

# Pacific University Online Registration Instructions for Faculty

## ONLINE REGISTRATION OVERVIEW

BoxerOnline is Pacific's tool that allows students to select and register for classes online, as well as do many other functions. Students in the PsyD and PhD programs use it to register for classes.

## ONLINE REGISTRATION HELP

Each screen in BoxerOnline has instructions at the top, as well as a Help menu. Additional Help Documents are available at [http://www.pacificu.edu/registrar/register/register\\_faculty.cfm](http://www.pacificu.edu/registrar/register/register_faculty.cfm).

## THINGS TO KNOW

You must use the Student ID (not the PUNetID). Students have been told to provide you with their Student ID number when they contact you. The Registrar's Office will not be able to provide you with Student ID.

## DO I HAVE TO USE THIS SYSTEM?

You must use the online registration system to indicate to give Instructor Consent, or to override a pre-requisite or co-requisite for a class you are teaching. Students will not be able to register if you miss this step. Please check if you have concerns. If you have questions, don't hesitate to contact the Registrar's Office.

## HOW DO I USE THE ONLINE REGISTRATION SYSTEM?

1. Go to Boxer Online (<https://boxeronline.pacificu.edu>)
2. Enter your PUNetID and password<sup>1</sup>
3. Select links under the **Faculty Information** menu.

<sup>1</sup>Contact the TIC in Marsh Hall, or at [help@pacificu.edu](mailto:help@pacificu.edu) or 503-352-1500 for login help.

Navigation help, with screen shots is available on the Registrar's Office website at [http://www.pacificu.edu/registrar/register/register\\_faculty.cfm](http://www.pacificu.edu/registrar/register/register_faculty.cfm).

The charts below tell you what links to use for what purpose. Once in the system, instructions appear at the top of each page to help you navigate. There also is a Help Menu at the top right of each screen.

## INSTRUCTORS

ACTION	LINK
Give Instructor Consent	Students' Course Permissions – Enter
Override a pre-requisite	Students' Course Permissions – Enter
Override a co-requisite	Students' Course Permissions – Enter
See who I've already given permission to	Students' Course Permissions – Granted
See who has registered for my class(es)	Class Roster
Enter grades	Grading
See what I'm teaching	My Class Schedule
Search the Course Schedule	Search For Courses

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#### I STILL HAVE QUESTIONS

For questions on how to use the system, pre-requisites/co-requisites issues, and other class-related topics:

- Go to [http://www.pacificu.edu/registrar/register/register\\_faculty.cfm](http://www.pacificu.edu/registrar/register/register_faculty.cfm).
- Contact your Program Associate, Carmen Hinckley, [carmen.hinckley@pacificu.edu](mailto:carmen.hinckley@pacificu.edu) or 503-352-7327, Monday-Friday, 8 am – 5 pm

For technical help (passwords, locked accounts, log-on issues):

- Contact the TIC, lower level Marsh Hall, [help@pacificu.edu](mailto:help@pacificu.edu) or 503-352-1500, Monday-Friday, 8 am – 8 pm

*For your reference, here is information on how the students use the system. This is for your information only; as an Instructor you will not be able to access these screens.*

#### HOW DO I USE THE ONLINE REGISTRATION SYSTEM?

1. Go to BoxerOnline (<https://boxeronline.pacificu.edu>)
2. Enter your PUNetID and password<sup>1</sup>
3. Go to the bottom of the left column, and select links under the “Registration” tab

<sup>1</sup>Contact the TIC in Marsh Hall, or at [help@pacificu.edu](mailto:help@pacificu.edu) or 503-352-1500 for login help.

LINK	ACTION(S)
<b>Approvals, Holds and Registration Access Time</b>	<ul style="list-style-type: none"><li>• Check when your registration period begins</li><li>• Confirm an Instructor gave Instructor Consent</li><li>• Confirm an Instructor overrode pre-requisites and/or co-requisites</li><li>• Check for registration holds</li></ul>
<b>Search For Courses</b>	See what classes are offered <u>without</u> being able to select them for future registration
<b>Search For &amp; Select Classes</b>	Select classes and: <ul style="list-style-type: none"><li>• Save them for further action at a later time</li><li>• Register for them once your registration period starts</li><li>• Add classes after your initial registration</li><li>• Add yourself to the waitlist</li></ul>
<b>Register For and/or Drop</b>	<ul style="list-style-type: none"><li>• Register from a previously saved list</li><li>• Drop a class</li></ul>
<b>Registration Results</b>	See what you are registered for and/or on the waitlist for
<b>Manage My Waitlist</b>	Remove yourself from a waitlist
<b>Email My Advisor(s)</b>	Email your Advisor

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*For your reference, here is information that has been made available to students on how the students use the system.*

After logging in, students go to the bottom of the left column in the Students' menu, and select links under the "Registration" tab.

