

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

**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](#)

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

[LOG OUT](#) [MAIN MENU](#) [FACULTY MENU](#)

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

Start Date  End Date

**SUBMIT**

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**:

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## Students' Course Permissions

Choose a course below to begin adding student permissions

Choose One	Course Names and Titles	Term	Bldg	Room	Meeting Times	Days of Week	Consent Req	Requisites
<input type="checkbox"/>	ANTH 140 01 Intro to Comparative Religions	2015F	MUR	118	01:00PM - 02:35PM	TTH	N	Y
<input type="checkbox"/>	ARTST 210 01 Drawing I: Expr & Observ	2015F	WARN	21	01:00PM - 03:20PM	MW	N	N
<input type="checkbox"/>	ARTST 310 01 Drawing II: Expr & Observ	2015F	WARN	21	01:00PM - 03:20PM	MW	N	Y
<input type="checkbox"/>	ARTST 350 01 Stained Glass II	2015F	BRN	B1	03:30PM - 05:50PM	TTH	Y	Y
<input type="checkbox"/>	BIOL 204 07 General Biology II	2015F	MUR	118	10:30AM - 11:35AM	MWF	N	Y
<input checked="" type="checkbox"/>	BIOL 420 01 Vertebrate Zoology	2015F	STRN	216	09:15AM - 10:20AM	MWF	N	Y
<input type="checkbox"/>	BIOL 470 01 Animal Physiology	2015F	PRI	214	09:40AM - 11:15AM	TTH	N	Y
<input type="checkbox"/>	CS 445 01 Intro to Database Systems	2015F	MAR	LL5	04:45PM - 05:50PM	MWF	N	Y
<input type="checkbox"/>	EXIP 498 01 Senior Research I	2015F					Y	Y
<input type="checkbox"/>	EXMB 322 01 TPA: Group Activities	2015F	PAC	142	02:15PM - 03:20PM	MWF	N	Y
<input type="checkbox"/>	HIST 141 01 American History I	2015F	STRN	121	02:15PM - 03:20PM	MWF	N	N
<input type="checkbox"/>	HIST 338 01 Era of the French Revolution	2015F	MAR	214	09:40AM - 11:15AM	TTH	Y	Y
<input type="checkbox"/>	MATH 400 01 Number Theory	2015F	PRI	214	03:30PM - 04:35PM	MWF	N	Y
<input type="checkbox"/>	PSY 351 01 Directed Research in PSY	2015F	TBA	TBA			Y	N

**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**.

## Students' Course Permissions

**ANTH-140-01 Intro to Comparative Religions**  
Please enter a student's ID to give that student permission to take this course  
Listed below are the students who currently have permission

Consent is not required  
**Student Acad Program**

Students Already Granted Requisite Waivers  
**Student Acad Program Waived by Revoked**

'No Student ID for Consent' for this Course Section  
**Student ID for Consent**  
Please enter the Student ID number to give that student requisites waiver to take this course  
**Student ID for Waiver**


**SUBMIT**

# Pacific University Online Registration Instructor Entering Permissions

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.

## Students' Course Permissions

HIST-338-01 Era of the French Revolution
Please enter a student's ID to give that student permission to take this course
Listed below are the students who currently have permission

### Students Already Granted Instructor Consent


Student	Acad Program		
Ella Vader	BA.ART		
Great Scott	BA.PSY		
All Gator	PD.GPSY		

### Students Already Granted Requisite Waivers


Student	Acad Program	Waived by	Revoked
Great Scott	BA.PSY	Ella Vader	

Please enter the Student ID number to give that student consent and/or waiver to take this course

### Student ID for Consent




### Student ID for Waiver




SUBMIT

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.

## Students' Course Permissions


ANTH-140-01 Intro to Comparative Religions
The listing of Student Course Permissions.
Listed below are the students who currently have Instructor Consent or Requisite Waivers

Consent is not required

Student Acad Program

Students Granted Requisite Waivers

Student Acad Program Waived by Revoked



IDs entered that do not match a STUDENTS record

159790

SUBMIT

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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](mailto: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

<b>BIOL-470-01 Animal Physiology</b>
The listing of Student Course Permissions.
Listed below are the students who currently have Instructor Consent or Requisite Waivers

Consent is not required

**Student Acad Program**

Students Granted Requisite Waivers

<b>Student</b>	<b>Acad Program</b>	<b>Waived by</b>	<b>Revoked</b>
Ella Vader	BA.ART	Ella Vader	

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

**SUBMIT**

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