

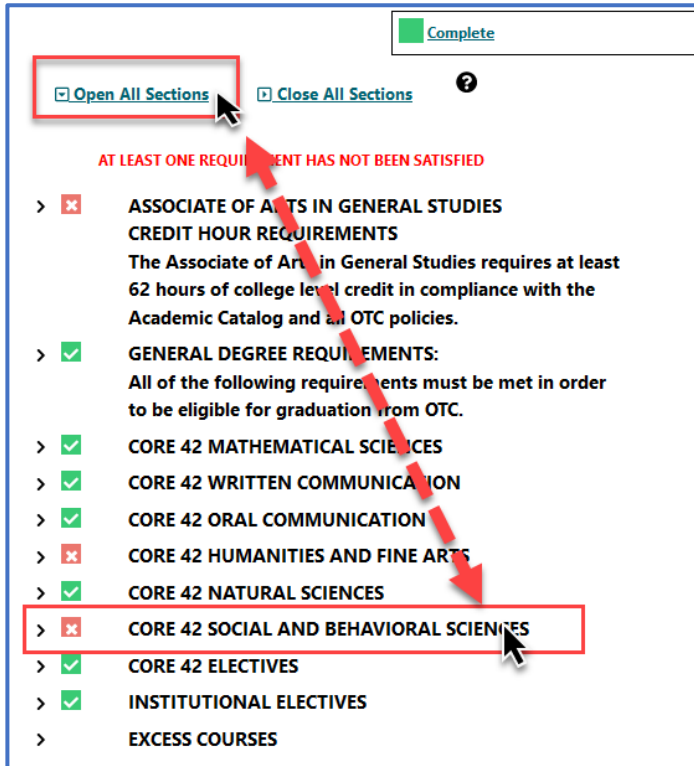
HOW TO SCHEDULE CLASSES FROM YOUR AUDIT

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](#)

PART 1: ADDING THE COURSE TO YOUR SCHEDULE

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.

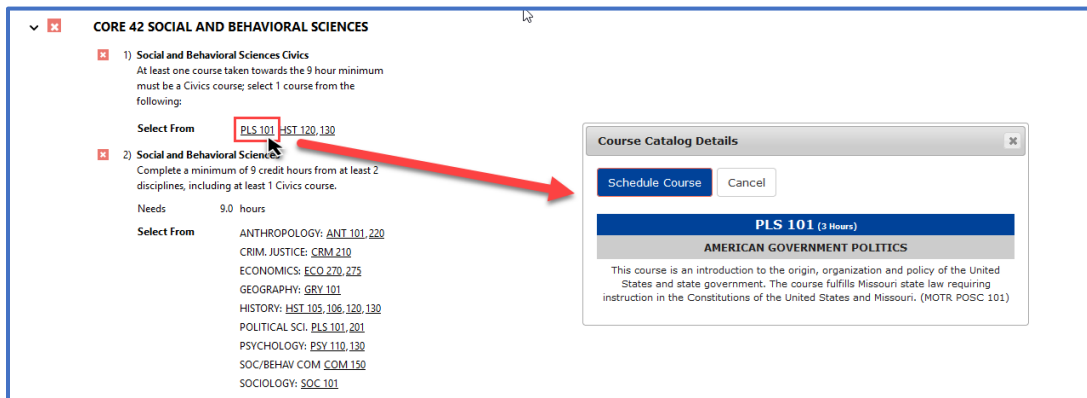
Don't forget that as you complete requirements, you can also choose to filter your audit to show only unmet requirements. See: ['Understand and use the graphs and charts'](#) for more information.



The screenshot shows a user interface for an audit. At the top right, there is a green 'Complete' button. Below it are two buttons: 'Open All Sections' (highlighted with a red box and a mouse cursor) and 'Close All Sections'. A red arrow points from the 'Open All Sections' button down to a list of requirements. The list includes: 'ASSOCIATE OF ARTS IN GENERAL STUDIES CREDIT HOUR REQUIREMENTS', 'GENERAL DEGREE REQUIREMENTS', 'CORE 42 MATHEMATICAL SCIENCES', 'CORE 42 WRITTEN COMMUNICATION', 'CORE 42 ORAL COMMUNICATION', 'CORE 42 HUMANITIES AND FINE ARTS', 'CORE 42 SOCIAL AND BEHAVIORAL SCIENCES' (highlighted with a red box and a mouse cursor), 'CORE 42 ELECTIVES', 'INSTITUTIONAL ELECTIVES', and 'EXCESS COURSES'. A red banner at the top of the list reads 'AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED'.

