This is step-by-step instruction to run a degree evaluation (also called degree audit). A degree evaluation/audit allows you to see how the courses you have completed fulfill the requirements for your major and, therefore, allows you to see what graduation requirements are unfulfilled. The information is accessed through BannerWeb. The Compliance Report will enable you to view requirements and the courses used to fulfill the requirements side-by-side.

Section A below provides instructions for running a degree evaluation for your admit-term catalog (the catalog in existence at the term of admission or the term of acceptance into a major).

Section B below provides instructions for running a degree evaluation for a What-If scenario. The What-If scenario allows you to see how the courses you have completed can be used to fulfill requirements for the Fall 2006 revised Business Administration major.

Enter the following URL
http://www.drexel.edu/
Click on DrexelOne Portal link as seen below.

Enter your Username and your domain password.

After you enter the username and domain password, click the Login button. You will see 2 security dialog boxes. Just click OK/Yes to continue.

Click on the STUDENT SERVICES & FINANCIAL AID TAB
To continue, click the “I AGREE” button on the Student Financial Aid Obligations and Tuition Repayment Agreement page if it appears. Verify your address information if it appears.

Click the **STUDENT RECORDS** link

![Student Records](image)

View your holds; Display your grades and transcripts; Review charges and payments.

---

**Section A. Degree Evaluation for the Business Administration major effective your admit term into the major.**

Click the **DEGREE EVALUATION** link.

![Tax Notification](image)

![Degree Evaluation](image)

Select the current term by using the drop-down options and click the “Submit” button.

![Select a Term](image)

Select a Term: Fall Quarter 05-06

Submit

A page appears with information about current and past programs and majors. There is a link to email your advisor. At the bottom of the page there are several options. To generate a new evaluation, select **Generate New Evaluation**.
You may generate a degree evaluation for the curriculum(s) listed below. To view evaluation results, select a program.

**Curriculum Information**

**Primary Curriculum**
- **Program:** BSBA Business Administration
- **Catalog Term:** Winter Quarter 05-06
- **Level:** Undergraduate Quarter
- **Campus:** University City
- **College:** Bennett S. LeBow Coll. of Bus.
- **Degree:** BS in Business Administration

**First Major:** Business Administration
**Department:** Office of the Dean of COBA
**Concentrations:** 5 YR UG Co-op Concentration, Economics, Marketing

Email your advisor: [Blank]

To generate the evaluation, select the program. Using the drop-down menu, enter the current term. Click on the Generate Request button.

To generate a new evaluation, select a program, degree, major and anticipated graduation term and select generate request.

**Program:** BSBA Business Administration
- **Degree:** BS in Business Administration
- **Major:** Business Administration

**Program:** BS-A&S Science
- **Degree:** Bachelor of Science
- **Major:** Physics

**Term:** Winter Quarter 05-06

Generate Request

There are 3 options to display the results. Select the display option you want then click on Submit. You can print from the view you select.
The General Requirements section provides the names of the areas and the courses used to fulfill the requirements of the area. The Detail Requirements section provides all courses required in each area and the courses used to fulfill the requirements of the area. The Additional Information section lists in progress courses and courses not used.

The Detail Requirements section provides very complete information and should be used to determine what courses you still have to complete to fulfill graduation requirements. Below is a sample of the Detail Requirements view. The required subjects with the courses taken to meet the requirements are listed side-by-side. The compliance report is divided into subject areas. Each area has course and credit requirements. If the course/credit requirements are met, the area will be marked as being met. The left side of the report displays a met column. If the requirement is met, a Yes will appear in the column; if a requirement is not met, a No will appear in the column. When the requirement allows a selection from a group of courses, if a course is met to complete the requirement, a Yes will be visible next to that course but the other course options will still appear with a No but will not be required. The degree evaluation is an unofficial document. If you see any discrepancies, please contact your advisor. The evaluation is not meant as a substitute or replacement for your advisor and you should make every effort to work with your advisor when making academic choices.

