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PROFESSIONAL MEMBERSHIPS AND LICENSING AGENCIES

- Accredited by the Accrediting Council for Continuing Education & Training
- Licensed by the Arizona State Board for Private Postsecondary Education
- Approved for the Training of Veterans By Arizona Department of Veteran Services
- Approved as a continuing education provider by the National Certification Board for Therapeutic Massage and Bodywork
- Member of the Arizona Private School Association
- Founding Member of the Council of Massage Therapy Educators of Arizona
- Member of Associated Body workers and Massage Professionals
- Member of the Tempe Better Business Bureau
- Certified by the American Board of Hypnotherapy
- American Reflexology and Certification Board
- Approved by Yoga Alliance
- Arizona Holistic Chamber Of Commerce
- Arizona State Board of Cosmetology
- Arizona Radiation Regulatory Agency



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DEAR STUDENT,

Welcome to Southwest Institute of Healing Arts (SWIHA) and the Southwest Institute of Natural Aesthetics (SWINA). We are delighted you have selected our school to help you fulfill your dreams! SWIHA has more than doubled its student population over the past nineteen years. We now have four locations and even offer online programs which allows us to touch more lives, heal more bodies, and free more souls. Our main campus continues to teach those interested in the massage and bodywork and other healing modalities. Our Science and Wellness auxiliary classroom houses many of our Science, Nutrition and Western Herbalism classes. Our Spirit of Yoga auxiliary classroom is aptly named for housing our yoga classes. Finally, SWINA is it's very own branch, offering a professional education in Aesthetics and Laser. We are blessed to find that up to 50% of our new students come on the recommendations of past students.

Please take the time to read this catalog and acquaint yourself with our policies and procedures. It contains important information which will support you on your journey; such as our: Code of Ethics, attendance and grade policies and other critical information.

In addition, we want you to know that the Founder/Owner, KC Miller, has an open door policy for you at all times. This is *your* school! We want your experience here to be as meaningful and joyful as possible.

Our entire staff and instructors welcome you! We are ready to make your SWIHA and SWINA experience the very best it can be as you, '*Do Your Dream.*'

Blessings,
Southwest Institute of Healing Arts
and Southwest Institute of Natural Aesthetics

ABOUT OUR SCHOOL

STATEMENT OF EDUCATIONAL PHILOSOPHY

Southwest Institute of Healing Arts (SWIHA) and Southwest Institute of Natural Aesthetic's is accredited by The Accrediting Council for Continuing Education and Training (ACCET) as a private college for Holistic Healthcare careers and continuing education. SWIHA is also licensed by the State of Arizona. SWIHA and SWINA considers itself a community-healing center. It is dedicated to providing professional, affordable education for those interested in entering the healing arts profession, for professionals continuing their education, as well as individuals seeking personal and spiritual growth. Providing on-going entrepreneurial support for holistic healthcare practitioners in private practice and to those establishing or growing a business is our commitment.

Our mission is to help individuals discover their gifts and graces, and support them as they share their talents with the world in a loving and profitable way.

Our mottos are

Learn to Touch Lives, Heal Bodies, and Free Souls ~ and ~

Let me be an instrument, not an ego, in the peace and healing of others.

All of the programs offered at SWIHA are designed to prepare students to begin in entry-level positions in their chosen Holistic Healthcare fields. Lifelong learning is modeled and encouraged through our various choices of continuing education classes.

The core values on which the college was founded, and on which it continues to operate are:

Spirit-Directed: We believe in the body-mind-spirit connection and acknowledge a higher power, a divine plan and the spiritual nature of health and healing, life and death, the known and the unknown. We believe we are spiritual beings having a human experience. While we do not subscribe to or endorse any particular dogma or doctrine, we openly acknowledge the divine presence in our lives. We embrace prayer, mediation, divine inspiration, intuition and the great mystery of life.

Choice and Flexibility: There are a minimum number of core classes required, with the majority of the curriculum based upon the student's interest, aptitude and ability. We are committed to individuals discovering and developing their unique gifts and talents. The college is an open entry - open exit school, offering day, night, and weekend classes in a semi-modular, continuous system allowing students to build their courses and programs around their life commitments and timing. The college is committed to a worldwide focus, presence, and educational delivery system.

Diversity in Learning Styles and Delivery Systems: Students are encouraged to evaluate their learning styles, their gifts and graces, their personality profiles, as well as understand their dreams, their fears, phobias and their individual 'withholds', while developing their personal and professional skills.

Self-healing – Self-empowerment – Self-sufficiency: Personal and professional healing and growth are emphasized, with the goal being to prepare individuals to move toward gainful employment or entrepreneurship, achieving spiritual and financial stability.

Entrepreneurship: The college is committed to advancing the holistic healthcare movement by providing on-going support to those individuals who are committed to owning and growing their own private practices or businesses.

Community Centered: The College is actively involved in the community as a way of providing service and showing gratitude.

INTRODUCTION

Southwest Institute of Healing Arts was originally established as Southwest Institute of Myotherapy (SWIM) in September 1992 for the express purpose of providing a variety of high caliber continuing education for massage therapists. Shortly thereafter, SWIM sought to offer a career-training program in massage therapy and was granted licensure by the Arizona State Board of Post-Secondary Education in May 1993. The focus of the program at that time was on classic Swedish massage and a deep therapeutic modality known as Myotherapy. Myotherapy was the flagship program. Inspired by a passion for highly intuitive, deep rehabilitative work, KC Miller soon initiated and designed an entire Massage Therapy Program. The name of the school was changed in May 1996 to Southwest Institute of Healing Arts (SWIHA) to more accurately reflect the wide variety of Holistic Health Care careers offered at the college. To increase the high standards of the school, SWIHA was granted accreditation by the Accrediting Council for Continuing Education & Training (AC CET) in August 2003.

LIFE COACHING, HYPNOTHERAPY, AND POLARITY

Life Coaching, Hypnotherapy, and Polarity are staple SWIHA's courses. Life Coaching Foundations is included as a general education course in our Associate Degree of Holistic Healthcare as well as a part of some of our diplomas. Life Coaching is an ongoing partnership that helps people produce fulfilling results in their personal, professional, and spiritual lives. Through the process of coaching, clients deepen their learning, improve their performance, and enhance their quality of life. Students come to change their own lives or learn to assist others in their transformation.

SWIHA is one of the only educational institutions to offer a residential **Hypnotherapy** training program. The science of hypnotherapy is the actualization of the mind-body connection, a foundational concept at SWIHA. The hypnotherapy program is designed to prepare the student for a private practice in hypnotherapy; however many students complete this program as a core specialty track in one of our larger programs. Other students complete the hypnotherapy program to enhance personal growth, to improve their self-understanding and communication skills. Graduates are eligible to join the American Board of Hypnotherapy.

Polarity Therapy has been an integral part of SWIHA curriculum since 1993. Polarity is a natural healthcare system combining the wisdom of the ancients with discoveries of quantum physics and weaves them into tools for ultimate health. Polarity asserts that the key to vitality and consciousness lays in our vibrational-state, the fundamental frequency of our energy. Polarity is designed as a four-fold system, which includes hands-on bodywork, exercise/stretching postures, and an energetic approach to nutrition/cleansing and communication skills. After completion of the Associate Polarity Practitioner (APP) or Registered Polarity Practitioner (RPP), an application may be made to the American Polarity Therapy Association for national certification.

YOGA

Blending the highest intentions of Eastern and Western philosophy and practice, our life-changing and career-elevating programs guide students through a deep exploration of the roots, practice and development of yoga as a path to self-realization. All of our diploma programs, including the 200,600 & 760 hour Yoga Teacher Training, allow successful graduates to become registered as Yoga teachers through the internationally-recognized Yoga Alliance® Organization. Spirit of Yoga is SWIHA's world-class yoga teacher training center. Additionally, we offer a state of the art yoga studio open to the public and hold workshops, events, seminars, and gatherings which celebrate the personal-spiritual connection inherent within the practice of yoga.

ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE PROGRAM

In the tradition of growth and development, SWIHA added its first Associate of Occupational Studies (AOS) degree program in 1997, which was Holistic Health Care. In keeping with the trends in holistic healthcare, an additional AOS program was added in 2000 known as Mind-Body Transformational Psychology. Now, in aligning with the times, SWIHA offers one degree program, Associate Degree of Holistic Healthcare, with several concentrations to choose from.

The concentrations offer select specialized tracks in Polarity, Yoga Teacher Training, Hypnotherapy, Life Coaching, and various modalities of bodywork . Our programs offer great versatility in scheduling and diversity of classes, which makes it possible for students to specialize in the areas of greatest interest.

The Associate of Occupational Studies (AOS) degree is founded on the principles put forth by the American Holistic Health Association (AHHA). The goal is to promote holistic health as an approach to creating wellness, which encourages individuals to:

- Balance and integrate the physical, mental, emotional and spiritual aspects of health
- Establish respectful, cooperative relationships with others and the environment
- Make wellness-oriented lifestyle choices
- Actively participate in health decisions and healing process

The degree is designed to give students a broad foundation of classes integrating the physical, mental, emotional and spiritual aspects of health. The Mind-Body Transformational Psychology Concentration is focused on the mental and spiritual aspects of healing. It emphasizes the connection of mind, body, and spirit and views all possible aspects of health and happiness. The Mind-Body Transformational Psychology Concentration teaches that health and happiness are ongoing processes. The majority of the students in this Concentration choose Polarity, Hypnotherapy, Life Coaching, or Spiritual Studies as their emphasis.

The Professional Massage Practitioner, Advanced Bodywork, and Western Herbalism Concentrations are an approach to life. Rather than focusing on illness or specific parts of the body, these concentrations consider the whole person and how he/she interacts with his/her environment. The goal is to achieve maximum well-being, where everything is functioning the very best that is possible. With either Concentration, students choose two or more areas of specialization that will ultimately help clients make wellness-oriented choices. Students choose their destiny - it is not prescribed.

** The AOS degree is specifically designed with entrepreneurial emphases. Approximately 75% of the students enrolled in the AOS degree dream of owning their own businesses. Although employment can not be guaranteed, every effort is made to support your goals and dreams. The SUCCESS CENTER is committed to placement assistance and entrepreneurial support.

ONLINE CLASSES

Southwest Institute of Healing Arts offers select online courses, and 600 hour Mind-Body Wellness Practitioner diploma and our Associate Degree of Holistic Healthcare with a concentration in Mind Body Wellness Transformation Psychology online. We believe in leveraging the expanding capabilities of online education to expand our ability to touch lives, heal bodies, and free souls. Please check the course calendar and our website (<http://www.swiha.edu/registration>) for further information on availability.

BRANCH CAMPUS

The Southwest Institute of Natural Aesthetics (SWINA), a division of the Southwest Institute of Healing Arts (SWIHA) was founded in July 2005 and the first class began October of 2005. SWINA offers an integrative, holistic and natural approach to wellness and beauty. We provide more choices than nearly any program in the country with the most comprehensive education available. At SWINA our students can become highly trained Aestheticians, with the option to become dually licensed as a Massage Therapist or Laser Technician. We provide an educational approach to wellness and teach our students to bring out inner-beauty naturally, in both themselves and in their clients. We offer training in a wide range of aesthetic careers, ranging from make-up application to laser treatments and facials. With just one certification, you can follow several different career paths. SWINA's mission is to help individuals discover their gifts and graces, and support them as they share their talents with the world in a loving and profitable way. We graduate aestheticians, in tune with current market trends, technologies and the energy of individual clients.

SWIHA TEMPE MAIN CAMPUS FACILITIES, LOCATION, AND HOURS

1100 and 1112 Apache Boulevard, Tempe, AZ 85281

Front Desk Hours		Clinic Hours		Class Hours	
<i>Monday</i>	<i>8:00 am - 7:00* pm</i>	<i>Monday</i>	<i>1:00 pm - 9:00 pm</i>	<i>Monday</i>	<i>8:30 am - 10:00 pm</i>
<i>Tuesday</i>	<i>8:00 am - 7:00* pm</i>	<i>Tuesday</i>	<i>1:00 pm - 9:00 pm</i>	<i>Tuesday</i>	<i>8:30 am - 10:00 pm</i>
<i>Wednesday</i>	<i>8:00 am - 7:00* pm</i>	<i>Wednesday</i>	<i>8:30 am - 4:30 pm</i>	<i>Wednesday</i>	<i>8:30 am - 10:00 pm</i>
<i>Thursday</i>	<i>8:00 am - 7:00* pm</i>	<i>Thursday</i>	<i>8:30 am - 9:00 pm</i>	<i>Thursday</i>	<i>8:30 am - 10:00 pm</i>
<i>Friday</i>	<i>8:00 am - 7:00* pm</i>	<i>Friday</i>	<i>8:30 am - 4:30 pm</i>	<i>Friday</i>	<i>8:30 am - 10:00 pm</i>
<i>Saturday:</i>	<i>8:00 am - 2:00 pm</i>	<i>Saturday:</i>	<i>8:30 am - 4:30 pm</i>	<i>Saturday:</i>	<i>8:00 am - 6:00 pm</i>
<i>Sunday</i>	<i>8:00 am - 2:00 pm</i>	<i>Sunday:</i>	<i>CLOSED</i>	<i>Sunday:</i>	<i>8:00 am - 6:00 pm</i>

*Front Desk hours are extended to 8:00pm Monday through Fridays every January, August and September to accommodate business needs.

LIGHT RAIL ACCESSIBLE

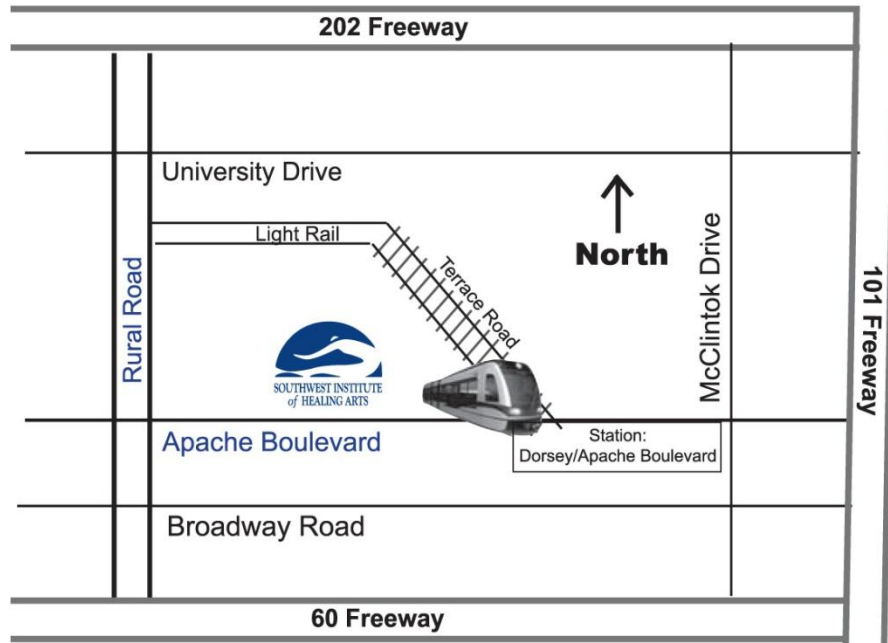
Dorsey/Apache Blvd Station

ON SITE FACILITIES:

- Administration
- Reception Area
- Student Services
- Student Records and Registrar
- Classrooms
- Healing Pages Campus Bookstore
- Student Therapy Rooms
- Student Healing Arts Clinic

The SWIHA campus is nestled the heart of Tempe next to Arizona State University. It is within walking distance of restaurants, shops, coffeehouses, and the city transit system, including the Phoenix Metro Light Rail System, operational December 2008. The classrooms and administrative offices are housed in stand-alone facilities with approximately 25,000 square feet decorated with native flora and gathering areas. The library is accessible to students during the normal hours of operation and features a wide variety of books, text editions, copies of all suggested reading material for our programs, current professional journals, and periodicals. The campus is well supplied for the classes with audio-visual equipment, massage tables and futons for bodywork classes and a wide variety of charts, visual aids, skeletons, video and over-head projection equipment for educational purposes. The Meditation Room is a place of quiet reflection where students are welcome to escape into their own thoughts, prayers, and meditation. The large Community Center Room is designed with a labyrinth as the floor welcoming students to journey on their own into the energetic center. There is an on-campus store, *Healing Pages*, which features a wide variety of books, lotions, and supplies needed for massage therapy and holistic practices, as well as, all required textbooks for our classes.

SWIHA AREA MAP



Southwest Institute of Healing Arts
1100 E. Apache Blvd
Tempe, AZ 85281
(480) 994-9244

and

1112 E. Apache Boulevard
Tempe, AZ 85281.
(480) 393-1415

SWINA TEMPE BRANCH CAMPUS FACILITIES, LOCATION, AND HOURS

1460 E Southern, Tempe AZ 85282

Front Desk Hours		Clinic Hours		Class Hours	
<i>Monday</i>	<i>9:00 am - 9:00 pm</i>	<i>Monday</i>	<i>1:00 pm - 9:00 pm</i>	<i>Monday</i>	<i>8:30 am - 10:00 pm</i>
<i>Tuesday</i>	<i>9:00 am - 9:00 pm</i>	<i>Tuesday</i>	<i>1:00 pm - 9:00 pm</i>	<i>Tuesday</i>	<i>8:30 am - 10:00 pm</i>
<i>Wednesday</i>	<i>8:30 am - 4:30 pm</i>	<i>Wednesday</i>	<i>8:30 am - 4:30 pm</i>	<i>Wednesday</i>	<i>8:30 am - 10:00 pm</i>
<i>Thursday</i>	<i>8:30 am - 9:00 pm</i>	<i>Thursday</i>	<i>8:30 am - 9:00 pm</i>	<i>Thursday</i>	<i>8:30 am - 10:00 pm</i>
<i>Friday</i>	<i>8:30 am - 4:30 pm</i>	<i>Friday</i>	<i>8:30 am - 4:30 pm</i>	<i>Friday</i>	<i>8:30 am - 10:00 pm</i>
<i>Saturday</i>	<i>8:30 am - 4:30 pm</i>	<i>Saturday:</i>	<i>8:30 am - 4:30 pm</i>	<i>Saturday:</i>	<i>8:30 am - 10:00 pm</i>
<i>Sunday:</i>	<i>CLOSED</i>	<i>Sunday:</i>	<i>CLOSED</i>	<i>Sunday:</i>	<i>8:30 am - 10:00 pm</i>

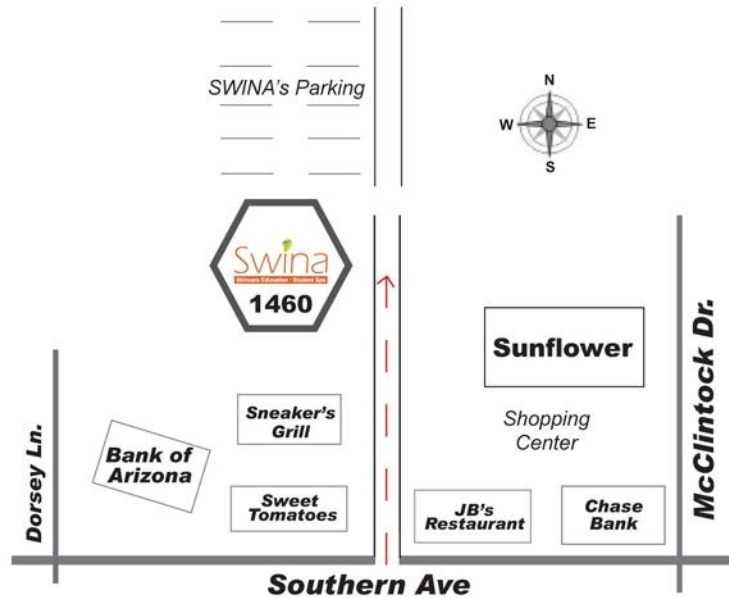
On Site Facilities:

Administration
Reception Area
Student Services
Student Records and Registrar
Classrooms
Campus Bookstore
Student Therapy Rooms
Aesthetics Clinic

SWINA is conveniently located in the heart of Tempe next to Arizona State University. It is within walking distance of restaurants, shops, coffee houses, city transit system, and is just minutes from the 101 and 202 and 60 freeways. The freestanding facility has approximately 10,000 square feet of floor space. SWINA houses three academic classrooms and a clinic floor where students work on the public once they have successfully passed the necessary competencies. There is a student lounge, library/media center provided for students, along with lockers for storage of personal items and valuables.



1460 E. Southern Ave. Tempe, AZ 85282
480.393.1415 fax 480.517.5082
www.NaturalBeautyAZ.com



SWINA's new campus is located west of McClintock Drive in Tempe, just north of Southern Avenue between the Dorsey Lane and Butte Avenue stoplights.

Traveling on Southern, turn north into the shopping center entrance way just between Sweet Tomatoes and JB's Restaurants (you will see a sign for Eastridge Apartments).

Drive straight until you reach a dead end and our parking lot will be on your left.

SPIRIT OF YOGA TEMPE AUXILIARY CLASSROOM FACILITIES, LOCATION, AND HOURS

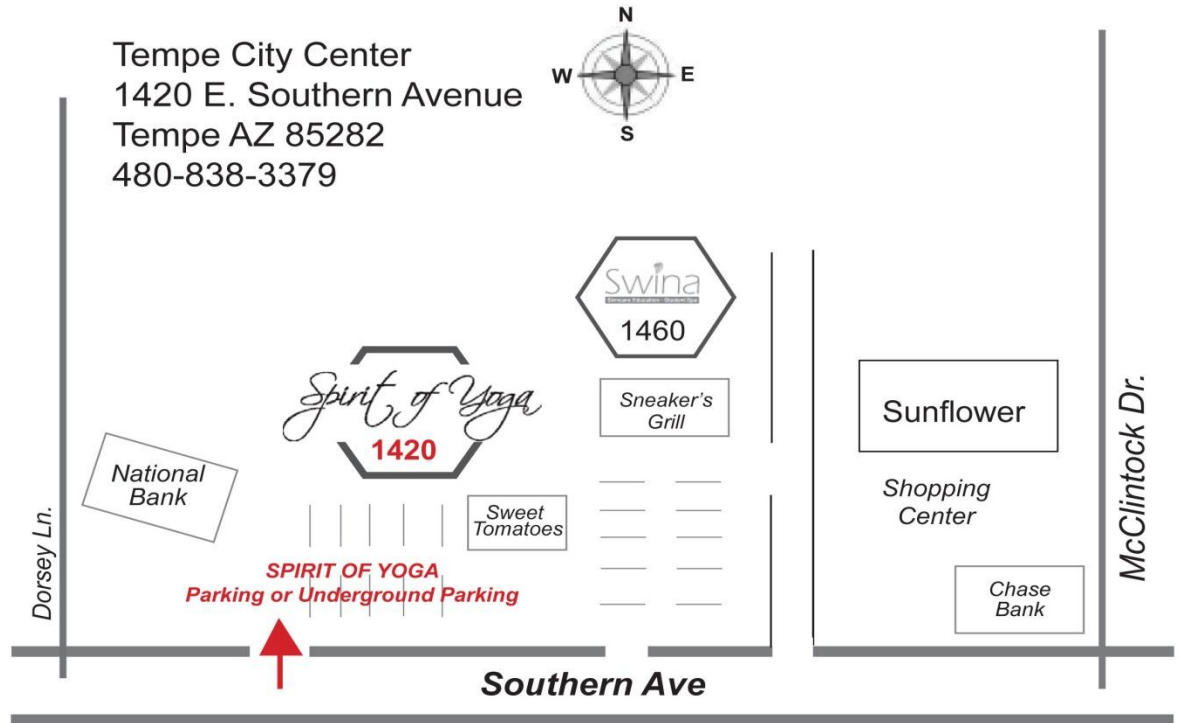
1420 E Southern, Tempe AZ 85282

Front Desk Hours		Yoga Studio Hours		Class Hours	
Monday	10:00am – 7:00 pm	Monday	7:45 am – 8:00 pm*	Monday	8:30 am - 10:00 pm
Tuesday	10:00 am – 7:00 pm	Tuesday	9:15 am – 8:00 pm*	Tuesday	8:30 am - 10:00 pm
Wednesday	10:00 am – 7:00 pm	Wednesday	7:45 am – 8:00 pm*	Wednesday	8:30 am - 10:00 pm
Thursday	10:00 am – 7:00 pm	Thursday	9:15 am – 8:00 pm*	Thursday	8:30 am - 10:00 pm
Friday	10:00 am – 7:00 pm	Friday	7:45 am – 7:25 pm*	Friday	8:30 am - 10:00 pm
Saturday:	8:00 am – 12:00 pm	Saturday	8:15 am – 11:50 am*	Saturday:	9:00 am – 6:00 pm
Sunday:	8:00 am – 12:00 pm	Sunday:	8:15 am - 2:20 pm*	Sunday:	9:00 am – 6:00 pm

*Yoga studio classes vary throughout the day please call 480-838-3379 for individual class information

On Site Facilities:

- Reception Area
- Classrooms
- Bookstore
- Yoga Studio



CODE OF ETHICS

Southwest Institute of Healing Arts and Southwest Institute of Natural Aesthetics has adopted the Code of Ethics issued by the National Certification Board for Therapeutic Massage and Bodyworkers because we are committed to the highest standards of professionalism and integrity.

SWIHA/SWINA AGREES THAT IT AND ITS STUDENTS WILL:

1. Have a sincere commitment to providing the highest quality care to those who seek our professional service.
2. Perform only those services for which they are qualified and which are within the purview of current education, credentials, professional affiliations and other qualifications.
3. Strive for professional excellence through regular assessment of personal and professional strengths and weaknesses and by continued education and training.
4. Abide by all laws governing the practice of Myotherapy/massage, bodywork, and mind/body modalities and will act only within the legal scope of practice.
5. Acknowledge the limitations of and contraindications for massage and bodywork, and mind/body modalities and refer clients to appropriate medical and psychotherapeutic professionals when indicated.
6. Respect the client's right to privacy, and keep all information strictly confidential.
7. Establish clear boundaries in the professional relationship, and provide a safe atmosphere free from physical and emotional abuse of clients. SWIHA's staff, faculty and students refrain from any sexual conduct with clients.
8. Respect the inherent work of all persons, and refuse to unjustly discriminate against clients or other ethical health professionals.
9. Conduct business and professional activities with honesty and integrity, and project a professional image in all aspects of practice.
10. Respect the spiritual beliefs and paths of others.

