



Step-By-Step Guide For

# MAP

**MY ACADEMIC PLAN**

*A planning tool to help you  
build your student education plan  
and register for classes.  
Get started today!*



***[www.canyons.edu/MAP](http://www.canyons.edu/MAP)***



*This booklet is designed to take you through the step-by-step process of creating your student education plan, searching for courses and registering. My Academic Plan (MAP) can outline the classes you need to complete your certificate or degree. Once you have built your MAP, you will be able to see the classes you need and determine how long it will take to complete your educational and career goals. The classes you map out will tell us what classes we should offer in future semesters. Take the time to build your MAP today.*

## Building Your MAP

**Step 1: Log in to My Canyons ([my.canyons.edu](http://my.canyons.edu)).**

**Step 2: Click on the tile for "My Academic Plan" (MAP).** Note that My Canyons is constantly being updated, meaning that the location or color of the Map icon may not be the same for you in your account as shown below, but it will be similar. Clicking on this tile will take you to the online education planning tool where you can view your progress, plan and schedule your courses. The certificate and/or degree you listed on your enrollment application will be pre-loaded. Stop by counseling if you need to update your degree/certificate.




Figure 1



**Step 3: Click on *View Your Progress*.** (Figure 2) The *View Your Progress* page allows you to review your progress toward a degree or certificate, to identify specific courses remaining in both major and general education requirements, and to add remaining courses to both your educational plan and your upcoming semester schedule.

1




### View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

2




### Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

3



### See a Counselor

Once you have completed your education plan, meet with a counselor to ensure you are on the right track to achieving your educational goal.

[Go to Counseling](#)

Figure 2



**Step 4: Review the courses you need to complete a degree or certificate.** This is very similar to the Program Evaluation tool available to students through My Canyons. On this page you are able to view program requirements and review if classes are “Not Started,” “Planned,” “In-Progress,” or “Completed.” (Figure 3)

## Requirements

### MAJOR-HOTEL/RESTAURANT MANAGEMENT.AS

Must have 2.000 minimum GPA for this requirement. Current GPA: 3.000

Complete the following item. 0 of 1 Completed. [Hide Details](#)

#### A. HOTEL/RESTAURANT MGT

Group 2: Take either Hotel/Restaurant Management 220 OR 235.

Complete all of the following items. 0 of 2 Completed. [Hide Details](#)

1. Complete 15 credits. Take courses HRMGT-101, HRMGT-210, HRMGT-225, HRMGT-245, HRMGT-275. 2 of 5 Courses Completed. 6 of 15 Credits Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
✓ Completed	<a href="#">HRMGT-225</a> Foodservice Sanitation/Safety		A	2017SP	3
✓ Completed	<a href="#">HRMGT-210</a> Hotel and Restaurant Law		C	2016FA	3
🕒 Planned	<a href="#">HRMGT-101</a> Intro to Hospitality Industry			2020SP	3
🕒 Not Started	<a href="#">HRMGT-245</a> Hotel/Rest Suprvsn/Guest Relat				
🕒 Not Started	<a href="#">HRMGT-275</a> Hospitality Indust. Accounting				

2. Complete 1 course. Choose from the courses HRMGT-220, HRMGT-235. 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
🕒 Not Started	<a href="#">HRMGT-220</a> Restaurant Operations				
🕒 Not Started	<a href="#">HRMGT-235</a> Hotel/Rest Sales and Marketing				

### GENERAL ED - NATURAL SCIENCE

Complete the following item. 0 of 1 Completed. Fully Planned [Hide Details](#)

#### A. NATURAL SCIENCE

Choose at least one 3 unit course.

Complete all of the following items. 0 of 1 Completed. Fully Planned [Hide Details](#)

- 🕒 Fully Planned 0 of 3 Credits Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
✓ Registered	<a href="#">ANTHRO-101</a> Physical Anthropology			2020WI	3

Figure 3



**Step 5: Add a course to your *Timeline* and *Schedule*.** From the *My Progress* page, select a required course for the selected degree or certificate. You will be brought to the *College Catalog* screen (Figure 4), where the class will be listed with the course description and the available sections for the current and upcoming term (if available).

Click on “Add Course to Plan,” select the term in which the course will be taken, and then finish the action by clicking again on “Add Course to Plan” (Figure 5).

Search for Courses and Course Sections

[Back to My Progress](#)

Search for courses...

