Advisor APEX: Requesting A What-if Audit.

NOTE: APEX defaults to the “Audit Request” page. Follow the below instructions #1 & #2 if needing to produce an audit if not on the “Audit Request” page.

1. Next, click on the “Audits” tab from the top menu. (See Figure 1.)

   ![Figure 1](image1)

2. In the drop menu under “Audits” click on “Request New Audit”. (See Figure 2.)

   ![Figure 2](image2)

3. Click the radio button next to “Run Selected Program:”. (See Figure 3.)

   ![Figure 3](image3)
4. From the drop down menus you will select appropriate college, major, degree, and option (when applicable). For example, Figures 4A-4D shows the following what-if drop down menu selections:

**College:** Arts & Sciences
**Major:** Math
**Degree/Minor:** BA (Bachelor of Arts)
**Degree Options (if applicable):** AS-BA: Mathematics, Mathematical Sci Option

**Figure 4A:** “College” field.

**Figure 4B:** “Major” field.

**Figure 4C:** “Degree/Minor” field.
5. Also, you may select a different catalog year from the drop down menu next to “Catalog Year:”. (See Figure 5.)

6. When the “What-if” program has been highlighted, then click on “Submit a New Audit” at the bottom of the “Audit Request” page. (See Figure 6.)
7. The audit is currently processing the student’s classes and putting them into the correct requirements. This page might refresh several times before the finished audit appears on the screen. (Approximately 10 to 60 seconds)

8. The audit now appears in the list of completed audits and is ready to view. Note that this list will keep the last ten audits that have been run on any one student with the most current audit on top. Click on “Open Audit” to view the audit for this student. (See Figure 7.)

Figure 7.