

BANNER – How to Run a “Degree Evaluation”

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

A note about Degree Evaluations in Banner: Spring 2009 information is not complete in Banner yet. For returning students (ie; non-freshmen) you will see the Spring quarter classes listed in the Audit with 0 credits. The courses will display as meeting the requirement. These Spring courses may not be accurate if the student dropped the course after the 2nd week of the term – it will still show as registered in Banner. Also program information may not be current (ie; majors/concentrations/minors).

For these reasons, we suggest that you use the Degree Evaluations for freshmen only at this point and use both SSB and CardinalWeb in advising your upper class students. We should have the complete Spring information moved to Banner very soon and will let you know when that happens. Thank you for your continued patience and understanding.

- Step 1 Log in to Self-Service Banner.
- Step 2 Click “Faculty and Advisors”.
- Step 3 Click “Student Information Menu”.
- Step 4 If you are running a Degree Evaluation for one of your advisees, scroll down and click “Advisee Listing.”
-or-
If you are working with a student who is not assigned to you as an advisee, click “ID Selection”.
- Step 5 Select the current term and click “Submit”.
- Step 6 If in Step 4 you selected “Advisee Listing”, find your advisee and then click “View” under Degree Evaluation on the right side. Skip to Step 9.
-or-
If in Step 4 you selected “ID Selection”, enter the student’s ID with an uppercase A in front of it or enter the student’s last and first name. Leave the radio button selection at “All” and click “Submit”.
- Step 7 Make sure this is the correct student and then click “Submit.”
- Step 8 Scroll down and click “Degree Evaluation”.
- Step 9 On the Degree Evaluation screen, follow the instructions that appear just below the student’s name.
- Step 10 On the Generate New Evaluation screen, follow the instructions that appear just below the student’s name.
- Step 11 On the Degree Evaluation Options screen, follow the instructions that appear just below the student’s name.
- Step 12 View the student’s “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 the student’s 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, the student and any other faculty staff will continue to accumulate.

To go to the next student, click the Faculty Services tab at the top and return to Step 3.