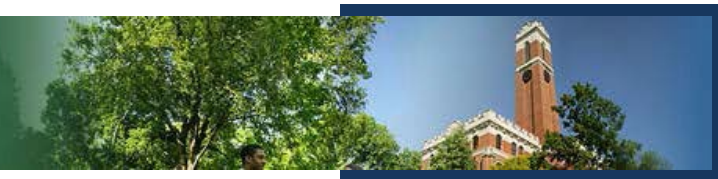
OFFICE OF THE
University Registrar



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.

VANDERBILT
Office of the
University Registrar

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

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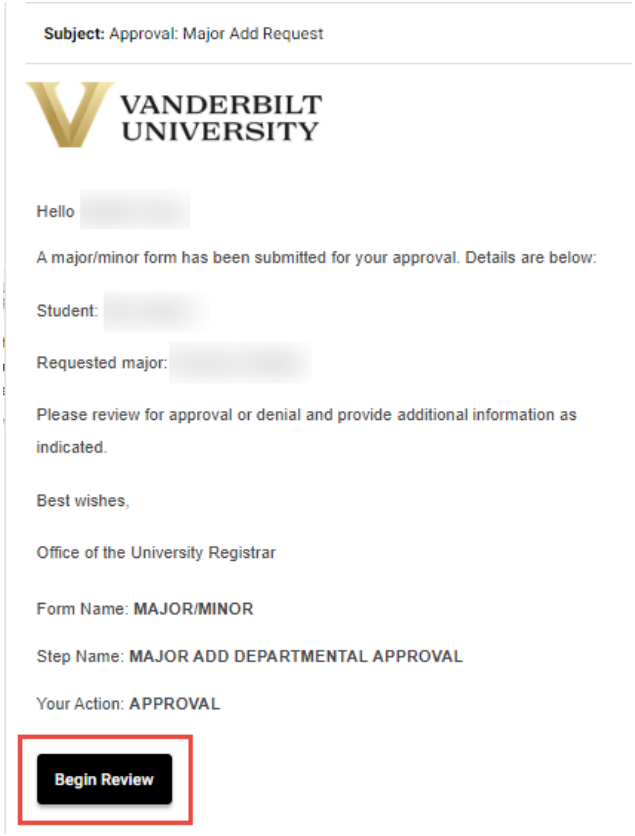
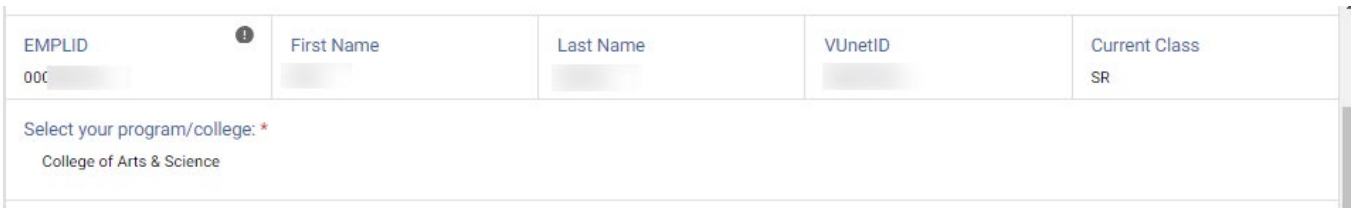
Reviewing the Major/Minor Request

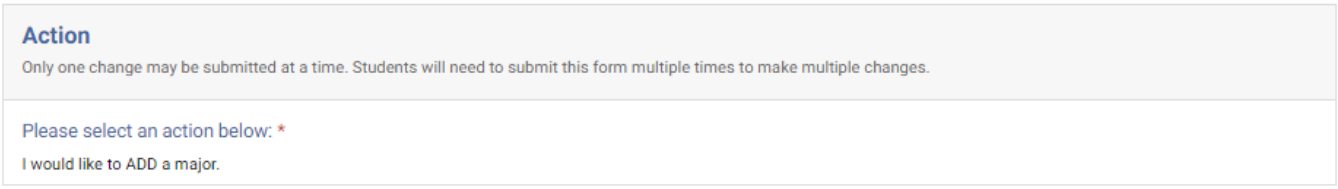
1. Once a request for Major/Minor has been directed to you, you will receive an email. Click Begin Review to access the form.



