HOW TO COMPLETE YOUR ED PLAN

THIS PLAN IS *NOT* SET IN STONE AND CAN BE CHANGED THROUGHOUT THE SEMESTER.

A Comprehensive Visual Guide

Hand-crafted by your

STUDENT SUCCESS CENTER

STUDENT SUCCESS COACHES

Moorpark College

Last Updated Summer 2018

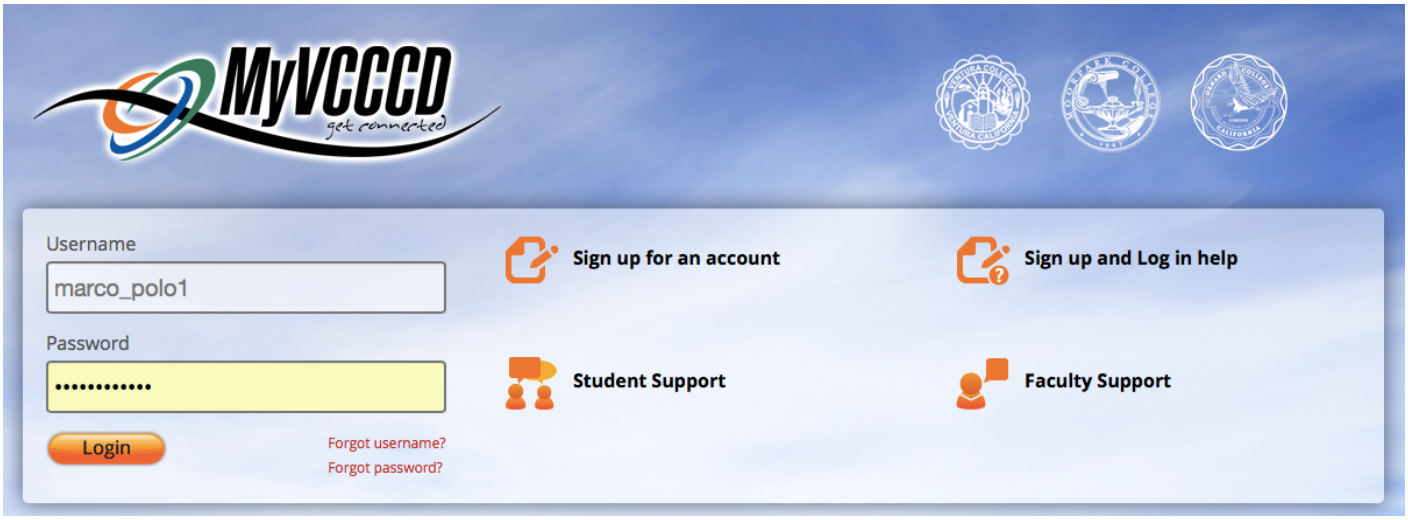
HOW TO COMPLETE YOUR ED PLAN

A Comprehensive Visual Guide

