

Sophomore Plan - Student Instructions

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

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

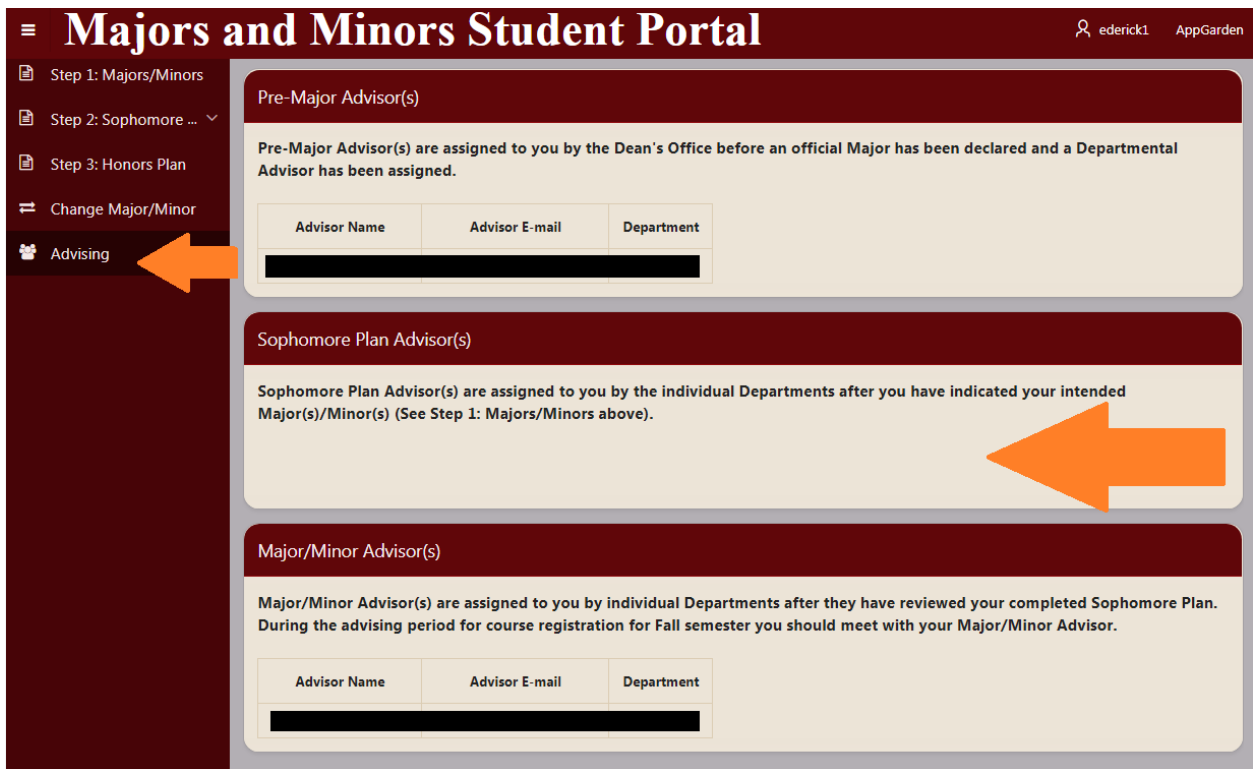
In the "Step 1: Majors/Minors" tab, select each major/minor and click the Submit button after each selection.

- 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.

[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.



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

During week 5 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

Majors and Minors Student Portal

Step 1: Majors/Minors
Step 2: Sophomore Plan
Upload Documents
Swarthmore Plan
Change Major/Minor
Advise

Major(s)
Minor(s)

Major(s) ↑ Honors? No

Minor(s)
No Minors on record

Degree Audit

Summary

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
Division of Social Sciences Requirement: N

Degree Audit assumes current course load will be completed successfully.

Plan of Study Narrative

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.

Narrative:
What you want to do and how you will do it, approximately 500 words.

Apply Changes Upload Documents Future Courses

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

Honors:

Majors and Minors Student Portal

Proxy
Step 1: Majors/Minors
Step 2: Plan
Upload Documents
Decisions
Advising

Sophomore Plan Application

Please submit your sophomore plan! For Honors applicants, please know that you only need to submit one plan.

STOP! Have you spoken with your Advisor yet?
☐ Check this box to verify that you have fulfilled this Sophomore planning requirement.

Honors? *
☐ Yes ☐ No

Major(s)

[image: Majors and Minors Student Portal screen image with Step 2: Sophomore Plan selected, and arrow pointing to Honors Yes/No question.]

