

AOMA

GRADUATE SCHOOL *of*
INTEGRATIVE MEDICINE

Summer 2021 Registration Reference

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AOMA Academic Calendar

Online:

[https://aoma.edu/students/
registrar/course-schedules](https://aoma.edu/students/registrar/course-schedules)

- WINTER (12 weeks): Early January to early April
- SPRING (12 weeks): Mid April to Mid July
- SUMMER (8* weeks): End July to early September
 - *Most didactic courses meet 2X/week for 6 weeks; clinic shifts are 1X/week for 8 weeks.
- FALL (12 weeks): End September to Mid December

Online Registration for long terms starts in week 6 of the preceding term (Week 3 in Summer terms). Sign up for Level 1 Mind-Body courses as needed when your time opens; generally didactic courses will not fill or close.

Degree Planning: Online Resources

- **Schedules:** <https://aoma.edu/students/registrar/course-schedules/>
(PDF is the MASTER SCHEDULE, please email Ashley if you see conflicting info in the Portal!)
- **Program Catalogs:** <https://aoma.edu/my-aoma>
 - At-A-Glance Pages: 13-14
 - Course Descriptions & Numbers: 34-43
- **Portfolio Resources:** <https://aoma.edu/students/registrar/program-resources/> (Stay on track, don't wait for the last term!!)
- **Clinic Resources:**

Forms, Graduation & Licensure Planning: Online Resources

- **Enrollment Verifications, Form Requests, Data updates:**
<https://aoma.edu/students/registrar/transcripts-and-forms>
- **Graduation Preparation:**
<https://aoma.edu/students/registrar/graduation/> *(Submit your Graduation Audit & fee to trigger an Audit in your second-to-last term).*
- **Licensure Preparation:**
<https://aoma.edu/students/registrar/licensure/>

Degree Planning: Academic Advising

Review your degree-planning notes from your Academic Advisor.

When in doubt about what to register for, meet with an Academic Advisor:

- Reagan Taylor (rtaylor@aoma.edu)
- Dami Tokoya (dtokoya@aoma.edu)
- Phil Garrison (pgarrison@aoma.edu)
- Lesley Hamilton (Lhamilton@aoma.edu)
- Diane Stanley (Dstanley@aoma.edu)
- Robert Laguna (rlaguna@aoma.edu)

NOTE for Transfer Students:

Please meet with and Academic Advisor for advising prior to registration, and map out your course plan.

Online & Clinic Registration

Online Registration (Student Portal)

- Starts week 6 in long terms, week 3 in Summer
- Registration tiered based on earned credits/length in program (don't worry about classes closing – Observation shifts and Mind-Body section 1 classes are the only classes to jump on).
- Open for 4-5 weeks – make changes without fees by the **end of the Drop/Add Deadline:**
 - **Summer 2021: Fri. Jun 18, 2021**
 - Fall 2021: Fri. Aug. 27, 2021
 - Winter 2022: Fri. Nov. 19, 2021
- ***(Registration for Group Observation Shifts is online).***

Clinic Registration (In-Office)

- Dates are published on the Academic Calendar for the year - usually the week after the start of online registration (sometimes 2 weeks w/ Break week).
- Monday & Tuesday mornings, add additional clinic shifts starting Wednesday
- Sign-up appointment sent via email – please attend or send a proxy (No phone/email requests).
- Appointment times/orders based on completed credits
- **MAKE CHANGES through the Registrar through the end of the Drop/Add period.**
- Shifts will be viewable in your portal once entered, but students do not sign up for clinics in the portal.

Online Registration

Online Registration: Troubleshooting

- Registration Term
- Degree Audit
- Disable Pop-Up Blockers
- Select Co & Pre-Requisite courses before selecting “Process Registration”

Student Portal Login

Select the term you will register for from the drop-down menu before logging in to the portal. (It will default to the current term).

Note: Required fields are marked with an asterisk (*)

*Username:

*Password:

Term: **SU-19** ▼

Login

[Forgot Password?](#)
Contact your portal admin if you forgot your Username

WI = Winter (Early January – Early April)
SP = Spring (Mid April – Mid July)
SU= Summer (Late July – Mid September)
FA = Fall (Late September – December)

If you are logged in to the wrong term, you will receive this error when you click on the **Registration** option from the left-hand menu.

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INTEGRATIVE MEDICINE

STUDENT PORTAL
Three Rivers Systems, Inc.

