

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.

Majors and Minors Student Portal

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

Pre-Major Advisor(s)

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.

Advisor Name	Advisor E-mail	Department
[REDACTED]	[REDACTED]	[REDACTED]

Sophomore Plan Advisor(s)

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).

Major/Minor Advisor(s)

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.

Advisor Name	Advisor E-mail	Department
[REDACTED]	[REDACTED]	[REDACTED]

[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 ...

Upload Documents

S Step 2: Plan

Change Major/Minor

Advising

Major(s)

Major(s) Honors? No

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.

Minor(s)

No minors on record

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 nee

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.]

Majors and 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:

Submit Course

Future Course(s) Selected

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

	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.

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[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.

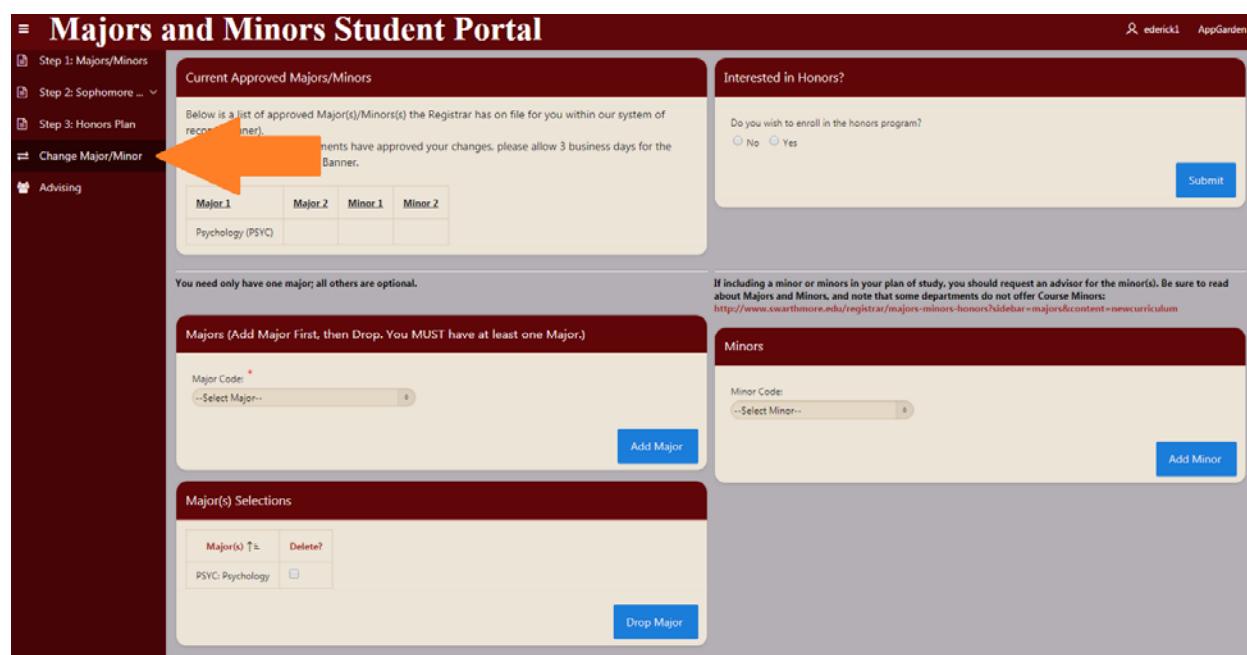
- You will be able to see those decisions (as they are issued) in the mySwarthmore Majors/Minors website. Most departments will also email you with their decisions, and any comments related to their decisions.
- Some students are accepted, some students are deferred, and some students are denied.
- If 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 shows the Majors and Minors Student Portal. The left sidebar has tabs: Step 1: Majors/Minors (selected), Step 2: Sophomore ..., Step 3: Honors Plan, Change Major/Minor (highlighted with an orange arrow), and Advising. The main content area has three main sections: 'Current Approved Majors/Minors' (listing Psychology (PSYC) in Major_1), 'Interested in Honors?' (with a 'Submit' button), and 'Majors (Add Major First, then Drop. You MUST have at least one Major.)' (with a 'Select Major' dropdown and 'Add Major' button). Below this is a 'Major(s) Selections' section with a table showing 'PSYC: Psychology' and a 'Drop Major' button. The 'Minors' section is partially visible on the right.

