

**Uniformed Services
University
of the Health Sciences**

Student User's Manual
Empowerweb Student Information System

2 November 2016

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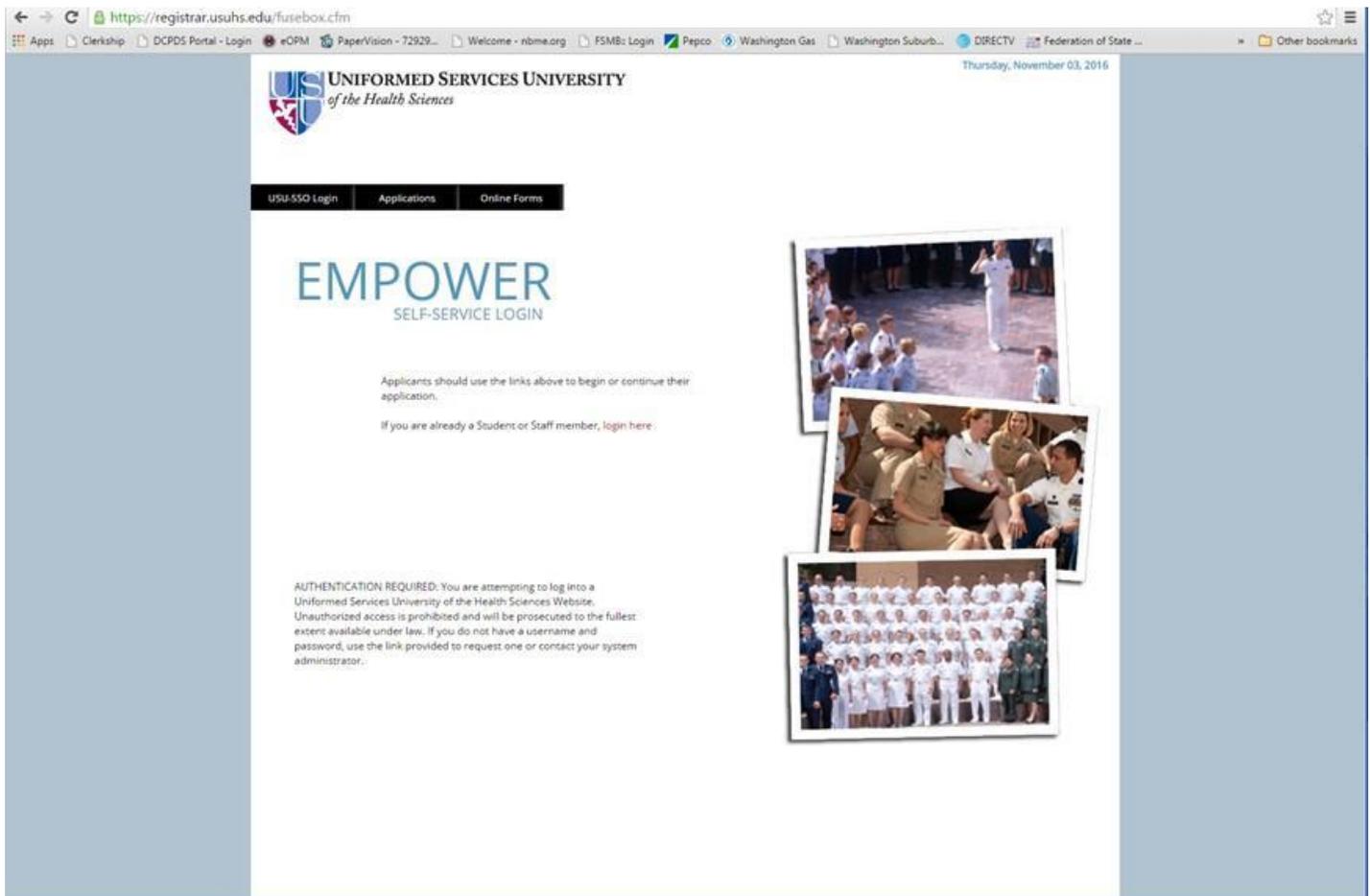
Every effort has been made to ensure that this document is accurate. If you notice any errors, please contact The Registrar Office at registrar-online-request@usuhs.edu

1. Introduction

The website for USUHS, our Empowerweb Student Information System, is:

<https://registrar.usuhs.edu/fusebox.cfm>

The opening page of the website looks like this:



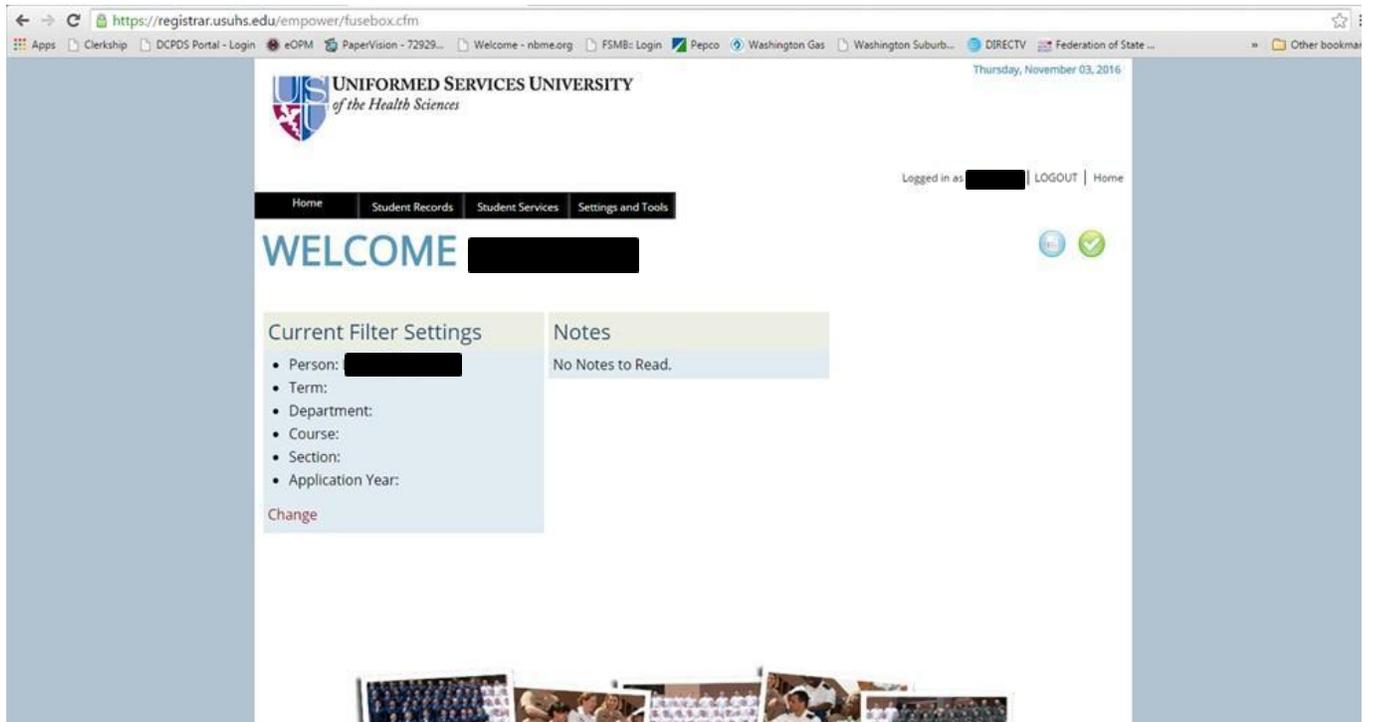
From here you can:

- a) Start or continue an application
- b) See the online forms
- c) Download this USU Student User Manual
- d) Login to your account using your CAC

2. Accessing your account:

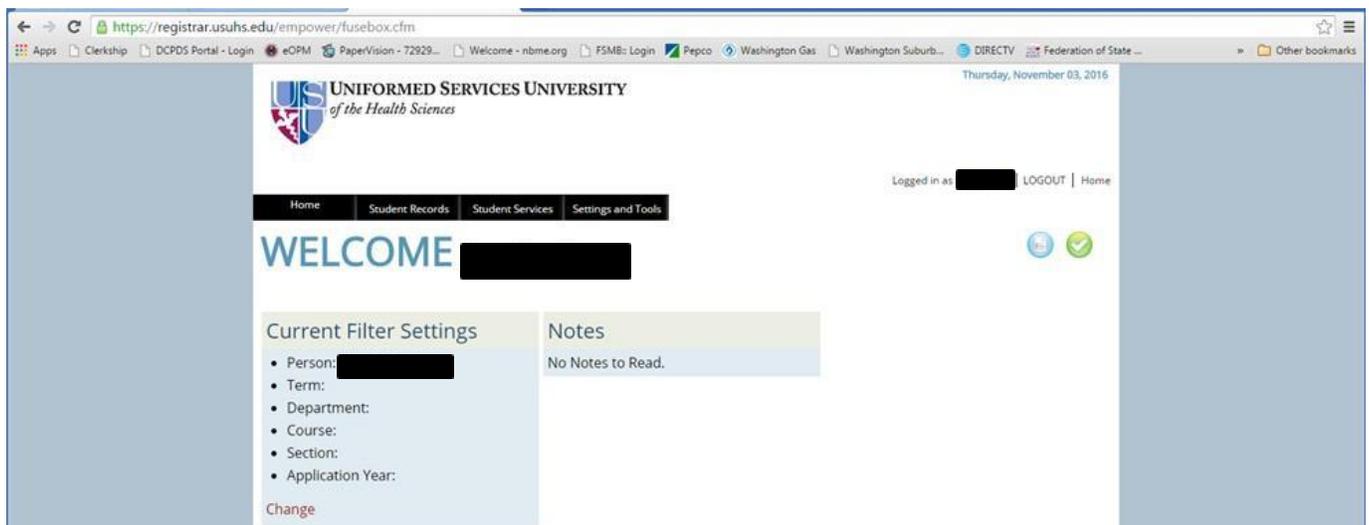
Click USU-SSO Login or login [here](#).

After logging in, you will see a screen similar to this one:



3. Set the trimester/quarter/term

Click **Change** in **Current Filter Settings**.



From the pull-down menu, select the term for the information you wish to view.

UNIFORMED SERVICES UNIVERSITY
of the Health Sciences

Thursday, November 03, 2016

Logged in as Lisa Shank | LOGOUT | Home

Home Student Records Student Services Settings and Tools

Current Filter Settings

Clear Settings

Person: Lisa M Shank

Term: [Dropdown Menu]

- 2017Q4: GEO Fall Quarter 2017 (08/15/2017)
- 2017S3: S2M2 Session Three 2017 (08/01/2017)
- 2017Q3: GEO Summer Quarter 2017 (05/15/2017)
- 2017Q2: GEO Spring Quarter 2017 (02/22/2017)
- 1718CL: SOM 2018 Post Clerkship (02/01/2017)
- 2017SP: GSN Academic Term 2016-17 (01/03/2017)
- 1519CL: SOM 2019 Clerkship (01/02/2017)
- 2017Q1: GEO Winter Quarter 2016-17 (11/14/2016)**
- 1617PC: SOM Pre-Clerkship 2020 (08/24/2016)
- 2016Q4: GEO Fall Quarter 2016 (08/15/2016)
- 2016S3: S2M2 Session Three 2016 (08/08/2016)
- 2016FA: GSN Academic Term 2016-17 (08/01/2016)
- 2016S2: S2M2 Session Two 2016 (07/25/2016)
- 2016GH: Global Health 2016 (07/15/2016)
- 2016S1: S2M2 Session One 2016 (07/11/2016)
- 201617: SOM Post Clerkship 2017 (07/02/2016)
- 2016PD: PDC Academic Year 2016-17 (07/01/2016)
- 2016Q3: GEO Summer Quarter 2016 (05/15/2016)
- 2016SU: GSN Academic Term 2015-16 (05/02/2016)

Return to Previous Page

4. View and print your course schedule

Set your term for the appropriate term (page 3) if you have not already done so. Select **Student Records** then under **Schedule Information** heading choose **Student Schedule (Summary)**.