## WHAT DO I DO TO REGISTER FOR CLASSES?

1. Read **SPECIFIC SITUATIONS TO BE AWARE OF** (near the end of the document and on the web). This will save you a lot of trouble later!
  - Go into BoxerOnline to see what is offered. Try different class combinations, see which classes are filling up, and think about what you want to register for. (See below for specific navigation.)
  - You can't register until your registration period begins, but you can view classes that you'd like to take. If you want, you can create a tentative schedule online, but don't forget to do the actual registering after your registration period opens.
2. Get Instructor Consent, and/or pre-requisites and/or co-requisites overridden, if necessary
  - Before your registration period opens, contact the Instructors of all classes requiring Instructor Consent and/or those for which you've not met all pre-requisites or co-requisites. If they approve your registering for their classes, they will record their approval in BoxerOnline.
  - They must use your 7-digit student ID (the one on your ID card, NOT your PUNet ID), so be sure to give it to them.
  - Getting permission(s) will not allow you to register for a class that is full. However, you must get the appropriate permissions before you can add yourself to a waitlist of a class that is full.
  - You can't register until they've recorded their permission, so don't wait until the last minute to ask.
3. Get permission for Overload (more than 18 credits), if necessary, from the Director of Academic Issues (DAI).
4. Check that all permissions have been recorded
  - Go into BoxerOnline **Approvals, Holds and Registration Access Time** to check that it shows:
    - i. Any Instructor Consents (I), overridden pre-requisites (P), and/or overridden co-requisites (C)
  - If the appropriate permissions are not recorded, contact the Instructor or the Director of Academic Issues. You can't register until the permissions are recorded, so don't wait until the last minute to check.
5. Check that any holds have been cleared
  - Go into BoxerOnline **Approvals, Holds and Registration Access Time** to check that it does not show any holds.
  - Updating your account after clearing a hold will take up to one business day. Don't wait until the last minute.
6. Register
  - Any time after your registration period starts, go to BoxerOnline and register, add, or drop.
  - To see when your registration period is, go into BoxerOnline and click **Approvals, Holds and Registration Access Time**.
  - It is recommended that you register between 8:00 am and 5:00 pm, while staff is available to assist you if you encounter difficulties.
7. To change what you registered for
  - Through 5:00 pm on the term's add/drop deadline you will be able to add or drop a class online.

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**WHEN DO I USE THE ONLINE SYSTEM AND WHEN DO I USE PAPER?**

**SUMMER, 2014**

WHAT	HOW	WHEN
<b>REGISTER</b> for the first time	Online <sup>1</sup>	Through May 8
<b>ADD</b> a class	Online	Through May 8
<b>ADD</b> a <b>CLOSED/WAITLISTED</b> class	Paper <sup>2</sup>	April 28, 8 am – May 8, 5 pm
<b>DROP</b> a class	Online	Through May 8
<b>WITHDRAW</b> from a class	Online	May 9 – June 26
<b>WAITLIST</b> yourself for a class	Online	Through April 27
<b>REMOVE</b> yourself from a waitlist	Online	Through April 27
<b>CHANGE</b> to Audit	Paper	Through May 8, 5 pm
<b>SEE</b> what you are registered for	Online	Any day, 24/7
<b>DROP/WITHDRAW from ALL CLASSES</b>	In Person, through the Director of Academic Issues	Any M-F, 9-5

<sup>1</sup> There will be a \$100 late registration fee if the initial registration is after 5 pm on May 8.

<sup>2</sup> To add any class that is closed between 8 am on April 28 and 5 pm on May 8 you must submit a paper form to the SPP Program Associate, after obtaining written instructor consent, by 5 pm on May 8.

**SPECIFIC SITUATIONS TO BE AWARE OF:**

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 by 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. Simply type in the correct amount of credit.
- To change the amount of credit after you have registered, you must 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 on section of the same course:

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- 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.

## I STILL HAVE QUESTIONS

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