



Approving a Major/Minor Request

User Guide

A user guide for departmental administrators for approving or denying a request submitted through the major/minor workflow.



User Guide – Approving a Major/Minor Workflow Request

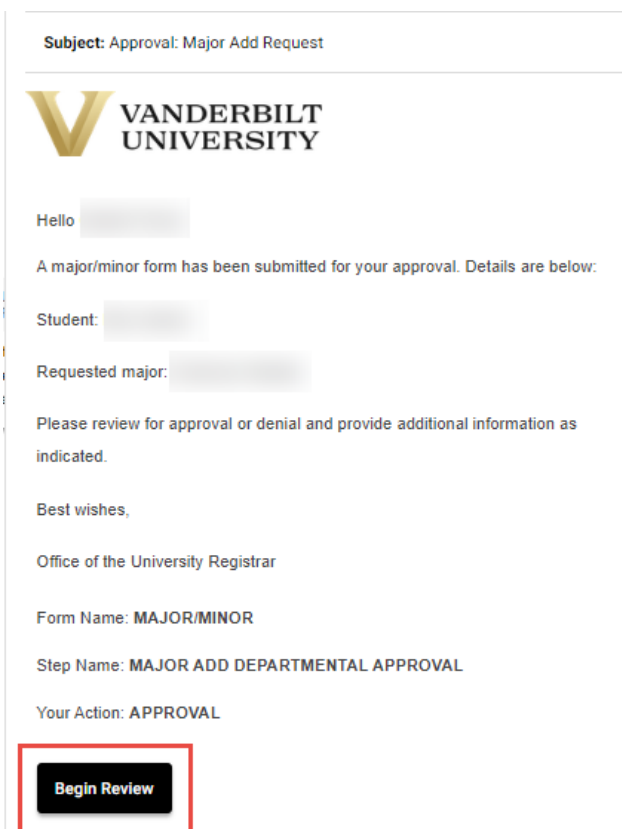
The Kualu workflow application has been implemented for undergraduate students to request to add, drop, or change major and minor declarations. Departmental administrators will utilize the Kualu workflow application to review requests for students requesting to add a major or minor declaration in their department.

Contents

Reviewing the Major/Minor Request.....	3
Add a Major - Approve	4
Drop and Add a Major - Approve	6
Add a Minor - Approve	7
Drop and Add a Minor - Approve	9
Denying a Major/Minor Request.....	10
Sending the Major/Minor Request Back to the Student.....	11
Approval Workflow/Timeline	12
Accessing Your Work Queue	12

Reviewing the Major/Minor Request

1. Once a request for Major/Minor has been directed to you, you will receive an email. Click Begin Review to access the form.



2. Information about the student appears in the Student Information section.

EMPLID	First Name	Last Name	VUnetID	Current Class
000 [redacted]	[redacted]	[redacted]	[redacted]	SR

Select your program/college: *

College of Arts & Science

User Guide – Approving a Major/Minor Workflow Request

3. The Action section reflects the student’s choice of action.

Action Only one change may be submitted at a time. Students will need to submit this form multiple times to make multiple changes.
Please select an action below: * I would like to ADD a major.

4. Any comments left by the student will appear in the Comments box.

Your expected graduation term.
Comments:

Add a Major - Approve

For students who select to add a major, the departmental administrator will need to approve or deny the action. For approvals, the administrator will need to assign a faculty adviser.

1. The selected action is reflected in the Action section.

Action Only one change may be submitted at a time. Students will need to submit this form multiple times to make multiple changes.
Please select an action below: * I would like to ADD a major.

2. Approve or deny the request.

Departmental Use
Is this request approved? If Yes, you will be prompted to select an adviser below. * Please note: You will still need to use the "Approve" or "Deny" options at the top of the page to complete your review.
<input checked="" type="radio"/> Yes <input type="radio"/> No

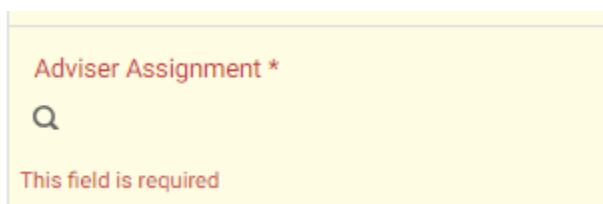
User Guide – Approving a Major/Minor Workflow Request

3. Add a Comment or Note if necessary. For requests that are denied, the comment will be included in a notification email to the student.



