Banner Web

COVENANT
COLLEGE

IN ALL THINGS CHRIST PREEMINENT
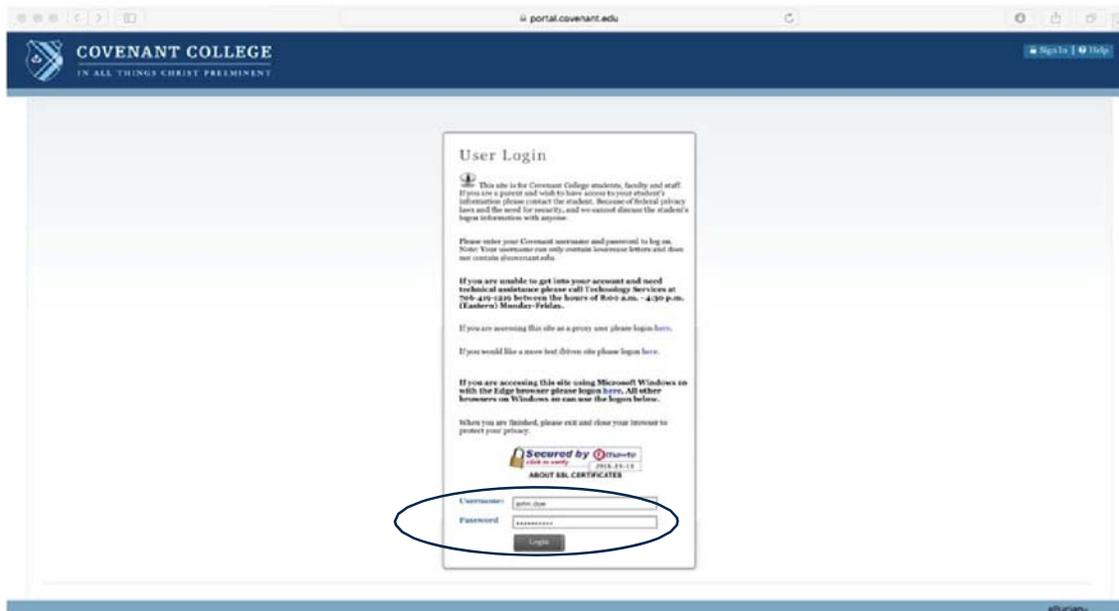
Running a Degree Audit on Banner

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.

Contents:

