

My.Pacifica Self-Service for Students

User Guide

PACIFICA
GRADUATE INSTITUTE

PLANNING

ADMISSIONS

SEARCH

PACIFICA LINKS

Sign in

User Name

NEXT

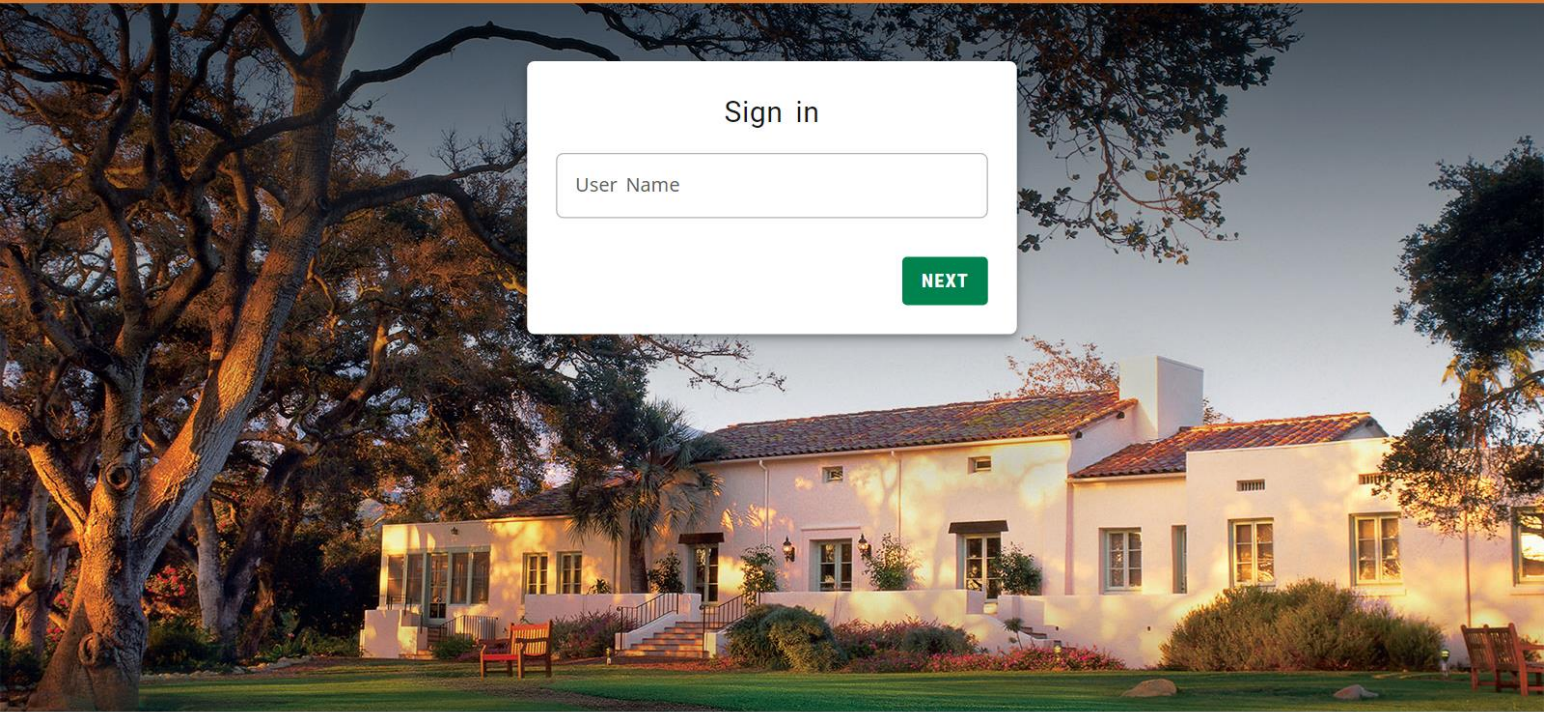


Table of Contents

- Introduction to My.Pacifica Self-Service 3
 - System Requirements..... 3
 - Logging In..... 4
 - If You Forgot Your Password 6
 - Navigating the System 7
- Viewing and Updating Your Personal Information 9
 - View Your User Account Information..... 9
 - Finding Your Student ID Number..... 10
 - Updating Your Address Information..... 11
 - Editing Your Preferred Address 11
 - Adding a New Address..... 12
 - Updating Your Phone Numbers..... 13
 - Adding a New Phone Number 13
 - Changing a Phone Number 14
 - Deleting a Phone Number 15
 - Setting Your Primary Phone Number 16
 - Adding Emergency Contacts..... 17
 - Changing Your Demographic Information 20
 - Updating Your Ethnicity and Race Information..... 23
- Checking Your Application Status..... 24
- Determining Your Degree Requirements 25
- Searching For Courses in the Course Catalog..... 27
- Registering For Courses 29
- View Your Course Schedule..... 32
- Viewing Your Unofficial Transcript 33
- Viewing Your Grades 34
- Requesting Your Official Transcript 35
- Viewing Your Financial Information 36
 - Viewing Your Account Balance 36
 - Viewing Your Billing Statement 37
 - Making a Payment 38
- Logging Out..... 44

Introduction to My.Pacifica Self-Service

My.Pacifica Self-Service is a website 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 grades
- View your unofficial transcript
- Request an official transcript
- Browse Pacifica's course catalog and degree requirements
- Update your address and phone number
- Pay your bill and view your billing information
- View your student ID number

System Requirements

To use My.Pacifica Self-Service you will need the following:

- A PC, Mac, or other personal computing device with an Internet connection.
- A standard Web browser that has Cookies and JavaScript enabled. Microsoft Internet Explorer is not supported.
- A Username and Password for Office 365. You should have received an email sent to your personal email address from the IT department with this information. If you have not received this please contact the IT department at ITSupport@pacifica.edu.

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

Click on the **My.Pacifica Self-Service** link located on the top left side of the page.

PACIFICA
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Welcome

My.Pacifica

My.Pacifica.edu is Pacifica Graduate Institute's home for the information and tools you need to stay connected to the Pacifica Community.

- Self-Service**
- Student Email
- eLearning (D2L)
- Financial Aid
- Library Catalog

Support

If you need any assistance with navigating the My.Pacifica online systems or logging in, please first read the "IT FAQs" page.

If you still have questions or need assistance, please contact IT Support who would be happy to assist.

Email: itsupport@pacifica.edu

Phone: (805) 679-6199

Hours: 7 days a week from 8:00 - 5:00 PST

IT Support Website

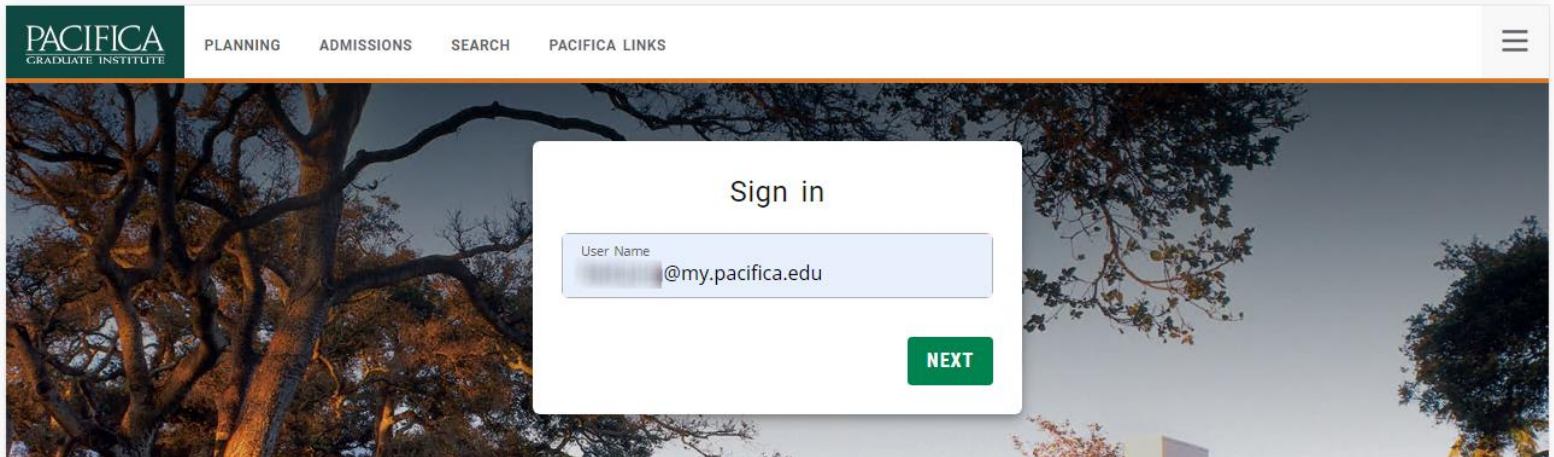
Other Pacifica Links

- Pacifica Home Page**
- Registrar's Office**
- Online Bookstore**
- Student Handbook**

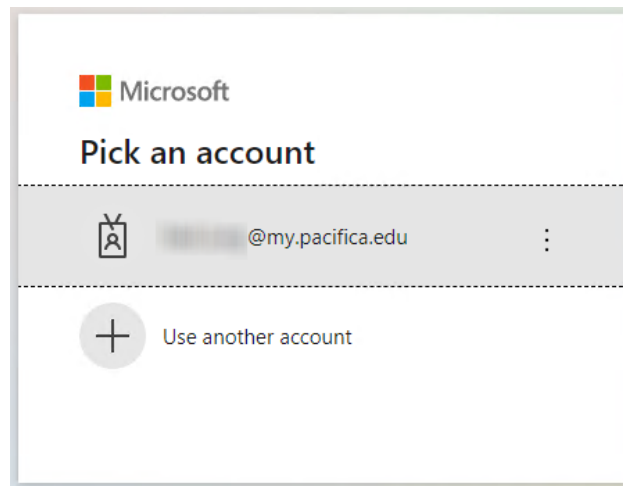
Logging In

To access the My.Pacifica Self-Service features, you must log in. When you log in you will use your Office 365 (email) user name and password. If you need assistance logging on please contact Pacifica's IT department at ITSupport@pacifica.edu.

1. On the Login window, enter your **User Name**. Your User Name will be the same as your student email address.
2. Select **Next**.

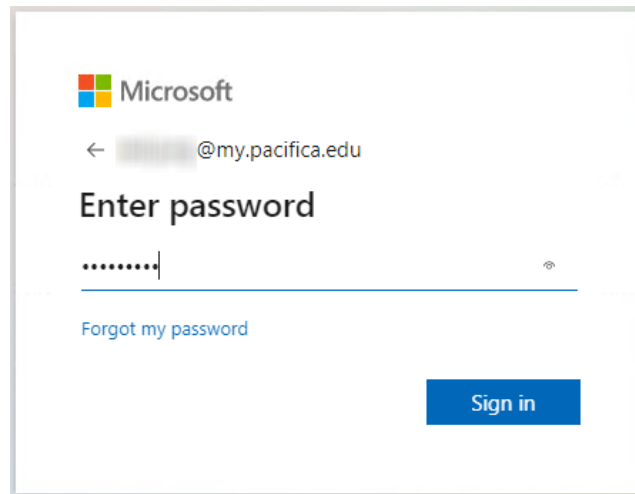


3. If you are already logged into Office 365 on your web browser then you will automatically be logged in to My.Pacifica Self-Service.
4. If you have not already logged into Office 365 then you will be prompted to log in to Office 365. You will either be prompted to enter your email address or you will be prompted to select an account you have previously signed in to Office 365.



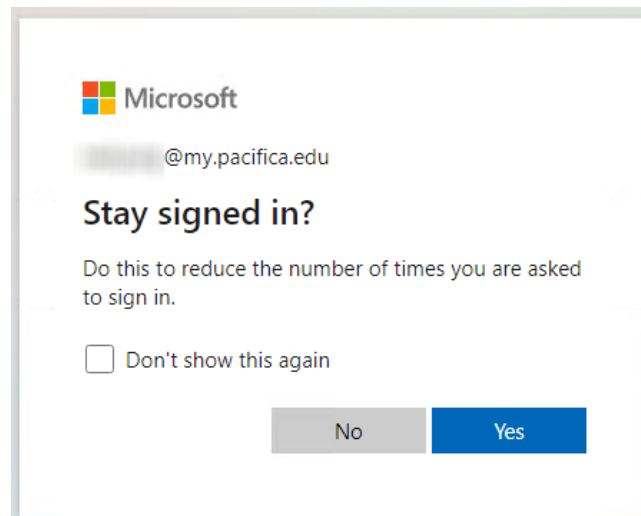
5. Enter your **Password** when prompted.

Note: Your password is case-sensitive.

A screenshot of the Microsoft sign-in interface. At the top is the Microsoft logo. Below it is a back arrow, a blurred email address, and "@my.pacifica.edu". The main heading is "Enter password". Below this is a password input field with a masked password "....." and a toggle icon for visibility. A link "Forgot my password" is positioned below the input field. At the bottom right is a blue "Sign in" button.

