



Graduate and Professional Certificate Declaration Workflow User Guide

Graduate and professional students can utilize the Graduate and Professional Certificate Declaration Workflow form to declare a certificate program. Students should refer to their [catalog](#) for academic regulations.

Contents

Navigating to the Graduate and Professional Certificate Declaration Workflow.....	2
Completing the Form	2
Submission	3
Approval Process.....	3
Requests Sent Back	3
Notifications	4
Accessing Submissions.....	4



Navigating to the Graduate and Professional Certificate Declaration Workflow

1. Open the Graduate and Professional Certificate Declaration Workflow at <https://vanderbilt.kualibuild.com/app/66cdf312384879014b6edb8b/run>.
2. The Graduate and Professional Certificate Declaration Workflow form will open. Student First Name, Last Name, and Email Address will pre-populate.

Student Information		
First Name [Redacted]	Last Name [Redacted]	Email Address * [Redacted]@vanderbilt.edu

Completing the Form

1. Select the program to be associated with your certificate from the drop-down menu.

Please select the program to be associated with your certificate: *

[Redacted]

Master of Business Admin

2. Click in the space next to the magnifying glass to select the certificate program in which you wish to enroll from the drop-down menu.

Certificate

Please enroll me in the following certificate program: *

Click the space to the right of the magnifying glass below and select your certificate.

Students wishing to enroll in more than one certificate should complete one submission per certificate.

Some certificates have eligibility requirements. Eligibility requirements will appear to the right when an applicable certificate has been selected.

Q |

African American and Diaspora Studies

American Studies

Asian Studies

Biomedical Ethics

Black Church Studies

Dyslexia Studies

Early Childhood Policy

Emerging Learning Tech and AI



- Certain certificates have eligibility requirements. These will appear to the right of the selection box.

Certificate	
<p>Please enroll me in the following certificate program: *</p> <p>Click the space to the right of the magnifying glass below and select your certificate.</p> <p>Students wishing to enroll in more than one certificate should complete one submission per certificate.</p> <p>Some certificates have eligibility requirements. Eligibility requirements will appear to the right when an applicable certificate has been selected.</p> <p>LGBTQ Health ×</p>	<p>Eligibility requirements</p> <p>Only students in the M.D. program are eligible to enroll in this certificate.</p>

- Click Submit.

Submission

Upon submission, you will receive an email indicating receipt of your form. Please allow 7-10 business days for departmental and school reviews. You will receive additional notifications.

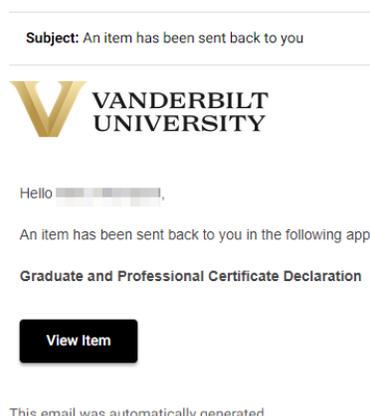
Approval Process

Graduate and Professional Certificate Declaration requests route to the following people/offices:

- The director of the certificate program.
- Your school's Office of Academic Services.
- Upon final approval, the Office of the University Registrar will add the certificate program to your record.

Requests Sent Back

At any point in the process, an approver may send the form back to you for updates. If a request is sent back to you, you will receive an automated email message from the workflow system. Click View Item to access the form and make any necessary changes.



This email was automatically generated.



Notifications

Notifications about the Graduate Audit Request Workflow process will be sent as follows:

- You will receive email notification when you submit the request.
- You will receive email notification if your request is denied for any reason.
- You will receive email notification if your request is sent back to you for any reason.
- You will receive email notification if your request is approved, once the enrollment has been processed.

Accessing Submissions

Students can access their submissions via the Kualibuild homepage: vanderbilt.kualibuild.com. Click on “My Documents” at the top of the page to see documents in either Submitted or Draft status.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions about this application.