INSTRUCTIONS:
You are required to complete an Education Plan with a Gavilan counselor. Your Education Plan must be developed on DegreeWorks. You do not have to submit a printed copy of the Education Plan. Financial Aid will retrieve it from DegreeWorks as long as it's been developed online.

1. If you are assigned a counselor in any of the following programs, please make Ed Plan appointments directly with that office/counselor: Veterans/EOPS/CalWORKs/Athletics/DRC/TRIO/MESA/Basic Skills/STEM/Puente.

2. If you are NOT part of any program, schedule an appointment with general counselor to develop an Education Plan. An appointment is required, no exceptions.

3. General counseling appointments for Ed Plans may be scheduled online at [http://www.gavilan.edu/counseling](http://www.gavilan.edu/counseling). To your left, click on “Schedule Counseling Appointment.” You may also make an appointment at the computer stations in Student Center/Administration building where Admissions & Records and General Counseling are located.

4. Take completed “Education Plan Info Sheet” to your counseling appointment.

5. Meet with Counselor to develop Education Plan.

6. Submit your completed “Education Plan Info Sheet” to Document Drop Box next to the Financial Aid window. You do not have to stand in line unless you have questions.

7. After 12/5/14, Ed Plan appointments in general counseling will not be available until 2/09/15, so plan ahead and get your Ed Plan done as soon as possible.

By signing this form, you verify that you've met with a Gavilan Counselor to develop an Education Plan.

Signature_________________________________________ Date______________________________

FINANCIAL AID USE:

- [ ] Ed Plan on DegreeWorks
- [ ] Ed Plan not on DegreeWorks