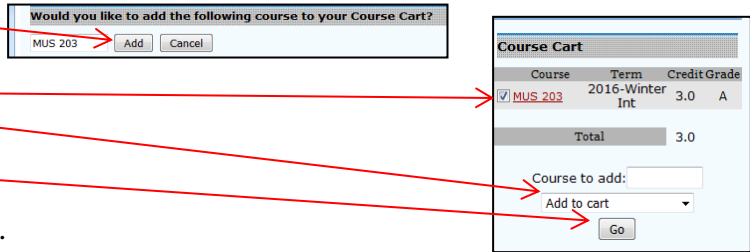
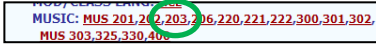
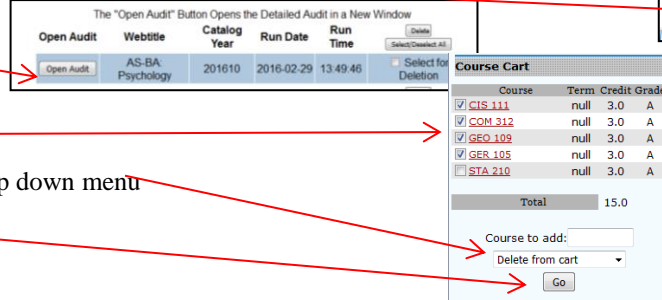
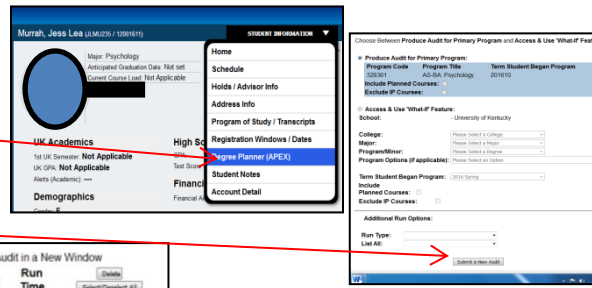


# Running APEX and using Planned Courses Feature

- In myUK, select “Degree Planner”
- Submit New Audit
  - Do not select “include planned courses:
- Open Audit
- Remove all courses from your cart:
  - Check mark all courses
  - Select “delete from cart” from the drop down menu
  - Select “GO”
- Click on the items with the “X” for information on courses that will meet this item’s requirement.
  - Please note that if you see items listed in Black, this is a list of courses that DO NOT meet the requirement. However, this list will be followed by a list of APPROVED courses from which you may select, these courses appear in BLUE.
- Click on a course that fulfills the items requirements.
  - In this example, I selected MUS203:
- Select “ADD” from the pop-up box you see.
- This course now appears in your shopping cart.
  - Place a check mark by the course
  - Select “Add to Cart” from the drop down menu
  - Select “GO”
  - (Yes this seems extraordinarily redundant.)
- Que up courses to fulfill all of your requirements.
- Exit this APEX
- Run a new APEX, but this time select, “Include Planned Courses” and you should have resolved all “X’s” except possibly the GCCR and Graduation Application (yeah, you!!)



Please note: Adding courses in APEX does not register you for courses. Additionally, course offerings can change from semester to semester. There is no guarantee that courses you add will be offered when you need them.