Southwest Institute of Healing Arts & Southwest Institute of Natural Aesthetics

Student Policy & Procedure Catalog 2019
Locations

Main Campus: On-Campus Education & Continuing Education:
1538 E Southern Ave. Tempe, AZ 85282
480-994-9244
(888) 504-9106
info@Swiha.Edu
www.swiha.edu

Southwest Institute of Healing Arts
Auxiliary Classroom &
Spirit of Yoga Studio
1420 E Southern Tempe, AZ 85282
480-567-0695
soy.swiha.edu

Southwest Institute of Natural Aesthetics
Branch Campus:
1460 E. Southern Ave. Tempe, AZ 85282
480-393-1415
swina.swiha.edu

Our mission is to inspire individuals to discover their gifts and graces, and support them as they share their talents with the world in a loving and profitable way.
Professional Memberships & 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
- AZ SARA: Council for State Authorization Reciprocity Agreement
- Member of the Arizona Private School Association
- Member of Associated Body Workers and Massage Professionals
- Academic Partner with the National Academy of Sports Medicine
- Approved by the National Association of Nutrition Professionals
- Member of the Better Business Bureau
- Certified by the American Board of Hypnotherapy
- American Reflexology and Certification Board
- Approved by Yoga Alliance
- Arizona State Board of Cosmetology
- Arizona Department of Health Services Bureau of Radiation Control
- American Association of Cosmetology Schools
- Associated Skin Care Professionals
- United Aesthetics Association
- Certified by American Council of Hypnotists Examiners
- Member of International Medical Dental Hypnosis Association
- American Herbalist Guild
- National Association of Transpersonal Hypnotherapists
- Veteran Supportive Campus (VSC)
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Welcome!

Dear Student,

Welcome to Southwest Institute of Healing Arts (SWIHA) and Southwest Institute of Natural Aesthetics (SWINA). We are delighted you have selected our school to help you fulfill your dreams! For 26 years, we have been providing high quality, affordable education for those entering the healing arts field and for those continuing their education. Whether people choose to take classes on-campus, centrally located within the Phoenix metropolitan area a few blocks away from ASU in Tempe, Arizona or from anywhere in the world through our Online division, the results are the same! We support you in discovering your own individual gifts and we support you in taking them out into the world in a loving and profitable way when you are ready.

Please take the time to read this catalog and acquaint yourself with our policies and procedures. It contains important information that will support you on your journey with us.

In addition, we want you to know that the Founder/Owner, KC Miller, and all the executive team 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 work to turn your dream into reality!

Blessings,
Southwest Institute of Healing Arts and Southwest Institute of Natural Aesthetics
About our School

Introduction
Southwest Institute of Healing Arts (SWIHA) began as KC Miller’s vision of opening a modest massage therapy school. As a licensed massage practitioner in 1988, she taught at Phoenix Therapeutic Massage College (PTMC) for four years and developed a system known as Myotherapy and CLUB Massage.

With her vision before her, KC founded Southwest Institute of Myotherapy (SWIM) in 1992. This tiny school flourished and grew rapidly. After hearing that PTMC was going out of business, KC bought the school and headed to where her venture could continue to grow. After the relocation of SWIM, KC changed the name of the school to Southwest Institute of Healing Arts (SWIHA) and added hundreds of CEU classes, many diplomas, and several AOS degrees. The mission was for students to “Learn to touch lives, heal bodies, and free souls.”

Riding the tides and sometimes-rough waves of the economy and the world, SWIHA matured and relocated in 2002 to a location in Tempe. Two years later, it was time to expand even more; in 2004, SWIHA began offering Title IV Funding thanks to the Accrediting Council for Continuing Education & Training (ACCET). In 2018, we moved to our current location near our other two locations.

More than twenty years after its inception, SWIHA is an award winning and nationally accredited holistic health college still privately owned by KC and Dr. Miller. SWIHA is dedicated to helping thousands of individuals advance their education, create their own visions for success, and launch their own great ventures. Students can choose to earn a degree, diploma, certificate of excellence, or take continuing education and personal development classes On-Campus or Online worldwide.

Statement of Educational Philosophy
Southwest Institute of Healing Arts (SWIHA) and Southwest Institute of Natural Aesthetics (SWINA) 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 considers itself a community-healing center 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. We are dedicated to providing on-going entrepreneurial support for holistic healthcare practitioners in private practice and to those establishing or growing a business.

Our mottos are:

Learn to Touch Lives, Heal Bodies, and Free Souls
Let me be an instrument, not an ego, in the peace and healing of others.

We designed all of the Diploma and Associate programs offered at SWIHA to prepare students to begin in entry-level positions in their chosen Holistic Healthcare fields. Certificates of Excellence and individual classes are not necessarily designed to serve as stand-alone vocational training, and may not fully prepare students for gainful employment if taken outside of a diploma or degree program. We model and encourage lifelong learning through our various choices of continuing education classes and Certificates of Excellence.
Our mission is to inspire individuals to discover their gifts and graces, and support them as they share their talents with the world in a loving and profitable way.

Institutional Values

We founded the college on specific core values that continue to guide our operations today:

**Self-Healing and Transformation – A Safe Container for Personal Growth:** As an educational and healing center, we know that pursuing any aspect of the Healing Arts involves personal growth and transformation. Enrolling in an academically rigorous and emotionally and spiritually intense program of study like ours can lead to change, oftentimes in significant and surprising ways! We also know from the thousands of students that have called SWIHA home, and the countless years of practices represented by our faculty, that personal healing must take place before a practitioner is able to facilitate the healing process of others. Our staff and instructors are committed to holding space for the transformation and healing of our students. This means we practice directed consciousness and mindfulness when working with anyone who is going through change. It means we can hold with compassion and acceptance whatever emotions and changes a student or staff member may be experiencing in a sacred way that honors their journey. We do this so SWIHA can be a safe container for the growth and entrepreneurial preparation of future healing arts practitioners we know will change our world.

**Successful and Sustainable Graduates:** SWIHA’s mission talks about our students sharing their new talents with the world in a loving and profitable way. Share, Loving, and Profitable are key words in that statement – together, they create successful and sustainable graduates. Share speaks to a generosity of spirit we encourage our graduates to have with their clients as it creates trust and connection. It also implies their willingness to seek out clients and all those who may benefit from their gifts. Loving encompasses more than can be written here! Our intention for our graduates is that they embody this feeling in healthy ways that create compassion, trust, vulnerability, and a safe-space for the transformation of their clients. Finally, profitable means our graduates receive in return for their giving. This is both monetary return – which is necessary to sustain their physical practice – and a spiritual return. It is this spiritual profit that supports their personal renewal, and allows them to create untold ripples of love, healing, and transformation.

**Integrity:** Simply put, integrity is about doing what we say we are going to do. It is about keeping our word and maintaining the implicit agreements we have with our regulatory agencies, legal entities, governing bodies, our students, and above all else, our spirits. We willingly, through communication and transparency, hold ourselves accountable to all of these agreements so that we may continue to serve our mission, values, and Spirit in ways that mutually benefit as many souls as possible.

**Conscious and Mindful:** SWIHA intentionally claims it is a conscious college community to distinguish our approach to education, our community, and the world from traditional community colleges. A claim of consciousness brings with it a commitment to act and respond to our students in alignment with the Hippocratic principle of “first do no harm.” We apply this to all of our choices, whether they include students, instructors, fellow staff, or anyone who crosses our collective path.

A claim of mindfulness brings with it a commitment to stop and think about how our words, actions, or deeds will affect another’s thoughts, feelings, and ultimately their soul. It means to “wish no harm,” and to stand as much as possible in full awareness of the intended and unintended consequences of our choices, and act with integrity and accountability. Mindful is our commitment to take these words of the Dalai Lama literally: “Be kind whenever possible, and it’s always possible.”
Communication and Transparency: SWIHA strives to communicate with students, faculty, staff, and regulatory agencies with as much transparency as possible. Transparency means we speak the full truth to everyone as it is appropriate to their relationship with us. It means speak openly about how we actively seek out and fully accept opportunities for our own growth and transformation. It means, combined with our other values, we actively seek to uplift all individuals, especially when transparent communication may be difficult to deliver or hear.

Honoring of Individuality and Diversity: No two individuals are alike. Our programs are not connected to any particular religious denomination or spiritual practice. SWIHA honors, accepts, and respects the many faiths and belief systems of all of our students. Similarly, we respect and honor individual lifestyle choices and know each person has their own path to walk to the top of the mountain. We encourage all of our students to evaluate their own path through exploring their learning styles, personality profiles, gifts, dreams, fears, and phobias. We assist students in acknowledging and accessing one of the most powerful healing modalities they already possess — intuition. For this reason, SWIHA encourages students to select classes to which they are intuitively drawn.

Spirit Guided: SWIHA believes in the body-mind-spirit connection. We believe humans are spiritual beings having a physical experience, so we recognize the spiritual nature of life, death, health, and healing. While we do not subscribe to or endorse a specific doctrine or dogma, we openly acknowledge a higher power and divine presence in our lives ... All are welcome here. We embrace prayer, meditation, divine inspiration, intuition, and the great mystery of life.

Student/Customer Centered: SWIHA’s mission, motto, and values guide all our choices and actions toward service to our students and customers. We hold each soul as an individual, honoring their unique path and dedicating ourselves to supporting them on their journey. We carefully and caringly serve those who were drawn to us. Whether it is in our clinics, our Yoga Studio, a single class, or a full program, we commit to finding a supportive way forward for all, through whatever circumstance may arise in their life and education. Above all, the students and those we serve as ‘customers’ are considered our blessings and responsibilities.

Renewal, Integrative Wellness, and Wholeness: Graduates of our programs report that, in addition to a quality education, they experienced a continuing and profound personal transformation well after they graduated. They felt a sense of renewed direction for their lives, and purpose for their spirits. SWIHA’s motto to “touch lives, heal bodies, and free souls” and SWINA’s motto to be a place “where caring is natural,” support these values. We feel it is this integrative approach to each student’s wellness, and the wellness of our communities, that makes this renewal possible. SWIHA believes each of our students is whole and complete just as they are, and just as they will become. We believe that through their journey with us, as they build upon their knowledge and go out into the world to offer their professional services, they individually work within their own communities to integrate a new way of renewal and wholeness.

Accountability: For SWIHA, accountability exists on many levels. It means we are reliable, answer when called upon, and accept responsibility for the intended and unintended consequences of our actions. It means we hold our staff to strict polices surrounding sexual harassment, dual relationships, and intolerance of differing lifestyles. As a business, we create and implement internal checks and balances to ensure compliance with all applicable laws and accrediting regulations. As a school, our faculty members, student advisors, and other staff members work with students to help them keep their
agreements with SWIHA, as well as with themselves. As a spirit-guided community, we commit to being open to and answering that call that can only be heard with our hearts.

Program Area Descriptions

**Associate of Occupational Studies Degree Program**

To stay in alignment with our core purpose and values, SWIHA offers a single degree program, the Associate Degree of Holistic Healthcare, with several areas of concentration to allow students to be flexible and pursue their dream. These concentrations offer specialized tracks such as Polarity, Yoga Teacher Training, Hypnotherapy, Life Coaching, and various modalities of bodywork. Our programs offer great versatility in scheduling and diversity of courses, which makes it possible for students to specialize in their 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, Western Herbalism, and Western Herbalism and Holistic Nutrition concentrations are approaches to life that consider the whole person and how they interact with themselves as well as their environment. The goal is to become an entrepreneur to help clients achieve maximum well-being. With any concentration, students choose two or more areas of specialization that will ultimately help clients make wellness-oriented choices. Students choose their destiny – we do not prescribe it.

The AOS degree, and SWIHA in general, is designed to help students become entrepreneurs. Although a solid client base is not something that can be guaranteed and needs to be nurtured by the student, every effort is made to support entrepreneurial goals and dreams. The Success Center is committed to assisting students and graduates for life with entrepreneurial support.

**Nutrition**

SWIHA’s Holistic Nutrition programs are designed for people who want to learn to make the healthiest food and lifestyle choices for themselves, and develop a meaningful and successful practice helping others do the same. In our 200-hour Holistic Nutrition program, students receive a comprehensive education on the foundations of whole food nutrition, how it contributes to the prevention of illness and promotes optimal health. The prevalent model, known as the Standard American Diet or S.A.D. diet, is replaced by learning the S.O.U.L model
of nutrition: Seasonal, Organic, Unprocessed, and Local whole foods as the foundation for a healthy, sustainable lifestyle.

**Life Coaching, and Hypnotherapy**

Life coaching, Hypnotherapy are core SWIHA 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 in which clients have a unique opportunity to deepen their awareness, improve their performance, overcome their obstacles, and enhance their quality of life. Coaches use questioning, exploring, reporting, and consistent commitment to move the client forward. With greater focus and awareness of choice, achievement of life goals is accelerated.

Hypnotherapy is a powerful, healing tool that works with an individual’s subconscious mind. Trained, certified hypnotherapists can help people resolve deep-seated issues and manage problems like anxiety, weight gain, fears, sleeplessness, changing negative habits and much more. 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 of our 100-hour Hypnotherapy Specialist Certification program are eligible for certification through National Association of Transpersonal Hypnotherapists (NATH) or American Board of Hypnotherapy (ABH).

**Polarity Therapy**

Polarity Therapy has been an integral part of the SWIHA curriculum since 1993 and is proud and honored to be the only college in Arizona offering full Polarity Practitioner training programs approved by the American Polarity Therapy Association (APTA). In this program, students experience the exciting new paradigm of energy healing as they study the human energy system and see how it influences health and disease. Polarity is a natural healing 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 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**

We teach an authentic expression of yoga with a transformational approach, honoring a diversity of practices and belief systems. Our program is based on the principle that yoga is a unifying tool for creating health, well-being, and a deep spiritual connection. We provide structure, yet educational freedom, so all may find their own truth, while incorporating a ‘living yoga’ approach to their lives. Our programs allow successful graduates to become registered as Yoga teachers through the internationally-recognized Yoga Alliance® Organization. Spirit of Yoga (SOY) is SWIHA’s incredible public yoga studio where we hold many of our YTT classes. SOY holds workshops, events, seminars, and gatherings that celebrate the personal-spiritual connection inherent within the practice of yoga.
Online Classes
Southwest Institute of Healing Arts offers several online, fully-facilitated, asynchronous courses, Diploma programs, and Certificates of Excellence. We believe in leveraging the expanding capabilities of online education to broaden our ability to touch lives, heal bodies, and free souls. Please check the course calendar and our website 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. The first class began in October of 2005. SWINA offers an integrative, holistic, and natural approach to wellness and beauty.

At SWINA our students can become highly trained Aestheticians, with the option to become dually licensed as a Massage Therapist or certified as a 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 from make-up application to laser treatments and facials. With just one certification/license, you can follow several different career paths. We graduate aestheticians, in tune with current market trends, technologies, and the energy of individual clients.
SWIHA Tempe Main Campus Facilities, Location, and Hours

<table>
<thead>
<tr>
<th>Front Desk Hours</th>
<th>Clinic Hours</th>
<th>Student Services Hours</th>
<th>Class Hours</th>
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<tbody>
<tr>
<td>Monday 8:00 am - 7:00 pm</td>
<td>Monday CLOSED</td>
<td>Monday 8:00 am – 6:30 pm</td>
<td>Monday 8:30 am - 10:00 pm</td>
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<td>Tuesday 8:00 am - 7:00 pm</td>
<td>Tuesday CLOSED</td>
<td>Tuesday 8:00 am – 6:30 pm</td>
<td>Tuesday 8:30 am - 10:00 pm</td>
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<td>Wednesday 8:00 am - 7:00 pm</td>
<td>Wednesday 10 am – 8:30 PM</td>
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<td>Sunday 8:00 am - 12:00 pm</td>
<td>Sunday 8:00 am - 8:00 pm</td>
<td>Sunday CLOSED</td>
<td>Sunday 8:00 am - 6:00 pm</td>
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On Site Facilities:
- Administration Reception Area
- Student Services
- Student Records and Registrar
- Classrooms
- Healing Pages Campus Bookstore
- Student Healing Arts Clinic

The SWIHA campus is in Tempe Arizona, within walking distance of restaurants, shops, coffeehouses, and the city transit system. The classrooms and administrative offices are housed in stand-alone facilities with approximately 20,000 square feet decorated with native flora and gathering areas. The campus is well supplied for the classes with 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. There is an on-campus bookstore, 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.
SWINA Tempe Branch Campus Facilities, Location, and Hours

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<tr>
<th>Front Desk Hours</th>
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<th>Class Hours</th>
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<tr>
<td>Sunday</td>
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On Site Facilities:
- Administration
- Reception Area
- Student Services
- Student Records
- Classrooms
- Aesthetics Clinic

SWINA is conveniently located in the heart of Tempe. 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 with public clients once they have successfully passed the necessary competencies. There is a student lounge, along with lockers for storage of personal items and valuables.
SWIHA Auxiliary Classroom and Spirit of Yoga Studio Facilities, Location, and Hours

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<tr>
<th>Front Desk Hours</th>
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<tr>
<td>8:00 am – 12:00 pm</td>
<td>8:30 am - 4:30 pm</td>
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<td>CLOSED</td>
<td>CLOSED</td>
<td>8:30 am - 10:00 pm</td>
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</table>

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

Spirit of Yoga was built out of the award-winning private college, Southwest Institute of Healing Arts (SWIHA), which offered a Yoga Alliance approved Teacher Training program for the past twelve years. In May 2011, SWIHA opened the doors to a new, world-class educational facility and yoga studio just a few blocks away from its main campus in Tempe, Arizona. Although, our Yoga Studio facility, location, and name have changed, our mission remains the same...to offer Yoga Classes that are affordable, flexible, and transformational. For over a decade, Spirit of Yoga has changed the lives and elevated the practice of countless yoga practitioners, instructors, and devotees.

On Site Facilities:
- Reception Area
- Classrooms
- Bookstore
- Yoga Studio

Auxiliary Campus and SOY Yoga Studio Area Map
SWIHA – Auxiliary Campus and SOY Yoga Studio
1420 E. Southern Ave, Tempe, AZ 85282
(480) 567-0695
Code of Ethics
Southwest Institute of Healing Arts, Southwest Institute of Natural Aesthetics, and Spirit of Yoga have 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 and SWINA agree 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.
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) by scrolling down to the bottom and selecting “Consumer Info.” and in hard copy as noted in each section.

