

Faculty Guide to the Major Work Plan

Choosing and declaring a major is a central task of the sophomore year and a significant component of the Sophomore Planning Process (basic information is at <http://www.brynmawr.edu/deans/sophomores/index.html>; fuller information for students available on the Sophomore Plan Moodle site).

As you prepare for your meetings with students in the sophomore class who hope to declare a major in your department or program, please keep in mind the following:

- 1) Before drafting an on-line major work plan, students are advised to review the major requirements posted in the catalog and on the departmental websites, to talk with departmental faculty at office hours and departmental information sessions, and/or to make an appointment to talk with a prospective adviser. If you have strong feelings about what you want your prospective majors to do before meeting with you, please make them known at your major info sessions and online.
- 2) Each time a student creates a tentative major plan in your field, the student's plan will be sent to your Advisor Center (see below). Unless the department has set it up otherwise, all continuing faculty members in your department will receive the tentative plan.
- 3) *Please do NOT approve any plans until you have spoken with the student and have confirmed the student's intention to declare a major in your field.* Doing so would freeze the student's major plan and prevent the student from proposing another major instead!

Please follow the instructions below to review, revise, and approve the new on-line Major Work Plans. If you encounter technical difficulties with BiONiC, please contact Megan Kenny in the Registrar's Office. If you have questions related to major advising, please contact Michelle Mancini in the Dean's Office. If you have concerns about a particular student, please contact their dean.

(1) Finding the list of prospective new majors in your Advisor Center

Students who have saved a Major Work Plan designating your department as their major will be included on a list of new majors which will be available to all department faculty members to review via the Advisor Center. To review this list, select "Click here to view new majors."



My Advisees

Faculty and all those with access to confidential student data are reminded that, in accordance with the Family Educational Rights and Privacy Act (FERPA), Bryn Mawr College is only permitted to grant access to school officials with legitimate educational interests to data within students' administrative and academic records. A school official is defined as a person employed by the institution in an administrative, supervisory, academic, or support staff position. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility to students. Any unauthorized review, use, disclosure or distribution of confidential information contained in Virtual Bryn Mawr or other student records is strictly prohibited.

Select display option:



Link to Photos



Include photos in list

[Click here to view new majors](#)

(2) Reviewing the list of prospective new majors

A list of prospective new majors will open. It will include the student's name, ID number, and graduation year. If the student is proposing a double major, both subjects will be identified (see below, special instructions regarding double majors). To view each student's tentative major plan, click on the View Major Work Plan. (The student's completed College-Wide Requirements Plan will be available as well. The Sophomore Reflection, which used to be visible here, has been discontinued.)

Here's an example of a list of prospective new anthropology majors, both of whom are proposing double majors with biology. Note that the biology majors have already been approved.

List of Student Majors

[Return to Advisor Center](#)

EmpID	Name	Class Year	Major 1	Approved	Major 2	Approved	View Major Work Plan	View Sophomore Essay	College-Wide Requirements Plan
1 3707075	[Redacted]	2015	BIOLAB	<input checked="" type="checkbox"/>	ANTHAB	<input type="checkbox"/>	View Major Work Plan	View Sophomore Essay	College-Wide Requirements Plan
2 3761047	[Redacted]	2015	ANTHAB	<input type="checkbox"/>	BIOLAB	<input checked="" type="checkbox"/>	View Major Work Plan	View Sophomore Essay	College-Wide Requirements Plan

OK Cancel Apply

If you don't see the student's name listed, it may mean that they have not filled out the form correctly and specifically have not entered any courses into the "planned" section. Please let them know they need to know that.

(3) Reviewing the prospective major's Major Work Plan:

A Major Work Plan includes Courses Completed and In Progress, Planned Courses and Additional Notes. Below is a brief overview of each section.

Courses Completed and In Progress

This section includes all courses a student has enrolled in or completed that have been coded as counting towards the major. The student is asked to check off courses to be included and to leave out those with grades below merit or those that are extraneous. For example, a student who has completed three 100-level Anthropology courses will only count two towards the major. Check to be sure they have correctly identified courses for the major and that they have received at least a 2.0.