PROGRAM AND TUITION GUIDE

DIPLOMA PROGRAMS

Diploma Program	Hours	Credits	Tuition	Fees	Books / Supplies (core program)
Advanced Bodyworker Practitioner	600	26.75-32.25	\$8,400	\$75	\$215/\$30
Master Massage Practitioner	1000	39.25-50.75	\$14,000	\$75	\$370/\$50
Mind-Body Wellness Practitioner	600	29.75-35.00	\$8,480-8,800	\$75	\$315-\$460/ \$35-\$80
Mind-Body Wellness Practitioner ONLINE	600	31.50-32.00	\$8,800	\$75	\$725/\$275
Professional Massage Practitioner	750	32.00-38.25	\$10,500	\$75	\$370/\$50
Professional Massage Practitioner ONLINE Hybrid	750	34.50	\$10,500	\$75	\$370/\$50
Western Herbalism	700	38.5	\$9,880	\$75	\$310/\$650
Yoga Teacher Training	200	6.75	\$2,800	\$75	\$120/\$45
Yoga Teacher Training 600 Hour Level	600	24.00	\$8,400	\$75	\$215/\$45
Yoga Teacher Training / Yoga Therapist	760	32.00	\$10,640	\$75	\$370/\$45
Natural Aesthetics Practitioner	600	24.00	\$8,400	\$75	\$2500/\$185
Natural Aesthetics Master Educator	600	24.75	\$8,400	\$75	\$TBD/\$185
Advanced Skincare Practitioner & Laser Technician Diploma	780	31	\$12,400	\$75	\$2950/\$185
Laser Technician	180	7	\$4000	\$75	\$450

DEGREE PROGRAM – AOS IN HOLISTIC HEALTH CARE DEGREE

Area of Concentration	Hours	Credits	Tuition	Fees	Books / Supplies
Advanced Bodyworker Practitioner	930-1230	60	\$13,100-\$17,300	\$75	\$481/\$120
Master Massage Practitioner	930-1230	60	\$13,100-\$17,300	\$75	\$623/\$140
Mind-Body Transformational Psychology	1000-1300	60	\$14,080-\$18,280	\$75	\$337/\$55
Professional Massage Practitioner	1100-1300	60	\$15,480-\$18,280	\$75	\$620/\$140
Spa Management & Leadership	1300– 1460	60	\$18,280-\$20,520	\$75	\$270/\$20
Spa Management with Natural Aesthetics	1225-1460	60	\$17,230-\$20,520	\$75	\$270/\$2,685
Spa Management with Professional Massage	1225-1460	60	\$17,230-\$20,520	\$75	\$640/\$120
Western Herbalism	1010–1070	60	\$14,220-\$15,060	\$75	\$576/\$670
Western Herbalism & Holistic Nutrition	1010–1070	60	\$14,220-\$15,060	\$75	\$616/\$820

PRIMARY SPECIALTY/CERTIFICATES OF EXCELLENCE

Certificates of Excellence*	Hours	Credits	Tuition	Fees	Books / Supplies
Aromatherapy	100	10.50	\$1,400	\$25	\$73/\$120-165
Chinese Shamanistic	100	5.75	\$1,400	\$25	\$0/\$10
Cranial Unwinding	200	8.50	\$2,800	\$25	\$48/\$0
Holistic Nutrition Specialist	200	12.00	\$2,800	\$25	\$177/\$145
Holistic Nutrition Specialist ONLINE	200	12.00	\$2,800	\$25	\$64/\$50
Homeopathy	100	5.25	\$1400	\$75	\$24
Hypnotherapy	100	4.75	\$1,400	\$75	\$120/0
Hypnotherapy ONLINE	100	4.75	\$1,400	\$75	\$150/\$100
Clinical Hypnotherapy	300	13.50-15.00	\$4200	\$75	\$250
Life Coaching (Premium\$)	100	5.00	\$1,800	\$75	\$100/0
Life Coaching (Premium\$) ONLINE	100	5.00	\$1,800	\$75	\$0/\$100
Myofascial	100	8.5	\$1,400	\$25	\$16/\$0
Polarity APP	200	9.00	\$2,800	\$25	\$56/\$40
Polarity RPP (includes APP)	700	31.25	\$9,800	\$25	\$170/\$10
Reflexology	200	7-7.25	\$2,800	\$25	\$137-149/\$55-125
Reiki	100	2.75	\$1,400	\$25	\$18/\$0
Spa Treatments (Premium\$)	200	7.50	\$2,920	\$25	\$121/\$265
Spiritual Studies	300	20.00	\$4,200	\$25	\$79/\$25
Myotherapy Massage	200	6.00	\$2,800	\$25	\$56/\$65
Traditional Tui Na	200	10.50	\$2,800	\$25	\$0
Zen Shiatsu	200	7.25	\$2,800	\$25	\$0

Certificates of Excellence are NOT designed to be stand-alone vocational training

CLOCK HOURS AND CREDIT HOURS

ACCET APPROVED VOCATIONAL PROGRAMS

Programs	Clock Hours/Credit Hours	Award
Advanced Bodywork Practitioner	600 / 26.75-32.25	Diploma
Professional Massage Practitioner	750 / 32.00-38.25	Diploma
Professional Massage Practitioner ONLINE Hybrid	750 / 34.50	Diploma
Master Massage Practitioner	1000 / 39.25-50.75	Diploma
Western Herbalism	700 / 38.5	Diploma
Mind-Body Wellness Practitioner	600/29.75-35	Diploma
Yoga Teacher Training	200 / 6.75	Diploma
Hypnotherapy	100 / 4.75	Vocational Certificate
Life Coaching	100 / 5.0	Vocational Certificate

AOS HOLISTIC HEALTH CARE – CONCENTRATION IN:

Concentration	Clock Hours/Credit Hours	Award
Advanced Bodywork Practitioner	930-1230 / 60.00	AOS
Master Massage Practitioner	930-1230 / 60.00	AOS
Mind-Body Transformational Psychology	1000-1300 / 60.00	AOS
Professional Massage Practitioner	1100-1300 / 60.00	AOS
Spa Management & Leadership	1300– 1460 / 60.00	AOS
Spa Management w/Natural Aesthetics	1225-1460 / 60.00	AOS
Spa Management w/Professional Massage	1225-1460 /60.00	AOS
Western Herbalism	1010–1070 / 60.00	AOS
Western Herbalism & Holistic Nutrition	1010–1070 / 60.00	AOS

ADDITIONAL COSTS

Massage, Asian Bodywork or Yoga students may need to be prepared to incur the following approximate additional costs:

Linens	\$45* (2 flat twin sheets/1 hand towel/1 bath towel)
Lotions/Oils	\$45*
Yoga Mats	\$35 - \$100 depending on grade of mat purchased
Massage – Arizona Licenses Concentrations	\$279– Now included in the cost of tuition for Massage programs or
Liability Insurance	\$50 to \$149. yr. Note: Rates vary according to provider.
Table	\$450 (optional)
Bolsters, pillows, etc.	\$45*
Tutoring for missed classes**	\$25 Per hour paid at Student Services

*Please note: Students for massage or bodywork classes are required to furnish their own linens and lotions. Many students find that they already have linens and pillows that they can utilize for these purposes, without needing to incur much additional expense. Students may also wish to purchase a massage table. However, the school has an adequate number of tables for in-class use.

**Please note: Two tutoring hours are required for each missed 4 hours of hands-on training and one hour for each missed 4 hours of theory courses.

***Please Note: Online Students are responsible for purchasing their resources and textbooks. We believe in providing you this freedom so you can obtain them in the most economical and appropriate way for your unique circumstance. Some online classes may also require you to interact with other professionals in your area, which may incur additional fees

ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE IN HOLISTIC HEALTH CARE

Go beyond the Hippocratic Oath of “First, Do No Harm” ~ Strive to “Do More Good”

At Southwest Institute of Healing Arts we use the term Holistic based on our commitment to the health and wellness of the whole person - **Mind/ Body/ Spirit**.

As part of this degree program, graduates develop expertise in **Massage, Advanced Bodywork or Western Herbalism**. Choose a concentration that best expresses your 'gifts'.

- Focus on **prevention** and **education** to improve the health of your clients and community.
- Treat the physical body with **nutrition, massage and body work**.
- Promote emotional and spiritual well-being through **psychology, hypnotherapy, life coaching, spiritual studies and yoga**.
- Activate the body's own **extraordinary resources** to repair and rebuild.
- Discern the truth about **healthy eating** in a world of contradictory information.
- Gain **entrepreneurial support** and **grow your own business!**

Federal Financial aid is available to those students who qualify.

The following pages demonstrate all the options you have to choose from.

The faculty and staff here at Southwest Institute of Healing Arts invite you to **"Do Your Dream"**!

AOS Degree Holistic Health Care Concentration in:
ADVANCED BODYWORKER PRACTITIONER (AOS/C BW600)

60 Credits
 18 to 24 months

The Holistic Health Care Program was created for many different applications. It can be a stand-alone curriculum for students desiring an entry-level position into Holistic Health Care facilities or it can be an entrée into one's own practice. Researchers in the New England Journal of medicine tell us that Americans spend more than \$10 billion a year on alternative therapies – considerably more than on traditional medicine. This growing field offers opportunities to learn a broad spectrum of therapies such as Nutrition, Massage, Herbalism, Polarity and Hypnotherapy.

Holistic Health Care workers are now entering into the field of elder care, hospice care, and private practice. Entry-level career opportunities will include an enhanced holistic health care practice as a massage therapist, support group facilitation for eating management groups, employment in health food stores as consumer educators, and patient educators in health clinic settings. HHC graduates can find employment opportunities in management and sales in retail/wholesale situations where there are positions ranging from \$12 to \$20 per hour, often plus a commission. Group facilitators are paid \$30 or more per hour, and as entrepreneurs they average \$45-\$60 per session, especially if also licensed as a massage therapist.

AOS GENERAL EDUCATION REQUIREMENTS

Code	Course	Hours	Credits	Pre-Requisite
BC 200	Basic Finance	16	1.00	
BC 101	English Composition	15	1.00	
BC 550 P\$	Life Coaching - An Introduction	20	1.25	
CC 302	Mastery Skills for Practitioners	30	2.00	
NC 110	Nutrition - Holistic Foundations I	45	3.00	
BC 401	Public Speaking	15	1.00	
CC 250	Psychology Theories - Honoring the Masters	30	2.00	
BC 250	Statistical Research Project	16	1.00	
BC 402	Seminar & Presentation	15	1.00	
NC 120	Stress Management	15	1.00	
BC 410	Writing for Publication	15	1.00	

REQUIRED AOS CORE COURSES

SM 150	Ayurveda - Introduction	30	2.00	
BC 511	Business Development & Entrepreneurial Support	48	1.25	
SC 455	Exercise Wellness	30	2.00	
HH 500	Optimum Health & Sustainability	15	1.00	

REQUIRED BODYWORK COURSES

MT 115	Anatomy	60	4.00	
MT 530	CPR Certification	4	0.25	
BC 301	Ethics for Massage Therapists	8	0.50	
MT 520	First Aid	8	0.25	
SC 415	Pathology -BW	40	2.50	
MT 500	Physiology	60	4.00	

CHOOSE A COMBINATION OF SPECIALITIES & ELECTIVES TO EQUAL 60 CREDITS

AR	Aromatherapy	100	5.50	
CRA	Cranial Unwinding	200	8.50	
HN	Holistic Nutrition Specialist	200	12.00	
HY	Hypnotherapy	100	4.75	
LC	Life Coaching	100	5.00	
POL-APP	Polarity - Associate Polarity Practitioner	200	9.00	
RF	Reflexology	200	7- 7.25	
RE	Reiki	100	2.75	
SPM	Spa Management	200	10.75	
TUINA	Tui Na	200	10.00	
YO	Yoga Teacher Training	200	6.75	
ZEN	Zen Shiatsu	200	7.00	

**Must have a total of 60 credits to graduate. Note: A completed class that is required for a core and/or one or more specialties will fulfill the class requirement in all areas. The course credits/hours will only be applied once. Substituting an equal amount of elective class credits/hours to account for the discrepancy satisfies the credit/hour requirement. Students must have a total of 60 credits of completed classes to graduate.

AOS Degree Holistic Health Care Concentration in:
MIND BODY TRANSFORMATIONAL PSYCHOLOGY (AOS/C-PSYCH)

60 Credits
 18 to 24 months

This program is unique, in that it is a journey into personal transformation. The curriculum is a balance of body, mind and spiritual classes designed to address both the personal aspects of the transformational processes and the clinical/professional applications for the therapist. Students may choose from a number of specialty areas that include Hypnotherapy, Polarity, Yoga and more.

Students who graduate from the Mind-Body Transformational Psychology Program will enter the field as independent therapists or in tandem with licensed mental health care workers, hospices, hospitals, and elder care facilities. Their entry-level training will include: self-empowerment, death and dying, developmental stages, growth and trauma, chemical dependency, various religious belief systems, alternative lifestyles, professional boundaries, and ethical communication. Many of our graduates become licensed massage therapists also with an elevated awareness of the mind body connection or become independent consultants in their area of expertise. These practitioners earn from \$35.00 to \$75.00 a session. Other graduates go into the mental health care field. Entry-level positions such as intake or support counselors can range from \$15 to \$20 per hour.

AOS GENERAL EDUCATION REQUIREMENTS

Code	Course	Hours	Credit	Pre-Requisite
BC 200	Basic Finance	16	1.00	
BC 101	English Composition	15	1.00	
BC 550 P\$	Life Coaching - An Introduction *	20	1.25	
CC 302	Mastery Skills for Practitioners *	30	2.00	
NC 110	Nutrition - Holistic Foundations I *	45	3.00	
BC 401	Public Speaking *	15	1.00	
CC 250	Psychology Theories - Honoring the Masters	30	2.00	
BC 250	Statistical Research Project	16	1.00	
BC 402	Seminar & Presentation	15	1.00	
NC 120	Stress Management	15	1.00	
BC 410	Writing for Publication *	15	1.00	

REQUIRED AOS & MIND BODY CORE COURSES

SM 150	Ayurveda – Introduction	30	2.00	
EC 100	Energy Anatomy	68	4.50	
HY 100	Hypnotherapy - Level I *	20	1.25	
CC 120	Intuitive Studies - Introduction	30	2.00	
HH 500	Optimum Health & Sustainability	15	1.00	
PC 100	Polarity - Basic I	20	1.00	

REQUIRED TRANSFORMATIONAL PSYCHOLOGY CORE COURSES

CC 115	Alternative Lifestyles & Diversity	30	2.00	
BC 511	Business Development & Entrepreneurial Support	48	1.25	
CC 140	Developmental Psychology - Awakening the Heroes Within	30	2.00	
CC 130	Psychology of Addiction - Understanding the Shadow	30	2.00	
NC 125	Support Group Facilitation	15	1.00	

CHOOSE A COMBINATION OF SPECIALITIES & ELECTIVES TO EQUAL 60 CREDITS

AR	Aromatherapy	100	5.50	
HY-C	Clinical Hypnotherapy	300	13.5-15.	
CRA	Cranial Unwinding	200	8.50	
HN	Holistic Nutrition Specialist	200	12.00	
HO	Homeopathy offered ONLINE	100	5.25	
HY	Hypnotherapy	100	4.75	
MBWP	Mind Body Wellness Practitioner	600	31.25	
POL-APP	Polarity - Associate Polarity Practitioner	200	9.00	
RF	Reflexology	200	7- 7.25	
RE	Reiki	100	2.75	
ST	Spa Management	200	10.75	
SM	Spa Treatments	200	7.50	
TUINA	Tui Na	200	10.00	
YO	Yoga Teacher Training	200	6.75	
ZEN	Zen Shiatsu	200	7.00	

* DENOTES COURSE THAT ALSO SATISFIES THE MBWP SPECIALITY COURSE REQUIREMENTS

**Must have a total of 60 credits to graduate, actual classroom hours may vary.

Note: A completed class that is required for a core and/or one or more specialties will fulfill the class requirement in all areas. The course credits/hours will only be applied once. Substituting an equal amount of elective class credits/hours to account for the discrepancy satisfies the credit/hour requirement. Students must have a total of 60 credits of completed classes to graduate.

AOS Degree Holistic Health Care Concentration in:
MIND BODY TRANSFORMATIONAL PSYCHOLOGY ONLINE (AOS/C-PSYCH-OL)

60 Credits
 18 to 24 months

This program is unique, in that it is a journey into personal transformation. The curriculum is a balance of body, mind and spiritual classes designed to address both the personal aspects of the transformational processes and the clinical/professional applications for the therapist. Students may choose from a number of specialty areas that include Hypnotherapy, Polarity, Yoga and more. Students who graduate from the Mind-Body Transformational Psychology Program will enter the field as independent therapists or in tandem with licensed mental health care workers, hospices, hospitals, and elder care facilities. Their entry-level training will include: self-empowerment, death and dying, developmental stages, growth and trauma, chemical dependency, various religious belief systems, alternative lifestyles, professional boundaries, and ethical communication. Many of our graduates become licensed massage therapists also with an elevated awareness of the mind body connection or become independent consultants in their area of expertise. These practitioners earn from \$35.00 to \$75.00 a session. Other graduates go into the mental health care field. Entry-level positions such as intake or support counselors can range from \$15 to \$20 per hour.

AOS GENERAL EDUCATION REQUIREMENTS

Code	Course	Clock	Credit	Pre-Requisite
CC 115-OL	Alternative Lifestyles & Diversity ONLINE	30	2.00	
AR 100-OL	Aromatherapy - Introduction ONLINE	20	1.25	
SM150-OL	Ayurveda - Introduction ONLINE	30	2.00	
BC 200-OL	Basic Finance ONLINE	16	1.00	
SP 150-OL	Comparative Religion/Unity & Tolerances ONLINE	30	2.00	
CC 140-OL	Developmental Psychology - Awaken the Heroes Within ONLINE	30	2.00	
SP 430-OL	Death, Dying and Hospice ONLINE	15	1.00	
EC 101-OL	Energy Anatomy, Part 1 ONLINE	32	2.25	
EC 102-OL	Energy Anatomy, Part 2 ONLINE	36	2.25	EC 101-OL
BC 101-OL	English Composition ONLINE	15	1.00	
HY 100-OL	Hypnotherapy - Level I ONLINE *	20	1.25	
CC 120-OL	Intuitive Studies - Introduction ONLINE	30	2.00	
BC 550-OL P\$	Life Coaching - An Introduction ONLINE *	20	1.25	
CC 302-OL	Mastery Skills for Practitioners ONLINE *	30	2.00	
NC 110-OL	Nutrition - Holistic Foundations I ONLINE *	45	3.00	
HH 500-OL	Optimum Health & Sustainability ONLINE	15	1.00	
SP 275-OL	Prayer Therapy ONLINE	15	1.00	
CC 130-OL	Psychology of Addiction - Understanding the Shadow ONLINE	30	2.00	
BC 401-OL	Public Speaking ONLINE *	15	1.00	
CC 250-OL	Psychology Theories Honoring the Masters ONLINE *	30	2.00	
BC 250-OL	Statistical Research Project ONLINE	16	1.00	
BC 402-OL	Seminar & Presentation ONLINE	15	1.00	
NC 120-OL	Stress Management ONLINE	15	1.00	
NC 125-OL	Support Group Facilitation ONLINE	15	1.00	
BC 410-OL	Writing for Publication ONLINE *	15	1.00	

SPECIALITIES MIND BODY WELLNESS PLUS ELECTIVES TO TOTAL 60 CREDITS

MBWP	Mind Body Wellness Practitioner ONLINE	600	31.25	
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* ***DENOTES COURSE THAT ALSO SATISFIES THE MBWP SPECIALITY COURSE REQUIREMENTS***

**Must have a total of 60 credits to graduate, actual classroom hours may vary.

Note: A completed class that is required for a core and/or one or more specialties will fulfill the class requirement in all areas. The course credits/hours will only be applied once. Substituting an equal amount of elective class credits/hours to account for the discrepancy satisfies the credit/hour requirement. Students must have a total of 60 credits of completed classes to graduate.

AOS Degree Holistic Health Care Concentration in:
PROFESSIONAL MASSAGE PRACTITIONER (MT750)

60 Credits
 18 to 24 months

The Holistic Health Care Program was created for many different applications. It can be a stand-alone curriculum for students desiring an entry-level position into Holistic Health Care facilities or it can be an entrée into one's own practice. Researchers in the New England Journal of medicine tell us that Americans spend more than \$10 billion a year on alternative therapies – considerably more than on traditional medicine. This growing field offers opportunities to learn a broad spectrum of therapies such as Nutrition, Massage, Herbalism, Polarity and Hypnotherapy.

Holistic Health Care workers are now entering into the field of elder care, hospice care, and private practice. Entry-level career opportunities will include an enhanced holistic health care practice as a massage therapist, support group facilitation for eating management groups, employment in health food stores as consumer educators, and patient educators in health clinic settings. HHC graduates can find employment opportunities in management and sales in retail/wholesale situations where there are positions ranging from \$12 to \$20 per hour, often plus a commission. Group facilitators are paid \$30 or more per hour, and as entrepreneurs they average \$45-\$60 per session, especially if also licensed as a massage therapist.

AOS GENERAL EDUCATION REQUIREMENTS

Code	Course	Clock	Credit	Pre-Requisite
BC 200	Basic Finance	16	1.00	
BC 101	English Composition	15	1.00	
BC 550 P\$	Life Coaching - An Introduction	20	1.25	
CC 302	Mastery Skills for Practitioners	30	2.00	
NC 110	Nutrition - Holistic Foundations I	45	3.00	
CC 250	Psychology Theories Honoring the Masters	30	2.00	
BC 401	Public Speaking	15	1.00	
BC 402	Seminar & Presentation	15	1.00	
BC 250	Statistical Research Project	16	1.00	
NC 120	Stress Management	15	1.00	
BC 410	Writing for Publication	15	1.00	

REQUIRED AOS CORE COURSES

SM 150	Ayurveda - Introduction	30	2.00	
BC 511	Business Development & Entrepreneurial Support	48	1.25	
SC 455	Exercise Wellness	30	2.00	
HH 500	Optimum Health & Sustainability	15	1.00	

REQUIRED PROFESSIONAL MASSAGE COURSES

CC 100	Communication Skills for Practitioners I	15	1.00	
CC 101	Communication Skills for Practitioners II	15	1.00	CC 100
SC 415	Pathology - BW	40	2.50	
MT 115	Anatomy	60	4.00	
BC 302	Business Practices for Massage Therapists	12	0.75	
MT 530	CPR Certification	4	0.25	
BC 301	Ethics for Massage Therapists	8	0.50	
MT 520	First Aid	8	0.25	
MT 151	Kinesiology	36	2.25	MT 115
MT 500	Physiology	60	4.00	
BC 110	SOAP Notes	6	0.25	

REQUIRED PROFESSIONAL MASSAGE HANDS ON COURSES

MT 200	Swedish Massage	40	1.25	
MT 975	Massage Clinic - Supervised MT 750	75	1.50	MT 200
PC 850	Cranial Unwinding I	20	1.00	
TE 220	Deep Tissue Sculpting	24	0.75	MT 200
MT 400	Myotherapy - 7 Step Release	40	1.25	MT 200
TE 560	Reflexology - Introduction	8	0.25	

CHOOSE A COMBINATION OF SPECIALITIES & ELECTIVES TO EQUAL 60 CREDITS

AR	Aromatherapy	100	5.50	
CRA	Cranial Unwinding	200	8.50	
HN	Holistic Nutrition Specialist	200	12.00	
HY	Hypnotherapy	100	4.75	
MM	Medical Massage	100	3.75	
MYO	Myofascial	100	3.00	
TMI	Myotherapy	200	6.25	
POL-APP	Polarity - Associate Polarity Practitioner	200	9.00	
RF	Reflexology	200	7- 7.25	
RE	Reiki	100	2.75	
SPM	Spa Management	200	10.75	
ST	Spa Treatments	200	7.50	
SPT	Special Touch	100	3.00	
TUINA	Tui Na	200	10.00	
YO	Yoga Teacher Training	200	6.75	
ZEN	Zen Shiatsu	200	7.00	
	Electives to Complete 750 Hours			

**Must have a total of 60 credits to graduate, actual classroom hours may vary.

Note: A completed class that is required for a core and/or one or more specialties will fulfill the class requirement in all areas. The course credits/hours will only be applied once. Substituting an equal amount of elective class credits/hours to account for the discrepancy satisfies the credit/hour requirement. Students must have a total of 60 credits of completed classes to graduate.

AOS Degree Holistic Health Care Concentration in: **SPA MANAGEMENT AND LEADERSHIP (AOS/C-SPA)**

60 Credits
18 to 24 months

Today's spas are serious business. The International Spa Association reports as many as 12,100 spas in the United States, with the Southwest ranking as the largest spa market in the country. The exponential growth of the industry has prompted the need for spa professionals to enhance their skills specifically related to the business and management issues unique to spas.

The Spa Management and Leadership Occupational Degree Program is designed for current spa owners, directors, practitioners, spa employees needing management training, business professionals and entrepreneurs entering the spa industry. Manufacturers and developers of products for the spa industry, wellness and fitness professionals seeking to expand their understanding of the industry and representatives from business, hospitality, and tourism could also benefit from this program. It prepares students for success in the spa and hospitality industry. Students gain specific business and management skills needed for successful day-to-day spa operations, combined with long-range strategies necessary for sustained growth and profitability, employee retention and customer loyalty. Courses cover management, operations, finance, human resources, marketing, products, and customer service.

AOS GENERAL EDUCATION REQUIREMENTS

Code	Course	Clock	Credit	Pre-Requisite
BC 200	Basic Finance	16	1.00	
BC 101	English Composition	15	1.00	
BC 550 P\$	Life Coaching - An Introduction	20	1.25	
CC 302	Mastery Skills for Practitioners	30	2.00	
NC 110	Nutrition - Holistic Foundations I	45	3.00	
BC 401	Public Speaking	15	1.00	
CC 250	Psychology Theories Honoring the Masters	30	2.00	
BC 250	Statistical Research Project	16	1.00	
BC 402	Seminar & Presentation	15	1.00	
NC 120	Stress Management	15	1.00	
BC 410	Writing for Publication	15	1.00	

REQUIRED AOS & SPA MANAGEMENT CORE COURSES

SM 150	Ayurveda - Introduction	30	2.00	
BC 511	Business Development & Entrepreneurial Support	48	1.25	
SM 130	Spa Management - Customer Service & The Spa Industry	20	1.25	
SM 212	Spa Management - Feng Shui	15	0.50	
SM 211	Spa Management - Fundamentals of Spa Design	15	0.75	
SM 120	Spa Management - Human Resources & Leadership	30	2.00	
SM 105	Spa Management - Intro to Retail Management & Marketing	30	2.00	
SM 100	Spa Management - Intro to Spa Industry & Operations	20	1.25	
SM 222	Spa Management - Spa Finance	22	1.25	
SM 260	Spa Management - Spa Internship	60	1.50	

CHOOSE ONE SPECIALITY AND ELECTIVES TO EQUAL 60 CREDITS

BW 600	Advanced Bodyworker Practitioner	600	24.00	
CO	Cosmetology	varies	25.00	
NA	Natural Aesthetics Practitioner	600	24.00	
MT 750	Professional Massage Practitioner	750	25.00	

**Must have a total of 60 credits to graduate. Note: A completed class that is required for a core and/or one or more specialties will fulfill the class requirement in all areas. The course credits/hours will only be applied once. Substituting an equal amount of elective class credits/hours to account for the discrepancy satisfies the credit/hour requirement. Students must have a total of 60 credits of completed classes to graduate.

AOS Degree Holistic Health Care Concentration in: SPA MANAGEMENT WITH NATURAL AESTHETICS (AOS/C-SPA/NA)

60 Credits
18 to 24 months

Today's spas are serious business. The International Spa Association reports as many as 12,100 spas in the United States, with the Southwest ranking as the largest spa market in the country. The exponential growth of the industry has prompted the need for spa professionals to enhance their skills specifically related to the business and management issues unique to spas.

The Spa Management and Leadership Occupational Degree Program is designed for current spa owners, directors, practitioners, spa employees needing management training, business professionals and entrepreneurs entering the spa industry. Manufacturers and developers of products for the spa industry, wellness and fitness professionals seeking to expand their understanding of the industry and representatives from business, hospitality, and tourism could also benefit from this program. It prepares students for success in the spa and hospitality industry. Students gain specific business and management skills needed for successful day-to-day spa operations, combined with long-range strategies necessary for sustained growth and profitability, employee retention and customer loyalty. Courses cover management, operations, finance, human resources, marketing, products, and customer service.

The Aesthetics Program is designed to be a comprehensive, integrative, holistic and natural approach to skin care wellness. The curriculum offers students an extensive base of classes, using the Ayurvedic Theory as the educational foundation. We believe that by integrating the physical, mental, emotional and spiritual aspects of health and beauty, graduates will begin their career as a more skilled and confident practitioner. The program provides an "Educational Approach to Wellness and Beauty" focusing on a person's inner-beauty versus the more traditional teaching of glamour and superficial surface beauty. Students will be trained to integrate a full range of holistic services based on a "conscious touch" philosophy. SWINA's aesthetics program provides a unique "whole body wellness" approach with emphasis on nutrition, self-care education and retail product opportunities. After completion of this diploma, the student is prepared for licensure through the Arizona State Board of Cosmetology and an entry-level position. Compensation for an independent aesthetics practitioner is approximately \$25 to \$65 per session in Arizona.

AOS GENERAL EDUCATION REQUIREMENTS

Code	Course	Hours	Credits	Pre-Requisite
BC 200	Basic Finance	16	1.00	
BC 101	English Composition	15	1.00	
BC 550 P\$	Life Coaching - An Introduction	20	1.25	
CC 301	Mastery Skills for Practitioners	30	2.00	
NC 110	Nutrition - Holistic Foundations I	45	3.00	
BC 401	Public Speaking	15	1.00	
CC 250	Psychology Theories Honoring the Masters	30	2.00	
BC 250	Statistical Research Project	16	1.00	
BC 402	Seminar & Presentation	15	1.00	
NC 120	Stress Management	15	1.00	
BC 410	Writing for Publication	15	1.00	

REQUIRED AOS & SPA MANAGEMENT CORE COURSES

SM 150	Ayurveda - Introduction	30	2.00	
BC 511	Business Development Entrepreneurial Support	48	1.25	
SM 130	Spa Management - Customer Service & The Spa Industry	20	1.25	
SM 212	Spa Management - Feng Shui	15	0.50	
SM 211	Spa management - Fundamentals of Spa Design	15	0.75	
SM 120	Spa Management - Human Resources & Leadership	30	2.00	
SM 105	Spa Management - Intro to Retail Management & Marketing	30	2.00	
SM 100	Spa Management - Intro to Spa Industry & Operations	20	1.25	
SM 222	Spa Management - Spa Finance	22	1.25	
SM 260	Spa Management - Spa Internship	60	1.50	

NATURAL AESTHETICS SPECIALITY AND ELECTIVES TO EQUAL 60 CREDITS

NA 500	White Block - Foundations	224	11.00	
NA 515	Blue Block	64	3.00	NA 500

NA 510	Green Block - Spa Tech	64	3.00	NA 500
NA 505	Red Block - Waxing and Makeup	64	3.00	NA 500
NA 932	Clinic I	32	0.75	NA 500
NA 152	Clinic II	152	3.25	NA 500
	Electives to equal 60 credits			

**Must have a total of 60 credits to graduate. Note: A completed class that is required for a core and/or one or more specialties will fulfill the class requirement in all areas. The course credits/hours will only be applied once. Substituting an equal amount of elective class credits/hours to account for the discrepancy satisfies the credit/hour requirement. Students must have a total of 60 credits of completed classes to graduate.

