HOW TO CREATE AN EDUCATIONAL PLAN

Step 1: enter through → myBHCC at www.bhcc.mass.edu or go directly to http://onlineservices.bhcc.mass.edu

Step 2: Select Log In

Step 3: Enter your User ID and Password.

Step 4: Select Program Evaluation, under the Academic Planning section.

Step 5: The program listed is your official program of study, select the box under Choose One and then Submit. To complete a different program; you must complete and submit a Program Change Form to the Admissions & Registration desk.

Step 6: Print your Program Evaluation, this will allow you to see which courses you have completed and which courses you still need to complete.

Step 7: 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, but creating your Educational Plan in WebAdvisor 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 8: Go back to the **Students** Menu and select **Plan Courses**, under the **Academic Planning** section.

Step 9: Select **Create/Add to Worksheet**

Step 10: Confirm that your program is correct and **Submit**. If not, please complete a **Program Change Form** and submit to the Admissions & Registration Desk.
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Step 11: Use the pull down menu to select the Subject and enter the Course Number of each course you would like to plan. Then Submit.

Step 12: Use the pull down menus to select a Planned Term for each course you need to plan and then Submit.

Step 13: You should now see a list of the courses you have planned. Select OK and you will now plan the remainder of your required coursework.

Step 14: Now you will print a new Program Evaluation to submit to the Financial Aid Office. Select Program Evaluation under Academic Planning.

Step 15: Select the box under Choose One and then using the drop down menu change What work do you want to include to All (includes planned) and then Submit. Print a copy of this Program Evaluation that now includes your planned courses as well as completed and in-progress course work and submit it to the Financial Aid Office.