How to Read Your Degree Audit

- Login to your MyUAlbany page
- Click on the “Academics” tab at the top of the page
- From the links on the left, click on “View My Degree Audit”
- Make sure you have disabled your Pop-Up Blocker on your web browser
- Click on “Process New Audit Request”
- Wait a few moments, and click on “View Degree Audit”
  - You can click the “CLICK TO REFRESH” link if it isn’t loading
- The audit is broken down into 3 sections:
  - General Education requirements
  - Major requirements (and minor requirements if you have one)
  - Electives (courses that don’t apply towards Gen Eds or major/minor)
- The top of the audit will show whether you are a DECLARED major or INTENDED

- INTENDED major means you are considering your major, or are working on admission requirements
- If you have any transfer credit (college credits, AP, or IB credits) they will show up next:

  **SUMMARY OF TRANSFER COURSES**

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

  TOTAL CREDITS TRANSFERRED:
  EARNED: 12 CREDITS

- Your overall credit breakdown to reach the 120 graduation credits show up next:
  EARNED: 12 CREDITS
  IN PROGRESS: 14 CREDITS
  NEEDS: 94 CREDITS
To read the remainder of the audit, you have to look for the plus signs (+) and minus signs (-) to see whether a requirement has been completed or not.

The audit starts with your General Education requirements, then goes to your Major/Minor, and then electives.

Plus signs (+) mean a requirement is COMPLETED

Minus signs (-) mean a requirement still needs to be taken

**GENERAL EDUCATION SECTION**

For example, in the Gen Ed section, this student has completed their Social Science Gen Ed (+), but still needs to take their U.S. History Gen Ed (-):

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+ COMPLETED
SP17 ASOC115 3.0 A- Introduction to Sociology
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- * U.S. HISTORY *

Note: Students who earns less than an 85 on the U.S. History Regents Exam must select a Part 1 U.S. History course, whereas students who earn an 85 or above may select a Part 1 or Part 2 U.S. History course.

List of approved courses can be found at: http://www.albany.edu/generaleducation

USHIS-1 OR USHIS-2
SELECT 1 COURSE:
NEEDS: 1 COURSE
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MAJOR or MINOR SECTION

- As you move past the Gen Eds to your major or minor, the requirements are shown the same way with the plus signs (+) or minus signs (-). It will show the total credits EARNED, IN PROGRESS, and NEEDED.

- The requirements will show up similarly, and if you still need something, it will tell you which classes you can choose from — for example — this student needs to choose ACOM 203 or ACOM 212 to satisfy one of their major requirements.

  + Computer Science - select one course:
  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP18 BITM215</td>
<td>3</td>
<td>B+</td>
<td>Information Tech for Business</td>
</tr>
</tbody>
</table>

  - Restricted Elective - select 3 credits:

<table>
<thead>
<tr>
<th>Needs:</th>
<th>3 CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select From: ACOM203 OR 212</td>
<td></td>
</tr>
</tbody>
</table>

- If you have a minor, it will show up the same way. If you NEED a minor and don’t have one yet, you will see the following:

  - Minor is REQUIRED and has not been declared. See [www.albany.edu/registrar](http://www.albany.edu/registrar) to obtain form and submit it to the Registrar’s Office, Campus Center B-52

- If you want to add a minor, please contact your advisor.
ELECTIVES

- Any course that does not satisfy a General Education requirement, or a major/minor requirement, will fall under ELECTIVES.
- Electives are different for each student – they help students reach the 120 credits they need to graduate.

Elective Courses

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP18</td>
<td>AATM187</td>
<td>3.0</td>
<td>A-</td>
<td>The Oceans</td>
</tr>
<tr>
<td>FA18</td>
<td>ACHM120</td>
<td>3.0</td>
<td>IP</td>
<td>General Chemistry I</td>
</tr>
</tbody>
</table>

ACADEMIC SUMMARY

- The Academic Summary shows a semester breakdown of credits and the semester GPA as well as the overall cumulative GPA.

----- ACADEMIC COURSE WORK - SPRING -----  
15 CREDITS  
SP17 AANT175  3.0  C  Anthropology and Folklore  
SP17 ABI0120  3.0  S# General Biology I  
SP17 AMAT108  3.0  C  Elementary Statistics  
SP17 ASOC115  3.0  A- Introduction to Sociology  
SP17 UUNI110  3.0  B  Writing and Critical Inquiry  
3.68 GPA

----- ACADEMIC COURSE WORK - FALL -----  
15 CREDITS  
FA17 AATM200  3.0  B  Natural Disasters  
FA17 ACOM100  3.0  B+ Language and Social Action  
FA17 AFCO110  3.0  B+ Prin Eco I: Microeconomics  
FA17 BLAW220  3.0  C  Business Law  
FA17 ECPY204U  3.0  A  Princps Career + Life Plannin  
3.12 GPA

Earned: 48 Credits  
In Progress: 19 Credits

3.17 GPA