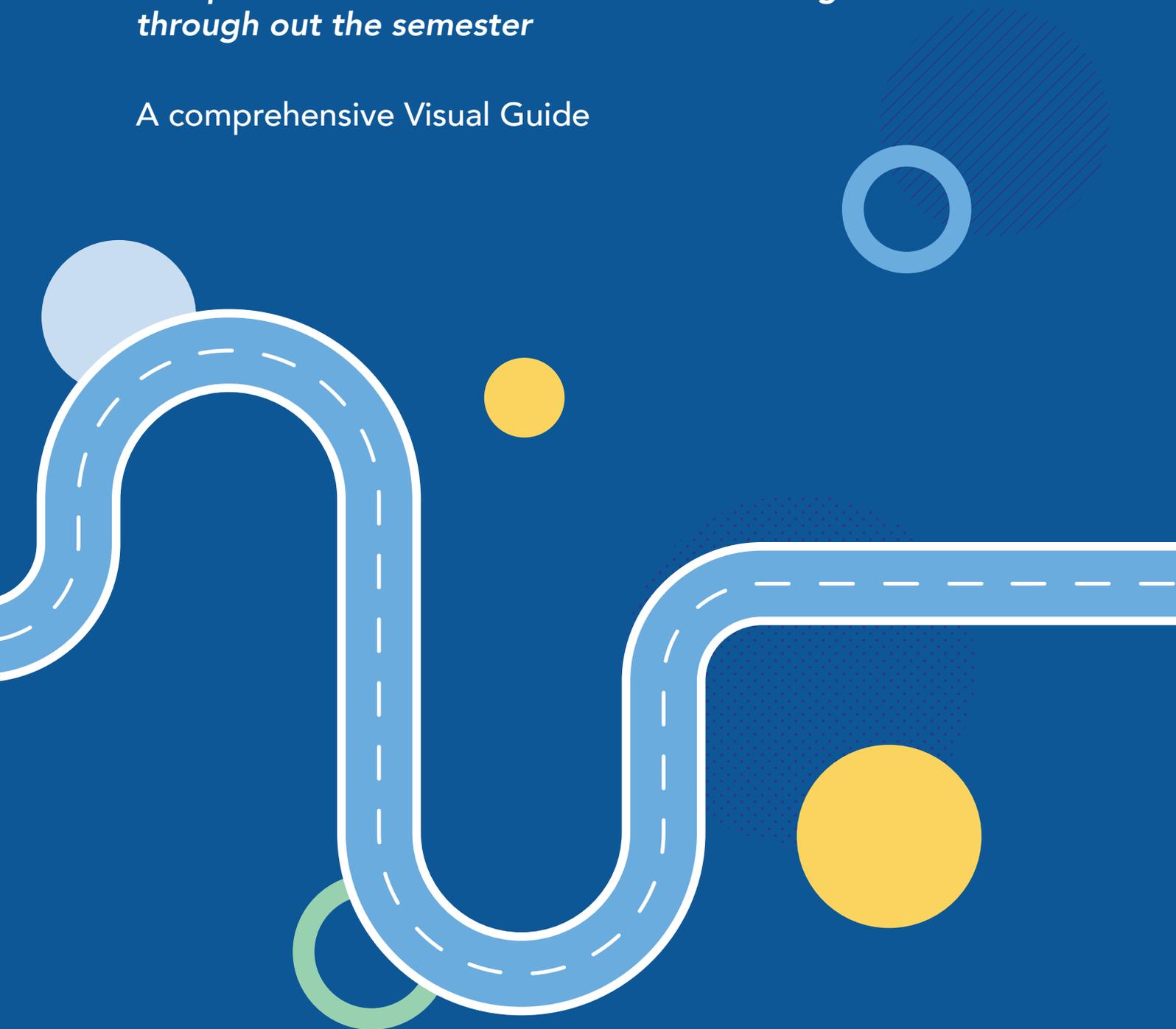


HOW TO COMPLETE YOUR ED PLAN

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

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1

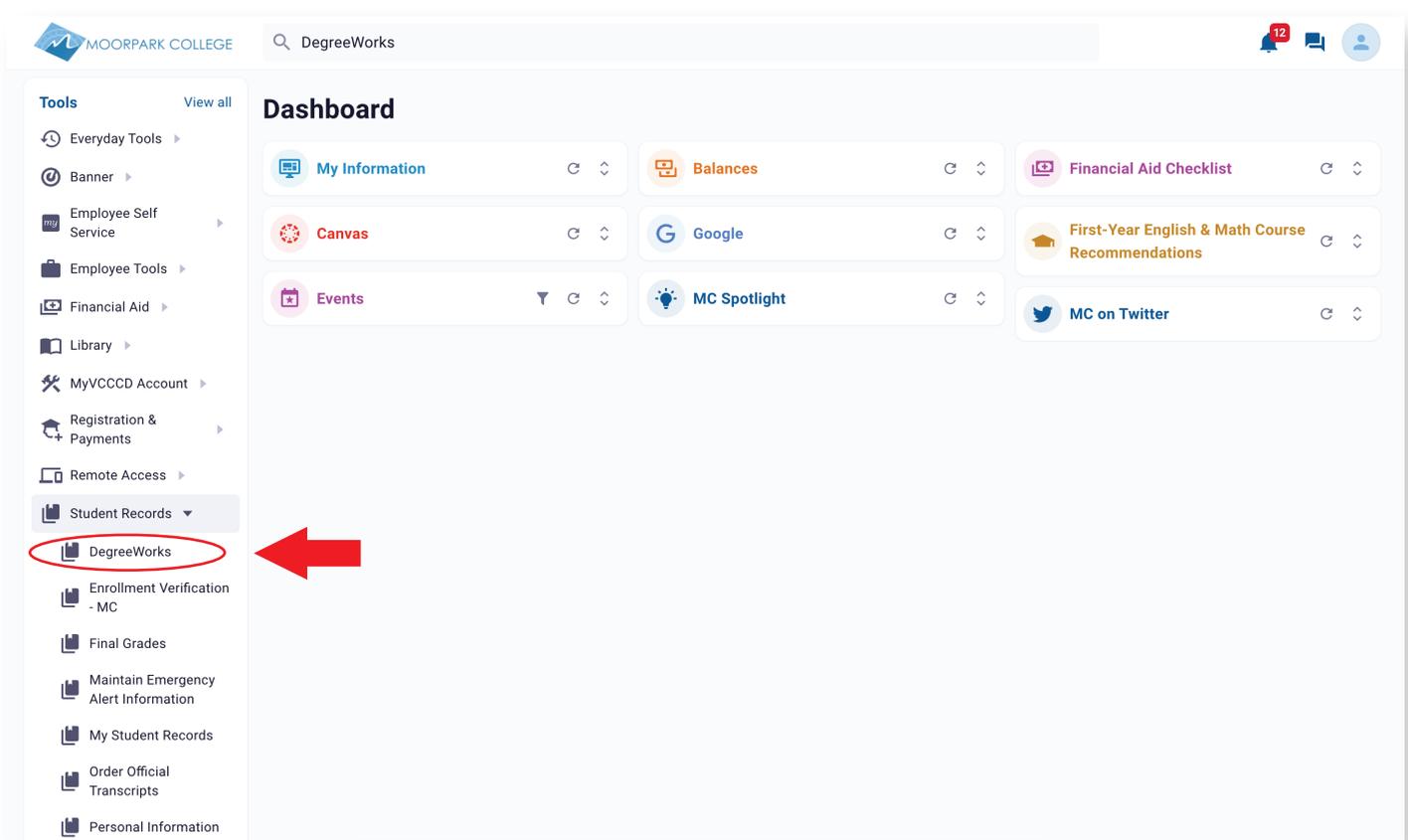
Log into your MyVcccd account

