Central Ohio Technical College: Student Planning Guide for Students

Welcome to COTC's Student Planning software.

Student Planning is an innovative way to plan and track your progress toward your educational goal. You will work with your Academic Advisor to create an online academic plan, register from your plan for future semesters, track progress toward degree or certificate requirements, and explore other degree or certificate options.
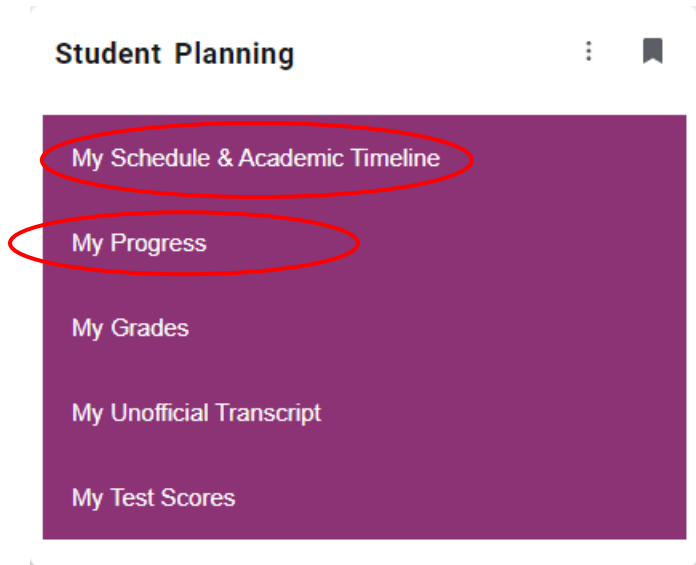
This guide will provide students with an overview for utilizing Student Planning.

Contents

Accessing Student Planning

To access Student Planning you will log into your myCOTC using your COTC username and password by visiting my.cotc.edu. Once logged in you will locate the Student Planning card and select "My Progress" or "My Schedule & Academic Timeline".

Understanding My Progress

Clicking on Option #1: "View Your Progress" on the welcome screen will bring you to the "My Progress" screen. The My Progress screen is your program evaluation, which shows you all the courses required for your degree program. You can see which courses you have completed, which courses are in progress, and which courses you still need to complete.

The top of the program evaluation shows your academic summary including degree program, major, GPA, and Catalog Year.

The progress bars provide a visual representation of your progress toward your degree. The top bar shows overall progress. The middle bar shows total credits, and the bottom bar shows total credits at COTC.

Note: *It is important for students to know that the credit totals include all credits including pre-college courses.*

Completed credits are represented in dark green, in progress credits are represented in light green, and planned credits are represented in yellow.

Courses display on the My Progress screen as Completed, In Progress, Registered, Planned, or Not Started.

A. Technical Courses

Complete the following courses with a "C" (2.00) grade or better: HSV-100, HSV-110, HSV-120, HSV-131, HSV-141, HSV-150, HSV-200, HSV-280, HSV-285, HSV-286
Complete all of the following items. ⚠ 0 of 1 Completed. Hide Details

⚠ 2 of 10 Courses Completed. Hide Details

Status	Course		Search	Grade	Term	Credits
✓ Completed	HSV-100	Principles of Social Work		B-	18SM	3
✓ Completed	HSV-110	Chemical Dependency I		B+	18SM	3
🕐 Planned	HSV-280	Capstone: App HumanServ Ethic			19AU	3
🕐 Planned	HSV-286	Human Services Practicum II			19AU	3
ⓘ Not Started	HSV-120	Direct Practice Skills				
ⓘ Not Started	HSV-131	Case Management in Human Serv				
ⓘ Not Started	HSV-141	Therapeutic Group Prac Skills				
ⓘ Not Started	HSV-150	Social Welfare & Policy				
ⓘ Not Started	HSV-200	Family Systems				
ⓘ Not Started	HSV-285	Human Services Practicum I				

The audit displays the various program requirements in units (0 of 1 completed) and then lists the courses individually.

This student has 10 technical courses in this unit. The student has "2 of 10 Courses Completed". Each course has a status next to it; Completed, In-Progress, Registered or Not Started.

Courses listed in the "Other Courses" category are courses that were failed, repeated, withdrawn, or do not apply to your program.

Other Courses

Status	Course		Grade	Term	Credits
✓ Completed	SOC-110	Cultural Diversity	B+	18SP	3
✓ Completed	MATH-013	Co-Requisite Statistics	A	18SP	2

When you have completed a requirement, Student Planning will collapse the course information. You will need to click "Show Details" to view the courses you took to complete the requirement.

A. English Course

Complete ENGL-112 or ENGL-112C with a "C" 2.00 grade or better

Complete all of the following items. ✓ **1 of 1 Completed.** Show Details

A. English Course

Complete ENGL-112 or ENGL-112C with a "C" 2.00 grade or better
Complete all of the following items. ✓ 1 of 1 Completed. Hide Details
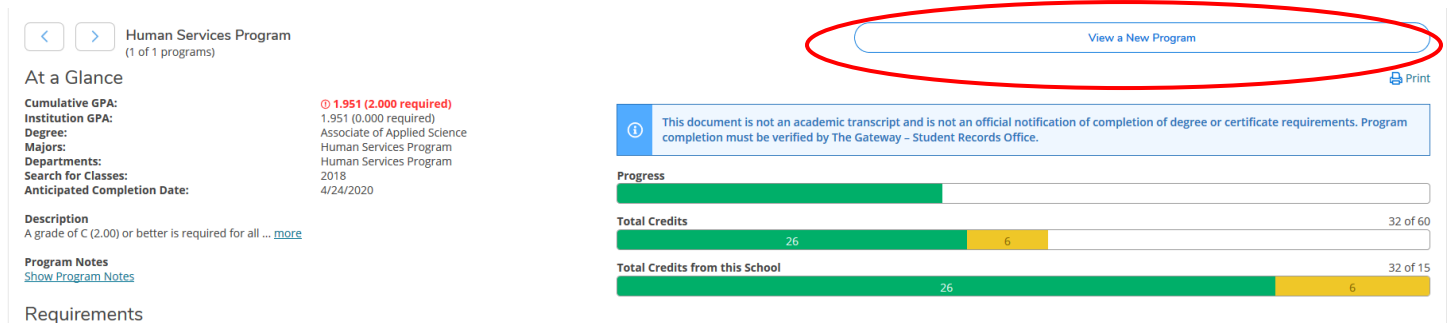
✓ 1 of 1 Courses Completed. Hide Details

Status	Course		Search	Grade	Term	Credits
✓ Completed	ENGL-112	Composition I		C	18SP	3

View a New Program (What-If?)

