

## Tips For Creating an Education Plan

Creating an educational plan gives you a visual picture of what you need to accomplish term by term and a good idea of how long it will take to meet your academic goals. It is important to know what is required of you as you progress toward your degree, certificate, or college transfer. Having a well thought-out plan also makes it easier to make time for outside commitments (e.g. work, family). To design a plan that works for you, follow the next tips, to help you get started:

1. As a rule of thumb, if you work 40+ hours a week, take only 1 or 2 classes;

If you work 30 hours a week, take only 2 or 3 classes;

If you work 20 hours a week, take only 3 or 4 classes;

If you work fewer than 20 hours a week, you might succeed with 5 or more classes per term.

multiply the credits you anticipate taking by two this will inform you how much homework you will have per week

EX            12 credits        x 2        24hrs homework        12+24=36 hrs total work/week

2. Complete requirements in reading, writing, and mathematics as soon as possible.

3. Take skill-building courses like mathematics and composition in consecutive terms so you do not forget the background material .

4. For structured programs (e.g. professional-technical), follow the program outline as closely as possible. The sequence has a reason.

5. Double check the catalog to assure that the course is offered in the term you have it scheduled.

6. Check which courses have prerequisites and schedule the prerequisites. NEVER take a course without the prerequisites.

7. Choose general education electives based on your career choice and/or personal interest, not on what is easy.

8. Your adviser is your best resource for Academic planning and help you with an education plan.

9. Take a high interest course every term to keep you enthusiastic about college and learning.

<b>EDUCATIONAL GOAL:</b>	<input type="checkbox"/> AAT in English (LETT AAT)	<input type="checkbox"/> Associate of Science (AS)
<input type="checkbox"/> AA-Oregon Transfer (AAOT)	<input type="checkbox"/> AST in Business (LBUS AST)	<input type="checkbox"/> AS in Engineering (ASEN)
<input type="checkbox"/> Applied Science (AAS)	<input type="checkbox"/> AST in Biology (LBIO AST)	<input type="checkbox"/> AS in Liberal Arts (ASLA)
<input type="checkbox"/> Associate of General Studies (AGS)	<b>AST in Computer Science (<i>check one</i>)</b>	<input type="checkbox"/> Certificate
<input type="checkbox"/> AGS in Music (AGSM)	<input type="checkbox"/> PSU/OSU/UO (LCPO AST)	<input type="checkbox"/> Preparatory Coursework for another
<input type="checkbox"/> AGS in Health Professions (AGSH)	<input type="checkbox"/> EOU/SOU/WOU (LCSW AST)	college program

# Term-by-Term Education Plan

Financial Aid: [FinAid.Mail@mhcc.edu](mailto:FinAid.Mail@mhcc.edu)  
 Academic Advising: [Advising.Questions@mhcc.edu](mailto:Advising.Questions@mhcc.edu)

(503) 491-7262 Fax: (503) 491-7379  
 (503) 491-7315

<b>NAME:</b>	<b>STUDENT ID:</b>	<b>MAJOR:</b>	<b>CATALOG YEAR:</b>
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<b>TYPE OF EDUCATION PLAN:</b> <input type="checkbox"/> Financial Aid SAP appeal <input type="checkbox"/> Maximum Timeframe Appeal (MTA) <input type="checkbox"/> Personal Education Plan	<b>EDUCATIONAL GOAL:</b>  <b>Additional notes:</b>
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\* Enter 'N' for courses that are not applicable towards stated educational goal Please indicate the term award year next to earn term title (i.e. 'Winter: 2022')

SUMMER:	FALL:	WINTER:	SPRING:
* Course #	* Course #	* Course #	* Course #
Crs	Crs	Crs	Crs
<b>Term Credit Total</b>	<b>Term Credit Total</b>	<b>Term Credit Total</b>	<b>Term Credit Total</b>

SUMMER:	FALL:	WINTER:	SPRING:
* Course #	* Course #	* Course #	* Course #
Crs	Crs	Crs	Crs
<b>Term Credit Total</b>	<b>Term Credit Total</b>	<b>Term Credit Total</b>	<b>Term Credit Total</b>

**Student Statement of Understanding**

- *The following information applies for Financial Aid SAP Appeals and Maximum Time Frames (MTA). Personal Education Plans do not apply.*
- *I have read and understand the MHCC Satisfactory Academic Progress (SAP) policy for financial aid (see [www.mhcc.edu/KeepMyAid/](http://www.mhcc.edu/KeepMyAid/)).*
- *I understand that this educational plan is my contract with MHCC for my future registration toward my educational goal shown on this form, and all classes on this plan apply toward my stated major (unless otherwise noted\*).*
- *I understand that making changes to this plan without notice to the Office of Financial Aid may cause delays or cancellation of aid.*
- *I understand that all transcripts from other colleges should be submitted for evaluation before this plan is completed to avoid delay or cancellation of aid.*

Student Signature	Date
Faculty/Academic Advisor Signature	Date
Faculty/Academic Advisor Printed Name	Date

**MUST BE SIGNED BY ADVISOR & STUDENT**  
*(Additional terms for planning are available on the other side of this form)*

\* Enter 'N' for courses that are not applicable towards stated educational goal

Please indicate the term award year next to earn term title (i.e. 'Winter: 2022')

SUMMER:		
* Course #		Crs
<b>Term Credit Total</b>		

FALL:		
* Course #		Crs
<b>Term Credit Total</b>		

WINTER:		
* Course #		Crs
<b>Term Credit Total</b>		

SPRING:		
* Course #		Crs
<b>Term Credit Total</b>		

SUMMER:		
* Course #		Crs
<b>Term Credit Total</b>		

FALL:		
* Course #		Crs
<b>Term Credit Total</b>		

WINTER:		
* Course #		Crs
<b>Term Credit Total</b>		

SPRING:		
* Course #		Crs
<b>Term Credit Total</b>		