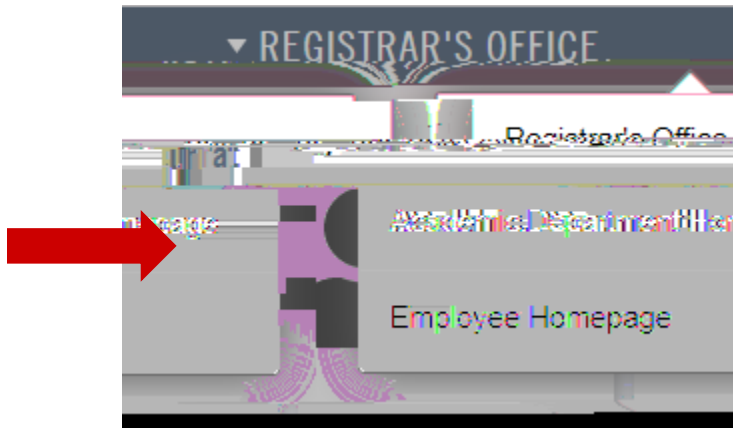
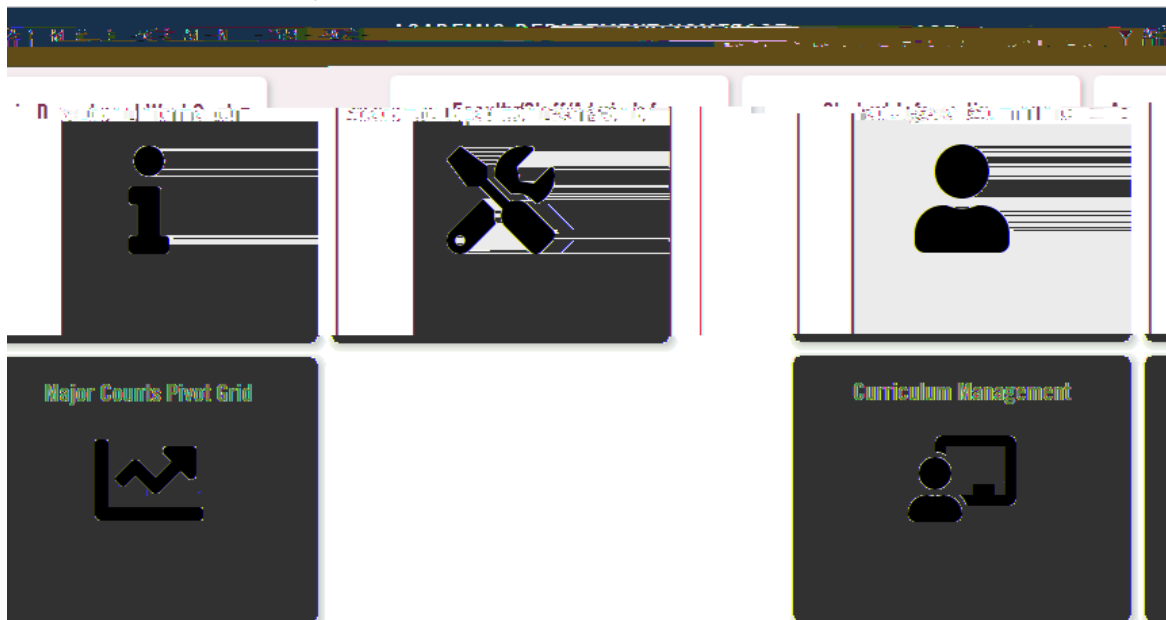