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.

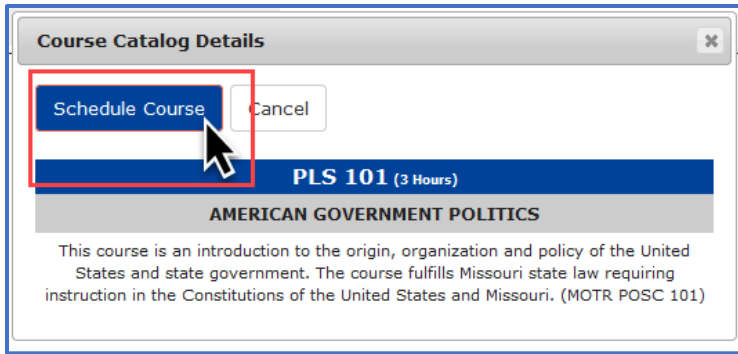
*If you decide this is not the class you want, simply click the **Cancel** button to close the dialogue box and select a different course.*



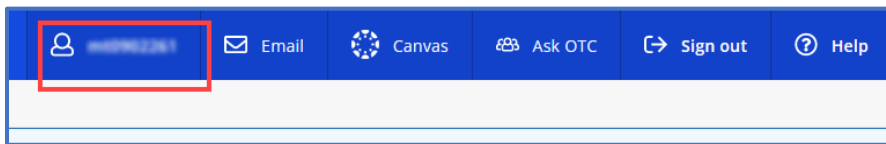
The screenshot shows a 'Course Catalog Details' dialog box. The main window behind it shows the 'CORE 42 SOCIAL AND BEHAVIORAL SCIENCES' requirement, with a red arrow pointing from the 'PLS 101' course in the 'Select From' list to the dialog box. The dialog box has a title bar 'Course Catalog Details' and two buttons: 'Schedule Course' and 'Cancel'. Below the buttons, the course details are displayed: 'PLS 101 (3 Hours)' and 'AMERICAN GOVERNMENT POLITICS'. The description reads: 'This course is an introduction to the origin, organization and policy of the United States and state government. The course fulfills Missouri state law requiring instruction in the Constitutions of the United States and Missouri. (MOTR POSC 101)'. The main window also shows a list of other courses under the 'Select From' heading: ANTHROPOLOGY: ANT 101, 220; CRIM. JUSTICE: CRM 210; ECONOMICS: ECO 270, 272; GEOGRAPHY: GRV 101; HISTORY: HST 105, 106, 120, 130; POLITICAL SCI. PLS 101, 201; PSYCHOLOGY: PSY 110, 130; SOC/BEHAV COM ECOM 150; SOCIOLOGY: SOC 101.

3. Click the **Schedule Course** button

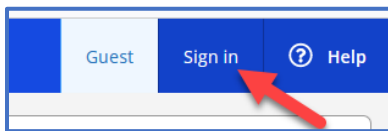
This will take you back to myOTC in a new tab



