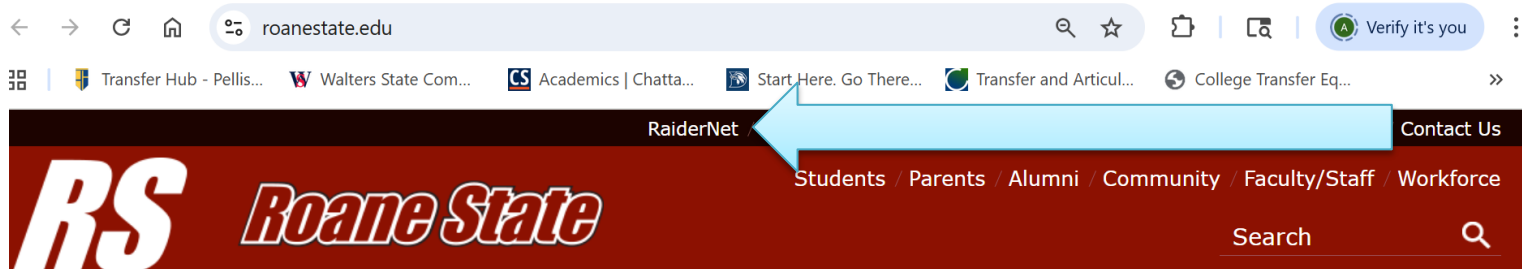


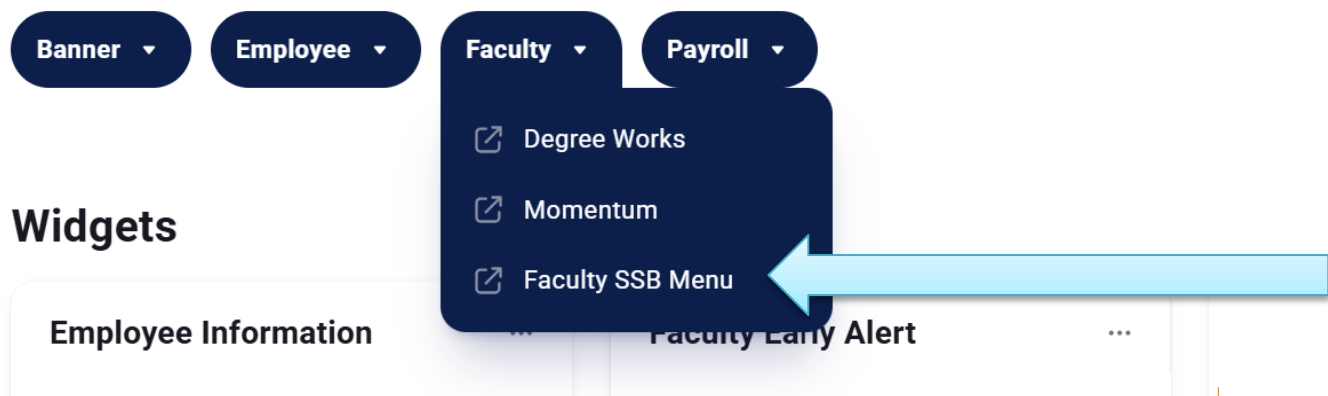
How to Run a What If Analysis on a Student and Save it as Adobe PDF/.pdf file to attach with a Change of Major Form for Faculty Advisor.

STEP 1.) Log into your RaiderNet account. To log into your RaiderNet account, please click on the RaiderNet link at the top of the Roane State homepage at www.roanestate.edu and enter your login credentials on the next screen.



STEP 2.) Under the Faculty tab in your RaiderNet account, click on Faculty SSB Menu to access BANNER SSB.

Search



STEP 3.) On the Faculty SSB Menu screen, please click on Advisor Menu: Student Information.

Personal Information **Faculty Services** Employee

Search

Faculty and Advisors

Advisor Menu: Student Information
Attendance Reporting
Class Schedule
Course Catalog
CRN Selection
Detail Class List
Faculty Detail Schedule



STEP 4.) After clicking on Advisor Menu: Student Information, click on Select Student.

Student Information

Academic Transcript
Active Registrations
Advisee Listing
Degree Works Evaluation
Registration History
Student Address and Phones
Student E-mail Address
Student GPA
Select Student



STEP 5.) On the next screen in BANNER SSB, select the current term under the drop down menu beside Select a Term.

Select Term

Select a Term:



RELEASE: 8.7.1

STEP 6.) On the next screen, enter the Student ID (R#) or Last Name/First Name and hit submit.

Student and Advisee ID Selection

You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. TI

Student or Advisee ID:



OR

Student and Advisee Query

Last Name:

First Name:

Search Type: ☐ Students
☐ Advisees
☐ Both
☒ All



STEP 7.) On the Student Information menu in BANNER SSB, click on Degree Works Evaluation to see the student's current Degree Works audit or to run a What if Analysis to explore different major options.