Logged in as [redacted] | LOGOUT | Home

Home Student Records Student Services Settings and Tools

Degree Information Degree Application Degree Audit Degree Audit Request Degree / Program List Transfer Credit Detail Graduation Checklist	Schedule Information Course Schedule Instructor Schedule Student Unofficial Transcript Student Schedule (Summary) ← Student Enrollment Summary	Grades and Attendance Grade Report MSPE Letter Process	Course Tools Course Registration Course Approval Request Course Extension Request Clinical Case Experience Entry Withdrawal Request Form Course Registration Window
Course Tools ctd. Registration Control	Search Functions Course Catalog Search Instructor Directory Search Missing Documents Inquiry School Activities Search Staff Directory Inquiry Student Holds Inquiry	Search Functions ctd. Who Is My Advisor?	Personal Information Change Password Data Book Search Directory Current Filter Settings My Data Book Notes
Personal Information ctd. Update Personal Information Student Records Review	Surveys Survey Course Survey	Clerkship Registration Reg Priority Preference Clerkship Availability	

This is what you will see.

Home Student Records Student Services Settings and Tools

Student Schedule (Summary)

Student Schedule - GEO Winter Quarter 2016-17 [Printable Version](#)

Registered Courses

Dept	Crse	Sec	Title	CrHrs	Begin	End	Instr	Bldg	Room	Start	End	Days	Location
MPO	601	1	<u>MED PSYCH SEMINAR</u>	1.00	11/15/16	11/15/16	Student	Self	Scheduled				Bethesda, MD
MPO	903	4	<u>RESEARCH IN MED PSYC</u>	4.00	11/15/16	11/15/16	Student	Self	Scheduled				Bethesda, MD
PMO	1016	1	<u>INFECTIOUS DISEASES</u>	1.00	11/15/16	11/15/16	Student	Self	Scheduled				Bethesda, MD
PMO	527	1	<u>PRINCIPLES OF HEALTH</u>	2.00	11/15/16	11/15/16	Student	Self	Scheduled				Bethesda, MD
PMO	531	1	<u>PROGRAM PLANNING AND</u>	3.00	11/15/16	11/15/16	Student	Self	Scheduled				Bethesda, MD
PMO	534	1	<u>MEDICAL ANTHROPOLOGY</u>	3.00	11/15/16	11/15/16	Student	Self	Scheduled				Bethesda, MD
PMO	539	1	<u>GLOBAL HEALTH II</u>	3.00	11/15/16	11/15/16	Student	Self	Scheduled				Bethesda, MD
PMO	661	1	<u>CURRENT TOPICS IN PR</u>	1.00	11/15/16	11/15/16	Student	Self	Scheduled				Bethesda, MD
PMO	672	1	<u>MPH PROJ/PRACT DESIG</u>	1.00	11/15/16	11/15/16	Student	Self	Scheduled				Bethesda, MD

Export schedule to your iPhone/Google/Outlook calendar

Export Instructions

You can print this page or select the **Printable Version** (button in the upper right hand corner). You can also export to your iPhone/Google/Outlook calendar using the Export Instructions at the bottom of the screen

If you click on the underlined course name, you get the **"Details"** of the class. This gives you additional information about the class.

Home Student Records Student Services

UNIFORMED SERVICES UNIVERSITY
of the Health Sciences

Student Schedule

Course Detail	MPO 601 MED PSYCH SEMINAR
Other Info	
Course Notes	2 Quarter Hours Fall/Winter/Spring/Summer Quarters Seminar Series In Topics Of Current Interest In Psychological Research. Students Are Expected To Read Pertinent Papers And Discuss Lecture Topics.; INST- Ettenhofer/Feuerstein DIR-
Location	Bethesda, MD
Seats Offered	60
Seats Available	32

Dept	Crse	Sec	Title	CrHrs	Begin	End	Instr	Bldg	Room	Start	End	Days	Location
MPO	601	1	<u>MED PSYCH SEMINAR</u>	1.00	11/15/16	11/15/16	Student	Self	Scheduled				Bethesda, MD
MPO	903	4	<u>RESEARCH IN MED PSYC</u>	4.00	11/15/16	11/15/16	Student	Self	Scheduled				Bethesda, MD
PMO	1016	1	<u>INFECTIOUS DISEASES</u>	1.00	11/15/16	11/15/16	Student	Self	Scheduled				Bethesda, MD
PMO	527	1	<u>PRINCIPLES OF HEALTH</u>	2.00	11/15/16	11/15/16	Student	Self	Scheduled				Bethesda, MD
PMO	531	1	<u>PROGRAM PLANNING AND</u>	3.00	11/15/16	11/15/16	Student	Self	Scheduled				Bethesda, MD
PMO	534	1	<u>MEDICAL ANTHROPOLOGY</u>	3.00	11/15/16	11/15/16	Student	Self	Scheduled				Bethesda, MD
PMO	539	1	<u>GLOBAL HEALTH II</u>	3.00	11/15/16	11/15/16	Student	Self	Scheduled				Bethesda, MD
PMO	661	1	<u>CURRENT TOPICS IN PR</u>	1.00	11/15/16	11/15/16	Student	Self	Scheduled				Bethesda, MD
PMO	672	1	<u>MPH PROJ/PRACT DESIG</u>	1.00	11/15/16	11/15/16	Student	Self	Scheduled				Bethesda, MD

5. View and print your unofficial transcript

Select **Student Records > Schedule Information > Unofficial Transcript**.

Logged in as [REDACTED] | LOGOUT | Home

Home	Student Records	Student Services	Settings and Tools
Degree Information Degree Application Degree Audit Degree Audit Request Degree / Program List Transfer Credit Detail Graduation Checklist	Schedule Information Course Schedule Instructor Schedule Student Unofficial Transcript ←	Grades and Attendance Grade Report MSPE Letter Process	Course Tools Course Registration Course Approval Request Course Extension Request Clinical Case Experience Entry Withdrawal Request Form Course Registration Window
Course Tools ctd. Registration Control	Search Functions Course Catalog Search Instructor Directory Search Missing Documents Inquiry School Activities Search Staff Directory Inquiry Student Holds Inquiry	Search Functions ctd. Who Is My Advisor?	Personal Information Change Password Data Book Search Directory Current Filter Settings My Data Book Notes
Personal Information ctd. Update Personal Information Student Records Review	Surveys Survey Course Survey	Clerkship Registration Reg Priority Preference Clerkship Availability	

There is also a Printable Version so you can easily print an unofficial copy of your transcript. (see below for an example of an unofficial transcript.) Your cumulative grade point average (GPA) is also listed on this unofficial transcript.

