BA Biology (Starting Fa11) – Topical (Add Courses)

Regular audit for Topical requirement; pseudo course shows:
  =pseudo course will be needed for "AC-Add Course" exception.
  =**NOTE: This requirement is preset to require minimum of 12hrs.**

> ▼ ✗ **TOPICAL REQUIREMENTS (12HRS MINIMUM)**
>
>   --> *NEEDS: 12.0 HOURS*
>
> **COMPLETE 12 HOURS OF APPROVED COURSEWORK.**
>
> IT IS IMPORTANT TO DISCUSS COURSE SELECTION WITH YOUR ADVISOR. THE 12 CREDIT HOUR SEQUENCE OF COURSES MUST BE APPROVED IN ADVANCE BY THE DIRECTOR OF UNDERGRADUATE STUDIES FOR THE DEPARTMENT OF BIOLOGY.
>
> IT IS IMPORTANT AND REQUIRED THAT STUDENTS SUBMIT THE APPROVAL OF TOPICAL FOCUS FORM TO THE DIRECTOR OF UNDERGRADUATE STUDIES (BIOLOGY).
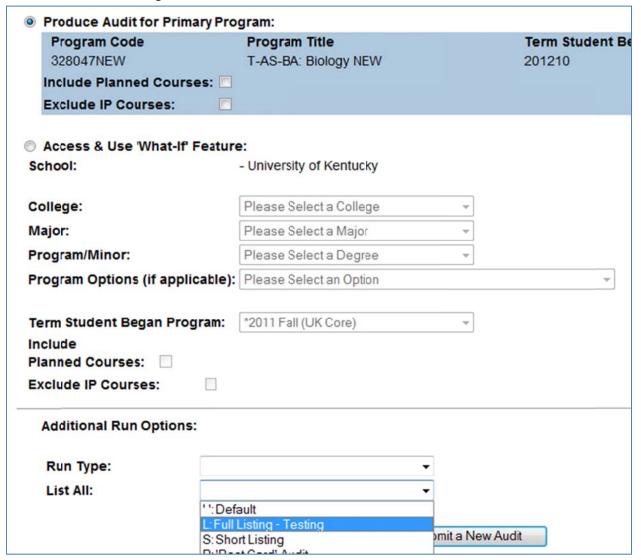>
> -   *TOPICAL COURSEWORK.*
>
>   *NOTE: OUT OF THE 12 HOURS, AT LEAST 6HRS MUST BE AT OR ABOVE THE 300-LEVEL.*
>
>   *NEEDS: 12.0 HOURS*
>   **SELECT FROM: BIOFOCUSTOP12**

Produce LISTALL audit to get information:

Produce Audit for Primary Program:

Program Code	Program Title	Term Student Be...
328047NEW	T-AS-BA: Biology NEW	201210

Include Planned Courses: ☐
Exclude IP Courses: ☐

○ **Access & Use 'What-If' Feature:**

School: - University of Kentucky

College: Please Select a College ▾

Major: Please Select a Major ▾

Program/Minor: Please Select a Degree ▾

Program Options (if applicable): Please Select an Option ▾

Term Student Began Program: *2011 Fall (UK Core) ▾

Include
Planned Courses: ☐
Exclude IP Courses: ☐

Additional Run Options:

Run Type: ▾

List All: ▾

| ' ': Default |
| L: Full Listing - Testing |
| S: Short Listing |
| R: 'Best Card' Audit |

