How to run a Degree Evaluation

• Go to www.bannerweb.utica.edu

• Click on “Enter Secure Area”

• Enter your username and password

• Click on “Faculty Services” tab

• Click on “Student Information Menu”
Student Information

Term Selection
ID Selection
Student Information
Student Address and Phones
Student E-mail Address
Student Schedule
Registration Overrides
Add or Drop Classes
Academic Transcript
Degree Evaluation
Active Registrations
Registration History
Advisee Listing*
View Test Scores
View Holds
Concise Student Schedule
Student Week at a Glance

Click on Advisee Listing*
Select Term

Select the Term for processing then press the Submit Term button.

Select a Term: Summer 2022

1. Select a term.
2. Click “Submit”.
### Advisee Listing

<table>
<thead>
<tr>
<th>Student Name</th>
<th>ID</th>
<th>Advisor Type</th>
<th>Alternate PIN</th>
<th>Student Information</th>
<th>Holds</th>
<th>Test Scores</th>
<th>Transcript</th>
<th>Degree Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Academic Advisor</td>
<td>202180</td>
<td>View</td>
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</tbody>
</table>

From this screen, you can:
1. Email one or all advisees
2. View the student’s alternate PIN
3. View holds
4. View test scores
5. Run an unofficial transcript
6. Run a **Degree Evaluation**
1. Review the student’s curriculum information.
2. Choose to view previous evaluations or generate a new evaluation.
Note: If you chose to view a previous evaluation, you will skip this screen.

1. Select the program you wish to view (for students with multiple majors, there will be more than one choice).
2. Check term.
3. Click “Generate Request”.

[ View Previous Evaluations | What-If Analysis ]
Please be advised that each area must be “Met”, as well as the “Total Required” credits and the “Overall GPA” in order for the student to be eligible to graduate.