

**Quick Guide to GRAD**  
**(Graduation Requirements & Advising Database)**  
**The New Degree Evaluation Tool in Banner**

**How to Run a GRAD Report**

- Login to Banner Self Service (<http://www.rowan.edu/selfservice>)
- Click **Faculty Services**
- Click **Advisor Menu**
- Click **GRAD (Graduation Requirements & Advising Database)**
- Click **Select a Term**
- **Enter Student ID** or use the Name Search Query ('%' is the wild card)
- **Verify Person** or Select from Drop Down menu if more than one. **Click Submit.**
- Current Curriculum Information for the Student will display
- Link at Bottom of Page: Click **Generate New Evaluation** or **What-if Analysis**

**Generate New: To Process a GRAD report for Student's Current Curriculum**

- Select **Generate New Evaluation**
- Select the **Program Radio Button**
- Select **Evaluation Term**: term on which the evaluation will be based
- Select **Use In-Progress Courses**: will include courses for which the student is currently registered.
- Click **Generate Request**: Note: only click **Generate Request** once. It may take a few seconds to process.
- You now have three choices for viewing the degree audit/evaluation:
  - **General Requirements** will give you basic information and a list of all completed coursework by Area.(including in-process course, if you selected that choice).
  - **Detail Requirements** provide requirement information on the student's program, and how their completed courses (and in-process courses, if selected) fill or don't fill those requirements. It displays each Area and indicates if it has been 'Met' or 'Not Met'.
  - **Additional Information** will tell you which (if any) of the student's courses are not fulfilling any requirements, if non-course requirements are completed or not, and any other information that falls outside of the boundaries of the standard degree evaluation.

**What-if Analysis: To Process a GRAD report for an alternate Program/Major**

- Select **What-if Analysis**
- **Entry Term** (this is the student's catalog term / term student was admitted)
- Select **Program** from Drop Down List
- Select **First Major** From Drop Down Menu. If the major has concentrations, click **Add More**. Otherwise click **Submit**.
  - Select concentration from Concentration 1 Drop Down Menu.
- **Evaluation Term**: Select the catalog term on which the evaluation will be based.
- Select **Use In-Progress Courses**: will include courses student is currently registered for.
- Click **Generate Request**. (Note: Only click **Generate Request** once. It may take a few seconds to process.
- You now have three choices for viewing the degree audit/evaluation:
  - **General Requirements** will give you basic information and a list of all completed coursework by Area (including in-process course, if you selected that choice).

- **Detail Requirements** provide requirement information on the student's program, and how their completed courses (and in-process courses, if selected) fill or don't fill those requirements. It displays each Area and indicates if it has been 'Met' or 'Not Met'.
- **Additional Information** will tell you which (if any) of the student's courses are not fulfilling any requirements, if non-course requirements are completed or not, and any other information that falls outside of the boundaries of the standard degree evaluation.

## ***Interpreting the GRAD Report***

### ***Term Codes***

200640 = Fall 2006 (the student's catalog term, first catalog term for Rowan University)

### ***Grades***

A – D- = Student took the course at Rowan University

TR = Transfer

CE = Currently Enrolled

### ***Source Codes***

H = Academic History (Student took the course at Rowan University)

R = Currently Registered

T = Transfer

E = Exam

### ***Attribute***

LAB = Lab Science Course

LIT = Broad Based Literature Course

MCUL = Multicultural Global Course

RSEM = Rowan Seminar Course

WRIT = Writing Intensive Course

SM = Science & Mathematics

SBS = Social & Behavioral Science

HHL = History/Humanities/Language

ACE = Artistic & Creative Experience