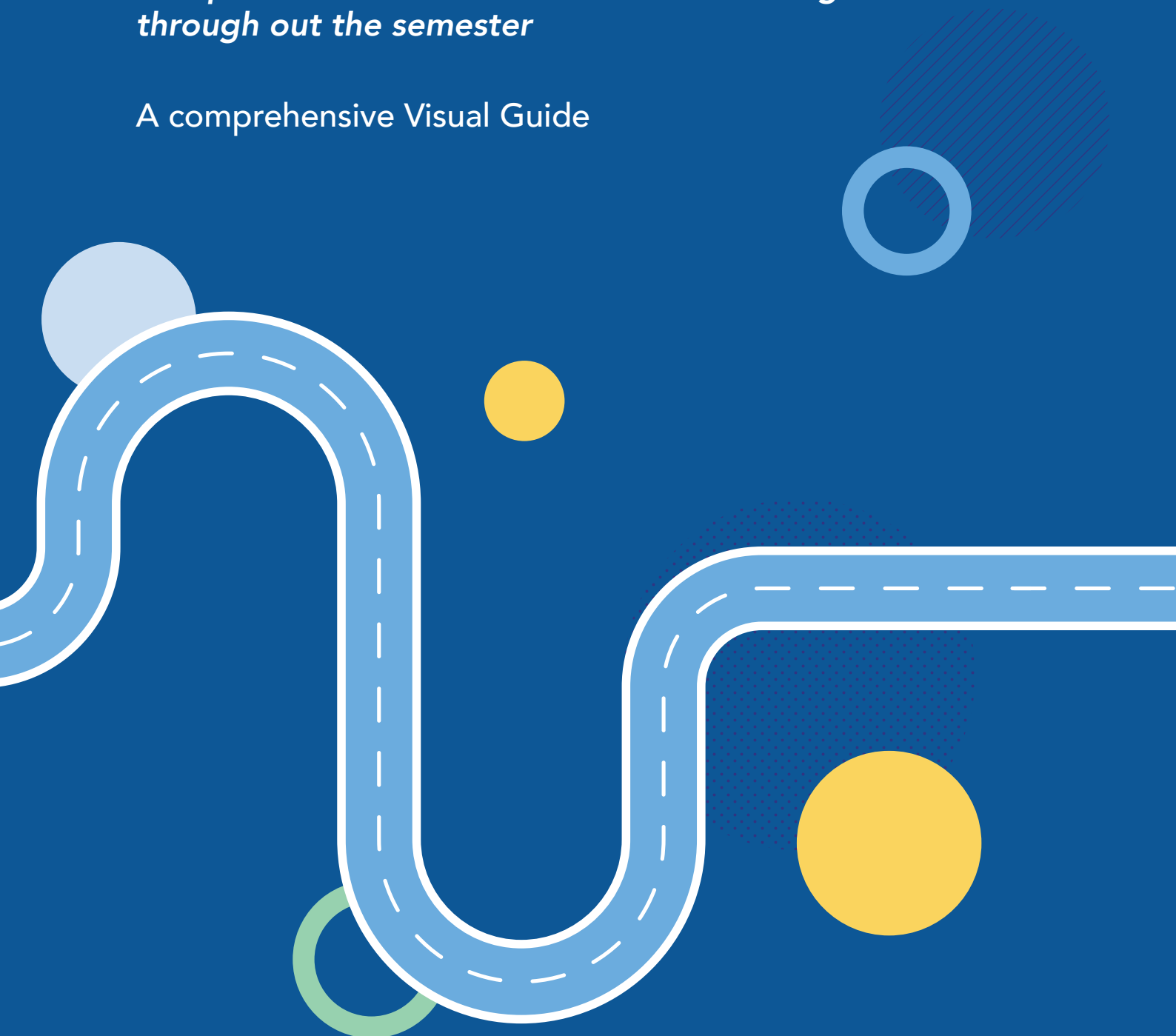


HOW TO COMPLETE YOUR ED PLAN

*This plan is not set in stone and can be changed
through out the semester*

A comprehensive Visual Guide



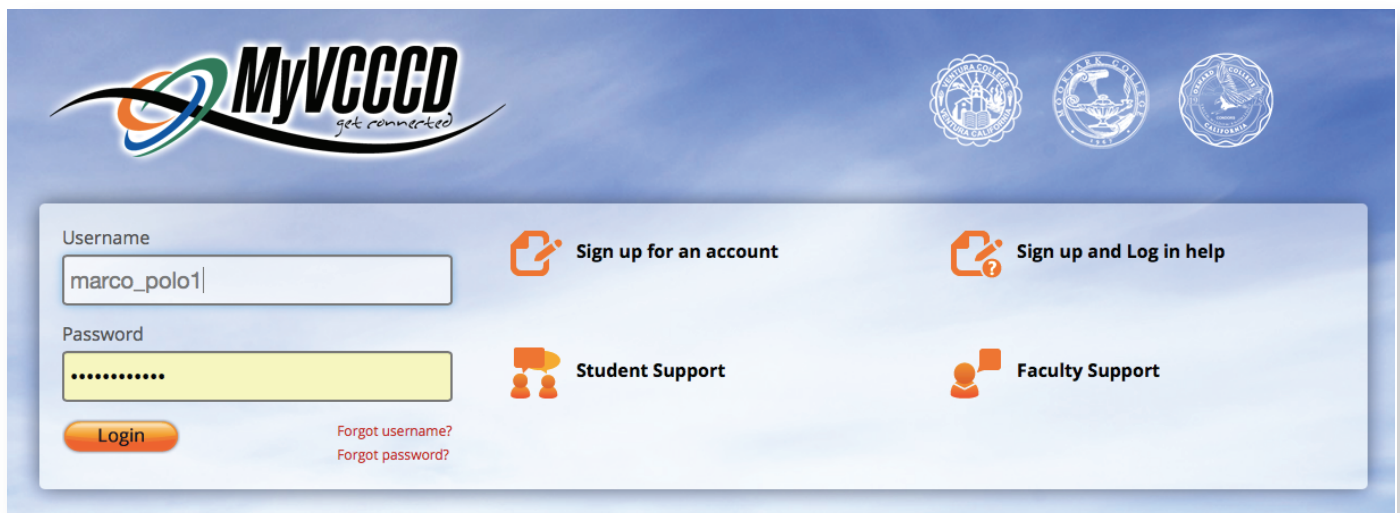
HOW TO COMPLETE YOUR ED PLAN

A comprehensive Visual Guide

1

Log into your MyVcccd account

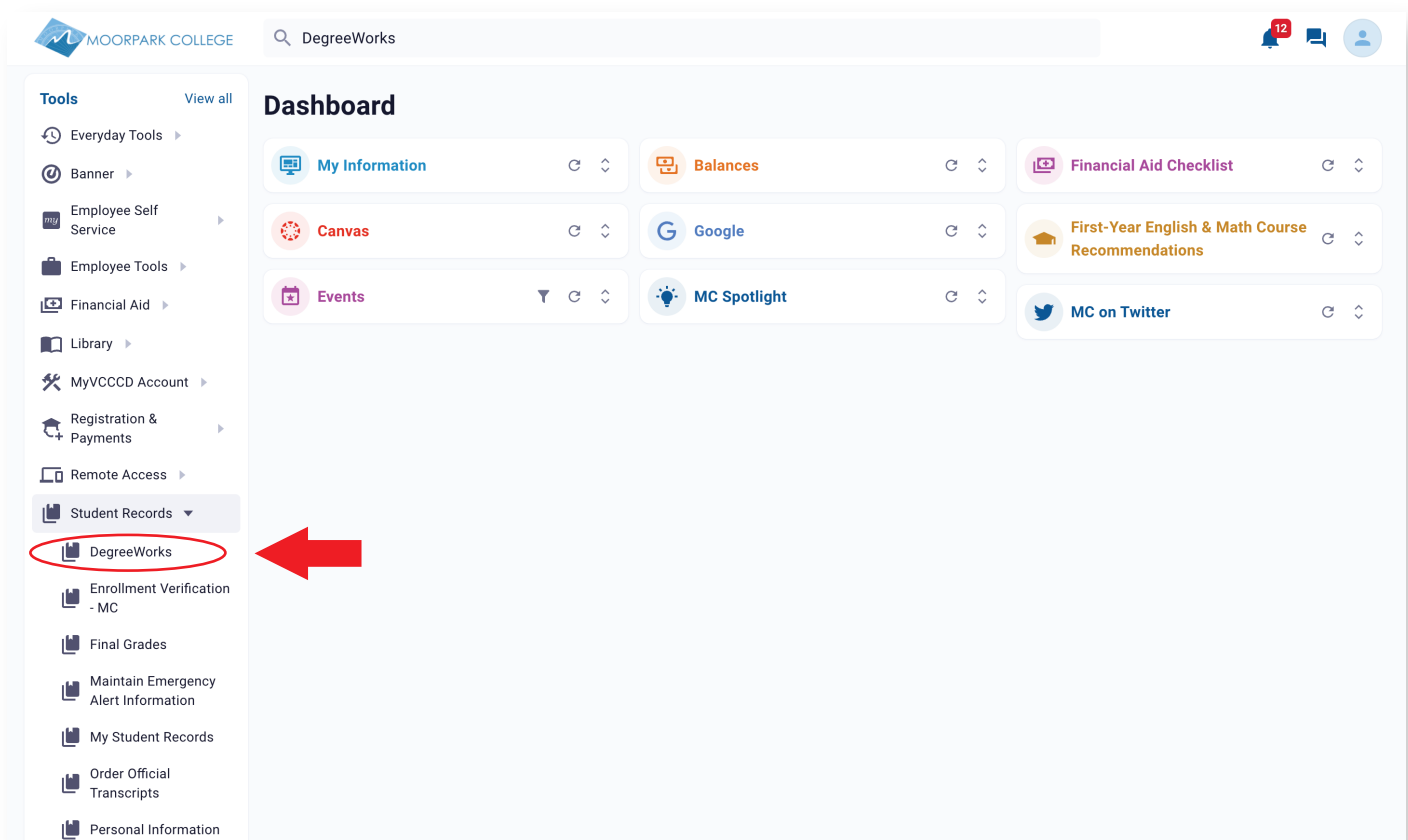
- Go to www.my.vcccd.edu
- Log in with your username and password



The screenshot shows the MyVCCCD login interface. At the top left is the MyVCCCD logo with the tagline "get reconnected". To the right are three circular logos for Moorpark College, Santa Barbara City College, and Santa Monica College. The login form has two input fields: "Username" with the text "marco_polo1" and "Password" with masked characters. Below the password field is a "Login" button. To the right of the login fields are links for "Sign up for an account", "Sign up and Log in help", "Student Support", and "Faculty Support". At the bottom of the login form are links for "Forgot username?" and "Forgot password?".

