

## **BANNER – How to Run a “Degree Evaluation”**

(previously referred to as “Degree Audit” in old system)

- Step 1 Log in to Self-Service Banner.
- Step 2 Click “Student”.
- Step 3 Click “Student Records”.
- Step 4 Click “Degree Evaluation”.
- Step 5 Select the current term and click “Submit.”
- Step 6 On the Degree Evaluation Record screen, follow the instructions that appear just below your name.
- Step 7 On the Generate New Evaluation screen, follow the instructions that appear just below your name.
- Step 8 On the Degree Evaluation Options screen, follow the instructions that appear just below your name.
- Step 9 View your “Detail Requirements.” Note any requirements that say “Unmet” in red on the left.
- To see what coursework, if any, that is not being counted towards your degree program, click the back arrow button in the top left-hand corner to return to Degree Evaluation Options. Then click the radio button next to “Additional Information” and click “Submit.”
- Final Step If you wish to save the Degree Evaluation you ran, there are no other steps to follow. If you wish to delete it, click “Previous Evaluations” at the bottom of the screen and then click in the Delete box on the right. Then click “Delete Requests” at the bottom. Otherwise, the list of evaluations run by you will continue to accumulate. (Degree Evaluations run by advisors and student services administrators can be retained by that population as well.)