Engineering Focus Declaration/Change

Undergraduate students can utilize the Engineering Focus declaration/change form to request to add, drop, or change their Engineering Focus area(s).

Contents

Navigating to the Engineering Focus Declaration Form

1. Open the Engineering Focus declaration form at
    https://vanderbilt.kualibuild.com/app/66a93191458ffe01439774ae/run.

2. The Engineering Focus form will open. Student EMPLID, First Name, and Last Name all will pre-populate.

EMPLID	First Name	Last Name	Current Undergraduate Student
000			Y

Completing the Form

1. Select your program/college from the drop-down menu.

Select your program/college: *

College of Arts & Science

2. Select the applicable action for your request. Only one request may be submitted at a time.

Action

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

Focus areas provide guidance to students wishing to concentrate on a specialized topic within engineering. Focus areas are typically nine credit hours, and qualifying courses are listed in the catalog. Students can declare a maximum of three focus areas; however, a qualifying course cannot be applied to more than one focus area. Students interested in declaring a focus area must do so before the start of their final semester at Vanderbilt. Successful completion of a declared focus area will be designated on a student's transcript upon graduation.

Please select an action below: *
- ○ I would like to DROP a focus.
- ○ I would like to ADD a focus.
- ○ I would like to DROP and ADD a focus.

3. Click Next to move to the next section of the request form.

Actions

| Back | Next |

Submit

Save

Discard

Drop a Focus

1. From the drop-down menu, select the Engineering Focus you wish to drop from your record.

Drop a Focus

In dropping a focus, your request will be submitted to the School of Engineering for approval and the department will be notified.

I am requesting the following focus be dropped from my record: *

2. Click Submit to submit the request for review and approval.

Actions

Back	Next

Submit

Save

Discard

Add a Focus
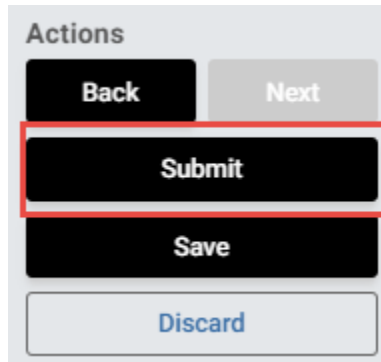
1. Select the focus you wish to add.

Add a Focus

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

🔍

Engineering Communications

Human Computer Interaction

Microelectronics

Nanotechnology

Product Development

Strategic and Technical Consulting

Technology Entrepreneurship

2. Click Submit to submit the request for review and approval.

Drop and Add a Focus

1. From the drop-down menu, select the focus you wish to drop from your record.

Drop a Focus

In dropping a focus, your request will be submitted to the School of Engineering for approval and the department will be notified.

I am requesting the following focus be dropped from my record: *

2. Click Next to move to the next section of the request form.
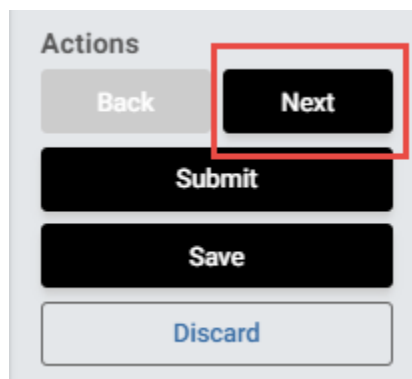
3. Select the focus you wish to add.

Add a Focus

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

🔍

Engineering Communications

Human Computer Interaction

Microelectronics

Nanotechnology

Product Development

Strategic and Technical Consulting

Technology Entrepreneurship

4. Click Submit to submit the request for review and approval.

Actions

Back	Next

Submit

Save

Discard

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 upon approval.

Approval Process

- The Office of Academic Services for the School of Engineering will ensure that your request meets all necessary policy requirements.
- Upon final approval, the Office of the University Registrar will update the Engineering Focus on your record. You will receive notification once this occurs.

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.

Subject: An item has been sent back to you

VANDERBILT UNIVERSITY

Hello ,

An item has been sent back to you in the following app:

Engineering Focus Declaration

View Item

Notifications

Notifications about the Engineering Focus declaration 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.
- 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 or need additional assistance.