Presentation of the Major

To encourage early, intelligent selection of the major by sophomores, departments should make informative presentations about the majors, including the major requirements and the honors programs. Departments are required to make at least one presentation each year in the fall or in the spring. Such presentations should be so staggered in the College calendar so that a student can attend two or more without conflict.

Sections 51 (h) and 55 (h) of the Faculty Code

Presentations of the major, including departmental and interdepartmental requirements for the major and honors program, are important ways for students to learn about their field of interest as well as the curricular requirements. Opportunities for departmental and interdepartmental minors are also of interest to students. Presentations of the major should be scheduled three weeks prior to fall registration and two weeks prior to spring registration.

For the 2015-16 academic year, the Fall Presentation of the Major dates are October 19 through November 6, 2015; the Spring Presentation of the Major dates are March 21 through April 1, 2016. After the presentations, advisers for all areas presented should be available during regular office hours for consultation.

Scheduling arrangements for the presentations should be made at your earliest convenience and must be scheduled in accessible spaces. The online calendar (www.smith.edu/calendar) should be used both to request the appropriate space and, by clicking the “Presentation of the Major” filter, to see presentations already scheduled so you can avoid the likelihood of scheduling conflicts. Contact Kathy San Antonio (ksananto@email.smith.edu) for assistance with the space request form or if you need any further information about using the online calendar.

Students must select a major, notify their liberal arts adviser, and submit a Declaration of Major form to the Registrar’s Office by the end of the second semester of their sophomore year. Please note the following information from Section 73 (f) of the Faculty Code related to this process:

Each student is required to submit to her major adviser during the second semester of her sophomore year a written plan for the final two years, including a statement of the objectives that determined the plan, a tentative list of courses to be taken both inside and outside the major, and a tentative specification of how the other requirements for the major will be met.

A student declares a minor by submitting a Declaration of Minor card to the Registrar’s Office. At that time, she receives a form for Certification of the Minor. The Certification form should be completed by the student and approved by a designated minor adviser after registration for the final course needed for completion of the minor. The Registrar’s Office will enter the minor on the student’s official transcript after the signed Certification form has been received. (Please note that in many instances it is advantageous for the student to declare a minor as early as possible, especially in the case of an interdepartmental or individually designed minor. Students with questions about minors should be directed to the appropriate advisers, who are listed in the Catalog.)

Registration for spring 2016 courses is scheduled for November 9 through November 20, 2015. Registration for fall 2016 courses is scheduled for April 4 through April 15, 2016.

If you have any questions about this information, please contact the Associate Dean of the Faculty at extension 3017. Thank you for your attention to and assistance with this important curricular process.

Katherine A. Rowe
Provost and Dean of the Faculty