

STUDENT SUCCESS CHECKLIST

1

**HOW TO COMPLETE YOUR
ONLINE ORIENTATION**

2

**HOW TO COMPLETE YOUR
MATH & ENGLISH
SELF-PLACEMENTS**

3

**HOW TO COMPLETE YOUR
ABBREVIATED ED PLAN**

HOW TO COMPLETE YOUR ONLINE ORIENTATION

Hand-crafted by your



STUDENT SUCCESS COACHES
Moorpark College

1

Log into your MyVCCCD account

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

2

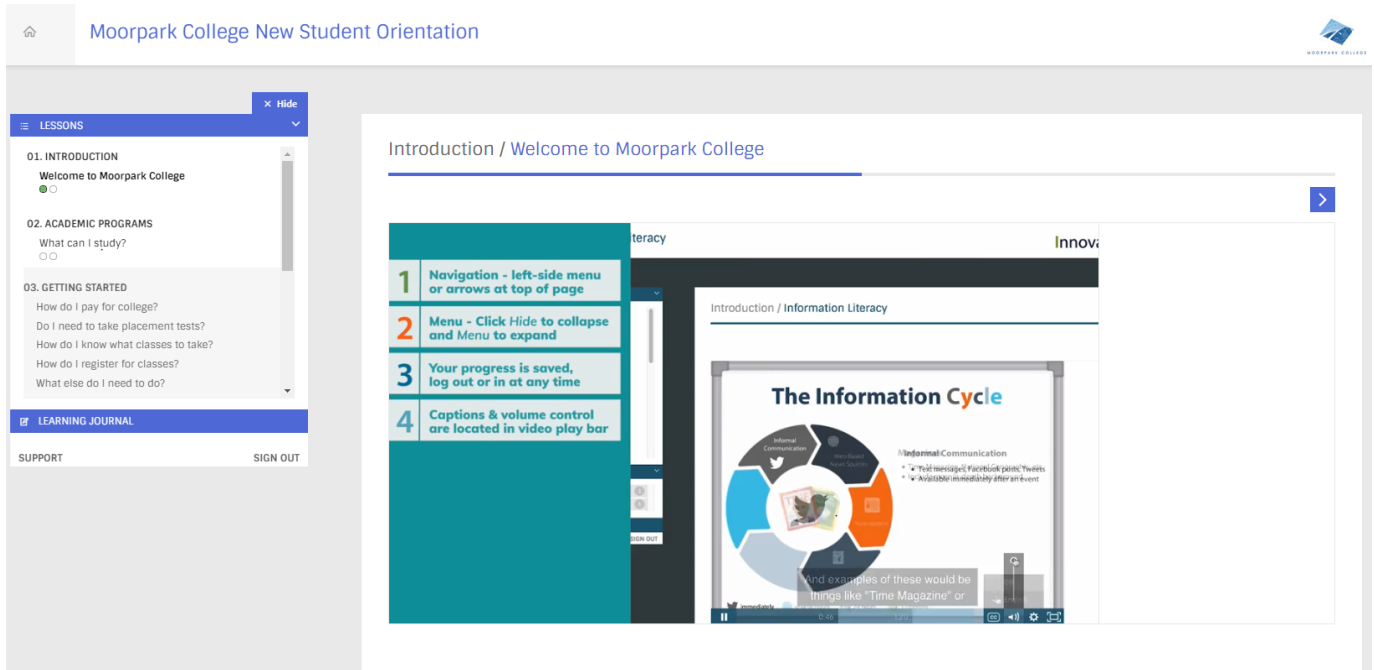
Click on the "MySuccess" tab

- Click on "Online Orientation"



3

Watch the videos and answer the questions.



Moorpark College New Student Orientation

Introduction / Welcome to Moorpark College

LESSONS

- 01. INTRODUCTION
 - Welcome to Moorpark College
- 02. ACADEMIC PROGRAMS
 - What can I study?
- 03. GETTING STARTED
 - How do I pay for college?
 - Do I need to take placement tests?
 - How do I know what classes to take?
 - How do I register for classes?
 - What else do I need to do?