Consumer Information Disclosures for review include:
- Alcohol and Drug Policies
- Campus Safety Policy
- Consumer Information Notice
- Student Right to Know Completion and Placement Statistics
- Campus Crime Statistics
- FERPA Policy
- Policy Catalog
- Privacy Policy
- National Center for Education Statistics

In addition, we are required by recent Gainful Employment Regulations to post information regarding each program in our promotional materials and on our website. This information can be found in this document by each program below, as well as on each program page of our website (http://www.swiha.edu/) using the “Career and Employment Outlook” link.

Student Completion Rate

SWIHA is required to publish student completion rates on all vocational programs. These rates represent the percentage of a given cohort of diploma or degree seeking students who graduate. SWIHA publishes student completion rates annually as required by our accrediting body, the Accrediting Council for Continuing Education and Training (ACCET). These rates are located in the “Consumer Information” section of our website (https://swiha.edu/consumer-info/).

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, or
- The Arizona Commission for Postsecondary Education:
  2020 N. Central, Suite 275, Phoenix, AZ 85004 (602) 229-2591, or
- The Arizona State Board for 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.
# Program and Tuition Guide

with Award Earned

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<th>Material Fee</th>
<th>Tuition</th>
<th>Optional Licensing / Cert -Fees</th>
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### Additional Costs

Massage, 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**: $217 - Now included in the cost of tuition for Massage programs or Concentrations
- **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.
Programs:

Associates, Diplomas, and Certificates
Associate of Occupational Studies
Degree in Holistic Healthcare

Concentration in Mind Body Transformational Psychology

*Full-Time: 96 instructional weeks, 104 calendar weeks  Maximum Time Frame: 36 Months*

A degree from SWIHA in Mind Body Transformational Psychology prepares graduates to enter the professional world, helping people find wellness and well-being through an integrated approach. Students will start the program by taking General Education courses and then additionally complete core courses such as Life Coaching, Hypnotherapy, Intuitive Studies, Holistic Nutrition, and Ayurveda. These classes help with discovering healing gifts and how to share them. Further areas students can explore include but are not limited to Aromatherapy, Cranial Unwinding, Reflexology, Polarity, Urban Farming, Spiritual Studies, or Reiki. This program is a unique journey into personal transformation. It provides graduates with the opportunity to emerge a whole, healthy, and self-realized individual, ready to serve others in the world.

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**AOS GENERAL EDUCATION REQUIREMENTS SUBTOTAL** 254 16.75

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<td>Workshops and Group Facilitation</td>
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**TRANSFORMATIONAL PSYCHOLOGY CORE COURSES SUBTOTAL** 376 21.75

CHOOSE 21.5 CREDITS OF SPECIALTIES AND/OR ELECTIVES *Please see advisor for list of available elective choices

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<td>YO</td>
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**SPECIALTIES & ELECTIVES SUBTOTAL**  

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<td>RF 162</td>
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**TOTAL**  

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The Official ACCET approved Completion and Placement statistics can be found in Appendix E. Any required and optional certifications can be found in Appendix F.
Concentration in Professional Massage Practitioner

Full-Time: 96 instructional weeks, 104 calendar weeks  
Maximum Time Frame: 36 Months

Massage is a wonderful modality for combining our hands with our heart, as it offers natural healing and energy movement while supporting well-being for the Mind, Body, and Spirit. The amazing part about choosing a career in Massage Therapy is that not only do students have an opportunity to witness the healing of their clients, but also experience transformation within themselves. SWIHA’s AOS Degree in Holistic Healthcare with a Concentration in Professional Massage exceeds the 700-hour requirement for massage therapy training in Arizona. Graduates are prepared for an entry-level massage therapist position, or may choose to begin a private practice.

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<td>Somatic Psychology 1: The Neuroscience of Regulation &amp; Trauma</td>
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<td>Somatic Psychology 2: The Subtle Body</td>
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**AOS GENERAL EDUCATION REQUIREMENTS SUBTOTAL** 269 17.5

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<td>Introduction to Holistic Entrepreneurship &amp; Self-Empowerment</td>
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<td>MT 115</td>
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<td>CC 100</td>
<td>Communication Skills for Practitioners I</td>
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<td>MT 521</td>
<td>First Aid</td>
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**PROFESSIONAL MASSAGE CORE COURSES SUBTOTAL** 304 18.75

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<td>Reflexology - A Western Approach</td>
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**PROFESSIONAL MASSAGE HANDS-ON COURSES SUBTOTAL** 227 6.75

**CHOOSE 17 CREDITS OF SPECIALTIES AND/OR ELECTIVES**

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<td>Holistic Nutrition</td>
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<td>Intuitive Guide</td>
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**SPECIALTIES & ELECTIVES SUBTOTAL** 17.00

**TOTAL** 60.00

**OTHER AVAILABLE MASSAGE ELECTIVE COURSES**

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<td>MT 300</td>
<td>Corporate Chair Introduction</td>
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<td>MT 600</td>
<td>Safe-Touch for Massage Therapy</td>
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<td>MT 605</td>
<td>Neurotouch</td>
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<td>MT 604</td>
<td>Advanced Lymphatic Massage</td>
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<td>Thai Foot Massage</td>
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<td>Reflexology - Pathology &amp; Assessment for Bodyworkers</td>
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*Required Courses for Massage

**Required Orientation before scheduling into the massage clinic.

**** YTT 200 must be completed if student wants to teach group yoga or pursue Yoga Therapy coursework with Amrit Yoga institute.

The Official ACCET approved Completion and Placement statistics can be found in Appendix E. Any required and optional certifications can be found in Appendix F.
Concentration in Western Herbalism

Full-Time: 96 instructional weeks, 104 calendar weeks

Maximum Time Frame: 36 Months

Those who enroll in the Associates of Occupational Studies program with a Concentration in Western Herbalism have an opportunity to take the first step to a healthier life. Students train to serve in the world as a Western Herbalist by learning a specific, career-oriented curriculum, which will provide the opportunity to experience every aspect of plant-based medicine. A solid foundation of science-based courses is a large part of this program. In addition, students will learn how to expertly speak publicly on the benefits of herbs, write herbal research literature, coach clients, and develop a business plan to set them up for a successful career in the field of Western Herbalism.

<table>
<thead>
<tr>
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**AOS GENERAL EDUCATION REQUIREMENTS SUBTOTAL** 249 16.25

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<td>Western Herbalism - Sect D - Harvest</td>
<td>45</td>
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<td>WH 275</td>
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<tr>
<td>WH 360</td>
<td>Western Herbalism - Internship/Externship - Awakening</td>
<td>49</td>
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<td>WH 377</td>
<td>Western Herbalism - Formulary Practicum</td>
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**WESTERN HERBALISM CORE COURSES SUBTOTAL** 583 30.75

**CHOOSE 13 CREDITS OF SPECIALTIES AND/OR ELECTIVES**

**SPECIALTY COMBINATION** *Please see advisor for list of other available elective choices that will complement your chosen specialty.

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<tr>
<th>Code</th>
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<td>AR</td>
<td>Aromatherapy</td>
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<tr>
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<td>YO</td>
<td>Yoga Teacher Training</td>
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**ELECTIVE COMBINATION THAT COMPLEMENTS ABOVE SPECIALTY CHOICES** *Please see advisor for list of other available elective choices that will complement your chosen specialty.

**Recommended Electives**

<table>
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<tr>
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<td>WH 250</td>
<td>Western Herbalism - Herbal Specialties Babies &amp; Children</td>
<td>8</td>
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<td>WH 256</td>
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<td>WH 291</td>
<td>Western Herbalism - Desert Medicines</td>
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<td>WH 365</td>
<td>Western Herbalism - Manufacturing &amp; Remedy Production</td>
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<td>AR 101</td>
<td>Aromatherapy Advanced</td>
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<td>AR 110</td>
<td>Aromatherapy - Pharmacology</td>
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<td>AR 106</td>
<td>Aromatherapy for the Spirit</td>
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<td>Aromatherapy - Foot Chakra Reflexology</td>
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<td>Aromatherapy - Ginger Compress</td>
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<td>Aromatherapy - Toning &amp; Detox</td>
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<td>Aromatherapy - Wellness for Women</td>
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<td>Aromatherapy - 5 Element Acupressure for Emotional Healing</td>
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<td>Flower Essences</td>
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<td>CC 130</td>
<td>Psychology of Addiction: Understanding the Shadow</td>
<td>30</td>
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**SPECIALTIES & ELECTIVES SUBTOTAL** 13.00

**TOTAL** 1062 60.00

The Official ACCET approved Completion and Placement statistics can be found in Appendix E. Any required and optional certifications can be found in Appendix F.
Diploma Programs

Holistic Nutrition Wellness Practitioner Online

*Full Time 75 instructional Weeks, 78-81 calendar Weeks*  
*Maximum Time Frame: 112 Weeks*

The Holistic Nutrition Wellness Practitioner diploma is for individuals who are motivated to lead healthier lives and inspire others to do the same through a career in nutrition coaching and education. Consisting of 755 hours of academics, theory, and practice, the core program objectives are modeled after the published educational standards of the National Association of Nutrition Professionals (NANP), ensuring students receive a comprehensive, scientific education of holistic nutrition, and how it contributes to the prevention of illness and the promotion of healthy living. At the heart of this program is both an awareness and appreciation of the mind-body-spirit connection. As students move forward through this program, they will master foundational and advanced holistic nutrition topics, life coaching fundamentals, stress management tools, entrepreneurial business development, professional communications, and marketing. Additionally, they will choose from one of three exciting concentrations.

HOLISTIC NUTRITION - FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock</th>
<th>Credit</th>
<th>Pre-Requisites</th>
<th>Date</th>
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<tbody>
<tr>
<td>HN 121-OL</td>
<td>Foundations of Transformational Healing &amp; Holistic Nutrition</td>
<td>40</td>
<td>2.50</td>
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<tr>
<td>HN 122-OL</td>
<td>Understanding Macronutrients and Micronutrients for Optimum Health</td>
<td>40</td>
<td>2.50</td>
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<tr>
<td>HN 111-OL</td>
<td>Principles of Conscious Eating and Behavior Modification</td>
<td>20</td>
<td>1.25</td>
<td>HN121</td>
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<tr>
<td>HN 155-OL</td>
<td>Comparative Dietary Systems</td>
<td>20</td>
<td>1.25</td>
<td>HN121</td>
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<tr>
<td>HN 221-OL</td>
<td>Examining Whole and Raw Food Cuisine</td>
<td>40</td>
<td>1.75</td>
<td>HN121</td>
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<tr>
<td>HN 251-OL</td>
<td>Nutritional Assessment &amp; Client Coaching</td>
<td>40</td>
<td>2.50</td>
<td>HN121, HN122, HN111, HN155</td>
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HOLISTIC NUTRITION - ADVANCED COURSES

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<tr>
<td>HN 301-OL</td>
<td>Anatomy and Physiology: Nutritional Support for Body Systems</td>
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<td>HN 302-OL</td>
<td>Anatomy and Physiology: Nutritional Support for Optimal Organ Function</td>
<td>25</td>
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<tr>
<td>HN 310-OL</td>
<td>Fundamentals of Biochemistry</td>
<td>40</td>
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<td>HN 350-OL</td>
<td>Nutritional Support for the Mind</td>
<td>40</td>
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<td>HN 240-OL</td>
<td>Nutrition through the Lifecycle: Foundations of Human Life - Preconception through Infancy</td>
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<td>HN121, HN122</td>
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<tr>
<td>HN 241-OL</td>
<td>Nutrition through the Lifecycle: Toddler through Older Adult</td>
<td>20</td>
<td>1.25</td>
<td>HN121, HN122, HN240</td>
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<tr>
<td>HN 242-OL</td>
<td>Introduction to Sports and Fitness Nutrition</td>
<td>20</td>
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<td>HN121, HN122</td>
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<tr>
<td>HN 260-OL</td>
<td>Nutritional Supplementation</td>
<td>20</td>
<td>1.25</td>
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<tr>
<td>Code</td>
<td>Course</td>
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<td>Pre-Requisites</td>
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<tr>
<td>HN 270-OL</td>
<td>Introduction to Healing Herbs</td>
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<tr>
<td>HN 375-OL</td>
<td>Advanced Nutritional Coaching</td>
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<td>HN 400-OL</td>
<td>Nutrition Research Applications (Capstone)</td>
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### Holistic Entrepreneur courses

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<tbody>
<tr>
<td>BC 555-OL</td>
<td>Entrepreneurial Business Development</td>
<td>40</td>
<td>2.50</td>
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<tr>
<td>BC 559-OL</td>
<td>GRIT for Influencers</td>
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### SWIHA Core Foundation Courses

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<th>Credit</th>
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<tbody>
<tr>
<td>TP 105-OL</td>
<td>GRIT for Success</td>
<td>15</td>
<td>1.00</td>
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<tr>
<td>BC 550-OL P$</td>
<td>Life Coaching Foundations</td>
<td>20</td>
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### CHOOSE YOUR CONCENTRATION:

### OPT. 1: Natural FOOD culinary specialist

<table>
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<th>Code</th>
<th>Course</th>
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<th>Credit</th>
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<th>Date</th>
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<tbody>
<tr>
<td>CH 101-OL</td>
<td>Culinary Fundamentals</td>
<td>20</td>
<td>1.25</td>
<td>HN221</td>
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<tr>
<td>CH 110-OL</td>
<td>Local Food Production: Farm to Table</td>
<td>20</td>
<td>1.25</td>
<td>HN221</td>
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<td>CH 120-OL</td>
<td>Whole Food Cooking and Therapeutic Applications</td>
<td>50</td>
<td>2.75</td>
<td>HN221, CH101</td>
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<tr>
<td>CH 130-OL</td>
<td>World Cuisine &amp; Culinary Skills Application</td>
<td>30</td>
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### OPT. 2: Fitness NUTRITION educator (NASM® Certifications TRACK)

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<td>HN 280-OL</td>
<td>Fitness Nutrition Educator I</td>
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<td>Holistic Nutrition Wellness Practitioner: Natural Food Culinary Specialist</td>
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<td>☐ HNWP-OL (FNE)</td>
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All Tuition information and Credential Awarded Found above in the tuition guide
The Official ACCET approved Completion and Placement statistics can be found in Appendix E. Any required and optional certifications can be found in Appendix F.

**Integrative Healing Arts Practitioner Online**

*Full Time 85 instructional Weeks, 87-91 calendar Weeks*  
*Maximum Time Frame: 127 Weeks*

Our newest Online diploma fully honors mind—body—spirit integration. Imagine the power of combining Life Coaching, Guided Imagery, and Hypnotherapy with positive applied Psychology to create a way for you to serve others in the world? That is what we are here to help you do! We specialize in helping people become Holistic Entrepreneurs! The majority of our graduates create their own sustainable and private practice. You have the opportunity to choose your specialization in this program. Become a Clinical Hypnotherapy Practitioner or a Spiritual Coach and Celebrant. (Ordination is available as a result of this program if this is a part of the way you are called to serve).

### TRANFORMATIONAL LIFE COACHING

<table>
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<tr>
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<tbody>
<tr>
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<td>Life Coaching Foundations</td>
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<tr>
<td>BC 561-OL P$</td>
<td>Life Coaching - Core Strategies, Techniques &amp; Implementation, Part 1</td>
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<tr>
<td>BC 562-OL P$</td>
<td>Life Coaching - Core Strategies, Techniques &amp; Implementation, Part 2</td>
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### HOLISTIC ENTREPRENEURSHIP

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<tbody>
<tr>
<td>BC 555-OL</td>
<td>Entrepreneurial Business Development</td>
<td>40</td>
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<td>BC 559-OL</td>
<td>GRIT for Influencers</td>
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### MIND-BODY HEALING MODALITIES / TECHNIQUES COURSES

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<tr>
<td>AR 100-OL</td>
<td>Aromatherapy – Introduction</td>
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<td>AR 121-OL</td>
<td>Aroma-Auriculotherapy</td>
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<td>AR 133-OL</td>
<td>Flower Essences</td>
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<tr>
<td>RF 150-OL</td>
<td>Toe Reading - Reflexology Assessment I - Elemental</td>
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<td>RF 170-OL</td>
<td>Soul Coaching – Expanded Dialogue</td>
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### TRANSPERSONAL PSYCHOLOGY

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<td>TP 100-OL</td>
<td>Diversity &amp; Developing Ethical Consciousness</td>
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<td>GRIT for Success</td>
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<tr>
<td>TP 120-OL</td>
<td>Transpersonal Psychology – Awaken the Hero Within</td>
<td>25</td>
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<td>TP 130-OL</td>
<td>Psychology of Addiction – Understanding the Shadow</td>
<td>25</td>
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<tr>
<td>TP 140-OL</td>
<td>The Science of Energetics and Intuition</td>
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**CHOOSE YOUR SPECIALIZATION(S):**

**OPTION 1: CLINICAL HYPNOTHERAPY PRACTITIONER (300 HOURS)**

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**OPTION 2: SPIRITUAL COACH (200 HOURS) - Ordination Option Available**

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<td>Spiritual Traditions</td>
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<td>SP 161-OL</td>
<td>Mysticism &amp; Universal Laws</td>
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<td>SP 277-OL</td>
<td>Prayer Therapy &amp; Meditation</td>
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<td>SP 427-OL</td>
<td>Ministerial Duties &amp; Homiletics</td>
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<td>SP 431-OL</td>
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<td>SP 447-OL</td>
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<td>SP 437-OL</td>
<td>Developing Your Spiritual Gifts</td>
<td>20</td>
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<td>*SP 465-OL</td>
<td>Celebrate Your Light – Celebrant &amp; Ordination Preparation</td>
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**AND CHOOSE ONE (1) FROM THE BELOW 100 HOURS SPECIALTIES:**

**HYPNOTHERAPIST (100 HOURS)**

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**INTUITIVE GUIDE (100 HOURS)**

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<tr>
<td>AG 201-OL</td>
<td>Angels and Guides</td>
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<td>1.25</td>
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<td>AG 301-OL</td>
<td>Intuitive Guidance – Practical Application</td>
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**OPTION 3:**

**HOLISTIC NUTRITION SPECIALIST (200 HOURS)**

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<td>HN 121-OL</td>
<td>Foundations of Transformational Healing &amp; Holistic Nutrition</td>
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<td>HN 122-OL</td>
<td>Understanding Macronutrients and Micronutrients for Optimum Health</td>
<td>40</td>
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<tr>
<td>HN 111-OL</td>
<td>Principles of Conscious Eating and Behavior Modification</td>
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<td>HN 155-OL</td>
<td>Comparative Dietary Systems</td>
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<td>HN 221-OL</td>
<td>Examining Whole &amp; Raw Food Cuisine</td>
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<td>HN 251-OL</td>
<td>Nutritional Assessment &amp; Client Coaching</td>
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**AND CHOOSE ONE (1) FROM THE BELOW 100 HOURS SPECIALTIES:**

**HYPNOTHERAPIST (100 HOURS)**

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**INTUITIVE GUIDE (100 HOURS)**

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<td>AG 401-OL</td>
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**Integrative Healing Arts Practitioner Diploma, specializing in...**

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<td>Holistic Nutrition Specialist &amp; Hypnotherapist</td>
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All Tuition information and Credential Awarded Found above in the tuition guide
Approximate Hours Breakdown: Theory: 570; Practical 180

*Students have the option of becoming officially ordained as a Minister or Celebrant through the Universal Brotherhood Movement, Inc. (UBMI). If students are interested in becoming ordained, they will be scheduled into SP 465-OL, an additional non-credit Celebrant and Ordination Preparation course. Additionally, SWIHA will package into their enrollment the combined $140.00 application fee and first year membership dues associated with UBMI.