Wednesday, August 14, 2019

Admin ~~Admin~~ student
Current term: SU-19

Student Portal

Home

Calendar

Student Directory

Document Tracking

Administrative Services

Course Offering

Degree Audit Options

Registration

My Schedule

Registration Alerts

Registration for this student and term cannot continue because:
The registrar has not allowed registration for Fourth Year at this time. The registration period for the Fourth Year level is from May 20 2019 8:00AM through Jun 21 2019 4:00PM.

If you are already logged in, use the [change](#) link on the top left to select a different term.

AOMA
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STUDENT PORTAL
Three Rivers Systems, Inc.

Tuesday, August 13, 2019

Admin Adminstudent
Current term: SU-19 ([Change](#))

[Edit Profile](#) [Change Password](#)
[Logout](#)

Student Portal

- Home
- Calendar
- Student Directory
- Document Tracking
- Administrative Services**
 - Course Offering
 - Degree Audit Options
 - [Registration](#)
 - My Schedule
 - My Ledger
 - My Financial Aid
 - My Housing
 - My Tax Forms
- My Grades
 - Letter Grades
 - Number Grades
- My Transcript
 - Letter Transcript
 - Number Transcript

Student Portal News

ACUPUNCTURE ON MUSCULOSKELETAL DISORDERS - SOFT TISSUE INJURIES

with
Dr. Fan

My Courses
Course Name
Diagnostic Skills of Chinese Medicine 1: MW wks 1-6

My Calendar
August's Events [View](#)

To register for classes, select the [Registration](#) option under Administrative Services.

Unofficial Registration

Registration for multiple sections of the same courses is allowed. You may add yourself to the waitlist for courses that are full or already have a waitlist.

Cancel

Process Registration

Show Academic Information

Show Filter

Show Pending Courses

Biomedicine Courses [RQ0128R]

23 seats left

START-END DATES: 9/23/2019 - 12/20/2019

Instructor	Credits	Campus	Room	Days	Date	Time
	0	MAIN	South-	NA	Weekly	N/A - N/A
Taylor, Reagan	0	MAIN	South-	NA	Weekly	N/A - N/A
Tirumalachar, Mandyam	0	MAIN	South-	NA	Weekly	N/A - N/A

PreReq

NCCAOM Boards Preparation [RQ0129L]

32 seats left

START-END DATES: 9/23/2019 - 12/20/2019

Instructor	Credits	Campus	Room	Days	Date	Time
Laguna, Jose R.	3	MAIN	South-E2	T	Weekly	9:30 AM - 12:30 PM
Song, Violet	3	MAIN	South-E2	T	Weekly	9:30 AM - 12:30 PM
Tirumalachar, Mandyam	3	MAIN	South-E2	T	Weekly	9:30 AM - 12:30 PM
Wu, Qianzhi (Jamie)	3	MAIN	South-E2	T	Weekly	9:30 AM - 12:30 PM

Credit

Third Formative Portfolio Review [RQ0134R]

97 seats left

START-END DATES: 9/23/2019 - 12/20/2019

Instructor	Credits	Campus	Room	Days	Date	Time
Hamilton, Lesley	0	MAIN	South-	NA	Weekly	N/A - N/A
Laguna, Jose R.	0	MAIN	South-	NA	Weekly	N/A - N/A
Lattimore, Tara	0	MAIN	South-	NA	Weekly	N/A - N/A

Credit

Summative Portfolio Review [RQ0135R]

11 seats left

START-END DATES: 9/23/2019 - 12/20/2019

Instructor	Credits	Campus	Room	Days	Date	Time
Hamilton, Lesley	0	MAIN	South-	NA	Weekly	N/A - N/A
Laguna, Jose R.	0	MAIN	South-	NA	Weekly	N/A - N/A
Lattimore, Tara	0	MAIN	South-	NA	Weekly	N/A - N/A

Credit

Checklist for Herbalist [RQ0137R]

21 seats left

START-END DATES: 9/23/2019 - 12/20/2019

Courses are listed in order of Course Number.

Select boxes of classes you need to register.

MAKE ALL SELECTIONS before selecting the "Process Registration" button.

If a "PreReq" is needed, Check the Course Catalog to make sure you have taken the pre-requisites.

If you get a "CoReq Error," select those course(s), and press **Process Registration** again.

Admin Adminstudent

Current term: SU-19 (Change)

Tuesday, August 13, 2019

Degree Audit Options

DEGREE AUDIT > OPTIONS

Options: [Select Option]
My Degree Audit
Degree Information

Run a "Degree Audit" by selecting the [Degree Audit Options](#) link from the left-hand menu. This acts to "refresh" the system, and include courses you are currently enrolled in.

