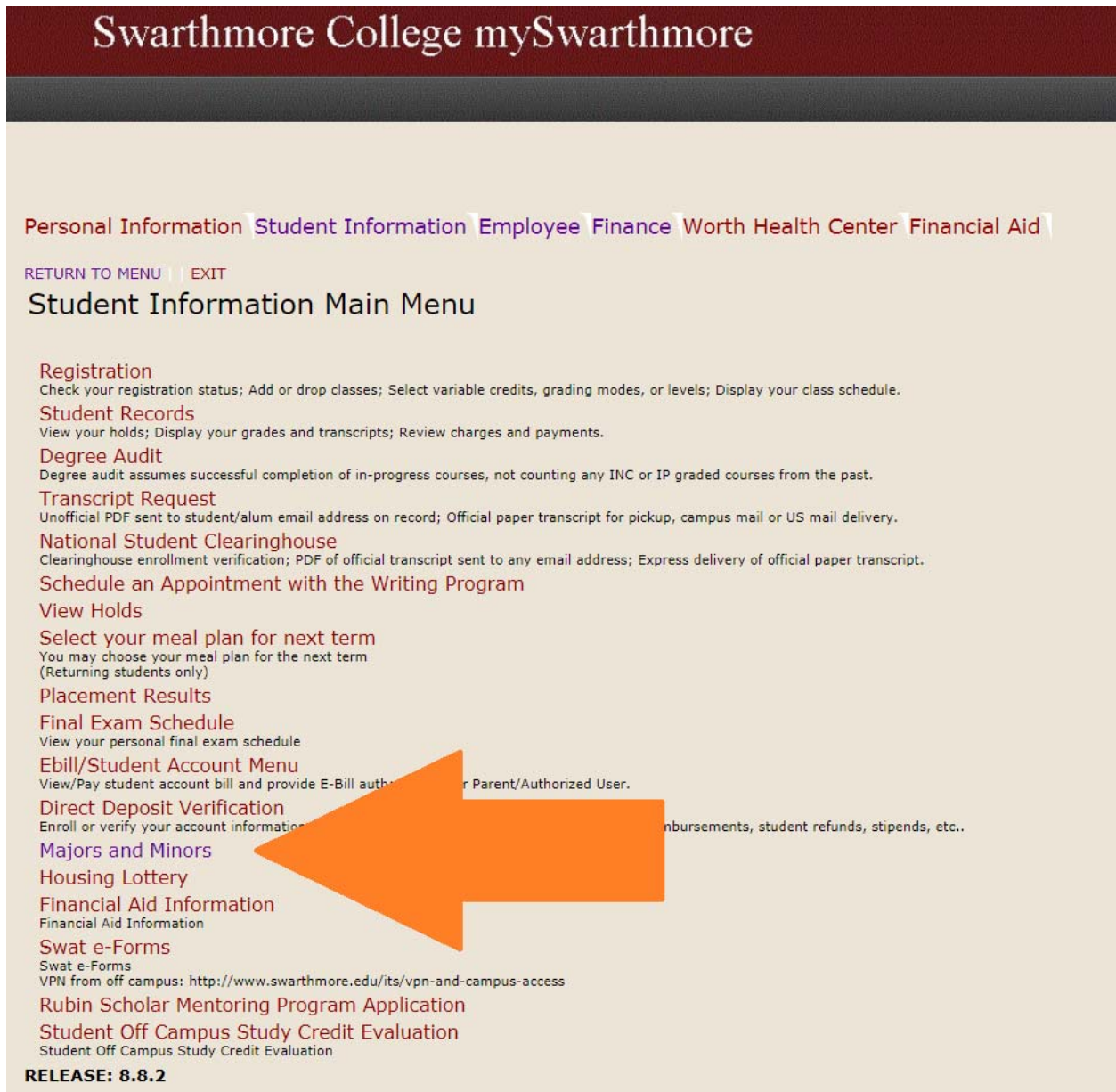


Sophomore Plan - Student Instructions

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



The screenshot shows the mySwarthmore website interface. At the top, a dark red banner displays "Swarthmore College mySwarthmore". Below this is a navigation bar with links: "Personal Information", "Student Information", "Employee", "Finance", "Worth Health Center", and "Financial Aid". Under "Student Information", there are links for "RETURN TO MENU" and "EXIT". The main heading is "Student Information Main Menu". A list of links follows, each with a brief description: "Registration" (Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.), "Student Records" (View your holds; Display your grades and transcripts; Review charges and payments.), "Degree Audit" (Degree audit assumes successful completion of in-progress courses, not counting any INC or IP graded courses from the past.), "Transcript Request" (Unofficial PDF sent to student/alum email address on record; Official paper transcript for pickup, campus mail or US mail delivery.), "National Student Clearinghouse" (Clearinghouse enrollment verification; PDF of official transcript sent to any email address; Express delivery of official paper transcript.), "Schedule an Appointment with the Writing Program", "View Holds", "Select your meal plan for next term" (You may choose your meal plan for the next term (Returning students only)), "Placement Results", "Final Exam Schedule" (View your personal final exam schedule), "Ebill/Student Account Menu" (View/Pay student account bill and provide E-Bill authentication for Parent/Authorized User.), "Direct Deposit Verification" (Enroll or verify your account information for reimbursements, student refunds, stipends, etc..), "Majors and Minors" (highlighted in purple), "Housing Lottery", "Financial Aid Information" (Financial Aid Information), "Swat e-Forms" (Swat e-Forms; VPN from off campus: http://www.swarthmore.edu/its/vpn-and-campus-access), "Rubin Scholar Mentoring Program Application", "Student Off Campus Study Credit Evaluation" (Student Off Campus Study Credit Evaluation), and "RELEASE: 8.8.2". A large orange arrow points from the right towards the "Majors and Minors" link.