The "View a New Program" option on the Progress screen is often called the "What-If" function. This function allows students to select a different degree program, to see what is required and what courses remain in that degree. The "What-If" function is a great tool for a student who is considering changing programs.

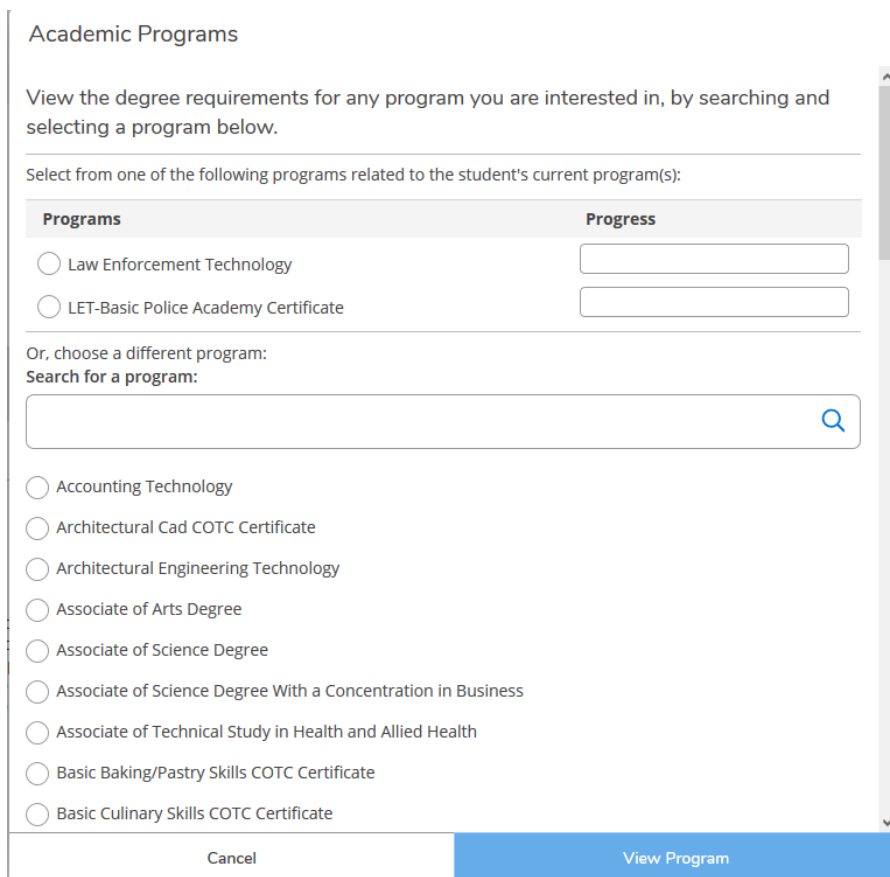*Note: It is important to remember that you must meet with an academic advisor to officially change your program by submitting a "Program Change Request" form.*

Select the "View a New Program" option at the top of the Program screen.

You can choose from related programs, which allows you to see if a student might be able to graduate sooner in a different program.

You can also elect to select any other degree program. Then click "View Program".

You can then see how your courses fulfill requirements in this degree program, and what courses remain to be completed. Note the warning at the top of the page, which reads: "You are not enrolled in this program. The display of this program information is temporary and will be removed as you leave or refresh this page. You must contact your Academic Advisor to change your program."

ⓘ	You are not enrolled in this program. The display of this program information is temporary and will be removed when you leave this page. You must contact your Academic Advisor to change your program.

Adding Courses to the Plan

Students can add courses to their plan directly from the My Progress screen. If a course is a "named" course (no other courses can fulfill the requirement), start by clicking on the course in the My Progress screen.

⚠ **1 of 5 Courses Completed.** Hide Details

Status	Course		Search	Grade	Term	Credits
✓ Completed	ENGL-113	Composition II		KC	15AU	3
ⓘ Not Started	HLT-115	Human Nutrition				
ⓘ Not Started	PSY-200	Abnormal Psychology				
ⓘ Not Started	SOC-100	Introduction to Sociology				
ⓘ Not Started	SPCH-100	Fundamentals of Communication				

After clicking on the course, you will be directed to the course listed in the course catalog. You will click on "Add Course to Plan".

‹ Back To Search for Classes

Filters Applied: None

Filter Results

Subjects	^
☐ HLT - Health (1)	
Locations	^
☐ Coshocton-College Credit Plus (1)	
☐ Knox - College Credit Plus (1)	
☐ Newark - College Credit Plus (1)	
☐ Newark Campus (1)	
☐ Online (1)	
☐ Pataskala- College Credit Plus (1)	
Show All Terms	^
☐ Autumn Semester 2019 (1)	
☐ Spring Semester 2019 (1)	
☐ Spring Semester 2020 (1)	

HLT-115 Human Nutrition (2 Credits)   Add Course to Plan

HLT-115 Human Nutrition 2 credit hours, 2 contact hours (2 hours lecture and 0 hours lab). Prerequisite: None. Recommend completion of high school chemistry and completion of or concurrent enrollment in a pre-college or college-level composition course. Course is graded A-F. This course is an introduction to the principles of nutrition with emphasis on food composition and the functions of nutrients. This course includes digestion, absorption, and metabolism of nutrients, food safety and nutritional needs during the life cycle. HLT-115 replaces BIO-115 in the Semester system. Both HLT-115 and BIO-115 replace BIO-1764 Human Nutrition in the Quarter System. HLT-115 meets the Ohio Transfer Assurance Guide standards for course OHL016.

Requisites:
None
Locations:
Newark Campus, Online, Newark - College Credit Plus, Coshocton-College Credit Plus, Knox - College Credit Plus, Pataskala- College Credit Plus
Offered:
Summer, Autumn, Spring, Every Year

View Available Sections for HLT-115   ⌄

|◄ ◄   Page [1] of 1   ► ►|

Next, select the term in which you plan to take the course and click "Add Course to Plan".

