

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 <u>catalog</u> for academic regulations.

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Navigating to the UGRD/PROF Class Workflow

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

Student Information	I		
First Name	Last Name	Email Address pvanderbilt.ed u	VUnetID

Completing the Form

Student Information

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



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



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.





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

s	elect class: *
In cr th no cr	a all caps, begin typing the subject ode to produce the offerings from he term selected to the right. Please ote it may take some time for the ourses to load.
	Q PSCI
	PSCI 1101 01
١Ł	PSCI 1102 01

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

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Dlagage	vorify	tha	following	io	oorroot	for	the		MOLL	hour	aplastad
Please	veniv	une	IOHOWING	IS.	conect	IOI	une	Class	vou	nave	selected.

Subject PSCI		Catalog Numb	er 1102	Class Section	01
Class Title Intro Internatl Politics	Instructor Name	First Name	Preferred First Name	Last Name	Instructor VUnetID

Justification

1. Enter the reason that you need to take the course as a part of your graduate program.

Describe why you need to take this course as a part of your graduate program. *



2. List the assignments you will complete that are in addition to the work assigned to an undergraduate or professional student.





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

Authorization	
Please upload doo	cumentation 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: @vanderbilt.edu
Subject: An item has been sent back to you
VANDERBILT UNIVERSITY
Hello ,
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 <u>yes@vanderbilt.edu</u> 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.