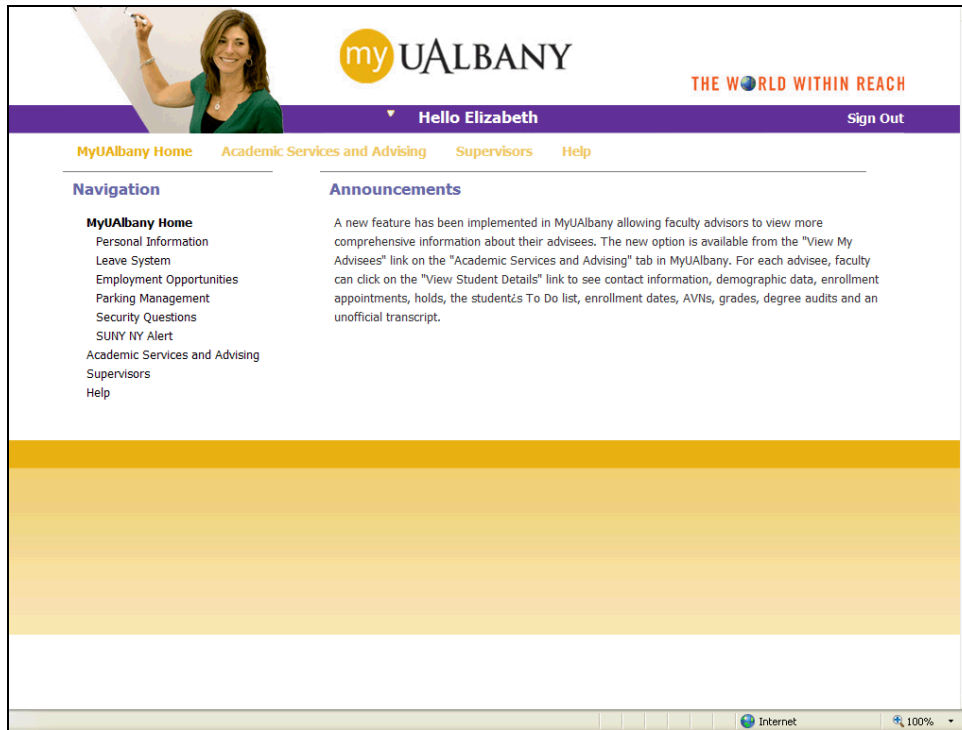


## MyUALbany ~ View My Advisees - DARS Audit



Step	Action
1.	Click the <b>Academic Services and Advising</b> link. <b>Academic Services and Advising</b>
2.	Click the <b>View My Advisees</b> link. <b>View My Advisees</b>

# Training Guide

## MyUAlbany ~ View My Advisees – DARS Audit

Liz Professor

my advisees   student center   general info

View My Advisees

Advisee Roster [View FERPA Statement](#)

Select display option:  Link to Photos    Include photos in list

Photo	ID	Name	View Student Details
	000652560	<a href="#">Dane,Iris</a>	<a href="#">View Student Details</a>
	000780660	<a href="#">Dane,Lisa Moire</a>	<a href="#">View Student Details</a>
	000272724	<a href="#">DeDane,Chase</a>	<a href="#">View Student Details</a>
	000884191	<a href="#">Student,Genevive M</a>	<a href="#">View Student Details</a>
	000764244	<a href="#">Tutor,Harold</a>	<a href="#">View Student Details</a>

My Advisees [Student Center](#) [General Info](#)

Step	Action
3.	Click the <b>View Student Details</b> for your student. <a href="#">View Student Details</a>

Iris Dane ID: 000652560

my advisees student center general info

### Iris's Student Center

**Academics**

other academic... ▾

Deadlines URL

**This Week's Schedule**

Class	Schedule
AECO 360-0002 LEC (2044)	MoWeFr 12:35PM - 1:30PM HU 024
AFRE 340Z-0001 LEC (2217)	TuTh 8:45AM - 10:05AM HU 108
AFRE 341Z-0001 LEC (5590)	MoWeFr 10:25AM - 11:20AM LC 12
AFRE 350Y-1 LEC (7728)	TuTh 10:15AM - 11:35AM PH 123
BITH 330-0001 LEC (6249)	TuTh 2:45PM - 4:05PM LC 7

weekly schedule ▶

**Personal Information**

**Contact Information**

Permanent Address	Billing Address
123 Main Street Troy, NY 12180 Rensselaer	1234 Madison Ave, Apt 15 Albany, NY 12203
Primary Phone Withheld	Home E-mail None

**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Enrollment Dates**  
[Open Enrollment Dates](#)

**Advisor**  
**Program Advisor**  
Liz Professor  
518/442-3700  
[details ▶](#)

[My Advisees](#) [Student Center](#) [General Info](#)

Step	Action
4.	Click the dropdown list containing <b>other academic information</b> . <div style="border: 1px solid black; padding: 2px; display: inline-block;">                     other academic... ▾                 </div>

# Training Guide

## MyUAlbany ~ View My Advisees – DARS Audit

Iris Dane ID: 000652560

my advisees student center general info

### Iris's Student Center

**Academics**

other academic... (dropdown menu with options: AVN Display, DARS Audit, Grades, Transcript: View Unofficial, other academic...)