AOS Degree Holistic Health Care Concentration in: **WESTERN HERBALISM WITH (AOS/C-WH)**

60 Credits
18 to 24 months

Act as an environmental steward in your community by educating clients to live a more sustainable lifestyle using renewable, non-toxic, affordable and accessible options. Empower clients to take responsibility for their own health, and provide health care options that avoid the overuse of costly medications and invasive procedures. This program prepares practitioners to provide natural alternatives as the first line of defense for acute and chronic disease, in addition to promoting general good health and well-being. Reconnect with the natural world and cultivate a passion for the earth and all it naturally provides. Western Herbalism draws from herbal traditions based on generations of wisdom in the treatment and prevention of illness.

AOS GENERAL EDUCATION REQUIREMENTS

Code	Course	Clock	Credit	Pre-Requisite
BC 200	Basic Finance	16	1.00	
BC 101	English Composition	15	1.00	
BC 550 P\$	Life Coaching - An Introduction	20	1.25	
CC 302	Mastery Skills for Practitioners	30	2.00	
NC 110	Nutrition - Holistic Foundations I	45	3.00	
BC 401	Public Speaking	15	1.00	
CC 250	Psychology Theories Honoring the Masters	30	2.00	
BC 250	Statistical Research Project	16	1.00	
BC 402	Seminar & Presentation	15	1.00	
NC 120	Stress Management	15	1.00	
BC 410	Writing for Publication	15	1.00	

REQUIRED AOS & WESTERN HERBALISM CORE COURSES

SM 150	Ayurveda - Introduction	30	2.00	
SC 250	Botany	45	3.00	
BC 511	Business Development & Entrepreneurial Support	48	1.25	
SC 455	Exercise Wellness	30	2.00	
SC 300	Herbal Bio - Arts	45	3.00	
HH 500	Optimum Health & Sustainability	15	1.00	
SC 425	Pathology - WH	40	2.50	MT 500
MT 500	Physiology	60	4.00	
WH 300	Western Herbalism - Externship - Flight	60	1.25	WH 240
WH 100	Western Herbalism - Foundations of American Herbal Studies	30	2.00	
WH 350	Western Herbalism - Master Project	40	1.00	WH 300
WH 275	Western Herbalism - Herbal Flowers	16	1.00	
WH 210	Western Herbalism - Sect A - Sowing	45	2.50	WH 100
WH 220	Western Herbalism - Sect B - Germination	45	2.50	WH 210
WH 230	Western Herbalism - Sect C - Growth	45	2.50	WH 220
WH 240	Western Herbalism - Sect D - Harvest	45	2.50	WH 230

HERBAL ELECTIVES – CHOOSE 41 HOURS

AR 100	Aromatherapy - Introduction	20	1.25	
SC 210	Homeopathic Remedies - Introduction	24	1.25	
WH 376	Western Herbalism - Formulary Practicum	15	0.75	WH 220
WH 250	Western Herbalism - Herbal Specialties Babies & Children	8	0.50	
WH 365	Western Herbalism - Manufacturing & Remedy Production	14	0.50	
WH 256	Western Herbalism - The Green Man	8	0.50	
WH 265	Western Herbalism - The Herbal Goddess	18	1.00	
WH 150	Western Herbalism -Herbal Specialties in Clinical Herbalism	10	0.50	

**Must have a total of 60 credits to graduate. Note: A completed class that is required for a core and/or one or more specialties will fulfill the class requirement in all areas. The course credits/hours will only be applied once. Substituting an equal amount of elective class credits/hours to account for the discrepancy satisfies the credit/hour requirement. Students must have a total of 60 credits of completed classes to graduate.

AOS Degree Holistic Health Care Concentration in: WESTERN HERBALISM WITH HOLISTIC NUTRITION (AOS/C-WHHN)

60 Credits

18 to 24 months

Act as an environmental steward in your community by educating clients to live a more sustainable lifestyle using renewable, non-toxic, affordable and accessible options. Empower clients to take responsibility for their own health, and provide health care options that avoid the overuse of costly medications and invasive procedures. This program prepares practitioners to provide natural alternatives as the first line of defense for acute and chronic disease, in addition to promoting general good health and well-being.

Reconnect with the natural world and cultivate a passion for the earth and all it naturally provides. Western Herbalism draws from herbal traditions based on generations of wisdom in the treatment and prevention of illness. Holistic Nutrition provides an in-depth understanding of the physical, psychological, behavioral and educational aspects of human nutrition, and the relationship between nutrition and wellness. The holistic Health Care AOS Degree with an emphasis on Western Herbalism and Holistic Nutrition includes life coaching skills, whole food cooking, exercise and stress management education, as well as entrepreneurial support.

AOS GENERAL EDUCATION REQUIREMENTS

Code	Course	Clock	Credit	Pre-Requisite
BC 200	Basic Finance	16	1.00	
BC 101	English Composition	15	1.00	
BC 550 P\$	Life Coaching - An Introduction	20	1.25	
CC 301	Mastery Skills for Practitioners	30	2.00	
NC 110	Nutrition - Holistic Foundations I	45	3.00	
BC 401	Public Speaking	15	1.00	
CC 250	Psychology Theories Honoring the Masters	30	2.00	
BC 250	Statistical Research Project	16	1.00	
BC 402	Seminar & Presentation	15	1.00	
NC 120	Stress Management	15	1.00	
BC 410	Writing for Publication	15	1.00	

REQUIRED AOS & WESTERN HERBALISM CORE COURSES

SM 150	Ayurveda - Introduction	30	2.00	
SC 250	Botany	45	3.00	
BC 511	Business Development & Entrepreneurial Support	48	1.25	
SC 455	Exercise Wellness	30	2.00	
SC 300	Herbal Bio - Arts	45	3.00	
HH 500	Optimum Health & Sustainability	15	1.00	
SC 425	Pathology - WH	40	2.50	MT 500
MT 500	Physiology	60	4.00	
WH 300	Western Herbalism - Externship - Flight	60	1.25	WH 240
WH 100	Western Herbalism - Foundations of American Herbal Studies	30	2.00	
WH 350	Western Herbalism - Master Project	40	1.00	WH 300
WH 275	Western Herbalism - Herbal Flowers	16	1.00	
WH 210	Western Herbalism - Sect A - Sowing	45	2.50	WH 100
WH 220	Western Herbalism - Sect B - Germination	45	2.50	WH 210
WH 230	Western Herbalism - Sect C - Growth	45	2.50	WH 220
WH 240	Western Herbalism - Sect D - Harvest	45	2.50	WH 230

REQUIRED HOLISTIC NUTRITION CORE COURSES

NC 110	Nutrition - Holistic Foundations I	45	3.00	
NC 310	Nutrition - Holistic Foundations II	60	4.00	NC 110
NC 340	Nutrition - Supplements Intro	15	1.00	
NC 140	Nutrition - Therapies	15	1.00	NC 110 or NC 340
NC 330	Nutrition - Weight Management	30	2.00	NC 110 or NC 340
NC 200	Nutrition - Whole Food Cuisine	20	0.50	
NC 250	Nutrition - Whole Food Cuisine and Recipe's	15	0.50	NC 200

ELECTIVE COURSES

AR 100	Aromatherapy - Introduction	20	1.25	
SC 210	Homeopathic Remedies - Introduction	24	1.25	
WH 376	Western Herbalism - Formulary Practicum	15	0.75	WH 220
WH 250	Western Herbalism - Herbal Specialties Babies & Children	8	0.50	
WH 365	Western Herbalism - Manufacturing & Remedy Production	14	0.50	
WH 256	Western Herbalism - The Green Man	8	0.50	
WH 265	Western Herbalism - The Herbal Goddess	18	1.00	
WH 150	Western Herbalism -Herbal Specialties in Clinical Herbalism	10	0.50	

**Must have a total of 60 credits to graduate. Note: A completed class that is required for a core and/or one or more specialties will fulfill the class requirement in all areas. The course credits/hours will only be applied once. Substituting an equal amount of elective class credits/hours to account for the discrepancy satisfies the credit/hour requirement. Students must have a total of 60 credits of completed classes to graduate.

DIPLOMA PROGRAMS

ADVANCED BODYWORK PRACTITIONER (BW600)

600 Classroom Hours

32.00-38.25 Credit hours

9 Months Full-Time and 18 Months Part-Time

As of January 2008, the massage law in the state of Arizona requires 700 hours of massage therapy training for those practicing a modality that requires disrobing. This does not include Reflexology, Polarity, Craniosacral, Reiki or Asian Arts, including Zen Shiatsu, Thai, and Tui Na. These six modalities are exempt from licensing because they are considered clothed modalities.

The Advanced Bodywork Practitioner program is designed for the individual who is interested in energetic CLOTHED-bodywork modalities. The student is able to choose a combination of course studies from a variety of energy-based bodywork systems. The consciousness of energy together with bodywork allows the practitioner to touch the mind, body, and spirit, and promote a greater sense of well-being.

REQUIRED ADVANCED BODYWORKER CORE REQUIREMENTS

Code	Course	Hours	Credits	Pre-Requisite
MT 115	Anatomy	60	4.00	
BC 302	Business Practices for Massage Therapists	12	0.75	
MT 530	CPR Certification	4	0.25	
BC 301	Ethics for Massage Therapists	8	0.50	
MT 521	First Aid	8	0.25	
SC 415	Pathology -BW	40	2.50	
MT 500	Physiology	60	4.00	

CHOOSE A COMBINATION OF SPECIALITIES & ELECTIVES TO EQUAL 60 CREDITS

AR	Aromatherapy	100	5.50	
CRA	Cranial Unwinding	200	8.50	
HN	Holistic Nutrition Specialist	200	12.00	
HY	Hypnotherapy	100	4.75	
LC	Life Coaching	100	5.00	
POL-APP	Polarity - Associate Polarity Practitioner	200	9.00	
RF	Reflexology	200	7- 7.25	
RE	Reiki	100	2.75	
SPM	Spa Management	200	10.75	
TUINA	Tui Na	200	10.00	
YO	Yoga Teacher Training	200	6.75	
ZEN	Zen Shiatsu	200	7.00	

** 16 hours of clinic included in RF 103 for Reflexology Specialty, 30 hours included in Associate Polarity Practitioner – APP, 30 hours included in Cranial Unwinding, and 20 hours included in Zen Shiatsu. Be sure that there is a total of 600 hours upon completion including a minimum of 60 hours of clinic.

DIPLOMA

MIND BODY WELLNESS PRACTITIONER (MBWP)

600 Classroom Hours

Credit Hours Varies

12 months full-time or 24 months part-time

Through an integrated approach, a Mind-Body Wellness Practitioner assists in the peace and healing of others through the use of proven holistic methods, professional coaching practices and clarity of intention. The 600 hour Mind-Body Wellness Practitioner program is licensed by the Arizona State Board of Private Post-Secondary Education as a vocational program and is also recognized by both the nationally accrediting agency and the US Department of Education. It is an eligible program for Title IV funds for those who qualify.

MIND BODY WELLNESS & ENTREPRENEURIAL CORE REQUIREMENTS

Code	Course	Clock	Credit	Pre-Requisite
HY 100	Hypnotherapy - Level I	20	1.25	
BC 550 P\$	Life Coaching - An Introduction	20	1.25	
NC 110	Nutrition - Holistic Foundations I	45	3.00	
BC 401	Public Speaking	15	1.00	
BC 410	Writing for Publication	15	1.00	
BC 511	Business Development & Entrepreneurial Support	48	1.25	

CHOOSE ONE OPTION FROM THE FOLLOWING FOUR CHOICES:

OPTION #1: HOLISTIC NUTRITION, LIFE COACHING, HYPNOTHERAPY

HN	Holistic Nutrition Specialist	155	9.00	
LC	Life Coaching	80	3.75	
HY	Hypnotherapy	80	3.50	
	CERTIFICATE CHOICES WITHIN THE CORE SPECIALTY TO EQUAL 100 HOURS			
AR	Aromatherapy ****OR****	100	5.50	
RE	Reiki	100	2.75	
	Electives	22	VARIES	

OPTION #2: SPIRITUAL STUDIES

SP	Spiritual Studies	300	20.00	
	CERTIFICATE CHOICES WITHIN THE CORE SPECIALTY TO EQUAL 80 or 100 HOURS			
AR	Aromatherapy	100	5.50	
LC	Life Coaching	80	3.75	
HY	Hypnotherapy	100	4.75	
RE	Reiki	100	2.75	
	Electives	37-57	VARIES	

OPTION #3: YOGA TEACHER TRAINING

YO	Yoga Teacher Training	200	5.50	
	CERTIFICATE CHOICES WITHIN THE CORE SPECIALTY TO EQUAL 200 HOURS			
AR	Aromatherapy	200	12.00	
CRA	Cranial Unwinding	100	4.75	
HN	Holistic Nutrition Specialist	100	3.75	
HY	Hypnotherapy	100	3.00	
LC	Life Coaching	200	6.25	
POL-APP	Polarity - Associate Polarity Practitioner	200	9.00	
RF	Reflexology	200	7- 7.25	
RE	Reiki	100	2.75	
TUINA	Tui NA	200	10.75	

OPTION#4: POLARITY

POL-APP	Polarity - Associate Polarity Practitioner	200	9.00	
	CERTIFICATE CHOICES WITHIN THE CORE SPECIALTY TO EQUAL 200 HOURS			
AR	Aromatherapy	200	12.00	
CRA	Cranial Unwinding	100	4.75	
HN	Holistic Nutrition Specialist	100	3.75	
HY	Hypnotherapy	100	3.00	
LC	Life Coaching	200	6.25	
RF	Reflexology	200	7- 7.25	
RE	Reiki	100	2.75	
TUINA	Tui Na	200	10.75	

“LOVE IS AN ATTEMPT TO
CHANGE
A PIECE OF A DREAM-WORLD
INTO REALITY”

DIPLOMA

MIND BODY WELLNESS PRACTITIONER ONLINE (MBWP-OL)

600 Classroom Hours

Credit Hours Varies

12 months full-time or 24 months part-time

MIND BODY WELLNESS & ENTREPRENEURIAL REQUIREMENTS

Code	Course	Clock	Credit	Pre-Requisite
HY 100-OL	Hypnotherapy - Level I ONLINE	20	1.25	
HY 200-OL	Hypnotherapy II ONLINE	40	2.50	HY 100- OL
HY 300-OL	Hypnotherapy III ONLINE	40	1.00	HY 200-OL
AR 106-OL	Aromatherapy for the Spirit ONLINE	20	1.25	
EL 142-OL	Auriculotherapy ONLINE	16	0.50	
BC 511-OL	Entrepreneurial Support ONLINE	40	1.25	
AR 133-OL	Flower Essences ONLINE	16	1.00	
SC 210-OL	Homeopathic Remedies - Introduction ONLINE	24	1.50	
BC 550-OL P\$	Life Coaching - An Introduction ONLINE	20	1.25	
BC 561-OL	Life Coaching - Core Part I ONLINE	40	2.00	
BC 562-OL	Life Coaching - Core Part II ONLINE	40	1.75	BC 561-OL
CC 302-OL	Mastery Skills for Practitioners ONLINE	30	2.00	
NC 110-OL	Nutrition - Holistic Foundations I ONLINE	45	3.00	
NC 310-OL	Nutrition-Holistic Nutrition Foundations I ONLINE	60	4.00	NC 110-OL
BC 401-OL	Public Speaking ONLINE	15	1.00	
RF 150-OL	Toe Reading - Introduction ONLINE	16	0.50	
BC 410-OL	Writing for Publication ONLINE	15	1.00	

SPECIALITIES SELECT ONE OF THE FOLLOWING TWO OPTIONS:

HYPNOTHERAPY

HY 315-OL	Hypno - Fears, Phobias & Addictions ONLINE	15	1.00	HY 200-OL
HY 350-OL	Past-Life Regression ONLINE	20	1.00	HY 300-OL
HY 420-OL	Hypnotherapy - Script Writing ONLINE	15	1.00	HY 200-OL
HY 401-OL	Hypnotherapy - Advanced Techniques ONLINE	25	1.00	HY 300-OL
EL 725-OL	NLP - Neuro Linguistic Program ONLINE	20	.50	

NUTRITION

NC 310-OL	Nutrition - Holistic Foundations II ONLINE	60	4.00	NC 110
NC 340-OL	Nutrition - Supplements Intro ONLINE	15	1.00	
NC 140-OL	Nutrition -Therapies ONLINE	15	1.00	
NC 330-OL	Nutrition - Weight Management ONLINE	30	2.00	
NC 200-OL	Nutrition - Whole Food Cuisine ONLINE	20	0.50	
NC 250-OL	Nutrition - Whole Food Cuisine and Recipes ONLINE	15	0.50	NC 200

DIPLOMA

PROFESSIONAL MESSAGE PRACTITIONER (MT750)

750 Classroom Hours

32.00-38.25 Credit Hours

11 months full-time or 22 months part-time

Many cities require more than 500 hours qualifying for a massage therapy license. The Professional Massage Practitioner program is designed to allow students to choose one or two areas of specialization that will increase both their skills. After completion of this diploma, the student is prepared for an entry-level position. Compensation for an independent massage therapist is approximately \$35 to \$60 per session in Arizona.

MESSAGE GENERAL EDUCATION REQUIREMENTS

Code	Course	Clock	Credit	Pre-Requisite
MT 115	Anatomy	60	4.00	
BC 302	Business Practices for Massage Therapists	12	0.75	
CC 100	Communication Skills for Practitioners I	15	1.00	
CC 101	Communication Skills for Practitioners II	15	1.00	CC 100
MT 530	CPR Certification	4	0.25	
BC 301	Ethics for Massage Therapists	8	0.50	
MT 521	First Aid	8	0.25	
MT 151	Kinesiology	36	2.25	MT 115
SC 415	Pathology - BW	40	2.50	
MT 500	Physiology	60	4.00	
BC 430	Practice Development Portfolio	15	1.00	
BC 110	SOAP Notes	6	0.25	

REQUIRED PROFESSIONAL MESSAGE HANDS ON COURSES

PC 850	Cranial Unwinding I	20	1.00	
TE 220	Deep Tissue Sculpting	24	0.75	MT 200
MT 400	Myotherapy - 7 Step Release	40	1.25	MT 200
TE 560	Reflexology - Introduction	8	0.25	
MT 200	Swedish Massage	40	1.25	
MT 750	Massage Clinic – Supervised MT 750	75	1.50	MT 200

CHOOSE A COMBINATION OF SPECIALITIES & ELECTIVES TO EQUAL 265 HOURS

AR	Aromatherapy	100	5.50	
CRA	Cranial Unwinding	200	8.50	
HN	Holistic Nutrition Specialist	200	12.00	
HY	Hypnotherapy	100	4.75	
MM	Medical Massage	100	3.75	
MYO	Myofascial	100	3.00	
TMI	Myotherapy	200	6.25	
POL-APP	Polarity - Associate Polarity Practitioner	200	9.00	
RF	Reflexology	200	7- 7.25	
RE	Reiki	100	2.75	
SPM	Spa Management	200	10.75	
ST	Spa Treatments	200	7.50	
SPT	Special Touch	100	3.00	
TUINA	Tui Na	200	10.00	
YO	Yoga Teacher Training	200	6.75	
ZEN	Zen Shiatsu	200	7.00	
	Electives to Complete 750 Hours	90	VARIES	

*If Reflexology Specialty is taken as part of the MT750 program, TE560 Reflexology - Introduction is no longer required for the MT750 Diploma

**The following classes are not eligible to be used for clinic hours in the MT-750 hour programs:

OS 920 Asian Therapy Clinic, EC 795 Reiki Clinic Transformational, EC 799 Reiki Clinic Traditional, RF 103 Reflexology Clinic, PC 930 Polarity - Sessions given for Associate Polarity Practitioner, PC 931 Polarity - Sessions given for Registered Polarity Practitioner, HY 300 Hypnotherapy III

DIPLOMA

Professional Massage Practitioner ONLINE HYBRID (MT750-HB) Residential

750 Classroom Hours

34.50 Credit Hours

12 Months

SWIHA's new hybrid delivery method for the Professional Massage Practitioner Diploma blends the flexibility of online training with irreplaceable hands-on experiences a massage therapist needs. Students will be required to complete 250 hours of training at our Tempe, AZ campus. This on-site training includes all of the required hands-on core classes, some of the sciences, and the majority of your required clinic hours. The remaining 500 hours of instruction will take place through fully facilitated, instructor-led courses within our distance learning platform.

MESSAGE ONCAMPUS REQUIRED COURSES

Code	Course	Clock	Credit	Pre-Requisite	Date
MT 530	CPR Certification	4	0.25		
PC 850	Cranial Unwinding I	20	1.00		
TE 220	Deep Tissue Sculpting	24	0.75	MT 200	
MT 521	First Aid	8	0.25		
MT 750	Massage Clinic – Supervised MT 750	79	1.50	MT 200	
MT 400	Myotherapy - 7 Step Release	40	1.25	MT 200	
MT 200	Swedish Massage	40	1.25		
*	Choose a minimum of 35 hours of on campus courses*	35	varies		

MESSAGE ONLINE REQUIRED COURSES

Code	Course	Clock	Credit	Pre-Requisite	Date
MT 551-OL	Anatomy & Physiology ONLINE	120	8.00		
OS 200-OL	Asian Theory I ONLINE	40	2.50		
BC 302-OL	Business Practices for Massage Therapists ONLINE	12	0.75		
BC 301-OL	Ethics for Massage Therapists ONLINE	8	0.50		
MT 151-OL	Kinesiology ONLINE	36	2.25	MT 551-OL	
SC 415-OL	Pathology – BW ONLINE	40	2.50		
RF 100-OL	Reflexology –A Western Approach ONLINE	28	1.00		

*MESSAGE ONLINE & ONCAMPUS COURSES * A MINIMUM OF 35 HOURS OF COURSES MUST BE TAKEN ONCAMPUS**

Code	Course	Clock	Credit	Pre-Requisite	Date	Campus	ON LINE
AR 100-OL	Aromatherapy intro ONLINE	20	1.25			<input type="checkbox"/>	<input type="checkbox"/>
EL 142-OL	Auriculotherapy ONLINE	16	0.50			<input type="checkbox"/>	<input type="checkbox"/>
CB 410-OL	Baby Touch ONLINE	12	0.25	MT 200		<input type="checkbox"/>	<input type="checkbox"/>
TE 140-OL	Breast Health ONLINE	8	0.25	MT 200		<input type="checkbox"/>	<input type="checkbox"/>
EC 400-OL	Chakras ONLINE	16	1.00			<input type="checkbox"/>	<input type="checkbox"/>
CC 100-OL	Communication Skills for Practitioners I ONLINE	15	1.00			<input type="checkbox"/>	<input type="checkbox"/>
CC 101-OL	Communication Skills for Practitioners II ONLINE	15	1.00	CC 100		<input type="checkbox"/>	<input type="checkbox"/>
MT 300-OL	Corporate Chair ONLINE	4	0.25			<input type="checkbox"/>	<input type="checkbox"/>
TE 302-OL	Elder Touch ONLINE	8	0.25	MT 200		<input type="checkbox"/>	<input type="checkbox"/>
EC 105-OL	Energetic Acupressure An Overview of Asian Therapies ONLINE	16	0.50			<input type="checkbox"/>	<input type="checkbox"/>
TE 260-OL	Fibromyalgia ONLINE	16	0.50	MT 200		<input type="checkbox"/>	<input type="checkbox"/>
TE 661-OL	Injury Management / Hydrotherapy ONLINE	20	0.75	MT 200		<input type="checkbox"/>	<input type="checkbox"/>
TE 240-OL	Lymphatic Massage ONLINE	16	0.50	MT 200		<input type="checkbox"/>	<input type="checkbox"/>

CB 411-OL	Mother Touch ONLINE	16	0.50	MT 200		<input type="checkbox"/>	<input type="checkbox"/>
BC 430-OL	Practice Development Portfolio ONLINE	15	1.00			<input type="checkbox"/>	<input type="checkbox"/>
BC 110-OL	SOAP Notes ONLINE	6	0.25			<input type="checkbox"/>	<input type="checkbox"/>
TE 650-OL	Sports Massage ONLINE	8	0.25	MT 200		<input type="checkbox"/>	<input type="checkbox"/>
ST 355--OL	Sugar Polish Treatment & Salt Glow Massage ONLINE	8	0.25			<input type="checkbox"/>	<input type="checkbox"/>
RF 150-OL	Toe Reading Reflexology Assessment I ONLINE	16	0.50			<input type="checkbox"/>	<input type="checkbox"/>

DIPLOMA

PROFESSIONAL MASSAGE PRACTITIONER FAST TRACK (MT750)

750 Classroom Hours
32.00-38.25 Credit Hours
8 months

Many cities require more than 500 hours qualifying for a massage therapy license. The Professional Massage Practitioner program is designed to allow students to choose one or two areas of specialization that will increase both their skills. After completion of this diploma, the student is prepared for an entry-level position. Compensation for an independent massage therapist is approximately \$35 to \$60 per session in Arizona.

MASSAGE GENERAL EDUCATION REQUIREMENTS

Code	Course	Clock	Credit	Pre-Requisite
MT 115	Anatomy	60	4.00	
BC 302	Business Practices for Massage Therapists	12	0.75	
CC 100	Communication Skills for Practitioners I	15	1.00	
CC 101	Communication Skills for Practitioners II	15	1.00	CC 100
MT 530	CPR Certification	4	0.25	
BC 301	Ethics for Massage Therapists	8	0.50	
MT 520	First Aid	8	0.25	
MT 151	Kinesiology	36	2.25	MT 115
SC 415	Pathology - BW	40	2.50	
MT 500	Physiology	60	4.00	
BC 430	Practice Development Portfolio	15	1.00	
BC 110	SOAP Notes	6	0.25	

REQUIRED PROFESSIONAL MASSAGE HANDS ON COURSES

PC 850	Cranial Unwinding I	20	1.00	
TE 220	Deep Tissue Sculpting	24	0.75	MT 200
MT 400	Myotherapy - 7 Step Release	40	1.25	MT 200
TE 560	Reflexology – Introduction *	8	0.25	
MT 200	Swedish Massage	40	1.25	
MT 300	Corporate Chair	4	0.25	
MT 750	Massage Clinic – Supervised MT 750	75	1.50	MT 200

CHOOSE ONE OF THE FOLLOWING AFTERNOON TRACKS TO EQUAL 200 HOURS

MYOTHERAPY TRACK

NC 110	Holistic Nutrition	45	3.00	
NC 120	Stress Management	15	1.00	
TE 362	Myotherapy 7 Step Progression	16	0.50	MT 400 or Licensed
TE 121	Myotherapy Mastery	20	0.75	MT 400 or Licensed
TE 160	Carpal Tunnel/Thoracic Outlet Release	8	0.25	MT 200 or Licensed
TE 320	Lower Back Pain Release	8	0.25	MT 200 or Licensed
TE 380	Neck Release	8	0.25	MT 200 or Licensed
TE 590	Removing the Armor	12	0.25	MT 200 or Licensed
TE 225	Rotator Cuff/Shoulder Joint	8	0.25	MT 200 or Licensed
TE 600	Rock and Unlock	12	0.25	MT 200 or Licensed
TE 650	Sports Massage - Introduction	8	0.25	MT 200 or Licensed
EL 720	Thumbless Therapy	8	0.25	MT 200 or Licensed
TE 690	Trigger Point 1 Introduction	16	0.50	MT 200 or Licensed
TE 340	Lymphatic Massage	16	0.50	MT 200 or Licensed
TE 662	Injury Management/Hydrotherapy	24	0.75	MT 200 or Licensed
TE 700	Swedish Sedona ***OR***	40	1.25	MT 200 or Licensed
OR	Hawaiian Massage	40	1.25	MT 200 or Licensed
EC 145				

OR

REFLEXOLOGY TRACK

AR 410	Aromatherapy - 5 Element Acupressure for Emotional Healing	20	0.75	
EL 140	Auriculotherapy	8	0.25	
EL 145	Auriculotherapy - Advanced	8	0.25	EL 140
PC 700	Polarity - Reflexology	20	1.00	
RF 102	Reflexology - Balance & Being	20	0.75	RF 100 & RF 101
RF 103	Reflexology - Clinic	16	0.25	RF 100 & RF 101
RF 110	Reflexology - Emotional	16	0.50	TE 560 or TE 100
RF 575	Reflexology - Hand	4	0.25	
RF 101	Reflexology - Pathology & Assessment	24	1.00	RF 100
RF 100	Reflexology - Western Approach	28	1.00	
RF 150	Toe Reading - Reflexology Assessment I	16	0.50	
MT 908	Massage Clinic – Supervised	8	0.25	

REFLEXOLOGY ELECTIVES CHOOSE 20 HOURS

AR 115	Aromatherapy - Foot Chakra Reflexology	8	0.25	
RF 104	Reflexology - Color	8	0.25	RF 560 or RF 100
RF 120	Reflexology - Face	4	0.25	
RF 145	Reflexology - Sole Points	16	0.50	TE 560 or RF 200
OE 640	Thai Massage - Foot Massage	20	0.50	

*If Reflexology Specialty is taken as part of the MT750 program, TE560 Reflexology - Introduction is no longer required for the MT750 Diploma the extra 8 hours will be added to the Massage Clinic requirements.