6. Select **Sign in**.

7. You may be prompted to stay signed in. Select **No** if the computer you are using will be used by other people. Otherwise, you can select **Yes**.

A screenshot of a "Stay signed in?" dialog box. It features the Microsoft logo at the top, followed by a blurred email address and "@my.pacifica.edu". The heading is "Stay signed in?". Below the heading is the text "Do this to reduce the number of times you are asked to sign in." and a checkbox labeled "Don't show this again". At the bottom are two buttons: a grey "No" button and a blue "Yes" button.

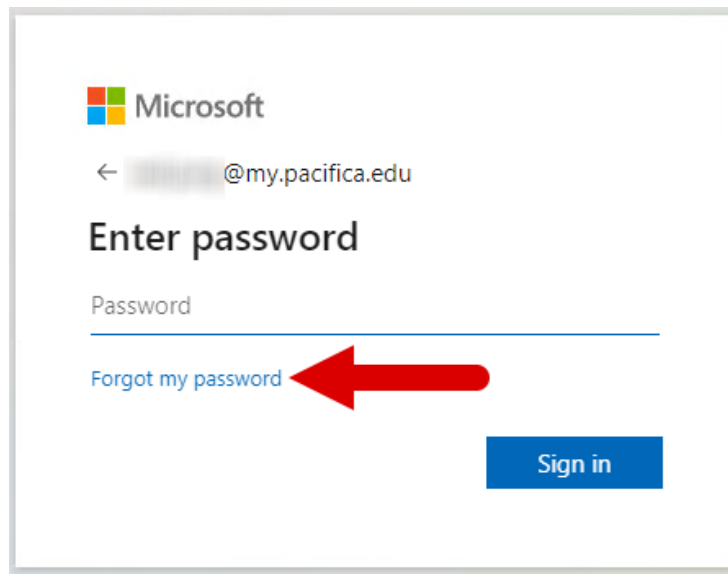
8. You are now signed in to My.Pacifica Self-Service.

If You Forgot Your Password

If you forget your password when attempting to log in, you can reset your password. There are a couple of tips to keep in mind before you reset your password:

- Your password for My.Pacifica Self-Service is the same as the password you use to log in to your student email account on Office 365.
- Your password is case-sensitive.
- If you reset your password you will use the new password to log in to both My.Pacifica Self-Service and to your student email account on Office 365.

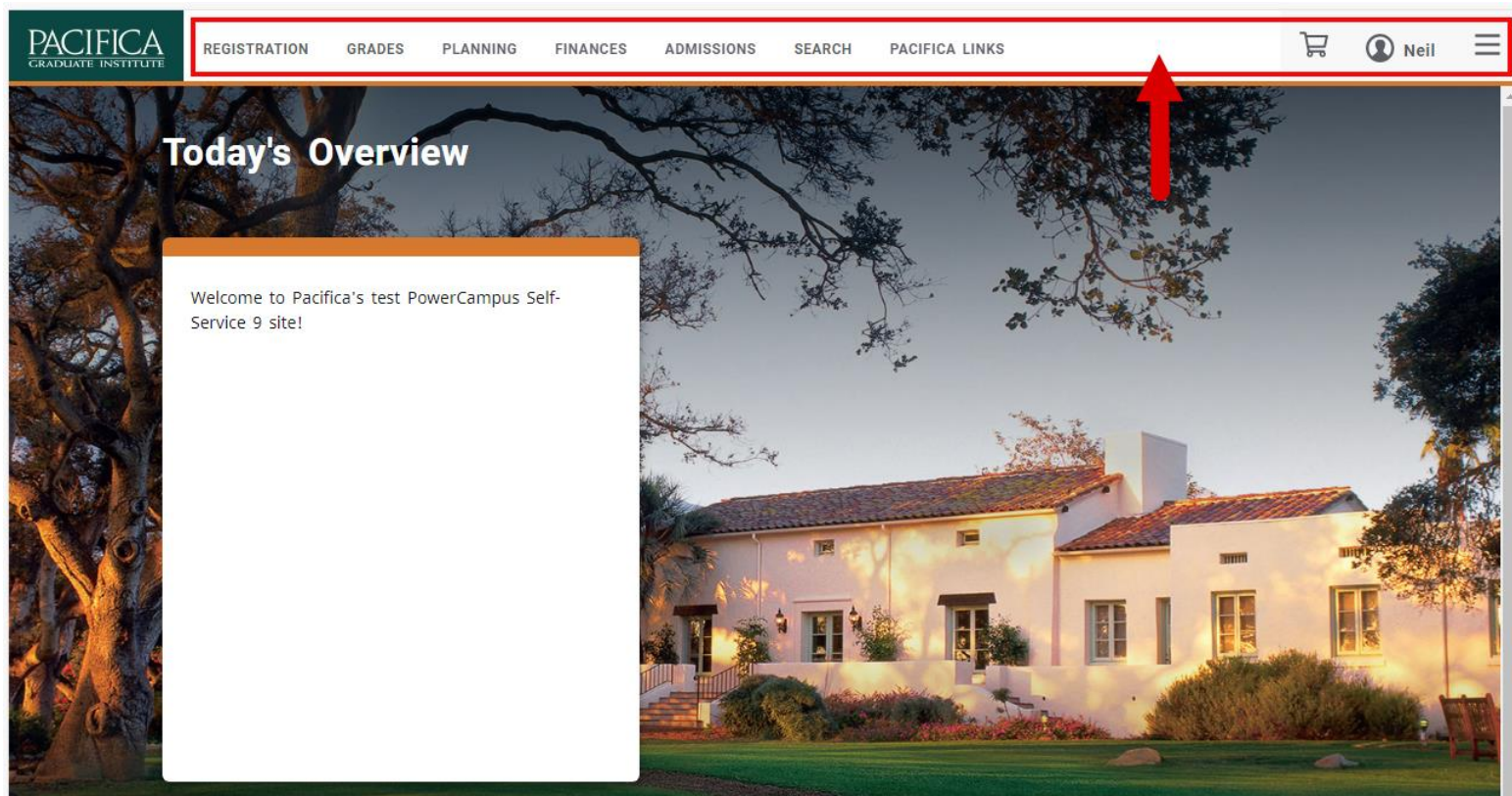
To reset your password, click on **Forgot my password** underneath where you would enter your password.



Follow the instructions to finish resetting your password.

Navigating the System

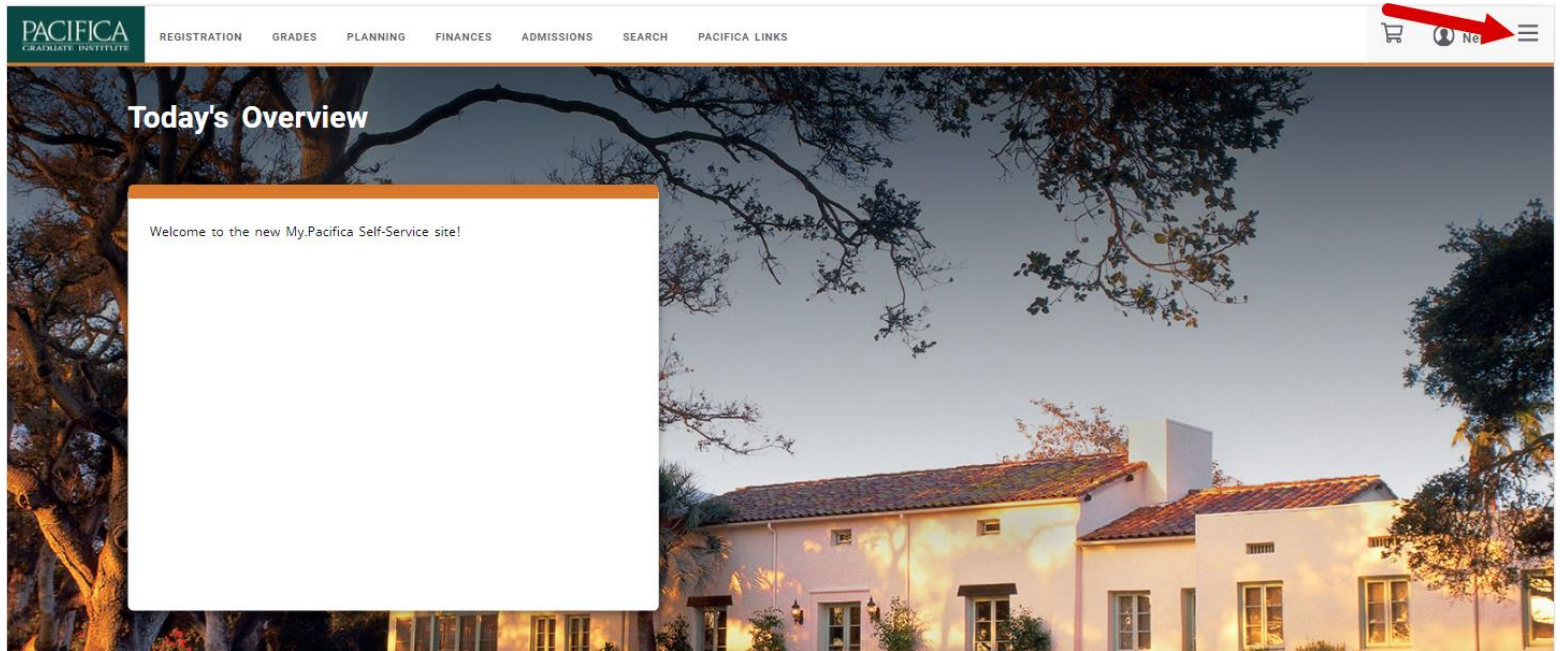
Each page on My.Pacifica Self Service has a navigation bar at the top of the screen:



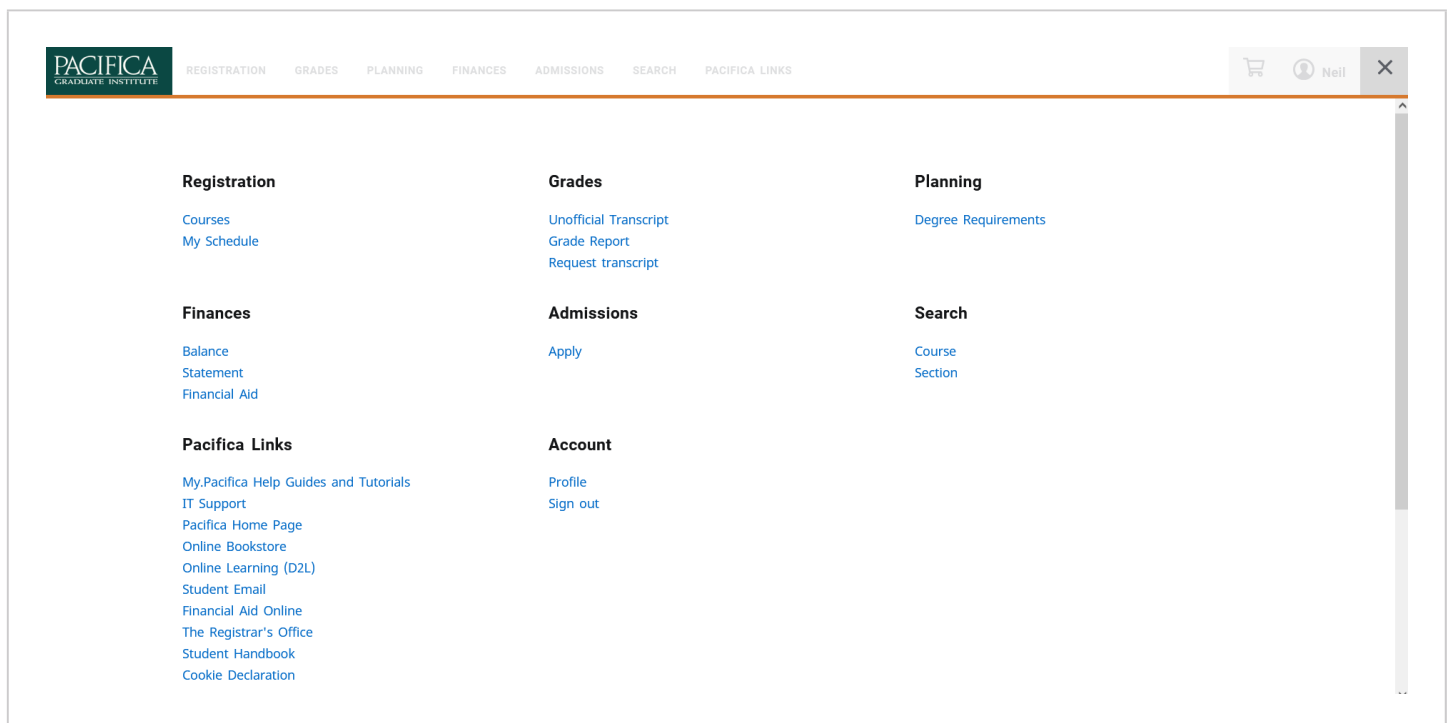
The navigation bar will have these links at the top of every page:

- **Registration** – Select Courses to register or My Schedule to view current or past registration
- **Grades** - Select to view unofficial transcript, grade and GPA information, or to request an official transcript
- **Planning** – Select to view Degree Requirements
- **Finances** – Select to view Balance, Statement, or Financial Aid information
- **Admissions** – Select to apply or view current applications
- **Search** – Select to search the course catalog
- **Pacifica Links** – Select to view various helpful links
- **Cart** – Select to view courses currently in your shopping cart
- **Name** – Select for account information, including student ID number, and other personal information or to log out

To view all of the navigation menu options on one page, click on the icon that looks like three vertical lines in the top right.



