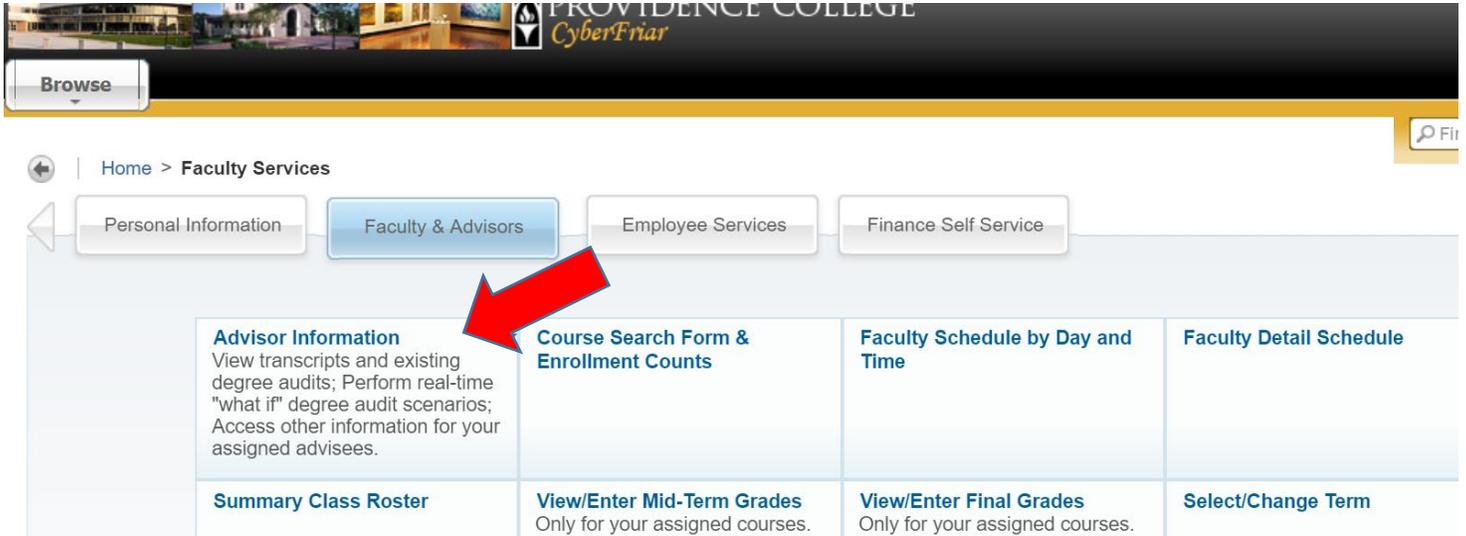# How to Access Advisee Degree Audits Using CyberFriar

1) Log into CyberFriar and Select "Faculty & Advisors"

2) Next, select "Advisor Information"

3) Select "View Student/Advisee Degree Audit"
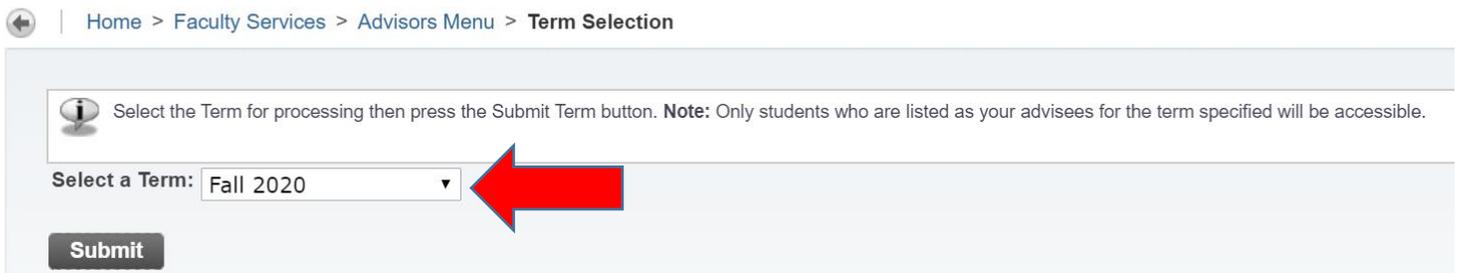
4) Then select term:

5) Then input student information, either Banner ID or Student Name.

You may enter:

1. The ID of the Student or Advisee you want to process, or

2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID: [   ]

OR

Student and Advisee Query

Last Name: [   ]
First Name: [   ]
Search Type: ○ Students
○ Advisees
● Both

[Submit] [Reset]

6) If using student name, use the dropdown menu to select the appropriate student. The select "Submit"

ⓘ Enter the ID of the Student/Advisee you wish to access then press the Submit ID button. Enter **COURSES**

Select a Student or Advisee: [▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ ▼]

[Submit]

7) Review the Student Information and then select "Generate New Audit"

Information for ███████████

Degree audits are available for undergraduate students and selected programs in the School of Continuing Education and functionality is available to undergraduate students only.

If you have a question regarding your degree audit, please contact audit@providence.edu.

Curriculum Information

Primary Curriculum
Program: Undeclared
Catalog Term: Fall 2018
Level: Undergraduate
Campus: PC Main Campus
College: Providence College
Degree: Undesignated

First Major: Undeclared
Department: Undeclared

███████████

View Previous Audits for Advisee ■ Generate New Audit ■ Perform What-If ■ Select/Change Advisee

8) Next, you select the current term and select "Generate Request"

Generate New Degree Audit

Home > **Generate New Evaluation**

Information for ███████████

To generate a new audit, select a program, degree, major and evaluation term and select generate request.

○ **Program:** Undeclared
Degree: Undesignated
Major: Undeclared

Term: Spring 2020 ▼

Generate Request

Current Enrollment ■ View Previous Evaluations

8) Select the Program and Term. Finally select Generate Request. This will then generate a new degree audit with current registration, credit totals, requirements, and GPA totals.

Generate New Degree Audit

Information for ▓▓▓▓▓▓▓

> To generate a new audit, select a program, degree, major and evaluation term and select generate request.
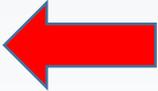
○ **Program:** Undeclared
Degree: Undesignated
Major: Undeclared

Term: Spring 2020 ▼

Generate Request

Current Enrollment ▪ View Previous Evaluations