

The degree evaluation provides ‘real-time’ information that shows where you stand on the path to graduation. Requirements will show under the Met column with a Yes indicating completion of the requirement or No indicating the requirement still needs to be met. Transfer credit, testing credit (AP/CLEP/etc.) completed/graded and registered courses will all appear on the degree evaluation report.

Anytime that you make a change to your schedule or degree program it is important to generate a new degree evaluation to see the most up to date information. This will help ensure you are taking the correct courses to satisfy degree requirements. **NOTE:** If you click an underscoring program, you are clicking on a degree evaluation that was previously run and saved. It is not real-time and instead is a snapshot of what was effective the day that particular evaluation was generated.

When it is time to schedule classes for future terms, using the degree evaluation will assist you in course selection.

Reviewing your degree evaluation when meeting with your academic advisor will provide an additional checkpoint to prevent any last minute issues that can arise when it is time to apply for graduation.

Previously generated audits are not updated and should be deleted periodically.

Current Evaluations			
Program	Submission Date	Request Number	Delete
Finance BA	Jan 18, 2012 01:20 pm	6	<input type="checkbox"/>

Delete Requests

You can only delete an audit that you generated. Click on the link for Previous Evaluations at the bottom of the SSB screen to see a list of all audits which have been created but not yet deleted. Check any boxes in the delete column and then select the Delete Requests button.

Review all sections of the audit and check with your academic advisor if you have any questions. You can also contact the Center for Student Success for assistance at 823-1010.

What-if.....

Are you “undecided” or thinking about changing your major? To see how your courses might be applied to a major and/or minor that is not a part of your current academic program of record, run a ‘What-If’ degree evaluation.

Here’s how to model a program:

1. In SSB, click the Degree Evaluation link.
2. At the bottom of the screen, click What-If.
3. Select the term you entered Otterbein. If you entered prior to Autumn 2009 select Autumn 2009
4. Choose the desired program and click on the Continue button.
5. In the First Major pull-down menu select the department for the desired major
6. If also modeling a concentration and/or minor, or if you are unsure if one is required, click Add More. Otherwise click the Submit button and skip to Step 9.
7. Select the desired concentration, or if the major has no concentration, but you wish to model a minor, click Add More.
8. Select the desired minor and then click the Submit button.
9. Click the Generate Request Button
10. Final Step: click Detail Requirements

Please note that if any substitutions and/or waivers have been applied to your existing program they will not transfer over when viewing the what-if scenario..

If you only want to see how your requirements would change if you add a minor, you will complete the what-if steps outlined above, entering your current major information and then selecting Add More to see additional information for a minor.

NOTE: If you decide to officially change your major or add a minor you will need to complete a Change of Academic Program form available from the Office of the Registrar.

Don't forget your ID and PIN or Password!
 Even after you have completed your studies at Otterbein you will still have access to log in to SSB from the Otterbein home page if you remember your log-in information. Former students sometimes need information that can be found in SSB - our office cannot provide log-in information over the phone.

OTTERBEIN UNIVERSITY

Degree Evaluations In Self-Service Banner

Whether you refer to it as a degree evaluation or degree audit, it is one of the most important tools you can use in Self-Service Banner.



OTTERBEIN UNIVERSITY

Office of the Registrar
 27 Towers Hall
 One South Grove Street
 Westerville, OH 43082

Phone: 614-823-1351
 Fax: 614-823-1009
 Email: registrar@otterbein.edu

Accessing the Degree Evaluation in Self-Service Banner (SSB)

You can access Self-Service Banner (SSB) through the O-Zone or from the Otterbein home page.



From the O-Zone

Login into the O-Zone using your network User Name and Password. Once you are in the O-Zone click on the My Banner icon in the upper right corner to access SSB.

From the Otterbein home page

You can also access SSB from the home page at www.otterbein.edu. Click on Resources in the upper right corner and then select Banner from the list of Campus Resources. You will use your Banner User ID and Pin to log in to Self-Service Banner from this screen.

