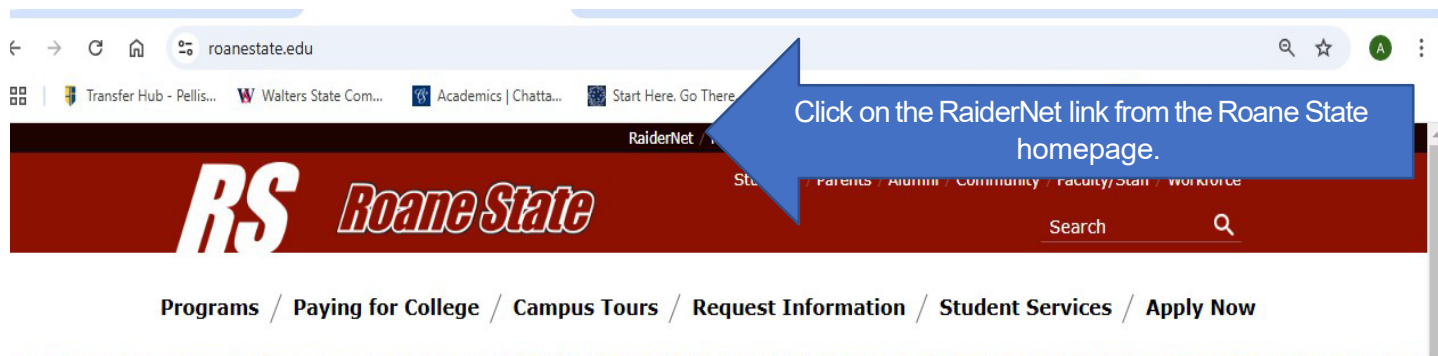
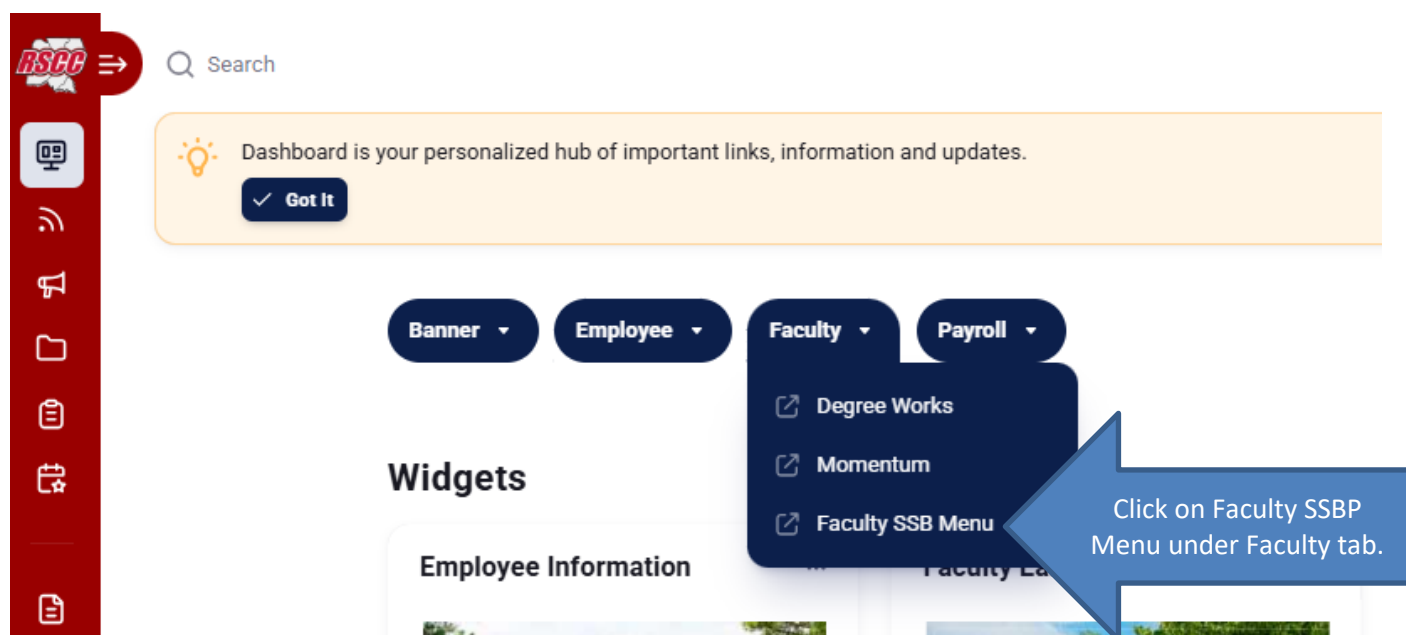


How to Run a What If Analysis on a Student and Save it as Adobe PDF/.pdf file to attach with a Change of Major Form for Faculty Advisor.