Filters Applied: None

**Filter Results**

**Subjects**

☐ Hotel Restaurant Management (1)

**Locations**

☐ Canyon Country Campus (1)

☐ Online Campus (1)

☐ Valencia Campus (1)

[Show All Terms](#)

**HRMGT-245 Hotel/Rest Suprvsn/Guest Relat (3 Credits)**

Provides a comprehensive analysis of the design and delivery of service industry products with emphasis on effective managerial oversight techniques. The performance and evaluation of operating systems are presented and then compared to the standards of leading industry performers.

**Requisites:** None

**Locations:** Valencia Campus, Online Campus, Canyon Country Campus

[View Available Sections for HRMGT-245](#)

[Add Course to Plan](#)

Figure 4

**Course Details**

**HRMGT-245 Hotel/Rest Suprvsn/Guest Relat**

Provides a comprehensive analysis of the design and delivery of service industry products with emphasis on effective managerial oversight techniques. The performance and evaluation of operating systems are presented and then compared to the standards of leading industry performers.

**Credits** 3

**Locations Offered** Valencia Campus, Online Campus, Canyon Country Campus

**Requisites** None

**Term** [Select a term...](#)

[Close](#) [Add Course to Plan](#)

Figure 5

The course will now be reflected on your Timeline, or educational plan, and show as Planned when you view your *My Progress* page.



If you plan to take the class in the upcoming term, and the current schedule is available, click on “View Available Sections”. You can then select the section you wish to register for in the upcoming term by clicking on “Add Section to Schedule” (Figure 6).

Filters Applied: None

HRMGT-245 Hotel/Rest Suprvsn/Guest Relat (3 Credits)

Add Course to Plan

Provides a comprehensive analysis of the design and delivery of service industry products with emphasis on effective managerial oversight techniques. The performance and evaluation of operating systems are presented and then compared to the standards of leading industry performers.

**Requisites:**  
None

**Locations:**  
Valencia Campus, Online Campus, Canyon Country Campus

[View Available Sections for HRMGT-245](#)

Spring 2020

[Hotel/Rest Suprvsn/Guest Relat 44278](#)

Add Section to Schedule

Seats	Times	Locations	Instructors
34	M/W 8:00 AM - 9:20 AM 2/10/2020 - 6/4/2020	Valencia Campus, Hasley Hall 133 Lecture And/Or Discussion	Anthony, K

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Figure 6



You will then see the Section Details and can finish adding the section by again clicking “Add Section” (Figure 7).

## Section Details

**HRMGT-245-44278 Hotel/Rest Suprvsn/Guest Relat**  
Spring 2020

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<b>Instructors</b>	Anthony, K      ( <a href="mailto:kevin.anthony@canyons.edu">kevin.anthony@canyons.edu</a> )
<b>Meeting Information</b>	M, W 8:00 AM 9:20 AM 2/10/2020 - 6/4/2020 Valencia Campus, Hasley Hall 133 (Lecture And/Or Discussion)
<b>Dates</b>	2/10/2020 - 6/4/2020
<b>Seats Available</b>	19 of 34 Total
<b>Credits</b>	3
<b>Grading</b>	<div>Graded ▾</div>
<b>Requisites</b>	None
<b>Course Description</b>	Provides a comprehensive analysis of the design and delivery of service industry products with emphasis on effective managerial oversight techniques. The performance and evaluation of operating systems are presented and then compared to the standards of leading industry performers.
<b>Books</b>	<a href="#">Bookstore Information</a>
<b>Transfer Status</b>	CSU

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Close

Add Section

Figure 7

The class will now be reflected in your *Schedule* and *Timeline*, and will allow you to register for the class from the “Schedule” page.



**Step 6: Add courses to your *Timeline* not reflected on your *My Progress* page.** For your chosen degree/certificate, transfer and/or career goals, you may need to take additional math, English or prerequisite courses not listed on your *My Progress* page. To include these courses in the *Timeline*, locate them in the *Course Catalog*.

Hover over “Student Planning,” select “Course Catalog,” and then search for the course by typing the subject in the search field (Figure 8 & 9). Once the class is located, follow the same instructions for “Add Course to Plan” found in Step 5.

