My.Pacifica Self-Service for Students
User Guide
# Table of Contents

**INTRODUCTION TO MY.PACIFICA FOR STUDENTS**
- System Requirements ........................................................................................................ 1
- Logging In ......................................................................................................................... 2
- If You Forget Your Password ......................................................................................... 2
- Navigating The System ..................................................................................................... 4
- Using the Online Help ....................................................................................................... 6

**VIEWING AND UPDATING YOUR PERSONAL INFORMATION**
- View Your User Account Information ........................................................................ 8
- Change Your Password .................................................................................................... 9
- Change Your Security Question .................................................................................... 10
- Change Your Personal Data .......................................................................................... 11
- Update Your Ethnicity and Race Information ........................................................... 12
- Edit Your Preferred Address ......................................................................................... 13
- Add a New Address ........................................................................................................ 14
- View and Manage Your Addresses ............................................................................... 15
- Add a New Phone Number ............................................................................................ 16
- Change a Phone Number ............................................................................................... 17
- Delete a Phone Number .................................................................................................. 18
- Set Your Primary Phone Number .................................................................................. 18

**CHECKING YOUR APPLICATION STATUS** ..................................................................... 19

**VIEWING A LIST OF REQUIREMENTS TO COMPLETE A DEGREE** .................................. 20

**VIEWING PACIFICA’S COURSE CATALOG** ..................................................................... 21

**ADD/REMOVE YOURSELF FROM THE ONLINE DIRECTORY** ........................................ 23

**SEARCHING THE DIRECTORY**
- Search for Other Students ........................................................................................... 24
- Search for Faculty Members ......................................................................................... 25
- Search for Alumni .......................................................................................................... 26

**REGISTERING FOR CLASSES** .......................................................................................... 27

**MAKE A PAYMENT** ......................................................................................................... 31

**VIEWING YOUR COURSE SCHEDULE** .......................................................................... 34

**VIEWING YOUR GRADES** ............................................................................................... 35
My.Pacifica is a web site that enables you to access a variety of academic information and handle many administrative functions from your computer any time you wish. By using My.Pacifica Self Service you will be able to accomplish all of the following online:

- Register for classes
- View your course schedule
- View your final grades
- View your unofficial transcript
- Browse Pacifica’s course catalog
- Request an official transcript
- Update your address and phone number
- Pay your bill

To access the My.Pacifica Self-Service Home page go to: http://my.pacifica.edu

Click on the My.Pacifica Self–Service link located on the top right side of the page.

System Requirements

In order to use My.Pacifica Self-Service you will need the following:

- A computer that is connected to the Internet
- A PC, Mac, or other personal computing device with an Internet connection and a standard Web browser that has Cookies and JavaScript enabled.

A Username and Password. You should have received a letter with this information in the mail. If you have not received this please contact the Registrar’s Office at registrar@pacifica.edu
Logging In

To access the My.Pacifica Self-Service features, you must log in:

1. On the Login window, enter your **User Name**.
2. Enter your **Password**.
3. Select **Log In**.

   **Note:** Your password is case sensitive. Your username is not.

If You Forgot Your Password

If you forget your password when attempting to log in, a new password will be e-mailed to you after you correctly answer your security question. You must then change the temporary password to something that is easier for you to remember.

1. On the Login window, select **Forgot My Password**.

2. On the Forgot My Password page, enter your **User Name**.

3. Select **Submit**.
4. Read Your Security Question and enter Your **Security Answer**.

5. Select **Submit**.

6. Read the confirmation message which states that your password has been updated and e-mailed to you, and lists your User Name.