LEARNING JOURNAL

SUPPORT SIGN OUT

1 Navigation - left-side menu or arrows at top of page

2 Menu - Click Hide to collapse and Menu to expand

3 Your progress is saved, log out or in at any time

4 Captions & volume control are located in video play bar

Introduction / Information Literacy

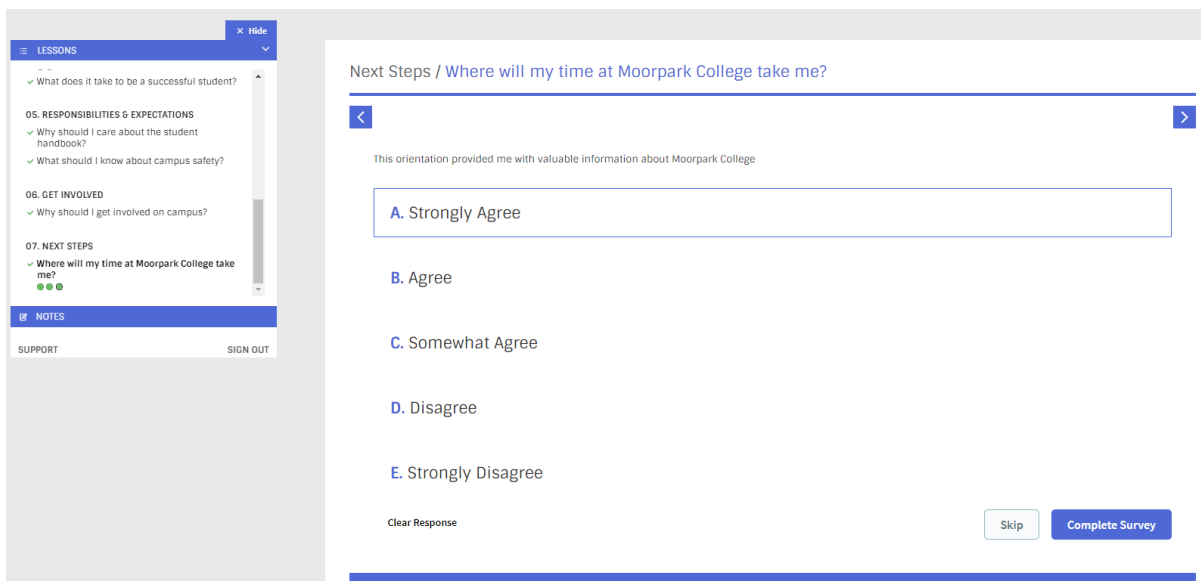
The Information Cycle

Information Literacy

And examples of these would be things like "Time Magazine" or

4

IMPORTANT: In order to complete this component, you need to complete the closing survey. Failure to do so will mark your Online Orientation as "incomplete."



Next Steps / Where will my time at Moorpark College take me?

This orientation provided me with valuable information about Moorpark College

A. Strongly Agree

B. Agree

C. Somewhat Agree

D. Disagree

E. Strongly Disagree

Clear Response

Skip Complete Survey

5

For your records, print and keep the completion page that will be sent to your VCCCD email.

