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

Sophomore Plan Departmental Portal: [www.swarthmore.edu/appgarden](http://www.swarthmore.edu/appgarden)

**ACCESS TO SOPHOMORE PLANS:**

- **All-faculty:** In the [Sophomore Plan Departmental Portal](http://www.swarthmore.edu/appgarden), 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, assign advisors, or allow students to make corrections after the deadlines.

- **How to 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](mailto:rkrauss1@swarthmore.edu)) for help.
EXCEPTIONS for CORRECTIONS:

Who: Department chairs, program coordinators and administrative staff can grant exceptions to allow students to re-enter the portal to make corrections, revisions, etc, after the February 29 deadline.

In reviewing students’ sophomore plans, you may find that they omitted key components (e.g. future courses) or made significant mistakes.

If you would like for a student to correct/update their plan, please:

- Grant the student “exception” access by clicking on the “Manage Student Exceptions” option in in the Administrative tab of your Departmental portal. The notes you add are notes visible to other departmental staff/chairs. The exception notes are not emailed to the student.
- Advise the student to update their plan by the deadline you set. You will receive a reminder email when the deadline arrives, so you have a reminder to revisit the student’s plan.
- Give a heads-up to any affected departments (indicated in the exception window as prospective majors/minors).

- You can email the student from within the portal, in the Submissions tab:
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 28, 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:

<table>
<thead>
<tr>
<th>Major(s) Selected</th>
<th>Decision</th>
<th>Decision Comments</th>
<th>Decision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science</td>
<td>Approved</td>
<td>Welcome to Computer Science</td>
<td>01/09/2015</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Deferred</td>
<td>As a condition of your acceptance into the Math program, you must complete Algebra 1234B.</td>
<td>01/09/2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major(s) Selected</th>
<th>Honors Decision</th>
<th>Honors Decision Comments</th>
<th>Honors Decision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science</td>
<td>Approved for Course and Honors</td>
<td>01/09/2015</td>
<td></td>
</tr>
</tbody>
</table>
ADVISOR ASSIGNMENTS:

- **Who:** Department chairs, program coordinators and administrative staff can assign major and minor advisors, in the “Administrative” tab.
- **How:** The Administrative 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. The Administrative tab allows you to issue decisions and assign advisors for batches of students.

- **Important detail:** Advisor assignments will be visible immediately to individual students. If the term you select for the new advisor assignment is 201604, then the faculty will not see these assignments in their Faculty Services list during this semester. If the assignment should be in effect once the decision to accept or defer has been entered, then you will need to make sure the term selected is “201602,” otherwise the former advisor will still appear in Faculty Services until summer when the new term rolls.
- **When:** By March 28, 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.