

UNOFFICIAL GRADUATION AUDIT

To monitor your progress toward your degree and assist with schedule planning, it is a good idea to generate a **“Degree Evaluation”** each semester. Here’s how:

1. Log into the **SAIL** system.
2. Click on the word **“SAIL”** located on the left side of the window as you view your schedule box.
3. Select **“Student Services & Financial Aid”**.
4. Select **“Student Records”**.
5. Select **“Degree Evaluation”**.
6. Select current semester and click **“submit”**.
7. Scroll down to the bottom of the page and select **“generate new evaluation.”**
8. Click the circle next to “program”.
9. Select current semester.
10. Select **“generate”**.
11. Be sure to Log Off when you are done reviewing your evaluation or have made a printed copy of it.
12. You may use the “What If Analysis” to see how your requirements and current progress would change if you changed your major.

Note: The Degree Evaluation is a great tool but can occasionally contain errors. Schedule an appointment with an academic adviser to discuss any concerns regarding your evaluation and be sure to meet with an academic adviser at least yearly. To schedule an appointment with an SBA academic adviser visit the web appointment scheduler located at: <http://www.sba.oakland.edu/scheduler/>.