



Master of Liberal Arts Concentration Declaration Form User Guide

Master of Liberal Arts students can utilize the Master of Liberal Arts Concentration Declaration form to declare an optional Area of Concentration(s): Fine and Creative Arts, History, Literature and Creative Writing, and/or Social Science.

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Navigating to the Master of Liberal Arts Concentration Declaration Form

1. Open the Master of Liberal Arts Concentration Declaration form at <https://vanderbilt.kualibuild.com/app/builder/app/64e8c64ec5bbd70110b188f7/run>.
2. The form will open. Submitter information will auto-populate.

Submitter Information	
First Name	Last Name
Email Address	VNetID

Completing the Form

1. Select the concentration(s) you would like to declare.

Concentration
Select the concentration(s) you wish to have added to your record: *
<input checked="" type="checkbox"/> Fine and Creative Arts
<input type="checkbox"/> History
<input type="checkbox"/> Literature and Creative Writing
<input type="checkbox"/> Social Science

2. Click Sign this form to add your digital signature. You can type, draw, or upload a digital version.

		
Type	Draw	Image
Type your name		
<input type="text"/>		
<input type="button" value="Cancel"/>	<input type="button" value="Save"/>	

3. Click Submit.



Workflow

Requests to declare a Master of Liberal Arts Concentration will route to the Director of the Master of Liberal Arts program. 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.

From: no-reply@mail.kualibuild.com

To: [redacted]@vanderbilt.edu

Subject: An item has been sent back to you



Hello [redacted],

An item has been sent back to you in the following app:

MLAS Concentrations

[View Item](#)

This email was automatically generated.

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.