You will then see a list of all of the available menu

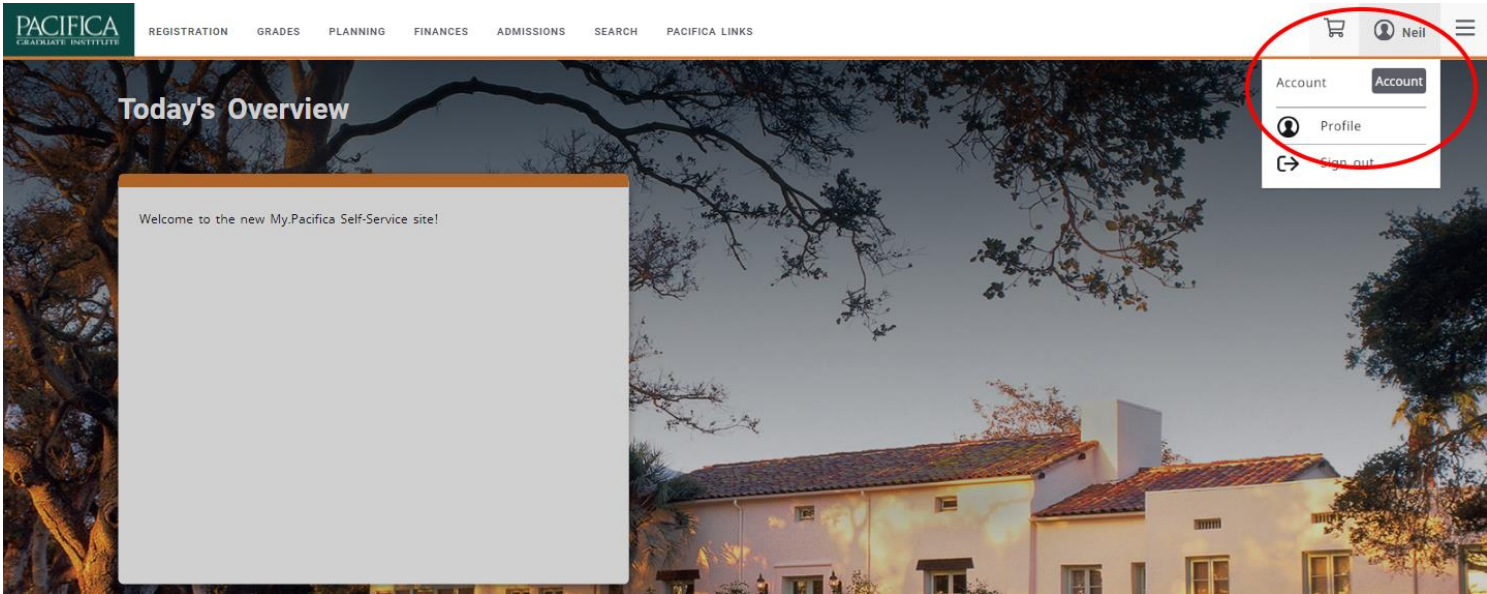


Viewing and Updating Your Personal Information

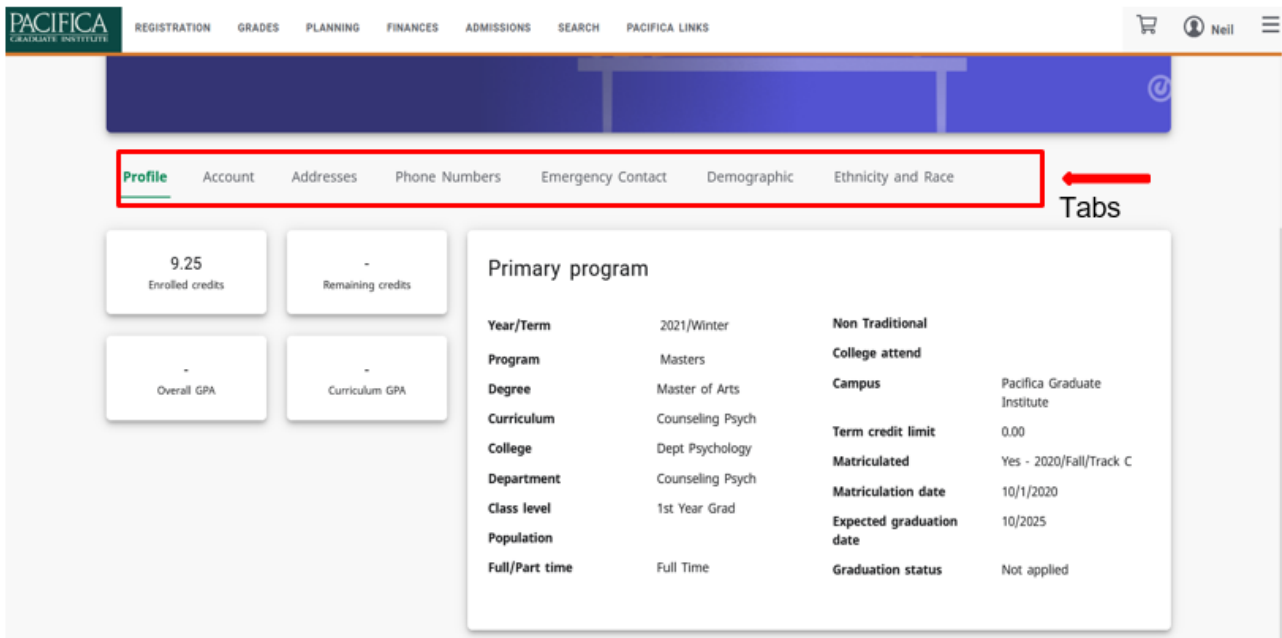
View Your User Account Information

By accessing your account, you can accomplish all of the following:

- View your user account information, including student ID number
- Update your personal, address, phone information, and emergency contact
- Sign out



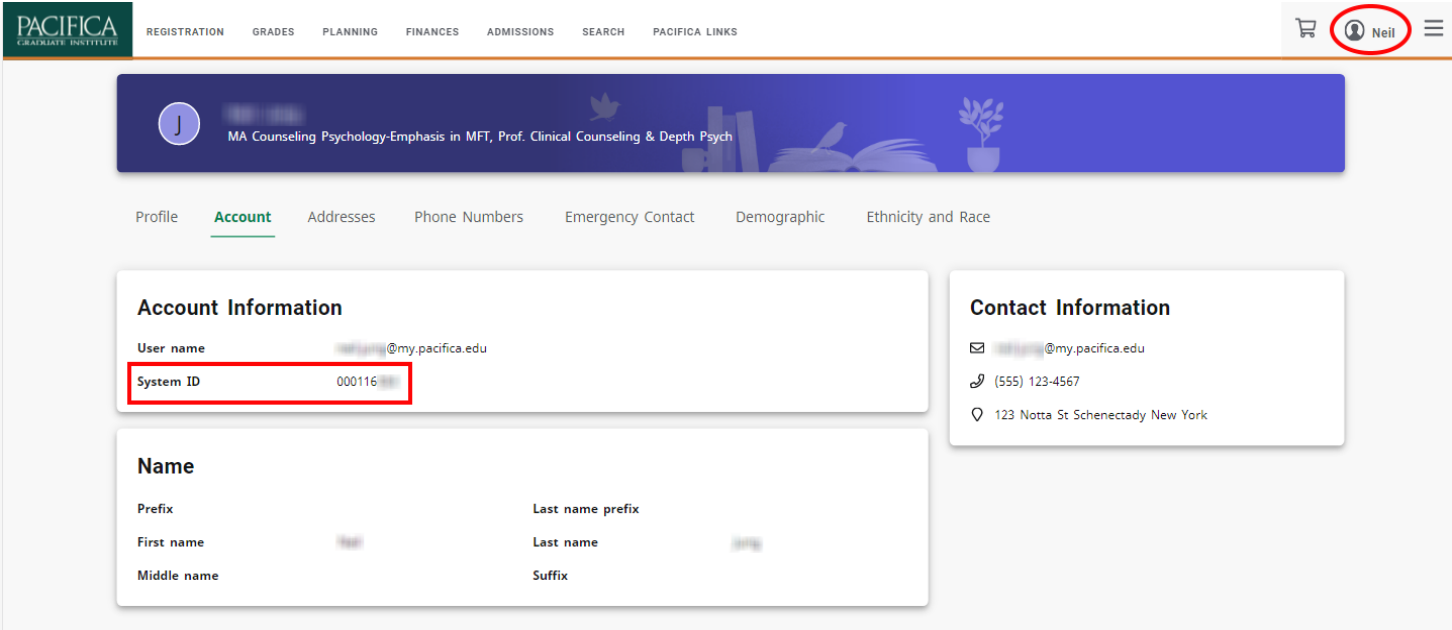
1. Select your name in that top right corner
2. Select **Profile**
3. On the Profile page, view your enrolled/remaining credits, overall/curriculum GPA, and primary program information
4. This page also includes tabs for your account and personal information



Finding Your Student ID Number

To find your student ID number

- 1. Select your name in the top right corner
- 2. Select **Profile**
- 3. Select **Account**



Your student ID number will be to the right of the words “System ID” and directly below your user name.

