Undergraduate Special Enrollment Action Workflow User Guide

Undergraduate students can utilize the Undergraduate Special Enrollment Action workflow form to request to enroll in a class as an auditor, enroll in a graduate- or professional-level course, change a grading basis (from or to pass-fail), or enroll in more than 18 hours for the term. Please review the undergraduate catalog for any relevant policy requirements. Requests must be submitted prior to the relevant deadline for each request type. Please see the Undergraduate Academic Calendar for specific dates.

Contents

Navigating to the Undergraduate Special Enrollment Action Workflow

1. Open the Undergraduate Special Enrollment Action workflow at
   https://vanderbilt.kualibuild.com/app/670e96a8cdc369014f8cbedc/run.

2. The Undergraduate Special Enrollment Action workflow form will open. Student First Name, Last
   and EMPLID will auto-populate.

Student Information

First Name	Last Name	EMPLID
		000

Completing the Form

Academic Information

1. Select your school/program from the drop-down menu.

   Select your school/program: *

   College of Arts & Science

2. Select your academic adviser from the drop-down menu.

   Select your adviser: *

3. Your Expected Grad Term will auto-populate.

   Expected Grad Term
   2027 Spring

Action

1. Select the appropriate enrollment action (only one action per request):

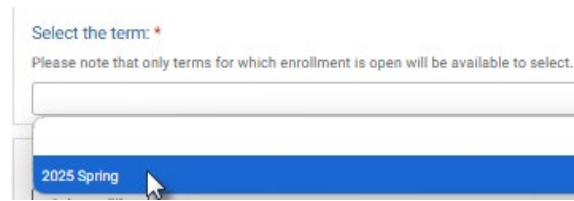   I am requesting the following enrollment action: *

   ○ I would like to enroll in a class as an auditor.

   ○ I would like to enroll in a graduate- or professional-level course.

   ○ I would like to change the grading basis for a class in which I am already enrolled.

   ○ I would like to request a course overload (enroll in more than 18 credit hours for the term).

2. Enter the calendar year of the term in which you wish this action to take effect.

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."
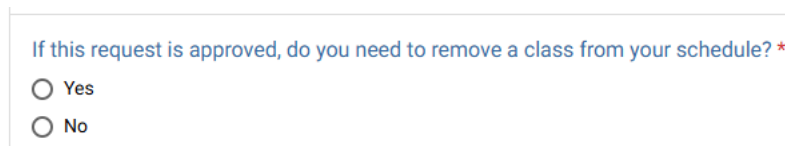
2025

3. Select the term in which you wish this action to take effect. Please note that only terms for which enrollment is open will be available to select.

Select the term: *

Please note that only terms for which enrollment is open will be available to select.
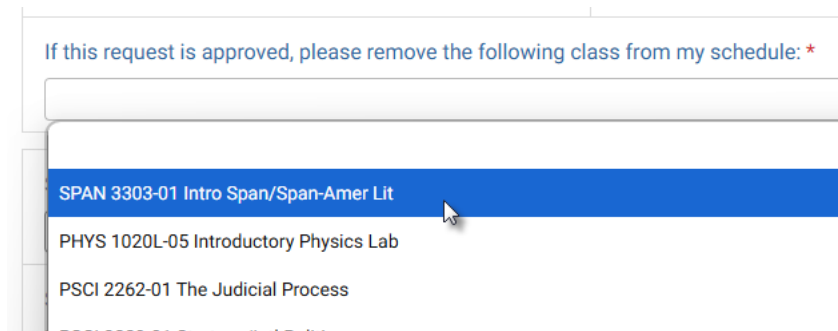
2025 Spring

Enroll in a Class as an Auditor or Enroll in a Graduate- or Professional-level Course

1. Indicate yes/no whether you need to remove a class from your schedule if the request is approved.

If this request is approved, do you need to remove a class from your schedule? *

◯ Yes
◯ No

If you indicate yes, you will be prompted to select the class to drop later in the form.

If this request is approved, please remove the following class from my schedule: *

SPAN 3303-01 Intro Span/Span-Amer Lit

PHYS 1020L-05 Introductory Physics Lab

PSCI 2262-01 The Judicial Process

Class Information

1. Indicate whether or not you are currently enrolled in the class.

    Current Status
    ○ I am not yet enrolled
    ○ I am enrolled but not yet as an auditor

2. Select the class in which you wish to enroll. Begin the search by typing the subject area in ALL CAPS, then select the class from the list of options.

