

How to run a Degree Evaluation in Banner

What is a Degree Evaluation and why do I need one?

A degree evaluation is a "checklist" of sorts to ensure that you have completed all the courses that are required of you to graduate. Your degree evaluation will include required courses for the core curriculum, my CQ and your major/minor.

Steps to running your Degree Evaluation

1. Log into Banner with your Guilford username and password. Once you have logged in, select "Student and Financial Aid".

The screenshot shows the Guilford College BannerWeb interface. At the top, the Guilford College logo is displayed. Below the logo, there are two tabs: "Personal Information" and "Student". The "Student" tab is selected. A search bar is visible with a "Go" button. On the right side, there are links for "ACCESSIBILITY", "SITE MAP", "HELP", and "EXIT". Below the search bar, there is a "Main Menu" section. A yellow horizontal line separates the menu from the main content. The main content area displays a welcome message: "Welcome, Student Test, to Guilford College BannerWeb! Last web access on Jan 17, 2020 at 08:20 am". Below this, there are several menu items: "Personal Information" (with a sub-link for "Review addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile. Register your vehicle and review parking information."), "Student & Financial Aid" (which is circled in red), and "Apply for Admission or Housing, Register, View your academic records and Financial Aid". At the bottom, there is a copyright notice: "© 2020 Ellucian Company L.P. and its affiliates." and a release date: "RELEASE: 8.9.1".

2. Click on Student Records

The screenshot shows the Guilford College BannerWeb interface. At the top, the Guilford College logo is displayed. Below the logo, there are two tabs: "Personal Information" and "Student". The "Student" tab is selected. A search bar is visible with a "Go" button. On the right side, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". Below the search bar, there is a "Student & Financial Aid" section. A yellow horizontal line separates the section from the main content. The main content area displays a list of menu items: "Evaluation of Academic Advising" (with a red exclamation mark icon and a sub-link for "Please complete the anonymous evaluation of the Academic Advising that you have received this year. Thank you for your help in this important assessment process!"), "Admissions" (with a sub-link for "Apply for Admission or Review Existing Applications"), "Registration" (with a sub-link for "Check your registration status, class schedule and add or drop classes"), "Student Records" (which is circled in red and has a sub-link for "View your notes, grades and account summary"), "Change Advisor/Major(s)/Minor(s)" (with a sub-link for "The Change of Advisor/Major/Minor form is available during drop/add and following Fall/Spring break until the opening week of registration for the upcoming semester."), and "TouchNet" (with a sub-link for "Student billing and refunds"). Below the menu items, there is a copyright notice: "© 2020 Ellucian Company L.P. and its affiliates." and a release date: "RELEASE: 8.9.1".

3. Click on Degree Evaluation



Personal Information **Student**

Search Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Records

- [View Holds](#)
- [Midterm Grades](#)
- [Final Grades](#)
- [Grade Detail](#)
- [Academic Transcript](#)
- [Account Summary by Term](#)
- [Select Tax Year](#)
- [Tax Notification](#)
- [Degree Evaluation](#)**
- [Course Catalog](#)

- [View Student Information](#)
- [Student Enrollment Verification](#)
Link to Clearinghouse for enrollment verification
- [View Test Scores](#)
Review the test score information for a student on the Test Scores page.

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4. Select the current term



Personal Information **Student**

Search Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select Current Term

G00713498 Student Test
Jan 17, 2020 11:42 am

Please select the current term.

Select a Term:

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5. At the bottom of the page, click Generate New Evaluation

Degree Evaluation Record

G00713498 Student Test
Jan 17, 2020 11:43 am

See the choices at the bottom of the screen.

- Previous Evaluations** means view your previous degree evaluation runs.
- Generate New Evaluation** runs an evaluation based on your current major and minor(s) using the catalog requirements from the term that you entered Guilford College.
- What-If Analysis** allows you to run an evaluation on any major and minor combination one at a time. Students have the option of graduating under the catalog they entered Guilford or any catalog during their enrollment at Guilford. The What-If Analysis allows you to choose a catalog other than the catalog you entered Guilford by selecting the catalog term you are graduating under as the Entry Term.
- View Holds** displays any holds (holds will not prevent an evaluation from running).
- Please note that degree evaluations are not available for students who entered Guilford prior to June 1999.
- If your current major/minor is not listed on this page please use the What If Analysis to generate your degree evaluation. Please also submit a change of major/ minor request by clicking on the following link [Change of Advisor/ Major/ Minor](#)
- For a complete overview of the Guilford College Academic Program please click here for the college catalog. [Course Catalog](#)
- A single course may fulfill multiple requirements between the general education program and a student's major and minor. Before any double-counting can occur between majors and minors, each major must consist of at least 32 discrete credits and each minor must consist of at least 16 discrete credits. For example, a student completing one major and one minor must complete at least 48 discrete credits, and one major and two minors requires at least 64 discrete credits.
- Click here for [On-Line Degree Evaluation FAQ's](#) FAQ's

