

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

Changing to Audit status:

- You cannot change back
- Submit a paper Add/Drop form to the SPP Program Associate by 5 pm on the Add/Drop deadline.

Variable-Credit classes (Thesis/Dissertation):

- 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, drop the class and add it for the new amount of credit

Half-term classes:

- Half-term classes have shorter Add/Drop/Withdrawal schedules (see BoxerOnline for specific dates)

Waitlisting/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
 - If you register for one and waitlist for another you will be dropped from one of them

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

Getting added from a waitlist:

- If you get added to a class for which you were waitlisted, be sure to check your schedule. This may have put you in overload and you will be charged accordingly unless you drop to the appropriate credit load.