

Pacific University
Online Registration
FAQs – School of Professional Psychology Students

HOW DO I KNOW IF I'M CLEARED TO REGISTER?

In BoxerOnline, go to **Approvals, Holds and Registration Access Time**:

- Confirm when your registration period begins. You will be able to register after this time pending advisor approval and no registration holds.
- If you want to register for a class that requires Instructor Consent, and/or have asked that a pre-requisite or co-requisite be overridden, be sure you have the correct permission:
 - You must have the correct permission(s); Instructor Consent will not override a pre-requisite, for example
- If you were contacted about an account hold by the Business Office, Health Services or Registrar's Office, check that it has been removed:
 - Allow one business day after removing your hold for your account to clear.
 - You will not be able to register until it is clear, so don't delay in addressing holds.

HOW DO I CONTACT MY ACADEMIC ADVISOR?

You can email your Advisor through BoxerOnline under **Email my Advisor(s)**.

HOW DO I GET INSTRUCTOR CONSENT, AND/OR GET AN OVERRIDE FOR A PRE-REQUISITE AND/OR CO-REQUISITE?

Contact the class Instructor, and be sure to give him/her your 7-digit student ID (NOT your PUNetID). If s/he approves your registering for the class, s/he will grant you permission through BoxerOnline. Until s/he has done that, you will not be able to register for the class, so don't forget to contact him/her before your registration period begins. Be sure to check that s/he has given permission in **Approvals, Holds and Registration Access Time**.

I'VE BEEN UNABLE TO REACH THE INSTRUCTOR FOR A CLASS FOR WHICH I NEED PERMISSION TO REGISTER. WHAT DO I DO?

If you have tried all methods of connecting but still haven't been successful, contact your Director of Academics.

I GOT INSTRUCTOR CONSENT, AND/OR GOT AN OVERRIDE FOR A PRE-REQUISITE AND/OR CO-REQUISITE, BUT IT ISN'T SHOWING IN BOXERONLINE. WHAT DO I DO?

Contact the Instructor immediately, remind him/her that s/he gave you permission but that it wasn't recorded in BoxerOnline, give him/her your 7-digit student ID (NOT your PUNetID), and request that s/he record it as soon as possible.

Give him/her a little while, then check in BoxerOnline again; if it still doesn't show in BoxerOnline, contact your Director of Academics.

ARE THERE ANY CLASSES I CANNOT REGISTER FOR ONLINE?

Students cannot register online for the following kinds of classes, as they require more information than can be obtained online:

- Independent Study

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HOW DO WAITLISTS WORK?

- After a class fills, eligible students who want to register for it may add themselves to a waitlist through BoxerOnline
 - Students who have not met pre-requisites or co-requisites are not eligible, unless they get them overridden by the Instructor through BoxerOnline
 - If the class requires Instructor Consent, students are not eligible unless they get Instructor Consent through BoxerOnline
 - Students may be on the waitlist of only one section of any class
 - Students may not be enrolled in one section of any class and on the waitlist for another section
- At this time, it is not possible for students to know where they are in the waitlist
- The far right column on the waitlist screen in **Manage My Waitlists** gives the number of people currently on the waitlist, not your place on it.
- As space opens, students on the waitlist are added to the class in the order in which they waitlisted, and notified by email through their Pacific email addresses
 - Students cannot be enrolled in more than one section of any class, so it is the students' responsibility to drop one of the sections by the emailed deadline
 - If the student has not dropped one of the sections by the deadline, s/he will be dropped.
- Students may remove themselves from a waitlist at any time, through BoxerOnline
- Waitlists are used until 8am on the first day of the term. At this time, all waitlists are deleted and students interested in registering for a full class must get the Instructor's signature on an Add/Drop form and submit it to the Registrar's Office before the Add/Drop deadline.

HOW DO I CHANGE A CLASS BACK TO A LETTER GRADE STATUS AFTER I CHANGED IT TO AUDIT OR PASS/NO PASS?

Once you change a class to Audit or P/N status, you cannot change it back. Be sure you have thought of all ramifications if you do change the status. For example, does the class serve as a pre-requisite for other classes you want to take? Is the class required for your degree? Taking a class for Audit or P/N status may not work in these cases, and there are others. Be sure to know the consequences before you change a class to Audit or P/N. Contact your Program Associate about making this change to your registration.

HOW DO I INCREASE (OR DECREASE) THE AMOUNT OF CREDIT OF A VARIABLE-CREDIT CLASS?

Be sure to select the amount of credit you want to register for. The default value is of the minimum amount of credit for which a variable-credit class is offered.

If a class is not full, drop it and add it with the new amount of credit.

If it is full, contact your Program Associate. If you drop the course, you will not maintain your spot in a full course and will have to add yourself to the bottom of the waitlist.

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

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Partial-term classes:

- Partial-term classes have shorter Add/Drop/Withdrawal schedules (see BoxerOnline for specific dates)

Waitlisting/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
- You are not allowed to register for one section and waitlist for another
 - If you register for one and waitlist for another you will be dropped from one of them

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

Getting added from a waitlist:

- If you get added to a class for which you were waitlisted, be sure to check your schedule. This may cause a time conflict in your schedule or have put you in overload and you will be charged accordingly unless you drop to the appropriate credit load.

SOMETHING ISN'T WORKING!

Things to try:

- Log off and log in again
- Read through the instructions at the top of each screen
- Go to the HELP menu at the top right of the screen
- Try using a different internet browser
- Check in **Approvals, Holds and Registration Access Time** that:
 - Your registration period has started
 - You have gotten needed Instructor Consent
 - You have gotten needed pre-requisites and/or co-requisites overridden
 - All holds have been cleared
- Read the instructions and other documents on the Registrar's website
- Contact your Program Associate for help on how to use the system, pre-requisites/co-requisites issues, and other class-related topics (Carmen Hinckley, carmen.hinckley@pacificu.edu, or 503-352-7327, Monday-Friday, 8 am – 5 pm)
- Contact the TIC for help with passwords, locked accounts, log-on issues (lower level Marsh Hall, help@pacificu.edu or 503-352-1500)