Deadlines URL

**This Week's Schedule**

Class	Schedule
AECO 360-0002 LEC (2044)	MoWeFr 12:35PM - 1:30PM HU 024
AFRE 340Z-0001 LEC (2217)	TuTh 8:45AM - 10:05AM HU 108
AFRE 341Z-0001 LEC (5590)	MoWeFr 10:25AM - 11:20AM LC 12
AFRE 350Y-1 LEC (7728)	TuTh 10:15AM - 11:35AM PH 123
BITH 330-0001 LEC (6249)	TuTh 2:45PM - 4:05PM LC 7

weekly schedule ▶

**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Enrollment Dates**  
[Open Enrollment Dates](#)

**Advisor**  
**Program Advisor**  
Liz Professor  
518/442-3700  
[details ▶](#)

**Personal Information**

**Contact Information**

Permanent Address	Billing Address
123 Main Street Troy, NY 12180 Rensselaer	1234 Madison Ave, Apt 15 Albany, NY 12203 Albany
Primary Phone Withheld	Home E-mail None

[My Advisees](#) [Student Center](#) [General Info](#)

Step	Action
5.	Click the <b>DARS Audit</b> list item. <input type="text" value="DARS Audit"/>

Iris Dane ID: 000652560

my advisees student center general info

### Iris's Student Center

**Academics**

DARS Audit

Deadlines URL

**This Week's Schedule**

Class	Schedule
AECO 360-0002 LEC (2044)	MoWeFr 12:35PM - 1:30PM HU 024
AFRE 340Z-0001 LEC (2217)	TuTh 8:45AM - 10:05AM HU 108
AFRE 341Z-0001 LEC (5590)	MoWeFr 10:25AM - 11:20AM LC 12
AFRE 350Y-1 LEC (7728)	TuTh 10:15AM - 11:35AM PH 123
BITH 330-0001 LEC (6249)	TuTh 2:45PM - 4:05PM LC 7

weekly schedule ▶

**Personal Information**

**Contact Information**

Permanent Address	Billing Address
123 Main Street Troy, NY 12180 Rensselaer	1234 Madison Ave, Apt 15 Albany, NY 12203
Primary Phone Withheld	Home E-mail None


**Holds**  
No Holds.

**To Do List**  
No To Do's.

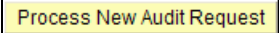
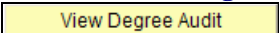
**Enrollment Dates**  
[Open Enrollment Dates](#)

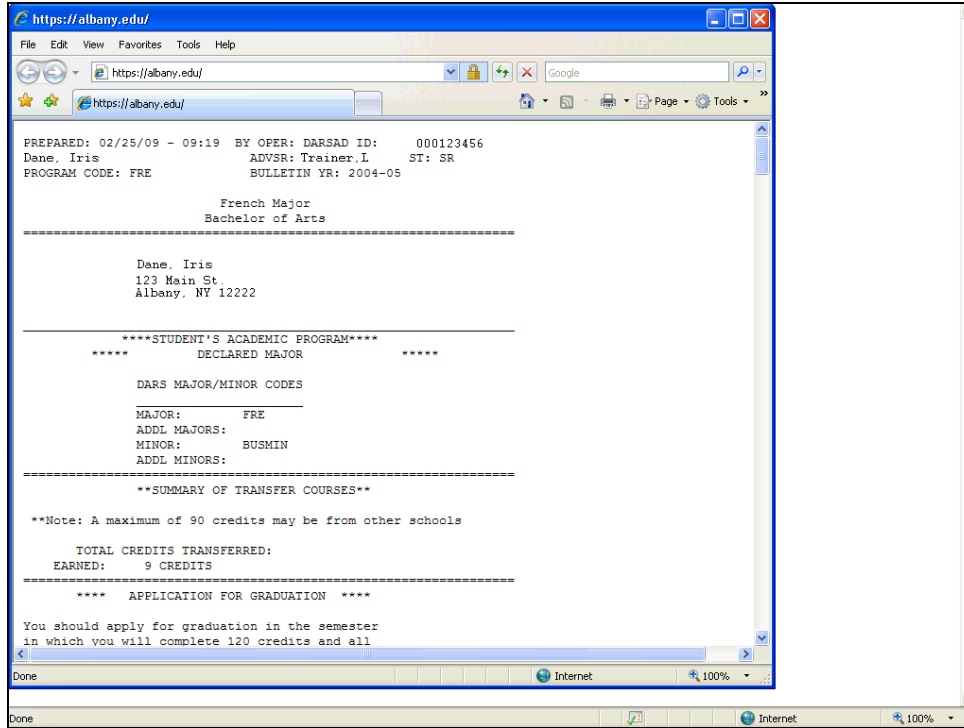
**Advisor**  
**Program Advisor**  
Liz Professor  
518/442-3700  
[details ▶](#)


[My Advisees](#) [Student Center](#) [General Info](#)

Step	Action
6.	Click the <b>Go</b> button. 



