HOW TO
MYDEGREE 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*
UNDERSTANDING YOUR DEGREE AUDIT:

**KEY**
- Complete
- Complete except for classes in-progress
- (TR) Transfer Class
- Indicates a range of courses
- BL No Grade
- Not Complete
- Nearly complete - see advisor
- Any course number
- NA In progress

Unmet conditions for this set of requirements: 85 credits are required. You currently have 62, you still need 23 more credits.

### Juris Doctor

- **Catalog Year:** 2018-2019
- **Credits Required:** 85

<table>
<thead>
<tr>
<th>Required First Year Curriculum</th>
<th>Still Needed:</th>
<th>See Upper Class Writing Requirement section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper Class Writing Requirement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Responsibility Requirement</td>
<td>Still Needed:</td>
<td>See JD Courses Towards Degree section</td>
</tr>
<tr>
<td>Required Experiential Learning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3D Courses Towards Degree</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students participating in a certificate program should confirm their certificate requirements with the program coordinator.

**Cumulative GPA Requirement - 2.0**

A min cumulative GPA of 2.00/4.00 in Law Center courses is required.

- **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**

### Not Applied Towards Degree

<table>
<thead>
<tr>
<th>LAWJ 005 Legal Practice: Writing/Analysis</th>
<th>Credits Applied: 0</th>
<th>Classes Applied: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>IP</td>
<td>Fall 2018</td>
</tr>
</tbody>
</table>

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 “JD COURSES TOWARDS DEGREE” BLOCK ONCE SPRING GRADES HAVE BEEN POSTED.**
- **WITHDRAWN COURSES**
- **COURSES THAT RECEIVED A FAILING GRADE**

### In-progress

<table>
<thead>
<tr>
<th>LAWJ 009 Legal Justice Seminar Lecture</th>
<th>Credits Applied: 16</th>
<th>Classes Applied: 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAWJ 126 Criminal Law</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td>LAWJ 178 Fed Courts &amp; the Fed System</td>
<td>NA</td>
<td>3</td>
</tr>
<tr>
<td>LAWJ 263 Employment Law</td>
<td>NA</td>
<td>3</td>
</tr>
<tr>
<td>LAWJ 397 Separation of Powers Seminar</td>
<td>NA</td>
<td>3</td>
</tr>
<tr>
<td>LAWJ 421 Federal Income Taxation</td>
<td>NA</td>
<td>4</td>
</tr>
</tbody>
</table>

COURSES UNDER THE “IN-PROGRESS” BLOCK ARE COURSES THAT HAVE NOT BEEN COMPLETED.
COURSES UNDER THE “ADDITIONAL ITEMS” BLOCK ARE COURSES THAT EXCEED THE 85 CREDIT LIMIT

FOR YOUR INFORMATION:

- IF YOU ARE A 3L AND YOU ARE NOT ON TRACK YOU WILL RECEIVE THIS NOTIFICATION

| Still Needed: | 85 credits are required. You currently have 64, you still need 21 more credits. |

- HOWEVER, IF YOU ARE A 3L AND 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

<table>
<thead>
<tr>
<th>Current</th>
<th>EHrs</th>
<th>QHrs</th>
<th>QPts</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15.00</td>
<td>15.00</td>
<td>50.34</td>
<td>3.36</td>
</tr>
<tr>
<td>Cumulative</td>
<td>73.00</td>
<td>72.00</td>
<td>239.65</td>
<td>3.33</td>
</tr>
</tbody>
</table>

- 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.

85 CREDITS - CUMULATIVE HOURS = # OF CREDITS STILL NEEDED
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.

Special JD Programs: MyDegree will only reflect the audit for JD degree requirements. Joint degree students and students in other Scholars Programs should consult with their academic advisors to ensure they are on track to complete their other program 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