



INTUIT

Student Guide

[Register for Classes](#)

[View Grades](#)

[View Financial Aid](#)

[Pay Your Tuition](#)



WELCOME TO INTUIT

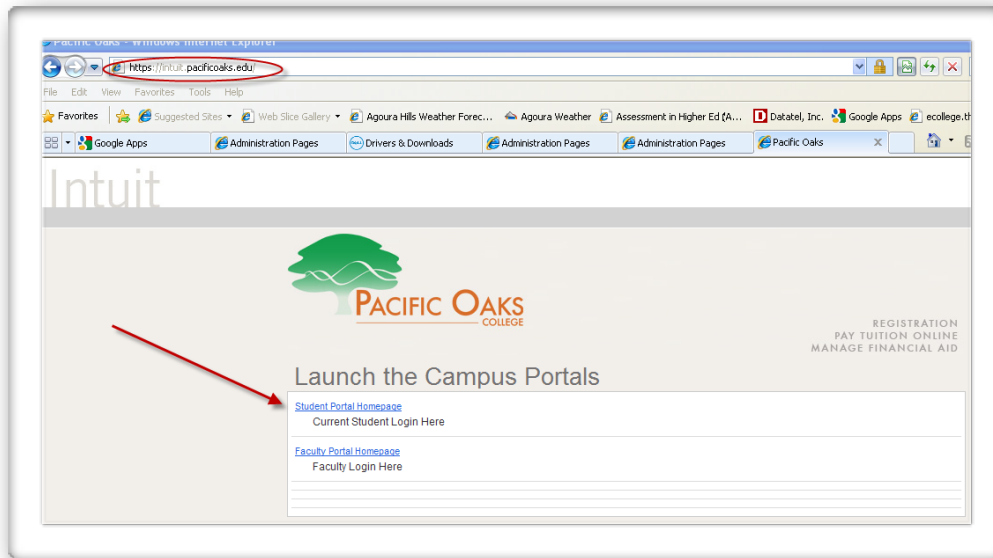
INTUIT provides access to your personal student information 24 hours a day. Manage your financial aid, view your grades, pay your tuition, and register for your courses. It's all at your fingertips and all in one place.

1. Setting up your INTUIT Account for the first time.....pages 1-4
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Setting up your **INTUIT** Account for the first time

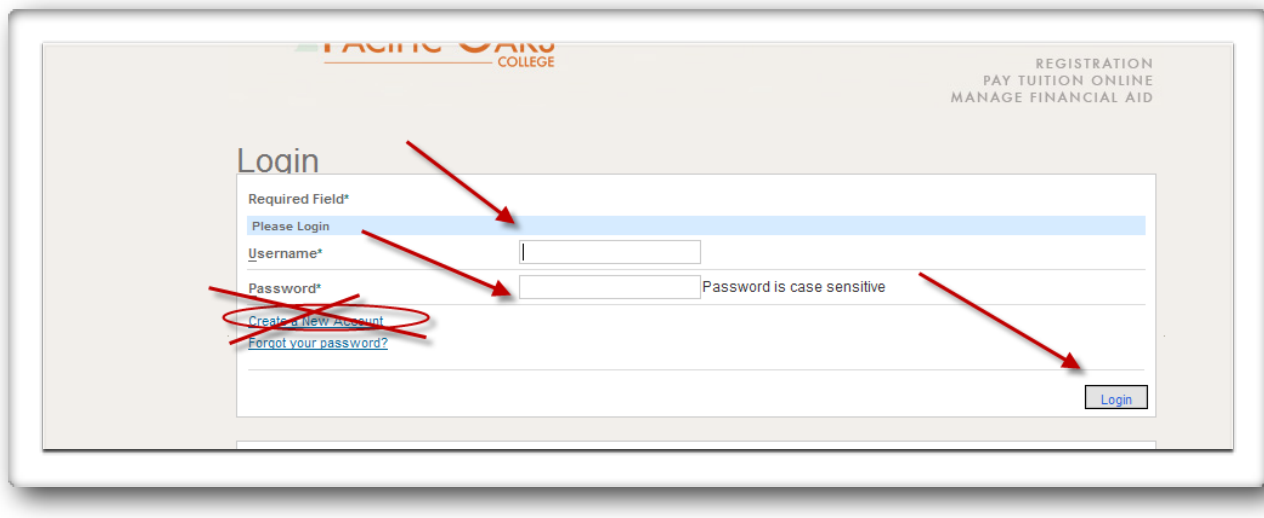
Go to <http://intuit.pacificoaks.edu> or [Click Here](#)