Curriculum Information

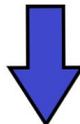
Primary Curriculum

Program: Economics-AB
Catalog Term: Spring 2020
Level: Undergraduate
Campus: Traditional
College: Not used in standing
Degree: Bachelor of Arts

First Major: Economics
Department: Economics

Minors: Money & Finance

E-mail your advisor: Amy Holmes



[\[Previous Evaluations \]](#) **[Generate New Evaluation](#)** [What-if Analysis](#) | [View Holds](#)]

6. Select your degree program and the semester you STARTED TAKING CLASSES at Guilford from the pull-down menu



Personal Information Student

Search Go

SITE MAP HELP EXIT
G00713498 Student Test
Jan 17, 2020 11:45 am

Generate New Evaluation

To generate a new evaluation, select a program, degree, major and anticipated graduation term and then select Generate Request.

Program: Economics-AB
 Degree: Bachelor of Arts
 Major: Economics

Term:

[[Current Enrollment](#) | [Previous Evaluations](#) | [What-If Analysis](#)]

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7. And voila! Your Degree Evaluation is generated!

Degree Evaluation Report

G00713498 Student Test
Jan 17, 2020 11:46 am

Program Description

Program :	Economics-AB	Catalog Term :	Spring 2020
Campus :	Traditional	Evaluation Term :	Spring 2020
College :		Expected Graduation Date :	
Degree:	Bachelor of Arts	Request Number :	2
Level :		Results as of :	Jan 17, 2020
Majors :	Economics	Minors :	Money & Finance
Departments :	Economics	Concentrations :	

Program Evaluation

	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	No	124.00	20.00	6	6
Required Institutional:	No	32.00	4.00	1	1
Overall GPA :	No	2.00	0.00		

Area Requirements

Area	Required	Used	Required	Used
Area :English 101 and 102				

Area Attached Groups

Met	Description	General Requirements Met	Detail Requirements Met
Yes	English 101	Yes	Yes
Yes	English 102	Yes	Yes

How to run a What If Analysis

What is a What If Analysis and why do I need one?

A 'What If' analysis is your opportunity to explore other majors and see how the classes you have already taken fit into said major. For example- if you switch from Biology to Art, how will that effect your graduation date?

Steps to running a What If Analysis

1. From your Degree Evaluation Record, where you clicked on Generate New Evaluation, this time click What-If Analysis

Degree Evaluation Record

G00713498 Student Test
Jan 17, 2020 12:00 pm

- See the choices at the bottom of the screen.
- **Previous Evaluations** means view your previous degree evaluation runs.
 - **Generate New Evaluation** runs an evaluation based on your current major and minor(s) using the catalog requirements from the term that you entered Guilford College.
 - **What-If Analysis** allows you to run an evaluation on any major and minor combination one at a time. Students have the option of graduating under the catalog they entered Guilford or any catalog during their enrollment at Guilford. The What-If Analysis allows you to choose a catalog other than the catalog you entered Guilford by selecting the catalog term you are graduating under as the Entry Term.
 - **View Holds** displays any holds (holds will not prevent an evaluation from running).
 - Please note that degree evaluations are not available for students who entered Guilford prior to June 1999.
 - If your current major/minor is not listed on this page please use the What If Analysis to generate your degree evaluation. Please also submit a change of major/ minor request by clicking on the following link [Change of Advisor/ Major/ Minor](#)
 - For a complete overview of the Guilford College Academic Program please click here for the college catalog. [Course Catalog](#)
 - A single course may fulfill multiple requirements between the general education program and a student's major and minor. Before any double-counting can occur between majors and minors, each major must consist of at least 32 discrete credits and each minor must consist of at least 16 discrete credits. For example, a student completing one major and one minor must complete at least 48 discrete credits, and one major and two minors requires at least 64 discrete credits.
 - Click here for [On-Line Degree Evaluation FAQ's](#)