Course Details

HLT-115 Human Nutrition
HLT-115 Human Nutrition 2 credit hours, 2 contact hours (2 hours lecture and 0 hours lab). Prerequisite: None. Recommend completion of high school chemistry and completion of or concurrent enrollment in a pre-college or college-level composition course. Course is graded A-F. This course is an introduction to the principles of nutrition with emphasis on food composition and the functions of nutrients. This course includes digestion, absorption, and metabolism of nutrients, food safety and nutritional needs during the life cycle. HLT-115 replaces BIO-115 in the Semester system. Both HLT-115 and BIO-115 replace BIO-1764 Human Nutrition in the Quarter System. HLT-115 meets the Ohio Transfer Assurance Guide standards for course OHL016.

| **Credits**	2
Locations Offered	Newark Campus, Online, Newark - College Credit Plus, Coshocton-College Credit Plus, Knox - College Credit Plus, Pataskala- College Credit Plus
Requisites	None

⚠ This course is typically offered: Summer, Autumn, Spring

⚠ This course is typically offered: Every Year

Term   Select a Term...

Close   Add Course to Plan

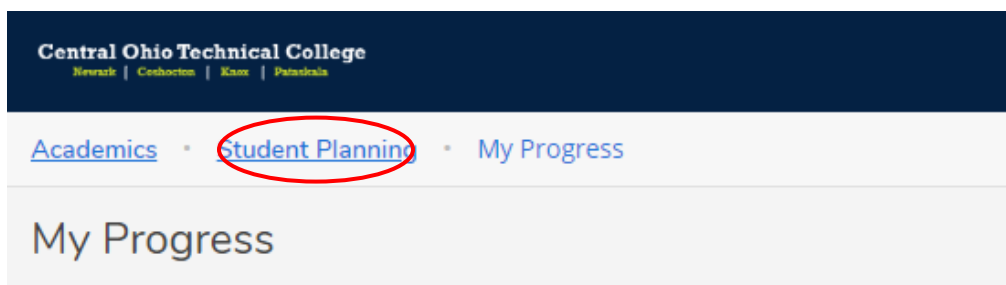To return to your My Progress screen you click on "Student Planning" in the navigation bar and select "My Progress".
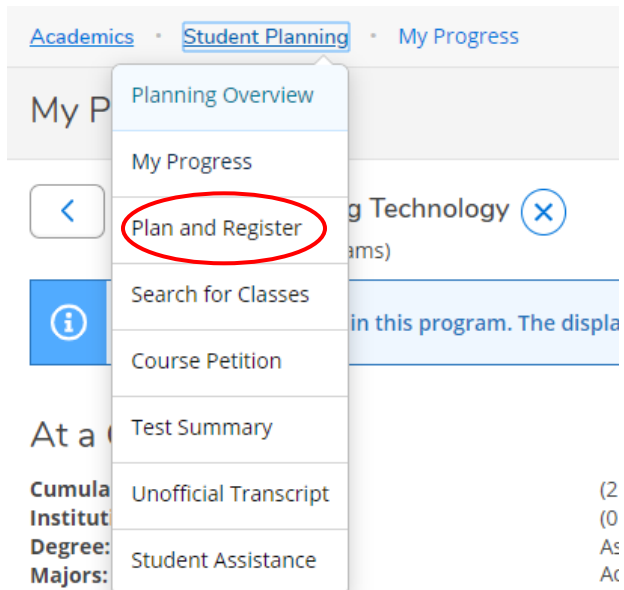
On your "My Progress" screen, you can scroll down to evaluation and you will see that the course added to the plan above appears as "Planned".

Next, click on Student Planning in the navigation bar and select "Plan and Register" from the menu.

Plan and Register will bring you to the current semester. You will need to click the arrow next to the term to find the semester in which you are planning a course.

You will then see the course you have planned listed on the left side of the screen. If the schedule of classes is not yet posted for that particular semester, this is as far as you can go. On the other hand, if the master schedule of class has been posted you can add a certain section to your plan (referenced in "Adding Course Sections to the Plan" of this guide).

Note: Planning for a course in a future semester does not guarantee the course will be offered that semester. Be sure to utilize your plan of study to accurately plan courses in the correct semesters.

When several courses could fulfil a requirement, you can use the "Search" function on the My Progress screen to access a list of courses that will complete the requirement.

⚠ **1 of 5 Courses Completed.** Hide Details

Status	Course		Search
✓ Completed	ENGL-113	Composition II	
⏱ Planned	HLT-115	Human Nutrition	
ⓘ Not Started	PSY-200	Abnormal Psychology	
ⓘ Not Started	SOC-100	Introduction to Sociology	
ⓘ Not Started	SPCH-100	Fundamentals of Communication	

You can select a course and add it to your plan the way that is outlined starting on page 8 of this guide.

The following results match requirement: Complete the following courses: ENGL-113, HLT-115, PSY-200, SOC-100, SPCH-100
Filters Applied: None

SOC-100 Introduction to Sociology (3 Credits)   Add Course to Plan

SOC-100 Introduction to Sociology 3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None. Course is graded A-F. Sociology is the study of social groups and societal institutions and their effect on society and individuals. Topics covered include research methods, theoretical perspectives, culture, the structure and organization of society, systems of stratification including global inequality, racial stratification, social class and gender stratification, major social institutions and current topics. SOC-100 replaces BHS-1382 Sociology in the Quarter system. SOC-100 meets the Ohio Transfer Module standards for course TMSBS and also meets the Ohio Transfer Assurance Guides standards for course OSS021.

Requisites:
None
Locations:
Newark Campus, Coshocton Campus, Knox Campus, Pataskala Campus, Online, Newark - College Credit Plus, Coshocton-College Credit Plus, Knox - College Credit Plus, Pataskala- College Credit Plus
Offered:
Summer, Autumn, Spring, Every Year

View Available Sections for SOC-100   ⌄

SPCH-100 Fundamentals of Communication (3 Credits)   Add Course to Plan

SPCH-100 Fundamentals of Communication 3 credit hours, 3 contact hours (3 hours lecture and 0 hours lab). Prerequisite: None. Course is graded A-F. This introductory course explores oral communication and its impact on the individual in a variety of settings; it examines the basic principles of communication in one-on-one, small group, and public speaking situations. Activities are provided to the student that will allow him or her to practice and develop intrapersonal, interpersonal skills, group decision making and public speaking competence. Upon completion of the course, the student will have a better understanding of the various elements of the communication process, this awareness assisting in both the student's personal and professional life. SPCH-100 replaces COM-1534 Effective Communications in the Quarter System.

