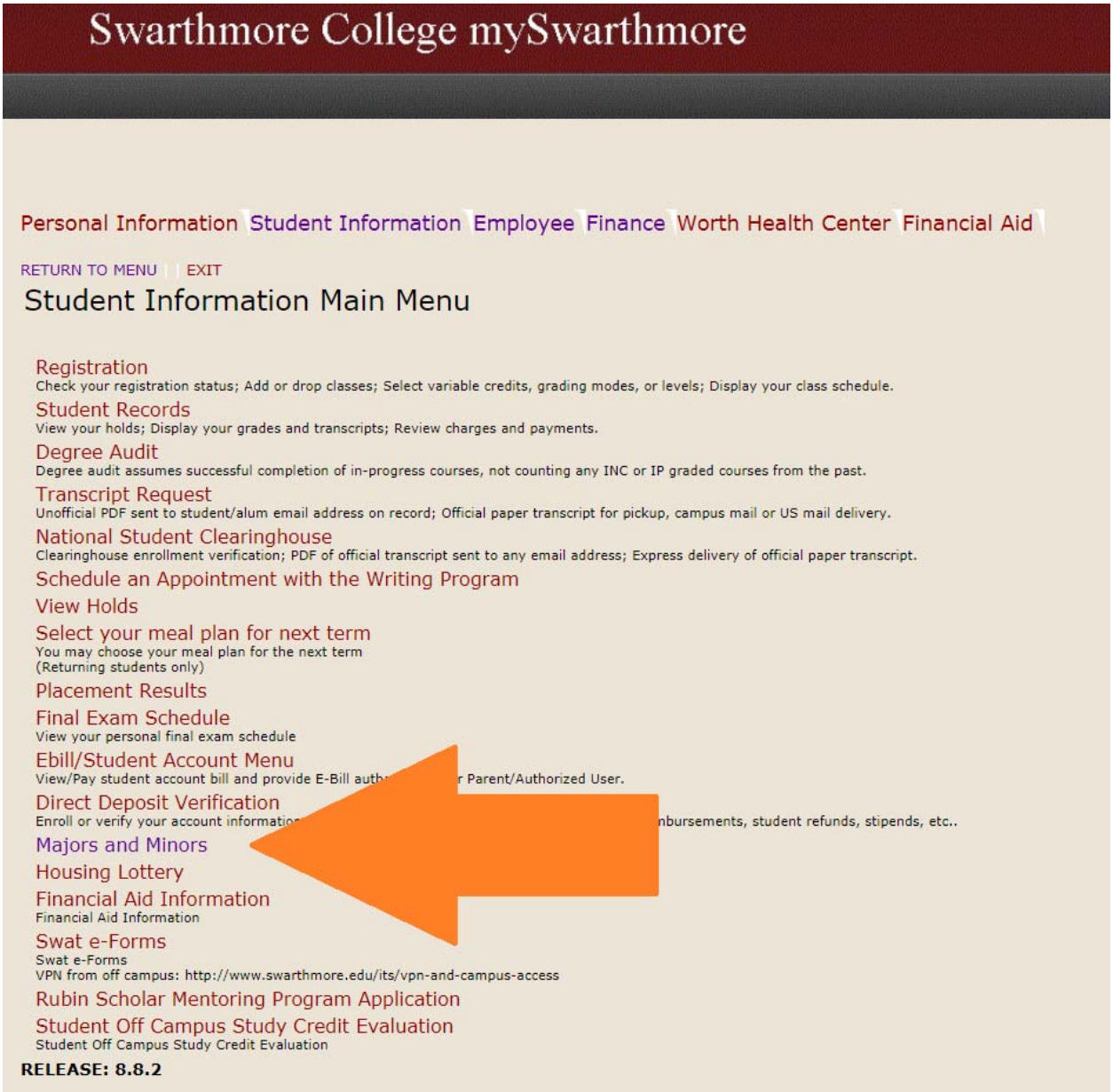
Sophomore Plan - Student Instructions

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

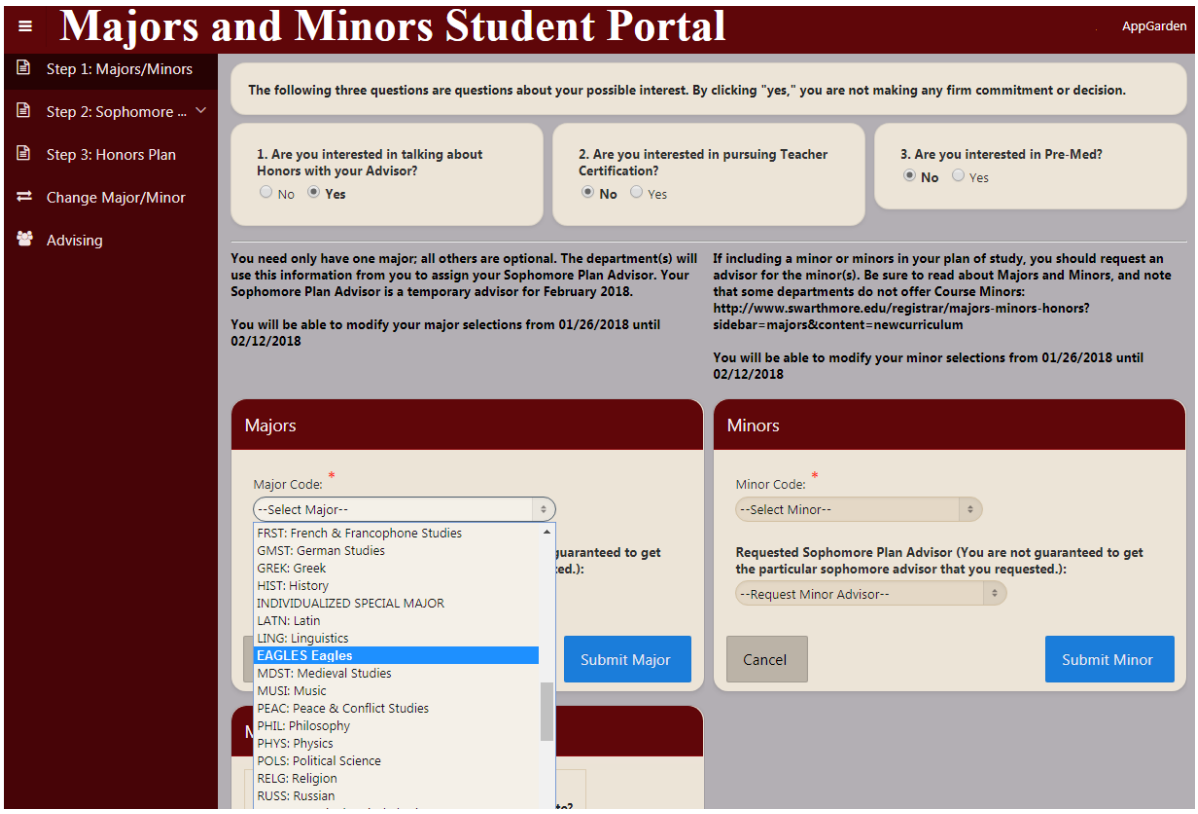


[image: mySwarthmore Student section list of links with arrow pointing to “Majors and Minors” link]

By Monday of Week 4 of the Spring semester, you 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.

