

# Major and Minor Department Portal Instructions

The Major and Minor Department Portal is an app through which students develop their academic major and minor plans, and through which departments and programs manage their major and minor info.

## Faculty and department/program staff access

The Majors and Minors *Department* Portal is in AppGarden: [www.swarthmore.edu/appgarden](http://www.swarthmore.edu/appgarden)

In the Majors and Minors Department Portal, **all** faculty and departmental administrative staff can read students' sophomore plans and review lists of majors/minors for their own departments and programs. But, only chairs, AAs and coordinators can enter decisions, assign advisors, or allow students to make corrections after the deadlines.

How can I view plans?

In the portal, click on Majors/Minors and then select Majors or Minors. In the list of students, 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:

1. Click on the tab that you want (e.g. "Majors/Minors" or "Certification")
2. Click on the "Action" button
3. Select "Reset" option
4. Click on "Apply" button

Note: The Sophomore Plan PDFs are only available if you are accessing the portal on-campus or via a VPN connection.

## Student access

- 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
- Student instructions (including screen views) are available on the [Sophomore Plan website](#).

## Questions?

- Questions about Sophomore Planning or Advisor assignments? Email Mira Baric or Liz Derickson.
- Questions about Honors, senior certification, adding or dropping majors and minors, or access to information in the portal? Please email the Registrar's Office at [registrar@swarthmore.edu](mailto:registrar@swarthmore.edu)

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## ASSIGNING SOPHOMORE PLAN ADVISORS – Deadline: end of day on Thursday, Feb. 15

Sophomore Plan Advisors advise sophomores from February 21 through March 2.

- Most departments and programs assign a Sophomore Plan advisor to each of their prospective minors or majors, although some departments and programs do not assign Sophomore Plan advisors for prospective *course minors*.
- Some departments expect that the Sophomore Plan advisor will then be the student's ongoing advisor – i.e. their Major or Minor advisor. Other departments assign a different Major or Minor advisor (other than the Sophomore Plan advisor) based on leave schedules or other department/program division-of-labor reasons.
- Sophomores have been encouraged to draft their sophomore plan by February 21 so that they can discuss it with their sophomore plan advisor when they meet.

How to assign Sophomore Plan Advisors in the portal:

1. Click on the Administrative tab.
2. Select the Sophomore Plan Advisors (Majors) option – or Sophomore Plan Advisors (Minors) option.
3. Pick an advisor from the dropdown menu.
4. Click the Assign button for the relevant students and click the blue Submit button.

**Majors and Minors Departmental Portal**

Administrative

Plan Advisors (Majors) Upd...

Plan Advisors (Minors) Upd...

Student Exceptions

Reporting

Certification

**Mass Assign Sophomore Plan Advisors (Majors)**

Students within your department for the current Sophomore Plan Term: 201804. Below are the Students who have...

INSTRUCTION: Select a Sophomore Plan Advisor, and then select the Students you wish to link to that Advisor. Click "Submit" and those Students will be assigned the selected Advisor.

Assign a Sophomore Plan Advisor:

--Select Advisor--

| ID | Student First | Student Last | Grad Year | Major | Requested Sophomore Plan Advisor Name | Assigned Sopohomore Plan Advisor Name | Assign                   |
|----|---------------|--------------|-----------|-------|---------------------------------------|---------------------------------------|--------------------------|
|    |               |              |           |       |                                       |                                       | <input type="checkbox"/> |
|    |               |              |           |       |                                       |                                       | <input type="checkbox"/> |
|    |               |              |           |       |                                       |                                       | <input type="checkbox"/> |
|    |               |              |           |       |                                       |                                       | <input type="checkbox"/> |
|    |               |              |           |       |                                       |                                       | <input type="checkbox"/> |

Submit

The students will see their advisor assignment in the Advising tab of their version of the portal.

## EXCEPTIONS for SOPHOMORE PLAN CORRECTIONS – after March 3

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 3 sophomore plan 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 via email to any affected departments, which are indicated in the exception window as prospective majors/minors.

