

AOMA

GRADUATE SCHOOL *of*
INTEGRATIVE MEDICINE

Fall 2021 Online Registration Schedule			College Level*	Credits*
Monday	Aug 2	8:00 AM	Fourth* Year Students	146.01 to 200+
			Herb Track Students	
Wednesday	Aug 4	8:00 AM	Third* Year Students	107.6 to 146
Friday	Aug 6	8:00 AM	Second* Year students	52.9 to 107.5
Monday	Aug 9	8:00 AM	First* Year Students	0 to 52.8
Wednesday	Aug 11	8:00 AM	Non-Degree Seeking Students	n/a
			Free Add/Drop Period Continues - make changes to courses through online registration in the portal; make changes to clinics with the Registrar.	
Mon & Tues	Aug 16 & 17	8-10 AM, 12:30-2pm	Virtual Clinic Registration Appointments (check your email for your scheduled time (Interns only)).	
FRIDAY	Aug 27	4:00 PM	END OF FREE DROP/ADD Period; Close of Online & Clinic Registration for Fall 2021	
* College level is defined by total credits completed; this does not include credits enrolled/in progress in current term.				

Online Registration Reminders/Troubleshooting:

Select "FA-21" from the drop down menu before logging in to the portal to register (it will default to the current term (SU-21)). (Change in top left corner if already logged in).

Disable Pop-up Blockers or "Allow Pop-ups" for aoma.edu (Change in your Internet Browser's settings; Search for your browser's specific instructions online if needed).

Run a "Degree Audit" (left-hand menu on portal homescreen) before registering - **you must do this if it is your first time registering online**. This acts to "refresh" the system so that it counts all of your currently-enrolled courses as pre-requisites toward what you are registering for in the future term. (Please see instructions, separate attachment).

Co-Requisite Errors - Check the course number of the co-requisite in the Catalog, and select that course before pressing the "process registration" button.

Pre-Requisite Errors - (1) Did you complete a degree audit (see above)? If so, try logging out of the portal and back in again. (2) Check the course catalog to make sure you have completed the pre-requisites (<https://aoma.edu/my-aoma> -> Program Catalogs -> Course descriptions and pre-reqs toward the end). If you have completed the pre-requisites, and the system still is not allowing you to register, please take a screenshot of the error and email it to aloyd@aoma.edu.

Compare course information in the portal with the PDF schedule posted online. The PDF schedule is the most accurate, master schedule. Check back there for room assignment updates (including on-campus vs. virtual) before classes start. Email Ashley (aloyd@aoma.edu) if you notice differences between portal listings and the PDF schedule.

PDF Schedules: <https://aoma.edu/students/registrar/course-schedules>

Continued Errors? If you have tried the above steps (confirming term, disabling pop-up blockers, running degree audit) and are still running in to difficulty registering, please **email Ashley (aloyd@aoma.edu) a screenshot of the error message** the system is giving.

Note for TRANSFER STUDENTS: Please plan (and make an appointment) to meet with an Academic Advisor prior to registration to make your degree plan. Email Ashley (aloyd@aoma.edu) to register for classes according to your degree plan if the system prevents registration.

Registration Updates:

REGISTRATION BARS: Please make sure you complete your Student Homeroom content and clear up any outstanding balances with Finance before trying to register for the upcoming term. Thank you!

Student Intern Meeting/Homeroom discontinued WI-20; Refer to MAc Clinic Internship (all students, even non-interns) for resources. Attend Tuesday Student Town Hall, 12:45 - 1:45 for important announcements.

Summer & Fall MAc anticipated graduated - please schedule your MAc Group Exit Interview with Dr. Dami individually (dtokoya@aoma.edu). This remains an Administrative Graduation requirement, and is part of the **Graduation Certification Form** due in your final term. The **Exit Interview** can be completed as early as your 2nd-to-last term.