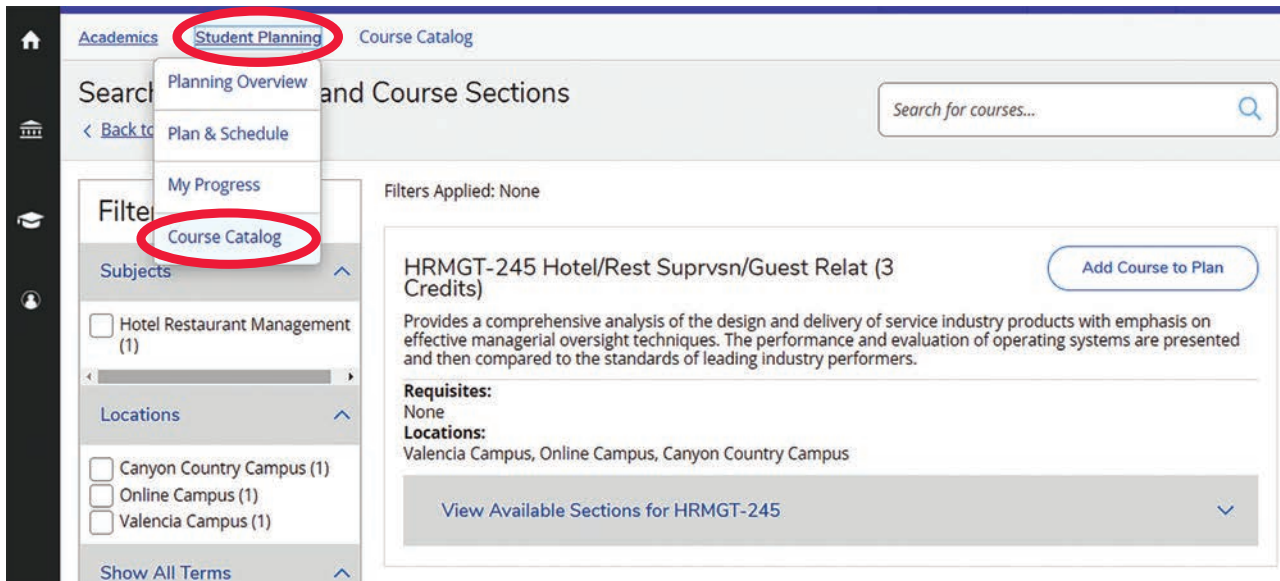


Figure 8

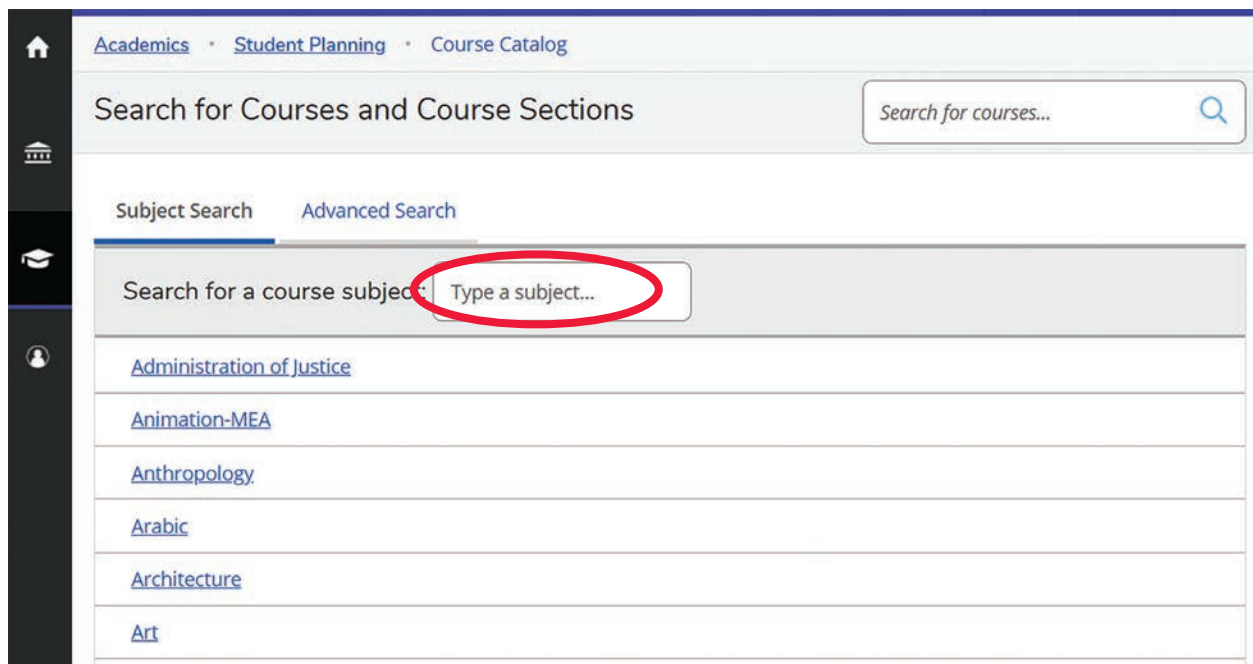



Figure 9



**Step 7: Plan your degree and register for classes.** From the homepage, click on *Plan your Degree & Register for Classes* (Figure 10). This area provides you with information on your upcoming semester schedule (*Schedule*), as well as access to your educational plan (*Timeline*). You will also be able to register for your classes directly from your planned schedule. If you have met with a counselor who helped build your MAP, you can view their comments added under “Notes” in the Advising section.