Printable Version

Student Unofficial Transcript

Name [REDACTED]

Mailing Address [REDACTED] **Campus Mail Box** [REDACTED]

Phone Numbers
 FAX: [REDACTED]
 PREF: [REDACTED]

(Current Information)

Major	Minor	Specialize1	Specialize2	Track
Medical Psychology-Mil & Civ				
Master of Public Health				

(Degree)

School/thesis	Degree	Major	Psychology	Earned	Awarded
Drexel University	Master of Science	Major	Psychology	06/01/2013	
Uniformed Services University of the Health Sciences	Master of Science			08/05/2015	
MASSACHUSETTS INST TECH	Bachelor of Science	Major	Other Major	06/01/2008	

(Undergraduate Classes)

(Graduate Classes)

Show/Hide GEO Winter Quarter 2016-17 Beginning: 11/14/16

Dept	Crse	SecInstr	Days	Time	Building	Title	GrAtt	Em	Pts	GPA
MPO	601	1 Team				MED PSYCH SEMINAR	START:			
							11/14/2016			
MPO	903	4 Staff				RESEARCH IN MED PSYCHOLOGY	START:			
							11/14/2016			

6. View your grade report

Select the term (page 3).

Select **Student Records > Grades and Attendance > Grade Report**.

The screenshot shows a navigation menu with four main sections: Home, Student Records, Student Services, and Settings and Tools. The 'Student Records' section is expanded, showing several sub-sections: Degree Information, Course Tools ctd., Personal Information ctd., Schedule Information, Search Functions, Surveys, Grades and Attendance, Search Functions ctd., Clerkship Registration, Course Tools, and Personal Information. A black arrow points to the 'Grade Report' link under the 'Grades and Attendance' section.

Here's a sample grade report. There is a **Printable Version** of this report, too.

The screenshot shows a 'Grade Report' for 'GEO Spring Quarter 2016'. The report includes a table of graduate courses and a 'Printable Version' link. The table has the following data:

Dept	Crse	Sec	Title	Instr	Sess	CrHrs	Interim	Type	Final	Att	Ern	Pts	GPA
MPO	511	1	PSYCHOPHARMACOLOGY	QUINLANJEF	1	3.00		A	3	3	12		
MPO	601	1	MED PSYCH SEMINAR	Team	1	1.00		P	0	1	0		
MPO	903	8	RESEARCH IN MED PSYC	Staff	1	8.00		P	0	8	0		
Term Totals										3.00	12.00	12.00	4.000

7. List of courses being offered for a semester

To obtain a list of courses being taught at USU in a given term, select **Student Records > Schedule Information > Course Schedule**.



At the right is the dialogue window that you'll get when you make this election.

You must select a **Term**.

A screenshot of the 'Course Schedule' dialog window. The window has a title bar with 'Home', 'Student Records', 'Student Services', and 'Settings and Tools'. The main title is 'Course Schedule'. It contains several input fields: 'Location' (dropdown), 'Session' (dropdown), 'Term' (dropdown with 'GEO Spring Quarter 2016' selected), 'Department' (dropdown), 'Instructor' (dropdown), 'Course' (dropdown), 'Days' (checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, Sun), 'Starts After (24HH:MM)' (text input), 'Ends Before (24HH:MM)' (text input), 'Classroom' (dropdown), and 'Emphasis' (dropdown). A 'Search' button is located at the bottom right.

If you select only the term, this gives you a complete list of all classes taught by USU in any location. If you know the **department**, you can select department to narrow the list.

Choosing a selection on the **Session** option can be confusing unless you are looking for a Graduate Education Fall or Pre-Fall course.

The **Detail** link on the right side of the screen provides important information about the class as shown here.

Term	Loc	Dept	Crse	Sect	Description	Cr	Bldg	Room	Start	Days	Time	Instructor	Off	Avail	
2016Q2	MAIN	ATO	1012	1	NEUROPHYSIOLOGY/NEUR	8.00			Student	Self	Scheduled		30	23	Detail
2016Q2	MAIN	EID	504	1	MODELS OF EMERGING I	2.00			Student	Self	Scheduled		30	24	Detail
2016Q2	MAIN	EID	901	12	RESEARCH IN EID	12.00			Student	Self	Scheduled		30	8	Detail
2016Q2	MAIN	EID	901	3	RESEARCH IN EID	3.00			Student	Self	Scheduled		30	8	Detail
2016Q2		IDO	512	1	GRADUATE STUDENT TEA	1.00			Student	Self	Scheduled		30	30	Detail
2016Q2		IDO	512	2	GRADUATE STUDENT TEA	2.00			Student	Self	Scheduled		30	30	Detail
2016Q2		IDO	512	3	GRADUATE STUDENT TEA	3.00			Student	Self	Scheduled		30	30	Detail
2016Q2		IDO	512	4	GRADUATE STUDENT TEA	4.00			Student	Self	Scheduled		30	30	Detail
2016Q2	MAIN	MCB	502	1	MCB JOURNAL CLUB	1.00			Student	Self	Scheduled		30	14	Detail
2016Q2		MCB	531	1	INTRODUCTORY IMMUNOL	3.00			Student	Self	Scheduled		30	24	Detail
2016Q2	MAIN	MCB	601	1	SEMINARS IN MCB	1.00			Student	Self	Scheduled		30	14	Detail
2016Q2	MAIN	MCB	801	1	TECH USED IN CELL &	4.00			Student	Self	Scheduled		30	23	Detail
2016Q2	MAIN	MCB	901	1	RESEARCH IN MOLECULA	1.00			Student	Self	Scheduled		30	14	Detail
2016Q2	MAIN	MCB	901	10	RESEARCH IN MOLECULA	10.00			Student	Self	Scheduled		30	14	Detail
2016Q2	MAIN	MCB	901	11	RESEARCH IN MOLECULA	11.00			Student	Self	Scheduled		30	14	Detail
2016Q2	MAIN	MCB	901	12	RESEARCH IN MOLECULA	12.00			Student	Self	Scheduled		30	14	Detail
2016Q2	MAIN	MCB	901	2	RESEARCH IN MOLECULA	2.00			Student	Self	Scheduled		30	14	Detail
2016Q2	MAIN	MCB	901	3	RESEARCH IN MOLECULA	3.00			Student	Self	Scheduled		30	14	Detail
2016Q2	MAIN	MCB	901	4	RESEARCH IN MOLECULA	4.00			Student	Self	Scheduled		30	14	Detail
2016Q2	MAIN	MCB	901	5	RESEARCH IN MOLECULA	5.00			Student	Self	Scheduled		30	14	Detail
2016Q2	MAIN	MCB	901	6	RESEARCH IN MOLECULA	6.00			Student	Self	Scheduled		30	14	Detail
2016Q2	MAIN	MCB	901	7	RESEARCH IN MOLECULA	7.00			Student	Self	Scheduled		30	14	Detail
2016Q2	MAIN	MCB	901	8	RESEARCH IN MOLECULA	8.00			Student	Self	Scheduled		30	14	Detail
2016Q2	MAIN	MCB	901	9	RESEARCH IN MOLECULA	9.00			Student	Self	Scheduled		30	14	Detail
2016Q2	MAIN	MCO	506	1	PROKAR & EKAR CELL B	4.00			Student	Self	Scheduled		30	24	Detail

