How To Generate a Degree Evaluation

Student Instructions
Generate New Evaluation

The instructions below provide information on how to obtain the latest version of your degree audit.

- Login the Lesesne Gateway
- Click on the Student tab
- Click on “Degree Evaluation” in the “Registration Tools” box.
• Select the current term from the drop-down menu and click “Submit”

**Note:** This screen will only appear the first time you log into Lesesne Gateway and generate an audit. Any subsequent audits generated while still logged in will assume the same term.

• Click on “Generate New Evaluation” at the bottom of the screen
• Click the circle next to “Program”, choose the current term, and click “Generate Request”.