The screenshot shows the 'Majors and Minors Departmental Portal' interface. On the left is a dark red sidebar with navigation links: Majors/Minors, Administrative, Student Exceptions, Reporting, Teacher Certification, Honors Applicants, and Certification. The main content area has a header 'Add Student to Exception List' with a sub-header explaining the process. Below this is a form with fields for 'Select Student' (a dropdown menu), 'Expiration Date' (a date picker), and 'Exception Comment' (a text area). A 'Submit' button is at the bottom right. Below the form is an 'Exception List' section with a table of students granted exceptions.

| Name | Student ID | Expiration Date | Activity Date | Exception Comment | Select |
|------|------------|-----------------|---------------|-------------------|--------|
|------|------------|-----------------|---------------|-------------------|--------|

You can email the student from within the portal, in the Majors or Minors tab:

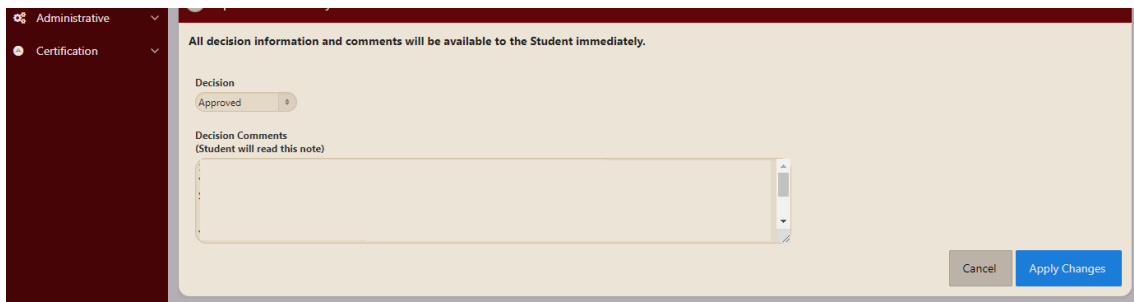
The screenshot shows the 'Majors and Minors Departmental Portal' interface. On the left is a dark red sidebar with navigation links: Majors/Minors, Administrative, Student Exceptions, Reporting, Teacher Certification, Honors Applicants, and Certification. The main content area has a header 'Departmental Sophomore Plan Applicants - MAJORS'. Below this is a table with columns: Sophomore Plan Details, Printable Plan (PDF), Email Student, ID, Student First, Student Last, Student Email, Grad Year, and Pre-Major Advisors. A red arrow points to the 'Email Student' column, and another red arrow points to the 'ID' column.

| Sophomore Plan Details | Printable Plan (PDF) | Email Student | ID | Student First | Student Last | Student Email | Grad Year | Pre-Major Advisors |
|------------------------|----------------------|---------------|----|---------------|--------------|---------------|-----------|--------------------|
|------------------------|----------------------|---------------|----|---------------|--------------|---------------|-----------|--------------------|

## SOPHOMORE PLAN DECISIONS – Deadline: March 18

**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).

The screenshot shows a web interface for entering student decisions. On the left is a dark red sidebar with a magnifying glass icon and two menu items: 'Administrative' and 'Certification', both with downward-pointing chevrons. The main content area has a light beige background. At the top, a message states: 'All decision information and comments will be available to the Student immediately.' Below this, there is a 'Decision' section with a dropdown menu currently set to 'Approved'. Underneath is a 'Decision Comments' section with the subtext '(Student will read this note)' and a large, empty text area with a vertical scrollbar on the right. At the bottom right of the form are two buttons: a grey 'Cancel' button and a blue 'Apply Changes' button.

**BATCH DECISIONS:** In the Majors/Minors tab, click on Mass Decisions and then select either Majors or Minors. Then, follow the instructions at the top of the screen.

- 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 or outcome letters to the Registrar's Office staff. They will get that info from the portal and then will update the info in Banner within 3 business days.

