

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				
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(TR) Transfer Class	: Indicates a range of courses	BL No Grade
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	@ Any course number	NA In progress	

Juris Doctor		Catalog Year:	2018-2019	Credits Required:	85
Unmet conditions for this set of requirements: 85 credits are required. You currently have 62, you still need 23 more credits.					
85 credits required with a minimum of 54 credits earned at the Law Center.					
<input checked="" type="checkbox"/> Required First Year Curriculum					
<input type="checkbox"/> Upper Class Writing Requirement	Still Needed: See Upper Class Writing Requirement section				
<input checked="" type="checkbox"/> Professional Responsibility Requirement					
<input checked="" type="checkbox"/> Required Experiential Learning					
<input type="checkbox"/> JD Courses Towards Degree	Still Needed: See JD Courses Towards Degree section				
Students participating in a certificate program should confirm their certificate requirements with the program coordinator.					
<input checked="" type="checkbox"/> 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					Credits Applied:	0	Classes Applied:	1
LAWJ 005	Legal Practice: Writ/Analysis		IP	0	Fall 2018			

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 TOWARD DEGREE” BLOCK ONCE SPRING GRADES HAVE BEEN POSTED.
- WITHDRAWN COURSES
- COURSES THAT RECEIVED A FAILING GRADE

In-progress					Credits Applied:	16	Classes Applied:	6
LAWJ 009	Legal Justice Seminar Lecture	NA	0	Fall 2017				
LAWJ 126	Criminal Law	NA	3	Fall 2019				
LAWJ 178	Fed Courts & the Fed System	NA	3	Spring 2020				
LAWJ 263	Employment Law	NA	3	Fall 2019				
LAWJ 397	Separation of Powers Seminar	NA	3	Fall 2019				
LAWJ 421	Federal Income Taxation	NA	4	Fall 2019				

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

Additional Items			Credit Applied: 1	Classes Applied: 2
LAWJ 1491	Externship 1 Seminar	NG	0	Spring 2019
LAWJ 611	Advocacy and Ethics in Practic	P	1	Spring 2018

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

	EHrs	QHrs	QPts	GPA
Current	15.00	15.00	50.34	3.36
Cumulative	73.00	72.00	239.65	3.33

- 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

