

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 **Student and Financial Aid**
- Click **Student Records**
- Click **GRAD (Graduation Requirements & Advising Database)**
- **Select a Term** and click **Submit**
- Current Curriculum Information for the Student will display
- Click **Generate New Evaluation** or **What-if Analysis** (located at the bottom of the page)

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 courses, if you selected that choice.
 - **Detail Requirements** provides 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**.
- Select an **Entry Term** (this is the student's catalog term / term student was admitted).
- Select the desired **What-if Program** from drop down menu.
- Select **First Major** from the 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**: this will include courses the 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 courses, if you selected that choice.

- **Detail Requirements** provides 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