




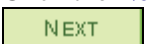


9_0 GFOXU Trad'I Undergrads - Add Classes to Your Shopping Cart

Step	Action
1.	You'll use an Enrollment Shopping Cart , where you can search for and temporarily save classes for a future term before you meet with your advisor. Your Shopping Cart will be saved for your next visit.
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 Sign In button. 
4.	Click the Self Service link. 
5.	Click the Student Center link.
6.	You'll see your Student Center . Click the green Search for Classes button, or click the Search link under Academics .
7.	Note the term, and select a different term if needed.
8.	Search for a particular subject: On the Search tab click the Course Subject list and select the subject. 
9.	Note that the Class Search Criteria box requires you to enter at least two criteria.
10.	The Show Open Classes Only 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 Show Open Entry/Exit Classes Only . George Fox does not offer this class type.
12.	Click the Search 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 Select Class button for that class. 
14.	Click the Next button. 

Step	Action
15.	<p>The class has been added to your Shopping Cart. The Shopping Cart is a temporary place to plan your classes and check for time conflicts. Your advisor will be able to view your Shopping Cart in preparation for your meeting with your advisor.</p> <p>When you exit the system, your Shopping Cart will be saved.</p>
16.	End of Procedure.