Occasionally, a student will have completed a course—perhaps an ally course, or one at another school—that doesn’t pop up on this list. Students have been instructed to list them under **Planned Courses** or **Additional Notes**.

Here’s an example of a very promising biology major’s list of **Courses Completed and In Progress**:

Courses completed and in progress: Each relevant course you have completed, are taking, or have preregistered for should appear in this section. Check the box to include the course and indicate that you will apply it to the major. Leave the box empty if you cannot count the course towards the major. For other important instructions, see (website).

Term	Term Descr	Class lbr	Subject Area	Catalog lbr	Class Section	Description	Name	Official Grade	Include	Additional Information
1 1110	Fall 2011	2794	BIOL	B110	001	Focus:Biological Exploration I	Greif,Karen F.	4.0	<input checked="" type="checkbox"/>	
2 1110	Fall 2011	2800	BIOL	B111	001	Focus: Biological Expl II	Davis,Tamara L.	4.0	<input checked="" type="checkbox"/>	
3 1200	Spring 2012	1041	BIOL	B112	001	Biological Exploration III	Brodthuehrer,Peter D.	4.0	<input checked="" type="checkbox"/>	
4 1200	Spring 2012	1047	BIOL	B113	001	Biological Exploration IV	Sears,Michael W.	4.0	<input checked="" type="checkbox"/>	

- **Planned Courses**

Students are advised to consult departmental webpages and talk with faculty before filling this section out. The computer will allow them to choose from those Bryn Mawr and Haverford courses that have been offered over the years (not all of which will ever be offered again), to indicate which semester they hope to take each course, and to write notes about each one as needed. During your meeting with your prospective advisee, you and the student may edit this section, choosing different courses or different semesters and revising the notes.

If a student intends to use a course from outside the Bi-Co towards the major, the student may include the Bi-Co equivalent in this list along with a note such as “I hope to replace this with a course at LSE”. Or, the student may leave the course off this list and mention it instead in **Additional Notes**.

Here’s an example of a prospective physics major’s somewhat haphazard list of planned courses:

Planned Courses: Click the icon below Course ID to add a course, then click the icon below Term to identify when you will take it. To add the next course, click the ADD button.
For other important instructions, see [website](#).

*Course ID	Major Number	Subject Area	Catalog Nbr	Class Title	Term	Term Description	Additional Information	Add	Delete
004017	1	FREN	B201	Le Chevalier, la dame, le prêtre			Just kidding!	Add	Delete
006029	1	MATH	B201	Multivariable Calculus	1210	Fall 2012	I actually already took this course	Add	Delete
006031	1	MATH	B203	Linear Algebra	1300	Spring 2013		Add	Delete
006860	1	PHYS	B214	Intro to Quantum Mechanics	1300	Spring 2013		Add	Delete
006862	1	PHYS	B302	Adv Quantum Mechanics & Appls	1310	Fall 2013	or another 300-level	Add	Delete
006865	1	PHYS	B306	Mathematical Meths in Phys Sci	1310	Fall 2013		Add	Delete
006872	1	PHYS	B322	Solid State Physics	1400	Spring 2014		Add	Delete
006879	1	PHYS	B398	Senior Seminar I	1410	Fall 2014		Add	Delete
006880	1	PHYS	B399	Senior Seminar II	1500	Spring 2015		Add	Delete

• **Additional Notes**

Under additional notes, students may elaborate on their plans or request guidance from major adviser. Notes might include plans for Study Abroad, a plan to take a Penn course towards the major, or a request for clarification as in the example below.

Because you will add notes here in the future, it's important that the student and you sign and date your notes.

Additional Notes: regarding plans for study away, summer courses, Swarthmore or Penn courses, related minors or concentrations, etc.

What math courses do I need? T. Oct 12, 2012
Math courses added! MMatlin, 10/12/12.

