



# Approving an Appoint/Change Academic Adviser Workflow Request

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## User Guide

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



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

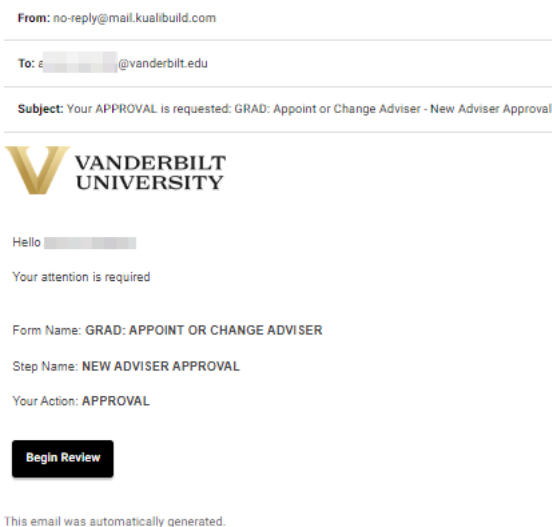
The Kualu workflow application has been implemented for graduate students to request to appoint or change their academic adviser. Advisers will utilize the Kualu workflow application to review Appoint/Change Academic Adviser workflow requests for students who have requested to add them as an adviser. Students and advisers should refer to the Graduate School [catalog](#) for academic regulations.

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## Reviewing the Appoint/Change Academic Adviser Workflow Request

1. Once a student has selected to add you as an adviser in the Appoint/Change Academic Adviser Workflow, 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

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

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

## Add an Adviser

1. You will be listed 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 [Redacted]
[Redacted]	Email [Redacted]@vanderbilt.edu
	EMPLID 000 [Redacted]

## Add and Remove an Adviser

1. The selected adviser is reflected in the Remove an Adviser section, and you are listed in the Add an Adviser section.

Remove an Adviser	
Please remove this adviser from my record: *	VUNetID [Redacted]
[Redacted]	

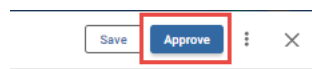
Add an Adviser	
Select an adviser to add by entering the first then last name of the adviser. *	VUNetID [Redacted]
[Redacted]	Email [Redacted]@vanderbilt.edu
	EMPLID 000 [Redacted]

## Approval Workflow/Timeline

The adviser being added is the first step in the approval process for requests to add or add and drop an adviser. (For requests to drop an adviser, the graduate program coordinator/manager is the first step in the Appoint/Change Academic Adviser workflow.) Once the adviser approves a request, it routes to the graduate program coordinator/manager and then to the Director of Graduate Studies and the Graduate School for final review and approvals. Upon final approval, the request routes to the Office of the University Registrar for processing.

## Approving the Appoint/Change Academic Adviser Workflow Request

1. Click Approve.



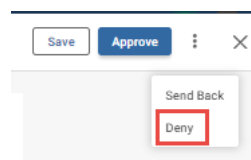
2. The request will now be routed to the department Program Coordinator or Manager.

## Denying the Appoint/Change Academic Adviser Workflow Request

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

**Adviser 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.

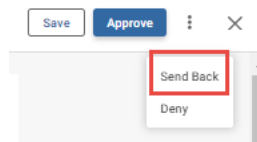


3. The student will be notified via email that the request has been denied.

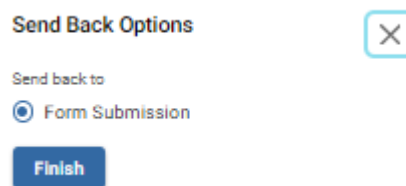
## Sending the Appoint/Change Academic Adviser Workflow Request Back to the Student

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 Form Submission to return the request to the student or New Adviser Approval to return the request to the new adviser.



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