**Concentration Declaration**

Steps for a student to declare their concentration:

1. Student should run their Degree Progress Report (DPR) and ensure that the top of the report indicates the correct catalog and declared/correct concentration.

2. To declare your catalog and concentration, email cpdots2@calpoly.edu.

3. **EMAIL MUST BE SENT FROM CAL POLY E-MAIL ACCOUNT TO VERIFY ITS AUTHENTICITY. OTHER EMAIL ADDRESSES OUTSIDE OF CALPOLY WILL NOT BE CONSIDERED AUTHENTIC.**
   a. Email subject line should include: Last name with words “Concentration Declaration”
   b. Email body should include:
      - Name
      - EMPL ID#
      - Major
      - Catalog Year
      - Concentration

4. It will take 6-8 weeks for Evaluations to process the information. The DPR will populate the concentration courses as they are completed.