7. Log into your e-mail system and read the e-mail message which lists your new My.Pacifica Self-Service password.

8. On the **Forgot My Password** page, select Log In.

9. Enter your **User Name** and your new **My.Pacifica Self-Service Password** **EXACTLY** as it appears in the e-mail.

10. Select **Log In**.

11. Enter the following information:

<table>
<thead>
<tr>
<th><strong>Field</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Password</td>
<td>Enter the Self-Service password <strong>EXACTLY</strong> as it appears in the e-mail that was sent to you.</td>
</tr>
<tr>
<td>New Password</td>
<td>Enter the new password you want to use to log in. Select a password which:</td>
</tr>
<tr>
<td></td>
<td>• Is easy for you to remember, but difficult for others to guess</td>
</tr>
<tr>
<td></td>
<td>• Includes upper-case and lower-case letters, and numbers</td>
</tr>
<tr>
<td></td>
<td>• Includes at least one special character, like !, @, #, $, %, or &amp;</td>
</tr>
<tr>
<td></td>
<td>• Contains 7 to 16 characters (for example, My1SecretP@SSwrd)</td>
</tr>
<tr>
<td>Confirm New Password</td>
<td>Enter your new password a second time for confirmation.</td>
</tr>
</tbody>
</table>

12. Select **Update**.

13. Read the confirmation message, which states that your password has been changed.

14. Select **Go to the Self-Service Home Page**.
Navigating the System

Each page on My.Pacific Self Service has a menu bar at the top right side of the screen:

<table>
<thead>
<tr>
<th>Webpage Area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Links</strong></td>
<td>These links will appear at the top of every page:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Cart</strong> - Select to display your shopping cart, which will list any course sections you may have chosen.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Help</strong> - Select to display information about the current Web page.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Log Out</strong> link - When you log out you will be prompted to close your browser.</td>
</tr>
<tr>
<td><strong>Search</strong></td>
<td>You can search the <strong>Catalog</strong> for specific information about the courses you are looking for.</td>
</tr>
<tr>
<td></td>
<td>1. Specify what you want to search in the Catalog.</td>
</tr>
<tr>
<td></td>
<td>2. You have the option to enter a keyword for the course (Art, for example).</td>
</tr>
<tr>
<td></td>
<td>• If you enter a keyword, the system will list ALL courses with the specified keyword.</td>
</tr>
<tr>
<td></td>
<td>• If you do not enter a keyword, the system will prompt you to enter more information to narrow your search.</td>
</tr>
<tr>
<td></td>
<td>3. Select <strong>Search</strong>.</td>
</tr>
</tbody>
</table>

You can search the **Directory** to search for information about alumni, faculty, staff, and students. When you search for a name, the system will list all the people with the specified name who are listed in each of the directories.
Each page on My.Pacifica Self Service has tabs and menu items:

<table>
<thead>
<tr>
<th>Webpage Area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tabs</td>
<td>Select the tab that corresponds to the function you want to perform.</td>
</tr>
<tr>
<td></td>
<td>For example, if you wanted to register for courses, you would choose the</td>
</tr>
<tr>
<td></td>
<td><strong>Register</strong> tab.</td>
</tr>
<tr>
<td>Menu Items</td>
<td>Once you select a tab, the corresponding list of menu items will appear</td>
</tr>
<tr>
<td></td>
<td>under the tabs.</td>
</tr>
<tr>
<td>Options</td>
<td>Once you select a menu item, the corresponding options for that menu item</td>
</tr>
<tr>
<td></td>
<td>will appear along the left pane, and the associated Web page will appear to</td>
</tr>
<tr>
<td></td>
<td>the right.</td>
</tr>
</tbody>
</table>

![Image of My.Pacifica Self Service interface with tabs and menu items highlighted]
Using the Online Help

If you have a question about the Web page you are currently viewing, you can display the help text for that page.

1. Select the Help link at the top of the page.
2. From the Help drop-down list, select Help for this page.

A new window will open.