Student Information

[Academic Transcript](#)
[Active Registrations](#)
[Advisee Listing](#)
[Degree Works Evaluation](#)
[Registration History](#)
[Student Address and Phones](#)
[Student E-mail Address](#)
[Student GPA](#)
[Select Student](#)
[Student Information](#)

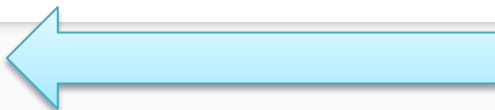


STEP 8.) Run a What if Analysis in the student's Degree Works Audit with the new degree pathway and major. Select What If under the Student's ID #, Name, Degree and Major information in Degree Works.

[Academic](#)

What-If

View historic audit
11/06/2025 at 03:17 PM ...



STEP 9.) In the What-If Drop Down Menu, under Catalog Year, please change the catalog year to the current term. In this example, we will select Summer 2026 for the Catalog year to represent the student plans to change their major for the summer of 2026.

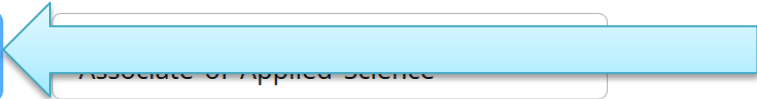
What-If Analysis

☐ Use current curriculum ☒ In-progress classes ☒ Preregistered classes

Program

Catalog year *
Summer 2026

Associate of Applied Science



Areas of study

Major *

Concentration

STEP 10.) In the What-If Drop Down Menu, select the correct degree program for the new major that the student is selecting. In this example, we would select Associate of Science for the degree since the student plans to pursue the Associate of Science (AS), TN Transfer Pathway, Information Systems as their new major.

- **Please note:** You must select the correct degree program for the new major so the appropriate majors show up in the next steps.

What-If Analysis

☐ Use current curriculum ☒ In-progress classes ☒ Preregistered classes

Program

Catalog year *
Summer 2026

Areas of study

Major *

Additional areas of study

Associate of Applied Science

Associate of Arts

Associate of Science

Associate of Science Teaching

Certificate-1

Certificate-2

Non-Degree Seeking



STEP 11.) In the What-If Drop Down Menu, select the correct degree pathway under Major for the new major that the student is seeking. In this example, we will select AS-TN Transfer Path (UTPS) since the student plans to pursue a major in the Associate of Science (AS), TN Transfer Pathway, Information Systems.

- **Please note:** You must select the correct degree pathway for the new major under Areas of Study and Major drop down menu so that the correct major shows up as an option under the Concentration drop-down menu in the next step.

Program

Catalog year * Summer 2026	Degree * Associate of Science
-------------------------------	----------------------------------

Areas of study

Major * AS - TN Transfer Path (UTPS)	Concentration *
---	-----------------

AS - RSCC Transfer, Non-TTP (TPAS)

AS - TN Transfer Path (UTPS)

AS - Transfer Articulation (TPAR)



STEP 12.) In the What-If Drop Down Menu, select the appropriate major under Concentration and then click Process to run the What If Analysis for the new major. In this example, we would select Information Systems (UIS) since the student plans to pursue a degree in the Associate of Science (AS), TN Transfer Pathway, Information Systems.

- **Please note:** If you do not see the correct major under concentration, it is likely you have selected the wrong degree or degree pathway, and you will need to go back and repeat steps 10 and 11 until you see the correct major that you are looking for under concentration.

☐ Use current curriculum ☒ In-progress classes ☒ Preregistered classes

Program

Catalog year *
Summer 2026

Degree *
Associate of Science

Areas of study

Major *
AS - TN Transfer Path (UTPS)

Concentration *

Additional areas of study

☐ Use current curriculum

☒ In-progress classes

Program

Catalog year *
Summer 2026

Areas of study

Major *
AS - TN Transfer Path (UTPS)

Additional areas of study

Economics, (UECL)

Exercise Science (UEX)

Geosciences (UGEO)

History- (UHST)

Information Systems (UIS)

Kinesiology (UKI)

Mass Communications (UMC)

Mathematics (UMTH)

Mechanical Engineering (UME)

Physical Education K-12 (UPED)

☐ Use current curriculum
 ☒ In-progress classes
 ☒ Preregistered classes

Program

Catalog year *
 Summer 2026

Degree *
 Associate of Science

Areas of study

Major *
 AS - TN Transfer Path (UTPS)

Concentration *
 Information Systems (UIS)

Additional areas of study

+

Future classes

Subject
 Number
 ADD

RESET
 PROCESS



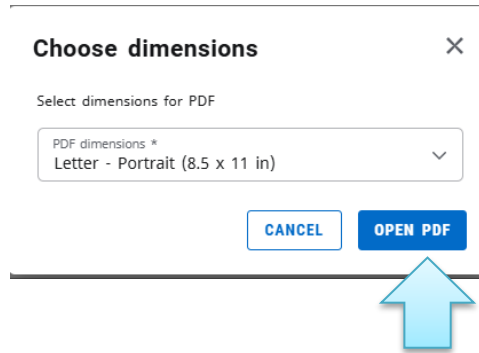
STEP 13.) Review the What if Analysis for the new major with the student to discuss how their credits from their old major will carry over and what credits are lacking. Mention how many semesters it will now take them to finish this new degree so they understand. Refer them to speak with One Stop if they have questions about how the change of major will impact their financial aid or scholarships.