The Official ACCET approved Completion and Placement statistics can be found in Appendix E. Any required and optional certifications can be found in Appendix F.

**Integrative Healing Arts Practitioner**

*Full Time 67 instructional Weeks, 71-75 calendar Weeks*  
*Maximum Time Frame: 112 Weeks*
Our newest Online diploma fully honors mind—body—spirit integration. Imagine the power of combining Life Coaching, Guided Imagery, and Hypnotherapy with positive applied Psychology to create a way for you to serve others in the world? That is what we are here to help you do! We specialize in helping people become Holistic Entrepreneurs! The majority of our graduates create their own sustainable and private practice. You have the opportunity to choose your specialization in this program. Become a Clinical Hypnotherapy Practitioner or a Spiritual Coach and Celebrant. (Ordination is available as a result of this program if this is a part of the way you are called to serve).

<table>
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<tr>
<td>BC 530</td>
<td>Introduction to Entrepreneurship &amp; Self-Empowerment</td>
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<td>BC 540</td>
<td>Business Development and Entrepreneurial Support</td>
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**Subtotal** 100 6.25

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<td>Life Coaching Foundations</td>
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<td>Life Coaching Core Strategies</td>
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**Subtotal** 250 14.5

**Option 1: Yoga Focus**

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<td>YO-N</td>
<td>Yoga Nidra</td>
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<td>YO-BP</td>
<td>Yoga Body Psychology</td>
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**Subtotal** 400.00 15.25

**Option 2: Holistic Nutrition, Reiki, and Hypnotherapy Focus**

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**Subtotal** 400.00 19.25

**Option 3: Coaching, Reflexology, Aromatherapy and Intuitive Focus**

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<td>Aromatherapy</td>
<td>100.00</td>
<td>5.50</td>
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**Option 4: Hypnotherapy, Coaching, and Intuitive Focus**

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Master Massage Practitioner

Full-Time: 55 instructional Weeks, 60-62 calendar Weeks  
Maximum Time Frame : 21 Months

The Master Massage Practitioner diploma program offered at SWIHA is designed to exceed the requirements for massage therapy training in other states. Upon completion of this program, graduates will be prepared for a wide array of employment opportunities, or they might choose to begin their own practice. The 1000-hour program includes all the core competencies required of a classically trained massage therapist, plus additional hours of training in two or more primary specialty areas in which the student is personally drawn to and feels called to develop a specialization.

SWIHA’s 1000-hour massage program is an extension of the 750-hour program. Students who choose the larger 1000-hour program have the option to pursue additional elective courses, allowing them to go even deeper into their area of specialization. Alternatively, students can choose to become dually licensed through our branch campus, Southwest Institute of Natural Aesthetics, by becoming a licensed Aesthetician as well as a Licensed Massage Therapist.
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<td>Business Practices for Massage Therapans</td>
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<td>CC 100</td>
<td>Communication Skills for Practitionans I</td>
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**MASSAGE CORE COURSES SUBTOTAL** 531 25.00

CHOOSE A COMBINATION OF SPECIALTIES AND ELECTIVES TO TOTAL 469 HOURS*

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**OTHER AVAILABLE MASSAGE ELECTIVE COURSES**

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<td>TE 422</td>
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# Master Massage Practitioner w/Natural Aesthetics

**Full-Time: 14 Months**  
**FT Maximum Time Frame: 21 Months**

Maximize your education by becoming dually licensed in massage therapy and natural aesthetics from Southwest Institute of Natural Aesthetics. Massage-plus-Aesthetics is a winning combination for a rewarding and profitable career. Upon completion of the 600-hour Natural Aesthetics program at SWINA, students may choose to complete the remaining hours of massage therapy at the SWIHA campus and earn a diploma for completing the Master Massage Practitioner 1000-hour program.

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<td>Swedish Massage*</td>
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**MASSAGE CORE COURSES SUBTOTAL** 312  16.25

**MASSAGE HANDS ON COURSES**

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**TOTAL** 88  2.25

**NATURAL AESTHETICS COURSES**

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**NATURAL AESTHETICS SUB TOTAL** 600  24.00

**TOTAL** 1000  43.00

These program requirements fulfill the requirements for the state of AZ. If you plan to obtain a massage license in another state, you will need to check with that state’s board for their specific requirements.

*Required Courses  **Required Orientation before scheduling into the massage clinic.
The Official ACCET approved Completion and Placement statistics can be found in Appendix E. Any required and optional certifications can be found in Appendix F.

**Mind Body Wellness Practitioner**

*Full-Time: 48 instructional Weeks, 52 calendar Weeks*  
*Maximum Time Frame: 18 Months*

SWIHA’s Mind-Body Wellness Practitioner program teaches students how to use an integrated approach, proven holistic methods, professional coaching practices, and clarity of intention to help others. This 600-hour program is designed for the aspiring holistic entrepreneur who embraces methods for improving health and wellness through transformation and alternative healing methods. One can customize their education with certificate of excellence choices that resonate with their passion for coaching, hypnotherapy, holistic nutrition, yoga, or bodywork modalities. Toward the end of the program, students take courses, which teach them how to create a business plan in order to put their education to work and their dreams in action.

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<td>Life Coaching - Foundation</td>
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**MIND-BODY WELLNESS CORE COURSES SUBTOTAL**  
180  11.25

**CHOOSE A COMBINATION OF SPECIALTIES AND ELECTIVES TOTALING 420 CLOCK HOURS**

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**COURSE ELECTIVES**  
Please see advisor for available elective choices that will complement your specialty choices.

**SPECIALTY AND ELECTIVE SUBTOTAL**  
420  varies

**MBWP TOTAL**  
600  25.50-34.75

*Holistic Nutrition and Unity Yoga Teacher Training may not be taken together  
**YTT 200 must be completed if student wants to teach group yoga or pursue Yoga Therapy coursework with Amrit Yoga Institute.

All Tuition information and Credential Awarded Found above in the tuition guide.

The Official ACCET approved Completion and Placement statistics can be found in Appendix E. Any required and optional certifications can be found in Appendix F.
Professional Massage Practitioner

Full-Time: 45 instructional Weeks, 48 calendar Weeks   Maximum Time Frame: 16.5 Months

Highly qualified massage therapists are in high demand as more people become aware of the health benefits of massage therapy. Those who feel called to provide compassionate, skilled bodywork to help others enhance their health and well-being should consider enrolling in our Professional Massage Diploma Program. This diploma program offered at SWIHA is designed to exceed the Arizona State Board of Massage Therapy requirements of 700 hours and may often exceed requirements for massage therapy in other states. We offer students the opportunity to specialize in areas of interest, resulting in exceptionally trained massage therapists, through two tracks: Therapeutic and Energetic.

### Therapeutic Track

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**MASSAGE CORE COURSES SUBTOTAL** 279 17.75

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**MASSAGE HANDS-ON CORE COURSES SUBTOTAL** 227 6.75

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<tr>
<td>TE 650</td>
<td>Sports Massage - Intro</td>
<td>8</td>
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<tr>
<td>EL 128</td>
<td>Myofascial Energetic Massage: Adv. Tissue Talk</td>
<td>16</td>
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<tr>
<td>TE 143</td>
<td>Breast Health I</td>
<td>4</td>
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<td>TE 144</td>
<td>Breast Health II</td>
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<td>TE 402</td>
<td>Medical Massage for Cancer Survivors</td>
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<td>EL 720</td>
<td>Thumbless Therapy</td>
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<td>TE 225</td>
<td>Rotator Cuff/Shoulder Joint</td>
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<tr>
<td>TE 662</td>
<td>Hydrotherapy / Injury Management</td>
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<td>TE 380</td>
<td>Neck Release</td>
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<tr>
<td>TE 160</td>
<td>Carpal Tunnel/Thoracic Outlet Release</td>
<td>8</td>
<td>0.25</td>
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</table>
These program requirements fulfill the requirements for the state of AZ. If you plan to obtain a massage license in another state, you will need to check with that state’s board for their specific requirements.

* may sub with TE422 Medical Conditions - Deep & Light Touch (16 hrs) and ST 101 Spa Treatments - Professional Foundations (8 hrs)

### Energetic Track

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
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<tr>
<td>MT 115</td>
<td>Anatomy</td>
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<td>BC 110</td>
<td>SOAP Notes</td>
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<td>MT 500</td>
<td>Physiology</td>
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<td>MT 151</td>
<td>Kinesiology - Anatomical Applications</td>
<td>36</td>
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<td>MT 115</td>
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<td>BC 301</td>
<td>Ethics for Massage Therapists</td>
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<tr>
<td>BC 302</td>
<td>Business Practices for Massage Therapists</td>
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<td>MT 521</td>
<td>First Aid</td>
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<td>MT 830</td>
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<td>SC 415</td>
<td>Pathology - BW</td>
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<td>CC 100</td>
<td>Communication Skills for Practitioners I</td>
<td>15</td>
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<tr>
<td>CC 101</td>
<td>Communication Skills for Practitioners II</td>
<td>15</td>
<td>1.00</td>
<td>CC 100</td>
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<td>BC 430</td>
<td>Practice Development Portfolio</td>
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<td><strong>MASSAGE CORE COURSES SUBTOTAL</strong></td>
<td><strong>279</strong></td>
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<tr>
<td>MT 200</td>
<td>Swedish Massage</td>
<td>40</td>
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<tr>
<td>PC 850</td>
<td>Cranial Unwinding I</td>
<td>20</td>
<td>1.00</td>
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<tr>
<td>MT 400</td>
<td>Myotherapy - 7 Step Release System</td>
<td>40</td>
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<td>MT 200 or Licensed</td>
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<tr>
<td>TE 220</td>
<td>Deep Tissue Sculpting</td>
<td>24</td>
<td>0.75</td>
<td>MT 200 or Licensed</td>
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<tr>
<td>CB 400</td>
<td>Mother Touch</td>
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<tr>
<td>RF 201</td>
<td>Reflexology - A Western Approach for Body Workers</td>
<td>20</td>
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<tr>
<td>MT 975</td>
<td>Massage Clinic – Supervised MT 750</td>
<td>75</td>
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<td>MT 200 or Licensed</td>
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<td>EV 003</td>
<td>Massage Clinic Orientation</td>
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<td>PC 100</td>
<td>Polarity - Basic I</td>
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<td>1.00</td>
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<tr>
<td>PC 700</td>
<td>Polarity - Reflexology</td>
<td>20</td>
<td>1.00</td>
<td>PC 100 &amp; PC 400</td>
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<td>EC 700</td>
<td>Reiki I - Traditional</td>
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<td>PC 860</td>
<td>Cranial Unwinding II</td>
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<td>PC 150</td>
<td>Polarity - Basic II</td>
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<td>PC 960</td>
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<td>PC 100 + PC 400</td>
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<tr>
<td>PC 200</td>
<td>Polarity APP/Cranial - Practicum</td>
<td>30</td>
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<td>PC 100 + PC 400</td>
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<td></td>
<td><strong>Energetic Massage Classes</strong></td>
<td><strong>244</strong></td>
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<td><strong>TOTAL</strong></td>
<td><strong>750</strong></td>
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Notes: All Tuition information and Credential Awarded Found above in the tuition guide. Approximate Hours Breakdown: Theory: 475; Practical 225
The Official ACCET approved Completion and Placement statistics can be found in Appendix E. Any required and optional certifications can be found in Appendix F.

Western Herbalism

*Full-Time: 59 instructional Weeks, 64 calendar Weeks*  
*Maximum Time Frame: 21 Months*

Healing with holistic plant medicines is a far from new practice; however, it is regaining popularity as more healthcare practitioners are recognizing the need for natural medicines. Both plant and human science courses solidify the foundation for the herbal studies expertise, and entrepreneurial courses prepare the student for continued success. SWIHA’s Western Herbalism diploma program is a special 700-hour career-oriented curriculum created to provide students with opportunities to experience every aspect of plant medicine, from seed to sale. This program enhances students’ connection with the earth and plants from a spiritual and energetic point of view, as well as from the phytochemical science-focused perspective. Students learn theories for remedy formulation and make herbal medicines as part of class curriculum. Desert hikes, retail, museum, herbarium, library visits, guest lectures, independent research, guided client analysis, as well as training in public speaking round out the experience in this program. Our graduates are serving as herbal remedy producers, guides for plant exploration hikes, teachers of herbal agriculture, herbal food chefs, and are creating educational organizations centered on herbal wisdom. Many self-employed graduates are working as herbal consultants to private clients and other health professionals.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
<th>Pre-Requisite</th>
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<tbody>
<tr>
<td>SC 250</td>
<td>Botany</td>
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<tr>
<td>BC 540</td>
<td>Business Development &amp; Entrepreneurial Support</td>
<td>40</td>
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<td>BC 551</td>
<td>Western Herbalism - Life Coaching - Foundation</td>
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<td>HN 121</td>
<td>Nutrition - Foundations of Transformational Healing &amp; Holistic Nutrition</td>
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<td>SC 425</td>
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<td>CC 450</td>
<td>Conscious Living and Urban Farming</td>
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<td>BC 542</td>
<td>Applied Entrepreneurship</td>
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<td>WH 100</td>
<td>Western Herbalism - Breaking Ground: Foundations of American Herbal Studies</td>
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<tr>
<td>WH 210</td>
<td>Western Herbalism - Sect A - Sowing</td>
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<td>WH 230</td>
<td>Western Herbalism - Sect C - Growth</td>
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<td>WH 220</td>
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<td>Western Herbalism - Sect D - Harvest</td>
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<td>WH 305</td>
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<td>WH 377</td>
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<td>WH 360</td>
<td>Western Herbalism - Internship/Externship - Awakening</td>
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**WESTERN HERBALISM CORE COURSES SUBTOTAL** 733 40.50

CHOOSE 12 HOURS OF ELECTIVES  *The electives below are merely recommended see advisor for additional options

<table>
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<tr>
<th>Code</th>
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<th>Credit Hours</th>
<th>Pre-Requisite</th>
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<tbody>
<tr>
<td>WH 256</td>
<td>Western Herbalism - The Green Man</td>
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<td>WH 365</td>
<td>Western Herbalism - Manufacturing &amp; Remedy Production</td>
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<td>WH 291</td>
<td>Western Herbalism - Desert Medicines</td>
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<td>WH 250</td>
<td>Western Herbalism - Herbs for Babies &amp; Children</td>
<td>8</td>
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</tbody>
</table>
The Official ACCET approved Completion and Placement statistics can be found in Appendix E. Any required and optional certifications can be found in Appendix F.

Yoga Advanced Teacher Training

*Full-Time: 57 instructional Weeks, 64 calendar Weeks*  
*Maximum Time Frame: 96 Weeks*

The Advanced 600-hour Yoga Teacher Training program builds upon our Yoga Alliance approved 200-Hour YTT program. Whether students have completed our 200-hour YTT, or completed a Yoga Alliance approved 200-hour program elsewhere, they are welcome to enroll in one of our advanced programs. In the 600-hour YTT program, students will complete six additional yoga-specific advanced courses, 100 hours of yoga-specific electives and a 100-hour primary specialty of their choice. The goal of this diploma program is for aspiring yoga teachers to deepen and strengthen their yoga teaching ability as well as chose a specialization that will widen employment options and expand the way they are prepared to serve in the world.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
<th>Pre-Requisite</th>
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<tbody>
<tr>
<td>YO 111</td>
<td>Yoga - Module I - UNITY Yoga Foundations</td>
<td>60</td>
<td>2.00</td>
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<tr>
<td>YO 112</td>
<td>Yoga - Module II - UNITY Yoga Teaching Foundations</td>
<td>60</td>
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<tr>
<td>YO 113</td>
<td>Yoga - Module III - UNITY Yoga Deepening the Teaching Path</td>
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<tr>
<td>YO 116</td>
<td>Yoga - UNITY Yoga Practicum</td>
<td>20</td>
<td>0.25</td>
<td>YO 111</td>
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**YOGA CORE COURSES SUBTOTAL**  
**200**  
**6.00**

<table>
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<th>Code</th>
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<th>Clock Hours</th>
<th>Credit Hours</th>
<th>Pre-Requisite</th>
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</thead>
<tbody>
<tr>
<td>YO 331</td>
<td>Yoga - Philosophical Foundation &amp; Applied Yoga Philosophy</td>
<td>28</td>
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<tr>
<td>YO 332</td>
<td>Yoga - Principles of Yoga Anatomy &amp; Alignment</td>
<td>28</td>
<td>1</td>
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<td>YO 328</td>
<td>Yoga - Business of Yoga</td>
<td>28</td>
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<td>YO 324</td>
<td>Yoga - Advanced Sequencing &amp; Teaching Methods</td>
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<td>Yoga - Yogic Energy Anatomy</td>
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<td>YO 326</td>
<td>Yoga - Modified Poses, Props &amp; Principles</td>
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<td>YO 661</td>
<td>Yoga - Advanced Practicum</td>
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**ADVANCED YOGA CORE COURSES SUBTOTAL**  
**200**  
**6.00**

CHOOSE 200 HOURS OF EITHER YOGA ELECTIVES AND/OR SPECIALTIES  
*Example of elective & specialty options listed below. Other elective and specialty options available please see advisor for more information. Total of 500 hours of the Yoga Teacher Training 600 Hour program must be yoga courses.*

**RECOMMENDED YOGA SPECIALITIES - CHOOSE 100 HOURS**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
<th>Pre-Requisite</th>
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</thead>
<tbody>
<tr>
<td>YO-N</td>
<td>Yoga Nidra</td>
<td>100</td>
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<tr>
<td>YO-BP</td>
<td>Yoga - Body Psychology</td>
<td>100</td>
<td>4.5</td>
<td>YTT 200, Polarity APP, or Massage Therapy*</td>
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<tr>
<td>YO-S</td>
<td>Yoga Studio Concentration</td>
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<td>4.25-5</td>
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**ADVANCED YOGA SUBTOTAL**  
**500**

**RECOMMENDED YOGA ELECTIVES**  
*Other elective choices available - see below*

<table>
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<th>Clock Hours</th>
<th>Credit Hours</th>
<th>Pre-Requisite</th>
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</thead>
<tbody>
<tr>
<td>YO 526</td>
<td>Hatha Gong Certification</td>
<td>40</td>
<td>1.5</td>
<td>YTT 200 Program</td>
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<tr>
<td>YO 132</td>
<td>Introduction to Sacred Sound &amp; Meditation</td>
<td>20</td>
<td>0.75</td>
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<tr>
<td>YO 506</td>
<td>Transformational Yoga Coaching</td>
<td>40</td>
<td>1.75</td>
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<tr>
<td>YO 504</td>
<td>Prenatal Yoga</td>
<td>20</td>
<td>1</td>
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</table>
The Official ACCET approved Completion and Placement statistics can be found in Appendix E. Any required and optional certifications can be found in Appendix F.

