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 don't have access to the Advisor's menu within Web4U, submit a Banner Student Access Request following the approval routing instructions on the form. Indicate you need Web4U advisor access in the section that asks you to "Describe the specific types of data to which you need access."

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