

# Student Quick Reference Guide

Updated 4/26/2016

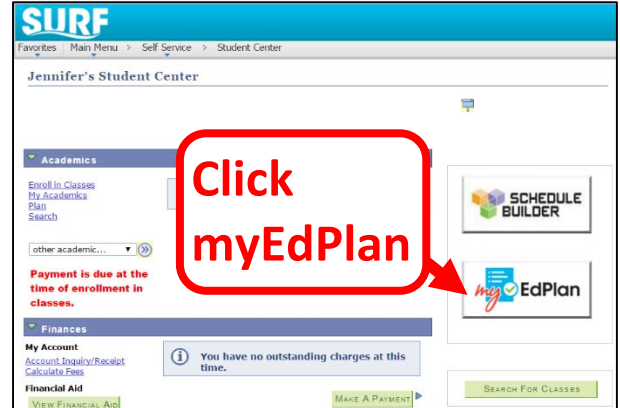


## Access myEdPlan

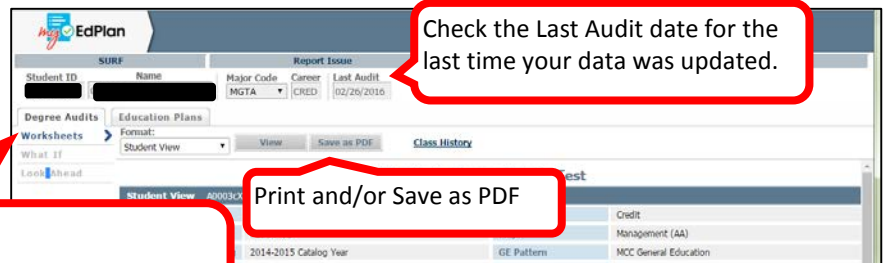
1. Open Chrome or Firefox (do NOT use Internet Explorer)
2. Navigate to SURF <https://surf.miracosta.edu>
3. Login to SURF using your normal username and password.
4. In your Student Center, click "myEdPlan"

## Reminders

- External credit from other campuses are not included in the degree audit at this time.
- Preparation courses for transfer to another institution will not be reflected on the degree audit, but may be reflected on your semester-by-semester education plan.
- The degree audit does not include prerequisite or remediation requirements, but these should be included in the semester-by-semester plan.
- The semester-by-semester plan will not check for unmet prerequisites, co-requisites, or remediation requirements when building a plan.
- See your counselor to update your major, catalog year, GE pattern, or ed goal.
- See your counselor for help reviewing and interpreting your degree audit or semester-by-semester plan.
- Only a counselor can make a plan official plan by making it 'Active'. You will not be allowed to edit your Active and locked plan.

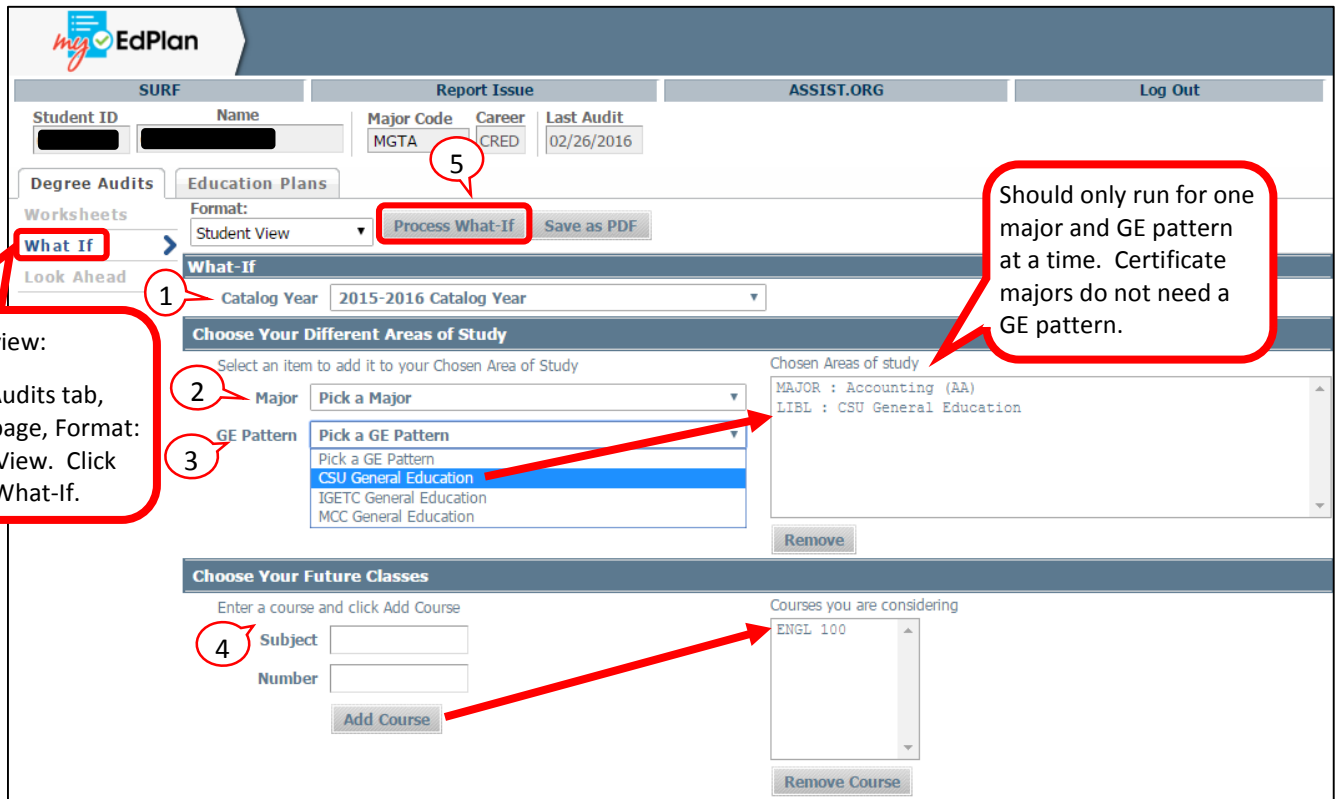


**Degree Audit** – A list of outstanding and completed academic requirements for completing your goal at MiraCosta (associate degree or certificate).



Main audit view:  
Degree Audits tab, Worksheets page, Format: Student View. Click View.

**What-If** – Allows you to explore other majors and goals without actually changing your major.



What If view:  
Degree Audits tab, What If page, Format: Student View. Click Process What-If.

Should only run for one major and GE pattern at a time. Certificate majors do not need a GE pattern.

## Education Plans (semester by semester plans)

**Education Plans tab**

Change the view of a single plan – Calendar is the main view.

Go to the full list of all plans created by you or a counselor

Note on overall plan.

1 CRITICAL course not taken = Off-track item and off-track semester.

2 Off-track semesters = An Off-track plan

Note on plan item, click to view.

1 non-critical course not taken = Warning.

Print to PDF.

Run against degree audit as planned courses.

REMINDER: A student can only have 1 ACTIVE (official/current) plan for their current major. The ACTIVE plan should also be LOCKED (the student cannot edit). Counselor must set this.

**Add/Delete term**

1

2

3a

3c

3b

## CREATE NEW PLAN

1. Add description
2. Add semester buckets
3. Add courses to the plan from Still Needed (3a - from audit), Courses (3b - all courses in catalog), or by adding a blank Course row (3c – course, placeholder, choice, etc).  
**(Recommended SAVE at this point!)**

Create a copy of a plan by changing the plan Description, then clicking Save As... (like using Save As on a Word Document – if you just click Save you overwrite the original).