

Major Declaration

We hope this guide will help you with the step by step process of declaring your major.

First: Go to your major department website, read through the major information, & download the major worksheet (if available). If there is not a major worksheet available, you will need to know what courses are required to complete the major.

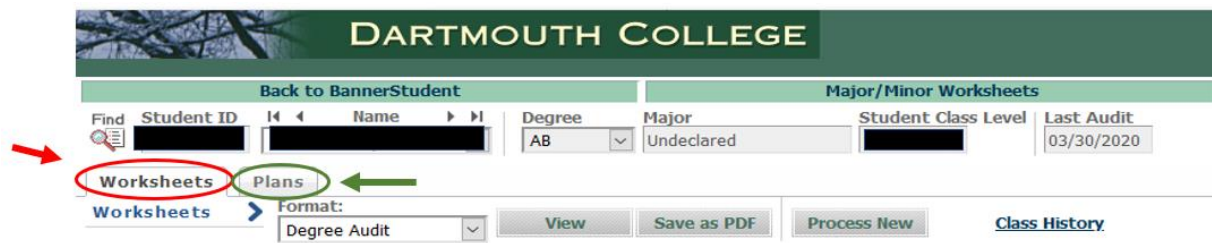
Second: Identify the courses you will be taking each term toward the major to the best of your ability.

- This is your BEST guess as to what classes you will complete toward your major.
- Many academic department websites have a tentative list of future courses available.
- You may also look on the [ORC](#) to find trends of when classes have been offered:
 - Choose courses you are interested in and assume they are offered in the same term each year – you will be able to re-submit your major plan to reflect updates.

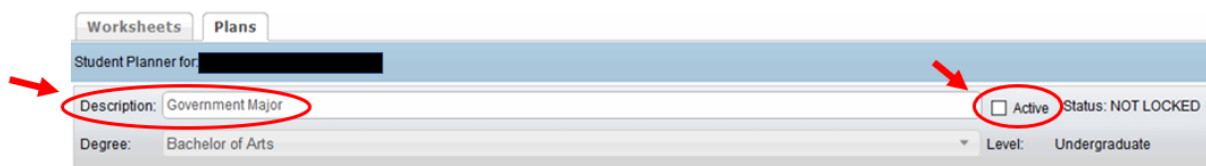
Third: Use [The Sophomore Year booklet](#) to learn who gives pre-major advice in the department you are seeking to major in. It is always a good idea to talk to a professor about your major plan and interests within that major.

Fourth: Follow the step by step directions below to enter your major online.

1. Open DartHub
2. Click on DartWorks
 - a. DartWorks Degree Audit/Planner automatically opens in “Worksheets”
 - b. Click on “Plans”, next to Worksheets

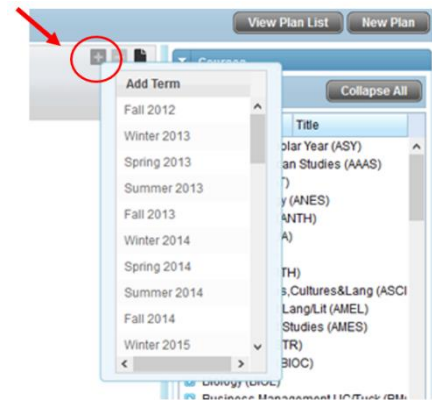


3. The plans tab is where you will create your major (or minor) plan that will be submitted to the Department and Registrar.
 - a. Enter all courses that will count toward your major, including prerequisites, in this plan.
 - i. Pre-matriculation credit will be added in a later screen.
 - b. Do not enter courses you plan to take that are unrelated to your major.
 - c. You will create individual plans for each major/minor you declare (do not add them all to one plan).
4. Name your plan (this will be seen by the department and the Registrar).
 - a. You do not need to click the active box to the left of the description.



5. Enter the terms into your plan that correspond with the terms you have or will be taking courses toward your major. You do not need to add terms in which you are not taking major courses.

- a. Add terms by clicking the “+” button.
 - i. A drop-down menu will allow you to choose from the appropriate terms to be entered.
 - ii. You need to press the “+” to add each term individually.