STEP 1.) Log into your RaiderNet account.



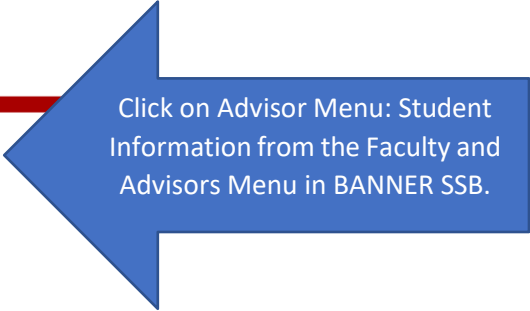
STEP 2.) Under the Faculty tab in your RaiderNet account, click on BANNER SSB.



STEP 3.) Click on Advisor Menu: Student Information

Faculty and Advisors

Advisor Menu: Student Information
Term Selection
CRN Selection



Click on Advisor Menu: Student Information from the Faculty and Advisors Menu in BANNER SSB.

STEP 4.) Under the Advisor Menu, click on Select Student

Student Information

Advisee Listing
Select Student
Student Information



Click on Select Student on the Advisor Menu under Student information.

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

Select Term


Select a Term: Spring 2025 Semester ▼

Submit

Select the current term
and then click Submit

STEP 6.) 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. Then select Submit

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: ☐ **Students**
☐ **Advisees**
☐ **Both**
☒ **All**

Either the student's R# or First
and Last Name and click Submit

STEP 7.) Click on Degree Works Evaluation on the Student Information Screen in BANNER SSB.

Student Information

Advisee Listing
Select Student
Student Information
Academic Transcript
Degree Works Evaluation
View Test Scores
View Holds

Click on Degree Works Evaluation on the Student Information page in BANNER SSB to see the student's Degree Works to run a What if Analysis.

STEP 8.) Run a What if Analysis in 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

Select What-If in your Degree Works Audit to begin the process

What-If Analysis

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

Program

Catalog year *
Fall 2023

Degree *
Associate of Science

Areas of study

Major *
Concentration

Additional areas of study

STEP 9.) In the What-If Drop Down Menu, under Catalog Year, please change the catalog year to the current term.

Academic

What-If

Financial Aid

Athletic Eligibility

View historic what-if audit

What-If Analysis

☐ Use current curriculum

☒ In-progress classes

☒ Preregistered classes

Program

Catalog year *

Fall 2023

Degree

Assoc

Areas of study

Major *

Concentration

Additional areas of study

Change the catalog year to the current term. In this example, we would change it to Spring 2025 to reflect the Change of Major would happen for the current or upcoming term.

STEP 10.) In the What-If Drop Down Menu, select the correct degree program for the new major that the student is selecting are selecting.

Academic What-If Financial Aid Athletic Eligibility View historic what-if audit

What-If Analysis

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

Program

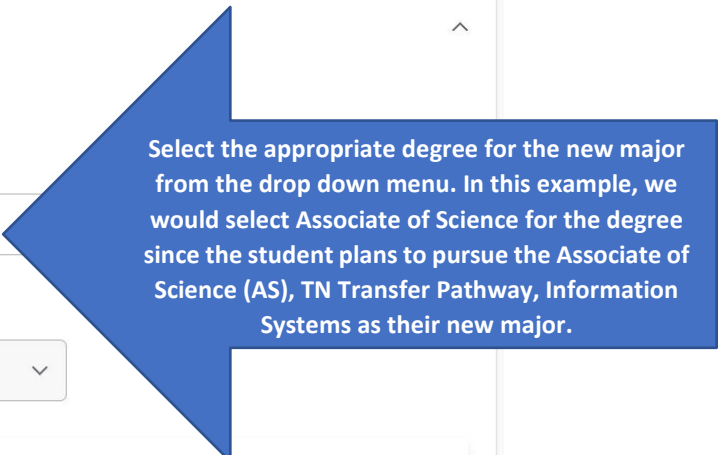
Catalog year *
Fall 2023

Degree *
Associate of Science

Areas of study

Major *
Concentration

Additional areas of study



Select the appropriate degree for the new major from the drop down menu. 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.

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.

Academic What-If Financial Aid Athletic Eligibility View historic what-if audit

What-If Analysis

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

Program

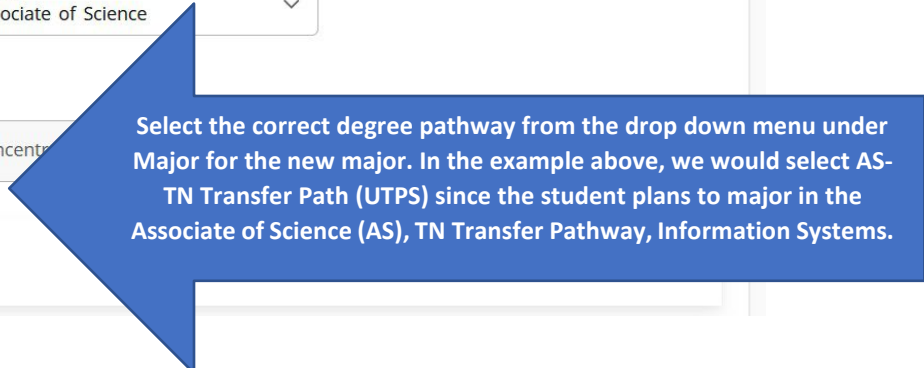
Catalog year *
Fall 2023

Degree *
Associate of Science

Areas of study

AS - RSCC Transfer, Non-TTP (TPAS)
AS - TN Transfer Path (UTPS)
AS - Transfer Articulation (TPAR)

Concentration



Select the correct degree pathway from the drop down menu under Major for the new major. In the example above, we would select AS-TN Transfer Path (UTPS) since the student plans to major in the Associate of Science (AS), TN Transfer Pathway, Information Systems.

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

Academic **What-If** Financial Aid Athletic Eligibility [View historic what-if audi](#)

What-If Analysis

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

Program

Catalog year *
Fall 2023

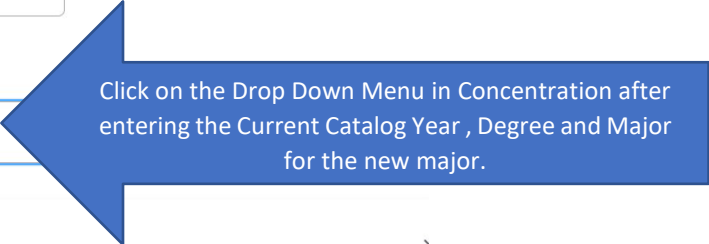
Degree *
Associate of Science

Areas of study

Major *
AS - TN Transfer Path (UTPS)

Concentration *

Additional areas of study



Click on the Drop Down Menu in Concentration after entering the Current Catalog Year , Degree and Major for the new major.

Academic **What-If** Financial Aid At **Biology (UBIO)** [View historic what-i](#)

What-If Analysis

☐ Use current curriculum ☒ In-progress cl

Program

Catalog year *
Fall 2023

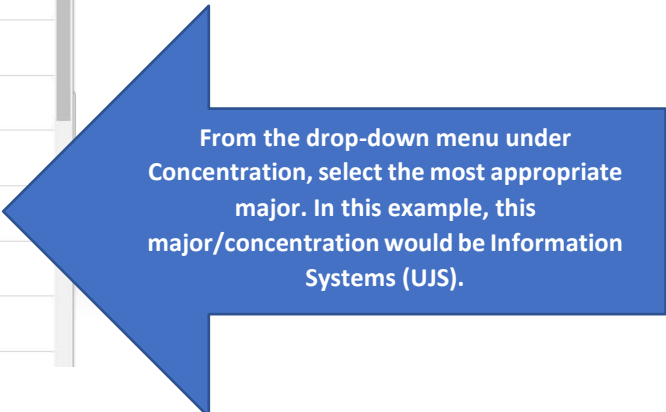
Areas of study

Major *
AS - TN Transfer Path (UTPS)

Additional areas of study

Future classes

- Business Administration (UBA)
- Chemistry (UCH)
- Civil Engineering (UCE)
- Criminal Justice (UCJ)
- Economics, (UECL)
- Electrical Engineering (UEE)
- Exercise Science (UEX)
- Geosciences (UGEO)
- History- (UHST)
- Information Systems (UIS)
- Kinesiology (UKI)
- Mass Communications (UMC)



From the drop-down menu under Concentration, select the most appropriate major. In this example, this major/concentration would be Information Systems (UIS).

What-If Analysis

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

Program

Catalog year *
 Spring 2025

Degree *
 Associate of Science

Areas of study

Major *
 AS - TN Transfer Path (UTPS)

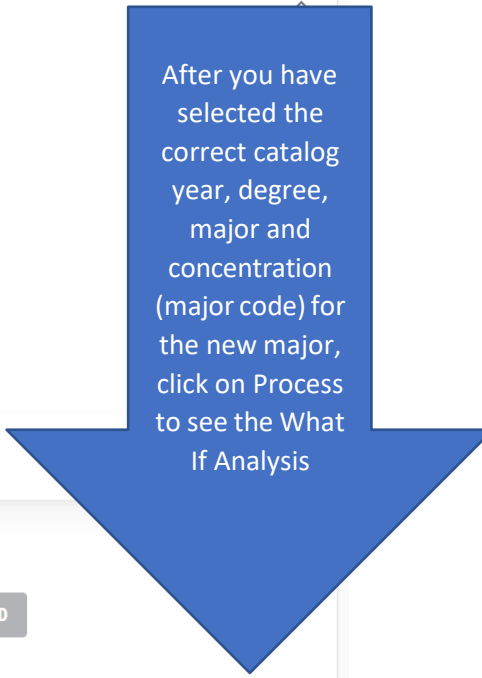
Concentration *
 Information Systems (UIS)

Additional areas of study

Future classes

Subject
 Number
 ADD

RESET
PROCESS



After you have selected the correct catalog year, degree, major and concentration (major code) for the new major, click on Process to see the What If Analysis

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.

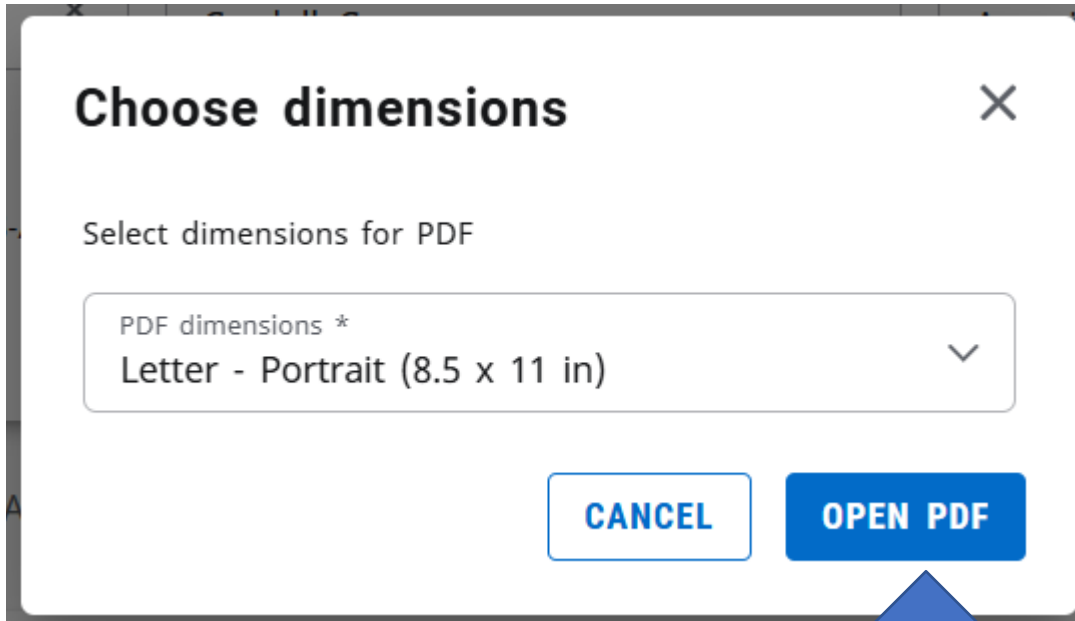
- Once the student has committed to changing to the new major, then you need to save the What if Analysis as an Adobe PDF/.pdf file.
- You **WILL NEED** to attach the What If Analysis for the new major to the Change of Major form before submitting to One Stop.
- To save the What if Analysis for the new major from Degree Works, please click on the Printer icon at the top of the page.

Worksheets



Click on the Printer icon at the top of the What if Analysis for the new major in Degree Works

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



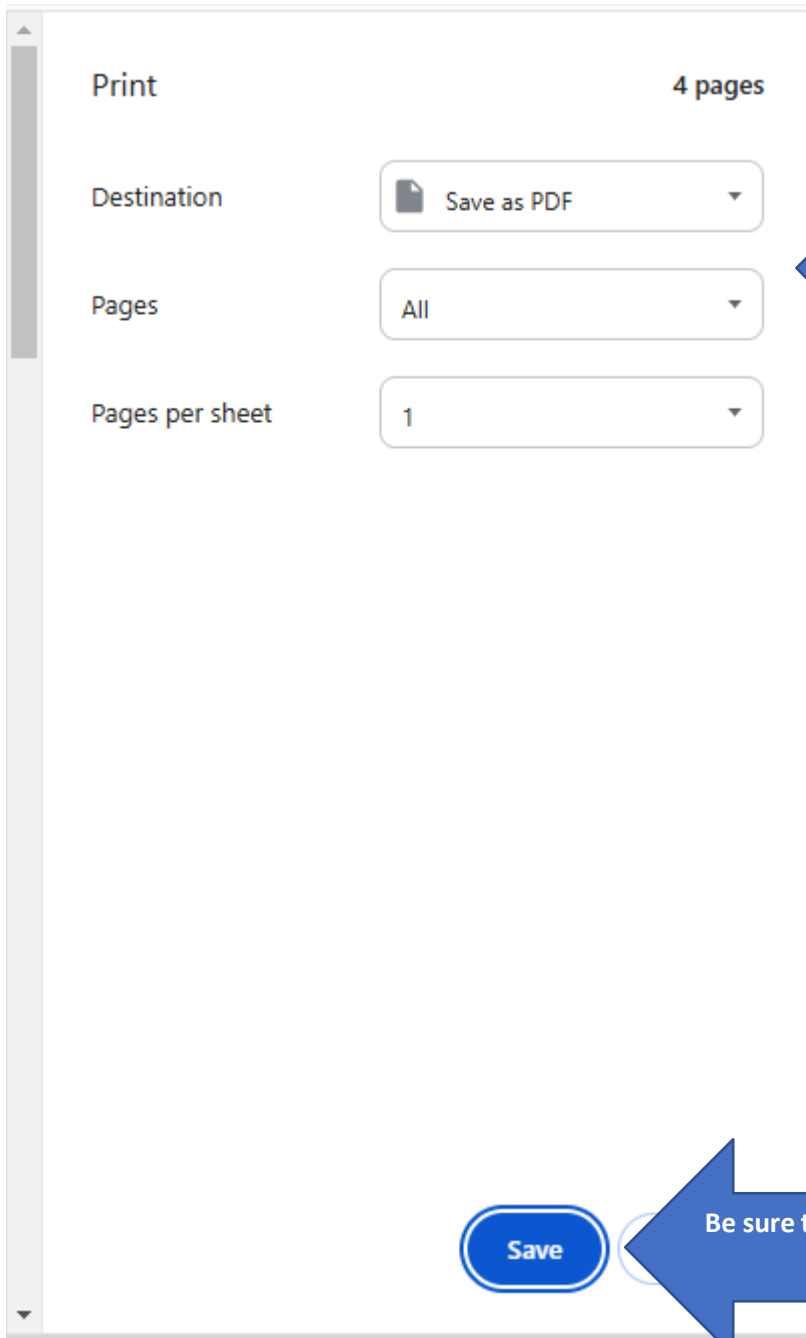
Click on OPEN PDF when the Pop-Up Menu pulls up after clicking on the Printer icon.

- 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 in the dark gray toolbar at the top of the screen, and click on it.



Find the PRINTER icon in the Dark Gray Toolbar at the top of the screen after clicking on OPEN PDF. Click on this PRINTER Icon.

- After clicking on the PRINTER Icon in the Dark Gray Toolbar, 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.



The image shows a 'Print' dialog box with the following settings:

- Print** (header) 4 pages
- Destination:** Save as PDF (selected in a dropdown menu)
- Pages:** All (selected in a dropdown menu)
- Pages per sheet:** 1 (selected in a dropdown menu)
- Save** button (highlighted with a blue circle)

Two blue arrows point to the 'Save as PDF' option and the 'Save' button, providing instructions on how to save the file.

On the Printer Pop-up Menu, select Save as PDF under the Destination Drop Down Menu, and click Save to save the file to your computer.


Be sure to click Save to save your What if Analysis PDF to your computer or laptop.

STEP 14.) Sign the Change of Major form with either your hand-written signature or web signature and date it.

Authorized Advisor/Counselor Signature _____ Date _____

IMPORTANT NOTES:

Students may request a Change of Major one time per semester.



Sign and date the Change of Major form. 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.

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.