

Banner Web



COVENANT
COLLEGE

IN ALL THINGS CHRIST PREEMINENT

Running a Degree Evaluation on Banner

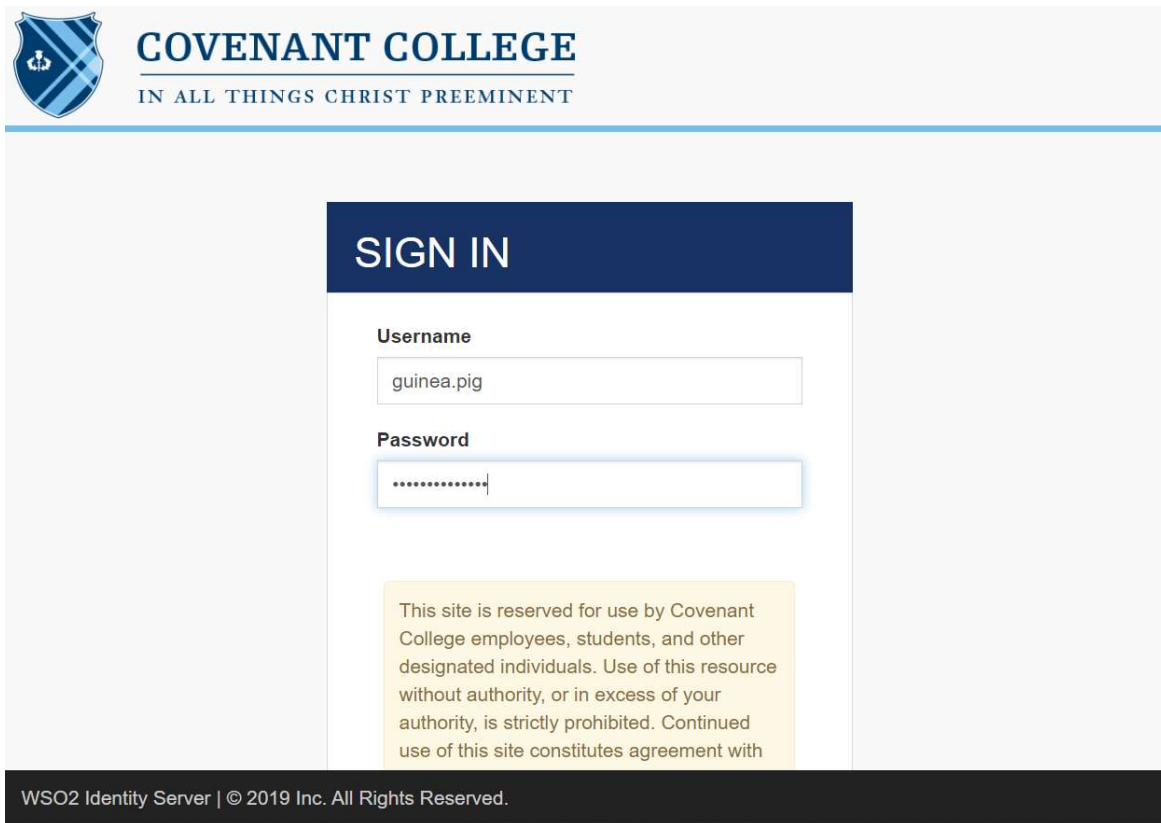
Purpose: The Degree Audit is a tool within Banner that can track your progress towards a desired degree. The instructions below describe how to access this tool and interpret its results.

Contents:

- How to access the Degree Evaluation tool – (pg. 2)
- How to access the What-If Analysis tool – (pg. 6)
- How to interpret results from Degree Evaluation/Audit – (pg. 9)
- Advising process to determine remaining graduation requirements – (pg. 10)