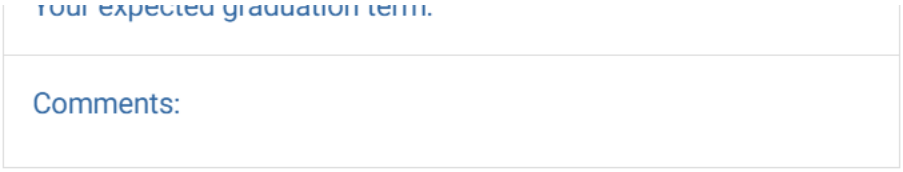
2. Information about the student appears in the Student Information section.



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



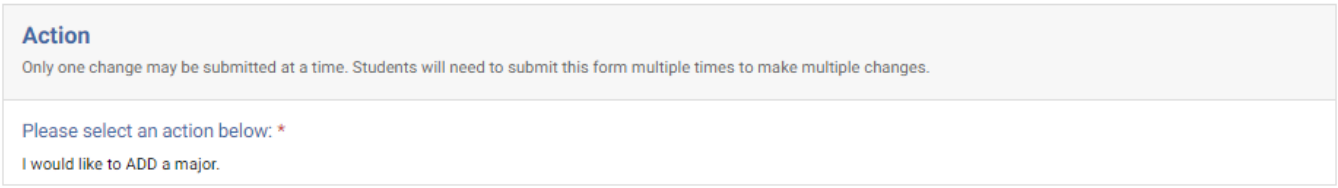
4. Any comments left by the student will appear in the Comments box.



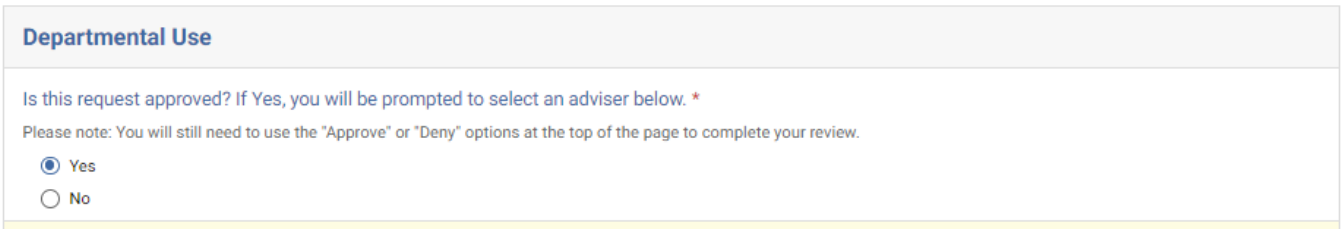
Add a Major - Approve

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.



2. Approve or deny the 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.

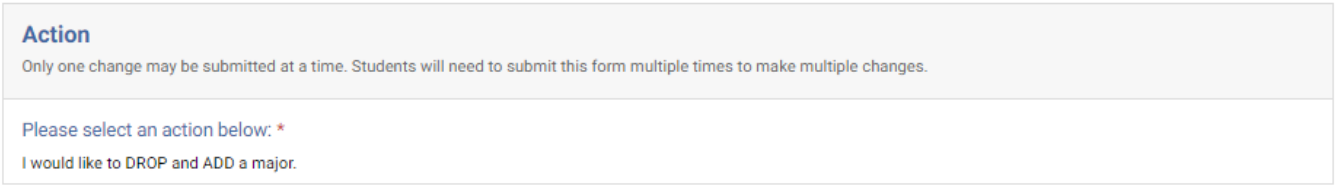
4. Assign an adviser (for approved requests only).

