

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 COACHES

Moorpark College

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Last Updated Summer 2018

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

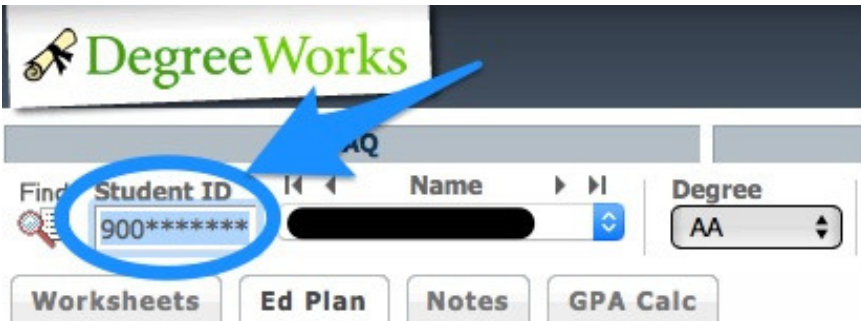
- Click on "DegreeWorks"

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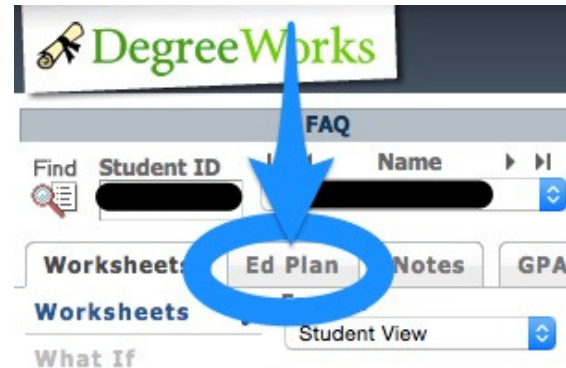
- Enter your student ID
- Click on the "Ed Plan" tab

1.



The screenshot shows the DegreeWorks interface. The 'Student ID' field is highlighted with a blue circle and a blue arrow pointing to it. The 'Ed Plan' tab is also highlighted with a blue circle and a blue arrow pointing to it. The 'Student ID' field contains the text '900*****'. The 'Name' field is empty. The 'Degree' dropdown menu is set to 'AA'. The 'Worksheets' tab is selected in the bottom navigation bar.

2.

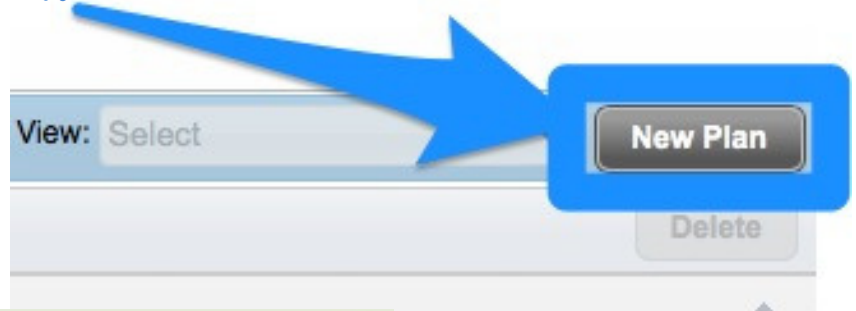


The screenshot shows the DegreeWorks interface. The 'Ed Plan' tab is highlighted with a blue circle and a blue arrow pointing to it. The 'Student ID' field is empty. The 'Name' field is empty. The 'Degree' dropdown menu is set to 'AA'. The 'Worksheets' tab is selected in the bottom navigation bar.

4

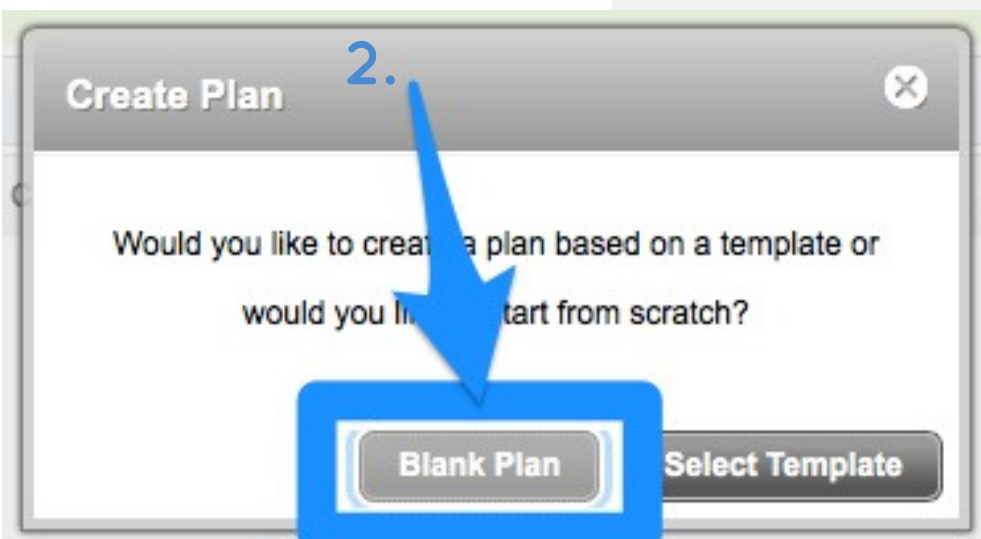
- Start a new plan by clicking on "New Plan"
- Select "Blank Plan"

1.