3. Review the information on the Help window. For example:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>If you know the Course Code, you can search for one particular course in the catalog.</td>
</tr>
<tr>
<td>Program</td>
<td>Specifies whether you are looking for an Undergraduate or Graduate course, for example.</td>
</tr>
<tr>
<td>Curriculum</td>
<td>Specifies whether you are looking for a course within a particular course of study (Accounting, Anthropology, Business Law, etc.).</td>
</tr>
<tr>
<td>Subtype</td>
<td>Specifies whether you are looking for a specific type of course (Independent Study, Lab, Lecture, and so on).</td>
</tr>
<tr>
<td>Credit Type</td>
<td>Specifies whether you are looking for a Credit, Non-Credit, or Continuing Education course, for example.</td>
</tr>
<tr>
<td>Class Level</td>
<td>Specifies whether you are looking for a course that is available at your level (Freshman, Sophomore, Junior, Senior, Graduate, and so on).</td>
</tr>
<tr>
<td>Department</td>
<td>Specifies the academic department through which the course would be offered (Accounting, Art, Biology, Business, and so on).</td>
</tr>
<tr>
<td>College</td>
<td>Specifies the College you are interested in (Engineering, Liberal Arts, Nursing, and so on).</td>
</tr>
<tr>
<td>Population</td>
<td>Specifies whether you are looking for a course that is open to a particular group of students (Day Student, Evening Student, SeniorCitizen, Transfer, and so on).</td>
</tr>
<tr>
<td>Nontraditional</td>
<td>Specifies the type (part of an Accelerated Program, a Correspondence course, and so on).</td>
</tr>
</tbody>
</table>

4. When you have finished entering your search criteria, select Search.
5. Review the list of courses which match your search criteria.
4. After reading the help text for the current page, you can either:
   • Select \[\times\] in the upper-right corner of the Help window to close the window, or
   • Select \[\square\] in the upper-left corner of the Help window to open the entire On-line Help.

5. If you select \[\square\], the Help window will display a Table of Contents which lists How-To procedures for accomplishing many tasks. For example:

6. When the On-line Help System is open, you can select links in the table of Contents until you display the desired How-To procedure. For example:

You can also select the Index or Search tab to find information.
From the **My Profile tab**, you can accomplish all of the following:

- view your user account information
- specify whether you want to be listed in the on-line student directory
- change your password
- edit the security question and answer which are used to verify your identity if you forget your password
- update your personal, address, and phone information

### View Your Account Information

You can view your **User Name**, **Student ID**, and **My.Pacifica Email Address**.

1. Select the **My Profile** tab.
2. Select the **Account Information** menu item.
3. On the Account Information page, view your user account information.
Changing Your Password

You should change your password to something that you can easily remember, but is difficult for others to guess.

1. Select the My Profile tab.
2. Select the Account Information menu item.
3. Select the Password option.

4. On the Change Password page, enter the following information:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Password</td>
<td>Enter the Self-Service password EXACTLY as it appears in the e-mail that was sent to you.</td>
</tr>
<tr>
<td>New Password</td>
<td>Enter the new password you want to use to log in. Select a password which:</td>
</tr>
<tr>
<td></td>
<td>• Is easy for you to remember, but difficult for others to guess</td>
</tr>
<tr>
<td></td>
<td>• Includes upper-case and lower-case letters, and numbers</td>
</tr>
<tr>
<td></td>
<td>• Includes at least one special character, like !, @, #, $, %, or &amp;</td>
</tr>
<tr>
<td></td>
<td>• Contains 7 to 16 characters (for example, My1SecretP@SSwrd)</td>
</tr>
<tr>
<td>Confirm New Password</td>
<td>Enter your new password a second time for confirmation.</td>
</tr>
</tbody>
</table>

5. Select Save to record your new password information.
Changing Your Security Question

You can change the security question and answer which is used to verify your identity when you forget your password.

1. Select the My Profile tab.
2. Select the Account Information menu item.
3. Select the Security Question option.
5. Select your New Security Question. Choose a question for which other people would not be able to guess your answer.
6. Enter your New Security Answer.
7. Select Save to record your changes.
Changing Your Personal Data

You can view and update the personal information that is currently on file for you.

1. Select the **My Profile** tab.
2. Select the **Personal Information** menu item.
3. On the Personal Information page, review your **Current Information**.
4. If you need to update any of your information, select **Edit**.
5. Enter all the necessary changes.
6. Select **Submit** to save your changes.
7. Review your information.

After selecting **Edit**, your Updated Information will be listed as **Pending**.

- If you notice something wrong with your pending changes select **Cancel Update** to stop your update request.
- Once a school administrator approves your change request, your updated information will be recorded, and **you will receive an e-mail** to let you know that your change request has been approved.
Updating Your Ethnicity and Race Information

You can view and update the ethnicity and race information that is currently on file for you.