The **Detail** lists information like additional course requirements or special information about the class such as instructor and course credit.

Course Schedule

Course Detail	MCB 502 MCB JOURNAL CLUB
Other Info	
Course Notes	Mcb Journal Club Meets Weekly For One Hour During Fall, Winter And Spring Quarters. Journal Club Is Designed To Provide Students With Experience In (1) Critically Analyzing The Primary Scientific Literature And (2) Presenting A Research Talk To A Diverse Audience. Students Typically Give 2 Presentations Per Year, At Least One Of Which Must Be A Journal Article. Students Who Have Advanced To Candidacy May Choose To Discuss Their Own Research For The Second Presentation.
Location	; INST- Frank Shewmaker DIR- JEFFREY HARMON, Ph.D
Seats Offered	Bethesda, MD
Seats Available	30
Course Credit	14
	1.00

8. Student Self-Registration Guide

NOTE: If you have any questions or problems with your schedule, please contact your academic advisor. The Office of the Registrar can provide only limited assistance and technical support.

Choose **Student Records > Course Tools > Course Registration**.

The screenshot shows a navigation menu with four main categories: Home, Student Records, Student Services, and Settings and Tools. Under Student Records, there are four columns of links:

- Degree Information:** Degree Application, Degree Audit, Degree Audit Request, Degree / Program List, Transfer Credit Detail, Graduation Checklist.
- Course Tools ctd.:** Registration Control.
- Personal Information ctd.:** Update Personal Information, Student Records Review.
- Schedule Information:** Course Schedule, Instructor Schedule, Student Unofficial Transcript, Student Schedule (Summary), Student Enrollment Summary.
- Search Functions:** Course Catalog Search, Instructor Directory Search, Missing Documents Inquiry, School Activities Search, Staff Directory Inquiry, Student Holds Inquiry.
- Surveys:** Survey, Course Survey.
- Grades and Attendance:** Grade Report, MSPE Letter Process.
- Search Functions ctd.:** Who Is My Advisor?.
- Clerkship Registration:** Reg Priority Preference, Clerkship Availability.
- Course Tools:** Course Registration (indicated by a black arrow), Course Approval Request, Course Extension Request, Clinical Case Experience Entry, Withdrawal Request Form, Course Registration Window.
- Personal Information:** Change Password, Data Book Search, Directory, Current Filter Settings, My Data Book, Notes.

The main screen for the Online Registration will then appear. This shows the current status of your schedule for the next semester.

The screenshot shows the "Registration Control" page for the 2016-17 Catalog. It includes a table with enrollment counts and a list of successfully registered classes.

2016-17 Catalog

Classes	Registered	Pending	Waitlist
Student Enrollment Counts	Total - > 9	0	0

Student: [Redacted]

Current Registration Window	Registered	Priority 1	Waitlist
GEO Winter Registration Limits - >	99	99	99
Currently Remaining	90	99	99

Classes Successfully Registered for Listed Below

[Add Courses](#) [View Schedule](#)

Action	Week	Start	End	Duration	Type	Dept-Crse	Sect	Credits	Loc.	Start Date	Days	Time	Sess	Instructor
Drop	22	35	14	CR	MPO-601	1	MED PSYCH SEMINAR	1	MAIN	11/14/2016	Student Self Scheduled	1		
Drop	22	35	14	CR	MPO-903	4	RESEARCH IN MED PSYCHOLOGY	4	MAIN	11/14/2016	Student Self Scheduled	1		
Drop	22	35	14	CR	PMO-1016	1	INFECTIOUS DISEASES OF PUBLIC	1	MAIN	11/14/2016	Student Self Scheduled	1		

The courses listed below the heading “**Successful Registration**” are those in which you are currently enrolled.

Clicking on the **DROP** link will remove that course from your schedule. There is no warning given—the course is just dropped!

To Add a Class



Add Courses		View Schedule											
Week		Weeks											
Action	Start	End	Duration	Type	Dept-Crse	Sect	Credits	Loc.	Start Date	Days	Time	Sess	Instructor
Drop	22	35	14	CR	MPO-601	1	1	MAIN	11/14/2016	Student Self Scheduled	1		
													MED PSYCH SEMINAR
Drop	22	35	14	CR	MPO-903	4	4	MAIN	11/14/2016	Student Self Scheduled	1		
													RESEARCH IN MED PSYCHOLOGY
Drop	22	35	14	CR	PMO-1016	1	1	MAIN	11/14/2016	Student Self Scheduled	1		
													INFECTIOUS DISEASES OF PUBLIC
Drop	22	35	14	CR	PMO-527	1	2	MAIN	11/14/2016	Student Self Scheduled	1		
													PRINCIPLES OF HEALTHCARE MANAG

To enroll in a class, click on the “**Add Courses**” button.