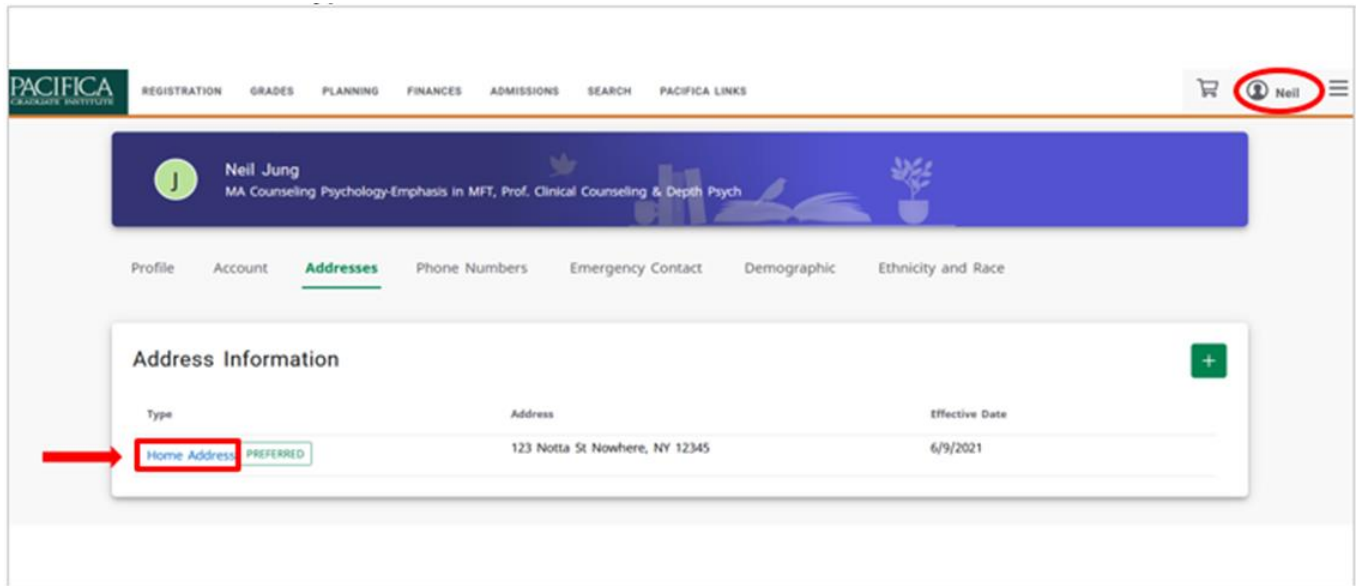
Updating Your Address Information

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

Editing Your Preferred Address

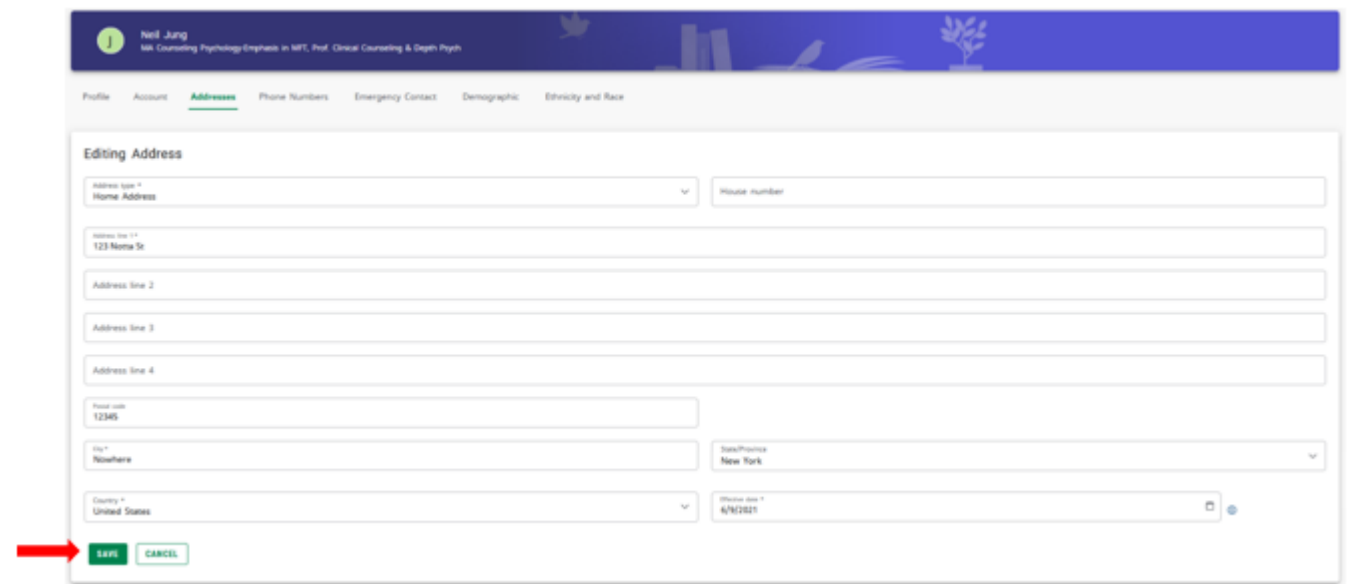
You can update your Current Preferred Address, which you want Pacifica to use to contact you.

1. Select your name in the top right corner
2. Select **Profile**
3. Select **Addresses**
4. Select the address type to edit



The screenshot shows the Pacifica Graduate Institute user interface. At the top, there's a navigation bar with links like REGISTRATION, GRADES, PLANNING, FINANCES, ADMISSIONS, SEARCH, and PACIFICA LINKS. On the right, there's a user profile icon labeled 'Neil' circled in red. Below the navigation bar, a blue header bar displays the user's name 'Neil Jung' and their degree 'MA Counseling Psychology-Emphasis in MFT, Prof. Clinical Counseling & Depth Psych'. Underneath, there are tabs for Profile, Account, **Addresses** (selected), Phone Numbers, Emergency Contact, Demographic, and Ethnicity and Race. The 'Addresses' section shows a table with columns for Type, Address, and Effective Date. The first row shows 'Home Address' (highlighted with a red box and a red arrow), '123 Notta St Nowhere, NY 12345', and '6/9/2021'. A green '+' button is in the top right corner of the address table.

5. Enter the necessary changes to your preferred address.



The screenshot shows the 'Editing Address' form. It has a blue header bar with the user's name and degree. Below the header, there are tabs for Profile, Account, **Addresses** (selected), Phone Numbers, Emergency Contact, Demographic, and Ethnicity and Race. The 'Editing Address' section contains several input fields: Address type (dropdown menu with 'Home Address' selected), Address line 1 (text field with '123 Notta St'), Address line 2 (text field), Address line 3 (text field), Address line 4 (text field), Postal code (text field with '12345'), City (text field with 'Nowhere'), State/Province (dropdown menu with 'New York' selected), Country (dropdown menu with 'United States' selected), and Effective date (text field with '6/9/2021'). At the bottom left, there are two buttons: 'SAVE' (highlighted with a red arrow) and 'CANCEL'.

6. Select **Save** to record your changes.

Adding a New Address

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

1. Select your name in the top right corner
2. Select **Profile**
3. Select **Addresses**
4. Select green add + button

The screenshot shows the Pacifica Graduate Institute user interface. At the top, there is a navigation bar with links: REGISTRATION, GRADES, PLANNING, FINANCES, ADMISSIONS, SEARCH, and PACIFICA LINKS. On the right, there is a shopping cart icon and a user profile icon labeled 'Neil'. Below the navigation bar, a blue banner displays the user's name 'Neil Jung' and their degree 'MA Counseling Psychology-Emphasis in MFT, Prof. Clinical Counseling & Depth Psych'. Underneath the banner, there are tabs for Profile, Account, Addresses (which is highlighted), Phone Numbers, Emergency Contact, Demographic, and Ethnicity and Race. The 'Addresses' tab shows a table with columns for Type, Address, and Effective Date. A red circle and an arrow point to a green '+' button in the top right corner of the table, indicating where to click to add a new address.

5. Enter the information for the new address.

The screenshot shows the 'Add Address' form. It has a title 'Add Address' and a dropdown menu for 'Address type *' with 'Billing Address' selected. There are input fields for 'House number', 'Address line 1 *', 'Address line 2', 'Address line 3', 'Address line 4', 'Postal code', 'City *', 'State/Province' (a dropdown menu with 'Select...' as the placeholder), 'Country *' (a dropdown menu with 'Select...' as the placeholder), and 'Effective date *' (a date picker showing '7/21/2021'). At the bottom, there are two buttons: 'SAVE' and 'CANCEL'. A red arrow points to the 'SAVE' button.

6. Select **Save** to record your changes.

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 your name in the top right corner
2. Select **Profile**
3. Select **Phone Numbers**
4. Select green add + button

The screenshot shows the Pacifica Graduate Institute user interface. At the top, there is a navigation bar with links: REGISTRATION, GRADES, PLANNING, FINANCES, ADMISSIONS, SEARCH, and PACIFICA LINKS. On the right, there is a shopping cart icon and a user profile icon labeled 'Neil'. Below the navigation bar, a blue header bar displays the user's name 'Neil Jung' and their title 'MA Counseling Psychology-Emphasis in MFT, Prof. Clinical Counseling & Depth Psych'. Below this, a row of tabs includes Profile, Account, Addresses, Phone Numbers (highlighted with a red circle), Emergency Contact, Demographic, and Ethnicity and Race. The 'Phone Numbers' section is open, showing a table with columns: Type, Description, Number, Country, and Do not call reason. A green '+' button in the top right corner of the table is circled in red, with a red arrow pointing to it. The table contains one entry: 'Cell Phone' (PRIMARY) with the number '(555) 123-4567' and 'United States'.

5. Enter the information for the new phone number.

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

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 your name in the top right corner
2. Select **Profile**
3. Select **Phone Numbers**
4. To the left of the phone number you want to edit, select its type

The screenshot shows the Pacifica Graduate Institute user interface. At the top, there is a navigation bar with links: REGISTRATION, GRADES, PLANNING, FINANCES, ADMISSIONS, SEARCH, and PACIFICA LINKS. On the right, there is a shopping cart icon and a user profile icon labeled 'Neil'. Below the navigation bar, a blue header bar displays the user's name 'Neil Jung' and their degree 'MA Counseling Psychology-Emphasis in MFT, Prof. Clinical Counseling & Depth Psych'. Below this, a series of tabs are visible: Profile, Account, Addresses, Phone Numbers (highlighted with a red circle), Emergency Contact, Demographic, and Ethnicity and Race. The 'Phone Numbers' section is active, showing a table with columns: Type, Description, Number, Country, and Do not call reason. A red arrow points to the 'Cell Phone' entry in the 'Type' column, which also has a 'PRIMARY' tag next to it. A green '+' button is in the top right corner of the table.

Type	Description	Number	Country	Do not call reason
Cell Phone		(555) 123-4567	United States	

5. Update the information for the specified phone number.

The screenshot shows the 'Editing Phone Number' form. The 'Type' dropdown is set to 'Cell Phone' and the 'Country' dropdown is set to 'United States'. The 'Number' field contains '(555) 123-4567'. The 'Description' field is empty. The 'Do not call reason' dropdown is set to 'Select...'. At the bottom, there are 'SAVE' and 'CANCEL' buttons. A red arrow points to the 'SAVE' button.

Editing Phone Number

Type *
Cell Phone

Country *
United States

Number *
(555) 123-4567

Description

Do not call reason
Select...

SAVE CANCEL

6. Select **Save** to record your changes.

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 your name in the top right corner
- 2. Select **Profile**
- 3. Select **Phone Numbers**
- 4. View your current list of phone numbers.
- 5. To the right of the phone number you want to remove from the list, select the icon that looks like a trash can.

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REGISTRATIONGRADESPLANNINGFINANCESADMISSIONSSEARCHPACIFICA LINKS

Neil

J

Neil Jung
MA Counseling Psychology-Emphasis in MFT, Prof. Clinical Counseling & Depth Psych

Profile

Account

Addresses

Phone Numbers

Emergency Contact

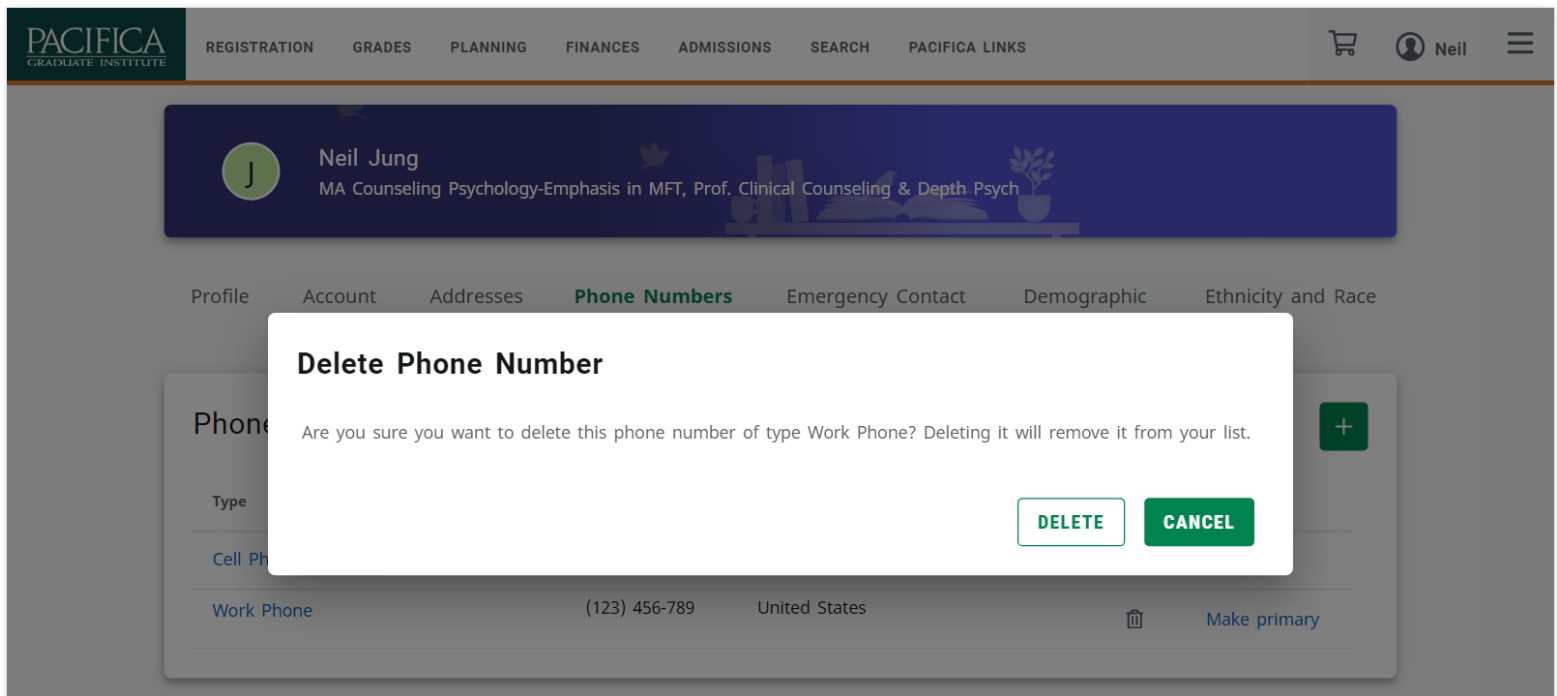
Demographic

Ethnicity and Race

Phone Numbers

Type	Description	Number	Country	Do not call reason
Cell Phone	PRIMARY	(555) 123-4567	United States	
Work Phone		(123) 456-789	United States	<div></div> <div>Make primary</div>

- 6. On the screen that appears click **DELETE** 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 your name in the top right corner
2. Select **Profile**
3. Select **Phone Numbers**
4. View your current list of phone numbers.
5. To the right of the phone number you want to make your primary number, select **Make Primary**.

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.