1. Select the My Profile tab.
2. Select the Ethnicity and Race menu item.
3. On the Ethnicity and Race page, review your current information.
4. Specify whether you are of Hispanic or Latino ethnicity or descent.
5. Select one or more of the races for which you identify yourself.

6. Select Save to record your changes.
Updating Your Address Information

You can view and update the address information that is currently on file for you.

Editing Your Preferred Address

You can update your Current Preferred Address, which you want Pacifica to use to contact you.

1. Select the My Profile tab.
2. Select the Addresses menu item.
3. View your Current Preferred address.
4. Select Edit Address.

5. Enter the necessary changes to your preferred address.

6. Select Save to record your changes.
Updating Your Address Information

Adding a New Address
If you will be residing in a different address in the future, you can add that address information.

1. Select the My Profile tab.
2. Select the Addresses menu item.
3. View your Current Preferred address.
4. Select Add Address or Under New select Add Address.

5. Enter the information for the new address.

6. Select Save. Your new address will be recorded.
## Updating Your Address Information

### Viewing and Managing Your Addresses
You can view all of your address information and make any necessary changes.

1. Select the **My Profile** tab.
2. Select the **Addresses** menu item.
3. Select **Manage Addresses**.
4. View your Current Preferred address at the top of the list of addresses.
5. Choose to display your addresses in the **Card View** or **List View**.

![](image.png)

6. Follow the corresponding steps:

<table>
<thead>
<tr>
<th><strong>To</strong></th>
<th><strong>Follow These Steps</strong></th>
</tr>
</thead>
</table>
| Change Your Preferred Address | 1. For the address you want us to use to contact you, select **Make Preferred**.  
                               2. Select **OK** to confirm that you want to change your preferred address. |
| Add a New Address        | 1. Select **Add Address** on the **Card View** or Add Address on the **List View**.  
                               2. Enter the information for your new address.  
                               3. Select **Save** to record your new address. |
| Edit an Address          | 1. For the address you need to update, select **Edit**.  
                               2. Enter the necessary changes to the address.  
                               3. Select **Save** to record your address changes. |
| Delete an Address        | 1. For the address you need to delete, select **Delete**.  
                               2. Select **OK** to confirm that you want to delete the address. |
Updating Your Phone Numbers

You can review and update the list of phone numbers that you want Pacifica to use to contact you. You can add a new phone number, edit or delete an existing phone number, or change your primary phone number.

Adding a New Phone Number

You can enter information about other phone numbers that you want us to use to contact you.

1. Select the My Profile tab.
2. Select the Phone Numbers menu item.
3. View your current list of phone numbers.
4. Select Add a Phone Number.

5. Enter the information for the new phone number.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Enter a name which clearly identifies the phone number. For example, My Cell Phone, Work Number, Dad’s Cell.</td>
</tr>
<tr>
<td>Country</td>
<td>Select the country that is associated with the phone number.</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Enter just the numbers in the phone number, for example, 123456789. <strong>Do not enter any spaces or special characters.</strong> The phone number will automatically be saved and displayed in the specified country format.</td>
</tr>
<tr>
<td>Do Not Call Reason</td>
<td>If you do not want us to use this number to contact you, specify the reason why.</td>
</tr>
</tbody>
</table>

6. Select Save to record the information for the phone number.
Changing a Phone Number

You can update the information about any of the phone numbers you want Pacifica to use to contact you.

1. Select the My Profile tab.
2. Select the Phone Numbers menu item.
3. View your current list of phone numbers.
4. To the right of the phone number you want to update, select Edit.

5. Update the information for the specified phone number.

6. Select Save to record your changes.
Updating Your Phone Numbers

Deleting a Phone Number
You can delete the phone numbers that you no longer want Pacifica to use to contact you.

Note: If you ever need to delete your primary phone number, you must first make another number your primary phone number.

1. Select the My Profile tab.
2. Select the Phone Numbers menu item.
3. View your current list of phone numbers.
4. To the right of the phone number you want to remove from the list, select Delete.
5. Select OK to confirm that you want to delete the phone number.

Setting Your Primary Phone Number
From your list of phone numbers, you can specify the primary phone number you want Pacifica to use to contact you.

