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

The Majors and Minors Department Portal is in AppGarden: www.swarthmore.edu/appgarden

Students can access the Majors and Minors Student Portal in mySwarthmore.
- It is available to Sophomores during the Sophomore Planning process
- It is available to Juniors and Seniors anytime, as long as they have at least one approved major

ACCESS TO SOPHOMORE PLANS:

- All-faculty: In the Majors and Minors 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, 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:
  o Click on the tab that you want (e.g. “Sophomore Plan Major Submissions” or “Sophomore Plan Minor Submissions”)
  o Click on the “Action” button
  o Select “Reset” option
  o Click on “Apply” button
  o 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 Mira (mbaric1@swarthmore.edu) for help.
ASSIGNING SOPHOMORE PLAN ADVISORS – Deadline Thursday, February 15

Sophomore Plan Advisors advise sophomores for several weeks in February. The deadline for you to please assign Sophomore Plan advisors to prospective majors and minors is Thursday, February 15.

How to assign Sophomore Plan Advisors in the portal (same procedure as last year):
1. Click on the Administrative tab.
2. Select the Advising option and the Mass Update Sophomore Plan Advisors (Majors) option – or (Minors) option.
3. Pick an advisor from the dropdown menu.
4. Click the Assign button for the relevant students and click Submit.

The students will see their advisor assignment in the Advising tab of their version of the portal.
EXCEPTIONS for CORRECTIONS – after March 5

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 March 5 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 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 – Deadline is March 23.

- Who: Department chairs, program coordinators and administrative staff can issue decisions in the portal.
- How:

  INDIVIDUAL DECISIONS: 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).

  BATCH DECISIONS: In the Administrative tab, click on Decisions and then select either "Mass Update Sophomore Plan Decisions (Majors)" – or (Minors). Then, follow the instructions at the top of the screen.

Decisions (accept/defer/deny and any conditions) will be visible immediately to individual students, in their version of the portal. New this year, Students will receive an email with their decision and any comments you entered into the Departmental Portal the morning after a departmental decision has been made.

- When: By March 23, 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 Mira. They will get that info from the portal.
How decisions appear to students:

**Email notification was new last year,** based on department/program feedback. Students will receive an email with their decision and any comments you entered into the Departmental Portal the morning after a departmental decision has been made. This notification also goes to the students major or minor advisor, if assigned. Here is the skeleton of the message that the students receive (with the name and contact info included for person who entered the department/program decision, and with the word “minor” replacing “major” in the case of Minor decisions):

**From:** no-reply@swarthmore.edu

**Subject:** Your academic major decision - please read

**Body:**

Your major department has reviewed your academic plan and made a decision. Your requested major of [Major Department name included here] has been approved.

Additional information from the department or program: [Decision Comments appear here, based on what you enter in the portal]

Please contact First Last at xxxxxx1@swarthmore.edu for additional information or visit the Sophomore Plan Portal in mySwarthmore.

Allow up to 3 business days for the Registrar’s Office to code your new major in the system.
ADVISOR ASSIGNMENTS – Deadline is March 23.

- **Who:** Department chairs, program coordinators and administrative staff have access to assign major and minor advisors, in the “Administrative” tab.
- **How:** The Administrative tab allows you to assign Major or 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 details:**
  - Advisor assignments will be visible to individual students in mySwarthmore.
  - If the term you select for the new advisor assignment is Fall 2018, 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 Spring 2018. Otherwise the former advisor will still appear in Faculty Services until summer when the new term rolls.
  - You only need to enter Major or Minor Advisor assignments for future semesters if there will be a change in advisor for those semesters. If there will be no change in advisor for next semester, then please do not enter that advisor name again for the future semester. Doing so gums up the works.

- **When:** By March 23, please.
- **Changes:** If you make a mistake or change plans and need to "delete" an advisor assignment, please email Mira. We want to be sure that the portal is working properly.
FUTURE COURSE PROJECTIONS

For a general estimate of how many students in the Classes of 2018, 2019 and 2020 plan to take a given course in a given semester, you can use the “Future Course Project Reporting” tool. The tool relies on data entered by students in their sophomore plans.

In the Administrative tab, select “Reporting” and then “Future Course Projection Reporting.” You will then be able to select a semester, department, and course name – to summon a list of all of the students who indicated in their plan that they aim to take that course in that semester.

ADD/DROP MAJOR MINOR

New for this year, we have added an electronic mechanism in the portal for juniors and seniors to add or drop a major or minor. This replaces the paper form. For now, all students should work directly with Lesa Shieber (who will consult with departments and programs) as we test this new feature.

HONORS APPLICATION

If students change their Honors plans, those changes will now prompt (and require) department or program review via the portal. More details forthcoming on that process.