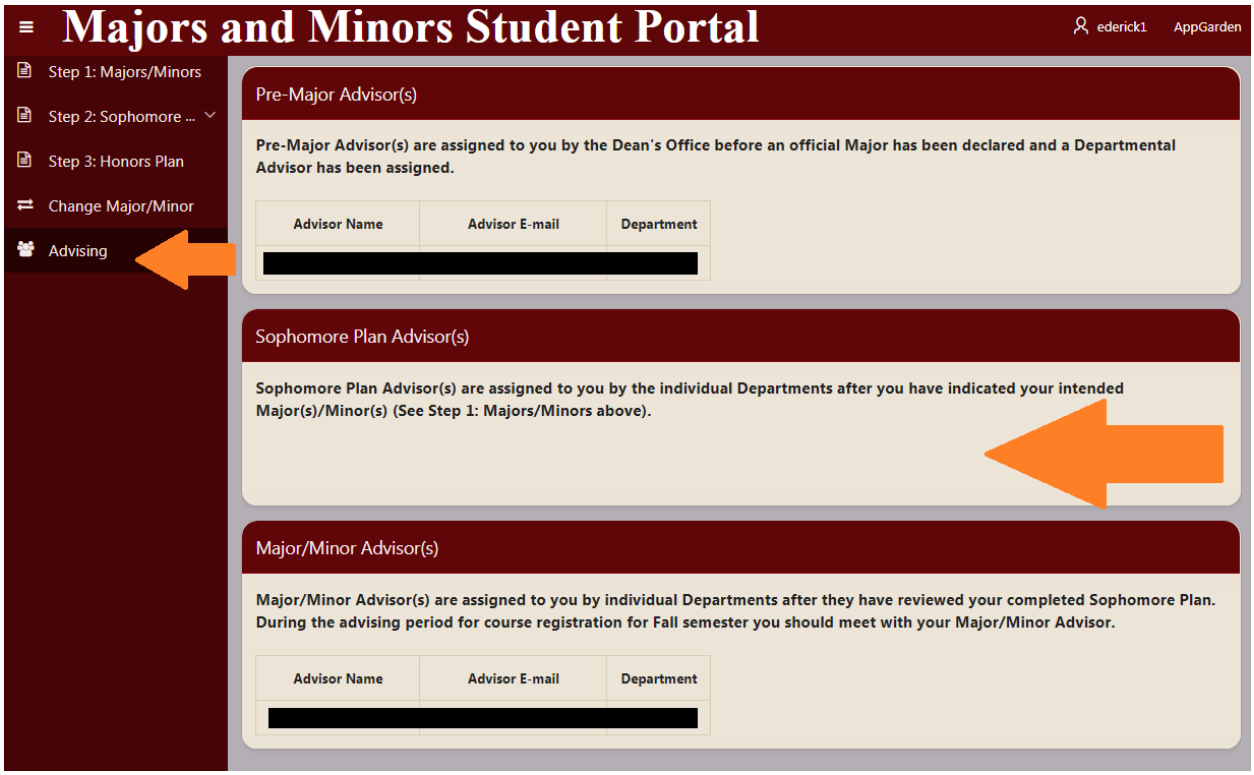
- You can request a sophomore plan advisor if you'd like to for each major/minor, but you don't have to make an advisor request. There is no guarantee that requests can be granted.
- Indicate your interest in talking about Honors with your advisor. This is not a firm commitment to pursue the Honors Program. 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).