1. Select the My Profile tab.
2. Select the Phone Numbers menu item.
3. View your current list of phone numbers.
4. To the right of the phone number you want to make your primary number, select Make Primary.
5. Select OK to confirm that you want to make the phone number your primary number.

Your primary phone number will be displayed in bold at the top of the list. If you ever need to delete your primary phone number, you must first make another number your primary phone number.
CHECKING YOUR APPLICATION STATUS

To display the current status of your application for admission to Pacifica Graduate Institute:

1. Select the **Home** tab.
2. Select the **Application Status** menu item.

3. View the following status information:

<table>
<thead>
<tr>
<th>Field</th>
<th>Typically Displays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt Date</td>
<td>The date on which your application was received by the institution.</td>
</tr>
<tr>
<td>Period</td>
<td>The term for which you have applied for admission.</td>
</tr>
<tr>
<td>College Attendance</td>
<td>The academic level at which you have applied for admission (for example, graduate, undergraduate).</td>
</tr>
<tr>
<td>College</td>
<td>The college to which you have applied.</td>
</tr>
<tr>
<td>Program, Degree, Curriculum</td>
<td>The program, degree, and curriculum for which you have applied.</td>
</tr>
<tr>
<td>Status/Date</td>
<td>The current status of your application and the date this status was entered by our school.</td>
</tr>
</tbody>
</table>

If you submitted more than one application, they will be sorted by **Receipt Date** and then **Period**, so that your most recent application will be listed first.
1. Select the Home tab.
2. Select the Degree Requirements menu item.
3. Select the Period.
4. Select the Program.
5. Select the Degree.
6. Select Create to display the degree requirements for the specified Period, Program, and Degree.

7. Review the information about the course requirements for the specified academic plan:

<table>
<thead>
<tr>
<th>Column</th>
<th>Typically Lists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Select to list the available course sections for the corresponding course code.</td>
</tr>
<tr>
<td>( and ) And/Or</td>
<td>If applicable, the parentheses are used to group courses together to help you see:</td>
</tr>
<tr>
<td></td>
<td>• Which group of courses must be taken, and</td>
</tr>
<tr>
<td></td>
<td>• Which courses can be taken instead of other courses.</td>
</tr>
<tr>
<td>Course</td>
<td>The number of the course is displayed as a link to more information about the course.</td>
</tr>
<tr>
<td>Name</td>
<td>The Course title.</td>
</tr>
<tr>
<td>Sub Type</td>
<td>The type of course (for example, lecture, lab.)</td>
</tr>
<tr>
<td>Credits</td>
<td>The number of credits earned upon completion of the course.</td>
</tr>
<tr>
<td>Sequence</td>
<td>The enrolled sequence number for the course.</td>
</tr>
<tr>
<td>Min Grade</td>
<td>The minimum grade that must be earned in order for the course to fulfill the classification requirement.</td>
</tr>
<tr>
<td>Required</td>
<td>Whether the course must be completed in order to fulfill the classification requirement.</td>
</tr>
</tbody>
</table>
You can search for particular types of courses in the course catalog in either of these ways:

1. From the drop-down list at the top of any page, select **Catalog**.
   - Enter at least part of the course name or subject type you are looking for (like Dreams).
   - Select Search.
   - Continue with **Step 3**.

2. Select the **Search** tab.
   - Select **Course Catalog menu item**.
   - On the Course Catalog page, select from any of the following search criteria:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>If you know the Course Code, you can search for one particular course in the catalog, for example (CP 505)</td>
</tr>
<tr>
<td>Program</td>
<td>Specify the program you are looking for. (Doctor of Philosophy, Master of Arts)</td>
</tr>
<tr>
<td>Curriculum</td>
<td>Specify whether you are looking for a course within a particular course of study (Clinical Psychology, Counseling Psychology, and so on).</td>
</tr>
<tr>
<td>Subtype</td>
<td>Specify whether you are looking for a certain type of course (Dissertations, Internship, Lecture).</td>
</tr>
<tr>
<td>Credit Type</td>
<td>Specify whether you are looking for a <strong>Letter Grade</strong>, <strong>Pass No Pass</strong>, or <strong>Transfer Credit</strong>, for example.</td>
</tr>
</tbody>
</table>
### Field | Description
--- | ---
Class Level | Specify whether you are looking for a course that is available at your level (1st Year, 2nd Year, and so on).
Department | Specify the academic department through which the course should be offered (Clinical Psychology, Counseling Psychology, Depth Psychology).
College | Specify the College you are interested in (Dept. of Humanities, Dept. of Myth Studies).
Population | Specify whether you are looking for a course that is open to a particular group of students (Any, Second Session Admit)

