

Registration Quick Reference Guide: Option 2-Express Registration

1. Go to www.otc.edu and click on 'Schedules'.



2. Click on the semester for which you plan to register.

Class Schedules

The complete Ozarks Technical Community College class schedules of course offerings are available online through the links below. Within each schedule, closed sections are indicated in red. This schedule automatically refreshes every 5 minutes. To view which sections are open or closed for a particular location, select the schedule you wish to review (i.e. fall, spring, summer) from the list below. From the top menu on the following page you can then select the location or type of class you wish to review. The legend below provides a description of the types of classes Ozarks Technical Community College offers.

Classroom locations frequently change as the college seeks to most efficiently utilize all facilities. Changes in the location of some classes may occur until the semester begins. Students are encouraged to check AccessOTC just prior to the start of classes to ensure class locations have not changed.

Spring Schedule - 2014

- > [Master Spring Schedule \(All Locations\)](#)
 - > [Springfield Campus Schedule](#)
 - > [Richwood Valley Campus Schedule](#)
 - > [OTC Online Course Schedule](#)
 - > [Workforce Development Schedule](#)
 - > [Community Enrichment Schedule](#)
- > [Table Rock Campus Schedule](#)
 - > [Lebanon Center Schedule](#)
 - > [Waynesville Center Schedule](#)
 - > [Gillioz Course Schedule](#)
 - > [Hybrid Course Schedule](#)
 - > [Springfield Fire Station #6](#)

3. Click on the campus of the schedule you would like to view.

4. View the schedule for the campus you selected. Clicking on the blue hyper-linked instructor name will access the 'Faculty Survey-Instructor-Feedback from Students' screen.

Admissions > Class Schedules > Master Spring Schedule (All Locations)

Spring Schedules: [Master Schedule](#) | [Online](#) | [Evening College](#) | [Interession](#) | [Hybrid](#) | [Late Start](#) | [Late Evening](#) | [Finals](#) | [Important Dates](#) | [Schedule Search](#)

Springfield	Richwood Valley	Table Rock	Lebanon	Waynesville	Online Courses	Evening College	Hybrid Courses	Gillioz
All Classes	All Classes	All Classes	All Classes	All Classes				
Daytime	16-Week	Springfield	16-Week	Daytime				
Evening	1st 8 Weeks	Richwood Valley	1st 8 Weeks	Evening				
Weekend	2nd 8 Weeks	Table Rock	2nd 8 Weeks	Weekend				
1st 8 Weeks		Lebanon		1st 8 Weeks				
2nd 8 Weeks		Waynesville		2nd 8 Weeks				
Hybrid Classes		Gillioz						

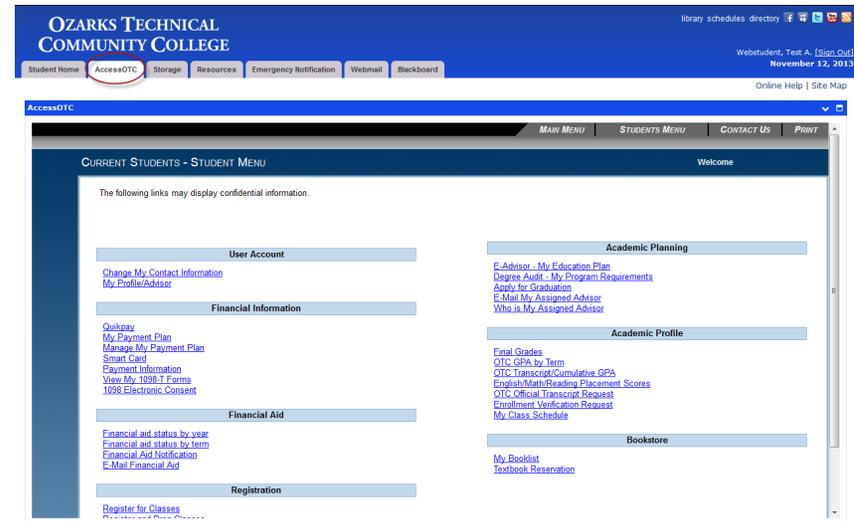
Section Name	Synonym	Credit	Title	Total Seats	Empty Seats	Meeting Information	Building - Room	Days	Start Time	End Time	Instructor	Location
ABR-100-101	0100239	4.0	Non-struct Anlys & Repair	18	1	LECTURE	ITC-107A	MW	03:00PM	03:50PM	WINGO	MNC
						LAB	ITC-107	MW	04:00PM	05:50PM		MNC
ABR-110-101	0100240	4.0	Paint & Refinishing Prep	18	0	LECTURE	ITC-105A	MW	06:00PM	06:50PM	MORRIS	MNC
						LAB	ITC-105	MW	07:00PM	08:50PM		MNC
ABR-245-101	0100241	4.0	Structural Analysis & Dimen	18	2	LECTURE	ITC-107A	MWF	08:00AM	08:50AM	WINGO	MNC
						LAB	ITC-107	MWF	09:00AM	10:30AM		MNC