DIPLOMA

MASTER MESSAGE PRACTITIONER (MT1000)

1000 Classroom Hours

39.25-50.75 Credit Hours

14 months full-time or 29 months part-time

A Master Massage Practitioner with 1000 hours of training meets the highest requirement for training in the country. A few cities require 1000 hours for licensure and many five-star resorts require 1000 hours of training to be considered for employment. The Master Massage Practitioner is designed to create breadth and depth in the therapist's training. After completion of this diploma, the student is prepared for an entry to mid-level position, with compensation ranging from \$35 to \$60 per session.

MESSAGE CORE REQUIREMENTS

Code	Course	Clock	Credit	Pre-Requisite
MT 115	Anatomy	60	4.00	
BC 302	Business Practices for Massage Therapists	12	0.75	
CC 100	Communication Skills for Practitioners I	15	1.00	
CC 101	Communication Skills for Practitioners II	15	1.00	CC 100
MT 530	CPR Certification	4	0.25	
BC 301	Ethics for Massage Therapists	8	0.50	
MT 521	First Aid	8	0.25	
MT 151	Kinesiology	36	2.25	MT 115
SC 415	Pathology - BW	40	2.50	
MT 500	Physiology	60	4.00	
BC 430	Practice Development Portfolio	15	1.00	
BC 110	SOAP Notes	6	0.25	

REQUIRED PROFESSIONAL MESSAGE HANDS ON COURSES

PC 850	Cranial Unwinding I	20	1.00	
TE 220	Deep Tissue Sculpting	24	0.75	MT 200
MT 400	Myotherapy - 7 Step Release	40	1.25	MT 200
TE 560	Reflexology - Introduction	8	0.25	
MT 200	Swedish Massage	40	1.25	
MT 999	Massage Clinic - Supervised MT 1000	100	2.00	MT 200

CHOOSE A COMBINATION OF SPECIALITIES & ELECTIVES TO EQUAL 490 HOURS

AR	Aromatherapy	100	5.50	
CRA	Cranial Unwinding	200	8.50	
HN	Holistic Nutrition Specialist	200	12.00	
HY	Hypnotherapy	100	4.75	
MM	Medical Massage	100	3.75	
MYO	Myofascial	100	3.00	
TMI	Myotherapy	200	6.25	
POL-APP	Polarity - Associate Polarity Practitioner	200	9.00	
RF	Reflexology	200	7- 7.25	
RE	Reiki	100	2.75	
SPM	Spa Management	200	10.75	
ST	Spa Treatments	200	7.50	
SPT	Special Touch	100	3.00	
TUINA	Tui Na	200	10.00	
YO	Yoga Teacher Training	200	6.75	
ZEN	Zen Shiatsu	200	7.00	
	Electives to Complete 1000 Hours	90	Varies	

*If Reflexology Specialty is taken as part of the MT750 program, TE560 Reflexology - Introduction is no longer required for the MT750 Diploma

**The following classes are not eligible to be used for clinic hours in the MT-750 hour programs: OS 920 Asian Therapy Clinic, EC 795 Reiki Clinic Transformational, EC 799 Reiki Clinic Traditional, RF 103 Reflexology Clinic, PC 930 Polarity - Sessions given for Associate Polarity Practitioner, PC 931 Polarity - Sessions given for Registered Polarity Practitioner, HY 300 Hypnotherapy III

EXTERNSHIP POLICY FOR THE MASTER MASSAGE PRACTITIONER (MT-1000 HOUR) PROGRAM

Massage therapists licensed in the state of Arizona may use employment hours accumulated at their place of work to fulfill externship hours for the Master Massage Practitioner (1000-hour) Program if they meet the following prerequisites:

1. Graduate from a massage program from an accredited massage institution (copy of transcript/diploma required upon enrollment).
2. Hold a current massage license in the state of Arizona as a licensed massage therapist (copy of license required upon enrollment).
3. **Non-SWIHA transfer:** A student who has graduated from an institution other than SWIHA may transfer up to half of his/her massage program hours into the Master Massage Practitioner 1000-hour program (MT-1000) upon acceptance/approval of the program by the Director of Education.
4. **SWIHA transfer:** A graduate of SWIHA massage programs may transfer all of his/her massage program hours into the Master Massage Practitioner 1000-hour program (MT-1000).
5. Enroll in the Master Massage Practitioner 1000-hour program (MT-1000).
6. Work as a licensed massage therapist in a supervised facility. Privately-owned businesses by the individual and/or licensed massage therapists in an out-call business are **not** eligible.
7. Arrange externship site with the approval of the SWIHA Success Center. Students are evaluated throughout the experience with continuous feedback from their sponsors and co-workers. In addition, sponsors will be called upon to provide additional information as to the quality of the student's work. The final interview with a sponsor becomes a permanent part of the student's record.
8. Pay the full amount of tuition required to fulfill the externship hours required. There is no tuition concession for completing any part of the externship off-site.

9.

* Please note: Students working towards the following specialties under the Master Massage Practitioner 1000-hour (MT-1000) program are **not** eligible to perform externship hours off site:

- Cranial Unwinding (30 hours)
- Polarity (30 hours)
- Release Point Therapy (20 hours)
- Reflexology (16 hours)
- Zen Shiatsu (20 hours)

DIPLOMA

MASTER MESSAGE PRACTITIONER WITH NATURAL AESTHETICS (MT1000-NA)

1000 Classroom Hours

39.25-50.75 Credit Hours

14 months full-time or 29 months part-time

A Master Massage Practitioner with 1000 hours of training meets the highest requirement for training in the country. A few states require 1000 hours for licensure and many five-star resorts require 1000 hours of training to be considered for employment. The Master Massage Practitioner is designed to create breadth and depth in the therapist's training. After completion of this diploma, the student is prepared for an entry to mid-level position, with compensation ranging from \$35 to \$60 per session. Aesthetics is defined as "the application of various techniques to the epidermal layer of the human body which may include, but is not limited to: facial steaming, exfoliation, waxing, pore cleansing, extraction, epidermabrasion, chemical peels, maintenance skin care and skillful makeup application."

The Aesthetics Program is designed to be a comprehensive, integrative, holistic and natural approach to skin care wellness. The curriculum offers students an extensive base of classes, using the Ayurvedic Theory as the educational foundation. We believe that by integrating the physical, mental, emotional and spiritual aspects of health and beauty, graduates will begin their career as a more skilled and confident practitioner. The program provides an "Educational Approach to Wellness and Beauty" focusing on a person's inner-beauty versus the more traditional teaching of glamour and superficial surface beauty. Students will be trained to integrate a full range of holistic services based on a "conscious touch" philosophy. SWINA's aesthetics program provides a unique "whole body wellness" approach with emphasis on nutrition, self-care education and retail product opportunities. After completion of this diploma, the student is prepared for licensure through the Arizona State Board of Cosmetology and an entry-level position. Compensation for an independent aesthetics practitioner is approximately \$25 to \$65 per session in Arizona.

MESSAGE CORE REQUIREMENTS

Code	Course	Clock	Credit	Pre-Requisite
MT 115	Anatomy	60	4.00	
MT 530	CPR Certification	4	0.25	
BC 301	Ethics for Massage Therapists	8	0.50	
MT 521	First Aid	8	0.25	
MT 151	Kinesiology	36	2.25	MT 115
MT 500	Physiology	60	4.00	
BC 110	SOAP Notes	6	0.25	
SC 415	Pathology - BW	40	2.50	

REQUIRED PROFESSIONAL MESSAGE HANDS ON COURSES

TRACK 1: DEEP THERAPY TRACK

MT 200	Swedish Massage	40	1.25	
TE 220	Deep Tissue Sculpting	24	0.75	MT 200
MT 975	Massage Clinic - Supervised MT 1000	50	1.00	MT 200
MT 400	Myotherapy - 7 Step Release	40	1.25	MT 200
TE 560	Reflexology - Introduction	8	0.25	
TE 690	Trigger Point	16	0.50	
	Electives	8	Varies	

TRACK 2: LIGHT THERAPY TRACK

MT 200	Swedish Massage	40	1.25	
EC 145	Hawaiian Massage	40	1.25	MT 200
TE 340	Lymphatic Massage	16	0.50	MT 200
MT 950	Massage Clinic - Supervised	50	1.00	MT 200
EL 112	Myofacial Energetic Massage	20	0.50	MT 200
TE 700	Swedish Sedona	40	1.25	MT 200
	Electives	8	Varies	

NATURAL AESTHETICS REQUIRED COURSES

NA 500	Natural Aesthetics - White Block	100	5.50	
NA 515	Natural Aesthetics - Blue Block	100	4.75	
NA 510	Natural Aesthetics - Green Block	200	12.00	
NA 505	Natural Aesthetics - Red Block	200	8.50	
NA 932	Natural Aesthetics - Clinic I	32	0.75	
NA 152	Natural Aesthetics - Clinic II	152	3.25	

DIPLOMA

WESTERN HERBALISM (WH)

700 Classroom Hours

38.50 Credit Hours

14 months full-time or 29 months part-time

The *Western Herbalism diploma program* offered at SWIHA is a special 700 hour career-oriented curriculum designed to give students the opportunity to experience every aspect of **plant medicine**, from *seed to sale*. Both plant and human science courses solidify the foundation for herbal studies expertise. Students learn to speak publicly, write plant-based literature, coach clients, and develop business plans, lending themselves to future professional success as Herbalists. The externship includes opportunities for community education, supervised clinical intake and protocol generation, retail experience and a research thesis. Upon full completion, the graduate will have all prerequisite knowledge and experience to become an Associate Member of the American Herbalist Guild.

WESTERN HERBALISM CORE REQUIREMENTS

Code	Course	Clock	Credit	Pre-Requisite
SM 150	Ayurveda - Introduction	30	2.00	
SC 250	Botany	45	3.00	
BC 511	Business Development & Entrepreneurial Support	48	1.25	
SC 455	Exercise Wellness	30	2.00	
SC 300	Herbal Bio - Arts	45	3.00	
BC 550 P\$	Life Coaching - Intro	20	1.25	
NC 110	Nutrition - Holistic Foundations I	45	3.00	
HH 500	Optimum Health & Sustainability	15	1.00	
SC 425	Pathology - WH	40	2.50	MT 500
MT 500	Physiology	60	4.00	
BC 401	Public Speaking	15	1.00	
WH 300	Western Herbalism - Externship - Flight			WH 240
WH 100	Western Herbalism - Foundations of American Herbal Studies	30	2.00	
WH 275	Western Herbalism - Herbal Flowers	16	1.00	
WH 350	Western Herbalism - Master Project	40	1.00	WH 300
WH 210	Western Herbalism - Sect A - Sowing	45	2.50	WH 100
WH 220	Western Herbalism - Sect B - Germination	45	2.50	WH 210
WH 230	Western Herbalism - Sect C - Growth	45	2.50	WH 220
WH 240	Western Herbalism - Sect D - Harvest	45	2.50	WH 230
BC 410	Writing for Publication	15	1.00	

HERBAL ELECTIVES CHOOSE 41 HOURS

AR 100	Aromatherapy - Introduction	20	1.25	
SC 210	Homeopathic Remedies - Introduction	24	1.25	
WH 376	Western Herbalism - Formulary Practicum	15	0.75	WH 220
WH 250	Western Herbalism - Herbal Specialties Babies & Children	8	0.50	
WH 150	Western Herbalism - Herbal Specialties in Clinical Herbalism	10	0.50	
WH 365	Western Herbalism - Manufacturing & Remedy Production	14	0.50	
WH 256	Western Herbalism - The Green Man	8	0.50	
WH 265	Western Herbalism - The Herbal Goddess	18	1.00	

DIPLOMA

YOGA TEACHER TRAINING 200 HOUR LEVEL (YO)

200 Classroom Hours

6.25 Credit Hours

6 months full-time

This Yoga Teacher Training primary specialty focuses on and builds a strong foundation in Yoga. The course is designed to take the student through the technique of fundamental postures (asanas), including concepts, intention, variation, breath, meditation, style, and teaching methodology. The Yoga teacher training is offered in a 200-Hour program, which prepares the student to assist clients in private studios, health clubs and spas and can be selected as a specialty track in the Mind-Body Transformation Psychology or Holistic Healthcare Degree Program. The program is recognized by the Yoga Alliance.

YOGA CORE REQUIREMENTS

Code	Course	Clock	Credit	Pre-Requisite
YO 111	Yoga - Module I - Foundations	60	2.00	
YO 112	Yoga - Module II - Deepening Your Practice	60	2.00	YO 111
YO 113	Yoga - Module III - The Teaching Path	60	2.00	YO 112
YO 119	Yoga - Practicum	20	0.25	YO 111

*Approved for Primary Specialty in MT-750, MT-1000, Mind-Body Transformational Psychology and Holistic Health Care AOS Degrees.

*Electives must be completed by the last class held in YO 103 – Module III-The Teaching Path. Students who complete the Yoga Teacher Training program in Tempe choose to offer what they've learned to the community at large; others simply wish to use these tools for their own growth. Teaching is not necessarily the goal of all our students. Deepening a connection to self and to others is a benefit all students will carry with them into their lives after being a part of the SWIHA YTT.

The foundation of the SWIHA Yoga Teacher Training program lies in the principles and practices of the Classical Eight Limbs of Yoga. These include:

1. Yama ('Right' behavior and attitude toward others)
2. Niyama ('Right' behavior and attitude toward self)
3. Asana (traditional yoga poses)
4. Pranayama (regulation of breathing and control of the life force, prana)
5. Pratyahara (withdrawing the senses inward)
6. Dharana (focused mental concentration)
7. Dhyana (meditation)
8. Samadhi (connection with universal source)

DIPLOMA

YOGA TEACHER TRAINING 600 HOUR LEVEL (YO600)

600 Classroom Hours

24.00 Credit Hours

50 Weeks

The Yoga Teacher Training 600 Hour Level program comprises all of the elements required by Yoga Alliance, and gives you the option of customizing your dream of being a Yoga Teacher through an 'Area of Specialization' such as: Aromatherapy, Hypnotherapy, Reiki and others. We believe that by offering you the areas of specialization you will be able to fully express your passion, as well as to be better prepared for gainful employment.

YOGA CORE REQUIREMENTS

Code	Course	Clock	Credit	Pre-Requisite
YO 111	Yoga - Module I - Foundations	60	2.00	
YO 112	Yoga - Module II - Deepening Your Practice	60	2.00	YO 111
YO 113	Yoga - Module III - The Teaching Path	60	2.00	YO 112
YO 119	Yoga - Practicum	20	0.25	YO 111

ADVANCED YOGA CORE REQUIREMENTS

YO 302	Yoga-Philosophical Foundation & Applied Yoga Philosophy	30	1.00	YTT 200 Program
YO 323	Yoga-Business of Yoga	28	4.00	YTT 200 Program
MT 521	First Aid	8	0.25	
MT 530	CPR Certification	4	0.25	
YO 325	Yoga – Yogic Energy Anatomy & Intro to Gong	28	1.00	YTT 200 Program
YO 322	Yoga – Advanced Adjustments	28	1.00	YTT 200 Program
YO 324	Yoga – Advanced Teaching	28	1.00	YTT 200 Program
YO 326	Yoga- Modified Poses, Props & Principles	28	1.00	YTT 200 Program
YO 309	Yoga - YTT Advanced Practicum	31	0.75	YO 251

CHOOSE ONE PRIMARY SPECIALITY TOTALING 100 HOURS AND 100 HOURS OF ELECTIVES*OR***ONE PRIMARY SPECIALITY THAT TOTALS 200 HOURS**

HIGHLY RECOMMENDED SPECIALITY

YO-N P\$	Yoga Nidra	100	4.50	
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ADDITIONAL SPECIALITIES

AR	Aromatherapy	100	5.50	
CRA	Cranial Unwinding	200	8.50	
LC P\$	Life Coaching	100	5.00	
HN	Holistic Nutrition Specialist	200	12.00	
HY	Hypnotherapy	100	4.75	
RE	Reiki Traditional	100	2.75	
RF	Reflexology	200	6.75-7.00	
POL-APP	Polarity-Associate Polarity Practitioner	200	9.00	

HIGHLY RECOMMENDED ELECTIVE

YO 401 P\$	Yoga - Yoga Nidra I	20	1.00	
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ADDITIONAL YOGA ELECTIVES

EL 201	Meditation – An Introduction	10	0.50	
EL 202	Meditation – An Introduction II	10	0.25	
SP 450	Meditation & Mindfulness	10	0.25	
YO 312	Aroma Yoga	15	1.00	
RF 150	Toe Reading - Reflexology Assessment I	16	0.50	
AR 112	Aromatherapy – Wellness for Women	4	0.25	

DIPLOMA

YOGA TEACHER TRAINING / YOGA THERAPIST 760 (YO760)

760 Classroom Hours

32.00 Credit Hours

63 Weeks

760 Yoga Teacher / Yoga Therapist program because it allows you to take the Advanced Yoga Teacher Training, plus add a full therapeutic modality to your skills, such as: Polarity Therapy, Hypnotherapy, Yoga Nidra Therapy, Aromatherapy, and others.

YOGA CORE REQUIREMENTS

Code	Course	Clock	Credit	Pre-Requisite
YO 111	Yoga - Module I - Foundations	60	2.00	
YO 112	Yoga - Module II - Deepening Your Practice	60	2.00	YO 111
YO 113	Yoga - Module III - The Teaching Path	60	2.00	YO 112
YO 119	Yoga - Practicum	20	0.25	YO 111

ADVANCED YOGA CORE REQUIREMENTS

YO 302	Yoga-Philosophical Foundation & Applied Yoga Philosophy	30	1.00	YTT 200 Program
YO 323	Yoga-Business of Yoga	28	4.00	YTT 200 Program
MT 521	First Aid	8	0.25	
MT 530	CPR Certification	4	0.25	
YO 325	Yoga – Yogic Energy Anatomy & Intro to Gong	28	1.00	YTT 200 Program
YO 322	Yoga – Advanced Adjustments	28	1.00	YTT 200 Program
YO 324	Yoga – Advanced Teaching	28	1.00	YTT 200 Program
YO 326	Yoga- Modified Poses, Props & Principles	28	1.00	YTT 200 Program
YO 309	Yoga - YTT Advanced Practicum	31	0.75	YO 251

CHOOSE TWO OR THREE PRIMARY SPECIALTYS AND ELECTIVES TOTALING 360 HOURS

HIGHLY RECOMMENDED SPECIALTY

YO-N P\$	Yoga Nidra	100	4.50	
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ADDITIONAL SPECIALTIES

AR	Aromatherapy	100	5.50	
CRA	Cranial Unwinding	200	8.50	
LC P\$	Life Coaching	100	5.00	
HN	Holistic Nutrition Specialist	200	12.00	
HY	Hypnotherapy	100	4.75	
RE	Reiki Traditional	100	2.75	
RF	Reflexology	200	6.75-7.00	
POL-APP	Polarity-Associate Polarity Practitioner	200	9.00	

HIGHLY RECOMMENDED ELECTIVE

YO 401 P\$	Yoga - Yoga Nidra I	20	1.00	
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ADDITIONAL YOGA ELECTIVES

EL 201	Meditation – An Introduction	10	0.50	
EL 202	Meditation – An Introduction II	10	0.25	
SP 450	Meditation & Mindfulness	10	0.25	
YO 312	Aroma Yoga	15	1.00	
RF 150	Toe Reading - Reflexology Assessment I	16	0.50	
AR 112	Aromatherapy – Wellness for Women	4	0.25	

CERTIFICATES OF EXCELLENCE AND PRIMARY SPECIALTIES

SWIHA is committed to letting students '*Do Your Dream*' by choosing from a wide variety of Primary Specialties as they pursue a Diploma or Associate of Occupational Studies Degree in various fields. At the same time, it is our responsibility as an educational institution to provide strong direction and structure in your elective choices. Certificates of Excellence are awarded to students pursuing continuing education or personal growth and development.

The following are the Primary Specialties that apply to the degrees and diplomas. These Primary Specialties are not designed to be stand-alone programs and will not prepare a student for gainful employment if taken independently of a diploma or degree program. Each Primary Specialty lists the diplomas or degrees to which it applies.

**“Dreams are Answers
to Questions We Haven't Yet
Figured Out How to Ask.”**

Certificate of Excellence

AROMATHERAPY (AR)

100 Hours
5.50 Credits

Learn the actions and appropriate applications of essential oils, fragrances and scents. You will learn the properties of each, the methods of extraction, the differences between true and synthetic substances and how to blend and determine correct selections for desired outcomes.

REQUIRED AROMATHERAPY CORE COURSES

Code	Course	Clock	Credit	Pre-Requisite
AR 101	Aromatherapy - Advanced	32	2.00	AR 100
AR 100	Aromatherapy - Introduction ***OR***	20	1.25	
AR 100-OL	Aromatherapy - Introduction ONLINE	20	1.25	
AR 110	Aromatherapy - Pharmacology	8	0.50	AR 100
AR 132	Flower Essences ***OR***	16	1.00	
AR 133-OL	Flower Essences ONLINE	16	1.00	

CHOOSE 20-24 HOURS OF ELECTIVES TO EQUAL 100 HOURS

AR 410	Aromatherapy - 5 Element Acupressure	20	0.75	
AR 125	Aromatherapy - Essential Oil Wrap	8	0.25	
AR 115	Aromatherapy - Foot Chakra Reflex	8	0.25	
AR 106	Aroma therapy – For the Spirit	15	1.25	
AR 111	Aromatherapy - Ginger Compress	5	0.25	
AR 425	Aromatherapy - Massage with Oils	16	0.50	
AR 150	Aromatherapy - Spirit of the Stones	20	0.50	MT 200 or Licensed
AR 120	Aromatherapy - Therapeutic Touch	8	0.25	
AR 300	Aromatherapy - Toning & Detox	4	0.25	
AR 112	Aromatherapy - Wellness for Women	5	0.25	
RF 145	Reflexology - Sole Points	16	0.50	TE 560 OR RF 100

“Dreams are Free,
So
Free Your Dreams.

CERTIFICATE OF EXCELLENCE

CRANIAL UNWINDING (CRA)

200 Hours

8.50 Credits

Craniosacral Unwinding is a therapeutic modality that offers specialty training, ideal for the body worker, massage therapist, chiropractor, physical therapist, anyone working in the healing arts with the body. It teaches how to use palpation skills (to become present in their hands) to get into harmony, resonance and rapport with the fluidic nature of the body. It also teaches thorough treatment of the connective tissue system throughout the body, from the tip of the toes to the top of the head. Students learn how to approach the client with healthy boundaries, honor the person and their innate healing process, and create a relationship that is non-invasive and client centered. Upon completion students receive a certificate that acknowledges they have met a basic competency in classical, contemporary and esoteric craniosacral techniques

REQUIRED CRANIAL UNWINDING CORE COURSES

Code	Course	Clock	Credit	Pre-Requisite
PC 850	Cranial Unwinding I	20	1.00	
PC 860	Cranial Unwinding II	24	1.00	PC 850
PC 870	Cranial Unwinding III	24	1.00	PC 850
PC 880	Cranial Unwinding IV	24	1.00	PC 850
PC 855	Cranial Anatomy - Listening Skills	16	0.75	PC 850
PC 400	Polarity - Communication, Resonance, and Relations I	32	2.00	PC100 or PC 850
PC 200	Polarity APP/Cranial - Practicum	30	1.25	PC100
PC 931	Cranial Unwinding - Sessions Given	30	0.50	PC 850

**The student must receive five cranial sessions from a Polarity RPP Cranial Unwinding practitioner. The financial commitment of these five sessions can be as much as \$500.

“Those who Dream by Day
are Cognizant
of Many Things which Escape
Those who Dream Only by Night”

Certificate of Excellence
HOLISTIC NUTRITION (HN)

200 Hours
 12.00 Credits

The program covers the basics of human nutrition, dietary therapies, obesity and eating disorders, and a survey of contemporary dietary practices including alternative theories for body detoxification. This certificate prepares the student to assist individuals on healthy eating practices, including recommendations for weight management and preventative health when combined with the AOSHH degree program or a Massage diploma program. In addition, the program would be an excellent combination with Life Coaching.

REQUIRED HOLISTIC NUTRITION CORE COURSES

Code	Course	Total Clock Hours	Total Credit hours	Pre-Requisite
NC 110	Nutrition - Holistic Foundations I	45	3.00	
NC 310	Nutrition - Holistic Foundations II	60	4.00	NC 110
NC 340	Nutrition - Supplements Introduction	15	1.00	
NC 140	Nutrition - Therapies	15	1.00	NC 110 or NC 340
NC 330	Nutrition - Weight Management	30	2.00	NC 110 or NC 340
NC 200	Nutrition - Whole Food Cuisine	20	0.50	
NC 250	Nutrition - Whole Food Cuisine and Recipe's	15	0.50	NC 200

Certificate of Excellence
HOLISTIC NUTRITION ONLINE (HN-OL)

200 Hours
 11.50 Credits

REQUIRED HOLISTIC NUTRITION CORE COURSES

Code	Course	Total Clock Hours	Total Credit hours	Pre-Requisite
NC 110-OL	Nutrition - Holistic Foundations I ONLINE	45	3.00	
NC 310-OL	Nutrition - Holistic Foundations II ONLINE	60	4.00	NC 110-OL
NC 340-OL	Nutrition - Supplements Introduction ONLINE	15	1.00	
NC 140-OL	Nutrition - Therapies ONLINE	15	1.00	NC 110-OL or NC 340-OL
NC 330-OL	Nutrition - Weight Management ONLINE	30	1.50	NC 110-OL or NC 340-OL
NC 200-OL	Nutrition - Whole Food Cuisine ONLINE	20	0.50	
NC 250-OL	Nutrition - Whole Food Cuisine and Recipe's ONLINE	15	0.50	NC 200 -OL

Certificate of Excellence
HOMEOPATHY ONLINE (H0-OL)

100 Hours
 5.25 Credits

Homeopathy is a form of alternative medicine that is holistic, scientifically based, safe to use, inexpensive and curative of both chronic and acute disease. Homeopathy has been practiced as a profession in the United States since 1820. Homeopathic remedies work through activating the body's own powers of self-regulation and self-healing. Homeopathic medicine is (we usually say) one of the fastest growing forms of alternative medicine in the world today and the third most common. As people become increasingly unsatisfied with conventional health care and are looking to alternative medicine, the use of Homeopathic medicine is being embraced by the public.

REQUIRED HOMEOPATH ONLINE CORE COURSES

Code	Course	Clock	Credit	Pre-Requisite
SC 210 - OL	Homeopathic Remedies ONLINE	24	1.50	
SC 211 - OL	Homeopathic Remedies - Women & Children ONLINE	24	1.50	
SC 212 - OL	Homeopathic Remedies - Common Ailments ONLINE	24	1.50	
SC 220 - OL	Homeopathic Remedies - Clinical 1 ONLINE	8	0.25	
SC 221 - OL	Homeopathic Remedies - Clinical 2 ONLINE	10	0.25	
SC 222 - OL	Homeopathic Remedies - Clinical 3 ONLINE	10	0.25	

Certificate of Excellence

HYPNOTHERAPY (HY)

100 Classroom Hours

4.75 Credit hours

Hypnotherapy program was designed as a stand-alone curriculum in which students can acquire the skills and techniques for a private practice or they may include this as a major specialization in one of the Associates of Occupational Studies Degrees. Hypnotherapy is recognized by the American Medical Association (AMA) as an officially recognized therapeutic model for healing. Completion of this course qualifies you for certification with the American Board of Hypnotherapy. Hypnotherapy is primarily an entrepreneurial or private practice where the therapist assumes the responsibility of self-promotion, managing a business and continuing education.

REQUIRED HYPNOTHERAPY CORE REQUIREMENTS

Code	Course	Hour	Credit	Prerequisite
HY 100	Hypnotherapy - Level I	20	1.25	
HY 200	Hypnotherapy - Level II	40	2.50	HY 100
HY 300	Hypnotherapy - Level III	40	1.00	HY 200

Certificate of Excellence
HYPNOTHERAPY (HY-OL)

100 Classroom Hours
4.75 Credit hours

REQUIRED HYPNOTHERAPY CORE REQUIREMENTS

Code	Course	48	1.25	
HY 100-OL	Hypnotherapy - Level I ONLINE	20	1.25	
HY 200-OL	Hypnotherapy - Level II ONLINE	40	2.50	HY 100
HY 300-OL	Hypnotherapy - Level III ONLINE	40	1.00	HY 200

“The Work Goes on,
the Cause Endures,
the Hope Still Lives and the Dreams Shall Never Die.”

Certificate of Excellence
CLINICAL HYPNOTHERAPY (HY-C)

300 Classroom Hours
 13.00-15.50 Credit hours

300 Hours - Classes can be taken either on-campus or online - you may choose either version. Some online classes have a different number of hours than the on-campus version, which may affect the number of electives necessary to complete the certification. Online classes will have some computer and technical supplies required to participate. Your advisor or SWIHA's Online Specialist can assist you with any questions.

