Degree Audit & Online Registration

The first step to ensure that you can register is to run your degree audit to confirm that all transfer credits are granted as well as track your general progress through the program. This is extremely important as online registration is completely dependent on degree audit – didactic, clinical, and additional requirements.

Step-By-Step: Degree Audit

1. On the Home screen, click Degree Audit Options, then select My Degree Audit. The Degree Audit screen displays.

2. Click the Detail link to display a detailed list of courses required for the degree program – as well as all additional requirements (orientations, clinical internship requirements, etc.). It shows the actual classes that have been completed and those remaining. Degree summary information is listed at the top of the report. It includes the Degree and Program Name, Minimum Credits Required, Credits Completed, Credits Remaining, Minimum Grade Point Average Required, Requirement Status, each Group Status and Grade Point Average Attained. If there is a formula present a link will be available to view the formula.

If you find that something looks amiss, you must contact the registrar so that she can examine and clear up any issues prior to registration sessions.
Step-By-Step: Registration

Online registration is limited to courses and clinical observation only. Clinical registration will occur during posted dates.

Logging In

Any pop-up blockers must be turned off when accessing the Student Portal Registration. When first logging in, if pop-up blocking is enabled a message will display indicating that pop-ups are blocked and to disable them. This message will display again when students click the Registration link. If all pop-up blockers are not turned off, Registration will be cancelled.

You must also be logged into the term that you wish to register in order to register; i.e. WI-14 for the winter 14 term.

Online registration runs per credits earned and will run as outlined below (dates that registration opens for each level are found at aoma.edu on the registrar’s page):

- **Monday @7am:** Fourth year* students may begin to register, 146.01 to 200+ credits
- **Wednesday @7am:** Third year* students may begin to register, 107.6 to 146 credits
- **Friday @7am:** Second year* students may begin to register, 52.9 to 107.5 credits
- **Monday @7am:** First year* students may begin to register, 0 to 52.8 credits
- **Wednesday @7am:** Non-degree seeking students may begin to register

*College level is defined by total credits completed which may be found on your degree audit

1. Click Registration on the menu. The Unofficial Registration page opens with the student’s current schedule displayed at the top of the page. Courses available for registration are displayed in the lower portion of the page. **The portal compares the student’s transcripts against the course offering, and if pre-requisites for a course have not been met, the course will not display.**

2. Courses a student is qualified to register for will have Credit check boxes. If the “Waitlist” code is next to the check box, the student can put themselves on the wait list for the course. Students may register for one section
of a course and put themselves on the waitlist for a different section. If a seat becomes available, only the registrar can add individuals from the wait list to the course.

Other codes the student may see:
- Reg – The student is already registered for the course.
- DegAudit – the course is not in the student's degree audit as remaining.
- PreReq – Prerequisite has not been met.
- Class is Full – The course is full.

3. Once all courses are chosen, select the Process Registration button. Upon processing registration, if a student is not registered for a required corequisite course, a warning prompt will appear and registration cannot continue until the corequisite course is selected. If the student has already met a corequisite in a previous term, a notice will display indicating the corequisite has already been met. A warning prompt will also display when dropping a course that is needed as a corequisite.

Once a student has unofficially registered for classes they will see the Unofficial Registration Checkout page with their schedule including any waitlisted courses.

Students can then print their schedule by clicking the printer icon. As long as the registered class remains unofficial the student may drop it at any time. Unofficially registered courses may be dropped by selecting the checkbox next to the appropriate class. Once your registration period opens, it will remain open through the end of the free add/drop period and you may make changes to your schedule online. However, clinical adds and waitlists are still managed through the registrar.

Please follow the free add/drop deadlines for each term as posted on the academic calendar. After the free add/drop period – all changes must go through the Finance Office and Registrar.