What is Student Planning?

- Student Planning is our online self-service tool to assist students in registering and planning their courses
- In Student Planning, build and save your education plan using My Progress based on the requirements of your chosen Program of Study

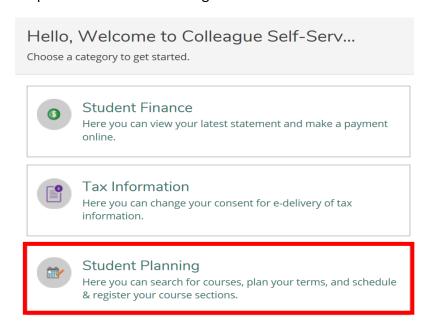
To access Student Planning:

Step 1: Log into My Way account

Step 2: Click Student Self-service

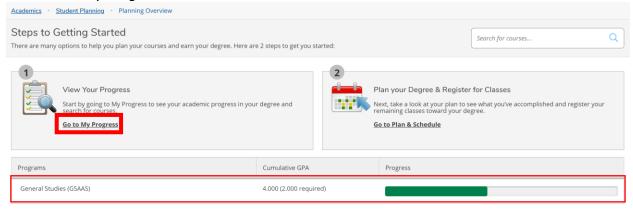


Step 3: Click Student Planning



Under **View Your Progress** you will see your current program of study (EXAMPLE: General Studies – GSAAS) and GPA.

Click: Go to My Progress



Under *My Progress,* three progress bars illustrate completed courses in **green**, in progress courses in light green and planned courses in yellow.



Degree Requirement categories can include:

- General Education
- Major (classes for your specific program)
- Electives
- Other—if a course(s) falls into the 'Other' category, the course does not complete degree requirements and does not qualify for financial aid. If you are unsure why a course is in 'Other', please contact your Success Navigator or Advisor.



View the completion status of each requirement in your Program of Study.

 Courses can be identified as Not Started (red), Registered but not started/planned (yellow), In-Progress (Green) or Completed (Green)

Red text above a list of courses will indicate whether you take all courses listed or a specific number of the list itself (ex: 0 of 1 Courses Completed)



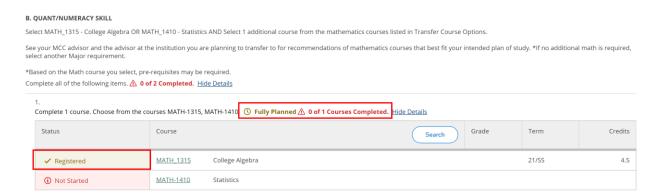


EXAMPLE BELOW: Completed courses (4.5 of 4.5 Credits Completed)

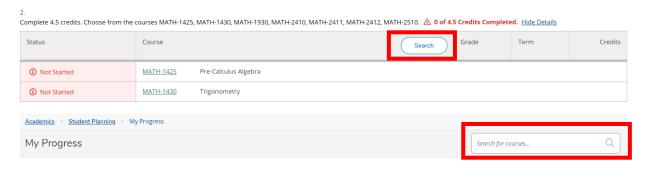


EXAMPLE BELOW: Registered courses (Fully Planned – 0 of 1 Courses Completed)

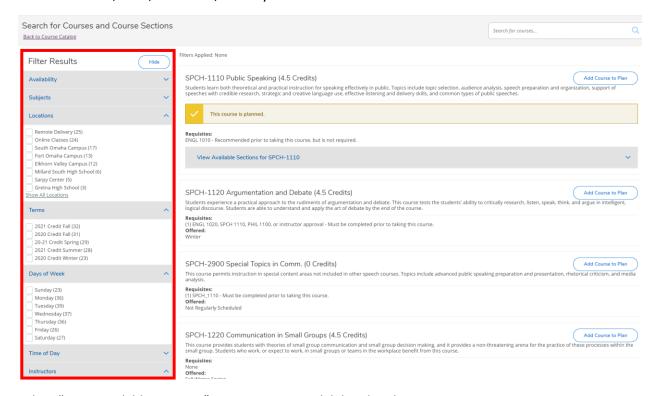
• The picture illustrates that ONE course is needed from Section B, Quant/Numeracy Skill. The student could choose Math 1315 or Math 1410 to meet the requirement. Student below elected to take Math 1315, therefore, Section B has been fully planned as the yellow text indicates.



Find course availability by using the Search button by each class or by using the Search bar at the top of the My Progress page.

