

# Banner Web



**COVENANT**  
COLLEGE

**IN ALL THINGS CHRIST PREEMINENT**

# Running a Degree Audit on Banner

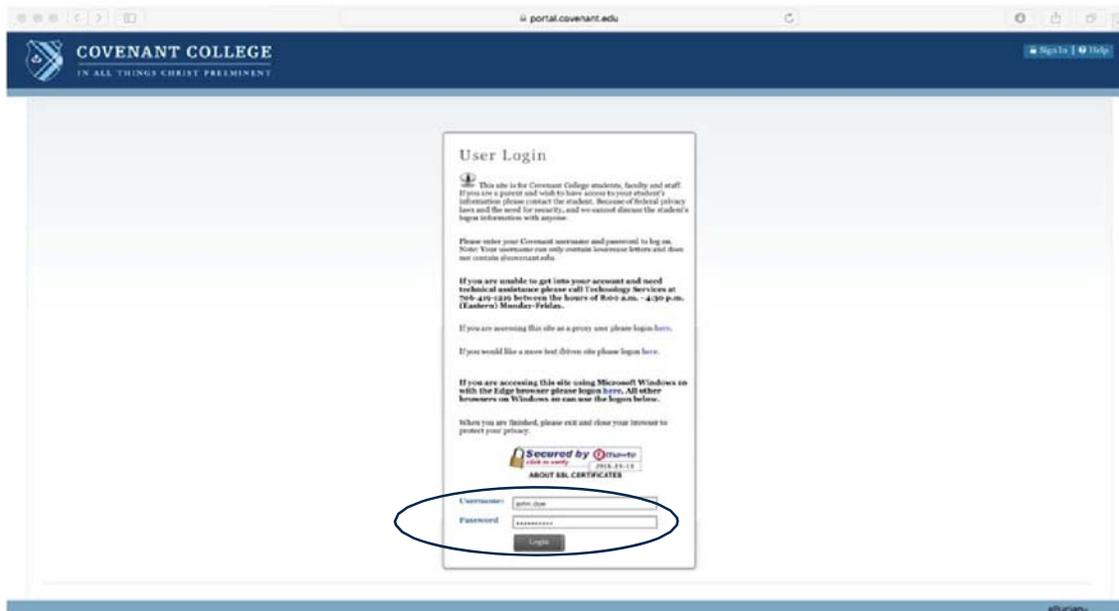
**Purpose:** The Degree Audit is a tool within Banner that can track your progress towards a desired degree. The instructions below describe how to access this tool and interpret its results.

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- How to access the Degree Evaluation tool – (pg. 2)
- How to access the What-If Analysis tool – (pg. 6)
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## Accessing the Degree Evaluation Tool

1. Log in to Banner at [banner.covenant.edu](http://banner.covenant.edu).



The screenshot shows a web browser window with the URL [portal.covenant.edu](http://portal.covenant.edu). The page header includes the Covenant College logo and the motto "IN ALL THINGS CHRIST PREMINENT". The main content area is titled "User Login" and contains the following text:

This site is for Covenant College students, faculty and staff. If you are a parent and wish to have access to your student's information please contact the student. Because of federal privacy laws and the need for security, we cannot disclose the student's login information with anyone.

Please enter your Covenant username and password to log in. Note: Your username can only contain lowercase letters and may not contain punctuation.

If you are unable to get into your account and need technical assistance please call Technology Services at 766-470-1240 between the hours of 9:00 a.m. - 4:30 p.m. (Eastern) Monday-Friday.

If you are accessing this site as a proxy user please login here.

If you would like a more fast drive site please login here.

If you are accessing this site using Microsoft Windows or with the Edge browser please login here. All other browsers on Windows do not use the login below.

When you are finished, please exit and clear your browser to protect your privacy.

Below the text is a "Secured by" badge and a login form with the following fields:

- Username:
- Password:
- Login button

A blue oval highlights the Username and Password input fields and the Login button.

## 2. Click "Student."

portal.covenant.edu

**COVENANT COLLEGE**  
IN ALL THINGS CHRIST PREEMINENT

Welcome, John J. Doe, to the Covenant College Banner System

Find a page...

Personal Information Student Financial Aid Employee Proxy Access

View your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; view name change & social security number change information; change your PIN; customize your directory profile.

Register, view your academic records and account information.

