Registration 101

How to Read your Degree Audit Report (DARS)
How to Register
How to Access Degree Audit

- Log onto your MyUAlbany Account.
- Click on the Academics tab at top of page.
- Click on “View My Degree Audit”.

![Image of MyUAlbany interface](image-url)
How to Open Degree Audit

- Disable your PopUp Blocker.
- Click on “Process New Audit Request”.
- Click on “View Degree Audit”.
- “What if” program should say Default.
Roadmap to Graduation

- All requirements for graduation are listed on your Degree Audit.
- The audit is broken down into sections.
**Academic Program**

*Intended major* means you are considering your major, or are working on admission requirements.

Most students who have earned less than 24 credits have *Intended* majors.

When you are sure of your major and/or have earned admission into that major, you will be a *declared* major.

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**STUDENT'S ACADEMIC PROGRAM**

**INTENDED MAJOR**

DARS MAJOR/MINOR CODES

**MAJOR:** CRJ

**ADDL MAJORS:**

**MINOR:**

**ADDL MINORS:**
Transfer Courses

**SUMMARY OF TRANSFER COURSES**

**Note: A maximum of 90 credits may be from other schools**

TOTAL CREDITS TRANSFERRED:
EARNED: 9 CREDITS

- If you are expecting to transfer AP/IB or college credits to UAlbany, but they are not listed, speak with your advisor.
- Credits transfer to UAlbany, BUT grades do not.
- Only coursework completed at UAlbany is factored into your grade point average (GPA).
To graduate from Albany, you need a 2.0 in your major, minor and cumulative GPA.

REQUIREDS: A minimum of 120 graduation credits and a cumulative GPA 2.00 in coursework graded A-E at Albany.

- **Earned:** 9 CREDITS
- **In Progress:** 15 CREDITS
- **Needs:** 96 CREDITS

- **Liberal Arts & Sciences Requirement - 90 crs minimum:**
  - (9 CRS EARNED)
- **In-Prog:** 15 CREDITS
How to Read your Degree Audit

- DARS uses plus signs (+) and minus signs (-) to indicate whether a particular requirement has been completed (+) or still needs to be satisfied (-).

- This student needs to fulfill the Arts requirement, but has satisfied the Humanities requirement.

- Courses in progress (IP) show as satisfying requirements.
How to read your degree audit

- Each requirement lists what is needed to satisfy it
  - 3 credits
  - 1 course
  - Choose from (CRJ 300 to 499)

* EUROPE *
- List of approved courses can be found at: http://www.albany.edu/gened/search/search.shtml
  SELECT 3 CREDITS:
  NEEDS: 3 CREDITS

* INFORMATION LITERACY *
- List of approved courses can be found at: http://www.albany.edu/gened/search/search.shtml
  SELECT 1 COURSE:
  NEEDS: 1 COURSE

- 300 to 400 Level Criminal Justice Electives - Select 16 to 18 credits:
  NEEDS: 16 CREDITS
  SELECT FROM: RCRJ300 TO 499 ASOC283
General Education Requirements

Students must satisfy each of these requirements

- Arts
- Humanities
- Natural Science
- Social Science
- U.S. History
- Europe
- Regions Beyond Europe
- Global & Cross-Cultural Studies
- U.S. Diversity & Pluralism
- Information Literacy
- Oral Discourse
- Written Discourse
- Mathematics and Statistics
- Foreign Language
Note:
Natural Science & Social Science

* NATURAL SCIENCES *
- List of approved courses can be found at:
  http://www.albany.edu/gened/search/search.shtml

SELECT 6 CREDITS:
NEEDS: 6 CREDITS

* SOCIAL SCIENCES *

+ COMPLETED
FA10 AANT104 3.0 IP > Archaeology
FA10 APSY101 3.0 IP > Introduction to Psychology

- You need to take 2 courses (6 credits) each to fulfill Natural Science and Social Science GenEds.
Note: U.S. History

Part A - If you scored less than an 85 on NYS US History Regents Exam, or are an out of state resident.

Part B - If you scored 85 or higher on NYS US History Regents Exam.
(A broader selection of courses to satisfy the US History GenEd).
** Note: Math and Statistics **

If you scored an 85 or higher on NYS Math B Regents Exam, you have satisfied the Math GenEd requirement (without earning academic credit).

Many majors require a math class beyond the Math general education requirement.

** MATHEMATICS AND STATISTICS **

*MATHEMATICS AND STATISTICS*

+ COMPLETED

SP10 MATH 0.0 EV REG EXAM: MATH
** Note: Foreign Language **

If you scored an 85 or higher on NYS Foreign Language Regents Exam, you have satisfied the Foreign Language GenEd requirement (without earning academic credit).

