Quick Guide: Declaring Biology Major

1. **Type in the major name:** BIOL-MAJOR

2. **Fill out a box** under the course grid.

3. **Fill out the course grid.**
   Note that course numbers need to have extra zero(s): BIOL 012 or BIOL 047

4. **Save plan and Submit for approval.**

5. **YOU ARE NOT DONE. Go to the next slide.**

[Links to DETAILED GUIDE FROM THE REGISTRAR OFFICE WITH SCREENSHOTS:](https://www.dartmouth.edu/~reg/guides/degeworks/student_major_declaration_guide.html)
Congratulations - You have just submitted your plan in DegreeWorks!

But you are not done yet 😊 Before your plan is approved by the Registrar, it has to be reviewed and checked by your Faculty Advisor and Undergraduate Committee.

If you have not done so already, your next step is to **choose a Faculty Advisor** and **meet with her/him** to discuss your plan.

**Faculty Advisor** meets with you to discuss the plan.

Your advisor **denies** the plan to unlock it for editing. You **edit** the plan and re-submit it.

The advisor **approves** the plan.

Undergraduate Committee **checks** the plan.

You and your advisor are notified by email. Plan must be **revised** by you and **re-approved** by the Faculty Advisor. **IMPORTANT**: Revise the original plan, **DO NOT USE “SAVE AS” OPTION**.

Is plan acceptable?

If not OK, the plan is submitted to the Registrar by the Biology Department.

Now you are DONE! If you would like to make changes later, you can edit the plan and have it re-approved.

The plan is **submitted** to the Registrar by the Biology Department.

YES

The advisor approves the plan.

NO