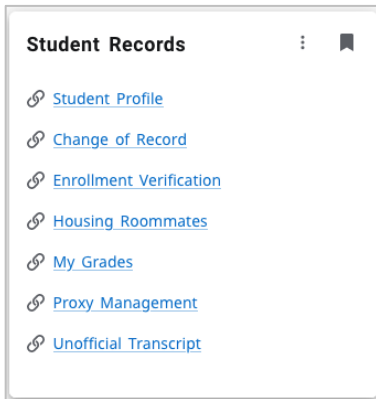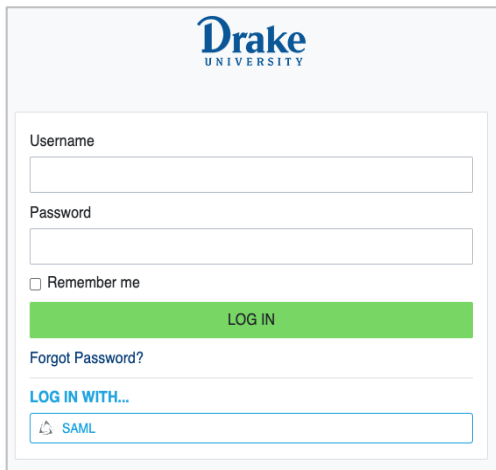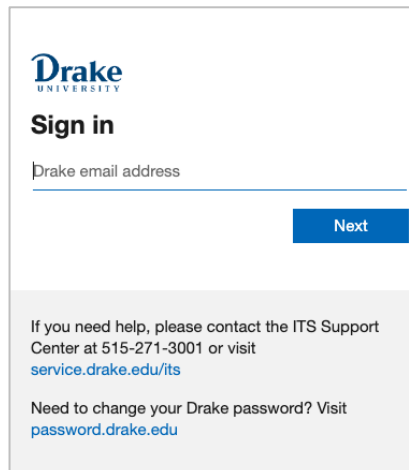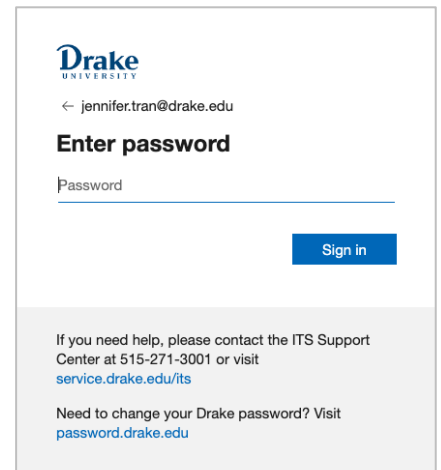# How-to Submit a Change of Record Request

The Change of Record (COR) Request allows students to request their undergraduate degree program, major, minor, or concentration or to update their catalog or expected graduation term. Note, this form is only a request and additional paperwork/approval may be required to finalize your request. Graduate and Law students should contact their college or school dean's office to make updates to their academic record.

Getting Started

Step 1: In Self Service, click the **Change of Record** link on the Student Records card.

Step 2: In your browser window, click the **SAML button** to log in using your Drake credentials.

Submitting the Form

Step 1: The COR form will auto-populate with your Student Information and Curriculum Information.

Student Information

Student ID	**Cumulative GPA**
100362898	4.00
First Name	**Student Type**
Francis Marion	Continuing
Last Name	**Expected Graduation Term:**
Drake	Spring 2024

Advisors

⇕ First Name	⇕ Last Name	⇕ Email	⇕ Advisor Type
Jerry	Honts	jerry.honts@drake.edu	Major
Vira	Babenko	vira.babenko@drake.edu	Minor

Curriculum Information

Program Title	**College/School**
BA in Biology	Arts & Sciences
Catalog Term	**Program Level**
Fall 2020	Undergraduate

Majors	Minors	Concentrations/Tracks/Endorsements
Biology	Computer Science	Biophysics
Chemistry		

Program Title	**College/School**
BS in Bio/Cell/Molecular Bio	Arts & Sciences
Catalog Term	**Program Level**
Fall 2020	Undergraduate

Majors	Minors	Concentrations/Tracks/Endorsements
Biochem/Molecular Biology		
Mathematics		

Step 2: Select the boxes of changes you wish to make on your record (Select all that apply)

    A. Please note that while you can update one or more field of study options (major, minor, etc.), you cannot select more than one program per field of study. This means if you wish to add two new majors, you will need to submit two separate COR forms.