HOW TO COMPLETE YOUR MATH & ENGLISH SELF-PLACEMENT

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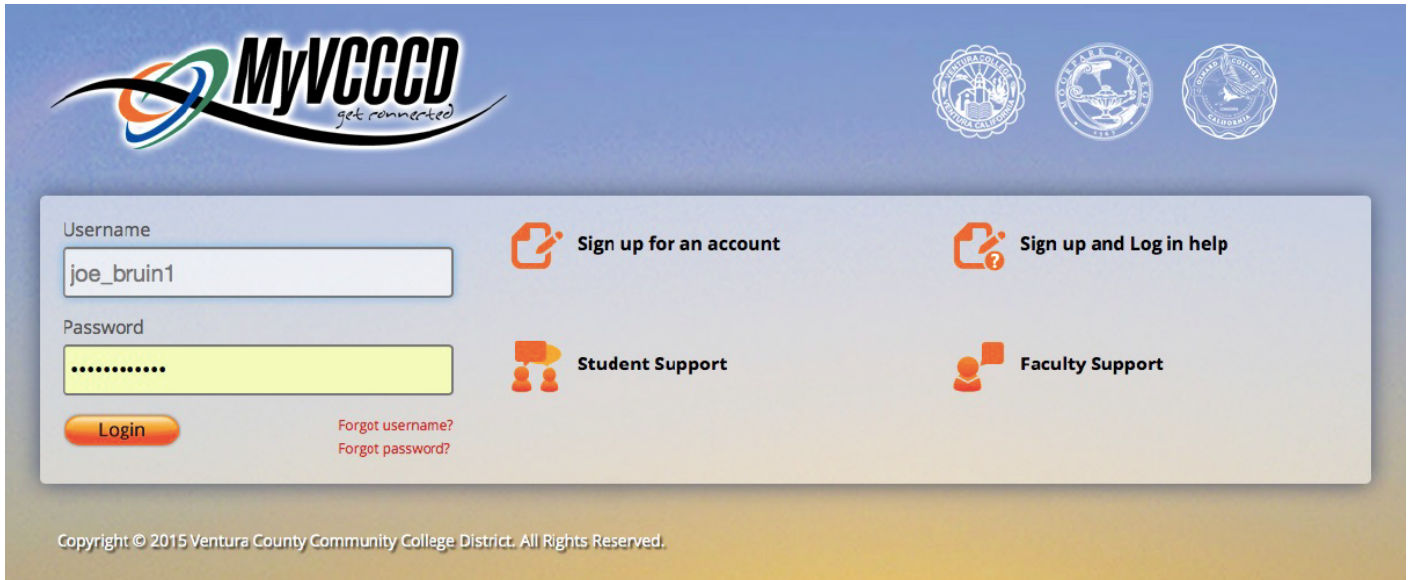
Moorpark College

A Comprehensive Visual Guide

1

Log into your MyVCCCD account

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



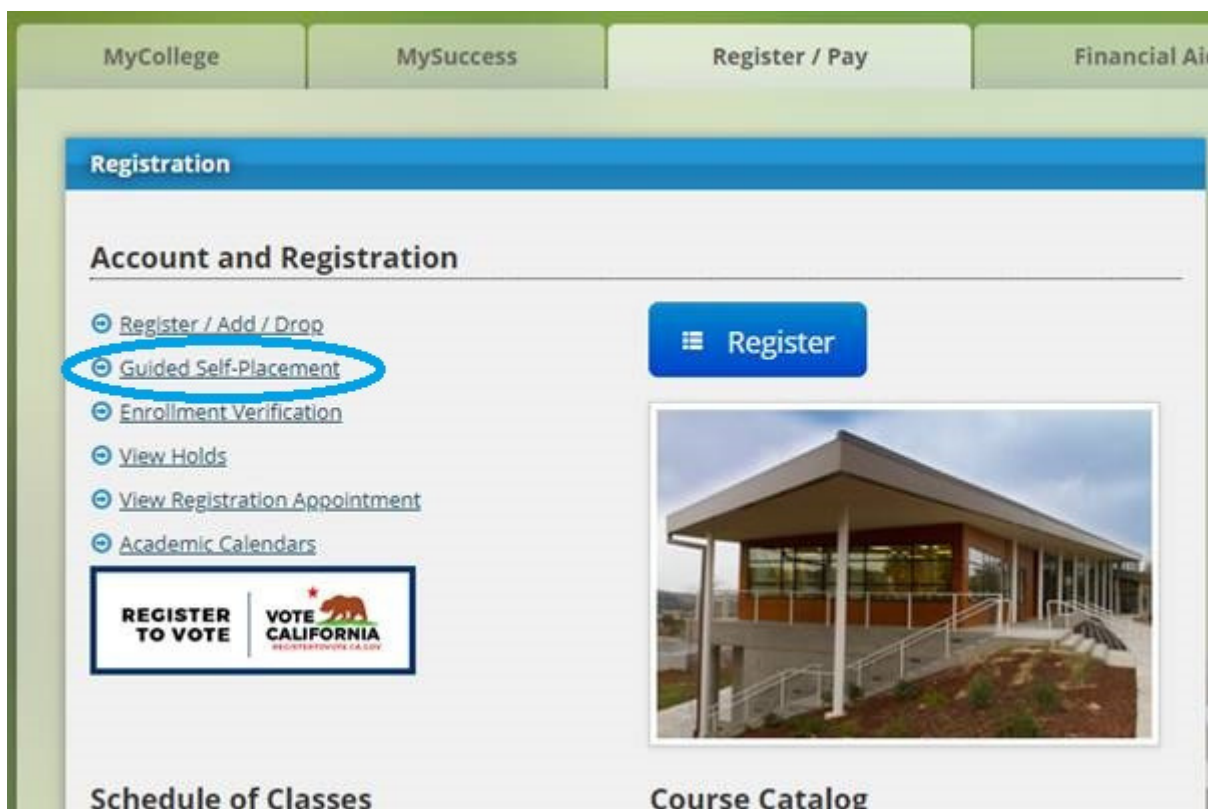
The login page features the MyVCCCD logo with the tagline "get connected". It includes three college seals: Santa Barbara, Santa Barbara City, and Santa Barbara State. The login form has fields for Username (joe_bruin1) and Password (masked with dots). Below the password field is a "Login" button. To 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, there are links for "Forgot username?" and "Forgot password?".