REQUIRED CLINICAL HYPNOTHERAPY CORE REQUIREMENTS

Code	Course	Hours	Credits	Pre requisite
BC 511	Business Development Entrepreneurial Support	48	1.25	
HY 100	Hypnotherapy - Level I	20	1.25	HY 100
HY 200	Hypnotherapy - Level II	40	2.50	HY 200
HY 300	Hypnotherapy - Level III	40	2.50	HY 300
HY 400	Hypnotherapy - Advanced Techniques	20	.75	HY 200
HY 315	Hypnotherapy - Fears, Phobias & Addictions	15	1.00	HY 300
HY 350	Hypnotherapy - Past Life Regression	20	1.00	HY 100
HY 420	Hypnotherapy - Script Writing	15	1.00	HY 200
HY 520	Hypnotherapy - Subconscious Intervention	20	1.00	
BC 550 P\$	Life Coaching - An Introduction	20	1.25	

CHOOSE A COMBINATION ELECTIVES TO EQUAL 300 HOURS

HY 580	Hypnotherapy - Medical Imagery	15	0.75	HY 200
HY 450	Hypnotherapy - Spirit Releasement	12	0.75	
SP 440	Spiritual Coaching	30	2.00	BC 550
HY 340	EFT Introduction - Emotional Freedom Techniques	8	0.50	
NC 120	Stress Management	15	1.00	
EC 805	Transformational Dream work	20	1.25	
EL 725	Neuro Linguistic Programming (NLP)	20	0.50	

CERTIFICATION REQUIREMENT

EV 370	Hypnotherapy Clinical Certification prep	8	0	
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*To take the Hypnotherapy Clinical Certification Exam candidates must have completed 300 hours and attend EV 370 Clinical Certification Prep class. Candidates are required to take and pass the written exam, oral exam and practicum to meet the requirements for certification. All fees for certification will be paid directly to the American Council of Hypnotist Examiners along with the appropriate application.

Certificate of Excellence

LIFE COACHING (LC)

100 Hours
5.00 Credits

Life Coaching is an exciting new profession that can provide many opportunities to those coaches who are professionally trained to help people discover and achieve their dreams. Life Coaches support and encourage, without passing judgment or holding anything back. Life Coaching is the act of empowerment—expanding people’s awareness through powerful questioning technologies and leveraging their gifts and talents MUCH faster than they could do alone. The Transformational Life Coaching Program offers students an environment to master the professional core competencies as outlined by both the International Coaching Federation and the International Coaching Association.

REQUIRED LIFE COACHING CORE COURSES

Code	Course	Clock	Credit	Pre-Requisite
BC 550	Life Coaching - An Introduction	20	1.25	
BC 560	Life Coaching - Strategies, Techniques	80	3.75	BC 550

Certificate of Excellence

LIFE COACHING (LC)

100 Hours

5.00 Credits

REQUIRED LIFE COACHING CORE COURSES

Code	Course	Clock	Credit	Pre-Requisite
BC 550-OL	Life Coaching - An Introduction	20	1.25	
BC 561-OL	Life Coaching - Core I	40	2.00	BC 550-OL or BC 511
BC 562-OL	Life Coaching - Core II	40	1.75	BC 561-OL

Who makes a Great Life Coach?

A great Life Coach is someone who can elicit greatness in another.

A Transformational Life Coach can:

- ❖ Empower an executive to become an inspiring leader.
- ❖ Assist an entrepreneur bring a new business to profitability.
- ❖ Challenge individuals to accomplish goals and dreams at an accelerated pace.
- ❖ Facilitate a person's ability to find a spiritual perspective in their everyday life.

Coaching is the act of empowerment - - expanding people's awareness through powerful questioning technologies and leveraging their gifts and talents MUCH faster than they could do alone.

The coaching process addresses specific personal projects, business successes, general conditions and transitions in the client's personal life, relationships or profession by examining what is going on right now, discovering what obstacles or challenges there might be, and choosing a course of action to make your life be what you want it to be.

Certificate of Excellence
MEDICAL MASSAGE (MM)

100 Hours
 3.75 Credits

Today massage therapy is being used as a means of treating painful ailments, decompressing tired and overworked muscles, reducing stress, rehabilitating sports injuries and promoting general health. This is done by manipulating the soft tissue of the body including fascia and skin, muscles, and lymphatic system of the body in order to improve circulation and remove waste products from the muscles and their supporting systems.

Massage therapy may help cancer patients cope with the stress, anxiety, fatigue, pain, and sleeping difficulties associated with a cancer diagnosis. The medical community widely embraces this alternative form of cancer therapy for its mind-body healing benefits. Unlike conventional medicine, massage therapy addresses the psychological self, not just the body.

Medical Massage is "result-oriented, and the treatment is specifically directed to resolve conditions that have been diagnosed and prescribed by a physician. The therapist may use a variety of modalities or procedures during the treatment, but will focus that treatment only on the areas of the body related to the diagnosis and prescription." The MMPA further believes that "all forms of massage therapy can be therapeutic when applied by a skillful and knowledgeable therapist; therefore, medical massage is not limited to any particular specific technique."

REQUIRED MEDICAL MASSAGE CORE COURSES

Code	Course	Clock	Credit	Pre-Requisite
TE 302	Elder Touch	16	0.50	MT200 or Licensed
TE 140	Breast Health	8	0.25	MT200 or Licensed
TE 340	Lymphatic Massage I	16	0.25	MT200 or Licensed
TE 260	Fibromyalgia Therapy	16	0.25	MT200 or Licensed
TE 402	Medical Massage for Cancer Survivors	16	0.25	MT200 or Licensed
EL 126	Myofascial Energetic Massage: Tissue Talk - Master Touch Skills	12	0.25	MT200 or Licensed

SELECT ONE COURSE FROM THE OPTIONS BELOW

TE 420	Medical Conditions - Deep Approach - specific to Integumentary, Myofascial, Circulatory and Muscular systems	16	1	
TE 421	Medical Conditions - Fragile Tissue - specific to Lymphatic, Nervous, Endocrine and Digestive systems	16	1	

Certificate of Excellence
MYOFASCIAL (MYO)

100 Hours
 3.00 Credits

Within the neuronet matrix of the muscles' connective tissues called myofascia, patterns of tension put pressure on blood vessels and nerves. Develop and refine advanced techniques to aide people with chronic muscular holding patterns and pain. Learn listening touch shift, skin echo-wave, subcu slide/glide, unlatch and torque, Myofascial Unwinding, squeeze and lift trigger point. Get fine-tuned to work with people with Thoracic Outlet pain, Rotator Cuff pain, shoulder, upper and middle back pain, carpal tunnel pain, chest tension pressure related to Asthma and arm pain and pain due to Scoliosis and Kyphosis.

REQUIRED MYOFACIAL CORE COURSES

Code	Course	Clock	Credit	Pre-Requisite
EL 112	Myofascial Energetic Massage	20	0.50	MT 200 or Licensed
EL 118	Myofascial Energetic - Adv. Head & Neck	8	0.25	MT 200 or Licensed
EL 120	Myofascial Energetic - Adv. Shoulders, Thoracic Cage, Arms & Hands	8	0.25	MT 200 or Licensed
EL 122	Myofascial Energetic - Adv. Lower Spine, Pelvis & Legs	8	0.25	MT 200 or Licensed
EL 126	Myofascial Energetic - Tissue Talk	12	0.25	MT 200 or Licensed
OE 320	Hand & Wrist Health Maintenance	4	0.25	MT 200 or Licensed
TE 700	Swedish Sedona	40	1.25	MT 200 or Licensed

Certificate of Excellence
MYOTHERAPY (TM1)

200 Hours
 6.25 Credits

Learn the basic and leading therapeutic and Myotherapy techniques to enhance and strengthen your practice. This specialty combines Therapeutic massage with Myotherapy which is based on a wide variety of modalities. It is a generic term for whatever it takes to restore balance to a person's physical or emotional body. It is based on the belief that to release and rehabilitate the physical body, the body's skeleton must move or be moved in such a way to release trapped muscles and, many times, emotions.

REQUIRED MYOTHERAPY CORE COURSES

Code	Course	Clock	Credit	Pre-Requisite
TE 362	Myotherapy 7 Step Progression	16	0.50	MT 400 or Licensed
TE 121	Myotherapy Mastery	20	0.75	MT 400 or Licensed
TE 160	Carpal Tunnel/Thoracic Outlet Release	8	0.25	MT 200 or Licensed
TE 320	Lower Back Pain Release	8	0.25	MT 200 or Licensed
TE 380	Neck Release	8	0.25	MT 200 or Licensed
TE 590	Removing the Armor	12	0.25	MT 200 or Licensed
TE 225	Rotator Cuff/Shoulder Joint	8	0.25	MT 200 or Licensed
TE 600	Rock and Unlock	12	0.25	MT 200 or Licensed
TE 650	Sports Massage - Introduction	8	0.25	MT 200 or Licensed
EL 720	Thumbless Therapy	8	0.25	MT 200 or Licensed
TE 690	Trigger Point 1 Introduction	16	0.50	MT 200 or Licensed
TE 340	Lymphatic Massage	16	0.50	MT 200 or Licensed
TE 662	Injury Management/Hydrotherapy	24	0.75	MT 200 or Licensed
TE 700	Swedish Sedona ***OR***	40	1.25	MT 200 or Licensed
OR EC 145	Hawaiian Massage	40	1.25	MT 200 or Licensed

Certificate of Excellence

POLARITY ASSOCIATE POLARITY PRACTITIONER (POL-APP)

200 Hours

9.00 Credits

The Associate Polarity Practitioner APP specialty fulfills the eligibility requirements for certification status of Associate Polarity Practitioner by the American Polarity Therapy Association. This program is designed for students who want to integrate effective hands-on techniques with counseling skills, nutritional guidance and a series of self-help tools resulting in high level wellness of both practitioner and client. After completion of this program, application may be made to APTA for national certification. This program is under the direction of Gary Strauss, RPP

REQUIRED POLARITY CORE COURSES

Code	Course	Clock	Credit	Pre-Requisite
PC 100	Polarity - Basic I	20	1.00	
PC 850	Cranial Unwinding I	20	1.00	
PC 150	Polarity - Basic II	48	2.25	PC 100
PC 700	Polarity - Reflexology	20	1.00	
PC 400	Polarity - Communication, Resonance, & Relations I	32	2.00	PC 100 or PC 850
PC 200	Polarity - Associate Polarity Practitioner/Cranial - Practicum	30	1.25	PC 100 & PC 400
PC 930	Polarity – Associate Polarity Practitioner Sessions Given	30	0.50	MT 200 or Licensed

**To meet American Polarity Therapy Association requirements and to complete this certificate, the student must receive 5 Polarity sessions from a Polarity RPP. These sessions need to be completed before the Certificate of Excellence is issued or the specialty put onto the diploma. The financial commitment of these five sessions can be as much as \$500

Certificate of Excellence

POLARITY REGISTERED POLARITY PRACTITIONER (POL-RPP)

700 Hours
31.25 Credits

The Registered Polarity Practitioner RPP specialty fulfills the eligibility requirements for certification status of RPP by the American Polarity Therapy Association. The program is designed to deepen the students understanding and awareness of the relationship of energy to the body, mind, emotions, and spirit. Upon completion of this program, application may be made to APTA for national certification.

REQUIRED POLARITY CORE COURSES

Code	Course	Clock	Credit	Pre-Requisite
PC 100	Polarity - Basic I	20	1.00	
PC 850	Cranial Unwinding I	20	1.00	
PC 150	Polarity - Basic II	48	2.25	PC 100
PC 700	Polarity - Reflexology	20	1.00	
PC 400	Polarity - Communication, Resonance, & Relations I	32	2.00	PC 100 or PC 850
PC 200	Polarity - Associate Polarity Practitioner/Cranial - Practicum	30	1.25	PC 100 & PC 400
PC 930	Polarity – Associate Polarity Practitioner Sessions Given	30	0.50	MT 200 or Licensed

REQUIRED POLARITY REGISTERED POLARITY PRACTITIONER COURSES

MT 115	Anatomy	60	4.00	
SC 415	Pathology - BW	40	2.50	
PC 800	Polarity - Business and Ethics	30	2.00	
PC 998	Polarity - Spinal Balancing	24	0.75	
PC 986	Polarity - 5 & 6 Point Star	24	0.75	
PC 940	Polarity - Cleanse & Exercise	37	1.00	
PC 993	Polarity - Communication, Resonance, & Relations II	32	2.00	PC 100 and PC 400
PC 999	Polarity - Autonomic Nervous System	24	0.75	
PC 997	Polarity - Energetic Nutrition	24	1.50	
PC 995	Polarity - Advanced Supervision	26	1.50	
PC 988	Polarity - Registered Polarity Practitioner Practicum	61	2.00	
PC 860	Cranial Unwinding II	24	1.00	PC 850
PC 870	Cranial Unwinding III	24	1.00	PC 850
PC 970	Documented – Registered Polarity Practitioner Sessions Given	70	1.50	

Certificate of Excellence

REFLEXOLOGY (RF)

200 Hours

7.00-7.25 Credits

Comprehensive 200 hour Reflexology program prepares students to sit for the American Reflexology Certificate Board. Reflexology is a science that deals with the principle that there are reflex areas in the feet, hands and ears that correspond to all the glands, organs, parts and systems of the body. This program is designed for the practitioner who wants to own their own business, as well as the therapist who wants a specialization for use in a physician's office or wellness center. Additionally, classes that address the emotional and medical intuitive realms are included. Reflexology is the third most requested massage modality, next to Swedish and Deep Tissue.

REQUIRED REFLEXOLOGY CORE COURSES

Code	Course	Clock	Credit	Pre-Requisite
AR 410	Aromatherapy - 5 Element Acupressure for Emotional Healing	20	0.75	
EL 140	Auriculotherapy	8	0.25	
EL 145	Auriculotherapy - Advanced	8	0.25	EL 140
PC 700	Polarity - Reflexology	20	1.00	
RF 102	Reflexology - Balance & Being	20	0.75	RF 100 & RF 101
RF 103	Reflexology - Clinic	16	0.25	RF 100 & RF 101
RF 110	Reflexology - Emotional	16	0.50	TE 560 or TE 100
RF 575	Reflexology - Hand	4	0.25	
RF 101	Reflexology - Pathology & Assessment	24	1.00	RF 100
RF 100	Reflexology - Western Approach	28	1.00	
RF 150	Toe Reading - Reflexology Assessment I	16	0.50	

ELECTIVES CHOOSE 20 HOURS

AR 115	Aromatherapy - Foot Chakra Reflexology	8	0.25	
RF 104	Reflexology - Color	8	0.25	RF 560 or RF 100
RF 120	Reflexology - Face	4	0.25	
RF 145	Reflexology - Sole Points	16	0.50	TE 560 or RF 200
OE 640	Thai Massage - Foot Massage	20	0.50	
RF 152	Toe Reading - Level II - Soul Coaching	16	0.50	RF 150 or RF 150-OL

Certificate of Excellence

REIKI (RE) - TRADITIONAL

100 Hours
2.75 Credits

Reiki is a system of energetic healing system based upon deep tradition and rich legend. Reiki is becoming accepted holistic modalities for physical, emotional and spiritual healing. This 100-hour specialization is designed to aid in the personal and spiritual transformation needed for practitioners to have the depth of experience needed to practice Reiki with confidence and competence.

REQUIRED REIKI CORE COURSES

Code	Course	Clock	Credit	Pre-Requisite
EC 700	Reiki I - Traditional	16	0.50	
EC 710	Reiki II	8	0.25	EC 700
EC 720	Reiki III - Advanced Traditional	8	0.25	EC 710
EC 730	Reiki and Beyond - Traditional	8	0.25	EC 715 or EC 700 & 710
EC 740	Reiki Guides	8	0.25	EC 715 or EC 700 & 710
EC 750	Reiki Symbolism and Geometric	20	0.50	EC 715 or EC 710
EC 765	Reiki Master/Teacher Initiation	16	0.50	EC 720 or EC 725
EC 799	Reiki Clinic	16	0.25	EC 715 or EC 700 & 710

Certificate of Excellence
REIKI (RE) - TRANSFORMATIONAL

100 Hours
2.75 Credits

REQUIRED REIKI CORE COURSES

Code	Course	Clock	Credit	Pre-Requisite
EC 715	Reiki I & II - Transformational	24	0.75	
EC 725	Reiki III - Advanced Transformational	8	0.25	EC 715
EC 733	Sacred Mudras & More - Transformational	8	0.25	
EC 745	Reiki Angels & Masters - Transformational	8	0.25	EC 715 or & 710
EC 755	Reiki Symbols & Sound - Transformational	20	0.50	EC 715 or & 710
EC 765	Reiki Master/Teacher Initiation	16	0.50	EC 720 or EC 725
EC 795	Reiki Transformational Clinic	16	0.25	EC 715 or EC 700 & 710

Certificate of Excellence SPA MANAGEMENT (SPM)

200 Hours
10.75 Credits

If you are looking for professional massage and aesthetics training, or if you had been previously trained, the Spa Management Certificate of Excellence Program is the right choice for you. Our program meets the needs of active, or inactive, licensed massage therapists, aestheticians and/ or cosmetologists who want to enhance their knowledge and apply it to the spa business world. Our program is also ideal for current spa owners, directors, practitioners, spa employees needing management training, business professionals and entrepreneurs entering the spa industry. Manufacturers and developers of products for the spa industry, wellness and fitness professionals seeking to expand their understanding of the industry and representatives from business, hospitality, and tourism will also benefit from this program.

REQUIRED SPA MANAGEMENT CORE COURSES

Code	Course	Clock	Credit	Pre-Requisite
SM 100	Spa Management -Introduction to Spa Industries & Operations	20	1.25	
SM 105	Spa Management - Introduction to Retail Management & Marketing	30	2.00	
SM 222	Spa Management - Spa Finance	22	1.25	
SM 120	Spa Management - Human Resources & Leadership	30	2.00	
SM 211	Spa Management - Fundamentals of Spa Design	15	0.75	
SM 212	Spa Management - Feng Shui	15	0.50	
SM 130	Spa Management - Customer Service & the Spa Industry	20	1.25	
BC 511	Business Development & Entrepreneurial Support	48	1.25	

Certificate of Excellence

SPA TREATMENT (ST)

200 Hours
7.50 Credits

The 200 hour Spa program was designed after researching the most requested spa therapies offered at top resorts in Arizona and Colorado. The goal of this program is to fully prepare a student to step into a spa atmosphere trained to deliver high quality spa treatments, or to be able to become self-employed therapist with a wide array of services. Wellness and detoxification is the emphasis of the spa program, along with relaxation and personal pampering.

REQUIRED SPA TREATMENT CORE COURSES

Code	Course	Clock	Credit	Pre-Requisite
AR 100	Aromatherapy Introduction	20	1.25	
AR 300	Aromatherapy for Tone/Detox	4	0.25	
ST 205	Ayurvedic Herbal Body Treatment	16	0.50	MT 200 or Licensed
ST 210	Ayurvedic Abhyanga Massage	16	0.50	MT 200 or Licensed
RF 215	East Indian Head Massage - Basic	8	0.25	
RF 216	East Indian Head Massage - Advanced	8	0.25	RF 215
ST 400 P\$	LaStone Therapy	30	1.00	MT 200 or Licensed
TE 340	Lymphatic Massage	16	0.50	MT 200 or Licensed
ST 253	Ayurvedic Shirodhara	6	0.25	ST 205 or ST 210
ST 350	Salt Glow Massage	4	0.25	MT 200 or Licensed
ST 100	Spa Technologies	28	1.00	
ST 500	Sugar Polish Spa Treatment	4	0.25	MT 200 or Licensed
TE 700	Swedish Sedona	40	1.25	MT 200 or Licensed

Certificate of Excellence
SPECIAL TOUCH (SPT)

100 Hours
 3.00 Credits

SWIHA students are offered the unique opportunity to specialize in the techniques of massage with a 'special touch' to those populations of massage clients whom require light massage touch techniques. Emphasis is placed on the therapeutic and relaxation values as well as the necessary specialization is designed to combine the physical emotional and spiritual healing of clients such as those with fibromyalgia, arthritis, nerve and muscle damage or may be pregnant or elderly. Students who complete this program receive a Certificate of Excellence.

Primary Specialty in Special Touch was designed to be a part of the massage therapy diploma programs or as a part of the holistic health Care AOS Degree. Emphasis is placed on the therapeutic and relaxation values of the protocol, as well as the medical ramifications of working on special population clients.

REQUIRED SPECIAL TOUCH CORE COURSES

Code	Course	Clock	Credit	Pre-Requisite
AR 120	Aromatherapy - Therapeutic Touch	8	0.25	
CB 410	Baby Touch	12	0.25	MT 200 or Licensed
TE 140	Breast Health	8	0.25	MT 200 or Licensed
TE 300	Elder Touch	8	0.25	MT 200 or Licensed
TE 260	Fibromyalgia Therapy	16	0.50	MT 200 or Licensed
TE 340	Lymphatic Massage	16	0.50	MT 200 or Licensed
CB 400	Mother Touch	8	0.25	MT 200 or Licensed
CB 401	Mother Touch Advanced	8	0.25	CB 401 or Licensed
EC 700	Reiki I - Traditional	16	0.50	

Certificate of Excellence
SPIRITUAL STUDIES (SP)

300 Hours
 20.00 Credits

This course of study is designed for those individuals who are being “called” to be an ordained minister or spiritual healer. It is a non-denominational, non-rhetorical based path of study with a four-corner foundation of: integrity, community, ideology, life of inspiration to self and other. Emphasis is given to discovering one’s own individual spiritual gifts and graces.

REQUIRED SPIRITUAL STUDIES CORE COURSES

Code	Course	Clock	Credit	Pre-Requisite
SP 410	Ceremonies & Sacred Space	15	1.00	
SP 150	Comparative Religion/Unity & Tolerances	30	2.00	
SP 430	Death, Dying, and Hospice	15	1.00	
SP 435	Developing Spiritual Gifts	15	1.00	
SP 450	Meditation and Mindfulness	15	1.00	
SP 420	Ministerial Duties/Ethics & Responsibilities	30	2.00	
SP 275	Prayer Therapy	15	1.00	
SP 400	Sacred Agreements	15	1.00	
SP 425	Speaking Truth - Homiletics	15	1.00	
SP 440	Spiritual Coaching	30	2.00	BC 550
	OR			
SP 455	Mindfulness as a Living Practice	15	1.00	
SP 160	Mysticism	15	1.00	
SP 445	Universal Laws - Practical Application	21	1.00	
	OR			
SP 409	Introduction to Embodied Kabbalah	21	1.00	
SP 460	Celebrate Your Light - Ordination & Completion	15	1.00	

ELECTIVES CHOOSE 54 HOURS

Code	Course	Clock	Credit	Pre-Requisite
AR 120	Aromatherapy - Therapeutic Touch	8	0.25	
SP 310	Ceremonies (Native American) Medicine Wheel	15	1.00	
HY 351	Hypnotherapy - Past Life Regression	4	0.25	HY 300
HY 450	Hypnotherapy - Spiritual Releasement	12	0.75	
EC 700	Reiki I - Traditional	16	0.5	
EC 715	Reiki I & II - Transformational	24	0.75	

Certificate of Excellence TUI NA (TUINA)

200 Hours
10.00 Credits

Tui Na is a therapy used in Chinese hospitals by traditional Chinese doctors. Tui Na assists healing in all kinds of conditions and in all aspects of life. Study the ancient way of looking at and treating current illnesses and conditions in a gentle, holistic way.

REQUIRED TUI NA CORE COURSES

Code	Course	Clock	Credit	Pre-Requisite
OS 200	Asian Theory I	40	2.50	
OS 210	Asian Theory II	60	4.00	OC 200
OS 225	Tui Na - Asian Assessment	20	0.50	OS 200
OS 252	Tui Na - Point Location	20	1.00	
OS 240	Tui Na - Technique & Bodywork	40	1.50	OS 252
OS 260	Tui Na - Clinic	20	0.50	OS 200 & OS 240

Certificate of Excellence
YOGA NIDRA (YO-N)

100 Hours
4.50 Credits

REQUIRED YOGA NIDRA CORE COURSES

Code	Course	Clock	Credit	Pre-Requisite
YO 401 P\$	Yoga - Yoga Nidra I	20	1.00	
YO 402 P\$	Yoga - Yoga Nidra II	20	1.00	YO 401
YO 403 P\$	Yoga - Yoga Nidra III	20	1.00	YO 402
YO 404 P\$	Yoga - Yoga Nidra IV	20	1.00	YO 403
YO 405 P\$	Yoga - Yoga Nidra Practicum	20	0.50	YO 403

Certificate of Excellence
ZEN SHIATSU (ZEN)

200 Hours
7.00 Credits

Zen Shiatsu massage uses firm yet sensitive finger stimulation of pressure points and gentle stretches applied through clothing with no oil. A healing system that balances the flow of life force or chi in the meridian channels and internal organs to promote physical, structural, mental, emotional, and spiritual health.

REQUIRED ZEN SHIATSU CORE COURSES

Code	Course	Clock	Credit	Pre-Requisite
OS 200	Asian Theory I	40	2.50	
OS 300	Zen Shiatsu - Form	36	1.00	
OS 310	Zen Shiatsu - Meridian Therapy	40	1.25	
OS 320	Zen Shiatsu - Clinical Assessment	40	1.25	
OS 740	Chi Gung - Meridian Exercises	12	0.25	
OS 920	Asian Therapy Clinic	20	0.25	
	Approved Electives	12	0.50	

SOUTHWEST INSTITUTE OF NATURAL AESTHETICS

ADVANCED SKIN CARE & LASER TECHNICIAN PRACTITIONER

750 Classroom Hours - 31 Credits Day: 35 weeks Full-time Evening 55 weeks Full-time

Required Program Courses

Date	Code	Course	Hours	Credit
	NA 500	Natural Aesthetics - White Block - Foundations	224	11.00
	NA 505	Natural Aesthetics - Red Block - Waxing & Makeup	64	3.00
	NA 510	Natural Aesthetics - Green Block - Holistic & Business Practices	64	3.00
	NA 515	Natural Aesthetics - Blue Block - Spa Technologies	64	3.00
	NA 932	Natural Aesthetics - Clinic I - Practical Application	32	0.75
	NA 152	Natural Aesthetics - Clinic II - Practical Application	152	3.25
	NAL 180	Natural Aesthetics - Laser Technician - Didactic & Application	180	7.00
	NAL 150	Laser Technician Certification *	150	6.00
	TOTAL		780	31.00

**PLEASE NOTE: PER ARIZONA RADIATION REGULATORY AGENCY REGULATIONS, APPLICANTS FOR THE 150 HOUR LASER TECHNICIAN PROGRAM MUST BE A LICENSED AESTHETICIAN OR CURRENTLY ENROLLED IN THE SWINA AESTHETICS PROGRAM.*



MASTER AESTHETICS EDUCATOR

600 Classroom Hours - 24.75 Credits - 37 Weeks Full-Time

Modeled after the curriculum endorsed by the Cosmetology Educators of America (CEA), this program focuses on training licensed aestheticians who wish to improve their classroom techniques and develop their classroom into a stimulating learning center. The curriculum is designed to improve the communication and technical skills of industry professionals and enhance the business-building skills of the experienced aesthetician and increase the opportunities for long-term success for educators and those dedicated to being the industry leaders and retail specialists. After completion of this program, the student is prepared for licensure through the Arizona State Board of Cosmetology as an Aesthetics Instructor. As a licensed instructor, employment can be in the field of institutional education or cosmeceutical sales. A full time instructor's compensation ranges from \$30,000 to \$45,000 per year. Sales representatives are generally compensated on a commission basis and have the potential for greater earnings. As a pre-requisite to this program, all students must provide proof they have been licensed and working in the field of aesthetics for a minimum of 12 months.

Required Core Program Courses (25 weeks)

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	NA 550	Master Aesthetics – Educational Theory	200	9.75
	NA 560	Master Aesthetics – Practicum	300	10.00
		Subtotal	500	19.75

*Required Life Coaching Specialty (12 weeks) **

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	BC 550	Life Coaching – An Introduction	*20	1.25
	BC 560	Life Coaching – Strategies, Techniques	*80	3.75
		SUBTOTAL	100	5.00
		TOTAL	600	24.75

*LIFE COACHING IS TAUGHT AT SWIHA CAMPUS OR ONLINE AS ALTERNATIVE LEARNING HOURS, AND WILL COUNT TOWARD STATE BOARD OF COSMETOLOGY HOURS.



NATURAL AESTHETICS PRACTITIONER

600 Classroom Hours – 24 Credits Day: 30 Weeks Full-Time, 20 Weeks Accelerated
 Evening: 50 Weeks Full-Time

Aesthetics is defined as "the application of various techniques to the epidermal layer of the human body which may include, but is not limited to: facial steaming, exfoliation, waxing, pore cleansing, extraction, epidermabrasion, chemical peels, maintenance skin care and skillful makeup application."