This screen below now appears. Select a department to narrow the number of courses displayed. If no options are selected, all the courses offered by USU that term will be displayed.

Classes Available

2016-17 Catalog

[Return to Course Registration](#)

Filter by: Department Type Course Tag

Interested?	Code	Description	
<input type="checkbox"/>	Detail BCO-522	BIOCHEMISTRY II - LECTURE	Sched
<input type="checkbox"/>	Detail BCO-523	Graduate Biochemistry - Supple	Sched
<input type="checkbox"/>	Detail EID-501	MODELS OF EMERGING INF DIS-I	Sched
<input type="checkbox"/>	Detail EID-503	MODELS OF EMERGING INF DIS-III	Sched
<input type="checkbox"/>	Detail EID-506	BACTERIAL GENETICS AND PHYSIOL	Sched
<input type="checkbox"/>	Detail EID-901	RESEARCH IN EID	Sched
<input type="checkbox"/>	Detail IDO-508	EXPERIMENTAL STATISTICS & DESI	Sched
<input type="checkbox"/>	Detail IDO-512	Graduate Student Teaching Expe	Sched
<input type="checkbox"/>	Detail MCB-502	MCB JOURNAL CLUB	Sched
<input type="checkbox"/>	Detail MCB-503	Advanced Genomics and Proteomi	Sched
<input type="checkbox"/>	Detail MCB-504	EUKARYOTIC GENETICS	Sched
<input type="checkbox"/>	Detail MCB-530	ALTERATION OF SIGNAL TRANSDUCT	Sched
<input type="checkbox"/>	Detail MCB-601	SEMINARS IN MCB	Sched
<input type="checkbox"/>	Detail MCB-901	RESEARCH IN MOLECULAR AND CELL	Sched
<input type="checkbox"/>	Detail MCB-902	INTRODUCTION TO RESEARCH	Sched
<input type="checkbox"/>	Detail MCO-501	MOLECULAR VIROLOGY	Sched
<input type="checkbox"/>	Detail MCO-503	MOLECULAR AND CELLULAR IMMUNOL	Sched

For this example, we selected **Department** as *Medical & Clinical Psy - MPO*. This lists all the MPO courses offered this semester. To enroll in a course, click Sched on the left.

Classes Available

2016-17 Catalog

[Return to Course Registration](#)

Filter by: Department Type Course Tag

Interested?	Code	Description	
<input type="checkbox"/>	Detail PMO-1008	INDEPENDENT STUDY IN GIS	Sched
<input type="checkbox"/>	Detail PMO-1009	DOMESTIC DISASTER MANAGEMENT A	Sched
<input type="checkbox"/>	Detail PMO-1012	QUANTITATIVE ANALYSIS AND METH	Sched
<input type="checkbox"/>	Detail PMO-1015	MHAP RESIDENCY	Sched
<input type="checkbox"/>	Detail PMO-1016	INFECTIOUS DISEASES OF PUBLIC	Sched
<input type="checkbox"/>	Detail PMO-1019	GLOBAL HEALTH 2 - DL VERSION	Sched
<input type="checkbox"/>	Detail PMO-401	SEMINAR IN HEALTH ADMINISTRATI	Sched
<input type="checkbox"/>	Detail PMO-502	INTRODUCTION TO SAS	Sched
<input type="checkbox"/>	Detail PMO-504	BIOSTATISTICS II	Sched
<input type="checkbox"/>	Detail PMO-512	EPIDEMIOLOGIC METHODS	Sched
<input type="checkbox"/>	Detail PMO-514	EPI & CONTROL OF INFECT DIS	Sched
<input type="checkbox"/>	Detail PMO-516	DESIGN & ANAL OF EPI STUDIES	Sched
<input type="checkbox"/>	Detail PMO-523	FUNDAMENTALS OF U.S. HEALTHCAR	Sched
<input type="checkbox"/>	Detail PMO-527	PRINCIPLES OF HEALTHCARE MANAG	Sched
<input type="checkbox"/>	Detail PMO-531	PROGRAM PLANNING AND DEVELOPME	Sched
<input type="checkbox"/>	Detail PMO-534	MEDICAL ANTHROPOLOGY	Sched

Note: You may change your credit hours and enrollment type to Audit, if your course has an option.

Classes Available

2016-17 Catalog

PMO-1008 INDEPENDENT STUDY IN GIS

[Return to Class List](#)

Duration Location

[Select/Process](#)

Sel	Enroll	Week	Duration	Primary	Registration Counts
<input type="checkbox"/>	Type	Start End	Weeks Sect Cr	Location Start Date Bldg/Rm Days Time Faculty	Min Max Current
<input type="checkbox"/>	Credit	22 35	14 1	Bethesda, MD Dt Student Self Scheduled	0 60 0

[Select/Process](#)

[Return to Class List](#)

After selecting the course, credit hour, and enroll type, click the **Select/Process** button.

This is the screen that will appear.



Click on **See Detail** to return to the **Online Registration** screen.

Note: If you notice courses are in **Pending Registration** contact the Registrar Office.

To add additional courses, just repeat the processes starting on [page 11](#). You can do this as many times as you wish.

To Print the Schedule

From the **Online Registration Screen**, select **View Schedule**.

