Pacific University
Online Registration
Instructor Entering Permissions

Log in to BoxerOnline and click the **FACULTY MENU** in the upper right to take you to the **Faculty Information** menu. You may see a different list of options, depending on whether you are an Advisor or not.

To give Instructor Consent or override a course requisite, click on **Students' Course Permissions-Enter**.

**FACULTY - WebAdvisor for FACULTY MENU**

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**Faculty Information**

- Class Roster
- Grading
- My Class Schedule
- My Advisees
- Browse Current and Future Courses
- Students' Course Permissions - Enter
- Students' Course Permissions Granted
- Advising Appointment Confirmation

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Select the correct term and click **SUBMIT**:

**FACULTY**

**Students' Course Permissions - Enter**

Select a term or delete term and enter a start and end date (mm/dd/yyyy) to find a list of current or former classes.

Term: Fall 2015
Start Date: [ ]
End Date: [ ]

**SUBMIT**

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This screen shows all of the courses you are teaching during the selected term and whether the course requires instructor consent or has requisites. Check the box for the course for which you want to give permission(s), then click **SUBMIT**.
Confirm that you selected the correct course. If you have not yet given any kind of permission for this course, the middle section will be blank. Enter the 7-digit ID, including the leading zero (if needed), of the student(s) to whom you want to give permission. You may enter more than one student’s ID. Click **SUBMIT**.
Hint: For courses that require instructor consent and have requisites, you must enter the student’s 7-digit ID in both the consent and waiver sections if you wish to grant both permissions. If you only want to grant one and not the other, enter the student’s 7-digit ID in the appropriate section.

If you enter a number that doesn’t exist in the student database (i.e., no leading zero or typo), you are taken to this screen, which lists a number in the table. IDs entered that do not match a STUDENTS record. You must click on FACULTY MENU and start the process again.
If you entered the number(s) correctly, your request will be processed and the permission(s) you granted will be logged in the system for the student to use when his/her registration window opens.

**WARNING!!** After clicking **SUBMIT**, you cannot make changes through this system. If you made an error in granting course permissions, you must email the Registrar's Office ASAP at registrar@pacificu.edu (please copy the student) and indicate the course number and section, the student’s name and ID, and the correction to be made.

### Students' Course Permissions

<table>
<thead>
<tr>
<th>BIOL-470-01 Animal Physiology</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>The listing of Student Course Permissions</td>
</tr>
<tr>
<td>Listed below are the students who currently have Instructor Consent or Requisite Waivers</td>
</tr>
<tr>
<td>Consent is not required</td>
</tr>
<tr>
<td>Student  Acad Program</td>
</tr>
<tr>
<td>----------------------------</td>
</tr>
<tr>
<td>Students Granted Requisite Waivers</td>
</tr>
<tr>
<td>-------------------------------</td>
</tr>
<tr>
<td>Ella Vader</td>
</tr>
</tbody>
</table>

**IDs entered that do not match a STUDENTS record**

Click **Submit** to return to the **Faculty Information** menu.