



# Approving a Major/Minor Request

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## User Guide

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



# User Guide – Approving a Major/Minor Workflow Request

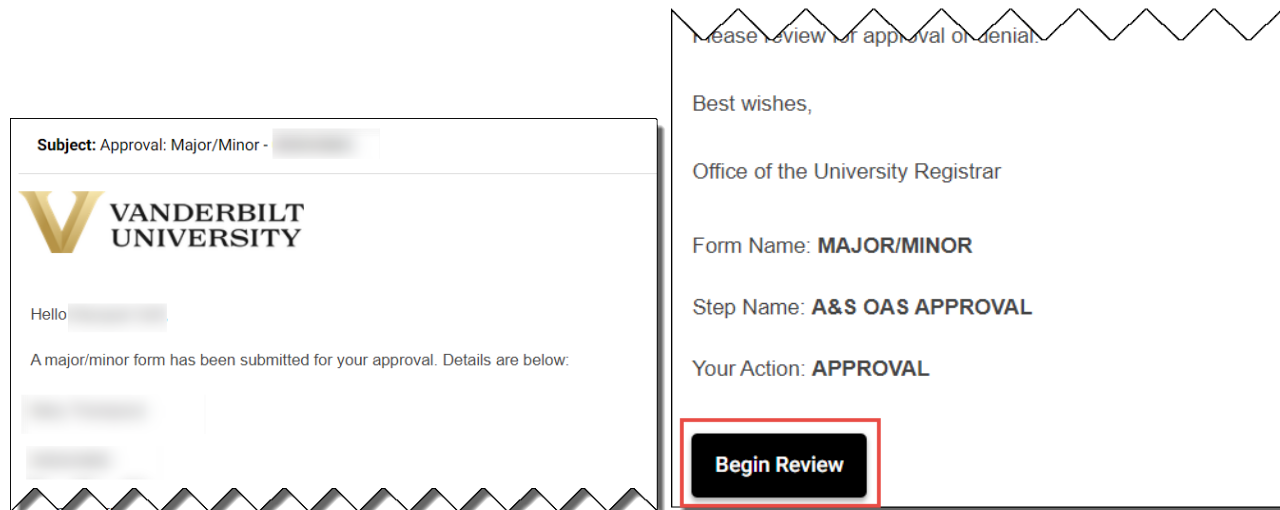
The Kualu workflow application has been implemented for undergraduate students to request to add, drop, or change major and minor declarations. School-based administrators will utilize the Kualu workflow application to review requests for students in their school requesting to add a major or minor declaration and/or change their expected graduation term.

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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.

EMPLID	First Name	Last Name	VUnetID	Current Class
000				SR

Select your program/college: \*

College of Arts & Science

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.

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

your expected graduation term.
Comments:

- 5. The Departmental Use section reflects the actions of the department (if any), including new adviser assignments.

<b>Departmental Use</b>	
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	
Comments/Notes 	
Adviser Assignment *	Username
Anne Lovendahl	reynoa8
	Email
	annie.reynolds@vanderbilt.edu
	EMPLID
	000161539

## 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.

<b>Action</b>
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.

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

**School Review**

Comments/Notes

These will be provided to the student in the event their request is denied.

I

3. Click Approve.

**Actions**

Approve

Save

Send Back

Deny

### Drop and Add a Major - Approve

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.

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2. 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

3. Click Approve.

Actions

Approve

Save

Send Back

Deny

## Add a Minor - Approve

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

**School Review**

Comments/Notes  
These will be provided to the student in the event their request is denied.

I

3. Click Approve.

**Actions**

Approve

Save

Send Back

Deny

## Drop and Add a Minor - Approve

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.

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

**School Review**

Comments/Notes

These will be provided to the student in the event their request is denied.

I

3. Click Approve.

**Actions**

Approve

Save

Send Back

Deny



## Denying a Major/Minor Request

1. 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.

A large, empty yellow rectangular box with the text "Comments/Notes" in the top left corner, intended for entering comments or notes.

2. Click Deny.

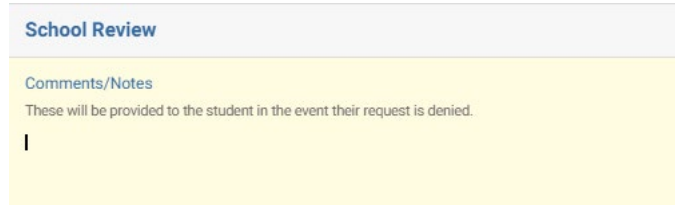


3. The student will be notified via email that the request has been denied.

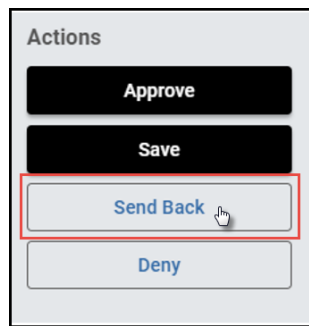
## Sending the Major/Minor Request Back

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

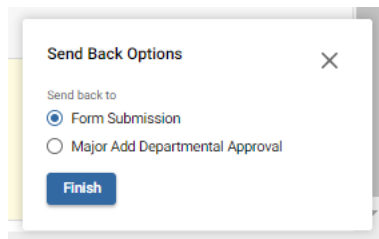
1. Leave a comment in the Comments/Notes box, if desired. Comments will be visible to administrators (department, Office of the University Registrar, etc.), but not to the student.



2. Click Send Back.



3. Select Form Submission to send the request back to the student, or Departmental Approval to send the request back to the department.



4. The student or departmental administrator 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.

For requests to change an expected graduation term only, the school is the only level of review.

### 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](mailto:yes@vanderbilt.edu) or 615-343-4306 if you have questions or need additional assistance.**