Degree Evaluation Generation Instructions

(Directions for **Students** to run Degree Evaluations)

1. Enter your Banner Web account through my.norwich.edu
2. Click on the “Student Services” tab
3. Click on “Student Records”
4. Click on “Degree Evaluation”
5. Select the current term and click “submit”
6. At the bottom of the screen, click “Generate New Evaluation”
7. Click the radio button next to “program” and click “Generate Request”.

***If you have multiple majors, you will need to generate separate degree evaluations for each major.***

***If you have more than two majors, contact the Registrar’s Office at (802)485-2094 or registrar@norwich.edu for more detailed instructions.***