[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. The top navigation bar includes links for Step 1: Majors/Minors, Step 2: Sophomore..., Step 3: Honors Plan, Change Major/Minor, and Advising. The user is on the 'Change Major/Minor' tab. The main content area is titled 'Plan Changes for Major/Minor Adjustments'. A note for Honors applicants 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 'Major(s)' section shows 'ECON: Economics' with 'Honors?' set to 'No' and 'CLST: Classical Studies' with 'Honors?' set to 'Yes'. The 'Minor(s)' section shows 'GREK: Greek' with 'Honors?' set to 'Yes'. The 'Degree Audit' section lists various requirements: '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', and 'Division of Social Sciences Requirement: Not Met'. A note at the bottom of this section says: 'Degree Audit assumes current course load will be completed successfully.' The 'Plan of Study Narrative' section has a text area for 'Plan of Study Narrative' with the placeholder text: 'What you want to do and how you will do it, approximately 500 words.' At the bottom are buttons for '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.

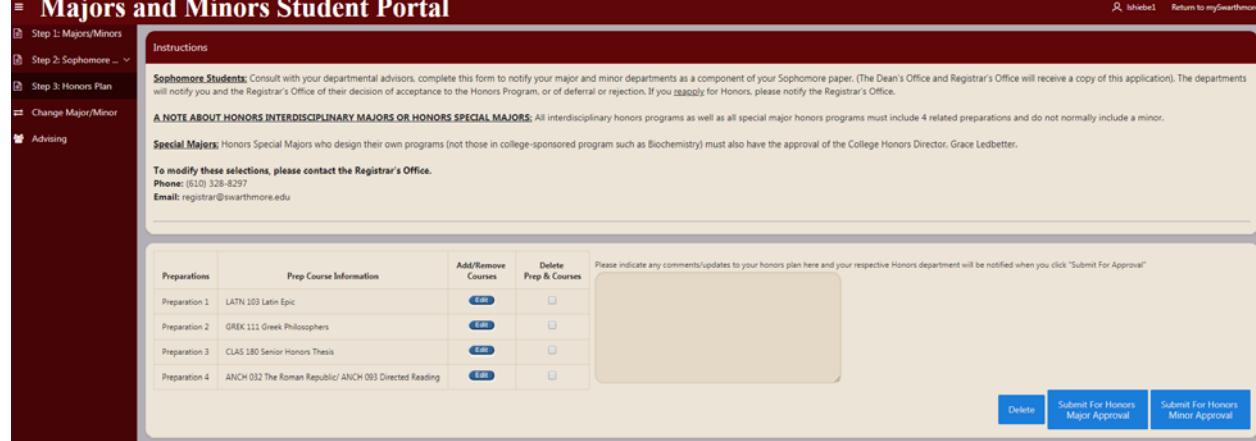
Once you select 'Apply Changes', the academic departments will be notified as to whether you are adding or dropping a major or minor.

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.

