Modified 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 modified major worksheet (if available). If there is not a worksheet available, you will need to know what courses are required to complete the modified major. Each academic department is slightly different, it is suggested you meet with a major advisor prior to submitting a modified major plan. The advisor will be able to answer questions regarding your modification as well as give you advice on courses that may be approved toward your modification.

Second: In consultation with or prior to meeting with a faculty advisor, identify the courses you will be taking each term toward the modified major to the best of your ability.

- This is your BEST guess as to what classes you will complete toward your modified 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 Modified 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 plan that will be submitted to the Departments 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 departments and the Registrar)
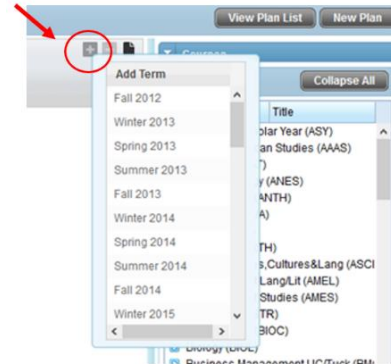   a. You do not need to click the active box to the left of the description.

5. Enter the terms into your plan that correspond with the terms you have or will be taking courses toward your major.
   a. Add terms by clicking the "+" button.
      i. A drop-down menu will allow you to choose from the appropriate terms.
      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.
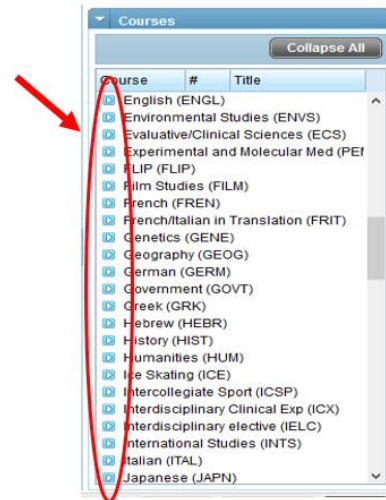
7. You can then drag and drop the courses into the terms in which you have taken them or plan to take them. Click and hold the course, drop into the term taken.
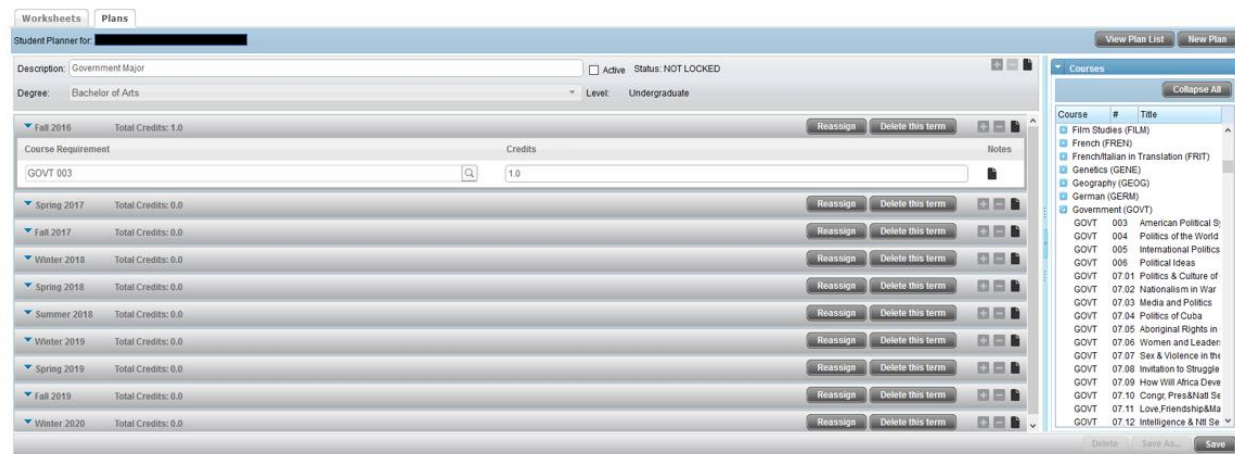
   a. You will see a blue check mark appear when you drag the course over a term.
      i. Make sure to drop the course into the correct term you have taken or wish to take the course.
   b. If you drag the course into an area it cannot be placed, you will see a red X.
   c. If a course is not available 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"
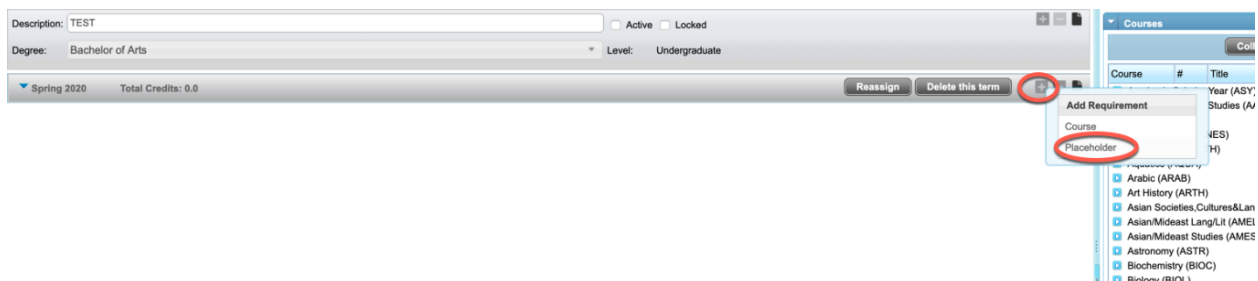
iii. Select "non-validated course" and type in the course title or number (if you know it) in the value box

