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## How to Complete a Grad Audit

1. Begin by going to your [MyDC](#) homepage.
2. Select the **Self Service Log In** at the top right



SELF SERVICE LOG IN


3. Log-in to the Portal using your 9-digit student ID (beginning with 100) and password.

Please visit [IT Services](#) for password information.  
If you have issues, please contact IT Services at 905-721-3333 option #1

4. Click **Student Information**
5. Click **Student Records**
6. Click **Degree Evaluation**
7. Select the current term
  - a. January – April: Winter
  - b. May – August: Spring/Summer
  - c. September – December: Fall
8. Select **Generate New Evaluation** located in the lower central portion of the screen

Degree Evaluation Record

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 You may generate a graduation evaluation for the program listed below. To generate a new evaluation click on Generate New Evaluation at the bottom of page.

No current curriculum information found.

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[ [View Previous Evaluations](#) | [Generate New Evaluation](#) | [What-if Analysis](#) | [View Holds](#) ]

9. Select the current term and your current program. Click on **Generate Request**
10. Select and of the three options listed to view your current degree evaluation. Select **Submit**

11. The information displayed will indicate what credit you have or still need to complete in order to meet your degree requirements
12. If you have any issues please email [convocation@durhamcollege.ca](mailto:convocation@durhamcollege.ca)