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

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 minimum 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. You will not maintain your spot in a full course and will 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)
- To add any half-term class after 8:00 am on the first day of the term, 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 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:
- 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.