UPDATE A MAJOR OR MINOR

- Your major/minor must be declared before you are able to update the plan.
- If you want to change majors, but only have one major listed, you must use "Change Major"
- If you want to change your major to a minor, you must have another Major declared before you are able to do this.
- If you want to change a Major to a Modified major using the same primary department/program you must use "Change Major"
- 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.
- 1. Open "DartWorks" through DartHub
 - i. Click on plans

	X		DAF	ктмс	оотн	COLLEC	SE .	
	В	ack to Ba	annerStud	dent			Major/Minor W	orksheets
Find Stu	dent ID	4 4	Name	• •I	Degree AB	Major VIndeclared	Student Cl	Last Audit 03/30/2020
Worksh		ans -						
Workshe	eets >	Degree		~	View	Save as PDF	Process New	Class History

- 2. Make a new plan or copy the old plan, update it and save it
 - a. If you don't remember how to make a new plan, refer to the major declaration worksheet
 - b. To copy and update an old plan, click and open the plan you wish to update
 - i. When you first open the plans tab, you will see will all plans you have ever created, select the locked plan you wish to update by clicking on it

List of plans									Delete	Oper
Description:	Active 0	N	Aodified 0	Who	٥	Degree: 0	Level:	Cini		
Econ Major	Y	10	0/13/2020	Hunt, Amy		AB	us 🤇	LOCKED		
Econ Major	Y	10	0/13/2020	Hunt, Amy		AB	UG	NOT LOCKED		
Econ Major 2	Y	10	0/13/2020	Hunt, Amy		AB	UG	NOT LOCKED		
Econ Major second 2	Y	10	0/13/2020	Hunt, Amy		AB	UG	NOT LOCKED		
Econ Mod	Y	05	5/18/2017	Hunt, Amy		AB	UG	LOCKED		
test plan	N	04	4/07/2020	Hunt, Amy		AB	UG	NOT LOCKED		
test plan	Y	04	4/07/2020	Hunt, Amy		AB	UG	LOCKED		

c. Rename the plan and the "Save As.." button will be available

Description: Econ Major	Rename plan h	ere	Active 🖸 Locked			* Courses
Degree: Bachelor of Arts			- Level: Undergraduate			Colleges All
Spring 2017 Total Credita: 1.8				Reasolign Delete this term	0.0.0	Course # Title Academic Scholar Year (ASY)
Course Requirement		Credita			Notes	Ahr & AhAmerican Studies (AAAS) Anatomy (ANAT)
ECON 022	[Q]	1.0				Anesthesiology (ANES) Anthropology (ANTH)
Spring 2018 Total Credits: 3.0				Reassign Delete this term		Aquatics (AQUA)
Course Requirement		Credita			Notes	Art History (ARTH) Asian Societies Cultures/Lang (ASCL)
ECON 020	9	1.0				Asian/Nideost Lang/Lit (AMEL) Asian/Nideost Studies (AMES)

П	(constant		(1.W		-	EO			Mcroeconomica
	Fall 2018 Total Credits: 2.0			Reassign Delete this term			ON	022	Macroeconomics Development Econom
	Course Requirement		Credits		Notes	EC	ON	025	Competition & Strateg
	ECON 029	Q,	(1.0			EC	ON	027	Intermediaries and Ma Labor Economics
	ECON 038	Q,	1.0			EO			Public Finance and Po Int Fin & Open-Econ I g
		_				EC	ON	032	Monetary Policy
	Last updated by: Hunt, Amy on 13-Oct-2020				_	Audit	Delete	C	Save As_
Ľ									

- d. Once in the re-named saved plan, make the changes you wish to make
 - i. Don't forget to click save again once you have made the changes
- e. When you return to your plan list, you should see the updated plan listed it will also save by date and time if you are looking for the most recently updated plan
- 3. Open your DartWorks Dashboard

DA	RTMOUTH COLLEC	GE
Dartworks Dashboard	Major/Minor Worksheets	How do I Declare a Major/Minor?
Student ID Name	Degree Major	Student Class Level Last Audit Delte Open
Your new plan will with the changed n the date/time it wa	ame, or by	Your newly saved plan will not be locked
Description:	Active	Modified

4. Click on the hyperlink in the "My Declared Majors and Minors" associated with the plan you intend to update.



5. Click "Update Plan"

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Change Maje - Update Plan	
List View	
Major Plan	
Prerequisites:	
Prereq	
Culminating Experience:	
ECON 55	

History				
When	Ву	Department	Event	Message
Tue, Apr 07, 2020 @ 2:29 PM	Amy J Hunt	AMEL	Declared	Plan Declared

- 6. Once you click Update Plan
 - a. Choose the plan in DartWorks associated with this change (by new name or date/time stamp)
 - b. Submit Request

Dartmouth DartWorks I	Dashboard	Drops Declarations
Update Request		
	1	If you saved more than one plan with the same name, make sure to check the date time and choose the correct plan.
	DartWorks Plan Choose your plan	minor. You can view this plan
	Vest plan (54.07/20 03:18 PM)	in the next step to validate that it is the correct plan. If you have no saved plans in DartWorks please go to
		DartWorks and select the "plan" tab. ("No results found" means you have no saved DegreeWorks plans.)