Classes Successfully Registered for Listed Below

[Add Courses](#) [?](#)  [View Schedule](#)

Action	Week	Weeks	Start	End	Duration	Type	Dept-Crse	Sect	Credits	Loc.	Start Date	Days	Time	Sess	Instructor
Drop	22	35	14	CR	MPO-601	1	MED PSYCH SEMINAR		1	MAIN	11/14/2016	Student Self Scheduled	1		1
Drop	22	35	14	CR	MPO-903	4	RESEARCH IN MED PSYCHOLOGY		4	MAIN	11/14/2016	Student Self Scheduled	1		1
Drop	22	35	14	CR	PMO-1016	1	INFECTIOUS DISEASES OF PUBLIC		1	MAIN	11/14/2016	Student Self Scheduled	1		1
Drop	22	35	14	CR	PMO-527	1	PRINCIPLES OF HEALTHCARE MANAG PROGRAM		2	MAIN	11/14/2016	Student Self Scheduled	1		1
Drop	22	35	14	CR	PMO-531	1	PLANNING AND DEVELOPME		3	MAIN	11/14/2016	Student Self Scheduled	1		1
Drop	22	35	14	CR	PMO-534	1	MEDICAL ANTHROPOLOGY		3	MAIN	11/14/2016	Student Self Scheduled	1		1

You schedule will display all registered courses within your catalog. The schedule shown is similar to the schedule from [page 5](#). To print, click [Printable Version](#).

Registration Control

Student Schedule - 2016-17 Catalog

[Printable Version](#)

Registered Courses

Dept	Crse	Sec	Title	Week		Start	Instr	Bldg	Room	Start	End	Days	Location
				CrHrs	Duration								
MPO	601	1	MED PSYCH SEMINAR	1.00	14	11/14/2016	Student	Self	Scheduled				Bethesda, MD
MPO	903	4	RESEFARCH IN MED PSYCHOLOGY	4.00	14	11/14/2016	Student	Self	Scheduled				Bethesda, MD
PMO	1016	1	INFECTIOUS DISEASES OF PUBLIC HEALTH IMPORTANCE	1.00	14	11/14/2016	Student	Self	Scheduled				Bethesda, MD
PMO	527	1	PRINCIPLES OF HEALTHCARE MANAGEMENT	2.00	14	11/14/2016	Student	Self	Scheduled				Bethesda, MD
PMO	531	1	PROGRAM PLANNING AND DEVELOPMENT	3.00	14	11/14/2016	Student	Self	Scheduled				Bethesda, MD
PMO	534	1	MEDICAL ANTHROPOLOGY	3.00	14	11/14/2016	Student	Self	Scheduled				Bethesda, MD
PMO	539	1	GLOBAL HEALTH II	3.00	14	11/14/2016	Student	Self	Scheduled				Bethesda, MD
PMO	661	1	CURRENT TOPICS IN PREV MED & BIOMETRICS	1.00	14	11/14/2016	Student	Self	Scheduled				Bethesda, MD
PMO	672	1	MPH PROJ/PRACT DESIGN&DEVELOP	1.00	14	11/14/2016	Student	Self	Scheduled				Bethesda, MD
MPO	601	1	MED PSYCH SEMINAR	1.00	17	07/18/2016	Student	Self	Scheduled				Bethesda, MD
MPO	903	3	RESEARCH IN MED PSYCHOLOGY	5.00	17	07/18/2016	Student	Self	Scheduled				Bethesda, MD
PMO	526	1	HEALTH SYSTEMS	4.00	17	07/18/2016	Student	Self	Scheduled				Bethesda, MD
PMO	528	1	GLOBAL HEALTH I	3.00	17	07/18/2016	Student	Self	Scheduled				Bethesda, MD
PMO	671	1	INTRO TO PRACTICUM & PROJECT	1.00	17	07/18/2016	Student	Self	Scheduled				Bethesda, MD

[Return to Course Registration](#)

- ▶ [Export schedule to your iPhone/Google/Outlook calendar](#)
- ▶ [Export Instructions](#)

NOTE: If you have any questions or problems with your schedule, please contact your advisor. The Office of the Registrar can provide only limited assistance and technical support.

9. Degree Audit

A degree audit allows you to see you're the courses you've taken and how they fulfill general education, major, and minor requirements. You can access your degree audit by selecting **Student Records > Degree Information > Degree Audit**.



The screenshot shows a navigation menu with four main categories: Home, Student Records, Student Services, and Settings and Tools. Under Student Records, there are four columns of links. The first column, 'Degree Information', includes 'Degree Application', 'Degree Audit' (highlighted with a black arrow), 'Degree Audit Request', 'Degree / Program List', 'Transfer Credit Detail', and 'Graduation Checklist'. Other columns include 'Schedule Information', 'Grades and Attendance', 'Course Tools', 'Course Tools ctd.', 'Search Functions', 'Search Functions ctd.', 'Personal Information', 'Personal Information ctd.', 'Surveys', and 'Clerkship Registration'.

IMPORTANT

This is not an official degree audit. It is meant as a useful tool. You should keep track of how the classes that you have taken and plan to take fulfill the general education requirements and the requirements for your major(s) and minor(s).

If you find errors in your degree audit, please feel free to come by the Office of the Registrar and speak with your Registration Specialist.

Click on **Degree Audit** button to view your degree audit.



The screenshot shows the 'Degree Audit' page. At the top, there is a navigation bar with 'Home', 'Student Records', 'Student Services', and 'Settings and Tools'. Below this, the title 'Degree Audit' is displayed in a large, light blue font. The main content area shows the text: 'Audit requested on: 11/04/2016', 'Your Degree Audit is correct as of: 09/27/2016', and 'Press Here to View Degree Audit' followed by a button labeled 'Degree Audit' (highlighted with a black arrow). At the bottom of the page, there is a small note: 'If you have added/dropped classes or received a grade since the date above, press here to request an updated degree audit. This will take some time to generate.'

Since the audit is so large, we'll explore it in pieces and try to understand it that way. The first part shows your current cumulative GPA.

