Degree Evaluations using My.Fairfield

In the Faculty Tab Select Advising

Select DEGREE EVALUATION from the list. You may be prompted to select a Term (see below) or the data for the last student you selected may appear. If the latter occurs, you can select a different student by going to Advisee ID Selection and then DEGREE EVALUATION in the Quick Links.

Select the Term and click the Submit button.

Enter the student’s ID or perform a search and click the Submit button.

Note: If you enter % in the Last Name field and click the Advisees radio button and select Submit, a list of all your CURRENT ADVISEES will appear. If you select ALL you will get a list of your CURRENT STUDENTS and ADVISEES.

If the student name is not correct, select the ADVISEE ID SELECTION option in the Quick Links to the left.
Note: If you select a student who has not been defined in BANNER as your advisee or is not in one of your courses, you will get an error message and must select a different student.

If you have access to the student’s record, you will come to one of the following screens (which screen you see depends on what steps you took at the main faculty menu).

**Note:** Clicking on the student’s **Program** if there is a hyperlink (red arrow above) will generate an error message. A new evaluation must be run each time to display current data.

To run a new evaluation

*Click* on the **Generate New Evaluation** link at the bottom of the page.

You will be prompted to select the following:

Program

Term

Click on **Generate Request**
On the next screen, select **Detail Requirements** and click on the **Submit** button.

The degree evaluation report will be displayed. If you are using Internet Explorer or Safari, you can print the report by going to file print (Note: the report cannot be printed if you are using Firefox).

You can also **e-mail** the student by clicking on the link at the bottom of the report.

To **run** a Degree Evaluation for a different student, in the **Quick Links** to the left click on **Advisee ID Selection**, submit a new search for a student and then go to the **Degree Evaluation** option.
What-If Scenarios

There is a feature of Degree Evaluation called “What-if Analysis.” Using this feature, students and faculty advisors are able to see the academic consequences for a student considering a change to his/her major. Running a What-If Scenario is much like running a regular degree evaluation.

Select DEGREE EVALUATION.

Select the Term or enter a Student ID as prompted.

Once you have selected a student, select the What-If Analysis link at the bottom of the screen:
You will be prompted for the following information:

- **Entry term**: This is the **Catalog Term** for the student.
  - For example: Class of 2016=Fall 2012
  - Class of 2015=Fall 2011

- **Program** (combination of College + degree that the major falls into)

- **Campus** (If applicable)

- **First Major**

To add more than one major or to add minor(s) select **ADD MORE**

Select minors (if applicable) and **click ADD MORE**
Enter Second Major (if applicable) and click SUBMIT

Select the Evaluation Term
Click Generate Request

Select Detail Requirements
Click SUBMIT

A new report will be generated based on the criteria entered.