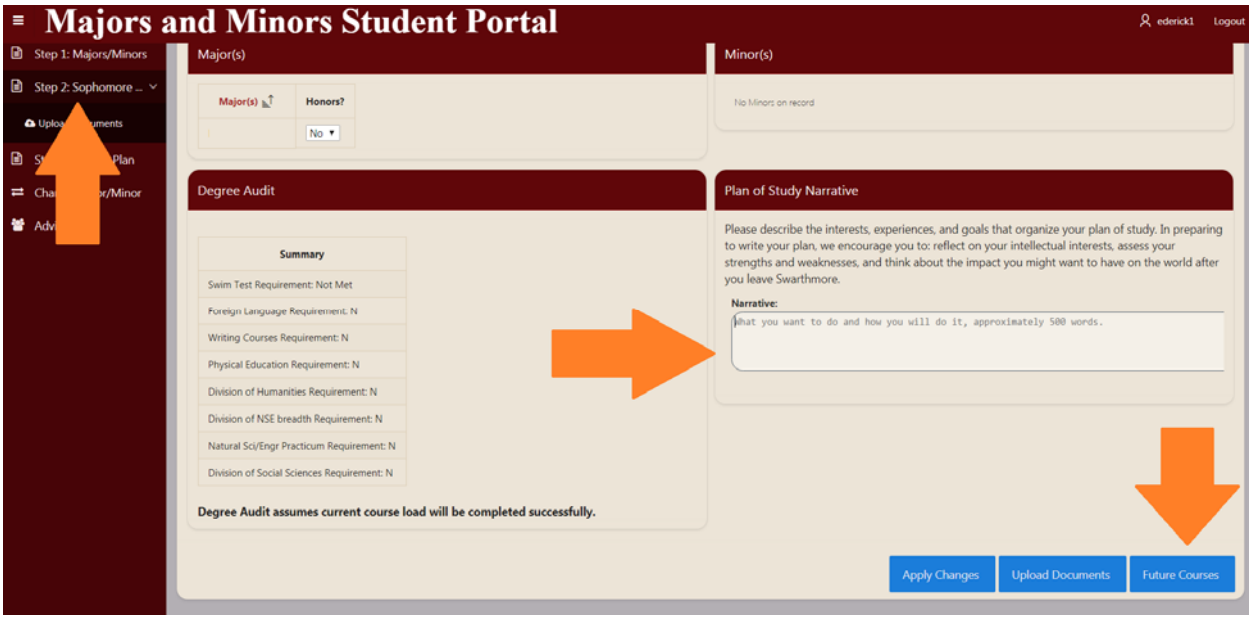
- By Friday of week 4 of the semester, departments and programs will use the major/minor info from mySwarthmore to assign you a Sophomore Plan advisor. After the department has assigned you a Sophomore Plan advisor, that professor's name and contact info will appear in the Advising Tab of the mySwarthmore 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.



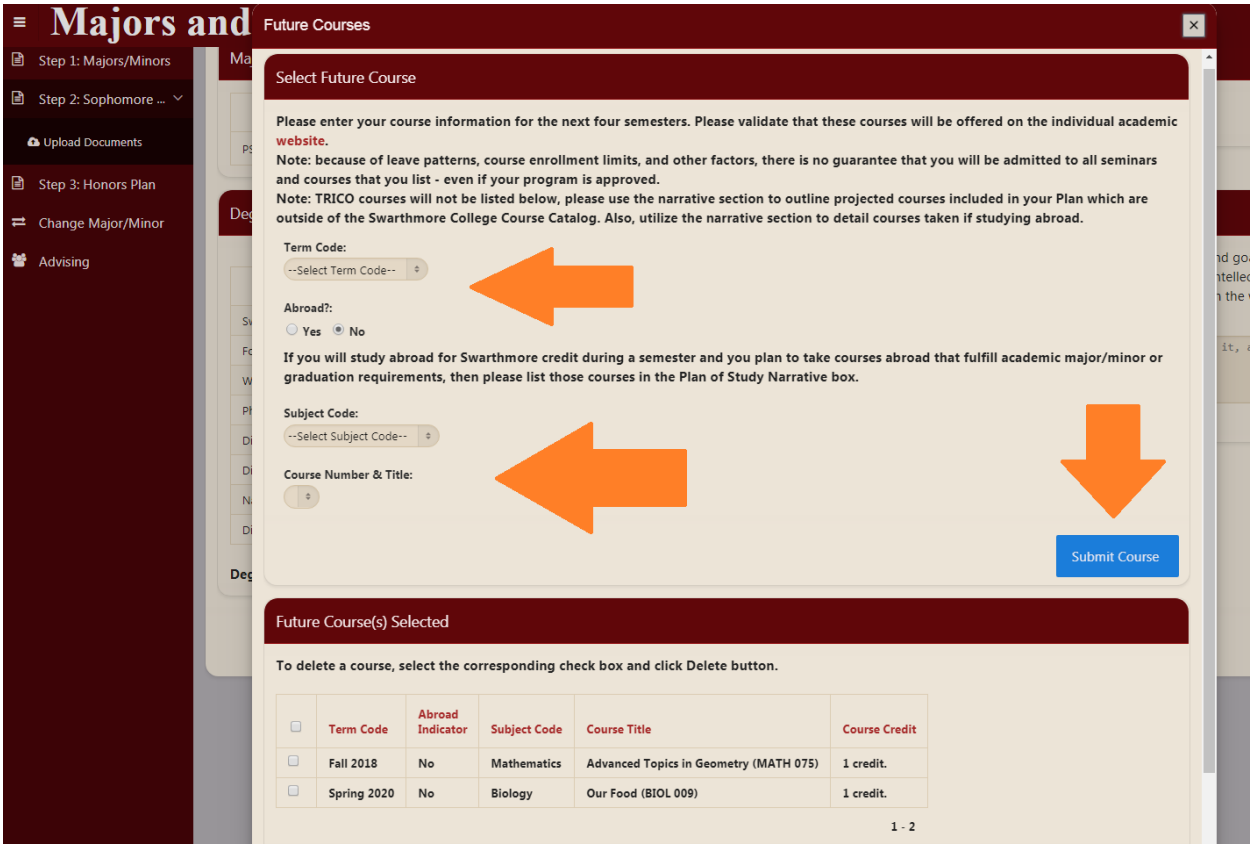
[image: Majors and Minors Student Portal screen image with Advising tab selected and Sophomore Plan advisor highlighted]