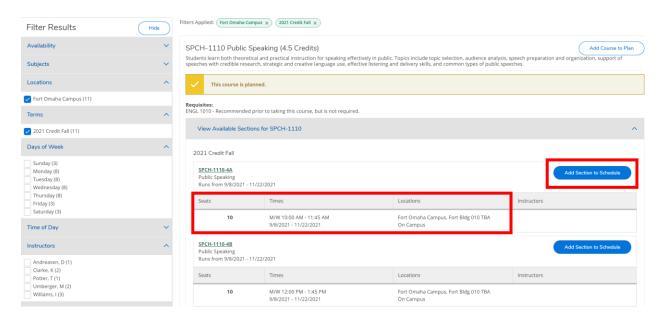


The course you searched for will be listed at the top. On the left of the page, you can filter for things such as location, term, instructor, and days of the week.

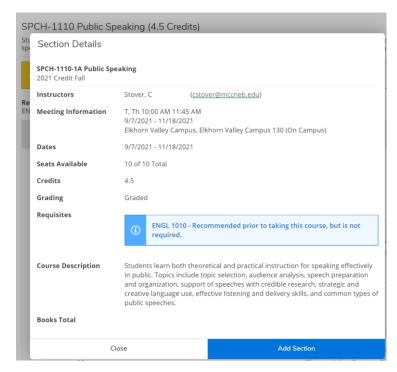


Select "View Available Sections" to see course availability details:

Select Add Section to Schedule

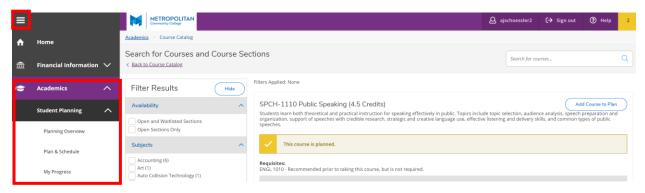


- A pop up box will appear confirming the class you would like to add. If this is the correct class, click Add Section. The section will now appear in the schedule. Navigate to Plan and Schedule to register.
- Repeat these steps for each class you would like to plan or register for.



After adding your classes, you will navigate to Plan and Schedule to register for your course(s).

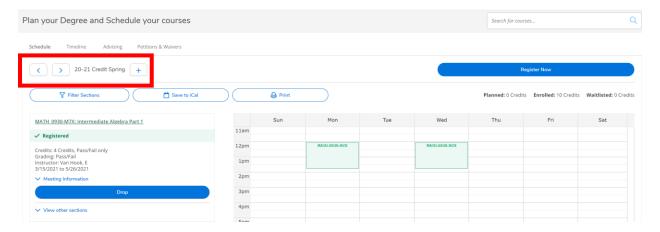
Click on the three lines at the top right of the page. Click on Academics and then from the drop down, choose Student Planning/Plan & Schedule.



Understanding Plan and Schedule

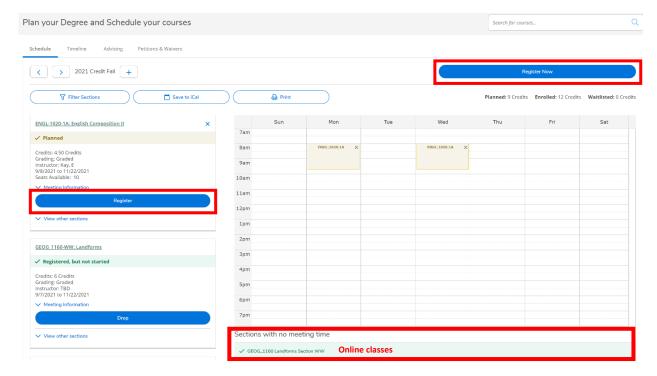
How to Register

Use the arrows to view the appropriate quarter; the default view is the current academic quarter



Select "Register" under the individual course on the left and the course will switch from yellow (planned) to green (registered)

• If you have multiple courses, you can select "Register Now" to register for them concurrently

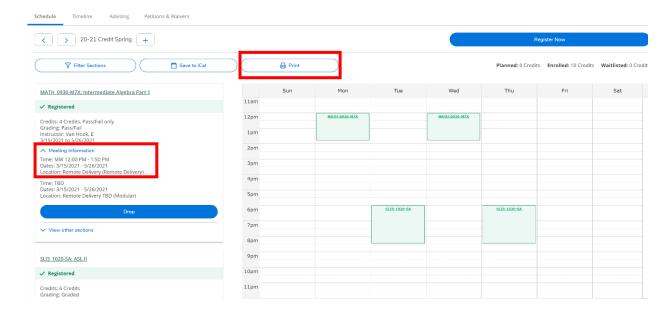


Registered courses will appear green. Planned courses are yellow.