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



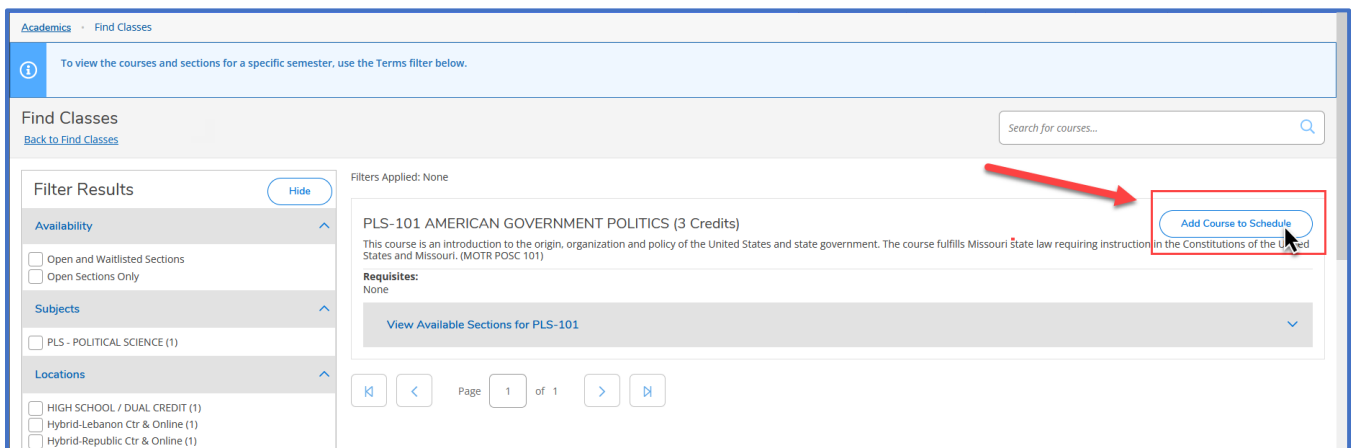
OR



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

Course Details

PLS-101 AMERICAN GOVERNMENT POLITICS
 This course is an introduction to the origin, organization and policy of the United States and state government. The course fulfills Missouri state law requiring instruction in the Constitutions of the United States and Missouri. (MOTR POSC 101)

Credits 3

Locations Offered TBD

Requisites None

Term FALL 2022

Close Add Course to Schedule

PART 2: SELECTING A SECTION

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

Academics Find Classes

- Student Planning
- Find Classes
- Grades
- Residency Status
- Graduation
- Enrollment Verifications

Filters Applied: None

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

Academics > Student Planning > Planning Overview

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to...

Search for courses...

- 1**

View Your Degree Audit

Start by going to Degree Audit to see your academic progress in your degree and search for courses.

