### Advising - View Advisee Appointment Times

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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| 1.   | **Logging In:**  
In a browser window, go to [mygfu.georgefox.edu](http://mygfu.georgefox.edu).  
Log in using your George Fox userID and password. |
| 2.   | Click the **Self Service** link.  
[Self Service]  |
| 3.   | Click the **Advisor Center** link.  
[Advisor Center]  |
| 4.   | Click the **My Advisees** link.  
[My Advisees]  |
| 5.   | Click the student's **View Student Details** located to the right of the student's name and ID.  
[View Student Details]  |
| 6.   | Click the **Details** link in the **Enrollment Dates** section on the right.  
[Details]  |
| 7.   | Change the term if needed by clicking the green **Change Term** button.  
[change term]  |
| 8.   | Select the term. In this example, click the **2010 Fall Term** option.  
[2010 Fall Term]  |
| 9.   | After selecting the term, click the green **Continue** button.  
[Continue]  |
| 10.  | You'll see the beginning and ending dates and times for the student's appointment.  
The student may add courses to his or her **Shopping Cart** before the appointment begins.  
When the appointment begins, the student will be able to enroll in the courses in his or her **Shopping Cart** after meeting with you. You (the advisor) must release the advising hold on the student's registration before the student can enroll.  
[End of Procedure]  |

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