ELECTRONIC DEGREE EVALUATIONS ON OASIS – FACULTY/STAFF

1) After logging into OASIS, click on “Faculty Services.”

2) Click on “Advisor Menu.”
3) Click on “IPFW Unofficial Degree Evaluation.”

4) Select a term (usually the upcoming term) and press “Submit.”
5) Enter the student’s social security in the ID space or the student’s name (leaving “All” as the Search Type) and press “Submit.”

6) Verify the student’s name and press “Submit.”
7a) Verify the student’s degree program information and click on “Generate New Evaluation.”

7b) If student is a pre-SPEA student (as below), skip to step 11.
8) If degree program is correct, select the program by clicking on the radio button beside “Program:”, then select term for evaluation (usually the current term) and press “Generate Request.”

9) Click on the “Detail Requirements” radio button and “Printer-friendly version,” if desired, and press “Submit.”
10) The degree evaluation will appear on the screen for review.

11) For Pre-SPEA students, click on “What-If Analysis” at the bottom of the screen.

12) Select an entry term (usually the upcoming term) and press “Continue.”
13) Select a degree program from the drop-down menu and press “Continue.”

14) Select a major from the drop-down menu. If the student is pursuing a minor, press “Add More”; if not, press “Submit” and skip to step 17.
15) If student is pursuing a minor, just click on “Add More” on this next screen.

16) Select a minor(s) from the drop-down menu(s) and press “Submit.”
17) Check that all information is correct, verifying evaluation term (usually the current term), and press “Generate Request.”

18) Click on the “Detail Requirements” radio button and “Printer-friendly version,” if desired, and press “Submit.”
19) The degree evaluation will appear on the screen for review.

**ELECTRONIC DEGREE EVALUATIONS ON OASIS - STUDENTS**

2) After logging into OASIS, click on “Student Services & Financial Aid.”

2) Click on “Student Records.”
3) Click on “IPFW Unofficial Degree Evaluation.”

4) Select the current term and press “Submit.”
5) Your current student degree program classification will appear. If everything is as you want it, click on “Generate New Evaluation” at the bottom of the screen and skip to step 13.

6) If you wish to do an evaluation for a different program than the one shown or if you are a pre-SPEA student, click on “What-if Analysis” at the bottom of the screen.
7) Select the term in which you would be entering the program (usually the upcoming term) and press “Continue.”

8) Select a degree program from the drop-down menu and hit “Continue.”
9) Choose a major from the drop-down menu. If you would also like to add a minor, press “Add More”, if not, hit “Submit” and skip to step 12.

10) To add a minor(s), just press “Add More” on this next screen.
11) Select a minor or minors from the drop-down menu(s) and press “Submit.”

12) Check that all information is correct, including the evaluation term (usually the current term), and press “Generate Request” and skip to step 14.
13) Click on radio button, if degree program is correct, and set term for evaluation, then press “Generate Request” button.

14) Click on “Detail Requirements” radio button and “Printer-friendly version,” if desired, and hit “Submit” button.
15) Degree evaluation will appear on screen. This is an unofficial degree evaluation. If you have any questions concerning anything appearing on the evaluation, please contact your advisor.