NOTE: Online courses populate below the calendar. If there are two online courses on the schedule there will be a "sections conflict" message. This does not prevent registration. Students can register for more than one online course.

View location and time details for current courses by clicking meeting information or by clicking on a course on your calendar.

Click the print button, to get a copy of your schedule.



This page will appear showing all of your registered and planned classes. Your schedule will have your name and Student ID at the top of the page. You can print this page to use to show others what classes you are registered for. You can also see the number of credits you have planned, enrolled in, and those that you may be waitlisted for.

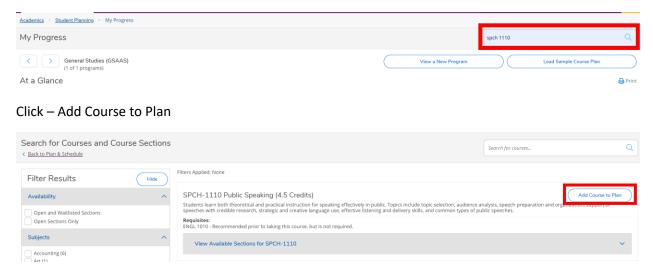


Plan and Schedule

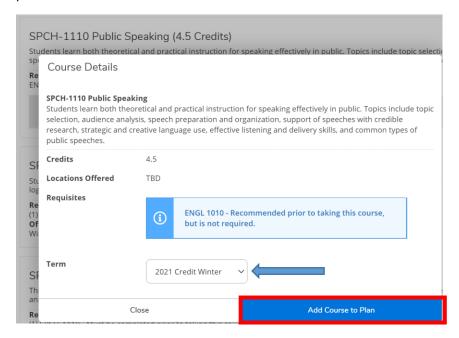
You can use *My Progress* to create an Education Plan that you can use to guide what classes you will take in upcoming quarters.

In the example below, the student wants to plan SPCH 1110 for a future term.

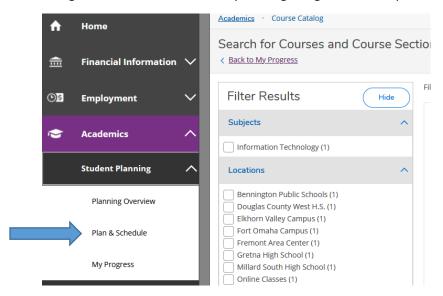
Under My Progress, search for SPCH 1110



Using the drop down box, select the term in which you want to take the course, then click add course to plan.



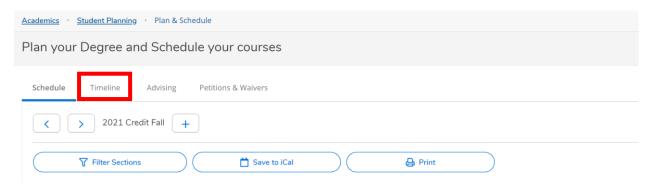
Navigate to "Plan & Schedule" by clicking the graduation cap.



Click Timeline feature to view quarter-by-quarter classes you have planned

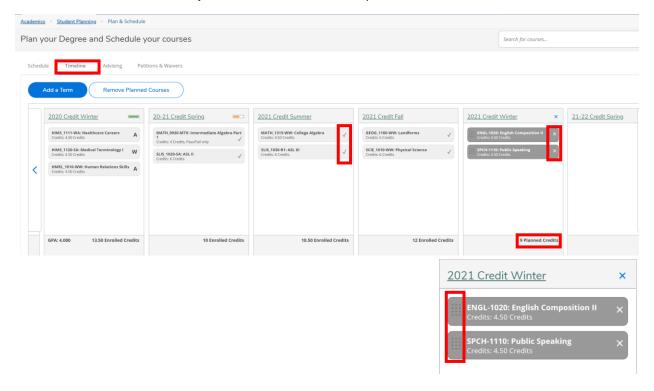
Timeline:

- View your completed, in progress and planned courses
- Create your degree/educational plan
 - An educational plan details the courses you plan to enroll in and the quarter(s) in which you plan to take them



In the timeline view, you can see courses from previous quarters, including the grade. Courses with a check mark by them indicate they are registered. Courses with an "x" are planned, but not registered.

