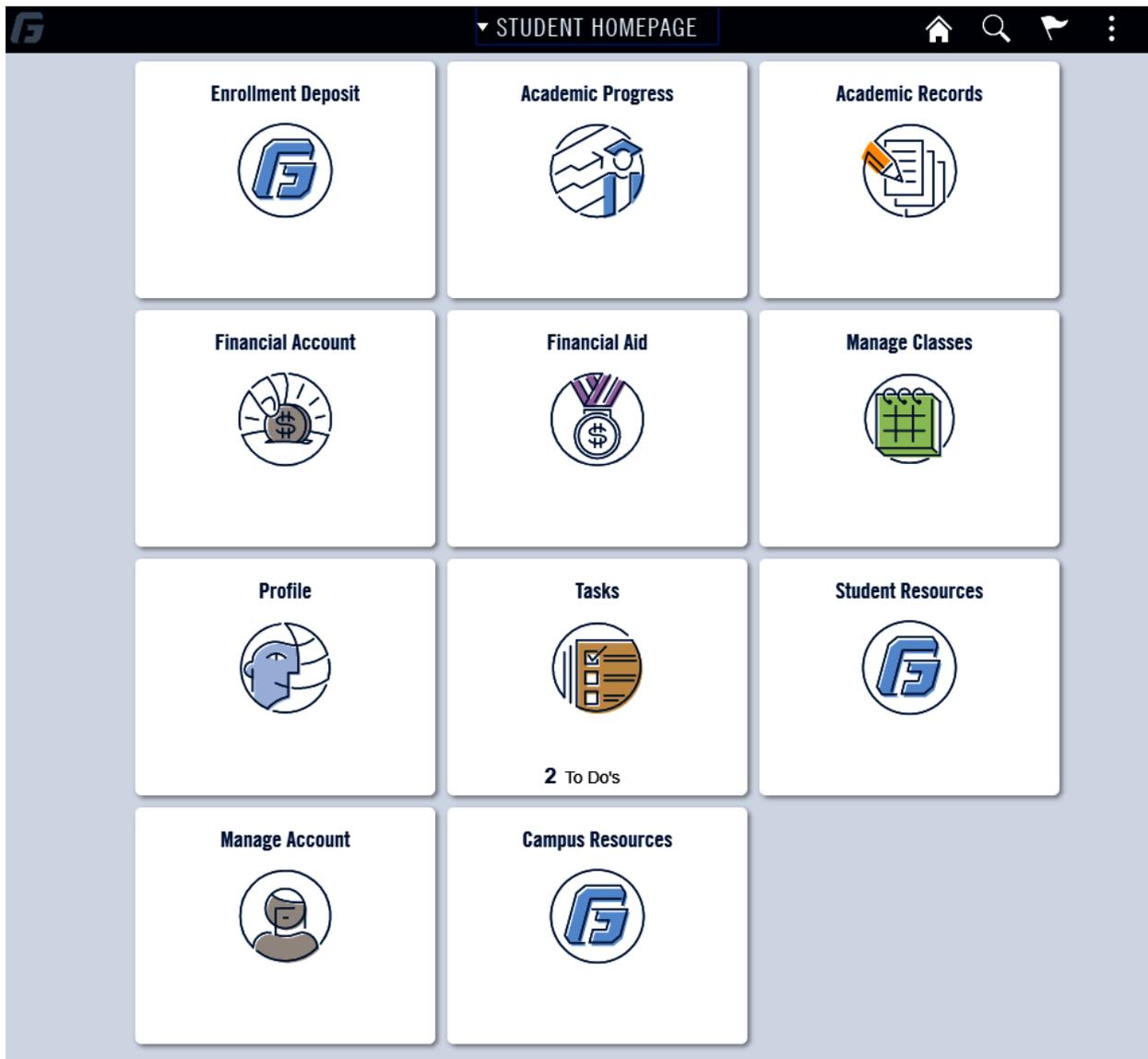


# How to use the Planner in MyGeorgeFox



1. Log into MyGeorgeFox (my.georgefox.edu) using your GFU username and password.
2. Click Academic Progress.

- Click Academic Progress. Wait a few seconds for your Academic Progress report to load. Scroll to the requirements you wish to add to your planner.

**ACADEMIC PROGRESS**

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**ACADEMIC PROGRESS**  
Report data generated on 07/28/2021 10:12:11AM

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**Graduate Coursework Dashboard & GPA Requirement**

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**Minimum Cumulative Grade Point Average Requirement**  
✔ Satisfied

---

**A Minimum GPA of 3.000 is required for graduation.**  
✔ Satisfied

GPA Achieved 0.000  Target GPA 3.000

---

**Graduate Courses Not Applied**  
✔ Satisfied

---

**Graduate Courses Not Applied**

---

**All GR coursework for Student**  
✔ Satisfied

---

**All GR coursework**

- Click on a requirement.