The Aesthetics Program is designed to be a comprehensive, integrative, holistic and natural approach to skin care wellness. The curriculum offers students an extensive base of classes, using the Ayurvedic Theory as the educational foundation. We believe that by integrating the physical, mental, emotional and spiritual aspects of health and beauty, graduates will begin their career as a more skilled and confident practitioner. The program provides an "Educational Approach to Wellness and Beauty" focusing on a person's inner-beauty versus the more traditional teaching of glamour and superficial surface beauty. Students will be trained to integrate a full range of holistic services based on a "conscious touch" philosophy. SWINA's aesthetics program provides a unique "whole body wellness" approach with emphasis on nutrition, self-care education and retail product opportunities. After completion of this diploma, the student is prepared for licensure through the Arizona State Board of Cosmetology and an entry-level position. Compensation for an independent aesthetics practitioner is approximately \$25 to \$65 per session in Arizona.

Required Program Courses

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credits</i>
	NA 500	Natural Aesthetics - White Block - Foundations	224	11.00
	NA 505	Natural Aesthetics - Red Block - Waxing & Makeup	64	3.00
	NA 510	Natural Aesthetics - Green Block - Holistic & Business Practices	64	3.00
	NA 515	Natural Aesthetics - Blue Block - Spa Technologies	64	3.00
	NA 932	Natural Aesthetics - Clinic II - Practical Application	32	0.75
	NA 152	Natural Aesthetics - Clinic II - Practical Application	32	0.75
		TOTAL	600	24.00



Skincare Education • Student Spa

LASER TECHNICIAN PROGRAM

180 Classroom Hours – 7 Credit Certificate

15 Weeks Full-Time

Required Program Courses

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	NAL 180	Natural Aesthetics – Laser Technician – Didactic & Application	180	7.00
		TOTAL	180	7.00

ADMISSIONS

SWIHA and SWINA invite people from all walks of life to learn and grow personally from our diverse course offerings. Students come here for the sheer delight of personal achievement, to acquire credit for continuing education or to complete classes toward one of our certificate or diploma programs. Students may also pursue an Associate of Occupational Studies Degree (AOS). To enroll in a certificate, diploma or degree program, the student must speak in person or on the phone with an Admissions Advisor or Coordinator.

A potential student's first experience on-campus will be a tour of the facilities with an Admissions Advisor. A discussion of SWIHA and SWINA's retention and placement rates, total tuition, fees, supplies, and book costs may take place in the first appointment or at the time of enrollment. Each individual's one on one time with an Advisor is catered to their specific needs. These specific needs are aptly identified by our Admissions Advisors, who have been dually trained as Life Coaches.

ENROLLMENT REQUIREMENTS

ON-CAMPUS Students who enroll at SWIHA or SWINA must be able to maintain a professional and therapeutic approach and sense of self, and must be able to present that to other students and/or potential clients by providing a safe environment and process. This is as true for our online classes as it is for our traditional ones. Therefore, SWIHA and SWINA reserve the right to refuse admission to or cancel the enrollment of any student it deems unable to maintain a therapeutic level of professionalism. It is our desire to graduate students who bring an elevated expertise and awareness to the healing community and to their chosen profession.

Applicants for our degree program are required to have a High School Diploma, General Equivalency Diploma (GED), or College Degree. Students enrolling in a diploma program are required to have one of the above or show proof of passing the 'Ability to Benefit. (ATB) test to enroll at SWIHA. We may consider transfers from the following examination agencies, ACT Proficiency Examination Program (PEP), the Regents' College Examinations, the College Board's Advanced Placement (AP) program and College-level Examination Program (CLEP), the Defense Activity for Non-Traditional Educational Support (DANTES, Subject Standardized Testing (DSST) or Institution developed tests.

Applicants admitted to SWIHA Massage programs may enter with the intention of receiving a high school diploma or recognized equivalency certificate prior to graduating the Massage program in order to meet the Arizona State law of licensure and receive a diploma. A felony conviction or mental instability may disqualify individuals from being eligible to be a licensed bodyworker and/or massage therapist in certain states. All students are encouraged to research the requirements of the state they hope to practice bodywork and/or massage in.

Individuals under the age of 18 may be accepted to a certificate, diploma, and/or degree program with guardian or parental consent.

All potential students are required to provide picture identification; i.e. driver's license, and pay applicable fees at the time of enrollment.

Because each student is different, applicants are encouraged to write a narrative answering questions provided on their pre-application form as to the reason they want to study in their particular chosen field. The narrative may be received at the time of enrollment or no later than New Student Orientation.

ONLINE students must also have required technical hardware and reliable internet access. Students will receive links at the time of enrollment to set up their student accounts to use throughout the length of the program. Additionally, students considering online courses must also have strong self-motivation and self-discipline to be successful. Applicants to the online programs are encouraged to take the Online Assessment test to predict the student's capabilities in an online versus on-campus program. Students wishing to incorporate online classes into their on-campus program may do so by registering for one online class within their program first. The student may register for more online classes within their on-campus program after successfully completing their online class. Successful completion includes a grade of 2 or better, with no outstanding homework or assignments, and/or by approval of staff.

NATURAL AESTHETIC students must also provide, in addition to the above requirement; either a copy of their birth certificate or passport.

NATURAL AESTHETICS EDUCATOR program also requires a valid aesthetics or cosmetology license, as well as proof of one-year work experience in the field.

DISCRIMINATION POLICY

SWIHA and SWINA does not discriminate against any student, faculty, or staff member for reason of race, religion, gender, sexual preference, age, disability, citizenship, national origin, or political philosophy. Rejection of an applicant is limited to occurrences which would prevent the applicant from completing the program requirements or finding gainful employment in the field of study. Students must be able to provide a safe healing environment and process for their fellow students and prospective clients.

POLICY ON PROVISION OF SERVICES FOR STUDENTS WITH DISABILITIES

SWIHA and SWINA recognizes the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 that prohibits discrimination on the basis of disability.

SWIHA and SWINA strive to ensure that students with disabilities are provided reasonable accommodations wherever necessary. Students have the responsibility to self-disclose and request accommodations a minimum of two months prior to the start of a program. To request an accommodation, please contact the Executive Director of SWIHA On-Campus, Executive Director of SWIHA Online and/or the Executive Director of SWINA to discuss the ways that such accommodations may be met.

SPECIAL NEEDS

Applicants with special needs should put in writing their request for accommodations to the Executive Director of SWIHA On-Campus, Executive Director of SWIHA Online, Director of Education or Director of Student Operations. The request will be reviewed and a reply will be given within 10 business days as to whether or not the school is equipped to provide said accommodations.

STUDENT COMPLETION RATE

SWIHA and SWINA are required to publish its student completion rates on all vocational programs. These rates represent the percentage of a given cohort of certificate, diploma or degree seeking undergraduate students who graduate from the College. The College publishes the student completion rate annually as required by the United States Department of Education and the Accrediting Council for Continuing Education and Training (ACCET).

TRANSFER CREDITS

Students from schools accredited by the United States Department of Education recognized agencies including the Council for Higher Education Accreditation and institutions approved by the state in which students are located are welcomed. In addition, we will consider transfers from providers recognized by the American Council on Education Center (ACE) for Adult Learning and Education Credential programs. We also accept other industry certifications, including, but not limited to; First Aid, CPR, National Certification Board for Therapeutic Massage and Bodywork and Yoga Alliance.

Students desiring to transfer credits must provide documentation of successful completion of the course(s) verifiable through transcripts or certificate of completion from recognized providers. Classes to be transferred must have been completed with a "C" or better. Education older than ten years may not be accepted for transfer credits. All transcripts received from other providers will become part of a student's permanent record. In addition, we may request a demonstration of competencies or more information, such as course descriptions, from the previous provider for the courses for which credit is being requesting. Education transferred in for the sake of credit must be no older than ten years from the date of enrollment.

A transfer form detailing each course to be considered for transfer will be completed at the time of Admissions. Students may be asked to provide an official course catalog from the originating institution that includes the courses in question. The Executive Director, Director of Education, Director of Student Operations or Student Services Manager or Lead must sign the transfer form to approve all outside transfers into a program at the time of enrollment. Courses accepted in as transferred will be entered as complete and will have no effect on the grade point average achieved at Southwest Institute of Healing Arts.

A transfer fee of \$2.00 per clock hour is assessed. If classroom hours are not provided, the following conversion will be used: 1 credit equals 15 hours of lecture, 1 credit equals 30 hours of lab/hands-on, or 1 credit equals 45 hours of clinic/externship/internship.

In the event a student opts to transfer in credits at a time other than during the admissions process, a copy will be given to the Academic Advisor, which will be passed on to the Executive Director, Director of Education, Director of Student Operations or Student Services Manager or Lead to approve of the transfer. The FA department is then notified of any additional transfer credits, at which time Awarded Aid is reevaluated and when necessary the appropriate refunds are made.

Completed SWIHA or SWINA courses may be transferred in without a fee at the time of enrollment or at any time within the course of the student's program. Students are encouraged to transfer credits in closer to the beginning of their program in order to prevent a change in their tuition balance or requirements. All other enrollment fees and contract conditions will apply.

Potential students wishing to discuss their transfer options are encouraged to set up an appointment with an Admissions Advisor before enrolling. Any time after enrollment, current students are to meet with their Academic Advisor in order to discuss the possibilities of transferring in credits.

Students may transfer no more than 50% of the hours/credits required for any diploma program or degree. The exception to this would be: VA Benefit, SWIHA Personal Development or SWIHA Continuing Education courses, and Massage/Natural Aesthetics/Cosmetology licenses.

A competency exam may be required upon transfer hours into one of the Natural Aesthetics and/or Laser programs to ensure the student's knowledge base. A charge of \$100 could be assessed.

TEST OUT

Those wishing to test out of core course or general education requirements such as anatomy, physiology, finance, etc. because their education is past 10 years old may do so by taking a College Level Examination Program (CLEP) test through a community college and submitting the passing documentation for their file. Again, the transfer fee will apply. Credit will not exceed credit hours offered at SWIHA. An admission representative will initially review all documentation and then submit the request to the Executive Director, Director of Education, Director of Student Operations or Student Services Manager or Lead, if applicable, for final approval.

PROGRAM SCHEDULES

SWIHA offers students a unique opportunity to design their program specialties, electives, and most clinic hours to fit into their individual life schedule. There are recommended schedules to complete a program within a designated time period, especially if the student is applying for financial aid.* The majority of the programs are designed to have open-entry-open-exit capabilities for the students. Therefore the student can enter and rotate into the current track at any time throughout the year, at the earliest start date.

SWINA offers the same flexibility by offering day and evening classes, but with a standard block scheduled.

The student may choose a full-time, part-time or personal development/continuing education schedule. (Note: Students wishing to access Title IV Financial Aid must comply with the attendance requirements of that program, which is full-time.)

SWIHA and SWINA's websites and class calendar provides start and end dates for courses in the programs and the specific electives choices available. All electives may not be offered all the time or in every program. Start dates are also available in Student Services. Believing in the Montessori Method of learning, a vast collection of our courses are designed without pre-requisites. The majority of the Primary Specialties/Certificates of Excellence are scheduled on a rotating basis, which allows the student to enter at the beginning of any course. Massage, Hypnotherapy, Life Coaching, and Western Herbalism are designed so students start with the basic course and then continue into the more advanced work.

CONSUMER INFORMATION NOTICE

Institutions that participate in Title IV Federal Financial Aid Programs are required to disseminate consumer information to potential and currently enrolled students. The disclosure is intended to outline consumer information that you have the right to request and review. The following information

is available online on SWIHA's website (www.swiha.edu), SWINA's website (www.naturalbeautyaz.com) and in hard copy as noted in each section.

CONSUMER INFORMATION DISCLOSURES FOR REVIEW INCLUDE:

- Rights Under Family Education Rights and Privacy Act (FERPA)
- Campus Safety Information
- Drug and Alcohol Abuse Prevention Program
- Student Completion Rate
- Dissemination of Institutional and Financial Assistance Information
- Available Financial Assistance Information
- Cost of Attendance
- Requirements for Officially Withdrawing from the College
- Applicable Refund Policies
- Academic Program and Instructional Facilities Information
- Entities that Accredite, License and approve the College
- Services for Disabled Students
- FFEL Deferments

HOUSING

SWIHA nor SWINA offer on-campus student housing.

COMPARABLE PROGRAMS

For information about comparable programs students may contact the Arizona Private School Association, 202 E. McDowell, Suite 273, Phoenix, AZ 85004 (602) 254-5199, The Arizona Commission for Postsecondary Education, 2020 N. Central, Suite 275, Phoenix, AZ 85004 (602) 229-2591, the Arizona State Board of Private Postsecondary Education, 1400 W. Washington, Room 260, Phoenix, AZ 85007 (602) 542-5709 or the Accrediting Council for Continuing Education & Training (ACCET), 1722 N. Street, N.W., Washington, DC 20036, 202-955-1113.

FINANCE AND FINANCIAL AID

TUITION PAYMENT POLICY

SWIHA offers several options for paying program tuition. Cash and credit cards are accepted and financing is available to qualified enrolled students. A student's admissions advisor will explain the various payment options. Any student accounts that are passed due and in default may be turned over to an outside collection agency. Students may also be responsible to pay all finance charges and collection costs up to 50% of the outstanding balance at the time the account is placed with an agency. In addition, any attorney fees, court costs and other costs incurred by SWIHA during the collection process may be passed on to the student. Our intention is to offer financing opportunities to students so they may fully follow their destined path. However, commitments to these payments are fully expected.

The agreement to pay SWIHA for an in-house payment plan is as follows: Students who become delinquent on payments will have ten days to bring their account current. A \$25.00 charge for each NSF check will be assessed. If the school receives one NSF check, each subsequent payment must be paid by cashier's check, money order, or cash.

DISSEMINATION OF INSTITUTIONAL AND FINANCIAL ASSISTANCE INFORMATION

Information about SWIHA and SWINA's available financial assistance may be obtained from the Financial Aid Department during regular business hours.

Financial Aid is available for students who qualify. Students, who have enrolled in an eligible program and wish to apply for financial assistance, must speak or meet with the Financial Aid department. SWIHA and SWINA participate in the Federal Stafford Student Loan Programs and Federal Grant Programs based on the student's needs analysis, which is determined by completing and submitting a Financial Application (FAFSA) to the Department of Education. Students are required to submit their financial aid applications on an award year basis. Priority consideration for receipt of financial aid funds administered by the Financial Aid Office shall be given to students who submit all required documentation by the assigned deadline. Once the FAFSA has been processed and received at the school, it is the student's responsibility to contact the Financial Aid Office to schedule a financial aid interview. Those scheduling an enrollment appointment with Admissions will automatically be scheduled for a Financial Aid appointment afterward if they have completed their FAFSA.

SWIHA/SWINA participates in the Federal Financial Aid Programs, which includes the the Federal PLUS Loan, the Federal Pell Grant, and the Federal Supplemental Education Opportunity Grant. In order to qualify and maintain eligibility for the program, the student must apply for financial aid, consistent with the published requirements for the aid program, and adhere to the college policies and regulations governing each program. Students receiving federal loans and grants have varying rights and responsibilities. These rights and responsibilities include the ability to appeal financial aid decisions and the requirement to maintain satisfactory academic progress

Other outside agencies are sometimes able to help students pay for their education. SWIHA nor SWINA provide the applications for these other resources, but will readily assist in any documentation that they may need. Some examples are Arizona Department of Veteran Services, Vocational Rehabilitation, Tribal Funding, and employee reimbursement. Some scholarships are available from the Lifelong

Learning Corporation. For more information about applying for these scholarships, contact Arizona Private School Association, 202 W. McDowell, Suite 273, Phoenix, AZ 85004 (606) 254-5199.

Students may utilize the option of setting up individual payment plans for students who are unable to receive aid in paying for school. These payment plans can be arranged at the time of enrollment with the Admissions Advisor or with Student Services. The program must be paid in full, with no outstanding fees, in order to receive a certificate, diploma, degree or official transcript.

ACADEMIC AND FINANCIAL AID CLOCK-HOURS TO CREDIT-HOURS

The Carnegie Unit is used in measuring the credits earned for academic standards and financial aid awarding.

SWIHA'S ASSOCIATE DEGREE OF HOLISTIC HEALTHCARE:

A clock hour consists of 50 minutes of classroom instruction for every hour of class time. Semester credit hours are determined by the following table (credits are rounded off to the lower quarter with no class being less than .25):

- at least 15 clock hours = 1 credit for a science or theoretical class
- at least 30 clock hours = 1 credit for hands-on/experiential lab classes
- at least 45 clock hours = 1 credit for externship or clinic hours

The Associate Degree of Holistic Healthcare includes the choice of several concentration options. Many of these options derive directly from the same program structure of the independent diploma programs offered at SWIHA and SWINA. Therefore, the majority of the classes from the diploma program accounts for the 60 credits within the Associate Degree, while 15.25 core credits are general education requirements specific to the Degree.

SWIHA/SWINA'S DIPLOMA PROGRAMS:

Credit for diploma programs is measured in credit-hours that are converted from clock-hours. One clock-hour is equal to 60 minutes of classroom, Lab or extern/internship time with a minimum of 50 minutes of instructional time. The conversion of 30 clock hours is equal to at least one credit hour (30/1).

WORK EXCHANGE PROGRAM

Students have the opportunity to participate in the *Do Your Dream* program on a limited, temporary basis (in house work-exchange program). On occasion SWIHA has special mailings, filing, data entry, events, telephoning, etc. that requires short-term assistance.

These opportunities are open to students on a work-exchange basis which allows the student to exchange every hour worked for the cost of tuition. Students may pay up to 50% of their Financial Aid gap in this manner. Students in the Yoga Teacher Training 200 hour Certificate of Excellence program may also use this option to pay 25% of their total cost of tuition.

Students who are interested in this type of temporary work must first seek eligibility with Financial Aid, even if they are not planning on using, nor eligible for Financial Aid (EX: Yoga Teacher Training 200 hour Certificate of Excellence). Once eligibility is determined by Financial Aid, the student will be sent to the Success Center to learn about the *Do Your Dream* program. The student will then complete all necessary paperwork if deemed eligible.

FFEL DEFFERMENTS

Students who are currently enrolled in an eligible program may be eligible to have their current and prior federal loan payments deferred. Semi-monthly enrollment data is submitted electronically to the National Student Loan Database as required by the Department of Education. This electronically reported student status data is required by lenders to make appropriate deferment decisions.

In addition to in-school deferments, students may be eligible for loan deferments based on periods of volunteer service or service in the Peace Corps. Borrowers must formally request a deferment through the procedures established by the holder of their loan(s). You may review additional information regarding deferments in the 'Financial Aid' section of this catalog. All policies and statistics can be obtained by accessing the following: www.swiha.edu

STUDENT DELINQUENCY POLICY

In the event a student misses a scheduled tuition payment she or he is notified within 30 days so arrangements can be made to make up the payment. If a student does not make up the payment by the agreed to date, or continues to miss tuition payments, she or he may be suspended from classes or withdrawn from the program until a resolution is made. Class suspension may interfere with a student's satisfactory academic progress that could lead to further disciplinary action or termination from the program. If student fails to make payments when due, and the account may be sent to a licensed collection agency.

VETERANS AND THEIR ELIGIBLE DEPENDENTS

SWIHA/SWINA has a pro-rata refund policy for all Veterans and their eligible dependents. Any unused portion of a paid tuition and or fees will be refunded to Veterans not completing the program. For example: An approved program consists of 100 days and a Veteran who has paid for the entire program only attends fifty days. Fifty percent of this prepaid tuition or 50 days of tuition will be refunded.

APPLICABLE REFUND POLICIES

The College Refund Policies are in accordance with state and accrediting bodies applicable laws and regulations. The tuition refund policy generally applies to students who are withdrawn from the school. A review of detailed information regarding tuition refund policies is located in the 'Refund Policy' Section of the Catalog or on the back of the enrollment agreement.

The College follows the Federal Return of Title IV Funds provisions for federal aid recipients. Under these provisions, when a recipient of Federal Student Financial Aid Funds (FSA) withdraws from the College, the College must determine the amount of FSA funds earned as of the student's last day of attendance. If the total amount of funds earned is less than the amount disbursed, funds will be returned to the appropriate FSA Programs. If the total amount of FSA funds earned is greater than the total amount of funds disbursed, the difference between these amounts may be treated as a post-withdrawal disbursement.

A review of detailed information regarding the FSA return provision is in the SWIHA Catalog or on the back of the enrollment agreement.

COST OF ATTENDANCE

The college establishes standard student budgets as a basis for awarding federal student financial aid funds. These budgets are not intended to represent exact living expenses that will be incurred, but represent average expenses. The cost of attendance (COA) includes average living expenses and established book and supplies, tuition and fee charges. The average monthly living expenses estimates used in the federal cost of attendance are indicated in the tables below. In addition to the costs represented in those tables, students will also be responsible for a monthly tuition cost based on their chosen program of study.

DEPENDENTS LIVING WITH PARENTS				
MONTHS	Room & Board	Personal	Transportation	TOTAL
1	\$ 424.00	\$ 126.00	\$ 248.00	\$ 798.00
2	\$ 850.00	\$ 251.00	\$ 468.00	\$ 1,569.00
3	\$ 1,274.00	\$ 375.00	\$ 688.00	\$ 2,337.00
4	\$ 1,698.00	\$ 501.00	\$ 908.00	\$ 3,107.00
5	\$ 2,124.00	\$ 626.00	\$ 1,128.00	\$ 3,878.00
6	\$ 2,548.00	\$ 752.00	\$ 1,348.00	\$ 4,648.00
7	\$ 2,972.00	\$ 878.00	\$ 1,568.00	\$ 5,418.00
8	\$ 3,397.00	\$ 1,004.00	\$ 1,788.00	\$ 6,189.00
9	\$ 3,821.00	\$ 1,129.00	\$ 2,008.00	\$ 6,958.00
10	\$ 4,246.00	\$ 1,253.00	\$ 2,228.00	\$ 7,727.00
11	\$ 4,673.00	\$ 1,379.00	\$ 2,448.00	\$ 8,500.00
12	\$ 5,095.00	\$ 1,507.00	\$ 2,668.00	\$ 9,270.00

INDEPENDENT OR DEPENDENT NOT LIVING WITH PARENTS				
MONTHS	Room & Board	Personal	Transportation	TOTAL
1	\$ 850.00	\$ 251.00	\$ 248.00	\$ 1,349.00
2	\$ 1,699.00	\$ 499.00	\$ 468.00	\$ 2,666.00
3	\$ 2,549.00	\$ 751.00	\$ 688.00	\$ 3,988.00
4	\$ 3,399.00	\$ 1,000.00	\$ 908.00	\$ 5,307.00
5	\$ 4,247.00	\$ 1,250.00	\$ 1,128.00	\$ 6,625.00
6	\$ 5,098.00	\$ 1,499.00	\$ 1,348.00	\$ 7,945.00
7	\$ 5,948.00	\$ 1,751.00	\$ 1,568.00	\$ 9,267.00
8	\$ 6,796.00	\$ 2,001.00	\$ 1,788.00	\$ 10,585.00
9	\$ 7,647.00	\$ 2,252.00	\$ 2,008.00	\$ 11,907.00
10	\$ 8,496.00	\$ 2,502.00	\$ 2,228.00	\$ 13,226.00
11	\$ 9,345.00	\$ 2,751.00	\$ 2,448.00	\$ 14,544.00
12	\$ 10,190.00	\$ 3,001.00	\$ 2,668.00	\$ 15,859.00

STUDENT SERVICES AND ACADEMIC POLICIES

SWIHA and SWINA are dedicated to facilitating your education by granting the options that allow you to 'Do Your Dream' and plan your own studies for optimal success. If your life situation prevents you from full-time enrollment you can still get started, there are many options. We offer open entry and open exit enrollment – this means that you can start a program as soon as it is available. The class calendar provides the start and end dates for all courses in the programs and the specific elective choices available. All electives may not be offered all the time.

STUDENT SUPPORT

Student's in programs of 600 hour or more begin their academic journey with a New Student Orientation. Orientations are scheduled and relayed to the student at the time of Admissions.

SWIHA ORIENTATION for on-campus students are available at the beginning and end of every month with varying times for flexibility.

ONLINE ORIENTATION is self-paced and to be completed prior to the student's first class.

SWINA ORIENTATION IS conducted within the classroom the first few days of the student's program.

On-campus and Online program students at SWIHA are also scheduled a First Advisement with their Academic Advisor at the time of Admissions. The First Advisement takes place within the first month of the student's course of study. The First Advisement allows the Academic Advisor to review student policies and procedures discussed at New Student Orientation, as well discuss more in depth the expectations of their program and the policies.

Student Services Academic Advisors are available for appointments to review a student's academic selection throughout the course of one's program. However, administration is proud to have an open door policy. Students are encouraged to contact staff at any time for support or concerns.

The Faculty Manager, Director of Education, and/or Executive Director of Online Education are available to discuss questions, concerns and feedback regarding instructors.

SWIHA on-campus students may speak to the Director of Student Operations and/or the Executive Director of SWIHA On-Campus should they feel their concerns have not been adequately addressed within a particular department.

SWIHA Online students may speak to the Director of Online Operations and/or the Executive Director of SWIHA Online should they feel their concerns have not been adequately addressed within a particular department.

SWINA students may speak to the Assistant Executive Director of SWINA and/or the Executive Director of SWINA should they feel their concerns have not been adequately addressed within a particular department.

(See Grievance Policy)

An On-Campus Life Coach is also offered for program students throughout the course of their studies for extra support in processing emotional issues which might be affecting academic success. Appointments can be made with Student Services at any time. Inquiry regarding the reason for the appointment will never be discussed. And all information disclosed within the session with the Life Coach is strictly confidential, unless the student has disclosed immediate danger to themselves or others.

Note: SWIHA and SWINA is bound by law to immediately report child or elder abuse to the authorities.

Finally, from the school's inception, KC Miller, the Founder/Owner, has had an open-door policy for all students as well.

STAFF AND STUDENT REQUEST FORMS - SWINA

Blue request forms are used as a means of communication between SWINA students and staff and should be used for the following reasons:

1. Submit information regarding a discrepancy in clocked hours or attendance
 2. Request a meeting with a school official regarding 550-hour academic status, prescreening for state board, final exit interview, etc.
 3. Request records, and
 4. Inform the school in advance if you will be absent.
- Requests regarding attendance and hour discrepancies must be submitted to the Student Services mailbox within 7 days of the date in question.
 - A request to notify clinic staff that a student will be absent for their scheduled clinic shift must be approved at least 72 hours prior to the shift. Requests regarding clinic shifts must be submitted to the Clinic mailbox.
 -

Submission of any request does not guarantee approval of your request. Administration will reply within 24-48 hours by placing the blue request into the Communications Bin, located next to the student time clock.

GRIEVANCE POLICY

Staff has an open door policy and will make every effort to be available to listen to concerns and determine the best course of action for all involved. SWIHA students attending classes on-campus who have felt may send documented concerns and complaints via email or postal mail to Mary Donnelly, Executive Director of SWIHA On-Campus or Maria Hunter, Director of Student Operations if the complaint has not been adequately addressed by the appropriate department. SWIHA students attending classes online may send document concerns and complaints via email or postal mail to Brad Boute, Executive Director of Online Education or Michael Dye, Director of Online Operations. SWINA students may send documented concerns and complaints via email or postal mail to Julie Stafford, Executive Director of SWINA or Charlie Queeno, Assistant Executive Director of SWINA. Students may mail SWIHA concerns to 1100 Apache Blvd., Tempe, AZ 85281. Students may mail SWINA concerns to 1460 E. Southern Ave. Tempe, AZ 85282.

Concerns will be addressed within seven days from receipt of the written complaint. You may contact Student Services for current contact information on other SWIHA staff members. A written complaint may be filed with the Arizona State Board of Private Postsecondary Education if for any reason a formal complaint cannot be resolved at the school level. 1400 W. Washington, Suite 260, Phoenix, Arizona 85007. Phone (602) 542-5709. Website:<http://azppse.state.az.us> .A student may consider contacting the SWIHA's national accrediting body, The Accrediting Council for Continuing Education & Training (ACCET) should they still feel their complaint has not been adequately addressed at the school or state level. All complaints considered by the Council must be in written form, with permission from the complainant(s) for the Council to forward a copy of the documentation to the school for a response.

The complainant(s) will remain informed to the status of the complaint, as well as, the final resolution by the Council. Please direct all inquiries to the Accrediting Council for Continuing Education & Training (ACCET) at 1722 N Street, NW, Washington, DC 20036. Phone (202) 955-1113.

Student Advisement-SWINA

In the event a student does not comply with the academic or behavioral standards of SWINA, a student advisement form will be issued.

Types of advisements include:

- Attendance
- Academic
- Financial
- Behavioral

Advisement levels are:

- Documented conversation
- Warning
- Probation
- Suspension*
- Withdrawal

Once a student has been placed on Probation, he or she may not incur any other policy infractions or advisements until the probation period has ended. In the event an infraction occurs, the student will be suspended.

Probation periods last for 30 days; probation periods and standards of conduct will be communicated by Student Services to students who are placed on probation. If a student on probation does not follow these guidelines, he or she will be put on suspension.

