

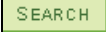

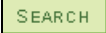

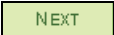

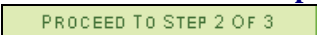




## 9\_0 GFOXU Registration - Adding Classes

1.	You'll use an Enrollment Shopping Cart, where you can search for and temporarily save classes for a future term. You can finish enrolling or come back later. Your Shopping Cart will be saved for future visits.
2.	In a browser window, go to mygfu.georgefox.edu, or follow the links in Bruindata.
3.	Enter your George Fox username and password.  Click the <b>Sign In</b> button. 
4.	Click the <b>Self Service</b> link. 
5.	Click the <b>Student Center</b> link.
6.	You'll see your <b>Student Center</b> .  Click the green <b>Search for Classes</b> button, or click the <b>Search</b> link under <b>Academics</b> .
7.	For May or Summer terms with short lists of classes, you can just click the <b>Search</b> button without entering criteria. You will see all classes offered for that term. 
8.	Or...If you want to search for a particular subject, on the <b>Search</b> tab click the <b>Course Subject</b> list and select the subject. 
9.	Note that the <b>Class Search Criteria</b> box requires you to enter at least two criteria.
10.	The <b>Show Open Classes Only</b> checkbox will usually be checked. If you want to see open and closed classes that meet your search criteria, then uncheck this box.
11.	Do not check the box for <b>Show Open Entry/Exit Classes Only</b> . George Fox does not offer this class type.
12.	Click the <b>Search</b> button. 
13.	You'll see a list of classes that meet your search criteria. Follow the legend to determine whether the class is open (green circle), closed (blue square), or wait listed (gold triangle).  To add a class to your Shopping Cart, click the <b>Select Class</b> button for that class. 

14.	<p>Click the <b>Next</b> button.</p> 
15.	<p>The class has been added to your <b>Shopping Cart</b>. The <b>Shopping Cart</b> is a temporary place to plan your classes and check for time conflicts.</p> <p>You are not registered until the class has been added to your schedule.</p> <p>If you don't want to add the class now, you could exit the system. Your <b>Shopping Cart</b> will be saved for your next visit.</p>
16.	<p>To add the class to your schedule, click the <b>Enroll</b> tab.</p> 
17.	<p>Click the <b>Proceed to Step 2 of 3</b> button.</p> 
18.	<p>Click the <b>Finish Enrolling</b> button.</p> 
19.	<p>You'll see a confirmation message that the class has been added to your schedule. Now you are enrolled.</p>
20.	<p>If you want to view your class schedule, click the <b>My Class Schedule</b> button.</p> 
21.	<p>You'll see all classes with their status. If you wish, you can filter out the dropped classes.</p>
22.	<p><b>End of Procedure.</b></p>