1. Click on “Student Portal Homepage”



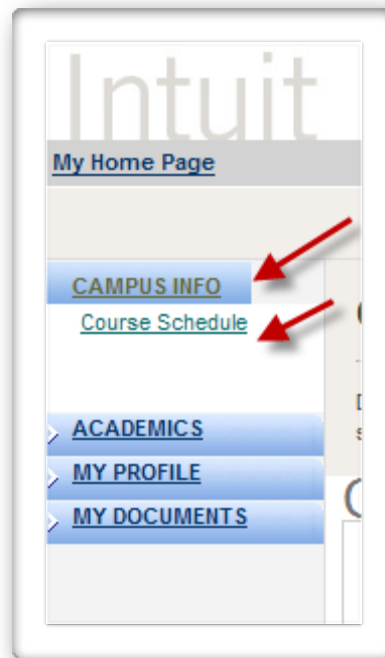
DO NOT CLICK ON “Create a New Account”. Your account has already been created.

2. Enter your username and password, which was sent to your email account (which should be the same as your Pacific Oaks email password). Then click LOGIN on the lower right hand side of the window.

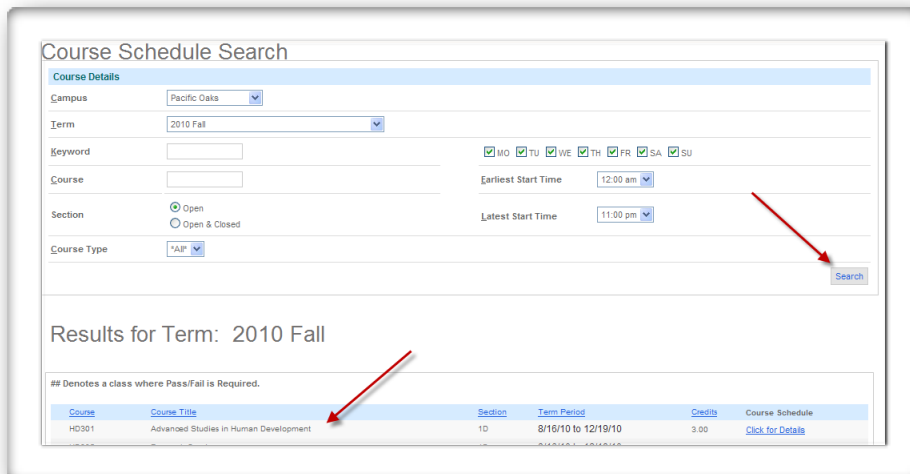


3. This is your HOME PAGE.

Click on **CAMPUS INFO** located on the far left hand side of the window, and then click **COURSE SCHEDULE**.



* From the Course Schedule link you can search for classes. Click on the parameters you are looking for, then click search on the far right hand side. The results are listed at the bottom.



Course Schedule Search

Course Details

Campus: Pacific Oaks

Term: 2010 Fall

Keyword:

Course:

Section: Open Open & Closed

Course Type: *AIP

Days: MO TU WE TH FR SA SU

Earliest Start Time: 12:00 am

Latest Start Time: 11:00 pm

Search

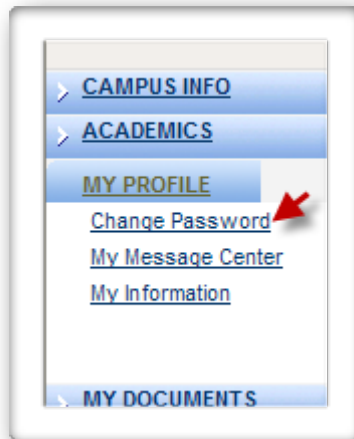
Results for Term: 2010 Fall

Denotes a class where Pass/Fail is Required.

Course	Course Title	Section	Term Period	Credits	Course Schedule
HD301	Advanced Studies in Human Development	1D	8/16/10 to 12/19/10	3.00	Click for Details

4. Click on **MY PROFILE** on the left, and click on **Change Password**.

5. Click on MY PROFILE on the left, and click on CHANGE PASSWORD.



You can change your password here if you would like. It is highly recommended that you write down your username and password and keep them the same for all of your student accounts. If you forget your username and login, you can contact the I.T. Help Desk at helpdesk@pacificoaks.edu

A screenshot of a 'Change Password' form. The form has a title 'Change Password' and a 'Required Field*' label. Below the title is a blue bar with the text 'Change Password'. Underneath is the instruction 'Please re-enter your old password and type your new one in the fields below.' There are three input fields: 'Old Password*', 'New Password*', and 'Confirm New Password*'. Red arrows point to each of these input fields from the left.


6. Click on MY MESSAGE CENTER under MY PROFILE

* You will then be notified of any holds or alerts on your accounts. If you have any holds or alerts on your accounts, please follow the on-screen instructions.

