



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

A user guide for school administrators
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 Kuali workflow application has been implemented for graduate and professional students to declare a certificate program. Administrators in the student’s school will utilize the Kuali workflow application to review these requests.

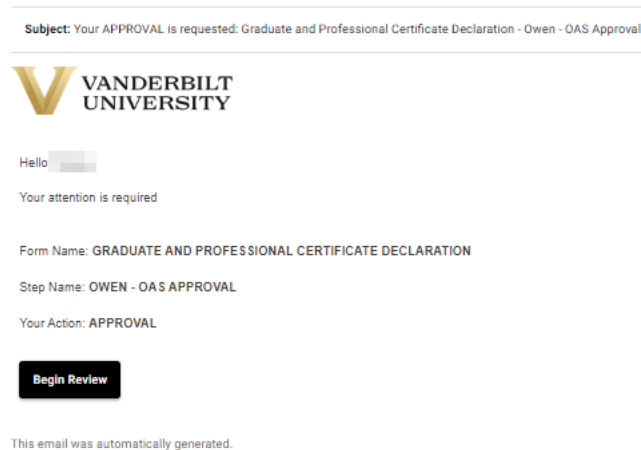
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Reviewing the Graduate and Professional Certificate Declaration Workflow Request

1. Once a Graduate and Professional Certificate Declaration Workflow request has been directed to you, 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.

Student Information		
First Name [redacted]	Last Name [redacted]	Email Address * [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.

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.
African American and Diaspora Studies

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Approval Workflow/Timeline

The student's school is the final step in the Graduate and Professional Certificate Declaration Workflow, after the certificate director. Once the student's school approves a request, it 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 School 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.)

School Comments

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 home school.

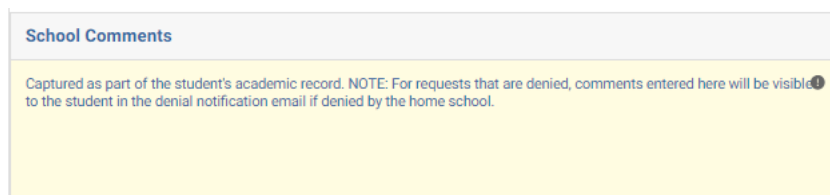
2. Click Approve.

Deny Send Back Approve

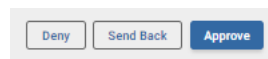
3. The request will now be routed to the Office of the University Registrar for processing.

Denying the Graduate and Professional Certificate Declaration Workflow Request

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



2. Click Deny.

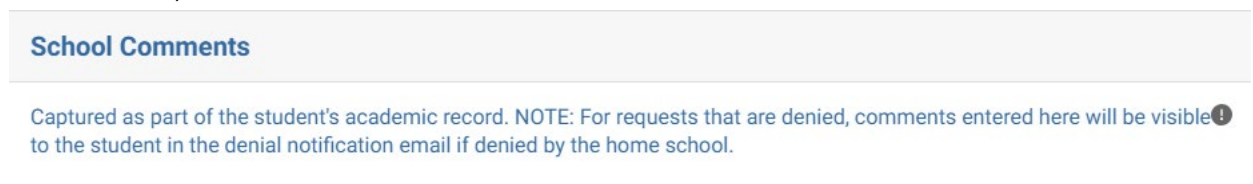


3. The student will be notified via email that the request has been denied.

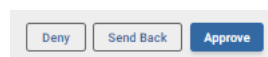
Sending the Graduate and Professional Certificate Declaration Workflow Request Back

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

1. Add a comment in the School Comments section, if necessary. Comments here will be visible to other administrators, but not to the student.

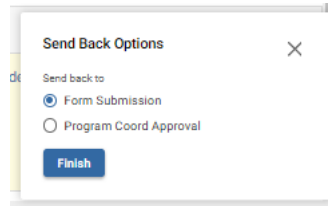


2. Click Send Back.



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3. Select Form Submission to return the request to the student or Program Coord Approval to return the request to the certificate director.



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

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.