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REGISTRATIONGRADESPLANNINGFINANCESADMISSIONSSEARCHPACIFICA LINKS

Neil

Neil Jung
MA Counseling Psychology-Emphasis in MFT, Prof. Clinical Counseling & Depth Psych

<ProfileAccountAddressesPhone NumbersEmergency ContactDemographicEthnicity>

Phone Numbers

Type	Description	Number	Country	Do not call reason
Cell Phone	PRIMARY	(555) 123-4567	United States	
Work Cell Phone		(123) 456-789	United States	Make primary

Adding Emergency Contacts

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

1. Select your name in the top right corner.
2. Select **Profile**
3. Select the **Emergency Contact** tab item.
4. To add or edit a contact, click on the icon that looks like a pencil in the upper right-hand corner of that contact:

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REGISTRATIONGRADESPLANNINGFINANCESADMISSIONSSEARCHPACIFICA LINKS

Neil

Neil Jung
MA Counseling Psychology-Emphasis in MFT, Prof. Clinical Counseling & Depth Psych
@ellucian

< Profile Account Addresses Phone Numbers

Emergency Contact

D >

Please enter the required contacts

Emergency Contact

There can be up to 2 emergency contacts registered.

Primary Contact*

There is no emergency contact registered

Secondary Contact

There is no emergency contact registered

5. Enter the **Name**, **Relationship**, **Country**, **Phone number**, **Email address**, and **Notes** for the contact.

The screenshot shows the Pacifica Graduate Institute user interface. At the top is a navigation bar with the Pacifica logo and links for REGISTRATION, GRADES, PLANNING, FINANCES, ADMISSIONS, SEARCH, and PACIFICA LINKS. Below this is a user profile banner for Neil Jung, MA Counseling Psychology-Emphasis in MFT, Prof. Clinical Counseling & Depth Psych. A secondary navigation bar includes links for Profile, Account, Addresses, Phone Numbers, and Emergency Contact (which is highlighted). The main content area is titled 'Editing Emergency Contact' and contains a form with the following fields: Name * (with a dropdown arrow), Relationship * (with a dropdown arrow and 'Spouse' selected), Country (with a dropdown arrow and 'United States' selected), Phone number * (with a dropdown arrow and '(123) 456-' entered), E-mail address (with a dropdown arrow and '@gmail.com' entered), and Notes (a large text area). At the bottom of the form are two buttons: 'SAVE' (green) and 'CANCEL' (white with a green border).


6. Select **Save** to save your contact information.

7. Review your changes and repeat these steps if you need to make any changes.




Changing Your Demographic Information


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

1. Select your name in the top right corner.
2. Select **Profile**
3. Select the **Demographic** tab item
4. On the Personal Information page, review your information.
5. If you need to update any of your information, select the icon that looks like a pencil.



REGISTRATIONGRADESPLANNINGFINANCESADMISSIONSSEARCHPACIFICA LINKS

 Neil

 Neil Jung
MA Counseling Psychology-Emphasis in MFT, Prof. Clinical Counseling & Depth Psych

ProfileAccountAddressesPhone NumbersEmergency ContactDemographicEthnicity and Race

Demographic information


Veteran

Citizenship

Secondary citizenship

Visa

Country of birth



The screenshot shows the Pacifica Graduate Institute website with a user profile for Neil Jung. A modal window titled "Demographic information" is open, allowing the user to update their demographic data. The modal contains five dropdown menus: "Citizenship", "Veteran", "Visa", "Secondary citizenship", and "Country of birth", each with a "Select..." option and a downward arrow. At the bottom right of the modal are two buttons: "CANCEL" and "SAVE". The background shows the user's profile information and a sidebar with links to "Demographic information", "Veteran", "Citizenship", "Secondary citizenship", "Visa", and "Country of birth".

6. On the screen that appears enter all the necessary changes.

7. Select **Save** to save your changes.

8. Review your information.

After selecting **Save**, 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 the Registrar's Office 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.
- It may take up to a week for your changes to be approved.



Neil Jung

MA Counseling Psychology-Emphasis in MFT, Prof. Clinical Counseling & Depth Psych



Profile

Account

Addresses

Phone Numbers

Emergency Contact

Demographic

Ethnic >

Demographic information

Veteran

Citizenship

United
States

PENDING

Secondary
citizenship

Visa

Country of
birth

CANCEL UPDATE

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 your name in the top right corner
2. Select Profile
3. Select the **Ethnicity and Race** menu item.
4. On the Ethnicity and Race page, review your current information.
5. Specify whether you are of **Hispanic or Latino** ethnicity or descent.
6. Select one or more of the races for which you identify yourself.

The screenshot shows the Pacifica Graduate Institute user interface. At the top is a navigation bar with links: REGISTRATION, GRADES, PLANNING, FINANCES, ADMISSIONS, SEARCH, and PACIFICA LINKS. Below this is a user profile header for Neil Jung, MA Counseling Psychology-Emphasis in MFT, Prof. Clinical Counseling & Depth Psych. A menu bar contains links: Profile, Account, Addresses, Phone Numbers, Emergency Contact, Demographic, and Ethnicity and Race (which is highlighted with a green border). The main content area is titled 'Ethnicity Information' and contains the question 'Are you of Hispanic/Latino ethnicity or descent?'. Below this is a dropdown menu labeled 'Hispanic/Latino *' with 'Select...' and a downward arrow. Further down is the instruction 'Select one or more races with which you identify yourself' followed by five checkboxes: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. At the bottom of this section is a green 'SAVE' button.

7. Select **Save** to record your changes.

Checking Your Application Status

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

1. Hover over the ADMISSIONS menu.
2. Select the **Apply** menu item.

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REGISTRATION GRADES PLANNING FINANCES **ADMISSIONS** SEARCH PACIFICA LINKS

Apply

Your Submitted Applications

Masters / Master of Arts / Counseling Psych
Period: 2021/Fall/Track C
College: Dept Psychology
College Attendance:

Status: CONFIRMED DEPOSIT 6/30/2021
Receipt Date: 6/9/2021

Decision: ACCEPTANCE 6/30/2021
Admit Period: 2021/Fall/Track C

Applications

3. View the following status information:

Field	Typically Displays
Program, Degree, Curriculum	The program, degree, and curriculum for which you have applied.
Period	The academic year, term, and track for which you have applied for admission.
Status/Date	The current status of your application and the date this status was entered by our school.
Decision/Date	The current decision of your application and the date this decision was entered by our school.
College	The college to which you have applied.
Receipt Date	The date on which your application was received by the institution.
Admit Period	The academic year, term, and track to which you have been admitted to.
College Attendance	The academic level at which you have applied for admission (for example, graduate, undergraduate).

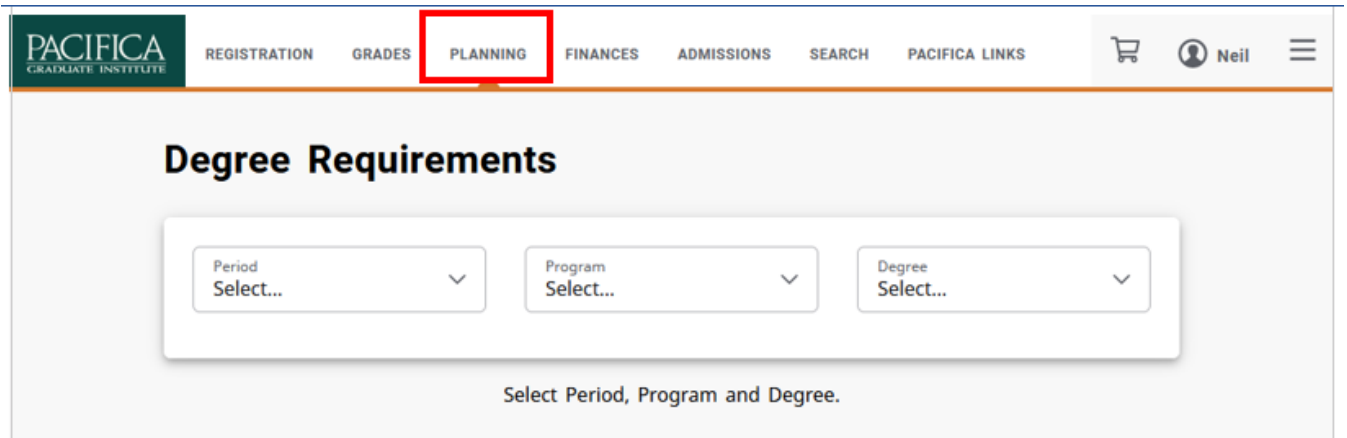
If you submitted more than one application, they will be sorted by **Receipt Date** and then **Period**, so that your most recent application will be listed first.

If you have any questions about any of the information listed on this screen then please contact the Admissions Office at applicant@pacifica.edu.

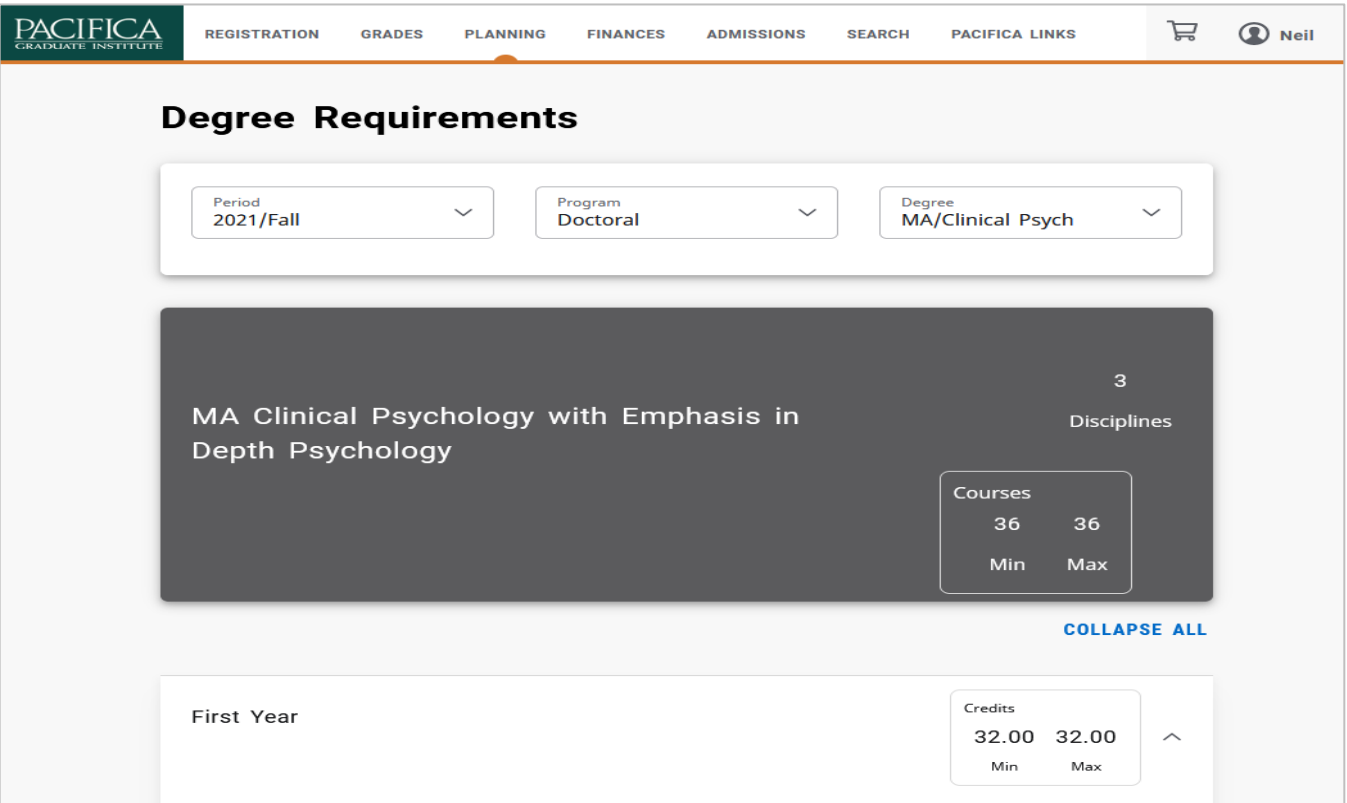
Determining Your Degree Requirements

To view the course requirements necessary for completing a specified academic plan for a particular matriculation year and term:

- 1. Select the **Planning** tab.
- 2. Select the **Degree Requirements** menu item.



- 3. Select the **Period**, **Program**, and **Degree** to display degree requirements for each year and quarter.