2

Click on the Tools/Students Records/ DegreeWorks



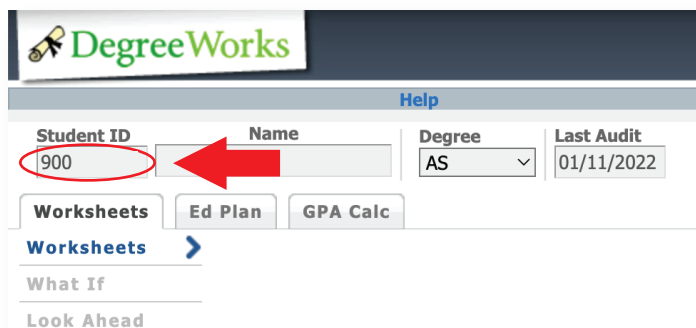
The screenshot shows the Moorpark College DegreeWorks dashboard. The top navigation bar includes the Moorpark College logo, a search bar with "DegreeWorks", and a notification bell with "12" alerts. The left sidebar lists various tools, with "Student Records" expanded. Under "Student Records", "DegreeWorks" is highlighted with a red circle and a red arrow pointing to it. The main dashboard area displays a grid of tiles: "My Information", "Balances", "Financial Aid Checklist", "Canvas", "Google", "First-Year English & Math Course Recommendations", "Events", "MC Spotlight", and "MC on Twitter".

HOW TO COMPLETE YOUR ED PLAN

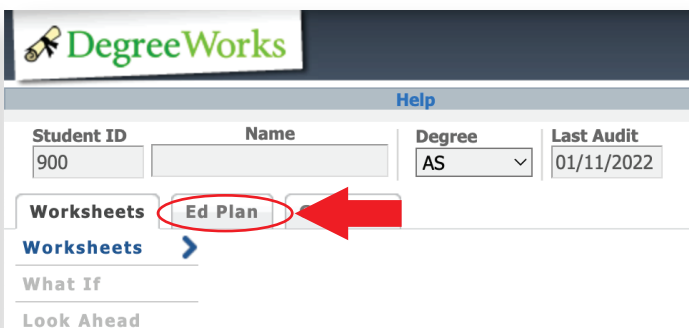
A comprehensive Visual Guide

3

- Enter your Student ID
- Click on the "Ed Plan" tab



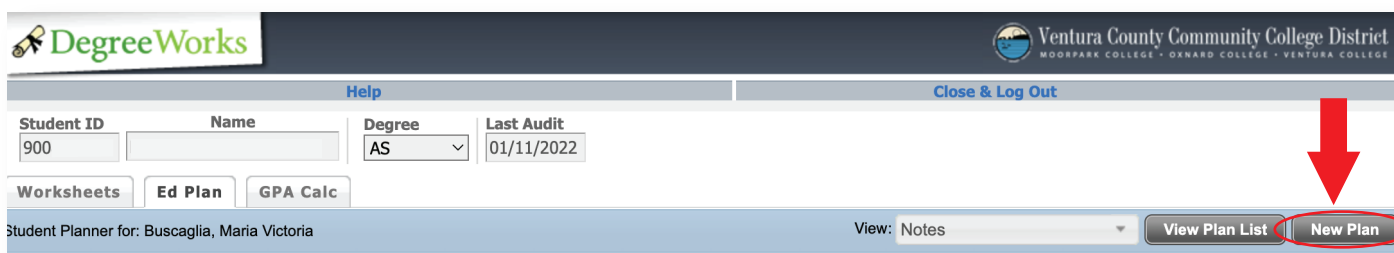
The screenshot shows the DegreeWorks interface. The Student ID field is highlighted with a red circle, and a red arrow points to it. The Name field is empty. The Degree dropdown is set to AS, and the Last Audit date is 01/11/2022. The Ed Plan tab is selected.



