


View Your Degree Evaluation

The degree evaluation displays both your general university requirements and major requirements for some majors. The following majors are now viewable: *Accounting, Anthropology, Biology, Business Administration, Communication, Media, and Theatre, Computer Science, Early Childhood Education, Economics, Elementary Education, English, Finance, History, Justice Studies, Physical Education, Political Science, Psychology, Secondary Education (Biology, English, History, and Spanish) Social Work, and Special Education.*

All majors will be viewable in the degree evaluation by Fall 2012. The development of this functionality is in progress. If your major is not viewable, please see your academic or department advisor for assistance.


Please Note: Running/viewing your degree evaluation does not substitute for meeting with your academic advisor.

Steps to view your degree evaluation:


Step	Action
1.	Log in to <i>NEUport</i> at http://neiuport.neiu.edu .
2.	Under the Registration Tools channel, Click on the Degree Evaluation link.
3.	Select latest term available and click <i>Submit</i> .
4.	Click <i>Generate New Evaluation</i> link at the bottom of the screen.
5.	Click the button next to <i>Program</i> .
6.	Select latest term available and click <i>Generate Request</i> .
7.	The Degree Evaluation will now display.
	For more information on how to interpret your degree evaluation, refer to Interpret your Degree Evaluation link located in the Important Student Information channel in <i>NEUport</i> .

A What-if Analysis may also be viewed. By using this option, you may view your degree evaluation report for a major other than the major you are currently enrolled in. This is helpful when you may be considering changing your major and/or would like to see how your credits would apply to a different major.

Steps to view a What-if Analysis:

Step	Action
1.	Log in to <i>NEU</i> port at http://neiuport.neiu.edu .
2.	Under the Registration Tools channel, Click on the Degree Evaluation link.
3.	Click on the <i>What-if Analysis</i> link
4.	Select the latest term from the Entry Term dropdown list. Click <i>Continue</i> .
5.	Select the program from the Program dropdown list. Click <i>Continue</i> .
6.	The Campus should be left as None. Select the major from the First Major dropdown list. You can add an additional major or click <i>Submit</i> .
7.	Click the <i>Generate Request</i> button. The degree evaluation report will display.
	For more information on how to interpret your degree evaluation, refer to Interpret your Degree Evaluation link located in the Important Student Information channel in <i>NEU</i> port.

Tips for printing your degree evaluation:

Step	Action
1.	In Print Preview, change the dropdown on the toolbar from “as laid out on page” to “only the selected frame.” This eliminates some of the extra portal header and makes for a cleaner page.
2.	Because of the width of the degree evaluation, click the Page Setup icon  and change the orientation of the page from Portrait to Landscape. This will ensure that all the information prints on the page.
3.	When you click Print, remember to also click Selection in the Print Range area if you have selected only a section of the document to be printed (see above: A Note About Printing...).