

How to use the Planner in MyGFU

- Go to Self Service, Student Center
- click on Plan

The screenshot shows the MyGFU Student Center interface. On the left is a 'Menu' sidebar with the following items: Career Services, GFU Custom, Housing, Self Service (expanded), Class Search / Browse, Catalog, Academic Planning, Enrollment, Campus Finances, Campus Personal Information, Academic Records, Degree Progress/Graduation, Transfer Credit, Search, University Forms, View Bills, Student Center (highlighted with an orange circle), My Personalizations, and My Dictionary. In the main content area, the 'Academics' section is active. It contains links for Search, Plan (highlighted with an orange circle), and Enroll. Below these links is a dropdown menu labeled 'other academic...' with a search icon. To the right, there are sections for 'Deadlines' and 'URL', and a 'This Week's Schedule' table. The table has two columns: 'Class' and 'Schedule'. The schedule entries are: MoWe 1:40PM - 4:30PM Brougner 7; MoWeFr 10:40AM - 12:20PM Stevens 307; MoWeFr 10:40AM - 12:20PM Brougner 6; TuTh 2:45PM - 4:00PM Hoover 206; TuTh 10:35AM - 11:50AM Hoover 103; MoWeFr 12:40PM - 1:30PM Hoover 103. At the bottom of the schedule section are links for 'weekly schedule' and 'enrollment shopping cart'.

Class	Schedule
	MoWe 1:40PM - 4:30PM Brougner 7
	MoWeFr 10:40AM - 12:20PM Stevens 307
	MoWeFr 10:40AM - 12:20PM Brougner 6
	TuTh 2:45PM - 4:00PM Hoover 206
	TuTh 10:35AM - 11:50AM Hoover 103
	MoWeFr 12:40PM - 1:30PM Hoover 103

My Planner

-Click button Plan by My Requirements.

The screenshot displays the 'My Planner' interface. At the top, there are four main navigation tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these, there are three sub-tabs: 'my planner', 'shopping cart', and 'course history'. The 'Plan' tab is currently selected. Below the navigation, the text 'My Planner' is displayed. Underneath, there is a section titled 'Add courses to Planner using:' with two buttons: 'BROWSE COURSE CATALOG' and 'PLAN BY MY REQUIREMENTS'. The 'PLAN BY MY REQUIREMENTS' button is circled in red. Below this, a message box with an information icon states: 'Your planner is empty. Use Plan by My Requirements or Search Catalog to add courses to your planner.' At the bottom, there are links for 'Search', 'Plan', 'Enroll', and 'My Academics', and another set of links for 'My Planner', 'Shopping Cart', and 'Course History'. A 'go to ...' dropdown menu is also visible.

Plan by Requirements

You will now see your Advisement Planning Audit. The audit includes courses in your Planner, courses you've taken and courses you are scheduled to take.

The screenshot displays the 'My Planner' interface. At the top, there are navigation tabs: 'Search' (with a sub-tab 'my planner'), 'Plan' (with a sub-tab 'shopping cart'), 'Enroll', and 'My Academics' (with a sub-tab 'course history'). Below the navigation is the title 'My Planner' and 'Plan by My Requirements'. The user is identified as 'George Fox University | Undergraduate'. A timestamp indicates 'This report last generated on 03/07/2014 12:42PM'. There are three buttons: 'collapse all', 'expand all', and 'view report as pdf'. A legend shows 'Taken' (green checkmark), 'In Progress' (yellow diamond), and 'Planned' (blue star). The main content area is titled 'Bachelor Degree Requirement' and shows a 'Not Satisfied' status. The requirements listed are: 126 overall semester credits (156 for double degree), 42 upper division semester credits, all general education requirements, all selected major/minor requirements, and a minimum cumulative GPA of 2.0. Below this is the 'Minimum Credit Hour Requirement' section, also 'Not Satisfied', requiring 126 hours, with 20 of the last 30 taken in residency. The 'Credit hour requirement' section is also 'Not Satisfied', requiring a minimum of 126 hours. A summary bullet point states: 'Units: 126.00 required, 30.00 taken, 96.00 needed'.

Search | Plan | Enroll | My Academics
my planner | shopping cart | course history

My Planner

Plan by My Requirements

George Fox University | Undergraduate

This report last generated on 03/07/2014 12:42PM

collapse all | expand all | view report as pdf

✓ Taken | ◇ In Progress | ★ Planned

▼ Bachelor Degree Requirement

Not Satisfied: Students must complete the following to graduate:
-126 overall semester credits (156 for double degree)
-42 upper division semester credits
-All general education requirements
-All selected major/minor requirements
-Minimum cumulative GPA of 2.0

Minimum Credit Hour Requirement

Not Satisfied: Students must complete a minimum of 126 hours, 42 of which must be in upper division coursework and 20 of the last 30 taken in residency.

▼ Credit hour requirement

Not Satisfied: Students must complete a minimum of 126 hours

- Units: 126.00 required, 30.00 taken, 96.00 needed

Adding a Class to your Planner

-Select a course in the audit by clicking the course hyper link.

▼ Literature

Not Satisfied: A minimum of one Literature course must be taken to satisfy this requirement

- Units: 3.00 required, 0.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	St
LITR 100	Intro to Literature	3.00	Every Semester		
LITR 220	Great American Writers	3.00	Every Fall Semester		
LITR 236	Ancient World Literature	3.00	Every Semester		

-Click on the add to planner button.
-Then click Return to Plan by My Requirements.
(You will now see a blue star to indicate a planned course next to the class in your audit.)

