Approving an Undergraduate Special Enrollment Action Workflow Request

User Guide

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

The Kuali 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. Associate deans will utilize the Kuali workflow application to review overload 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.
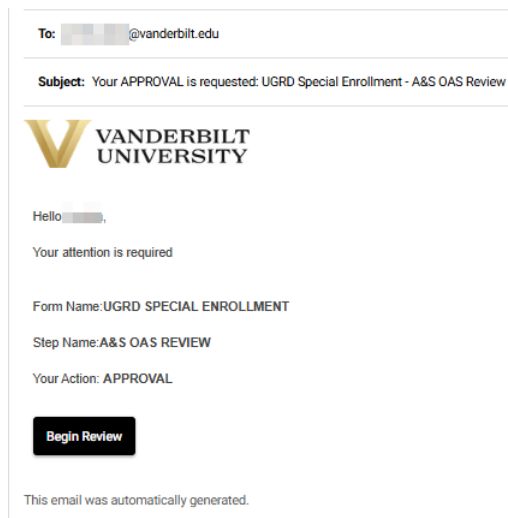
2. Information about the student appears in the Student and Academic Information sections.

3. 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

Course Overload

What type of overload are you requesting? *	Number of hours requested: *
Blanket Override (increase the number of hours for the term)	20

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

4. Any supplemental information provided will be available via link.

Supplemental Student Documentation
No file attached

Approval Workflow/Timeline

The associate dean is the first review step for overload requests. Requests then route to the 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 a comment in the Associate Dean Comments box, if desired. Comments left here will be captured as part of the student record.

Associate Dean Approval

Associate Dean 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 Associate Dean Comments section, if necessary. Comments here will be included in a notification email to the student.

Associate Dean Approval

Associate Dean 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.
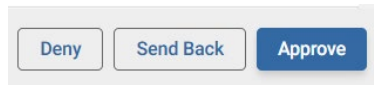
2. Click Deny.

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 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).
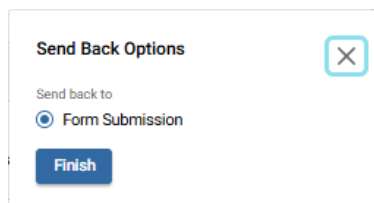
3. Click Finish. The student will be notified via email that the request has been sent back for additional action.

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.