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



2

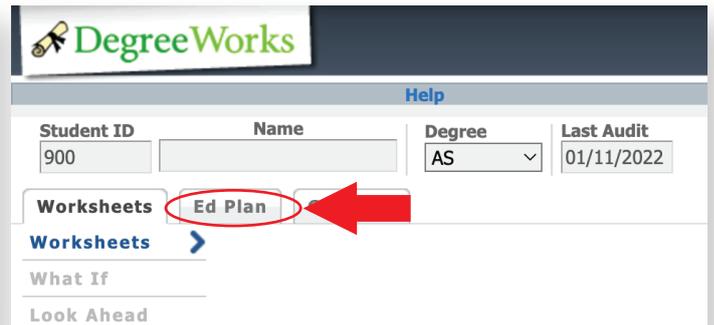
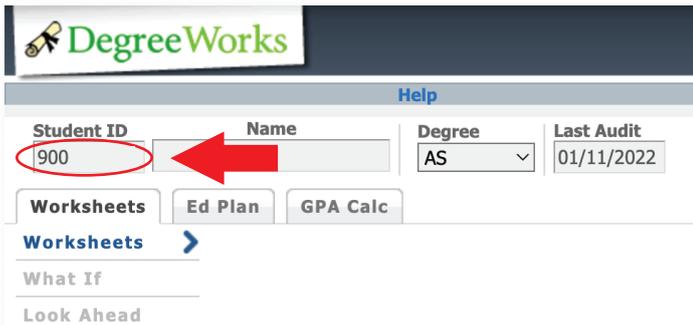
Click on the Tools/Students Records/ DegreeWorks



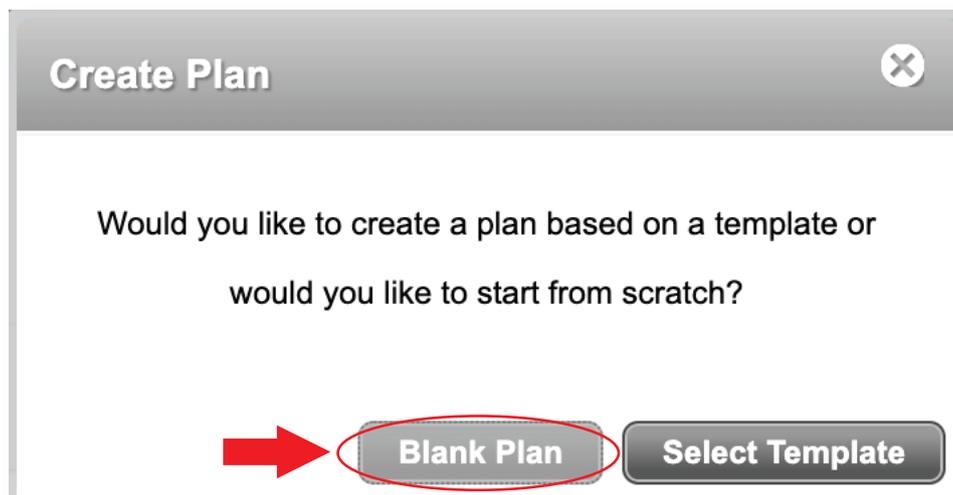
HOW TO COMPLETE YOUR ED PLAN

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- 3**
