Banner Degree Evaluation Instructions

Note: Degree Evaluations are processed using 2007-2008 degree requirements. If you matriculated prior to this year, and your degree requirements have changed, we recommend you see an advisor for guidance. Also, any discrepancies in your degree evaluation should be brought to the attention of the Advising and Counseling Center or Records and Registration.

Students are recommended to use this evaluation along with their program sheet (located in the College Catalog) to determine completed and remaining requirements.

Log in

1. Go to SUNY Orange web page: [www.sunyorange.edu](http://www.sunyorange.edu)
2. Click on “MYSUNYORANGE” on top right corner.
3. Your Username is your A# (located on your student ID card) and your default password is your date of birth (mm/dd/yy) unless you changed it.
4. Click on “Student and Financial Aid.”
5. Click on “Student Records.”
6. Click on “Degree Evaluation.”
7. Select the current Term and click on “Submit.”
8. If the listed program is correct proceed to Step 9.

If the listed program is not correct proceed to Step 12. To officially change your program, you will need to file a change of program form with the Advising and Counseling Office.

Generate New Evaluation

9. Click on “Generate New Evaluation” listed at the bottom of the page
10. Click on the Radio button next to “Program.” Select the latest “Term” for which you have registered. If you have already registered for the semester, select that semester so that any courses you are registered for are included in the evaluation. If you have not registered for awhile, pick the most recent semester listed. Click on “Generate Request.” It may take a few seconds to complete the request.

11. You will have the following options:
   a. Area Requirements – indicate specific academic areas required in your program and respective required credits. Also indicate if each area has been “Met” or completed or how many credits and courses have been “Used” or completed in each of these areas.
   b. Detail Requirements – indicate what course(s) or SUNY course categories (COM101, GE4, GE5, etc.) will fulfill each Area Requirement.
   c. Courses Not Used – indicate courses that do not apply toward your degree.
   d. Attributes Not Used – indicate course categories not used in your program. Note that the same course may be listed several times since one course may have several attributes or categories it could fulfill.
   e. Rejected Courses - indicate courses that were repeated and are not included in the GPA calculation.

Proceed to the “How to Read Your Degree Evaluation Report” part of the instructions.
What-If Analysis

12. You can use this function to process a Degree Evaluation for an alternate program. Select the Entry Term that you matriculated to the College. If you matriculated prior to the oldest term listed- choose that one. Click “Continue.”

13. Select a “Program” from the drop menu and click on “Continue.”

14. Select “First Major” choice that applies and click on “Submit.”

15. Select latest “Term” for which you have registered (if you have already registered for next semester, select that semester so that any courses that you are registered for are included in the evaluation) and click on “Generate Request.”

16. You will have the following options:
   a. **Area Requirements** – indicate specific academic areas required in your program and respective required credits.
   b. **Detail Requirements** – indicate what course(s) or SUNY course categories (COM101, GE4, GE5, etc.) will fulfill each Area Requirement.
   c. **Courses Not Used** – indicate courses that do not apply toward your degree.
   d. **Attributes Not Used** – indicate courses and their respective categories not used in your program. Note that the same course may be listed several times since one course may have several attributes or categories it could fulfill.

Proceed to the “How to Read Your Degree Evaluation Report” part of the instructions.

**How to Read Your Degree Evaluation Report:**

**Program Description**

*Catalog Term:* The semester in which you matriculated to the College  
*Evaluation Term:* Evaluation includes all courses registered through this semester  
*Expected Graduation Date:* This is a generic, not actual, date

**Program Evaluation:**

*Total Required:* number of credits required by the degree for graduation  
*Required Institutional:* a minimum of 30 credits taken at SUNY Orange required to earn a degree  
*Courses Required:* indicate how many courses are “Used” or completed toward your program for each of the above categories  
*Overall GPA:* Minimum of a 2.0 is needed to graduate with a degree

*Note:* A “Yes” under the “Met” column in each of these areas generally indicates completion of requirements for graduation.

**Area Requirements**

Indicates specific academic areas required in your program, number of credits required and whether the area has been “Met” or completed. The “Term” column indicates the year and semester in which the course was taken. The first four numbers indicate year, the fifth and sixth numbers indicate terms or semesters; term “90” refers to the “fall”, “10” refers to the “spring” and “60” refers to the “summer” semester.
**Detail Requirements**
Indicates what course(s) or course categories and credit hours you need in each area and if they have been “**Met**” or completed (**Yes**) or not (**No**).

**Example:**

**Area Requirements**

<table>
<thead>
<tr>
<th>Area: Freshman English Requirement</th>
<th>Met</th>
<th>Credits Required</th>
<th>Used</th>
<th>Courses Required</th>
<th>Used</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Required:</strong></td>
<td><strong>Yes</strong></td>
<td><strong>6.00</strong></td>
<td><strong>6.00</strong></td>
<td><strong>2</strong></td>
<td></td>
</tr>
</tbody>
</table>

This information indicates that the Freshman English Requirement is “**Met**” or completed (**Yes**). It also indicates that 6 credits are required in this area and 6 credits are “**Used**” or completed. As well, 2 courses required in this area are “**Used**” or completed.

