1. log into my.whittier.edu

2. OnceLogged in, click on the “My Info” link.

3. Under Registration Tools, click on the “Degree Evaluation” link

4. Choose the most current term listed for the Law School. Be aware that we share the system with the Undergraduate campus, so you should choose a term listed as “Law School”

5. You will now choose the program to run a degree audit for.

Then hit the Generate Request button
6. You are able to see three informational versions of the Degree Audit.

For this example, choose “General Requirements” and hit the Submit button.

---

7. At the top of the Audit, you will see your degree information; program, major, concentration, catalog year etc.…

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8. Further down the audit, you’ll see the general requirements summary. It shows the required units/courses and whether that requirement has been met.

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### Program Evaluation

- **Program**: Juris Doctor
- **Campus**: Law School
- **College**: Law School
- **Degree**: Juris Doctor
- **Level**: Juris Doctor
- **Majors**: Center for Child Rights Fellow
- **Departments**: 

### General Requirements

- **Catalog Term**: Fall 2002 - Law School
- **Evaluation Term**: Spring 2006
- **Expected Graduation Date**: May 22, 2005
- **Request Number**: 14
- **Results as of**: Aug 13, 2006
- **Minors**: 
- **Concentrations**: 

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Met</th>
<th>Credits</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Required</td>
<td>Yes</td>
<td>87.000</td>
<td>87.000</td>
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<tr>
<td>Institutional Traditional</td>
<td>Yes</td>
<td>68.000</td>
<td>69.000</td>
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<tr>
<td>Maximum Transfer</td>
<td></td>
<td>30.000</td>
<td>0.000</td>
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<tr>
<td>Program GPA</td>
<td>Yes</td>
<td>.00</td>
<td>88.69</td>
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<tr>
<td>Overall GPA</td>
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<td>###</td>
<td>88.69</td>
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<tr>
<td>Other Course Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer</td>
<td></td>
<td>30.000</td>
<td>0.000</td>
</tr>
</tbody>
</table>

*** This is NOT an official evaluation. ***
9. Further down on the Degree Audit, you will see the specific course requirements. This view only shows the courses that are counted in meeting the requirement. It won’t show the specific requirement that needs to be met.

10. At the very end of the Degree Audit, you can go back to your display options to choose other views, Choose a Previous Evaluation (a history of evaluations are kept) or You can generate a New Evaluation. For this example I will choose “Previous Evaluations”
11. A history of evaluations is kept if you want to view evaluations you have ran in the past. To view a previous evaluation, click on the program link.