

# Advisor APEX: Requesting An Audit.

*NOTE: APEX defaults to the "Audit Request" page. Follow the below instructions #1 & #2 if needing to produce an audit if not on the "Audit Request" page.*

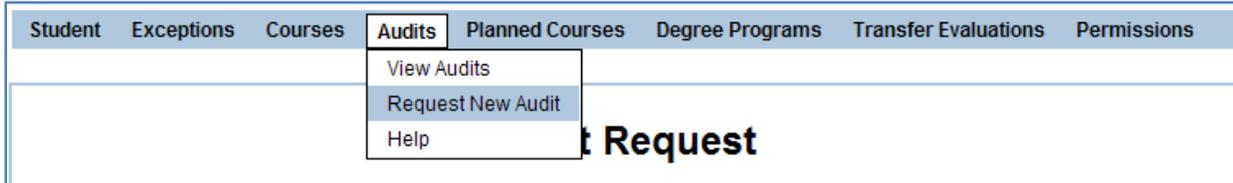
1. Next, click on the "Audits" tab from the top menu. (See Figure 1.)

**Figure 1.**



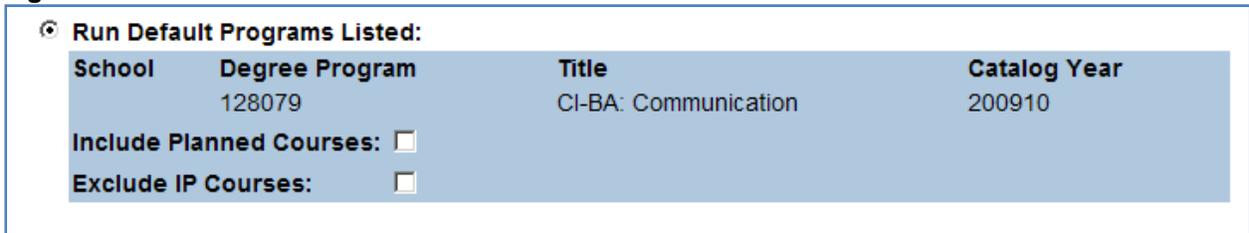
2. In the drop menu under "Audits" click on "Request New Audit". (See Figure 2.)

**Figure 2.**



3. The student's degree program should automatically be listed under "Run Default Program Listed". (See Figure 3.)

**Figure 3.**



4. When the default program is correct, then click on “Submit a New Audit” at the bottom of the “Audit Request” page. (See Figure 4.)

**Figure 4.**

**Run Default Programs Listed:**

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

Include Planned Courses:  
 Exclude IP Courses:

**Run Selected Program:**

School: - University of Kentucky

College:

Major:

Degree/Minor:

Degree Options (if applicable):

Catalog Year:

Include Planned Courses:  
 Exclude IP Courses:

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**Additional Run Options:**

Run Type:

List All:

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.**

**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 |