3. Review the list of courses which match your search criteria.

### Field | Description
--- | ---
Refine Search | Enter additional search criteria to narrow down the list of courses.
New Search | Search for a different type of course.
Course Code | Display more information about a course.
To specify whether you want to include your name in any of the on-line directories in which you could be listed:

1. Select the **My Profile** tab.
2. Select the **Account Information** menu item.
3. Select the **Directory Settings** option.
   - Select the Directory Privacy Statement to read information about disclosing your information in an online directory.
   - Choose your Status for the on-line directory.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include Me</td>
<td>If you select <strong>Include Me</strong>, your name will be listed in the on-line directory, unless your records state that you do not want your information to be released.</td>
</tr>
<tr>
<td>Exclude Me</td>
<td>If you select <strong>Exclude Me</strong>, your name will NOT be listed in the on-line directory.</td>
</tr>
</tbody>
</table>

4. Select **Save** to record your online directory settings.
SEARCHING THE DIRECTORY

Searching for Other Students

You can use the on-line student directory to search for information about other students who are currently enrolled in an academic program. Students who have withdrawn or have taken a leave of absence are not included in the directory. Only students who have chosen to be listed are included in the online directory.

You can search for people in either of these ways:

Basic Search

1. In the Search field at the top of any Web page, select Directory.
2. Enter all or part of the person’s name (for example, Smith).
3. Select Search.

Advanced Search

1. Select the Search tab.
2. Select the Directory menu item.
4. Enter all the information you know about the student you want to find. You MUST specify at least the first letter of the person’s First Name, Last Name, or Former Name.
   - First Name, Last Name, or Former Name
   - Class Level
   - Program, Degree, or Curriculum
5. If you want to limit the number of students who are listed on each search results page, choose the Results per Page.
SEARCHING THE DIRECTORY

Searching for Faculty Members

To use the on-line faculty directory to search for information about faculty members at Pacifica Graduate Institute:

1. Select the Search tab.
2. Select the Directory menu item.
3. Select the Faculty option.
4. Enter all the information you know about the faculty member you want to find. You MUST specify at least the first letter of the person’s First Name, Last Name, or Former Name.
   - First Name, Last Name, or Former Name
   - Department
5. If you want to limit the number of faculty who are listed on each search results page, choose the Results per Page.
7. View the list of faculty members who match your search criteria.
   - The list is sorted by the faculty members’ last names.
   - If the list is too long, select Refine Search to specify additional search criteria.
   - If the list does not include the person you are looking for, select New Search.
SEARCHING THE DIRECTORY

Searching for Alumni

To use the on-line alumni directory to search for information about students who have graduated from Pacifica Graduate Institute:

**Note:** Only alumni who have chosen to be listed will be included in the directory.

1. Select the **Search** tab.
2. Select the **Directory** menu item.
3. Select the **Alumni** option.
4. Enter all the information you know about the alumni member you want to find. You MUST specify at least the first letter of the person’s First Name, Last Name, or Former Name.
   - First Name, Last Name, or Former Name
   - Program, Degree, or Curriculum
   - Class Year
   - Affiliation Year
5. If you want to limit the number of faculty who are listed on each search results page, choose the **Results per Page**.
6. Select **Search**.
7. View the list of alumni who match your search criteria.
   - The list is sorted by the alumni’s last names.
   - If the list is too long, select **Refine Search** to specify additional search criteria.
   - If the list does not include the person you are looking for, select **New Search**.
To register for traditional courses within a specified academic period:

1. Select the Register tab.
2. Select the Traditional Courses menu item.
3. Select the Period for which you want to register.
   - To the right of each term will be the registration status for that term. You can register for any term that has a status of “Ok to Register.”
4. Select Section Search.
5. Enter your Class Level (1st, 2nd, 3rd Year Grad) and select Search.

