

Navigating Degree Evaluation Features on Banner Web for Students

Banner Web offers a Degree Evaluation to assist with tracks your progress toward fulfilling the core and major requirements for your declared major, minor and/or concentration. An additional feature called the What-If Analysis allows you to explore your options for switching to a different major or adding a minor. In order to have the report print out correctly, to stay one-page wide and minimize the page length of the report, please note instructions at the bottom of the page to change your internet browser settings. Viewing reports does not require these changes.

Accessing the Degree Evaluation

LOGIN to Banner Web as usual. (visit the Office of Records if any problems)

Select **Student Services & Financial Aid**

Select **Student Records**

Select **Degree Evaluation**

Select the current term from the drop down menu and click 'Submit'

Select **Generate New Evaluation** (bottom center of the Curriculum Information page)

Click on the correct **Program** (must select the radio button), select the **Graduation Term** (or latest term available) and click **Generate Request**

Select **Detail Requirements** for most informative results

Summary Information is displayed at the top of the evaluation

Core Requirements follow. If a requirement is **MET**, the far left column will say **Yes**. **No** means the requirement is **not met**.

Additional Core, Major and Minor/Concentration (where applicable) requirements are next, followed by Electives which are any other courses. Contact the Office of Records if you believe a course is not being pulled to satisfy a specific requirement.

Accessing the What-if Analysis

Select **What-if Analysis** (along the bottom of the screen)

Select the current **Term** and **SUBMIT**

Select an **Entry Term** from the drop down menu and **CONTINUE**

If there have been **no significant changes** to the major requirements, please use your entry term to Covenant.

If there have been significant changes to the major requirements, please use the term you are declaring the major.

Select a **Program** from the drop down menu and **CONTINUE**. Please look closely at the program options (e.g. Sociology w/Interpersonal Counseling is a different program from Sociology)

Select a **First Major** from the drop down menu and **SUBMIT OR Add More (minors & concentrations)**

Confirm curriculum (Evaluation term can stay at the default)—Select **Generate Request**

Select **Detail Requirements** for most informative results

Summary Information is displayed at the top of the evaluation

Core Requirements follow. If a requirement is **MET**, the far left column will say **Yes**. **No** means the requirement is **not met**.

Additional Core, Major and Minor/Concentration (where applicable) requirements are last

Coding Legend:

Terms: YYYYTT – The Year and Term a course was completed. Examples

200705 = Spring 2007

200710 = May Term 2007

200750 = Summer 2007

200760 = Fall 2007

Grades: CE = Examination Credit

Source: H = Academic History (completed courses)

R = Registration (current term – not graded yet)

T = Transfer

Advising Process to help determine remaining Graduation Requirements:

1. Determine the absolute minimum number of hours needed. Note Banner includes current registrations as meeting graduation requirements pending passing the registered class(s).

126 hrs. Minimum hours required to graduate.

- 97 hrs Hours earned to date – pull this number from the student's transcript (not the top section of this report).

- 16 hrs Hours currently registered. (This assumes the student passes all hours; none are repeated classes)

13 hrs Hours still needed to reach the minimum 126 hours required to graduate.

Note: If a student is repeating a class passed with a "D-" or better grade the first attempt, the second attempt will not increase the total hours earned, but a "C-" or better is required to satisfy major, minor and/or concentration requirements.

2. List the requirements NOT MET in all areas and subtract that number from the number of hours needed to reach 126.

Two potential scenario:

a. 13 hrs Still needed to reach 126 hrs (see above in 1.).

- 15 hrs Number of requirements NOT MET

- 2 hrs Negative number – only need the 15 hours of NOT MET courses to graduate.

b. 13 hrs Still needed to reach 126 hrs (see above in 1.).

- 10 hrs Number of requirements NOT MET

3 hrs Positive number – the student needs the 13 hours required to reach 126 that will include 10 hours of required NOT MET classes and 3 hours of free electives.

Internet Browser Settings for Printing Degree Evaluations

In Internet Explorer:

Step 1:

Select **VIEW**

Select **TEXT SIZE**

Select **SMALLEST**

Step 2:

Select **FILE**

Select **PAGE SETUP**

Orientation should be **LANDSCAPE**

In Mozilla Firefox:

Select **TOOLS** on the menu bar

Select **OPTIONS**

Select **CONTENT**

In **FONTS & COLORS** section

Size should be 10