View your financial aid.

View time sheets, time off, benefits, leave or job data, payroll, W2 and T4 forms, W4 data.

Please click on the link to enter the Covenant College Banner system.

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RELEASE: 8.8 Last web access on Oct 10, 2016 at 01:03 pm | SITE MAP

## 3. In the dropdown menu, click "Student Records."

portal.covenant.edu

**COVENANT COLLEGE**  
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Welcome, John J. Doe, to the Covenant College Banner System

Find a page...

Home > Student Services

Personal Information Student Financial Aid Employee Proxy Access

Registration Display your class schedule.

Student Records Display your grades and transcripts; View your holds; Review account balance charges and payments.

Exam Schedules

Schedule of Classes Offered

Academic Catalog

Records Documents

Student Handbook

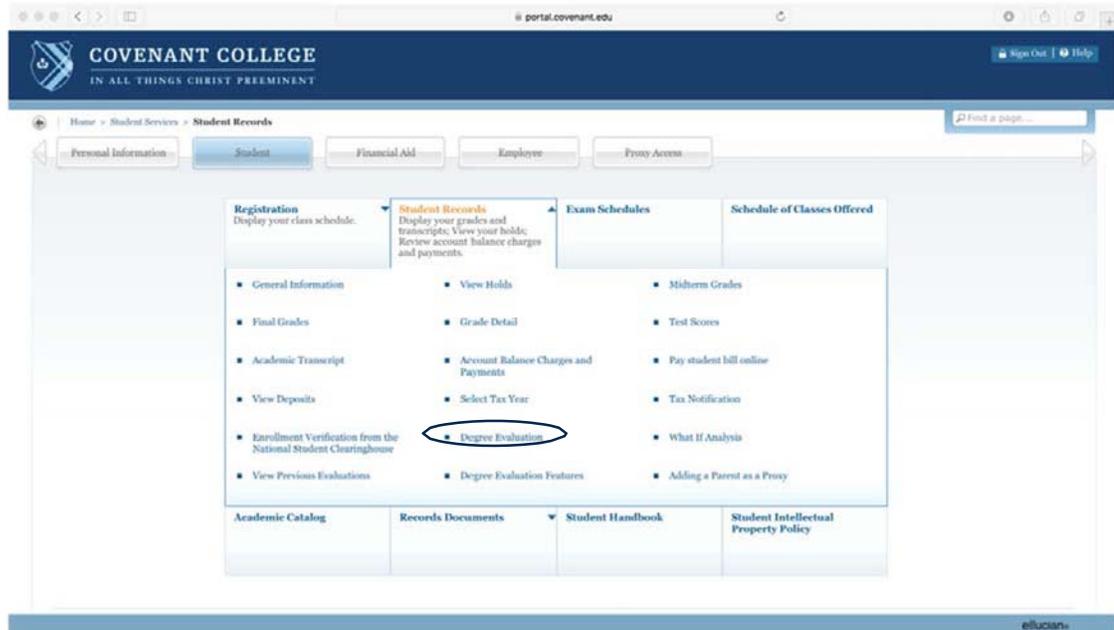
Student Intellectual Property Policy

Please click on the link to enter the Covenant College Banner system.

