

Advisor APEX: Requesting A What-if 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.

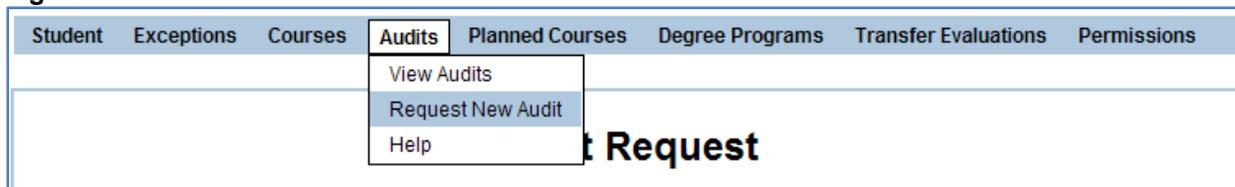
1. Next, click on the "Audits" tab from the top menu. (See Figure 1.)

Figure 1.



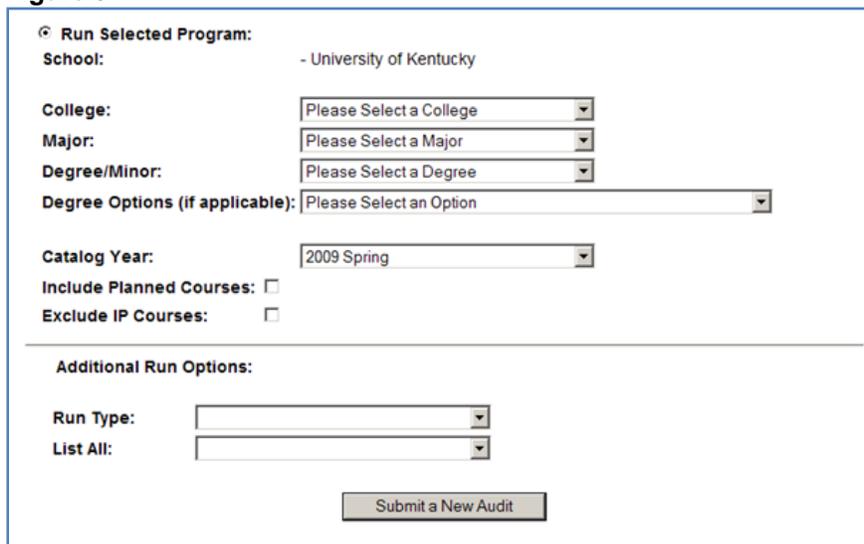
2. In the drop menu under "Audits" click on "Request New Audit". (See Figure 2.)

Figure 2.



3. Click the radio button next to "Run Selected Program:". (See Figure 3.)

Figure 3.

A form titled "Run Selected Program:" with a radio button selected. The form contains several fields: "School:" with the value "- University of Kentucky"; "College:" with a dropdown menu showing "Please Select a College"; "Major:" with a dropdown menu showing "Please Select a Major"; "Degree/Minor:" with a dropdown menu showing "Please Select a Degree"; "Degree Options (if applicable):" with a dropdown menu showing "Please Select an Option"; "Catalog Year:" with a dropdown menu showing "2009 Spring"; "Include Planned Courses:" with an unchecked checkbox; "Exclude IP Courses:" with an unchecked checkbox. Below these fields is a section titled "Additional Run Options:" containing "Run Type:" and "List All:" dropdown menus. At the bottom of the form is a button labeled "Submit a New Audit".

4. From the drop down menus you will select appropriate college, major, degree, and option (when applicable). For example, Figures 4A-4D 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 4A: “College” field.

Run Selected Program:
 School: - University of Kentucky

College: ARTS & SCI

Major: Please Select a College

Degree/Minor: ARTS & SCI

Degree Options (if applicable):

Catalog Year:

Include Planned Courses:

Exclude IP Courses:

Additional Run Options:

Figure 4B: “Major” field.

Run Selected Program:

School:

College:

Major: MATH

Degree/Minor:

Degree Options (if applicable): option-B

Catalog Year:

Include Planned Courses:

Exclude IP Courses:

Figure 4C: “Degree/Minor” field.

Run Selected Program:
 School: - University of Kentucky

College: ARTS & SCI

Major: MATH

Degree/Minor: BA

Degree Options (if applicable): option-B

Catalog Year: 2009 Spring

Include Planned Courses:

Exclude IP Courses:

Figure 4D: “Degree Options” field.

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:
Exclude IP Courses:

5. Also, you may select a different catalog year from the drop down menu next to “Catalog Year:”. (See Figure 5.)

Figure 5.

Administration | Enterprise Services | myReports
es | Admissions | Advising Services | Faculty
2008 First Summer
2008 Spring
2007 Fall
2007 Second Summer
2007 First Summer
2007 Spring
2006 Fall
2006 Second Summer
2006 First Summer
2006 Spring
2005 Fall
2005 Second Summer
2005 First Summer
2005 Spring
2004 Fall
2004 Second Summer
2004 First Summer
2004 Spring
2003 Fall (or before)
2008 Spring
AS-BA: Mathematics, Mathematical Sci Option-B
option-B
History | Back Forward
Run Selected Program:
School:
College:
Major:
Degree/Minor:
Degree Options (if applicable):
Catalog Year:
Include Planned Courses:

6. 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 6.)

Figure 6.

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

7. 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)

8. 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 7.)

Figure 7.

APEX Audits Completed for Student Number: JWWEB51

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

Open Audit	Webtitle	Catalog Year	Run Date	Run Time	Delete
<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