



# Approving an Appoint/Change Academic Adviser Workflow Request

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## User Guide

A user guide for Graduate School administrators  
for approving or denying a request submitted through the  
Appoint/Change Academic Adviser workflow.



# User Guide – Approving an Appoint/Change Academic Adviser Workflow Request

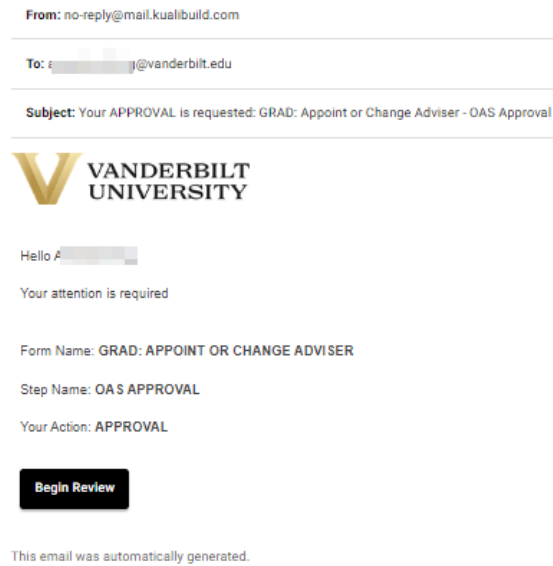
The Kuali workflow application has been implemented for graduate students to request to appoint or change their academic adviser. Graduate School administrators will utilize the Kuali workflow application to review Appoint/Change Academic Adviser workflow requests. Students and administrators should refer to the Graduate School [catalog](#) for academic regulations.

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## Reviewing the Appoint/Change Academic Adviser Workflow Request

1. Once an Appoint/Change Academic Adviser Workflow request has been directed to you, 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 Information section.

EMPLID *	VUnetID	First Name	Last Name
000: [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Select the appropriate discipline for this action:  
Environmental Engineering - PHD

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3. The Action section reflects the student’s choice of actions (Add an adviser, Remove an adviser, or Add and remove an adviser).

Action
I am requesting the following action be taken: *
Add an adviser.

### Add an Adviser

1. The selected adviser is reflected in the Add an Adviser section.

Add an Adviser	
Select an adviser to add by entering the first then last name of the adviser. *	VUnetID
<input type="text"/>	<input type="text"/>
	Email
	<input type="text"/> @vanderbilt.edu
	EMPLID
	000 <input type="text"/>

### Remove an Adviser

1. The selected adviser is reflected in the Remove an Adviser section.

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

## Add and Remove an Adviser

1. The selected advisers are reflected in the Remove an Adviser and Add an Adviser sections.

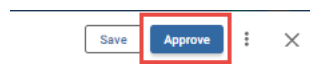
The screenshot shows two sections of a web form. The top section is titled "Remove an Adviser" and contains a text input field with the placeholder "Please remove this adviser from my record: \*" and a "VUNetID" input field. The bottom section is titled "Add an Adviser" and contains a text input field with the placeholder "Select an adviser to add by entering the first then last name of the adviser. \*", an "Email" input field with the placeholder "@vanderbilt.edu", and an "EMPLID" input field with the placeholder "000".

## Approval Workflow/Timeline

The Graduate School is the final step in the Appoint/Change Academic Adviser workflow. For requests to drop an adviser, the graduate program coordinator/manager is the first step, followed by the DGS. Requests to add or add and remove an adviser route first to the adviser being added. Once the Graduate School approves a request, it routes to the Office of the University Registrar for processing.

## Approving the Appoint/Change Academic Adviser Workflow Request

1. Click Approve.



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

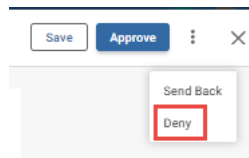
## Denying the Appoint/Change Academic Adviser Workflow Request

1. Add a comment in the Graduate School Comments section. Comments here will be included in the denial notification email to the student.

### Departmental Comments

Captured as part of the student's academic record. NOTE: For requests that are denied, comments entered here will be visible to the student in the denial notification email.

2. Click Deny.

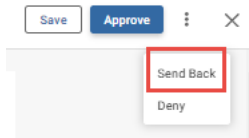


3. The student will be notified via email that the request has been denied.

## Sending the Appoint/Change Academic Adviser Workflow Request Back

If, during the course of your review, you notice something that requires the student, new adviser, program coordinator/manager, or DGS 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, New Adviser Approval to return the request to the new adviser, Department Approval to return the request to the program coordinator/manager, or DGS Approval to return the request to the DGS.

A screenshot of a dialog box titled 'Send Back Options'. It has a close button in the top right corner. Below the title, there is a label 'Send back to' followed by four radio button options: 'Form Submission' (which is selected), 'New Adviser Approval', 'Department Approval', and 'DGS Approval'. At the bottom of the dialog is a blue 'Finish' button.

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