

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.

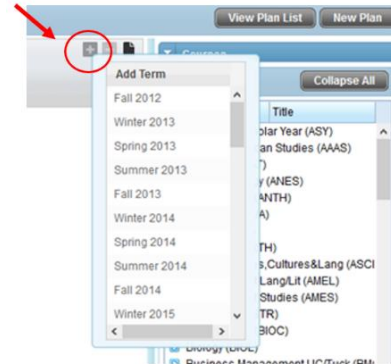
Worksheets Plans

Student Planner for [redacted]

Description: Government Major ☐ Active Status: NOT LOCKED

Degree: Bachelor of Arts Level: Undergraduate

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.

Worksheets Plans

Student Planner [redacted]

Description: Government Major ☐ Active Status: NOT LOCKED

Degree: Bachelor of Arts Level: Undergraduate

Term	Total Credits	Reassign	Delete this term
Fall 2016	0.0	Reassign	Delete this term
Spring 2017	0.0	Reassign	Delete this term
Fall 2017	0.0	Reassign	Delete this term
Winter 2018	0.0	Reassign	Delete this term
Spring 2018	0.0	Reassign	Delete this term
Summer 2018	0.0	Reassign	Delete this term
Winter 2019	0.0	Reassign	Delete this term
Spring 2019	0.0	Reassign	Delete this term
Fall 2019	0.0	Reassign	Delete this term
Winter 2020	0.0	Reassign	Delete this term

View Plan List New Plan

Courses

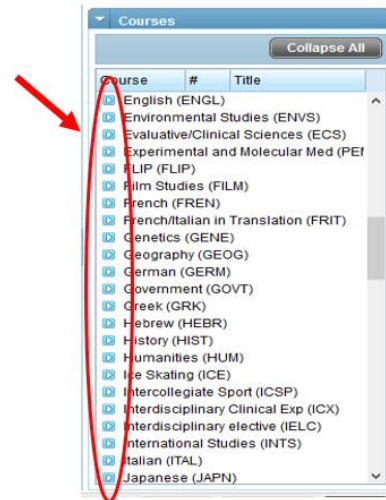
Collapse All

Course # Title

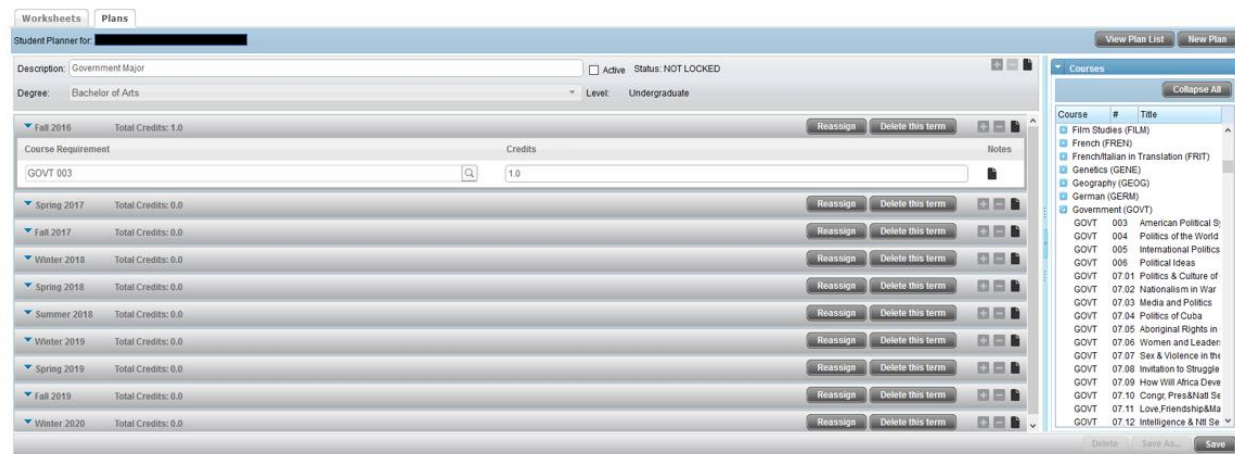
- Academic Scholar Year (ASY)
- Afr & AfrAmerican Studies (AAS)
- Anatomy (ANAT)
- Anesthesiology (ANES)
- Anthropology (ANTH)
- Aquatics (AQUA)
- Arabic (ARAB)
- Art History (ARTH)
- Asian Societies,Cultures&Lang (ASCI)
- AsianMidwest Lang/Lit (AMEL)
- AsianMidwest Studies (AMES)
- Astronomy (ASTR)
- Biochemistry (BIOC)
- Biology (BIOL)
- Business Management UG/Tuck (BM)
- Chemistry (CHEM)
- Chinese (CHIN)
- Classical Studies (CLST)
- Club Spts (CLSP)
- Cognitive Neuroscience (COGN)
- Cognitive Science (COGS)
- College Course (COCO)
- Community & Family Medicine (CAFM)