Required Field*

Title		Student ID	
First Name		Enrollment ID	
Last Name		Student Status	
Date of Birth			
Country		United States of America	
Address			
City			
State			
Zip Code			
Email	@po.pacificoaks.edu	Mobile Phone	
Second Email			

[Request Change](#)



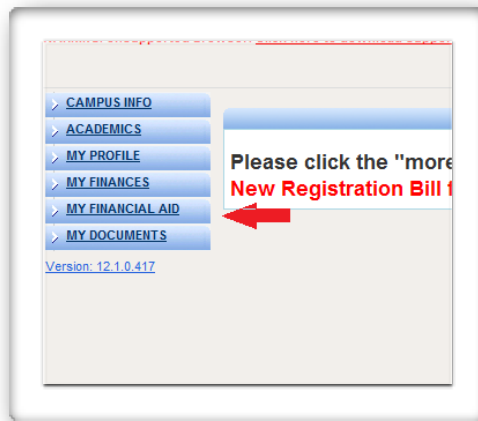
7. Click on MY INFORMATION under MY PROFILE and check to make sure we have your correct address and phone number. Please change if it's incorrect. Please note your primary email address will always be your Pacific Oaks student email.

End of Account Setup Section

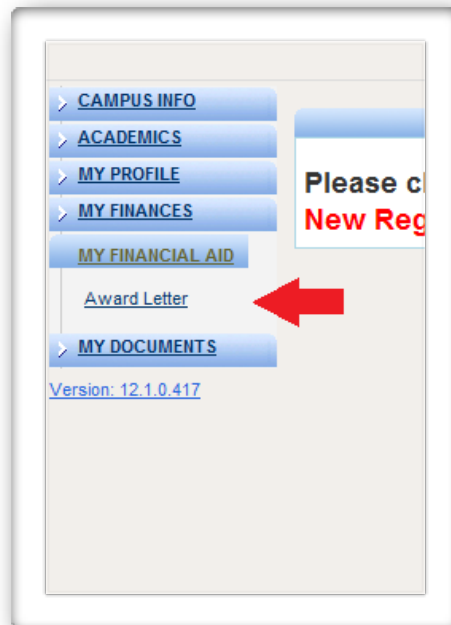


Viewing your Financial Aid

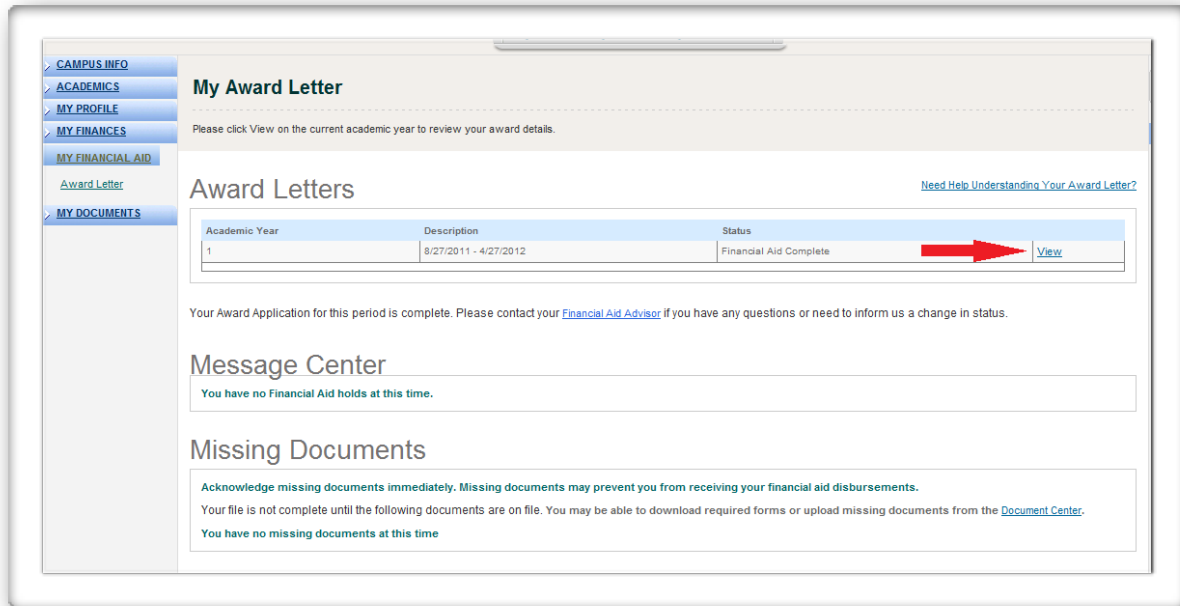
1. Visit www.intuit.pacificoaks.edu
2. Click on Student Portal Homepage and log into your account
3. On the left hand side of the screen click MY FINANCIAL AID.



