



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
 - b. Access Self-Service directly at <http://ssb.astate.edu>
2. Select **Faculty and Advisors** from the Main Menu or click on **Faculty Services** tab.

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Main Menu

[Personal Information](#)

Update addresses, contact information; Change your PIN.

Please keep your address and telephone number current to help ensure that you receive important ASU communications.

[Faculty and Advisors](#)

Enter Grades and Registration Overrides, View Class Lists and Student Information.

[Employee](#)

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3. Select **Student Information Menu**.

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Faculty Menu

[Student Information Menu](#)

[Term Selection](#)

[Week at a Glance](#)

[Detail Class List](#)

[Summary Class List](#)

[Midterm Grades](#)

[Final Grades](#)

WN Grading for Full Session and Session 1 courses will begin on August 28 and will end at noon (12:00 PM Central) on September 5.

Final Grading for Session 1 courses will begin on October 2 and will end at noon (12:00 PM Central) on October 10.

WN Grading for Session 2 courses will begin on October 16 and will end at noon (12:00 PM Central) on October 20.

Final Grading for Full Session and Session 2 courses will begin on December 6.

Final Grades for graduating students are due by noon (12:00 PM Central) on December 14.

Final Grades for all students are due by noon (12:00 PM Central) on December 15.

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4. Select **Degree Evaluation**.

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Student Information

[Term Selection](#)
[ID Selection](#)
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[Student Address and Phones](#)
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For more information, please consult our [Frequently Asked Questions page](#)
[Active Registrations](#)
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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).

Degree Evaluation

Information for

* Please review the curriculum information below to ensure it is accurate before proceeding. If any information is incorrect, please contact your academic advisor so that they can submit a change of major on your behalf. Please note that bulletin year (e.g. 2014 Fall, 2015 Spring, and 2015 Summer) correspond to the 2014-15 bulletin.

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

Curriculum Information

Primary Curriculum

Program: Bachelor of Science

Catalog Term: 2012 Fall

Level: Undergraduate

Campus:

College: Education

Degree: Bachelor of Science

First Major: Exercise Science

Department: Health PE Sport Sciences

Minors: Psychology

E-mail

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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.

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Degree Evaluation Report

Information for

UNOFFICIAL EVALUATION

Name : _____

ID Number : _____

This evaluation is provided for advisement purposes only. It is not an official record. This evaluation assumes successful completion of all courses currently in progress. Department Substitution/Approval Form to report any variations in a student's degree requirements. The Change of Major e-form within the myCampus portal should be utilized to make corrections, update the bulletin year, or declare a minor. Please direct any questions to capp@astate.edu or consult the Frequently Asked Questions guide.

Program Evaluation

Program:	Bachelor of Science	Overall Hours:	Met?	Required	Actual
Major:	Exercise Science	ASU-Jonesboro Hours:	Yes	120.00	166.00
Minor:	Psychology	Final Residency Hours:	Yes	32.00	156.00
Concentration:		Overall GPA:	Yes	18.00 of last 24.00	25.00
Bulletin Year:	2012-13		Yes	2.000	3.977

First Year Making Connections - Met

3 Hours Required.

Met?	Requirement	Term	Satisfied By	Title	Credit Hours	Grade
Yes	Making Connections - 3 Hrs	Fall 2011	UC 1013	MAKING CONNECTIONS	3.00	A

Total Credit Hours and

[BSExSci] Gen Ed Reqs - Met

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 advisor to 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 catalog term).

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

Curriculum Information

Primary Curriculum

Program: Master of Bus Administration

Catalog Term: 2009 Spring

Level: Graduate

Campus:

College: Business

Degree: Master of Business Admin

First Major: Business Administration

Department: Economics and Finance

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

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Module Navigation L

What-if Analysis

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Step 1 : Select a Catalog Term that corresponds to your bulletin year (e.g. 2014 Fall corresponds to the 2014-15 bulletin),

Catalog Term:

- None
- 2014 Fall
- 2013 Fall
- 2012 Fall
- 2011 Fall

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- 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.

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What-if Analysis

Step 2 : Please select the degree program you would like to evaluate, and click Continue. (College codes: AG – Agriculture & Technology; BU – Bus Behavioral Science; EA – Engineering; FA – Fine Arts; HS – Humanities & Social Sciences; MC/CM – Media & Communication; NH – Nursing & Health & Mathematics; UC – University College)

Catalog Term: 2014 Fall

Program:

- None
- Associate Applied Science-HS
- Associate in General Studies-UC
- Associate in Science-AG
- Associate in Science-BU
- Associate of Arts-UC
- Associate of Science-UC
- Associate-Applied Science-AG
- Associate-Applied Science-NH
- Associate-Applied Science-Nurs-NH
- Bach Science Civil Engineering-EA
- Bach Science Electrical Engine-EA
- Bach Science Mechanical Engine-EA
- Bachelor Degree-UC

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



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What-if Analysis

Information for
Step 3 : Select a major.

Entry Term: 2013 Fall

Program: Bachelor of Arts

Level: Undergraduate

Degree: Bachelor of Arts

College: Business

Campus:

First Major*:

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- 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.