

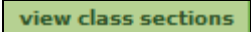

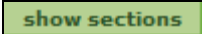


9_0 GFOXU Academics - View Academic Advisement Report (Degree Progress)

Step	Action
1.	<p>Logging In:</p> <p>In a browser window, go to mygfu.georgefox.edu, or follow the links in Bruindata.</p> <p>Log in using your George Fox userID and password.</p>
2.	<p>Click the Self Service link.</p> <p>Self Service</p>
3.	<p>Click the Student Center link.</p>
4.	<p>Click the My Academics link.</p> <p>My Academics</p>
5.	<p>Click the View my advisement report link.</p> <p>Note that from this same screen, you can also create a What-If scenario and report to see what happens to your degree requirements if you change or add majors or minors.</p> <p>From this screen, you can also view an unofficial transcript.</p> <p>View my advisement report</p>
6.	<p>Bachelor's Degree Requirements</p> <p>The top of the report shows the highest level of requirements, the Bachelor's Degree Requirement section.</p> <p>Here are some sub-sections worth noting in the Bachelor's Degree Requirement section:</p> <ul style="list-style-type: none"> * Credit Hour Requirement - a maximum of 126 hours will show here. * Upper Division - upper division hours will show here. * All Coursework for Student - A complete alphabetized list of the student's coursework will show here.
7.	<p>To view all of your coursework:</p> <p>Scroll down to view the All coursework for Student section. This section is a great place to see an alphabetized list of all completed, in progress, and planned courses.</p> <p>Click the View All link at the bottom of the list to view all courses.</p> <p>View All</p>

Step	Action
8.	<p>Other Main Sections: General Education, Major, and Minor (if applicable)</p> <p>Scroll down the report to see the General Education, Major and Minor (if applicable) sections.</p>
9.	<p>Satisfied and Not Satisfied Requirements</p> <p>In the General Education section, you'll see the different categories of requirements.</p> <p>Satisfied Requirement</p> <p>If a requirement has been satisfied:</p> <ol style="list-style-type: none"> 1. The requirement is marked as Satisfied 2. The requirement list is collapsed. <p>For example, this student has satisfied the requirement for BIBL 101 and BIBL 102.</p>
10.	<p>Requirement Not Satisfied</p> <p>If a requirement has not been satisfied, the requirement is marked as Not Satisfied, and the requirement list is expanded so that you can see the information.</p> <p>In this example, the student has not satisfied the Senior Capstone requirement.</p>
11.	<p>Click the Expand section button to see the detail for any satisfied requirement.</p> 
12.	<p>Bible and Religion</p> <p>For the Bible and Religion requirement, students take BIBL 100, or students can substitute BIBL 101 and BIBL102.</p> <p>In this example, the student has registered for BIBL 101 and BIBL 102 to satisfy the requirement, so the BIBL 100 option disappears.</p>
13.	<p>Major-Specific General Education Requirements</p> <p>This example shows a major-specific general education requirement.</p> <p>The academic advisement report notes that Engineering majors are required to complete PHIL 230 to meet the Humanities Elective requirement. This student has satisfied the requirement.</p>
14.	<p>Click the Expand section button for the Humanities Elective Requirement for Engineering Majors</p> 
15.	<p>This student has satisfied the engineering major-specific general education requirement.</p>

Step	Action
16.	<p>Humanities - Fine Arts - Art or Music</p> <p>Art Version</p> <p>If a student takes an ARTS course, then the Humanities elective cannot include ARTS courses.</p> <p>The academic advisement report shows Fine Arts - Arts Option and Humanities elective classes if Fine Arts requirement is satisfied with Art.</p> <p>The Music option disappeared because the student has completed the Fine Arts and Humanities elective requirements.</p>
17.	<p>Humanities - Fine Arts - Art or Music</p> <p>Music Version</p> <p>If a student takes an MUSI course, then the Humanities elective cannot include MUSI courses.</p> <p>The academic advisement report shows Fine Arts - Music Option and Humanities elective classes if Fine Arts requirement is satisfied with Music.</p> <p>The Art option disappeared because the student has completed the Fine Arts and Humanities elective requirements.</p>
18.	<p>In this example, the Music and Humanities options are expanded.</p> <p>If the student has not yet registered for the elective, you'll see a list of possible courses that excludes Music courses in the Humanities elective section.</p>
19.	<p>View Available Sections of a Course:</p> <p>While viewing your academic advisement report, you can view available sections of the course.</p> <p>Click the course description link. In this example, click the LibArts & Critical Issues link.</p>
20.	<p>You'll see a description of the course.</p> <p>To view scheduled class sections, click the View Class Sections button.</p> <p></p>
21.	<p>Scroll down the screen.</p>
22.	<p>Select the 2009 Fall Term list item from the Terms Offered dropdown box.</p> <p></p>
23.	<p>Click the Show Sections button.</p> <p></p>

Step	Action
24.	You'll see the available class sections. You can add a class to your Shopping Cart from this screen. To return to the academic advisement report, scroll to the bottom of the screen.
25.	Click the Return to Academic Advisement Audit link. Return to Academic Advisement Audit
26.	Thank you for learning about academic advisement reports. Please direct any questions to the appropriate Enrollment Counselor in the Registrar's Office.
27.	End of Procedure.