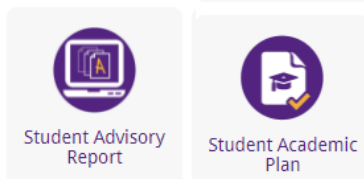


Completing your Academic Plan

For a short video tutorial on completing this academic plan, go to: http://youtu.be/oWGLBIZi_jw?hd=1

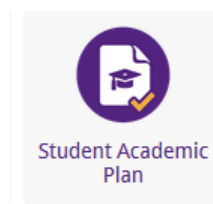
Please review the following instructions to help you. Remember the plan is not cast in stone and can be revised. You will be able to begin and update your Student Academic Plan in your MyMC portal, using the Student Advisory Report:

(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 your major is not correct, you must complete the Declaration or Change of Program of Study form available at this link: <https://www.montgomerycollege.edu/admissions-registration/student-resources/change-your-major.html>



(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 future semesters through degree completion.

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

<https://www.montgomerycollege.edu/documents/counseling-and-advising/advising-worksheets/current-catalog/341.pdf>

****Students are encouraged to review the MC Business Student Orientation and should have done so as part of our first learning module. As a reminder, this orientation is accessible at <http://bit.ly/mcbusinessorientation> and includes valuable resources specifically for business students.***

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

For the Business Advisor contact list, please see attached or use the link below. Please note we have online advisors available for online only meetings at your convenience. The Chairs of the business programs are also available if your assigned advisor is not or our online advisor as seen at the following link:

<https://www.montgomerycollege.edu/academics/program-advising/index.html#b>

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. After you have printed it scan and email to me using Bb email by the due date. Print out a physical copy of your plan to keep for your records and to use to help you register for next semester. **Upload this plan with a signature and date on it from your Advisor under this assignment. Please also upload the Advising Worksheet with your plan**
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.