COURSE SECTIONS THAT HAVE A FRIDAY LAB REQUIRE THAT STUDENTS ATTEND EVERY OTHER FRIDAY TO MEET NATEF REQUIREMENTS

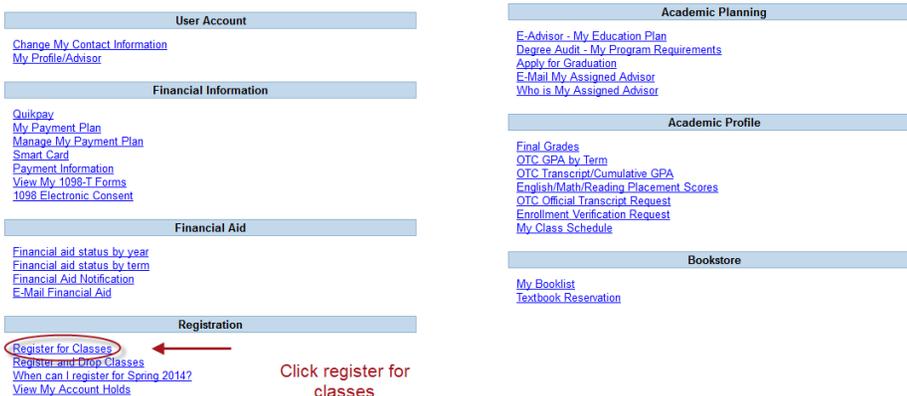
5. Write down the course code, number and section number of the courses you wish to take. Eight-week block sections are indicated by 'A' for the first 8 weeks or a 'B' for the second 8 weeks in the section number.

CAC-120-102	0100666	3.0	Keys To College Success	24	9	LECTURE	ICE-221A	MWF	08:00AM	08:50AM	WOELK	MNC
CAC-120-103	0100667	3.0	Keys To College Success	24	10	LECTURE	ICE-221A	MWF	09:00AM	09:50AM	CRISE	MNC

6. When you are ready to register, go to www.otc.edu and click on 'MyOTC'. Log into 'MyOTC' with your user ID and password. Click on 'AccessOTC' tab



7. Click on 'Register for Classes' on the left of the screen under **Registration**.



8. Scroll to the bottom of the screen and click on 'Express Registration'.

Register for Sections

New students must complete all required steps in the admissions process prior to registration for classes, view [Getting Started](#).

Current Students are encouraged to run a Degree Audit from AccessOTC to determine which classes are needed to complete degree requirements and, if necessary, seek assistance from their assigned advisor.

Please choose which type of registration you would like to use:

[Register For Classes](#)

Use this if you would like to look for classes, add them to your shopping cart, and then register for them.

[Express Registration](#)

Use this option if you know the exact subject, course number, and section number (or synonym) of the class for which you wish to add to your shopping cart and then register. (Example: MATH*100*101 or Synonym 0042765).

[Register From Your Shopping Cart](#)

Use this option if you have already placed classes in your shopping cart and would like to register now.

[Drop Classes](#)

Use this option if you would like to drop a class.

OK

9. Enter the subject code, course number, section number and term in the designated fields and click on 'Submit'.

Synonym	Subject	Course Number	Section Number	Term
	CAC - COLLEGE AND CAREERS	120	102	14/SP SPRING 2014

SUBMIT ←

10. Choose 'Register' from the dropdown menu and then click 'Submit' at the bottom of the page.

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
Register Remove Preferred Section	SPRING 2014	CAC-120-102 (0100666) KEYS TO COLLEGE SUCCESS	MAIN CAMPUS SPFLD	01/13/2014-05/14/2014 LECTURE Monday, Wednesday, Friday 08:00AM - 08:50AM, INFO COMMONS EAST, Room Z21A	A. WOELK	9 / 24	3.00	

11. Confirm registration and click 'OK' to view your schedule and billing information.

Registration Results

The following request(s) have been processed. Confirmation you have successfully registered in the course

Term	Status	Pass/Fail/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
SPRING 2014	Registered for this section		CAC-120-102 (0100681) KEYS TO COLLEGE SUCCESS	MAIN CAMPUS SPFLD	03/17/2014-05/15/2014 LECTURE Monday, Wednesday, Friday 08:00AM - 08:50AM, INFO COMMONS EAST, Room Z21A	A. WOELK	3.00	

Here are all of the sections for which you are currently registered:

Term	Pass/Fail/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
SPRING 2014		CAC-120-102 (0100681) KEYS TO COLLEGE SUCCESS	MAIN CAMPUS SPFLD	03/17/2014-05/15/2014 LECTURE Monday, Wednesday, Friday 08:00AM - 08:50AM, INFO COMMONS EAST, Room Z21A	A. WOELK	3.00	

Helpful Notes

- You may change your schedule with no financial repercussion until the first day of classes for the current semester.
- Once the semester begins each drop transaction will assess a \$10 fee.
- You cannot drop or clear your schedule of **all** classes online; this action is completed by filling out an official withdrawal form.
- If you do need to modify your schedule, return to MyOTC, click on 'AccessOTC' and 'Register and Drop Classes' at the bottom left of the screen.

12. Make necessary payment arrangements by your payment deadline by paying in full or signing up for 'My Pay My Way.' Failure to make payment arrangements by the deadline will result in your class schedule being deleted with no financial obligation to the student.