The total credits enrolled and planned are listed for each quarter.

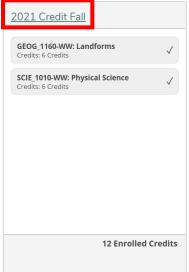


From the Timeline tab, to move a planned course to another quarter, click on the **gray dots** in the top left corner of the course. Then drag and drop to the desired quarter. If you are having trouble dragging you can click the course you want to move and select another term.

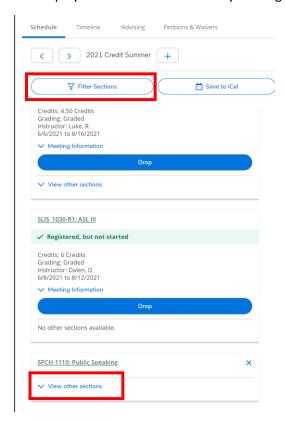
Registering for Courses from your Timeline

• Courses planned on your Timeline automatically display in the schedule tab. To register for a planned course from your timeline, click the quarter you want to register for. This takes you to

the schedule for that quarter.



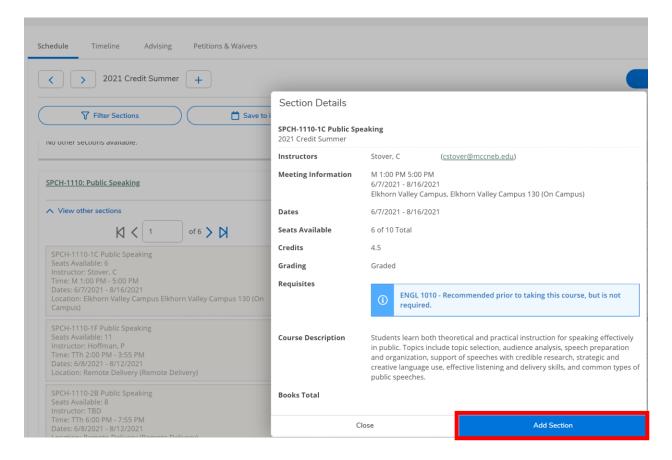
• To select a section of a planned course, click "view other sections". All sections at every campus will display. You can filter sections by clicking the "filter sections".



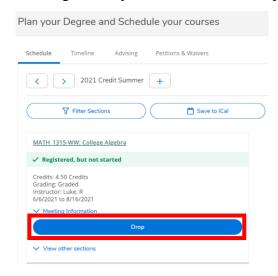
Select a specific course by clicking on the section

- Click "add section" in the pop-up window
- The course will now appear on the Schedule

Click "Register" for an individual course or "Register Now" to register for all chosen sections



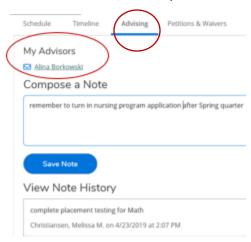
Once registered, you will notice the "drop" button appears



End of Timeline and registration from timeline.

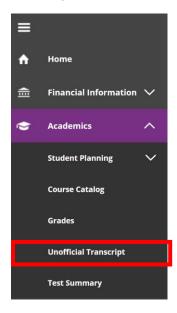
Advising Tab

- Advising Notes allow for advisor, navigator, or student to leave notes for future reference
- If the student is assigned to an advisor or navigator, the advisor or navigator's name and email are linked; the link opens a new email



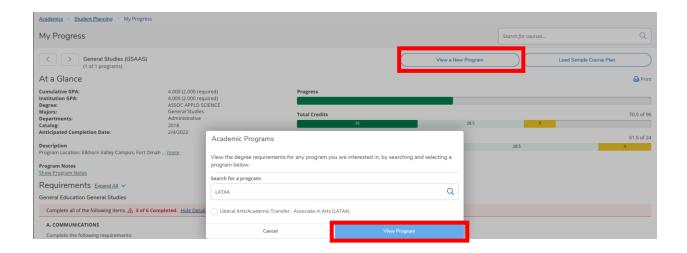
Unofficial Transcript

To view your unofficial transcript, click the graduation cap on the left side of the page.



How to View a New Program of Study

My Progress displays course requirements for your active program of study. To view requirements for a different program of study click on *View a New Program*. Choose a program option from the list and click "View Program".



Temporarily view any other program available at MCC. Review how courses you have completed meet the requirements of different programs. Your active program won't officially change.