**Decisions (accept/defer/deny and any conditions) will be visible immediately to individual students, in their version of the portal.**

**Students receive an email with their decision and any comments** you entered into the Departmental Portal the morning after a departmental decision has been made. 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](mailto: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. If you want, you could include the major/minor advisor's name in your Decision Comments and it would then be included in this automessage.* ]

Please contact [ Decision-maker Name] at xxxxxx1[@swarthmore.edu](mailto:xxxxxx1@swarthmore.edu) for additional information or visit the Sophomore Plan Portal in mySwarthmore.

Your advisor info will be updated in the Advising tab of the Majors/Minors portal within approximately a week, after [ Decision-maker Name ] tells Mira Baric (Dean's Office) the name of your new major or minor advisor.

Allow up to 3 business days for the Registrar's Office to code your new major in the system.

## MAJOR and MINOR ADVISOR ASSIGNMENTS for SOPHOMORES – Deadline: March 18

**Earlier is better!** We always have a tight time window in which to enter new advisor assignments in advance of the Fall Advising period.

Who: Department chairs, program coordinators and administrative staff need to please email major/minor advisor assignments to Mira Baric (mbaric1@swarthmore.edu).

When you email your list to Mira, please be sure to include Student ID number. That helps with the efficiency and accuracy of the data entry.

FAQs:

- Same Sophomore Plan Advisor and Major/Minor Advisor? If your department assigns the same Sophomore Plan Advisor to students as their Major/Minor advisor, then you can just tell Mira that instead of sending her a list.
- Where do students see their advisor assignment? Advisor assignments will be visible to individual students in the Advisor tab of the Major/Minor portal in mySwarthmore within approximately 1 week of you sending the info to Mira.
- Where do faculty see their advisor assignment? Faculty can see their new advisee assignments in Faculty Services within approximately 1 week of you sending the info to Mira.

## ADD/DROP MAJOR MINOR

There is an electronic mechanism in the portal for **juniors and seniors** to add or drop a major or minor.

If a student has a declared major or minor on their record, the student will be able to use the Major/Minor portal to change their major and/or minor without needing an exception.

When a student decides to **drop** a major and/or minor, the department chair and the department AA will receive the following message via email:

Subject Line: Major/Minor Update for <Student Name>  
argos@swarthmore.edu

<Student Name>, <Grad Year> is dropping the <Department Description> (<Department Code>) major/minor. No further action is needed. Please contact the Registrar's Office for questions or concerns.

When a student requests to **add** a major and/or minor, the department chair and the department AA will receive the following message via email:

Subject Line: Major/Minor Update for <Student Name>

argos@swarthmore.edu

<Student Name>, <Grad Year> is requesting to add the <Department Description> (<Department Code>) major/minor. Please log into the major/minor portal to complete the request.

To complete the add request, please log into the major/minor portal to render an individual decision:

In your list of major 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 the decisions (e.g. deferral conditions.)

## HONORS APPLICATION

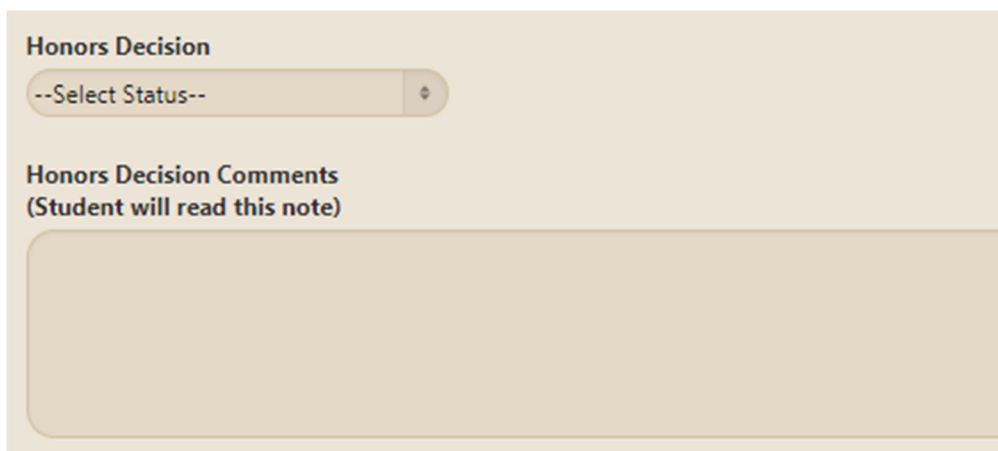
If students change their Honors plans, those changes will now prompt (and require) department or program review via the portal.

