Creating an Ed Plan in Your Education Planner

Creating an Education Plan – your personal, term-by-term roadmap to earning your degree – is a very important part of your success strategy. It is also a vital registration preparation step.

1. Log in to the Student Portal at My.CCC.edu.


The planner to the right shows courses that have been added to the planner and then organized into terms.

Initially, your planner will be empty.
3. When the My Planner page appears, select the Plan by My Requirements button (recommended) to add courses. 

Tip: your degree audit (shows which degree requirements have/have not been satisfied) is behind the Plan by My Requirements button. You can add courses by selecting them directly from your degree audit report.

You can also add courses by selecting Browse Course Catalog (see Step 11).

4. The Plan by My Requirements page displays your degree audit report. The following icons are used:

- **Symbol**
  - Taken: Course has been completed.
  - In Progress: Course is In Progress (not yet graded, currently attending, or enrolled).
  - Planned: Course has been added to your planner.

Each degree audit report includes:
- Disclaimer
- Degree/certificate requirements, including requirements Satisfied or Not Satisfied
- GECC – IAI (General Education Core Curriculum)
- Courses Not Used
5. Each section of the degree audit shows the status.

In this example, the student’s Communications requirements have not been satisfied: 9 units are required, 6 have been taken, 3 more units are required.
- English 101 and 102 have been Satisfied. 
  Note: the Status column shows Taken, In Progress, and Planned courses.
- Speech 101 is Not Satisfied.

6. Add courses that are Not Satisfied (such as Speech 101 in this example) to your planner by selecting the hyperlink in the Description column.
7. The Select Course Offering page opens for the selected course.
   - Check the desired Course Offering (campus).
   - Select the Add to Planner button to add the course to your planner.

For detailed information about the course, including pre-requisites, select the hyperlinks in the grid to open the Course Detail page.

8. Upon selecting the Add to Planner button, you will receive a confirmation message that the selected course has been successfully added to your planner.

Select the Return to Plan by My Requirements link to return to your degree audit report.

Repeat the above steps as many times as needed to plan all of your desired courses.
9. Courses added to your planner in Steps 7 and 8 above will be displayed in the Unassigned Courses grid. To move course(s) to a desired term:
   1. Check the Select box next to each course that you want to move to a term.
   2. Select the desired term from the Move selected courses to Term dropdown menu.
   3. Select the Move button.

10. You will receive a confirmation message when the course has been moved to the desired term. The course will now be displayed in the grid for the selected term.

Repeat as many times as needed to move all of the planned courses into specific terms.
11. As mentioned in Step 3, above, you can also add courses to your planner by selecting Browse Course Catalog.

Select the letter or number indicating the course subject, select the desired subject (math has been selected in this example).

Select desired courses and then Add to Planner. Repeat as many times as needed to plan all of your desired courses.