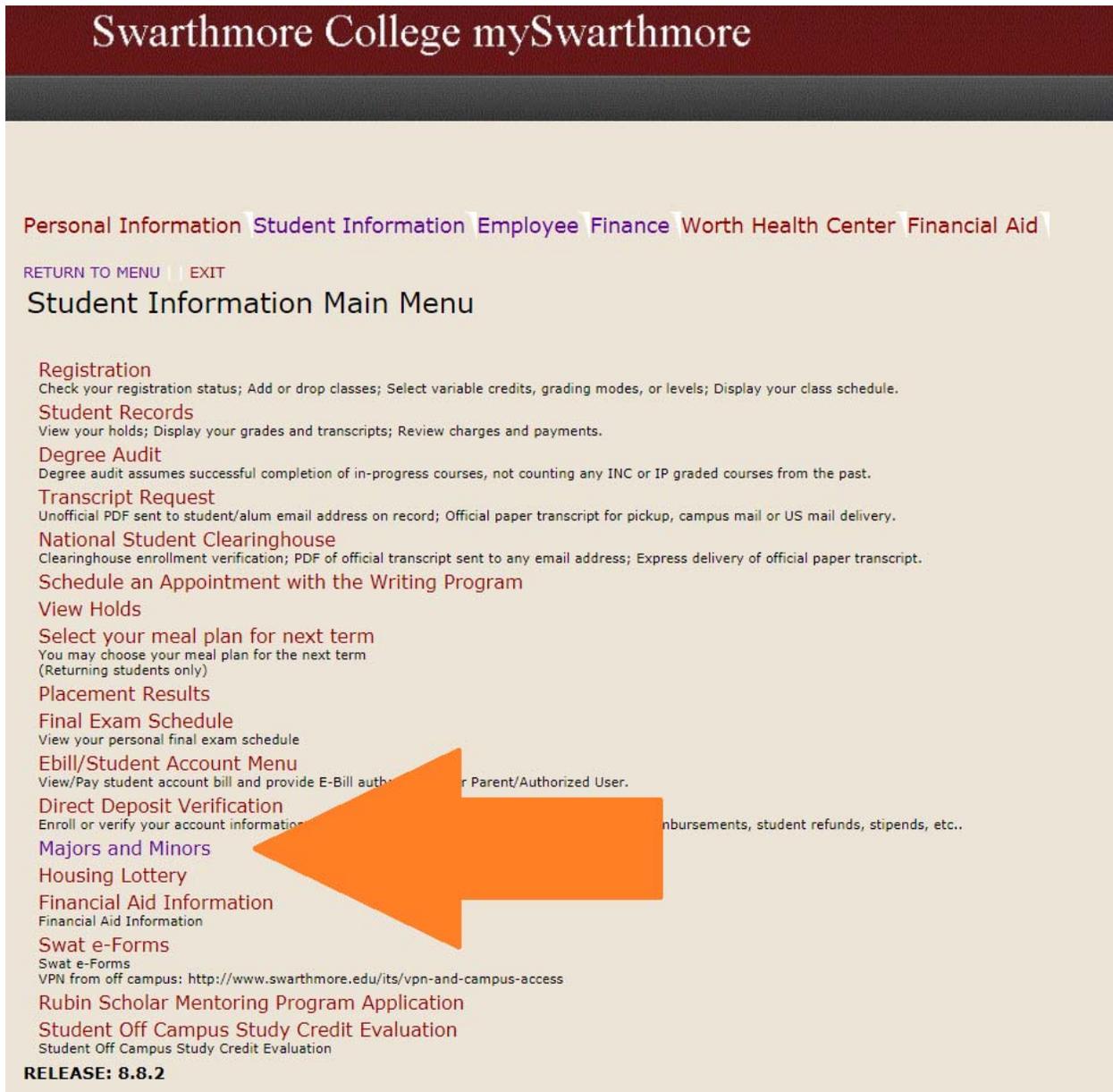


Sophomore Plan - Student Instructions

Students complete their sophomore plan in the Student Section of mySwarthmore, in the Majors and Minors section.



