Student APEX: Requesting A What-if Audit.

NOTE: APEX defaults to the “Audit Request” page.

1. Click the radio button next to “Run Selected Program.” (See Figure 1)

Figure 1.

2. From the drop down menus you will select appropriate college, major, degree, and option (when applicable). For example, Figures 2A-2D 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 2A: “College” field.
3. Also, you may select a different catalog year from the drop down menu next to “Catalog Year.” (See Figure 3.)
4. 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 4)

**Figure 4.**

5. 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)

6. 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 5)

**Figure 5.**