

## Requesting an Audit

Home



- Select Students (Select the icon)

### Student Search

Enter Student ID

Student ID

Submit

Search by Student Name

First Name

Last Name

Search ?

- Enter a Students Ramapo ID Number or Search by Student Name
  - Entering the Student's Ramapo ID Number
    - Example: R00123456 (Must enter Capital Letter "R")
    - Click Submit 
  - Search by Student's Name (Not Recommended Search)
    - Enter Student's First Name
    - Enter Student's Last Name
    - Click Search 
    - All students with this name will appear on the screen
    - Click  next to the name you want to select

Student: Pierson, Jill A. [ID] Audits ▾ Plans Courses ▾ Comments Exceptions Profile ▾

### Request an Audit

Review Student Name and ID Number

▼ Run Declared Programs:

Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
MG-MS-MSET	Masters: Educational Technology	Fall 2016				

Student's Degree Program

Catalog Term and Year

► Select a Different Program:

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Advanced Settings Click to view available options.

Run Declared Programs

Cancel

- Click Run Declared Programs

Run Declared Programs

Notifications Students ▾ Roadmaps ▾ Batch [Settings]

Student: Pierson, Jill A. [ID] Audits ▾ Plans Courses ▾ Comments Exceptions Profile ▾

### Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the 'Run Audit' button will run a new audit report. Deleting audits removes them from this list.

Run Audit

Delete

select all/select none

ID	Instcd	Program	Catalog Year	Created	Audit Type	Format	Run By	Course Type	View	Delete
6642		MG-MS-MSET	Fall 2016	09/01/2017 4:41 PM		HTML	uaadvisor	IP	View Audit	<input type="checkbox"/>
6597		MG-MS-MSET	Fall 2016	08/30/2017 2:29 PM		HTML	fpapalia	IP	View Audit	<input type="checkbox"/>

- Click View Audit
  - Click on the most recent audit generated (Located at the Top)
    - You will be able to view all audits run by/for the student on the screen
- Scroll up and down to see the requirements of the student's course of study
  - At the bottom of the audit is a legend to explain the colors and symbols associated with the document

## Printing the Audit

 Printer Friendly

- Click Printer Friendly Located Near the Graphs
- The graphs will not print. Only the audit text is printed