You can also plan for courses using the "Search for Classes" bar on the My Progress screen. Type in the name of the course or course subject and number and you can view the course in the online catalog. Add the course to your plan as outlined beginning on page 8.
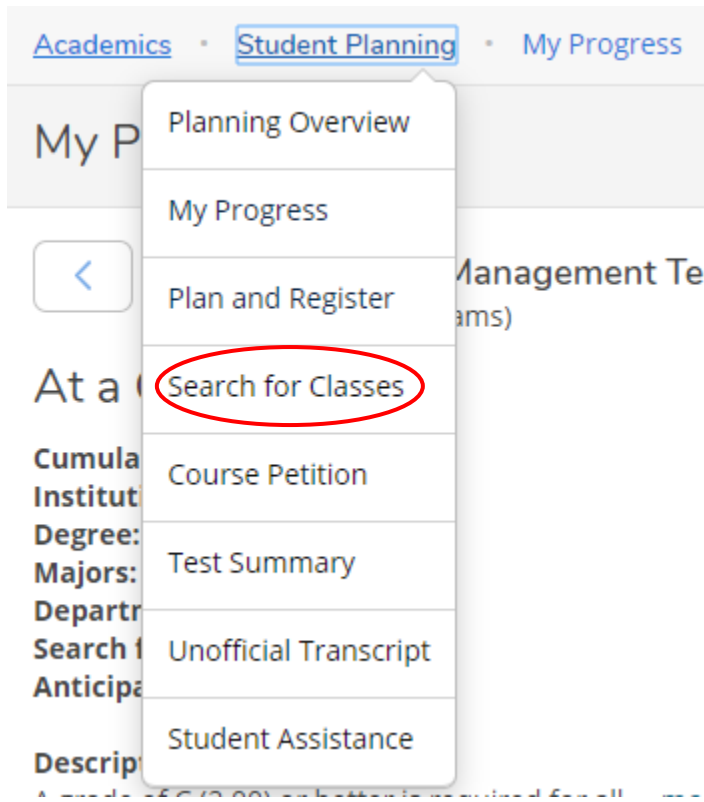
My Progress   Search for courses...   🔍

< >   Business Management Technology   View a New Program
      (1 of 1 programs)

Courses can be added to your plan using Search for Classes as well. Click on "Student Planning" in the navigation bar and select "Search for Classes".


Courses are searchable by subject area. When you select a course, you will then add the course to your plan as outlined beginning on page 8.
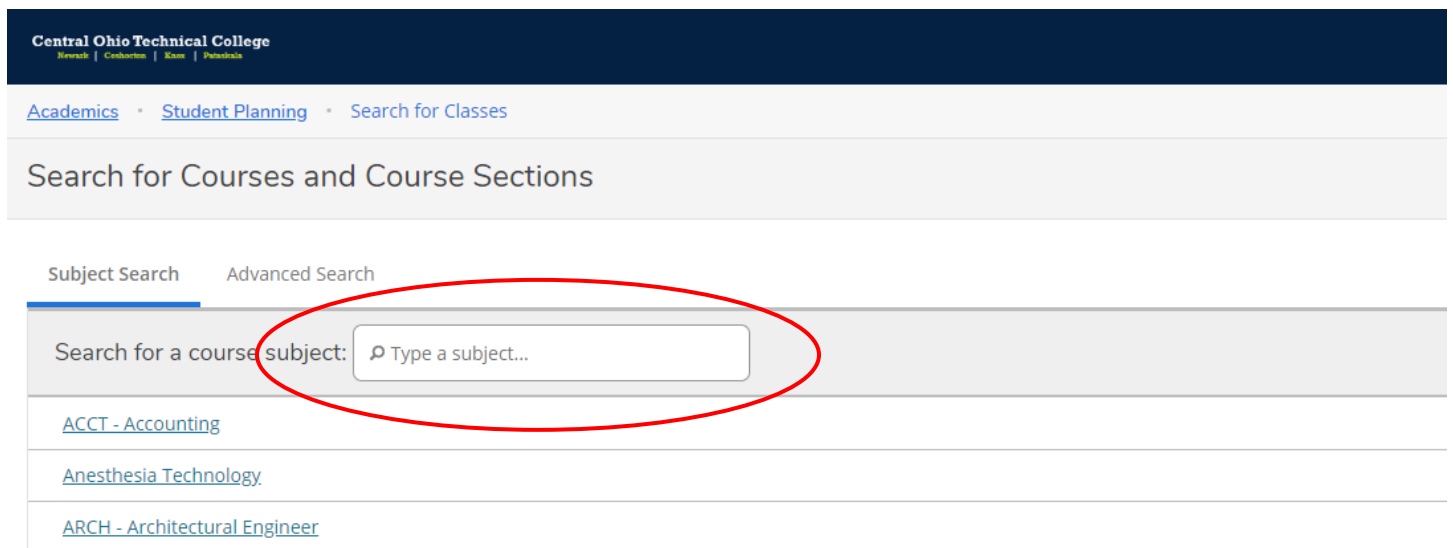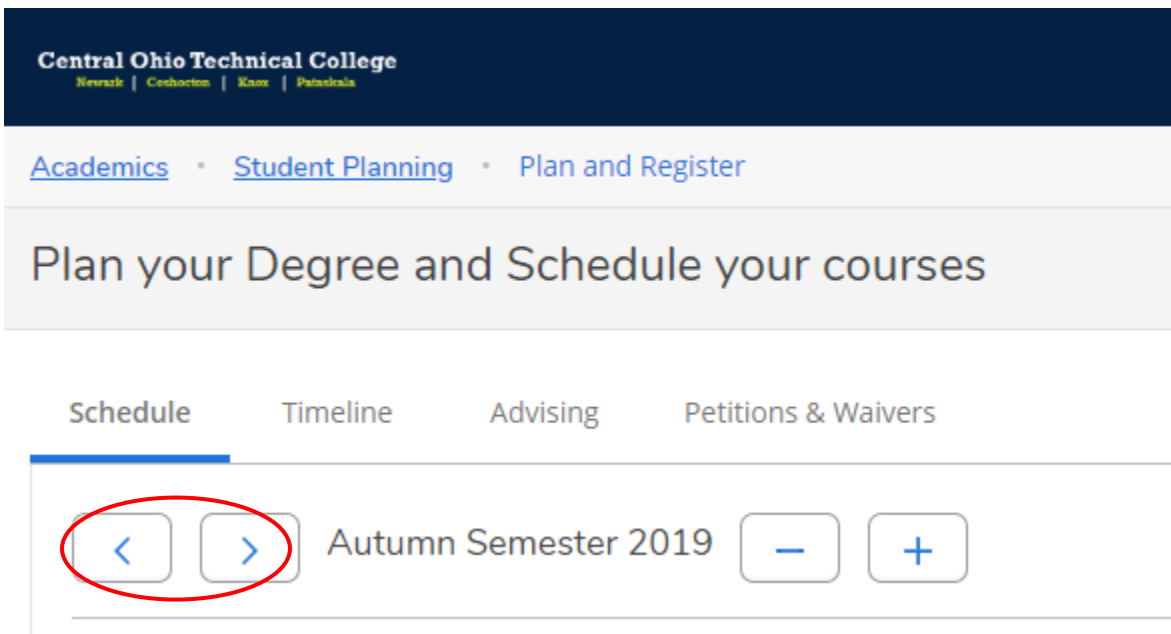
Adding Course Sections to the Plan

