Generate New Evaluation in Self-Service

1. Open Banner Self-Service
   a. Login to the myCampus portal (http://mycampus.astate.edu) and click on the SSB icon

2. Select Faculty and Advisors from the Main Menu or click on Faculty Services tab.

Arkansas State University

Main Menu

Personal Information
Update address, email, and other contact information. Change your PIN.

Faculty and Advisors
Enter grades and view student information.

Employee

RELEASE: 8.8.2

3. Select Student Information Menu.

Arkansas State University

Faculty Menu

Student Information Menu
Term Selection
Week at a Glance
Detail Class List
Summary Class List
Midterm Grades
Final Grades

WIN Grading for Full Session and Session 1 courses will begin on August 18 and will end at noon (12:00 PM Central) on September 5.
Final Grading for Session 1 courses will begin on October 15 and will end at noon (12:00 PM Central) on October 16.
Final Grading for Full Session and Session 2 courses will begin on December 8.
Final Grades for all students are due by noon (12:00 PM Central) on December 15.

Advisor Menu
Class Schedule
Course Catalog
Syllabus Information
Office Hours
Faculty Grade Summary
Advisee Grade Summary
Look Up Classes

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4. Select **Degree Evaluation**.

5. Select the current term

6. Enter the **Student or Advisee ID** number in the field provided or search for the student’s name and Submit. (If searching by name, remember Banner fields are case sensitive.) A student verification screen will appear to confirm your selection. Submit if correct.

7. Select **Generate New Evaluation** (near the bottom of the screen).

8. Click the **radio button** (the circle to the left of “Program”), select a Term (evaluation term) and select if you want to include In-Progress courses in the evaluation (currently enrolled courses) and click **Generate Request**.
9. After the request has been run, the successful degree evaluation will appear.
Running a “What-If Analysis”

1. Follow Steps 1 – 6 as above.

2. Click on What-If Analysis at the bottom of the screen

   Degree Evaluation Record

   **Please review the curriculum information below to ensure it is accurate before proceeding. If any information is incorrect, please contact your academic submit a change of major on your behalf. Please note Catalog Term corresponds to your bulletin year (e.g., 2014 Fall, 2015 Spring, and 2015 Summer bulletin).

   To begin, use the links at the bottom of the page to generate a new evaluation or to perform a What-If Analysis.

<table>
<thead>
<tr>
<th>Curriculum Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program:</strong> Master of Bus Administration</td>
</tr>
<tr>
<td><strong>Catalog Term:</strong> 2009 Spring</td>
</tr>
<tr>
<td><strong>Level:</strong> Graduate</td>
</tr>
<tr>
<td><strong>Campus:</strong> Business</td>
</tr>
<tr>
<td><strong>College:</strong> Master of Business Admin</td>
</tr>
<tr>
<td><strong>Department:</strong> Business Administration</td>
</tr>
<tr>
<td><strong>Degree:</strong> Economics and Finance</td>
</tr>
</tbody>
</table>

3. Select a Catalog Term which refers to the bulletin year that you would like to select a degree plan from.

   Arkansas State University

   Search [Generate New Evaluation] [What-if Analysis] [View Holds]
4. Select a **Program**. As you can see there are multiple options on various degrees, for example there are multiple Bachelor of Science degrees listed. These are listed in order of college name so if there is a BS in the College of Agriculture and Technology, this will be the first option listed whereas if there is a University College BS degree, this would be listed at the end of the BS options. The two-letter college code at the end of the program identifies the college and a full listing of these codes can be seen above the drop-down menu.

5. Select a valid **Major**. Users will need to go back to the previous screen if the appropriate college was not selected.

6. At this point you can click Submit and then proceed to select an Evaluation Term and whether you want In-Progress Courses included. Alternatively, you can click **Add More** which allows you to add a concentration if there is one attached to the major you selected in step 8. Selecting **Add More** a second time would allow a Minor to be added if desired.