When a student updates their honors application in the Major/Minor portal, the department chair and the department AA will receive the following message via email:

Subject Line: Honors Application  
<Students email address>@swarthmore.edu

<Student Name>, <Grad Year> has submitted an honors application or a change to their honors application. Please log into the major/minor portal to approve the honors application. [https://apex.swarthmore.edu/ords/f?p=SOPHOMORE\\_PLAN\\_DEPARTMENTAL](https://apex.swarthmore.edu/ords/f?p=SOPHOMORE_PLAN_DEPARTMENTAL)  
<required text for the student to indicate their changes>

Upon receipt of this message, please log into the major/minor portal. In your list of majors or minors, click on the lefthand-side magnifying glass to see an individual student's plan. You will see boxes that allows you to enter decisions and describe any condition associated with the decisions for both the Honors Major/Honors Minor, and the Honors Program.



The screenshot shows a web form titled "Honors Decision". At the top, there is a dropdown menu with the text "--Select Status--". Below this, there is a section titled "Honors Decision Comments" with a subtext "(Student will read this note)". Underneath the title is a large, empty text area for entering comments.



Honors Plan Decision

--Select Status--

Honors Plan Decision Comments  
(Student will read this note)

Please enter decisions for both the honors decision (which should be done whenever you receive notice that the student would like to join your program as an honors major/minor), and the honors plan decision. To view the student’s honors plan, please scroll down to the “Honors” block:

Honors Application

| Exam Subject<br>↑≡ | Exam Title | Course Preparations for Examinations Term | Course Preparations for Examinations Subject | Course Preparations for Examinations Title |
|--------------------|------------|---|--|--|
| Preparation 1      |            | Spring 2020                               | PHIL: Philosophy                             | 101 Moral Philosophy                       |
| Preparation 2      |            | Fall 2019                                 | PHIL: Philosophy                             | 113 Topics in Epistemology                 |
| Preparation 3      |            | Fall 2020                                 | PHIL: Philosophy                             | 155 Philosophy of Law                      |
| Preparation 4      |            | Spring 2019                               | MATH: Mathematics                            | 061 Mathematical Statistics I              |
| Preparation 4      |            | Spring 2020                               | MATH: Mathematics                            | 111 Mathematical Statistics II             |

You may also view and print an honors plan in the “Department Sophomore Plan Applicants” mainpage:

|                                       |                                     |   |                          |           |
|---------------------------------------|-------------------------------------|---|--------------------------|-----------|
| <b>Sophomore<br/>Plan<br/>Details</b> | <b>Printable<br/>Plan<br/>(PDF)</b> | <b>Printable<br/>Honors<br/>Program<br/>(PDF)</b> | <b>Email<br/>Student</b> | <b>ID</b> |
|---------------------------------------|-------------------------------------|---|--------------------------|-----------|

To view historical honors application comments, please continue to scroll to the “Honors Comments from Student” Block.

| <b>Honors Comments from Student</b> |                          |
|-------------------------------------|--------------------------|
| <b>Comments</b>                     | <b>Activity<br/>Date</b> |
| This is a test                      | 11/15/2018               |

To view historical honors application changes, please continue to scroll to the “Honors Historical Plan Changes for Students” Block.

| <b>Historical Plan Changes for Student</b> |             |                |                     |               |               |
|--|-------------|----------------|---------------------|---------------|---------------|
| <b>Preparations</b>                        | <b>Term</b> | <b>Subject</b> | <b>Course Title</b> | <b>Credit</b> | <b>Action</b> |
| Preparation 1                              | Spring 2019 | CLAS: Classics | 103 Latin Epic      | 2             | DELETE        |

## HONORS WITHDRAWAL

Student may withdraw from the Honors Program in their major/minor portal. Should a student wish to withdraw from the program, you will receive the following email notification:

Subject Line: Honors Updated for <Student Name>, <Grad Year>

<Student Name>, <Grad Year> is no longer interested in pursuing honors. Please log into the major/minor portal to approve their course major or minor.