Accessing the Degree Evaluation Tool

1. Log in to Banner at banner.covenant.edu.

2. Click "Student."

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

4. In the submenu, click "Degree Evaluation."
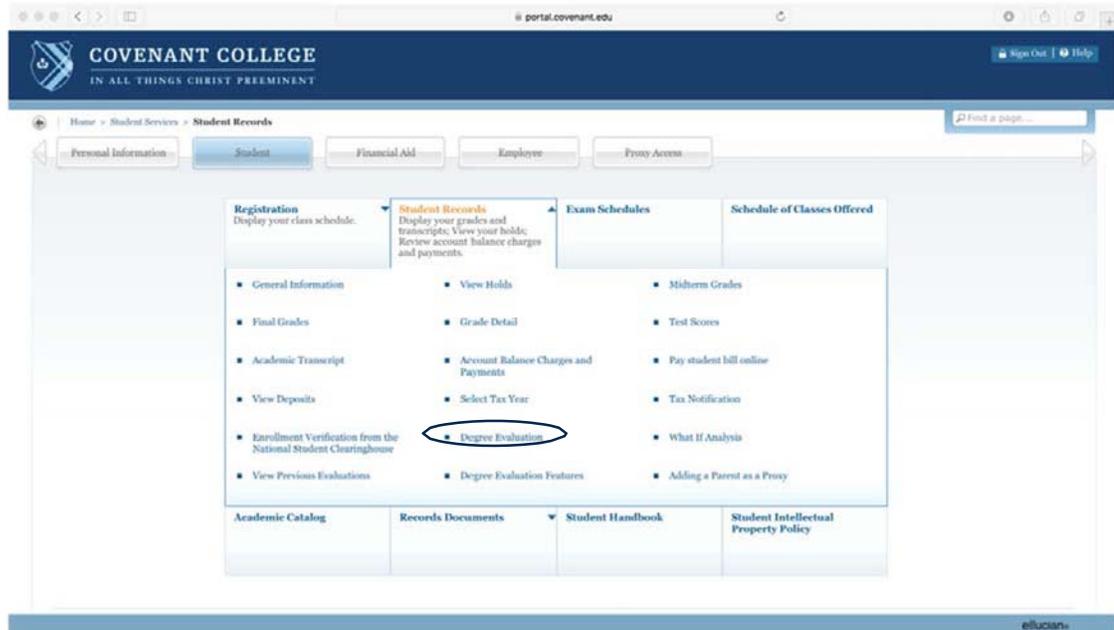
5. Select the current term from the dropdown menu, and click "Submit."
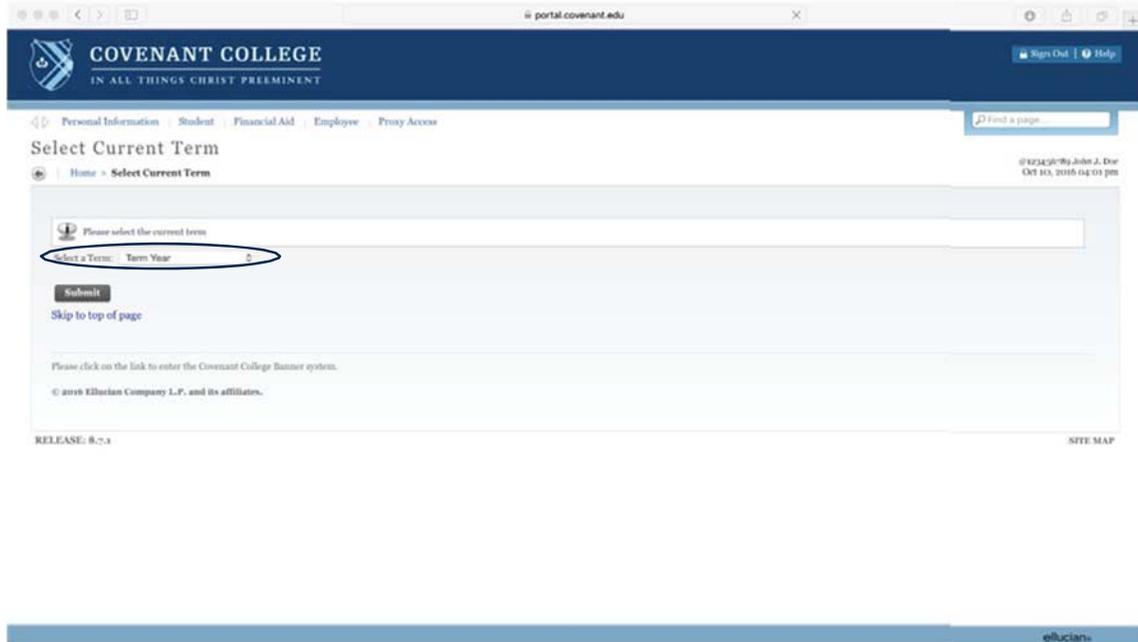
6. Click "Generate New Evaluation" from the Curriculum Information page.

