How to Add/Register for a Class in MyGeorgeFox

G		▼ STUDENT HOMEPAGE	1 P 🏫	· :
	Enrollment Deposit	Academic Progress	Academic Records	
	Financial Account	Financial Aid	Manage Classes	
	Profile	Tasks	Student Resources	
	Manage Account	Campus Resources		

- 1. Log into MyGeorgeFox (my.georgefox.edu) using your GFU username and password.
- 2. Click Manage Classes.

3. Click Search/Add Classes.



4. Select the term in which you'd like to register.



5. Type in the class you're looking for. Typing the four letter code works best (ie. ARTS, LIBA, CSIS) Or use the "Additional ways to search" for more options.

S	Search For Classes 🕕				
—[Enter keyword e.g. course, subject, class, topic				
A	Additional ways to search				
	▶ Favorites				
	CSIS 201				
	Intro to Computer Science				
	4 class options available				
	CHEM 211				
	General Chemistry I				
	40 class options available				
	LIBA 285				
_	Selected Topics				
	2 class options available				

- Select the course you want. If what you're looking for doesn't appear, it likely isn't offered that term or you may need to search using different terms. Contact the <u>Registrar's office</u> or your <u>CAP coach</u> (for traditional undergrads) for additional assistance.
- 7. Select the section you want by clicking the arrow on the right of the row. If multiple sections are offered, they will all show with the details of their section code, days/times, instructor, and seats available.

MGOL 40)1						
Organizati	onal Behavi	or					
 ★ Add to ▶ Course ▼ Class 	favorite cour e Informati Selection	rses					
Select a cla	ass option 🧃					Selected Filters	2 options
Option	Status	Session	Class	Meeting Dates	Days and Times	Seats	
1	Open	Weeks 1-5 (5 weeks)	Section O34 - Class Nbr 1062	08/31/2020 - 10/04/2020	Multiple meeting schedules	Open Seats 16 of 16	>
2	Open	Weeks 1-5 (5 weeks)	Section P221 - Class Nbr 1086	08/31/2020 - 10/04/2020	Multiple meeting schedules	Open Seats 16 of 16	>

8. If the class is full and you want to be put on the waitlist select the toggle button to read "Yes".

Click Accept to continue.



If you have a permission number for a course, please enter it here. If applicable, the Permission Number field will appear. In some cases, a permission number may not be required and the field may be left blank. If you need a number but do not have one, contact the instructor for the class or the <u>Registrar's office</u>.

1 Review Class Preferences In Progress	STEP 1 OF 2: REVIEW CLASS PREFERENCES	Accept	
2 Review and Submit Not Started	ACCT 272 Principles of Managerial Accounting Section A - Class Nbr 3242 - Open		
	Do you wish to enroll or add the class to your Shopping Cart? Enroll Add to Shopping Cart		
	Add to waithist if class is full?		

9. Review your selection to confirm it's correct. Click Submit to finish.



10. You should see a confirmation message to confirm that you've been enrolled.