If you have any questions or concerns, or if you should not be the recipient of this email, please contact Lesa Shieber, Associate Registrar.

If the student would like to remain a course major or minor in your department, you will need to re-approve the major or minor, as the requirements for the course may differ from honors.

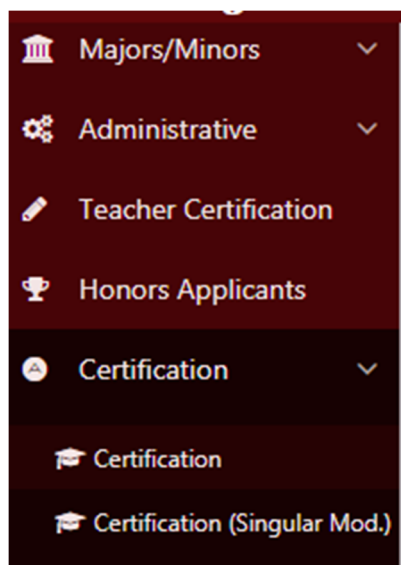
## SENIOR CERTIFICATION

Please use the Major/Minor Portal to certify senior completion of the major or minor. Certification means that your senior is completely done with all course and applicable senior comprehensive requirement for your major or minor. Please certify completion in the portal for all your majors or minors, course or honors, assuming successful completion of current semester courses in your subject.

You may assume successful completion of second-semester senior courses in your subject area because if any senior gets a current term NC in the subject of a major or minor, the Registrar will contact you to see if the NC jeopardizes the major or minor. You will also be contacted if some other degree requirement failure takes the student off the degree candidate list.

Recall that the Registrar checks general education graduation requirements (distribution etc.) but the Registrar does not calculate major or minor requirements. Departments need to certify the completion of major/minor. The portal shows what is recorded on the student's record. Please tell the Registrar's Office any changes, deletions or additions if the listing is incorrect in any way.

To certify the major/minor, select the "Certification" tab on the right side of the screen:



You may use the “Certification” subtab or the “Certification (Singular Mod.)” subtab, whichever is better for managing the senior certifications for your department. The following columns are available in both subtabs:

- Printable Plan .pdf - Opens the student’s entire proposed plan of study
- Academic History - Opens (as a pop up) the student’s academic history
- Subject Tally - Yields the subject and count of the number of courses taken within the subject. This tally does not include ‘Withdrawn’ courses or courses in which a student received ‘No Credit’
- ID - Student ID number
- Last Name - Student’s last name
- First Name - Student’s first name
- Grad Year - Student’s graduation year
- Student Status - Student Status, AS = Active Student, LV = Leave of Absence, WD = Withdrawn Student
- Student Type - Student Type, C = Continuing Student, B = 1st year Student, T = Transfer Student, F = Student is Abroad
- Type - Indicates the 1st or 2nd major, or 1st or 2nd minor
- Code - Major/Minor code, ie: BIOL, PHIL, GSST
- Description - Major/Minor Description, ie: Biology, Philosophy, Gender & Sexuality Studies
- **Certified Complete - Select ‘Yes’ to certify the major/minor. Select ‘No’ if the student has not completed the requirements for the major/minor.**
- Email Registrar - Sends an email to the Registrar’s Office

## Certification SubTab

You may use the this tab if your department has both course and comprehensive requirements  
The certification subtab includes 2 addition columns:

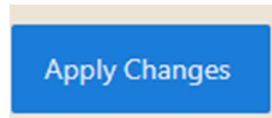
- Course Requirements Complete - Select ‘Yes’ to certify that the course requirements are complete. Select ‘No’ if the student has not completed the course requirements for the major/minor.

