



Appoint/Change Academic Adviser Workflow User Guide

Graduate students can utilize the *Appoint/Change Academic Adviser Workflow form* to request to appoint or change their academic adviser. (Students who wish to change members of their Ph.D. committee should utilize the [Doctoral Actions Workflow](#).) Students should refer to the Graduate School [catalog](#) for academic regulations.

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Navigating to the Appoint/Change Academic Adviser Workflow

1. Open the Appoint/Change Academic Adviser Workflow at <https://vanderbilt.kualibuild.com/app/66b38748ca173e0147712376/run>.
2. The Appoint/Change Academic Adviser Workflow form will open. Student EMPLID, VUnetID, First Name, and Last Name will pre-populate.

Completing the Form

1. Select your academic program from the drop-down menu. This will be used for routing the form to the appropriate approvers.

2. Select the applicable action(s) for your request.

Add an Adviser

1. Select the appropriate action.



2. Begin typing the first, then last name of the adviser, and select from the options that appear.

Add an Adviser	
Select an adviser to add by entering the first then last name of the adviser. *	VUnetID
Q	Email
	EMPLID

3. The VUnetID, Email, and EMPLID will auto-populate based on your selection.
4. Click Submit.

Remove an Adviser

1. Select the appropriate action.

Action
I am requesting the following action be taken: *
<input type="radio"/> Add an adviser.
<input checked="" type="radio"/> Remove an adviser.
<input type="radio"/> Add and remove an adviser.

2. Select the adviser to be removed from the drop-down menu.

Remove an Adviser
Please remove this adviser from my record: *
<input type="text"/>

3. The adviser's VUnetID will auto-populate.
4. Click Submit.

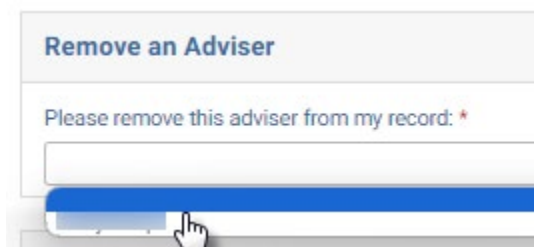
Add and Remove an Adviser

1. Select the appropriate action.

Action
I am requesting the following action be taken: *
<input type="radio"/> Add an adviser.
<input type="radio"/> Remove an adviser.
<input checked="" type="radio"/> Add and remove an adviser.



2. Select the adviser to be removed from the drop-down menu.



3. The adviser's VUNetID will auto-populate.
4. To add an adviser, begin typing the first, then last name of the adviser, and select from the options that appear.

Add an Adviser	
Select an adviser to add by entering the first then last name of the adviser. *	VUNetID
Q	Email
	EMPLID

5. The VUNetID, Email, and EMPLID will auto-populate based on your selection.
6. Click Submit.

Submission

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

Approval Process

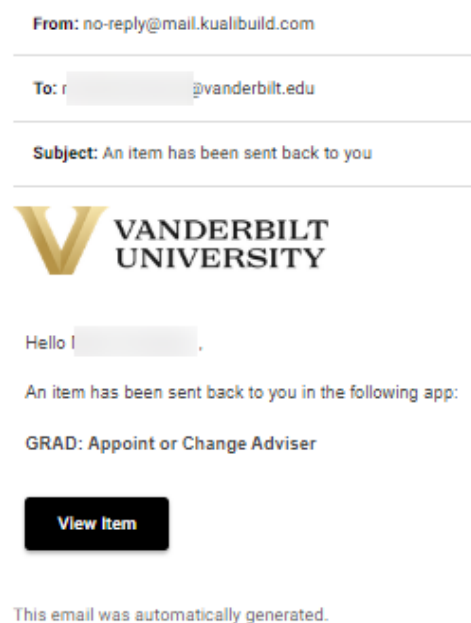
Requests to Appoint/Change Academic Adviser route to the following people:

- For actions "Add an adviser" and "Add and remove an adviser," the adviser selected to be added.
- The program administrator of the department you select in step 1.
- The Director of Graduate Studies for the department you select in step 1.
- The Graduate School.
- Upon final approval, the Office of the University Registrar will enter the appropriate adviser information in the student information system.



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.



Notifications

Notifications about the Appoint/Change Academic Adviser 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.
- Your adviser(s) will receive email notification once the action has been processed.
- You will receive email notification if your request is approved, once the action has been processed.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions about this application. Please contact the Graduate School or your program if you have questions about policies related to academic advisers.