

Registration Packet Fall 2024

July 27 – December 15, 2024

Advising Period: Begins March 18, 2024

Registration Period: March 18 – July 8, 2024

Add-Drop Period: August 3 – August 12, 2024



PIHMA

Phoenix Institute of Herbal Medicine & Acupuncture

COLLEGE & CLINIC

Student: _____

Date: _____

Advising Period: Begins March 18, 2024, Monday-Friday: 9am-5pm by appointment; Saturdays and Sundays 9am – 1:30pm *by appointment*. Students must consult with an academic advisor prior to registration.

Registration forms must be reviewed and initialed by an academic advisor prior to submission to registrar. To schedule an appointment, please email the appropriate advisor below:

*MSAc/DAC students with fewer than 115 credits
MSOM/DAC students with fewer than 165 credits
Mary Ellen Simmons (by appointment)
msimmons@pihma.edu*

*MSAc/DAC students with 115 credits or greater
MSOM/DAC students with 165 credits or greater
David Myrick (by appointment)
dmyrick@pihma.edu*

Registration Dates: Monday, March 18 – Monday, July 8, 2024, 9am-5pm. All registration forms must be signed and dated. Registration forms received by the registrar after July 8, 2024 will be considered late and a \$50 late registration fee will be applied.

The Registration fee should be paid at the front desk, and a receipt obtained.

Add-Drop Period: August 3 - 12, 2024. An academic adviser will review add requests to ensure pre-requisites have been met. All add/drop forms must be signed and dated. The financial aid officer will be notified when a drop request is received to determine whether eligibility for Title IV assistance will be affected. **Changes** made prior to the add/drop period must be done by or completing a new registration form or amending the form already submitted with the registrar.

A \$30 drop fee will be assessed for each didactic or clinical course dropped after **August 12, 2024**. **This drop fee will be charged if you drop any class after add/drop period even though the class may or may not have begun.**

An Outstanding balance from a prior semester(s) should be discussed with accounting office staff. Registration forms will not be processed until clearance is received from the accounting department.

Students who have not been cleared by the accounting office will not be permitted to attend classes or clinic shifts.

METHODS OF PAYMENT

CASH – If you select **CASH** as a method of payment, your **TOTAL** amount of tuition and fees are to be **paid on or before classes start**. If your payment is not received by the 1st day of classes, you will be charged \$100 late fee and \$50 each month thereafter until your account is paid in full. You will receive an invoice for the full payment due upon receipt of the registration packet that must be paid on or before the class start. This **MUST** be signed and returned to Anthony Morales. Your registration packet **WILL NOT** be signed until the signed invoice is received by Anthony Morales.

PAYMENT PLAN - Payment Plans will be created by Kristen Gray (kgray@pihma.edu). All payment plans have a **6.8% fee** of your total balance added to the payment plan. Payment plans can **ONLY** be up to the length of the semester, i.e., 5 payments for Fall or Spring Semesters and 2 payments for the Summer Semester. **A 3% fee will be charged for each payment made by credit card.**

Your registration packet **WILL NOT** be signed off until the signed payment plan is received by Kristen Gray. **FINANCIAL AID**, if applicable, must be confirmed before a student's registration will be processed. Financial Aid will not sign off if your financial aid is incomplete.

A \$100 late fee will be assessed for all student accounts if a payment or payment plan arrangements have not been made by the first day of the semester. **(July 27, 2024)**

Fall 2024 financial aid confirmation, if applicable, must be confirmed before a student's registration will be completed. Financial Aid Director Anthony Morales' signature below or an email is required. Availability is as follows:

Anthony Morales

*Office Hours: By appointment 602-274-1885, ext. 114
Available by email (amoraless@pihma.edu): Monday – Friday*

Accounting availability is as follows:

Daisy Dial

*Office Hours: Monday – Friday, 6:30am – 2:30pm
Available by email (ddial@pihma.edu): Monday – Friday*

Deliver the completed registration form, along with any required signatures below, to registrar Judy Drayer (jdrayer@pihma.edu). Students are responsible for ensuring the registrar receives signed and dated registration paperwork.

Once your classes have been entered in Orbund, you will be able to access your schedule at <http://server14.orbund.com> using your assigned user name and password. Please be sure to check your PIHMA email for changes and announcements on a regular basis.