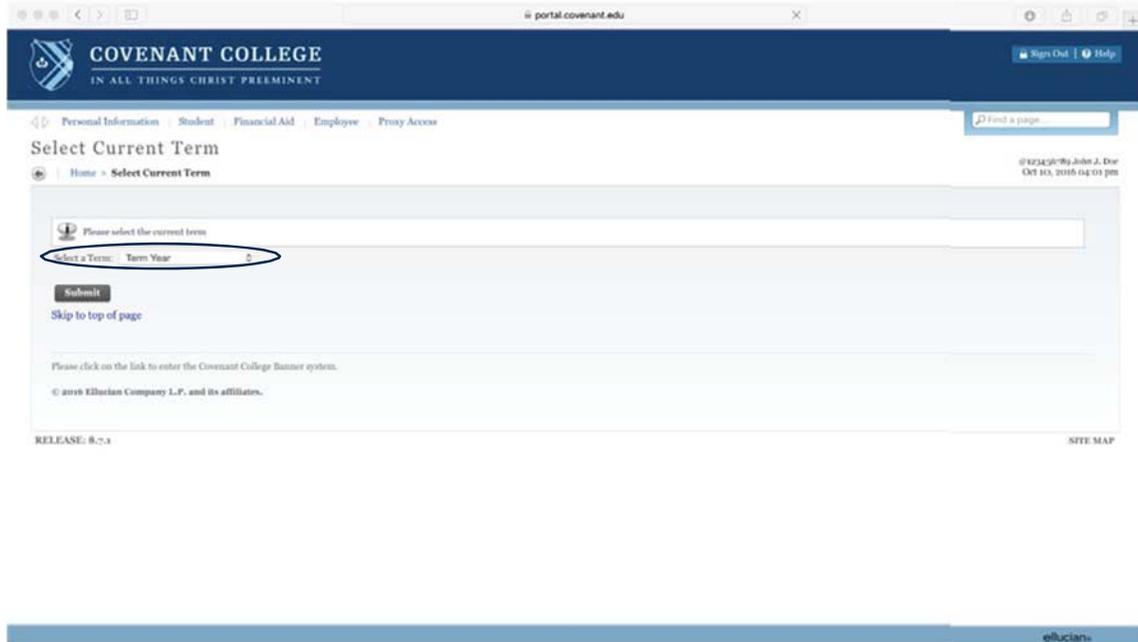
© 2016 Ellucian Company L.P. and its affiliates.

RELEASE: 8.7.a Last web access on Oct 10, 2016 at 01:03 pm | SITE MAP

4. In the submenu, click “Degree Evaluation.”



5. Select the current term from the dropdown menu, and click “Submit.”



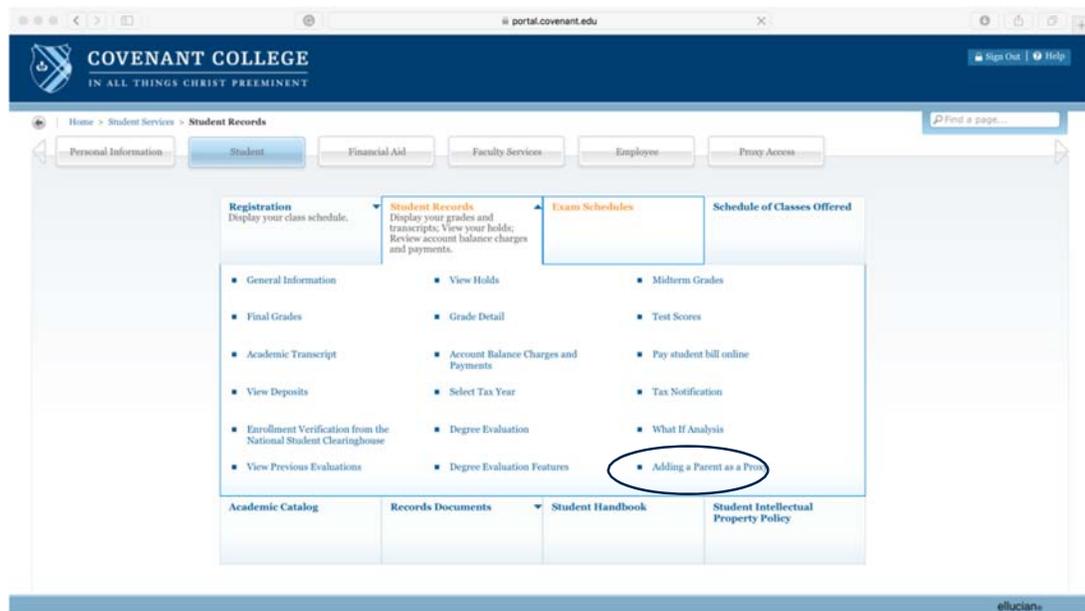
6. Click “Generate New Evaluation” from the Curriculum Information page.

7. Click on the correct **Program** (using the radio buttons), select your **Graduation Term** (or the latest term available) and click **Generate Request**.