- Once the student has committed to changing to the new major, then you need to save the What if Analysis as an Adobe PDF/.pdf file.
- You **WILL NEED** to attach the What If Analysis for the new major to the Change of Major form before submitting to One Stop.
- To save the What if Analysis for the new major from Degree Works, please click on the Printer icon at the top of the page.
- **Do not** Right Click on the What if Analysis and click “Print” or “Save As” as this **will not** download or print out the correct degree or major code.

Worksheets



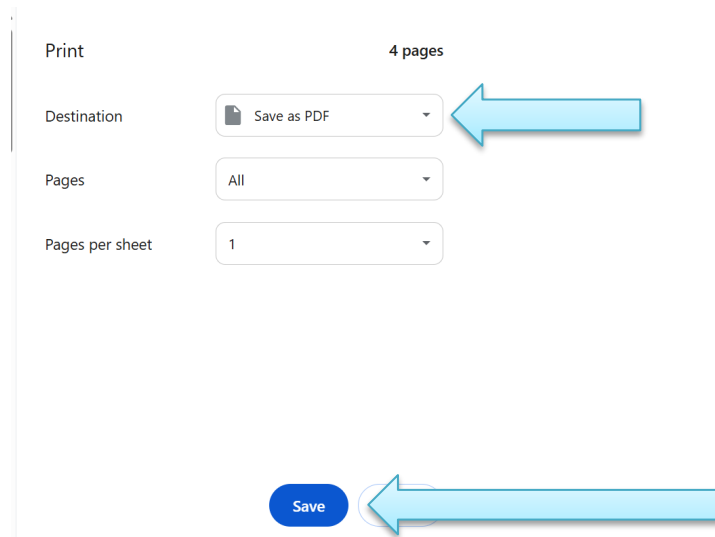
- A pop-up menu will pop up. Please click on Open PDF on the lower right of the pop-up menu.



- Once you click on OPEN PDF, it will open another screen with your What If Analysis on several pages. Find the PRINTER Icon at the top right-hand side of the page at the top of the screen, and click on it.
- **Do Not** click on the download icon (the Arrow pointing down with the line, box or container under it) as this **will not** download the new degree or major code. Please only click the Printer icon and follow the next steps listed below.



- After clicking on the PRINTER Icon, the printer menu will pop-up. Under Destination on the right-hand side of this pop-up menu, please select SAVE AS PDF and click SAVE.
- On the next screen, save your PDF file as a something that you will remember to your desktop or file folder on your computer.
- **HINT:** It is recommended that you use a PC Desktop Computer or MAC or laptop for the best performance on saving the What if Analysis as an Adobe PDF/.pdf file. Avoid using your phone or your tablet to save the PDF as it might not download the What if Analysis, the Degree Program Code, or Major Code that One Stop needs for processing your Change of Major and may delay the process.



STEP 14.) Sign the Change of Major form with either your hand-written signature or web signature and date it. You may hand sign it if you are returning it directly to the student for submission to One Stop or you may sign electronically sign it and date it if you plan to email the Change of Major form and What If Analysis to One Stop at onestop@roanestate.edu.

Success Coach/Advisor Signature _____ Date _____



IMPORTANT NOTES:

Students may request a Change of Major one time per semester. Requests received after the institutional census date (14th calendar day) for a semester will be effective for the next semester.

Changing to a health science major does not constitute acceptance into the program. A Health Sciences application is required to apply to health science programs.

RSCC is a Tennessee Board of Regents and an EEO Institution. RSCC Publication #15-045.

STEP 15.) After signing, the faculty advisor will either hand back to the student the signed Change of Major form and What If Analysis. The student is then responsible for submitting the signed Change of Major form and What if Analysis to One Stop.

OR

The faculty advisor will email the signed Change of Major form and What If Analysis with the new major to One Stop on behalf of the student.

One Stop can be reached at the following locations and means:

Physical office closed on Fridays: all other services are available.

Harriman Campus, [Room D-100](#)

Monday - Thursday, 8:00am to 4:30pm

Oak Ridge Campus, [Room B-100](#)

Monday - Thursday, 8:00am to 4:30pm

Email: onestop@roanestate.edu, P: 865-882-4545

STEP 16.) One Stop scans the completed Change of Major and What If Analysis for the new major to the Records, Admissions and Graduation Office for processing and emails both the faculty advisor/success coach and student back to inform them that the change of major may take 2-3 business days for processing.

- Once the change of major is processed by the Records, Admissions and Graduation Office, then the student will be able to see the new degree and major in their RaiderNet account.
- If there are any problems with the form or questions, One Stop will reach out to the faculty advisor or

success coach for clarification and to correct the issues.

If you have any questions about the Change of Major process, or running a What if Analysis for the new degree and major, please reach out to the Advising Resource Center at advising@roanestate.edu or by phone at 865-882-4597.