How to Access the Student Major List in MyGeorgeFox

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



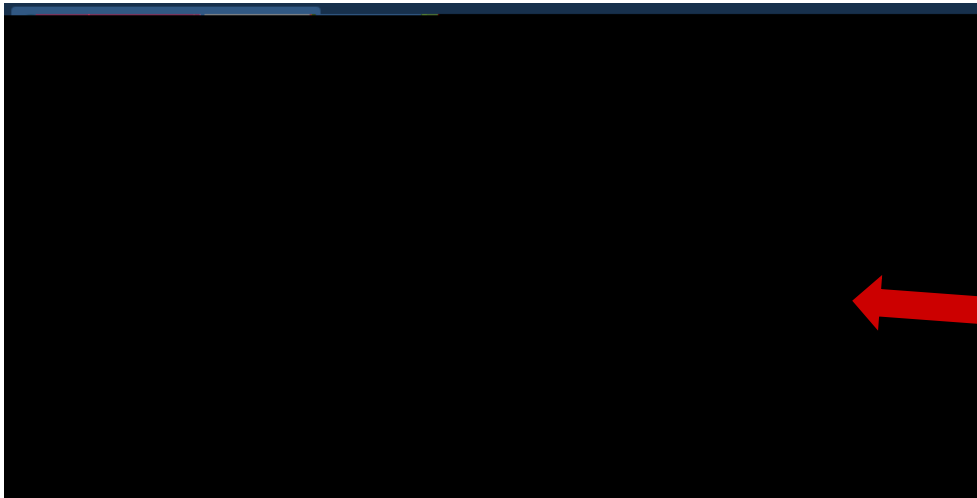
3. Select the Academic Department WorkCenter.



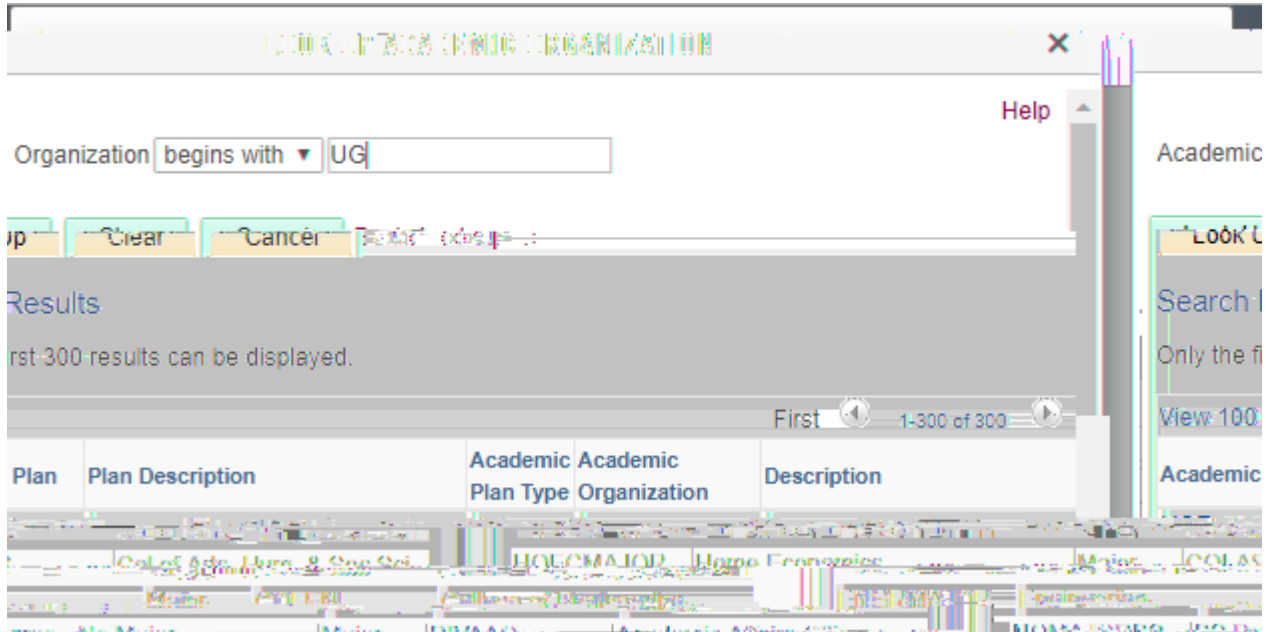
4. Select Click Student/Class Lists to expand. Then select Student Major List.



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



- 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.



- 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.