STUDENT SUCCESS CENTER GPS

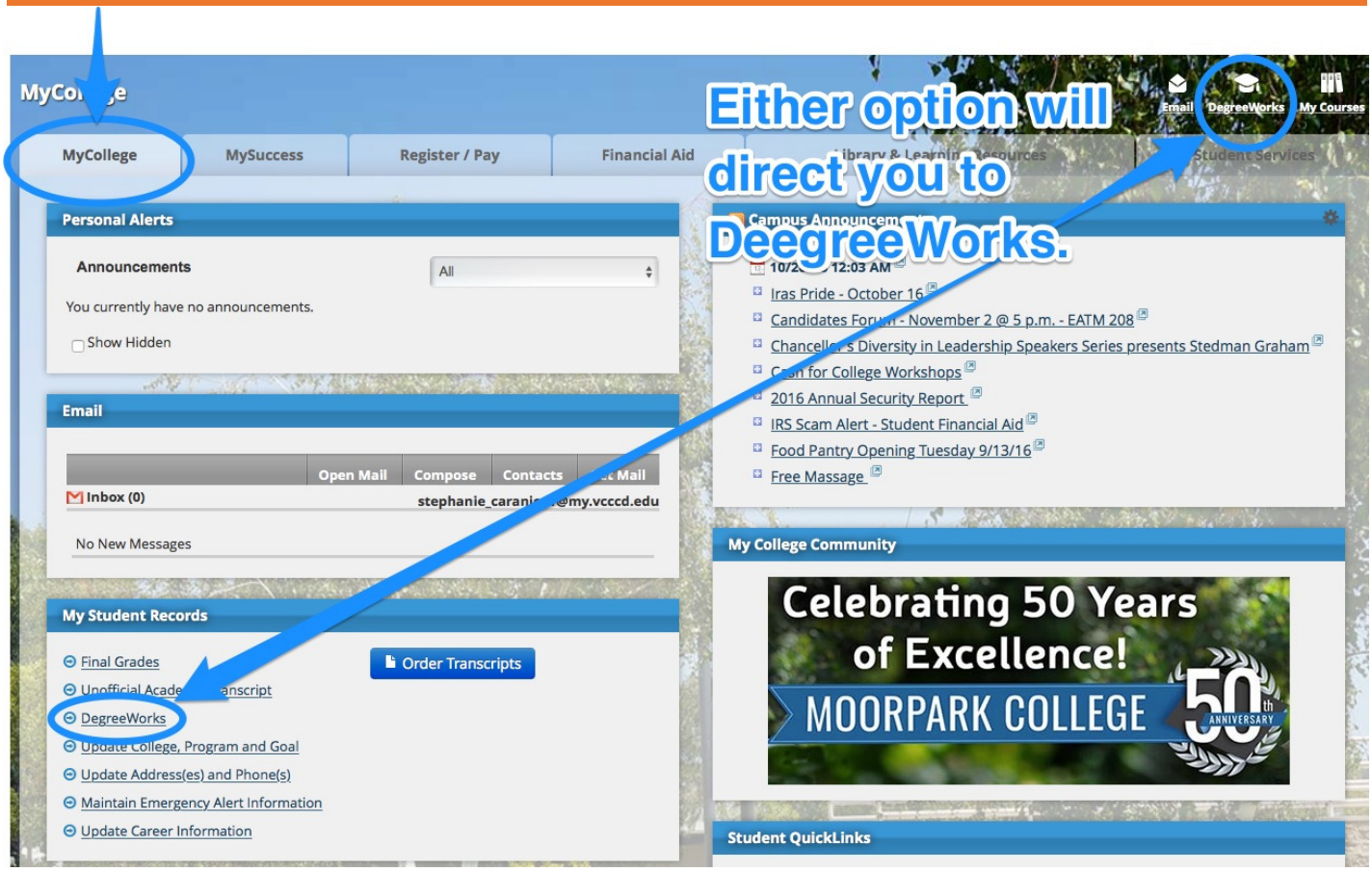
1 Log into your MyVCCCD account

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



2 Click on the "MyCollege" tab

- Click on "DegreeWorks"



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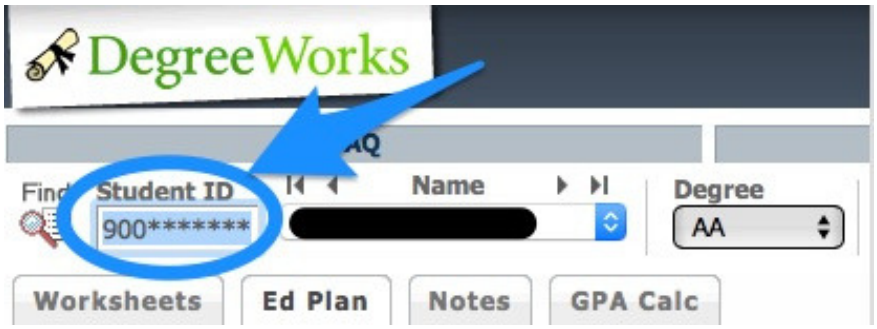
- Enter your student ID
- Click on the "Ed Plan" tab

1.



