



UGRD/PROF Class Workflow User Guide

Graduate students can utilize the UGRD/PROF Class Workflow form to request to enroll in an undergraduate- or professional-level class. Students should refer to the Graduate School [catalog](#) for academic regulations.

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Navigating to the UGRD/PROF Class Workflow

1. Open the UGRD/PROF Class Workflow at <https://vanderbilt.kualibuild.com/app/66bd1133458ffe0146da451e/run>.
2. The UGRD/PROF Class Workflow form will open. Student First Name, Last Name, Email Address, and VUnetID will pre-populate.

Student Information			
First Name	Last Name	Email Address	VUnetID
[Redacted]	[Redacted]	[Redacted]@vanderbilt.edu	[Redacted]

Completing the Form

Student Information

1. Select your academic program from the drop-down menu.

Select the applicable program for this request. *

Graduate Doctoral Degree

Graduate Doctoral Degree

2. Select your academic department from the drop-down menu.

Select the applicable department for this request. *

Biomedical Engineering - PhD

Course Information

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

Calendar Year *

2024

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

Term *

2024 Fall

2024 Spring

2024 Summer

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

Authorization

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

[Select a File](#)

4. 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

UGRD/PROF Class requests route to the following people:

- The instructor of the class.
- The program administrator of the department you select in Step 2 of the Student Information section.
- The Director of Graduate Studies for the department you select in Step 2 of the Student Information section.
- 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: UGRD/PROF Class

[View Item](#)

This email was automatically generated.



Notifications

Notifications about the UGRD/PROF Class 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. Please contact the Graduate School or your program if you have questions about policies related to advisers.