

# Student APEX: Planned Course Feature

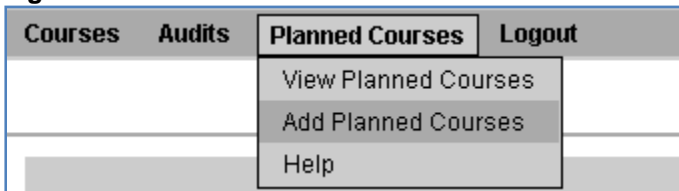
## **ADDING PLANNED COURSES**

*There are two ways to add planned courses to a student's audit.*

1. Adding planned course via the "Planned Course" menu.

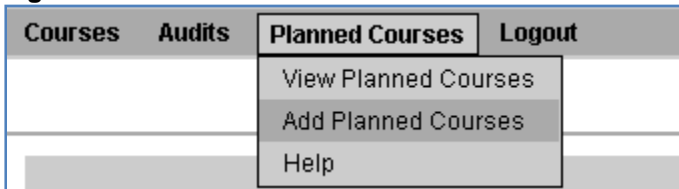
- Click on "Planned Courses" from the top menu. (See Figure 1.)

**Figure 1.**



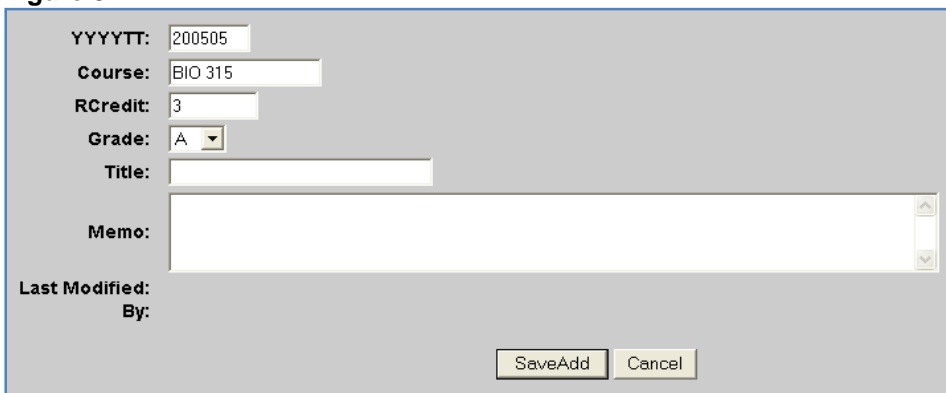
- Then click on "Add Planned Course". (See Figure 2.)

**Figure 2.**



- Next, fill in the year and term that the student will plan to take the course. Fill in the course prefix and number. Remember that 3 character prefixes need 1 space between the prefix and number, and 2 character prefixes need 2 spaces. Enter the number of credits for the course. All other fields are optional. When finished click on "SaveAdd" button. (See Figure 3.)

**Figure 3.**



The screenshot shows a form for adding a planned course. The fields are as follows:

- YYYYTT: 200505
- Course: BIO 315
- RCredit: 3
- Grade: A (dropdown menu)
- Title: (empty text box)
- Memo: (empty text area)
- Last Modified: (empty)
- By: (empty)

At the bottom right, there are two buttons: 'SaveAdd' and 'Cancel'.

2. Adding planned course via the audit's "Course Cart".

- The second way to add a planned course is inside the audit itself. After running an audit, go to the course cart and add the course in the **Course to add:** field. Remember that 3 character prefixes need 1 space between the prefix and number, and 2 character prefixes need 2 spaces. (See Figure 4.) This adds the course only to the course cart. Click on the **Go** button. All other fields are optional.

**Figure 4.**

**Course Cart**

No courses in cart

Total 0.0

Course to add: BIO 315

Add to cart

Go

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Update year/terms of all courses

2005-Spring Go

[View Planned Courses](#)

- You can also add a course to the course cart from the course description page. Click on the link to a course in a requirement. (See Figure 5.)

**Figure 5.**

**BIOLOGY MAJOR REQUIREMENTS - CORE COURSES**

- 1) COMPLETE ALL OF THE FOLLOWING:

SELECT: [BIO 304](#), [315](#), [325](#), [350](#), [425](#) OR [499](#)

This takes you to the course description from the current UK bulletin. Click **Add**. (See Figure 6.)

