



Advisor Instructions Student Degree Evaluation

1. Log into <http://my.commnet.edu>
2. Click on “Banner Self-Service” at the top right of the screen.
3. If given an option of colleges, select “Capital Community College”
4. Click on the “Faculty Services” tab
5. Select “Student Menu”
6. Select “Degree Evaluation”
7. Select term then hit “Submit”
8. Type in student Banner ID or search by name to find student ID
9. Confirm student then click “Submit”
10. Confirm Major then click on “Generate New Evaluation”**
11. Select major and determine if you would like to include current courses in the review then click on “Generate Request”
12. Click on Detail Requirements then click on “Submit”
13. The evaluation will list all requirements and will state “Yes” or “No” depending on if requirement was met.

**If a student would like to explore a new major or if the major listed is incorrect, you can run a “What-If Analysis and select a different major to confirm requirements. Remind a student to change their major officially in Enrollment Services in Room 207.