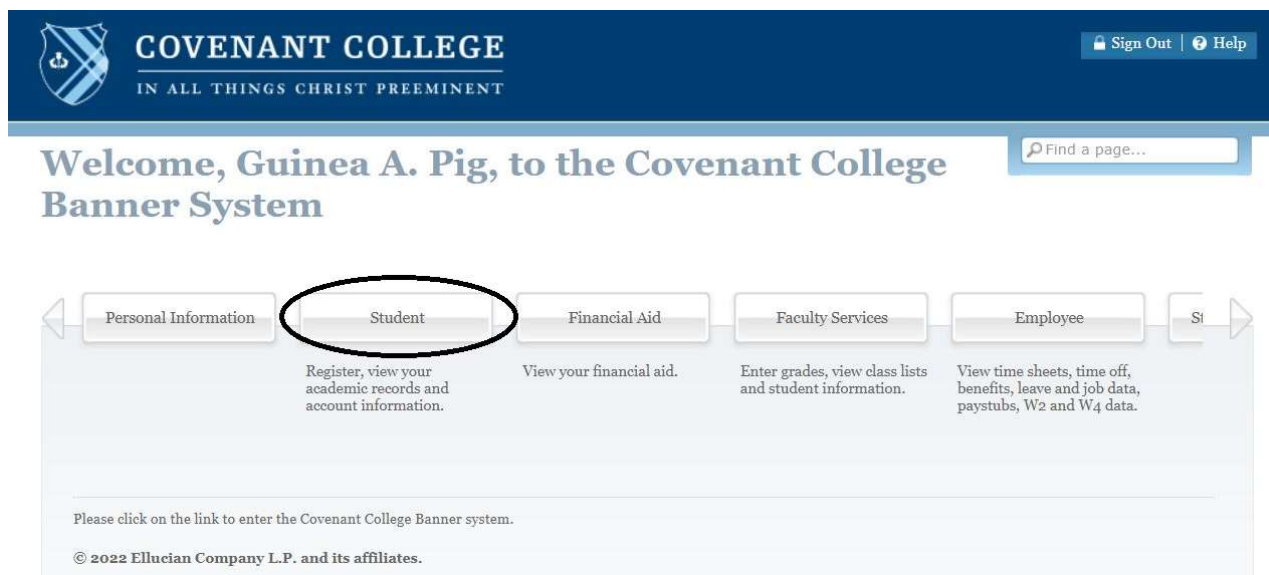
Accessing the Degree Evaluation Tool

1. Log in to Banner at banner.covenant.edu.



The screenshot shows the Covenant College Banner system login page. At the top left is the Covenant College logo, a shield with a cross and a crown. To its right is the text "COVENANT COLLEGE" in a serif font, with "IN ALL THINGS CHRIST PREEMINENT" in a smaller sans-serif font below it. The main content area has a dark blue header with the text "SIGN IN" in white. Below this header are two input fields: "Username" with the text "guinea.pig" and "Password" with a masked password ".....". Below the password field is a yellow box containing a disclaimer: "This site is reserved for use by Covenant College employees, students, and other designated individuals. Use of this resource without authority, or in excess of your authority, is strictly prohibited. Continued use of this site constitutes agreement with". At the bottom of the page is a black footer with the text "WSO2 Identity Server | © 2019 Inc. All Rights Reserved."

- Click "Student."



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Sign Out | Help

Find a page...

Welcome, Guinea A. Pig, to the Covenant College Banner System

Personal Information | **Student** | Financial Aid | Faculty Services | Employee | Si

Register, view your academic records and account information.

View your financial aid.

