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

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

4. Click "Update Plan"

5. Once you click Update Plan
   a. Choose the plan in DartWorks associated with this change (usually most recent)
   b. Submit Request