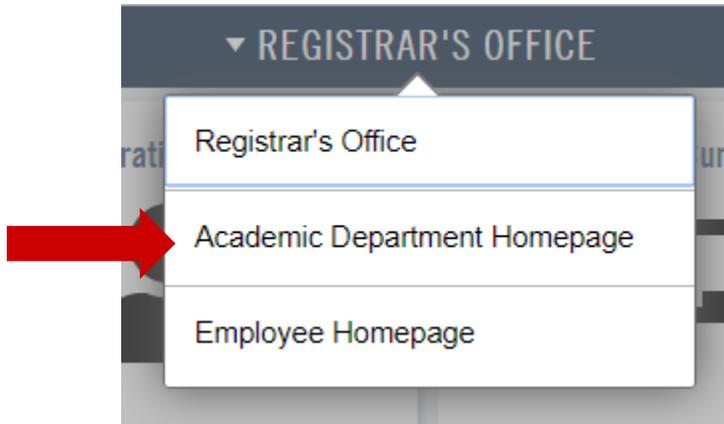
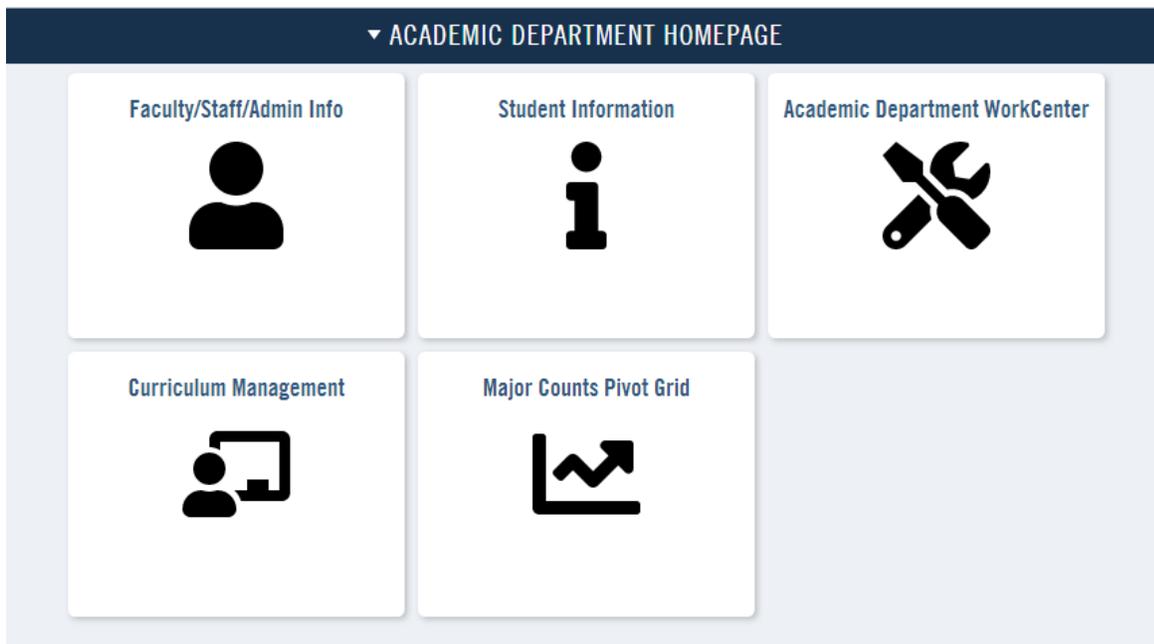


## How to Pull a Commencement Grad List in MyGeorgeFox

1. Log into MyGeorgeFox (my.georgefox.edu) using your GFU username and password.
2. Change top dropdown menu to Academic Department Homepage.



3. Select the Academic Department WorkCenter.



4. Select Click Helpful Queries to expand. Then select GFU\_SR\_COMMENCEMENT\_UGRD.

Academic Department Homepage

- Student Info
- Student/Class Lists
- Helpful Links
- Helpful Queries
  - GFU\_SR\_ADVISEE\_LIST\_EMAIL
  - GFU\_SR\_ADVISORS\_PLAN\_TERM
  - GFU\_SR\_CLASS\_SCHEDULE
  - GFU\_SR\_COMMENCEMENT\_UGRD**
  - GFU\_SR\_FERPA\_RESTRICTIONS
  - Query Viewer

5. Enter the Event ID. If you don't know the Commencement Event ID for the term you want, look it up with the magnify glass - Search by: **Description** begins with [enter the year] – This should pull up applicable options.

GFU\_SR\_COMMENCEMENT\_UGRD - List of Students for Undergrad

Event ID  

Row	ID	Last Name	Degree Name	Degree Code
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Query

Search by:  begins with

[Advanced Lookup](#)

Search Results

View 100 First 1-3 of 3 Last

Description	Event ID	Academic Institution
2021 Fall Commencement	000047575	GFOXU
2021 Spring Commencement	000043729	GFOXU
2021 Summer Commencement	000050261	GFOXU

6. Click View Results – then you can download results in Excel Spreadsheet or other formats if needed.