

Carryover Flex Hours from Fall to Spring

Step-by-step instructions...

1. Log into [MyFlex](#)
 - a. Click on “**Record MyFlex Hours**”
2. Click on “**Record Activities**” from your MyFlex Transcript
3. Select “**Carryover Hours from Fall**” then,
 - a. ‘**Save and Go To Next**’
4. **ACTIVITY TITLE** – name the activity the same name as it was called on your Fall semester MyFlex transcript.
5. **DESCRIPTION box** ~ briefly describe the activity and include that the activity was done on (*the date from the fall*) and that these are your carryover hours.
6. **START DATE** – The start date **MUST BE AFTER JANUARY 1st of CURRENT SPRING SEMESTER IN ORDER FOR IT TO APPEAR ON THAT SPRING SEMESTER’S MYFLEX TRANSCRIPT.**
7. **END DATE** can be the same as the start date as long as it is January 1st or later.
8. **NUMBER OF HOURS** ~ Input the number of hours you are carrying over from the fall.
9. Type **YOUR NAME** and then
 - a. “**Submit Pre-Approved Activity**”
10. The carryover hours will now appear on your current Spring MyFlex Transcript!!

One more thing... if you want to record hours for different activities done on different dates, you must repeat these steps for each activity you want to carryover.

IMPORTANT ~ REMEMBER... In order for your carryover Fall Flex hours so they appear on your Spring MyFlex Transcript, the *start date must be January 1st or later! You can only do this once each academic year; from Fall to Spring. You cannot carryover hours from the spring to the following Fall semester – it is a new academic year.*

Questions??

Please feel free to call the PDP office 760-795-6873

OR email either

PDP Coordinator, Bruce Hoskins, at bhoskins@miracosta.edu, or

Administrative Assistant, Debby Adler, at dadler@miracosta.edu