

## Access your Academic Plan

Use the Academic Plan to check your progress in completing your general education requirements. To check your progress in completing your major and minor requirements, please check with the major or minor advisor or department chair.

1. Open Goucher's webpage and scroll to the bottom of the page.
2. Click on Quick Links and select myGoucher.
3. Log into myGoucher using your Windows username and password.
  - a. Your username is usually the first two letters of your first name, the first three letters of your last name and '001'. (ex. gecol001)
  - b. Your password is usually 'Gc' followed by your Goucher id number. (ex Gc002000000)
4. Once in myGoucher, click on the Student tab at the top left of the window.
5. Click on the link 'Course Schedule and Grades.'
6. Click on your degree and major. It will look like "BA/Undeclared" or "BA/English".
7. Your academic plan will appear.
  - a. Completed general education requirements are shown with a  checkmark.
  - b. General education requirements that you are currently enrolled in are shown with an  hourglass.
8. Logout once you have finished looking at your academic plan by clicking on your name at the top of the window and selecting Sign out.
9. If you are unable to log into myGoucher, please contact the IT helpdesk at 6322 or [helpdesk@goucher.edu](mailto:helpdesk@goucher.edu).