



Approving an Undergraduate Special Enrollment Action Workflow Request

User Guide

A user guide for advisers for approving or denying a request submitted through the Undergraduate Special Enrollment Action workflow.



User Guide – Approving Undergraduate Special Enrollment Action Workflow Request

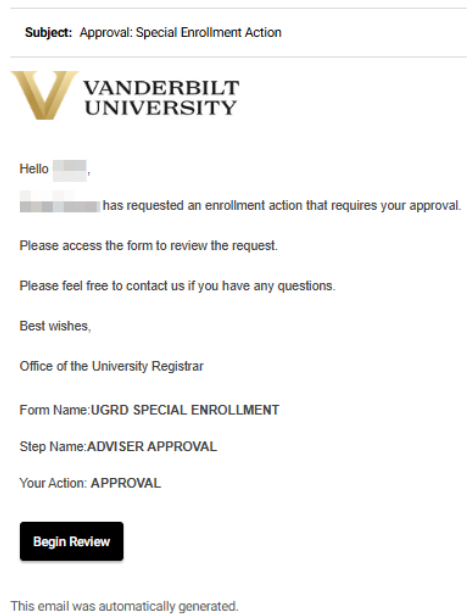
The Kualu workflow application has been implemented for undergraduate students to request to enroll in a class as an auditor, enroll in a graduate- or professional-level class, change the grading basis for a class in which they are enrolled, or enroll in more than 18 hours for the term. Advisers will utilize the Kualu workflow application to review requests for their advisees (audits and change of grading basis).

Contents

Reviewing the Undergraduate Special Enrollment Action Workflow Request	3
Approval Workflow/Timeline	4
Approving the Undergraduate Special Enrollment Action Workflow Request.....	5
Denying the Undergraduate Special Enrollment Action Workflow Request	5
Sending the Undergraduate Special Enrollment Action Workflow Request Back to the Student.....	6
Accessing Your Work Queue	6

Reviewing the Undergraduate Special Enrollment Action Workflow Request

1. Once your advisee has submitted a request via the Undergraduate Special Enrollment Action Workflow, 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 and Academic Information sections.

Student Information		
First Name [redacted]	Last Name [redacted]	EMPLID 000 [redacted]

Academic Information		
Select your school/program: * College of Arts & Science	Select your adviser: * [redacted]	Expected Grad Term 2027 Spring

User Guide – Approving Undergraduate Special Enrollment Action Workflow Request

- The selected action appears in the Action section. Adviser approval is required for course audits and requests to change grading basis. Information listed will depend on the action.

Action
I am requesting the following enrollment action: * I would like to enroll in a class as an auditor.
Please enter the calendar year of the term you wish this action to take effect. e.g., If requesting action in Spring 2025, enter "2025." 2025
Select the term: * Please note that only terms for which enrollment is open will be available to select. 2025 Spring
If this request is approved, do you need to remove a class from your schedule? * No

- Class Information includes class and instructor information.

Class Information - Auditing or Graduate/Professional-level Coursework		
Current Status I am not yet enrolled	Please select the class in which you wish to enroll. Begin by typing the subject area (in ALL CAPS), followed by a space and the catalog number. PSCI 1101 01	
Class Title Intro Comparatv Politics	Instructor Name * [REDACTED]	
Meeting Pattern (MTWRF) TR	Meeting Time Start 09:30 AM	Meeting Time End 10:45 AM

- Any supplemental information provided will be available via link. In addition, students requesting enrollment in a graduate/professional-level class must provide justification.

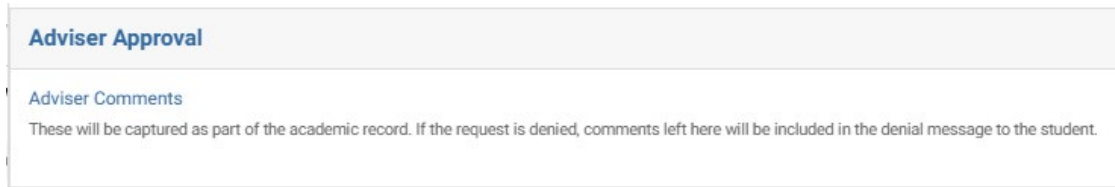
Supplemental Student Documentation No file attached
--

Approval Workflow/Timeline

The student's adviser is the first step in the approval process for requests to change grading basis (the instructor is the first approver for requests to enroll as an auditor). Once the adviser approves a request, it routes to the student's school's Office of Academic Services for final review and approvals. Upon final approval, the request routes to the Office of the University Registrar for processing.

Approving the Undergraduate Special Enrollment Action Workflow Request

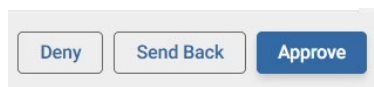
1. Add comments in the Adviser Comments box, if desired. Comments left here will be captured as part of the student record.



Adviser Approval

Adviser Comments
These will be captured as part of the academic record. If the request is denied, comments left here will be included in the denial message to the student.

2. Click Approve.

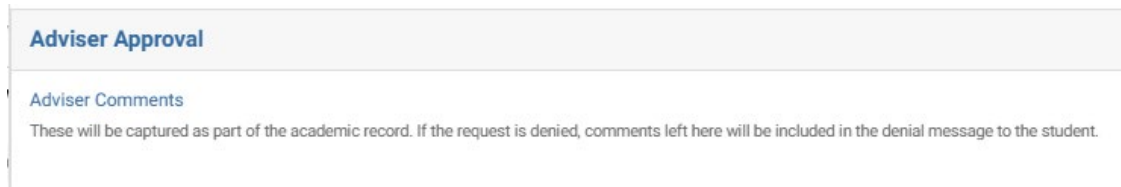


Deny Send Back Approve

3. The request will now be routed to the student’s Office of Academic Services.

Denying the Undergraduate Special Enrollment Action Workflow Request

1. Add a comment in the Adviser Comments section, if necessary. Comments here will be included in a notification email to the student.

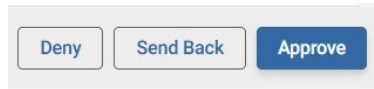


Adviser Approval

Adviser Comments
These will be captured as part of the academic record. If the request is denied, comments left here will be included in the denial message to the student.

User Guide – Approving Undergraduate Special Enrollment Action Workflow Request

2. Click Deny.

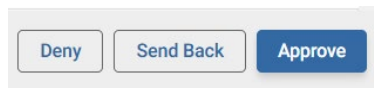


3. The student will be notified via email that the request has been denied.

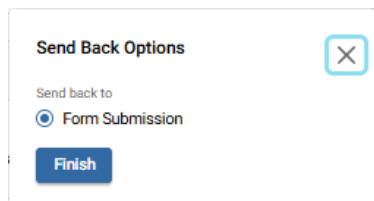
Sending the Undergraduate Special Enrollment Action Workflow Request Back to the Student

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

1. Click Send Back.



2. Select the appropriate person to whom to return the request (options vary based on the enrollment action selected): student (Form Submission) or instructor (Instructor Approval).



3. Click Finish. The student or instructor 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.