

Processing Grad App Exception

Several of the colleges, live in APEX, have expressed their desire to mark audits with a notice that a student's completed Graduation Application has been received by the college. Below is the procedure regarding how to enter the exception known as: "GR – Application For Degree Received By College".

1. Starting on the Audit Request page, click on the menu (top of screen) and select "Add Exception". (See Figure 1) The "Add New Exception" screen should now show. (See Figure 2)

Figure 1.

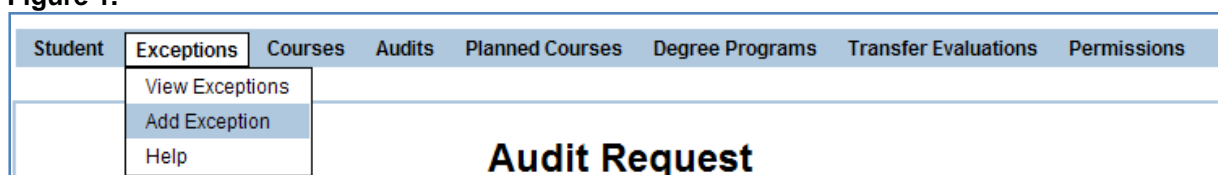


Figure 2: List of APEX Exception.

Add New Exception

Student Number: JWWESB1**Student Name:** STUDENT, JASON

- University of Kentucky

| Description | Exception Code |
|--|--------------------|
| AC - Add Required Course | AC |
| DC - Delete Required Course | DC |
| GR - Application For Degree Received By College. | GR |
| MC - Modify Required Course Count | MC |
| MH - Modify Required Hour Count | MH |
| MN - Add Minor To Audit. | MN |
| Y1 - Modify USP Catalog Year/Term | Y1 |
| Y2 - Modify Graduation Writing Requirement Catalog Year/Term | Y2 |
| Y3 - Modify Premajor Catalog Year/Term | Y3 |
| Y4 - Modify Minor Catalog Year/Term | Y4 |
| Y6 - Modify Honors Program Catalog Year/Term | Y6 |

2. Select the "GR" exception. (See Figure 3)

Figure 3: GR – Application For Degree Received By College

Add New Exception

Student Number: JWWEB51 **Student Name:** STUDENT, JASON

- University of Kentucky

| Description | Exception Code |
|--|--------------------|
| AC - Add Required Course | AC |
| DC - Delete Required Course | DC |
| GR - Application For Degree Received By College | GR |
| MC - Modify Required Course Count | MC |
| MH - Modify Required Hour Count | MH |
| MN - Add Minor To Audit | MN |
| Y1 - Modify USP Catalog Year/Term | Y1 |
| Y2 - Modify Graduation Writing Requirement Catalog Year/Term | Y2 |
| Y3 - Modify Premajor Catalog Year/Term | Y3 |
| Y4 - Modify Minor Catalog Year/Term | Y4 |
| Y6 - Modify Honors Program Catalog Year/Term | Y6 |

3. On the GR exception, in the "Requirement Name or Pseudo-Course" field, select the appropriate APEX pseudo course to id the appropriate college. The two digit college code is at the start of each pseudo course. For example, the College of Arts & Sciences would select "AS GRAD APP". (See Figure 4)

Figure 4.

Graduation Application Verification

Exception Code: GR

Requirement Name or Pseudo-Course:

AS GRAD APP

Required Sub-reqs (req level) or Courses (sub-req):

AG GRAD APP
AH GRAD APP
AS GRAD APP
BE GRAD APP
CI GRAD APP
DS GRAD APP
ED GRAD APP
EN GRAD APP
FA GRAD APP
NU GRAD APP
SW GRAD APP

Authorized By:

Date:

Last Modified:

By:

SaveAdd

Cancel

4. Next, in the “Required Sub-reqs (req level) or Courses (sub-req): field, select the only option available which should be “-1”. (See Figure 5)

Figure 5.

Graduation Application Verification

Exception Code: GR

Requirement Name or Pseudo-Course: AS GRAD APP

Required Sub-reqs (req level) or Courses (sub-req): -1

Authorized By: 1

Date:

Last Modified: By:

SaveAdd Cancel

5. The “Authorized By” field should be populated with the two digit college code and the AD-ID or last name of the person authorizing the exception. The “Date” field pertains to the current date. (See Figure 6)

Figure 6.

Graduation Application Verification

Exception Code: GR

Requirement Name or Pseudo-Course: AS GRAD APP

Required Sub-reqs (req level) or Courses (sub-req): -1

Authorized By: AS-ADVISOR

Date: 02/20/2009

Last Modified: By:

SaveAdd Cancel

6. Once the fields have been completed, click the "SaveAdd" button and proceed to produce a new audit verifying the exception is successful. If successful, the Graduation Application Requirement should now appear as complete (GREEN).

7. If any problems arise, please, contact your APEX College Contact or Team APEX.