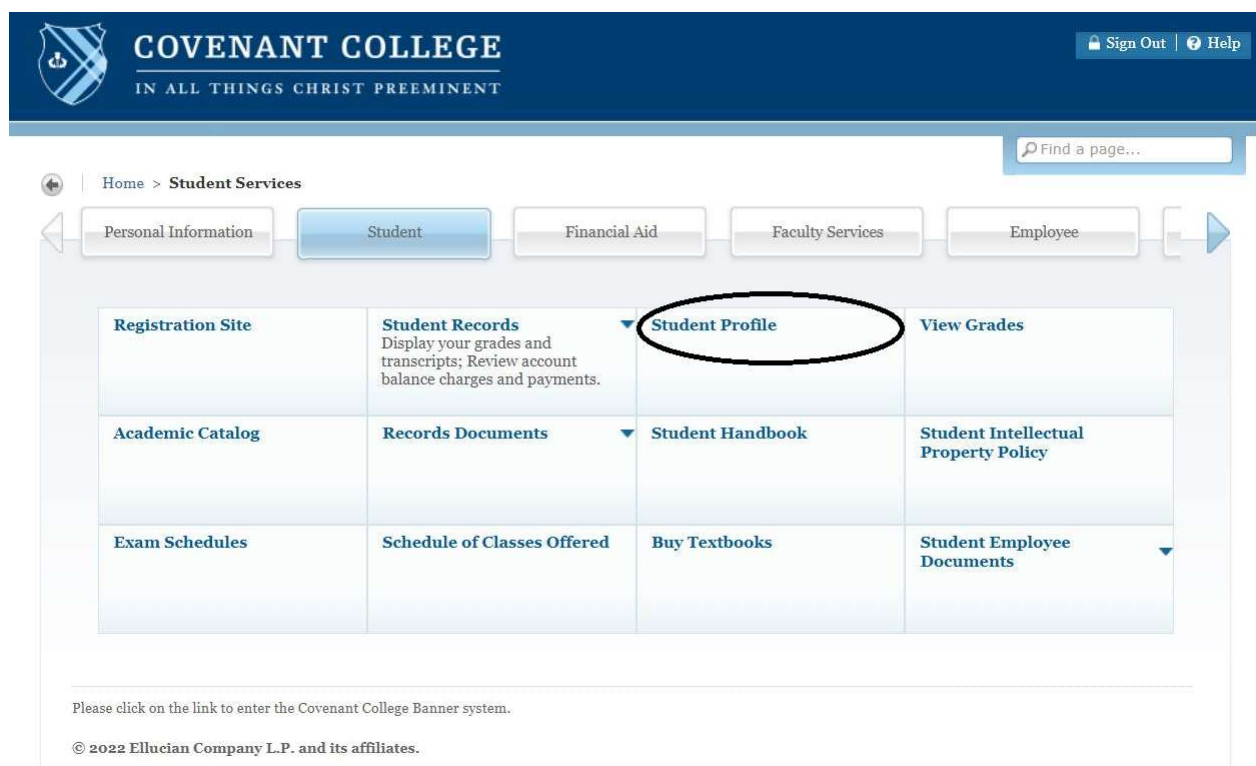
Enter grades, view class lists and student information.

View time sheets, time off, benefits, leave and job data, paystubs, W2 and W4 data.

Please click on the link to enter the Covenant College Banner system.

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- In the dropdown menu, click "Student Profile."



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Sign Out | Help

Find a page...

Home > Student Services

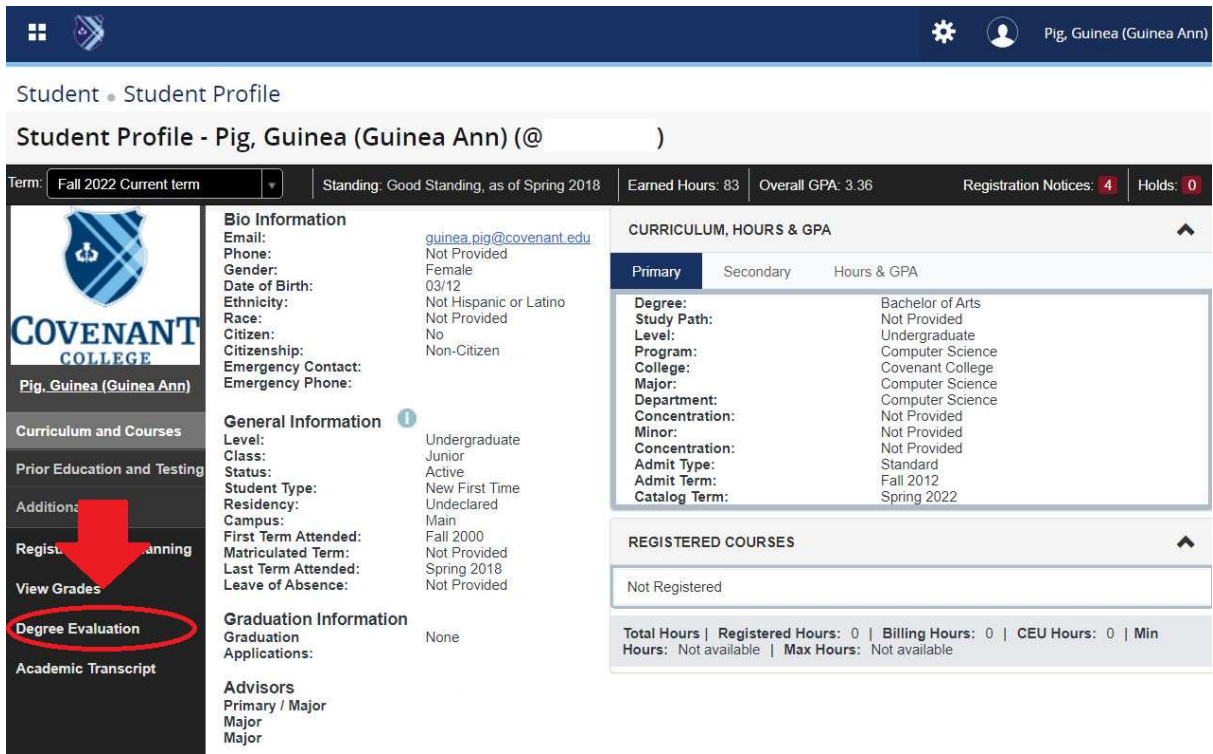
Personal Information | **Student** | Financial Aid | Faculty Services | Employee