1




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[Go to Plan & Schedule](#)

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[Go to Counseling](#)

Figure 10



From the *Schedule* screen, you will have the ability to register for your planned courses (Figure 11). You may register for all classes listed in the schedule by clicking on the “Register Now” button at the top right corner of the screen, or for individual classes by clicking on the “Register” button embedded in each course section listed on the left.

Plan your Degree and Schedule your courses

Search for courses...

Schedule

Timeline

Advising

Petitions & Waivers

<

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Spring 2020

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+

Remove Planned Courses

Register Now

Filter Sections

Save to iCal

Print

Planned: 9 Credits
Enrolled: 0 Credits
Waitlisted: 0 Credits

Industry

View other sections

HRMGT-245-44278: Hotel/Rest Suprvsn/Guest Relat

Planned

Credits: 3 Credits  
Grading: Graded  
Instructor: Anthony, K  
2/10/2020 to 6/4/2020  
Seats Available: 34

Meeting Information

Register

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		HRMGT-245-44278 X		HRMGT-245-44278 X			
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							

Figure 11



The *Timeline* screen (Figure 12) displays the current and planned courses (up to three years) you have selected to complete your educational goal, and messages about pre-requisite courses. Remember to pay close attention to those pre-requisite courses that may appear. You can also drag and drop courses to rearrange which semesters you want to take them in. Make sure you always check in with counseling if you have any questions.

The screenshot shows the 'Timeline' tab selected in the top navigation bar. Below the navigation bar are two buttons: 'Add a Term' and 'Remove Planned Courses'. The main content area is divided into three columns representing different semesters: Fall 2019, Winter 2020, and Spring 2020. Each column contains a list of courses with their credits and a close button (X). The Fall 2019 column shows 'HIST-111-42867: United States History I' (3 Credits). The Winter 2020 column shows 'ANTHRO-101-47466: Physical Anthropology' (3 Credits) and 'SPAN-150: Beg Conversational Spanish' (3 Credits). The Spring 2020 column shows 'ADMJUS-101: Introduction to Admin Jus' (3 Credits), 'HRMGT-101: Intro to Hospitality Industry' (3 Credits), and 'HRMGT-245-44278: Hotel/Rest Suprvsn/Guest Relat' (3 Credits). A yellow warning box in the Spring 2020 column states: 'Recommended Preparation: ENGL-101 or ENGL-101H - Recommended prior to taking this course, but is not required.' At the bottom of each column, the total credits are displayed: '3 Planned Credits' for Fall 2019, '3 Enrolled Credits, 3 Planned Credits' for Winter 2020, and '9 Planned Credits' for Spring 2020. Navigation arrows are visible on the left and right sides of the course lists.

Figure 12





# Key items to remember when building your MAP:

- Be sure to add your math and English courses first. Start with the courses you placed into and build the sequence until you reach what is needed for your major or for transfer.
- **See a counselor** when you are done building your education plan. They are happy to check it over with you to ensure you are on the right track to meet your educational goal.

## Are you transferring?

- Follow an AA-T or AS-T degree if available in your major if you plan on transferring to a CSU.
- If an AA-T or AS-T degree is not available, and you plan on transferring to a CSU, select *CSU* or *IGETC Certification* as a program so that these general education plans are included in your *My Progress* page. If you plan on transferring to a UC school, select *IGETC* certification only.
- If transferring to a CSU or UC, be sure to check <http://www.assist.org> to add the required major prep coursework for your chosen transfer school(s).
- Are you transferring to a private or out-of-state college or university? Check the counseling webpage for articulation agreements you can use to ensure you are taking the right classes to meet these schools' transfer requirements.

## Veteran Students

All veteran students **must** meet with a counselor to build their comprehensive education plan. The Online Education Plan **must** be approved by a counselor prior to being certified. Only classes on your approved education plan are eligible for Veteran Benefit Certification.

## Honors Students

Honors students are encouraged to speak with a counselor once an Online Student Education Plan is completed. Remember to add your major preparation courses from [assist.org](http://www.assist.org) to your plan.

**Need Help?** Visit [www.canyons.edu/MAP](http://www.canyons.edu/MAP)



[www.canyons.edu/MAP](http://www.canyons.edu/MAP)