* I want to:

☐ Add a major, minor, concentration, track, interest

☐ Remove a major, minor, concentration, track, interest

☐ Add the honors track

☐ Remove the honors track

☐ Update my graduation term

☐ Update my catalog term

Adding a major, minor, concentration, track, or interest

Select the "Add a major, minor, concentration, track, interest" option followed by the field of study option you would like to add from the drop-down list. Next select a specific area of study from the drop-down list provided.

A. Please be sure to read the text next to the program you are selecting to know if there is a GPA requirement or special approval required.
B. Note the BFA Theatre, Theatre minors, and all Music programs require an audition or additional approval. Please contact the Theatre and Music departments and/or complete the audition process before submitting the request.

I would like to add the following to my record:

* I would like to ADD a:

Select...
Major
Minor/Concentration
Track/Endorsement
Pre-Professional Interest

* Major

Select...

Health Sciences: Public Health, BS (requires min 2.50 GPA)

Health Sciences: Clinical & Medical - Pre-Athletic Training, BS (requires additional approval)

Health Sciences: Clinical & Medical - Pre-Nursing, BS (additional approval required)

Health Sciences: Clinical & Medical - Pre-Occupational Therapy, BS (requires additional approval)

International Business, BSB

International Relations, BA

Music Applied: Strings Track, BM (requires additional approval)

Removing a major, minor, concentration, track, or interest

Select the "Remove a major, minor, concentration, track, interest" option followed by the field of study option you would like removed from your record. Next select a specific major, minor, etc. From the drop-down list provided.

I would like to REMOVE the following from my record:

* I'd like to DROP my:

Major x   Minor x

* Major

Select...

* Minor

Select...

Updating your graduation term

Select the "Update my graduation term" option and then select the appropriate term from the drop-down list.

A. Please note that you should only submit a request for updating your graduation term **after consultation with your advisor**.

I would like to update my expected Graduation Term

* Update Graduation Term

Select...

Adding/removing the Honors AOI track

Select the "Add the honors track" or "Remove the honors track" option to add you to the Honors AOI track or switch you to the Drake Curriculum AOI track. This information is reflected on your Degree Evaluation, which you can access from your Student Profile in Self Service.

* I want to:
- ☐ Add a major, minor, concentration, track, interest
- ☐ Remove a major, minor, concentration, track, interest
- ☑ Add the honors track
- ☐ Remove the honors track
- ☐ Update my graduation term
- ☐ Update my catalog term

* I want to:
- ☐ Add a major, minor, concentration, track, interest
- ☐ Remove a major, minor, concentration, track, interest
- ☐ Add the honors track
- ☑ Remove the honors track
- ☐ Update my graduation term
- ☐ Update my catalog term

Updating your catalog term

Select the "Update my catalog term" option and then select the appropriate term from the drop-down list.

A. Please note that you should only submit a request for updating your catalog term **after consultation with your advisor**.

I would like to update my Catalog Term

* Update Catalog Term

Select...

Step 3: Click the Continue button to submit the Change of Record Form.

A. Comments are not required. Only use the text box if you have additional information to share about your requested change.

Additional Comments or Notes

Additional comments or notes regarding your request.

CONTINUE

What Happens After Form is Submitted

- Change of Record requests should be processed within 2-3 business days.
    - Note that during busy times of the year such as the beginning of the semester or registration, it may take up to a week for your form to be processed.

- If you are a **student athlete** or **international student**, your request will need approval from athletics/global engagement. This can cause a delay in your form being processed. Please be patient.

- Once your form has been approved (if applicable) and processed, you will receive an email to your Drake email address. The email will provide a PDF of your request. **Please review the PDF for confirmation on what was/was not updated.**
    - If a request was denied or canceled, an explanation will be provided in the PDF.

- If you have questions about the status of your form, how to complete the form, or the process, please contact the Office of the Registrar at registrar@drake.edu.