Registration Site	Student Records Display your grades and transcripts; Review account balance charges and payments.	Student Profile	View Grades
Academic Catalog	Records Documents	Student Handbook	Student Intellectual Property Policy
Exam Schedules	Schedule of Classes Offered	Buy Textbooks	Student Employee Documents

Please click on the link to enter the Covenant College Banner system.

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4. In the sidebar menu, click “Degree Evaluation.”



Student • Student Profile

Student Profile - Pig, Guinea (Guinea Ann) (@)

Term: **Fall 2022 Current term** | Standing: Good Standing, as of Spring 2018 | Earned Hours: 83 | Overall GPA: 3.36 | Registration Notices: 4 | Holds: 0

Bio Information

Email: guinea.pig@covenant.edu
 Phone: Not Provided
 Gender: Female
 Date of Birth: 03/12
 Ethnicity: Not Hispanic or Latino
 Race: Not Provided
 Citizen: No
 Citizenship: Non-Citizen
 Emergency Contact:
 Emergency Phone:

General Information

Level: Undergraduate
 Class: Junior
 Status: Active
 Student Type: New First Time
 Residency: Undeclared
 Campus: Main
 First Term Attended: Fall 2000
 Matriculated Term: Not Provided
 Last Term Attended: Spring 2018
 Leave of Absence: Not Provided

Graduation Information

Graduation Applications: None

Advisors

Primary / Major
 Major
 Major

CURRICULUM, HOURS & GPA

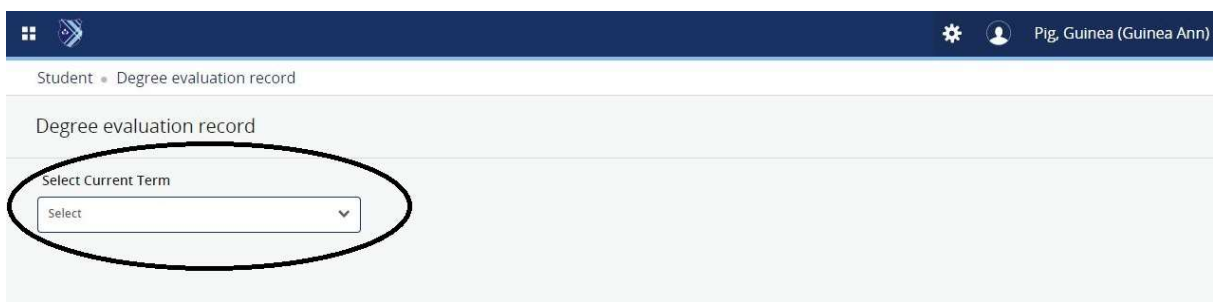
Primary	Secondary	Hours & GPA
Degree:		Bachelor of Arts
Study Path:		Not Provided
Level:		Undergraduate
Program:		Computer Science
College:		Covenant College
Major:		Computer Science
Department:		Computer Science
Concentration:		Not Provided
Minor:		Not Provided
Concentration:		Not Provided
Admit Type:		Standard
Admit Term:		Fall 2012
Catalog Term:		Spring 2022

REGISTERED COURSES

Not Registered

Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available

5. In the new tab that Banner takes you to, select the current term from the dropdown menu.



Student • Degree evaluation record

Degree evaluation record

Select Current Term

Select

- Click on the correct **Program** (using the radio buttons), select your **Graduation Term** (or the latest term available) in the dropdown menu at the bottom of the page, and then click **Generate New Evaluation**.