User ID:
 PIN:

Your Banner ID begins with an uppercase A followed by 8 numbers. It is printed on your Otterbein ID card.

A student's network ID follows the format firstname.lastname

If you forget your Pin you can reset it by clicking on the Forgot PIN? Button on the log-in screen for Self-Service Banner.

For additional log-in help contact the Student Help Desk (614) 823-1060 or studenthelpdesk@otterbein.edu You can also go to the help desk in the Campus Center.

Generating the Degree Evaluation

In SSB, select the Student tab and Student Records. Then click on Degree Evaluation aka "Degree Audit."

You will be asked to select a term. It is generally best to select the current term or the first term you will be attending Otterbein if you have not yet begun classes.

Curriculum Information
Primary Curriculum
 Program: Finance BA
 Catalog Term: Fall Semester 2011
 Level: Undergraduate
 Campus: Main
 College: Otterbein
 Degree: Bachelor of Arts
First Major: Finance
Department: Business, Acctg & Economics
Minors: Economics

Click Submit. You will see a screen with curriculum information listing your current degree program. If any of the information is incorrect you will need to complete a Change of Academic Program form in the Registrar's Office.

Click on Generate New Evaluation at the bottom of the screen. On the next screen, select the radio button next to your program and then click the Generate Request button. Wait a few moments for the information to load.

Your Degree Evaluation Report will list all of the requirements in your program and all credits which can be applied towards the requirements.

Program Description

This top section will indicate your degree, major, concentration if applicable, and minor. The Expected Graduation Date is not accurate until you apply for graduation. Until then it will default to a future date based on when you began taking courses at Otterbein.

Program: Finance BA
Degree: Bachelor of Arts
Major: Finance
Term: Spring Semester 2012

Program Description
Program : Finance BA
Campus : Main
College : Otterbein
Degree: Bachelor of Arts
Level : Undergraduate
Majors : Finance
Departments : Business, Acctg & Economics
Catalog Term : Fall Semester 2011
Evaluation Term : Spring Semester 2012
Expected Graduation Date : May 23, 2015
Request Number : 6
Results as of : Jan 18, 2012
Minors : Economics
Concentrations :

Program Evaluation

The next section shows the credit hours required for graduation and the credit hours that are being used to count towards that total. Used hours includes both earned hours and registered hours but does not include any courses that have an IP (in-progress) grade. Required Institutional indicates the hours required to meet Otterbein's residency requirement.

General Education Requirements

This area will show degree requirements for First Year Seminar, Integrative Studies, Mathematics, Modern Language, Physical Education and Senior Year Experience. Not all of these requirements may be applicable to your degree program.

Area Requirements				
Area : General Education	Required	Used	Required	Used
Area Attached Groups				
Met Description	General Requirements Met		Detail Requirements Met	
Yes First Yr/Transition Yr Seminar	Yes		Yes	
No Health/Physical Education	Yes		No	
No Senior Year Experience	Yes		No	
Yes Modern Language	Yes		Yes	
Yes Mathematics/1240	Yes		Yes	
No Integrative Studies	Yes		No	

Major and Minors Area Requirements

All course requirements for a major and any minors will be listed in this section. If your major includes a concentration area those requirements will be listed also.

Non Program Electives

The courses listed in this area count towards the overall hours needed for graduation but are not being used to satisfy any specific course requirements. Always consult with your advisor if you see courses in this area that should be counting towards a requirement. Pay close attention to this section to be sure you have not registered for a course that you do not need.

Courses Not Used

If you did not successfully complete a course with a passing grade or if you were required to take ASC 0900 it will be listed in this area. Courses listed here are not being used to satisfy degree requirements and the hours do not count towards the minimum needed to graduate. If a course is listed here with an In Progress (IP) the course should move to the appropriate area after being graded.