 - Enter your Student ID
 - Click on the "Ed Plan" tab



- 4**
 - Start a new plan by clicking on "New Plan"
 - Select "Blank Plan"



HOW TO COMPLETE YOUR ED PLAN

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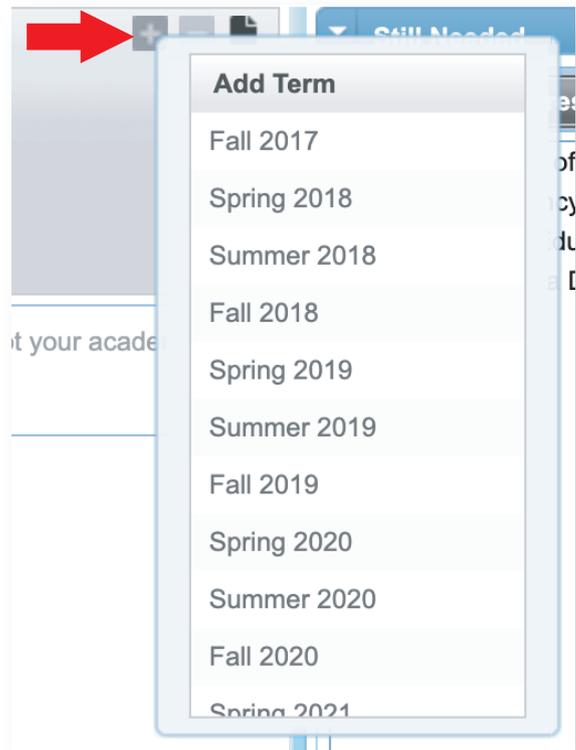
5

