

## How to obtain a Degree Evaluation on Banner Web

Go to the John Carroll University homepage [www.jcu.edu](http://www.jcu.edu)

- 1) Click on *Current Students*
- 2) Click on the *Banner Web tab*
- 3) Click on “*Enter Secure Area*”
- 4) Put in your Banner I.D. and your Pin Number
- 5) Click on “*Registration & Academic Services*”
- 6) Click on “*Student Records*”
- 7) Click on “*Degree Evaluation*” – unaffected by holds
- 8) Select the current term and click “*submit*”
- 9) At the bottom of page, click “*What If Analysis*”
- 10) Select an entry term (year you started at JCU) –click “*continue*”
- 11) Select a program –click “*continue*”  
(Leave Campus as none)
- 12) Select a major – click “*submit*”
- 13) Select an evaluation term and click “*generate request*”
- 14) Select “*Detail Requirements*” and submit

FYI:

If you are a double/triple major you will need to a run a separate Degree Evaluation “What if analysis” for each major.

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You can also add 2 minors or 1 concentration thru the ADD button located on the select major screen ( item 12 above) on each Degree Evaluation-What if Analysis.

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***\*You will need to attach a degree evaluation to your declaration of major application upon submission.***