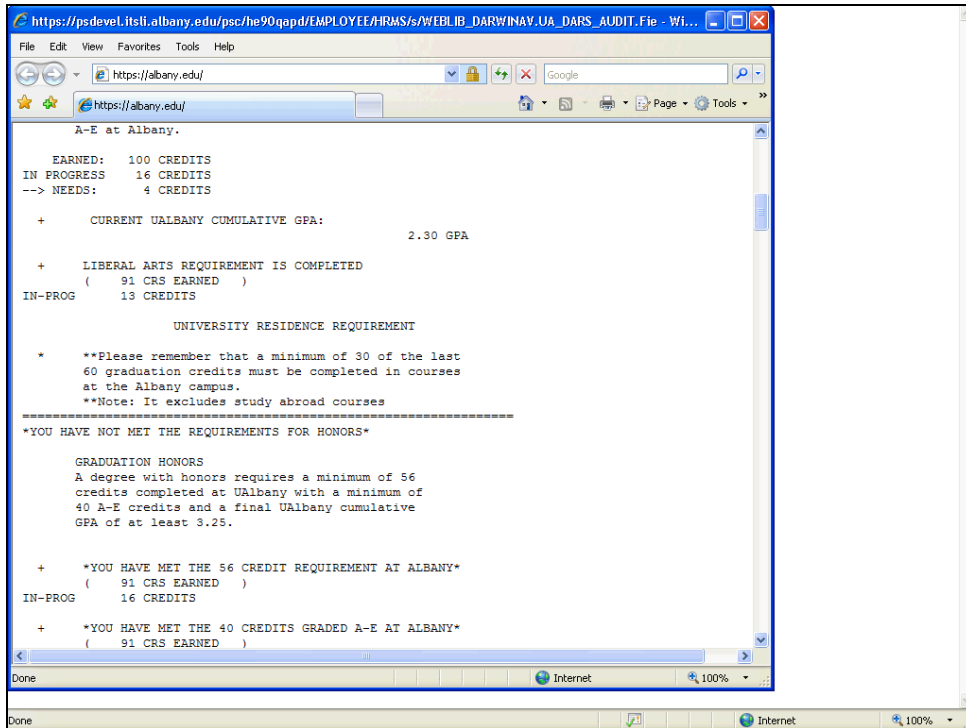
Step	Action
7.	Click the <b>Process New Audit Request</b> button. 
8.	Click the <b>View Degree Audit</b> button. 






Step	Action
9.	<p>The DARS Audit will display in a new window.</p> <p>Click the scrollbar and scroll down to see the rest of the audit.</p> 

# Training Guide

## MyUAlbany ~ View My Advisees – DARS Audit



Step	Action
10.	When you are finished with the DARS Audit for your student, click the <b>Close</b> button to close the window. 
11.	Click the browser's <b>Back</b> button to get back to your advisee list. 
12.	Click the browser's <b>Back</b> button again. 

Iris Dane ID: 000652560

my advisees student center general info

**Iris's Student Center**

Academics

Deadlines URL

other academic... [v] [x]

This Week's Schedule	
Class	Schedule
AECO 360-0002 LEC (2044)	MoWeFr 12:35PM - 1:30PM HU 024
AFRE 340Z-0001 LEC (2217)	TuTh 8:45AM - 10:05AM HU 109
AFRE 341Z-0001 LEC (5590)	MoWeFr 10:25AM - 11:20AM LC 12
AFRE 350Y-1 LEC (7728)	TuTh 10:15AM - 11:35AM PH 123
BITM 330-0001 LEC (6249)	TuTh 2:45PM - 4:05PM LC 7

weekly schedule ▶

Holds  
No Holds.

To Do List  
No To Do's.

Enrollment Dates  
[Open Enrollment Dates](#)


Advisor  
**Program Advisor**  
Liz Professor  
518/442-3700  
[details ▶](#)

Personal Information

Contact Information

Permanent Address	Billing Address
123 Main Street Troy, NY 12180 Rensselaer	1234 Madison Ave, Apt 1B Albany, NY 12203 Albany
Primary Phone Withheld	Home E-mail None

[My Advisees](#) [Student Center](#) [General Info](#)

Step	Action
13.	Click the <b>my advisees</b> tab to see the list of your advisees. 
14.	<b>End of Procedure.</b>