**Step 1** – Login to your student portal at [http://mytriton.triton.edu](http://mytriton.triton.edu)

**Step 2** – Go to WebAdvisor for Students, Academic Profile, My educational plan. You will be brought to the following page.

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**Step 3** – Click on the “Student Planning” link. You will see two programs listed, “continuing education” and your college credit degree or certificate program. For the most part, you can ignore the “continuing education” portion (even if you see some shading in the bar). Most likely the shading is from completing New Student Orientation. Your focus should be on the college credit degree or certificate program.
Step 4 – Click on box #1 the “View Your Progress” link. This will bring you to your degree audit to show you what you have completed and what you still need in order to earn your certificate and/or degree.

Step 5 – Check to see that the certificate/degree listed is accurate. Please note that more than one program may be available. If there is more than one program, the arrows will allow you to move back and forth between the programs. If the certificate/degree is inaccurate, you may click the “View a New Program” to add find the correct certificate/degree. Once you are in the correct programs, scroll down to see what requirements are needed for completion. For students pursuing an Associate in Arts or Associate in Science degree, continue to “step 5a for students pursuing an Associate in
Arts or Associate in Science degree”. For students pursuing an Associate in Applied Science certificate/degree, skip to page 9 “Step 5a for students pursuing an Associate in Science Certificate/Degree.”

Step 5a for students pursuing an Associate in Arts (AA) or Associate in Science (AS) degree – Your general education requirements will be listed in the different core sections (Communications, Social/Behavior Science, Humanities/Fine
Arts, Mathematics, Sciences). Your core requirements come from these five sections. The audit will show you what you have completed in each area and what is still required for you to take. The audit will also show you what courses will fulfill each specific requirement. Using the screenshot above as an example, zero courses have been completed in the Communications section or in the Social/Behavior Science section. All of the courses that fulfill the requirement are listed.

**Step 5b for students pursuing an AA or AS degree** – If you would like to learn more about a course (course description, credit hours earned, prerequisites required), add a course to your plan, or register for a course, click on the course. This will bring you to the Course Catalog page.

![Course Catalog](image)

**Step 5c for students pursuing an AA or AS degree** – If this is the course that you are interested in adding to your plan, click the “Add Course to Plan”.
Step 5d for students pursuing an AA or AS degree – Select the term that you would like to take this course. Click the “Add Course to Plan” link. The course has now been added to your plan. If you have changed your mind and do not want to add this course to your plan, click the “close” link. You will be brought back to the course description section of the course catalog.
Step 5e for students pursuing an AA or AS degree – If you are interested in registering for this course, click on “View Available Sections” link. Please note that you can only register for courses in the terms that are open for registration. If you are not interested in registering, skip to Step 6 (page 15).

Step 5f for students pursuing an AA or AS degree – Find the section that works best for you and your schedule. Click on the “Add Selection to Schedule”
Step 5g for students pursuing an AA or AS degree – If you are in agreement with the detailed information that is shown for the class, proceed by clicking the “Add Selection to Schedule”. This will save that section for you but you are not fully registered for the course yet. If you are not interested in registering for this class, hit the “close” link. Repeat steps 5a-5g for students pursuing an AA or AS degree for all courses you would like to plan and/or register for. Skip ahead to step 6 (page 15).
At a Glance

Cumulative GPA: 0.000 (2.000 required)
Institution GPA: 0.000 (2.000 required)
Degree: Associate of Applied Science
Major: Automotive Technology
Catalog: 2012

Description:
The Automotive Technology degree curriculum provides the student with a working knowledge of automotive repair on today's high-tech, computerized automobile.

Requirements

Gen Ed Requirements for AAS

Complete all of the following items. 0 of 5 Completed.

A. CommRHT-101

Take RHT-161 (minimum grade C)

Show Details. 0 of 1 Courses Completed.