The screenshot shows the mySwarthmore website interface. At the top, there is a dark red header with the text "Swarthmore College mySwarthmore". Below this is a navigation bar with links for "Personal Information", "Student Information", "Employee", "Finance", "Worth Health Center", and "Financial Aid". Underneath the navigation bar, there are links for "RETURN TO MENU" and "EXIT". The main heading is "Student Information Main Menu". A list of menu items follows, each with a brief description: "Registration" (Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.), "Student Records" (View your holds; Display your grades and transcripts; Review charges and payments.), "Degree Audit" (Degree audit assumes successful completion of in-progress courses, not counting any INC or IP graded courses from the past.), "Transcript Request" (Unofficial PDF sent to student/alum email address on record; Official paper transcript for pickup, campus mail or US mail delivery.), "National Student Clearinghouse" (Clearinghouse enrollment verification; PDF of official transcript sent to any email address; Express delivery of official paper transcript.), "Schedule an Appointment with the Writing Program", "View Holds", "Select your meal plan for next term" (You may choose your meal plan for the next term (Returning students only)), "Placement Results", "Final Exam Schedule" (View your personal final exam schedule), "Ebill/Student Account Menu" (View/Pay student account bill and provide E-Bill authentication for Parent/Authorized User.), "Direct Deposit Verification" (Enroll or verify your account information for reimbursements, student refunds, stipends, etc.), "Majors and Minors" (highlighted in purple), "Housing Lottery", "Financial Aid Information" (Financial Aid Information), "Swat e-Forms" (Swat e-Forms; VPN from off campus: http://www.swarthmore.edu/its/vpn-and-campus-access), "Rubin Scholar Mentoring Program Application", and "Student Off Campus Study Credit Evaluation" (Student Off Campus Study Credit Evaluation). At the bottom left, it says "RELEASE: 8.8.2". A large orange arrow points from the right side of the page towards the "Majors and Minors" link.

[image: mySwarthmore Student section list of links with arrow pointing to “Majors and Minors” link]

By Monday of Week 4 of the Spring semester, you must indicate your major(s) and any minor(s) in the Step 1: Majors/Minors tab.

In the "Step 1: Majors/Minors" tab, select each major/minor and click the Submit button after each selection.

- You can request a sophomore plan advisor if you'd like to for each major/minor, but you don't have to make an advisor request. There is no guarantee that requests can be granted.
- Indicate your interest in talking about Honors with your advisor. This is not a firm commitment to pursue the Honors Program. It is just an indication of whether you might be interested in talking about Honors with your advisor.
- Indicate your interest in pursuing Teacher Certification and/or Pre-Med.
- Still feeling undecided? That is okay. Your indications are not forever-set-in-stone. They are just preliminary plans.

Majors and Minors Student Portal AppGarden

Step 1: Majors/Minors

The following three questions are questions about your possible interest. By clicking "yes," you are not making any firm commitment or decision.

1. Are you interested in talking about Honors with your Advisor?
 No Yes

2. Are you interested in pursuing Teacher Certification?
 No Yes

3. Are you interested in Pre-Med?
 No Yes

You need only have one major; all others are optional. The department(s) will use this information from you to assign your Sophomore Plan Advisor. Your Sophomore Plan Advisor is a temporary advisor for February 2018.

You will be able to modify your major selections from 01/26/2018 until 02/12/2018

If including a minor or minors in your plan of study, you should request an advisor for the minor(s). Be sure to read about Majors and Minors, and note that some departments do not offer Course Minors: <http://www.swarthmore.edu/registrar/majors-minors-honors?sidebar=majors&content=newcurriculum>

You will be able to modify your minor selections from 01/26/2018 until 02/12/2018

Majors

Major Code: *

--Select Major--

- FRST: French & Francophone Studies
- GMST: German Studies
- GREK: Greek
- HIST: History
- INDIVIDUALIZED SPECIAL MAJOR
- LATN: Latin
- LING: Linguistics
- EAGLES Eagles**
- MDST: Medieval Studies
- MUST: Music
- PEAC: Peace & Conflict Studies
- PHIL: Philosophy
- PHYS: Physics
- POLS: Political Science
- RELG: Religion
- RUSS: Russian

guaranteed to get (ed.):

Submit Major

Minors

Minor Code: *

--Select Minor--

Requested Sophomore Plan Advisor (You are not guaranteed to get the particular sophomore advisor that you requested.):

--Request Minor Advisor--

Cancel

Submit Minor

[image: Majors and Minors Student Portal screen image with Majors drop-down menu selected]

Schedule an appointment with your Sophomore Plan Advisor(s).