To identify the courses offered to your class level, select your level (1st year grad, 2nd year grad, 3rd year grad) from the Class Level drop down box. If you have taken a leave of absence previously, do not choose a class level and simply click on “Search” for all courses offered to your track. Refer to your academic plan (provided by your program administrator) for courses to register for.

Each fall quarter registration you will start the next class level. For example, if you are currently a 1st year student and will begin your second year in the fall, when you register for the fall quarter, you should select 2nd Year Grad.

Note: The term “Grad” after each class year refers to the fact that you are in a graduate level program. If you have any questions regarding which classes you should select please contact your Program Administrator or Student Affairs Coordinator or the Registrar’s office.
6. View the list of course sections that match your criteria.
7. Click the **Add** button to add the class to your cart.

A confirmation message will appear above the list of Course Section Results indicating that the course has been added to your shopping cart:

8. Continue adding courses to your cart until you have selected all the courses you need to register for.

**Note:** You will need to register for all of the courses displayed unless you have an individualized academic plan, in which case, you will need to register for all of the classes on the Academic Plan your Program Administrator or Student Affairs Coordinator has provided you.
9. When you have added all of the courses you wish to register for click Proceed to Registration.

10. Review your Schedule to verify the course number, date, session, number of credits, credit type, schedule, location, instructor, and status for each course.

If you do not want to register for any of the courses in your cart, click Remove.

Note: You will not be able to remove courses from your schedule online after you process your registration. If you find that you do need to drop courses from your schedule after you have processed your registration, you will have to contact the Registrar’s Office.

11. After you are certain you want to register for all of the courses listed in your cart, click Next.
12. On the Finalize Registration page, review the list of courses and the current Status for each course.

13. To pay your balance or make a payment and finish the registration process select either Pay My Balance or Make a Payment and type in the amount you would like to pay.

When you are ready to finish the Registration process, select Next.

- If you want to make changes to your list of registered courses, select Previous to return to the Review Schedule page.

14. The registration process is now complete and a new window will appear that will walk you through the four steps to successfully process your payment online.

Note: If you find that you do need to drop courses from your schedule after you have processed your registration, you will have to contact the Registrar’s Office. You can email the Registrar’s Office at registrar@pacific.edu
MAKING A PAYMENT

To view your balance and make a payment online:

1. Select the **Finances** tab.
2. Select the **Balance** menu item.
3. Review your balance. Next to **Payment Amount** type in the amount you would like to pay.
4. Click the **Make a Payment** button.

A new window will appear that will take you through four steps to process your payment.

**Step 1. Click Pay by Card.**
Step 2: Provide your payment method information

1. Select the **Card Type** (VISA, MasterCard, American Express, Discover).
2. Enter your **name** exactly as it appears on your card.
3. Enter your **card number**, **expiration date** and **security code**.
   **Note:** If your payment amount is equal to or greater than $3,000 you will also have to enter your city, state, zip code and country.
4. Click **Continue**.

![Payment Method Information](image)

Step 3: Confirmation page

1. Verify your payment information.
2. **Check the box** to agree to the Terms and Conditions.
3. Click **Authorize Payment**.

![Confirmation Page](image)
Note: A pop up window will display. Do no navigate away from the page until your payment process is complete.

Step 4: Please wait until the Receipt page displays.

1. Click Print to print a copy of your receipt for your records.
2. Click Continue to complete the payment process.

The following window will appear:
The payment process is now complete. Click the Close button.
To view a schedule of the classes for which you have registered, have been put on the waitlist, or have added to your cart:

1. Select the **Classes** tab.
2. Select the **Schedule** menu item.
3. Select the **Student Schedule** option.

4. Specify whether you want to view your schedule in a **Text** list or on a calendar **Grid**.

The **Text** list displays ALL the course details, including the course title and instructor’s name.

The **Grid** shows your courses on a calendar for the week, so you can clearly see when each course meeting is scheduled. For each course meeting, the grid will display the course number, building name, and room number.

