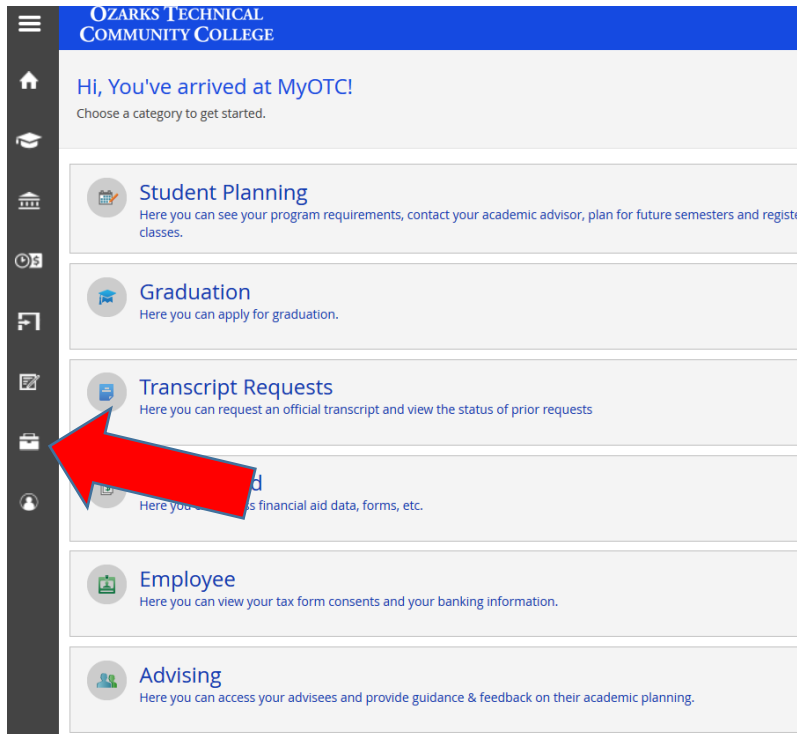# Submitting an Administrative Withdrawal and Reporting LDA or Never Attended in MyOTC

1. Open your web browser and login to your MyOTC with your OTC user name and password. You will then be taken to the homepage for MyOTC.
2. On the left hand side of the page click on the Daily Work tab (second from bottom).

3. This will expand the selection area. Click to expand the Faculty area and select Administrative Withdrawal.
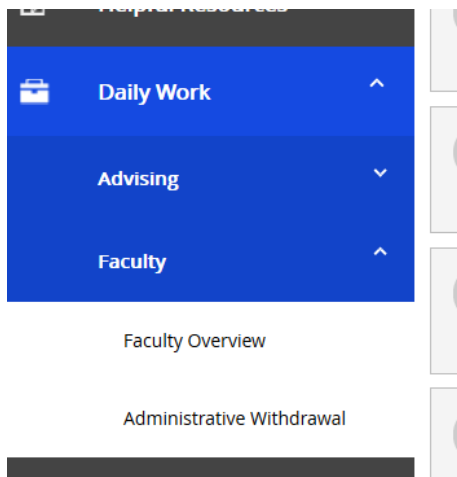
4. At this time, you will be directed to the system you have used for administrative withdrawal in the past. NOTE: In future semesters this system will be converted to our new MyOTC system. You will receive info on that at the appropriate time.

Administrative Withdrawal

Section Name and Title	Term	Start Date	End Date	Meeting Information	Location	Reg/Avail/Wait
AGR-160-W01 (0130156) ANIMAL SCIENCE	FALL 2017	08/21/17	12/15/17	08/21/2017-12/15/2017 LECTURE Days to be Announced, Times to be AnnouncedWEB BASED INSTRUCTION, Room WWW 08/21/2017-12/15/2017 LABORATORY Days to be Announced, Times to be AnnouncedWEB BASED INSTRUCTION, Room WWW	ONLINE COURSES	13 / 12 / 0
BCS-165-102 (0130298) HUMAN ANATOMY	FALL 2017	08/21/17	12/15/17	08/21/2017-12/15/2017 LECTURE Monday, Friday 12:00PM - 01:15PM, NORMAN K. MYERS, Room 212 08/21/2017-12/15/2017 LABORATORY Wednesday 12:00PM - 01:50PM, NORMAN K. MYERS, Room 212	SPRINGFIELD CAMPUS	24 / 0 / 0

OR: Select a term or date range to change your class list   Term [∨]   Start Date [ ]   End Date [ ]

SUBMIT

Please Note: Currently, the most recent semester will show up at the bottom of the list of courses to choose from. If you receive an error message that says the following, please check that you have selected the correct semester and course.

You may not access this process until the 100% refund period has ended. Please contact Academic Affairs at 417-4478241 or email oconnorg@otc.edu if you need assistance.

5. Select the term and class and select submit.
6. Review the course. Any highlighted areas will need either a Last Date of Attendance (LDA) entered or Never Attend (NA) selected.

Administrative Withdrawal

7. If you have any student who has met the criterion for Administrative Withdrawal (14 consecutive calendar days of absence) you will need to click on the selection box next to the student's name and in the pull-down menu, select Admin. With. And then enter the Last Date of Attendance. Once both of these are input, along with any cleanup of LDA, you will select submit.