

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

1. Make a new plan or copy the old plan, update it and save it

- a. If you update an old plan, you may want to rename it
- b. If you don’t remember how to do this, please refer to the major declaration directions

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

My Declared Majors and Minors

Major/Minor

Major

Click here to see the plan associated and/or make a change/update

Status

Declared

4. Click "Update Plan"

Change Major | **Update Plan**

List View

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

5. Once you click Update Plan

- Choose the plan in DartWorks associated with this change (usually most recent)
- Submit Request

Dartmouth | DartWorks Dashboard

Drops | Declarations

Update Request

DartWorks Plan

Choose your plan...
test plan (04/07/20 03:18 PM)

If you saved more than one plan with the same name, make sure to check the date/time and choose the correct plan.

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.)

Submit Request