(4) Double Majors

If a student is proposing a double major at the time of declaration, this will be indicated on your Advisor Center list of new majors. Here's that same example of two students who are proposing majors in both anthropology and biology. Note that the major adviser in biology has already approved these plans:

List of Student Majors

[Return to Advisor Center](#)

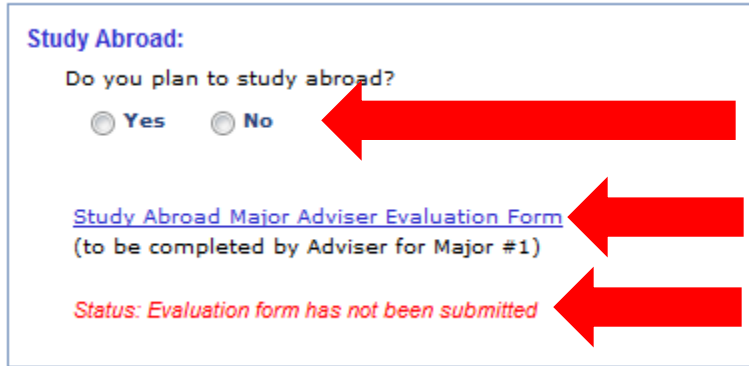
Empl ID	Name	Class Year	Major 1	Approved	Major 2	Approved	View Major Work Plan	View Sophomore Essay	College-Wide Requirements Plan
1 3		2015	BIOLAB	<input checked="" type="checkbox"/>	ANTHAB	<input type="checkbox"/>	View Major Work Plan	View Sophomore Essay	College-Wide Requirements Plan
2 3		2015	ANTHAB	<input type="checkbox"/>	BIOLAB	<input checked="" type="checkbox"/>	View Major Work Plan	View Sophomore Essay	College-Wide Requirements Plan

OK Cancel Apply

Before approving students for a double major, please review both major plans and discuss their plans with them in person. If you remain concerned about a proposed double major, please contact the student's dean.

(5) Factor in Study Abroad plans

Students indicate if they plan to study abroad in their Major Work Plan as follows:



Study Abroad:
Do you plan to study abroad?
 Yes No

[Study Abroad Major Adviser Evaluation Form](#)
(to be completed by Adviser for Major #1)

Status: Evaluation form has not been submitted

Student indicates their intention to study abroad.

Major adviser completes an evaluation form for students applying to study abroad. The form itself and the information provided on the form will not be accessible to students.

Message indicating whether or not the evaluation form has been submitted.

Please be sure to discuss students' study abroad planning as it relates to their major planning.

Students applying to go abroad during their junior year will need a Study Abroad Major Adviser Evaluation Form (completed by their adviser for Major #1) as part of their study abroad application. This form is located in the Study Abroad section of the Major Work Plan. Before you complete this form, the student should discuss the student's study abroad plans in detail with you, including the semester the student plans to go abroad and the programs the student is considering. Please reach out to students who have not met with you prior to completing this form. Once a form has been submitted a message stating "Status: Evaluation form has been submitted" will appear that will be visible to both you and the student (see screen shot above). The form itself and the information provided on the form will not be accessible to students.

(6) Approving and saving a Major Work Plan

Once you are satisfied with the student's plan and have made any revisions that you and that student have agreed to, you must officially approve the students' Major Work Plan by checking the red box that says "Major Work Plan Approved," then pressing the yellow "Save" button. It is only when both those steps have happened that the student is officially declared. It can take 24 hours or so to update in BiONiC and for the student to move from "New Majors" to "My Advisees."

Your approving the major will "freeze" the Major Work Plan for the student, who will not be allowed to change majors on line or to make any changes, updates or revisions to the plan. However, YOU as the major adviser will still be able to make changes throughout the student's undergraduate career. Any updates you make will be visible to the student and the student's dean. Your department can also make arrangements with the Registrar to allow all faculty in your department access to the plan, including the ability to update it.

Many faculty advisors will instead opt to just record updates in the notes session of the online major work plan; this also works.

Major 1 Work Plan Approved
Return to student major list

Save