4. Click AWARD LETTER to view your financial aid award letter.



5. Click VIEW to open your award letter. Anything you need to do to complete your financial aid will be listed in the MESSAGE CENTER of MISSING DOCUMENTS.



My Award Letter

Please click View on the current academic year to review your award details.

Award Letters [Need Help Understanding Your Award Letter?](#)

Academic Year	Description	Status	
1	8/27/2011 - 4/27/2012	Financial Aid Complete	View

Your Award Application for this period is complete. Please contact your [Financial Aid Advisor](#) if you have any questions or need to inform us a change in status.

Message Center

You have no Financial Aid holds at this time.

Missing Documents

Acknowledge missing documents immediately. Missing documents may prevent you from receiving your financial aid disbursements.

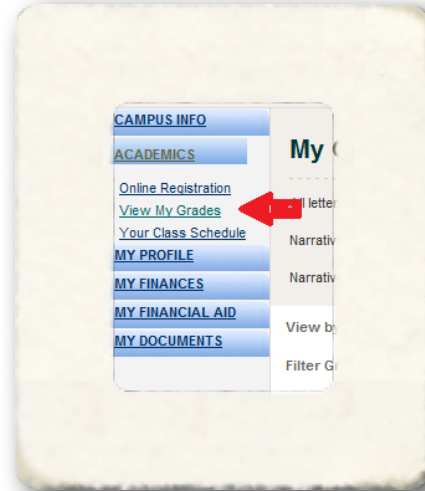
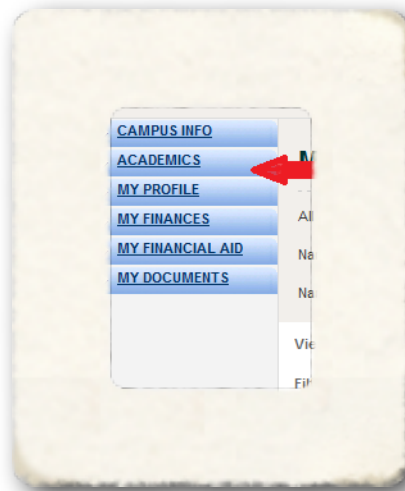
Your file is not complete until the following documents are on file. You may be able to download required forms or upload missing documents from the [Document Center](#).

You have no missing documents at this time

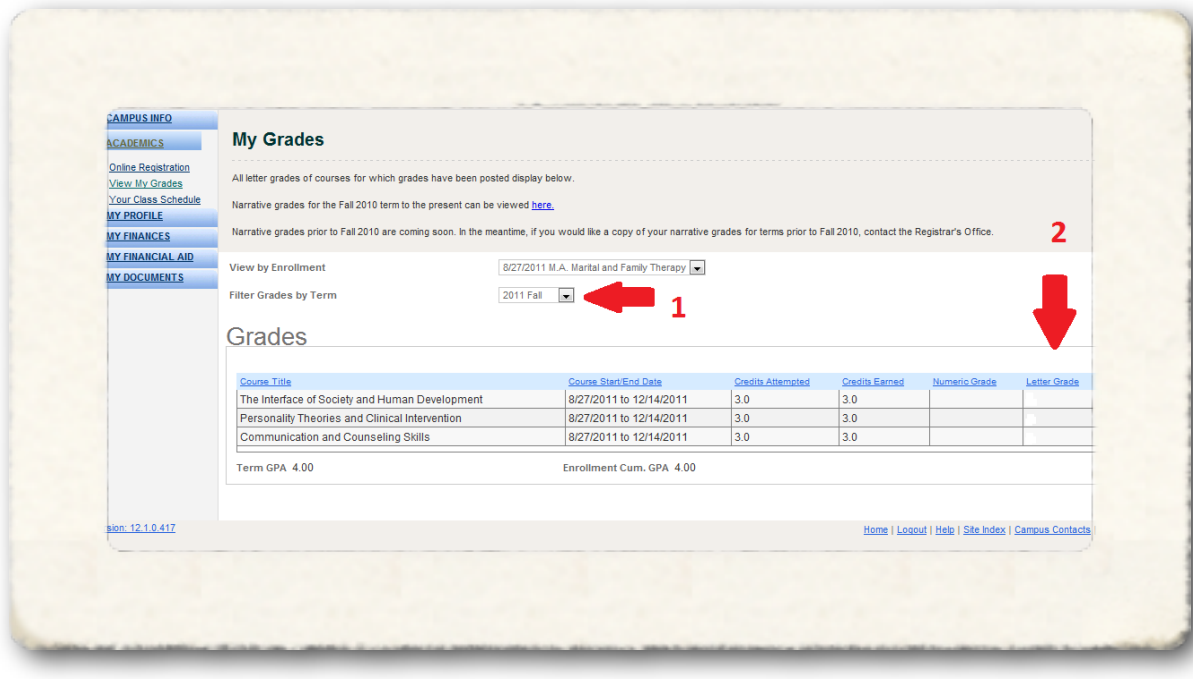
End of Financial Aid Section

How to View Your Grades

1. On YOUR INTUIT HOMEPAGE, click on the ACADEMICS tab and VIEW MY GRADES



2. Filter by the semester of the grades you want to see. Your letter grade will be listed on the right hand column of the table.