Search Plan Enroll My Academics
my planner shopping cart course history

My Planner

Course Detail

[Return to Plan by My Requirements](#)

BIBL 240 - Wisdom Literature

Course Detail	
Career	Undergraduate
Units	3.00
Grading Basis	Graded
Course Components	Lecture Required
Campus	George Fox University

[view class sections](#)
[add to planner](#)

Organize your Planner

- Click Plan tab. You will see a list of Unassigned Courses which you added to your planner.
- To plan classes for specific term, click Select check box. (You may also choose to leave classes as Unassigned Courses)
- Choose from “Move selected courses to term” pop down and click the Move button
- Click Garbage can to delete a course from your planner

NOTE: Changing/deleting the Planner courses will not effect your current or future enrollment.

The screenshot shows the 'My Planner' interface. At the top, there are four tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. The 'Plan' tab is selected and circled in red. Below the tabs are three buttons: 'my planner', 'shopping cart', and 'course history'. Underneath, there are two buttons: 'BROWSE COURSE CATALOG' and 'PLAN BY MY REQUIREMENTS'. Below these is a 'Delete all courses in Planner:' button with a 'DELETE ALL' button next to it. The main section is titled 'Unassigned Courses' and contains a table with the following data:

Select	Course	Description	Units	Typically Offered	Req	Delete
<input checked="" type="checkbox"/>	BIBL 240	Wisdom Literature	3.00	Spring Semester in Even Years	i	
<input type="checkbox"/>	BIOL 100	Foundations of Biology	3.00		i	
<input type="checkbox"/>	COMM 100	Introduction to Communication	3.00		i	
<input type="checkbox"/>	HIST 110	Western Civilization to 1648	3.00	Every Fall Semester	i	

Below the table, there is a 'Move selected courses to Term' dropdown menu with '2015 Fall Term' selected and a 'move' button. Both the dropdown and the button are circled in red.

Enrolling from Planner

- Click the Enroll tab
- Choose Term
- Click My Planner
- Click Search

The screenshot shows the 'Enroll' tab selected in a navigation menu. Below the menu, there are buttons for 'my class schedule', 'add', 'drop', 'swap', and 'term information'. The 'Enroll' tab is circled in red. Below the navigation menu, there is a section titled 'Add Classes' with a step indicator '1. Select classes to add'. A text box provides instructions: 'To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.' Below this, there is a header for '2014 Fall Term | Undergraduate | George Fox University' with a 'change term' button. A legend shows 'Open' (green circle), 'Closed' (blue square), and 'Wait List' (yellow triangle). Below the legend, there is a '2014 Fall Term Shopping Cart' section with a message: 'Your enrollment shopping cart is empty.' On the left side, there is a 'Find Classes' section with two radio buttons: 'Class Search' and 'My Planner'. The 'My Planner' radio button is selected and circled in red. Below the radio buttons is a 'search' button.

Choose Course & Section

You will see the courses planned for that term plus all the unassigned course.
-Click Select. You will then need to select a section.

The screenshot displays a web interface for course selection. On the left is a navigation sidebar with a tree view containing items like 'GFO Custom', 'Housing', 'Self Service', 'Class Search / Browse', 'Academic Planning', 'Enrollment', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree Progress/Graduation', 'Transfer Credit', 'Search', 'University Forms', 'View Bills', 'Student Center', 'My Personalizations', and 'My Dictionary'. The 'Student Center' item is highlighted.

The main content area has a top navigation bar with tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below this is a secondary bar with buttons for 'my class schedule', 'add', 'drop', 'swap', and 'term information'. The 'add' button is active.

The main heading is 'Add Classes' with a progress indicator showing '1' selected out of three steps. Below this is the title 'Search from My Planner' and a 'Step 3' label.

The content is for the '2014 Fall Term | Undergraduate | George Fox University'. A link 'Return to 1. Select classes to add' is present.

There are two tables of course data:

2014 Fall Term				
Course	Description	Units	Term Status	Select
BIOL 100	Foundations of Biology	3.00	Classes available this term.	<input type="button" value="select"/>

Unassigned Courses				
Course	Description	Units	Term Status	Select
COMM 100	Introduction to Communication	3.00	Classes available this term.	<input type="button" value="select"/>
HIST 110	Western Civilization to 1648	3.00	Classes available this term.	<input type="button" value="select"/>

Another 'Return to 1. Select classes to add' link is at the bottom.

Complete your enrollment

-Proceed to Steps 2 and 3 to complete your enrollment

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ BIOL 100 has been added to your Shopping Cart.

2014 Fall Term | Undergraduate | George Fox University [change term](#)

Open Closed Wait List

Add to Cart:
Enter Class Nbr
 [enter](#)

Find Classes
 Class Search
 My Planner
[search](#)

2014 Fall Term Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	BIOL 100-A (1045)	TuTh 8:00AM - 8:50AM	Edwards-Holman Science Ctr 125	Staff	3.00	<input checked="" type="radio"/>
	BIOL 100-LA (1046)	Th 11:30AM - 1:20PM	Edwards-Holman Science Ctr 202	Staff		<input checked="" type="radio"/>

[PROCEED TO STEP 2 OF 3](#)