

Creating an Educational Plan

Determine which courses you will take during the next 2 semesters. Keep in mind course sequencing, prerequisites and remember if you are on probation, you are limited to 10 or fewer credits (3 or fewer classes).

If you have questions about course selection, contact your assigned advisor or attend an educational planning workshop but creating your Educational Plan in Student Planning is your responsibility. You must complete the Educational Plan to appeal your Financial Aid denial.

This semester: **Fall** **Spring** **20** _____

1. _____
2. _____
3. _____
4. _____

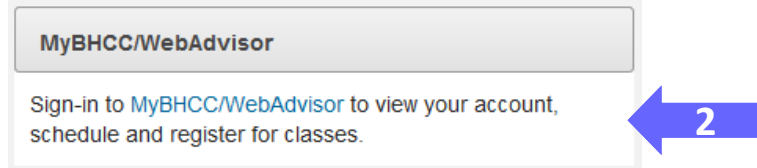
Next semester: **Fall** **Spring** **20** _____

1. _____
2. _____
3. _____
4. _____

Do not forget about developmental courses (courses below 100 level); any courses that are prerequisites to your program but are not included on the Program Evaluation or if you need to repeat any courses that you completed with a grade of F (or in some cases a D).

Step 1: Open Google Chrome or Mozilla FireFox and Log on to your **BHCC Portal** account

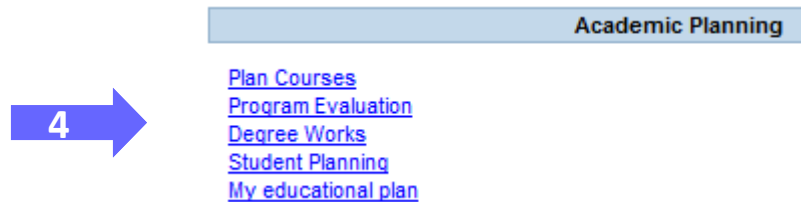
Step 2: Click on the **MyBHCC/WebAdvisor** link



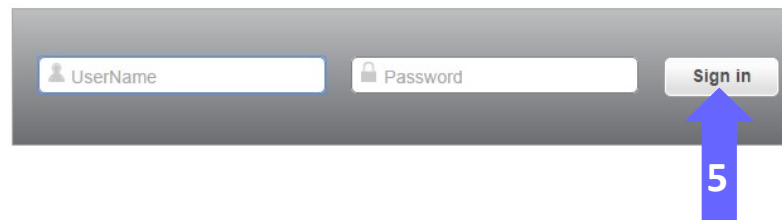
Step 3: Click on the **Students Menu**



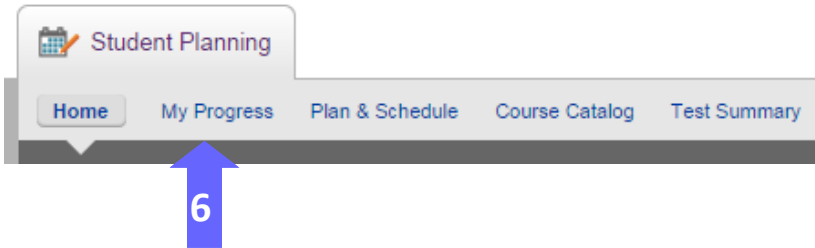
Step 4: Under **Academic Planning**, select **Student Planning**









Step 5: Log in




Step 6: Under **Student Planning** select **My Progress**



My Progress Status Indicators:

-  **Completed** Completed the course with an A, B, C or D
-  **In-Progress** Currently enrolled in the course
-  **Planned** Course has been planned
-  **Not Started** Course has not been started
-  **Fully Planned** Area or major requirements have been fully planned
-  **Fulfilled** Fulfilled the course of area requirement

Step 7: To plan for courses that are **Not Started**, click on the course link

Status	Course
 Not Started	ENG-112 College Writing II



Step 8: Select **Add Course to Plan**



ENG-112 College Writing II (3 Credits) **Add Course to Plan**

This course focuses on the research paper, the longer essay, argumentation, critical writing, and reading. The course meets General Education "College Writing" Requirement Area 1. Prerequisite: Grade of C or better in College Writing I (ENG111).

Requisites: ENG111 with a grade of C or better - Must be completed prior to taking this course.