My Grades

All letter grades of courses for which grades have been posted display below.
Narrative grades for the Fall 2010 term to the present can be viewed [here](#).
Narrative grades prior to Fall 2010 are coming soon. In the meantime, if you would like a copy of your narrative grades for terms prior to Fall 2010, contact the Registrar's Office.

View by Enrollment: 8/27/2011 M.A. Marital and Family Therapy

Filter Grades by Term: 2011 Fall

Course Title	Course Start/End Date	Credits Attempted	Credits Earned	Numeric Grade	Letter Grade
The Interface of Society and Human Development	8/27/2011 to 12/14/2011	3.0	3.0		
Personality Theories and Clinical Intervention	8/27/2011 to 12/14/2011	3.0	3.0		
Communication and Counseling Skills	8/27/2011 to 12/14/2011	3.0	3.0		

Term GPA: 4.00 Enrollment Cum. GPA: 4.00

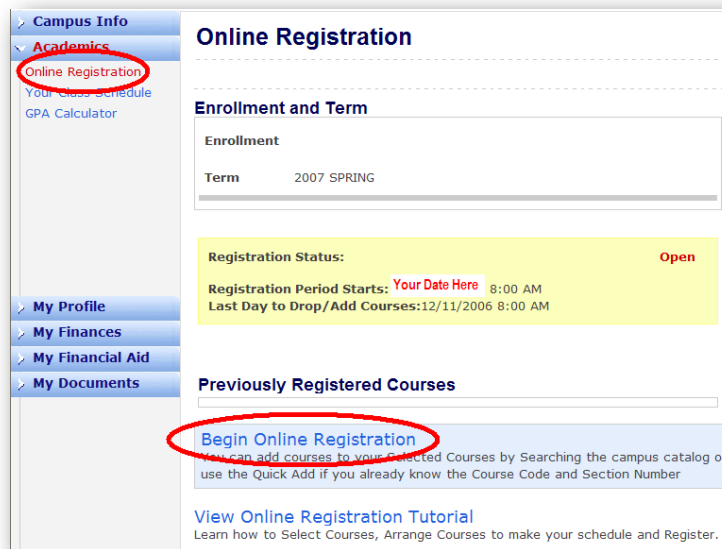
Sign: 12.1.0.417 Home | Logout | Help | Site Index | Campus Contacts

HOW TO REGISTER FOR COURSES

NOTE: These screen shots are from a sample registration. Please select the correct term for which you are registering. Students have access to add and/or drop courses only during the designated registration periods. Registration information is emailed to your Pacific Oaks student email account. Check your student email regularly for updates.

If you cannot log into your account or forget your username or password, please contact the I.T. Help Desk at helpdesk@pacificoaks.edu or 626.529.8042. For other questions regarding INTUIT Registration, contact the Registrar's Office at registraroffice@pacificoaks.edu or 626.529.8076.

1. Log into the [INTUIT](#) portal.
2. Go to the ACADEMICS menu and select the ONLINE REGISTRATION link.
 - a. When your registration group is open, Registration Status will say "Open".
3. Click on the BEGIN ONLINE REGISTRATION link to begin registering for courses.



4. The online registration window will come up.
 - If you already know the course sections you want to register for (using the Schedule of Courses), use the "Quick Add" section to enter the course section information – this is the fastest way to register.
 - Course code: enter the program prefix and three-digit course number (i.e.: HD500) **NO SPACES between letter code and number.**
 - Section: enter the letter code for the section (i.e.: 1P) **NO "0's" – just 1P, 2P, 1D, etc (without spaces).**
 - Once you have entered this information, click the ADD button and the course you selected will move to the SELECTED COURSES area of the page.