When the master schedule of classes is available, you can add specific sections to your plan. Course sections determine the days of the week and time of day you will take the course. To start, click on "Student Planning" in the navigation bar and select "Plan and Register".
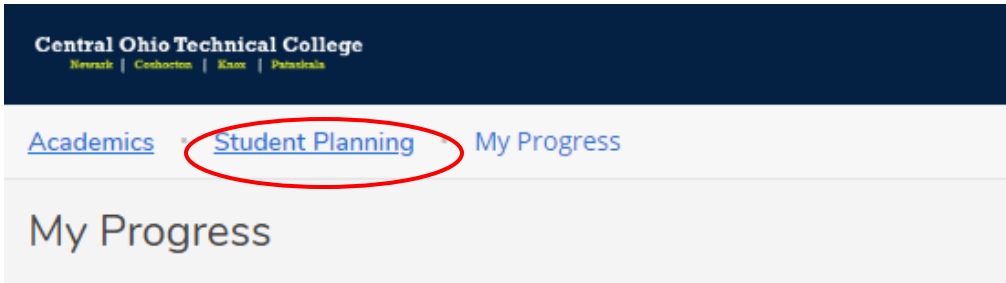
Plan and Register will bring you to the current semester. You will need to click the arrow next to the term to find the semester in which you are planning a course.

From the Plan and Register screen, you can click "View Other Sections" to see course sections available.
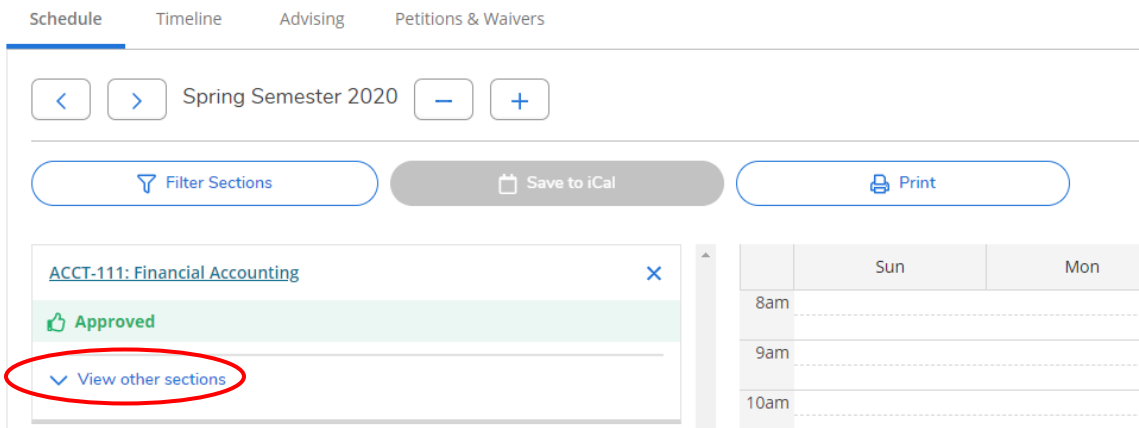
You will then be able to see all sections of the course for that particular semester. If a section of a course is full, Student Planning will alert you with a statement "This section is full".

Note: In some cases there may be multiple pages of options.

Be sure to pay attention to the campus and meeting information to make sure you are choosing a section that you are able to attend.

Hover over the course sections to see how they fit into your weekly calendar.

When you find a section that works for you, click on the one you want in the list of sections on the left of the screen. A box will appear. You should review the meeting times and location and then click "Add Section".
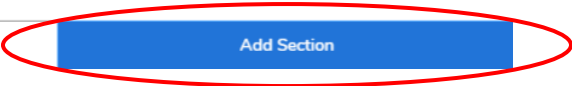

You will then see the section planned on your schedule. Planned sections appear in yellow. Until you are actually registered for the course, it will remain yellow.

You can also use the "Filter" took to search for specific availability (i.e show only open sections), location, day of the week, time of day, and instructor.

Note: You must click "Filter Sections" before clicking "View Other Sections" to see the filtered results.

Using the Timeline View

From the Plan & Schedule screen you can view the Timeline tab.

On the Timeline tab, you can see what courses that were waived or transferred into COTC, have been taken, are planned, or are registered by semester. You can add a term to the plan. There are arrow buttons to allow you to scroll from term to term on the timeline. You can also click on the semester to take you to the Schedule tab. If you see a course that has a yellow "Protected" label this indicates that the course has been locked on the plan in the specific semester it is listed. Your Academic Advisor may lock courses that are only offered once a year or are part of a critical sequence.

Plan your Degree and Schedule your courses

Schedule   **Timeline**   Advising   Petitions & Waivers

Add a Term   **Remove Planned Courses**

Autumn Semester 2019 ▬ ×	Spring Semester 2020 ×	Autumn Semester 2020 ×
BUS-106: Introduction to Business × Credits: 3 Credits	**ACCT-111: Financial Accounting** × Credits: 3 Credits	
	BUS-120-A: Business Law × Credits: 3 Credits	
	ECON-105: Principles of MicroEconomics × Credits: 3 Credits	
3 Planned Credits	**9 Planned Credits**	

Using the Advising Tab (Request a Review)

From the Plan & Schedule screen, you can view the Advising tab.