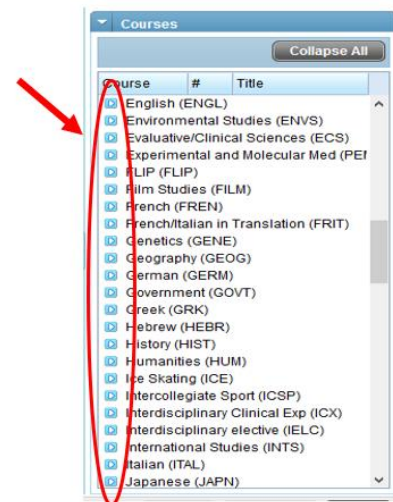


- iii. Once you add the terms, your planner will look something like this.



- iv. You may consider saving your plan at this point (just in case the save button causes you issues later on).

6. Now that you have the terms in your plan, you can add the courses that will go toward your major. You add courses from the box on the right of your screen. If you click the blue arrow, the courses will expand under the department.



7. You can then drag and drop the courses into the terms in which you have taken them, or plan to take them. Click and hold the course, drop into the term taken.

Worksheets Plans

Student Planner for: [Redacted]

Description: Government Major ☐ Active Status: NOT LOCKED

Degree: Bachelor of Arts Level: Undergraduate

▼ Fall 2016 Total Credits: 1.0 [Reassign] [Delete this term] [Add] [Remove]

Course Requirement Credits Notes

GOVT 003 1.0

▼ Spring 2017 Total Credits: 0.0 [Reassign] [Delete this term] [Add] [Remove]

▼ Fall 2017 Total Credits: 0.0 [Reassign] [Delete this term] [Add] [Remove]

▼ Winter 2018 Total Credits: 0.0 [Reassign] [Delete this term] [Add] [Remove]

▼ Spring 2018 Total Credits: 0.0 [Reassign] [Delete this term] [Add] [Remove]

▼ Summer 2018 Total Credits: 0.0 [Reassign] [Delete this term] [Add] [Remove]

▼ Winter 2019 Total Credits: 0.0 [Reassign] [Delete this term] [Add] [Remove]

▼ Spring 2019 Total Credits: 0.0 [Reassign] [Delete this term] [Add] [Remove]

▼ Fall 2019 Total Credits: 0.0 [Reassign] [Delete this term] [Add] [Remove]

▼ Winter 2020 Total Credits: 0.0 [Reassign] [Delete this term] [Add] [Remove]

Courses

Course # Title

▼ Film Studies (FILM)

▼ French (FREN)

▼ French/Italian in Translation (FRIT)

▼ Genetics (GENE)

▼ Geography (GEOG)

▼ German (GERM)

▼ Government (GOVT)

GOVT 003 American Political S

GOVT 004 Politics of the World

GOVT 005 International Politics

GOVT 006 Political Ideas

GOVT 07.01 Politics & Culture of

GOVT 07.02 Nationalism in War

GOVT 07.03 Media and Politics

GOVT 07.04 Politics of Cuba

GOVT 07.05 Aboriginal Rights in

GOVT 07.06 Women and Leader

GOVT 07.07 Sex & Violence in th

GOVT 07.08 Invitation to Struggle

GOVT 07.09 How Will Africa Deve

GOVT 07.10 Congr. Pres&Nat Se

GOVT 07.11 Love, Friendship&Ma

GOVT 07.12 Intelligence & Int Se

- a. You will see a blue check mark appear when you drag the course over a term.
 - i. Make sure to drop the course into the correct term you have taken or wish to take the course.
- b. If you drag the course into an area it cannot be placed, you will see a red X.
- c. If a course is not available or listed in the course list you can use the placeholder. It's best to do research, prior to using this, so the plan does not get returned by the department/program. You might encounter this for exchange or transfer terms.
 - i. Click on the plus sign in the term that you plan on taking the course
 - ii. Select "Placeholder" rather than "course"