Registration Drop/Add Refund Schedule for Fall 2021:			Tuition Back:	Fee:
By Friday	Aug 27	(during SU-21)	End of Free Drop*/Add period	\$0
By Friday	Sept 17	Break Week	100% tuition Refunded - LAST DAY to make changes to registration that will not be reflected on your transcript.*	\$30/course; \$60/clinic
By Friday	Sept 24	Week 1	100% tuition refunded	
By Friday	Oct 1	Week 2	75% tuition refunded	
By Friday	Oct 8	Week 3	25 % tuition refunded	
After Monday	Oct 11	Week 4	No Refund, Advisor approval needed to drop	\$0

**All courses dropped after the start of the term will remain on your transcript with a "W" ("Withdrawn") grade which does not impact GPA. Withdrawals later in the term could impact your grade if you were failing at the time of withdrawal ("WF" grade on transcript).
Withdrawal late in the term can also impact your Financial Aid, please work with your advisor and the Director of Financial Aid on withdrawals.*

Competency Exams & NCCAOM				
Register in your last or second-to-last term for the Competency Exams in the Student Portal to access study materials. Email Registrar@aoma.edu for any difficulty registering. Complete exams during final term in Brightspace. Complete exams 60 days prior to your graduation date to be eligible to start testing with NCCAOM. Email Registrar@aoma.edu when you have passed all exams in Brightspace and are ready for your document submission to NCCAOM.			Anticipated Graduation:	Approximately 60 days prior to graduation (start you NCCAOM Application & Portal Acct):
	Competency Exam Course Numbers:			
	RQ 0125	Acupuncture Competency Exam	July 9, 2021	5/10/2021
	RQ 0126	Foundations Competency Exam	Sept. 10, 2021	7/12/2021
	RQ 0127	Herbal Competency Exam	Dec. 17, 2021	10/18/2021
	RQ 0128	Biomedicine Competency Exam	Apr 1, 2022	TBD

NCCAOM	Fall 2021 (December) Anticipated Grads:	<p>Start NCCAOM Application October <u>18, 2021</u> (60 days prior to your 12/17/21 graduation). Complete AOMA comps prior to this date! (NCCAOM will send an invitation about that time).</p>
	<p>NCCAOM no longer allows a pre-graduation Board Examination option; NCCAOM Board exams can only be taken post-graduation. Register for the "Diplomat of Oriental Medicine" (this includes Herbs) 60 days prior to graduation.</p>	

<p>Portfolio Don't let your Portfolio sneak up on you! Schedule with your Academic Advisor (Reagan, Phil, Diane, Robert) to complete reviews at least once per year:</p>		
Review:	When to Complete:	Also Turn in:
First Review	Same Term as Clinic Theater 2	Pre-Internship/Observation Checklist
Second Review	Same term as 1st Practical Exam	Level 1 Checklist
Third Review	Complete in 2nd-to-last Term	Level 2 Checklist
Summative Review	Complete in Final Term	Level 3/Herbalist Checklist

<p>Clean Needle Technique (CNT) Register through CCAOM (Council of Colleges of Acupuncture & Oriental Medicine) (www.ccaom.org) if you will be starting Clinic Theater 2 in 2022. (All registration now done online).</p>	
<p>Check CCAOM's site for updated registration and exam administration information, COVID 19 Updates.</p>	<p>Register online and pay fee (\$125) on their site; Practical portion scheduled following completion of written - both components now online, scheduled individually by student.</p> <p style="background-color: yellow;">Complete the online Education Verification Request Form and we'll send you your CNT Form (No need to submit form). Please use the Enrollment Verification Request Form on the Transcripts & Forms Page: https://aoma.edu/students/registrar/transcripts-and-forms/</p>