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



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



[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.

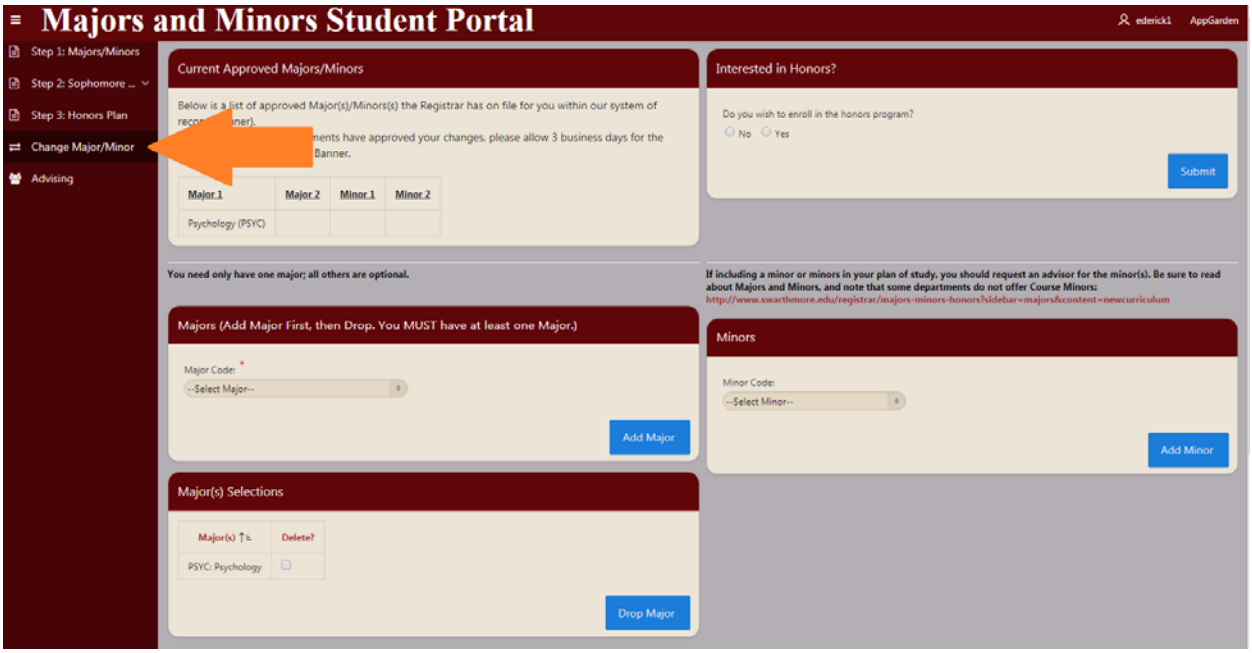
- You will be able to see those decisions (as they are issued) in the mySwarthmore Majors/Minors website. Most departments will also email you with their decisions, and any comments related to their decisions.
- Some students are accepted, some students are deferred, and some students are denied.
- If 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.

