



## 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 [catalog](#) 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.

Student information		
EMPLID *	First Name	Last Name
000		

## Completing the Form

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

### Course Selection

Calendar year of the term in which you request to audit a course: \*

e.g. 2024, 2025

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

Select the appropriate term: \*

- 2024 Fall
- 2024 Spring
- 2024 Summer

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.

Select the appropriate course. Start by typing in the subject area (in ALL CAPS) followed by the course number. \*

Q PSCI

- PSCI 1101 01
- PSCI 1102 01



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

Selected Course		
Class PSCI 1102 01	Class Title Intro Internat'l Politics	
Meeting Pattern (MTWRF) MWF	Meeting Time Start 10:10 AM	Meeting Time End 11:00 AM
Instructor VUnetID gannonja	Instructor Name * Juan Gannon	

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

**Authorization**

Please upload documentation of instructor approval to override scheduling conflicts, if any.

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.

From: no-reply@mail.kualibuild.com

To: [redacted]@vanderbilt.edu

Subject: An item has been sent back to you



Hello [redacted],

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

GRAD: Course Audit

[View Item](#)

This email was automatically generated.

## 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](mailto:yes@vanderbilt.edu) or 615-343-4306 if you have questions about this application.