

Pacific University Online Registration Instructions

WHAT DO I DO TO REGISTER FOR CLASSES?

1. Schedule an appointment with your Advisor
 - To see when your registration period is, go into BoxerOnline and click **Approvals, Holds and Registration Access Time**.
 - If you want, you can use the **Email My Advisor** function in BoxerOnline.
2. Prepare for your advising appointment
 - Read the **FAQs** (on the web). This will save you a lot of trouble later!
 - Go into BoxerOnline to see what is offered and get ready for your advising appointment. 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 advisor has approved your registration and 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, or you can wait until your advising appointment to do that. You might want to ask your Advisor which s/he prefers you to do.
3. Have your advising appointment
 - After you've met with your Advisor, s/he will record that you've had the appointment. You may want to ask her/him to record it at the end of your appointment, before you leave.
 - If you don't meet with your Advisor you will not be able to register.
4. 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 (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.
5. Get permission for Overload, if necessary, from the Associate Dean in Bates House (Forest Grove Undergraduates only).
6. Check that all permissions have been recorded
 - Go into BoxerOnline **Approvals, Holds and Registration Access Time** to check that it shows:
 - i. That you had your advising appointment
 - ii. Any Instructor Consents, overridden pre-requisites, and/or overridden co-requisites
 - If the appropriate permissions are not recorded, contact the Advisor or Instructor. You can't register until the permissions are recorded, so don't wait until the last minute to check.
7. 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!
8. Register
 - Any time after your registration period starts, go to BoxerOnline and register, add, or drop.
 - 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.

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9. To change what you registered for
 - Through 8:00 am on the first day of classes you will be able to add or drop a class, add yourself to the waitlist of a full class, or remove yourself from a waitlist, online.
 - After that time, you'll be able to drop courses online but you will need to complete an add/drop form and obtain instructor consent to add ANY course through the add/drop period.

I STILL HAVE QUESTIONS

Each screen in BoxerOnline has instructions at the top, as well as a Help menu.

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/index.cfm> for more information
- Forest Grove Undergraduates: Contact the Registrar's Office, 1st floor Marsh Hall, registrar@pacificu.edu or 503-352-2793, Monday-Friday, 8:00 am – 5:00 pm
- Eugene School of Learning & Teaching: Contact Linsay VanderVeen at linsayv@pacificu.edu or 541.632.8802.

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

- Contact the TIC, lower level Marsh Hall, help@pacificu.edu or 503-352-1500, Monday-Friday, 8:00 am – 8:00 pm