5. Choose the time **Period** for the schedule you want to view.

6. Specify which courses you want to include in your schedule.
   - Courses in your shopping Cart
   - Waitlisted Courses
   - Continuing Education courses with a start date or end date in the future

7. Select **Submit**.
VIEWING YOUR GRADES

To display your grades for a specified year and term:

1. Select the **Grades** tab.
2. Select the **Grade Report** menu item.
3. Select the **Period** for which you want to view your grades.

4. You will see a window that shows each class you took during the selected term along with your grade you received and any comments your instructor may have entered for the course.

If you believe that a grade is incorrect, please contact the Registrar’s Office at register@pacific.edu or Rob Case at (805) 969-3626 Ext. 198.

5. If you want to print out your grade report, follow these steps:
   - Select **Print Report**
   - Select **Print**
   - Specify your printer options
To display your complete academic history at Pacifica Graduate Institute:

1. Select the **Grades** tab.
2. Select the **Unofficial Transcript** menu item.
3. View your unofficial transcript, which is sorted by academic year and term, and includes:
   - A list of degrees you have been awarded
   - A list of the honors and GPAs you have earned at other institutions.
   - Your coursework, grades, and credits for each term you have attended.

4. If you want to print out your grade report, follow these steps:
   - Select **Print Transcript**
   - Select **Print**
   - Specify your printer options
REQUESTING YOUR OFFICIAL TRANSCRIPT

To request one or more copies of your transcript to be sent to a specified person or organization:

1. Select the Grades tab.
2. Select the Request Transcript menu item.
   If you have any uncompleted transcript requests they will be displayed on the right side of the window.

3. Specify where you want us to send your transcript.
   You can have your transcript sent to yourself or someone else. Enter the name and address information for whom the transcript should be sent to. At a minimum, you will have to enter the Recipient Name, Address Line 1, City, State, Zip Code, Country, Number of Copies and the reason for your request.

4. Review the Disclosure Statement and check the Disclosure check box.
5. Select Submit Request.
6. Review the list of transcript requests.
7. To complete your transaction select Continue.
   If you need to enter another transcript request, select Add More… and enter the information for your next transcript request.
   If you decide NOT to submit any of the transcript requests currently listed on the page, select Cancel Transaction.
8. You will receive an email when your request has been processed by the Registrar’s Office.
To view details of your charges and credits for a specified period, along with a subtotal for any balance from other periods and the amount of financial aid anticipated:

1. Select the **Finances** tab.

2. Select the **Balance** menu item.

3. Choose the time **Period**.
   - Select a **Period** from the drop down list to display your account balance for a specified period, or
   - Select **All** to display your entire balance history.

4. Choose how much information you want to **View**.

<table>
<thead>
<tr>
<th>Detail by Charges and Credits</th>
<th>A list of the charges and credits recorded for the specified <strong>Period</strong>.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Detail by Summary Type</strong></td>
<td>A list of all the transactions and the total amount recorded for each summary type.</td>
</tr>
<tr>
<td><strong>Balance Summary</strong></td>
<td>The total amounts for each summary type (for example, tuition, student fees).</td>
</tr>
</tbody>
</table>

5. Select **Change** to view your balance.
VIEWING YOUR BILLING STATEMENT

To view your billing statement:

1. Select the **Finances** tab.

2. Select the **Statement** menu item.

3. Choose the **Statement** you want to display.

4. Select **View**.

5. Review your statement, which may include any of the following information.

<table>
<thead>
<tr>
<th>Statement Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charges</td>
<td>A list of the expenses you have incurred, including tuition and fees.</td>
</tr>
<tr>
<td>Credits</td>
<td>A list of the payments that have been applied to your balance, including loans and grants.</td>
</tr>
<tr>
<td>Anticipated Aid</td>
<td>A list of the financial aid amounts that we expect you to receive.</td>
</tr>
<tr>
<td>Payment Plan Information</td>
<td>If you have signed up for a payment installment plan, your payment due dates and amounts will be listed</td>
</tr>
</tbody>
</table>
LOGGING OUT

To log out of the My.Pacifica Student Services Website

1. Click on the Logout link located in the top right corner of the page.

A window will display that will give you the option to close your browser or return to the My.Pacifica Student Services Home Page.

2. Select Close Browser.