

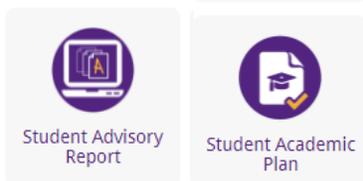
## Completing your Academic Plan

For a short video tutorial on completing this academic plan, go to:

[http://youtu.be/oWGLBIZi\\_jw?hd=1](http://youtu.be/oWGLBIZi_jw?hd=1)

Please review the following instructions and any instructions your instructor gives you. Then, you will be able to begin and update your Student Academic Plan in your MyMC portal, using the Student Advisory Report :

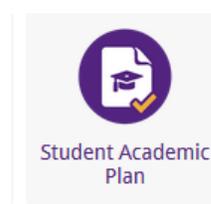
**(A) Step 1-** Log into your MyMC account and locate the icons for the Student Advisory Report and the Student Academic Plan:



Sign in to your MYMC account and click on the Student Academic Plan (SAP) icon. You will need to have your M number available.

1. Enter your M number
2. Click on the “View the Selected Report Online” option
3. Check your major. If you major is not correct, you must complete the Declaration or Change of Program of Study form available at this link:

<http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=21507>



**(B) Step 2 – Current and Academic History-** enter the courses you are currently taking or have previously taken. Label each semester. To see a list of your previous courses by semester (with grades), click on the “Academic History” tab on the far right.

*Be sure to click SAVE at the bottom left corner of the screen when you are done with Step 2.*

**(C) Step 3- Future Courses-** enter the courses you plan to take for all semesters until you graduate.

If you are unsure as to which courses you need for your declared major, you can refer to the **Advising Worksheet** for your major. **Advising Worksheets** can be accessed through the following link:

<http://cms.montgomerycollege.edu/EDU/plain.aspx?id=15000>

Alternately, if you may want to meet with a counselor or program advisor to discuss your course selections. *(Neither counselors nor program advisors will complete the form for you, but both are available to discuss your plan. See the attached instructions for setting up appointments with counselors and times program advisors are available for consultation.)*

*Be sure to click SAVE at the bottom left corner of the screen when you are done with Step 2.*

**(D) Step 4- Academic Plan Review-** To have your plan reviewed, you will need to meet with a counselor or program advisor with in your area of study. If you are a Business major, you should meet with an advisor/professor in the business department, etc. If you are General Studies major, you can meet with a program advisor from a discipline you are interested in or you can meet with a counselor to review your plan. Whomever you meet with, should add comments and their name on tab 2 of the plan.

**NOTE:** If you are a post-baccalaureate student, you need only complete the semester-based Advising Sheet, identify that you already have degree, and indicate the reasons you are taking courses.

**NOTE:** If you know you are transferring after this semester, you need only complete the semester-based Advising Sheet for past and current semesters.

**(E) Step 5- Submit Plan**

1. Click on "Submit as Complete" (you **WILL** be able to modify and then resubmit your plan in the future, so don't panic!)
2. Click on the "Print Student Academic Plan" button. Follow your instructors instructions for submitting the assignment in class. Print out a physical copy of your plan to keep for your records and to use to help you register for next semester.
3. Be sure to come back to your plan to update it each semester with any changes to the courses you are taking and to revise your future plan as needed.