    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 11|

    PSCI 1100 01

    PSCI 1101 01

3. Title, instructor, and meeting pattern will auto-populate based on the selection.

Class Title		Instructor Name *	
Intro Comparatv Politics			
Meeting Pattern (MTWRF)	Meeting Time Start		Meeting Time End
TR	09:30 AM		10:45 AM

4. If requesting to enroll in a graduate- or professional-level course, provide justification for the request.

    Justification for Request
    Justifications are required for graduate- or professional-level enrollment and for course overloads.

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Change Grading Basis

Class Information

1. Select the class for which you would like to change the grading basis from the drop-down menu.

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

PHYS 1020L-05 Introductory Physics Lab

PSCI 2262-01 The Judicial Process

2. Indicate the grading basis under which you are *currently enrolled*.

Current grading basis: *
○ Graded
○ Pass/Fail

3. Indicate the grading basis to which you would like to change.

New grading basis requested: *
○ Graded
○ Pass/Fail

Request a Course Overload

1. Indicate the type of overload you are requesting. Blanket overrides increase the number of hours in which you can enroll yourself for the term; specific class overrides are requests to enroll in one specific class that will take your term enrollment over 18 credit hours. Please note that blanket overrides are not available for students in the Blair School of Music.

Course Overload

What type of overload are you requesting? *
○ Blanket Override (increase the number of hours for the term)
○ Specific Class Override (just add this specific class)

Blanket Override

1. Indicate the number of credit hours you are requesting.

Number of hours requested: *

Specific Class Override

1. Select the class for which you are requesting an override. Begin by typing the subject area in ALL CAPS, followed by the course number. Select the class from the list of options.

Please select the class for which you would like to request an override. *

Begin by typing the subject area (in ALL CAPS), followed by a space and the catalog number.

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PSCI 1100 01

PSCI 1101 01

PSCI 1102 01

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...ed for graduate- or professional-level enrollment and for course overlo

2. The class title and instructor name will auto-populate based on your selection.

Class Title	Instructor Name
Intro Comparatv Politics	

Justification

1. Provide justification for the request.

Justification for Request

Justifications are required for graduate- or professional-level enrollment and for course overloads.

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Supplemental Student Documentation

1. Provide supplemental documentation, if necessary (e.g., copy of instructor's email of approval).

> Supplemental Student Documentation
>
> Select a File

Signature

1. Acknowledge your understanding of the policy statements and click Sign this form to sign.

> Signature *
>
> I understand that:
>   • my request is subject to relevant approvals and must conform to the academic calendar as published by the University,
>   • enrollments are subject to seating capacity,
>   • enrollments are subject to reserve capacities,
>   • enrollments are subject to requisite compliance,
>   • it is my responsibility as a student to have reviewed my home school's academic policies in the undergraduate catalog prior to submitting my request, and
>   • enrollments may incur fees or excess hour charges.
>
> ✎ Sign this form

Submit

1. Click Submit to start the workflow process.

Submission

Upon submission, you will receive an email indicating receipt of your form. Please allow 7-10 business days for administrative review and processing. You will receive additional notifications.

Approval Process

Undergraduate Special Enrollment Action requests route to the following people:

- The instructor of the class (for audit and graduate/professional course enrollment requests).
- Your academic adviser (for audit and grading basis change requests).
- Your school's associate dean (for overload requests).
- Your school's Office of Academic Services.
- Upon final approval, the Office of the University Registrar will process the special enrollment action.

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: ███████@vanderbilt.edu

Subject: An item has been sent back to you

VANDERBILT
UNIVERSITY

Hello Mary Thompson,

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

UGRD Special Enrollment

View Item

Notifications

Notifications about the Undergraduate Special Enrollment Action Workflow process will be sent as follows:

- You will receive email notification when you submit the request.
- You will receive email notification if your request is denied for any reason.
- You will receive email notification if your request is sent back to you for any reason.
- You will receive email notification if your request is approved, once the special enrollment action request has been processed.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions about this application.