Registering for 2007 SPRING

Register in 3 easy steps: 1 Select 2 View 3 Register

Course Search | **Search Results - All Courses**

Display: Required | Sort by: Default | Areas of Study: None | Keyword: | Code: | Type: *All* | Level: All Levels | Instructor: | MO TU WE TH FR SA SU: [checked] [checked] [checked] [checked] [checked] [checked] [checked] | Meets ONLY on these days: [] | Classes starting between: *Any* - *Any*

Course	Course Title	Cr	Type	Status	Sections	Areas of Study
BH404	Analysis & Treatment of Developmental Disabilities	3.00	Lecture	Available	3	
BH407	Conditioning and Learning	3.00	Lecture	PreReq	2	
BH408	BEHAV CONSULT IN ORG	2.00	Lecture	Available	1	
BH416	Professional Development Group II	1.00	Lecture	Available	9	
BH432	Clinical and Diagnostic Skills II	2.00	Lecture	PreReq	4	
BH455	Research Methods	3.00	Lecture	Available	3	
BH493	AI: Behavioral	2.00	Lecture	Available	1	

Go to Page: [] Go | Displaying 1-10 of 126 Course(s) | Next

Selected Courses | Classes - Selected: 1 Reserved: 0 Registered: 0 Audited: 0 Waitlist: 0 | Credits - Selected: 3 Reserved: 0 Registered: 0 Audited: 0 Total: 3 of 46.00

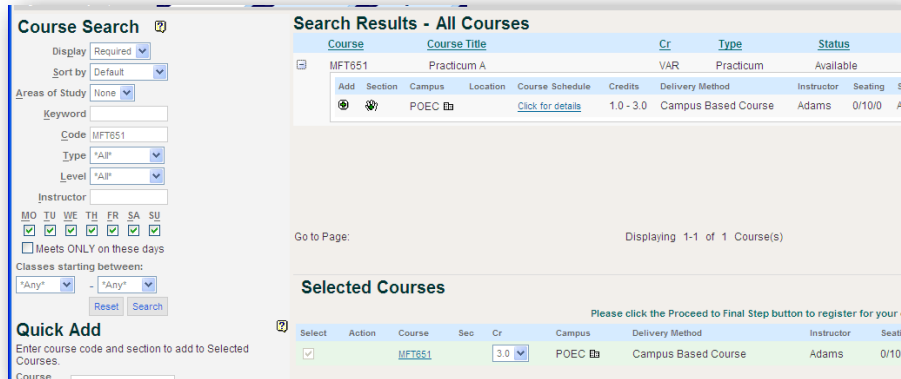
Select	Action	Course	Sec	Cr	Campus	Course Schedule	Delivery Method	Instructor	Seating	Status	Areas of Study
<input checked="" type="checkbox"/>		FO614	C	3.0	CHICAGO	Click for details	Campus Based Course	Kessler	0/22/0	Selected	

Quick Add
Enter course code and section to add to Selected Courses.
Course Code: FO614 | Section: C | Add

[View Courses](#) | [Register Courses](#)

TIPS:

- * If you add a course and need to remove it from the SELECTED COURSES area, click on the RED MINUS SIGN next to the course number.
- * If you add more than three courses at one time, you may need to use the scroll bar on the right to see the other courses you added.
- * Remember that at this point, your courses are in "Selected" status – **YOU HAVE NOT COMPLETED REGISTRATION FOR YOUR COURSE YET**. Another student could still register for remaining seats in the courses you selected. Selecting courses does NOT guarantee that you will successfully register in them. Your registration is complete only after you have selected all of your courses and click PROCEED TO FINAL STEP.
- * If the course is a variable unit please choose the credit value from the drop down menu of the selected course before you click "Register Courses"



Course Search

Display: Required
Sort by: Default
Areas of Study: None
Keyword:
Code: MFT651
Type: "All"
Level: "All"
Instructor:
MO TU WE TH FR SA SU

 Meets ONLY on these days
Classes starting between: "Any" - "Any"

Quick Add
Enter course code and section to add to Selected Courses.
Course:
Section:

Search Results - All Courses

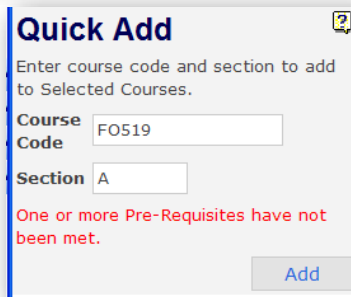
Course	Course Title	Cr	Type	Status
MFT651	Practicum A	VAR	Practicum	Available

Go to Page: Displaying 1-1 of 1 Course(s)

Selected Courses

Please click the Proceed to Final Step button to register for your courses.

Select	Action	Course	Sec	Cr	Campus	Delivery Method	Instructor	Seating
<input checked="" type="checkbox"/>		MFT651		3.0	POEC	Campus Based Course	Adams	0/10/0



Quick Add

Enter course code and section to add to Selected Courses.

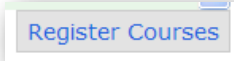
Course Code:

Section:

One or more Pre-Requisites have not been met.

