

## BA Biology (Starting Fa11) – Add Minor/Focus

Biology Electives & Labs default to text:

MAJOR AND "ALL" MAJOR REQUIREMENTS APPEAR TO BE COMPLETE, THEN YOU MUST COMPLETE ADDITIONAL BIOLOGY ELECTIVES UNTIL THE 55 HOURS HAS BEEN MET.

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**X BIOLOGY MAJOR REQUIREMENTS - BIOLOGY ELECTIVES & LABS**

SELECTING EITHER THE MINOR OR TOPICAL FOCUS WILL DICTATE HOW THIS REQUIREMENT IS TO BE SATISFIED. PLEASE, WORK CLOSELY WITH YOUR ADVISOR REGARDING YOUR CHOICE: MINOR OR TOPICAL FOCUS.

IF YOU HAVE COMPLETED LESS THAN THE REQUIRED 55 HOURS FOR THE MAJOR AND "ALL" MAJOR REQUIREMENTS APPEAR TO BE COMPLETE, THEN YOU MUST COMPLETE ADDITIONAL BIOLOGY ELECTIVE COURSEWORK UNTIL THE 55 HOURS HAS BEEN MET.

**X BIOLOGY MAJOR REQUIREMENTS - MAJOR HOURS (55 MINIMUM)**

Exceptions Menu & "Add Exception":

Student	Exceptions	Courses	Audits	Planned Courses	Degree Programs	Transfer Evaluations	Permissions
	View Exceptions <b>Add Exception</b> Help						
<b>Audits</b>							
Student Number: TESTASBIONBA				Student Name: STUDENT, AS BIONBA			
The "Refresh List" Button Updates the List of Audits <input type="button" value="Refresh List"/>							
<b>APEX Audits Completed for StudentNumber: TESTASBIONBA</b>							
The "Open Audit" Button Opens the Detailed Audit in a New Window							
<b>Open Audit</b>	<b>Webtitle</b>	<b>Catalog Year</b>	<b>Run Date</b>	<b>Run Time</b>	<input type="button" value="Delete"/> <input type="button" value="Select/Deselect All"/>		
<input type="button" value="Open Audit"/>	T-AS-BA: Biolgy NEW	201210	2011-06-20	09:09:17	<input type="checkbox"/> Select for Deletion		

Select "MN – Add Minor To Audit":

Add New Exception	
Student Number: TESTASBICNBA	Student Name: STUDENT, AS BIONBA
- University of Kentucky	
Description	Exception Code
<a href="#">AC - Add Required Course</a>	<a href="#">AC</a>
<a href="#">DC - Delete Required Course</a>	<a href="#">DC</a>
<a href="#">GR - Application For Degree Received By College</a>	<a href="#">GR</a>
<a href="#">MC - Modify Required Course Count</a>	<a href="#">MC</a>
<a href="#">MH - Modify Required Hour Count</a>	<a href="#">MH</a>
<a href="#">MN - Add Minor To Audit</a>	<a href="#">MN</a>
<a href="#">Y1 - Modify USP Catalog Year/Term</a>	<a href="#">Y1</a>
<a href="#">Y2 - Modify Graduation Writing Requirement Catalog Year/Term</a>	<a href="#">Y2</a>
<a href="#">Y3 - Modify Premajor Catalog Year/Term</a>	<a href="#">Y3</a>
<a href="#">Y4 - Modify Minor Catalog Year/Term</a>	<a href="#">Y4</a>
<a href="#">REGISTRAR USE ONLY // DD - Allow Course To Double Dip</a>	<a href="#">DD</a>
<a href="#">REGISTRAR USE ONLY // DX - Add "Dup Cr" Course / Bypass Cond Codes</a>	<a href="#">DX</a>
<a href="#">REGISTRAR USE ONLY // PF - Add "Pass/Fail" Course / Bypass Cond Codes</a>	<a href="#">PF</a>
<a href="#">REGISTRAR USE ONLY // PS - Pseudo Course Cond Code Assn</a>	<a href="#">PS</a>

Before information entered:

Add New Exception	
Student Number: TESTASBIONBA	Student Name: STUDENT, AS BIONBA
<b>Marker Requirement</b>	
Dprog:	<input type="text"/>
Exception Code:	MN
Marker Name:	<input type="text"/>
Replacement Name:	<input type="text"/>
Replacement Type:	<input type="text"/>
Memo:	<input type="text"/>
Authorized By:	<input type="text"/>
Date:	<input type="text"/>
Last Modified:	
By:	
<input type="button" value="SaveAdd"/> <input type="button" value="Cancel"/>	

Concerned areas of exception form are as follows:

- =Marker name: \$FOCBIO(must have dollar sing followed by “all” upper case)
- =Replacement Name: minor code or topical code
- =Replacement Type: must always be “Degree Program”
- =Memo what processor feels is brief and important
- =Authorized by: two digit dept, hyphen, name (eg, “AS-Jessica.Baer) (AD-ID is fine)

