



# Approving an Undergraduate Special Enrollment Action Workflow Request

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## User Guide

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



# User Guide – Approving Undergraduate Special Enrollment Action Workflow Request

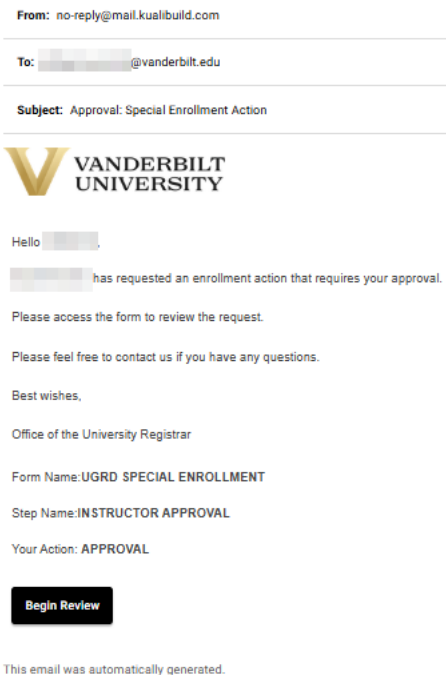
The Kualu workflow application has been implemented for undergraduate students to request to enroll in a class as an auditor, enroll in a graduate- or professional-level class, change the grading basis for a class in which they are enrolled, or enroll in more than 18 hours for the term. Instructors will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

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## Reviewing the Undergraduate Special Enrollment Action Workflow Request

1. Once a student has selected to enroll in your class (or change to an audit basis) 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

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- The selected action appears in the Action section. Instructor approval is required for course audits and enrollment in a graduate/professional class. 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 * ██████████	
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
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## Approval Workflow/Timeline

The instructor of the class is the first step in the approval process for requests to enroll as an auditor or to enroll as an undergraduate student in a graduate- or professional-level class. Once the instructor approves a request, it routes to the student's adviser (for audits), associate dean (for graduate/professional enrollment), and 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 Instructor Comments box, if desired. Comments left here will be captured as part of the student record.

### Instructor 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. Confirm that you have checked the class enrollment, and the student can be enrolled.

### Instructor Approval

I have checked the capacity and the student may be enrolled in this section.

3. Click Approve.

Deny

Send Back

Approve

4. The request will now be routed to the student’s adviser or associate dean.

## Denying the Undergraduate Special Enrollment Action Workflow Request

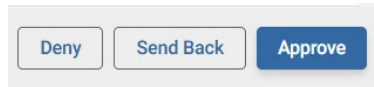
1. Add a comment in the Instructor Comments section, if necessary. Comments here will be included in a notification email to the student.

### Instructor 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.

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2. Click Deny.

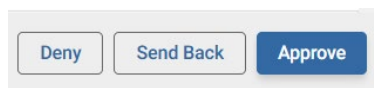


3. The student will be notified via email that the request has been denied.

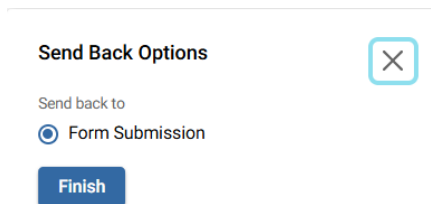
### **Sending the Undergraduate Special Enrollment Action Workflow Request Back to the Student**

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

1. Click Send Back.



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



3. Click Finish. The student 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](mailto:yes@vanderbilt.edu) or 615-343-4306 if you have questions or need additional assistance.**