- * **TIP:** If you enter a course and you get the message displayed to the right, "One or more Pre-Requisites have not been met," this means that you have not completed one or more of the prerequisites that are required for enrollment in the course.
- * **TIP:** It is recommended that you register for the other sections you need first, then follow up on your missing prerequisite.

Once you have added all of your courses using the QUICK ADD area, click on the REGISTER COURSES button.



5. In this screen you have the opportunity to review the actions you have asked the registration system to take. Your selected action(s) will be noted above the courses. Note that the course status is still at "Selected", meaning that you are NOT yet registered for these courses.

- * **TIP:** Another student could still register for remaining seats in the courses you selected. Selecting courses does NOT guarantee that you will successfully register in them.

Registering for 2007 SPRING

Select Drag Select Reserve Audit On Hold On Campus Online
Remove Drag Remove Waitlist Expired Off Campus Help

Refresh Page Close Window

Register in 3 easy steps. 1 Select 2 View 3 Register

Student Information

Student ID
Student Status
Enrollment ID
Enrollment Status
Program
Start Date

Adding Classes
The following classes will be added to your schedule.

Course	Sec	Cr	Campus	Course Schedule	Instructor	Seating	Status	Areas of Study
FO614	C	3.0	CHICAGO	Click for details	Kessler	0/22/0	Selected	
FO616	B	3.0	CHICAGO	Click for details	Noble	0/15/0	Selected	
FO626	A	2.0	CHICAGO	Click for details	Schiffman	0/15/0	Selected	
FO634	A	3.0	CHICAGO	Click for details	ZARSE	0/22/0	Selected	

Return to View Courses Register / Drop Courses Above

6. Once you have confirmed that the courses selected are those you want to register for, click "Register / Drop Courses Above"

* **TIP: You will NOT be registered for courses until you click this button.**

* **TIP: The button is labeled "Register / Drop Courses Above" because you can either request that the system register (add) courses if you are registering for the first time, or drop courses from your schedule if you are dropping a course from your schedule. See the example below showing courses that have been selected for drop using the red minus button.**

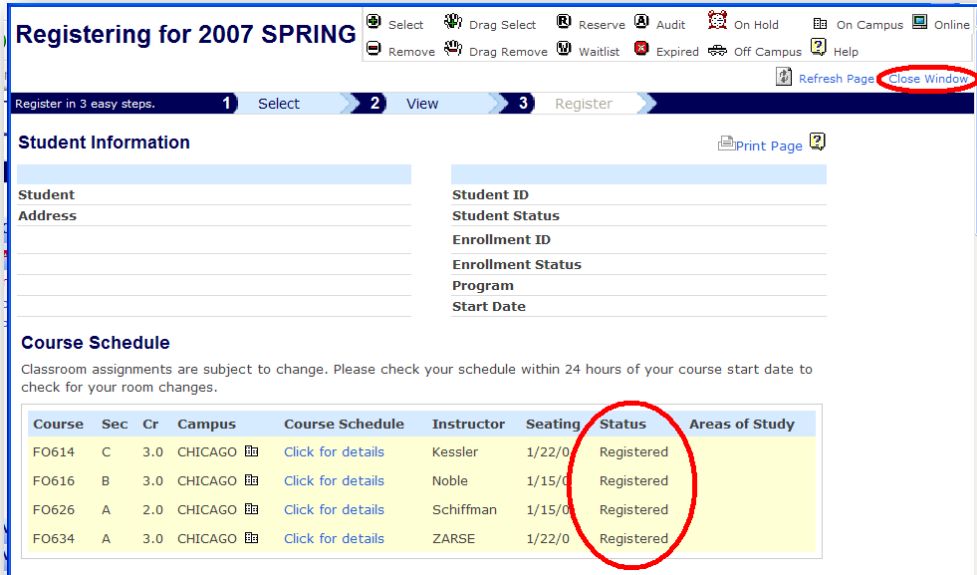
Dropping Classes

The following classes will be dropped from your schedule.

Course	Sec	Cr	Campus	Course Schedule	Instructor	Seating	Status	Areas of Study
FO614	C	3.0	CHICAGO	Click for details	Kessler	1/22/0	Pending Drop	
FO616	B	3.0	CHICAGO	Click for details	Noble	1/15/0	Pending Drop	
FO626	A	2.0	CHICAGO	Click for details	Schiffman	1/15/0	Pending Drop	
FO634	A	3.0	CHICAGO	Click for details	ZARSE	1/22/0	Pending Drop	

Return to View Courses Register / Drop Courses Above

7. If the courses you selected still have available seats, you will be registered for them. The course status for the classes will say "Registered".