- By Friday of week 4 of the semester, departments and programs will use the major/minor info from mySwarthmore to assign you a Sophomore Plan advisor. After the department has assigned you a Sophomore Plan advisor, that professor's name and contact info will appear in the Advising Tab of the mySwarthmore Sophomore Plan website (see image below).
- Unless the department tells you otherwise, you should email that Sophomore Plan advisor to schedule an advising appointment for week 5 of the semester.
- Please note that some departments don't assign Sophomore Plan Advisors for Course Minors (e.g. History Dept, Philosophy Dept). So, you may not see Sophomore Plan Advisor info for some Course Minors.

The screenshot shows the 'Majors and Minors Student Portal' interface. The top navigation bar includes a search icon, the user name 'ederick1', and 'AppGarden'. A left sidebar contains a menu with the following items: 'Step 1: Majors/Minors', 'Step 2: Sophomore ...', 'Step 3: Honors Plan', 'Change Major/Minor', and 'Advising'. The 'Advising' item is highlighted with an orange arrow pointing to it from the left. The main content area is divided into three sections:

- Pre-Major Advisor(s)**: A section with a dark red header. Below the header, text states: 'Pre-Major Advisor(s) are assigned to you by the Dean's Office before an official Major has been declared and a Departmental Advisor has been assigned.' Below this text is a table with three columns: 'Advisor Name', 'Advisor E-mail', and 'Department'. The table contains a single row with blacked-out information.
- Sophomore Plan Advisor(s)**: A section with a dark red header. Below the header, text states: 'Sophomore Plan Advisor(s) are assigned to you by the individual Departments after you have indicated your intended Major(s)/Minor(s) (See Step 1: Majors/Minors above).' This section is highlighted with an orange arrow pointing to it from the right.
- Major/Minor Advisor(s)**: A section with a dark red header. Below the header, text states: 'Major/Minor Advisor(s) are assigned to you by individual Departments after they have reviewed your completed Sophomore Plan. During the advising period for course registration for Fall semester you should meet with your Major/Minor Advisor.' Below this text is a table with three columns: 'Advisor Name', 'Advisor E-mail', and 'Department'. The table contains a single row with blacked-out information.

[image: Majors and Minors Student Portal screen image with Advising tab selected and Sophomore Plan advisor highlighted]

During weeks 5 and 6 of Spring semester, meet with your sophomore plan advisor and draft your plan in Step 2 in the mySwarthmore Sophomore Plan website.

- Future courses - Enter a list of the courses that you plan to take related to your major(s), minor(s) and any remaining distribution requirements. How? Click the blue Future Courses button, add and submit courses, close the window. Those courses will then be visible to your advisors.
- Narrative - Write an essay in the narrative box, describing what you want to study and why. Click on Apply Changes button to save your essay.
- Honors - Indicate whether you plan to pursue the Honors Program. If you plan to pursue Honors, complete the Honors Plan (Step 3)
- Forms - Most departments and programs do not require uploading any forms. If a department or program has advised you that they require a form and that you should provide it to them through the electronic Sophomore Plan (i.e. not on paper delivered to the department), you can upload your form by clicking on the Upload Documents button