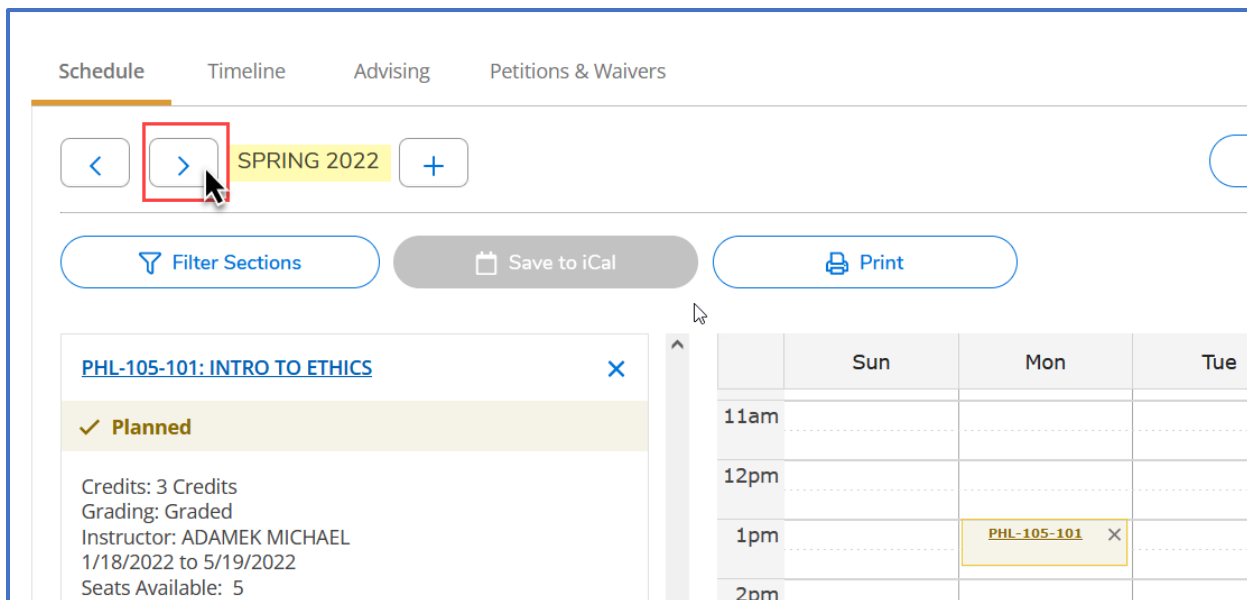
[Go to Degree Audit](#)
- 2**

Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

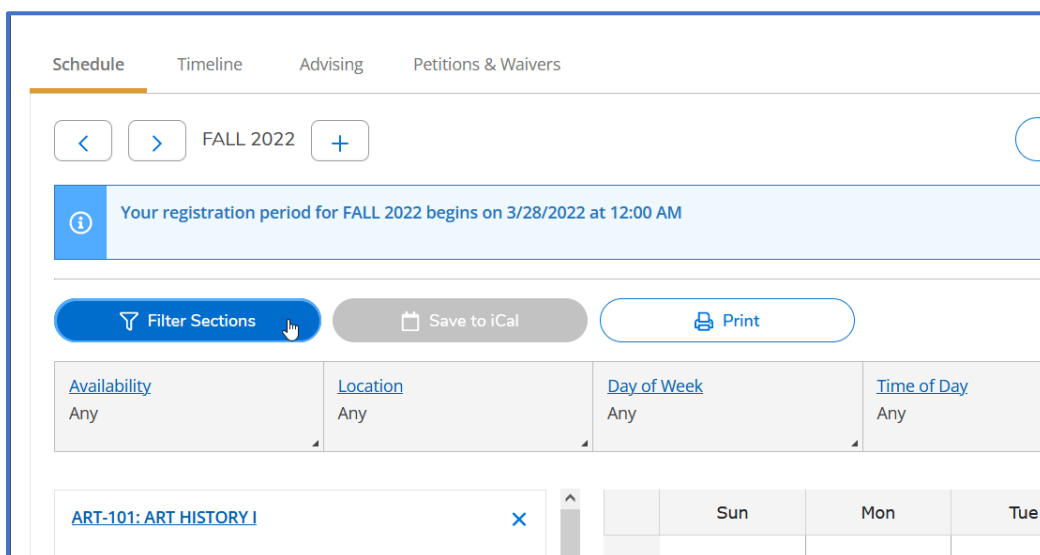
[Go to Plan & Register](#)

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



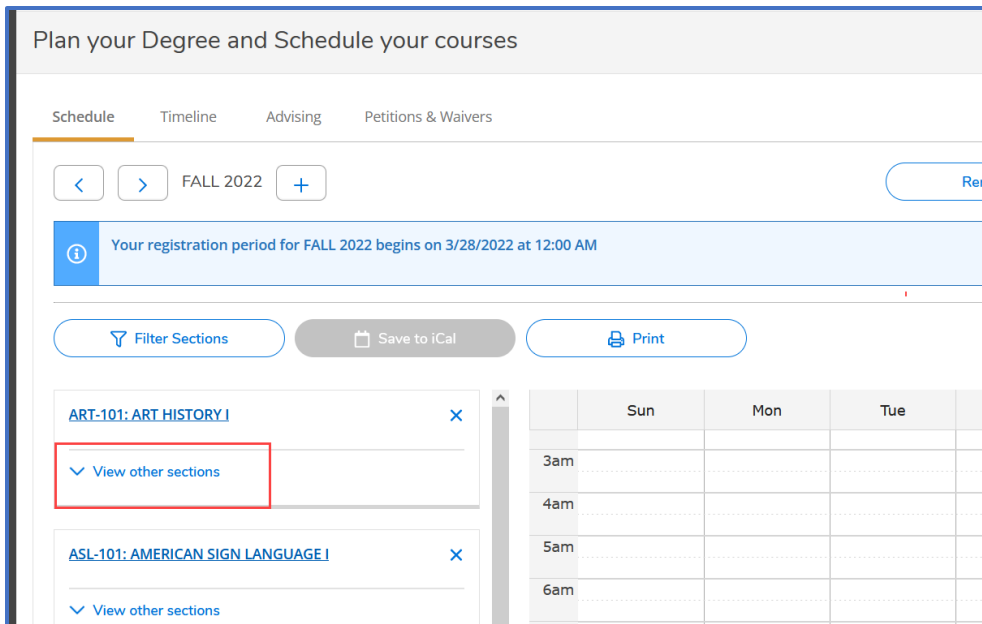
2A: Use your filters!

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.



