## How to View Advisee Enrollment Dates in MyGeorgeFox

- 1. Log into MyGeorgeFox (<u>my.georgefox.edu</u>) using your GFU username and password.
- 2. Change top dropdown menu to FACULTY/ADVISOR HOMEPAGE.



3. Select the ADVISOR tile.



1. Click MY ADVISEES under ADVISOR CENTER in the left navigation.

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2. Click STUDENT CENTER along the top menu.



- 3. Make sure the correct advisee's name appears at the top, if not, change it in the CHANGE ADVISEE dropdown menu.
- 4. In the right column under ENROLLMENT DATES, click OPEN ENROLLMENT DATES.



- 5. Select the appropriate term. Click CONTINUE.
- 6. The date that registration will open for that student will be listed under BEGINS ON.