

Registration 101

How to Read your Degree Audit
Report (DARS)

How to Register

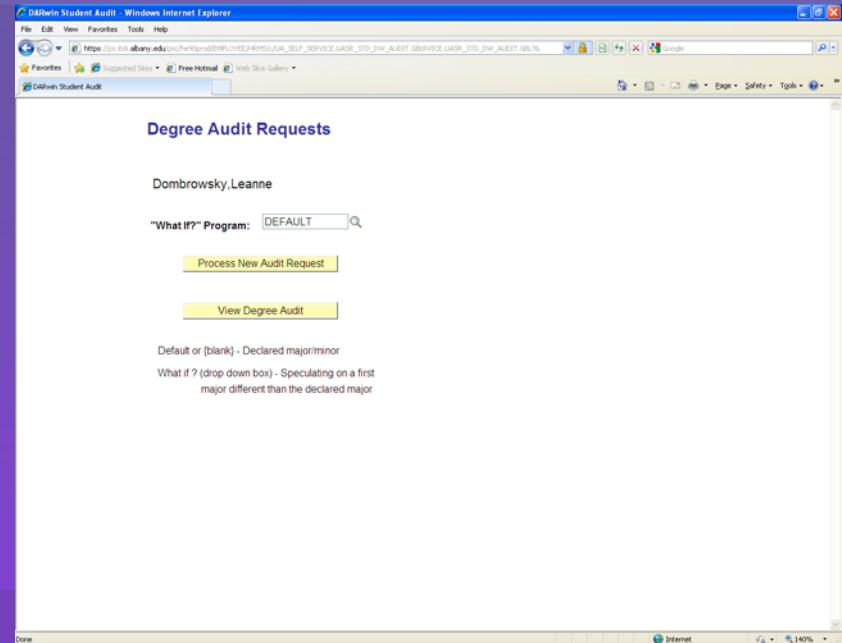
How to Access Degree Audit



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

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

```
****STUDENT'S ACADEMIC PROGRAM****
*****          INTENDED MAJOR          *****

DARS MAJOR/MINOR CODES

-----
MAJOR:          CRJ
ADDL MAJORS:
MINOR:
ADDL MINORS:
```

- 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.

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).

Overall Information

Credits Required for Graduation

REQUIRED: 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

GPA

- *Liberal Arts & Sciences Requirement - 90 crs minimum:*
(9 CRS EARNED)

IN-PROG 15 CREDITS

- To graduate from Albany, you need a 2.0 in your major, minor and cumulative GPA.

How to Read your Degree Audit

* ARTS *

- List of approved courses can be found at:
<http://www.albany.edu/gened/search/search.shtml>

SELECT 3 CREDITS:

NEEDS: 3 CREDITS

* HUMANITIES *

+ COMPLETED
FA10 APHI114 3.0 IP > Morals and Society

- 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

* U.S. HISTORY *

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

U.S. HISTORY
PART A. NARRATIVE
SELECT 3 CREDITS
NEEDS: 3 CREDITS

* U.S. HISTORY *

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

PART B. SPECIALIZED
SELECT 1 COURSE:
NEEDS: 3 CREDITS

- 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

** MATHEMATICS AND STATISTICS **

* MATHEMATICS AND STATISTICS *

+ COMPLETED

SP10 MATH

0.0 EV

REG EXAM: MATH

- 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.

Note:

Foreign Language

```
                ** FOREIGN LANGUAGE **  
* FOREIGN LANGUAGE * (2ND COLLEGE SEMESTER OR EQUIV)  
  
+      COMPLETED  
SP10 LANG          0.0 EV      REG EXAM: LANG
```

- 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.

