

Pacific University  
Online Registration  
Specific Situations to Be Aware Of

## **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

### 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 1<sup>st</sup> term's classes in determining your eligibility for the 2<sup>nd</sup> term's classes

### Changing to Audit or Pass/No Pass 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 minimum amount of credit for which a variable-credit class is offered
- To change the amount of credit if the class is:
  - NOT FULL: Drop the class and add it for the new amount of credit through BoxerOnline
  - FULL: Submit an Add/Drop form in person at the Registrar's Office. Through BoxerOnline, you would lose your spot in a full course and would have to add yourself 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)

### 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 after email notification from the Registrar's Office.
- You are not allowed to register for one section and waitlist for another
  - You will be dropped from the waitlist after email notification from the Registrar's Office.

### Studying Abroad (Forest Grove Undergraduates only):

- 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](mailto: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.