





9_0 GFOXU Registration - Swapping Classes

1.	<p>Swap allows you to switch one class for another.</p> <p>To begin, in a browser window, go to mygfu.georgefox.edu, or follow the links in Bruindata.</p>
2.	<p>Enter your George Fox username and password.</p> <p>Click the Sign In button.</p> 
3.	<p>Click the Self Service link.</p> 
4.	<p>Click the Student Center link.</p>
5.	<p>Click the Enroll link.</p> 
6.	<p>Click the swap link.</p> 
7.	<p>Select the class to remove.</p>
8.	<p>Enter the class number (four-digit unique number) for the new class, or click the Search button to search for classes.</p> 
9.	<p>Click the Search button to search for all classes in the term, or select a specific subject and/or course number before searching.</p> 
10.	<p>Click the Select Class button to the right of the desired class.</p> 
11.	<p>Click the Next button.</p> 
12.	<p>Click the Finish Swapping button.</p> 
13.	<p>You'll see the results of the swap.</p>
14.	<p>To view your class schedule, click the My Class Schedule button.</p> 
15.	<p>You'll see that you were dropped from one class and enrolled in the other.</p>

16.	End of Procedure.
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