Ed Plan Baselines & Expectations

Ask student if:

- ☐ Previously attended another higher ed institution
- ☐ Passed AP, IB, or CLEP exams
- ☐ Military experience (DD214)
- ☐ Accurate program of study

Ed Plan Naming Convention

- ☐ Local Program of Study or Goal, COU Last Name & First Initial, Date, Petition Type

  For examples of Ed plan naming convention see Ed Plan Naming Convention section

Creating Ed Plans

- ☐ A student must have one **"Active"** plan at all times.
- ☐ For a student with multiple programs on file, one active plan per degree type is allowable (AA, AS, AAT, AST, or Certificate)

  For Active + Locking plans see How to Inactivate and Unlock Ed Plans section

- ☐ Accurate course numbering (i.e. **MAT 010 for MC** or MATH 010 for WVC)
- ☐ Accurate course sequencing and planning (prerequisites or co-requisites)
- ☐ Specify elective type (AA/AS, CSU, or UC elective)
- ☐ Include in-progress courses for current term as part of the ed plan
- ☐ Plan Notes
  - o External/prior coursework or exams
  - o Accurate unit counts (include completed AA/AS, CSU, or UC units)
  - o GE Pattern
  - o Prospective transfer schools
  - o Any important information for interpretation of the plan (*use professional judgment*)
- ☐ Term Notes & Reminders
  - o Action items for this specific term
- ☐ Course Notes
  - o Information about course choice, GE options, etc.
- ☐ Reminders
  - o Create TAP Account
  - o Submit TAG
  - o UC Transfer
  - o CSU Transfer
  - o Nursing Applications
  - o Etc
- ☐ Interpret ASSIST information correctly
- ☐ Do no edit another Counselor's ed plan

Abbreviated Ed Plans (AEPs)

- ☐ MC AEP does not represent all coursework required to take a student from starting point to completion of goal
- ☐ Select **"Course Selection"** on Cranium Café reason codes

Comprehensive Ed Plans (CEPs)

- ☐ MC CEP must represent all coursework required to take a student from starting point to completion of goal
- ☐ Select **"Ed Plan"** on Cranium Café reason codes

Ed Plan Best Practices	Ed Plan Helpful Tips

• **Ask student if:**
    ○ They are part of any programs on campus
    ○ Employed
    ○ Part-time or Full-time student
    ○ Other outside responsibilities
• **Use "course choice" for students who cannot choose a specific course for any GE area.**
    ○ For example: CSU Area C3 or IGETC Area 3 use "course choice" and type: "@ @ CSU Arts" and "@ @ CSU Humanities" or "@ @ IGETC Arts" and "@ @ IGETC Humanities"
	• DegreeWorks functions best for students who began attending WVMCCD summer 2017 – present.
	• DegreeWorks **does not** contain external student coursework.
	• DegreeWorks **does not** contain transfer admission requirements or ASSIST data.
	• Email can be sent directly to student by clicking on the envelope icon in the top right-hand corner of the Plan and Audit.
	• Recommend using Google Chrome or Mozilla Firefox browsers
	• If the student's major has changed, you will not be able to revise an existing plan. Do a "Save As" and work from "Save As" copy.
	• If you select "more information" from the ellipse (3 vertical dots) at the top of the semester, a listing of all courses with descriptions and schedule will display.

Ed Plan Naming Convention

Local Program of Study or Goal, COU Last Name & First Initial, Date, Petition Type

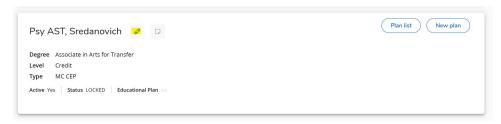| Goal	Naming Convention Examples
Certificate without transfer	Associate Teacher CERT, Barnes Y 01 09 21
AA or AS without transfer	Fire Tech AS, Barnes Y 02 09 21
ADT without transfer	AJ AST, Barnes Y 03 09 21
Certificate with transfer	Transfer Stud IGETC CERT, Barnes Y 04 09 21
AA or AS with transfer	Human Bio AS, Sredanovich R 05 09 21
ADT with transfer	Bus Admin AST, Sredanovich R 06 09 21
Transfer only	UCTA UCSC Comp Sci, Sredanovich 07 09 21
Prerequisites only	Prereq Unv of Pacific Dental Hygiene, Sredanovich 08 09 21
Financial Aid Appeal	Econ AAT, Zavala A 09 09 21 FA Appeal
Student Petition	Kin AAT, Zavala 10 09 21Petition
Reinstatement	CIS AS, Zavala 11 09 21 Reinstatement

Updated: 03/2021

How to Inactive & Unlock Ed Plans

If you create a CEP for a student who has an "Active" and/or "Locked" ed plan, complete the following steps to "inactivate" and "unlock" old ed plans.
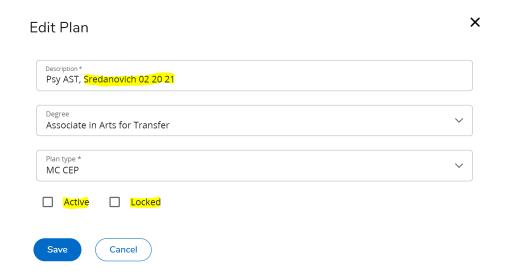
Step 1: From the "Plan List" select the ed plan that is "Active."

Step 2: Click edit "Edit Plan" icon.

Step 3: Make sure the COU name (COU who created the plan) and date (date ed plan was created) are in the ed plan description and unselect "Active" and "Locked".

Step 4: You name will appear as the "who" created the plan, but credit for who created the CEP is located in the ed plan naming convention or "description."

Plan List

Description	Active	Modified ↓	Who	Degree	Level	Status	
Psy AST, Sredanovich 02 20 21	No	3/8/2021	Zavala, Alejandro L	AA-T	CR	NOT LOCKED	🗑
PREREQ CHECK	No	3/4/2021	Barnes, Yolanda D	AA-T	CR	NOT LOCKED	🗑

Ed Plan - 'Save as copy'

If you 'save as copy' a colleague's CEP, make sure to update the ed plan description with your COU name and date.

Do not make any edits to another Counselor's ed plan