HOW TO DO YOUR OWN DEGREE AUDIT

STEP 1: LOG IN TO YOUR MYACCESS ACCOUNT

STEP 2: GO TO “STUDENT SERVICES”

STEP 3: GO TO MYDEGREE

STEP 4: IN A NEW BROWSER, GO BACK TO MYACCESS AND GO TO “ACADEMIC RECORDS”

STEP 5: DOWNLOAD YOUR UNOFFICIAL TRANSCRIPT *PLEASE SELECT LAW CENTER AS YOUR TRANSCRIPT TYPE IF YOU ARE A FORMER GEORGETOWN STUDENT FROM THE DROP DOWN MENU*

*** YOU ARE MORE THAN WELCOME TO REACH OUT TO YOUR ACADEMIC ADVISOR TO CONFIRM YOU ARE ON TRACK FOR GRADUATION.***

UNDERSTANDING YOUR DEGREE AUDIT:

AS AN LLM STUDENT YOUR DEGREE AUDIT WILL INCLUDE 2 BLOCKS IF YOU ARE RECEIVING A SPECIALIZED DEGREE. IF YOU ARE A GENERAL LLM YOU WILL ONLY HAVE ONE BLOCK.

*THIS IS AN EXAMPLE AUDIT. YOUR PERSONAL DEGREE AUDIT WILL REFLECT THE APPROPRIATE SPECIALIZED DEGREE.*

- **ALL COURSES WITH A “GREEN ✅” WILL BE NOTED AS COMPLETE**
- **ALL COURSES WITH A “RED” WILL BE NOTED AS NOT COMPLETE**
- **ALL COURSES WITH A “BLUE” WILL BE NOTED AS COURSES THAT ARE IN-PROGRESS ALSO KNOWN AS CURRENTLY ENROLLED COURSES**
UNDERSTANDING YOUR DEGREE AUDIT CONTINUED:

COURSES UNDER THE “NOT APPLIED TOWARDS DEGREE” BLOCK ARE:

- FALL SEMESTER SECTIONS OF YEAR-LONG COURSES. IP WILL BE LISTED PERMANENTLY BUT THE GRADED PORTION FROM THE SPRING SEMESTER WILL DISPLAY IN “CREDIT REQUIREMENT” BLOCK ONCE SPRING GRADES HAVE BEEN POSTED.
- WITHDRAWN COURSES
- COURSES THAT RECEIVED A FAILING GRADE

COURSES UNDER THE “IN-PROGRESS” BLOCK ARE COURSES THAT HAVE NOT BEEN COMPLETED.

COURSES UNDER THE “ADDITIONAL ITEMS” BLOCK ARE COURSES THAT EXCEED THE 24 OR 20 CREDIT LIMIT OR THE SPECIALIZED DEGREE CREDIT LIMIT.
FOR YOUR INFORMATION:

- US TRAINED STUDENTS WILL NEED A TOTAL OF 24 CREDITS INCLUDING THE REQUIRED CREDITS FOR THEIR SPECIALIZED DEGREE.
- FOREIGN TRAINED STUDENTS WILL NEED A TOTAL OF 20 CREDITS INCLUDING THE REQUIRED CREDITS FOR THEIR SPECIALIZED DEGREE.

IF **YOU ARE NOT** ON TRACK TO GRADUATE, YOUR DEGREE AUDIT WILL DISPLAY THE NOTIFICATION BELOW. IT WILL INFORM YOU OF HOW MANY CREDITS NEEDED TO COMPLETE YOUR DEGREE REQUIREMENTS AS WELL AS THE NUMBER OF CREDITS NEEDED FOR YOUR SPECIALIZED DEGREE.

- HOWEVER, IF **YOU ARE** ON TRACK, YOU WILL NOT RECEIVE ANY NOTIFICATION AS TO HOW MANY CREDITS YOU STILL NEED TO COMPLETE YOUR REQUIREMENTS.

!!! THIS IS WHERE YOUR TRANSCRIPT COMES IN HANDY!!!!!

USING YOUR UNOFFICIAL TRANSCRIPT:

LOOKING AT THE LAST SEMESTER OF COURSES WHERE YOU HAVE RECEIVED GRADES, YOU WILL FIND THE NUMBER OF CREDITS YOU HAVE EARNED THUS FAR.

**EXAMPLE**

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<th>QHrs</th>
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<td>19.00</td>
<td>19.00</td>
<td>65.03</td>
<td>3.42</td>
</tr>
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- **STEP 1:** SUBTRACT THE TOTAL NUMBER OF HOURS REQUIRED FOR YOUR DEGREE FROM YOUR EARNED CUMULATIVE HOURS WHICH WILL THEN EQUAL THE REMAINING CREDITS NEEDED TO COMPLETE YOUR DEGREE.
REQUIREMENTS.

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24 CREDITS - CUMULATIVE HOURS = # OF CREDITS STILL NEEDED

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20 CREDITS - CUMULATIVE HOURS = # OF CREDITS STILL NEEDED

- STEP 2: TO DETERMINE IF YOU HAVE SATISFIED YOUR SPECIALIZED DEGREE REQUIREMENTS YOU CAN USE THE CURRICULUM GUIDE.

- CHOOSE YOUR SPECIALIZED DEGREE FROM THE DROP DOWN MENU.

- BASED ON THE COURSES YOU HAVE COMPLETED/CURRENTLY ENROLLED IN, YOU CAN DETERMINE WHICH COURSES WILL SATISFY YOUR SPECIALIZED DEGREE REQUIREMENT.

- ADD THE NUMBER OF CREDITS YOU HAVE EARNED TO DETERMINE THE NUMBER OF CREDITS STILL NEEDED TO SATISFY YOUR SPECIALIZED DEGREE REQUIREMENT.

CALCULATING YOUR SPECIALIZED DEGREE CREDITS

TOTAL # OF S.CR’S - # EARNED S.CR’S = # OF S.CR’S STILL NEEDED

S.CR’S ARE SPECIALIZED CREDITS
MORE QUESTIONS??????????

Certificates: Audits for certificate programs are not available in MyDegree. Students should confer with their program advisor to ensure they are on track to complete the certificate requirements.

Requirement Blocks: MyDegree will only include as many courses/credits as needed to satisfy a credit requirement block. If you have taken or are enrolled in more courses than necessary to meet your credit requirements, those courses may not be reflected in the credit requirement block and will appear in the “Additional Items” section of the audits.

- If you have previously satisfied a requirement and are currently enrolled in another course that will satisfy that same requirement, MyDegree will only reflect the most recent enrolled course.

The What If feature is currently unavailable for law degrees. Please discuss any requests to change your degree program with an academic advisor.

Year-Long Courses: “IP” grades are posted in March for the Fall section of year-long courses in order to get the credits to calculate correctly when the final course grades are posted. The “IP” grade causes the Fall section to drop into the “Not Applied” section of the audits. The total credits for year-long courses will be calculated in the audits when final grades are posted at the end of the Spring semester.

FURTHER ASSISTANCE:

IF YOUR DEGREE AUDIT IS INCORRECT, PLEASE EMAIL THE OFFICE OF THE REGISTRAR SO WE CAN ASSESS THE ISSUE AT LAWREG@GEORGETOWN.EDU