Registering for 2007 SPRING

Register in 3 easy steps: 1 Select 2 View 3 Register

Student Information

Student ID
Student Status
Enrollment ID
Enrollment Status
Program
Start Date


Course Schedule

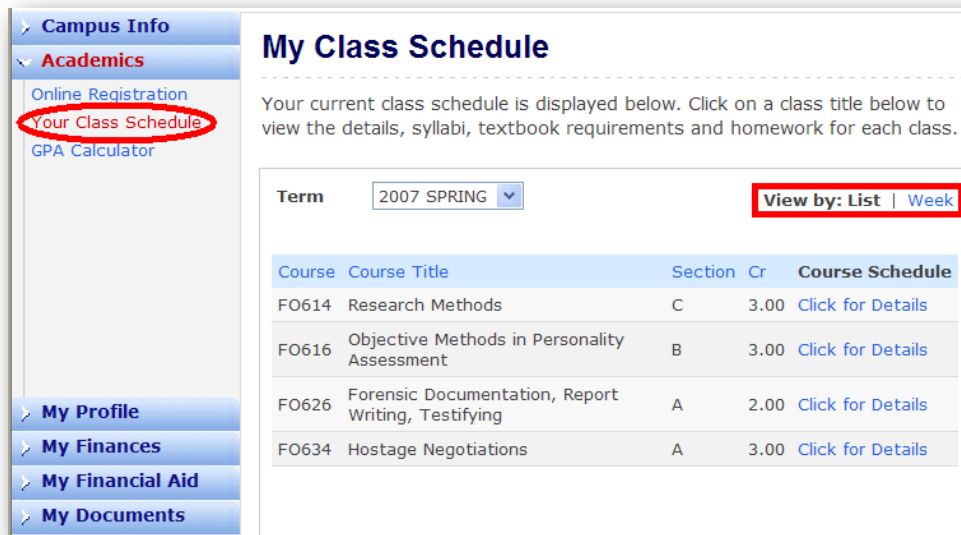
Classroom assignments are subject to change. Please check your schedule within 24 hours of your course start date to check for your room changes.

Course	Sec	Cr	Campus	Course Schedule	Instructor	Seating	Status	Areas of Study
FO614	C	3.0	CHICAGO	Click for details	Kessler	1/22/0	Registered	
FO616	B	3.0	CHICAGO	Click for details	Noble	1/15/0	Registered	
FO626	A	2.0	CHICAGO	Click for details	Schiffman	1/15/0	Registered	
FO634	A	3.0	CHICAGO	Click for details	ZARSE	1/22/0	Registered	

8. Once your courses have a status of "Registered," close the registration window using the link in the upper-right-hand corner.

9. To confirm your registration, click on the "Your Class Schedule" link under the "Academics" menu. Make sure that the appropriate term is set; e.g. "2010 Summer." The courses you are registered for will appear.

- * **TIP:** You can view your schedule in either the "List" view (shown below) or in the "Week" view, which shows your courses in a calendar format.
- * **TIP:** We highly suggest that you print your schedule as proof that your registration was complete by clicking on the "Current Student Schedule" icon ( [Current Student Schedule](#)) located on the top left of the screen.



My Class Schedule

Your current class schedule is displayed below. Click on a class title below to view the details, syllabi, textbook requirements and homework for each class.

Term: 2007 SPRING View by: **List** | Week

Course	Course Title	Section	Cr	Course Schedule
FO614	Research Methods	C	3.00	Click for Details
FO616	Objective Methods in Personality Assessment	B	3.00	Click for Details
FO626	Forensic Documentation, Report Writing, Testifying	A	2.00	Click for Details
FO634	Hostage Negotiations	A	3.00	Click for Details



Student Services Contact Information

The CARE Office (55 Eureka)

(Academic, Career, Disability, and International Student Support Services)

- Pat Meda pmeda@pacificoaks.edu 626.529.8261
- Elena Rotunno erotunno@pacificoaks.edu 626.529.8262

The Office of Student Finance (45 Eureka)

(Financial Aid and Tuition Payments)

- Seph Rodriguez srodriguez@pacificoaks.edu 626.529.8469
- Danielle Davis ddavis@pacificoaks.edu 626.529.8175

Information Technology (55 Eureka)

(Wireless, INTUIT/eCollege/ Student Email Username & Passwords, Classroom Audio & Video, Technology Support)

- Terry Utter tutter@pacificoaks.edu 626.529.8402
- Bao Le ble@pacificoaks.edu 626.529.8403

Office of the Registrar (45 Eureka)

(Transcripts and Records, Degree Audits, Graduation, Course Registration and Course Schedules, V.A.)

- Jeanne Gentillon jgentillon@pacificoaks.edu 626.529.8076

Library

- Diane Gray-Reed dgray-reed@pacificoaks.edu 626.529.8452