Pacific University
Online Registration
Instructions – School of Professional Psychology Students

WHAT DO I DO TO REGISTER FOR CLASSES?

1. Read **SPECIFIC SITUATIONS TO BE AWARE OF**.
   – Go into BoxerOnline to see what is offered. Try different class combinations, see which classes are filling up, and think about what you want to register for. (See below for specific navigation.)
   – You can't register until your registration period begins, but you can view classes that you'd like to take. If you want, you can create a tentative schedule online, but don't forget to do the actual registering after your registration period opens.

2. Get Instructor Consent, and/or pre-requisites and/or co-requisites overridden, if necessary
   – Before your registration period opens, contact the Instructors of all classes requiring Instructor Consent and/or those for which you've not met all pre-requisites or co-requisites. If they approve your registering for their classes, they will record their approval in BoxerOnline.
   – They must use your 7-digit student ID (NOT your PUNet ID), so be sure to give it to them.
   – Getting permission(s) will not allow you to register for a class that is full. However, you must get the appropriate permissions before you can add yourself to a waitlist of a class that is full.
   – You can't register until they've recorded their permission, so don't wait until the last minute to ask.

3. Get permission for Overload (more than 16 credits), if necessary, from the Director of Academics.

4. Check that all permissions have been recorded
   – Go into BoxerOnline **Approvals, Holds and Registration Access Time** to check that it shows:
       i. Any Instructor Consents, overridden pre-requisites, and/or overridden co-requisites
   – If the appropriate permissions are not recorded, contact the Instructor or the Director of Academics. You can't register until the permissions are recorded, so don't wait until the last minute to check.

5. Check that any holds have been cleared
   – Go into BoxerOnline **Approvals, Holds and Registration Access Time** to check that it does not show any holds.
   – Updating your account after clearing a hold will take up to one business day. Don't wait until the last minute.

6. Register
   – Any time after your registration period starts, go to BoxerOnline and register, add, or drop.
   – To see when your registration period is, go into BoxerOnline and click **Approvals, Holds and Registration Access Time.**
   – It is recommended that you register between 8:00 am and 5:00 pm, while staff is available to assist you if you encounter difficulties.

7. To change what you registered for
   – Through 5:00 pm on the term's add/drop deadline you will be able to add or drop a class online.
   – After that time, you will use the online system to only withdraw from a course.

I STILL HAVE QUESTIONS

Each screen in BoxerOnline has instructions at the top, as well as a Help menu.

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/index.cfm for more information
- Contact your Program Associate, Carmen Hinckley, carmen.hinckley@pacificu.edu, or 503-352-7327, 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 or 503-352-1500, Monday-Friday, 8 am – 8 pm