How to run a Degree Evaluation

1. Go to Banner web home page at:
   https://bannerweb.utica.edu/PROD/twbkwbis.P_GenMenu?name=homepage

2. Sign in to the secure area.

3. Click on “Faculty Services”.

4. Click on “Student Search”.

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**Faculty and Advisors**

- [Student Search (9X)]
- [Enter Grades (9X)]
  - Banner 9x Grade Entry
- [Class Lists (9X)]
  - Banner 9x Class Lists
- [Track Attendance (9X)]
  - Banner Faculty Attendance Tracking 9.x
- [Assignments (9X)]
- [Syllabus (9X)]
- [Syllabus]
- [Registration Overrides (9X)]
  - Registration Overrides
- [Office Hours (9X)]
  - Office Hours
- [Faculty Detail Schedule (9X)]
- [Faculty Week at a Glance (9X)]
- [Advising Student Profile (9X)]
- [Registration History (9X)]
- [Student Week At a Glance (9X)]
• You must select a “Term”
• You can search a student by entering student’s ID #, last name, or first name.
• Then click “Submit”

• You can then select the student by clicking on their “ID #”, “First Name”, or “Last Name”.
The “Student Profile” page will appear

This is where you can run a “Degree evaluation”.

**Please Note**: When you get to the first screen, you will need to scroll down (right hand side) to select a program first, before you can “Generate New Evaluation”.

To generate a new evaluation, select a program, degree, major and anticipated graduation term and then select generate request.
Once you select a “Program”, the “Generate New Evaluation” button will turn blue, and you can click it to generate an evaluation.

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.