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

Description:

Degree:

Plan Type:

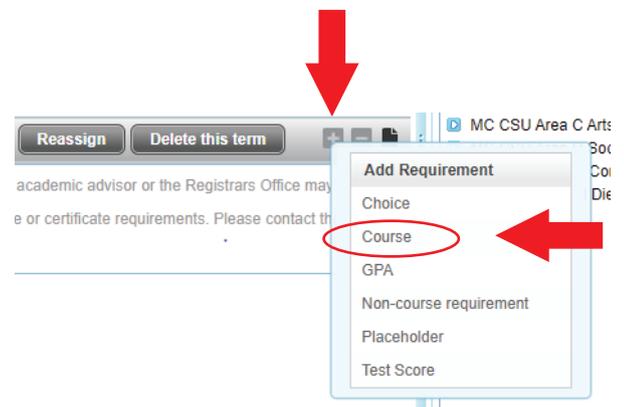


6

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

Fall 2022 Total Units: 8.0

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



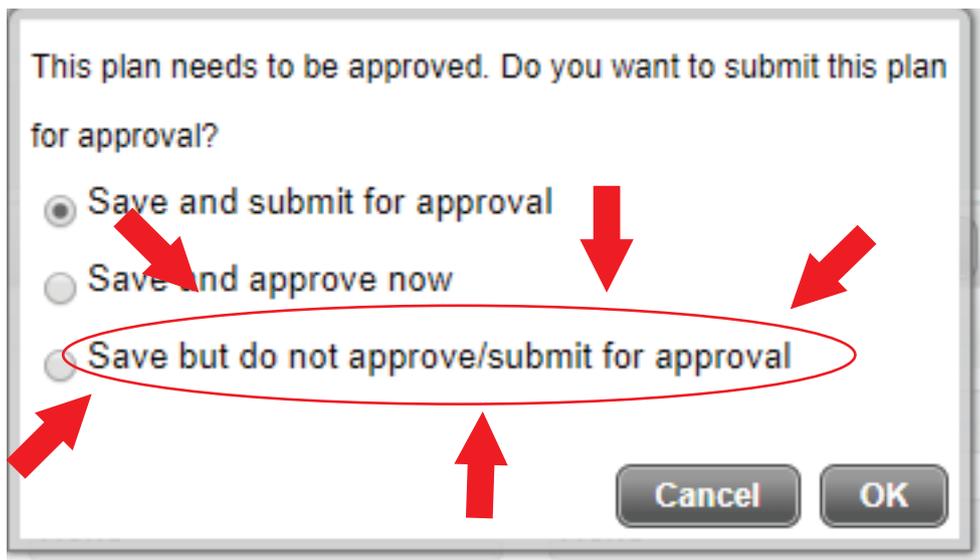
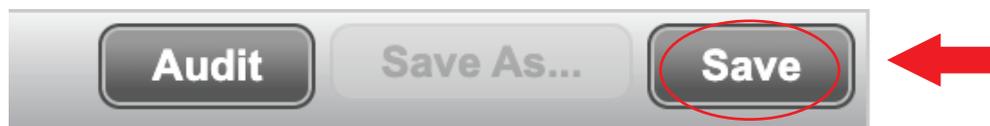
HOW TO COMPLETE YOUR ED PLAN

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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.

HOW TO COMPLETE YOUR ED PLAN

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NEED FURTHER ASSISTANCE?