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2

Click on the "MySuccess" tab

- Click on "Guided Self-Placement"



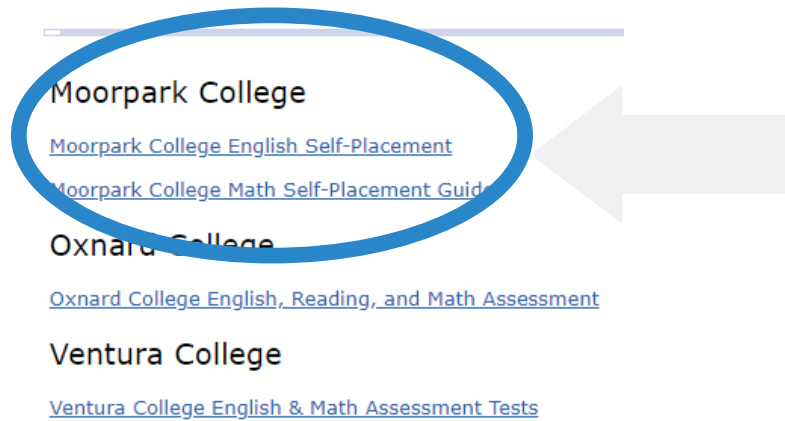
The MySuccess tab is active, showing a navigation menu with "MyCollege", "MySuccess", "Register / Pay", and "Financial Aid". The "Registration" section is expanded, displaying a list of links: "Register / Add / Drop", "Guided Self-Placement" (circled in blue), "Enrollment Verification", "View Holds", "View Registration Appointment", and "Academic Calendars". A "Register" button is visible. Below the links is a "VOTE CALIFORNIA" logo and a photo of a building. At the bottom, there are links for "Schedule of Classes" and "Course Catalog".

A Comprehensive Visual Guide

3

- Click on "Moorpark College English Self-Placement"
- Click on "Moorpark College Math Self-Placement Guide"

Assessment and Placement Tests



4

- Complete Steps 1-4 on the English Self-Evaluation

MC English Self-Placement

The Self-Placement Process at Moorpark College

Welcome to the Moorpark College English Department. Because we care about your success, we present this Self-Placement Guide to help you decide if you should go directly into English M01A (English Composition), you may decide to supplement M01A with regular free tutoring and writing center (College Writing). This Self-Placement Guide will help you analyze your own writing experiences, goals, and study habits so you can choose the best path for you. After you have completed this Guide you will record your decision and be automatically cleared to enroll in English M01A.

ESL (English as a Second Language): If your first language is not English, we highly recommend that you speak with Professor Daniela C.

Important Phone Numbers

- Moorpark College: (805) 378-1400
- Counseling Department: (805) 378-1428
- Languages, Library and Learning Resources Office (English Department): (805) 378-1443
- Writing Center: (805) 553-4850
- ACCESS (Special Needs): (805) 378-1461

English Self-Evaluation

Before you enroll in your first English class we ask you to assess your own strengths and weaknesses in English. Think about what you have learned (what you have received), as well as what parts of the writing process you have mastered and which still cause you some trouble. The following self-evaluation will help you make the best choice for your success.

The Self-Evaluation consists of four steps:

1. High School GPA
2. Your Experiences as a Writer
3. Your Study Habits and Personal Situation
4. English Composition Classes at Moorpark College: choose the best course for you.

The final screen suggests further sources of information and support if you're not yet sure which choice will serve you best.

A Comprehensive Visual Guide

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- Select appropriate English class for you
- This does not automatically enroll you in the course

4.3 Choose Your First English Course

While all students may enroll directly in English M01A, matching the course and services to the areas you noted as your weak points your first English course wisely!