* Length and degree of suspension will be determined by school official. Student Services will determine the appropriate level of on-campus/off-campus suspension.

STUDENT RECORDS - SWIHA

SWIHA Students may review their academic and financial records at any time. SWINA students may review their academic and financial records by submitting a blue request form to the Student Services mailbox located outside the administrative offices. Student records are not released to any other individuals without the written consent of the student (P.L.93-380, Sec. 438, FERPA). Inquiries made as to the enrollment or graduation status of a particular student by offices or agencies directly involved with the academic or professional industry will be released without written consent of the student. Students receive two official transcripts at the time of graduation. Any additional official transcripts are available at \$10 each. Students may request unofficial transcripts at no extra charge. Student records are kept permanently.

Students also have the right to request records be corrected which they believe to be inaccurate or misleading. This request must be made in writing to the Director of Student Operations, Director of Online Operations, or Assistant Executive Director of SWINA. If the school determines the record in question is accurate, and should not be amended, the eligible student then has the right to a formal meeting with appropriate administration. After the meeting, if administration still deems the record as accurate, the student has the right to place a statement with the record stating his or her view about the contested information.

RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Compliance with the Family Education Rights and Privacy Act (FERPA) of 1974 (amended in January 1975 and appearing in its final form in July 1976) is strictly maintained. The Privacy Act defines requirements, which are designed to protect the privacy of students concerning their records maintained by the College. The information pertaining to a student's records shall not be released to a third party without written authorization of the students, judicial order, or a lawfully issued subpoena. Education records are all records the college maintains regarding a student.

CHANGE OF ADDRESS

It is important students notify Student Services when a change of address occurs. It is imperative the correct address, e-mail and telephone number for each student at all time is on file. Upon graduation, it is mandatory that students who have Federal Family Loans through Title IV funding keep their current address and phone number on file.

ATTENDANCE POLICY – SWIHA

90% attendance of each course is required to receive a passing grade (2, equivalent to a C) for all courses beginning on or after February 1, 2012. Students will need to partake in make-up options should 90% attendance not be acquired in the initial attempt.

Those with a final course grade of 1 (equivalent to a D) or higher are eligible for these make-up opportunities. Those with a final course grade of 0 (equivalent to an F) are required to retake the course in its entirety to receive a passing grade.

APPROVED EXCUSED ABSENCE REQUEST - SWIHA

Students who have unforeseen circumstances occur may apply for 10% of their absence in a course to be excused. Those whose 10% is approved as an excused absence may then receive a passing grade in the course by obtaining 80% attendance.

Unforeseen circumstances include illness, hospitalization, death in the family, military leave and other circumstances deemed beyond your control by the Director of Student Services, Director of Education, and/or Executive Director.

All 10% excused considerations are to be given to Student Services no later than 24 hours after the completion of the final class of the course you are wishing to have the absence excused.

Attendance 79%-60%, **excused or unexcused**, will require a student to make-up attendance hours.

Those with 59% attendance or less are not eligible for make-up opportunities and will need to retake the course in its entirety.

ROLLCALL – SWIHA

Instructors or Class Assistants will begin attendance roll call at the beginning of every class. Students whose names are not on the roster and have a Blue Attendance Slip, Make-up Form or Guest Pass will be asked to sign the roster with the time of arrival/departure.

The student's signature and time of arrival will be required for those on the roster who enter after roll call has been taken.

Students leaving early are to sign out and include the time of their departure. Those who leave early and do not sign out for class will only receive credit for being in attendance for one hour.

Roll call will be taken silently by the Instructor or Assistant at the end of the class. Those not in attendance, who did not sign out with an early departure, will only receive credit for being in attendance for one hour.

Students arriving late from breaks will be documented as such by the Instructor or Assistant and will affect the student's final attendance.

COMPENTANCY TIMELINE

Competencies are considered opportunities, tests, check-offs, et cetra completed in class. Homework is not considered a competency because it is performed outside of the classroom.

Students who are absent or do not complete a competency during class time have up to 60 days from the end of their course to fulfill this requirement and receive a grade.

Students who complete the competency after 60 days from the end of their course will receive either a passing (2 = equivalent to a 70% or 'C') or failing grade (0 =equivalent to 0% or 'F').

ATTENDANCE

If an on-campus SWIHA and SWINA student is out of attendance for over 14 days he or she will be considered out of compliance with the attendance policy and will be withdrawn from his or her program.

If an online SWIHA student has not submitted work for over 14 days they will be considered out of compliance with the attendance policy and will be withdrawn from their program.

In the event that a student's education schedule is interrupted the student must communicate with a Student Services Academic Advisor to determine whether the student needs to re-establish the student's completion date or whether the student needs to officially withdraw from the program and re-enroll at a future date.

Student attendance and punctuality is held in high regard to prepare students to enter into the workforce. As an institution committed to the success of each graduate; students are expected to arrive for class on time; as would be expected in a working environment. When a student arrives late to on-campus classes, they not only miss important material, but disrupt the instructor and other students. Therefore, attendance is tracked in 15 minute intervals and all time missed from a class will be calculated and applied to a students' overall attendance requirements.

Time missed will be documented and subtracted from the total attendance for the course in the event a situation arises when a student must be tardy to start class or exit a class early due to extenuating circumstance. The time missed will be documented and subtracted from the total clock hour attendance for the course ensuring that no less than 90% attendance for SWIHA On-Campus students and 90% attendance for SWINA students is completed to earn credit for that course.

Each class hour will consist of an average of 50 minutes of academics and a ten-minute break. Faculty may make changes to this schedule if the break time will interfere with the curriculum content.

The maximum time frame for completion of a program shall not exceed 1.5 times the normal duration of the program. The Student Services Academic Advisor does incremental evaluations.

ATTENDANCE - SWIHA

90% attendance of each course is required to receive a passing grade (2, equivalent to a C) for all courses beginning on or after February 1, 2012. Students will need to partake in make-up options should 90% attendance not be acquired in the initial attempt. Those with a final course grade of 1

(equivalent to a D) or higher are eligible for these make-up opportunities. Those with a final course grade of 0 (equivalent to an F) are required to retake the course in its entirety to receive a passing grade.

APPROVED EXCUSED ABSENCE REQUEST-SWIHA

Students who have unforeseen circumstances occur may apply for 10% of their absence in a course to be excused. Those whose 10% is approved as an excused absence may then receive a passing grade in the course by obtaining 80% attendance. Unforeseen circumstances include illness, hospitalization, death in the family, military leave and other circumstances deemed beyond your control by the Director of Student Services, Director of Education, and/or Executive Director. All 10% excused considerations are to be given to Student Services no later than 24 hours after the completion of the final class of the course you are wishing to have the absence excused. Attendance 79%-60%, excused or unexcused, will require a student to make-up attendance hours. Those with 59% attendance or less are not eligible for make-up opportunities and will need to retake the course in its entirety.

ROLL CALL-SWIHA

Instructors or Class Assistants will begin attendance roll call at the beginning of every class. Students whose names are not on the roster and have a Blue Attendance Slip, Make-up Form or Guest Pass will be asked to sign the roster with the time of arrival/departure. The student's signature and time of arrival will be required for those on the roster who enter after roll call has been taken. Students leaving early are to sign out and include the time of their departure. Those who leave early and do not sign out for class will only receive credit for being in attendance for one hour. Roll call will be taken silently by the Instructor or Assistant at the end of the class. Those not in attendance, who did not sign out with an early departure, will only receive credit for being in attendance for one hour. Students arriving late from breaks will be documented as such by the Instructor or Assistant and will affect the student's final attendance.

COMPENTANCY TIMELINE-SWIHA

Competencies are considered opportunities, tests, check-offs, et cetra completed in class. Homework is not considered a competency because it is performed outside of the classroom. Students who are absent or do not complete a competency during class time have up to 60 days from the end of their course to fulfill this requirement and receive a grade. Students who complete the competency after 60 days from the end of their course will receive either a passing (2 = equivalent to a 70% or 'C') or failing grade (0 =equivalent to 0% or 'F').

ATTENDANCE - ONLINE

Attendance in the online environment is tracked through student submission of assigned discussion board and participation activities. Students enrolled in online classes must submit all required discussion board and participation assignments each week to maintain attendance.

ATTENDANCE – SWINA

ATTENDANCE POLICY: 90% attendance of each course is required to receive a passing grade of 2 (equivalent to a C) for all courses beginning on or after February 1, 2012. Students will need to partake

in make-up options should 90% attendance not be acquired in the initial attempt.

Those with a final course grade of 1 (equivalent to a D) or higher are eligible for make-up opportunities. Those with a final course grade of 0 (equivalent to an F) are required to retake the course in its entirety to receiving a passing grade.

Please speak to Student Services for more details on ways to make-up attendance hours

APPROVED EXCUSED ABSENCE REQUEST-SWINA Students who have unforeseen circumstances occur may apply for their absence in a course to be excused. Excused absences may not exceed 10% of each course/block hours.

Unforeseen circumstances include illness, hospitalization, death in the family, military leave and any other circumstances deemed beyond your control by Director of Education, and/or Executive Director(s).

All 10% excused considerations are to be submitted no later than 24 hours after the completion of the final class of the course/block you are wishing to have the absence excused. All requests are to be given to Student Services.

Please refer to the Student Policy Catalog and/or speak to Student Services for more details on ways to make-up attendance hours.

The new 10% excused absence policy will be applied to all courses beginning on or after February 1, 2012.

ABSENT/TARDY REQUIREMENTS - SWINA

New Processes- Instructors will begin attendance roll call at the beginning of every class.

The student's initials and time of arrival will be required for those on the roster who enter after roll call has been taken.

Students leaving early are to sign out and include the time of their departure. Those who leave class early and do not sign out with their instructor will only receive credit for being in attendance for one (1) hour.

Roll call will be taken silently by the Instructor at the end of the class. Those students not in attendance who did not sign out with an early departure will only receive credit for being in attendance for one (1) hour.

Students arriving late from breaks will be documented as such by the Instructor and will affect the student's final attendance.

CLOCKING HOURS - SWINA

In order to receive attendance credit a SWINA student must clock in and out upon arriving, during breaks that exceed 30 minutes, and upon leaving. Students must also sign attendance sheets for each day in class and/or clinic. Any additional time clocked before or after class or clinic will not be counted towards total hours.

VERIFYING HOURS - SWINA

Clocked hours of attendance are posted daily for the day prior. Students are expected to review and initial posted hours each day in order to verify hours were clocked properly. Any discrepancies should be reported to student services on a Blue Request Form within seven (7) days of the date in question. After seven (7) days, attendance is considered final. Requests may be denied for students who repeatedly forget to clock in or out.

LEAVE OF ABSENCE

A student is granted a first leave of absence (LOA) up to sixty-days (60) at a time. Students needing additional time for unforeseen circumstances may request an extension not to exceed a maximum of one hundred-eighty days (180) within any 12-month period or $\frac{1}{2}$ the published length of the program which ever is shorter, which the student is not considered withdrawn and no refund calculation is required. Unforeseen circumstances may include: military reasons, circumstances covered by the Family and Medical Leave Act of 1993, jury duty, or other unforeseen circumstances. The total period of time of all LOA's will not be considered as time elapsing for maximum timeframe purposes.

The leave of absence will not involve additional charges to the student by the institution. A leave of absence will be considered an approved leave of absence if the school determines that there is reasonable expectation that the student will return. In addition, the student must follow SWIHA and SWINA's policy in requesting the leave of absence by providing a written, signed and dated request to the student service department prior to the leave. If unforeseen circumstances prevent a student from providing a signed request, the student may submit the LOA within fourteen (14) days of their last day of attendance.

The LOA start date will begin the day following the student's last date of attendance and will be used to count the number of days in the leave. The count should be based on the number of days between the last date of attendance (LDA) and the re-entry date. The initial LDA is used when determining the start date for the 12-month period.

Students are not required to make their monthly institutional cash payments, however, if the student would like to continue to make their payment, they may do so by mailing the payment to the accounts receivable department.

Student's returning from a leave of absence will be permitted to complete the coursework they began prior to the LOA. Students are responsible for ensuring that they are scheduled appropriately upon return to meet attendance policies.

Students are responsible for contacting the Financial Aid Department for information pertaining to the effect that their failure to return from the leave may have on student loan repayment terms, including the exhaustion of some or all of their grace period. A student on an approved leave of absence will be considered enrolled at the institution and would be eligible for an in-school deferment for his or her student loans. If a student does not return from an approved leave of absence on or before their scheduled date of return as written on the official leave of absence form, their withdrawal date and beginning of their grace period will be the last date of attendance.

MAXIMUM TIME FRAME SWIHA

All program requirements must be met within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. Time spent on an approved leave of absence is not counted against the maximum time frame.

MAXIMUM TIME FRAME SWINA

Effective January 16th, 2012, Students who do not complete their program by their estimated graduation date (found on your enrollment contract), will:

- meet with Student Services to sign a Maximum Time Frame Letter (this letter will inform the student of the latest date possible for the student to finish their program). Students exceeding their Maximum Time Frame will be dropped from their program)
- continue to report to their scheduled clinic shift, however students will not be booked with clients (priority clinic shifts will be issued to “junior” students as clinic shifts are limited)
- attend mandatory “Study-Hall” during a students’ normal clinic shift
- need to bring make-up items from a previous block to work on, or an assignment will be issued to the student by the Instructor. Each assignment will be turned into the Instructor at the end of the designated clinic shift, in order to receive credit for that shift.

This policy will supersede previous versions located within your Student Handbook. This addendum will further assist in strengthening the overall development of its students.

ACADEMIC AND FINANCIAL AID CLOCK-HOURS TO CREDIT HOURS

SWIHA utilizes the Carnegie Unit in measuring the credits earned for academic standards and financial aid awarding.

SWIHA’s Associate Degree of Holistic Healthcare:

A clock hour consists of 50 minutes of classroom instruction for every hour of class time. Semester credit hours are determined by the following table (credits are rounded off to the lower quarter with no class being less than .25):

- at least 15 clock hours = 1 credit for a science or theoretical class
- at least 30 clock hours = 1 credit for hands-on/experiential lab classes
- at least 45 clock hours = 1 credit for externship or clinic hours

The Associate Degree of Holistic Healthcare includes the choice of several concentration options. Many of these options derive directly from the same program structure of the independent diploma programs offered at SWIHA and SWINA. Therefore, the majority of the classes from the diploma program accounts for the 60 credits within the Associate Degree, while 15.25 core credits are general education requirements specific to the Degree.

SWIHA/SWINA’S DIPLOMA PROGRAMS:

Credit for diploma programs is measured in credit-hours that are converted from clock-hours. One clock-hour is equal to 60 minutes of classroom, Lab or extern/internship time with a minimum of 50

minutes of instructional time. The conversion of 30 clock hours is equal to at least one credit hour (30/1).

GRADING POLICY

Students are required to maintain a minimum grade point average of 2.0 (70%) in order to receive credit for a course. A syllabus with course requirements will be handed out at the first meeting for each new course. Online students will find their syllabus in the main course conference, in the First Class course management system.

Progress will be measured using multiple assessment methods, including but not limited to: written evaluations, class observation, hands-on check-off evaluations, tests (opportunities). Approved recipients (ex: licensed massage therapists) will receive massages for the hands-on check-off evaluations in massage and bodywork courses in the classroom. Students will receive regular feedback on their strengths and ways in which they can improve their session through client and instructor feedback. This feedback could be written, verbal, or as appropriate for each course. Also, regardless of course completion, if after a hands-on check-off evaluation an instructor recommends the student repeat/audit the course, the student will need to retake the noted class/es or arrange tutoring for the material. After completing additional classes or tutoring, the student will need to complete the check-off again to show competency.

Students in online classes will be evaluated on their participation in the discussion board, professionalism in their communication, and knowledge demonstrated through the discussion board and independent project activities. Online students must complete all course requirements prior to the end of the course, and are ineligible for submitting make-up work after the course has ended. Online students are advised to check their course syllabus and confirm all grading criteria with their instructor. If the course is a program requirement, a grade of 2.0 (70%) must be obtained; if the course is an elective, the student can choose to substitute another course with the permission of the Student Services Academic Advisor.

Failure to complete the minimum requirements 2.0 (70%) for any required or core course will necessitate the student's repeating that course or doing appropriate make up to demonstrate competency and increase the grade. Upon successful completion of the course make-up, if the student had previously received a 1, the highest grade will be reflected on the student's transcript and the lower grade will be dropped. Courses in which a student earns 0 credits will remain on the student's transcript permanently and impact the student GPA. **Students participating in Title IV funding will not be eligible for funding if they are not in compliance with the Grade Point Average policy at each evaluation point.**

GRADING SCALE

A student's grade point average (GPA) is calculated by multiplying the grade points earned in each course by the clock hours awarded for the course. The total grade points are then divided by the total clock hours earned to arrive at the cumulative overall GPA.

4 = equivalent to an A = 90 – 100%, 4 grade points: Outstanding effort, a mastery of the subject area, excellent standard of work.

3 = equivalent to a B = 80 – 89%, 3 grade points: Extra effort reflecting mastery of a subject area, with high standard of work.

2 = equivalent to a C = 70 – 79%, 2 grade points: Competent in subject area with acceptable standard of work.

1 = equivalent to a D = 69% - 60% – 1 grade point, will be required to make-up work to bring grade to an acceptable standard: Subject area is well below average. (Note: I-D was a code previously used on transcripts to define the same standard.)

0 = equivalent to a F = 59% and below – 0 grade points, will be required to re-take the class to earn a passing grade. The 0 will remain on the student’s transcript, even after the class has been re-taken and the student has received a passing grade.

INC = Incomplete, No Credit

Students who are withdrawn either voluntarily or involuntarily must abide by the standard Make-up/Tutorial Policy in order to receive credit for incomplete courses. Courses that a student chooses to drop may count as credits attempted or credits achieved and will have an impact on the GPA.

Courses that a student chooses to drop within the first four hours of a course, will not count as credits attempted or credits achieved and will have a 0.00 value toward the GPA. Students who drop their course after the first four hours will receive a ‘0’ on their transcript.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP) is a measurement of a student’s qualitative and quantitative performance based on grade point average (GPA), attendance, and total hours required to clock within the maximum time frame allotted. This is our way of ensuring that each graduate has mastered the minimum learning requirements to find gainful employment when they are finished with their studies.

SATISFACTORY ACADEMIC PROGRESS - SWIHA

SWIHA students must have a 2.0 (70%) or better and a minimum of 90% attendance in each individual course in order to graduate. Courses prior to February 1, 2012 were required a minimum of 70% attendance in each individual course. Various opportunities are offered to students to make up or retake the needed courses in order to raise proficiency.

SAP is evaluated at the 25% and mid-point of the program and again at the expected graduation date for programs that are one academic year. If SAP is not being met at the mid-point evaluation, the student is placed on probation until the next evaluation point and internally reviewed monthly. If the student is not making SAP at the point of the second increment (their estimated graduation date), the student is then contacted by Student Services and placed on a second Probation not to exceed the maximum time frame allotted. Students may be terminated from the program if they do not improve upon their attendance or academic accomplishments during their probation period. They will be notified of this termination by via letter. Any exceptions due to extenuating circumstances must be approved by the Executive Director, Director of Student Services or Director of Education. Students receive notification by mail at each increment with an attached transcript of their progress. Additionally students may obtain their grade reports from Student Services upon request at any time.

SAP is evaluated at the 25%, mid-point of the first academic year, and at the end of the first academic year for programs that are two academic years. It is again evaluated at mid-point of the second academic year and finally at the expected date of graduation until completion or termination. Students who are not maintaining SAP at their first midpoint or at the end of the first academic year, are placed on probation until the next evaluation point (end of first academic year or estimated graduation date), and internally reviewed monthly. Students given a second Probation lasting until the next evaluation point are highly encouraged to meet with the Student Services Academic Advisor to determine the student's ability to successfully complete the program and schedule out the remainder of the program. Students not maintaining SAP at the following point of any evaluation period could result in withdrawal from the program, which disqualifies a student for Financial Aid. Again, students receive notification by mail at each increment with an attached transcript of their progress and/or termination. Additionally students may obtain their grade reports from Student Services upon request at any time. Any exceptions due to extenuating circumstances must be approved by the Executive Director, Director of Student Services or Director of Education. All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. Time spent on an approved leave of absence is not counted against the maximum time frame.

SATISFACTORY ACADEMIC PROGRESS - SWINA

SWINA students must have a 2.0 (70%) or better and a minimum of 90% attendance in each individual block in order to graduate. Blocks prior to January 1, 2012 were required a minimum of 80% attendance in each individual block. Various opportunities are offered to students to make up or retake the needed courses in order to raise proficiency.

SAP is evaluated at the completion of each block, at which time students will receive notification of SAP or USAP (Unsatisfactory Academic Progress) with an attached report of their progress. In the event that a student is not making SAP, they will be notified in writing and may be placed on academic probation. If the student does not show attendance or academic improvement during their probationary period they may be withdrawn from the program. Students may remain eligible for financial aid during their probationary period.

PROBATION

If a student does not comply with the SAP, academic or behavioral standards of SWIHA or SWINA, they will be referred to their Academic Advisor, Director of Student or Online Operations, or Assistant Executive Director for counseling and placed on a probationary period as appropriate. SWIHA and SWINA uphold no tolerance for inappropriate/unsafe behavior in class (traditional or online). No student is allowed on campus if under the influence of intoxicating or mind altering substances. A student may be put on a one-incident probation period until all courses are completed or up to a month probation restricted completely from the campus, or from all online courses.

CHEMICAL DEPENDENCY PROGRAM

SWIHA is committed to the care and nurturing of our students during their educational experience. Students seeking help for chemical dependency problems will be treated with consideration and confidence. Confiding in an administrator regarding substance abuse issues is very different from using these substances while on campus. Students who are caught using, selling, or distributing illegal substances or alcohol while on campus will be immediately placed on probation or expelled.

CORRECTIVE ACTION

In the event that corrective action is needed, a student advisement form will be issued. Areas which could be addressed are attendance, academic progress, financial responsibility, and/or behavioral modification.

Student does not complying with academic or behavioral standards will be referred to the appropriate Academic Advisor, Director of Student or Online Operations, Director of Education or Executive Directors for coaching and will be issued an advisement form as appropriate. SWIHA and SWINA upholds no tolerance for inappropriate/unsafe or unethical behavior in class. No student is allowed on campus if under the influence of intoxicating or mind altering substances. A student may be put on a one-incident probation period until all courses are completed or up to a month probation restricted completely from the campus. Other advisements are based on the following scale:

- Warning #1
- Warning #2
- Probation
- Suspension
- Withdrawal

MAKE-UP WORK – SWIHA ON-CAMPUS

Make-up is defined as attending the same class that was missed at a later date, (i.e., if class #4 of Anatomy was missed, then the make-up would be made in another class #4 of a later schedule Anatomy class). If there are no scheduled classes appropriate for a make-up, the student may be required to arrange a tutoring session with the instructor or teaching assistant, or complete an appropriate make-up assignment.

When tests, assignments or hands-on evaluations are missed for required core classes, the student must complete them prior to graduation.

A student must pick up a Make-up Form in Student Services before entering the classroom. Student Services will print out the classes within that course that were missed. This form must be verified and signed by the Instructor and returned with the daily attendance sheet to the Student Service Department in order to input the date the make-up was completed.

(See our Tutoring policy if a similar class is not offered in time before student's completion.)

MAKE-UP WORK - ONLINE

Make-up work for online classes is available at the discretion of the instructor. All make-up work must be submitted to the course conference by the end of the course. If extenuating circumstances exist, please contact your student advisor to petition for a deadline extension. Students with an I-D grade in an online class are required to make-up work by contacting the online student advisor.

MAKE-UP WORK - SWINA

Students who are required to make up academic work or classroom hours must meet with the Director of Education to determine an appropriate action plan. This may include, but is not limited to: Attend an appropriate make-up class approved by the Instructor / Director of Education or schedule additional clinic floor time as approved by the Director of Education

When tests, assignments or hands-on evaluations are missed, the student has until the end of the next block to make them up. Failure to make up work in the allotted time may result in a requirement to repeat the block.

Students will receive a make-up form from Student Services. It is the students' responsibility to have an instructor/clinic supervisor sign off on all make up work. In order to receive credit, students must return the completed make up form to Student Services.

TUTORING

Tutoring is defined as a time arranged by the student and instructor/teaching assistant when the course material will be covered on an individual basis. Tutoring may be done to complete a course, raise a grade or to deepen the student's knowledge and skills and may be required in the case that a student is unable to schedule a make-up prior to graduation.

In order to schedule and confirm tutoring, please complete the following steps:

- 1) Speak with the desired teacher to make tutoring date and time arrangements.
- 2) Confirm these arrangements by paying for your scheduled tutoring time 24 hours in advance in Student Services by phone or in person.
- 3) Student Services will contact the teacher to confirm the scheduled date and time upon receipt of payment.
- 4) There is a 24-hour cancellation fee of the full tutorial amount if Student Services is notified less than 24 hours in advance of the scheduled tutoring date and time.

*This policy remains the same for those making tutoring arrangements within less than 24 hours.

The student must obtain the tutoring form from the Student Service Department and pay the tutoring fee before they can begin a tutoring session. After the session, the tutoring instructor must verify and sign this form, and return it to Student Services for the student to receive credit.

The fee for attending a tutoring session is \$25.00 per hour, which must be paid in the Student Service Department prior to attending the class. One to five students from the same class may attend the same make-up session and share this fee, providing the class content is appropriate for all. If the incomplete course work is not made up before graduation, an incomplete grade will be recorded on the student's transcript.

Conversion of classroom hours into tutoring hours:

- Theory classes: 1 hour of tutoring = 4 hours class time.
- Hands-on classes: 2 hours of tutoring = 4 hours class time.
- No more than 40% of a class can be completed through tutoring or make-up assignments.

(See Make-Up policy for attending a similar class at no charge.)

Online students who wish to deepen their knowledge and skills through synchronous tutoring with their instructor should contact their student advisor. After payment has been received, the student advisor or student services representative will notify both the instructor and student so an appropriate time may be scheduled. **Please Note:** Tutoring time for online classes may only be utilized to deepen student understanding of a topic. It may not be utilized to make-up for missed assignments, or completed for academic credit after the course has ended.

ADDING OR DROPPING CLASSES

ON-CAMPUS program students of 600 hours or more must take their required courses as indicated on their schedule.* **On-campus** program and continuing education students may add or drop an elective course by completing an Add/Drop form in Student Services.

ONLINE students may obtain this form by contacting their Online Academic Advisor.

*Exceptions may be made by the student's academic advisor due to unforeseen extenuating circumstances beyond the student's control. Students must contact their academic advisor for final approval and re-scheduling.

Course registration simply requires the completion of an "add form" in Student Services for continuing education or personal development students.

CLASS SUBSTITUTIONS

Appropriate classes may be substituted for those printed in the calendar or handbook when necessitated by issues such as schedule changes, need to upgrade, current new techniques, modalities, or teacher availability. Please see student services for more information.

AUDITING CLASSES

SWIHA Students who successfully complete the course on the first attempt and who have paid in full for the class are welcome to audit most courses at any time to further their understanding of the material according to the following guidelines:

1. Standard priced classes may be audited at no charge for no credit on a space available basis. *
2. Standard priced classes previously taken at SWIHA may be audited for full credit at half the current tuition price on a space available basis. *
3. Premium priced classes may not be audited at no charge without prior permission of the instructor and the Education Coordinator
4. Courses taught by specialty instructors may only be taken for credit at half price, see student services for specific courses that fall under this guideline.
5. Supply fees must be paid at the time of registration when auditing a course and are non-refundable.
6. Online Courses are only eligible to audit for credit at this time.

*Space available is defined as adequate physical space in the classroom and a student ratio, which does not put the class into an attendee count that requires an assistant solely for the auditing student(s).

COURSE CANCELLATIONS

Students are encouraged to register for classes early. Classes are subject to cancellation if six students are not registered and confirmed three days in advance of a course start date. If this should happen, SWIHA will refund all money paid by the student in the cancelled course. SWIHA reserves the right to suspend, cancel or postpone a class or classes after training has begun in the event of an occurrence that unavoidably limits the use of school facilities such as fire, flood, storm, war, or civil disorder. In such cases a pro-rata refund will be made of any fees or tuition prepaid by the student, unless the student elects to continue the training in a later class. If a class is cancelled and a student arrives without being notified of the cancellation, Student Services may offer the student any class being offered at the same time or a credit for a future class. Highest priority is given to rescheduling and satisfying the needs of the students.

GRADUATION REQUIREMENTS – SWIHA ON-CAMPUS/ONLINE

1. A final cumulative grade point average of at least 2.0.
2. A passing grade in all required courses.
3. Meet satisfactory academic progress requirements (See SAP Policy)
4. All assigned work completed and submitted.
5. Internship, Externship or Observed Clinical Practice completed (If applicable to the program.)
6. Fulfill all tuition and fee obligations
7. Meet with required school official for Exit Interview. (Online Program students are required to attend two success center webinars.)

