

Carryover Flex Hours from Fall to Spring

IMPORTANT:

- You cannot enter your carryover hours on your spring MyFlex transcript *before* January 1st!!
- You must enter the activity on your Fall MyFlex transcript first so it shows that you entered more hours than your obligation for the fall semester.

Step-by-step instructions...

1. January 1st or later, log into [MyFlex](#)
 - a. Click on “Record MyFlex Hours”
2. Click on “Record Activities” from your MyFlex transcript
3. Select “Carryover Hours from fall” then,
 - a. ‘Save and Go To Next’
4. **ACTIVITY TITLE** – name the activity the same name as it was called on your fall semester MyFlex transcript.
5. **DESCRIPTION box** ~ briefly describe the activity and include that the activity was done on (*the date from the fall*) and that these are your carryover hours.
6. **START DATE** – The start date **MUST BE AFTER JANUARY 1st of the CURRENT SPRING SEMESTER IN ORDER FOR IT TO APPEAR ON YOUR SPRING SEMESTER’S MYFLEX TRANSCRIPT.**
7. **END DATE** can be the same as the start date as long as it is January 1st or later.
8. **NUMBER OF HOURS** ~ Input the number of hours you are carrying over from the fall semester.
Carryover hours are the number of extra hours you recorded on your fall semester’s MyFlex transcript over and above the number of hours you were required (obligated) to report in the fall semester. These are the hours you can ‘carryover’ to the following spring semester.
For example you may have an obligation to report 8 hours of Flex for the fall semester, but you recorded 10 hours. You can now ‘carryover’ the 2 extra hours from fall to your spring semester MyFlex transcript.
9. Type **YOUR NAME** and then click
 - a. “Submit Pre-Approved Activity”
10. The carryover hours will now appear on your current spring MyFlex transcript!

Additionally, if you want to record hours for different activities done on different dates, you must repeat these steps for each activity you want to carryover.

IMPORTANT ~ REMEMBER... In order for your carryover fall semester Flex hours to appear on your spring MyFlex transcript, the *start date must be January 1st or later!* **You can only do this once each academic year; from fall to spring.** *You cannot carryover hours from the spring to the following fall semester – that would be a new academic year.*

Questions??

Please feel free to call the PDP office 760-795-6873

OR email

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and/or

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