5. Click Approve.

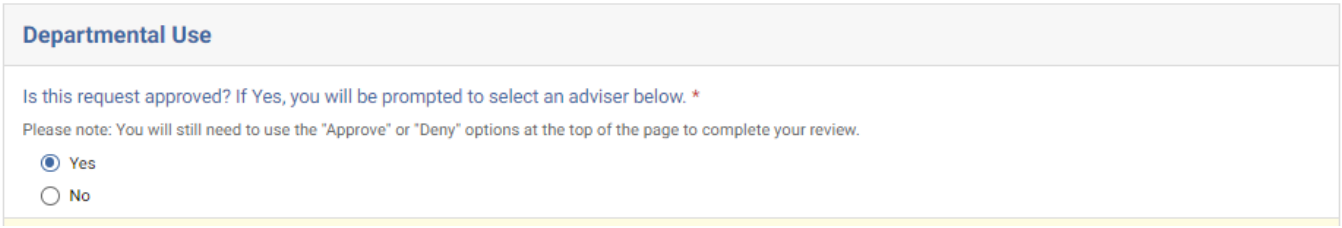
Drop and Add a Major - Approve

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.

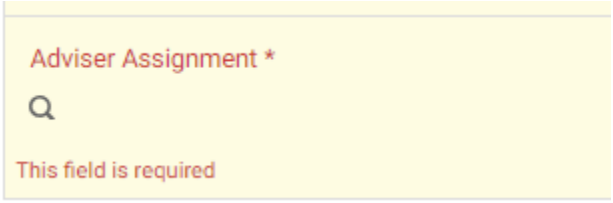


2. Approve or deny the request.

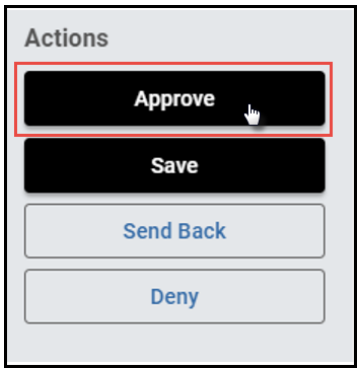


3. Add a Comment or Note if necessary. For requests that are denied, the comment will be included in a notification email to the student.

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



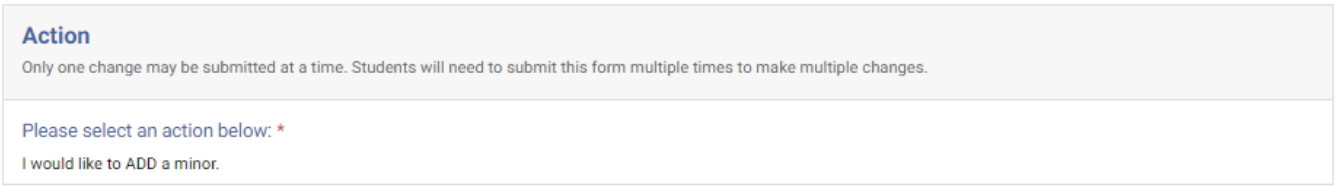
5. Click Approve.



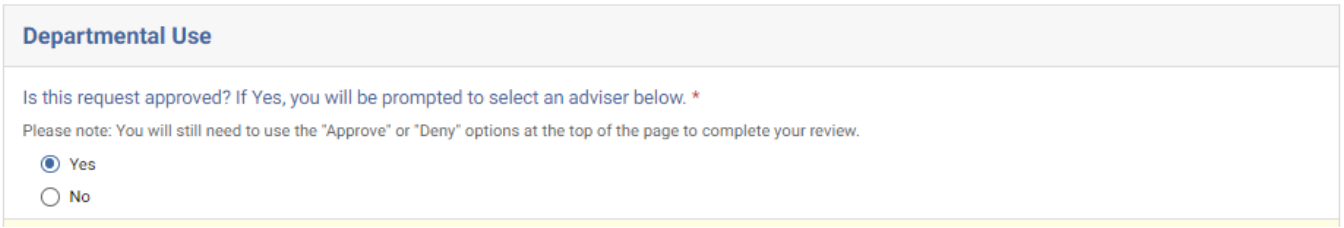
Add a Minor - Approve

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.



2. Approve or deny the 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.

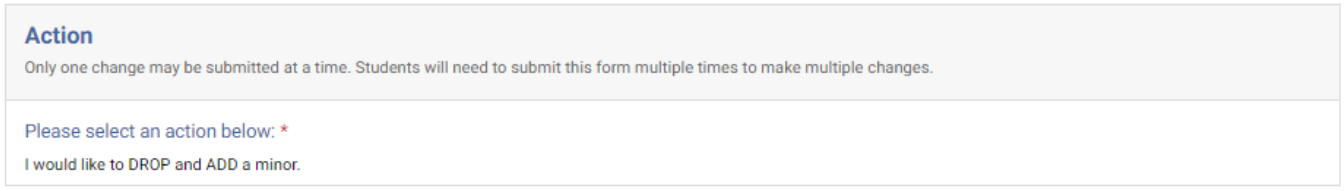
4. Assign an adviser (for approved requests only).

