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





Log into your MyVcccd account

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



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Click on the Tools/Students Records/ DegreeWorks

| | Q DegreeWorks | | | | 12 | - | • |
|--|----------------|--------|--------------|------|----------------------------------|---|---|
| Tools View all | Dashboard | | | | | | |
| Banner | My Information | G \$ | Balances | G \$ | Financial Aid Checklist | C | Ŷ |
| Employee Self Service | Canvas | G \$ | G Google | G \$ | First-Year English & Math Course | C | ¢ |
| Employee Tools 🕨 | Events | ▼ C \$ | MC Spotlight | G \$ | MC on Twitter | C | ¢ |
| Library MyVCCCD Account Kegistration & Payments | | | | | | | |
| Remote Access | | | | | | | |
| Churdent Deserves | | | | | | | |
| Student Records DegreeWorks | - | | | | | | |
| DegreeWorks Enrollment Verification - MC | - | | | | | | |
| DegreeWorks Enrollment Verification -MC Final Grades | - | | | | | | |
| DegreeWorks Enrollment Verification - MC Final Grades Maintain Emergency Alert Information | - | | | | | | |
| DegreeWorks Enrollment Verification - MC Final Grades Maintain Emergency | - | | | | | | |





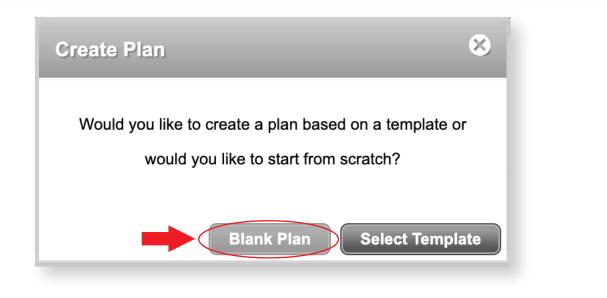
Enter your Student IDClick on the "Ed Plan" tab

| Help Student ID Name 900 AS 900 Image: Student of the state | Help |
|---|---|
| 900 AS V 01/11/2022 900 | |
| Worksheets Ed Plan GPA Calc Works | ID Name Degree Last Audit AS 01/11/2022 |
| | eets Ed Plan |
| Worksheets > Works | eets > |
| What If What I | |
| Look Ahead Look A | |



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

| R DegreeWorks | Ventura County Community College District |
|---|---|
| Help | Close & Log Out |
| Student ID Name Degree Last Audit 900 AS 01/11/2022 | |
| Worksheets Ed Plan GPA Calc | |
| Student Planner for: Buscaglia, Maria Victoria | View: Notes |





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

| Description: Marco's Plan | | Add Term |
|-----------------------------|--------------|-------------|
| | | Fall 2017 |
| | | Spring 2018 |
| Degree: Associate in Arts | | Summer 2018 |
| | t your acade | Fall 2018 |
| | t your acade | Spring 2019 |
| Plan Type: Abbreviated Plan | | Summer 2019 |
| | | Fall 2019 |
| | | Spring 2020 |
| | | Summer 2020 |
| | | Fall 2020 |
| | | Spring 2021 |

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• Click on "+"

• Click on "Course"

• Click on the search icon to add your class

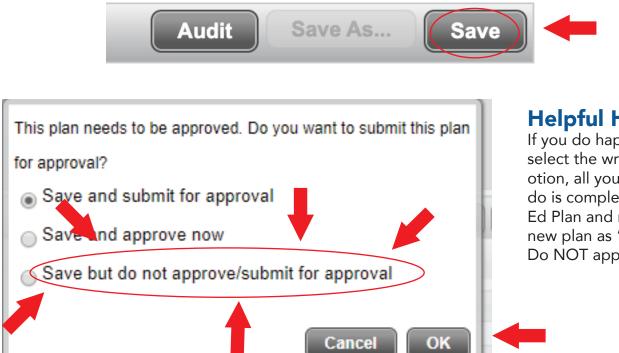
| cal Course Requirement Units Minimu academic advisor or the Registrars Offi |
|---|
| ENGL MOTA Q (3 4.0 None e or certificate requirements. Please con |
| MATH M15 Q 3 4.0 None |





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 meer your academic & career goals.



Helpful Hint:

If you do happen to select the wrong save otion, 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 clases.

NEED FURTHER ASSITANCE?

For more in depth assitance, please contact

Welcome Center

- (805) 378 1400
- ➡ mcstudentservices@vcccd.edu
- Fountain Hall