- Some majors, programs and opportunities require foreign language proficiency beyond the general education requirement.
* WRITTEN DISCOURSE *

NOTE: A GRADE OF C OR BETTER (OR S) IS REQUIRED IN EACH

+ LOWER LEVEL WRITING COURSE IS COMPLETE
  SP10  AEKG0102  3.0 AP  AP-ENGLANG&COMP 3, 4, OR 5
  AP   : APENGLAN

- Upper Level Writing Course -
  Select one course from 300 to 499
  suffix of Z, T, V or W
  NEEDS:  1 COURSE

- A grade of C or better (or S) is required in each.

- Writing Intensive courses are offered across the curriculum. Examples:
  - BIO 123Z
  - HIS 356Z
  - MAT 367Z
The (+) and (-) signs will continue to indicate your progress in satisfying requirements.

You are required to earn a 2.0 GPA in your major to graduate.

Some majors require 36 credits, others require up to 54 or 66 or as much as 72 credits.
Minors

- Minor is REQUIRED and has not been declared.
  See www.albany.edu/registrar to obtain form and submit it to the Registrar's Office, Campus Center B-52

- Your audit tells you if you must complete a minor.

- If your majors requires less than 54 credits you will need to complete a minor in order to graduate.

- Minors require between 18-24 credits.
Electives

- Any courses that do not fulfill GenEd, major or minor requirements are considered electives.

- In order to reach 120 credits earned, students need to take elective credits. The specific number varies from student to student, depending on courses chosen to satisfy major, minor and GenEd requirements.

Elective Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN-PROG</td>
<td>3</td>
<td></td>
<td>Cummulative</td>
</tr>
<tr>
<td>SP10 ANAT100</td>
<td>3.0 TB+</td>
<td></td>
<td>PRE CALCULUS</td>
</tr>
<tr>
<td>FA10 UUNI152</td>
<td>3.0 IP</td>
<td>Proj Ren 1: Technology</td>
<td></td>
</tr>
</tbody>
</table>
### Academic Summary

A Chronological listing

--- UALBANY ACADEMIC SUMMARY ---

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade Info</th>
<th>Degree Req</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA10 AANT104</td>
<td>Archaeology</td>
<td>3.0 IP</td>
<td>&gt;</td>
<td></td>
</tr>
<tr>
<td>FA10 APHI114</td>
<td>Morals and Society</td>
<td>3.0 IP</td>
<td>&gt;</td>
<td></td>
</tr>
<tr>
<td>FA10 APSY101</td>
<td>Introduction to Psychology</td>
<td>3.0 IP</td>
<td>&gt;</td>
<td></td>
</tr>
<tr>
<td>FA10 RCRJ203</td>
<td>Criminology</td>
<td>3.0 IP</td>
<td>&gt;</td>
<td></td>
</tr>
<tr>
<td>FA10 UUNI152</td>
<td>Proj Ren 1:Technology</td>
<td>3.0 IP</td>
<td>&gt;</td>
<td></td>
</tr>
</tbody>
</table>

IN PROGRESS 15 CREDITS

--- ACADEMIC COURSE WORK - FALL 2010 ---

0 CREDITS

IN-PROG 15 CREDITS
Double Duty

- One course can satisfy multiple requirements – GenEd, major or minor.

- No additional academic credit is earned for fulfilling more than one category
  - Example: ANT 104 earns 3 crs

- Note: You cannot double count for Arts & Humanities, or for major and minor.

* SOCIAL SCIENCES *
+ COMPLETED
  FA10 AANT104  3.0 IP > Archaeology

* REGIONS BEYOND EUROPE *
+ COMPLETED
  FA10 AANT104  3.0 IP > Archaeology
Steps to Register

1) Schedule an Appointment using AdvisorTrac.

2) Meet individually with your Academic Advisor to plan your next semester and receive your AVN.

3) Resolve any HOLDs on your account.

4) Register on your Enrollment Appointment date.
Steps to Register

1) Schedule an Appointment using AdvisorTrac.

- [Link: www.albany.edu/advise]
  - Red box – ADVISORTRAC
  - Log on with netid and password
  - Make Appointment, top right
  - Select your appointment and SAVE
Steps to Register

2) Meet individually with your Academic Advisor to plan your next semester and receive your AVN.

- Bring your questions and ideas about next semester
- Learn more about requirements
- Help identify specific classes
Steps to Register

3) Resolve any HOLDs on your account

- Holds will prevent you from registering
- Holds can be financial, health related or other
- Check for your holds on the MyUAAlbany front page
Steps to Register

4) Register **on** your Enrollment Appointment date.

- The earliest date/time listed under “When Can I Enroll” is the **first** date you can register.

- Registration will remain open until the semester begins, but course availability will decrease over time.
Click on Schedule of Classes

Student Tutorial: Registering for Classes