How to run a degree evaluation
1. Go to [www.utica.edu](http://www.utica.edu) and click on “Logins” in the upper right corner.
2. Click on “BannerWeb”.

![BannerWeb link on UTICA College webpage](image)
3. Click on “Enter Secure Area”.

Enter Secure Area
- General Financial Aid
- Campus Directory
- Class Schedule
- Course Catalog
4. Login with your Utica College “Username” and “Password” then click “Login”.

User Login

Please enter your Faculty/Staff/Student Utica Web Mail Username and Password. When finished, click Login.

*** Please remember that both the username and password are case sensitive. ***

When you are finished, please Exit and close your browser to protect your privacy.

Attention: To retrieve your Username and Password, please visit http://password.utica.edu.

Username: 
Password: 
Login  Click Here for Help with Login?
5. Click on “Student Services”.
6. Click on “Student Records”.

Student Services

- **Registration**
  - Check your registration status, class schedule and add or drop classes
- **Student Records**
  - View your holds, grades, transcripts, and degree evaluations
- **Student Account**
  - View your account summaries, statement/payment history and tax information
- **Financial Aid**
  - View Financial Aid Information and Award Notice
- **Utica College Student Information Survey**
- **Enrollment Verification**
- **Opt-Outs**
  - View & Request fee Opt-Outs for term.
7. Click on “Degree Evaluation”.
8. Select current term from the drop down menu and click “Submit”
9. Select Generate New Evaluation
10. Check the bubble of the program to evaluate and choose the current term from the drop down menu. “Click Generate Request”.
11. The Degree Evaluation will show all of your program requirements including courses, credit hours, and GPA and if you have or have not met those requirements. This tool organizes out the course requirements into sections and is a useful tool working with your adviser or success coach to determine what classes you need to take and what requirements you need to meet.