How to Access the Student Major 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.

•	ACADEMIC DEPARTMENT HOMEPA	GE
Faculty/Staff/Admin Info	Student Information	Academic Department WorkCenter
Curriculum Management	Major Counts Pivot Grid	

4. Select Click Student/Class Lists to expand. Then select Student Major List.

	٢	Academic Department Homepage		
:	≣	Student Info	^	,
		View Names		E
		View Addresses		
		View Phones		
		View Electronic Addresses		
		Photo		
		Request Advisement Report		
		Request Transcript Report		
		Student Services Ctr (Student)		
:	E	Student/Class Lists	^	II
		Class Roster		
		Instructor Schedule		
		Student Major List		
-	E	Helpful Links	~	
:	E	Helpful Queries	~	

Academic Department Homepage

5. Enter the term code (ie. 2191 for Fall 2019). Then click the magnify glass next the Academic Organization field.

E Student Info	~	Student Major List
E Student/Class Lists	^	Enter any information you have and click Search. Leave fields blank for a list of all values.
Class Roster		Search Criteria
Instructor Schedule		Term begins with
Student Major List		
E Helpful Links	~	Search Clear Basic Search 🖾 Save Search Criteria
Helpful Queries	~	

6. Type 'UG' if you're looking for a Traditional Undergrad department. This will narrow the list to only show departments applicable to you. Click Look Up.

Then select the department that corresponds with the Plan Description you need.

LOOK UP ACADEMIC ORGANIZATION					
Academic Organization begins with UG					
Search Resu Only the first 30	lts 0 results can be displayed.				
View 100				First 🕙 1-300 of 300 🕐 💳	
Academic Plan	Plan Description	Academic Plan Type	Academic Organization	Description	
HOECMINOR	Home Economics Minor	Minor	COLAS	Col of Arts, Hum, & Soc Sci	
HOECMAJOR Home Economics		Major	COLAS	Col of Arts, Hum, & Soc Sci	
ENGRMAJOR Engineering		Major	COLEN	College of Engineering	
NOMA IORBS BS Degree - No Major		Major	DIVAAO	Academic Affairs Office	

7. Click Search.

You'll be provided with a list of students with the selected major/minor.

To export the list into an Excel doc, click the small 'spreadsheet' icon at the top of the results and it will download as an Excel.

GFU - ACAD DEPT WORKCENTER						2 7	:			
Gfu Sr Major List							~	New Window	Help Pers	sonalize Pa
					Personalize	Find 🖾		First 🕙 1-1	20 of 120 🕑	Last
Empl ID Last Name First Name Term Start Academic Academic Academic Primary Academic Academic Plan Program	Plan Type De	escr Academic Sub-Plan	Sub-Plan Description	Academic Organization	Email Address	Campus Box	Enrolled	Academic Program Status	al Cum Units	