**Advanced Yoga Teacher and Healing Arts Practitioner**

*Full-Time: 67 instructional Weeks, 71-75 calendar Weeks*  
*Maximum Time Frame: 112 Weeks*

For those who are diving deep into an all-encompassing yoga career, this in-depth yoga education prepares students to expertly teach to groups and includes a therapeutic specialty that allows for one-on-one work with clients. Students will be required to complete six yoga-specific advanced courses and are given the opportunity to take an additional 300 hours of electives plus a 100-hour therapeutic specialty. The therapeutic specialty brings in layers of powerful holistic modalities such as Polarity, Reiki, Life Coaching with Nutrition, Yoga Nidra, Reflexology, or Aromatherapy enhancing the yoga teacher’s tool kit.

**Code** | **Course** | **Clock Hours** | **Credit Hours** | **Pre-Requisite**
--- | --- | --- | --- | ---
YO 111 | Yoga - Module I - UNITY Yoga Foundations | 60 | 2 |  
YO 112 | Yoga - Module II - UNITY Yoga Teaching Foundations | 60 | 2 | YO 111  
YO 113 | Yoga - Module III - UNITY Yoga Deepening the Teaching Path | 60 | 2 | YO 112  
YO 118 | Yoga - UNITY Yoga Practicum | 20 | 0.25 | YO 111  
**YOGA CORE COURSES SUBTOTAL** | **200** | **6.25** |  
YO 331 | Yoga - Philosophical Foundation & Applied Yoga Philosophy | 28 | 1 |  
YO 332 | Yoga - Principles of Yoga Anatomy & Alignment | 28 | 1 |  
YO 328 | Yoga - Business of Yoga | 28 | 1 |  
YO 324 | Yoga - Advanced Sequencing & Teaching Methods | 28 | 1 |  
YO 325 | Yoga - Yogic Energy Anatomy | 28 | 1 |  
YO 326 | Yoga - Modified Poses, Props & Principles | 28 | 1 |  
YO 881 | Yoga - Advanced Practicum | 32 | 0.5 |  
**ADVANCED YOGA CORE COURSES SUBTOTAL** | **200** | **6.5** |  

**CHOOSE 2-4 PRIMARY SPECIALTIES TOTALING 400 HOURS OR A COMBINATION OF SPECIALTIES AND ELECTIVES TO TOTAL 400 HOURS**  
Example of elective and specialty options listed below. Other elective and specialty options available please see advisor for more information. Total of 500 hours of the Yoga Teacher Training 800 Hour program must be yoga courses.

**RECOMMENDED YOGA SPECIALTIES - CHOOSE 100 HOURS**

**YO-N** | Yoga Nidra | 100 | 4.5 |
### YO-BP: Yoga- Body Psychology
- **YO 528**: Hatha Gong Certification *
  - **Hours**: 40
  - **Credit**: 1.5
- **YO 132**: Introduction to Sacred Sound & Meditation
  - **Hours**: 20
  - **Credit**: 0.75
- **YO 506**: Transformational Yoga Coaching
  - **Hours**: 40
  - **Credit**: 1.75
- **YO 504**: Prenatal Yoga
  - **Hours**: 20
  - **Credit**: 1
- **YO 508**: Restorative Yoga
  - **Hours**: 20
  - **Credit**: 0.75
- **YO 128**: Yoga for PTSD
  - **Hours**: 20
  - **Credit**: 1
- **YO 522**: Yin Yoga
  - **Hours**: 20
  - **Credit**: 1
- **PC 933**: Thai Yoga 1 - Hip Openers
  - **Hours**: 20
  - **Credit**: 0.75
- **PC 934**: Thai Yoga 2 - Shoulders and Spine
  - **Hours**: 20
  - **Credit**: 0.75

#### ADVANCED YOGA SUBTOTAL
- **Total Hours**: 500
- **Total Credits**: 4.25-5

### RECOMMENDED YOGA ELECTIVES *Other elective choices available - see below

<table>
<thead>
<tr>
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<th>Course Name</th>
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<td>YO 526</td>
<td>Hatha Gong Certification *</td>
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<td>1.5</td>
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<tr>
<td>YO 132</td>
<td>Introduction to Sacred Sound &amp; Meditation</td>
<td>20</td>
<td>0.75</td>
</tr>
<tr>
<td>YO 506</td>
<td>Transformational Yoga Coaching</td>
<td>40</td>
<td>1.75</td>
</tr>
<tr>
<td>YO 504</td>
<td>Prenatal Yoga</td>
<td>20</td>
<td>1</td>
</tr>
<tr>
<td>YO 508</td>
<td>Restorative Yoga</td>
<td>20</td>
<td>0.75</td>
</tr>
<tr>
<td>YO 128</td>
<td>Yoga for PTSD</td>
<td>20</td>
<td>1</td>
</tr>
<tr>
<td>YO 522</td>
<td>Yin Yoga</td>
<td>20</td>
<td>1</td>
</tr>
<tr>
<td>PC 933</td>
<td>Thai Yoga 1 - Hip Openers</td>
<td>20</td>
<td>0.75</td>
</tr>
<tr>
<td>PC 934</td>
<td>Thai Yoga 2 - Shoulders and Spine</td>
<td>20</td>
<td>0.75</td>
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</table>

### OTHER AVAILABLE SPECIALITIES AND ELECTIVES

<table>
<thead>
<tr>
<th>Code</th>
<th>Speciality</th>
<th>Hours</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR</td>
<td>Aromatherapy</td>
<td>100</td>
<td>5.5</td>
</tr>
<tr>
<td>CN</td>
<td>Cranial Unwinding</td>
<td>200</td>
<td>8.5</td>
</tr>
<tr>
<td>HN</td>
<td>Holistic Nutrition Specialist</td>
<td>200</td>
<td>11.5</td>
</tr>
<tr>
<td>HY</td>
<td>Hypnotherapy</td>
<td>100</td>
<td>4.75</td>
</tr>
<tr>
<td>LC</td>
<td>Life Coaching</td>
<td>100</td>
<td>5</td>
</tr>
<tr>
<td>POLAPP</td>
<td>Polarity</td>
<td>200</td>
<td>9</td>
</tr>
<tr>
<td>RE</td>
<td>Reiki</td>
<td>100</td>
<td>3</td>
</tr>
<tr>
<td>RF</td>
<td>Reflexology</td>
<td>100</td>
<td>3.75</td>
</tr>
<tr>
<td>IG</td>
<td>Intuitive Guide</td>
<td>100</td>
<td>4.75</td>
</tr>
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</table>

#### ADVANCED YOGA NIDRA ELECTIVES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>YO 405</td>
<td>Yoga Nidra V - Advanced Techniques Part I</td>
<td>20</td>
<td>0.5</td>
</tr>
<tr>
<td>YO 406</td>
<td>Yoga Nidra VI - Advanced Techniques Part II</td>
<td>20</td>
<td>0.5</td>
</tr>
</tbody>
</table>

#### TOTAL
- **Total Hours**: 800
- **Total Credits**: 28.75-34.75

---

*The YO 526 course - 100% attendance is required by instructor in order to receive the Hatha Gong Certification. If student is not seeking the Gong Certification Certificate, they will still receive credit for the course by maintaining the SWIHA attendance policy.

**YTT 200 must be completed if student wants to teach group yoga or pursue Yoga Therapy coursework with Amrit Yoga Institute.*

Notes:
- All Tuition information and Credential Awarded Found above in the tuition guide
- Approximate Hours Breakdown: Theory: 489; Practical 311

The Official ACCET approved Completion and Placement statistics can be found in Appendix E. Any required and optional certifications can be found in Appendix F.
Primary Specialties &
Certificates of Excellence

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.

Aromatherapy
Self-Paced
(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)

A field of study that is becoming increasingly popular, Aromatherapy is believed to be one of the leading complementary health care modalities of the twenty-first century. A beautiful and powerful form of alternative medicine in which essential oils, often in combination with other holistic therapies such as massage or energy work, are used for the purpose of improving physical, psychological and emotional well-being. ‘Essential oils’ refers to liquids extracted and distilled (most frequently by steam or water) from the leaves, stems, flowers, bark, roots, or other elements of a plant. Students will enjoy studying the properties of various essential oils, including the differences between true and synthetic substances, methods of extraction, appropriate applications, and how to correctly blend selected oils for desired outcomes.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
<th>Pre-Requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR 100</td>
<td>Aromatherapy - Intro</td>
<td>20</td>
<td>1.25</td>
<td></td>
</tr>
<tr>
<td>AR 101</td>
<td>Aromatherapy - Advanced</td>
<td>32</td>
<td>2.00</td>
<td>AR 100</td>
</tr>
<tr>
<td>AR 110</td>
<td>Aromatherapy - Pharmacology</td>
<td>8</td>
<td>0.50</td>
<td>AR 100</td>
</tr>
<tr>
<td>AR 106</td>
<td>Aromatherapy for the Spirit</td>
<td>20</td>
<td>1.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SUB TOTAL</td>
<td>80</td>
<td>5.00</td>
<td></td>
</tr>
</tbody>
</table>

**CHOOSE 20 HOURS OF ELECTIVES**

Recommended Electives - other elective choices available please see advisor for more information

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
<th>Pre-Requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR 425</td>
<td>Aromatherapy - Massage with Oils</td>
<td>16</td>
<td>0.50</td>
<td>MT 200 OR Licensed</td>
</tr>
<tr>
<td>AR 120</td>
<td>Aromatherapy - Therapeutic Touch</td>
<td>8</td>
<td>0.25</td>
<td></td>
</tr>
<tr>
<td>AR 125</td>
<td>Aromatherapy - Essential Oil Hydrating Wrap</td>
<td>8</td>
<td>0.25</td>
<td>MT 200 OR Licensed</td>
</tr>
<tr>
<td>AR 115</td>
<td>Aromatherapy - Foot Chakra Reflexology</td>
<td>8</td>
<td>0.25</td>
<td></td>
</tr>
<tr>
<td>AR 132</td>
<td>Flower Essences</td>
<td>16</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>AR 109</td>
<td>Aromatherapy - Ginger Compress</td>
<td>4</td>
<td>0.25</td>
<td></td>
</tr>
<tr>
<td>AR 150</td>
<td>Aromatherapy - Spirit of the Stones</td>
<td>20</td>
<td>0.50</td>
<td>MT 200 OR Licensed</td>
</tr>
<tr>
<td>AR 300</td>
<td>Aromatherapy - Toning &amp; Detox</td>
<td>4</td>
<td>0.25</td>
<td></td>
</tr>
<tr>
<td>AR 118</td>
<td>Aromatherapy - Wellness for Women</td>
<td>8</td>
<td>0.25</td>
<td></td>
</tr>
<tr>
<td>AR 410</td>
<td>Aromatherapy - 5 Element Acupressure for Emotional Healing</td>
<td>20</td>
<td>0.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SUB TOTAL</td>
<td>20</td>
<td>5.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>100</td>
<td>5.50-6.25</td>
<td></td>
</tr>
</tbody>
</table>
Certificates of Excellence are not designed to serve as stand-alone vocational training and may not prepare you for gainful employment if taken independently of a diploma or degree program.

Gainful Employment Disclosures

Occupational Codes

CIP Code: 51.3701 Aromatherapy
O*Net Number: 29-1129.00 Therapist, All Other
O*Net Number Link: http://www.onetonline.org/link/summary/29-1129.00

Any required and optional certifications can be found in Appendix G.

Clinical Hypnotherapy Practitioner

52 Weeks
(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)

After completing the three foundational modules that make up the 100-Hour Hypnotherapy Certificate of Excellence, we offer the option to enroll in our Clinical Hypnotherapy Practitioner Certificate. This Certificate is vocationally oriented and designed to deepen a practitioner’s skills and teach them how to establish a private practice. Students must apply with the Hypnotherapy Program Director for entry.

This certificate is designed to teach you how to work with individuals to help them manage fears, phobias, and addictions. Within the focus of this program you will have the opportunity to explore past life regression therapy, advanced techniques, subconscious intervention, and script writing. This program also includes SWIHA’s Introduction to Life Coaching 20-hour weekend intensive. You will also take SWIHA’s Business Development and Entrepreneurial Support class, which prepares you with the marketing knowledge, business tools, and support to launch your own private practice, grow your already established wellness business, or join an existing organization.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
<th>Pre-Requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>HY 100 Cert</td>
<td>Hypnotherapy 100-hour Certificate</td>
<td>100</td>
<td>4.75</td>
<td>Required to enroll</td>
</tr>
<tr>
<td>HY 402</td>
<td>Hypnotherapy - Advanced Techniques</td>
<td>24</td>
<td>0.75</td>
<td>HY 301</td>
</tr>
<tr>
<td>HY 315</td>
<td>Hypnotherapy - Fears, Phobias &amp; Addictions</td>
<td>15</td>
<td>1.00</td>
<td>HY 201</td>
</tr>
<tr>
<td>HY 350</td>
<td>Hypnotherapy - Past Life Regression</td>
<td>20</td>
<td>1.00</td>
<td>First half of HY 301</td>
</tr>
<tr>
<td>HY 420</td>
<td>Hypnotherapy - Script Writing</td>
<td>15</td>
<td>1.00</td>
<td>HY 201</td>
</tr>
<tr>
<td>HY 520</td>
<td>Hypnotherapy - Subconscious Intervention</td>
<td>20</td>
<td>1.00</td>
<td>HY 201</td>
</tr>
<tr>
<td>BC 540</td>
<td>Business Development Entrepreneurial Support</td>
<td>40</td>
<td>2.25</td>
<td></td>
</tr>
<tr>
<td>BC 550</td>
<td>Life Coaching - An Introduction</td>
<td>20</td>
<td>1.25</td>
<td></td>
</tr>
<tr>
<td>HY 581</td>
<td>Hypnotherapy - Medical Imagery</td>
<td>20</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>EL 725</td>
<td>Neuro Linguistic Programming (NLP)</td>
<td>20</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>HY 476</td>
<td>Hypnotherapy – Dreams &amp; Metaphors</td>
<td>20</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>HY 450</td>
<td>Spirit Releaseaen</td>
<td>12</td>
<td>0.75</td>
<td></td>
</tr>
<tr>
<td>HY 340</td>
<td>EFT Introduction - Emotional Freedom Techniques Level 1</td>
<td>8</td>
<td>0.25</td>
<td>HY 107</td>
</tr>
<tr>
<td>HY 107</td>
<td>Hypnosis and Storytelling</td>
<td>8</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>HY 370 P$</td>
<td>Hypnotherapy Clinical Certification Prep</td>
<td>8</td>
<td>0.50</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 350 17.50

Notes: All Tuition information and Credential Awarded Found above in the tuition guide

Approximate Hours Breakdown: Theory: 275; Practical 75

Hypnotherapy Certification is not completed through SWIHA. After 100 hours, students are recommended to get their certification from either NATH (National Association of Transpersonal Hypnotherapists) or ABH (American Board of Hypnotherapy)
Gainful Employment Disclosures

Occupational Codes
CIP Code: 51.3603 Hypnotherapy / Hypnotherapist
O*Net Number: 29-1129.00 Therapist, All Other
O*Net Number Link: http://www.onetonline.org/link/summary/29-1129.00

The Official ACCET approved Completion and Placement statistics can be found in Appendix F. Any required and optional certifications can be found in Appendix G.

Clinical Hypnotherapy Practitioner Online
52 Weeks
(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)

After completing the three foundational modules that make up the 100-Hour Hypnotherapy Certificate of Excellence, we offer the option to enroll in our Clinical Hypnotherapy Practitioner Certificate. This Certificate is vocationally oriented and designed to deepen a practitioner’s skills and teach them how to establish a private practice. Students must apply with the Hypnotherapy Program Director for entry.

