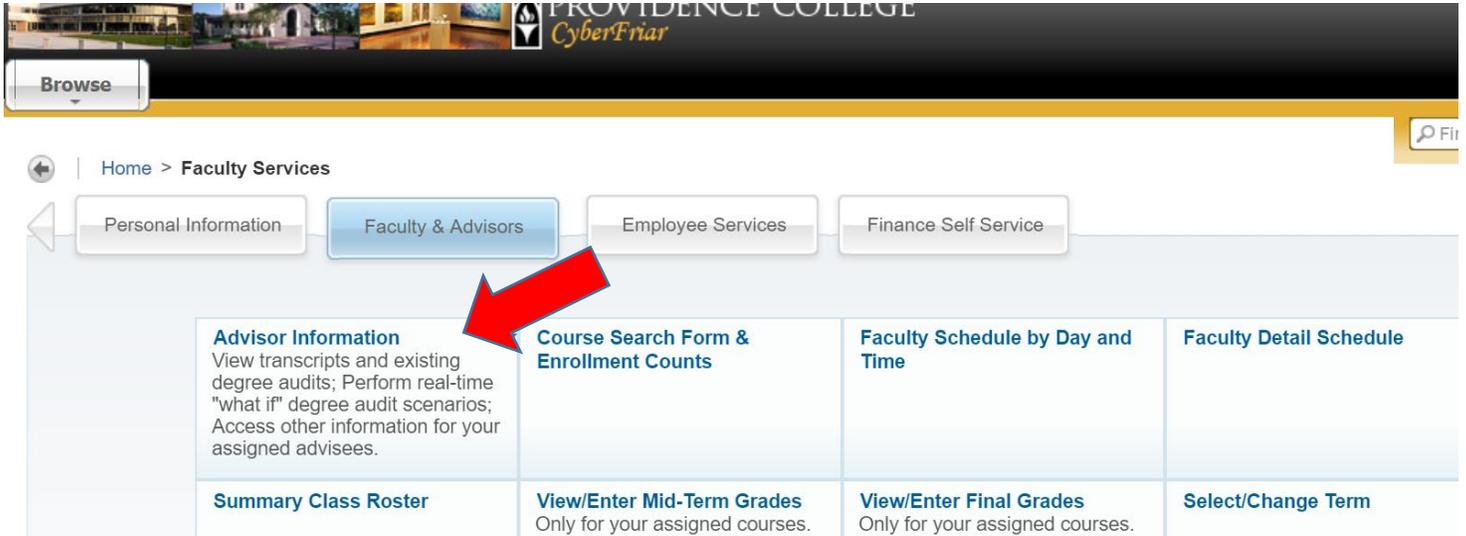


# How to Access Advisee Degree Audits Using CyberFriar

1) Log into CyberFriar and Select “Faculty & Advisors”

2) Next, select “Advisor Information”



PROVIDENCE COLLEGE  
CyberFriar

Browse

Home > Faculty Services

Personal Information | **Faculty & Advisors** | Employee Services | Finance Self Service

<b>Advisor Information</b> View transcripts and existing degree audits; Perform real-time "what if" degree audit scenarios; Access other information for your assigned advisees.	<b>Course Search Form &amp; Enrollment Counts</b>	<b>Faculty Schedule by Day and Time</b>	<b>Faculty Detail Schedule</b>
<b>Summary Class Roster</b>	<b>View/Enter Mid-Term Grades</b> Only for your assigned courses.	<b>View/Enter Final Grades</b> Only for your assigned courses.	<b>Select/Change Term</b>

3) Select “View Student/Advisee Degree Audit”



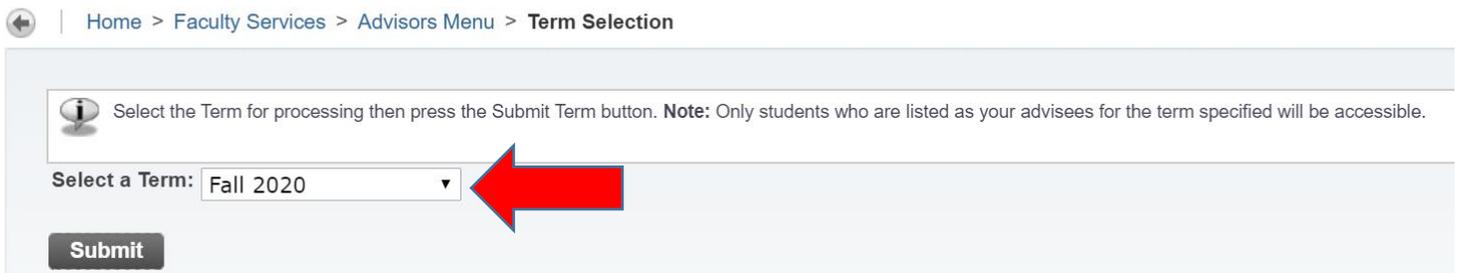
**Advisor Information**  
View transcripts and existing degree audits; Perform real-time "what if" degree audit scenarios; Access other information for your assigned advisees.

<b>Course Search Form &amp; Enrollment Counts</b>	<b>Faculty Schedule by Day and Time</b>	<b>Faculty Detail Schedule</b>
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- Advisee Master Roster
- Student/Advisee Unofficial Transcript
- Student/Advisee Academic Profile
- New! Student/Advisee Grade Detail by Term
- View Student/Advisee Degree Audit**
- View Student/Advisee Friarbox

4) Then select term:

## Select Term



Home > Faculty Services > Advisors Menu > Term Selection

Select the Term for processing then press the Submit Term button. **Note:** Only students who are listed as your advisees for the term specified will be accessible.

Select a Term:

Submit

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 [REDACTED]

 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](mailto: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

[REDACTED]

[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 [REDACTED]

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

**Program:** Undeclared

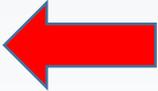
**Degree:** Undesignated

**Major:** Undeclared

**Term:**

**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



[Home](#) > **Generate New Evaluation**

Information for [REDACTED]



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

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

**Term:**  ▼

**Generate Request**

[Current Enrollment](#) ■ [View Previous Evaluations](#)