Schedule   Timeline   Advising   Petitions & Waivers

< > Spring Semester 2020 — +   Remove Planned Courses   **Register Now**

▽ Filter Sections   📅 Save to iCal   🖨 Print   **Planned:** 9 Credits   **Enrolled:** 0 Credits   **Waitlisted:** 0 Credits

BUS-120-A: Business Law ×

👍 Approved
✓ Planned

Credits: 3 Credits
Grading: Graded
Instructor: Ellis, J
1/6/2020 to 5/1/2020
Seats Available: 20
⌄ Meeting Information

Register

⌄ View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
5am							
6am							
7am							
8am							
9am							
10am			BUS-120-A ×		BUS-120-A ×		
11am							
12pm							
1pm							

On the Advising tab, you can view any comments your advisor has left for you. You can also leave notes for your advisor regarding your plan. For example, "Please review my plan, I added BUS 226 to Spring Semester. I would like to register. Can you give me approval?". Be sure to click "Save Note" and then click "Request Review".

Note: Student who have earned less than 24 credit hours at COTC must have advisor approval to register for classes. Using the advising tab will allow you to request a review from an advisor. This is how they can give you approval.

Your note will appear and in "View Note History" and there will be a note at the top in green that states, "Your plan is ready for review".

For students that are required to obtain approval, once your advisor has approved your courses after you have requested a review, you will be able to go in and register. See the section of this guide entitled "Registering for Courses" for directions on how to register.

Registering for Courses

Student who have earned less than 24 credit hours at COTC must have advisor approval to register for classes. To obtain that approval, please see the note below. For students with greater than 24 credit hours, you do not need advisor permission to register but please review the information below prior to registering.

Note: Once you have added courses or course sections to your plan following the instructors listed in the sections entitled "Adding Courses to the Plan" and "Adding Course Sections to the Plan", you will need to request your advisor to review your plan and approve your courses. How to request a review can be found under the section of this guide entitled, "Using the Advising Tab (Request a Review)" Once you have received your approval return to this section for registration directions.

Account Holds: If you have a hold on our account, you will not be allowed to register for any courses. Please follow up with the appropriate office:

- *Financial, deregistration and library holds: Student Financial Services 740-366-9435 or nwk-studentfinancialservices@mail.cotc.edu*
- *Advisor and probation hold: Contact your assigned Academic Advisor through Student Planning or email.*
- *Registrar or bad address hold: Gateway Records 740-366-9222 or cotcrecords@mail.cotc.edu*

Prerequisites: If a prerequisite has not been completed or you are not currently enrolled in the prerequisite, you will be unable to register for the course. Contact your assigned Academic Advisor with questions regarding prerequisites.

Corequisites- A course or other requirement that must be completed at the same time another course is taken. Contact your assigned Academic Advisor with questions regarding corequisites.

Course Repeats- Students may only repeat courses for which a grade of C- or lower was received the first time the course was taken. If you experience issues with this, please follow up via email with your assigned Academic Advisor.

Consent- If a course requires consent of an instructor to be taken, the instructor must sign an add/drop form or the instructor may email the permission to assigned Academic Advisor. This includes but is not limited to Internships, co-operatives, practicums, capstone, or field experience courses.

Overload- You must meet with your academic advisor for permission to register for more than 18 credit hours (academic overload) in a single semester. Permission is based upon several factors including cumulative GPA, graduation timeline, and overall academic performance.

Schedule Conflicts- Schedule time conflicts are not permitted. Please allow time to travel between buildings for each class.

Waitlisted Course- If you decide to waitlist for a course you will need to check your email daily. The waitlist is updated every day and if a seat in the course opens, you will receive an email granting permission to add the course within a 24-hour period. If you do not accept the seat within 24 hours of the email notice, you will be removed from the waitlist for the course section.

Error Messages (examples)-

- ***The following required prerequisites for course ABC-123 is not started****- This means you have not met the prerequisite for the course you are trying to schedule. Contact your Academic Advisor with any questions.*
- ***Session timed out****- This means your account was left inactive for too long and has been automatically timed out for security reasons. You will simply need to log in again to continue. Be sure to logout when finished.*
- ***You are not eligible for registration at this time****- This means that this is not your time to register. Please wait until your registration priority time opens to begin registration.*
- ***You have not been approved for registration by your advisor****- This means that you cannot register for classes because your advisor has not authorized you to register. Your advisor must approve your course selections in Student Planning. If you are a first semester student, you must meet with your advisor prior to registration.*

You can click the "Register" button for each course you would like to add to your schedule, or you can click the "Register Now" button at the top of the screen to register for all planned sections at the same time.

Note: To be officially registered for courses you must select the "Register Now" button on the right of the Semester and Year or select "Register" under each individual course in the Plan and Schedule section of Student Planning. Once you have successfully registered for each of these courses, they will turn ***green*** *and have a check mark in the left course of the course box. Each course will also say "Registered but not started".*

Note: For students who are required to obtain advisor approval prior to registration, the courses listed on the left must say "Approved".

When you have successfully registered for courses, the planned sections will show green and say "Registered, but not started". The courses are now officially on your schedule.


Dropping Courses

All students are able to drop courses through Student Planning through the 5th day of the semester. After the 5th day, students must drop courses with an advisor either in person or via college email.

You will then click "Update" on the box that pops up to confirm your drop.