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

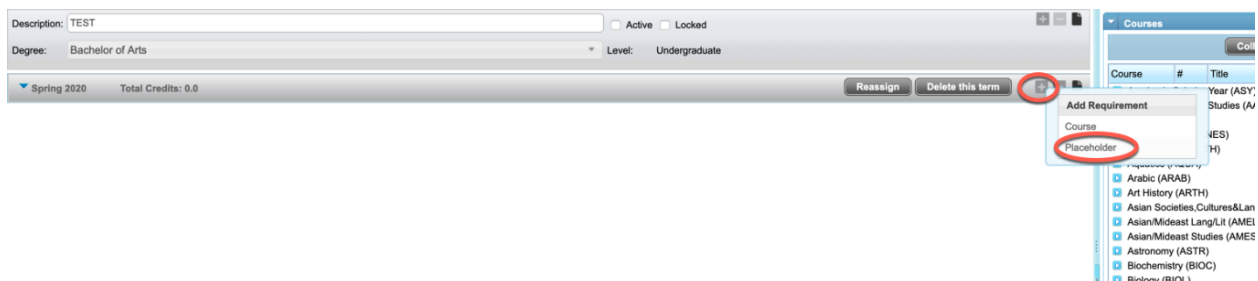
6. Now that you have the terms in your plan, you can add the courses that will go toward your major. You add courses from the box on the right of your screen. If you click the blue arrow, the courses will expand under the department.



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: ☐ A

Spring 2020 Total Credits: 0.0

Placeholder Requirement

Value: ECON 400

Course: **Non-validated course**

Select

Non-validated course

Notes

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.

Winter 2019 Total Credits: 1.0

Course Requirement

GOVT 50 06

Credits: 1.0

Spring 2019 Total Credits: 1.0

Course Requirement

GOVT 40 20

Credits: 1.0

Fall 2019 Total Credits: 1.0

Course Requirement

GOVT 83 05

Credits: 1.0

Winter 2020 Total Credits: 1.0

Course Requirement

GOVT 83 19

Credits: 1.0

Course # Title

GOVT 83.03 Environmental Politi

GOVT 83.04 Myth&Realities Put

GOVT 83.05 Media&Advertising A

GOVT 83.06 Political Communis

GOVT 83.07 Politics and Econom

GOVT 83.08 Localism in America

GOVT 83.09 Misperceptions in P

GOVT 83.11 Domestic&USFo

GOVT 83.12 Gender & American

GOVT 83.13 Health Care Politi

GOVT 83.14 The Rule of Govern

GOVT 83.15 Intriguing&US&E

GOVT 83.17 Amer&Other Thought

GOVT 83.18 Politics&Policy in the

GOVT 83.19 American Political B

GOVT 83.20 Law&Political Instit

GOVT 83.21 Experiments in Poli

GOVT 83.22 Political Representa

GOVT 83.23 Race & Politics in th

GOVT 83.24 Inequality & Ameri

GOVT 83.25 Polarization in Ameri

GOVT 83.26 Foreign Policy and Pa

GOVT 989 ...

Save

9. Click on your “Dartworks Dashboard”

DARTMOUTH COLLEGE

Dartworks Dashboard

Major/Minor Worksheets

How do I Declare a Major/Minor?

Student ID: [Redacted] Name: [Redacted]

Degree: AB Major: Undeclared

Student Class Level: [Redacted] Last Audit: 03/30/2020

Worksheets Plans

Student Planner for: [Redacted]

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](#)

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
 - 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.

session users ...

Request Type Modified major (type A) 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.

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

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.

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 [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

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 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.