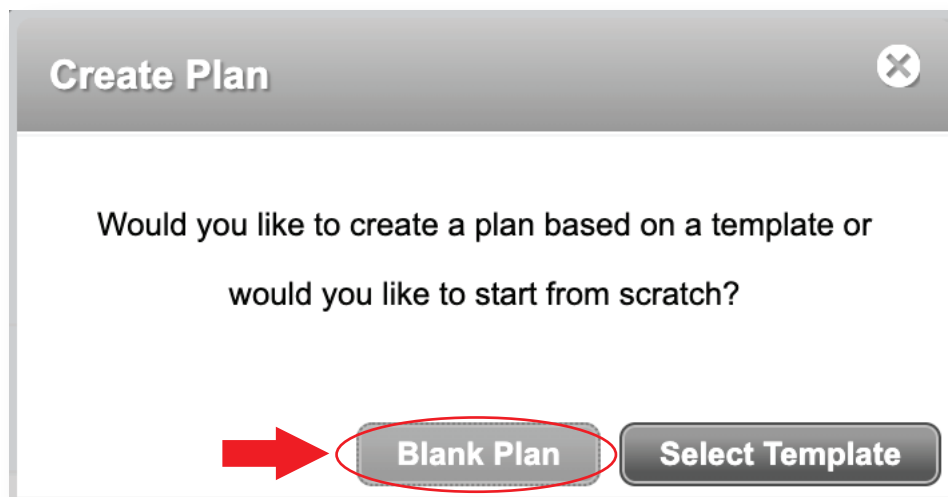
The screenshot shows the DegreeWorks interface. The Ed Plan tab is highlighted with a red circle, and a red arrow points to it. The Student ID field is 900, the Name field is empty, the Degree dropdown is set to AS, and the Last Audit date is 01/11/2022.

4

- Start a new plan by clicking on "New Plan"
- Select "Blank Plan"



The screenshot shows the DegreeWorks interface. The New Plan button is highlighted with a red circle, and a red arrow points to it. The Student ID field is 900, the Name field is empty, the Degree dropdown is set to AS, and the Last Audit date is 01/11/2022. The Ed Plan tab is selected.



The screenshot shows the Create Plan dialog box. The Blank Plan button is highlighted with a red circle, and a red arrow points to it. The Select Template button is also visible.

Create Plan

Would you like to create a plan based on a template or would you like to start from scratch?

Blank Plan Select Template

HOW TO COMPLETE YOUR ED PLAN

A comprehensive Visual Guide

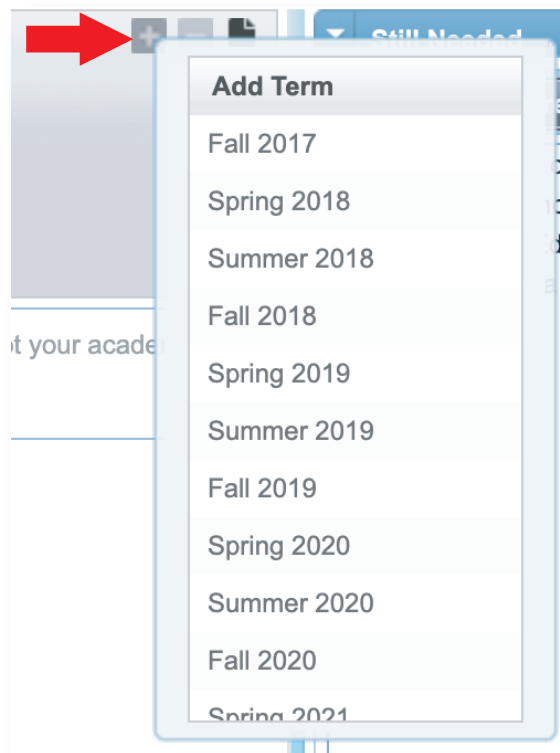
5

- Enter a description degree, and "Abbreviated Ed Plan"
- Click on the "+" icon in order to add courses to this Plan

Description:

Degree:

Plan Type:



Still Needed

+

Add Term

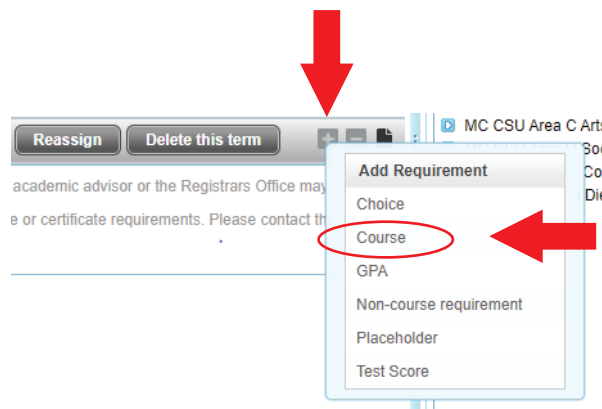
- Fall 2017
- Spring 2018
- Summer 2018
- Fall 2018
- Spring 2019
- Summer 2019
- Fall 2019
- Spring 2020
- Summer 2020
- Fall 2020
- Spring 2021

