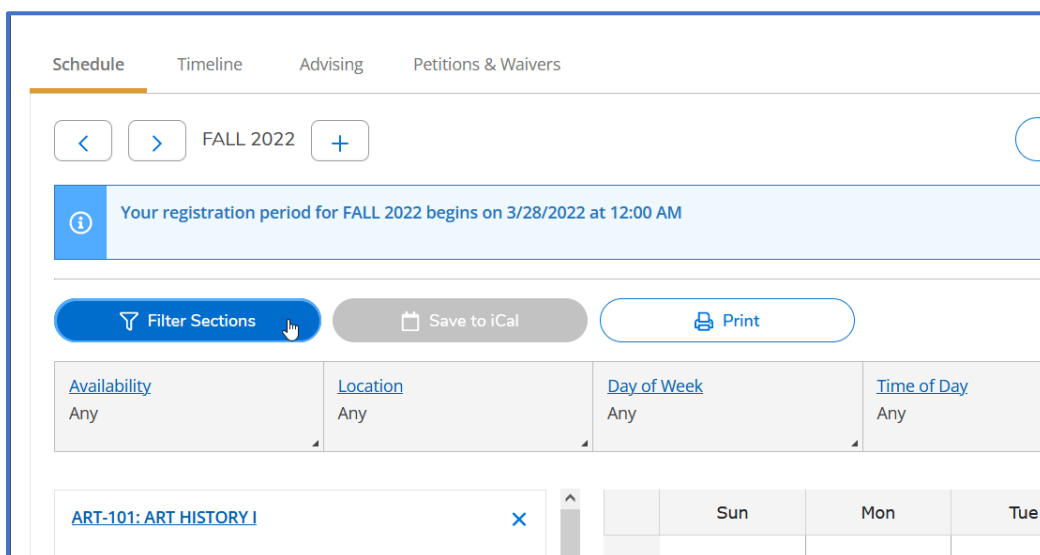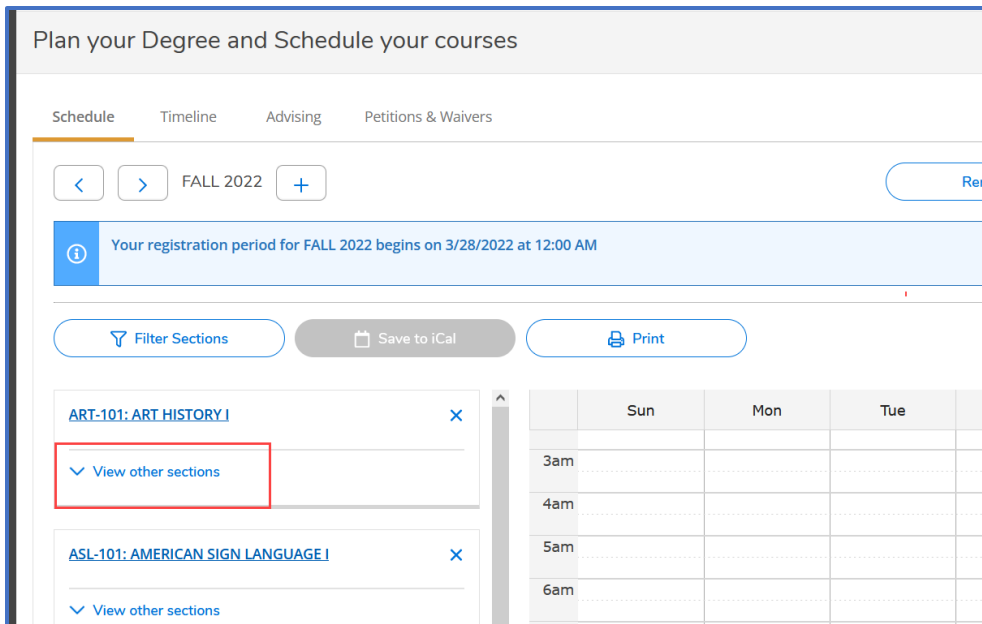


3: Choose a section: click **View other sections** to view the sections for each course on your schedule one at a time.