**Figure 6.**

Would you like to add the following course to your Course Cart?

BIO 315    Add    Cancel

**BIO    Biology**

BIO 101 WAYS OF DOING BIOLOGY.    (1)  
Through a series of lectures and discussion freshman students will gain a better understanding of the various academic programs in the life sciences across campus. Information will also be provided about research opportunities and career possibilities. Pass/fail only.

BIO 102 HUMAN ECOLOGY.    (3)  
A study of the interrelationships of man, populations, space, energy, food, mineral resources and other life on earth. Not for life science majors.

BIO 103 BASIC IDEAS OF BIOLOGY.    (3)  
Introductory biology. Discussion topics are those relevant to both plants and animals - cell structure and function, molecules important to living things, metabolism, here dity, environment. Not for life science majors.

Now that the course has been added to the course cart we need to make it a planned course. **Check the box** next to the course, and below in the drop down menu where it says "Add to cart" select "**Make courses Planned**" (See Figure 7.). Then click **Go**. The courses that you selected have disappeared and are now planned courses. Close the audit window to run a new audit with the planned courses.

**Figure 7.**

**Course Cart**

Course	Term	Credit
<input checked="" type="checkbox"/> <a href="#">BIO 315</a>	2005-Spring	3.0
Total		3.0

Course to add:

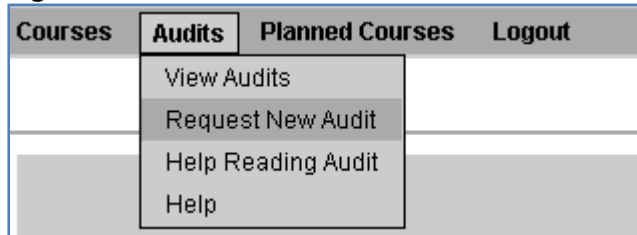
Add to cart

- Add to cart
- Make courses Planned**
- Delete from cart

## **RUNNING AN AUDIT INCLUDING PLANNED COURSES**

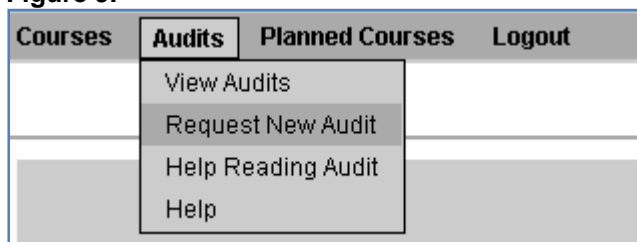
1. Click on the "Audits" tab from the top menu. (See Figure 8.)

Figure 8.



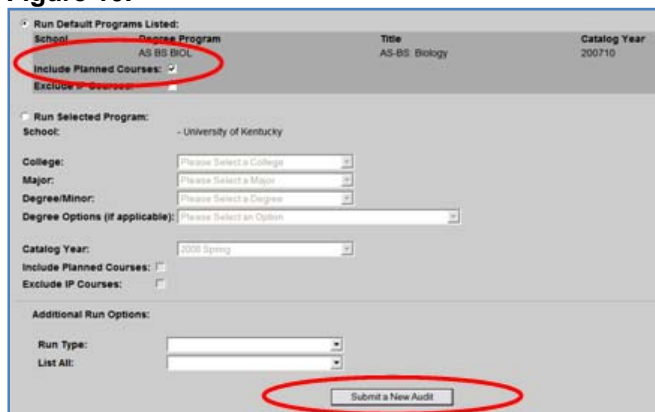
2. In the drop menu under "Audits" click on "Request New Audit". (See Figure 9.)

Figure 9.



3. To include all of the planned courses in the audit you now must check the box that reads, "Include Planned Courses". Then click on "Submit a New Audit". (See Figure 10.)

Figure 10.



