

E-Advisor Quick Reference Guide

March 8, 2011

1. Go to www.otc.edu and click on 'MyOTC'.
2. Log in to MyOTC with your user ID and password.
3. Click on the 'AccessOTC' tab.
4. Under **Academic Planning** on the right of the screen, click on 'E-Advisor'.
5. Click on 'Create/Add to Worksheet'.

E-Advisor

[View Worksheet](#)
Review your planned courses.

[E-Advisor Planning Wizard](#)
This wizard uses your program evaluation to help plan the courses you need to complete your program.

[Create/Add to Worksheet](#) ←

Create an E-Advisor worksheet or add to an existing E-Advisor worksheet by searching the catalog using your own criteria.

[Modify E-Advisor Worksheet](#)
Remove courses, change the terms or credits of courses on your worksheet.

[Program Evaluation](#)
Get a report evaluating the progress you've made towards completing your program requirements, or evaluate a program you are considering.

[Register](#)
Register for selected courses on your E-Advisor Worksheet.

[E-Mail Advisor\(s\)](#)
Request feedback from your advisor(s).

[Advisor-approved Plan](#)
View the E-Advisor Plan approved by your advisor.

E-Advisor Planning FAQs

What is an E-Advisor Planning Worksheet?

What's the difference between an E-Advisor Planning Worksheet and an E-Advisor Educational Plan?

How does the E-Advisor wizard work?

What if I have more than one program?

How does the Program Evaluation work?

Can I search the course catalog?

I know the course number, can I add it without searching the course catalog?

Why are there courses on my worksheet that I didn't plan?

Do courses for which I'm registered show on my worksheet?

How can I get additional help to use the E-Advisor tools?

6. Confirm Program of Study by clicking on 'Submit'. If your program of study indicates 'CE.CEU', answer 'NO' on the dropdown menu and click 'Submit' and then choose the correct program.

Program Confirmation

First, please confirm the program for which you are planning:
ASSOCIATE OF ARTS (TRANSFER DEGREE).....Catalog: 2009 ACADEMIC CATALOG

Is this correct? Yes No

SUBMIT ←

7. Using your Program Completion Guide, add three (3) classes and click "Submit".

8. Enter the semester you intend to take the courses you have added by using the drop down menu as indicated below and clicking on 'Submit'.

9. Confirm placement of courses on the planning worksheet. Continue to add other coursework until all courses from your Program Completion Guide have been entered by clicking "Submit" and repeating the process.

10. Once you have entered all of your coursework, click "E-Advisor Home" at the top right of the screen.

11. To verify that you have completed your entire E-Advisor Plan, click on "Program Evaluation".

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- Select your degree and then choose "All (includes planned)" in the dropdown menu, then click 'Submit'.

Degree Audit

You may select either an active program or a "What if" program.

* = Required

Choose One Active Programs

<input type="radio"/>	CE.CED CE.CED
<input type="radio"/>	AA.TRD ASSOCIATE OF ARTS (TRANSFER DEGREE)

What if I changed my program of study? _____

What work do you want to include?*

Registered/Preregistered	SUBMIT
Registered/Preregistered In-Progress work included	
Completed work only	
All (includes planned)	

- Verify that all coursework has been planned. Planned courses are indicated by PL or PLR. If a section has a line and "1 course needed", then you will need to return to "Create/Add to Worksheet" to finish planning your coursework. Click "OK" to exit.

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N) 1: COMMUNICATION - 9 Credits Required
Credits: 9
N) TAKE ENG-101 AND COM-105
Credits: 6
ENG-101 COMPOSITION I..... 13/SP ( 3) *PL
COM-105 PUBLIC SPEAKING..... 11/FA ( 3) *PLR
N) TAKE ENG-102 OR ENG-150
ENG-102 COMPOSITION II..... 11/FA ( 3) *RA *PL
=====
03/08/11 Page
N) 2: MATHEMATICS - 3 Credits Required
> TAKE MTH 128 OR MTH 130 OR HIGHER
MTH-130 COLLEGE ALGEBRA ... 09/FA ( 3) *PLR
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- If you need to change semesters or remove courses from your worksheet, click on 'Modify E-Advisor Worksheet'.

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Program Confirmation

First, please confirm the program for which you are planning:
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Is this correct? Yes

SUBMIT

- Change the 'Planned Term' by using the drop down menu OR click 'Remove' to the left of the course and then click 'Submit'.

Remove	Planned Term	Course Name and Title	Credits	Added By
<input type="checkbox"/>	FALL 2009	CIS-101 PERSONAL COMPUTER APPLICATION	3.00	Student
<input type="checkbox"/>	FALL 2009	HST-120 DISCOVERY TO RECONSTRUCTION	3.00	Student
<input type="checkbox"/>	FALL 2009	MTH-110 INTERMEDIATE ALGEBRA (has prerequisites)	3.00	Student
<input type="checkbox"/>	FALL 2009	RDG-040 READING COMPREHENSION	3.00	Student
<input type="checkbox"/>	SPRING 2010	ASL-101 AMERICAN SIGN LANGUAGE I	3.00	Student
<input type="checkbox"/>	SPRING 2010	ENG-101 COMPOSITION I (has prerequisites)	3.00	Student
<input type="checkbox"/>	SPRING 2010	HST-130 RECONSTRUCTION TO THE PRESENT	3.00	Student
<input type="checkbox"/>	SPRING 2010	MTH-130 COLLEGE ALGEBRA (has prerequisites)	3.00	Student
<input type="checkbox"/>	SUMMER 2010	COM-105 PUBLIC SPEAKING	3.00	Student
<input checked="" type="checkbox"/>	SUMMER 2010	MUS-101 MUSIC OF THE WORLD	3.00	Student

SUBMIT

- If you need help at any time, click on the 'E-Advisor Planning FAQs' on the E-Advisor Home page.

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OK

Helpful Hints

- Complete your plan in-full for your entire degree **prior** to contacting your Faculty Advisor.
- Remember to check course prerequisites by clicking on the blue hyperlinked course titles to ensure proper course sequencing.