

Processing Grad App Exception

Several of the colleges, live in APEX, have expressed their desire to mark audits with a notice that a student's completed Graduation Application has been received by the college. Below is the procedure regarding how to enter the exception known as: "GR – Application For Degree Received By College".

- 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.

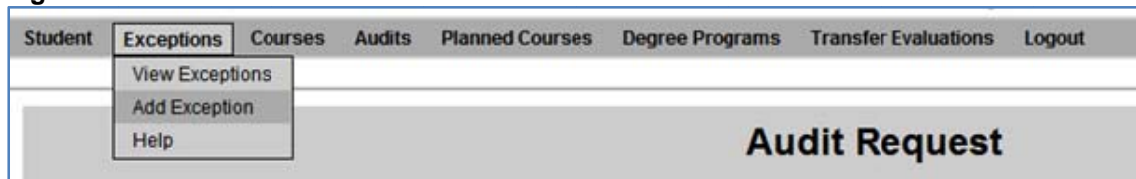


Figure 2: List of APEX Exception.

Add New Exception	
Student Number: TESTASINST02	Student Name: STUDENT, INTL STUDIES IRES
- 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
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
REGISTRAR USE ONLY // DX - Add "Dup Cr" Course / Bypass Cond Codes	DX
REGISTRAR USE ONLY // PF - Add "Pass/Fail" Course / Bypass Cond Codes	PF

- Select the "GR" exception. (See Figure 3)

Figure 3: GR – Application For Degree Received By College

Add New Exception	
Student Number: TESTASINST02	Student Name: STUDENT, INTL STUDIES IRES
- University of Kentucky	
Description	Exception Code
AC - Add Required Course	AC
DC - Delete Required Course	DC
GR - Application For Degree Received By College	GR
MH - Modify Required Hour Count	MH
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
REGISTRAR USE ONLY // DX - Add "Dup Cr" Course / Bypass Cond Codes	DX
REGISTRAR USE ONLY // PF - Add "Pass/Fail" Course / Bypass Cond Codes	PF

- On the GR exception, in the "Requirement Name or Pseudo-Course" field, select the appropriate APEX pseudo course to identify the appropriate college. The two digit college code is at the start of each pseudo course. For example, the College of Arts & Sciences would select "AS GRAD APP". (See Figure 4)

Figure 4.

Add New Exception	
Student Number: TESTASINST02	Student Name: STUDENT, INTL STUDIES IRES
Graduation Application Verification	
Exception Code:	GR
Requirement Name or Pseudo-Course:	AS GRAD APP
Required Sub-reqs (req level) or Courses (sub-req):	AG GRAD APP AH GRAD APP AS GRAD APP
Authorized By:	AS GRAD APP BE GRAD APP CI GRAD APP DS GRAD APP ED GRAD APP EN GRAD APP FA GRAD APP NU GRAD APP SW GRAD APP
Date:	
Last Modified:	
By:	
	SaveAdd Cancel

4. Next, in the “Required Sub-reqs (req level) or Courses (sub-req): field, select the only option available which should be “-1”. (See Figure 5)

Figure 5.

Add New Exception

Student Number: TESTASINST02 Student Name: STUDENT, INTL STUDIES IRES

Graduation Application Verification

Exception Code: GR

Requirement Name or Pseudo-Course: AS GRAD APP

Required Sub-reqs (req level) or Courses (sub-req): -1

Authorized By: -1

Date:

Last Modified:

By:

SaveAdd Cancel

5. The “Authorized By” field should be populated with the two digit college code and the AD-ID or last name of the person authorizing the exception. The “Date” field pertains to the current date. (See Figure 6)

Figure 6.

Add New Exception

Student Number: TESTASINST02 Student Name: STUDENT, INTL STUDIES IRES

Graduation Application Verification

Exception Code: GR

Requirement Name or Pseudo-Course: AS GRAD APP

Required Sub-reqs (req level) or Courses (sub-req): -1

Authorized By: AS-advisor

Date: 01/28/2008

Last Modified:

By:

SaveAdd Cancel

6. Once the fields have been completed, click the "SaveAdd" button and proceed to produce a new audit verifying the exception is successful. If successful, the Graduation Application Requirement should now appear as complete (GREEN).

7. If any problems arise, please, contact your APEX College Contact or Team APEX.