**Detail Requirements**

<table>
<thead>
<tr>
<th>Met</th>
<th>Rule</th>
<th>Term</th>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Take ENG101 and ENG 102</td>
<td>200890</td>
<td>ENG</td>
<td>101</td>
<td>Freshman English 1</td>
<td>3.0</td>
<td>A-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>102</td>
<td>Freshman English 2</td>
<td>3.0</td>
<td>A-</td>
</tr>
</tbody>
</table>

This information indicates that your program requires ENG101 & ENG102 and that you “**Met**” or completed (**Yes**) these courses. The “Term” column shows that you took these classes in fall 2008 and spring 2009 respectively earning a letter grade of A- in each.

**Example:**

**Area Requirements**

<table>
<thead>
<tr>
<th>Area: Bus Admin Major Req</th>
<th>Met</th>
<th>Credits Required</th>
<th>Used</th>
<th>Courses Required</th>
<th>Used</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Required:</strong></td>
<td><strong>No</strong></td>
<td><strong>32</strong></td>
<td><strong>15.00</strong></td>
<td><strong>5</strong></td>
<td></td>
</tr>
</tbody>
</table>

This information indicates that the Business Administration Major Requirement is not “**Met**” or completed (**No**). It also indicates that 32 credits are required in this area of which 15 credits are “**Used**” or completed. As well, 5 courses required in this area are “**Used**” or completed so far.
<table>
<thead>
<tr>
<th>Met</th>
<th>Condition</th>
<th>Subject</th>
<th>Low</th>
<th>Term</th>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>AND</td>
<td>ACC</td>
<td>154</td>
<td>200890</td>
<td>BUS</td>
<td>201</td>
<td>Business Law I</td>
<td>3.00</td>
<td>B</td>
</tr>
<tr>
<td>Yes</td>
<td>AND</td>
<td>BUS</td>
<td>202</td>
<td>200910</td>
<td>BUS</td>
<td>202</td>
<td>Business Law 2</td>
<td>3.00</td>
<td>B+</td>
</tr>
<tr>
<td>No</td>
<td>AND</td>
<td>BUS</td>
<td>205</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>AND</td>
<td>BUS</td>
<td>207</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>AND</td>
<td>MGT</td>
<td>201</td>
<td>200990</td>
<td>MGT</td>
<td>201</td>
<td>Principles of Management</td>
<td>3.00</td>
<td>B-</td>
</tr>
<tr>
<td>Yes</td>
<td>AND</td>
<td>MGT</td>
<td>205</td>
<td>200910</td>
<td>MGT</td>
<td>205</td>
<td>Human Resource Management</td>
<td>3.00</td>
<td>B</td>
</tr>
<tr>
<td>Yes</td>
<td>AND</td>
<td>MKT</td>
<td>101</td>
<td>200890</td>
<td>MKT</td>
<td>101</td>
<td>Principles of Marketing</td>
<td>3.00</td>
<td>C</td>
</tr>
<tr>
<td>No</td>
<td>AND ( )</td>
<td>ACC</td>
<td>153</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>) OR (</td>
<td>ACC</td>
<td>101</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>AND</td>
<td>ACC</td>
<td>102</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>)AND (</td>
<td>BUS</td>
<td>161</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>)OR(</td>
<td>CIT</td>
<td>101</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This information indicates what courses in the Business Administration major have been completed (Yes) under the “Met” column. These courses are: BUS201, BUS202, MGT201, MGT205 and MKT101 (15 credits or 5 courses as stated in the Area Requirement above). Courses that indicate “No” need to be taken BUT you need to look at the condition column for more information.

Under the “Condition” column, the word “AND” indicates classes that are mandatory to take and the word “OR” indicates an optional course that can be taken in place of another to complete this requirement. Going back to the chart, looking at the “Condition” and “Subject” columns, it reads that your program requires Acc154 AND Bus201 AND Bus202 AND Bus205 AND Bus207 AND Mgt201 AND Mgt205 AND Mkt101 and we pause because we see conditions with parentheses.

Parentheses give more options to complete your courses. You need to pay attention to where the parenthesis opens – ( and/or closes ). Going back to the chart where we left, student also needs to take AND (Acc153) OR (Acc101 AND Acc102) AND (Bus161) OR (Cit101). This indicates Acc101 & Acc102 (2 courses) may substitute for Acc153 or vice versa. In the same fashion, Bus161 will substitute for Cit101 and vice versa.

Source Codes
H= Academic History (course taken at SUNY Orange)
R= Currently Registered
T= Transfer