[View Available Sections for ENG-112](#)


Step 9: Select the **Term**, then select **Add Course to Plan** (You will see a notification once the course has been added to your plan).

Course Details

ENG-112: College Writing II

This course focuses on the research paper, the longer essay, argumentation, critical writing, and reading. The course meets General Education "College Writing" Requirement Area 1. Prerequisite: Grade of C or better in College Writing I (ENG111).

Credits: 3
Locations Offered: TBD

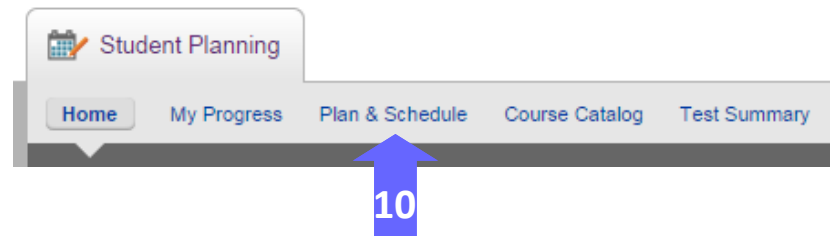
Requisites:  ENG111 with a grade of C or better - Must be completed prior to taking this course.

Term: Spring Semester 2015

Close Add Course to Plan



Step 10: To view planned courses select **Plan & Schedule**. Then select **Schedule** or **Timeline**. You may also view planned courses in **My Progress**.




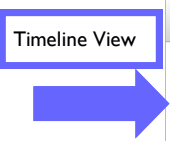
	Mon	Tue	Wed	Thu	Fri
8am					
9am					
10am					

Timeline View **Spring Semester 2015**

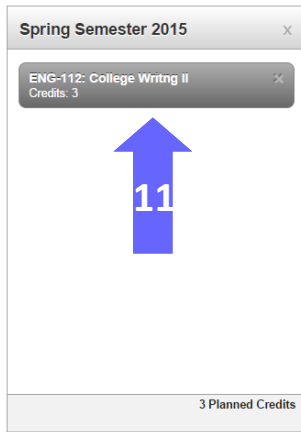
ENG-112: College Writing II Credits: 3

My Progress View

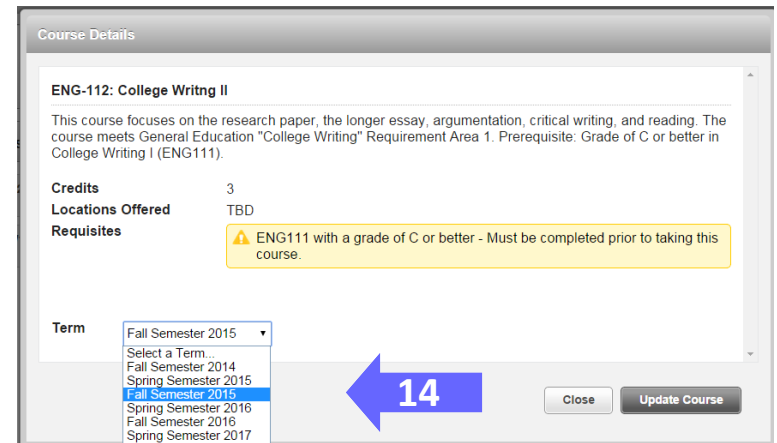
Status	Course	Search	Grade	Term	Credits	Hide
 Planned	ENG-112 College Writing II			2015SP	3	



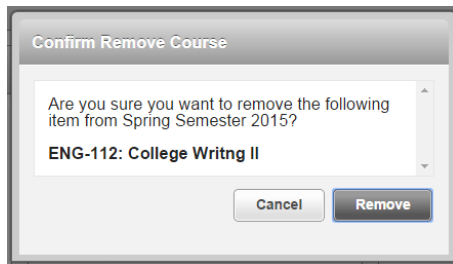
Step 11: To remove classes from your plan, go to **Plan & Schedule** and select **Timeline** or **Schedule**. Click on the **X** next to the class you want to remove.



Step 14: Select the new planned **Term** then select **Update Course**.



Step 12: Select **Remove** if you want to remove the course from your plan, otherwise, select **Cancel**.



Step 15: To add more course to your plan, go back to **Step 5** and continue to plan courses

Step 13: To change the planned semester for a class, go to the **Timeline** or **Schedule** view and click on the name of the course.