Our online, 310 Hour Clinical Hypnotherapy program includes the full Hypnotherapy 100 Hour program with the addition of advanced techniques. In addition to required courses, students will also receive classes in entrepreneurial support and preparation for external certification through the American Council of Hypnotist Examiners (ACHE). This is an external certification.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
<th>Pre-Requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>HY 100</td>
<td>Hypnotherapy 100-hour Certificate</td>
<td>100</td>
<td>4.75</td>
<td>Required to enroll</td>
</tr>
<tr>
<td>BC 550-OL</td>
<td>Life Coaching - Foundation ONLINE</td>
<td>20</td>
<td>1.25</td>
<td></td>
</tr>
<tr>
<td>BC 555-OL</td>
<td>Entrepreneurial Business Development ONLINE</td>
<td>40</td>
<td>2.50</td>
<td></td>
</tr>
<tr>
<td>EL 725-OL</td>
<td>NLP-Neuro Linguistic Programming ONLINE</td>
<td>20</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>EV 370-OL</td>
<td>Hypnotherapy Clinical Certification Preparation</td>
<td>8</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>HY 315-OL</td>
<td>Hypnotherapy - Fears, Phobias &amp; Addictions ONLINE</td>
<td>15</td>
<td>1.00</td>
<td>HY 201-OL</td>
</tr>
<tr>
<td>HY 350-OL</td>
<td>Hypnotherapy - Past Life Regression ONLINE</td>
<td>20</td>
<td>1.00</td>
<td>HY 301-OL</td>
</tr>
<tr>
<td>HY 401-OL</td>
<td>Hypnotherapy - Advanced Techniques ONLINE</td>
<td>25</td>
<td>1.00</td>
<td>HY 301-OL</td>
</tr>
<tr>
<td>HY 421-OL</td>
<td>Hypnotherapy - Script Writing ONLINE</td>
<td>20</td>
<td>1.25</td>
<td>HY 201-OL</td>
</tr>
<tr>
<td>HY 475-OL</td>
<td>Hypnotherapy - Dreams and Metaphors ONLINE</td>
<td>20</td>
<td>1.25</td>
<td>HY 101-OL</td>
</tr>
<tr>
<td>HY 581-OL</td>
<td>Hypnotherapy - Medical Imagery ONLINE</td>
<td>22</td>
<td>1.25</td>
<td>HY 201-OL</td>
</tr>
<tr>
<td></td>
<td>CLINICAL HYPNOTHERAPY PRACTITIONER TOTAL</td>
<td>310</td>
<td>15.75</td>
<td></td>
</tr>
</tbody>
</table>

Notes: All Tuition information and Credential Awarded Found above in the tuition guide

Approximate Hours Breakdown: Theory: 243; Practical 57

Hypnotherapy Certification is not completed through SWIHA. After 100 hours students are recommended to get their certification from either NATH (National Association of Transpersonal Hypnotherapists) or ABH (American Board of Hypnotherapy)

Gainful Employment Disclosures

Occupational Codes
CIP Code: 51.3603 Hypnotherapy / Hypnotherapist
The Official ACCET approved Completion and Placement statistics can be found in Appendix F. Any required and optional certifications can be found in Appendix G.

Cranial Unwinding
Self-Paced
(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)

Cranial Unwinding is a hands-on technique designed to teach the practitioner how to use subtle palpatory skills to read the story of the body, identify places where issues are held and then follow the natural priorities for healing as directed by the physiology of the client. Learn to maintain healthy boundaries, honor the client’s innate healing process, and create a relationship that is non-invasive and client-centered. Upon completion, students receive a Certificate of Excellence acknowledging they have met a basic competency in classical, contemporary, and esoteric craniosacral techniques.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
<th>Pre-Requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC 850</td>
<td>Cranial Unwinding I</td>
<td>20</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>PC 860</td>
<td>Cranial Unwinding II</td>
<td>24</td>
<td>1.00</td>
<td>PC 850</td>
</tr>
<tr>
<td>PC 870</td>
<td>Cranial Unwinding III</td>
<td>24</td>
<td>1.00</td>
<td>PC 850</td>
</tr>
<tr>
<td>PC 880</td>
<td>Cranial Unwinding IV</td>
<td>24</td>
<td>1.00</td>
<td>PC 850</td>
</tr>
<tr>
<td>PC 855</td>
<td>Cranial Anatomy - Listening Skills</td>
<td>16</td>
<td>0.75</td>
<td>PC 850</td>
</tr>
<tr>
<td>PC 400</td>
<td>Polarity - Communication, Resonance, and Relations I</td>
<td>32</td>
<td>2.00</td>
<td>PC100 or PC 850</td>
</tr>
<tr>
<td>PC 200</td>
<td>Polarity APP/Cranial - Practicum</td>
<td>30</td>
<td>1.25</td>
<td>PC100</td>
</tr>
<tr>
<td>PC 931</td>
<td>Cranial Unwinding - Sessions Given</td>
<td>30</td>
<td>0.50</td>
<td>PC 850</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>200</strong></td>
<td><strong>8.50</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes: All Tuition information and Credential Awarded Found above in the tuition guide
Certificates of Excellence are not designed to serve as stand-alone vocational training and may not prepare you for gainful employment if taken independently of a diploma or degree program.

Gainful Employment Disclosures

Occupational Codes
CIP Code: 51.3799 Energy & Biologically Based Therapies, Other
O*Net Number: 31-9099 Healthcare Support Worker
O*Net Number Link: http://www.onetonline.org/link/summary/31-9099.00

Any required and optional certifications can be found in Appendix G.

Holistic Entrepreneur & Business Development Online
Self-Paced
(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)

The Entrepreneurial Suite of courses is designed to help you move from just having an idea to manifesting your successful business or private practice. You will be coached through the many stages of entrepreneurship. Emphasis is placed on creating and implementing a marketing plan designed to create immediate and sustainable income. By the third course, you will be ready to take your gifts and graces out into the world in a loving and profitable way. First, you must DREAM.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
<th>Credits</th>
<th>Prereq.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC 555-OL</td>
<td>Entrepreneurial Business Development ONLINE</td>
<td>40</td>
<td>2.50</td>
<td></td>
</tr>
</tbody>
</table>
Any required and optional certifications can be found in Appendix G.

**Holistic Nutrition Specialist**

Self-Paced
(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)

Thomas Edison was ahead of his time when he said, “The doctor of the future will give no medicine but will interest his patients in the care of the human frame, in diet and in the cause and prevention of disease.” Attitudes about health and nutrition have shifted, and many are realizing nutrition is a major aspect of taking control of personal health and well-being. Our Holistic Nutrition Specialist Certificate of Excellence teaches students how to make healthier food and lifestyle choices, as well as how to develop a meaningful and successful business while making a positive impact on the lives of others. In our 200-hour online and on-campus Holistic Nutrition program, students gain a comprehensive understanding of the foundations of whole food nutrition and how it contributes to the prevention of illness and the promotion of optimal health. The old paradigm, known as the Standard American Diet, or S.A.D. diet, is replaced with S.O.U.L Nutrition: Seasonal, Organic, Unprocessed, and Local whole food as the foundation for a new, healthy, sustainable lifestyle. For online students, the interactive online courses feature introductory and advanced holistic nutrition, supplementations, therapeutic nutrition, weight management strategies, and whole food cooking and recipes.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
<th>Pre-Requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>HN121</td>
<td>Nutrition – Foundations of Transformational Healing and Holistic Nutrition</td>
<td>40</td>
<td>2.50</td>
<td>None</td>
</tr>
<tr>
<td>HN122</td>
<td>Nutrition – Understanding Micronutrients, Macronutrients, and Supplements for Optimum Health</td>
<td>40</td>
<td>2.50</td>
<td>HN121</td>
</tr>
<tr>
<td>HN 111</td>
<td>Nutrition - Principles of Conscious Eating and Behavior Modification</td>
<td>20</td>
<td>1.25</td>
<td></td>
</tr>
<tr>
<td>HN 155</td>
<td>Nutrition - Comparative Dietary Systems</td>
<td>20</td>
<td>1.25</td>
<td>HN121</td>
</tr>
<tr>
<td>NC 200</td>
<td>Nutrition - Whole Food Cooking</td>
<td>20</td>
<td>0.50</td>
<td>None</td>
</tr>
<tr>
<td>HN 222</td>
<td>Nutrition - Raw Food Cuisine</td>
<td>20</td>
<td>1.00</td>
<td>None</td>
</tr>
<tr>
<td>HN 251</td>
<td>Nutrition - Nutritional Assessment &amp; Coaching</td>
<td>40</td>
<td>2.50</td>
<td>HN 121, HN 155</td>
</tr>
</tbody>
</table>

**TOTAL** 200 11.5

Notes: All Tuition information and Credential Awarded Found above in the tuition guide

Approximate Hours Breakdown: Theory: 190; Practical 10

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**Gainful Employment Disclosures**

**Occupational Codes**

CIP Code: 19.0501 Foods, Nutrition and Wellness Studies, General
O*Net Number: 29-1031.00 Dieticians & Nutritionists
O*Net Number Link: [http://www.onetonline.org/link/summary/29-1031.00](http://www.onetonline.org/link/summary/29-1031.00)

Any required and optional certifications can be found in Appendix G.
Holistic Nutrition Specialist Online

Self-Paced
(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
<th>Pre-Requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>HN121-OL</td>
<td>Nutrition – Foundations of Transformational Healing and Holistic Nutrition ONLINE</td>
<td>40</td>
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<tr>
<td>HN122-OL</td>
<td>Nutrition – Understanding Micronutrients, Macronutrients, and Supplements for Optimum Health ONLINE</td>
<td>40</td>
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<td>HN101 &amp; HN120 or HN121-OL</td>
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<tr>
<td>HN 111-OL</td>
<td>Nutrition – Conscious Eating and Behavior Modification</td>
<td>20</td>
<td>1.25</td>
<td>HN101 &amp; HN120 or HN121-OL</td>
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<tr>
<td>HN 155-OL</td>
<td>Nutrition – Comparative Dietary Systems</td>
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<td>HN101 &amp; HN120 or HN121-OL</td>
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<tr>
<td>HN221-OL</td>
<td>Nutrition – Examining Whole and Raw Foods ONLINE</td>
<td>40</td>
<td>1.75</td>
<td>HN101 &amp; HN120 or HN121-OL</td>
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<tr>
<td>HN251-OL</td>
<td>Nutrition – Nutritional Assessment and Client Coaching ONLINE</td>
<td>40</td>
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<td>HN101-OL, HN102-OL, &amp; HN150-OL or HN121-OL, HN122-OL, &amp; HN151-OL</td>
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</table>

TOTAL 200 11.75

Notes: All Tuition information and Credential Awarded Found above in the tuition guide

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Gainful Employment Disclosures

Occupational Codes
CIP Code: 19.0501 Foods, Nutrition and Wellness Studies, General
O*Net Number: 29-1031.00 Dieticians & Nutritionists
O*Net Number Link: http://www.onetonline.org/link/summary/29-1031.00

Any required and optional certifications can be found in Appendix G.

Hypnotherapy

Self-Paced
(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)

Imagine the opportunity to develop that could positively impact people’s lives in just a few short months!

Taught through the Transpersonal Hypnotherapy perspective, which is the bridge between the mind, body and spirit, our program includes the clinical aspects of hypnosis, with many therapeutic interventions, that fully embrace the spiritual and metaphysical side of hypnosis. Transpersonal Hypnotherapy has been proven effective in easing a wide variety of physical, emotional, and psychological problems. By using guided imagery and harnessing the power of the subconscious mind, powerful healing and transformation can occur.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
<th>Pre-Requisite</th>
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</thead>
<tbody>
<tr>
<td>HY 101</td>
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<tr>
<td>HY 201</td>
<td>Hypnotherapy - Level II</td>
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<td>HY 101</td>
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<td>HY 301</td>
<td>Hypnotherapy - Level III</td>
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</table>

TOTAL 100 4.75

Notes: All Tuition information and Credential Awarded Found above in the tuition guide

Certificates of Excellence are not designed to serve as stand-alone vocational training and may not prepare you for gainful employment if taken independently of a diploma or degree program.

Hypnotherapy Certification is not done through SWIHA. After 100 hours, students are recommended to get their certification from either NATH (National Association of Transpersonal Hypnotherapists) or ABH (American Board of Hypnotherapy)
Gainful Employment Disclosures

Occupational Codes
CIP Code: 51.3603 Hypnotherapy / Hypnotherapist
O*Net Number: 29-1129.00 Therapist, All Other
O*Net Number Link: http://www.onetonline.org/link/summary/29-1129.00

Any required and optional certifications can be found in Appendix G.

Hypnotherapy Online
Self-Paced
(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)

Imagine the opportunity to develop that could positively impact people’s lives in just a few short months! Taught through the Transpersonal Hypnotherapy perspective, which is the bridge between the mind, body and spirit, our program includes the clinical aspects of hypnosis, with many therapeutic interventions, that fully embrace the spiritual and metaphysical side of hypnosis. Transpersonal Hypnotherapy has been proven effective in easing a wide variety of physical, emotional, and psychological problems. By using guided imagery and harnessing the power of the subconscious mind, powerful healing and transformation can occur. Our online Hypnotherapy program features dedicated instructor guidance, instructional videos, and discussion forums.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
<th>Pre-Requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>HY 101-OL</td>
<td>Hypnotherapy - Foundations Level I ONLINE</td>
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<tr>
<td>HY 201-OL</td>
<td>Hypnotherapy - Foundations Level II ONLINE</td>
<td>40</td>
<td>2.50</td>
<td>HY 101</td>
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<tr>
<td>HY 301-OL</td>
<td>Hypnotherapy - Foundations Level III ONLINE</td>
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<td><strong>TOTAL</strong></td>
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</table>

Notes: All Tuition information and Credential Awarded Found above in the tuition guide.

Certificates of Excellence are not designed to serve as stand-alone vocational training and may not prepare you for gainful employment if taken independently of a diploma or degree program.

Hypnotherapy Certification is not done through SWIHA. After 100 hours, students are recommended to get their certification from either NATH (National Association of Transpersonal Hypnotherapists) or ABH (American Board of Hypnotherapy)

Gainful Employment Disclosures

Occupational Codes
CIP Code: 51.3603 Hypnotherapy / Hypnotherapist
O*Net Number: 29-1129.00 Therapist, All Other
O*Net Number Link: http://www.onetonline.org/link/summary/29-1129.00

Any required and optional certifications can be found in Appendix G.

Intuitive Guide (Online & On-Campus)
Self-Paced
(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)

The Intuitive Guide Certification of Excellence at Southwest Institute of Healing Arts is designed to awaken you to your true-life path and mission. Once you come into alignment with the ‘Divine guidance’ you have always had access to, you will be more empowered to serve as a coach, holistic practitioner, healer, or spiritual teacher. Angels are our invisible allies on the Earth. Upon invitation, we can activate these allies to work for us.
and minister to us so that we live in harmony with our destined path, as well as serve others who desire to understand the signs and messages in their lives.

### Online Version

<table>
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<tr>
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<th>Credit Hours</th>
<th>Pre-Requisite</th>
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<td>IG 101-OL</td>
<td>Introduction to Intuitive Guidance</td>
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<td>1.00</td>
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<tr>
<td>IG 201-OL</td>
<td>Angels and Guides</td>
<td>20</td>
<td>1.25</td>
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<tr>
<td>IG 301-OL</td>
<td>Intuitive Guidance – Practical Application</td>
<td>40</td>
<td>1.25</td>
<td>AG 201-OL</td>
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<tr>
<td>IG 401-OL</td>
<td>Business of Angel Guidance</td>
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**Subtotal**: 100  4.75

### On-Campus Version

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<th>Pre-Requisite</th>
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</thead>
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<tr>
<td>IG 101</td>
<td>Introduction to Intuitive Guidance</td>
<td>20</td>
<td>1.00</td>
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<tr>
<td>IG 201</td>
<td>Angels and Guides</td>
<td>20</td>
<td>1.25</td>
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<tr>
<td>IG 301</td>
<td>Intuitive Guidance – Practical Application</td>
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<td>1.25</td>
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<td>IG 401</td>
<td>Business of Angel Guidance</td>
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**Total**: 100  4.75

Notes: All Tuition information and Credential Awarded Found above in the tuition guide

Certificates of Excellence are not designed to serve as stand-alone vocational training and may not prepare you for gainful employment if taken independently of a diploma or degree program.

**Gainful Employment Disclosures**

- **Occupational Codes**
  - CIP Code: 39.0799 Pastoral Counseling and Specialized Ministries, Other
  - O*Net Number: 21-1091.00 Counselors, All Others
  - O*Net Number Link: [http://www.onetonline.org/link/summary/21-1091.00](http://www.onetonline.org/link/summary/21-1091.00)

Any required and optional certifications can be found in Appendix G.

**Life Coaching**

**Self-Paced**

(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)

A process that helps people identify and achieve personal, professional, and spiritual goals using a variety of tools and techniques, Life Coaching teaches us to ask powerful questions, which create deep insight and transformation within another person. Originally authored by KC Miller and Linda Bennett, our 100-hour Certificate of Excellence Life Coaching program is based on twelve Guiding Principles of Transformational Life Coaching. It includes the belief that deep within each of us is a sense of inherent knowing, and that coaches and clients have all the answers within themselves. We have trained thousands of life coaches over the last fifteen years, and witnessed students experience incredible transformations by helping others find clarity of personal purpose and a new bold way of expressing themselves in the world.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
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<td>BC 550</td>
<td>Life Coaching - Foundation</td>
<td>20</td>
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<tr>
<td>BC 560</td>
<td>Life Coaching - Strategies, Techniques</td>
<td>80</td>
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**TOTAL**: 100  5.00
LIFE COACHING - ELECTIVE COURSES

<table>
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<td>BC 580-P$</td>
<td>Life Coaching - Advanced Coaching Skills</td>
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</table>

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Gainful Employment Disclosures

Occupational Codes

CIP Code: 51.1504 Community Health Services/Liaison/Counseling
O*Net Number: 21-1091.00 Counselors, All Others
O*Net Number Link: http://www.onetonline.org/link/summary/21-1091.00

Any required and optional certifications can be found in Appendix G.

Life Coaching Online

Self-Paced

(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
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<th>Credit Hours</th>
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<tr>
<td>BC 550-OL</td>
<td>Life Coaching - An Introduction ONLINE</td>
<td>20</td>
<td>1.25</td>
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<tr>
<td>BC 561-OL</td>
<td>Life Coaching - Core Strategies, Techniques &amp; Implementation, Part 1 ONLINE</td>
<td>40</td>
<td>2.00</td>
<td>BC 550-OL P$</td>
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<td>BC 562-OL</td>
<td>Life Coaching - Core Strategies, Techniques &amp; Implementation, Part 2 ONLINE</td>
<td>40</td>
<td>1.75</td>
<td>BC 561-OL P$</td>
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Gainful Employment Disclosures

Occupational Codes

CIP Code: 51.1504 Community Health Services/Liaison/Counseling
O*Net Number: 21-1091.00 Counselors, All Others
O*Net Number Link: http://www.onetonline.org/link/summary/21-1091.00

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Medical Massage

Self-Paced

(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)

Today, massage therapy is being used as a means of treating painful ailments, decompressing tired, overworked muscles, reducing stress, rehabilitating sports injuries and promoting general health. Medical Massage Therapy may help cancer patients cope with the stress, anxiety, fatigue, pain, and sleeping difficulties associated with a cancer diagnosis. The medical community is increasingly embracing this alternative form of therapy for its mind-body healing benefits. Unlike conventional medicine, massage therapy addresses the psychological self, in addition to the physical body.

