
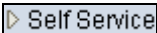





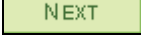
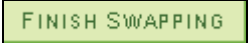



Registration - Swapping Classes

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