<table>
<thead>
<tr>
<th>Status</th>
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<tbody>
<tr>
<td>Not Started</td>
<td>RHT-161</td>
</tr>
</tbody>
</table>

B. CommRHT-162/SPE-101

Take RHT-162 (minimum grade C) or SPE-101

Complete 1 of the following 2 items. 0 of 1 Completed.

1. RHT-162 (minimum grade C)

Show Details. 0 of 1 Courses Completed.

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</table>

2. SPE-101

Show Details. 0 of 1 Courses Completed.

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>SPE-101</td>
</tr>
</tbody>
</table>

C. Social/Behavior/Sci

Take HIST-151, POL-160 or SOC-190

Show Details. 0 of 1 Courses Completed.

<table>
<thead>
<tr>
<th>Status</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>HIST-151</td>
</tr>
<tr>
<td>Not Started</td>
<td>POL-160</td>
</tr>
<tr>
<td>Not Started</td>
<td>SOC-190</td>
</tr>
</tbody>
</table>
A. Core Courses

Step 5a for students pursuing an Associate in Applied Science (AAS) certificate/degree – Your general education requirements for a degree program will be listed first in the different core sections (Communications, Social/Behavior Science, Humanities/Fine Arts, Health & Fitness, Mathematics/Sciences). This will be followed by your core courses in your program of study. The audit will show you what you have completed in each area and what is still required for you to take. The audit will also show you what courses will fulfill each specific requirement. Using the screenshot above as an example, zero courses have been completed in the Communications section or in the Social/Behavior Science section or in the core courses. All of the courses that fulfill the requirement are listed. Please note that for certificate programs, you will only have your core courses listed and no general education requirements.

Step 5b for students pursuing an AAS certificate/degree – If you would like to learn more about a course (course description, credit hours earned, prerequisites required), add a course to your plan, or register for a course, click on the course. This will bring you to the Course Catalog page.
Step 5c for students pursing an AAS certificate/degree – If this is the course that you are interested in adding to your plan, click the “Add Course to Plan”.
Step 5d for students pursing an AAS certificate/degree – Select the term that you would like to take this course. Click the “Add Course to Plan” link. The course has now been added to your plan. You will be brought back to the course description section of the course catalog.
Step 5e for students pursuing an AAS certificate/degree – If you are interested in registering for this course, click on “View Available Sections” link. Please note that you can only register for courses in the terms that are open for registration.
Step 5f for students pursuing an AAS certificate/degree – Find the section that works best for you and your schedule. Click on the “Add Selection to Schedule”
Step 5g for students pursing an AAS certificate/degree – If you are in agreement with the detailed information that is shown for the class, then proceed by clicking the “Add Selection to Schedule”. This will save that section for you but you are not fully registered for the course yet. Repeat steps “5a-5g for students pursing an AAS certificate/degree” for all courses you would like to plan and/or register for.

Step 6 – When you have finished choosing your classes for the next semester, click on the “Plan & Schedule” link at the top of the page.
Step 7 – Ensure that you are in the semester that you are looking to register for. Next, look at the courses that are planned. If you are certain you would like to register for the section, click the “Register” link.
Step 8 – Once you are registered for a course, the color will change from yellow (planned) to green (registered). You will also see a checkmark showing that you are registered for the course. If you made a mistake, or change your mind, simply click on the “drop” link. You are now registered for the course.

Step 9 – Once you have updated your program, you will want to share it with your Counselor. Click on the “Advisor Notes” to send a note to your Counselor. They will review your plan and respond as soon as possible. You can find your Counselors information by visiting the Triton College website: [http://www.triton.edu/counseling/](http://www.triton.edu/counseling/)
Optional approach – If you know your degree audit and what you would like to plan/register for, you may start with box 2, “Plan your Degree & Register for Classes”. Simply search for courses and follow steps 5-8. You can review your plan at anytime to know what you should register for in the following semester or to know when you should complete your certificate/degree program.