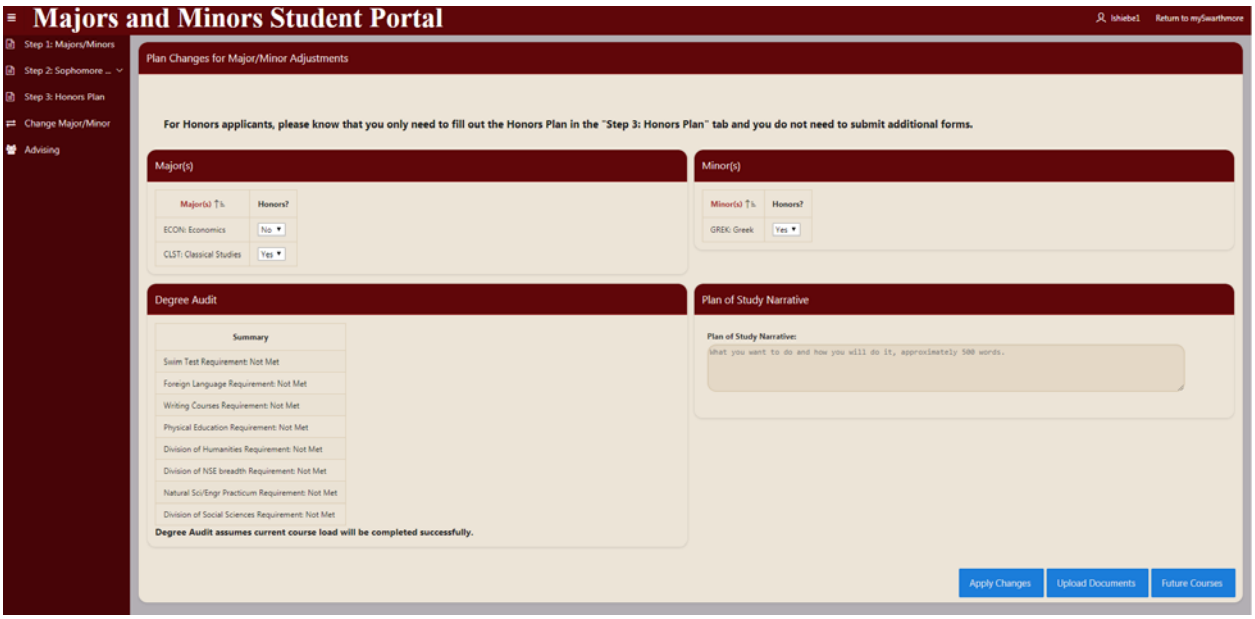


[image: Majors and Minors Student Portal screen image with Change Majors/Minors tab selected]

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’.



[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.

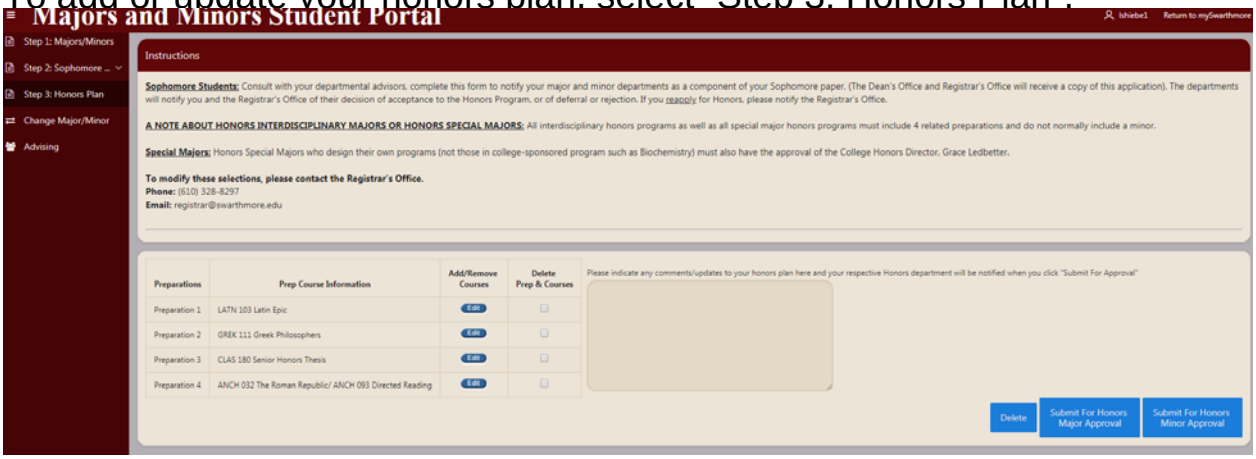
Once you select ‘Apply Changes’, the academic departments will be notified as to whether you are adding or dropping a major or minor.

