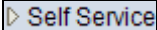

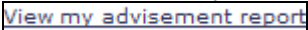



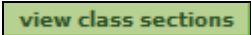

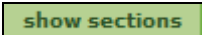


**Academics - Viewing Academic Advisement Report (Degree Progress)**

Step	Action
1.	<p><b>Logging In:</b></p> <p>In a browser window, go to <a href="http://mygfu.georgefox.edu">mygfu.georgefox.edu</a>.</p> <p>Log in using your George Fox userID and password.</p>
2.	<p>Click the <b>Self Service</b> link.</p> <p></p>
3.	<p>Click the <b>Student Center</b> link.</p>
4.	<p>Click the <b>My Academics</b> link.</p> <p></p>
5.	<p>Click the <b>View my advisement report</b> link.</p> <p>Note that from this same screen, you can also create a <b>What-If</b> scenario and report to see what happens to your degree requirements if you change or add majors or minors.</p> <p>From this screen, you can also view an unofficial transcript.</p> <p></p>
6.	<p><b>Bachelor's Degree Requirements</b></p> <p>The top of the report shows the highest level of requirements, the <b>Bachelor's Degree Requirement</b> section.</p> <p>Here are some sub-sections worth noting in the <b>Bachelor's Degree Requirement</b> section:</p> <ul style="list-style-type: none"> <li>* <b>Credit Hour Requirement</b> - a maximum of 126 hours will show here.</li> <li>* <b>Upper Division</b> - upper division hours will show here.</li> <li>* <b>All Coursework for Student</b> - A complete alphabetized list of the student's coursework will show here.</li> </ul>
7.	<p><b>To view all of your coursework:</b></p> <p>Scroll down to view the <b>All coursework for Student</b> section. This section is a great place to see an alphabetized list of all completed, in progress, and planned courses.</p> <p>Click the <b>View All</b> link at the bottom of the list to view all courses.</p> <p></p>

Step	Action
8.	<p><b>Other Main Sections: General Education, Major, and Minor (if applicable)</b></p> <p>Scroll down the report to see the <b>General Education, Major</b> and <b>Minor</b> (if applicable) sections.</p>
9.	<p><b>Satisfied and Not Satisfied Requirements</b></p> <p>In the <b>General Education</b> section, you'll see the different categories of requirements.</p> <p><b>Satisfied Requirement</b></p> <p>If a requirement has been <b>satisfied</b>:</p> <p>1. The requirement is marked as <b>Satisfied</b> 2. The requirement list is collapsed.</p> <p>For example, this student has satisfied the requirement for BIBL 101 and BIBL 102.</p>
10.	<p><b>Requirement Not Satisfied</b></p> <p>If a requirement has <b>not been satisfied</b>, the requirement is marked as <b>Not Satisfied</b>, and the requirement list is expanded so that you can see the information.</p> <p>In this example, the student has not satisfied the <b>Senior Capstone</b> requirement.</p>
11.	<p>Click the <b>Expand section</b> button to see the detail for any satisfied requirement.</p> 
12.	<p><b>Bible and Religion</b></p> <p>For the <b>Bible and Religion</b> requirement, students take BIBL 100, or students can substitute BIBL 101 and BIBL102.</p> <p>In this example, the student has registered for BIBL 101 and BIBL 102 to satisfy the requirement, so the BIBL 100 option disappears.</p>
13.	<p><b>Major-Specific General Education Requirements</b></p> <p>This example shows a major-specific general education requirement.</p> <p>The academic advisement report notes that Engineering majors are required to complete PHIL 230 to meet the Humanities Elective requirement. This student has satisfied the requirement.</p>
14.	<p>Click the <b>Expand section</b> button for the <b>Humanities Elective Requirement for Engineering Majors</b></p> 
15.	<p>This student has satisfied the engineering major-specific general education requirement.</p>

Step	Action
16.	<p><b>Humanities - Fine Arts - Art or Music</b></p> <p><b>Art Version</b></p> <p>If a student takes an ARTS course, then the Humanities elective cannot include ARTS courses.</p> <p>The academic advisement report shows <b>Fine Arts - Arts Option</b> and <b>Humanities elective classes if Fine Arts requirement is satisfied with Art</b>.</p> <p>The Music option disappeared because the student has completed the Fine Arts and Humanities elective requirements.</p>
17.	<p><b>Humanities - Fine Arts - Art or Music</b></p> <p><b>Music Version</b></p> <p>If a student takes an MUSI course, then the Humanities elective cannot include MUSI courses.</p> <p>The academic advisement report shows <b>Fine Arts - Music Option</b> and <b>Humanities elective classes if Fine Arts requirement is satisfied with Music</b>.</p> <p>The Art option disappeared because the student has completed the Fine Arts and Humanities elective requirements.</p>
18.	<p>In this example, the <b>Music</b> and <b>Humanities</b> options are expanded.</p> <p>If the student has not yet registered for the elective, you'll see a list of possible courses that excludes Music courses in the Humanities elective section.</p>
19.	<p><b>View Available Sections of a Course:</b></p> <p>While viewing your academic advisement report, you can view available sections of the course.</p> <p>Click the course description link. In this example, click the <b>LibArts &amp; Critical Issues</b> link.</p>
20.	<p>You'll see a description of the course.</p> <p>To view scheduled class sections, click the <b>View Class Sections</b> button.</p> <p></p>
21.	<p>Scroll down the screen.</p>
22.	<p>Select the <b>2009 Fall Term</b> list item from the <b>Terms Offered</b> dropdown box.</p> <p></p>
23.	<p>Click the <b>Show Sections</b> button.</p> <p></p>

Step	Action
24.	<p>You'll see the available class sections. You can add a class to your Shopping Cart from this screen.</p> <p>To return to the academic advisement report, scroll to the bottom of the screen.</p>
25.	<p>Click the <b>Return to Academic Advisement Audit</b> link.</p> <p><a href="#">Return to Academic Advisement Audit</a></p>
26.	<p>Thank you for learning about academic advisement reports.</p> <p>Please direct any questions to the appropriate Enrollment Counselor in the Registrar's Office.</p>
27.	<p><b>End of Procedure.</b></p>