bmit a New Audit

LISTALL audit showing area marked as "FOR ADVISOR USE ONLY":

```
 ▼ ✖      CATLYT: 201210    RNAME: FOC-TOPB    PSNAME: FOC-TOPB
                            REQU FYT: 000000 TO 999999   INSTCD:
        27 TOPICAL REQUIREMENTS (12HRS MINIMUM)

        --> NEEDS:  12.0 HOURS          1 SUB-GROUP

            1) COMPLETE 12 HOURS OF APPROVED COURSEWORK.

               IT IS IMPORTANT TO DISCUSS COURSE SELECTION WITH YOUR
               ADVISOR. THE 12 CREDIT HOUR SEQUENCE OF COURSES MUST
               BE APPROVED IN ADVANCE BY THE DIRECTOR OF UNDERGRADUATE
               STUDIES FOR THE DEPARTMENT OF BIOLOGY.

               IT IS IMPORTANT AND REQUIRED THAT STUDENTS SUBMIT THE
               APPROVAL OF TOPICAL FOCUS FORM TO THE DIRECTOR
               OF UNDERGRADUATE STUDIES (BIOLOGY).


          - 2) TOPICAL COURSEWORK.

               NOTE: OUT OF THE 12 HOURS, AT LEAST 6HRS MUST BE AT
               OR ABOVE THE 300-LEVEL.

                  .0 HOURS ADDED    0 COURSES TAKEN
                  .0 QHRS              .00 QPTS
               NEEDS:  12.0 HOURS
        NOT FROM: $:R-BIOFOCUSTOP12  $:R-FL DISABILITY
            SELECT FROM: $:BIOFOCUSTOP12

           3) + + + + + + + + + + + + + + + + + + + + + + + + + + + +
              FOR ADVISOR USE ONLY
                 ADD APPROVED COURSES.
                    EXCEPTION:  AC
                    PSEUDO COURSE:  BIOFOCUSTOP12
              + + + + + + + + + + + + + + + + + + + + + + + + + + + +
```
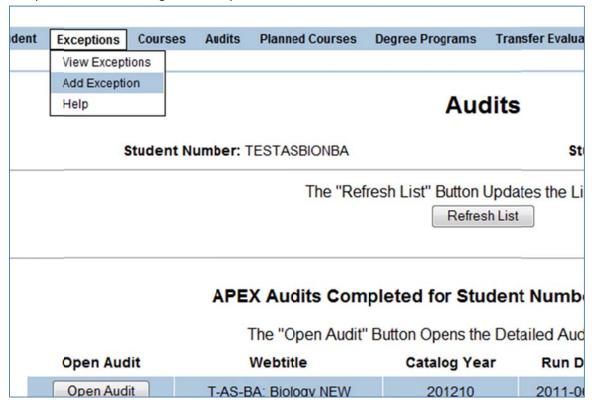
Exceptions menu selecting "Add Exception":

Select "AC – Add Required Course":

Exception form without information:

Add New Exception

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

Add Required Course

Exception Code:	AC
Requirement Name or Pseudo-Course:	
Exception Note:	
Required Sub-reqs (req level) or Courses (sub-req):	
Required hours:	
Required Count (req level):	
Required GPA:	
Accept Code 1:	
Accept Code 2:	
Reject Code 1:	
Reject Code 2:	
Max Hours:	
Max Hours Control:	
Max Count/USECT:	
Term:	

Insert Course:	
Replace with this Course:	
Course Indicator:	
Course Date Range:	
Assign condition code:	
Memo:	
Authorized By:	
Date:	
Last Modified: By:	

SaveAdd   Cancel

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Exception form with starting information:

  =Requirement Name or Pseudo-Course: BIOFOCUSTOP12
  =Memo: Brief & important message
  =Authorized by: Two digit college code, hyphen, name or ad-id
  =Date: Date exception processed

Add Required Course

Exception Code:	AC
Requirement Name or Pseudo-Course:	BIOFOCUSTOP12
Exception Note:	
Required Sub-reqs (req level) or Courses (sub-req):	
Required hours:	
Required Count (req level):	
Required GPA:	
Accept Code 1:	
Accept Code 2:	
Reject Code 1:	
Reject Code 2:	
Max Hours:	
Max Hours Control:	
Max Count/USECT:	
Term:	
Insert Course:	
Replace with this Course:	
Course Indicator:	
Course Date Range:	
Assign condition code:	
Memo:	(06/20/2011-JASON.WEBSTER)STUDENT SELECTED TOPICAL FOCUS. APPROVED COURSES BELOW.(JWW)
Authorized By:	OAR-JWWEBS1
Date:	06/20/2011
Last Modified: By:	

SaveAdd   Cancel

After clicking "SaveAdd", you will need to re-enter the exception form; it will have a new "Add Course" link allowing courses to be added to this exception:
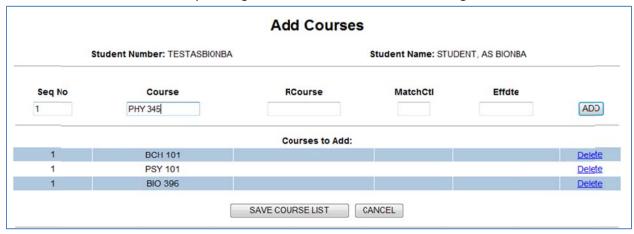
Add Required Course

Exception Code:	AC
Requirement Name or Pseudo-Course:	BIOFOCUSTOP12
Exception Note:	
Required Sub-reqs (req level) or Courses (sub-req):	0
Required hours:	0.00
Required Count (req level):	0
Required GPA:	0.000
Accept Code 1:	
Accept Code 2:	
Reject Code 1:	
Reject Code 2:	
Max Hours:	0.00
Max Hours Control:	
Max Count/USECT:	0
Term:	

Insert Course:	
Replace with this Course:	
Course Indicator:	
Course Date Range:	
Assign condition code:	
Memo:	(06/20/2011-JASON.WEBSTER)STUDENT SELECTED TOPICAL FOCUS. APPROVED COURSES BELOW.(JWW)
Authorized By:	OAR-JWWEBS1
Date:	06/20/2011
Last Modified:	2011-06-20 09:58:57.0
By:	jwwebs1

Add Course

SaveEdit Cancel

Add Course form without information:

Add Courses

Student Number: TESTASBIONBA   Student Name: STUDENT, AS BIONBA

Seq No	Course	RCourse	MatchCtl	Effdte	
1					ADD

Add Course form with information:
  =Course value entered into "Course" field, then click "Add". The courses accumulate below the fields.
  =Modifications can be made by clicking "Delete" next to the course needing removed.