Financial Aid Confirmed (signature or email required):

Anthony Morales

Accounting Office Authorization (signature or email required):

Daisy Dial

Payment Plan in Place (if applicable):

Kristen Gray

Chart of Fees Typically Paid At Registration

Type of Fee	Amount	When Due
Registration / Matriculation Fee*	\$300	Paid at time of registration each semester
Advanced Standing	\$100 / One time only	Paid at time of request
Challenge Exam	\$100 / course + \$50 credit student is challenging	Paid at time of request
Clinic Supplies	\$25 per shift/internship level	Included in clinic tuition and fees
Letter of Academic Standing	\$25	Paid at time of request
Official Transcript	First free and \$10 thereafter	Paid at time of request
Program Change	\$250	Paid at time of request
Course Drop (after add/drop period)	\$30	Paid at time of request
Clinic Shift Drop (after add/drop period)	\$30	Paid at time of request
Returned Check	\$30	Paid upon notification
Exam Retake	\$75	Paid at time of request
Proctoring Fee	\$15	Paid at time of exam/quiz
Graduation	\$250 (single degree), \$375 (dual degree)	Paid with Application for Graduation
Diploma Replacement/Duplicate	\$75	Paid at time of request

Refund Policies:

An applicant who provides written notice of cancellation within 3 days (excluding Saturday, Sunday and federal or state holidays) of signing a Registration Agreement is entitled to a refund of all monies paid. **Other Cancellations:** An applicant requesting cancellation more than 3 days after signing a registration agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus the registration fee of \$300*.

Procedure for Withdrawals:

- A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Registrar or the Academic Dean. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
- For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from leave and failed to do so.
- A student will be determined to be withdrawn from PIHMA if the student has not attended any classes for 30 consecutive class days.

Tuition Charges:

Tuition charges for the time period shall be determined based upon the student's actual course drop date of the class. If the student failed to attend any of the assigned classes and failed to officially drop the course in a timely period, the student will be charged the appropriate percentage of overall tuition for the course as noted in Refund Percentage Table below. The percentage of the enrollment period completed is determined by dividing the total number of weeks elapsed from the student's start date to the last day of attendance and/or official drop date, by the total number of weeks in the enrollment period. Tuition charges and refund amounts for the enrollment period are stated below in the Refund Percentage Table:

A. If the student completes 10% or less of his or her registered classes, PIHMA may keep 10% of the tuition charged and will refund 90%.
B. If the student completes 10% and up to 20% of his or her registered classes, PIHMA may keep 20% of the tuition charged and will refund 80%.
C. If the student completes 20% and up to 30% of his or her registered classes, PIHMA may keep 20% of the tuition charged and will refund 80%.
D. If the student completes 30% and up to 40% of his or her registered classes, PIHMA may keep 30% of the tuition charged and will refund 70%.
E. If the student completes 40% and up to 50% of his or her registered classes, PIHMA may keep 50% of the tuition charged and will refund 50%.
F. If the student completes more than 50% of his or her registered classes, PIHMA may keep 100% of the tuition charged and no refund is due.

*This fee includes malpractice insurance, student ID and services, library resources and access, clinic treatment and medicinary discounts.

Fall 2024 Clinic Registration

Clinic Registration Period is March 18 – July 8, 2024

(Effective June 3, 2024)*

Course Code	Clinical Course Title	Credits	Hours	Cost	Initials
OMP 1000	Clinic Preparation & Procedures I	0.5	7.5	\$147.00 (\$153.75)*	
OMP 501	Clinical Observation I includes \$30 uniform fee	3	90	\$1794.00 (\$1875.00)*	
OMP 501.37	Clinical Observation I** includes \$30 uniform fee	1.23	37	\$755.20 (\$788.50)*	
OMP 501.53	Clinic Observation I** includes \$30 uniform fee	1.77	53	\$1038.80 (\$1116.50)*	
OMP 502	Clinical Observation II includes \$30 uniform fee	3	90	\$1794.00 (\$1875.00)*	
OMP 611a	Clinical Internship IA *includes \$25 supplies fee	3	90	\$1789.00 (\$1870.00)*	
OMP 2000	Clinical Preparation & Procedures II**	0.5	7.5	\$147.00 (\$153.75)*	
OMP 611b	Clinical Internship IB *includes \$25 supplies fee **Must be taken concurrently unless OMP 1000 completed less than one year ago**	3	90	\$1789.00 (\$1870.00)*	
OMP 611c	Clinical Internship IC *includes \$25 supplies fee	3	90	\$1789.00 (\$1870.00)*	
OMP 621a	Clinical Internship IIA *includes \$25 supplies fee	3	90	\$1789.00 (\$1870.00)*	
OMP 621b	Clinical Internship IIB *includes \$25 supplies fee	3	90	\$1789.00 (\$1870.00)*	
OMP 3000	Clinical Preparation & Procedures III**	0.5	7.5	\$147.00 (\$153.75)*	
OMP 621c	**Must be taken concurrently unless OMP 2000 completed less than one year ago** Clinical Internship IIC *includes \$25 supplies fee	3	90	\$1789.00 (\$1870.00)*	
OMP 631a	Clinical Internship IIIA *includes \$25 supplies fee	3	90	\$1789.00 (\$1870.00)*	
OMP 631b	Clinical Internship IIIB *includes \$25 supplies fee	3	90	\$1789.00 (\$1870.00)*	
OMP 632a	Integrative Clinic A *includes \$25 supplies fee	1.5	45	\$907.00 (\$947.50)*	
OMP 632b	Integrative Clinic B *includes \$25 supplies fee	1.5	45	\$907.00 (\$947.50)*	
OMP 632c	Integrative Clinic C *includes \$25 supplies fee	1.5	45	\$907.00 (\$947.50)*	
HBP 630	Herb Clinic I	3.5	105	\$2058.00 (\$2152.50)*	
HBP 640	Herb Clinic II	3.5	105	\$2058.00 (\$2152.50)*	
**OMP 501.37 and OM 501.53 for SCNM/SUHS students/grads only				\$	