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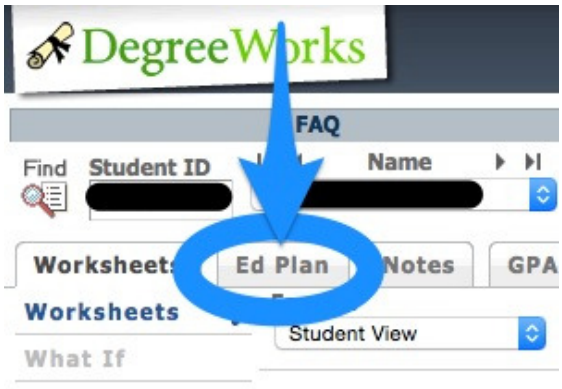
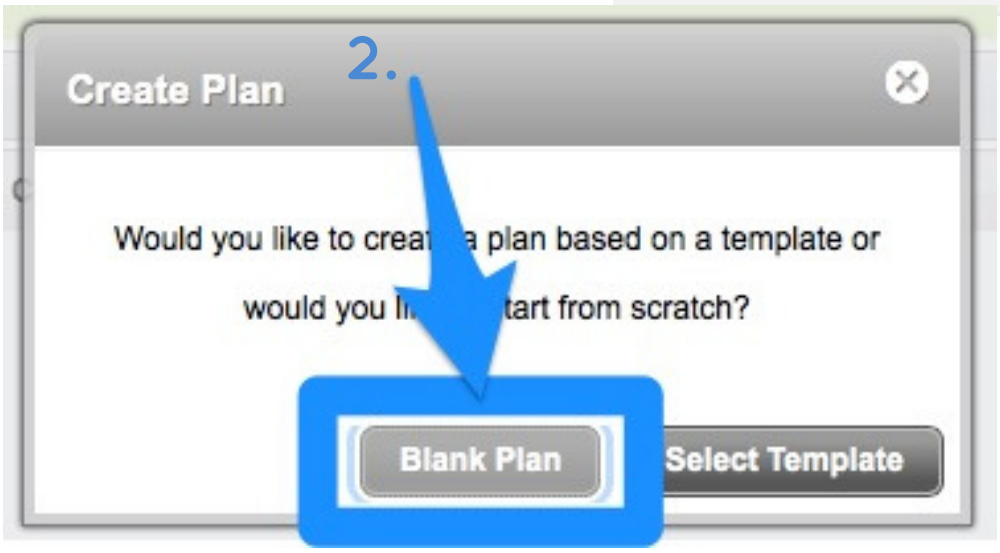


4

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

1.

2.



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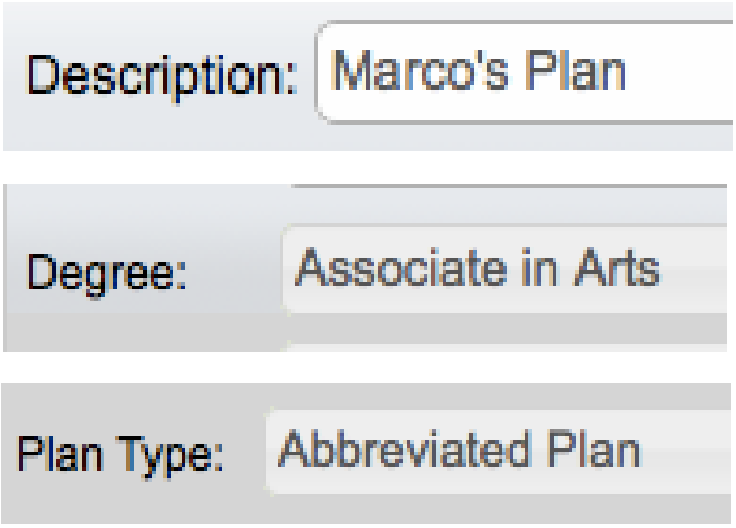
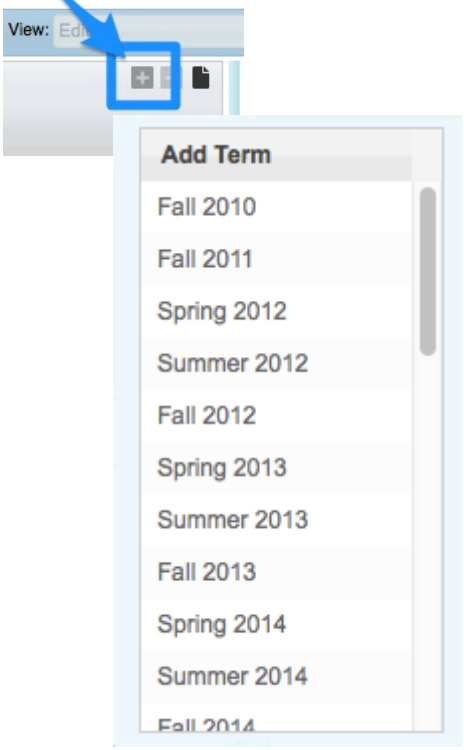
- Enter a description, degree, and "Abbreviated Ed Plan"
- Click on the "+" icon in order to add courses to this Plan

1.

