



MBA Concentration Update Form User Guide

Owen MBA students can add or remove a concentration, specialization, or emphasis via the MBA Concentration Update Form. Please only fill out this form if you would like to add or remove a concentration, specialization, or emphasis.

Students will be notified when the declaration has been processed. Be sure to refresh your degree audit once your academic record has been updated.

You may only double-count one elective across two concentrations. Courses cannot be counted towards three or more concentrations. If you do not declare a concentration, the default concentration in General Management will remain.

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Navigating to the MBA Concentration Update Form

1. Open the MBA Concentration Update form at <https://vanderbilt.kualibuild.com/app/builder/app/64e8b37cc5bbd70110adc0ff/run>.
2. The form will open. Student information will auto-populate.

Student Information				
First Name	Last Name	VUnetID	EMPLID	Current Class

Completing the Form

1. Select the appropriate action(s).

I wish to take the following actions: (Check all that apply) *

- Add one or more concentrations
- Add a specialization
- Add an emphasis
- Remove one or more concentrations, specializations, or emphases

Add Concentration(s)

- a. Select the concentration(s) you wish to add.

Add Concentration(s)
Select the concentration(s) you wish to add. *
<input type="checkbox"/> Accounting
<input type="checkbox"/> Consumer Psychology and Marketing Analytics (STEM Certified)
<input type="checkbox"/> Finance (STEM Certified)
<input type="checkbox"/> Health Care
<input type="checkbox"/> Human and Organizational Performance
<input type="checkbox"/> Marketing
<input type="checkbox"/> Operations and Analytics (STEM Certified)
<input type="checkbox"/> Strategy



Add Specialization

- a. Select the specialization you wish to add (limit of 1).

Add Specialization

Select the specialization you wish to add (limit 1): *

Brand Management

Corporate Finance

Human and Organizational Development

Investment Management

Add Emphasis

- a. Select the emphasis you wish to add (limit of 1).

Add Emphasis

Select the emphasis you wish to add (limit 1): *

Entrepreneurship

International Studies

Sustainability and Social Impact

Remove a Concentration, Specialization, or Emphasis

- a. From the drop-down menu, select the concentration, specialization, or emphasis that you wish to remove.

Remove a Concentration, Specialization, or Emphasis

Select the concentration, specialization, or emphasis you wish to drop. *

2. Click Submit.

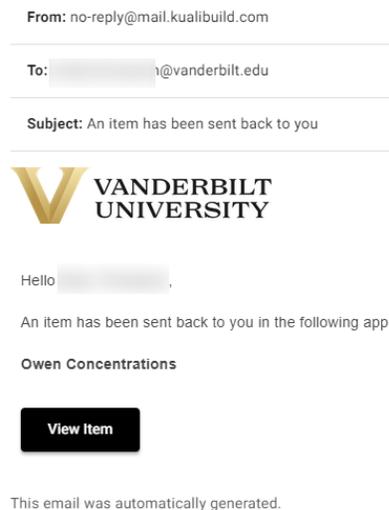


Workflow

Requests to update the MBA Concentration will route to the Office of Academic and Student Affairs in the Owen Graduate School of Management. Upon approval, the form will route to the Office of the University Registrar for processing. Requests will be processed as quickly as possible, generally within two business days of receipt.

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.



Notifications

You will receive notification once the request has been processed in the student information system.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.