



Instructions to Request a Degree Evaluation - For Advisors

If you are set up in Banner as an advisor, you can log onto [Web4U](#) to request, view, and print degree evaluations for any available degree program. If you are not authorized to access the Advisor's menu within Web4U, ask your department chair to e-mail ro.forms@wwu.edu in the Registrar's Office to request Advisor status for you. The message text should include your W# and name.

Login to [Web4U](#)

Select **Faculty Services**

Select **Advisor Menu**

Select **Degree Evaluation**

Select a **Term** (Select current term; Submit)

Enter **Student ID** (Submit)

Verify student name (Submit)

Using the links at the bottom of the page:

Select **Generate New Evaluation** (to run a degree evaluation for the listed curriculum) **or** Select **What-if Analysis** (to run an evaluation for GUR or other available program and major). The *What-if Analysis* is an excellent tool for undeclared majors, pre-majors, and students who are considering a change in major.

Generate New Evaluation

- **Program** (Select radio button. If radio button is not available, you must use the *What-if Analysis* option.)
Term (Select anticipated graduation term)
Use In-Progress Courses (Optional)
Generate Request
- **Submit**

What-if Analysis

- **Entry Term** (Select the catalog term the requirements will be evaluated against; Continue)
- **Program** (Select program; Continue) For GUR evaluation, select "General University Requirements".
- **First Major** (Select major; Submit) For GUR evaluation, select "GUR Evaluation only".
- **Evaluation Term** (Select anticipated graduation term)
Use In-Progress Courses (Optional)
Generate Request
- **Submit**

To Request a Degree Evaluation for a Different Student

Select **Faculty Services Tab** from top of page

Select **Advisors Menu**

Select **ID Selection**, enter new ID, and **Submit**