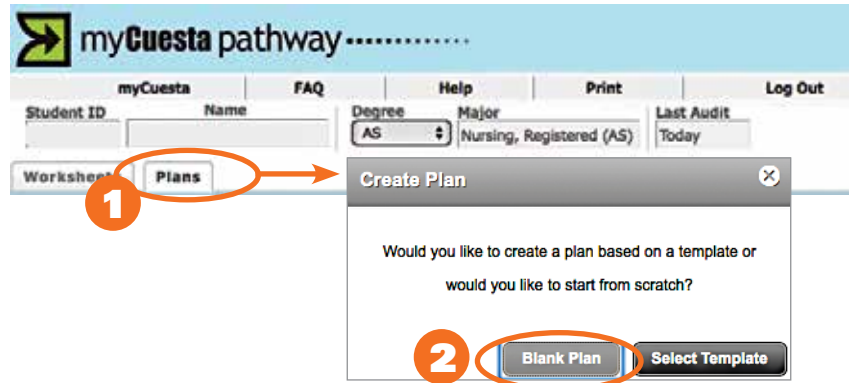


myCuesta Pathway PLANS Log in to myCuesta / Student Tab / myCuesta Pathway / Plans

myCuesta Pathway Plans allows Counselors and students to create, view and save semester course plans. You can make more than one plan, but only one can be the "Active - Locked Plan"

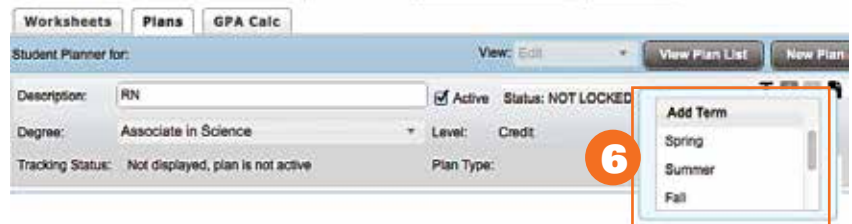
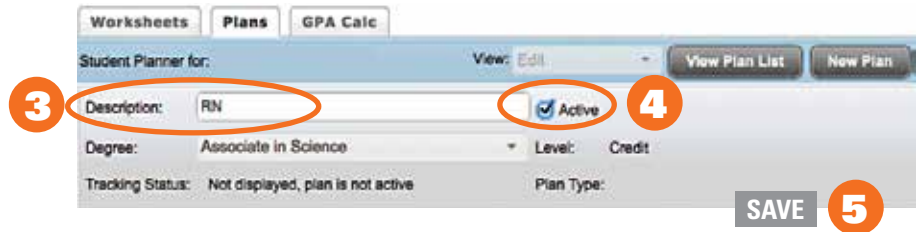
STEPS TO CREATING A PLAN:

- 1> Open the **Plans tab** to create a new plan. If you have no existing plans, a message box will appear asking if you would like to create a blank plan or select a template.
- 2> Select "**Blank Plan**"
- 3> Enter a **Description** in the required description field
- 4> Check the **Active checkbox** to the right of the Description field to make the plan active.
 - The Lock checkbox can only be checked by a Counselor.
- 5> Click **Save** on the bottom right corner



ADDING REQUIREMENTS TO A PLAN:

- 6> Select the "+" plus sign at the top right corner of the plan to add a term. Click the term and it will appear in the plan
- 7> Select the "+" plus sign in the top right corner of a term box to select "course."
 - Course: **Type in the course** or use the search function (i.e. the **magnifying glass**) to find a course.
- 8> Click **Save** on the bottom right corner



DELETING REQUIREMENTS FROM A PLAN:

- Click to the right of the paper icon associated with the specific requirement you wish to delete so that it is highlighted a darker shade of blue
- Select the "-" minus sign at the top of the term to delete the requirement.

SAVING A PLAN:

- "**Save**" will resave your current plan.
- "**Save As**" will save a new copy of your plan even if the description does not change.

NOTE: Changing the description and selecting "**Save**" will overwrite your previous plan.



Plans does not automatically register you for a course in a future semester. You will register through your myCuesta student portal during your assigned registration time slot. **Plans does not guarantee course offering in future semesters.**