STEPS TO STUDENT PLANNING:

1. **My Progress or View Your Progress:**
   - Steps to Getting Started: There are many tools to help you plan your courses and earn your degree. Here are 2 steps to get you started:
     1. View My Progress
     2. Plan Your Degree & Register for Classes

2. Program information displays—title, GPA, credits, major & core requirements, courses planned, completed.

   **At a Glance**
   - Cumulative GPA: 3.000 (2.000 required)
   - Institution GPA: 3.000 (2.000 required)
   - Degree: Associate of Science
   - Majors: AC Accounting
   - Departments: SJCC Accounting
   - Catalog: 2014
   - Description: San Jose City College offers a Certificate of Achievement and an Associate in Science in Accounting. This curriculum provides training.

3. Major & core requirements, courses planned, completed & in progress:

   **Requirements**
   - **A.S. Accounting Major Requirements**
     - Must have 2.000 minimum GPA for this requirement. Current GPA: 3.000
     - Complete the following from: 0 of 9 Completed.
   - **A. Major Requirements**
     - Complete ACCT0-021 ACCT0-022 ACCT0-023 ACCT0-024 ACCT0-025 ACCT0-026 BUS-007A BUS-007B and BUS-041.
   - **Show Classes:** 0 of 9 Courses Completed.

   **Planned**
   - ACCT0-01A - Financial Accounting
   - ACCT0-01B - Managerial Accounting

4. Add courses to plan—
   - Click on course title in requirement -
   - Click on search in requirements or catalog search -
   - Click on “Load Sample Course Plan” -

5. Planned course display under “Plan & Schedule” or “Schedule—by term or multiple terms “Timeline”:
7. Remove section from plan click on “x” in section information box:

8. To view other sections click on the “View Other Sections” and other sections display on left – choose section and it displays in yellow/gold:

9. To register – click on one of the register fields – pre-requisites & restrictions are checked:

10. Registered sections appear in green:

11. Notifications – indicate restrictions, pre-requisites, addition/deletions of courses to plan, advisor approval and other information. Help provides information about specific function & Sign out logs of Student Planning: