Help Guide

Q. How to generate NEW DEGREE AUDIT or NEW DEGREE EVALUATION?

A. The steps for a student to generate a new degree audit or degree evaluation are as follows:

1. Login to the KFUPM portal with your username and password. For any help regarding the portal username or password, please contact Help desk -- ITC. The welcome screen will be as follows.

1a. Fill in the username and password, and press the Login button.
2. After your successful login to the portal, click on the Registrar Services tab.
3. After switching to the Registrar Services tab, under the heading Banner Self Service, click on the Banner Self Service link.

4. under the heading Banner Self Service link, click on the Student / Financial Aid link.
5. under the heading Student / Financial Aid link, click on the Student Records link, and then Degree Evaluation link.

6. If you would like to view your previous evaluations you can click on the link that displays your Program Major information.
To generate a new degree audit, click on the link Generate New Evaluation.
8. Click on the radio button, check the program, degree, major and term details. You can change the term for which you want to run the degree evaluation by selecting the **term** from the dropdown list. Click on the **Generate Request** button.