Sophomore Plan Departmental Portal – Access, Decisions, & Major/Minor Advisors

Sophomore Plan Departmental Portal: www.swarthmore.edu/appgarden

ACCESS TO SOPHOMORE PLANS:

- All-faculty: In the Sophomore Plan Departmental Portal, all faculty and departmental administrative staff can read students' sophomore plans and can review lists of majors/minors for their own departments/programs. But, only chairs/AAs/coordinators can enter decisions or assign advisors.
- How view plans? In the portal, click on the magnifying glass or the PDF icon to the left of the student’s name. The very first time that you want to access the PDFs, you will need to:
  - Click on the tab that you want (e.g. “Sophomore Plan Major Submissions”)
  - Click on the “Action” button
  - Select “Reset” option
  - Click on “Apply” button
  - Note: The Sophomore Plan PDFs are only available if you are accessing the portal from on-campus, or via a VPN connection.
- Problems?: Some faculty might find that they are not seeing all the plans that they should in the portal. For example, someone might find that she can see plans for students in her home department, but not plans for students in her affiliated programs. If you encounter this problem, please email Ruthanne (rkrauss1@swarthmore.edu) for help.

DECISIONS:

- Who: Department chairs, program coordinators and administrative staff can issue decisions in the portal.
- How: In your list of majors or minors, click on the lefthand-side magnifying glass to see an individual student's plan. At the top of each individual student's plan, you will find a box that allows you to enter decisions and to describe any conditions associated with decisions (e.g. deferral conditions).

- Decisions (accept/defer/deny and any conditions) will be visible immediately to individual students, in their version of the portal. However, there is not an automatic notification sent to students to alert them that a decision has been made.
- When: By March 27, please
- Educational Studies Special Majors: Please enter your department's decisions about each of these students. The Educational Studies Department has a separate mechanism for entering their decisions.
You do not need to send decision info, outcome letters, or advisor lists to the Registrar's Office staff or to Ruthanne. They will get that info from the portal.

How decisions appear to students:

### ADVISOR ASSIGNMENTS:

- **Who:** Department chairs, program coordinators, and administrative staff can assign major and minor advisors, in the "Advising" tab.
- **How:** The tab allows you to assign major/minor advisors student-by-student, using a drop-down menu that includes all of your department's prospective majors or minors. We aim to add a "batch" feature next year, in case you prefer to assign students to each advisor in batches.
- **When:** By March 27, please.
- **Changes:** If you make a mistake or change plans and need to "delete" an advisor assignment, please email Ruthanne. For this go-round, we want to be sure that the portal is working properly.
- **Advisor assignments will be visible immediately to individual students.**