




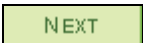


Registration - Adding Classes

Step	Action
1.	You'll use an Enrollment Shopping Cart , where you can search for and temporarily save classes for a future term. You can finish enrolling or come back later. Your Shopping Cart will be saved for future visits.
2.	In a browser window, go to mygfu.georgefox.edu .
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.	Search for a particular subject: On the Search tab click the Course Subject list and select the subject. 
8.	Note that the Class Search Criteria box requires you to enter at least two search criteria.
9.	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.
10.	Do not check the box for Show Open Entry/Exit Classes Only . George Fox does not offer this type of class.
11.	Click the Search button. 
12.	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. 
13.	Click the Next button. 

Step	Action
14.	<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.</p> <p>Note: Adding a class to your Shopping Cart does not enroll you in the class. You are not registered until the class has been added to your schedule.</p> <p>If you don't want to add the class now, you could exit the system. Your Shopping Cart will be saved for your next visit.</p>
15.	<p>To add the class to your schedule, click the Enroll tab at the top.</p> <p style="text-align: center;">Enroll</p>
16.	<p>Click the Proceed to Step 2 of 3 button.</p> <p style="text-align: center;">PROCEED TO STEP 2 OF 3</p>
17.	<p>Click the Finish Enrolling button.</p> <p style="text-align: center;">FINISH ENROLLING</p>
18.	<p>You'll see a confirmation message that the class has been added to your schedule. Now you are enrolled in the class.</p>
19.	<p>If you want to view your class schedule, click the My Class Schedule button.</p> <p style="text-align: center;">MY CLASS SCHEDULE</p>
20.	<p>You'll see all classes with their status. If you wish, you can filter out the dropped classes.</p>
21.	<p>End of Procedure.</p>