Student • Degree evaluation record

Select Current Term
Fall 2022

Generate New Evaluation Previous Evaluations What-if Analysis

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

Curriculum Information

☒ Program
Computer Science

Catalog Term	Level	Campus	College
Spring 2022	Undergraduate	Main	Covenant College
Degree	First Major	Department	
Bachelor of Arts	Computer Science	Computer Science	

Select a Term
Fall 2022

Generate New Evaluation

- Banner will then display an evaluation of your progress towards the selected requirements.

Accessing the What-If Analysis (a tool that allows you to test changes to your program of study)

1. Complete steps 1-2 from above, then, in the Student dropdown menu, click on “Student Records.”

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Sign Out | Help

Find a page...

Welcome, Guinea A. Pig, to the Covenant College Banner System

Home > Student Services > Student Records

Personal Information | **Student** | Financial Aid | Faculty Services | Employee

Registration Site	Student Records Display your grades and transcripts; Review account balance charges and payments.	Student Profile	View Grades
Academic Catalog	Records Documents	Student Handbook	Student Intellectual Property Policy
Exam Schedules	Schedule of Classes Offered	Buy Textbooks	Student Employee Documents

2. Click “What-If Analysis.”

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IN ALL THINGS CHRIST PREEMINENT

Sign Out | Help

Find a page...

Home > Student Services > Student Records

Personal Information | **Student** | Financial Aid | Faculty Services | Employee

Registration Site	Student Records Display your grades and transcripts; Review account balance charges and payments. - Account Balance Charges and Payments - Pay student bill online - Payment Options - Order Official Transcript - Tax Notification - Enrollment Verification from the National Student Clearinghouse What If Analysis - Degree Evaluation Features - Unofficial Transcript	Student Profile	View Grades
Academic Catalog	Records Documents	Student Handbook	Student Intellectual Property Policy
Exam Schedules	Schedule of Classes Offered	Buy Textbooks	Student Employee Documents

3. Select an Entry Term from the dropdown menu and click “Submit.” (NOTE: If no significant changes have been made to the major requirements, please select your first semester at Covenant. If substantial changes have been made, please select the term in which you are declaring the major.)

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Sign Out | Help

Personal Information | Student | Financial Aid | Faculty Services | Employee | Student Proxy Management

Find a page...

Select Current Term

Home > Select Current Term

@01046206 Guinea A. Pig
May 27, 2022 08:16 am

Please select the current term

Select a Term: **Fall 2022** ▼

Submit

[Skip to top of page](#)

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RELEASE: 8.7.1

SITE MAP

4. Select a Program from the dropdown menu and click “Continue.”

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Sign Out | Help

Personal Information | Student | Financial Aid | Faculty Services | Employee | Student Proxy Management

Find a page...

What-if Analysis

Home > What-if Analysis

@01046206 Guinea A. Pig
May 27, 2022 08:26 am

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

Entry Term: Fall 2022

Program: **None** ▼

Continue

[Skip to top of page](#)

My Current Enrollment ■ Advisee's Current Enrollment ■ Generate New Evaluation

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RELEASE: 8.7.1

SITE MAP

- Select a First Major from the dropdown menu and click “Submit” or “Add More.” (The “Add More” option allows you to add minors, concentrations, or a second major. Click “Submit” when you finish adding options.)

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Sign Out | Help

Personal Information | Student | Financial Aid | Faculty Services | Employee | Student Proxy Management

Find a page...

What-if Analysis

Home > What-if Analysis

@01046206 Guinea A. Pig
May 27, 2022 08:35 am

Step 3 : Select a major.

Entry Term: Fall 2022
Program: Art
Level: Undergraduate
Degree: Bachelor of Arts
College: Covenant College
Campus: Main
First Major*: None

Add More Submit

[Skip to top of page](#)

My Current Enrollment ■ Advisee's Current Enrollment ■ Generate New Evaluation

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- Confirm that your selected options are correct, and then click “Generate Request.” You do not need to make changes to the Evaluation Term.

COVENANT COLLEGE
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Sign Out | Help

Personal Information | Student | Financial Aid | Faculty Services | Employee | Student Proxy Management

Find a page...

What-if Analysis

Home > What-if Analysis

@01046206 Guinea A. Pig
May 27, 2022 08:39 am

Step 4 : Select an evaluation term.

Please note, processing may take a few minutes.