Once you have dropped a course, it will return to a planned section on your calendar. If you do not intend to take the course, you should work with your academic advisor to determine a different semester to take it.
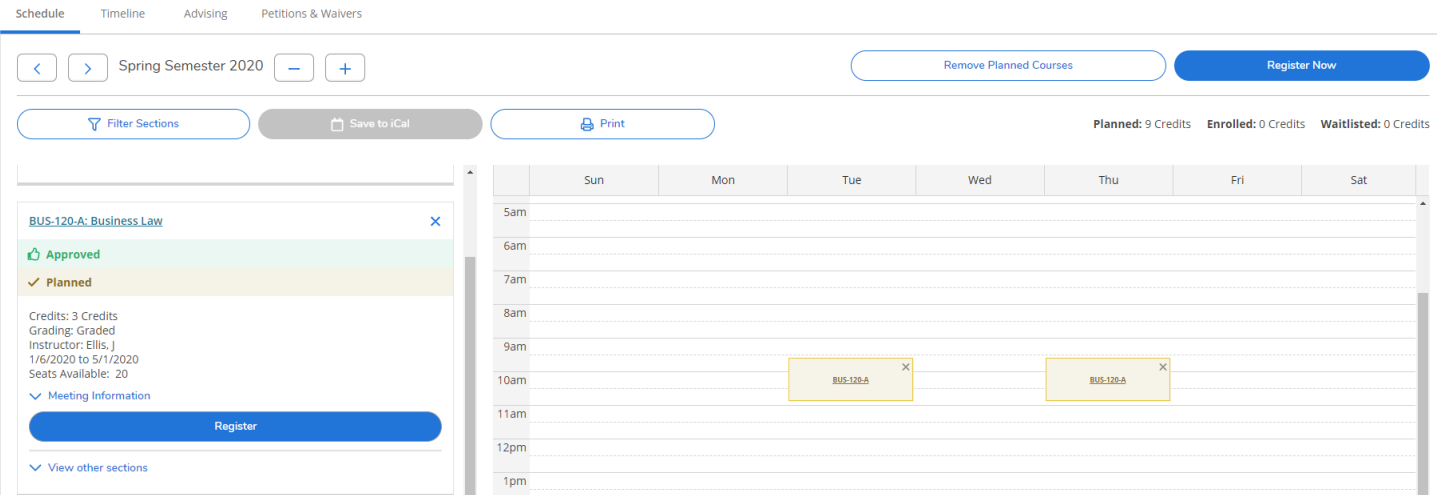
Using Search for Classes

The Search for Classes function allows students to search the database of COTC courses. See page 11 for instruction on how to add courses to your plan via the course catalog.

Click on "Student Planning" in the navigation bar and select "Search for Classes".
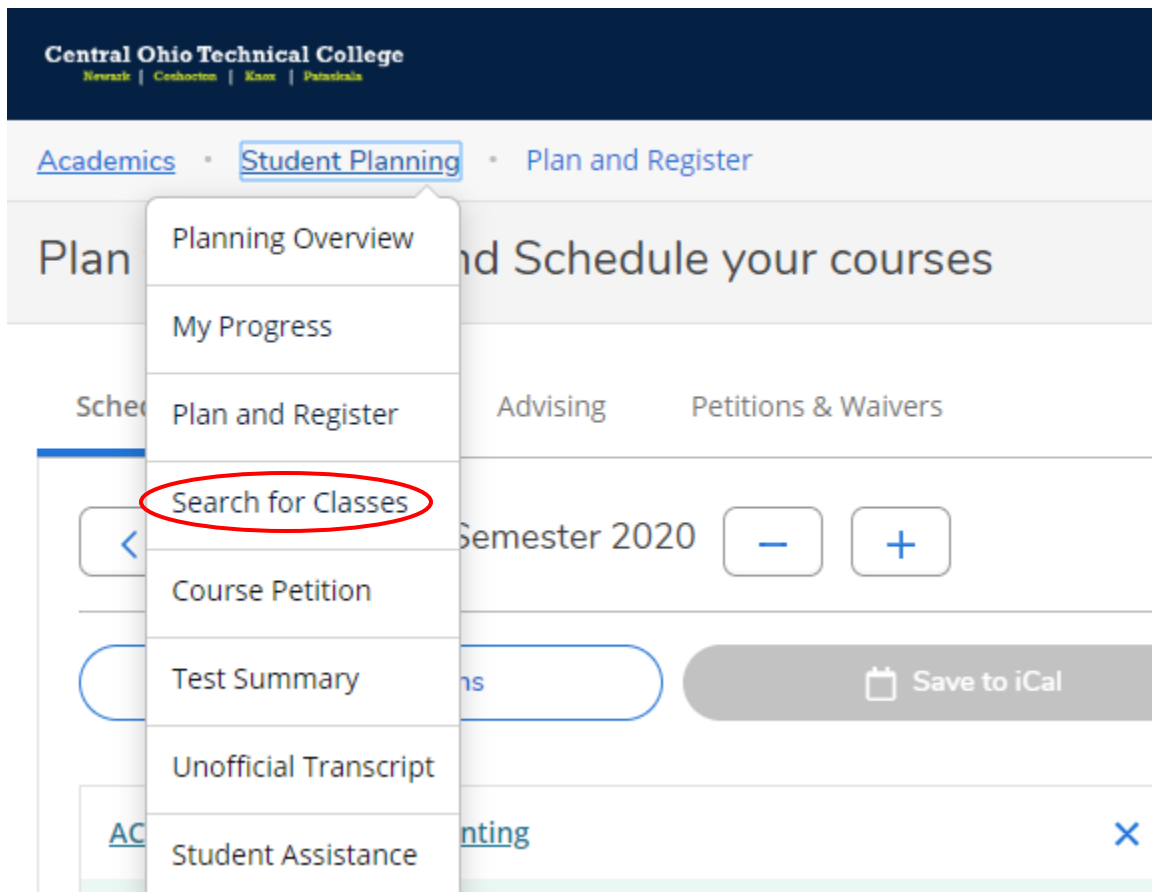
Accessing your Unofficial Transcript

Your unofficial transcript is a replica of your official transcript from COTC. The unofficial transcript does not replace an official transcript.