6

- Click on "+"
- Click on "Course"
- Click on the search icon to add your class

Fall 2022 Total Units: 8.0

Critical	Course Requirement	Units	Minimum
<input type="checkbox"/>	ENGL M01A	4.0	None
<input type="checkbox"/>	MATH M15	4.0	None



Reassign Delete this term

MC CSU Area C Arts

academic advisor or the Registrars Office may
e or certificate requirements. Please contact th

+

Add Requirement

- Choice
- Course
- GPA
- Non-course requirement
- Placeholder
- Test Score

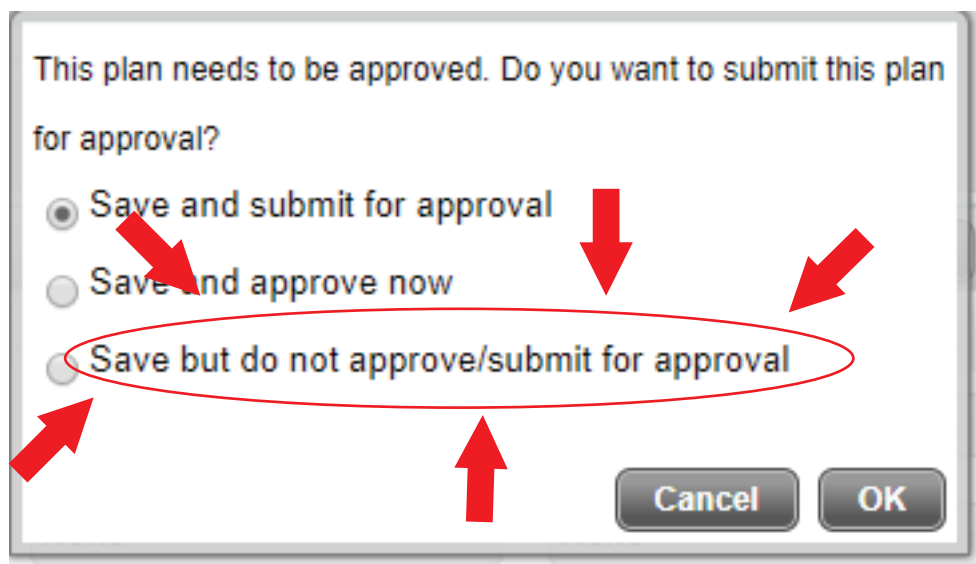
HOW TO COMPLETE YOUR ED PLAN

A comprehensive Visual Guide

7

Select " Save but do NOT Approve/submit for approval"

- Click "OK" to submit your Ed Plan
- We recommend that you meet with a counselor to create a comprehensive Ed Plan so that you know which classes to register for in order to meet your academic & career goals.



Helpful Hint:

If you do happen to select the wrong save option, all you have to do is complete a new Ed Plan and re-save this new plan as "Save and Do NOT approve"

THIS VISUAL GUIDE IS COMPLETE.

*Note:

Please keep in mind that this plan does NOT register you for your classes. Please see the "How to Register & Pay for a Class" comprehensive visual guide to learn how to register for classes.

HOW TO COMPLETE YOUR ED PLAN

A comprehensive Visual Guide

NEED FURTHER ASSISTANCE?

For more in depth assistance, please contact

Welcome Center

☎ (805) 378 1400

✉ mcstudentservices@vccd.edu

📍 Fountain Hall



- Fountain Hall
- Campus Check-In Locations*
- Closed Parking Lots
- Student Break Areas
- FLR Classrooms