If your first language is not English, we highly recommend that you speak with Professor Daniela Guevara, ESL Coordinator, at (805) 553-4694

- ☐ English M01A
- ☐ English M01A, plus I will seek supplemental tutoring and workshops through the Writing Center
- ☐ English M02
- ☐ ESL M01, M02, or M03 (English as a Second Language)

Submit and Continue

6

- Review Math Self-Placement Guide to select the appropriate course for you

FIRST LEVEL TRANSFER MATH PLACEMENT FOR HIGH SCHOOL GRADUATES

Students may now enroll directly into any one of the first-level transferable classes in Math.

The following guidelines will help you determine the Mathematics course in which you are most prepared:

Math M05 (College Algebra)
Math M06 (Trigonometry)
Math M07 (Pre-Calculus)

Math M10 (Mathematics for Elementary Teachers)
Math M15 (Introduction to Statistics)

*If you have successfully completed High School Algebra II,
you may freely enroll in any of our first level transferable courses*

*If you have not successfully completed High School Algebra II, please consider below the courses you are
recommended to enroll in, based on your previous high school experience:*

If your goal is to complete Math M05, Math M06 or Math M07:

- 1) Your High School GPA was at least 2.9: You are recommended to enroll in **Math M03**
- 2) Your High School GPA was below 2.9: You are recommended to enroll in **Math M01**
- 3) If you still wish to enroll in one of these three courses, regardless of the above recommendations, you to enroll in **Math M05 + Math M905-S** (College Algebra with Support)

If your goal is to complete Math M10: You may directly enroll.

If your goal is to complete Math M15:

- 1) You have successfully completed High School Algebra I AND your High School GPA was at least 3.0:
You are recommended to enroll directly into **Math M15**
- 2) You have not successfully completed High School Algebra I OR your High School GPA was below 3.0:
You are recommended to enroll in **Math M08** (Pathway to Statistics)

This visual guide is complete.

HOW TO COMPLETE YOUR ED PLAN

Hand-crafted by your



STUDENT SUCCESS COACHES

Moorpark College

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"

Either option will direct you to DegreeWorks.

3

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

1.

A screenshot of the DegreeWorks web application. The top navigation bar includes a 'DegreeWorks' logo and a 'FAQ' link. Below this is a search bar with fields for 'Student ID', 'Name', and 'Degree'. The 'Student ID' field contains the text '900*****'. Below the search bar are four tabs: 'Worksheets', 'Ed Plan', 'Notes', and 'GPA Calc'. A blue arrow points from the 'Ed Plan' tab to the 'Student ID' field, and another blue arrow points from the 'Student ID' field to the 'Ed Plan' tab.

2.

A screenshot of the DegreeWorks web application, similar to the previous one, but with the 'Ed Plan' tab selected. The 'Ed Plan' tab is highlighted with a blue circle, and a blue arrow points from the 'Ed Plan' tab to the 'Student ID' field.

4

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

1.

A screenshot of the DegreeWorks web application showing a 'View: Select' dropdown menu and a 'New Plan' button. A blue arrow points from the 'New Plan' button to the 'View: Select' dropdown menu.

2.

A screenshot of the 'Create Plan' dialog box. The dialog box has a title bar with 'Create Plan' and a close button. The main text asks: 'Would you like to create a plan based on a template or would you like to start from scratch?'. At the bottom are two buttons: 'Blank Plan' and 'Select Template'. A blue arrow points from the 'Blank Plan' button to the 'Create Plan' dialog box.

