Pacific University
Online Registration
Specific Situations to Be Aware Of

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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

Changing to Audit or Pass/No Pass grading:
- You cannot change back
- Submit a paper Add/Drop form to the SPP Program Associate by 5 pm on the Add/Drop deadline.

Variable-Credit classes:
- Be sure to enter the amount of credit you want to register for in the Credit field. The default view is of the minimum amount of credit a variable-credit class is offered for
- To change the amount of credit if the class is:
  - NOT FULL: Drop the class and add it for the new amount of credit
  - FULL: Submit an Add/Drop form in person at the Registrar's Office. You will not maintain your spot in a full course and will have to add yourself to the bottom of the waitlist.

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

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 after email notification from the SPP Program Associate.
- You are not allowed to register for one section and waitlist for another
  - You will be dropped from the waitlist after email notification from the SPP Program Associate.

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 have put you in overload and you will be charged accordingly unless you drop to the appropriate credit load.