



Approving an Engineering Focus Request

User Guide

A user guide for administrators in the School of Engineering for approving or denying a request submitted through the Engineering Focus workflow.



User Guide – Approving an Engineering Focus Workflow Request

The Kualu workflow application has been implemented for undergraduate students to request to add, drop, or change Engineering Focus declarations. Administrators in the School of Engineering will utilize the Kualu workflow application to review these requests.

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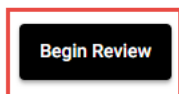
Reviewing the Engineering Focus Request

1. Once an Engineering Focus request has been submitted, you will receive an email. Click Begin Review to access the form.

Form Name: **ENGINEERING FOCUS DECLARATION**

Step Name: **ENGINEERING OAS**

Your Action: **APPROVAL**



This email was automatically generated.

2. Information about the student appears in the Student Information section.

EMPLID 000	First Name [REDACTED]	Last Name [REDACTED]	Current Undergraduate Student Y
Select your program/college: *			
Engineering Schl Undergraduate			
Program (Code) UENG	Program Description Engineering Schl Undergraduate	Program Status AC	Admit Term (Code) 1015

3. The Action section reflects the student's choice of action.

Action

Only one change may be submitted at a time. Students will need to submit this form multiple times to make multiple changes.

Please select an action below: *

I would like to DROP a focus.

Approving an Engineering Focus Request

1. The selected Engineering Focus is reflected in the Add a Focus section.

Add a Focus

I am requesting that the following focus be added to my academic record: *

Engineering Communications

2. Add a Comment or Note if necessary.

VUSE Notes

Comments/Notes

Comments left here will be sent to the student via email if you deny this request.
Comments left in the dialog box when you select to deny the request will be recorded in the submission history, but will not be relayed to the student.

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3. Click Approve.

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Denying an Engineering Focus Request

1. Leave a comment in the Comments/Notes box, if desired. **NOTE:** Any comments in this box **will be included** in the denial notification email sent to the student.

VUSE Notes

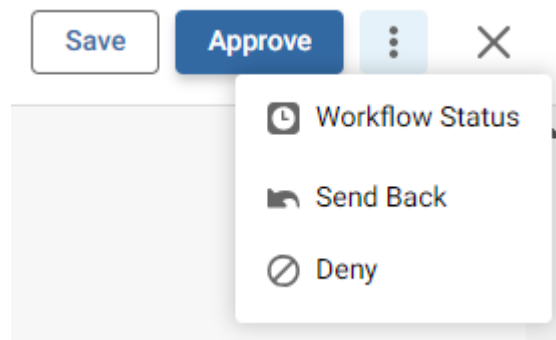
Comments/Notes

Comments left here will be sent to the student via email if you deny this request.

Comments left in the dialog box when you select to deny the request will be recorded in the submission history, but will not be relayed to the student.

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2. Click Deny.

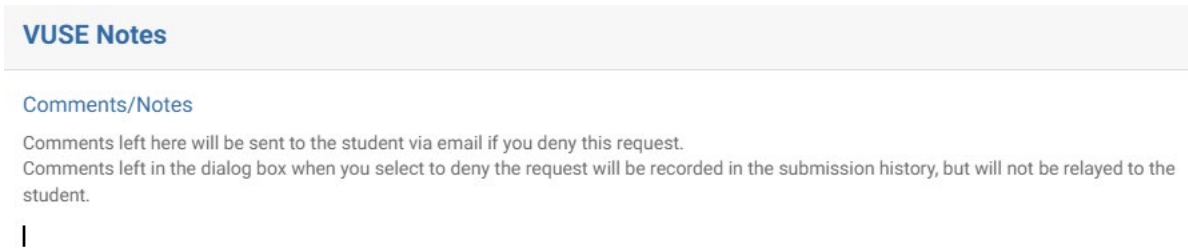


3. The student will be notified via email that the request has been denied.

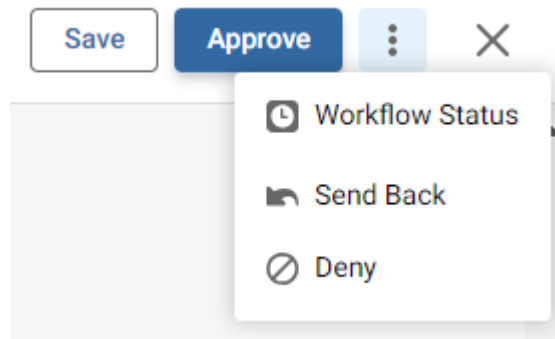
Sending Back an Engineering Focus Request

If, during the course of your review, you notice something that requires the student to change the request, you can send the request back.

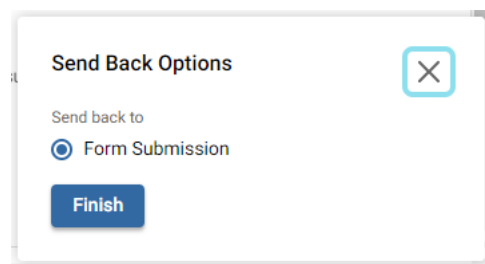
1. Leave a comment in the Comments/Notes box, if desired. Comments will not be visible to the student.



2. Click Send Back.



3. Select Form Submission to send the request back to the student, and click Finish.



4. The student will be notified via email that the request has been sent back for additional action.

Approval Workflow/Timeline

The Office of Academic Services for the School of Engineering is the first step in the workflow for Engineering Focus requests. Approved requests route to the Office of the University Registrar for posting to the student's record.

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/app/builder/#/actions>.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.