

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 open the bhcc.edu webpage.

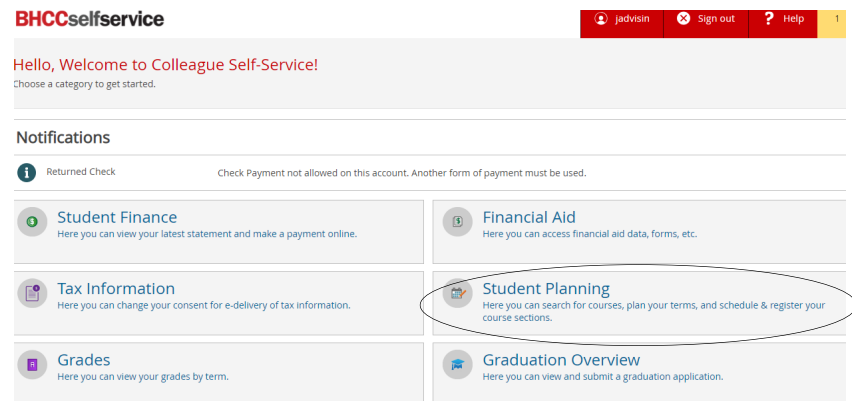
Step 2: Click on the **MyBHCC** link

[Request Information](#) | [myBHCC](#) | [email](#) | [Portal](#) | [BHCCOnline](#) | [Directory](#)

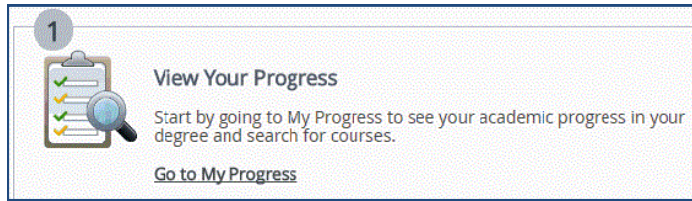
Step 3: Click on the Login Button



Step 4: Once logged in select **Student Planning**



Step 5: Select My Progress to view courses required to complete your degree.



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

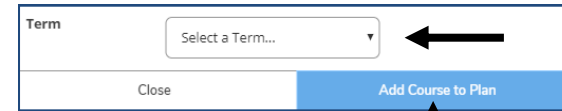
Status	Course
ⓘ Not Started	ENG-111 College Writing I

Step 7 Select **Add Course to Plan**

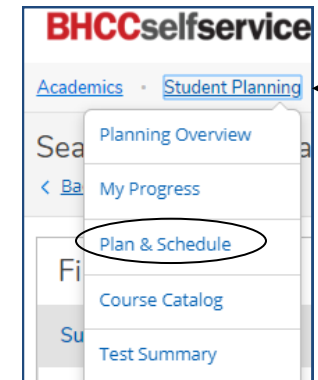
ENG-111 College Writing I (3 Credits) Add Course to Plan

This course emphasizes writing as a process, from planning and drafting through revising and editing. Using personal experience, readings, and other sources, students write unified, coherent, well-developed essays and practice paraphrasing, summarizing, and using sources responsibly. To be eligible to take College Writing II (ENG112), students must earn a grade of C or better for this course. The course meets General Education College Writing Requirement Area 1. Prerequisite: Grade of C or better in Writing Skills II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

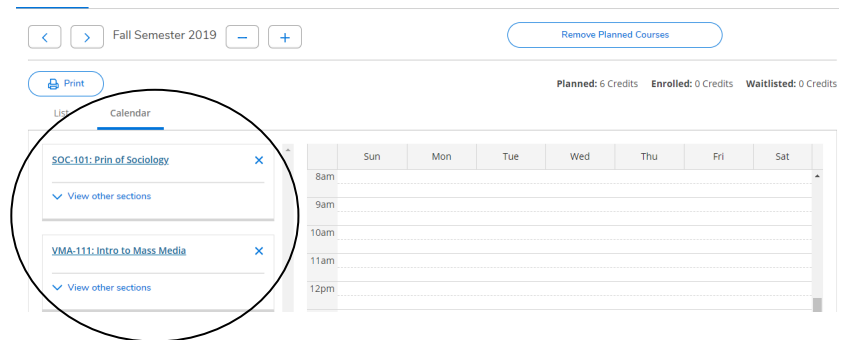
Step 8: Select the **Term**, then select **Add Course to Plan** (You will see a notification once the course has been added to your plan).