Curriculum Information

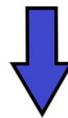
Primary Curriculum

Program: Economics-AB
Catalog Term: Spring 2020
Level: Undergraduate
Campus: Traditional
College: Not used in standing
Degree: Bachelor of Arts

First Major: Economics
Department: Economics

Minors: Money & Finance

E-mail your advisor: [Amy Holmes](#)



[[Previous Evaluations](#) | [Generate New Evaluation](#) | **[What-if Analysis](#)** | [View Holds](#)]

2. Select the term you STARTED TAKING CLASSES at Guilford

GUILFORD
COLLEGE

Personal Information Student

Search Go

[SITE MAP](#) [HELP](#) [EXIT](#)

G00713498 Student Test
Jan 17, 2020 12:01 pm

What-if Analysis

Step 1: Select the term you began taking classes at Guilford or select the catalog that you will be graduating under. Students have the option of graduating under the catalog they entered Guilford or any catalog during their enrollment at Guilford.

Entry Term:

[[Current Enrollment](#) | [Previous Evaluations](#) | [Generate New Evaluation](#)]

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GUILFORD
COLLEGE
GUIDED DISCOVERY

3. Choose the major program you want to explore



Personal Information Student

Search Go

SITE MAP HELP EXIT
G00713498 Student Test
Jan 17, 2020 12:02 pm

What-if Analysis

Step 2 : Please select the program you would like to evaluate.

Entry Term: Fall 2019
Program: Criminal Justice-BS

Continue

[Current Enrollment | Previous Evaluations | Generate New Evaluation]

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4. If you also want to explore a minor, click the add more button



Personal Information Student

Search Go

SITE MAP HELP EXIT
G00713498 Student Test
Jan 17, 2020 12:03 pm

What-if Analysis

Step 3 : Select a major. To select a minor click on the Add More button below and then click the Add More button once more.

Entry Term: Fall 2019
Program: Criminal Justice-BS
Level: Undergraduate
Degree: Bachelor of Science
College: Not used in standing
Campus: None

First Major*: Criminal Justice and Department: Justice & Policy Studies

Add More Submit

[Current Enrollment | Previous Evaluations | Generate New Evaluation]

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5. Choose the minor you want to explore, then click submit



Personal Information Student

Search Go

SITE MAP HELP EXIT
G00713498 Student Test
Jan 17, 2020 12:04 pm

What-if Analysis

Step 4: Select up to two minors.

Entry Term: Fall 2019
Program: Criminal Justice-BS
Level: Undergraduate
Degree: Bachelor of Science
College: Not used in standing
Campus:

First Major: Criminal Justice
First Department: Justice & Policy Studies

First Minor: Forensic Science
Second Minor: None

Submit

[Current Enrollment | Previous Evaluations | Generate New Evaluation]

RELEASE: 8.7.1

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6. Choose the semester you plan to graduate, then click Generate Request



Personal Information Student

Search Go

[SITE MAP](#) [HELP](#) [EXIT](#)

G00713498 Student Test
Jan 17, 2020 12:06 pm

What-if Analysis

Step 5 : Select the term you wish to graduate from Guilford.

Please note, processing may take a few minutes.

Entry Term: Fall 2019
Program: Criminal Justice-BS
Level: Undergraduate
Degree: Bachelor of Science
College: Not used in standing
Campus:

First Major: Criminal Justice
First Department: Justice & Policy Studies

First Minor: Forensic Science

Evaluation Term:

[Generate Request](#)

[\[Current Enrollment | Previous Evaluations | Generate New Evaluation \]](#)

7. And viola! Your What If Analysis is generated! This should show you how the current courses you have fit into a different major/minor and what courses you still need to graduate

Personal Information Student

Search Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

G00713498 Student Test
Jan 17, 2020 12:06 pm

Degree Evaluation Report

Program Description

Program :	Criminal Justice-BS	Catalog Term :	Fall 2019
Campus :		Evaluation Term :	Fall 2019
College :		Expected Graduation Date :	3
Degree:	Bachelor of Science	Results as of :	Jan 17, 2020
Level :		Minors :	Forensic Science
Majors :	Criminal Justice	Concentrations :	
Departments :	Justice & Policy Studies		

Program Evaluation

	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	No	124.00	20.00	6	
Required Institutional:	No	32.00	4.00	1	
Overall GPA :	No	2.00	0.00		

Area Requirements

Area :English 101 and 102	Required	Used	Required	Used

Area Attached Groups

Met	Description	General Requirements Met	Detail Requirements Met
Yes	English 101	Yes	Yes
Yes	English 102	Yes	Yes