Add Courses

Student Number: TESTASBIONBA   Student Name: STUDENT, AS BIONBA

Seq No	Course	RCourse	MatchCtl	Effdte	
1	PHY 345				ADD

Courses to Add:

1	BCH 101				Delete
1	PSY 101				Delete
1	BIO 396				Delete

SAVE COURSE LIST   CANCEL

Clicking "Save Course List" takes you back to exception form screen:

=If everything ok, click "Save Edit" and proceed with producing a new audit.

=If more courses are needed, just return to this exception and click "Add Course".

Edit Exception

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

Add Required Course

Exception Code:	AC
Requirement Name or Pseudo-Course:	BIOFOCUSTOP12
Exception Note:	
Required Sub-reqs (req level) or Courses (sub-req):	0
Required hours:	0.00
Required Count (req level):	0
Required GPA:	0.000
Accept Code 1:	
Accept Code 2:	
Reject Code 1:	
Reject Code 2:	
Max Hours:	0.00
Max Hours Control:	
Max Count/USECT:	0
Term:	

Insert Course:	
Replace with this Course:	
Course Indicator:	
Course Date Range:	
Assign condition code:	
Memo:	(06/20/2011-JASON.WEBSTER)STUDENT SELECTED TOPICAL FOCUS. APPROVED COURSES BELOW.(JWW)
Authorized By:	OAR-JWWEBS1
Date:	06/20/2011
Last Modified:	2011-06-20 09:58:57.0
By:	jwwebs1

Course	Replacement Course	MatchCTL	Year Term Range	Delete Courses
BCH 101				☐ Select for Deletion
BIO 396				☐ Select for Deletion
PHY 345				☐ Select for Deletion
PSY 101				☐ Select for Deletion

Add Course

[SaveEdit] [Cancel]

New audit shows the newly added courses.

✗ TOPICAL REQUIREMENTS (12HRS MINIMUM)

--> NEEDS: 12.0 HOURS

COMPLETE 12 HOURS OF APPROVED COURSEWORK.

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- TOPICAL COURSEWORK.

NOTE: OUT OF THE 12 HOURS, AT LEAST 6HRS MUST BE AT OR ABOVE THE 300-LEVEL.

NEEDS: 12.0 HOURS
SELECT FROM: BCH 101 PSY 101 BIO 396 PHY 345

Off chance, if more than minimum 12hrs is needed, then go back to AC – Add Course exception:
  =Increasing the hours by adding the "increase value" in the "Required Hours" field.
  =If the student will be taking 18hrs instead of 12hrs, then enter "6" in the "Required Hours" field.
  =Click "Save Edit" and produce a new audit.

Edit Exception

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

Add Required Course

Exception Code:	AC
Requirement Name or Pseudo-Course:	BIOFOCUSTOP12
Exception Note:	
Required Sub-reqs (req level) or Courses (sub-req):	0
Required hours:	6.00
Required Count (req level):	0
Required GPA:	0.000
Accept Code 1:	
Accept Code 2:	
Reject Code 1:	
Reject Code 2:	
Max Hours:	0.00
Max Hours Control:	
Max Count/USECT:	0
Term:	

Insert Course:	
Replace with this Course:	
Course Indicator:	
Course Date Range:	
Assign condition code:	
Memo:	(06/20/2011-JASON.WEBSTER)STUDENT SELECTED TOPICAL FOCUS. APPROVED COURSES BELOW. (JWW)
Authorized By:	OAR-JWWEBS1
Date:	06/20/2011
Last Modified:	2011-06-20 10:04:37.0
By:	jwwebs1

Course	Replacement Course	MatchCTL	Year Term Range	Delete Courses
BCH 101				☐ Select for Deletion
BIO 396				☐ Select for Deletion
PHY 345				☐ Select for Deletion
PSY 101				☐ Select for Deletion

Add Course

SaveEdit   Cancel

New audit displays "18 HOURS" ready for additional courses to be added to the "AC – Add Course" exception.

✗ TOPICAL REQUIREMENTS (12HRS MINIMUM)

COMPLETE 12 HOURS OF APPROVED COURSEWORK.

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- *TOPICAL COURSEWORK.*

NOTE: OUT OF THE 12 HOURS, AT LEAST 6HRS MUST BE AT OR ABOVE THE 300-LEVEL.

NEEDS: 18.0 HOURS
SELECT FROM: BCH 101 PSY 101 BIO 396 PHY 345