How to approve a Graduate Study Plan
Develop a Plan with your Advisee

• The student and the major professor should meet to discuss the student’s plan of study toward their degree within the student’s first year of study

• The student fills out the Degree Audit Plan through VandalWeb indicating the courses they will complete

• Once the student submits the plan for approval the major professor will receive an email notification
Dear Jane Advisor:

Please review the study plan '04-SEP-2012' for Joe Vandal. This plan has been submitted for your review as the major professor for this student.

To review and approve (or return) the plan, please [login to 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

- A link to Workflow will be included in your notification
- If you do not have your email notice handy go to https://bannerwf.uidaho.edu:7787/wfprod
- If you are not already logged into a University of Idaho Single Sign On service, VandalWeb for example, you will be prompted to enter your University of Idaho credentials, see the ITS article What will Cloud Authentication look like? for more information.
Worklist

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

• Each worklist item will be identified by the student name so you will know which student’s plan you will approve or return

• If you open a worklist item you will be presented with a study plan approval form
## Worklist View

### Worklist

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

**Show Reserved Items**

1 - 1 of 1

First | Previous | Next | Last | Go to page: 1 →
Approve the Study Plan

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

• 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.

• 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

• After review of the study plan you may choose to send the study plan back to the student to make changes before approving.
• 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.
• If you wish to return to the item later click the Save & Close button and it remains in your worklist as a Reserved Item to be completed at a later date.
• 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.
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>
<th>View Details</th>
</tr>
</thead>
<tbody>
<tr>
<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>![icon]</td>
<td></td>
</tr>
</tbody>
</table>

Show Reserved Items

1 - 1 of 1 First | Previous | Next | Last | Go to page: 1 |
Approval Flow

1. Student
2. Major Professor
3. Department
4. College of Graduate Studies
5. Office of the Registrar
Approved Study Plan Displayed in the Degree Audit
Degree Audit

• You may review the Study Plan within Degree Audit as well
• Log into VandalWeb
• Click on Faculty & Advisors Menu
• Click on Student Menu
• Click on Degree Audit
• Select a term, type in the Student V number, and Submit
• Click on the Plans tab to review the study plan
• You may need to select the appropriate degree if the student is working on several credentials
Plans tab “Audit” view
When you’ve completed your work for the day or are leaving the office

- When you have finished working on your worklist or are leaving your office remember to Logoff Workflow
- Also, remember to Exit VandalWeb
- It is always a good idea to lock your computer as well
- Don’t hesitate to contact the Office of the Registrar with any questions you may have