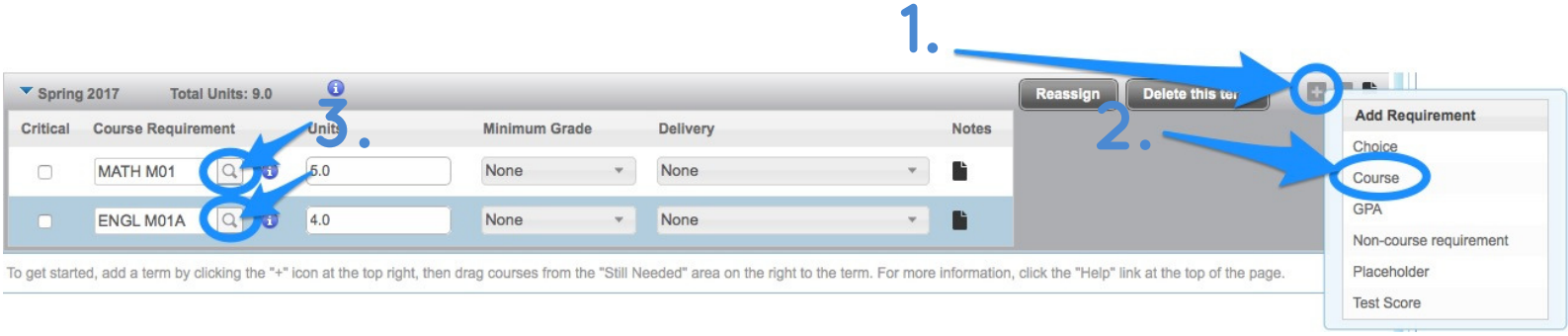


2.



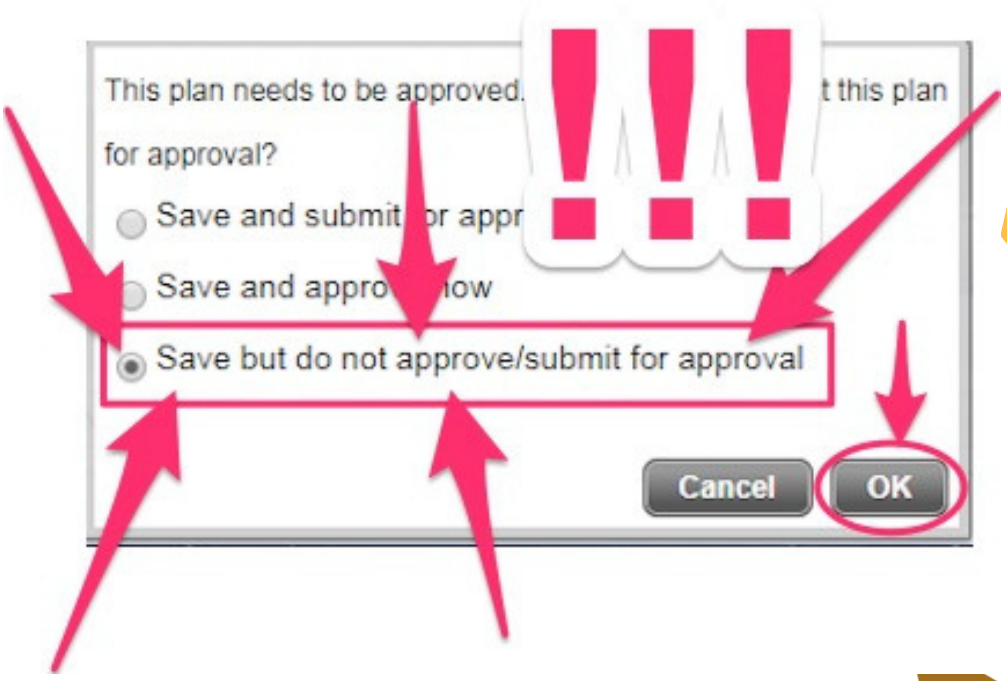
6

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



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.

NEED FURTHER ASSISTANCE?

For more in-depth assistance, please contact:

Student Success Center:

(805) 553-4799

Located in the Student Services Annex