To access your unofficial transcript click on "Student Planning" in the navigation bar and select "Unofficial Transcript".
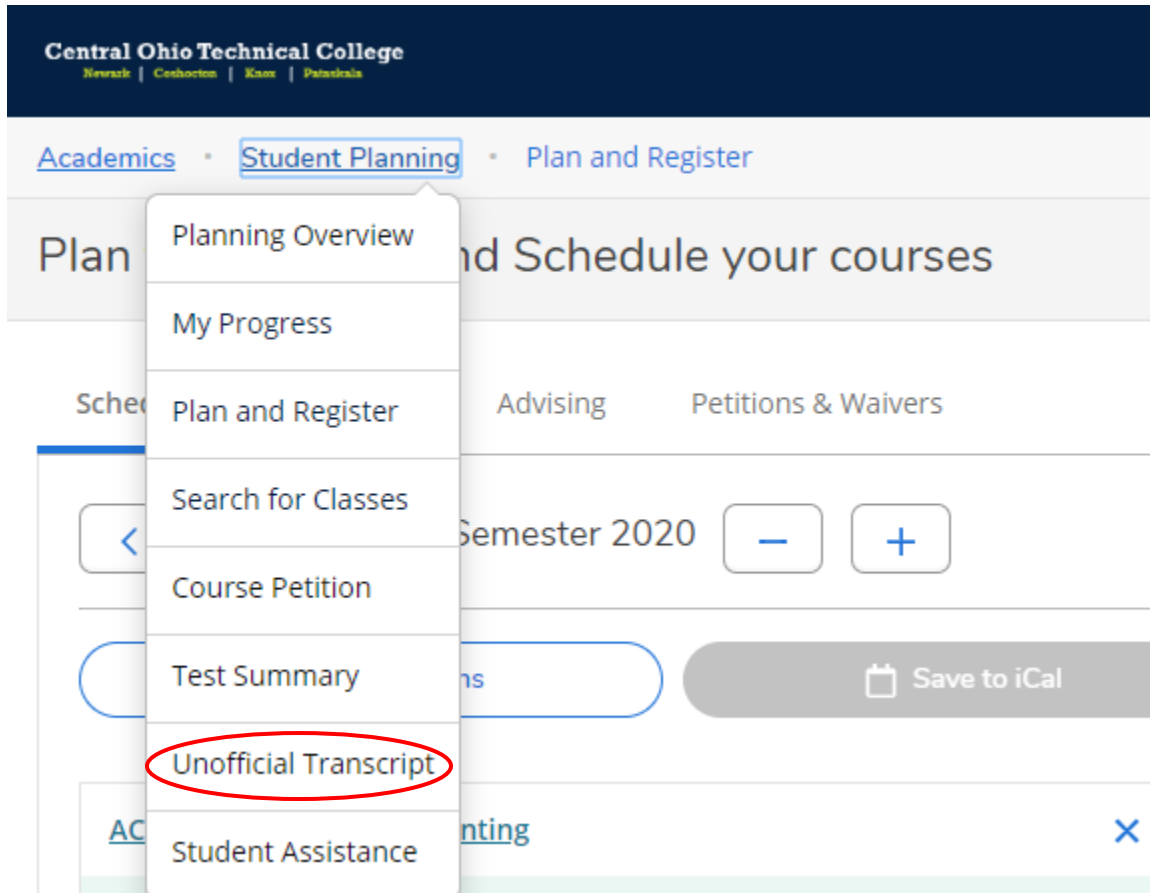
Viewing Test Scores

You can view your test scores in Student Planning. If you have placement test scores and/or selection exam scores you can view them by clicking on "Student Planning" at the top of your screen and then click "Test Scores".

Note: *If you need help understanding your scores, you should contact your Academic Advisor.*
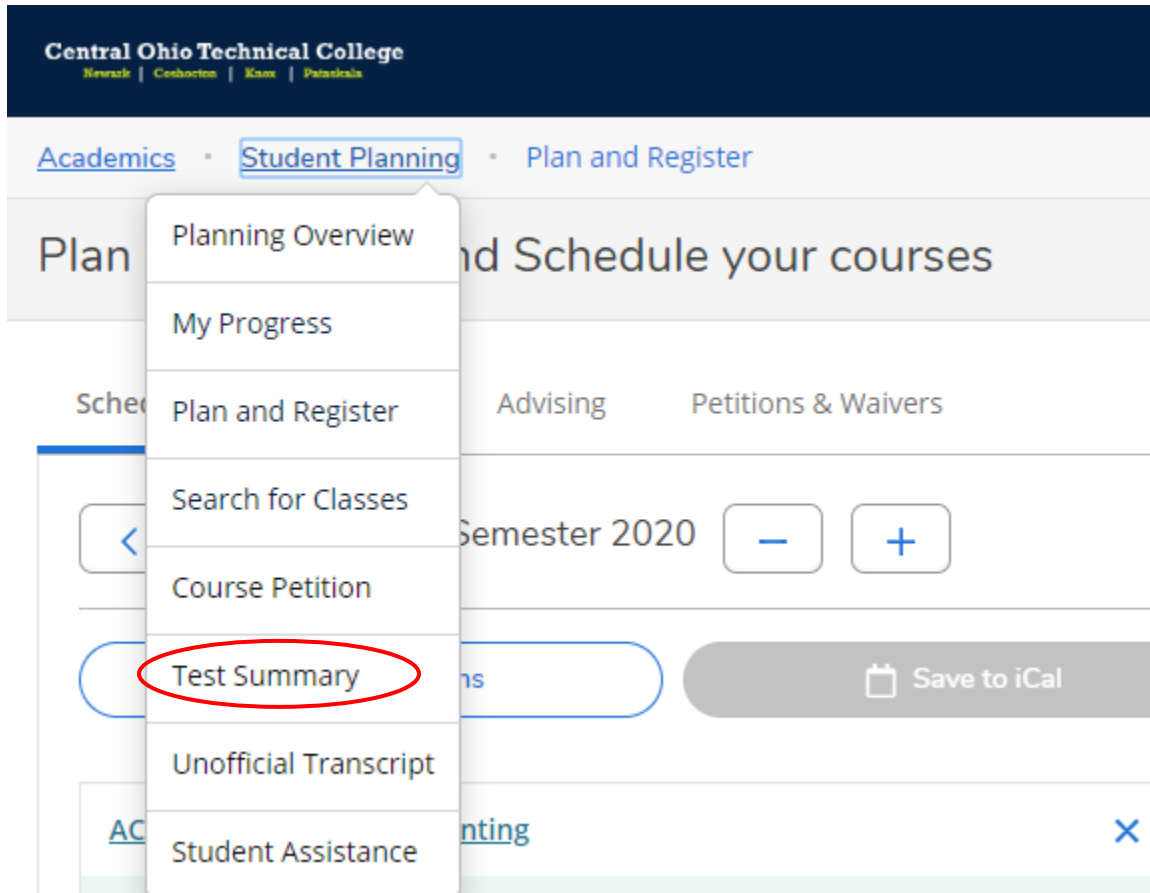
Viewing Final Grades

Final grades are your grades that are submitted to the Student Records office once a course has been completed.

To access your final grades click on "Academics" and select "Final Grades".