

# How to View Your Student Educational Program Plan (SEPP)

1. Log-in to myGateway.
2. Click on the “Student” tab.
3. Click on the “New! DegreeWorks Educational Plan”.

The screenshot displays the myGateway website interface. On the left is a dark blue navigation sidebar with the following items: myGateway, MyGateway Home, Student (highlighted with a white arrow), Employee, District Forms, Fullerton, NOCE (SCE), Calendars, and Sites. The main content area is titled "Student Links" and contains several sections: a "WebStar" section with a star icon and text about transcripts and payments; a "NEW! DegreeWorks Educational Plan" section featuring a graduation cap icon and a red circle around the text "Introduction to Degreeworks"; a "Financial Aid" section with links for award info, student records, and research; and two expandable menu items: "Fullerton College Links" and "NOCE Links". On the right side, there is a "Personal Information" section with links for updating email addresses, passwords, addresses, emergency contacts, ethnicity, text message alerts, and ID. Below that is a "My Courses" section with a "Course List" link. At the top right, there is a "Sign Out" button and a user profile dropdown menu.

# How to View Your Student Educational Program Plan (SEPP)

1. Log-in to myGateway.
2. Click on the “Student” tab.
3. Click on the “New! DegreeWorks Educational Plan”.

The screenshot displays the myGateway user interface. At the top right, there is a navigation bar with links for WebStar, Tendence, My Mail, and My Sites, along with a Sign Out button. A search bar is located on the left side of the top bar. The main content area is divided into several sections:

- myGateway** (header)
- Navigation Menu** (left sidebar): MyGateway Home, Student (highlighted), Employee, District Forms, Fullerton, NOCE (SCE), Calendars, Sites.
- Student Links** (main content area):
  - WebStar**: Transcripts, payments, registration functions, grade posting.
  - NEW! DegreeWorks Educational Plan**: Introduction to Degreeworks (highlighted with a black circle).
  - Financial Aid**: Financial Aid Award info.
  - Student Records**: Enrollment verification, Transcript ordering, Gartner Research.
  - Qualtrics**: Create your own online surveys.
  - Fullerton College Links** (button with right arrow).
  - NOCE Links** (button with right arrow).
- Personal Information** (right sidebar):
  - Update E-mail Addresses
  - Change Password
  - Update My Address and Phone
  - Update Emergency Contacts
  - Update Ethnicity
  - Set Text Message Alert Preferences
  - What is my ID?
- My Courses** (bottom right):
  - Course List (button with right arrow)

4. Click on the “Plans” tab to see your most current *educational plan* and *notes* from your counselor. On the “View” section, click on the drop down menu and select either “Calendar” or “Notes”.

The screenshot displays the Degree Works™ web application interface. At the top left is the North Orange County Community College District logo. The main header is dark blue with 'Degree Works™' in yellow. Below the header is a navigation bar with tabs: 'Worksheets', 'Planner', 'Plans', 'Notes', 'Petitions', and 'GPA Calc'. The 'Plans' tab is circled in black. The main content area shows a 'Student Planner for' section with a search bar and a dropdown menu. The dropdown menu is open, showing options: 'Edit', 'Select', 'Audit', 'Calendar', 'Edit', and 'Notes'. The 'Calendar' option is circled in black. Below this is a table with columns for 'Tracking', 'Critical', 'Course Requirement', and 'Units'. A row is visible with 'MATH 151\_F' and '4.0' units.

Next, click on “print” button on the bottom right corner to print your Student Educational Program Plan.

Make sure that your “pop-up blocker” is not enabled. A new window will pop-up and click on “print” on the top right corner.

4. Click on the “Plans” tab to see your most current *educational plan* and notes from your counselor. On the “View” section, click on the drop down menu and select either “Calendar” or “Notes”.

The screenshot displays the Degree Works™ web application interface. At the top, the North Orange County Community College District logo is on the left, and the 'Degree Works™' title is on the right. Below the header, there are navigation tabs: 'Worksheets', 'Planner', 'Plans', 'Notes', 'Petitions', and 'GPA Calc'. The 'Plans' tab is circled in black. A dropdown menu is open from the 'Plans' tab, with the 'View:' section circled in black, showing options: 'Edit', 'Select', 'Audit', 'Calendar', 'Edit', and 'Notes'. The main content area shows student information for '862-05142018-LKELLYMANDICH', including degree 'Associate in Arts', level 'Fullerton College', and plan type 'Abbreviated Plan'. At the bottom, there is a table with columns for 'Tracking', 'Critical', 'Course Requirement', and 'Units'. The first row shows 'MATH 151\_F' with 4.0 units.

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