Building an Online Educational Plan

Step 1: Log-in to *My Canyons*.

Step 2: Confirm your planned degree or certificate program. Before students build their Online Educational Plan, they need to select and/or confirm their chosen major. In *My Canyons*, click on *Add or End a Program* and follow the directions provided.

Step 3: Click on *Online Ed Plan*, located under the heading *Academic Planning*. This will take the student to the Online Ed Plan program where they can view their progress or plan and schedule their courses.

![Figure 1](image-url)
Step 4: Click on View Your Progress. The My Progress page allows students to review their progress toward degree or certificate completion, to identify specific courses remaining in both major and general education requirements, and to add remaining courses to both the student’s educational plan and their upcoming semester schedule.

Figure 2

Step 5: Review the courses needed to complete the degree or certificate. This is very similar to the Program Evaluation, also a tool available to students through My Canyons. On this page, students are able to view program requirements and review if classes are “Not Started,” “Planned,” “In-Progress,” or “Completed.”

Figure 3
Step 6: Add a course to your Timeline and Schedule. From the My Progress page, select a course required for the selected degree or certificate. The student will be brought to the College Catalog screen (Figure 4), where the class will be listed with course description and 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).

This course will now be reflected on the students “Timeline”, or educational plan.
If the student plans to take the class in the upcoming term, and the schedule is available, click on “View Available Sections” (Figure 6). The student can then select the section they wish to register for in the upcoming term by clicking on “Add Section to Schedule” (Figure 7).

The class will now be reflected in the student’s “Schedule” and “Timeline”, and will allow the student to register for the class from the “Schedule” page.

**Step 7: Add courses to your Timeline not reflected on your My Progress page.** Students may be taking developmental math and/or English courses which are not listed on their My Progress page for their chosen program. To include these and other classes 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 6.
Step 8: Click on Plan Your Degree & Register for Classes. This section provides students information on their upcoming semester schedule, as well as access to their educational plan (“Timeline”). Students will also be able to register for their classes directly from their planned schedule. In the “Advising” section, students are able to view comments made by a counselor regarding their plan, or if particular courses have been approved or denied.
Note the ability to register from the “Schedule” screen (Figure 11): a student 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.

The “Timeline” screen (Figure 12) displays the current and planned courses a student has selected to complete their educational goal, and can be built up to two years in the future.
Step 9: Return to the My Progress page to review the status of course requirements. Now that the student has added courses to their Timeline and Schedule, the My Progress page will be updated accordingly.

![Course Schedule]

Figure 13

Here are some key items to remember when building your Online Education Plan:

- 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 meeting your 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 school.
- If an AA-T or AS-T degree is not available, and you plan on transfer to a CSU school, 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 transfer to a UC school, select IGETC certification only.
- If transferring to a CSU or UC school, be sure to check [http://www.assist.org](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 need to 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 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.