### Add New Exception

**Student Number:** TESTASBIONE3A
**Student Name:** STUDENT, AS BIONBA

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#### Marker Requirement

**Dprog:**

**Exception Code:** MN

**Marker Name:**

**Replacement Name:** ASFOCPSYC

**Replacement Type:** Degree Program ▼

**Memo:**

(06/20/2011-JWW) STUDENT FOCUS ON MINOR IN PSYCHOLOGY. (JWW)

**Authorized By:** OAR-JWW

**Date:** 06/20/2011

**Last Modified:**

**By:**

**Use \$FOCBIO  
instead of \$FOCUS  
as of May 2013.**

Click “SaveAdd” and see the following:

Exceptions					
Student Number: TESTASBION3A			Student Name: STUDENT, AS BIONBA		
Audit Note	Memo	Exception Code	Pseudo Course	Course	
1	(06/20/2011-JWW)STUDENT FOCUS ON MINOR IN PSYCHOLOGY. (JWW)	MN		ASFOCPSYC	<input type="button" value="Delete Exceptions"/> <input type="checkbox"/> Select for Deletion
					<input type="button" value="Delete Exceptions"/>

Audit before & after minor (focus) has been added via MN exception:

BEFORE:

IF YOU HAVE COMPLETED LESS THAN THE REQUIRED 55 HOURS FOR THE MAJOR AND "ALL" MAJOR REQUIREMENTS APPEAR TO BE COMPLETE, THEN YOU MUST COMPLETE ADDITIONAL BIOLOGY ELECTIVES UNTIL THE 55 HOURS HAS BEEN MET.

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**X BIOLOGY MAJOR REQUIREMENTS - BIOLOGY ELECTIVES & LABS**

SELECTING EITHER THE MINOR OR TOPICAL FOCUS WILL DICTATE HOW THIS REQUIREMENT IS TO BE SATISFIED. PLEASE, WORK CLOSELY WITH YOUR ADVISOR REGARDING YOUR CHOICE: MINOR OR TOPICAL FOCUS.

IF YOU HAVE COMPLETED LESS THAN THE REQUIRED 55 HOURS FOR THE MAJOR AND "ALL" MAJOR REQUIREMENTS APPEAR TO BE COMPLETE, THEN YOU MUST COMPLETE ADDITIONAL BIOLOGY ELECTIVE COURSEWORK UNTIL THE 55 HOURS HAS BEEN MET.

**X BIOLOGY MAJOR REQUIREMENTS - MAJOR HOURS (55 MINIMUM)**

AFTER:

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NOTE:  
IF YOU HAVE COMPLETED LESS THAN THE REQUIRED 55 HOURS FOR THE MAJOR AND "ALL" MAJOR REQUIREMENTS APPEAR TO BE COMPLETE, THEN YOU MUST COMPLETE ADDITIONAL BIOLOGY ELECTIVES UNTIL THE 55 HOURS HAS BEEN MET.

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▶ **X PSYCHOLOGY - MINOR REQUIREMENTS. (19-20 HOURS MINIMUM)**

▶ **X BIOLOGY MAJOR REQUIREMENTS - BIOLOGY ELECTIVES & LABS**

▶ **X BIOLOGY MAJOR REQUIREMENTS - MAJOR HOURS (55 MINIMUM)**

▶ **X BIOLOGY MAJOR REQUIREMENTS - 2.0 MINIMUM GPA IS REQUIRED**



Biology Electives & Labs based on "minor (focus)" being added. Notice minimum 4hrs required.

▶ **✗ PSYCHOLOGY - MINOR REQUIREMENTS.**  
**(19-20 HOURS MINIMUM)**

▼ **✗ BIOLOGY MAJOR REQUIREMENTS - BIOLOGY ELECTIVES & LABS**

**SELECTING EITHER THE MINOR OR TOPICAL FOCUS WILL  
DICTATE HOW THIS REQUIREMENT IS TO BE SATISFIED.  
PLEASE, WORK CLOSELY WITH YOUR ADVISOR REGARDING  
YOUR CHOICE: MINOR OR TOPICAL FOCUS.**

**IF YOU HAVE COMPLETED LESS THAN THE REQUIRED 55 HOURS  
FOR THE MAJOR AND "ALL" MAJOR REQUIREMENTS APPEAR TO  
BE COMPLETE, THEN YOU MUST COMPLETE ADDITIONAL BIOLOGY  
ELECTIVE COURSEWORK UNTIL THE 55 HOURS HAS BEEN MET.**

*-R 1) COMPLETE 1 LABORATORY COURSE THAT APPLY TOWARDS THE  
BELOW HOURS.*

*NOTE:*

*NO MORE THAN ONE OCCURRENCE OF BIO 395 (INDEPENDENT  
RESEARCH) MAY APPLY TOWARDS THIS SUBREQUIREMENT.*

**SELECT FROM: ANATOMY & NBIO: ANA 511,512**

**ANIMAL SCIENCE: ASC 378**

**BIOLOGY: BIO 209,300,340,351,355,361,395,410,420G,**  
**BIO 444,452G,510,542,551,553,555,559,563,565,570,**  
**BIO 573,575,595**