Personal Information Student Information Employee Finance Worth Health Center Financial Aid

RETURN TO MENU | EXIT

Student Information Main Menu

Registration
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

Student Records
View your holds; Display your grades and transcripts; Review charges and payments.

Degree Audit
Degree audit assumes successful completion of in-progress courses, not counting any INC or IP graded courses from the past.

Transcript Request
Unofficial PDF sent to student/alum email address on record; Official paper transcript for pickup, campus mail or US mail delivery.

National Student Clearinghouse
Clearinghouse enrollment verification; PDF of official transcript sent to any email address; Express delivery of official paper transcript.

Schedule an Appointment with the Writing Program

View Holds

Select your meal plan for next term
You may choose your meal plan for the next term
(Returning students only)

Placement Results

Final Exam Schedule
View your personal final exam schedule

Ebill/Student Account Menu
View/Pay student account bill and provide E-Bill authentication for Parent/Authorized User.

Direct Deposit Verification
Enroll or verify your account information for reimbursements, student refunds, stipends, etc..

Majors and Minors

Housing Lottery

Financial Aid Information
Financial Aid Information

Swat e-Forms
Swat e-Forms
VPN from off campus: <http://www.swarthmore.edu/its/vpn-and-campus-access>

Rubin Scholar Mentoring Program Application

Student Off Campus Study Credit Evaluation
Student Off Campus Study Credit Evaluation

RELEASE: 8.8.2

[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.

The screenshot shows the 'Majors and Minors Student Portal' interface. On the left, a sidebar contains navigation links: 'Step 1: Majors/Minors', 'Step 2: Sophomore ...', 'Step 3: Honors Plan', 'Change Major/Minor', and 'Advising'. The 'Advising' link is highlighted with an orange arrow. The main content area is divided into three sections: 'Pre-Major Advisor(s)', 'Sophomore Plan Advisor(s)', and 'Major/Minor Advisor(s)'. The 'Sophomore Plan Advisor(s)' section is highlighted with an orange arrow. It contains a table with columns for 'Advisor Name', 'Advisor E-mail', and 'Department', which is currently empty. The 'Pre-Major Advisor(s)' and 'Major/Minor Advisor(s)' sections also contain similar empty tables.

Majors and Minors Student Portal

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

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).

Advisor Name	Advisor E-mail	Department

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

[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

The screenshot shows the 'Majors and Minors Student Portal' interface. The top navigation bar includes a hamburger menu, the title 'Majors and Minors Student Portal', and a user profile 'ederick1' with a 'Logout' link. The left sidebar contains navigation items: 'Step 1: Majors/Minors', 'Step 2: Sophomore Plan' (selected), 'Upload Documents', 'Swarthmore Plan', 'Check for Minor', and 'Advisor'. The main content area is divided into several sections: 'Major(s)' and 'Minor(s)' at the top, followed by 'Degree Audit' and 'Plan of Study Narrative'. The 'Degree Audit' section contains a 'Summary' table with requirements like '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', and 'Division of Social Sciences Requirement: N'. Below this is a note: 'Degree Audit assumes current course load will be completed successfully.' The 'Plan of Study Narrative' section has a text box for the narrative, with instructions: '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.' The 'Narrative:' label is followed by a text input area. At the bottom right, there are three buttons: 'Apply Changes', 'Upload Documents', and 'Future Courses'. An orange arrow points from the 'Future Courses' button to the 'Narrative' text box, and another orange arrow points from the 'Narrative' text box to the 'Future Courses' button.

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

Majors and Minors

Step 1: Majors/Minors

Step 2: Sophomore Plan

Upload Documents

Step 3: Honors Plan

Change Major/Minor

Advising

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.

Majors and Minors Student Portal

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

Current Approved Majors/Minors

Below is a list of approved Major(s)/Minor(s) the Registrar has on file for you within our system of record (Banner). If you wish to make changes, please allow 3 business days for the Registrar to process your changes.

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

You need only have one major; all others are optional.

Majors (Add Major First, then Drop. You MUST have at least one Major.)

Major Code:

Add Major

Minors

Minor Code:

Add Minor

Major(s) Selections

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

Drop Major

Interested in Honors?

Do you wish to enroll in the honors program?

☐ No ☐ Yes

Submit

If including a minor or minors in your plan of study, you should request an advisor for the minor(s). Be sure to read about Majors and Minors, and note that some departments do not offer Course Minors:
<http://www.swarthmore.edu/registrar/majors-minors-honors/sidebars/majors/content=newscurriculum>

[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 displays 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 page is divided into four main sections: 'Major(s)', 'Minor(s)', 'Degree Audit', and 'Plan of Study Narrative'. The 'Major(s)' section includes a table with columns 'Major(s) T.L.' and 'Honors?'. It lists 'ECON: Economics' with a 'No' dropdown and 'CLST: Classical Studies' with a 'Yes' dropdown. The 'Minor(s)' section has a similar table with 'Minor(s) T.L.' and 'Honors?'. It lists 'GREEK: Greek' with a 'Yes' dropdown. The 'Degree Audit' section shows a 'Summary' table with various requirements listed as 'Not Met'. The 'Plan of Study Narrative' section has a text area for 'Plan of Study Narrative: 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: February 2021