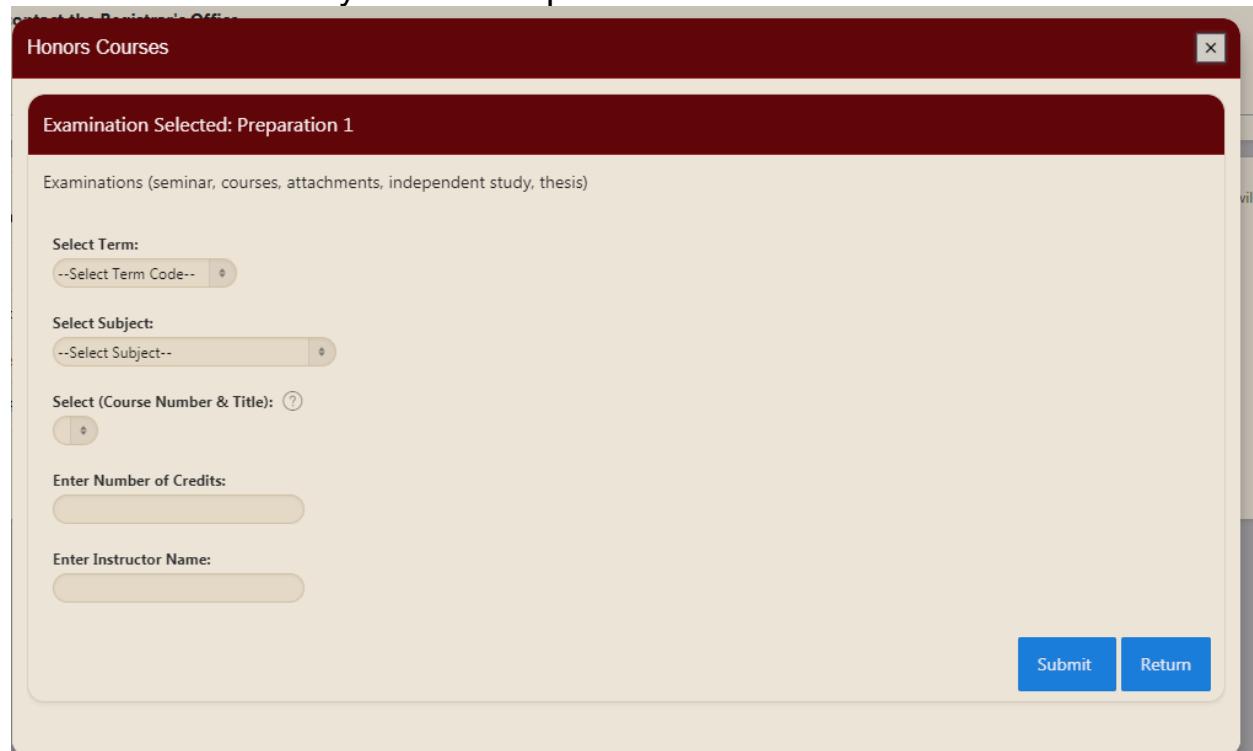
To add or update your honors plan, select “Step 3: Honors Plan”.



The screenshot shows the Majors and Minors Student Portal interface. The top navigation bar includes links for Step 1: Majors/Minors, Step 2: Sophomore ..., Step 3: Honors Plan, Change Major/Minor, and Advising. The Step 3: Honors Plan link is highlighted. The main content area has a dark red header with the text "Instructions". Below this, there are two sections: "Sophomore Students" and "A NOTE ABOUT HONORS INTERDISCIPLINARY MAJORS OR HONORS SPECIAL MAJORS". The "Sophomore Students" section contains text about notifying departments and contacting the Registrar's Office. The "A NOTE ABOUT HONORS INTERDISCIPLINARY MAJORS OR HONORS SPECIAL MAJORS" section states that all interdisciplinary honors programs as well as all special major honors programs must include 4 related preparations and do not normally include a minor. Below these sections is a table titled "Preparations" with four rows. The table has columns for "Preparations", "Prep Course Information", "Add/Remove Courses", and "Delete Prep & Courses". The rows list: Preparation 1 (LATN 103 Latin Epic), Preparation 2 (GREK 111 Greek Philosophers), Preparation 3 (CLAS 180 Senior Honors Thesis), and Preparation 4 (ANCH 032 The Roman Republic/ANCH 093 Directed Reading). To the right of the table is a text box for comments and a "Submit For Approval" button. At the bottom right are three buttons: "Delete", "Submit For Honors Major Approval", and "Submit For Honors Minor Approval".

[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 a sub-section of the Honors Courses page. The title is "Honors Courses" and the sub-section title is "Examination Selected: Preparation 1". The sub-section has a dark red header with the text "Examinations (seminar, courses, attachments, independent study, thesis)". Below this are four input fields: "Select Term" (dropdown menu "Select Term Code"), "Select Subject" (dropdown menu "Select Subject"), "Select (Course Number & Title)" (dropdown menu), and "Enter Number of Credits" (text input field). Below these is an "Enter Instructor Name" field. At the bottom right are "Submit" and "Return" buttons.

[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