Method of Payment (Please Circle One): **Financial Aid** **Veteran's Benefits** **Cash** **Payment Plan**

BY SIGNING BELOW, I (THE STUDENT) VERIFY THAT I MET WITH MY ACADEMIC ADVISER PRIOR TO REGISTRATION AND HAVE AGREED TO ATTEND AND PAY FOR THE CLASSES LISTED ABOVE. IF FINANCIAL ARRANGEMENTS WERE NOT FINALIZED TODAY, I AGREE TO CONTACT THE ACCOUNTING OFFICE TO ARRANGE FOR PAYMENT. I UNDERSTAND THAT MY REGISTRATION WILL NOT BE PROCESSED UNTIL PAYMENT IS CONFIRMED OR ARRANGEMNTS TO PAY ARE CONFIRMED THROUGH THE REGISTRAR. I ALSO AGREE TO CHECK MY PIHMA EMAIL ACCOUNT ON A WEEKLY BASIS.

Name (please print)

Signature

Administrative Staff Signature

Date

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Fall 2024 Clinic Shift Request Form

Instructions

A) Please select one clinic shift per course code for which you registered (except OMP 1000, OMP 2000, and OMP 3000). **Indicate your shift preferences by writing '1' in the most preferred spot, '2' in the next most preferred, '3' in the 3rd most preferred, etc.** *Interns and observers who submit a properly completed shift request form within the registration period who are closest to graduation will be given preference.*

B) If registering for both Acupuncture and Herb shifts, please indicate your herb shift preference by writing "Herbs" in the appropriate space.

C) This form will be submitted to the Clinic Dean when all signatures have been obtained.

***Clinic registration forms received by the Clinic Dean after **July 8, 2024** will be processed after the shift requests received within the registration period have been finalized.

Clinic shifts run from July 27 – December 14, 2024

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday A	Saturday B
7:30am – 12pm	Myrick		Rank	TBD	TBD	Myrick	Myrick
12:00 - 4:30pm	Sun	Anderson	Murdoch	Hu	Swanson	Myrick	Murdoch
4:30 - 9:00pm		TBD		Hu			

Please indicate your Integrative Clinic preference by placing your initials in the box on the right.

Integrative Natural Medicine and Detox	2701 N 7th St, Phoenix, AZ 85006	Day/time TBD	Dr. Mario Fontes	
Integrative Homeopathy		Day/time TBD	Dr. Mario Fontes, Dr. Sybil Ihrig	
Integrative St. Vincent DePaul		(Tuesdays, 8am – 12:30pm) *Due to limited space, a maximum of six interns per 10 week shift will be chosen*	Dr. Sybil Ihrig	
Integrative Bingham Health and Fitness	1660 S Alma School Rd Suite 117 Mesa, AZ 85210	(Saturdays, 7:30am – 12:00pm)	Dr. Zhen Hu	
Integrative Bingham Health and Fitness	1660 S Alma School Rd Suite 117 Mesa, AZ 85210	(Saturdays, 12:00-4:30pm)	Dr. Zhen Hu	

Do you need business cards (Interns only)? Yes No

Please circle the observation / internship levels for which you are registering in Fall 2024:

Observation: 1 2 **Internship:** 1a 1b 1c 2a 2b 2c 3a 3b **Integrative Clinic:** A B C

Student's Printed Name

Student's Signature

Date

Academic Staff Signature

Date