

Pacific University
Online Registration
Specific Situations to Be Aware Of

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Internet browsers:

- Not all Internet browsers work equally well with the system
- Internet Explorer and Firefox seem to work best

Navigating through the system:

- Using the BACK button causes errors
- To exit a screen without completing the transaction, click on the Students Menu tab

When a class can be used either as a pre-requisite or a co-requisite:

- To use it as a co-requisite, you must register for that class first, then register for the other class in a second transaction

Registering for more than one term:

- Register for the first term first
 - Register for Winter classes before Spring classes
 - Register for Summer classes before Fall classes
- The system looks at the 1st term's classes in determining your eligibility for the 2nd term's classes

Changing to Audit or P/N status:

- You cannot change back
- Be sure you have thought of all ramifications of changing the status
 - You do not earn credit for Audited classes
 - You may not be able to use the class if it is P/N status
 - Does the class serve as a pre-requisite for other classes you want to take?
 - Is the class required for your major or core?
- Taking a class for Audit or P/N may hold you back; talk to your Advisor if you have questions

Variable-Credit classes:

- Be sure to select the amount of credit you want to register for. The default view is of the lowest amount of credit a variable-credit class is offered for
- To change the amount of credit if the class is:
 - NOT FULL: Drop the class and add it for the new amount of credit
 - FULL: Submit an Add/Drop form in person at the Registrar's Office. Online, you wouldn't be able to add it but would be added to the bottom of the waitlist

Changing waitlisted sections:

- Drop yourself from one, then add yourself to the other in a second transaction
- You will be placed at the bottom of the new waitlist

Half-term classes:

- Half-term classes have shorter Add/Drop/Withdrawal schedules (see Academic Calendar for details)
- To add any half-term class after the Thursday before classes start, even if it doesn't start until the second half of the term, you must have the Instructor's signature and use a paper form

Registering for more than one section of the same course:

- You are not allowed to register for more than one section of the same class.
 - If you register for more than one section you will be dropped from one of them
- You are not allowed to register for one section and waitlist for another

Studying Abroad:

- You must have an advising "meeting" but it can be by phone or email instead of in-person
- Your registration period opens at 7:00 am Pacific Daylight Time, so be aware of time differences
- If you are unable to use BoxerOnline because of country internet prohibitions, contact the Registrar's Office at 503-352-2793 or registrar@pacificu.edu

Music Lessons:

- All lessons have a Pacific faculty member listed as the instructor, even when an adjunct really is teaching. Please register for the appropriate type of lesson regardless of who is listed as the instructor.