Students receive a diploma/certificate and 2 official transcripts at the time of graduation. Additional diplomas, certificates, and official transcripts are available at a cost of \$10 each. Students may request unofficial transcripts at no extra charge. Student records are kept permanently.

GRADUATION REQUIREMENTS -SWINA

1. Minimum of 80% attendance in each block
2. Minimum 2.0 GPA in each block
3. Meet minimum program clock hour requirements:
 - a. Aesthetics – 600 clock hours
 - b. Aesthetics Instructor – 500 clock hour
5. Meet satisfactory academic progress requirements (See SAP Policy)
6. Pass Mock State Board written and practical exam with a 75% or higher grade
7. Complete all tests and projects
4. Fulfill all tuition and fee obligations
5. Meet with required school officials for Exit Interview

Students receive a diploma/certificate and 2 official transcripts at the time of graduation. Additional diplomas, certificates, and official transcripts are available at a cost of \$10 each. Students may request unofficial transcripts at no extra charge. Student records are kept permanently.

REQUIREMENTS FOR OFFICIALLY WITHDRAWING FROM THE COLLEGE

Students who find it necessary to interrupt their attendance by withdrawing from their program before it's completion must speak with their Academic Advisor and express this in person or in writing.

TERMINATION POLICY

Any student may be dismissed from the school prior to completion of said program/course for the following reasons:

1. Failure to maintain passing grades, SAP or Probationary terms
2. Failure to comply with the Attendance Policy
3. Failure to comply with established Policies and Procedures
4. Unprofessional behavior (in traditional or online classes), cheating, theft, attending class under the influence of mind-altering drugs
5. Unlawful possession, distribution, or use of illegal substances
6. Sexual misconduct, inappropriate sexual overtures or behavior discouraged within the Code of Ethics
7. Endorsement or promotion of the purchase of specific products or professional services in any school setting
8. Providing false information or falsified documents
9. Demonstration of physical/verbal/written abuse of anyone in the school community
10. Failure to meet financial agreements and obligations
11. Inability to maintain a professional and therapeutic sense of self and the inability to present that to his or her fellow students, administrators, instructors and potential clients in order to provide a safe therapeutic process.

GRIEVANCE POLICY

Staff has an open door policy and will make every effort to be available to listen to concerns and determine the best course of action for all involved. SWIHA students attending classes on-campus who have felt may send documented concerns and complaints via email or postal mail to Mary Donnelly, Executive Director of SWIHA On-Campus or Amanda Slater, Director of Student Operations if the complaint has not been adequately addressed by the appropriate department. SWIHA students attending classes online may send document concerns and complaints via email or postal mail to Brad Boute, Executive Director of Online Education or Michael Dye, Director of Online Operations. SWINA students may send documented concerns and complaints via email or postal mail to Julie Stafford, Executive Director of SWINA or Charlie Queeno, Assistant Executive Director of SWINA. Students may mail SWIHA concerns to 1100 Apache Blvd., Tempe, AZ 85281. Students may mail SWINA concerns to 1460 E. Southern Ave. Tempe, AZ 85282.

Concerns will be addressed within seven days from receipt of the written complaint. You may contact Student Services for current contact information on other SWIHA staff members. A written complaint may be filed with the Arizona State Board of Private Postsecondary Education if for any reason a formal complaint cannot be resolved at the school level. 1400 W. Washington, Suite 260, Phoenix, Arizona

85007. Phone (602) 542-5709. Website:<http://azppse.state.az.us> .A student may consider contacting the SWIHA's national accrediting body, The Accrediting Council for Continuing Education & Training (ACCET) should they still feel their complaint has not been adequately addressed at the school or state level. All complaints considered by the Council must be in written form, with permission from the complainant(s) for the Council to forward a copy of the documentation to the school for a response. The complainant(s) will remain informed to the status of the complaint, as well as, the final resolution by the Council. Please direct all inquiries to the Accrediting Council for Continuing Education & Training (ACCET) at 1722 N Street, NW, Washington, DC 20036. Phone (202) 955-1113.

TRANSFER OUT

Students who seek to have credits earned transferred to another institution will need to complete and submit a transcript request form to Student Services. Assuming all financial obligations have been met, the transcript will be mailed to the address given no later than ten-business days after receipt of the request. Approval of transfer credits is at the discretion of the receiving institution, agency, or licensing board. SWIHA or SWINA does not guarantee the transfer of credits or licensure.

READMISSION TO THE PROGRAM

In the event a student has terminated from his/her program, either voluntarily or involuntarily, he/she may be asked to comply with one or more of the following before re-enrollment in a new program is approved: write a letter of intent for re-enrollment, answer the Admissions Pre-Application form enrollment questions, and/or meet with the Executive Director of the division, Director of Admissions, Director of Student Operations and/or the Campus Life Coach. The meeting is conducted to re-evaluate the student's intent for re-enrollment, their goals, and establish their compliance with completion standards.. Students who re-enroll must comply with the current program terms and tuition rate. Before re-enrollment, all prior balances must be paid in full. Readmission may be denied based upon a student's prior record of student conduct, academics, and enrollments. Students may appeal this decision. See the Appeal's Policy.

APPEALS POLICY

Every student has the right to appeal termination to the Executive Director of the division and/or Director of Student or Online Operations. The appeal must be submitted in writing within five (5) calendar days of receipt of the notice of change of status, and include all substantiating documentation. The Appeals Committee (Executive Directors) will respond within 10 business days of the receipt of the appeal request. The decision of the Appeals Committee is final. Students reinstated upon appeal are on a probationary status until the next increment of evaluation and must meet the terms outlined in the letter granting the appeal.

EDUCATION

CAMPUS SAFETY INFORMATION

Campus Safety Policies and Campus Crime Statistics are published in the SWIHA Campus Safety Report for SWIHA and SWINA Campus Safety Report for SWINA. The Campus Safety Policies cover issues concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other related matters. The Campus Crime Statistics cover crimes reported to the College over the previous three calendar years that occurred on campus, in certain off-campus buildings or property owned or controlled by the College, and on public property within or immediately adjacent to and accessible from the campus.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Drug and alcohol abuse affects the workplace, as well as, our homes, our schools, and our community. The U.S. Department of Education requires colleges to implement a drug prevention and awareness program for their students and employees. Consumption of alcohol or drugs while attending class, or meeting with campus personnel is prohibited. This offense may be subjected to disciplinary action.

SAFE CAMPUS POLICY

GENERAL HARASSMENT, DISCRIMINATION, AND SEXUAL HARASSMENT POLICY

SWIHA and SWINA are committed to a campus environment free from any form of discrimination and sexual harassment of any student or employee. This includes all online discussion conferences and course areas. Discrimination on the basis of gender, ethnicity, religion, national origin, age, physical, developmental or emotional differences, or sexual orientation or sexual harassment including intimidation, or coercion will not be tolerated. Violation of SWIHA harassment, discrimination, or sexual harassment policies shall subject the offending parties to appropriate disciplinary action up to and including termination (faculty and staff) or expulsion (students). Retaliation for reporting such conduct will not be tolerated, the party(s) participating in the retaliation will be subject to appropriate disciplinary action up to and including termination (faculty and staff) or expulsion (students).

Sexual harassment is an unlawful infringement of your right to attend school or work in an environment free from unlawful sexual conduct and pressure. Sexual harassment is a form of sex discrimination that violates the Civil Rights Act of 1964. We strongly prohibit unlawful sexual harassment of applicants, students or any other person on or off our campus.

Harassment of students can affect any student, regardless of sex, race, or age. Sexual harassment can threaten a student's physical or emotional well-being, influence how well a student does in school, and make it difficult for a student to achieve his or her career goals. Moreover, harassment, including sexual harassment is illegal--Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination, including sexual harassment. Preventing and remedying sexual harassment at SWIHA is essential to ensuring a nondiscriminatory, safe environment in which students can learn.

Therefore, we encourage any student who believes he or she is being harassed in any way to immediately notify the Director of Education, or the Director of Student Operations. Any report of such behavior will be handled with utmost respect and confidentiality.

If you have any questions about our policy, please request a full copy of it from a Student Advisor, the Director of Education or the Director of Student Operations.

REVISION POLICY

SWIHA and SWINA reserve the right to revise and add to all policies as is deemed necessary and appropriate. Programs may be cancelled or postponed, instructors may change, and tuition rates may be adjusted during a student's program of study. Tuition rates published in the catalog at the time a student signs his or her enrollment contract will be honored for the selected program for the life of the contract.

STUDENT/TEACHER RATIO

We preserve an instructor/student ratio of the following to maintain a sound, educational learning process: SWIHA's student to teacher ratio **on-campus** is:

- **Lecture** = 50 students for 1 instructor
- **Lab** (Hands-on) = 15 students for 1 instructor. One assistant for each additional 16 students.
- SWIHA's student to teacher ratio **online** is approximately 20 students for one instructor.
- SWINA's student to teacher ratio is:
- **Lecture** = 40 students for one instructor
- **Lab** (Hands-on) = 20 students for one instructor.

CONTINUING EDUCATION - SWINA

SWINA Students are encouraged, but not required, to register for the various continuing education (CE's) courses that SWINA offers. Courses include: Dermaplaning, Brazilian Waxing, and Advanced Chemical Peels. Approved PREMIUM elective classes must be paid for at the time of registration in the Student Services office with a student services specialist. Registrants must meet eligibility requirements (please see course descriptions for specific details). SWINA students who have passed their white block may register for advanced classes. Classes are subject to cancellation if six students are not registered and confirmed seven days in advance of class start date. In the event of a cancellation, SWINA will refund all monies paid by the student for the class. If the applicant is denied enrollment, the applicant will receive notification and all funds for that course will be refunded within 30 days from the date of determination. There is NO REFUND for books, supplies/kits, and PREMIUM class fees.

Attendance guidelines are as follows: participants must attend all scheduled hours in order to receive credit for a course. Certificates will be mailed to students or made available in their student mailbox upon completion. SWINA students may earn clocked hours toward aesthetics clinic attendance, not to exceed the credit hours denoted for the class.

Active CE's are posted in the SWINA student lounge, and students may reference the SWIHA student catalog for course descriptions.

COPYRIGHT INFRINGEMENT POLICY

By using SWIHA or SWINA's internet connection, individuals agree to respect and honor the ownership of copyrighted materials. Illegally downloading and distributing a song, photo, or other copyrighted material is stealing, and carries the same karmic impact as taking money from your neighbor's wallet. Please do not use our network to illegally download or share copyrighted materials, including music, games, movies and videos any more than you would steal money from our front desk. Such activity is illegal, and beyond any karmic repercussions, may subject you to serious civil and criminal penalties. Please read the following summary, and do not steal from others!

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

STATEMENT OF REQUIRED EQUIPMENT

SWIHA and SWINA hereby states that the establishment has the equipment required by statute and rule for the school.

HOLIDAYS

Classes are not held on the following holidays:

New Year's Day	Memorial Day
Martin Luther King	Veterans Day (observed day after Thanksgiving)
Easter Day	Thanksgiving Day
July 4 th	Christmas Day
Labor Day	

SWIHA and SWINA are officially closed in the winter for a holiday break. The dates of this break vary from year to year. Students should refer to their schedule for return dates.

DUAL ROLES

DUAL/PERSONAL RELATIONSHIPS

Personal dual relationships with students can result in claims of undue influence, partiality, and personal conflict. ***All such relationships are prohibited for the duration of program enrollment; certificate, diploma or degree.*** If a student is not in a program (i.e. Personal Development or Continuing Education), the prohibition remains in effect for the duration of the course or sequence of courses a student is registered for. Personal Dual relationships include: hiring students for work in your personal business or organization, bartering work for trade or intern hours with students currently registered in SWIHA programs, paying for referrals, socializing off campus in non-related environments including unsanctioned class parties, or any romantic (dating), sexual or social relationship. Additionally, attending lunch/dinner breaks off campus with students is prohibited.

DUAL/PROFESSIONAL RELATIONSHIPS

Instructors may see registered students as clients or patients professionally for services or treatment, provided the student is not enrolled in a course the instructor is teaching at the time of services. The only exception is when the services are specifically required and the interruption of such services would be detrimental to the student, or if such sessions are required as part of the student's course of study. (Example: The American Polarity Therapy Association requires that students receive sessions from their professional instructors in order to become eligible for membership in AMPTA). This policy applies to all students regardless of gender, age, sexual orientation, or student consent to dual relationship.

Any instructor choosing to create or allow a professional dual relationship with a student must fully disclose the costs and/or fees and provide the same level of care they would provide for other patients or clients.

Ultimately, instructors are responsible for upholding the standard of conduct/ethics as set forth by any governing or regulating agency that provides oversight to his/her occupation regarding dual relationships with clients and/or students.

SUPPLIES

As several classes at SWIHA require supplies that are perishable and involve preparation by the instructor prior to the date of the class, all supply fees are non-refundable if the student withdraws from a class 14 days or less prior to the class. In the case where a class has an established required withdrawal date longer than 14 days (i.e. 30 days), any supply fees will be non-refundable if the course is withdrawn inside of that longer timeframe. The student may pick up the supplies for which they have been charged by contacting Student Services within one month after the class. Supplies will be gifted to the student clinic if not claimed one month from the class start date.

Note: SWINA kits are non-refundable.

UNIFORMS AND PERSONAL HYGIENE - SWIHA

SWIHA does not require uniforms in the classroom.

SWIHA requires attire in the clinic;

1. SWIHA logo T-shirt

2. Black pants
3. Closed toe shoes

UNIFORMS AND PERSONAL HYGIENE - SWINA

The SWINA uniform consists of the following:

- SWINA uniform top
- Name tag (worn at all times)
- Solid black pants, capris, or skirt at the knee (NO black jeans)
- Solid black, white, brown or tan soft sole shoes with a closed toe and closed heel
- Solid black, white, brown or tan shirt with sleeves may be worn underneath uniform top; sleeves may be long or short provided that underarms are not exposed
- SWINA logo T-shirt may be worn on Thursday evenings, Fridays and Saturdays
- Fingernails must be kept short and neat.
- Hair longer than shoulder length should be pulled back during practical and clinic applications.
- The use of perfume and aromatherapy should be limited due to client and fellow student sensitivity.
- Jewelry can be expressive as long as it does not interfere with treatments.

VALUABLES

SWIHA nor SWINA is responsible for the theft or loss of personal items or valuables. Please leave all valuables at home or locked in your vehicle. Lockers are only available at the SWINA campus. All personal items and valuables brought on to campus are done at the student's own risk.

CELL PHONES

Cell phones must be silent, and texting is not permitted in the classroom or in the clinic at any time.

FOOD AND DRINKS

Food must be kept in the student lounge, or student sitting areas in the hallways and/or the outside picnic area. Water bottles and closed containers are permitted in the classroom during class hours at the discretion of the instructor. Food and drinks are never permitted in the student clinic, except for SWIHA's therapist lounge.

VISITORS ON-CAMPUS AND IN THE CLASSROOM

On-Campus visitors are welcome during the hours of operation. Visitors in the classroom are welcome with a Guest Pass issued by Admissions or Student Services. Children are to be supervised at all times, and are only allowed in the classroom at the discretion and prior approval of the instructor and/or management. This approval can be arranged through email, phone, or in prior classes. Classes exempt

from this rule, in which children may not be present regardless of instructor consent, include but may not be limited to classes in:

- Unclothed bodywork
- Cooking
- Clinics
- And, any courses with materials contraindicated for children

CLINICAL INTERNSHIP - SWIHA

The student clinic is operated to provide the educational opportunity for the student to receive time-on-body training, which prepares them for employment or their own private practice. Massage students in the Professional Massage Practitioner Diploma, Master Massage Practitioner Diploma, and Associates Degree with a concentration in one of the diplomas are required to participate in observed clinical practice where the student applies the skills and technical expertise of his or her program. This clinic is a vital part of the massage training. This practical experience is conducted on campus under the watchful eye of the Clinic Manager, Clinic Staff and other licensed massage therapists in the clinic, who guide the students with encouragement and individual training. Staff input decreases with time, until the student is conducting him/herself as a self-directed therapist. This clinic is open to the public to experience quality massage, bodywork, and energy work at a nominal fee.

CLINICAL INTERNSHIP - SWINA

In order to better prepare our graduates with real life experience, SWINA operates a full time aesthetics clinic. Students have the opportunity to provide services to the public develop their communication and interpersonal skills, practice and perfect their techniques in a safe, supervised and professional setting. The clinic is a stepping stone for students as they begin their career as professional Aestheticians. All services are monitored by licensed aesthetic instructors.

All students begin their clinic shift with 100 points. Deductions will be taken based on the following criteria:

- (25) Professionalism: Improper Uniform, Improper conduct, tardiness, failing to complete Scheduled shift
- (25/100) Attendance: unexcused absence, no show / no call *
- (25) Competency: Improper room setup, failing to complete client progress notes, failure
- To follow protocol
- (25) Sanitation: Failure to follow sanitation guidelines & procedures

*No show/ no call will result in an advisement form and zero points for the day.

Students are expected to be ready and available at all times during their clinic shift. Refusing to provide a service will result in zero points received and suspension for the remainder of the day.

CLINIC ATTENDANCE REQUIRMENTS – SWINA

CLINIC ATTENDANCE

In order to be prepared for clinic, students must arrive on time for their clinic shifts. Students arriving late will receive an advisement form. Absences are excused if a student submits their change within 72-hours of their scheduled shift.* Changing a schedule without a 72-hour notice is considered an unexcused absence. In this case, an advisement form will be issued and points will be deducted to reflect the student's grade.

*In the event where a 72-hour notice cannot be given i.e.; illness (doctor's note must be provided) or family emergency, a minimum of 24-hour notice must be given to avoid advisement.

NO CALL NO SHOW POLICY

Students who do not give proper notice will be placed on immediate suspension. (Please see student advisement policy)

Students needing to make up a shift in clinic will need to speak to the Assistant Executive Director for an approved make up day. Please note that all make up days will result in a "shadow" period during the duration of the make-up shift.

Shadow shift students are to assist junior students and/or the clinic instructor during their make-up clinic shift. Other tasks will be determined by a school official.

SUCCESS CENTER

The Success Center offers entrepreneurial and placement assistance for students enrolled in any vocational certificate, diploma or degree program. Career development resources are available to all students and alumni at no additional cost. Although every effort will be made, the school does not guarantee placement or employment upon completion of a class, certificate, diploma or degree. Employment opportunities are available to all students who are near graduation, and all alumni. Students are required to set an appointment with a member of the Success Center staff prior to their graduation date to begin the preparation and pre-exit interview process. Students who are not in good financial standing may not expect to be placed by the Success Center until those balances are satisfied, or the Accounts Receivable Specialist provides a release. Online students may make an appointment for a phone interview and consultation on materials submitted via email to the Success Center staff.

Weekly emails are sent to all graduates and individual appointments are available for:

- Cover Letter and Résumé Development
- Interviewing Techniques
- Marketing Material Assistance
- Professional Profiles on SWIHA Websites
- Professional Development Webinars (specifically for online students)
- Licensing/Insurance Information
- Employment Opportunities
- Room Rental/Equipment Sales
- Events (volunteer and paid opportunities)
- Entrepreneurial/Career Coaching
- Small Business Association information

TUITION REFUND POLICIES

CONTINUING EDUCATION/PERSONAL DEVELOPMENT

All prepaid tuition in excess of tuition due in accordance with the following refund policy upon withdrawal by the student from a course.

1. If the applicant is denied enrollment into a course, the applicant will receive notification and all funds for that course will be refunded to the applicant within 45 days from the date of determination.
2. Tuition fees will be refunded on a pro-rata basis per course up to 60% completion, determined by hours attended, of that course. After completion of 60% of the course, no refund will be applicable.
3. All additional fees for Southwest Institute of Healing Arts (SWIHA) or Southwest Institute of Natural Aesthetics (SWINA) agrees to refund within 45 days from the date of determination approved PREMIUM elective classes or additional courses outside of those contracted for must be paid for at the time of registration.
4. There is NO REFUND for books, supplies/kits, and PREMIUM class fees.
5. Applicable Refunds will be made within 45 days from the date of determination. See the termination, grade and attendance policies.
6. Grounds for termination/cancellation include and *are not limited to*, non-payment of tuition, and not abiding to the student conduct policy.
7. Students seeking transfer of credit (for courses taken at SWIHA or SWINA) into eligible programs must meet with the appropriate parties for transfer and completion of a program. See Transfer of Credit policy.
8. All Tuition and Fees must be paid in full for the student to be issued a Diploma, Certificate, Degree or official transcript.

DIPLOMA/CERTIFICATE

Southwest Institute of Healing Arts and Southwest Institute of Natural Aesthetics' refund policy complies with the rules and regulations of the United States Department of Education and/or the Accrediting Council for Continuing Education & Training (ACCET), our accrediting body, whichever is most beneficial to the student.

1. An applicant may cancel the enrollment agreement within three business days (excluding Saturday, Sunday and State and Federal holidays) of the date the enrollment agreement is signed. All funds including the application fee will be refunded in full within 45 days.
2. If an applicant accepted by SWIHA or SWINA cancels, SWIHA/SWINA will refund all monies paid within 45 days of cancellation, less the Application Fee.
3. If the applicant is denied enrollment, the applicant will receive notification and all funds, including the Application Fee, will be returned to the applicant within 45 days.
4. The refund policy is based on the number of hours attended within the academic year of a program.
 - a. Tuition charges for the enrollment period (not to exceed 12 months) will be determined based upon the student's **last day of attendance** and the resulting percentage of the enrollment period completed. The percentage of the enrollment period completed is determined by dividing the total number of hours elapsed, from

the student's start date to the last day of attendance, by the total number of hours in the enrollment period per academic year.

- b. The tuition amount charged is the percentage of the number of hours completed, divided by the total number of hours in the Academic Year, plus 10% of the unearned tuition for the Academic Year.**
 - c. If the student completes more than 60% of the program the school will charge 100% of the total tuition.**
5. Special Cases: In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical for the student to complete the program, the school may make a settlement, which is reasonable and fair.
6. There is NO REFUND for books, supplies, and PREMIUM class fees.
7. The additional fees for approved PREMIUM elective classes must be paid for at the time of registration.
8. Refunds will be made within 45 days from the date of determination. See Termination, SAP and Attendance policies.
9. Grounds for termination/cancellation include and *are not limited to*, non-payment of tuition, not abiding by SAP and Attendance Policies, and not abiding to the student conduct policy. See school Catalog for details.
10. All Tuition and Fees must be paid in full for the student to be issued a Diploma, Certificate, Degree or official transcript.
- 11. Students applying for Financial Aid are ultimately responsible for their tuition, books and supplies.**
12. If for any reason it is determined that the student is not eligible or does not qualify for Financial Aid or is disqualified due to SAP, the program must be paid in full before the student is issued a Diploma, Certificate, Degree or official transcript.
- 13. Financial Aid is only available for approved programs. A student who receives financial aid must attend full time. Part time students are not eligible for financial aid.**

AOS DEGREE PROGRAM

Southwest Institute of Healing Arts' refund policy complies with the rules and regulations of the United States Department of Education and/or ACCET (Accrediting Council for Continuing Education & Training), our accrediting body, whichever is most beneficial to the student.

1. An applicant may cancel the enrollment agreement within three business days (excluding Saturday, Sunday and State and Federal holidays) of the date the enrollment agreement is signed. All funds including the application fee will be refunded in full within 30 days.
2. If an applicant accepted by SWIHA cancels, SWIHA would refund all monies paid within 30 days of cancellation, less the Application Fee.
3. If the applicant is denied enrollment, the applicant will receive notification and all funds, including the Application Fee, will be returned to the applicant within 30 days.
4. The refund policy is based on the number of weeks attended within the academic year of a program.
 - a. Tuition charges for the enrollment period (not to exceed 12 months) will be determined based upon the student's last day of attendance and the resulting percentage of the enrollment period completed. 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, by the total number of weeks in the enrollment period per academic year.

b. The tuition amount charged is the percentage of the weeks completed, divided by the total number of weeks in the Academic Year, plus 10% of the unearned tuition for the Academic Year.

c. If the student completes more than 60% of the Academic Year the school will charge 100% of the total tuition for that Academic Year

5. Special Cases: In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical for the student to complete the program, the school may make a settlement, which is reasonable and fair.
6. There are NO REFUNDS for books, supplies, and/or PREMIUM class fees.
7. The additional fees for approved PREMIUM elective classes must be paid for at the time of registration.
8. Refunds will be made within 45 days from the date of determination. See school catalog for termination, SAP and attendance policies.
9. Grounds for termination/cancellation include, and *are not limited to*, non-payment of tuition, not abiding by SAP and Attendance Policies, and not abiding to the student conduct policy. See school Catalog for details.
- 10. Students applying for Financial Aid are ultimately responsible for their tuition, books and supplies.**
11. All Tuition and Fees must be paid in full for the student to be issued a Diploma, Certificate, Degree or official transcript.
- 12. If for any reason it is determined that the student is not eligible or does not qualify for Financial Aid or is disqualified due to SAP, the program must be paid in full before the student is issued a Diploma, Certificate, Degree or official transcript.**
- 13. Financial Aid is only available for approved programs and students who are attending full time, a student who receives financial aid and attends part time will not be eligible for financial aid.**

ADDITIONAL INFORMATION

Institutions are required to have a fair and equitable refund policy for students who receive financial aid. Students receiving financial aid are required to adhere to the standard SWIHA/SWINA refund policy. Also, students receiving financial assistance may be subject to an additional refund analysis, which is based on a percentage of time in attendance. For clock hour programs, the number of actual hours in attendance will determine the refund, with the credit hour programs; the length of time in days of attendance will be used in the refund policy.

When a Title IV recipient withdraws from the institution during the current payment period, a calculation must be performed to determine the amount of Aid the recipient has earned as of the last date of attendance. If the total amount of funds earned is less than the amount disbursed to the student, or on behalf of the student in the case of a PLUS Loan, as of the date that the student withdrew, the difference between these amounts will be returned to the Title IV programs.

The payment period is defined as one half of an academic year. The amount of Title IV funds earned by the student will be calculated by determining the percentage of Title IV assistance that has been earned

and applying this percentage to the total amount of Title IV assistance that was disbursed and that could have been disbursed for the payment period.

Percentage Earned – The percentage of Title IV assistance that has been earned by the student is equal to the percentage of the payment period that the student completed as of the student’s last date of attendance (withdrawal date), if this date occurs on or before completion of sixty percent of the payment period.

Clock hour programs

Total number of clock hour’s completed/Total number of clock hours in the payment period

Credit hour programs

Total number of calendar day’s completed/Total number of calendar days in the payment period

The total number of clock hours or calendar days in a payment period will include all calendar days within the period except institutional holidays of a least five consecutive days and approved leave of absence are excluded from both numbers in the above equation. If the student withdraws after completing more than 60%, the percentage earned is equal to 100%.

Percentage Unearned – The total Title IV funds disbursed to the student, or that could have been disbursed to the student, or on the student’s behalf, minus the amount of Title IV funds earned by the student determines the amount of Title IV loan and grant that is unearned and must be returned.

Funds included in the calculation include all student financial aid grants and loan funds that were disbursed or that could have been disbursed to a student.

Disbursed funds for the purpose of this policy include funds disbursed and retained by the institution for allowable charges. Funds that could have been disbursed are funds that were associated to the payment period but had not been disbursed as of the date the return is completed.

Allowable charges are defined as tuition charges, books, and other institutional fees (as defined as special course fees).

A second or subsequent disbursement of FFELP funds will be counted as aide that could have been disbursed if the student completed the loan period midpoint requirement of clock hour or credit completion and calendar time before they withdrew and the institution would not have been prohibited from making the disbursement on or before the date the student withdrew. These funds cannot be disbursed to the student unless the student successfully completed the loan period or graduated. The disbursement would be made under the late disbursement policy.

The institution will return Title IV funds to the programs in the following order and up to the net amount disbursed from each source:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant for the payment period for which a return of funds is required
- FSEOG

The institution will return the amount of Title IV funds for which it is responsible as soon as possible but no later than 45 days after the date the institution determines that the student has withdrawn.

OWNERSHIP AND ADMINISTRATION

Founder & Owner

KC Miller, HHCP, LMT, APP, CHT, LC

Owner

Brian P. Miller, Ed.D

MANAGEMENT

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Executive Director of SWIHA Online

Brad Bouté, BFA, MFA

Executive Director of SWINA

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Charlie Queeno, LMT

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Director of Finance

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Admissions Advisor

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Admissions Coordinator

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Admissions Advisor SWINA

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Anyada Francis

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Edie Buckheister, LA

Aesthetics Instructor

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Dr. Laree Hooker

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Maintenance

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Spirit of Yoga Operations Manager

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Yoga Studio Manager

Beth Armitage (Aradhana Kaur)

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Earle Duskey, LMT

Front Desk Reception

Carolyn Evans

Yoga Academic Advisor & Practicum

Coordinator

Tara Celya

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Academic Advisor

Liz Dose, LC, CHt, HA

Academic Advisor

James Silva, LC, CHt

Academic Advisor

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Campus Life Coach

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Sharon Siesel, CLC

Success Center Specialist & Art with Heart

Adayre Miller

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Student Services / Education Coordinator

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