<table>
<thead>
<tr>
<th>Code</th>
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<th>Clock Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>TE 143</td>
<td>Breast Health I</td>
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Gainful Employment Disclosures

Mindful Guided Imagery Facilitator (Online)

Self-Paced
(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)

Learn to Pay Attention to the NOW: Harnessing the Healing Power of the Mind through Mindfulness & Imagination using the Four Pillars of Practice, Presence, Pedagogy, and Protocols.

The practice of mindfulness has been around for thousands of years! The far-reaching benefits of mindfulness have been validated over the centuries, and even more so most recently, with every sector of government, healthcare, and industry embracing the efficacy of mindfulness and imagery for the purpose of stress reduction, pain control, increased personal performance, behavior modification, and overall life happiness. The Mindfulness & Guided Imagery Facilitator Certificate has been inspired by the work pioneered by Jon Kabat-Zinn, PhD in his well-documented Mindfulness Based Stress Reduction and Relaxation program (MBSR) which originated from the University of Massachusetts Medical Center’s Center for Mindfulness over 35 years ago, as well as the college’s long-time commitment to proven transformational mind-body-spirit technologies, including hypnotherapy, life coaching, transpersonal psychology, and yoga.

Online Version

<table>
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<tr>
<th>Code</th>
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<th>Pre-Requisite</th>
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<tr>
<td>MG 101-OL</td>
<td>Mindfulness and Guided Imagery Introduction</td>
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<tr>
<td>MG 201-OL</td>
<td>Mindful Guided Imagery</td>
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<td>MG 301-OL</td>
<td>Mindfulness Strategies</td>
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<td>MG 401-OL</td>
<td>Mindfulness and Guided Imagery Practicum</td>
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Myofascial

Self-Paced
(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)

Our comprehensive 100-hour Myofascial Certificate of Excellence can be taken to fulfill part of primary specialty requirements within some of our degrees or diplomas, or to enhance a professional practice. As students become skilled in connective tissue evaluation and release, they will be able to assist people who suffer from patterns of chronic muscular restriction, pain, and dysfunction. Working with the matrix of the myofascia, students will develop a sought-after therapeutic touch, and learn how to combat muscle pain and discomfort often caused by stress, trauma and other complications.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
<th>Pre-Requisite</th>
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<td>EL 112</td>
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<td>20</td>
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<td>Myofascial Energetic Massage: Advanced - Head &amp; Neck</td>
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<td>EL 120</td>
<td>Myofascial Energetic Massage: Advanced - Shoulders, Thoracic Cage, Arm &amp; Hand</td>
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<td>EL 122</td>
<td>Myofascial Energetic Massage: Advanced - Lower Spine, Pelvis &amp; Legs</td>
<td>8</td>
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<tr>
<td>EL 128</td>
<td>Myofascial Energetic Massage: Advanced Tissue Talk - Master Touch Skills</td>
<td>16</td>
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<td>OE 320</td>
<td>Hand &amp; Wrist Health Maintenance</td>
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<td>TE 701</td>
<td>Swedish Sedona</td>
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<td>EC 700</td>
<td>Reiki I - Traditional</td>
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<tr>
<td>TE 340</td>
<td>Lymphatic Massage</td>
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<td>EC 105</td>
<td>Energetic Acupressure</td>
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<td>TE 422</td>
<td>Medical Conditions - Deep &amp; Light Touch</td>
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<td>PC 855</td>
<td>Cranial Anatomy - Listening Skills</td>
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Gainful Employment Disclosures

Myotherapy

Self-Paced
(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)
SWIHA’s flagship program, Myotherapy 7-Step Massage, is based on the deeply therapeutic work developed and documented by KC Miller, Founder and Director of SWIHA. This technique is taught as a framework that helps to create release and rehabilitation for the physical and emotional body by learning to move the skeleton to release trapped muscles and often, trapped emotions. Mastering the skills of Myotherapy, as taught at SWIHA, gives you boundless opportunities for success as a massage therapist.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock Hours</th>
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<tr>
<td>TE 362</td>
<td>Myotherapy - Seven Step Progression</td>
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<td>TE 121</td>
<td>Myotherapy Mastery</td>
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<td>TE 160</td>
<td>Carpal Tunnel/Thoracic Outlet Release</td>
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<td>TE 320</td>
<td>Lower Back Pain Release</td>
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<tr>
<td>TE 380</td>
<td>Neck Release</td>
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<td>TE 590</td>
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<td>Rock and Unlock</td>
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<td>TE 650</td>
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<td>Thumbless Therapy</td>
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<tr>
<td>MT 400</td>
<td>Myotherapy - 7 Step Release</td>
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<td>TOTAL</td>
<td></td>
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Notes: All Tuition information and Credential Awarded Found above in the tuition guide

Certificates of Excellence are not designed to serve as stand-alone vocational training and may not prepare you for gainful employment if taken independently of a diploma or degree program.

Gainful Employment Disclosures

Occupational Codes

CIP Code: 51.3501 Massage Therapy/Therapeutic Massage
O*Net Number: 31-9011 Massage Therapist
O*Net Number Link: [http://www.onetonline.org/link/summary/31-9011.00](http://www.onetonline.org/link/summary/31-9011.00)

Any required and optional certifications can be found in Appendix G.

Polarity – Associate Polarity Practitioner

Self-Paced

(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)

The 200-hour Associate Polarity Practitioner (APP) specialty fulfills the eligibility requirements for certification by the American Polarity Therapy Association (APTA). This program is designed for students who want to integrate effective hands-on techniques, facilitated dialogue skills, nutritional guidance, and a series of self-help tools resulting in a high-level wellness of both practitioner and client.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock Hours</th>
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<tbody>
<tr>
<td>PC 850</td>
<td>Cranial Unwinding I</td>
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<td>PC 930</td>
<td>Polarity – Associate Polarity Practitioner Sessions Given</td>
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<td>PC 200</td>
<td>Polarity - Associate Polarity Practitioner/Cranial - Practicum</td>
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<td>PC 100 &amp; PC 400</td>
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<td>PC 100</td>
<td>Polarity - Basic I</td>
<td>20</td>
<td>1.00</td>
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<tr>
<td>PC 150</td>
<td>Polarity - Basic II</td>
<td>48</td>
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<td>PC 400</td>
<td>Polarity - Communication, Resonance, &amp; Relations I</td>
<td>32</td>
<td>2.00</td>
<td>PC 100 or PC 850</td>
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</table>
PC 700  |  Polarity - Reflexology  |  20  |  1.00  |  PC 100 & PC 400  
|  TOTAL  |  200  |  9.00  |

Notes: All Tuition information and Credential Awarded Found above in the tuition guide.

Certificates of Excellence are not designed to serve as stand-alone vocational training and may not prepare you for gainful employment if taken independently of a diploma or degree program.

Gainful Employment Disclosures

Occupational Codes

CIP Code: 51.3703 Polarity Therapy
O*Net Number: 31-9099 Healthcare Support Workers, All Other
O*Net Number Link: http://www.onetonline.org/link/summary/31-9099.00

Any required and optional certifications can be found in Appendix G.

Reflexology

Self-Paced  
(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)

SWIHA’s comprehensive 100-hour Reflexology program is extremely thorough in its curriculum, providing extensive concentration on the physical and clinical application of reflexology, as well as the emotional and medical intuitive realms. Often referred to as Transformational Reflexology, students learn the connection between the holograms of the feet, hands, ears, and emotions of the body.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
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<td>RF 201</td>
<td>Reflexology - Western Approach</td>
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<td>RF 202</td>
<td>Reflexology - Pathology &amp; Assessment</td>
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<tr>
<td>RF 203</td>
<td>Reflexology - Emotional Balance &amp; Being</td>
<td>20</td>
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<tr>
<td>EL 146</td>
<td>Auriculotherapy</td>
<td>20</td>
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<td></td>
<td><strong>REFLEXOLOGY CORE COURSES SUB TOTAL</strong></td>
<td>80</td>
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CHOOSE 40 HOURS OF ELECTIVES  
*Recommended Electives-other elective choices available please see advisor for more information*

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
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<td>Toe Reading - Reflexology Assessment I - Elemental</td>
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<td>RF 162</td>
<td>Toe Reading II - Soul Coaching</td>
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<tr>
<td>PC 700</td>
<td>Polarity - Reflexology</td>
<td>20</td>
<td>1.00</td>
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<tr>
<td>OE 640</td>
<td>Thai Massage - Foot Massage</td>
<td>20</td>
<td>0.50</td>
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<tr>
<td>AR 410</td>
<td>Aromatherapy - 5 Element Acupressure for Emotional Healing</td>
<td>20</td>
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<td>AR 115</td>
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<td>RF 218</td>
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<td>RF 575</td>
<td>Reflexology - Hand</td>
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<td>EC 106</td>
<td>Energetic Acupressure-Introduction</td>
<td>16</td>
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Notes: All Tuition information and Credential Awarded Found above in the tuition guide.

Certificates of Excellence are not designed to serve as stand-alone vocational training and may not prepare you for gainful employment if taken independently of a diploma or degree program.

Gainful Employment Disclosures
Reiki – Traditional, Shamanic, or Holy

Self-Paced
(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)

Reiki, (pronounced ray-key) is one of the more widely known forms of energy healing. Considered a complete system of holistic healing and personal development, Reiki is an ancient Japanese practice using ‘Universal Life Energy’ or ‘God-directed Energy’ for self-healing, healing or relaxing others, developing higher consciousness and fulfilling a spiritual purpose. At SWIHA we have found that just as there are different learning styles, there are different healing styles. We committed to offering a variety of ways for you to connect with your healing gifts. Choose your Reiki healing journey with whichever approach appeals to you.

Traditional Reiki is taught based on the techniques handed down for generations. The history of Reiki, the specific healing steps, and the separation of Reiki I and II by at least 21 days. This approach appeals to those who prefer a linear, logical, and time-tested approach.

Shamanic Reiki is a form of healing that incorporates personal healing, transformation, and regeneration through access to a ‘higher power,’ ceremony, and time-tested protocols. The word Shaman means ‘spiritual healer’ or, ‘one who sees in the dark’ – which perfectly describes the Reiki experience. Healing protocols are taught in conjunction with ceremony intended align body’s genetic makeup with the life energy of Earth, Water, Fire, and Air. Like an arrow pursuit to target, the purpose of ceremony is to restore wholeness. This approach is considered less structured and organic in nature.

Holy Reiki acknowledges the healing power of Christ and calls upon the name of the ‘most high’ to create current day healing. Holy Reiki is bible-based and Christ-centered. Holy Reiki honors and responds all traditions, denominations, beliefs, and walks of faith.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
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<tr>
<td>EC 775</td>
<td>Shamanic Reiki I/II</td>
<td>20</td>
<td>0.75</td>
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<tr>
<td>EC 776</td>
<td>Shamanic Reiki III and Beyond</td>
<td>20</td>
<td>0.50</td>
<td>EC 775</td>
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<td>EC 777</td>
<td>Shamanic Wheel of Life</td>
<td>20</td>
<td>0.50</td>
<td>EC 776</td>
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<tr>
<td>EC 778</td>
<td>Shamanic Pathways</td>
<td>40</td>
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<td><strong>Total Core Classes for Shamanic Reiki</strong></td>
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<tr>
<td>EC 700</td>
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<td>EC 711</td>
<td>Reiki II - Traditional</td>
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<td>EC 798</td>
<td>Reiki Clinic</td>
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<td>EC 710</td>
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<tr>
<td>EC 720</td>
<td>Reiki III - Advanced</td>
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<td>EC 766</td>
<td>Reiki Master/Teacher Initiation</td>
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<td><strong>Total Core Classes for Traditional Reiki</strong></td>
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<td>Code</td>
<td>Course</td>
<td>Clock Hours</td>
<td>Credit Hours</td>
<td>Pre-Requisite</td>
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<td>ST 101</td>
<td>Spa Treatments - Professional Foundation</td>
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<tr>
<td>ST 102</td>
<td>Spa Treatments - Clay &amp; Sea Mineral Masks</td>
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### Spa Treatments - Custom Seasonal Treatments

<table>
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<th>Code</th>
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<tbody>
<tr>
<td>ST 103</td>
<td>Spa Treatments - Custom Seasonal Treatments</td>
<td>8</td>
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<td>Spa Lomi Massage</td>
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<td>AR 100</td>
<td>Aromatherapy - Intro</td>
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<td>AR 300</td>
<td>Aromatherapy for Tone/Detox</td>
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<tr>
<td>AR 109</td>
<td>Aromatherapy - Ginger Compress</td>
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<td>AR 125</td>
<td>Aromatherapy - Essential Oil Hydrating Wrap</td>
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<td>RF 215</td>
<td>East Indian Head Massage - Basic</td>
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<td>RF 216</td>
<td>East Indian Head Massage - Advanced</td>
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<td>TE 340</td>
<td>Lymphatic Massage</td>
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<td>ST 355</td>
<td>Sugar Polish &amp; Salt Glow Massage</td>
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<td>TE 560</td>
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<tr>
<td>RF 102</td>
<td>Reflexology - Balance &amp; Being</td>
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<td>0.75</td>
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<tr>
<td>EC 700</td>
<td>Reiki I - Traditional</td>
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**SPA TREATMENT CORE COURSES SUB TOTAL** 168 7.50

### Choose 32 Hours of Electives

<table>
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<th>Code</th>
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<th>Pre-Requisite</th>
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<tr>
<td>AR 425</td>
<td>Aromatherapy - Massage with Oils</td>
<td>16</td>
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<tr>
<td>RF 145</td>
<td>Reflexology - Sole Points</td>
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<td>0.5</td>
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<tr>
<td>OE 640</td>
<td>Thai Massage - Foot Massage</td>
<td>20</td>
<td>0.5</td>
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</tr>
<tr>
<td>AR 115</td>
<td>Aromatherapy - Foot Chakra Reflexology</td>
<td>8</td>
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<td>TE 701</td>
<td>Swedish Sedona</td>
<td>20</td>
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</table>

**ELECTIVE SUB TOTAL** 32

**TOTAL** 200 7.75-8.25

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### Special Touch

**Self-Paced**

*(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)*

SWIHA students are offered the unique opportunity to specialize in massage techniques that often require a ‘special touch’ to populations of massage clients who require lighter massage touch techniques. This specialization is designed to combine the physical, emotional and spiritual healing of conditions, such as clients living with fibromyalgia, arthritis, nerve and muscle damage, or who may be pregnant or elderly. A Primary Specialty in Special Touch was designed to be a part of the massage therapy diploma programs or as a part of the Associates of Occupational Studies in Holistic Healthcare. Emphasis is placed on the therapeutic and relaxation values of the protocol, as well as the medical ramifications of working on a population of clients.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
<th>Pre-Requisite</th>
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<tbody>
<tr>
<td>AR 120</td>
<td>Aromatherapy - Therapeutic Touch</td>
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<td>CB 410</td>
<td>Baby Touch</td>
<td>12</td>
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<tr>
<td>TE 143</td>
<td>Breast Health I</td>
<td>4</td>
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<td>MT 200 or Licensed</td>
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<tr>
<td>TE 144</td>
<td>Breast Health II</td>
<td>4</td>
<td>0.25</td>
<td>MT 200 or Licensed</td>
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<td>Code</td>
<td>Course</td>
<td>Clock</td>
<td>Credit</td>
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<tr>
<td>TE 300</td>
<td>Elder Touch</td>
<td>8</td>
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<td>TE 260</td>
<td>Fibromyalgia Therapy</td>
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<td>TE 340</td>
<td>Lymphatic Massage</td>
<td>16</td>
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<td>MT 200 or Licensed</td>
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<td>CB 400</td>
<td>Mother Touch</td>
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Notes: All Tuition information and Credential Awarded Found above in the tuition guide.

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Gainful Employment Disclosures

Occupational Codes

CIP Code: 51.3501 Massage Therapy/Therapeutic Massage
O*Net Number: 31-9011 Massage Therapist
O*Net Number Link: http://www.onetonline.org/link/summary/31-9011.00

Any required and optional certifications can be found in Appendix G.

Spiritual Coach and Celebrant Online

Self-Paced

(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)

Choosing to serve as a Spiritual Coach and Celebrant gives students the opportunity serve people in a powerful way during the important milestones of their lives and the lives of their families, such as births, weddings, sickness, and transitions. Our curriculum is not based on dogma or any prescribed doctrine—rather it’s designed to help students explore their own Oneness with life, and prepare them to help others embrace their divinity during time of humanness. Students will explore a variety of spiritual traditions, consider the concepts of mysticism, and learn to practice mindfulness and how to teach others to do the same. They will learn about creating ceremony and sacred space as needed, applying homiletics to ceremony, understanding the duties of a minister, and explore how to coach clients through death, dying, and hospice processes, using an ‘spirit-directed’ or ‘spirit-guided’ coaching approach.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
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<th>Pre-Requisites</th>
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<td>SP 155-OL</td>
<td>Spiritual Traditions</td>
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<tr>
<td>SP 161-OL</td>
<td>Mysticism &amp; Universal Laws</td>
<td>25</td>
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<tr>
<td>SP 277-OL</td>
<td>Prayer Therapy &amp; Mindful Meditation</td>
<td>25</td>
<td>1.60</td>
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</tr>
<tr>
<td>SP 415-OL</td>
<td>Creating Ceremony &amp; Sacred Space</td>
<td>25</td>
<td>1.60</td>
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</tr>
<tr>
<td>SP 427-OL</td>
<td>Ministerial Duties &amp; Homiletics</td>
<td>25</td>
<td>1.60</td>
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<tr>
<td>SP 431-OL</td>
<td>Death, Dying, and Hospice</td>
<td>25</td>
<td>1.60</td>
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<tr>
<td>SP 447-OL</td>
<td>Spirit-Directed Coaching</td>
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<tr>
<td>SP 437-OL</td>
<td>Developing Your Spiritual Gifts</td>
<td>20</td>
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<td>*SP 465-OL</td>
<td>Celebrate Your Light – Celebrant &amp; Ordination Preparation</td>
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<td><strong>Subtotal</strong></td>
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<td><strong>12.50</strong></td>
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</table>

All Tuition information and Credential Awarded Found above in the tuition guide

*Students have the option of becoming officially ordained as a Minister or Celebrant through the Universal Brotherhood Movement, Inc. (UBMI). If students are interested in becoming ordained, they will be scheduled into SP 465-OL, an additional non-credit Celebrant and Ordination Preparation course. Additionally, SWIHA will package into their enrollment the combined $140.00 application fee and first year membership dues associated with UBMI.