First Year

Credits

32.00 32.00

Min

Max



Fall

Credits

9.00 9.00

Min

Max



	Course	Subtype	Sequence	Required	Minimum grade
	CL 755: Prof/Ethical Dev I	Lecture	999	Yes	
	CL 819: History of DP	Lecture	999	Yes	B
	CL 917: Phenomenological Psy	Lecture	999	Yes	B
	CP 711: Analytic-Based I	Lecture	999		B
	CP 932: Research Designs I	Lecture	999	Yes	B

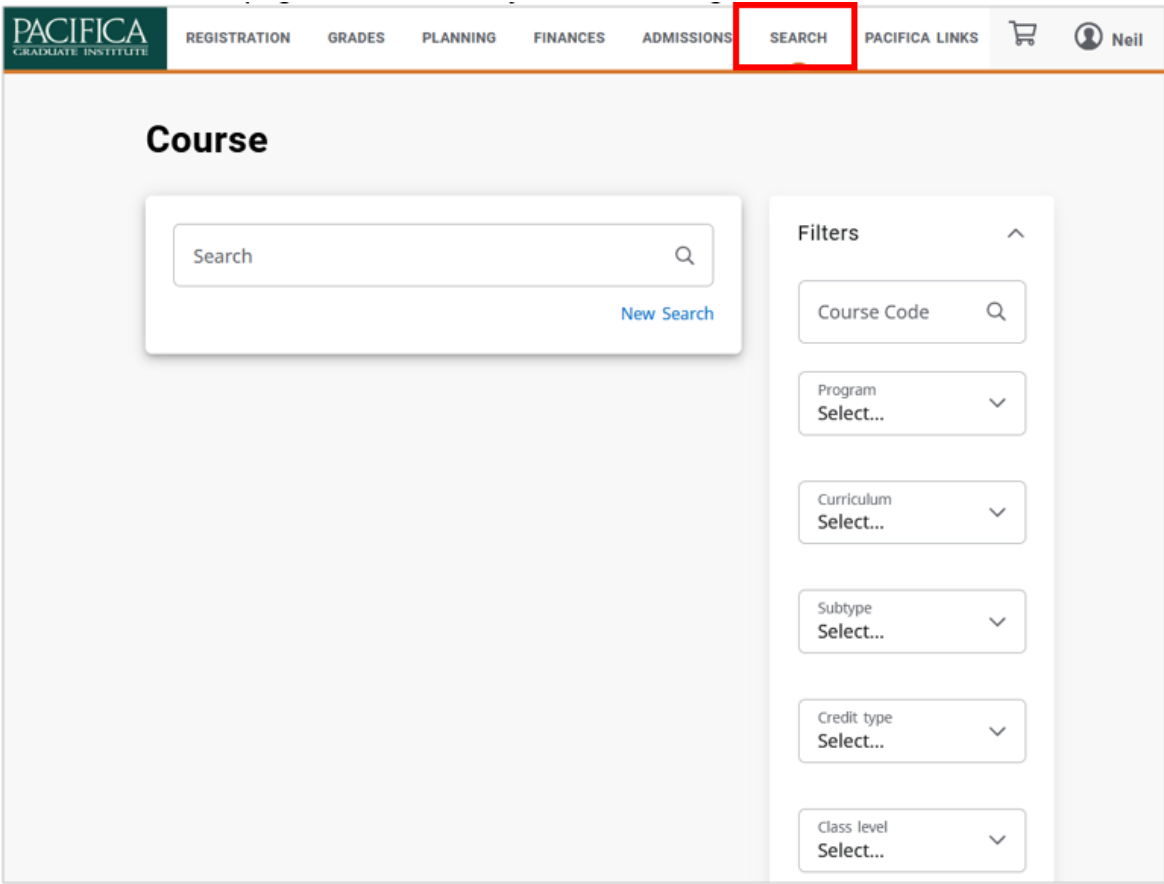
4. Review the information about the course requirements for the specified academic plan:

Column	Typically Lists
Credits	The number of credits required to complete the term.
Course	The name and number of the course displayed as a link to more information about the course
Sub Type	The type of course (for example, lecture, internship, dissertation.)
Sequence	The enrolled sequence number for the course.
Required	Whether the course must be completed to fulfill the classification requirement.
Minimum Grade	The minimum grade that must be earned for the course to fulfill the classification requirement.

Searching For Courses in the Course Catalog

You can search for particular types of courses in the course catalog in either of these ways:

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



Field	Description
Course Code	If you know the Course Code, you can search for one particular course in the catalog, for example (CP 505)
Program	Specify the program you are looking for. (Doctor of Philosophy, Master of Arts)
Curriculum	Specify whether you are looking for a course within a particular course of study (Clinical Psychology, Counseling Psychology, and so on).
Subtype	Specify whether you are looking for a certain type of course (Dissertations, Internship, Lecture).
Credit Type	Specify whether you are looking for a <i>Letter Grade</i> , <i>Pass No Pass</i> , or <i>Transfer Credit</i> , for example.
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 that match your search criteria.
 - The names of courses are displayed as links to more information about the courses.
 - **Find Sections** buttons link to course sections

[REGISTRATION](#)
[GRADES](#)
[PLANNING](#)
[FINANCES](#)
[ADMISSIONS](#)
[SEARCH](#)
[PACIFICA LINKS](#)

Course

New Search

1-5 of 174

[CL 747: Practicum Supervision I](#)

Subtypes: Lecture

Description: Students participate in supervision groups devoted to basic psychotherapy skills. These practicum forums offer small group supervision with exercises in the basic foundations of holding the psychotherapeutic frame. Pass/No Pass

FIND SECTIONS

[CL 748: Practicum Supervision II](#)

Subtypes: Lecture

Description: Students participate in ongoing case supervision being conducted in practicum settings by advanced practical and internship students, with an emphasis on sustaining empathic immersion and strengthening a working alliance. Pass/No

FIND SECTIONS

Filters

Program
 Doctoral

Curriculum
 Clinical Psych

Subtype
 Select...

Credit type
 Select...

Class level
 Select...

College

Registering For Courses

To register for traditional courses within a specified academic period:

1. Select the **Registration** menu.
2. Select **Courses**.
3. Select your **Class Level** and **Session** from the respective drop-down boxes.
4. Click **Search**.

The screenshot displays the Pacifica Graduate Institute registration portal. The top navigation bar includes links for REGISTRATION, GRADES, PLANNING, FINANCES, ADMISSIONS, SEARCH, and PACIFICA LINKS. The user is logged in as 'Neil'. The main section is titled 'Courses' and features a search interface for '2022/Winter' classes. Two red arrows highlight the 'Class level' dropdown (set to '1st Year Grad') and the 'Session' dropdown (set to 'Track C'). A third red arrow points to the 'SEARCH' button. To the right, a 'My Schedule' sidebar shows an empty calendar grid with the text 'Your schedule is empty' and a 'REGISTER' button at the bottom.

5. A list of courses matching your search criteria will be displayed. Click the **Add** button at the right of each course, add all courses you need to register for. This will add the courses to the **My Schedule** box.

The screenshot displays the Pacifica Graduate Institute's course search interface. At the top, a navigation bar includes links for REGISTRATION, GRADES, PLANNING, FINANCES, ADMISSIONS, SEARCH, and PACIFICA LINKS. The main section is titled "Courses" and features a search bar for "2022/Winter classes". Below the search bar, there are dropdown menus for "Class level" (set to "1st Year Grad") and "Session" (set to "Track C"). A green "ADVANCED SEARCH" button is on the left, and a green "SEARCH" button is on the right. The search results show "6 Results". The first course, "CP 516: Process of Psychotherapy II", is highlighted with a red arrow pointing to its "ADD" button. The course details include: Year: 2022 | Term: Winter | Session: Track C; Subtype: Lecture | Section: 01; Type: Course | Credit type: Letter Grade; Duration: 1/7/2022 - 3/31/2022; 1:00 AM - 2:00 AM; Sunday; Pacifica Graduate Institute. The second course, "CP 520: Human Growth & Development", and the third course, "CP 525: Child Abuse Assessment & Treatment", are also listed with their respective details and "ADD" buttons. On the right side, the "My Schedule" box shows a calendar icon and the text "Your schedule is empty". At the bottom of the "My Schedule" box, it shows "0 Registered" and a "REGISTER" button.

6. Your courses will appear in the **My Schedule** box. If you need to remove a course you can click on the **X** in the upper right-hand corner of the course description box.

The screenshot shows the Pacifica Graduate Institute website with a navigation bar at the top containing links: REGISTRATION, GRADES, PLANNING, FINANCES, ADMISSIONS, SEARCH, and PACIFICA LINKS. The main content area displays four course listings:

- CP 516: Process of Psychotherapy II**
Year: 2022 | Term: Winter | Session: Track C
Subtype: Lecture | Section: 01
Type: Course | Credit type: Letter Grade
Duration: 1/7/2022 - 3/31/2022
1:00 AM - 2:00 AM
Sunday
Pacifica Graduate Institute
- CP 520: Human Growth & Development**
Year: 2022 | Term: Winter | Session: Track C
Subtype: Lecture | Section: 01
Type: Course | Credit type: Letter Grade
Duration: 1/7/2022 - 3/31/2022
1:00 AM - 2:00 AM
Friday
Pacifica Graduate Institute
- CP 525: Child Abuse Assessment & Treatment**
Year: 2022 | Term: Winter | Session: Track C
Subtype: Lecture | Section: 01
Type: Course | Credit type: Letter Grade
Duration: 1/7/2022 - 3/31/2022
2:01 AM - 3:00 AM
Friday
Pacifica Graduate Institute
- CP 526: Geropsychology & Long Term Care**
Year: 2022 | Term: Winter | Session: Track C
Subtype: Lecture | Section: 01

On the right, the 'My Schedule' sidebar is visible, showing two courses in the cart:

- CP 566: Professional Skills Development IB**
Year: 2022 | Term: Winter | Session: Track C
Subtype: Lecture | Section: 01
Type: Course | Credit type: Pass No Pass | Credits: 0.25
Duration: 1/7/2022 - 3/31/2022
1:00 AM - 2:00 AM Online
Pacifica Graduate Institute
Instructor: Cynthia V. Fredericksen
- CP 541: Theory & Practice I: Analytical Psych**
Year: 2022 | Term: Winter | Session: Track C
Subtype: Lecture | Section: 01
Type: Course | Credit type: Letter Grade | Credits: 2.00
Duration: 1/7/2022 - 3/31/2022
1:00 AM - 2:00 AM Saturday
Pacifica Graduate Institute
Multiple Instructors

At the bottom of the sidebar, it shows 0 Registered and 6 Cart items, with a green **REGISTER** button. A red arrow points to the 'My Schedule' sidebar.

7. In the **My Schedule** box, review your courses and click the **Register** button.

The screenshot shows the Pacifica Graduate Institute website with a navigation bar at the top containing links: REGISTRATION, GRADES, PLANNING, FINANCES, ADMISSIONS, SEARCH, and PACIFICA LINKS. The main content area displays the 'Courses' section with a search bar and filters:

- Search for 2022/Winter classes
- Class level: 1st Year Grad
- Session: Track C
- ADVANCED SEARCH** button
- SEARCH** button

Below the search bar, it shows 6 Results. The first two results are:

- CP 516: Process of Psychotherapy II**
Year: 2022 | Term: Winter | Session: Track C
Subtype: Lecture | Section: 01
Type: Course | Credit type: Letter Grade
Duration: 1/7/2022 - 3/31/2022
1:00 AM - 2:00 AM
Sunday
Pacifica Graduate Institute
- CP 520: Human Growth & Development**
Year: 2022 | Term: Winter | Session: Track C
Subtype: Lecture | Section: 01
Type: Course | Credit type: Letter Grade
Duration: 1/7/2022 - 3/31/2022
1:00 AM - 2:00 AM
Friday
Pacifica Graduate Institute

On the right, the 'My Schedule' sidebar is visible, showing two courses in the cart:

- CP 566: Professional Skills Development IB**
Year: 2022 | Term: Winter | Session: Track C
Subtype: Lecture | Section: 01
Type: Course | Credit type: Pass No Pass | Credits: 0.25
Duration: 1/7/2022 - 3/31/2022
1:00 AM - 2:00 AM Online
Pacifica Graduate Institute
Instructor: Cynthia V. Fredericksen
- CP 541: Theory & Practice I: Analytical Psych**
Year: 2022 | Term: Winter | Session: Track C
Subtype: Lecture | Section: 01
Type: Course | Credit type: Letter Grade | Credits: 2.00
Duration: 1/7/2022 - 3/31/2022
1:00 AM - 2:00 AM Saturday
Pacifica Graduate Institute
Multiple Instructors

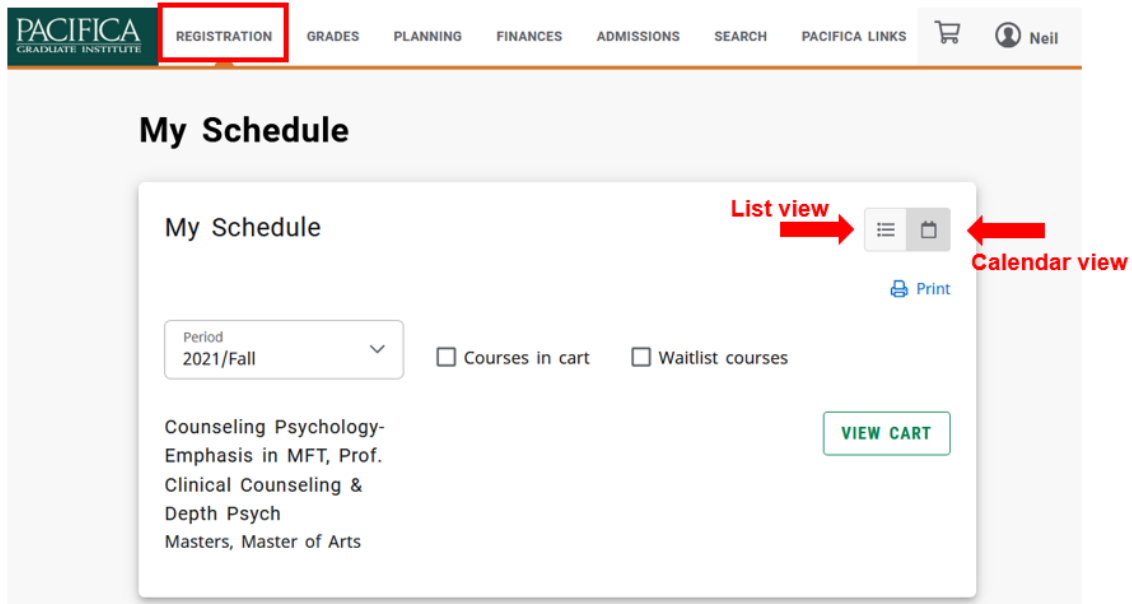
At the bottom of the sidebar, it shows 0 Registered and 6 Cart items, with a green **REGISTER** button. A red arrow points to the **REGISTER** button.

