

Graduate Audit Request Workflow User Guide

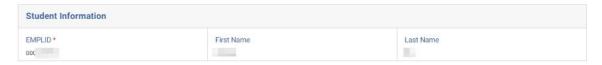
Graduate students can utilize the GRAD: Course Audit Workflow form to request to enroll in a class as an auditor. Students should refer to the Graduate School <u>catalog</u> for academic regulations.

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Navigating to the Graduate Audit Request Workflow

- 1. Open the GRAD: Course Audit Workflow at https://vanderbilt.kualibuild.com/app/66be64e3e126cf014648c291/run.
- 2. The GRAD: Course Audit Workflow form will open. Student EMPLID, First Name, and Last Name will pre-populate.



Completing the Form

1. Enter the calendar year in which the class is being offered (e.g., 2024).



2. Select the term in which the class is being offered from the drop-down menu.

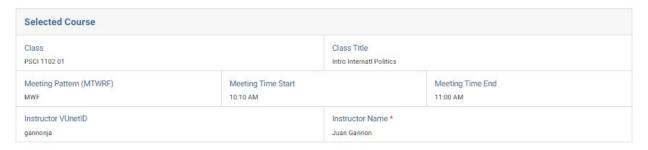


3. Begin typing the subject code of the class IN ALL CAPS and select the class from the list of offerings in the drop-down menu.

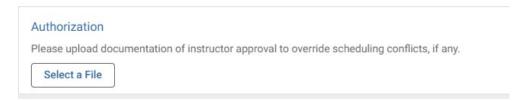




4. Ensure that the correct class information appears in the box.



5. If this class conflcts with another class in which your are enrolled, upload instructor approval to override the conflict.



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

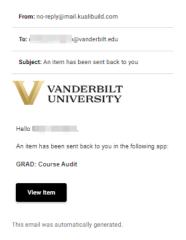
GRAD: Course Audit requests route to the following people/offices:

- The instructor of the class.
- The Graduate School.
- Upon final approval, the Office of the University Registrar will process the enrollment.



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 Graduate Audit Request 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.
- You will receive email notification if your request is approved, once the enrollment has been processed.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions about this application.