Processing "Add Minor" exception

Several colleges that are live in APEX have approved their minors to be live in addition to their degree programs. As a result, an exception was created allowing colleges to add their minors to the students' audits as opposed to producing "what-if" audits on them.

1.   Starting on the Audit Request page, click on the menu (top of screen) and select "Add Exception". (See Figure 1) The "Add New Exception" screen should now show. (See Figure 2)
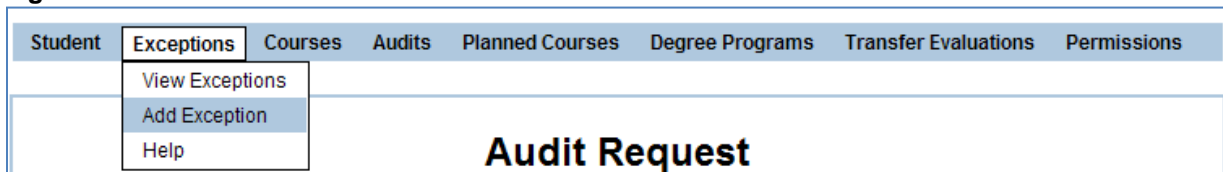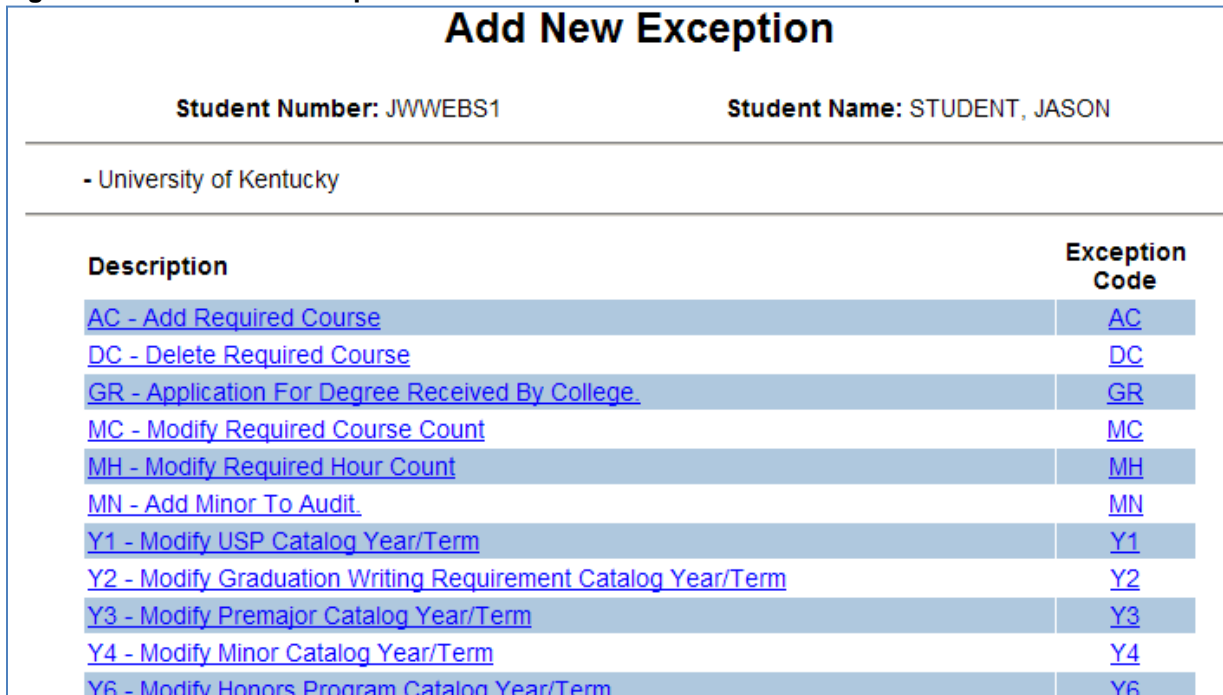
Figure 1.

Student	Exceptions	Courses	Audits	Planned Courses	Degree Programs	Transfer Evaluations	Permissions

View Exceptions
Add Exception
Help

Audit Request

Figure 2: List of APEX Exception.

Add New Exception

Student Number: JWWEBS1   **Student Name:** STUDENT, JASON

- University of Kentucky

Description	Exception Code
AC - Add Required Course	AC
DC - Delete Required Course	DC
GR - Application For Degree Received By College.	GR
MC - Modify Required Course Count	MC
MH - Modify Required Hour Count	MH
MN - Add Minor To Audit.	MN
Y1 - Modify USP Catalog Year/Term	Y1
Y2 - Modify Graduation Writing Requirement Catalog Year/Term	Y2
Y3 - Modify Premajor Catalog Year/Term	Y3
Y4 - Modify Minor Catalog Year/Term	Y4
Y6 - Modify Honors Program Catalog Year/Term	Y6

2.   Select the exception labeled: "MN – Add Minor To Audit".

Figure 3.

Add New Exception

Student Number: JWWEBS1   **Student Name:** STUDENT, JASON

- University of Kentucky

Description	Exception Code
AC - Add Required Course	AC
DC - Delete Required Course	DC
GR - Application For Degree Received By College.	GR
MC - Modify Required Course Count	MC
MH - Modify Required Hour Count	MH
MN - Add Minor To Audit.	MN
Y1 - Modify USP Catalog Year/Term	Y1
Y2 - Modify Graduation Writing Requirement Catalog Year/Term	Y2
Y3 - Modify Premajor Catalog Year/Term	Y3
Y4 - Modify Minor Catalog Year/Term	Y4
Y6 - Modify Honors Program Catalog Year/Term	Y6

3.   In the "Marker Name" field, add "$MINOR" as shown in Figure 4, below.

Figure 4.

Dprog: [ ]
Exception Code: MN
Marker Name: [$MINOR]
Replacement Name: [ ]
Replacement Type: [▼]
Memo: [ ]
Authorized By: [ ]
Date: [ ]
Last Modified By:

[SaveAdd] [Cancel]

4.   In the "Replacement Name" field, the minor code will need to be chosen. Since the list could be quite lengthy, there will be no drop down menu. The code can be located via a PDF file titled "APEX Live Minors" located on the *APEX Information Page for Advisors* under the section labeled, "Instructional Resources". The list should resemble what is being shown in the below Figure 5.

Figure 5.

For this example, the "Replacement Name" will be the first one on the list: AGMNRAGEC. This value should appear in the exception request as shown in the below Figure 6.

Figure 6.

5.   In the "Replacement Type", select "Degree Program". Then, in the "Memo" field, you may include a brief note; this field is not required for the exception to be processed. Lastly, in the "Authorized By" field, enter the two digit college code and AD-ID or last name followed by the current date being entered into the "Date" field. (See Figure 7)

Figure 7.

Dprog:	
Exception Code:	MN
Marker Name:	$MINOR
Replacement Name:	AGMNRAGEC
Replacement Type:	Degree Program ▾
Memo:	MEMO HERE...
Authorized By:	AG-ADVISOR
Date:	02/20/2009
Last Modified:	2009-02-20 15:17:04.0
By:	jwwebs1

SaveEdit   Cancel

6.   If you experience any problems or have questions, please, direct them to your APEX College Contact or Team APEX.