Description: TEST ☐ Active ☐ Locked

Degree: Bachelor of Arts Level: Undergraduate

▼ Spring 2020 Total Credits: 0.0 [Reassign] [Delete this term] [Add] [Remove]

Add Requirement

Course

Placeholder

▼ Arabic (ARAB)

▼ Art History (ARTH)

▼ Asian Societies,Cultures&Lan

▼ Asian/Mideast Lang/Lit (AMEI)

▼ Asian/Mideast Studies (AMES)

▼ Astronomy (ASTR)

▼ Biochemistry (BIOC)

▼ Biology (BIOL)

- iii. Select "non-validated course" and type in the course title or number (if you know it) in the value box

Description: TEST ☐ Active ☐ Locked

Degree: Bachelor of Arts Level: Undergraduate

▼ Spring 2020 Total Credits: 0.0 [Reassign] [Delete this term] [Add] [Remove]

Placeholder Requirement

Non-validated course

Select

Non-validated course

Value

ECON 400

Notes

Type in the course number or title that is not listed in the "Course" Dropdown list

8. Once you have placed all of the courses that will be part of your major into the plan, click SAVE.

- a. You may consider saving your plan throughout the process.

The screenshot shows a web interface for planning a course of study. On the left, there are sections for different semesters: Winter 2019, Spring 2019, Fall 2019, and Winter 2020. Each section has a 'Total Credits: 1.0' and a 'Course Requirement' field. A search bar with a magnifying glass icon is next to each requirement field. The 'Credits' column shows '1.0' for each requirement. On the right, there is a list of courses with columns for 'Course #' and 'Title'. A red arrow points from the 'Save' button at the bottom right of the course list to the 'Save' button at the bottom right of the entire interface.

9. Click on your “Dartworks Dashboard”

The screenshot shows the Dartmouth College Dartworks Dashboard. The header features the Dartmouth College logo. Below the header, there are three tabs: 'Dartworks Dashboard' (circled in red), 'Major/Minor Worksheets', and 'How do I Declare a Major/Minor?'. Below the tabs, there are fields for 'Student ID', 'Name', 'Degree' (set to 'AB'), 'Major' (set to 'Undeclared'), 'Student Class Level', and 'Last Audit' (set to '03/30/2020'). Below these fields, there are two buttons: 'Worksheets' and 'Plans'. Below the buttons, there is a section for 'Student Planner for:' followed by a redacted name. Below this, there is a 'List of plans' section with a table header: 'Description:', 'Active', 'Modified', and 'Who'.

10. Click on Request New Declaration

The screenshot shows the Dartmouth DartWorks Dashboard. The header features the Dartmouth logo and the text 'DartWorks Dashboard'. Below the header, there are two buttons: 'Drops' and 'Declarations'. Below these buttons, there is a redacted name. Below the name, there is a section for 'session users ...' with a button 'Request New Declaration' circled in red. Below this, there is a section for 'My In-Progress Requests' with the text 'No Requests found!'. Below this, there is a section for 'My Declared Majors and Minors' with the text 'Nothing declared yet!'. Below this, there is a section for 'My Declared Majors and Minors' with the text 'Nothing declared yet!'.

- a. From the drop-down box labeled Request Type choose Major

Dartmouth | DartWorks Dashboard

Drops Declarations

New Request

session users ...

Request Type

- ✓ make your selection
- Major
- Modified major (type A)
- Modified major (type B)

NOTE! You cannot declare a minor until your major has gone all the way through the process and shows up on your Dartworks Degree Audit

Instructions

Please select a request type: Major, Modified Major (type A), Modified Major (type B), or a Minor* to be reviewed by the Department/Program or Advisor.

*Note: Minors are only available after you declare at least one (1) major.

Submit Request

- b. Next choose the Department/Program you will be majoring in.

Dartmouth | DartWorks Dashboard

Drops Declarations

New Request

session users ...

Request Type

Major

Major

- African/African Am Studies
- African/Afr-American Studies
- African/African Am Studies
- Asian/Mideast Lang & Lit
- Arabic/Chinese Lang/Lit
- Arabic/Hebrew Lang/Lit
- Arabic/Japanese Lang/Lit

DartWorks Plan

Choose your plan...