<p>TMB / TSBAE : Texas State Board of Acupuncture Examiners</p>	<p>Start your application and My TMB Portal account 60 days prior to graduation.</p> <p style="text-align: center;">2021 Board Meeting Dates: Sept 17 2022 Board Meeting Dates: Jan 28, May 6, Sept 16</p> <p style="text-align: center;"><i>Fall 2021 Grads: Complete all requirements by 12/18 and start your exams to have your application in for review by 1/28/22.</i></p>
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Clinic Quick Reference		
Clinic Type	How to register:	Notes:
Group Observation and Clinical Theater	Online registration.	Pre-Internship Observation is presently scheduled concurrently with Clinic Theater 1; for FA-21 Enroll in the CL Observation course on Thursday Mornings with CT1. [Starting Fall 2019, Observation shifts changed to 6 students Observing the Supervisor treating. Due to COVID19 Scheduling needs, there is no in-person Observation in 2021, all Observation will be Virtual, and meet concurrently with Clinic Theater 1].
Level 1 (w/ Supervisor)	In Clinic Theater 2	Rotations reserved for first term interns - Room with 4 Interns and Supervisor. (2 shift requirement suspended for 2021 interns due to COVID19 scheduling needs).
Bodywork (Medical Qigong or Tuina)	<p style="text-align: center;">Zoom registration, by appointment time.</p> <p style="text-align: center;">Must be shifts with Dr. Xu (MQ) or Fan (Tuina)</p> <p style="text-align: center;">We will be registering bodywork interns and scheduling patients in the SU-21 term.</p>	<p>Must declare at the time of registration that a rotation is bodywork so that you are registered appropriately. (72 hours (3 credits) required for AOBTA certification). MQ or Tuina not req'd for AOMA graduation, but can be applied toward the "Extra/Focus Choice" Internship category (72 hrs req'd). Bodywork is suspended for the WI-21 term due to Stage 5 City of Austin COVID Restrictions and policy from the AOMA Safety Team, Please plan to register for Bodywork for the SP-21 term if you need to complete these hours, but these appointments might be scheduled and completed as Acupuncture hours if we are unable to offer Bodywork hours. Continue to work toward your overall total AOMA Graduation Requirement Clinic hours (1008 or 972). Bodywork fulfills the 72-hour AOMA "Focus Choice" category.</p>
Community	<p style="text-align: center;">Zoom registration.</p> <p style="text-align: center;">VA: See/Email Reagan Taylor</p>	<p><i>Includes People's Community clinic, Seton-McCarthy, & the VA clinic. Interns must complete a minimum of 60 treatment hours at community clinic locations (AOMA graduation requirement suspended for 2021 graduates due to scheduling/hour/site limitations). Some Community Clinics are restricted to Level 3, but are open to level 2 interns if space allows. <u>VA interns should start the application process at the beginning of the term PRIOR to the intended start term. VA Clinics have resumed.</u></i></p> <p><i>(Discontinued/Closed: Austin Recovery; Suspended Re: COVID19: Seton-McCarthy)</i></p>
Herbal	Zoom registration appointment.	Only one herbalist per rotation unless rotation allows for another, (i.e. an eight person rotation, with a second herbalist added only once the entire rotation fills; n/a COVID19). Waitlists for herbal rotations do not count against you at your in-office clinical registration.

<p>Herbal Dispensary</p>	<p>Zoom registration appointment.</p>	<p>1-2 Herbal Dispensary Interns per rotation. Required for students who began their MAC Summer 2017 and later. 24-36 hours (1.5 credits = 1 shift in a long term) required in addition to 72 herbal hours. Interns in earlier catalogs can register to complete an Herbal Dispensary rotation to apply toward their 72-hour extra/focus choice category, but will still need to complete their required 72 hours of traditional herbal internship. (Herbal dispensary hours will be surplus/extra hours if this 72-hour requirement is already fulfilled by Bodywork, China Observation, etc).</p>
<p>Advanced & Solo Rotations</p>	<p><i>Zoom registration appointment.</i> <i>(Requirement Suspended 2021; total hours needed; Clinic Partners suspended = all solo treatments. Multiple rooms suspended re: COVID19)</i></p>	<p>Reserved for level 3 last-term interns, but level 2-3 interns are encouraged to request solo rotations (especially at the North Clinic). Rotations include specialty rotations, solo (2 rooms), solo (3 patients/3 hours), and specialized style. Individuals must declare that they are a level 3 intern when registering for solo rotations. For Level 3 interns in their final or second-to-last term, solo rotations will be held. Other interns can request solo shifts, but it may not be guaranteed. For small shifts, a level 2 or 3 intern will likely be requested to treat solo in order to accommodate more patients. All interns should plan to complete at least 1 solo rotation, as this is a graduation requirement.</p>
<p>Break week</p>	<p>Zoom registration.</p>	<p><i>4 shifts available per term (generally Mondays South & Tuesdays North). Please indicate during registration if hours are being completed to accumulate hours or anticipated make-up for the same term.</i></p>
<p>Specialty Clinics <i>(Ex. Cureville (SP); Sherwood (SP); Spartan)</i></p>	<p>Zoom registration <i>(Generally not at time of main Clinic Registration)</i></p>	<p><i>Cureville rotations are not for first term interns and do not count toward community clinic hours. In addition to AOMA registration, interns must also complete Cureville festival (or other event-specific) paperwork and registration.</i></p>
<p>Clinic Waitlists <i>(Notes, Preferences)</i></p>	<p><i>Best to add: Wednesday of Clinic Registration</i></p>	<p><i>To be added "officially" to a Waitlist at initial Clinic Registration means to use one of your allotted sign-up spots (4,3, or 2) to be on a WL. Generally it is better to save spots in specific shifts, and add yourself to WLs on Wednesday when add/drop begins. During Clinic Registration, The Registrar may make notes about preferences and planned additions for Wednesday, but always plan to follow-up Wednesday for additions!</i></p>