For more in depth assistance, please contact

Welcome Center

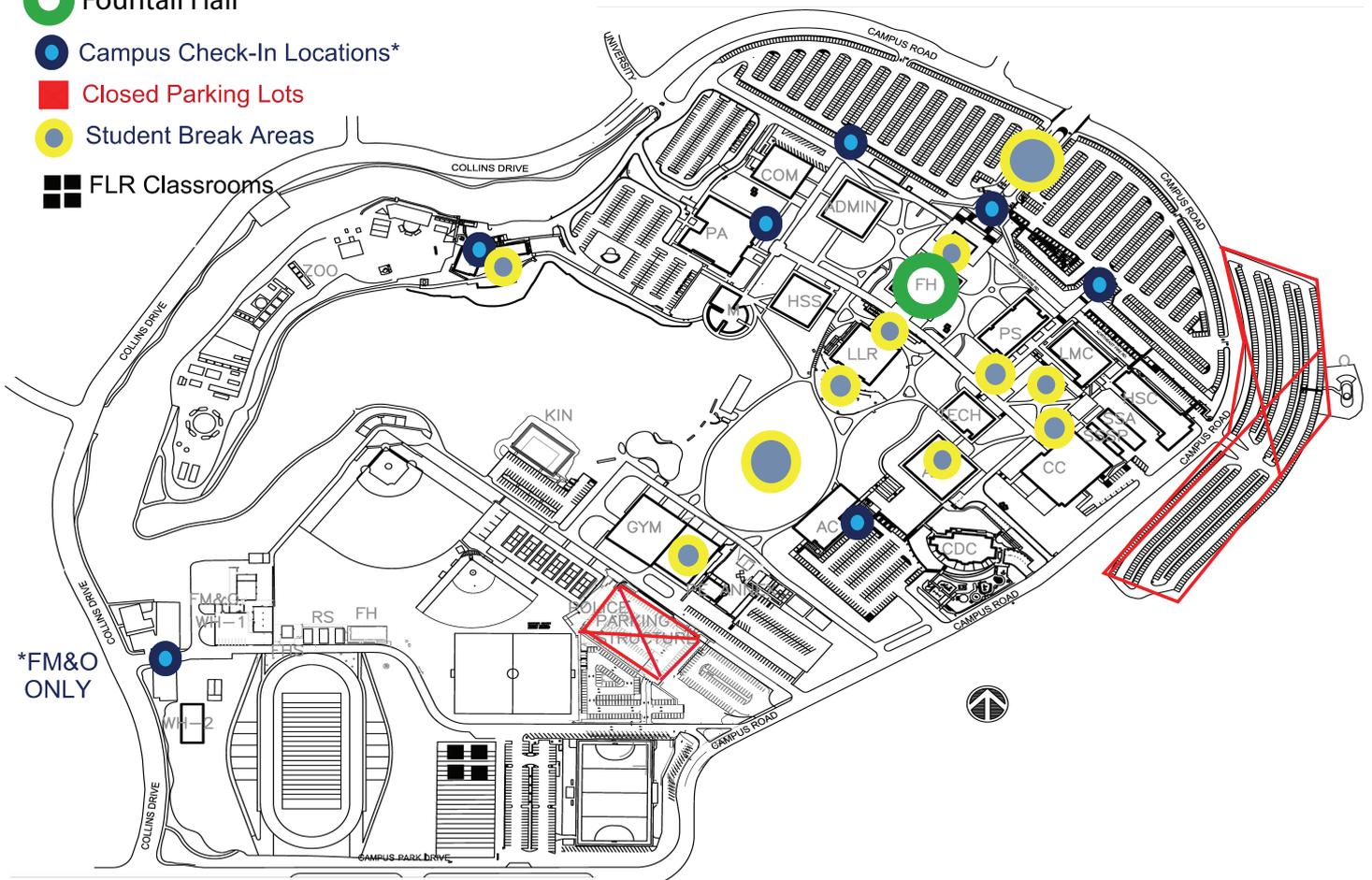
 (805) 378 1400

 mcstudentservices@vccd.edu

 Fountain Hall



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



*FM&O ONLY