Notes: All Tuition information and Credential Awarded Found above
Gainful Employment Disclosures

Occupational Codes

CIP Code: 39.0601 Theology/Theological Studies
O*Net Number: 21-2011 Clergy
O*Net Number Link: http://www.onetonline.org/link/summary/21-2011.00

Any required and optional certifications can be found in Appendix G.

Transpersonal Psychology

Self-Paced

(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)

Within the Transpersonal Psychology certificate of excellence, students will study diversity and ethics, which will bring to their awareness the potential shadow areas of healing relationships. The study of ethical issues and diversity provides insights in understanding both their own and their clients’ psycho-spiritual and cultural process. Stress management content will teach students to understand and manage the elements and effects of stress physically, emotionally, mentally, and spiritually, for themselves as a students and busy adults as well as being able to teach these techniques to their clients. Students will learn to recognize the developmental stages and archetypes of clients’ growth and where emotional or physical injuries may have occurred. They will learn and discuss developmental psychology throughout the human lifespan and the psychological theories associated with each of these life stages. Students will examine addictions of all types from food to narcotics and learn a broad range of information about addictive behaviors and how to provide healthy alternatives to managing stress, which is the most common source of addiction. Students study the energetics of intuition, which brings the study of energy and intuition out of the esoteric realm making it more accessible. Students will examine the definitions, history, and scientific studies that support energetic and vibrational medicine, identify and explore the different types of meditation, understand the psychological and physiological effects of meditation and auto-suggestion, and reflect on how past experiences and emotional states affect the body.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock</th>
<th>Credit</th>
<th>Pre-Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>TP 100-OL</td>
<td>Diversity &amp; Developing Ethical Consciousness</td>
<td>25</td>
<td>1.50</td>
<td></td>
</tr>
<tr>
<td>TP 110-OL</td>
<td>Stress Management &amp; Psychological Acupressure (EFT)</td>
<td>25</td>
<td>1.50</td>
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</tr>
<tr>
<td>TP 120-OL</td>
<td>Transpersonal Psychology – Awaken the Hero Within</td>
<td>25</td>
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<td></td>
</tr>
<tr>
<td>TP 130-OL</td>
<td>Psychology of Addiction – Understanding the Shadow</td>
<td>25</td>
<td>1.50</td>
<td></td>
</tr>
<tr>
<td>TP 140-OL</td>
<td>The Energetics of Intuition</td>
<td>25</td>
<td>1.50</td>
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</tr>
<tr>
<td>TP 150-OL</td>
<td>Introduction to Building Resiliency</td>
<td>25</td>
<td>1.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TRANSPERSONAL PSYCHOLOGY COURSES SUBTOTAL</strong></td>
<td><strong>150</strong></td>
<td><strong>9.00</strong></td>
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**OPTION 1: HYPNOTHERAPY**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
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<th>Credit</th>
<th>Pre-Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>HY 101-OL</td>
<td>Hypnotherapy – Foundations Level I</td>
<td>20</td>
<td>1.25</td>
<td></td>
</tr>
<tr>
<td>HY 201-OL</td>
<td>Hypnotherapy – Foundations Level II</td>
<td>40</td>
<td>2.50</td>
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</tr>
<tr>
<td>HY 301-OL</td>
<td>Hypnotherapy – Foundations Level III</td>
<td>40</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>HYPOTHERPAY COURSES SUBTOTAL</strong></td>
<td><strong>100</strong></td>
<td><strong>4.75</strong></td>
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**OPTION 2: TRANSFORMATIONAL LIFE COACHING**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock</th>
<th>Credit</th>
<th>Pre-Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC 550-OL P$</td>
<td>Life Coaching Foundations</td>
<td>20</td>
<td>1.25</td>
<td></td>
</tr>
<tr>
<td>BC 561-OL P$</td>
<td>Life Coaching - Core Strategies, Techniques &amp; Implementation, Part 1 ONLINE</td>
<td>40</td>
<td>2.00</td>
<td></td>
</tr>
</tbody>
</table>
Yoga Body Psychology

*Self-Paced*

*(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)*

Life is energy. It is meant to flow through us, each time leaving us broader, richer, and evolving us for having known it. When we experience more intensity than we can handle, we shut this process down and create blocks in the body. The Amrit Method of Yoga Body Psychology is designed to not only treat visible physical symptoms; however, it is aimed at addressing the invisible mental and emotional blocks that contribute to them. Using gravity supported, static poses held by the facilitator, or with the use of the wall or props, you will learn how to surface, and release blockages held in body zones such as legs, buttocks, hamstrings, heart, and shoulders. This rejuvenating and releasing experience enhance your understanding of the energetic aspects of yoga and how to use it for yourself and others as one of the most profound healing modalities you will ever encounter.

Our Certificate of Excellence programs are avocational, and these courses/programs are designed exclusively for personal or professional development and enhancement. YTT 200 must be completed if student wants to teach group yoga or pursue Yoga Therapy coursework with Amrit Yoga Institute.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
<th>Pre-Requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>YO 421</td>
<td>Yoga - Body Psychology I</td>
<td>20</td>
<td>1.00</td>
<td>YTT 200, Polarity APP or Massage Therapy*</td>
</tr>
<tr>
<td>YO 422</td>
<td>Yoga - Body Psychology II</td>
<td>20</td>
<td>1.00</td>
<td>YO 421 P$</td>
</tr>
<tr>
<td>YO 423</td>
<td>Yoga - Body Psychology III</td>
<td>20</td>
<td>1.00</td>
<td>YO 422 P$</td>
</tr>
<tr>
<td>YO 424</td>
<td>Yoga - Body Psychology IV</td>
<td>20</td>
<td>1.00</td>
<td>YO 423 P$</td>
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<tr>
<td>YO 425</td>
<td>Yoga - Body Psychology Practicum</td>
<td>20</td>
<td>0.50</td>
<td>YO 424 P$</td>
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<td>TOTAL</td>
<td>100</td>
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</table>

* YTT 200 must be completed if student wants to teach group yoga or pursue Yoga Therapy coursework with Amrit Yoga Institute.

Certificates of Excellence are not designed to serve as stand-alone vocational training and may not prepare you for gainful employment if taken independently of a diploma or degree program.

Any required and optional certifications can be found in Appendix G.

Yoga Teacher Training

*Self-Paced*

*(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)*

Begin your holistic healing career as a yoga instructor. Create health, well-being and a deep spiritual connection with your clients. SWIHA’s Unity Yoga Teacher Training provides structure, yet educational freedom, while incorporating a living yoga approach. Earn your 200-hour teacher training certificate independently, or explore yoga with a combination of career-expanding holistic programs and specialties such as Massage Therapy, Holistic Nutrition or Aromatherapy. SWIHA is a Registered Yoga School (RYS) through the internationally recognized Yoga Alliance; as a graduate of our YTT program, you are eligible to register with Yoga Alliance and carry the official designation of Registered Yoga Teacher (RYT).
<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
<th>Pre-Requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>YO 111</td>
<td>Yoga - Module I - UNITY Yoga Foundations</td>
<td>60</td>
<td>2.00</td>
<td></td>
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<tr>
<td>YO 112</td>
<td>Yoga - Module II - UNITY Yoga Teaching Foundations</td>
<td>60</td>
<td>2.00</td>
<td>YO 111</td>
</tr>
<tr>
<td>YO 113</td>
<td>Yoga - Module III - UNITY Yoga Deepening the Teaching Path</td>
<td>60</td>
<td>2.00</td>
<td>YO 112</td>
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<tr>
<td>YO 119</td>
<td>Yoga - UNITY Yoga Practicum</td>
<td>20</td>
<td>0.25</td>
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<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>200</strong></td>
<td><strong>6.25</strong></td>
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</table>

Notes: All Tuition information and Credential Awarded Found above in the tuition guide

Certificates of Excellence are not designed to serve as stand-alone vocational training and may not prepare you for gainful employment if taken independently of a diploma or degree program.

Gainful Employment Disclosures

**Occupational Codes**

CIP Code: 51.3602 Yoga Teacher Training / Yoga Therapist


O*Net Number: 11-9039.02 Fitness & Wellness Coordinators

O*Net Number Link: [http://www.onetonline.org/link/summary/11-9039.02](http://www.onetonline.org/link/summary/11-9039.02)

Any required and optional certifications can be found in Appendix G.

**Yoga Nidra**

*Self-Paced*

(However if the specialty is chosen within a diploma or degree program, it must be completed within the program time frame)

SWIHA’s Yoga Nidra 100-Hour program will teach you an ancient yoga practice that is becoming immensely popular in the West. Yoga Nidra brings the body and mind to a deeply relaxed state in order to access healing, stress-release and well-being. This practice powerfully and holistically helps your clients with physical, neurological and subliminal needs. Learn from world-renowned instructor Kamini Desai, who incorporates Western psychology with Eastern Philosophy to bring you this sought-after therapy.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
<th>Pre-Requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>YO 401</td>
<td>Yoga - Yoga Nidra I</td>
<td>20</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>YO 402</td>
<td>Yoga - Yoga Nidra II</td>
<td>20</td>
<td>1.00</td>
<td>YO 401</td>
</tr>
<tr>
<td>YO 403</td>
<td>Yoga - Yoga Nidra III</td>
<td>20</td>
<td>1.00</td>
<td>YO 402</td>
</tr>
<tr>
<td>YO 404</td>
<td>Yoga - Yoga Nidra IV</td>
<td>20</td>
<td>1.00</td>
<td>YO 403</td>
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<tr>
<td>YO 409</td>
<td>Yoga - Yoga Nidra Practicum</td>
<td>20</td>
<td>0.50</td>
<td>YO 403</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
<td><strong>4.50</strong></td>
<td></td>
</tr>
</tbody>
</table>

Notes: All Tuition information and Credential Awarded Found above in the tuition guide

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Any required and optional certifications can be found in Appendix G.
Policies and Procedures
Admissions

SWIHA invites 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 Coach.

Students begin their admissions process on-campus with a tour of the facilities with an Admissions Coach. This is followed by a discussion of SWIHA’s programs, retention and placement rates, total tuition, fees, supplies, and book costs. This may take place in the first appointment or at the time of enrollment depending upon the student. Each individual’s one on one time with an Admissions Coach is catered to their specific needs. Our Admissions Coaches are dually trained as Life Coaches to best serve our incoming students. Online students follow a similar process but are not required to have an on-campus tour.

Enrollment Requirements

On-Campus students who enroll at SWIHA must be able to maintain a professional and therapeutic approach and sense of self. Students must be able to hold a therapeutic space with other students and potential clients by providing a safe environment and process. This is as true for our online courses as it is for our on-campus ones. Therefore, SWIHA reserves the right to refuse admission to or cancel the enrollment of any student deemed unable to maintain that therapeutic level. It is our desire to enroll students who can learn to bring an elevated expertise and awareness to their communities and chosen practice.

Applicants for our degree and diploma programs are required to have proof of a High School Diploma, General Equivalency Diploma (GED), or College Transcript indicating their High School graduation date. Non-immigrant foreign students will be enrolled under an M1 or M2 visa.

Applicants for our Certificate of Excellence programs are not entitled to Federal Student Aid Title IV funding because these programs are avocational in nature and taken for personal development or continuing education purposes. Therefore, proof of a High School Diploma (HSD) or General Equivalency Diploma (GED) is not required to enroll.

Applicants to SWIHA Massage programs who have a felony conviction or mental instability may not be eligible to be a licensed bodyworker and/or massage therapist in certain states. SWIHA’s Master Massage program, Professional Massage Practitioner program, and Associate’s Degree with a concentration in the Professional Massage Practitioner diploma program meet the requirements of the Arizona State Board of Massage Therapy to be a licensed Massage Therapist (LMT) in the state of Arizona. The Arizona State Board of Massage Therapy makes final decisions for licensure in the state of Arizona. Therefore, SWIHA cannot guarantee licensure. Nor can SWIHA guarantee licensing in other states or countries. All students are encouraged to research the requirements of the state in which they hope to practice bodywork and/or massage.

Applicants to our Western Herbalism programs are required to complete an application prior to enrolling in the program. These are our most academically rigorous programs, and this application process serves to help students understand their requirements. The application process includes a written essay, a copy of the student’s resume, background information on their interests, and a copy of their High School diploma or
GED. Most importantly, students must observe a class, provide written feedback about their experience, and interview with the Program Director. If the student or Program Director has any concerns about whether or not the program is a good fit, a meeting is held between the Dean of Students, the Western Herbalism Academic Advisor, and the student to discuss their most appropriate path forward.

Applicants to our stand-alone Certificate of Excellence in Clinical Hypnotherapy must be enrolled in and complete 90% of the Hypnotherapy Foundations Certificate of Excellence. Once a student is complete with 30 of the 40 hours of HY 301, they may apply for entry into the Clinical Hypnotherapy Certificate with the Hypnotherapy Program Director. Students are required to complete a short essay and interview with the Director to determine their readiness and vocational interests. If approved, they will complete their enrollment with an Admissions Coach.

Individuals under the age of 18, but not younger than 17, may be accepted to a certificate, diploma, and/or degree program with written consent of a parent or legal guardian. All potential students are required to provide a government issued form of picture identification (e.g. driver’s license, passport, or state ID).

Application fees are billed at the time of enrollment. These fees are $25 for a Certificate of Excellence and $75 for a diploma or degree program.

Online students are required to have a computer that meets the hardware and software specifications detailed on the Technical Agreement they receive. Additionally, to be successful, students who are considering online courses must have strong self-motivation and self-discipline. Applicants to the online programs must complete the Smarter Measure assessment to help determine if learning in a technology rich environment is a good fit for them. Applicants will work with an Online Success Coach to improve their skills in the areas where they scored below a certain disclosed threshold before they begin their online coursework.

By exception, and with demonstrated on-campus success and approval form their academic advisor, on-campus students may incorporate an online course into their program. To do so, they must speak with their advisor and register through them for one online course within their program of study. If successful in that course, they may request additional online courses within their on-campus program at the discretion of their academic advisor and the online education department. Successful completion includes a grade of 2 or better, with no outstanding homework or assignments.

Provisional Enrollment
Students enrolled in a Degree or Diploma program are provisionally enrolled for the first 45 calendar days of their program, not counting holidays, posted school breaks, or leaves of absence. Provisional enrollment allows applicants and SWIHA the opportunity to ensure students’ ongoing academic success as well as their ability to hold therapeutic space. After successfully completing the provisional enrollment period, students will have the opportunity to become fully enrolled. In order to successfully complete provisional enrollment period, students must meet the following criteria:

- All Students
  - Attend at least 70% of scheduled course hours;
  - Maintain a 2.0 (C) average in all courses;
  - Complete provisional enrollment advisement;
• Adhere to all student conduct policies.
• Attend a first advising appointment.
• Attend a provisional enrollment advising appointment.

- Online
  • Complete New Student Orientation by Thursday, 11:59pm, prior to the schedule start date;
- On-Campus
  • Attend the required New Student Orientation within the first 45 days of starting class;

Note: Transfer credits that are accepted into a student’s current program will not count toward the progress within that program or their cumulative GPA during or following the provisional enrollment period.

During the provisional enrollment period, if a student elects to cancel their enrollment, or if SWIHA cancels the student’s enrollment due to not meeting the requirements of provisional enrollment, all coursework associated with the enrollment will be removed from the student’s academic record. If the student or SWIHA cancel the provisional enrollment period, students will have the opportunity to restart at a later date after completing the re-enrollment requirements.

Discrimination Policy
SWIHA 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 that 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. Please see our Safe Campus Policy within the Education Policies section for more information about Title IX and the Office of Civil Rights policies and procedures.

Support Services for Students with Disabilities
SWIHA provides access and ongoing support to students who have a documented disability according to the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act. All registered students must have appropriate and current documentation that complies with the SWIHA documentation policy and guidelines. Student in the admissions process should notify their admissions coach of their need so they may be put in communication with the ADA Coordinator to discuss their needs.

Notice of Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act Coordinator: Mary Ritter, Chief Executive Director, serves as the ADA/Section 504 Coordinator and can be reached at adasupport@swiha.edu for assistance.

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 requesting to transfer prior outside credits must provide documentation of successful completion of the course(s) verifiable through official 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 outside 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 requested. All transfer credits must be accepted before the end of provisional enrollment.

SWIHA will inquire about each veteran’s previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework, and vocational training. Previous transcripts will be evaluated, and credit will be granted, as appropriate anytime during their program.

Students may be asked to provide an official course catalog from the originating institution that includes the courses in question. The Chief Executive Director, Dean of Education, Dean of Students, Director of Admissions, or Associate Dean of Student Services 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 SWIHA. Transfer credits may affect Financial Aid award levels. A transfer fee of $2.00 per clock hour is assessed. This amount will not be certified for veteran’s benefits. If classroom hours are not provided, the following conversion will be used:

1 credit equals 15 hours of lecture, 30 hours of lab/hands-on, or 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 Chief Executive Director, Dean of Education, Dean of Students, or Student Services Manager to approve of the transfer. The Financial Aid 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 courses, or inside transfer credits, may be transferred in without a fee at the time of enrollment. 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 Coach before enrolling. Any time after enrollment, 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, whether those credits are internal or outside credits. (Students utilizing VA benefits are exempt to this rule based on existing guidelines.) Students taking individual courses who wish to utilize them to obtain a degree or diploma, must begin the admissions and transfer of credit process no later than having completed 50% of the published program of study.
Test Out

Those wishing to test out of core or general education requirements (e.g. anatomy, physiology, finance, etc.) may do so by taking a College Level Examination Program (CLEP) test through a community college and submitting documentation of passing scores. The transfer fee detailed above will apply. Credit will not exceed credit hours offered at SWIHA. An admissions coach will initially review all documentation and then submit the request to the Chief Executive Director, Dean of Education, Dean of Student Services and Compliance, Director of Admissions, or Associate Dean of Student Services, 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 several recommended schedules to complete a program within a designated time frame, however students do have some flexibility.

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.

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 and scheduling requirements of that program.)