8. You will receive a registration confirmation email at your my.pacifica.edu student email account.

View Your Course Schedule

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 **Registration** tab.
2. Select the **My Schedule** menu item.



3. Specify whether you want to see your schedule in a **List** or **Calendar**
 - The **List** view display shows ALL the course details, including the course title and instructor's name.
 - The **Calendar** view shows your courses on a calendar for the week. Please note that course meeting times are estimates and will likely be subject to change. Please refer to the session schedule you are provided for actual course meeting times.
4. Choose the time **Period** you want to view.
5. Specify which courses you want to include in your schedule. As you specify, the information will populate on the screen

Viewing Your Unofficial Transcript

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.

PACIFICA
GRADUATE INSTITUTE

REGISTRATION **GRADES** PLANNING FINANCES ADMISSIONS SEARCH PACIFICA LINKS

Unofficial Transcript

Unofficial Transcript

Pacifica Graduate Institute
Office of the Registrar
249 Lambert Road
Carpinteria, CA 93013

Name: Neil Jung

Program / Degree / Curriculum	Degree Awarded	Date Granted
Masters/Master of Arts/Counseling Psychology-Emphasis in MFT, Prof. Clinical Counseling & Depth Psych	No Degree Awarded Yet	

Honors:
Previous Institution:

Cumulative GPA: 2.93

2021 Fall (9/1/2021 - 1/12/2022)
Pacifica Graduate Institute

Course	Title	Subtype	Grade	Credits	Quality Points
CP 501	Theories&Techniques	Lecture	A	2.50	10.00

If you want to print out your unofficial transcript, select **Print** and specify your printer options.

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. If you have been enrolled in more than one program then you may also need to select the correct **Sequence** number.

PACIFICA

GRADUATE INSTITUTE

REGISTRATIONGRADESPLANNINGFINANCESADMISSIONSSEARCHPACIFICA LINKS

Neil

Grade Report

Period2021/Fall

Sequence001

Print

Credits

7.757.75

AttemptedEarned

GPA

2.932.93

TermOverall

Track C

Course	Credits	Quality Points	Projected Grade	Final Grade
CP 501: Counseling Theories & Techniques Subtype: Lecture Section: 01 Type: Course Credit type: Letter Grade	2.50	10.00		A
CP 515: Process of Psychotherapy I Subtype: Lecture Section: 01 Type: Course Credit type: Letter Grade	3.00	6.00		C

- 4. The page will display your total credits and GPA. It will also display each class you took during the selected term and the grade you received.

If you believe that a grade is incorrect, please contact the Registrar’s Office at registrar@pacific.edu

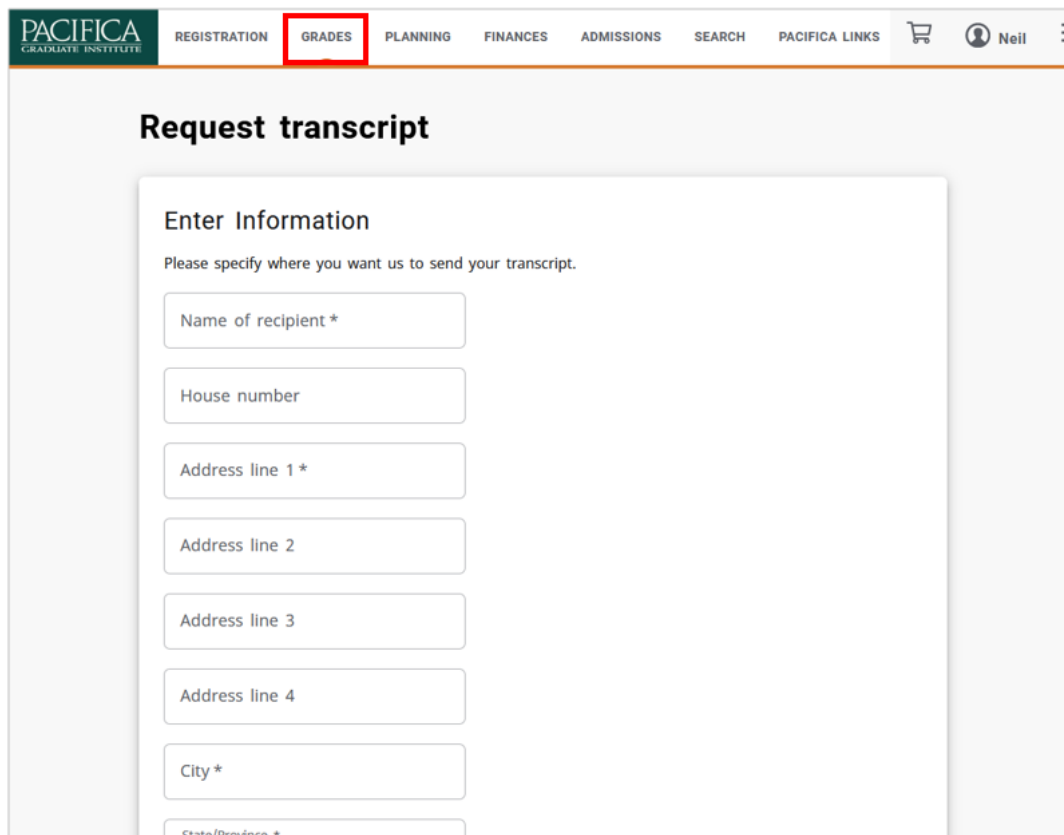
If you want to print out your grade report, select **Print** and specify your printer options.

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.



The screenshot shows the Pacifica Graduate Institute website's navigation bar with tabs: REGISTRATION, GRADES (highlighted with a red box), PLANNING, FINANCES, ADMISSIONS, SEARCH, and PACIFICA LINKS. Below the navigation bar is a 'Request transcript' section. It contains a form titled 'Enter Information' with the instruction 'Please specify where you want us to send your transcript.' The form fields are: Name of recipient *, House number, Address line 1 *, Address line 2, Address line 3, Address line 4, City *, and State/Province *.

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**.

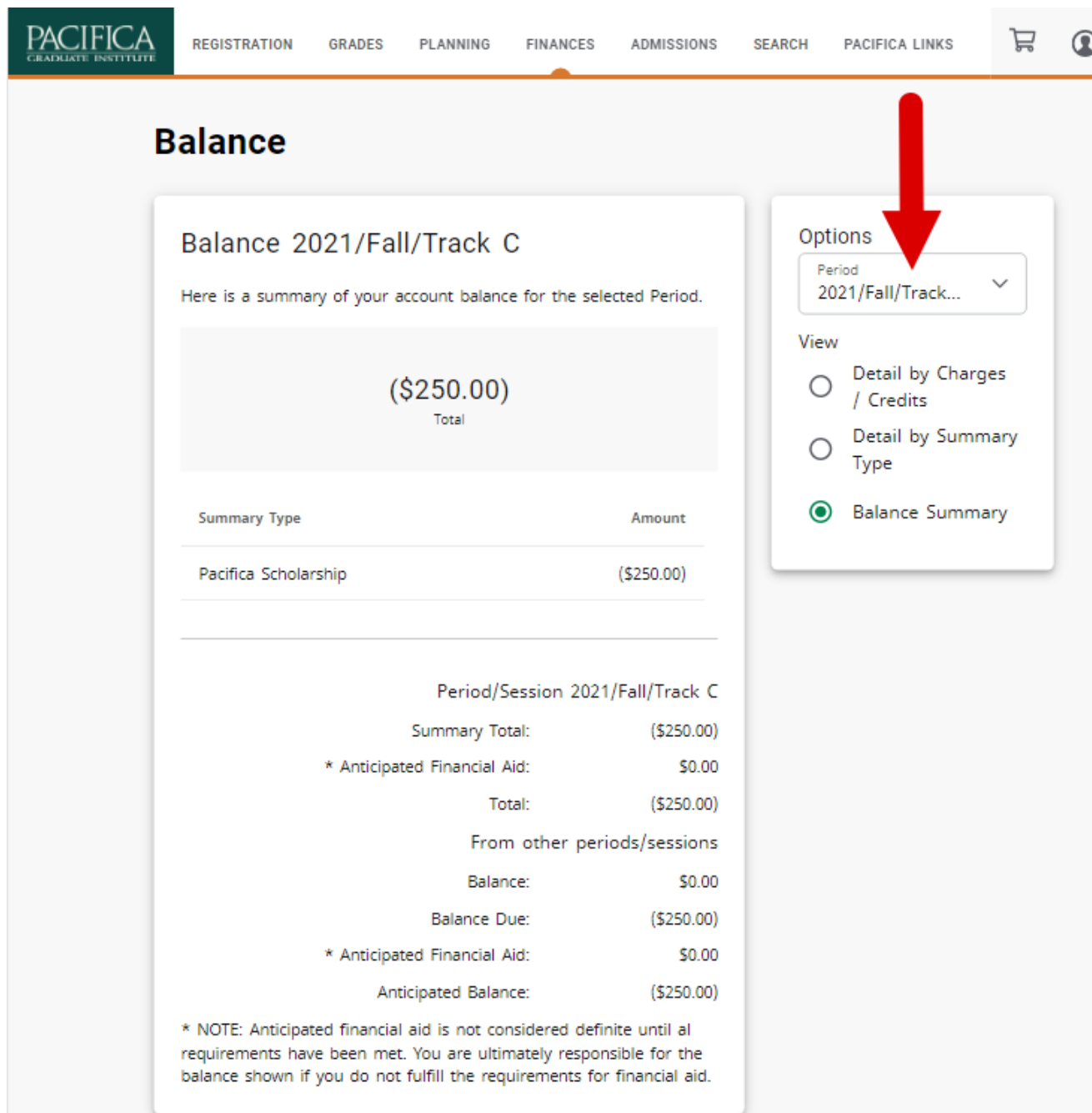
You will receive an email when your request has been processed by the Registrar's Office.

Viewing Your Financial Information

Viewing Your Account Balance

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.



The screenshot shows the Pacifica Graduate Institute website with the 'Finances' tab selected. The 'Balance' page is displayed, showing a summary of the account balance for the selected period (2021/Fall/Track C). The balance is (\$250.00) Total. A table lists the summary type (Pacifica Scholarship) and amount (\$250.00). A detailed breakdown shows the summary total, anticipated financial aid, and balance due. A red arrow points to the 'Options' dropdown menu, which is open, showing the selected period and view options.

Balance

Balance 2021/Fall/Track C

Here is a summary of your account balance for the selected Period.

(\$250.00)
Total

Summary Type	Amount
Pacifica Scholarship	(\$250.00)

Period/Session 2021/Fall/Track C

Summary Total: (\$250.00)

* Anticipated Financial Aid: \$0.00

Total: (\$250.00)

From other periods/sessions

Balance: \$0.00

Balance Due: (\$250.00)

* Anticipated Financial Aid: \$0.00

Anticipated Balance: (\$250.00)

* NOTE: Anticipated financial aid is not considered definite until all requirements have been met. You are ultimately responsible for the balance shown if you do not fulfill the requirements for financial aid.

Options

Period
2021/Fall/Track... ▾

View

☐ Detail by Charges / Credits

☐ Detail by Summary Type

☒ Balance Summary



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.

PACIFICA
GRADUATE INSTITUTE

REGISTRATIONGRADESPLANNINGFINANCESADMISSIONSSEARCHPACIFICA LINKS



Statement

Statement

Here is your selected billing statement

Graduate Statement

Statement Number 4478683

Neil Jung

123 Notta St

Schenectady , NY 12345

Year/Term (Term/All Sessions + Cumulative) - 2021/Fall

ID000116584

Previous Balance \$0.00

Credits

Date	Period	Description	Amount
9/10/2021	2021/Fall/Track C	Pacifica Scholarship	\$250.00

Total Credits \$250.00


Current Balance (\$250.00)

Statement

Number

4478683 - 1...

