

## 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.

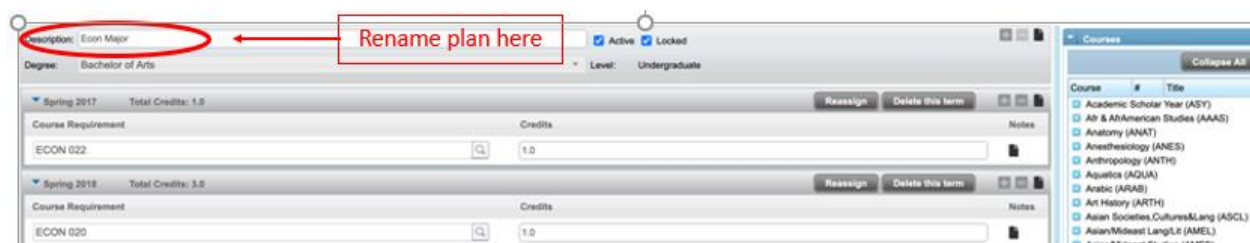
1. Open “DartWorks” through DartHub
  - i. Click on plans



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

Description	Active	Modified	Who	Degree	Level	Status
Econ Major	Y	10/13/2020	Hunt, Amy	AB	UG	LOCKED
Econ Major	Y	10/13/2020	Hunt, Amy	AB	UG	NOT LOCKED
Econ Major 2	Y	10/13/2020	Hunt, Amy	AB	UG	NOT LOCKED
Econ Major second 2	Y	10/13/2020	Hunt, Amy	AB	UG	NOT LOCKED
Econ Mod	Y	05/18/2017	Hunt, Amy	AB	UG	LOCKED
test plan	N	04/07/2020	Hunt, Amy	AB	UG	NOT LOCKED
test plan	Y	04/07/2020	Hunt, Amy	AB	UG	LOCKED

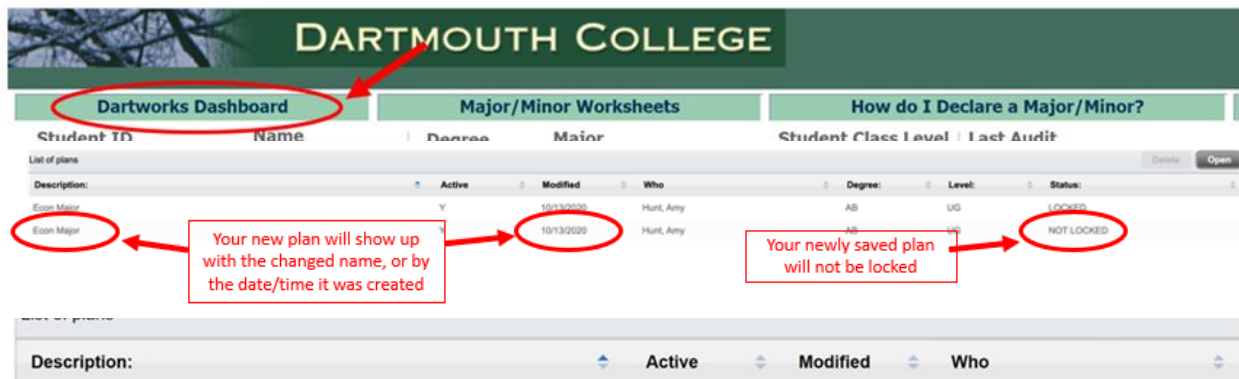
- c. Rename the plan and the “Save As..” button will be available



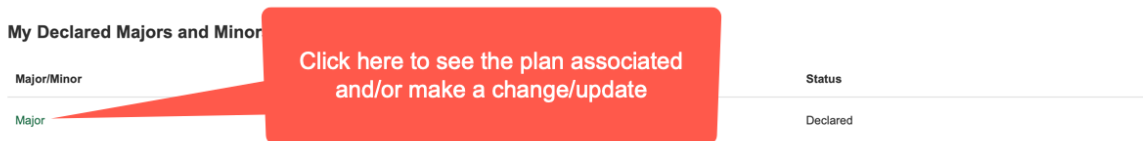


- d. Once in the re-named saved plan, make the changes you wish to make
  - i. Don't forget to click save again once you have made the changes
- e. When you return to your plan list, you should see the updated plan listed – it will also save by date and time if you are looking for the most recently updated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


3. Open your DartWorks Dashboard



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



5. Click "Update Plan"



The screenshot shows a dark green navigation bar with two buttons: "Change Major" and "Update Plan". The "Update Plan" button is highlighted with a red rounded rectangle. A red arrow points from this button down to the "Major Plan" section below.

**Major Plan**

Prerequisites:  
Prereq

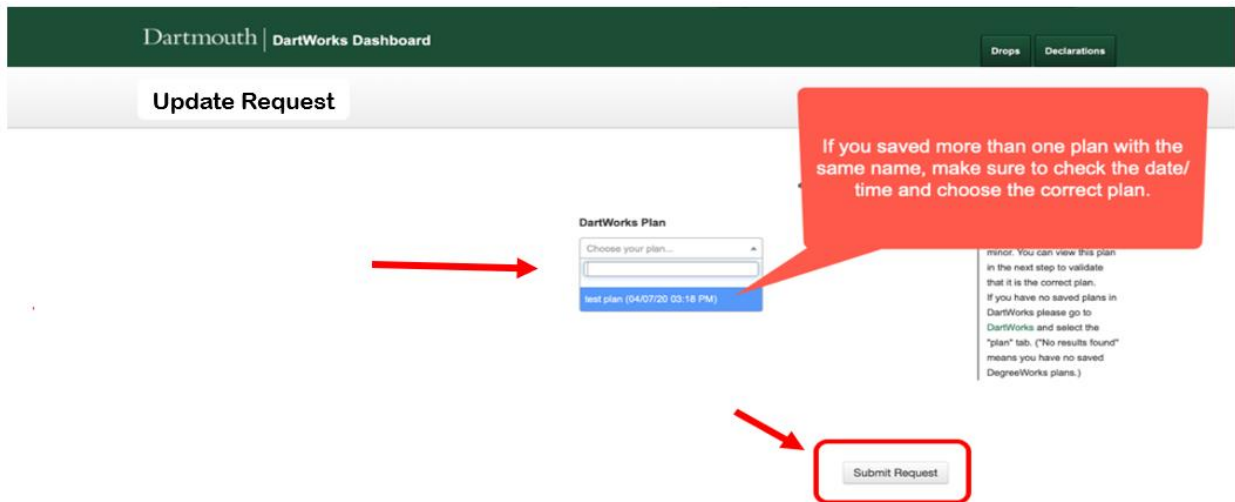
Culminating Experience:  
ECON 55

**History**

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

6. Once you click Update Plan

- Choose the plan in DartWorks associated with this change (by new name or date/time stamp)
- Submit Request



The screenshot shows the "Update Request" form in the Dartmouth DartWorks Dashboard. The form has a header "Update Request" and a "Submit Request" button at the bottom right, which is highlighted with a red rounded rectangle. A red arrow points from the "Submit Request" button to the "DartWorks Plan" dropdown menu. The dropdown menu is open, showing a list of plans. The selected plan is "test plan (04/07/20 03:18 PM)". A red speech bubble points to the dropdown menu with the text: "If you saved more than one plan with the same name, make sure to check the date/time and choose the correct plan." A small text box on the right side of the form provides instructions: "minor. You can view this plan 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.)"