Step 1: Majors/Minors

Step 2: Sophomore ...

Upload Documents

Step 3: Honors Plan

Change Major/Minor

Advising

Majors and Minors

Future Courses

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:

--Select 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:

--Select Subject Code--

Course Number & Title:

Submit Course

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 Majors/Minors 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 Majors/Minors website, and you should see those Major/Minor advisors for late-March/early-April advising for Fall course selection.

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 or program and ask for their guidance on next-steps. Their names and contact info are listed on the department and 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.

The screenshot displays the 'Majors and Minors Student Portal' interface. On the left, a dark red sidebar contains a menu with the following items: 'Step 1: Majors/Minors', 'Step 2: Sophomore ...', 'Step 3: Honors Plan', 'Change Major/Minor' (highlighted with an orange arrow), and 'Advising'. The main content area has a dark red header with the title 'Majors and Minors Student Portal' and a user profile icon labeled 'edrick1 AppGarden'. Below the header, the 'Change Major/Minor' section is active. It includes a 'Current Approved Majors/Minors' table with columns for Major 1, Major 2, Minor 1, and Minor 2. The first row shows 'Psychology (PSYC)' under Major 1. Below this table is a note: 'You need only have one major; all others are optional.' To the right, there is a 'Interested in Honors?' section with a 'Submit' button. Below the main content area, there are two sections: 'Majors (Add Major First, then Drop. You MUST have at least one Major.)' and 'Minors'. Each section has a 'Major Code' or 'Minor Code' dropdown menu and an 'Add' button. At the bottom, there is a 'Major(s) Selections' table with columns for 'Major(s) ↑ ↓' and 'Delete?'. The first row shows 'PSYC, Psychology' and a checkbox. A 'Drop Major' button is located at the bottom right of this section.

Major 1	Major 2	Minor 1	Minor 2
Psychology (PSYC)			

Major(s) ↑ ↓	Delete?
PSYC, Psychology	<input type="checkbox"/>

[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):** Contains a table with columns 'Major(s) T.Y.' and 'Honors?'. It lists 'ECON: Economics' with 'No' selected and 'CLST: Classical Studies' with 'Yes' selected.
- Minor(s):** Contains a table with columns 'Minor(s) T.Y.' and 'Honors?'. It lists 'GREEK: Greek' with 'Yes' selected.
- Degree Audit:** A section titled 'Summary' 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 '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 Majors/Minors section in mySwarthmore.

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

The screenshot shows the 'Majors and Minors Student Portal' with a sidebar on the left containing links for 'Step 1: Majors/Minors', 'Step 2: Sophomore ...', 'Step 3: Honors Plan' (selected), 'Change Major/Minor', and 'Advising'. The main content area is titled 'Instructions' and contains text for 'Sophomore Students' and 'Special Majors'. Below the text is a table with four columns: 'Preparations', 'Prep Course Information', 'Add/Remove Courses', and 'Delete Prep & Courses'. The table lists four preparations: 'LATN 102 Latin Epic', 'GREK 111 Greek Philosophers', 'CLAS 180 Senior Honors Thesis', and 'ANCH 032 The Roman Republic/ ANCH 093 Directed Reading'. Each row has an 'Edit' button in the 'Add/Remove Courses' column and a checkbox in the 'Delete Prep & Courses' column. To the right of the table is a text area for comments. At the bottom right are three buttons: 'Delete', 'Submit For Honors Major Approval', and 'Submit For Honors Minor Approval'.

Preparations	Prep Course Information	Add/Remove Courses	Delete Prep & Courses
Preparation 1	LATN 102 Latin Epic	Edit	<input type="checkbox"/>
Preparation 2	GREK 111 Greek Philosophers	Edit	<input type="checkbox"/>
Preparation 3	CLAS 180 Senior Honors Thesis	Edit	<input type="checkbox"/>
Preparation 4	ANCH 032 The Roman Republic/ ANCH 093 Directed Reading	Edit	<input type="checkbox"/>

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

Four two-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.

The screenshot shows the 'Honors Courses' form. At the top, it says 'Examination Selected: Preparation 1'. Below this is a section for 'Examinations (seminar, courses, attachments, independent study, thesis)'. There are four dropdown menus: 'Select Term:' with '--Select Term Code--', 'Select Subject:' with '--Select Subject--', and 'Select (Course Number & Title):' with a question mark icon. Below these are two text input fields: 'Enter Number of Credits:' and 'Enter Instructor Name:'. At the bottom right are two buttons: 'Submit' and 'Return'.

[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: January 2026