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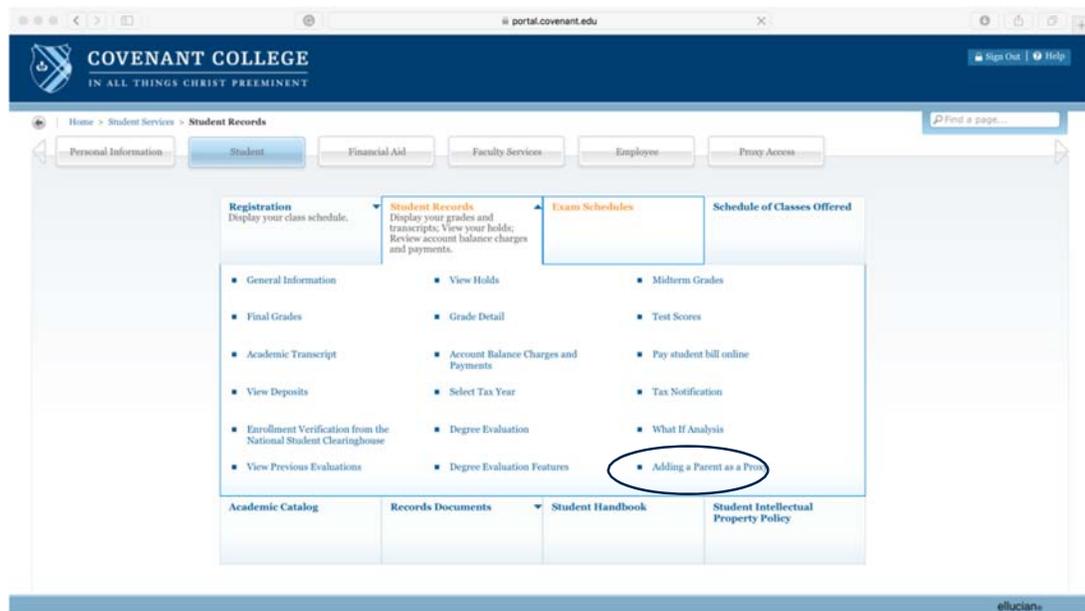
3. Select the current term and click "Continue."
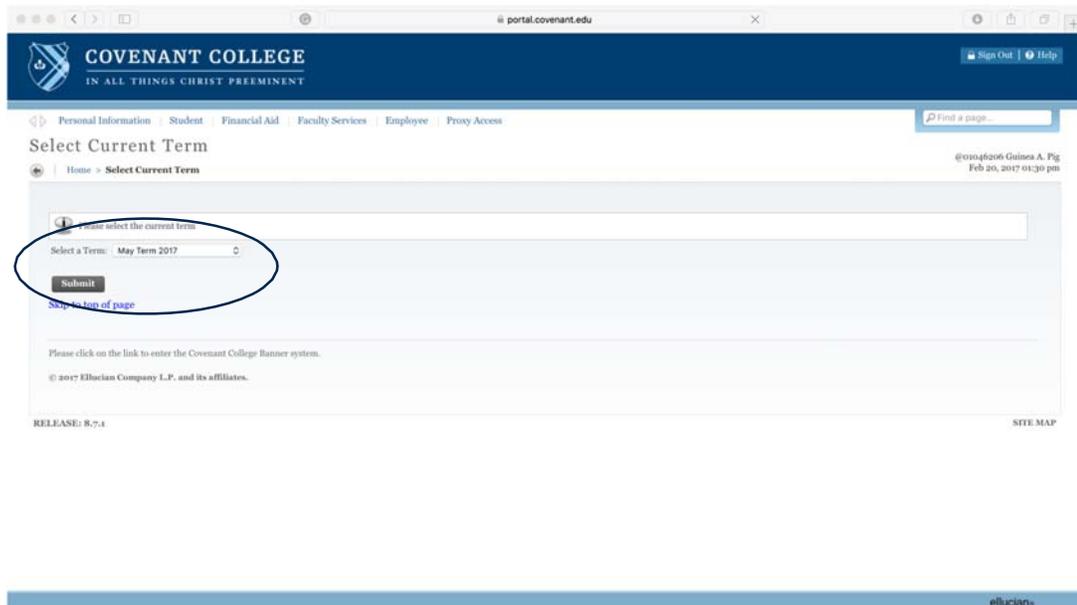
4. Select an Entry Term from the dropdown menu and click "Continue."
(NOTE: If no significant changes have been made to the major requirements, please select your first semester at Covenant. If substantial changes have been made, please select the term in which you are declaring the major.)

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

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.)

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

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)*
> ──────────
> 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*
> ──────────
> - 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*
> ──────────
> 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