The screenshot shows the 'New Plan' button, which is highlighted with a blue circle and a blue arrow pointing to it. The 'View: Select' dropdown menu is visible to the left of the button. The 'Delete' button is visible below the 'New Plan' button.

2.



The screenshot shows the 'Create Plan' dialog box. The 'Blank Plan' button is highlighted with a blue circle and a blue arrow pointing to it. The 'Select Template' button is visible to the right of the 'Blank Plan' button. The dialog box contains the text: 'Would you like to create a plan based on a template or would you like to start from scratch?'

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

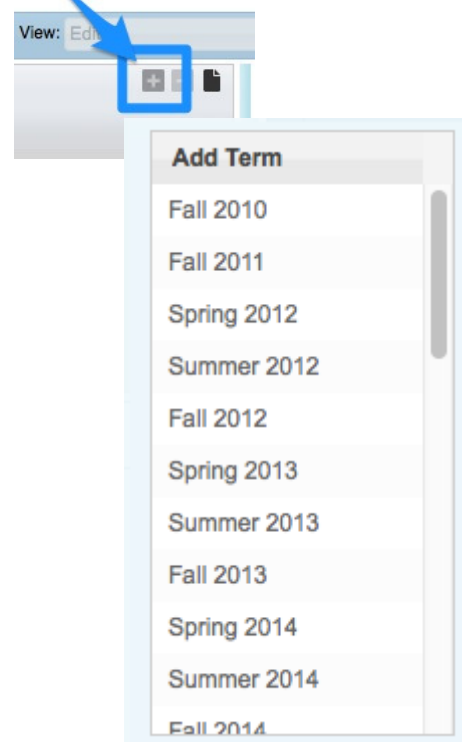
1.

Description: Marco's Plan

Degree: Associate in Arts

Plan Type: Abbreviated Plan

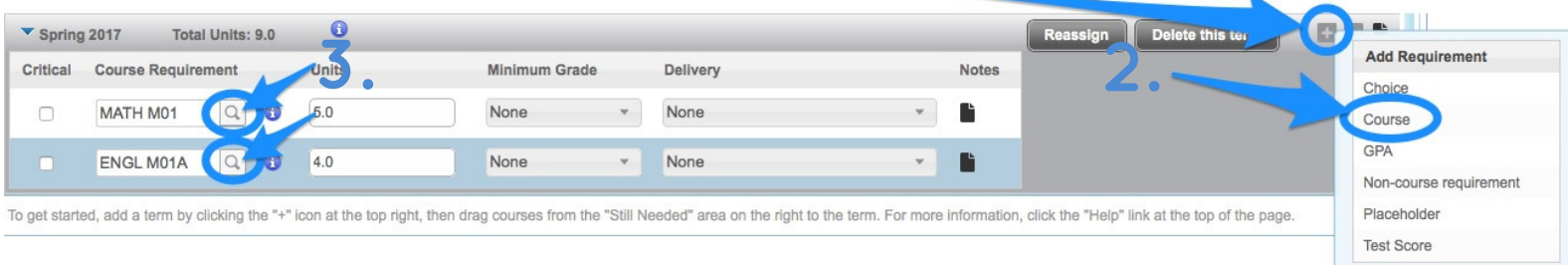
2.



6

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

1.

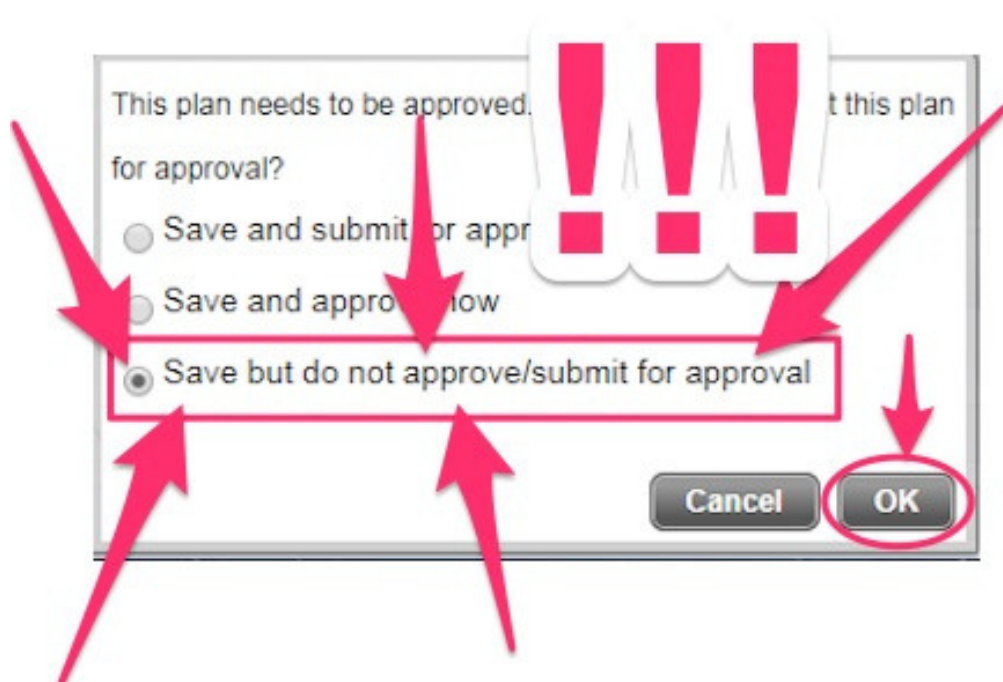


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7

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

