

Pacific University
Online Registration
Finding Classes Through BoxerOnline

FINDING CLASSES THROUGH BOXER ONLINE

BoxerOnline is Pacific's tool that allows students to select and register for classes online, as well as do many other functions. You are encouraged to explore searching for classes through BoxerOnline prior to registering. Before your registration period opens you can log in, search, select and save a list of classes you are interested in registering for. After your registration period opens, you can log in and register for your classes.

BoxerOnline is at: <https://boxeronline.pacificu.edu>. You also can find it by clicking on Current Graduate & Professional, at the top of Pacific's homepage, then Online Tools.

SEARCHING FOR COURSES

Go to the main BoxerOnline page <https://boxeronline.pacificu.edu>, click on Log In, type your PUNetID where it asks for UserID, and your password in the Password field. Click **SUBMIT**. If you have more than one option, select the Students tab.

On the bottom left is a Registration menu with many options. Click on **Find and Register for Sections (Active Terms)**.

There are many search options on this page, but they do not all need to be selected.

- Select the **Term** for which you want to see available courses
- Select **Academic Level** (professional)
- Select **Subjects** (Graduate Psychology)

The remaining fields help you to narrow your search. They are optional; you can select none, one, more than one, or all of them. For example,

- The first two boxes are for undergraduate student requirements; disregard them.
- If times and/or days of the week are important to you, you can search on those criteria
- You can search for all courses taught by a certain instructor

Click **SUBMIT** at the bottom of the page. A list of all courses meeting the criteria you selected will show.

- The 3rd column, **Status**, shows whether the course is Open for registration, Closed, or has a Waitlist
- Clicking on the 4th column, **Course Description**, takes you to a page with much information about the class. Click **Close Window** to return to the previous page.
- The 5th column, **Meeting Information**, tells when and where the class meets. Be sure to note all meeting times, as some courses meet irregularly.
- The 7th column, **Avail/Cap**, shows the number of seats still available, and the capacity

There is a box on the far left in front of each class; clicking it will save the class in a list of possible courses. If you do not want to select any of these classes as possible classes, click on **Students Menu** at the top right. Repeat the process, if desired.

If you select any of these classes, clicking **SUBMIT** saves them in a "preferred sections list" and take you to a page where you could register for them or remove them from your list. You also can remove classes if you decide that you aren't interested in taking them. Click **Students Menu** at the top of the page to return to the menu. Click on **Find and Register for Sections (Active Terms)** to select other classes to add to your list.

To remove classes from your list, click on **Register and Drop Sections**. In this screen, in the **Action** column select **Remove from List** from the dropdown menu to the left of the specific class(es) you want to remove from your list. Clicking **Submit** removes the class from your list.

This also is the screen you use to register for classes after your registration period has begun.