The screenshot displays the 'Majors and Minors Student Portal' interface. The top navigation bar includes a hamburger menu, the title 'Majors and Minors Student Portal', and a user profile 'ederick1' with a 'Logout' link. A left sidebar contains navigation options: 'Step 1: Majors/Minors', 'Step 2: Sophomore Plan' (selected), 'Upload Documents', 'Swarthmore Plan', 'Check My Plan/Minor', and 'Advisor'. The main content area is divided into several sections: 'Major(s)' with a 'Major(s)' dropdown and 'Honors?' dropdown (set to 'No'); 'Minor(s)' with the text 'No Minors on record'; 'Degree Audit' with a 'Summary' table listing requirements like 'Swim Test Requirement: Not Met', 'Foreign Language Requirement: N', 'Writing Courses Requirement: N', 'Physical Education Requirement: N', 'Division of Humanities Requirement: N', 'Division of NSE breadth Requirement: N', 'Natural Sci/Engr Practicum Requirement: N', and 'Division of Social Sciences Requirement: N'; and 'Plan of Study Narrative' with a text box for the narrative and a note: 'Please describe the interests, experiences, and goals that organize your plan of study. In preparing to write your plan, we encourage you to: reflect on your intellectual interests, assess your strengths and weaknesses, and think about the impact you might want to have on the world after you leave Swarthmore.' At the bottom right, three buttons are visible: 'Apply Changes', 'Upload Documents', and 'Future Courses'. Three orange arrows are overlaid on the image: one pointing to the 'Step 2: Sophomore Plan' menu item, one pointing to the 'Narrative' text box, and one pointing to the 'Future Courses' button.

[image: Majors and Minors Student Portal screen image with Step 2: Sophomore Plan selected, Narrative box highlighted, and Future Courses button highlighted]

Majors and Minors Future Courses

Step 1: Majors/Minors
 Step 2: Sophomore ...
 Upload Documents
 Step 3: Honors Plan
 Change Major/Minor
 Advising

Select Future Course

Please enter your course information for the next four semesters. Please validate that these courses will be offered on the individual academic website.

Note: because of leave patterns, course enrollment limits, and other factors, there is no guarantee that you will be admitted to all seminars and courses that you list - even if your program is approved.

Note: TRICO courses will not be listed below, please use the narrative section to outline projected courses included in your Plan which are outside of the Swarthmore College Course Catalog. Also, utilize the narrative section to detail courses taken if studying abroad.

Term Code:

Abroad?: Yes No

If you will study abroad for Swarthmore credit during a semester and you plan to take courses abroad that fulfill academic major/minor or graduation requirements, then please list those courses in the Plan of Study Narrative box.

Subject Code:

Course Number & Title:

Future Course(s) Selected

To delete a course, select the corresponding check box and click Delete button.

<input type="checkbox"/>	Term Code	Abroad Indicator	Subject Code	Course Title	Course Credit
<input type="checkbox"/>	Fall 2018	No	Mathematics	Advanced Topics in Geometry (MATH 075)	1 credit.
<input type="checkbox"/>	Spring 2020	No	Biology	Our Food (BIOL 009)	1 credit.

1 - 2

[image: Majors and Minors Student Portal screen image with Step 2: Sophomore Plan selected, and Future Course selection window open]

Departments and programs will review your plans during the month of March, and issue decisions.

- They may reach out to you with requests for more info, if you omitted portions of your plan.
- Be sure to read and respond to your Swarthmore email

Then, departments and programs will issue decisions and assign major and minor advisors.

