



Approving a Graduate and Professional Certificate Declaration Workflow Request

User Guide

A user guide for directors of certificate programs
for approving or denying a request submitted through the
Graduate and Professional Certificate Declaration workflow.



User Guide – Approving a Graduate and Professional Certificate Declaration Workflow Request

The Kualu workflow application has been implemented for graduate and professional students to request to enroll in a certificate program. Directors of certificate programs will utilize the Kualu workflow application to review these requests.

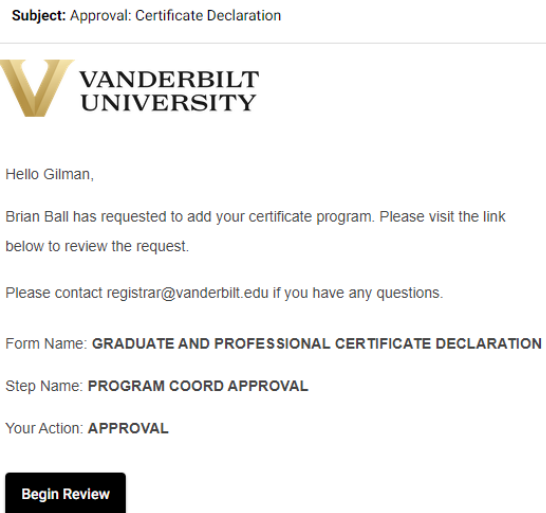
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Reviewing the Graduate and Professional Certificate Declaration Workflow Request

1. Once a student has requested to add a certificate in your program, you will receive an approval request via email. Click **Begin Review** on the approval request to access the form.



2. Information about the student appears in the Student Information section.

The screenshot shows a form section titled "Student Information" with the following fields:

| | | |
|------------|------------|---------------------------|
| First Name | Last Name | Email Address * |
| [Redacted] | [Redacted] | [Redacted]@vanderbilt.edu |

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

Master of Business Admin

3. The student's selected certificate appears in the Certificate section.

The screenshot shows a form section titled "Certificate" with the following text:

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.

African American and Diaspora Studies

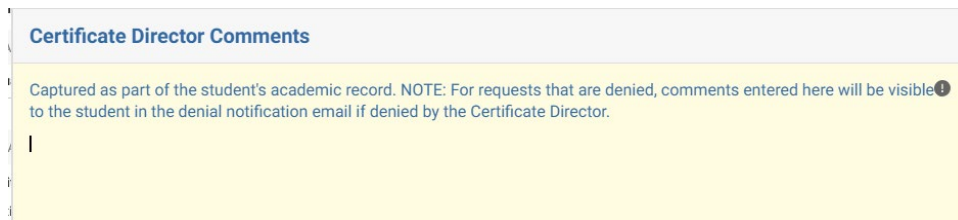
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Approval Workflow/Timeline

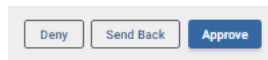
The certificate director is the first step in the Graduate and Professional Certificate Declaration Workflow. Once the director approves a declaration, it routes to the student’s school for final review and approvals. Upon final approval, the request routes to the Office of the University Registrar for processing.

Approving the Graduate and Professional Certificate Declaration Workflow Request

1. Leave any comments in the Certificate Director Comments box. These comments will be visible to administrators (the student’s school, URO), but not to students. (Comments are visible to the student for requests that are denied.)



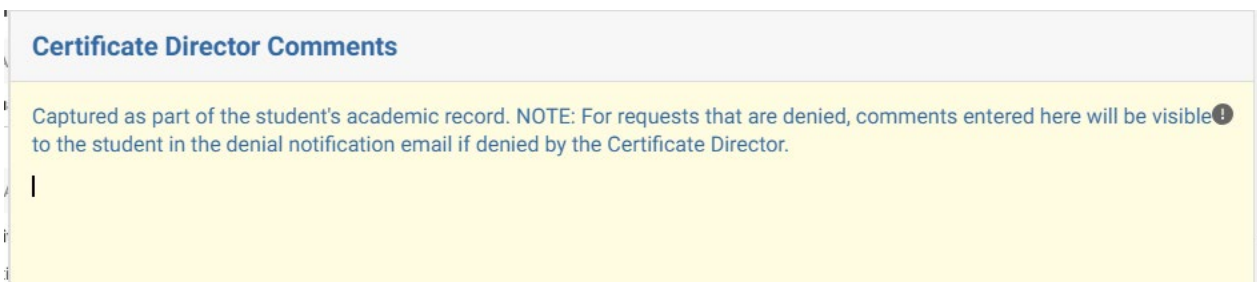
2. Click Approve.