Entry Term: Fall 2022
Program: Art
Level: Undergraduate
Degree: Bachelor of Arts
College: Covenant College
Campus: Main
First Major: Art
First Department: Art
Evaluation Term: Spring 2022

Generate Request

[Skip to top of page](#)

My Current Enrollment ■ Advisee's Current Enrollment ■ Generate New Evaluation

- Banner will display a What-If analysis for the academic program you selected.

Interpreting Degree Evaluation Results

General Information

The Degree Evaluation feature produces a document similar to a spreadsheet, which lists the various requirements needed to complete a selected course of study, and then compares them to your past academic history. The most important column of the results is titled “**Met.**” This column will read either “**Yes**” or “**No**” next to each requirement, allowing you to view which requirements still need to be achieved in order to complete a particular program. The **Program Evaluation** area is also helpful, as it provides statistics relating to your progress towards graduation. Note that Banner counts your current classes in this analysis, as the system assumes that you will complete them successfully.

Legend/Terms

Term

YYYYTT – The Year and Term a course was completed.

Examples:

202205 = Spring 2022

202210 = May Term 2022

202250 = Summer 2022

202260 = Fall 2022

Grades

CE = Examination Credit

Source

H = Academic History
(completed courses)

R = Registration (current
term – not graded yet)

T = Transferred course

Advising Process: Determining Remaining Graduation Requirements

1. Determine the absolute minimum number of hours needed. Note Banner includes current registrations as meeting graduation requirements pending passing the registered class(es). A potential scenario:

126 hrs : *Minimum hours required to graduate.*

- 97 hrs : *Hours earned to date – pull this number from the student’s transcript (not the top section of this report).*

- 16 hrs : *Hours currently registered. (This assumes the student passes all hours; none are repeated classes)*

13 hrs : *Hours still needed to reach the minimum 126 hours required to graduate.*

Note: If a student is repeating a class passed with a “D-” or better grade the first attempt, the second attempt will not increase the total hours earned, but a “C-” or better is required to satisfy major, minor and/or concentration requirements.

2. List the requirements NOT MET in all areas and subtract that number from the number of hours needed to reach 126. Two potential scenarios:

a.

13 hrs : *Still needed to reach 126 hrs (see above in 1)*

- 15 hrs : *Number of requirements not met*

- 2 hrs : *Negative number – only the 15 hours of NOT MET courses are needed to graduate*

b.

13 hrs : *Still needed to reach 126 hrs (see above in 1)*

- 10 hrs : *Number of requirements NOT MET*

3 hrs : *Positive number – the student needs both the 10 hours of NOT MET requirements and 3 hours of three electives in order to reach 126 hours*

Internet Browser Settings for Printing

Please note: Only Safari, Chrome, and Internet Explorer support printing from Banner.

Safari:

1. Once you have reached the degree evaluation, click “File” and select “Print Current Frame” (keyboard command: ⌘+P)
2. For a cleaner appearance, select “Print Backgrounds.”
3. Click “Print.”

Chrome:

1. Once you have reached the degree evaluation, highlight the page from the header, which reads “Degree Evaluation Report” to the “Total Credits and GPA” values at the bottom of the report. (Please note that CTRL+A or ⌘+A to select all will not work.)
2. Right click on the screen, and choose “Print.”
3. In the Print dialog box, choose Portrait layout.
4. Under Options:
 - a. Check “Background Graphics”
 - b. Uncheck “Selection Only”

Internet Explorer 11:

1. *Windows 10 users only: Search the Cortana bar to access IE11. It is hidden from the main programs list.*
2. Once you have reached the degree evaluation, click the Settings wheel, hover over “Print,” and click “Print Preview.”
3. In the top menu, change “1 Page View” to “6 Page View.”
4. In the top menu, change “As Laid out on Screen” to “All Frames Individually” (The entire evaluation should fit on 3-4 pages)
5. Click the Print icon in the top menu.
6. Click “Print.”

ScotsPrint:

Printing degree evaluations through ScotsPrint rather than through a local printer requires that you save the webpage as a PDF file. To do this in your browser:

1. **Chrome and Internet Explorer:** Change the destination printer to the browser’s “Print to PDF” or “Save as PDF” option. This option will appear in the list of possible destination printers.
2. **Safari:** In the lower left hand corner of the Print dialog, click the “PDF” dropdown and choose “Save as PDF.”
3. Click “Print,” and pick a location and filename.
4. Upload this PDF to ScotsPrint.