

Declaring a Major/Minor/Concentration Guide

College of Pharmacy & Health Sciences

Drake offers a wide variety of majors, minors, and concentrations. Before changing your major or adding a minor or concentration, we recommend students meet with a representative in their field of interest to learn more about the requirements, course sequencing, opportunities, etc. To set up a meeting to discuss a major, minor, or concentration, contact the appropriate college/school office at:

College of Arts & Sciences: Fine Arts Center 268A • (p) 515-271-3939

**Students should to meet directly with the department faculty (<http://artsci.drake.edu/depts-centers>).*

College of Business & Public Administration: Aliber 208 • (p) 515-271-3142

School of Education: Education Building 106 • (p) 515-271-3762

**Students are required to meet with Associate Dean before submitting change of major paperwork.*

School of Journalism & Mass Communications: Meredith 119 • (p) 515-271-3194

How to Change your Major:

Changing your to a major outside of CPHS

Step One: **Meet with a representative** from your new major to discuss the program requirements.

Step Two: Complete the **Change of Record Form** on the CPHS Website (<http://www.drake.edu/cphs/forms/>). The form is a fillable PDF that you will save to your desktop.

Step Three: **Send your completed form to your new College/School's Dean's Office.** Your new College/School's Dean's Office will send your request to CPHS. CPHS will approve the request and your new college/school will officially change your major and contact you regarding your new advisor.

Changing your major/track within CPHS

Step One: **Meet with the CPHS Office of Student Affairs** to discuss the program/track requirements.

Step Two: Complete the **Change of Record Form** on the CPHS Website (<http://www.drake.edu/cphs/forms/>). The form is a fillable PDF that you will save to your desktop.

Step Three: **Email your completed form to the CPHS Assistant Dean of Student Affairs & Enrollment Management** as an attachment. The CPHS Office will change your major and contact you regarding your new advisor.

How to Declare a Minor/Concentration:

Step One: **Meet with a representative** from the minor or concentration.

Step Two: Complete the **Change of Record Form** on the CPHS Website (<http://www.drake.edu/cphs/forms/>). The form is a fillable PDF that you will save to your desktop.

Step Three: Return the form to the appropriate College/School:

Arts & Sciences Minors/Concentrations [FAC 268A]

Business Minors/Concentrations [Aliber 208]

Journalism Minors/Concentrations [Meredith 119]

Interdisciplinary Minors/Concentrations (*Diabetes, Leadership, or GCPH Concentration*)

- Cline 106 - Email form to CPHS Assistant Dean of Student Affairs & Enrollment Management