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.

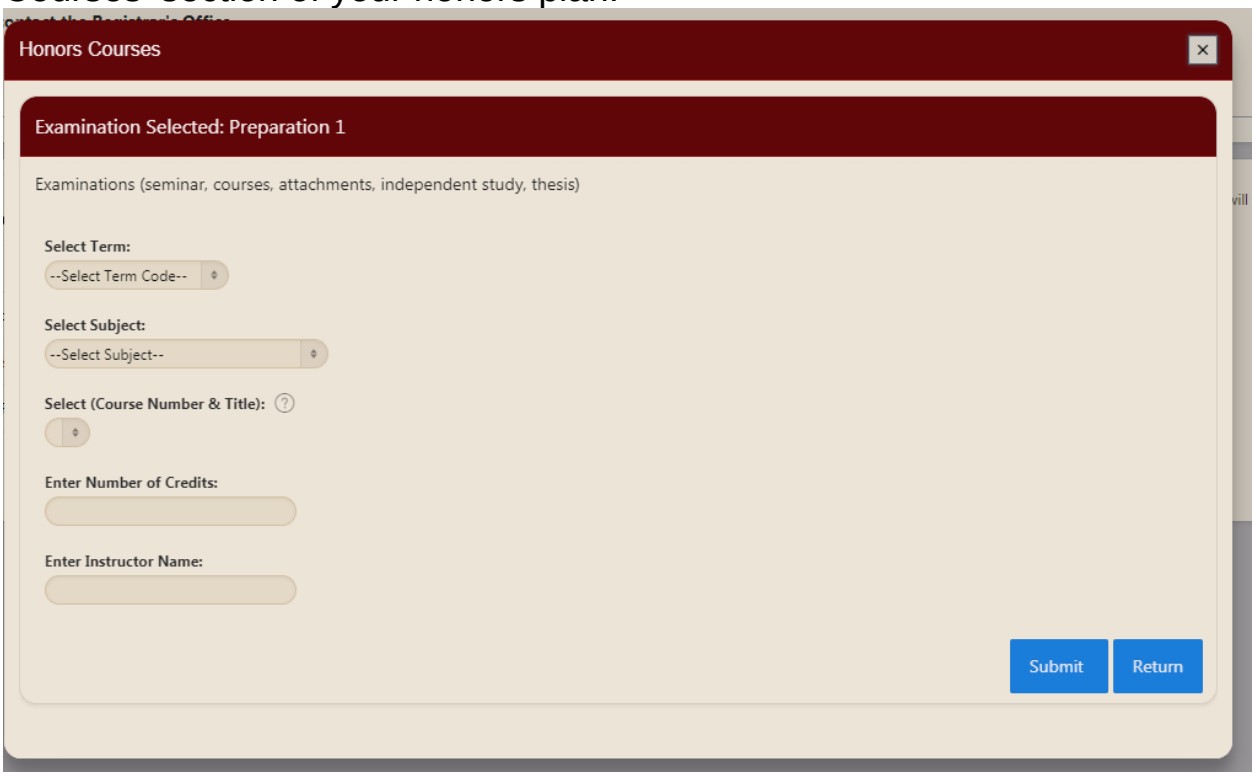
You are able to add or update your honors plan, at any time, until the second week of your senior year through the Majors/Minors section in mySwarthmore.

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



[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.



[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: February 2021