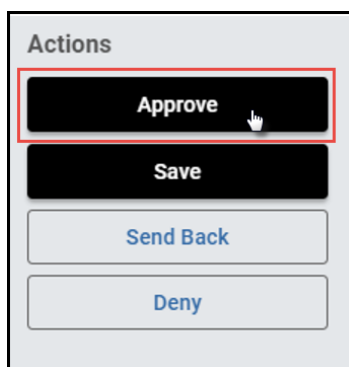
A large, empty yellow rectangular box with the text "Comments/Notes" in the top left corner.

4. Assign an adviser (for approved requests only).



A yellow rectangular box containing the text "Adviser Assignment *" in red, a magnifying glass icon, and "This field is required" in red at the bottom.

5. Click Approve.



A vertical stack of buttons under the heading "Actions". The buttons are: "Approve" (black with white text, highlighted with a red border and a mouse cursor), "Save" (black with white text), "Send Back" (light gray with blue text), and "Deny" (light gray with blue text).

Drop and Add a Major - Approve

For students who select to drop and add a major, the departmental administrator will need to approve or deny the add action only. For approvals, the administrator will need to assign a faculty adviser.

1. The selected action is reflected in the Action section.

Action

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

Please select an action below: *

I would like to DROP and ADD a major.

2. Approve or deny the request.

Departmental Use

Is this request approved? If Yes, you will be prompted to select an adviser below. *

Please note: You will still need to use the "Approve" or "Deny" options at the top of the page to complete your review.

Yes

No

3. Add a Comment or Note if necessary. For requests that are denied, the comment will be included in a notification email to the student.

Comments/Notes

4. Assign an adviser (for approved requests only).

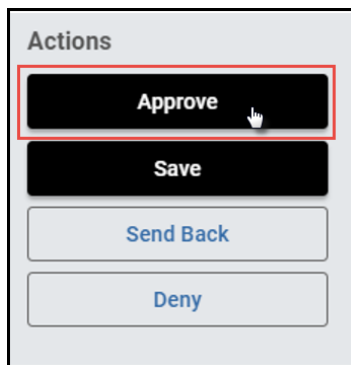
Adviser Assignment *

Q

This field is required

User Guide – Approving a Major/Minor Workflow Request

5. Click Approve.



Add a Minor - Approve

For students who select to add a minor, the departmental administrator will need to approve or deny request. For approvals, the administrator will need to assign a faculty adviser.

1. The selected action is reflected in the Action section.

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

Please select an action below: *

I would like to ADD a minor.

2. Approve or deny the request.

Departmental Use

Is this request approved? If Yes, you will be prompted to select an adviser below. *

Please note: You will still need to use the "Approve" or "Deny" options at the top of the page to complete your review.

Yes
 No

User Guide – Approving a Major/Minor Workflow Request

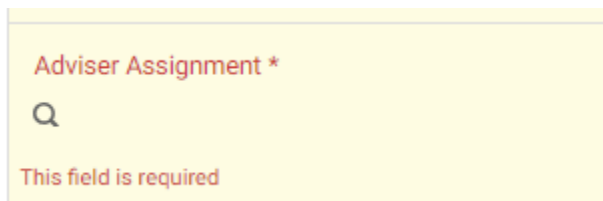
3. Add a Comment or Note if necessary. For requests that are denied, the comment will be included in a notification email to the student.



Comments/Notes

A large, empty yellow rectangular box with a thin border, intended for entering comments or notes.

4. Assign an adviser (for approved requests only).



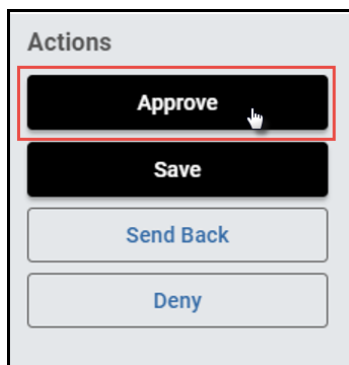
Adviser Assignment *

Q

This field is required

A yellow rectangular box with a thin border. It contains the text "Adviser Assignment *" in red, a magnifying glass icon, and "This field is required" in red at the bottom.

