Regular audit for Topical requirement; pseudo course shows:
= pseudo course will be needed for “AC-Add Course” exception.
= **NOTE: This requirement is preset to require minimum of 12hrs.**
Produce LISTALL audit to get information:
LISTALL audit showing area marked as “FOR ADVISOR USE ONLY”:

```
CATLYT: 201210  NAME: FOC-TOPB  PSNAME: FOC-TOPB
REQ FYT: 000000 TO 999999  INSTD:

27 TOPICAL REQUIREMENTS (12HRS MINIMUM)

-> NEEDS: 12.0 HOURS  1 SUB-GROUP

1) COMPLETE 12 HOURS OF APPROVED COURSEWORK

IT IS IMPORTANT TO DISCUSS COURSE SELECTION WITH YOUR ADVISOR. THE 12 CREDIT HOUR SEQUENCE OF COURSES MUST BE APPROVED IN ADVANCE BY THE DIRECTOR OF UNDERGRADUATE STUDIES FOR THE DEPARTMENT OF BIOLOGY.

IT IS IMPORTANT AND REQUIRED THAT STUDENTS SUBMIT THE APPROVAL OF TOPICAL FOCUS FORM TO THE DIRECTOR OF UNDERGRADUATE STUDIES (EIOLOGY).

2) TOPICAL COURSEWORK.

NOTE: OUT OF THE 12 HOURS, AT LEAST 6HRS MUST BE AT OR ABOVE THE 300-LEVEL.

.0 HOURS ADDED  0 COURSES TAKEN
.0 QHRS .00 OPTS

NEEDS: 12.0 HOURS

NOT FROM: $:R-BIOFOCUSTOP12 $:R-FL DISABILITY
SELECT FROM: $:BIOFOCUSTOP12

3) FOR ADVISOR USE ONLY
ADD APPROVED COURSES.

EXCEPTION: AC
PSUEUDO COURSE: BIOFOCUSTOP12
```
Exceptions menu selecting “Add Exception”:

Select “AC – Add Required Course”:
**Exception form without information:**

**Add New Exception**

**Student Number:** TESTASBIKIBA

**Student Name:** STUDENT, AS BI ONBA

### Add Required Course

- **Exception Code:** AC
- **Requirement Name or Pseudo-Course:**
- **Exception Note:**
- **Required Sub-reqs (req level) or Courses (sub-req):**
- **Required hours:**
- **Required Count (req level):**
- **Required GPA:**
- **Accept Code 1:**
- **Accept Code 2:**
- **Reject Code 1:**
- **Reject Code 2:**
- **Max Hours:**
- **Max Hours Control:**
- **Max Count/USECT:**
- **Term:**

### Insert Course

- **Replace with this Course:**
- **Course Indicator:**
- **Course Date Range:**
- **Assign condition code:**

**Memo:**

- **Authorized By:**
- **Date:**
- **Last Modified By:**

[SaveAdd] [Cancel]
Exception form with starting information:

=Requirement Name or Pseudo-Course: BIOFOCUSTOP12
=Memo: Brief & important message
=Authorized by: Two digit college code, hyphen, name or ad-id
=Date: Date exception processed
After clicking “SaveAdd”, you will need to re-enter the exception form; it will have a new “Add Course” link allowing courses to be added to this exception:

![Add Required Course](image1)

Add Course form without information:

![Add Courses](image2)
Add Course form with information:

=Course value entered into “Course” field, then click “Add”. The courses accumulate below the fields.
=Modifications can be made by clicking “Delete” next to the course needing removed.
Clicking “Save Course List” takes you back to exception form screen:

If everything ok, click “Save Edit” and proceed with producing a new audit.

If more courses are needed, just return to this exception and click “Add Course”.

---

**Edit Exception**

**Student Number:** TESTABIONBA  
**Student Name:** STUDENT, AS BIONBA

**Add Required Course**

- **Exception Code:** AC
- **Requirement Name or Pseudo-Course:** BIOFOCUS1012
- **Exception Note:**
- **Required Sub-reqs (req level) or Courses (subj-req):**
- **Required hours:** 0.00
- **Required Count (req level):** 0
- **Required GPA:** 0.000
- **Accept Code 1:**
- **Accept Code 2:**
- **Reject Code 1:**
- **Reject Code 2:**
- **Max Hours:** 0.00
- **Max Hours Control:**
- **Max Count/USET:** 0
- **Term:**

---

**Add Courses**

**Course**

<table>
<thead>
<tr>
<th>Course</th>
<th>Replacement Course</th>
<th>MatchCTL Year Term Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCH 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIP 396</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PY 145</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PY 101</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Memo:**

(06/20/2011: JASON.WEBSTER) STUDENT SELECTED TOPICAL FOCUS. APPROVED COURSES BELOW. (OWN)

**Authorized By:** OAR: JWWEB151  
**Date:** 06/20/2011  
**Last Modified:** 2011-06-20 00:58:57.0  
**By:** JWWEB151
New audit shows the newly added courses.

**TOPICAL REQUIREMENTS (12HRS MINIMUM)**

**NEEDS:** 12.0 HOURS

**COMPLETE 12 HOURS OF APPROVED COURSEWORK.**

It is important to discuss course selection with your advisor. The 12 credit hour sequence of courses must be approved in advance by the Director of Undergraduate Studies for the Department of Biology.

It is important and required that students submit the approval of topical focus form to the Director of Undergraduate Studies (Biology).

**TOPICAL COURSEWORK.**

Note: out of the 12 hours, at least 6 hours must be at or above the 300-level.

**NEEDS:** 12.0 HOURS

**SELECT FROM:** **BCH 101**  **PSY 101**  **BIO 396**  **PHY 345**
Off chance, if more than minimum 12hrs is needed, then go back to AC – Add Course exception:

- Increasing the hours by adding the “increase value” in the “Required Hours” field.
- If the student will be taking 18hrs instead of 12hrs, then enter “6” in the “Required Hours” field.
- Click “Save Edit” and produce a new audit.
New audit displays “18 HOURS” ready for additional courses to be added to the “AC – Add Course” exception.

**TOPICAL REQUIREMENTS (12HRS MINIMUM)**

**COMPLETE 12 HOURS OF APPROVED COURSEWORK.**

IT IS IMPORTANT TO DISCUSS COURSE SELECTION WITH YOUR ADVISOR. THE 12 CREDIT HOUR SEQUENCE OF COURSES MUST BE APPROVED IN ADVANCE BY THE DIRECTOR OF UNDERGRADUATE STUDIES FOR THE DEPARTMENT OF BIOLOGY.

IT IS IMPORTANT AND REQUIRED THAT STUDENTS SUBMIT THE APPROVAL OF TOPICAL FOCUS FORM TO THE DIRECTOR OF UNDERGRADUATE STUDIES (EIOLOGY).

**TOPICAL COURSEWORK.**

**NOTE:** OUT OF THE 12 HOURS, AT LEAST 6 HOURS MUST BE AT OR ABOVE THE 300-LEVEL.

**NEEDS: 18.0 HOURS**

**SELECT FROM:** BCH 101  PSY 101  BIO 396  PHY 345