**Doctor of Physical Therapy Required Courses**  
◆ Not Satisfied

Units Completed 2%  0% 100%

---

**Year 1 Fall semester**  
◆ Not Satisfied

Units Completed 0%  0% 100%

Courses Completed 0%  0% 100%

---

5. Click on a course in the list needed to meet the requirement.

**YEAR 1 FALL SEMESTER**

◆ Not Satisfied

Complete the following courses

Units 18.00 required, 0.00 taken, 18.00 needed

Courses 6 required, 0 taken, 6 needed

**Courses**

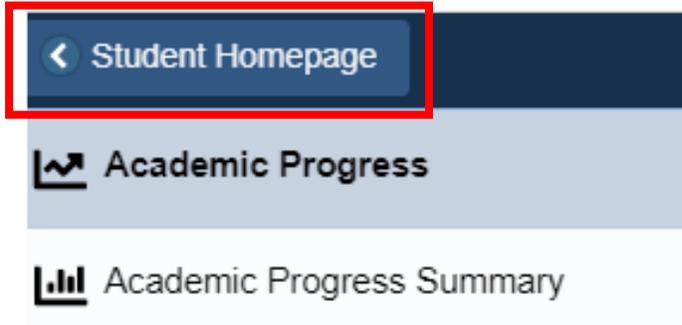
The following courses may be used to satisfy this requirement:

Course	Description	Units	When/Typically Offered	Grade	Status
PDPT 503	Basic Patient Care Skills	2.00			>
PDPT 510	Human Anatomy I	4.00			>
PDPT 520	Biomechanics and Kinesiology I	3.00			>
PDPT 531	Neuroscience	4.00			>
PDPT 550	Therapeutic Exercise I	2.00			>
PDPT 570	Applied Physiology	3.00			>

6. Click Add to Planner button.



7. Click the back arrow to go back to the requirement to continue adding courses.



- When you're done adding courses, on the last course, click Go to Planner. Or go to the Manage Classes tile and click Planner.

**Graduate**

- View My Classes
- Weekly Class Schedule
- View My Exam Schedule
- Shopping Cart
- Search/Add Classes
- Drop Classes
- Update Classes
- Browse Course Catalog
- Planner**
- Enroll by My Requirements
- Open Enrollment Dates

**PLANNER**

[Add from Course Catalog](#)

[Add from My Requirements](#)

- You will see all the courses you added under Unassigned Courses when you click the arrow to the right of that row.

- View My Classes
- Weekly Class Schedule
- View My Exam Schedule
- Shopping Cart
- Search/Add Classes
- Drop Classes
- Update Classes
- Browse Course Catalog
- Planner**

**PLANNER** [Delete All](#)

Terms	Units	Courses	>
Unassigned Courses	15.00	4	>
2022 Fall Term	2.00	1	>

[Add from Course Catalog](#)

[Add from My Requirements](#)

- To move a class to a term, click the arrow at the right of the course.

**UNASSIGNED COURSES** [Delete All](#)

Course	Description	Units	Typically Offered	Requirements	Status	>
PDPT 510	Human Anatomy I	4.00			Planned	>
PDPT 520	Biomechanics and Kinesiology I	3.00			Planned	>
PDPT 531	Neuroscience	4.00			Planned	>
PDPT 531	Neuroscience	4.00			Planned	>
<b>Total Units</b>		15.00				

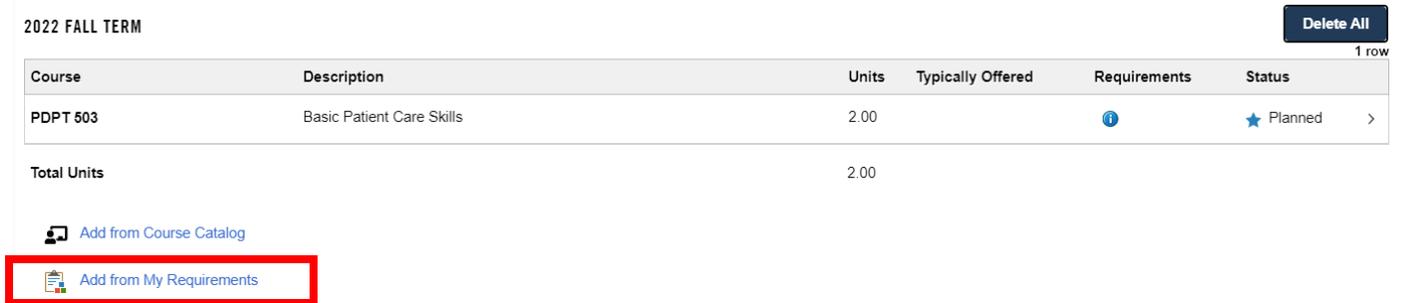
11. Click the Move to Term button.



12. Choose the term. Click Save.



13. Click on Add from My Requirements again to see courses added to your planner.



Note: Planned courses do not automatically drop off your planner once you take them. You will need to remove the course from your planner courses once the course has been taken. You can delete all courses in a term with a click of the Delete All button.