



Approving an Undergraduate Special Enrollment Action Workflow Request

User Guide

A user guide for administrators in the Office of Academic Services for approving or denying a request submitted through the Undergraduate Special Enrollment Action workflow.



User Guide – Approving Undergraduate Special Enrollment Action Workflow Request

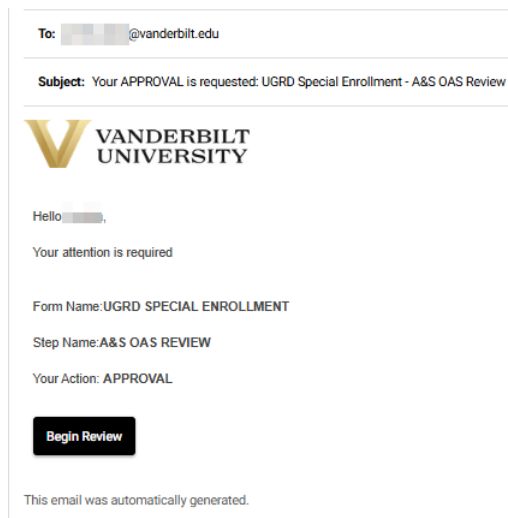
The Kualu workflow application has been implemented for undergraduate students to request to enroll in a class as an auditor, enroll in a graduate- or professional-level class, change the grading basis for a class in which they are enrolled, or enroll in more than 18 hours for the term. Administrators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

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Reviewing the Undergraduate Special Enrollment Action Workflow Request

1. Once a request submitted via the Undergraduate Special Enrollment Action Workflow is ready for your approval, 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. Information listed will depend on the action.

Action
I am requesting the following enrollment action: * I would like to request a course overload (enroll in more than 18 credit hours for the term).
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

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

Class Information - Change Grading Basis	
I am requesting to change the grading basis of the following class: * SPAN 3303-01 Intro Span/Span-Amer Lit	
Current grading basis: * Graded	New grading basis requested: * Pass/Fail

Course Overload	
What type of overload are you requesting? * Blanket Override (increase the number of hours for the term)	Number of hours requested: * 20
Justification for Request Justifications are required for graduate- or professional-level enrollment and for course overloads.	

- Any supplemental information provided will be available via link.

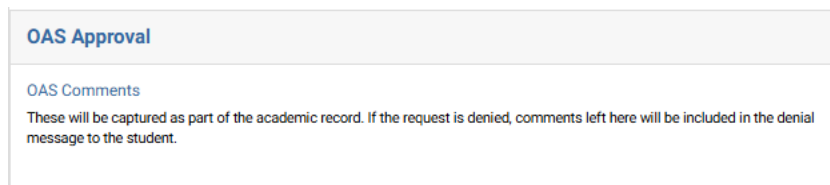
Supplemental Student Documentation No file attached
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Approval Workflow/Timeline

The Office of Academic Services is the final review step for undergraduate special enrollment action requests. Upon final approval, the request routes to the Office of the University Registrar for processing.

Approving the Undergraduate Special Enrollment Action Workflow Request

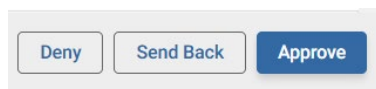
1. Add a comment in the OAS Comments box, if desired. Comments left here will be captured as part of the student record.



OAS Approval

OAS 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.

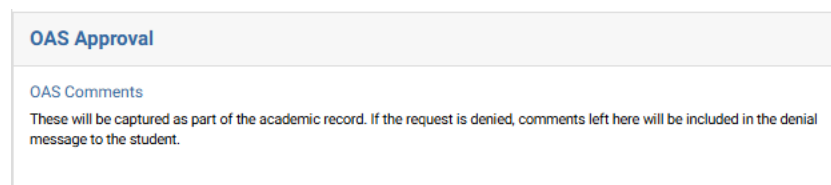


Deny Send Back Approve

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

Denying the Undergraduate Special Enrollment Action Workflow Request

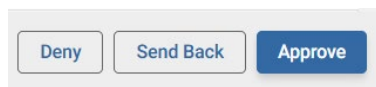
1. Add a comment in the OAS Comments section, if necessary. Comments here will be included in a notification email to the student.



OAS Approval

OAS 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 Deny.



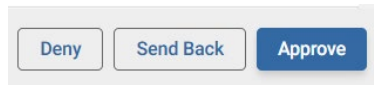
Deny Send Back Approve

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

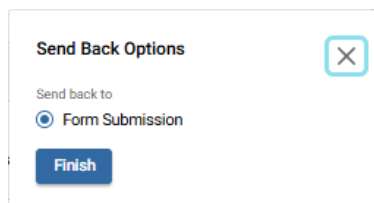
Sending the Undergraduate Special Enrollment Action Workflow Request Back to the Student

If, during the course of your review, you notice something that requires the student or a previous reviewer 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: the student (Form Submission), instructor (Instructor Approval), adviser (Adviser Approval), or associate dean (Associate Dean Review).



3. 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.