

Obtaining your Degree Audit

- Your Degree Audit report will be prepared after the University receives your admission deposit.
- These reports are accessed through MyUAlbany.

Log in to MyUALbany

MyUALbany - Windows Internet Explorer

http://www.albany.edu/myualbany/?source=home

UNIVERSITY AT ALBANY
State University of New York

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HELP
STUDENT GUIDE
FACULTY GUIDE
DARS WEB ADVISOR MANUAL
TUTORIALS
FAQ

SCHEDULE OF CLASSES
Catalog #
Class #
Course Title

WebMail

BLS
Blackboard Learning System

For Academic Advisors Only
DARS

my UALBANY

MyUALbany will generally be available 6am-2:30am.

- Check Scheduled Maintenance.
- Student Consumer Information
- Login Tips

Start | Internet | 100% | 8:51 AM

Click on View My Degree Audit

The screenshot shows the MyUALBANY website interface. At the top, the URL is <http://drbob.ubs.albany.edu:8080/servlets/iclientservlet/portalqapd/?cmd=start&>. The page features the MyUALBANY logo and navigation links for Home, Logout, and Help. The main content area is divided into several sections:

- Left Column:** Includes links for "Download Summer Class Schedule", "Download Fall Class Schedule", "Search Class Schedules", "My Class Schedule", "My Weekly Schedule", "Buy My Books", "Steps to Enroll", "When can I enroll?", "Enter My AVN", "Enroll, Add or Drop Classes", "Records Services", "View My Grades", "View My Advisors", "View My Degree Audit" (highlighted with a black arrow), and "Transfer Credit Equivalents".
- Center Column:** Features a "Fall '07 Registration Continues" section with text for undergraduates and a "UPDATE YOUR ADDRESSES NOW" section with instructions on updating address information.
- Right Column:** Contains "My Personal Portfolio" with links for "My Address Information", "My Name Information", "My Phone Information", "My email Information", "My Demographic Information", and "My Security Questions". Below this are "Parking Management" and "Other Important Links" sections.

The bottom of the browser window shows the Windows taskbar with the Start button, several open applications (Inbox, PeopleS..., http://..., Microsof..., MyUALB..., DARS.b...), and the system clock displaying 4:32 PM.

Leave the word “Default”, click on Process New Audit Request, then click on View Degree Audit

The screenshot shows a Windows Internet Explorer browser window displaying the 'myUALBANY' portal. The address bar shows the URL: <http://drbob.ubs.albany.edu:8080/servlets/iclientservlet/portalqapd/?cmd=start&>. The page header includes the 'myUALBANY' logo and navigation links for 'Home', 'Logout', and 'Help'. Below the header, the text 'UNIVERSITY AT ALBANY, State University of New York' is visible. The main content area is titled 'Degree Audit Requests' and features a search bar with the text 'What if? Program: DEFAULT'. Below the search bar, there are two buttons: 'Process New Audit Request' (highlighted in yellow) and 'View Degree Audit'. At the bottom of the page, there is a legend explaining the search criteria: 'Default or {blank} - Declared major/minor' and 'What if ? (drop down box) - Speculating on a first major different than the declared major'. The browser's taskbar at the bottom shows the Start button, several open applications, and the system clock displaying 9:07 AM.