The screenshot shows a form titled "Run Default Programs Listed:". It contains several sections:

- Run Default Programs Listed:** A table with columns "School", "Degree Program", "Title", and "Catalog Year". The first row shows "AS BS BIOL", "AS-BS Biology", and "200710".
- Include Planned Courses:** A checkbox that is checked, circled in red.
- Exclude IP Courses:** A checkbox that is checked.
- Run Selected Program:** A section with a radio button and a dropdown menu for "School" set to "- University of Kentucky".
- College:** A dropdown menu with "Please Select a College".
- Major:** A dropdown menu with "Please Select a Major".
- Degree/Minor:** A dropdown menu with "Please Select a Degree".
- Degree Options (if applicable):** A dropdown menu with "Please Select an Option".
- Catalog Year:** A dropdown menu set to "2008 Spring".
- Include Planned Courses:** A checkbox that is checked.
- Exclude IP Courses:** A checkbox that is checked.
- Additional Run Options:** A section with a dropdown menu for "Run Type" and a dropdown menu for "List All".
- Submit a New Audit:** A button at the bottom right, circled in red.

4. 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)

5. 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 11.)

Figure 11.

**Audits**

Student Number: TESTASBIOL01 Student Name: STUDENT, AS BIOL01

The "Refresh List" Button Updates the List of Audits

Refresh List

**APEX Audits Completed for Student Number: TESTASBIOL01**

The "Open Audit" Button Opens the Detailed Audit in a New Window

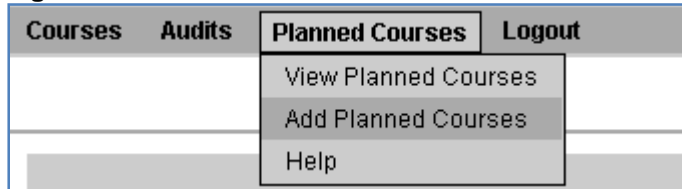
Open Audit	Webtitle	Catalog Year	Run Date	Run Time	Delete	Select/Deselect All
Open Audit	AS-BS: Biology	200710	2008-01-25	10:49:02	<input type="checkbox"/>	Select for Deletion

Delete Select/Deselect All

## **HOW TO VIEW and/or DELETE PLANNED COURSES**

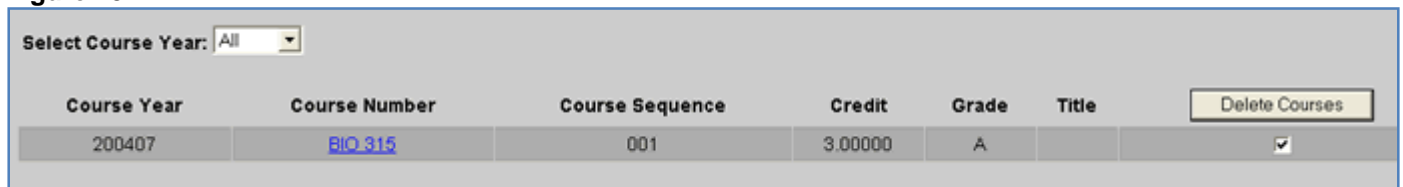
1. To view a planned course go to the "**View Planned Courses**" option under the Planned Courses Menu. (See Figure 12.)

**Figure 12.**



2. To delete the planned course go to the rightmost column, check the courses that you would like to delete, then click on **Delete Courses**. (See Figure 13.)

**Figure 13.**



A screenshot of a table displaying course information. At the top left, there is a dropdown menu labeled 'Select Course Year:' with 'All' selected. The table has columns for 'Course Year', 'Course Number', 'Course Sequence', 'Credit', 'Grade', and 'Title'. A 'Delete Courses' button is located at the top right of the table. The first row of data shows '200407' for Course Year, 'BIO.315' for Course Number, '001' for Course Sequence, '3.00000' for Credit, and 'A' for Grade. A checkbox in the rightmost column of this row is checked.

Course Year	Course Number	Course Sequence	Credit	Grade	Title	Delete Courses
200407	<a href="#">BIO.315</a>	001	3.00000	A		<input checked="" type="checkbox"/>

3. Use the menu at the top of the screen to "**Logout**", run other "**Audits**", or select another "**Student**". (See Figure 14.) Please send your questions, comments, fixes, and/or problems with the audit to your College Contact.

**Figure 14.**

