HOW TO APPLY FOR A CONCENTRATION

Step 1

o To determine if you qualify for a Concentration, go to:

   Darden Portal ➔ For Students ➔ Registrar System Student Login ➔ My Concentrations (look to the left side of the screen)

o Once you get to the Concentration screen, click on the drop down box beside the word Concentration, select a particular Concentration, and click on Run Report. The report lists the courses needed for the Concentration and also shows if you are enrolled in those courses. The system is designed to help students determine if they qualify and should later apply for a Concentration.

o When applying for Concentrations, note that some are automated and some require a faculty signature. Those that require a faculty signature include a specific requirement such as a project/course that can only be approved by the faculty contact (i.e. a specific Darden Independent Study or a non-Darden course). When you run the report, it will tell you if you qualify for the automated Concentrations. If you do not qualify through the Registrar system, contact the faculty member listed for that Concentration to discuss your options.

Step 2 (April)

o Use the Registrar system to apply for Concentrations. An apply feature will be added to the technology in April.

o If you select one of the automated Concentrations, you can apply online and no faculty signature is required.

o If you select a Concentration that requires a faculty signature, print a copy of the application, schedule an appointment with the faculty contact, and if it is approved, the faculty contact will sign and date the Concentration application. You must return the approved application for validation to the Darden Registrar’s office before the preset deadline.

Step 3 (June)

o Course enrollment and grades are validated by the Darden Registrar’s office for all students who submitted a Concentration application.

o Notifications will be sent to all students who successfully completed one or more Concentrations. The notification will state (student name) completed a Concentration in (x). This notification will be emailed to your @darden.virginia.edu address.

Notes

o Concentrations are not required.

Questions? Email the Registrar’s office or the Concentration’s faculty contact.