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!*

COLLEGE OF THE CANYONS

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)*.

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)*

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).*

Figure 4

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

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

Instructors	Anthony, K (kevin.anthony@canyons.edu)
Meeting Information	M, W 8:00 AM 9:20 AM 2/10/2020 - 6/4/2020 Valencia Campus, Hasley Hall 133 (Lecture And/Or Discussion)
Dates	2/10/2020 - 6/4/2020
Seats Available	19 of 34 Total
Credits	3
Grading	Graded
Requisites	None
Course Description	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.
Books	Bookstore Information
Transfer Status	CSU

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.
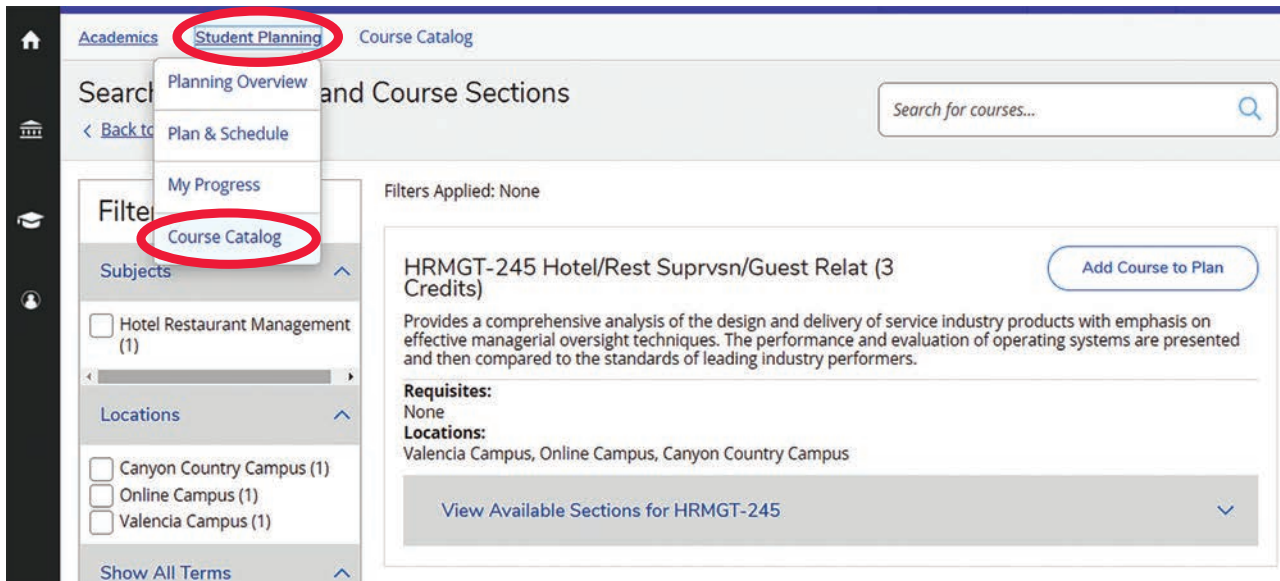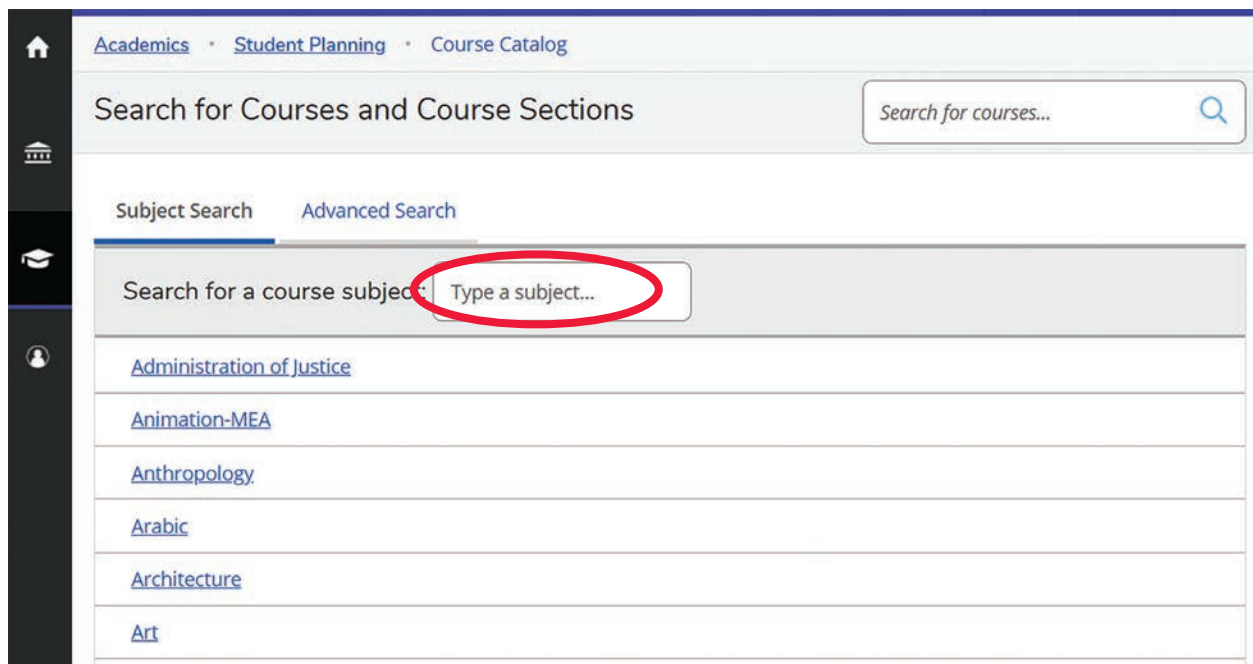

Figure 8

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.

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.

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.

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 to your plan.

Need Help? Visit *www.canyons.edu/MAP*

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