Description: TEST

Degree: Bachelor of Arts

Level:

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

Spring 2020   Total Credits: 0.0

Placeholder Requirement	Value	Notes
Non-validated course	ECON 400	

Select
Non-validated course

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.

9. Click on your "Dartworks Dashboard"

DARTMOUTH COLLEGE

Dartworks Dashboard	Major/Minor Worksheets	How do I Declare a Major/Minor?

Student ID	Name	Degree	Major	Student Class Level	Last Audit
		AB	Undeclared		03/30/2020

Worksheets   Plans

Student Planner for:

List of plans

Description:	Active	Modified	Who

10. Click on Request New Declaration

Dartmouth | DartWorks Dashboard   Drops   Declarations

session users ...

Request New Declaration

My In-Progress Requests
No Requests found!

My Declared Majors and Minors
Nothing declared yet!

11. From the drop-down box labeled Request Type choose
    a. Modified Major (Type A or B)
        i. Modified type A – modifying with another department (e.g. XXXX modified with XXXX)
        ii. Modified type B – modifying within a department (eg. XXXX modified)
        iii. If you have questions about Type A or B, please contact the department administrator or pre-major advisor - The Sophomore Year booklet

    b. Next choose the Department/Program you will be majoring in
        i. You will need to fill out the primary department as well as the secondary
    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.
    d. Enter the pre-requisites
        i. make sure these are also listed in your DartWorks Plan.
        ii. If you have pre-matriculation credit for a course, list it in the prerequisite box.
    e. Enter your culminating experience course(s)
        i. This may be a senior seminar, thesis or research
        ii. Refer to your major requirements
    f. You will also see a box labeled Rationale
        i. You will need to enter the rationale for your modification in this box
    g. Click Submit Request
        i. You will then receive an email from the department(s) with your next steps.

Request Type

Modified major (type A)

Modified major (type A)

Arabic/Chinese Lang/Lit   × ▾

Modified With

Arabic/Chinese Lang/Lit   × ▾

DartWorks Plan

Econ Mod (05/18/17 01:31 PM)   × ▾

Instructions

Please enter the require information into the text fields.

Prerequisites

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

↶ ↷ **B** *I*

POWERED BY TINY

Culminating Experience

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

↶ ↷ **B** *I*

POWERED BY TINY

Rationale

Please enter the Rationale for this request. This is required information.
Your modified major rationale explains how each course combines to form a comprehensive plan of study. You may wish to write the rationale in a Word document, and then paste it here.

↶ ↷ **B** *I*

POWERED BY TINY

Submit Request

12. 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 (see below "Modified A" link).
    c. In the middle 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 ▉▉▉▉▉▉

Click here to review the plan and see more details

...partments or Programs.

Re... ...w Declaration

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

My In-...ogress Requests

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

My Declared Majors and Minors

Nothing declared yet!

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

13. 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 rational 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.
    o 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.