Online Major/Minor Declaration
Quick Reference Guide For Faculty

How does the online major/minor declaration process work?
1. The student submits a major or minor plan using the DegreeWorks Program Planner.
2. The student receives a customized email from your department/program with directions on advising and seeking approval.
3. Faculty use the DegreeWorks Program Planner to review, then Approve or Deny/Unlock the plan.
   (Using the Major/Minor Dashboard, the Department/Program Administrator can view each student’s plan status, send logged emails, and send the plan to the Registrar once approved).

How do I approve or deny/unlock a major/minor plan?

**Step 1:** Access BannerStudent, then Faculty and Advisor menu, and click on **DegreeWorks (Degree Audit and Program Planner)**

**Step 2:** Search for Student using either ID or name search fields after clicking the Find button. Once there, click on the **Planner** tab in DegreeWorks.

**Step 3:** On the Planner tab, select the plan you want to review in the drop down menu, and click Load in View mode. Plans that are not yet approved show as [Inactive].

**Step 4:** Click **APPROVE this plan** if you want to approve the plan, or **DENY-UNLOCK this plan** if you want the student to make edits and resubmit the plan.

**Step 5:** Click Load once more to confirm your action.

Helpful hints:
- Scroll down below the Program Plan grid of courses to view culminating experience and prerequisites
- Recommended browsers: Internet Explorer and Firefox
- Helpful Guides, including videos can be found [here](#) and [here](#)
- More help: email Registrar@dartmouth.edu

What Does Modified Type A Major Description Code Look Like?
(A Modified Type A Major requires two identical plans to be submitted and approved by two departments/programs; the primary and secondary)

**PRIMARY-PRIMARY:SECONDARY**
*Example: ENVS-ENVS:SOCY*
*If you are the primary department/program, load, review, and approve this plan. In this example, ENVS is the primary department.*

**SECONDARY-PRIMARY:SECONDARY**
*Example: SOCY-ENVS:ENVS*
*If you are the secondary department/program, load, review, and approve this plan. In this example, SOCY is the secondary department.*

Students who declare modified majors must also submit a rationale to both departments or programs, and the Registrar via email.