FALL 2021 Dates & Deadlines		
		Begin Free Clinic Add/Drop Period for Fall 2021, Continue Online Reg.
Wed.	Aug 18	Add clinic rotations, add yourself to clinic waitlists. Changes may be requested in person, or via phone or email only once the drop/add period has begun. It is first come, first served for clinic shifts. Continue to make changes to courses in online registration through the portal.
Fri.	Aug 27	Last day to add/drop without fees for Fall 2021
Mon.	Sept 20	MAc Fall 2021 Term starts
Fri.	Sept 24	Graduation Applications due for WINTER 2022 Grads (APRIL 2022). (Please submit at least 2 terms before intended graduation).
Fri.	Sept 24	Tuition or payment plan due to Finance by close of business
HOMEROOM; TOWN HALL		<i>Optional - please attend for important updates!</i>
Sun.	Nov 7	Level 1 & 2 Practical Exam (OSCEs) - register online (RQ 0116 or RQ 0122), or contact Registrar if online registration is closed.
Mon.	Oct 25	Online Registration for WINTER 2022 begins
Mon-Tue	Nov 8-9	Virtual Clinic Registration Appointments for Winter 2022, 8-10a, 12:30-2p
Wed.	Nov 10	Free Clinic Add/Drop Period Begins for Winter 2022; Online Registration continues.
	Wks 9-11	Benchmark Exam (Pre-Internship) - Register online (RQ 0110). On Brightspace, Weeks 9-11.
Fri.	Nov 19	END OF FREE ADD/DROP period for WINTER 2022; Close of Online Registration for WINTER 2022
Mon-Fri	Nov 22-26	Fall 2021 Break Week - Happy Thanksgiving!
Fri.	Dec 17	End of MAc Fall 2021 term
Mon-Fri	Dec 20-31	End Fall 2021 Break Week! Happy New Year!
Mon	Jan 3	Start of MAc Winter 2022 term

Reference & Resources	
AOMA Academic Calendars & Term Schedules	https://aoma.edu/students/registrar/course-schedules
AOMA Fee Store - to pay for Make-up Exams, Graduation Application Fees, ID badge replacement fees, Official Transcript Requests.	http://store.aoma.edu/category/fees.html
AOMA Registrar's Office Forms - Make-Up Exam Request, Transcript Request	https://aoma.edu/students/registrar/transcripts-and-forms
Academic/Degree Planning, Program Catalogs, Student Portal Login	https://aoma.edu/my-aoma
Portfolio Resources:	https://aoma.edu/students/registrar/program-resources/
AOMA Student Site - Resource site build by Dr. Stanley - sign up with your email when you initially access.	https://www.aomastudents.com/
Licensure Resources (AOMA/Registrar)	https://aoma.edu/students/registrar/licensure/
NCCAOM (National Certification Commission for Acupuncture & Oriental Medicine)	https://www.nccaom.org/resources/applicant-resources/
Other State Licensure Requirements (NCCAOM's Info)	https://www.nccaom.org/state-licensure/
CCAOM (Council of Colleges of Acupuncture & Oriental Medicine) - Provider of CNT Certification	http://www.ccaom.org/
TMB / TSBAE (Texas Medical Board, Texas State Board of Acupuncture Examiners)	http://www.tmb.state.tx.us/page/acupuncturist-licensing-overview