### Sample of Detail Requirements View

<table>
<thead>
<tr>
<th>Area</th>
<th>Subject</th>
<th>Course Title</th>
<th>Attribute Credits Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBA Business Administration (50.000 credits) - Met</td>
<td>ACCT</td>
<td>115</td>
<td>5.000</td>
</tr>
<tr>
<td></td>
<td>ACCT</td>
<td>116</td>
<td>5.000</td>
</tr>
<tr>
<td></td>
<td>BLAW</td>
<td>201</td>
<td>4.000</td>
</tr>
</tbody>
</table>

Documentation for Degree Evaluations for Business Majors
Office of Academic Information and Systems
H. Weinberg
Page 4 of 8
Section B. WHAT-IF Scenario Degree Evaluation to review the degree requirements for the revised Business Administration major.

The LeBow College of Business has revised the undergraduate Business Administration major and the available concentrations, effective Fall 2006. This What-If Scenario degree evaluation will enable you to see how the courses you’ve completed can be used to fulfill requirements in the revised major.

Follow the steps above through the Student Records link, the Degree Evaluation link to reach the screen below. Click on the What-if Analysis link.

Using the drop-down arrow, select Fall Quarter 06-07. Click on the Continue button.
Using the drop-down arrow, select the program, BSBA Business Administration.

**What-if Analysis**

![Dropdown menu with options: None, BS-A&S Education, BS-A&S Humanities, BS-A&S Science, BS-Design Arts, BS-Engineering, BS-LeBow College of Business]  
Click the Continue button.

Using the drop-down arrow, select Business Administration as the major. Click on the Add More button to add the concentrations.

![Dropdown menu with options: BSBA Business Administration, Bachelor of Architecture, Bachelor of Arts, Bachelor of Science, CNH]  
Click the Continue button.
Using the drop-down arrows, select up to three academic concentrations. Do not enter a co-op concentration. Use this step to enter academic concentrations only. Click the Submit button.

---

### What-if Analysis

**Step 4**: Select up to three concentrations.

<table>
<thead>
<tr>
<th>Entry Term:</th>
<th>Fall Quarter 06-07</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program:</td>
<td>BSBA Business Administration</td>
</tr>
<tr>
<td>Level:</td>
<td>Undergraduate Quarter</td>
</tr>
<tr>
<td>Degree:</td>
<td>BS in Business Administration</td>
</tr>
<tr>
<td>College:</td>
<td>Bennett S. LeBow Coll. of Bus.</td>
</tr>
<tr>
<td>Campus:</td>
<td>University City</td>
</tr>
<tr>
<td>First Major:</td>
<td>Business Administration</td>
</tr>
<tr>
<td>First Department:</td>
<td>Office of the Dean of COBA</td>
</tr>
</tbody>
</table>

**Concentration 1**: Accounting

**Concentration 2**: Human Resource Management

**Concentration 3**: Management Information Systems

---

Review the information you entered. Be sure that the admit term is Fall Quarter 06-07 and that the program is BSBA Business Administration. Click on the Generate Request button.
Select Detail Requirements and click the Submit button to view the revised BSBA Business major requirements and to see how your completed courses can be used to fulfill requirements in the revised program.

The Detail Requirements section provides very complete information and should be used to determine what courses required for graduation are still unmet. The required subjects with the courses taken to meet the requirements are listed side-by-side. The compliance report is divided into subject areas. Each area has course and credit requirements. If the course/credit requirements are met, the area will be marked as being met. The left side of the report displays a met column. If the requirement is met, a Yes will appear in the column; if a requirement is not met, a No will appear in the column. When the requirement allows a selection from a group of courses, if a course is met to complete the requirement, a Yes will be visible next to that course but the other course options will still appear with a No but will not be required. The evaluation is not meant as a substitute or replacement for your advisor and you should make every effort to work with your advisor when making academic choices.