

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.

Run Selected Program:

School: - University of Kentucky

College:

Major:

Degree/Minor:

Degree Options (if applicable):

Catalog Year:

Include Planned Courses:

Exclude IP Courses:

Additional Run Options:

Run Type:

List All:

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.

Run Selected Program:

School: - University of Kentucky

College:

Major:

Degree/Minor:

Degree Options (if applicable):

Catalog Year:

Include Planned Courses:

Exclude IP Courses:

Additional Run Options:

Run Type:

List All:

Figure 2B: “Major” field.

<input checked="" type="radio"/> Run Selected Program:	JUDAIC ST	
School:	LATIN AMER	
	LINGUISTIC	
	MATH	
College:	MATH ECON	
Major:	PHILOSOPHY	
Degree/Minor:	PHYSICS	
Degree Options (if applicable):	POL SCI	option-B
	PSYCHOLOGY	
	RUSSIAN	
	SOCIOLOGY	
	SPANISH	
	STATISTICS	
	TOPICAL	
Catalog Year:		
Include Planned Courses:	<input type="checkbox"/>	
Exclude IP Courses:	<input type="checkbox"/>	

Figure 2C: “Degree/Minor” field.

<input checked="" type="radio"/> Run Selected Program:		
School:	- University of Kentucky	
College:	ARTS & SCI	
Major:	MATH	
Degree/Minor:	BA	
Degree Options (if applicable):	BA	option-B
	BS	
	MINOR	
Catalog Year:	2009 Spring	
Include Planned Courses:	<input type="checkbox"/>	
Exclude IP Courses:	<input type="checkbox"/>	

Figure 2D: “Degree Options” field.

<input checked="" type="radio"/> Run Selected Program:		
School:	- University of Kentucky	
College:	ARTS & SCI	
Major:	MATH	
Degree/Minor:	BA	
Degree Options (if applicable):	AS-BA: Mathematics, Mathematical Sci Option-B	
	AS-BA: Mathematics, Mathematical Sci Option-B	
	AS-BA: Mathematics, Mathematics Option-A	
	2009 Spring	
Catalog Year:		
Include Planned Courses:	<input type="checkbox"/>	
Exclude IP Courses:	<input type="checkbox"/>	

3. Also, you may select a different catalog year from the drop down menu next to “Catalog Year:”.
(See Figure 3.)

Figure 3.

<input checked="" type="radio"/> Run Selected Program:	2007 Spring	
School:	2006 Fall	
	2006 Second Summer	
	2006 First Summer	
College:	2006 Spring	
Major:	2005 Fall	
Degree/Minor:	2005 Second Summer	
Degree Options (if applicable):	2005 First Summer	option-B
	2005 Spring	
	2004 Fall	
	2004 Second Summer	
	2004 First Summer	
	2004 Spring	
	2003 Fall (or before)	
Catalog Year:	2008 Spring	
Include Planned Courses:	<input type="checkbox"/>	

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.

Degree Options (if applicable): AS-BA: Mathematics, Mathematical Sci Option-B

Catalog Year: 2008 Spring

Include Planned Courses:

Exclude IP Courses:

Additional Run Options:

Run Type:

List All:

Submit a New Audit

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.

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

Open Audit	Webtitle	Catalog Year	Run Date	Run Time	<input type="button" value="Delete"/> <input type="button" value="Select/Deselect All"/>
<input type="button" value="Open Audit"/>	AS-BA: Mathematics, Mathematical Sci Option-B	200830	2009-02-20	14:32:40	<input type="checkbox"/> Select for Deletion
<input type="button" value="Open Audit"/>	CI-BA: Communication	200910	2009-02-20	13:55:49	<input type="checkbox"/> Select for Deletion