Submit Request

- c. Choose the major plan you saved in your DartWorks plans tab.
- i. If you saved more than one plan with the same name, make sure to check the date/time and choose the correct plan.

New Request

session users ...

Request Type

Major

Major

Economics

DartWorks Plan

Choose your plan...

Econ Mod (05/18/17 01:31 PM)

This will display all your UNLOCKED plans.

Submit Request

- d. In the boxes below

- i. Enter the pre-requisites (as subject and number - i.e. MATH 3 or GOVT 10)
 1. make sure these are also listed in your DartWorks Plan.
 2. If you have pre-matriculation credit for a course, list it in the prerequisite box.
- ii. Enter your culminating experience course(s)
 1. This may be a senior seminar, thesis or research
 2. Refer to your major requirements
- iii. Click Submit Request.
 1. You will then receive an email from the department with your next steps.

Dartmouth | DartWorks Dashboard Drops Declarations

New Request

session users ...

Request Type Major **Major** Economics **DartWorks Plan** Econ Mod (05/18/17 01:31 PM)

Instructions
Please enter the required information into the text fields.

Prerequisites
Please enter Prerequisite information for this request. This is required information.

Culminating Experience
Please enter Culminating experience information for this request. This is required information.

Submit Request

11. Once you have clicked Submit Request, pay attention to the following.
 - a. Your DartWorks Dashboard is where you will be able to view your plan as well as the progress of your plan.
 - b. To the right you can click on your Major/Minor hyperlink to show what was submitted.
 - c. Under Status you will see the progress of your plan in the process.
 - d. Once your plan has been approved, you will see it show up under the My Declared Majors and Minors.

Dartmouth | DartWorks Dashboard Drops Declarations

Declarations for [redacted]

Departments or Programs.

[Review Declaration](#)

My In Progress Requests

Major/Minor	Subject	Type	Status
Modified A	AMAC modified with AMAC	New	Pending Departments/Programs Approval

My Declared Majors and Minors
Nothing declared yet!

Click here to review the plan and see more details

This tells you were the plan is in the process. Keep checking back

Once your major plan is finished going through all the steps it will appear in this section

12. When you click on your plan, you will see the following.
 - a. The plan you submitted.
 - b. The progress of your plan and any emails you have been sent.
 - i. You can click on “view email” to read the email that was sent to you.

AMAC:AMAC Modified Plan

Fall 2016	Winter 2017	Spring 2017	Summer 2017
ECON 022 (B)			
Fall 2017	Winter 2018	Spring 2018	Summer 2018
ECON 020		ECON 026	
ECON 024 (A-)			
Fall 2018	Winter 2019	Spring 2019	Summer 2019
ECON 038		ECON 039	
ECON 039		ECON 049	
Fall 2019	Winter 2020	Spring 2020	Summer 2020
ECON 028			

Prerequisites:
ECON 001 & 002

Culminating Experience:
ECON 041

Rationale:
This is where your rationale should go. It should be detailed. Review the department's web page for more information.

Plan submitted

Plan
progress
and email

History

When	By	Department	Event	Message
Tue, Apr 07, 2020 @ 11:03 AM	System	AMEL	Sent Email to Student	View Email
Tue, Apr 07, 2020 @ 11:03 AM	System	AMEL	Sent Email to Department	View Email
Tue, Apr 07, 2020 @ 11:03 AM	System	AMEL	Sent Email to Student	View Email
Tue, Apr 07, 2020 @ 11:03 AM	System	AMEL	Sent Email to Department	View Email
Tue, Apr 07, 2020 @ 11:03 AM			New Plan Submitted	Student submitted Plan

NOTES:

- You can only have 3 plans submitted at once.
- If your plan is locked (in process, but not declared) and you need to make changes, contact the department to deny/unlock your plan.
 - This is not meant for updating courses within your plan. That can be done using “Update Plan” after the plan is approved and declared.
- If you see the status of “Processing Failed” contact the Registrar.