▼

 Print

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

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

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.
4. Select the **Payment period** you would like your payment applied to.
5. Enter the **Amount** you would like to pay.
6. Click the **Make a Payment** button.

PACIFICA
GRADUATE INSTITUTE

REGISTRATIONGRADESPLANNINGFINANCESADMISSIONSSEARCHPACIFICA LINKS

Balance

Balance 2021/Fall/Track C

Here is a summary of your account balance for the selected Period.

\$750.00

Total

Summary Type	Amount
Pacifica Scholarship	(\$250.00)
Tuition	\$1,000.00

Period/Session 2021/Fall/Track C

Summary Total: \$750.00

* Anticipated Financial Aid: \$0.00

Total: \$750.00

From other periods/sessions

Options

Period
2021/Fall/Track... ▾

View

☐ Detail by Charges / Credits

☐ Detail by Summary Type

☒ Balance Summary

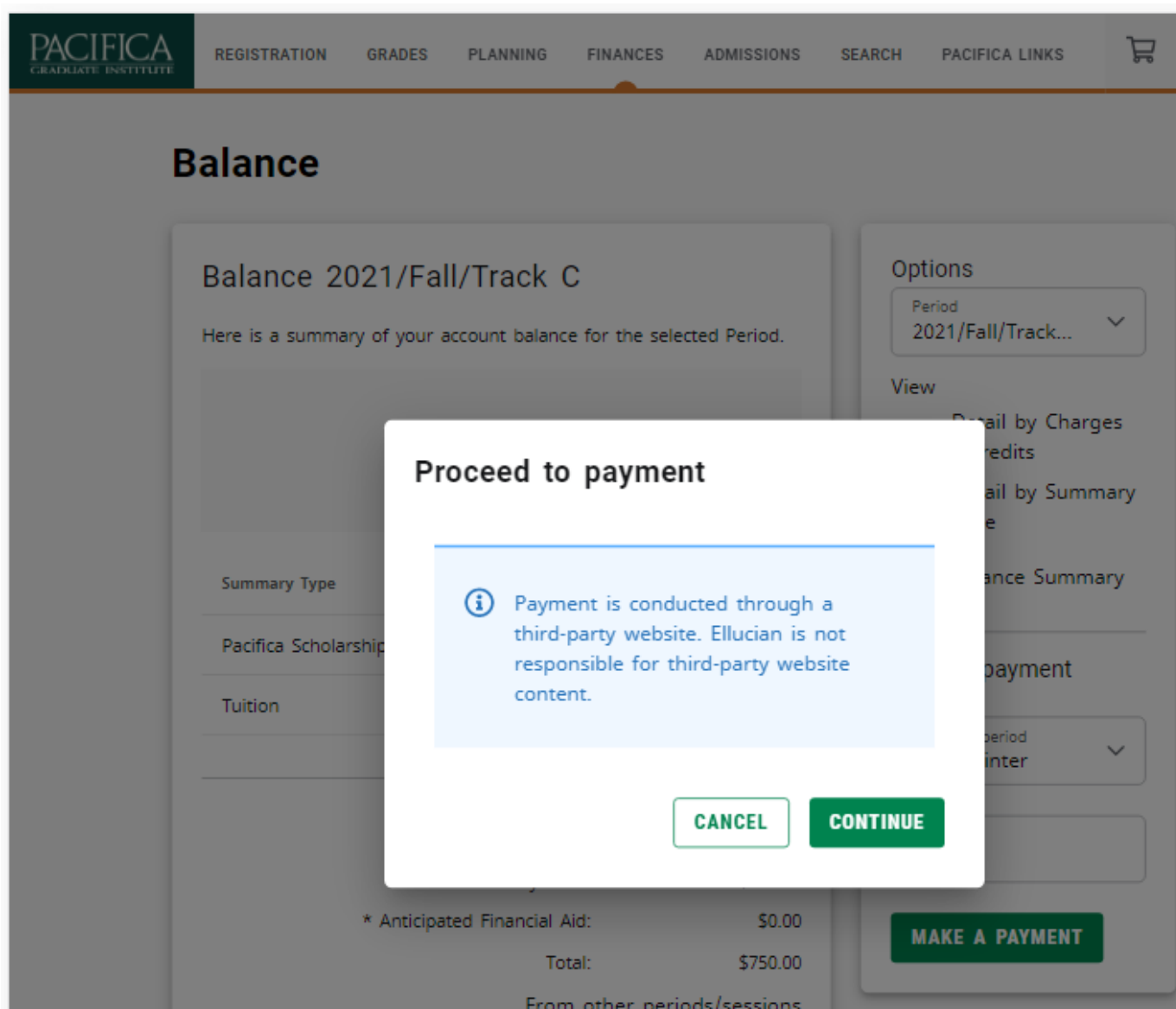
Make a payment

Payment period
2022/Winter ▾

Amount
750



MAKE A PAYMENT

7. A message will appear notifying you that you will be routed to Pacifica's payment processor's website:



8. Select **Continue**.

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



Pacifica Graduate Institute
Tuition and Fees

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

Payment Amount
\$ -

Payment Method





Card Number


Expiration Date

Security Code [What is this?](#)

--

--



☐ I'm not a robot 
reCAPTCHA
[Privacy](#) - [Terms](#)



[Cancel](#)

Please note you will not be charged until you Submit at end.

Continue

This page supports 128-bit SSL encryption as verified by DigiCert.

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10. Provide your payment method information

- Enter your **card number**, **expiration date**, and **security code**.
- Do not enter any spaces in your credit card number.
- 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.
- Check the box that says **I'm not a robot**.
- Click **Continue**.

Powered by

ACI PAYMENTS, INC.

Pacifica Graduate Institute

Tuition and Fees

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

Review & Accept Terms

Payment Method	Amount	Service Fee	Total
Ending in XXXX	\$1,234.56	\$123.45	\$1,358.01

ACI Payments, Inc. Terms and Conditions:

THIS PAYMENT SERVICE IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS

Do not use or access this Website or Service if You do not agree to be bound by these Terms and Conditions

These Terms and Conditions ("Terms and Conditions") are in effect for all transactions processed through this payments website ("Website") on or after May 9, 2019, and apply to and govern Your access to and use of this Website, the Service and all Alternative Channels. This payment processing service is offered to You on behalf of your Biller ("Service").

It is important to carefully review all Terms and Conditions below, including the provision concerning REFUNDS. These Terms and Conditions may be amended at any time. All amended terms shall be effective immediately after they are posted to the Website. By using this Website after such modifications are posted, You are agreeing to accept and comply with the Terms and Conditions as modified. These Terms and Conditions also apply to Service transactions, or Payments, made by or through any "Alternative Payment Channels" including those Payments initiated, or completed through, Integrated Voice Response (IVR) systems, customer service representatives, telephone, internet, or any other means or mechanisms of Payment acceptance. These Terms and Conditions, as amended, shall apply to all subsequent Payments and otherwise solely govern the relationship of the parties.

Printer Friendly

Back | Cancel

Please note you will not be charged until you Submit at end.

Accept Terms

This page supports 128-bit SSL encryption as verified by DigiCert.

11. On the following screen select **Accept Terms**.

Pacifica Graduate Institute

Tuition and Fees

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

Please enter your account information

Name

First Name	MI	Last	Suffix
------------	----	------	--------

Country

United States ▼

Address

Street Address

Street Address 2

Apartment or Suite Number

City

State ▼

Zip code

Daytime phone

☒ U S/Canada ☐ International

() -



Note: Please provide area code and extension in case we need to contact you regarding your payment.

[Back](#) | [Cancel](#)

Please note you will not be charged until you Submit at end.

Continue






12. Enter your **name** exactly as it appears on your card and the address and phone number associated with your card.
13. Select **Continue**.

Pacifica Graduate Institute
 Tuition and Fees

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

REVIEW & SUBMIT

Payment Method	Amount	Service Fee	Total
 Ending in 			

Account Information



Name
 Street Address
 City
 State
 Zip code
 Country
 Daytime phone

[Back](#) | [Cancel](#)

Submit

It is only necessary to click the "Submit" button once. Clicking the "Submit" button multiple times may result in the processing of multiple payments.

14. Review your payment amount, address, and address and select **Submit**.

Pacifica Graduate Institute
 Tuition and Fees

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

Your payment has been completed successfully. Thank you.

PRINT

Please click continue.

Continue

If you have any questions about your payment, please contact us at (805) 679-6107 during business hours 8:00 am to 4:00 pm PST.

Consumer Fraud Warning : Consumers are warned that fraud can and does occur. Please call ACI Payments, Inc. toll-free at 877-600-4033 to report fraud or suspected fraud.

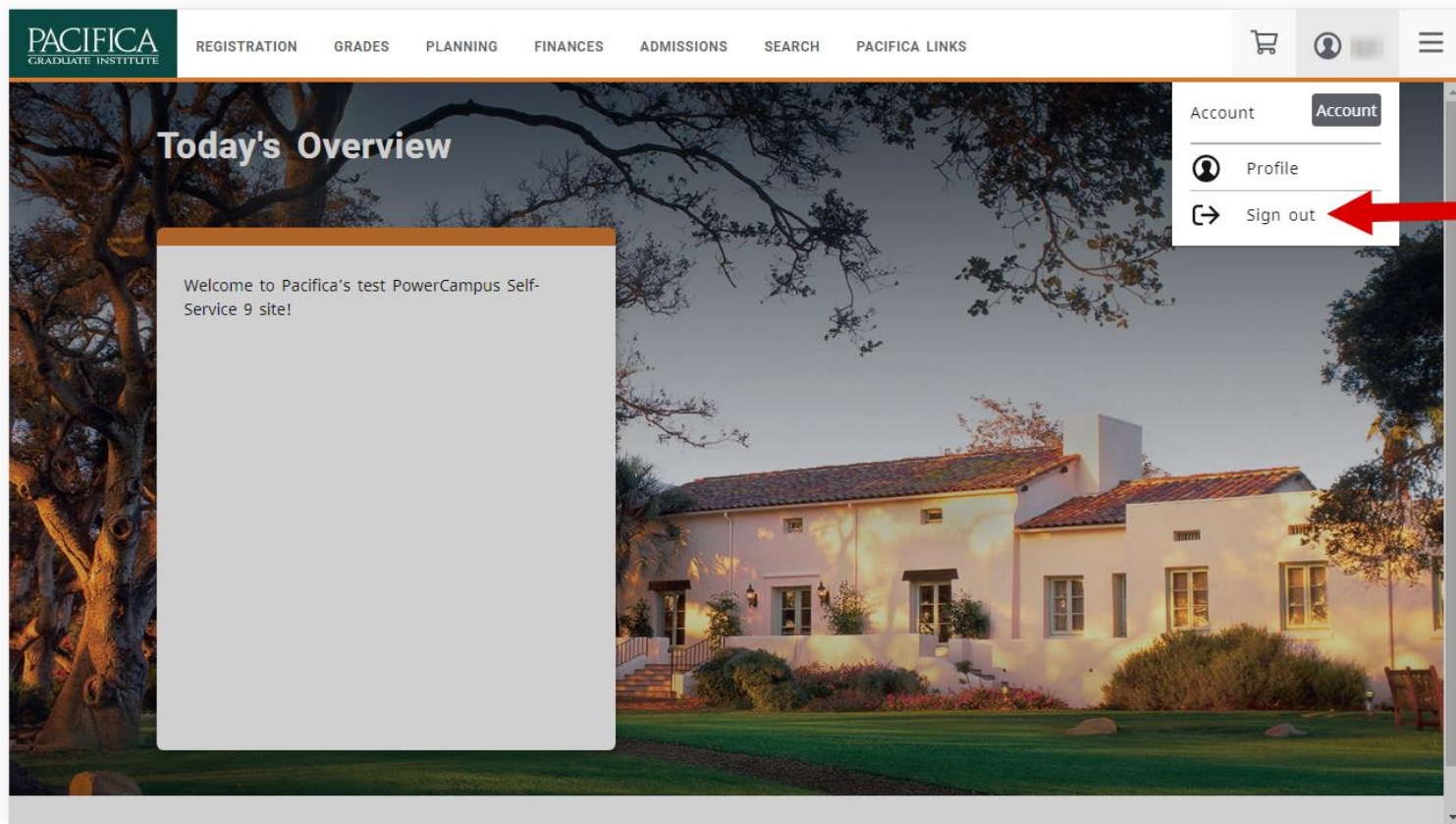
15. The following screen will confirm that your payment has been successfully processed. Select **Continue**.

16. You will then be returned to the My.Pacifica Self-Service site. Your balance will now reflect the payment you just made.

Logging Out

When you are done using My.Pacifica Self-Service you should log out. To log out:

1. Select your name in the top right corner.
2. Select **Sign out**.



3. If you have Office 365 open in your web browser you should log out of that if you are done with it.
4. It is recommended you close your web browser after you log out.