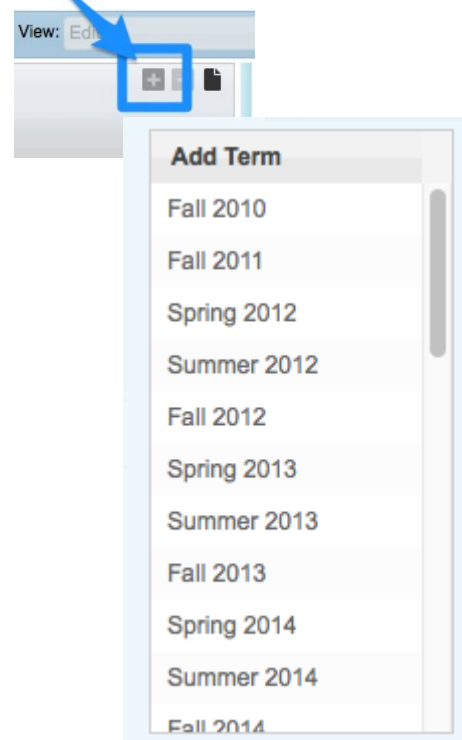
5

- 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**

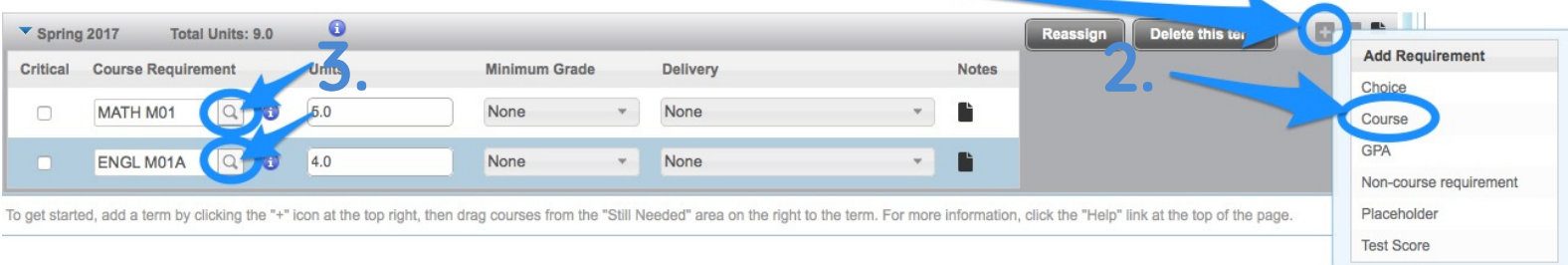
2.



6

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

1.

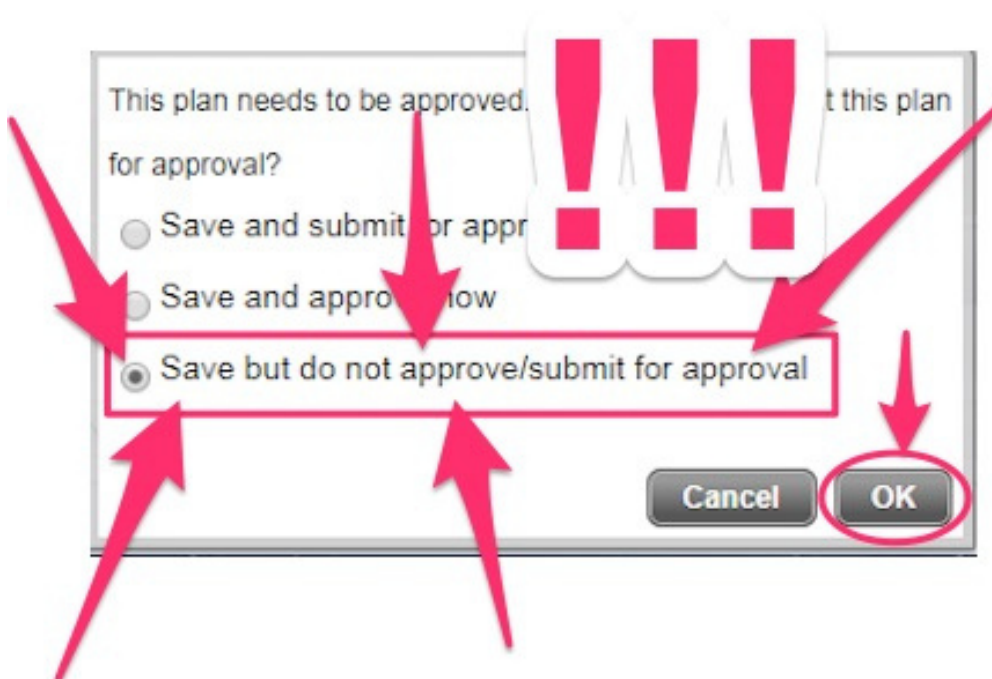


A Comprehensive Visual Guide

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.

NEED FURTHER ASSISTANCE?

For more in-depth assistance, please contact:

Student Success/FYE Center:

(805) 553-4799

mcfye@vccd.edu

Located in the Student Services Annex