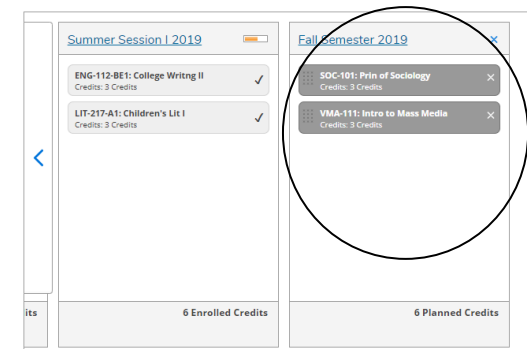
Step 9: To view planned courses select **Plan & Schedule** from student planning drop down menu. You may also view planned courses in **My Progress**.



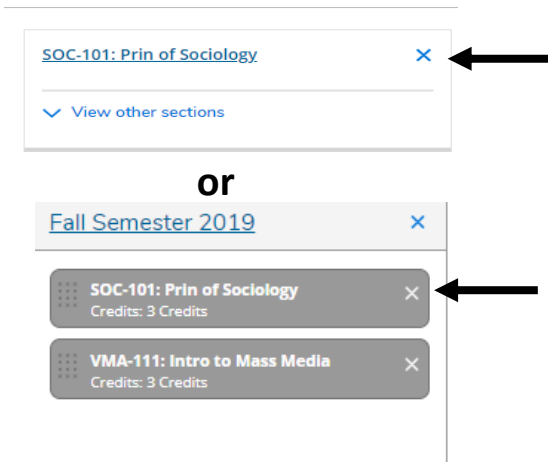
Step 10: Classes you planned will appear on the left plan pf your weekly planner.



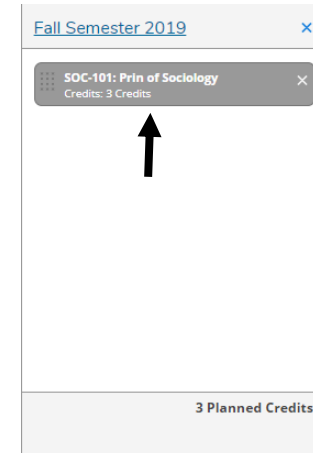
You can also view planned courses on your timeline.



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.

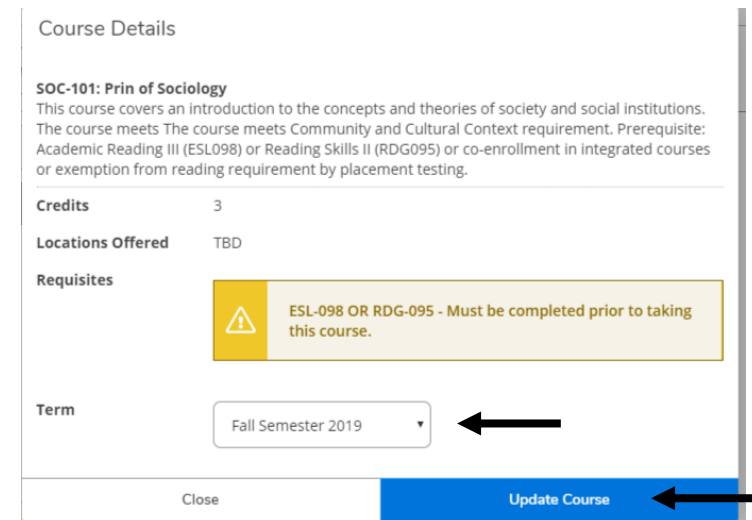
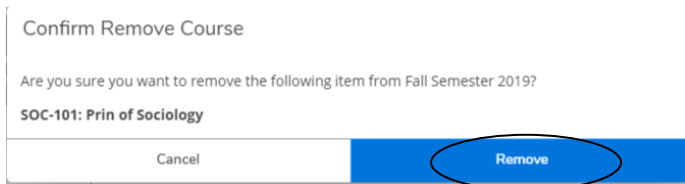


Step 13: To change the planned semester for a class, go to the **Timeline** or **Schedule** view and click on the name of the course.



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