**CHEMISTRY: CHE 226,233,441G,533**

**ENTOMOLOGY: ENT 310,320**

**FORESTRY: FOR 340,402**

**GEN AG: GEN 300(SP11) [\*WILDLIFE BIOLO\*]**

**MICROBIOLOGY: MI 595**

**NTR RES & ENV: NRE 320**

**PLANT & SOIL: PLS 320,330,332,366(S104 OR AFTER),**  
**PLS 367,567**

**PLANT PATH: PPA 400G**

**PSYCHOLOGY: PSY 456**

**2) A MINIMUM OF 4 HOURS IS REQUIRED FOR THIS REQUIREMENT.  
HOWEVER, IF STUDENTS DOUBLE-DIP MAJOR AND MINOR  
REQUIREMENTS, THEN ADDITIONAL BIOLOGY ELECTIVES MUST  
BE TAKEN TO MEET THE GRADUATION REQUIREMENT OF 55 HOURS  
FOR THE BACHELOR OF ARTS IN BIOLOGY.**

**SELECT FROM: AG. BIOTECH: ABT 360 (CROSS LIST: ASC, ENT,**  
**ART 460**

The above same for adding "TOPICAL" code:

### Edit Exception

Student Number: TESTASBIONBA      Student Name: STUDENT, AS BIONBA

#### Marker Requirement

Dprog:

Exception Code: MN

Marker Name:

Replacement Name: ASFOCTOPB

Replacement Type: Degree Program ▾

Memo:

Authorized By: OAR-JWW

Date: 06/20/2011

Last Modified: 2011-06-20 09:14:32.0

By: jwwebs1

**Use \$FOCBIO instead of \$FOCUS as of May 2013.**

Audit after "topical (focus)" entered via MN exception:

MAJOR AND "ALL" MAJOR REQUIREMENTS APPEAR TO BE COMPLETE, THEN YOU MUST COMPLETE ADDITIONAL BIOLOGY ELECTIVES UNTIL THE 55 HOURS HAS BEEN MET.

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- ▶ **X TOPICAL REQUIREMENTS (12HRS MINIMUM)**
- ▶ **X BIOLOGY MAJOR REQUIREMENTS - BIOLOGY ELECTIVES & LABS**
- ▶ **X BIOLOGY MAJOR REQUIREMENTS - MAJOR HOURS (55 MINIMUM)**
- ▶ **X BIOLOGY MAJOR REQUIREMENTS - 2.0 MINIMUM GPA IS REQUIRED IN MAJOR COURSES**

Biology Electives & Labs based on "topical (focus)" being added. Notice minimum 15hrs required.

▶ **X TOPICAL REQUIREMENTS (12HRS MINIMUM)**

▼ **X BIOLOGY MAJOR REQUIREMENTS - BIOLOGY ELECTIVES & LABS**

**SELECTING EITHER THE MINOR OR TOPICAL FOCUS WILL  
DICTATE HOW THIS REQUIREMENT IS TO BE SATISFIED.  
PLEASE, WORK CLOSELY WITH YOUR ADVISOR REGARDING  
YOUR CHOICE: MINOR OR TOPICAL FOCUS.**

**IF YOU HAVE COMPLETED LESS THAN THE REQUIRED 55 HOURS  
FOR THE MAJOR AND "ALL" MAJOR REQUIREMENTS APPEAR TO  
BE COMPLETE, THEN YOU MUST COMPLETE ADDITIONAL BIOLOGY  
ELECTIVE COURSEWORK UNTIL THE 55 HOURS HAS BEEN MET.**

*-R 1) COMPLETE 2 LABORATORY COURSES THAT APPLY TOWARDS THE  
BELOW HOURS.*

*NOTE:*

*NO MORE THAN ONE OCCURRENCE OF BIO 395 (INDEPENDENT  
RESEARCH) MAY APPLY TOWARDS THIS SUBREQUIREMENT.*

**SELECT FROM: ANATOMY & NBIO: ANA 511,512**

**ANIMAL SCIENCE: ASC 378**

**BIOLOGY: BIO 209,300,340,351,355,361,395,410,420G,  
BIO 444,452G,510,542,551,553,555,559,563,565,570,  
BIO 573,575,595**

**CHEMISTRY: CHE 226,233,441G,533**

**ENTOMOLOGY: ENT 310,320**

**FORESTRY: FOR 340,402**

**GEN AG: GEN 300(SP11) [\*WILDLIFE BIOLO\*]**

**MICROBIOLOGY: MI 595**

**NTR RES & ENV: NRE 320**

**PLANT & SOIL: PLS 320,330,332,366(S104 OR AFTER),  
PLS 367,567**

**PLANT PATH: PPA 400G**

**PSYCHOLOGY: PSY 456**

**2) COMPLETE 15 HOURS INCLUDING THE LABS COMPLETED ABOVE.**

**SELECT FROM: AG. BIOTECH: ABT 360 (CROSS LIST: ASC, ENT,  
ABT 460**

**ANATOMY & NBIO: ANA 511 512**