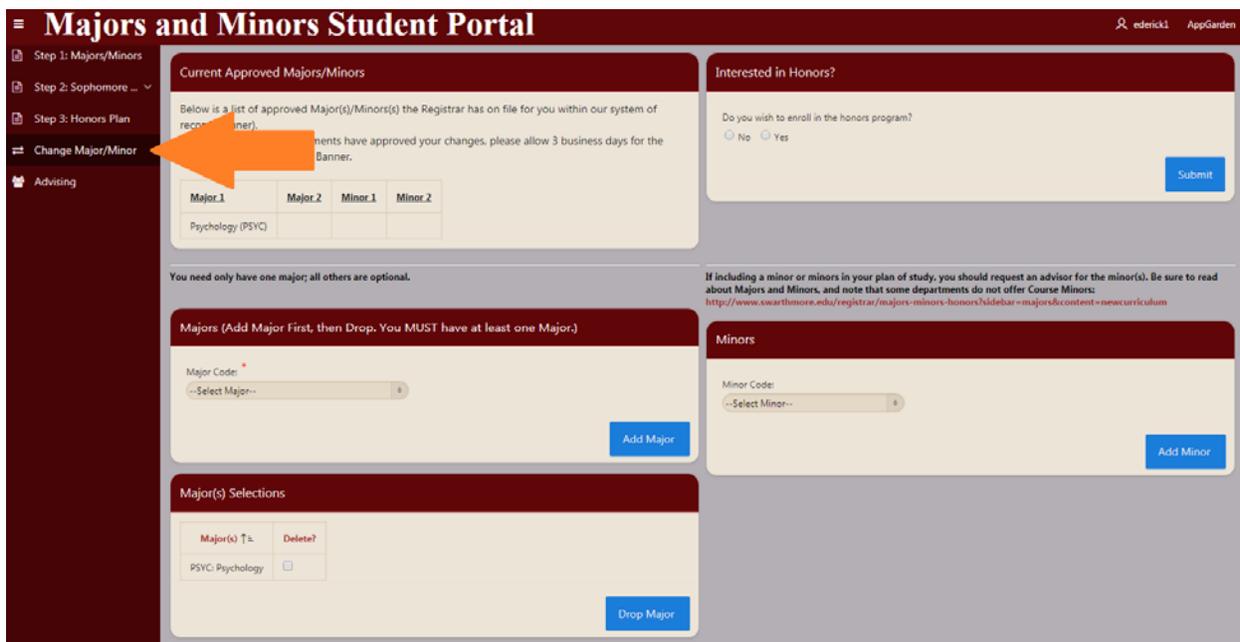
- You will be able to see those decisions (as they are issued) in the mySwarthmore Sophomore Plan website. Most departments will also email you with their decisions, and any comments related to their decisions.
- Some students are accepted, some students are deferred, and some students are denied.
- If you are accepted or deferred, then typically a department will also assign you a Major (or Minor) advisor in that department. That info will appear in the "Advising" tab of the mySwarthmore Sophomore Plan website, and you should see those Major/Minor advisors for late-March/early-April advising for Fall 2017 course selection.
- If you are denied a major, then I will likely reach out to you to talk about various options and next-steps. Or, feel free to contact me. I am eager to help.

If you did not submit an academic major plan or if you need to change your plan, then you should immediately reach out to the administrative staff-person for your prospective department/program and ask for their guidance on next-steps. Their names and contact info are listed on the department/program websites in the Faculty and Staff section.

After departments and programs issue decisions, then you can add or drop majors and minors using the Change Major/Minor tab.

After Sophomore Planning season (February through March of Spring semester): If you need to add or drop a Major or Minor, then you can do that in the Change Major/Minor tab in the Majors and Minors section of mySwarthmore.

If you do not see the Change Major/Minor tab, then that is because you do not yet have at least one approved Major. If this is the case for you, then please contact your prospective Major department or program's administrative assistant to request that they grant you an "exception" to be able to enter your Major in the Step 1: Majors/Minors tab.



[image: Majors and Minors Student Portal screen image with Change Majors/Minors tab selected]

Once you have selected the “Change Major/Minor” tab, your current approved major(s) and minor(s) will be listed in the “Current Approved Majors/Minors” block. Please select whether you wish to enroll in, or remain in the honors program, in the “Honors” block. Press ‘submit’ after you have made the decision.

To add a major, navigate to the “Majors” block. If you are changing a major, please add the major first before dropping a major. You **MUST** have at least one major listed. Please remember the rules for major and minors, a student can have up to 2 majors, or up to 2 minors, but not both. For more information on majors and minors, please visit the Registrar’s Office website: <https://www.swarthmore.edu/registrar/majors-minors-honors>

Once you have selected your desired major/minor or combination, press ‘Continue’.

