

Summer 2019 REGISTRATION FORM

REGISTRATION DEADLINE - Friday, March 15 at 3:00pm

THIS FORM (SIDE A) REQUIRED EVEN IF REGISTERING ONLINE.

STUDENT NAME: _____ STUDENT ID #: _____

EMAIL ADDRESS: _____ EXPECTED GRADUATION DATE: _____

INSTRUCTIONS: You must complete Side A of this form to enroll for the upcoming Term.

- **CLINIC COURSES (CP 014, 111, 211, 212, 251, 311, 312)** - also complete Side B of this form.
 - For CP 011, 012 & 013, follow didactic course instructions.
- **DIDACTIC COURSES** - Register for didactic classes **Online**, through your Student Portal: <https://secure.webconnectgradpro.com/aimc>.
 - Please heed all warnings regarding pre/co-requisites and time conflicts.
- **SIGN THE FORM** and submit it to the Director of Academic Advising, Annie Yu by the deadline.
- **ACADEMIC ADVISING**- If you need assistance with your schedule or online registration, please sign up on the Advising Sign-up Sheet posted outside the Library.
- **CONFIRM YOUR SCHEDULE**- Log in to your Student Portal to review your schedule. Email registrar@aimc.edu with questions.
- **TUITION PAYMENT**- Please refer to the Payment Options box below for your payment deadline. Log in to your Student Portal account to view your Account Balance and pay. If you have questions, please contact Stacy Waters, accounting@aimc.edu, 510 666-8248 ext 123.
- **PARTIAL CREDIT COURSES:** The Student Portal will not allow you to change the value of course units. If enrolling in a different number of units from the course offering, the Partial Credit Form must be submitted for these requests to be approved. Pick up the form from the Student Form box and submit the completed form to the Registrar.

FEES:	
NON-REFUNDABLE REGISTRATION FEE:	A \$35.00 Registration Fee per trimester will be assessed. Please visit our website for updated tuition and fee information.
LATE REGISTRATION FEE:	In addition to the above Registration Fee, a \$100.00 late fee will be assessed for all forms submitted after the deadline.
TUITION:	To calculate tuition, multiply total units for all courses by the per tuition unit rate- See Enrollment Agreement for your rate. AIMC's per unit tuition does not include clinic fees, lab fees, or supplies.
TUITION LATE FEE:	Tuition and fees are due in full Monday, April 15 at 4:00pm . Tuition received after deadlines will be assessed \$100.00 Tuition Late Fee . If your tuition is not paid in full by Thursday, May 16 at 4:00pm , you will be withdrawn from all courses, including clinic shifts.
PAYMENT OPTIONS—Select from the following:	
<input type="checkbox"/> I RECEIVE FINANCIAL AID AND AGREE THAT ALL TUITION & FEES WILL BE DEDUCTED FROM MY FINANCIAL AID. (Refer to your Student Handbook for a list of fees.)	I DO NOT RECEIVE FINANCIAL AID: <ul style="list-style-type: none"> ○ I WILL MAKE ONE PAYMENT (Monday, April 15, 4:00pm) ○ I WILL MAKE TWO PAYMENTS (\$25 finance fee applies): <ul style="list-style-type: none"> FIRST PAYMENT DUE by Monday, April 15, 4:00pm SECOND PAYMENT DUE by Thursday, May 16, 4:00pm

PLEASE SIGN—your signature is required to process this form:

- By submitting this form, you are officially enrolling in AIMC for the Summer 2019 term.
- By submitting this registration, you are agreeing to extend your enrollment agreement for this term.

STUDENT NAME (Please print): _____

Signature _____ Date _____

- SIDE A -

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SIDE B – CLINIC REGISTRATION

PRE-INTERN OBSERVATION SHIFT SELECTION (CP 014)	
<input type="checkbox"/> CP 014—OBSERVATION III: PRE-INTERN I: <i>Students will complete 52 hours of clinic shifts plus two mandatory class meetings. Select one preferred shift and one alternate shift from the clinic schedule.</i> <i>Pre-interns may only follow advanced level (CP 211/CP 311) interns.</i>	
PREFERRED SHIFT:	DAY _____ TIME _____
ALTERNATE SHIFT:	DAY _____ TIME _____

MANDATORY BUSINESS CARDS: Check here if this will be your first term as an intern in the AIMC Clinic. Students who are in their first term as an intern in the AIMC Clinic will be charged **\$35.00** for business cards.

CLINIC & HERB DISPENSARY SHIFT SELECTIONS (CP 111, 211, 212, 311, 312, 251)						
Total # of Clinic Shifts Requested: Level 1 _____ Level 2 _____ Level 3 _____						
Total # of Herb Dispensary Shifts, CP 251 Requested (Max. 1): _____						
List shifts in order of preference. Only 3 clinic shifts can be obtained by submitting this form. A fourth shift may be requested only with the prior approval of the Clinic Director.						
PREFERENCE	COURSE & SECTION # (e.g., CP 111-2)	DAY & TIME	SUPERVISOR	INTERN LEVEL	ADMIN USE ONLY	CLINIC USE ONLY
1					<input type="checkbox"/>	<input type="checkbox"/>
2					<input type="checkbox"/>	<input type="checkbox"/>
3					<input type="checkbox"/>	<input type="checkbox"/>
4					<input type="checkbox"/>	<input type="checkbox"/>
5					<input type="checkbox"/>	<input type="checkbox"/>
6					<input type="checkbox"/>	<input type="checkbox"/>
7					<input type="checkbox"/>	<input type="checkbox"/>
8					<input type="checkbox"/>	<input type="checkbox"/>

Admin Use Only	
Academic Advisor Signature: _____	Date: _____
Notes: _____	
Registrar Signature: _____	Date: _____
Clinic Manager Signature: _____	Date: _____
Bursar Signature: _____	Date: _____