

Student Success Center How to Generate a Degree Evaluation and an Unofficial Transcript

HOW TO GENERATE A DEGREE EVALUATION WORKSHEET

1. Log into the eWeber portal.
2. Click on the Student Services tab.
3. Click on the Degree Eval Worksheet link in the Academic Profile channel.

• **Generating a Degree Evaluation Based on Your Current Curriculum Information**

1. Click on the "Generate New Evaluation" link at the bottom of the Degree Evaluation Worksheet page.
2. Click the radio button to the left of the Program you wish to view. (*Note: You can generate a degree evaluation for only one program at a time.*)
3. Click Generate Request.
4. Click Submit on the Degree Evaluation Worksheet Display Options page.

• **Generating a "What-If" Analysis Degree Evaluation**

1. Click the "What-If Analysis" at the bottom of the Degree Evaluation Worksheet page.
2. Select an Entry Term from the drop down box. (*Note: "Entry Term" refers to your catalog year. For example, the catalog year of 2008-2009 is represented by "Fall 2008."*)
3. Click Continue.
4. On the What-If Analysis page, select a major from the drop down box.
5. Click Continue.
6. Click the First Major drop down box and highlight the major you selected previously.
7. If you wish to add a concentration or minor, click the Add More button and follow the prompts until you are finished.
8. Once you have identified the major as well as concentrations and/or minor (if any), click Submit.
9. Verify that the information you have selected is correct.
10. Click Generate Request.
11. Click Submit on the Degree Evaluation Worksheet Display Options page.

HOW TO GENERATE AN UNOFFICIAL TRANSCRIPT

1. Log into the eWeber portal.
2. Click on the Student Services tab.
3. Click on the Transcript link in the Academic Profile channel.
4. Click Submit. (*Note: Both Undergraduate and Graduate work will be displayed under the current default setting. Use the Transcript Level drop down box to designate Undergraduate or Graduate work independently.*)