The screenshot shows the 'Majors and Minors Student Portal' interface. The main heading is 'Plan Changes for Major/Minor Adjustments'. Below this, a message states: 'For Honors applicants, please know that you only need to fill out the Honors Plan in the "Step 3: Honors Plan" tab and you do not need to submit additional forms.' The interface is divided into four main sections:

- Major(s):** A table with columns 'Major(s) To' and 'Honors?'. It lists 'ECON: Economics' with 'No' selected and 'CLST: Classical Studies' with 'Yes' selected.
- Minor(s):** A table with columns 'Minor(s) To' and 'Honors?'. It lists 'GREK: Greek' with 'Yes' selected.
- Degree Audit:** A table with a 'Summary' column listing various requirements, all marked as 'Not Met':
 - Swim Test Requirement: Not Met
 - Foreign Language Requirement: Not Met
 - Writing Courses Requirement: Not Met
 - Physical Education Requirement: Not Met
 - Division of Humanities Requirement: Not Met
 - Division of NSE Breadth Requirement: Not Met
 - Natural Sci/Engr Practicum Requirement: Not Met
 - Division of Social Sciences Requirement: Not MetA note at the bottom states: 'Degree Audit assumes current course load will be completed successfully.'
- Plan of Study Narrative:** A section titled 'Plan of Study Narrative:' with a text area for the user to describe their plan, with a note: 'What you want to do and how you will do it, approximately 500 words.'

At the bottom right, there are three buttons: 'Apply Changes', 'Upload Documents', and 'Future Courses'.

[image: Majors and Minors Student Portal screen image with Change Major/Minor-Plan updates]

You will arrive on the “Plan Changes for Major/Minor Adjustments” page. If you plan to pursue honors, please indicate your honors major/minor in the ‘Major’ and ‘Minor’ block. Your degree audit is shown on the bottom left of the screen. You are able to update your ‘Plan of Study Narrative’ on the bottom right of the screen.

Once you have completed your plan changes, select 'Apply Changes'. You may also upload any documents that are necessary for the departments.

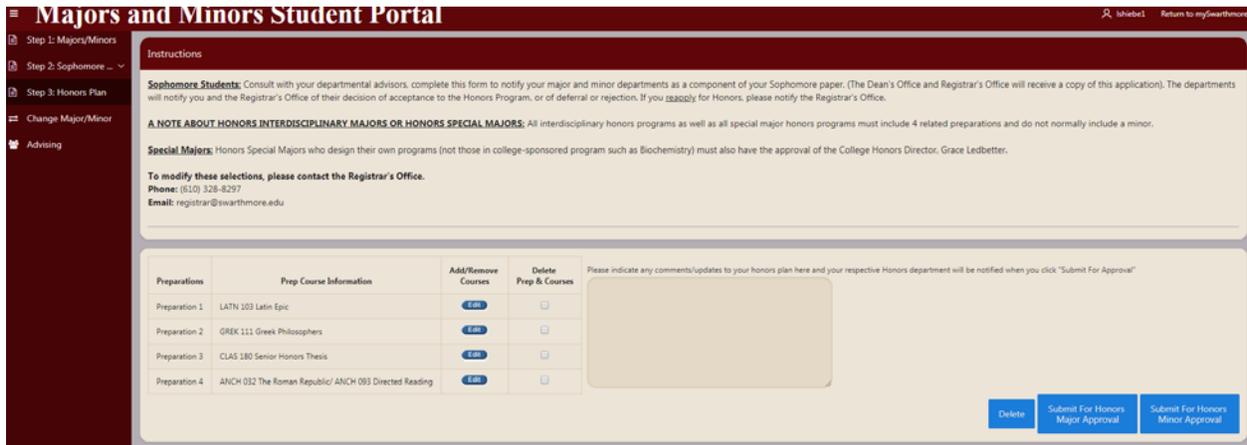
Once you select 'Apply Changes', the academic departments will be notified as to whether you are adding or dropping a major or minor.

To update your future course projections, select the 'Future Courses' the bottom right of the screen. The "Select Future Course" screen will open. You may select your future courses, or delete courses in which you no longer plan to enroll (pg. 5).