5. Click Approve.

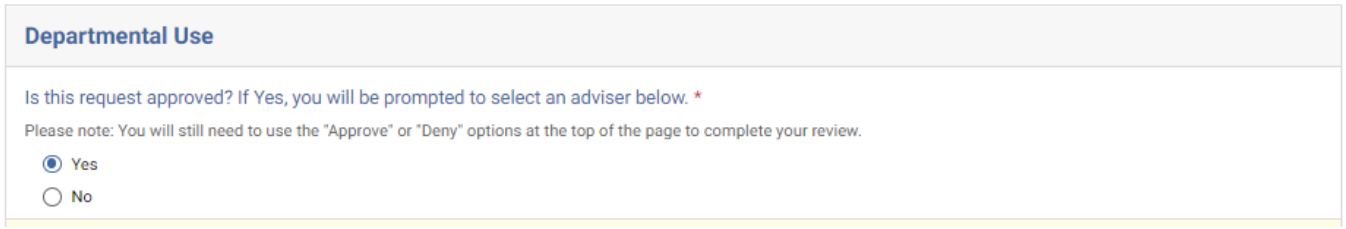
Drop and Add a Minor - Approve

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.



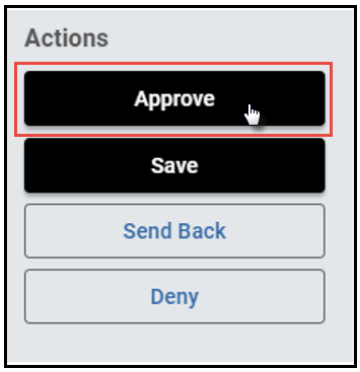
2. Approve or deny the request.



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.

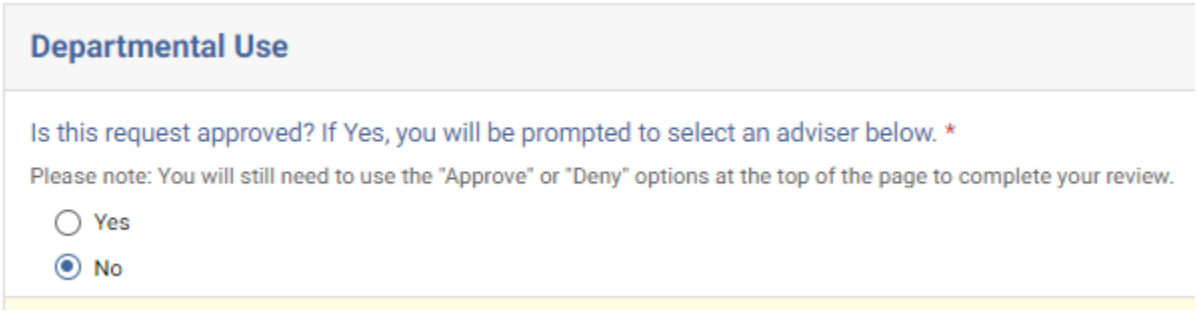
4. Assign an adviser (for approved requests only).

5. Click Approve.



Denying a Major/Minor Request

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



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.

3. Click Deny.

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

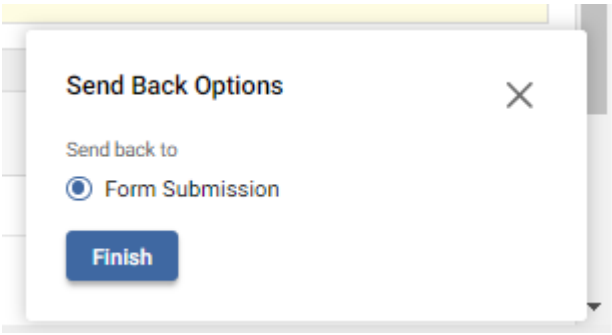
Sending the Major/Minor Request Back to the Student

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.

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.