Note:

Written Discourse

* WRITTEN DISCOURSE *

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

+ LOWER LEVEL WRITING COURSE IS COMPLETE

SP10 AENG010Z 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

Major Requirements

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***** MAJOR REQUIREMENTS *****
Criminal Justice Major
36 Credits Required

IN PROGRESS      3 CREDITS
NEEDS:           33 CREDITS                               2.00 GPA

- Core courses - Select all courses:
  FA10 RCRJ203      3.0 IP > Criminology
  NEEDS:           6 CREDITS
  SELECT FROM: RCRJ201 OR TCRJ201 RCRJ202

- Statistics Requirement - select one course:
  NEEDS:           3 CREDITS
  SELECT FROM: RCRJ281 ASOC221 AMAT108 Apsy210

- Research Methods Requirement - select one course:
  NEEDS:           3 CREDITS
  SELECT FROM: RCRJ282 ASOC220 Apsy211

- 400 Level Writing Intensive Senior Capstone Seminar -
  Select one course:
  NEEDS:           1 COURSE
  SELECT FROM: RCRJ4**Z,4**W,4**V

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

- 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.

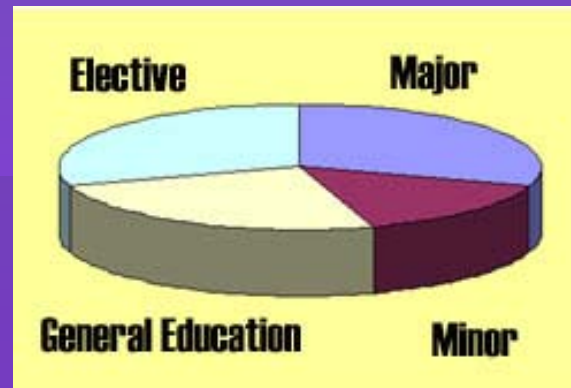
Electives

- 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:

Elective credits applied to graduation credits:

	3 CREDITS		
IN-PROG	3 CREDITS		
SP10 AMAT100	3.0 TB+	PRE CALCULUS	
FA10 UUNI152	3.0 IP >	Proj Ren 1:Technolgy	



Academic Summary

A Chronological listing

==== UALBANY ACADEMIC SUMMARY ====

IN PROGRESS 15 CREDITS

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

0 CREDITS

IN-PROG 15 CREDITS

FA10	AANT104	3.0	IP	>	Archaeology
FA10	APHI114	3.0	IP	>	Morals and Society
FA10	APSY101	3.0	IP	>	Introduction to Psychology
FA10	RCRJ203	3.0	IP	>	Criminology
FA10	UUNI152	3.0	IP	>	Proj Ren 1:Technolgy

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.

- www.albany.edu/advisement
- 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 MyUAlbany 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.

Schedule of Classes Search

The screenshot shows the MyUALbany website interface. At the top, the University at Albany logo and name are displayed. Below the logo, there is a navigation menu with links for CONTACT UALBANY, DIRECTORIES, CALENDARS & SCHEDULES, VISITORS, SITE INDEX, and SEARCH. A secondary menu includes ADMISSIONS, ACADEMICS, RESEARCH, IT SERVICES, LIBRARIES, and ATHLETICS. The main content area features the 'my UALBANY' logo and the tagline 'THE WORLD WITHIN REACH'. A central message states: 'MyUALbany will generally be available 6am-2:30am.' Below this message are buttons for 'STUDENT LOG ON', 'EMPLOYEE LOG ON', and 'PASSWORD Set / Reset'. There are two columns of links: 'Student Tutorials' and 'Faculty Tutorials'. On the left side, there is a vertical menu with various services, including 'INFORMATION TECHNOLOGY SERVICES', 'WebMail LOGON', 'BLS Blackboard Learning System LOGON', 'Web Access LOGON', 'Microsoft Outlook LOGON', 'VIRTUAL INFORMATION COMMONS LOGON', 'DARS Degree Audit Reporting System', and 'STUDENT EVENTS & ACTIVITIES >>'. A black arrow points to the 'Schedule of Classes & Catalogs' link in the left menu.

- Click on Schedule of Classes
- Student Tutorial: Registering for Classes