Select "My Degree Audit" from the drop-down box.

Click the **Detail** button.

Admin Adminstudent

Current term: SU-19 (Change)

Tuesday, August 13, 2019

My Degree Audit Detail

DEGREE AUDIT > OPTIONS > STUDENT AUDIT

Report	Degree	Program	Term	Credits Required	Credits Completed	Status
Detail *	MAcOM	F11 W12	SP-11	200.00	26.50	Remaining

Degree Audit will show missing items, grades, credits, and GPA.

Status:
C = Complete
R = Remaining

Degree Information Detail							
DEGREE AUDIT > OPTIONS > STUDENT AUDIT > DEGREE AUDIT DETAIL							
Degree: MAcOM Program: F11 W12							
Min Credit Required: 200.00 Completed: 26.50 Remaining: 173.50 Min GPA Required: 2.00 GPA Attained: 3.63							
Term 1 Remaining							
Credits Required: 15.00 Credits Completed: 13.00 Minimum GPA: 2.00 GPA Attained: 3.75							
Term 1 Remaining							
Term	Course ID	Course Name	Credits	Grade	Met By	Status	
FA-12	AT0101L	Foundations of Chinese Medicine 1	3.00	A	AT0101L	C	
FA-12	AT0111P	Point Location & Meridian Theory 1	3.00	B	AT0111P	C	
FA-12	AT0131P	Acupuncture Techniques 1	3.00	A	AT0131P	C	
FA-12	MB0101P	Taiji 1	1.00	P	MB0101P	C	
FA-12	WS0101L	Anatomy, Physiology & Histology 1	3.00	A	WS0101L	C	
	WS0110L	Biomedical Terminology	2.00			R	
Credits Required 15.00 Credits Completed 13.00 Minimum GPA 2.00 GPA Attained 3.75							
C-Completed MR-Manual Map Remaining TR-Transfer Remaining Inp-In Progress NN-Not Necessary MC-Manual Map Completed TC-Transfer Completed R-Remaining E-Extra Course							
Term 1 Additional Requirements Completed							
Term	Course ID	Course Name	Credits	Grade	Met By	Status	
SU-12	RQ0101R	HIPAA Training	0.00	P	RQ0101R	C	
SU-12	RQ0102R	OSHA Training	0.00	P	RQ0102R	C	
Credits Required 0.00 Credits Completed 0.00 Minimum GPA 0.00 GPA Attained 0.00							
C-Completed MR-Manual Map Remaining TR-Transfer Remaining Inp-In Progress NN-Not Necessary MC-Manual Map Completed TC-Transfer Completed R-Remaining E-Extra Course							
Term 2 Remaining							
Credits Required: 14.50 Credits Completed: 10.50 Minimum GPA: 2.00 GPA Attained: 3.67							
Term 2 Remaining							
Term	Course ID	Course Name	Credits	Grade	Met By	Status	
WI-13	AT0102L	Foundations of Chinese Medicine 2	3.00	A	AT0102L	C	
WI-13	AT0112P	Point Location & Meridian Theory 2	3.00	B	AT0112P	C	
	AT0121L	Meridian & Point Energetics 1	3.00			R	
	AT0122L	Meridian & Point Energetics 2	3.00			R	
	AT0191L	Meridian & Point Energetics 1	3.00			R	

Registration Troubleshooting

Errors

- **Browser Pop-Ups Enabled**/Pop-Up Blockers Disabled (through Browser Settings Menu; Google for browser-specific instructions)
- Run “Degree Audit” to refresh.
- Check **the Current Term** (Registration Closed/Not available error)
- **Pre-Requisite Errors:** Check the catalog for those numbers. If you have the pre-reqs, email me to register you!
- **Co-Requisite Errors:** Select/Register the Co-Requisite course before selecting “process registration” (may have no credit value).

Other problems registering:

- **RQ Pre-Co Requisites** needed (Courses like Portfolio Reviews, Checklists, CNT, CPR – with no credit value, but part of your transcript/degree).
- Transfer credits
- Taking courses out of sequence
- Other Advisor approval needed
- Software/Technical problems

What else can The Registrar help with?

- Enrollment Verifications (Student Loans, employers, housing)
 - Check first if a schedule, portal screenshot, or .edu email account will work.
- Official Transcripts
- General problems with Portal, password reset.
- Data changes (name, contact info)
- *CNT Enrollment Verification*
- Student email account set-up: Lisa DeWitt.