3. The request will now be routed to the student’s school.

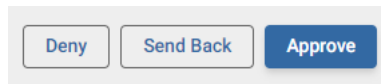
Denying the Graduate and Professional Certificate Declaration Workflow Request

1. Add a comment in the Certificate Director Comments section. Comments here will be included in the denial notification email to the student.



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2. Click Deny.

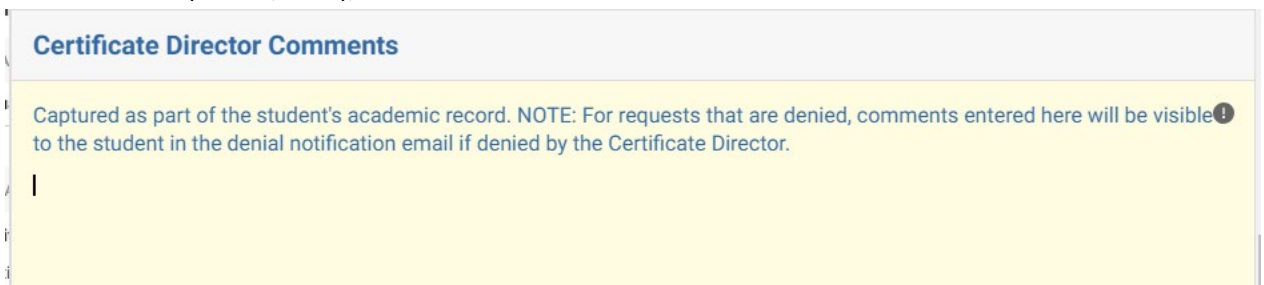


3. The student will be notified via email that the request has been denied.

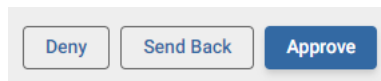
Sending the Graduate and Professional Certificate Declaration Workflow Request Back

If, during the course of your review, you notice something that requires the student to change the request, you can send the request back.

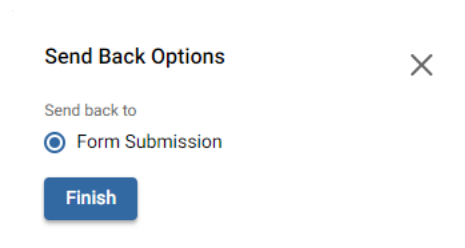
1. Add a comment in the Certificate Director Comments section. Comments here will be visible to other administrators (school, URO), but not to the student.

A screenshot of the 'Certificate Director Comments' section. It has a title bar with the text 'Certificate Director Comments'. Below the title bar is a yellow background area containing a note: 'Captured as part of the student's academic record. NOTE: For requests that are denied, comments entered here will be visible to the student in the denial notification email if denied by the Certificate Director.' Below the note is a text input field with a vertical cursor.

2. Click Send Back.



3. Select Form Submission to return the request to the student.

A dialog box titled 'Send Back Options' with a close button (X) in the top right corner. Below the title is the text 'Send back to'. There are two radio button options: 'Form Submission' (which is selected) and another option that is not visible. At the bottom of the dialog is a blue 'Finish' button.

4. Click Finish. The user will be notified via email that the request has been sent back for additional action.

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Accessing Your Work Queue

In addition to clicking on the “Begin Review” button embedded in the notification emails, you can access your work queue at the following web address: <https://vanderbilt.kualibuild.com/>. Click Action List.

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