HOW TO APPROVE A GRADUATE STUDY PLAN
DEVELOP A PLAN WITH YOUR ADVISEE

1. Major professors should meet to discuss study plans within the student’s first year of study.

2. The student fills out the **Degree Audit Plan** through **VandalWeb** indicating the courses they will complete.

3. Once the student submits the plan for approval the major professor will receive an email notification.
Study plan approval request for Joe Vandal

degreeaudit@uidaho.edu
To: Advisor, Jane (Jane.Advisor@uidaho.edu)

Fri 7/15/2022 3:37 PM

Dear Jane Advisor:

Please review the study plan ‘15-July-2022’ for Joe Vandal. This plan has been submitted for your review as the major professor for this student. If you are not this student’s major professor, please select 'Return for Revision' on the Workflow Approval Form to return this request to the student so they can get their record updated and resubmit. The student will receive an email with any comments you enter.

To review and approve (or return) the plan, please log into Workflow and click the link for this student.

Upon approval of the plan, it will be directed to the department for review.

This may be the first time you have used the electronic approval process for a study plan. Click here for more detailed instructions on the Registrar’s Office website.

Thank you.
HOW TO LOG INTO WORKFLOW

1. A link to **Workflow** will be included in your notification.

2. If you do not have your email notice handy go to **https://bannerwf.uidaho.edu:7787/wfprod**

3. If you are not already logged into **Single Sign On (SSO)** you will be prompted to enter your **University of Idaho** credentials.
WORKLIST

Once logged into Workflow you will see your worklist – a list of study plans waiting for your approval.

Each worklist title includes the student's name to identify which plan to approve or return.

Open a worklist item to view the study plan approval form.
WORKLIST VIEW
STUDY PLAN APPROVAL FORM
APPROVE THE STUDY PLAN

1. Review the study plan information presented on the approval form to ensure the student has incorporated the courses discussed.

2. If you wish to work on the item later click the **Save & Close** button. The item remains in your worklist as a **Reserved Item** to be completed at a later date.

3. To approve the study plan and send to the department for approval, click **Approve** and the **Complete** button. You must click **Complete** to move the study plan to the next approval.
RETURN THE STUDY PLAN TO THE STUDENT

1. After review of the study plan, you may choose to send the study plan back to the student to make changes before approving.

2. Add notes in the Comment box indicating the changes you are looking for. The notes will be included in a message the student receives indicating why the study plan was returned to them.

3. If you wish to return to the item later, click the Save & Close button. It remains in your worklist as a Reserved Item to be completed at a later date.

4. To return the study plan to the student, click Return on the approval form and click the Complete button. You must click Complete to send the study plan back to the student.

5. If you are no longer a student's major professor, please select Return for Revision on the Workflow Approval Form to return this request to the student so they can get their record updated and resubmit. The student will receive an email with any comments you enter.
WORKLIST IF YOU SAVE & CLOSE

<table>
<thead>
<tr>
<th>Status</th>
<th>Organization</th>
<th>Workflow</th>
<th>Activity</th>
<th>Priority</th>
<th>Created</th>
</tr>
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<tbody>
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<td>UIWorkFlow.Student</td>
<td>Study Plan Approval for V00000000 Joe Vandal Performing</td>
<td>MajorProfApproval</td>
<td>Normal</td>
<td>14-Jan-2020 02:48:11 PM</td>
<td></td>
</tr>
</tbody>
</table>

Show Reserved Items

1 - 1 of 1 First Previous Next Last Go to page: 1
APPROVAL FLOW

Student
Major Professor
Department
College of Graduate Studies
Registrar’s Office
Once a plan is fully approved, it will show up on the Audits tab.
DEGREE AUDIT

You may review the study plan within Degree Audit as well

1. Log into VandalWeb
2. On the Faculty & Advisors menu choose Student Profile
3. Enter the student’s Vandal number
4. Click on Degree Audit
5. Click Plans at the top, next to Audits to review the study plan
6. You may need to select the appropriate degree if the student is working on several credentials
Clicking the **Audit** link on the Plan will show the Plan's courses as applied to the Audit.
FINISHED?

When you have finished working on your worklist, or are leaving your office, remember to log out of Workflow & exit VandalWeb.

**Have questions?** *Don’t hesitate!*

Contact us:

**Office of the Registrar**

degreeaudit@uidaho.edu

Phone: 208-885-6731