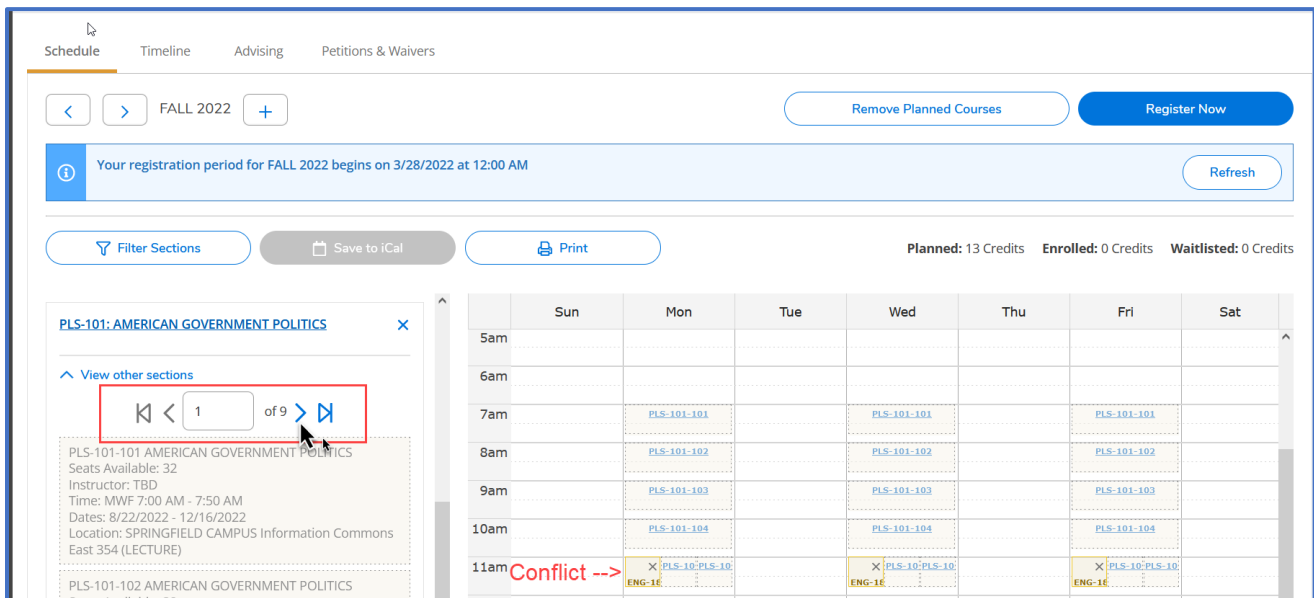
3: Choose a section: click **View other sections** to view the sections for each course on your schedule one at a time.

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

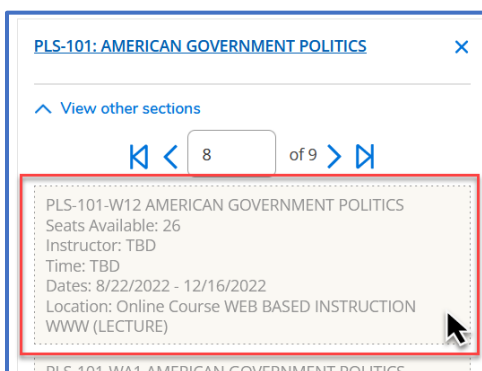


3A: Use the arrows to toggle through the listed sections until you find one that fits your schedule

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.

Section Details

PLS-101-W12 AMERICAN GOVERNMENT POLITICS
FALL 2022

Instructors	TBD
Meeting Information	8/22/2022 - 12/16/2022 Online Course, WEB BASED INSTRUCTION WWW (LECTURE)
Dates	8/22/2022 - 12/16/2022
Seats Available	26 of 26 Total
Credits	3
Grading	Graded
Requisites	None
Course Description	This course is an introduction to the origin, organization and policy of the United States and state government. The course fulfills Missouri state law requiring instruction in the Constitutions of the United States and Missouri. (MOTR POSC 101)
Additional Information	This course is part of our AutoAccess program. Digital course materials will be available automatically. Enrolling in this course you agree to allow your student account to be charged for course materials. Click here to access the FAQ
Books	Bookstore Information

Close **Add Section**

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