Once you have been approved for a major or minor, you will be notified via email. Please allow 72 hours for the changes to be reflected on your student record.

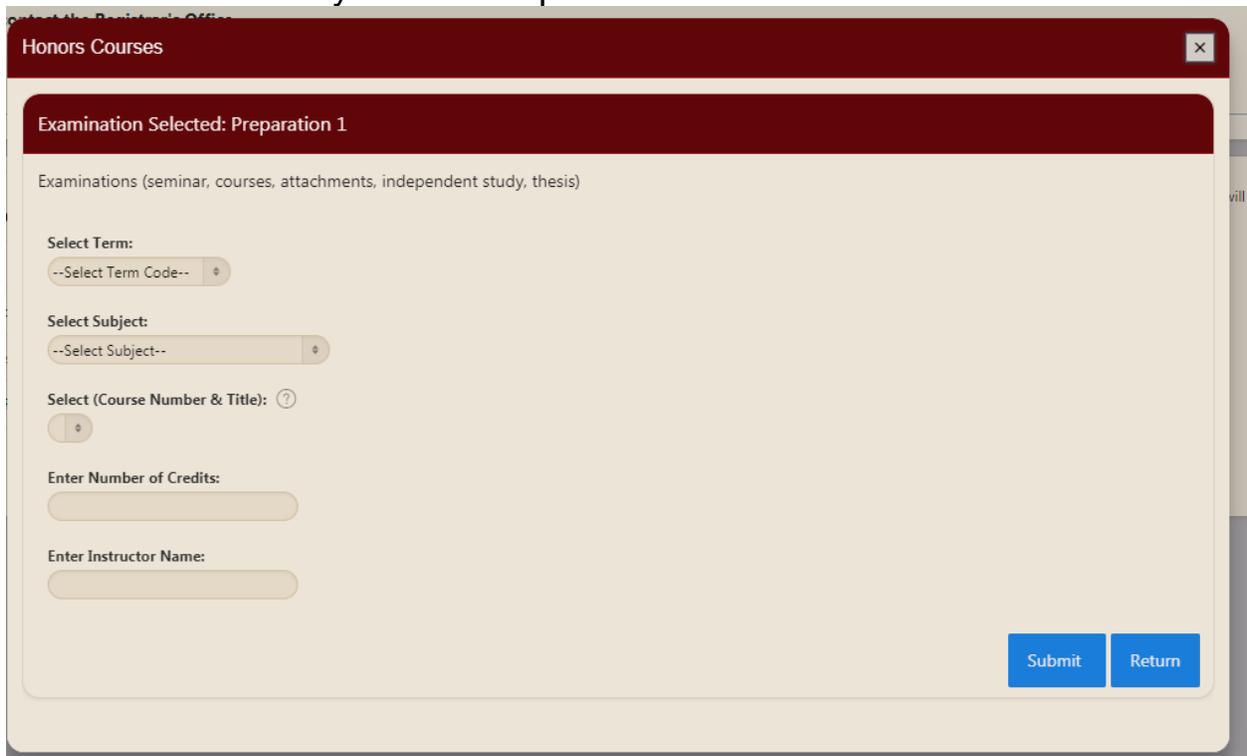
You are able to add or update your honors plan, at any time, until the second week of your senior year through the portal.

To add or update your honors plan, select “Step 3: Honors Plan”.



[image: Majors and Minors Student Portal screen image with Step 3: Honors Plan selected]

Four, 2 credit preparations are required for the honors program. To add, remove, or edit your preparations, select ‘Edit’ in the ‘Add/Remove Courses’ section of your honors plan.



[image: Majors and Minors Student Portal screen image with Step 3: Honors Plan-Honors preparations.]

Please select the term in which you take or have taken a course, the course subject, course number or title, the course credit amount and the course instructor. Select 'Submit' and 'Return' for each course.

Once you have completed the updates to your honors program, you will need to indicate to the departments any changes that you have made in the textbox on the 'Instructions' screen. This is required in order to notify the departments of your changes. You may then submit your program for major and/or minor approval.

Updated: May 2018