*What is a section? Sections determine things like when (day and time), where (what campus), and how (seated, online) the course is taught. The section is the sequence of letters and/or numbers after the course code: ENG-101-103*
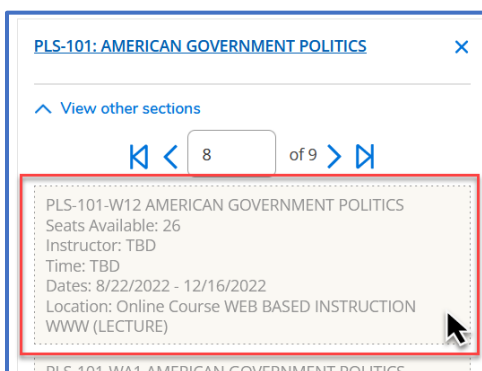
**3A:** Use the arrows to toggle through the listed sections until you find one that fits your schedule

*The sections will display on your calendar view allowing you to see if the sections you are viewing conflict with any courses you may have already selected.*
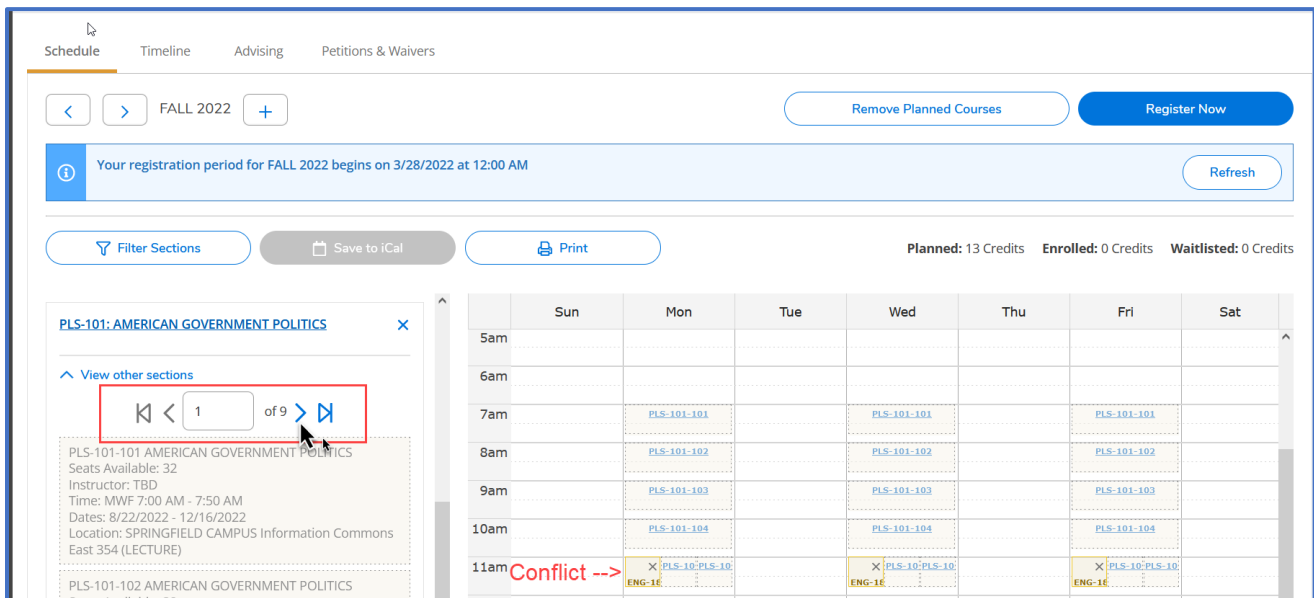


**3B:** Once you have chosen a section, click the section card to confirm

4: Add section: Verify the section details; once you have confirmed the details, select: **Add section**

*Ensure that you check the highlighted areas shown here to ensure that you are registering for a section that is located where you expect and during the dates you expect. The additional information section will display any additional section specific information about the course.*



Once you have selected a section for all courses on your schedule, you are ready to register. For help registering, please see the Register for Courses help guide