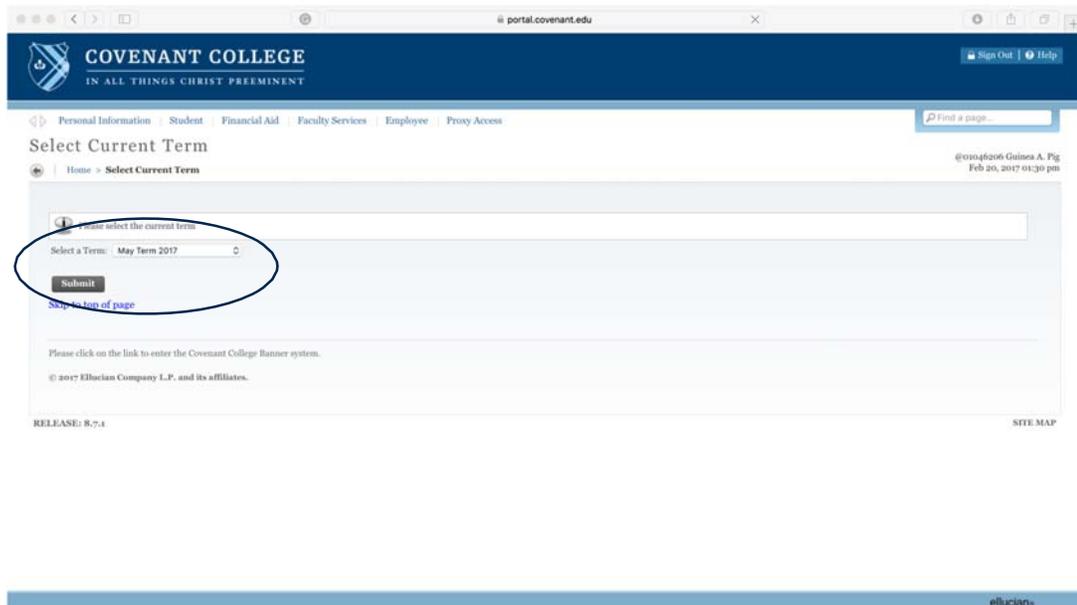
8. Banner will display an evaluation of your progress towards the selected requirements.

## Accessing the What-If Analysis (a tool that allows you to test changes to your program of study)

1. Complete steps 1-3 above, so that you arrive at the Records submenu in Banner.
2. Click “What-If Analysis”



3. Select the current term and click “Continue.”



4. Select an Entry Term from the dropdown menu and click “Continue.”  
 (NOTE: If no significant changes have been made to the major requirements, please select your first semester at Covenant. If substantial changes have been made, please select the term in which you are declaring the major.)

The screenshot shows the 'What-if Analysis' page on the Covenant College portal. The page title is 'What-if Analysis' and the breadcrumb trail is 'Home > What-if Analysis'. The page is at 'Step 1: Select an entry term'. The 'Entry Term' dropdown menu is currently set to 'None'. A blue circle highlights the 'Continue' button. Below the form, there are links for 'My Current Enrollment', 'Advisor's Current Enrollment', 'View Previous Evaluations', and 'Generate New Evaluation'. The footer includes 'RELEASE: 8.7.1' and 'SITE MAP'.

5. Select a Program from the dropdown menu and click “Continue.”

The screenshot shows the 'What-if Analysis' page on the Covenant College portal. The page title is 'What-if Analysis' and the breadcrumb trail is 'Home > What-if Analysis'. The page is at 'Step 2: Please select the program you would like to evaluate'. The 'Entry Term' dropdown menu is set to 'Fall 2016' and the 'Program' dropdown menu is set to 'None'. A blue circle highlights the 'Continue' button. Below the form, there are links for 'My Current Enrollment', 'Advisor's Current Enrollment', 'View Previous Evaluations', and 'Generate New Evaluation'. The footer includes 'RELEASE: 8.7.1' and 'SITE MAP'.

6. Select a First Major from the dropdown menu and click “Submit” or “Add More.” (This option allows you to add minors, concentrations, or a second major. Click “Submit” when you finish adding options.)

The screenshot shows the 'What-if Analysis' page on the Covenant College portal. The page is titled 'Step 3: Select a major.' and displays the following information:

- Entry Term: Fall 2016
- Program: Biology-- Bio-Medical
- Level: Undergraduate
- Degree: Bachelor of Arts
- College: Covenant College
- Campus: Main
- First Major:

Below the dropdown menu, there are two buttons: 'Add More' and 'Submit'. A red circle highlights the 'First Major' dropdown menu and the 'Add More' and 'Submit' buttons. At the bottom of the page, there is a footer with the text '© 2017 Elucian Company L.P. and its affiliates.' and 'RELEASE: R-7.4'.