Degree Audit

Audit requested on: 09/27/2016
Your Degree Audit is correct as of: 10/21/2016

[Printable Version](#)

ID:	Term:	GEO Fall Quarter 2016	Class/Div:	Graduate Student
Catalog:	Audit Status:	Standard DA Status		
Degree:	Expected Graduation Date:			

(Hide/Show Major)

FIRST	SECOND	THIRD
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Advisor:
Catalog: Historical
College: Graduate Education Office of School of Medicine
Major: Doctorate in Public Health
Track:
Specialization:
Minor:

(Show/Hide Totals)

TOTALS						All Graduation Requirements Met?		NO
Cumulative:	Earned:	298.00	Quality Points:	442.000	Attempted:	112.00	GPA:	3.946
Resident:		298.00		442.000		112.00		3.946
Transfer:		0.00		0.000		0.00		0.000
Lower: 0.00				Upper: 0.00				

(Show/Hide Audit Class)

Degree						General degree requirements		Requirements Met?		NO
Resident:	Courses: 26	Credits: 62.00	Totals:	Courses: 26	Credits: 62.00	Points: 166.000	Attempted: 42.00	GPA:	3.952	

(Show/Hide GEO DRPH Year 1)

GEO DRPH Year 1						DRPH Year 1		Subgroup Met?		NO
Res Need:	Courses: 0	Credits: 0.00	Tot Need:	Courses: 0	Credits: 64.00	Points: 150.000	Attempted: 38.00	GPA:	3.000	
Res Have:	Courses: 22	Credits: 56.00	Tot Have:	Courses: 22	Credits: 56.00	Points: 150.000	Attempted: 38.00	GPA:	3.947	

(Show/Hide NeedHave)

Need	Have	Credit	Grade	Points	Term	Info
IDO 511 EDUCATIONAL METHODS	3.00 C	IDO 511 EDUCATIONAL METHODS	3.00	A	12.000	2011Q4
IDO 704 ETHICS & RESP CONDUCT	1.00 C	IDO 704 ETHICS & RESP CONDUCT	1.00	P	0.000	2011Q4
PMO 1005 Strat Pln Healthcare	3.00 C					
PMO 1010 Diversity & Leader	2.00 C					
PMO 502 INTRODUCTION TO SAS	1.00 C	PMO 502 INTRODUCTION TO SAS	1.00	A	4.000	2011Q1
PMO 503 BIOSTATISTICS I	4.00 C	PMO 503 BIOSTATISTICS I	4.00	A	16.000	2010Q4
PMO 504 BIOSTATISTICS II	4.00 C	PMO 504 BIOSTATISTICS II	2.00	B	6.000	HISTRY
PMO 505 MICROCOMPUTER APPLIC	1.00 C	PMO 505 MICROCOMPUTER APPLIC	1.00	P	0.000	HISTRY
PMO 508 BIOSTATISTICS III	5.00 C	PMO 508 BIOSTATISTICS III	5.00	A	20.000	2011Q2
PMO 511 INTRODUCTION TO EPID	4.00 C	PMO 511 INTRODUCTION TO EPID	4.00	A	16.000	HISTRY
PMO 512 EPIDEMIOLOGIC METHOD	4.00 C	PMO 512 EPIDEMIOLOGIC METHOD	4.00	A	16.000	HISTRY
PMO 513 ADV EPIDEMIOLOGIC ME	4.00 C	PMO 513 ADV EPIDEMIOLOGIC ME	4.00	A	16.000	2011Q2
PMO 523 Fund US Health Ply	3.00 C					
PMO 526 HEALTH SYSTEMS	4.00 C	PMO 526 HEALTH SYSTEMS	4.00	A	16.000	HISTRY
PMO 528 GLOBAL HEALTH I	3.00 C					
PMO 530 PBL & CFC CLARIFY	4.00 C	PMO 530 PBL & CFC CLARIFY	4.00	A	16.000	HISTRY

The general education areas are listed next with the major(s) and then the minor(s) toward the end. Any electives that don't fit into any of these categories are listed at the very end.

In reviewing the **Core requirements**, this subgroup is not met. The courses on the left side are all possible courses that can be taken to satisfy Core requirement. On the right in the gray area are the courses that you have completed. The C is the minimum grade that must be earned in the class to satisfy the requirement.

This is an example of a student's audit. Note that not all the requirements have been met. This person has a 3.947.

These *Elective* courses are listed at the very bottom of the degree audit. Remember that this is an unofficial degree audit.

(Show/Hide Electives)

Electives:

Course	Credit	Grade	Points	Term	Info
PMO 401 SEMINAR IN HEALTH AD	2.00	A	8.000	2013Q1	
PMO 503 BIOSTATISTICS I	4.00	A	16.000	HISTRY	
PMO 504 BIOSTATISTICS II	4.00	P	0.000	2011Q1	
PMO 511 INTRODUCTION TO EPID	4.00	B	12.000	2010Q4	
PMO 512 EPIDEMIOLOGIC METHOD	0.00	AU	0.000	2011Q1	
PMO 515 CHRONIC DISEASE EPID	0.00	AU	0.000	2011Q2	
PMO 522 META ANALYSIS	1.00	P	0.000	2011Q2	
PMO 526 HEALTH SYSTEMS	0.00	AU	0.000	2010Q4	
PMO 530 BEH & SEC SEI APPLIE	0.00	AU	0.000	2011Q3	
PMO 540 ENVIRONMENTAL HEALTH	4.00	A	16.000	HISTRY	
PMO 548 JOINT MED OPS & HUMA	3.00	A	12.000	HISTRY	
PMO 595 INTRODUCTION TO COMP	2.00	A	8.000	2011Q2	
PMO 608 DOCTORAL DATA CLUB	1.00	P	0.000	2013Q1	
PMO 608 DOCTORAL DATA CLUB	1.00	P	0.000	2013Q2	
PMO 611 CLASSIC STUDIES IN E	2.00	A	8.000	2010Q4	
PMO 613 PUBLIC HEALTH OF DIS	4.00	A	16.000	HISTRY	
PMO 651 HUMAN FACTORS ENGINE	3.00	A	12.000	HISTRY	
PMO 652 OCCUPATIONAL ERGONOM	3.00	A	12.000	HISTRY	
PMO 653 WORK ANALYSIS METHOD	3.00	A	12.000	HISTRY	
PMO 654 SAFETY ENGINEERING	3.00	A	12.000	HISTRY	
PMO 670 PUBLIC HEALTH PRACTI	6.00	P	0.000	2013Q2	

Study this degree audit carefully. There is a lot of information here that can be helpful when planning your future at USUHS.

Every effort has been made to ensure that this document is accurate. If you notice any errors, please contact The Registrar Office at registrar-online-request@usuhs.edu