5. Click Approve.



Actions

Approve

Save

Send Back

Deny

A grey rectangular box with a thin border. It contains the text "Actions" at the top. Below it are four buttons: "Approve" (black with white text, highlighted with a red border and a mouse cursor), "Save" (black with white text), "Send Back" (light grey with blue text), and "Deny" (light grey with blue text).

Drop and Add a Minor - Approve

For students who select to drop and add a minor, the departmental administrator will need to approve or deny the add action only. For approvals, the administrator will need to assign a faculty adviser.

1. The selected action is reflected in the Action section.

Action

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

Please select an action below: *

I would like to DROP and ADD a minor.

2. Approve or deny the request.

Departmental Use

Is this request approved? If Yes, you will be prompted to select an adviser below. *

Please note: You will still need to use the "Approve" or "Deny" options at the top of the page to complete your review.

Yes

No

3. Add a Comment or Note if necessary. For requests that are denied, the comment will be included in a notification email to the student.

Comments/Notes

4. Assign an adviser (for approved requests only).

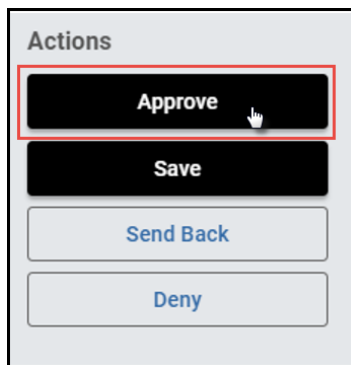
Adviser Assignment *

Q

This field is required

User Guide – Approving a Major/Minor Workflow Request

5. Click Approve.



Denying a Major/Minor Request

1. Select No in the “request approved” section.

Departmental Use

Is this request approved? If Yes, you will be prompted to select an adviser below. *

Please note: You will still need to use the "Approve" or "Deny" options at the top of the page to complete your review.

Yes

No

2. Leave a comment in the Comments/Notes box, if desired. **NOTE:** Any comments in this box **will be included** in the denial notification email sent to the student.

User Guide – Approving a Major/Minor Workflow Request

3. Click Deny.



4. The student will be notified via email that the request has been denied.

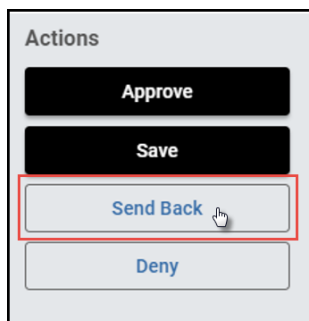
Sending the Major/Minor Request Back to the Student

If, during the course of your review, you notice something that requires the student to change the request, you can send the request back.

1. Leave a comment in the Comments/Notes box, if desired. Comments will be visible to administrators (the student's school, Office of the University Registrar, etc.), but not to the student.

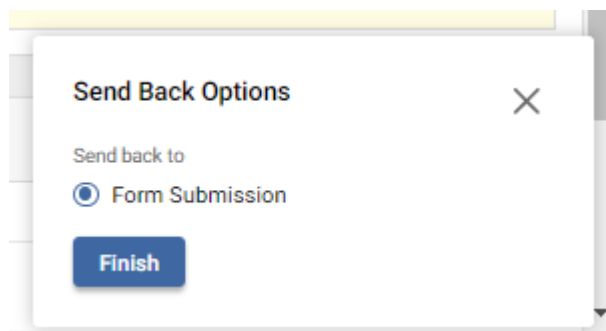


2. Click Send Back.



User Guide – Approving a Major/Minor Workflow Request

3. Select Form Submission to send the request back to the student.



4. The student will be notified via email that the request has been sent back for additional action.

Approval Workflow/Timeline

Departmental approval is the first step in the workflow for requests that include adding a major or minor. Once the departmental administrator approves a request and assigns an adviser, the request routes to the student's school for review and approval, and then to the Office of the University Registrar for posting to the student's record.

Once a major or minor has been added to the student's record, departmental administrators and the student's new adviser will receive notification. Departmental administrators and advisers are also notified when a student drops a major or minor, although no departmental review is required for such requests.

Accessing Your Work Queue

In addition to clicking on the "Begin Review" button embedded in the notification emails, you can access your work queue at the following web address: <https://vanderbilt.kualibuild.com/app/builder/#/actions>.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.