7. Confirm that your selected options are correct, and then click “Generate Request.” You do not need to make changes to the Evaluation Term.

The screenshot shows the 'What-if Analysis' page on the Covenant College portal. The page is titled 'Step 6: Select an evaluation term.' and displays the following information:

- Entry Term: Fall 2016
- Program: Biology-- Bio-Medical
- Level: Undergraduate
- Degree: Bachelor of Arts
- College: Covenant College
- Campus: Main
- First Major: Biology
- First Department: Biology
- Concentration 1: Biomedical
- First Minor: Theatre
- Second Minor: Community Development
- Evaluation Term:

Below the dropdown menu, there is a button labeled 'Generate Request'. A red circle highlights the 'Generate Request' button. At the bottom of the page, there is a footer with the text '© 2017 Elucian Company L.P. and its affiliates.' and 'RELEASE: R-7.4'.

8. Banner will display a what-if analysis for the academic program you selected.

## Interpreting Degree Evaluation Results

### General Information

The Degree Evaluation feature produces a document similar to a spreadsheet, which lists the various requirements needed to complete a selected course of study, and then compares them to your past academic history. The most important column of the results is titled “**Met.**” This column will read either “**Yes**” or “**No**” next to each requirement, allowing you to view which requirements still need to be achieved in order to complete a particular program. The **Program Evaluation** area is also helpful, as it provides statistics relating to your progress towards graduation. Note that Banner counts your current classes in this analysis, as the system assumes that you will complete them successfully.

### Legend/Terms

#### Term

YYYYTT – The Year and Term a course was completed.

Examples:

201605 = Spring 2016

201610 = May Term 2016

201650 = Summer 2016

201660 = Fall 2016

#### Grades

CE = Examination Credit

#### Source

H = Academic History  
(completed courses)

R = Registration (current  
term – not graded yet)

T = Transferred course

## Advising Process: Determining 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(es). A potential scenario:

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)*

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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 scenarios:

a.

13 hrs : *Still needed to reach 126 hrs (see above in 1)*

- 15 hrs : *Number of requirements not met*

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- 2 hrs : *Negative number – only the 15 hours of NOT MET courses are needed to graduate*

b.

13 hrs : *Still needed to reach 126 hrs (see above in 1)*

- 10 hrs : *Number of requirements NOT MET*

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3 hrs : *Positive number – the student needs both the 10 hours of NOT MET requirements and 3 hours of three electives in order to reach 126 hours*

## Internet Browser Settings for Printing

*Please note: Only Safari, Chrome, and Internet Explorer support printing from Banner.*

### Safari:

1. Once you have reached the degree evaluation, click “File” and select “Print Current Frame” (keyboard command: ⌘+P)
2. For a cleaner appearance, select “Print Backgrounds.”
3. Click “Print.”

### Chrome:

1. Once you have reached the degree evaluation, highlight the page from the header, which reads “Degree Evaluation Report” to the “Total Credits and GPA” values at the bottom of the report. (Please note that CTRL+A or ⌘+A to select all will not work.)
2. Right click on the screen, and choose “Print.”
3. In the Print dialog box, choose Portrait layout.
4. Under Options:
  - a. Check “Background Graphics”
  - b. Uncheck “Selection Only”

### Internet Explorer 11:

1. *Windows 10 users only: Search the Cortana bar to access IE11. It is hidden from the main programs list.*
2. Once you have reached the degree evaluation, click the Settings wheel, hover over “Print,” and click “Print Preview.”
3. In the top menu, change “1 Page View” to “6 Page View.”
4. In the top menu, change “As Laid out on Screen” to “All Frames Individually” (The entire evaluation should fit on 3-4 pages)
5. Click the Print icon in the top menu.
6. Click “Print.”

### ScotsPrint:

Printing degree evaluations through ScotsPrint rather than through a local printer requires that you save the webpage as a PDF file. To do this in your browser:

1. **Chrome and Internet Explorer:** Change the destination printer to the browser’s “Print to PDF” or “Save as PDF” option. This option will appear in the list of possible destination printers.
2. **Safari:** In the lower left hand corner of the Print dialog, click the “PDF” dropdown and choose “Save as PDF.”
3. Click “Print,” and pick a location and filename.
4. Upload this PDF to ScotsPrint