

# Pacific University Online Registration Instructions for Faculty

## ONLINE REGISTRATION OVERVIEW

BoxerOnline is Pacific's tool that allows students to select and register for classes online, as well as do many other functions.

## ONLINE REGISTRATION HELP

Each screen in BoxerOnline has instructions at the top, as well as a Help menu. Those who would like additional information are encouraged to contact the Registrar's Office.

## THINGS TO KNOW

You must use the Student ID (not the PUNetID). Students have been told to provide you with their Student ID number when they contact you. The Registrar's Office will not be able to provide you with Student ID.

Forest Grove undergraduate students studying abroad use the system just like those here. Advise them as you normally would, via phone or email. If a student has difficulty because of country prohibitions on internet access, please contact the Registrar's Office at 503-352-2793 or [registrar@pacificu.edu](mailto:registrar@pacificu.edu).

## DO I HAVE TO USE THIS SYSTEM?

You must use the online registration system to indicate an advising appointment has happened, to give Instructor Consent, or to override a pre-requisite or co-requisite for a class you are teaching. Students will not be able to register if you miss this step. You can check through the system that the permission was recorded properly, so please check if you have concerns. If you have questions, don't hesitate to contact the Registrar's Office.

## HOW DO I USE THE ONLINE REGISTRATION SYSTEM?

1. Go to Boxer Online (<https://boxeronline.pacificu.edu>)
2. Enter your PUNetID and password<sup>1</sup>
3. Select links under the **Faculty Information** menu.

<sup>1</sup>Contact the TIC in Marsh Hall, or at [help@pacificu.edu](mailto:help@pacificu.edu) or 503-352-1500 for login help.

## NAVIGATING

The charts below tell you what links to use for what purpose. Once in the system, instructions appear at the top of each page to help you navigate. There also is a Help Menu at the top right of each screen.

### INSTRUCTORS

ACTION	LINK
Give Instructor Consent	Students' Course Permissions – Enter
Waive a prerequisite	Students' Course Permissions – Enter
See who I've already given permission to	Students' Course Permissions – Granted
See who has registered for my class(es)	Class Roster
Enter grades	Grading
See what I'm teaching	My Class Schedule
Search the Course Schedule	Browse Current and Future Courses

### ADVISORS

ACTION	LINK
Indicate you've had an advising appointment	Advising Appointment Confirmation
Email an advisee	My Advisees: View Student Profile
See an advisee's transcript	My Advisees: View Student Transcript
See an advisee's schedule	My Advisees: View Student Schedule
See an advisee's progress towards degree (EVAL)	My Advisees: Evaluate Program
See an advisee's contact information	My Advisees: View Student Profile
See an advisee's declared major	My Advisees: View Student Profile

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## **I STILL HAVE QUESTIONS**

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/register\\_faculty.cfm](http://www.pacificu.edu/registrar/register/register_faculty.cfm) for more information, including screen shots, and FAQs
- Contact the Registrar's Office, 1<sup>st</sup> floor Marsh Hall, [registrar@pacificu.edu](mailto:registrar@pacificu.edu) or 503-352-2793, Monday-Friday, 8 am – 5 pm

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

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