## 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.							
Stude	t Exceptions	Courses	Audits	Planned Courses	Degree Programs	Transfer Evaluations	Permissions	

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

## Figure 2.

Student Exceptions Courses	Audits Planned Co	Irses Degree Programs	Transfer Evaluations	Permissions
	View Audits			
	Request New Audit			
	Help	t Request		

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

## Figure 3.

🖲 Run Default Programs Listed:						
School	Degree Program	Title	Catalog Year			
	128079	CI-BA: Communication	200910			
include P	lanned Courses: 🗖					
Exclude II	P Courses: 🛛 🗖					
Exclude II	P Courses: 🗌					

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.

<b>0</b>			
Run Defai	ult Programs Listed:		
School	Degree Program	Title	Catalog Year
	128079	CI-BA: Communication	200910
Include P	lanned Courses: 🗖		
Exclude II	P Courses: 🛛 🗖		
C Run Seleo	cted Program:		
School:		University of Kentucky	
			_
College:		Please Select a College 🖉	
Major:	[	Please Select a Major	]
Degree/Min	or:	Please Select a Degree	1
Degree Ont	ions (if applicable):	Plages Selector Option	
Degree opt	ions (n'applicable).		<u></u>
Catalog Vea		2009 Spring	1
catalog rea		2003 Spring	1
Include Plar	nned Courses:		
Exclude IP 0	Courses:		
Additiona	I Run Options:		
D			
Run Type:		<u> </u>	
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.
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A	PEX Audits Comp	leted for Stu	udent Nun	nber: JW	WEBS1		
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							
Open Audit	CI-BA: Communication	200910	2009-02-20	13:55:49	□ Select for Deletion		
					Delete Select/Deselect All		