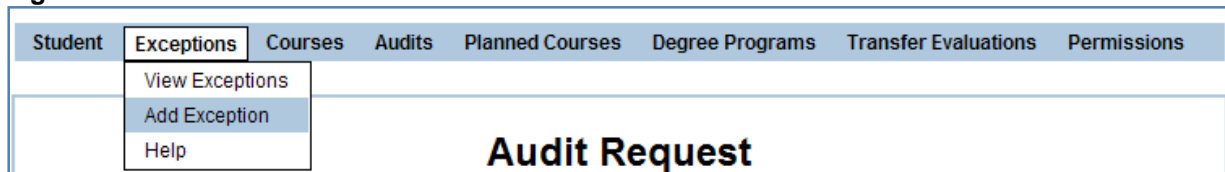


# Processing “Add Minor” exception

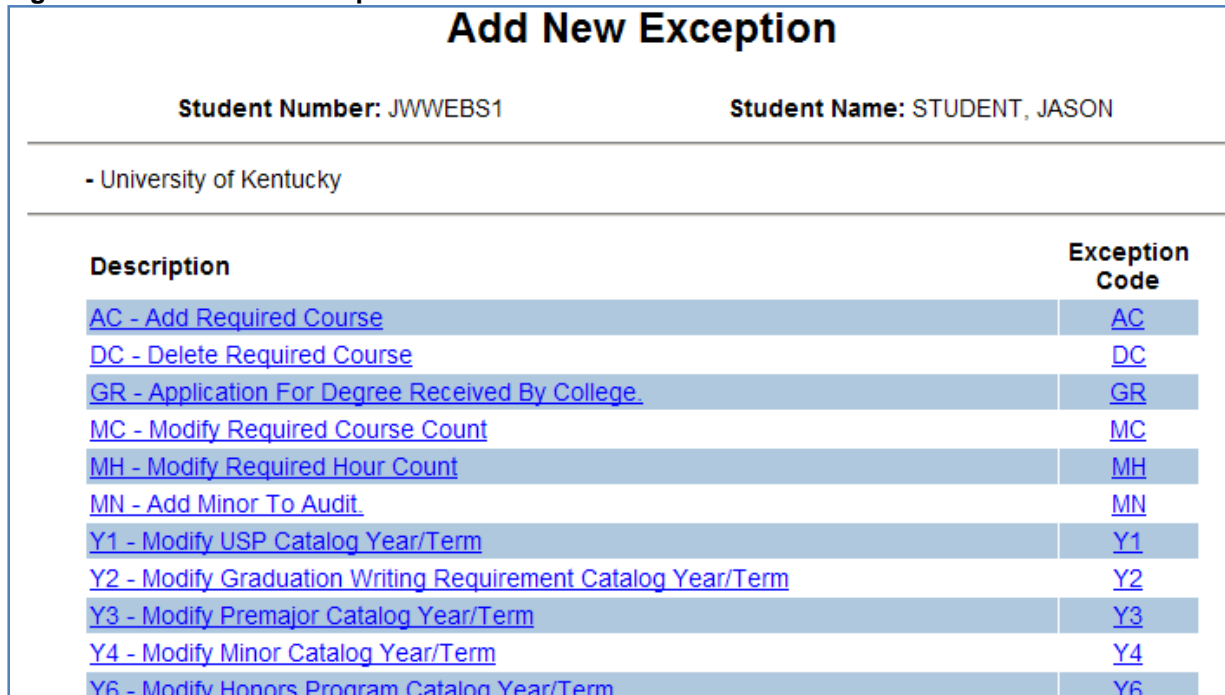
Several colleges that are live in APEX have approved their minors to be live in addition to their degree programs. As a result, an exception was created allowing colleges to add their minors to the students’ audits as opposed to producing “what-if” audits on them.

- 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.**



**Figure 2: List of APEX Exception.**



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

Figure 3.

Add New Exception	
<b>Student Number:</b> JWWEB1	<b>Student Name:</b> STUDENT, JASON
- University of Kentucky	
Description	Exception Code
<a href="#">AC - Add Required Course</a>	<a href="#">AC</a>
<a href="#">DC - Delete Required Course</a>	<a href="#">DC</a>
<a href="#">GR - Application For Degree Received By College.</a>	<a href="#">GR</a>
<a href="#">MC - Modify Required Course Count</a>	<a href="#">MC</a>
<a href="#">MH - Modify Required Hour Count</a>	<a href="#">MH</a>
<a href="#">MN - Add Minor To Audit.</a>	<a href="#">MN</a>
<a href="#">Y1 - Modify USP Catalog Year/Term</a>	<a href="#">Y1</a>
<a href="#">Y2 - Modify Graduation Writing Requirement Catalog Year/Term</a>	<a href="#">Y2</a>
<a href="#">Y3 - Modify Premajor Catalog Year/Term</a>	<a href="#">Y3</a>
<a href="#">Y4 - Modify Minor Catalog Year/Term</a>	<a href="#">Y4</a>
<a href="#">Y6 - Modifv Honors Program Catalog Year/Term</a>	<a href="#">Y6</a>

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

Figure 4.

<b>Dprog:</b>	<input type="text"/>
<b>Exception Code:</b>	MN
<b>Marker Name:</b>	<input type="text" value="\$MINOR"/>
<b>Replacement Name:</b>	<input type="text"/>
<b>Replacement Type:</b>	<input type="text"/>
<b>Memo:</b>	<input type="text"/>
<b>Authorized By:</b>	<input type="text"/>
<b>Date:</b>	<input type="text"/>
<b>Last Modified:</b>	
<b>By:</b>	
<input type="button" value="SaveAdd"/> <input type="button" value="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.**

<b>APEX Live Minors (as of 02/20/2009)</b>				
<i>As of 02/20/2009, the below list consists of those minors that are considered “live” as approved by their respective college.</i>				
<b>dprog</b>	<b>dptitle1</b>	<b>dpfyt</b>	<b>lyt</b>	<b>dpstatus</b>
AG MINORAGEC	AG-MINOR: Ag Economics	000000	999999	LIVE
AG MINORCCLD	AG-MINOR: Community Comm & Ldrshp Dev	000000	999999	LIVE
AG MINORFAST	AG-MINOR: Family Studies	000000	999999	LIVE
AS MINORAAST	AS-MINOR: African American Studies	000000	999999	LIVE
AS MINORAMST	AS-MINOR: American Studies	000000	999999	LIVE
AS MINORANTH	AS-MINOR: Anthropology	000000	999999	LIVE
AS MINORAPST	AS-MINOR: Appalachian Studies	000000	999999	LIVE
AS MINORBISC	AS-MINOR: Biological Sciences	000000	999999	LIVE
AS MINORCHEM	AS-MINOR: Chemistry	000000	999999	LIVE

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.**

**Dprog:**   
**Exception Code:** MN  
**Marker Name:** \$MINOR  
**Replacement Name:**

**Replacement Type:**   
**Memo:**   
**Authorized By:**   
**Date:**   
**Last Modified By:**

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:

Replacement Name:

Replacement Type:

Memo:

Authorized By:

Date:

Last Modified: 2009-02-20 15:17:04.0  
By: jwwsbs1

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