- Comprehensive Requirements Complete - Select 'Yes' to certify that the comprehensive exercise is complete. Select 'No' if the student has not completed the comprehensive exercise for the major/minor.

### **Certification (Singular Mod.) SubTab**

You may use the this tab if your department does not have a comprehensive exercise.

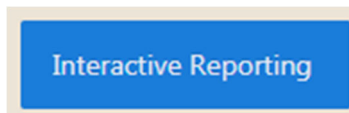
Please be sure to select "Apply Changes" before navigating from the page.



If you do not apply changes before navigating from the page, any changes made will not be saved.

### **Interactive Reporting**

You may use the tool to sort and filter your list.



This may be helpful if you have multiple departments, or a great number of students in which you would like to filter.

## TOOL: CUSTOMIZE YOUR VIEW

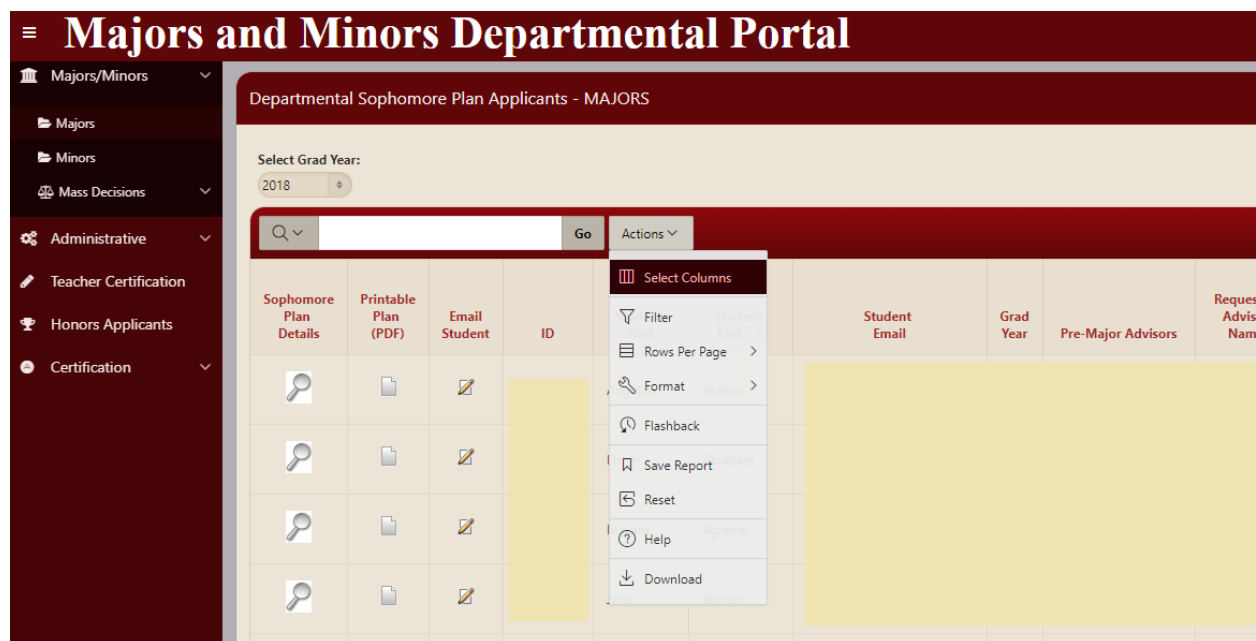
Why is the portal soooooooo slow? Are you frustrated by slow loading time?

- Why is the table soooooooo wide? Do you want to customize your view so that you only see the columns that you need for a particular task?
- Why doesn't the table include an important variable that I need?

Great news! There is a tool that can help!

Customize your columns! Fewer columns means faster loading time!

1. Select the Majors/Minors tab in the left-hand navigation column.
2. Select Majors or Minors
3. Select the Actions button.
4. Select "Select Columns"



5. Select the columns that you would like to Display (or Not Display) and use the > or < buttons to modify your lists.
6. Select the Apply button.

## TOOL: FUTURE COURSE PROJECTIONS

For a general estimate of how many sophomore, junior and senior students 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.