

Student APEX: Requesting An Audit.

NOTE: APEX defaults to the "Audit Request" page.

1.) The student's degree program should automatically be listed under "Run Default Program Listed". (See Figure 1)

Figure 1.

The screenshot shows a section titled "Run Default Programs Listed:" with a radio button selected. Below the title is a table with the following data:

School	Degree Program	Title	Catalog Year
128079		CI-BA: Communication	200910

Below the table are two checkboxes: "Include Planned Courses:" and "Exclude IP Courses:", both of which are unchecked.

2. When the default program is correct, then click on "Submit a New Audit" at the bottom of the "Audit Request" page. (See Figure 2)

Figure 2.

The screenshot shows two sections. The top section, "Run Default Programs Listed:", has a radio button selected and contains the same table as in Figure 1. Below it are two checkboxes: "Include Planned Courses:" and "Exclude IP Courses:", both unchecked.

The bottom section, "Run Selected Program:", has a radio button unselected. It contains the following fields:

- School: - University of Kentucky
- College: [Please Select a College] (dropdown)
- Major: [Please Select a Major] (dropdown)
- Degree/Minor: [Please Select a Degree] (dropdown)
- Degree Options (if applicable): [Please Select an Option] (dropdown)
- Catalog Year: [2009 Spring] (dropdown)
- Include Planned Courses:
- Exclude IP Courses:

Below these fields is a section titled "Additional Run Options:" with two dropdown menus: "Run Type:" and "List All:". At the bottom of the form is a button labeled "Submit a New Audit".

3. 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)

4. 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 3)

Figure 3.

APEX Audits Completed for Student Number: JWWEBS1

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
<input type="button" value="Open Audit"/>	CI-BA: Communication	200910	2009-02-20	13:55:49	<input type="checkbox"/>	Select for Deletion
					Delete	Select/Deselect All