SWIHA’s websites and class calendar provide start and end dates for courses in the programs and the specific electives choices available. Not all electives may be offered all the time or in every program. Start dates are also available in Student Services. Believing in the Montessori Method of learning, most of our courses have been designed without pre-requisites. The majority of the Primary Specialties/Certificates of Excellence are scheduled on a rotating basis, which allows for several points of entry. Massage, Hypnotherapy, Life Coaching, Nutrition, Yoga, and Western Herbalism are designed so students start with the basic course and then continue into the more advanced work.

Online programs have scheduled starts and prebuilt schedules based on the specialty combinations the students selected. Online students are not able to design their own schedules.

Veterans Affairs Students

SWIHA is a Veteran Supportive Campus and approved for the Training of Veterans by Arizona Department of Veteran Services. Students utilizing VA benefits will be supported through their program of study and subject to the requirements outlined below in accordance with the Department of Veterans Affairs. Non-compliance to these requirements could impact benefit eligibility. Current or prospective students are encouraged to contact the SWIHA Veterans Assistance Support Taskforce via email VAsupport@swiha.edu with any questions, and a team member will respond.

Program Requirements for Student Utilizing Veterans Benefits:

- I agree to my provided schedule and cannot make any changes to my schedule unless approved by my academic advisor.
- I understand the VA week is Sunday to Saturday for benefit purposes.
• I understand that VA Provisional Enrollment (VA-PE) is the period of time between the first day of class attendance through the first certification period as outlined in the VA Monthly Certification Schedule at the end of this attestation. The VA-PE period allows for students to realize their VA benefits at the first available date after beginning a program of study.

• I understand SWIHA certifies for actual hours attended for diploma and certificate programs. If I am enrolled in an Associates program, SWIHA certifies academic credits in the month the class is scheduled provided I am maintaining active attendance in the course.

• I understand I will not receive attendance credit if I am absent from class.

• Online classes that I attend as part of my program could impact my BAH when combined with on-campus.

• On-Campus Course Attendance: I understand I need to make-up missed class time within the same week it was missed in order to receive attendance credit for benefit purposes.

• Online Class Attendance: I understand there is no option to make-up missed class time within the same week it was missed in order to receive attendance credit for benefit purposes. Make-up hours are required for attendance purposes in order to achieve the 90% attendance requirement for each course.

• I understand I cannot audit (AUN or AUC) classes while enrolled in the above program.

• VA will only pay for classes related to my program and up to the number of credits/hours on my program sheet.

• Should I earn a grade of 0 or 1, I will retake the same class to earn a passing grade. I understand I am not eligible to replace the course with another one.

• I understand that as a SWIHA student and depending on my enrollment status and chapter, I may not be eligible for Basic Allowance for Housing (BAH). Please contact Veteran’s Affairs with questions about payment rates.

• SWIHA certifies tuition and fees on a monthly basis. Please contact Veterans Affairs for questions regarding benefits by calling 1-888-GIBILL-1 (888-442-4551). Representatives are available between 7 a.m. - 6 p.m. Central Time, Monday-Friday.

• I understand SWIHA’s enrollment process for prospective students includes a requirement to submit all transcript(s) for evaluation of all previous post-secondary coursework as well as military service. A military transcript may be requested through the Joint Services Transcript Website (https://jst.doded.mil/official.html). Transcripts should be emailed to registrar@swiha.edu or addressed to Registrar Services c/o Southwest Institute of Healing Arts 1538 E Southern Ave, Tempe, AZ 85282.

In accordance with S.2248. Section 103 Title 38 US Code 3679(e), Southwest Institute of Healing Arts is in compliance with Title 38 United States Code Section 3679(e). Southwest Institute of Healing Arts permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
Southwest Institute of Healing Arts will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Tuition Payment Policy

SWIHA offers several options for paying program tuition. Cash and credit cards are accepted for payment plans. These plans carry no interest rate as we believe in making education as affordable as possible. A student’s admissions coach 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.

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. Students who become delinquent on payments will have ten days after that notification to bring their account into good standing. 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 (SAP) that could lead to further disciplinary action or termination from the program. If a student fails to make payments when due the account may be sent to a licensed collection agency. 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. A student who is out of integrity with their financial obligations is not able to enroll in individual classes outside of their program.

Dissemination of Institutional and Financial Assistance Information

Information about SWIHA’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 enrolled in an eligible program who wish to apply for financial assistance must meet with a Financial Aid Advisor.

SWIHA participates in the Federal Stafford Student Loan Programs and Federal Grant Programs, which include the Federal PLUS Loan, the Federal Pell Grant, and the Federal Supplemental Education Opportunity Grant. Eligibility is based on the student’s needs analysis, which is determined by completing and submitting a Financial Application (FAFSA) to the Department of Education consistent with the published requirements for the aid program. Students are required to submit their financial aid applications on an award year basis. Once the FAFSA has been processed and received at the school, the perspective student needs to speak with their admissions coach to schedule a Financial Aid prescreen appointment. Perspective students completing an enrollment appointment with their Admissions Coach will be scheduled for a Financial Aid packaging appointment to complete their Financial Aid process.
Other outside agencies are sometimes able to help students pay for their education. SWIHA does not provide the applications for these other resources, however, will readily assist in any documentation that they may need. Some examples are Vocational Rehabilitation, Tribal Funding, and employee reimbursement. Some scholarships are available from the Lifelong Learning Corporation. SWIHA is approved by the Arizona Veterans’ Education and Training Approving Agency (VETAA) to offer Veteran Educational Benefits for many of our educational programs. The U.S. Department of Military and Veterans’ Affairs for educational benefits have approved several of our professional certificates, diplomas, and degrees for those who have served in the U.S. armed forces. 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.

Clock Hours to Credit Hours Policy
The Carnegie Unit conversion for semester clock hours is used in measuring the credits earned for academic standards.

A clock hour consists of 50 minutes of classroom instruction for every hour of class time. The following table determines semester credit hours (credits are rounded to the lower quarter with no class being less than 0.25).

- 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 Associates Degree of Holistic Healthcare includes the choice of several concentrations. Many of these options derive directly from the same program structure of the independent diploma programs offered at SWIHA. Therefore, the majority of the classes from our diploma programs apply to the 60 credits within the Associates Degree.

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 an as-needed basis. Student exchange each hour worked for $10 credit toward the cost of tuition. Students may pay up to 50% of their balance due in this manner. 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. Once Financial Aid determines eligibility, the student will speak with the Do Your Dream specialist to make arrangements and complete all necessary paperwork.

FFEL Deferments
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 though 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.

Tuition Refund Policies

SWIHA’s Tuition Refund Policies are in accordance with state and accrediting bodies’ applicable laws and regulations. A review of detailed information regarding tuition refund policies is also located in the enrollment agreement.

SWIHA 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 below and within the enrollment agreement.

Continuing Education/Personal Development/Certificate

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

1. An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

2. SWIHA would refund all monies paid within 30 calendar days of the Date of Determination (DOD) should the student decide not to start, less the Application Fee.

3. If the applicant is denied enrollment they will receive notification of that decision, and all funds, including any Application Fees, will be returned to the applicant within 30 calendar days of the DOD.

4. The refund policy is based on the number of weeks attended within the student’s period of financial obligation, not to exceed 12 months. The refund policy differs for each type of program (Degree, Diploma, Certificate of Excellence, or Personal Development). If the student completes 60% or more of the period of financial obligation the school will charge 100% of the total tuition for the period of financial obligation.

5. Tuition refunds are calculated based on the tuition rate included on the student’s enrollment agreement. If students choose to drop a course, he/she must notify the Student Services Specialist immediately. For courses, students have attended less than 60%, tuition fees will be refunded on a pro-
rata basis per course. For courses, students have attended 60% or more, students will be charged in full.

6. 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.

7. Online Program Technology Fee: Students enrolling into an online program will be assessed a Technology Fee for digital media and technology access. The Technology Fee is non-refundable once a student has completed 60% of the total hours of their first course.

8. Supply fees are non-refundable 14 calendar days prior to the respective course start date.

9. The additional fees for approved PREMIUM elective courses must be paid for at the time of registration.

10. Refunds will be made within 30 calendar days of the DOD. See SWIHA Student Policy Catalog for termination, Satisfactory Academic Progress (SAP) and attendance policies.

11. Grounds for termination/cancellation include, but are not limited to, non-payment of tuition, not abiding by SAP and Attendance Policies, and not abiding to the student conduct policy. See SWIHA Student Policy Catalog or details.

12. Students seeking transfer of credit (for courses taken at SWIHA) into eligible programs must meet with an Admissions Advisor or Academic Advisor for transfer and completion of a course or program.

13. Students applying for Financial Aid are ultimately responsible for their tuition, books and supplies.

14. All Tuition and Fees must be paid in full for the student to be issued a Degree, Diploma, Certificate, or official transcript.

15. 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 Degree, Diploma, Certificate, or official transcript.

16. Financial Aid is only available for approved programs. Financial Aid eligibility may require full time enrollment.

_Diploma/Associates Degree Program_

Southwest Institute of Healing Arts’ refund policy complies with the rules and regulations of the Arizona State Board for Private Postsecondary Education, and the Accrediting Council for Continuing Education & Training (ACCET). A comparison will be made, and refunds based upon whichever is most beneficial to the student.

1. An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

2. SWIHA would refund all monies paid within 30 calendar days of the Date of Determination (DOD) should the student decide not to start, less the Application Fee.

3. If the applicant is denied enrollment they will receive notification of that decision, and all funds, including any Application Fees, will be returned to the applicant within 30 calendar days of the DOD.

4. During the provisional enrollment period, if the provisionally enrolled student or SWIHA elects to cancel enrollment, SWIHA will refund all applicable funds (less the application fee) within 30 calendar days, and the provisionally enrolled student will receive notification in writing. Provisional enrollment cancellation includes the removal of all coursework related to that enrollment from the provisionally enrolled student’s academic record.
5. The SWIHA refund policy is based on the number of weeks attended within the student’s period of financial obligation, not to exceed 12 months. The refund policy differs for each type of program (Degree, Diploma, Certificate of Excellence, or Personal Development).
   a) If the student completes 60% or more of the period of financial obligation the school will charge 100% of the total tuition for the period of financial obligation.
   b) If the student completes less than 60% of the period of financial obligation:
      1. **Degree Program:** The tuition amount charged is the percentage of the credit-hours completed, divided by the total number of credit-hours in the period of financial obligation, plus 10% of the unearned tuition for the period of financial obligation.
      2. **Diploma Program:** The tuition amount charged is the percentage of the number of clock-hours completed, divided by the total number of clock-hours in the period of financial obligation, plus 10% of the unearned tuition for the period of financial obligation.

6. Students receiving Title IV funds are also subject to the Department of Education’s Return to Title IV programs. Refer to the SWIHA Student Policy Catalog for additional information.

7. 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.

8. Online Program Technology Fee: Students enrolling into an online program will be assessed a Technology Fee for digital media and technology access. The Technology Fee is non-refundable once a student has completed the provisional enrollment period.

9. Supply fees are non-refundable 14 calendar days prior to the respective course start date.

10. The additional fees for approved PREMIUM elective courses must be paid for at the time of registration.

11. Refunds will be made within 30 calendar days of the DOD. See SWIHA Student Policy Catalog for termination, Satisfactory Academic Progress (SAP) and attendance policies.

12. Grounds for termination/cancellation include, but are not limited to, non-payment of tuition, not abiding by SAP and Attendance Policies, and not abiding to the student conduct policy. See SWIHA Student Policy Catalog for details.

13. Students seeking transfer of credit (for courses taken at SWIHA) into eligible programs must meet with an Admissions Advisor or Academic Advisor for transfer and completion of a course or program.

14. Students applying for Financial Aid are ultimately responsible for their tuition, books, and supplies.

15. All students, regardless of student status, are responsible for all charges associated with the use of their SWIHA Book Card.

16. All Tuition and Fees must be paid in full for the student to be issued a Degree, Diploma, Certificate, or official transcript.

17. 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 Degree, Diploma, Certificate, or official transcript.

18. Financial Aid is only available for approved programs. Financial Aid eligibility may require full time enrollment.

*Return of Title IV Funds*

According to the Federal Student Aid Handbook, “Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded.” Federal regulations [HEA Section 484B, 485(a)(1)(F), 34 CFR 668.22] require when a student withdraws,
ceases attending, or is administratively withdrawn the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. According to these regulations, the College and the student are allowed to retain only the amount of Title IV (federal) financial aid that is earned. The College is required by Federal regulation to determine the amount of Title IV grant or loan assistance (Federal Pell, FSEOG, Federal Direct Stafford Loan, and Federal Direct Parent PLUS Loan) that the student earned as of the student’s withdrawal/last day attended. The unearned portion of the Title IV aid must be returned to the appropriate Title IV program(s).

This policy applies to students who complete 60% or less of the payment period for which they received Federal Title IV aid. A student who drops a class but still completes one or more classes does not qualify for the Return of Title IV Funds policy. The term “Title IV aid” refers to the following Federal financial aid programs: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal PLUS (Parent) loans, Federal Pell Grants, and Federal SEOG (Supplemental Educational Opportunity Grant).

To conform to the policy, the College must determine the student’s last day of attendance. For Title IV purposes, the last date of academic attendance is one of the following:

- the date the formal withdrawal process begins, the date the student otherwise gives official notice of intent to withdraw (e.g., letter, withdrawal form, in-person), or
- the last documented date of attendance in an academically-related activity (e.g., documented attendance in a class or lab or submission of an assignment in an online course).

The calculation required determines a student’s earned and unearned Title IV aid based on the percentage of the payment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days (including weekends) are used, except institutional holidays and approved leaves of absence are excluded. Breaks of at least 5 days are excluded from both the numerator and denominator.

**Clock hour programs**

Total number of clock hours completed/Total number of clock hours in the payment period.

**Credit hour programs**

Total number of calendar days completed/Total number of calendar days in the payment period.

Until a student has passed the 60% point of an enrollment period, only a portion of the student’s aid has been earned. A student who remains enrolled beyond the 60% point is considered to have earned all awarded aid for the enrollment period.

Earned aid is not related in any way to institutional charges. In addition, the College’s refund policy and Return to Title IV Funds procedures are independent of one another.

A student who withdraws from a course may be required to return unearned aid and still owe the college for the course. The responsibility to repay unearned Title IV aid is shared by the College and the student. For example, the calculation may require the College to return a portion of Federal funds to the Federal Title IV programs. In addition, the student may also be required to return funds based on the calculation. A student returns funds to the Federal Stafford loan programs based on the terms and conditions of the promissory note of the loan. A student who receives a Federal Pell Grant may be required to repay 50% of the funds received. Federal regulation requires that Title IV financial aid be used to cover only the length of time the student was
enrolled before withdrawal, dismissal, or ceasing attendance. Disbursed funds for the purpose of this policy include funds disbursed and retained by the institution for allowable charges. Allowable charges are defined as tuition charges, books and other institutional fees.

The College will return Title IV funds to the Title IV grant or loan assistance allocated among the Title IV programs in the following order of return:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal SEOG

Post-withdrawal Disbursements
These disbursements will be made in accordance with Federal Regulations. If a student is due a post-withdrawal disbursement, the disbursement must be made from available grant funds before available loan funds. The disbursement must be made within 90 days of the institution's determination that the student withdrew. After the eligible post-withdrawal disbursements are credited to the student's outstanding current semester charges, the institution must follow specific steps, outlined in Federal Regulations.

Timeframe for the Return of Title IV Funds to the Federal Programs
Return of Title IV Funds process will begin as soon as possible after it is determined that a student has withdrawn or ceased attendance. The College must determine the withdrawal date for a student who withdrew without providing notification no later than 30 days after the end of the semester. The College must return funds no later than 45 days after the date the College determined that the student withdrew.

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.

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**Student Services and Academic Policies**

SWIHA is 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. Not all electives may be offered all the time.

**Student Support**

Students in programs a degree or diploma program begin their academic journey with a New Student Orientation. Orientations are scheduled and relayed to the student at the time of Admissions.

- Orientation for On-Campus SWIHA students is available at the beginning and near end of every month.
- Orientation for Online SWIHA students is self-paced and must be completed prior to the student’s first class week.

On-campus and Online program students at SWIHA are also scheduled an advisement with their Academic Advisor at the time of enrollment. This advisement takes place within the first month of the student’s course of study. The Academic Advisor reviews student policies and procedures discussed at New Student Orientation, as well discuss more in depth the expectations of their program and the policies.

Academic Advisors are available for appointments to review a student’s academic selection throughout 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 Dean of Education, Dean of Student Services and Compliance, and Associate Dean of Online Education are available to discuss questions, concerns, and feedback regarding instructors. SWIHA On-Campus or Online students may speak to the Chief Executive Director should they feel their concerns have not been adequately addressed within a particular department.

On-Campus students needing extra support in processing emotional issues that might be affecting academic success can make coaching appointments with the Dean of Student Services and Compliance. Inquiry regarding the reason for the appointment will never be discussed. In addition, all information disclosed during the session is confidential.

Note: SWIHA 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, and Chief Spiritual Advisor, maintains an open-door policy for all students.

Chemical Dependency and Alcohol Abuse Program

SWIHA is committed to the care and nurturing of our students during their educational experience. Students seeking help for chemical dependency 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.

Drug and alcohol abuse effects 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 offence may be subjected to disciplinary action.

Grievance Policy

SWIHA encourages students who have a concern to first seek to understand by speaking with the individual the concern is with. Staff has an open-door policy and makes every effort to be available for students, listen to concerns, and determine the best course of action for all involved. The student is encouraged to speak to the staff member’s direct supervisor if the concern cannot be rectified on an individual level or if the subject matter pertains to a specific policy, procedure, or concern in that supervisor’s department.

Should concerns not be addressed at a department level, SWIHA requests students attending classes on-campus or online to send documented concerns and complaints via email or postal mail to Mary Ritter, Chief Executive Director if the complaint has not been adequately addressed by the appropriate department. You may mail your concerns to 1538 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.

If the complaint cannot be resolved after exhausting the institution’s grievance procedure, the student
may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1740 West Adams ST., Suite 3008, Phoenix, AZ 85007.

Distance Education students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-instructional complaints to the AZ SARA Council. For additional information on the complaint process, please visit the AZ SARA Complaint page: http://azsara.arizona.edu/complaint-process.

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 following address:

ACCET
CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N Street, NW
Washington, DC 20036
Telephone: (202) 955-1113
Fax: (202) 955-1118 or (202) 955-5306
Email: complaints@accet.org

The letter of complaint must contain the following:

1. Name and location of the ACCET institution;
2. A detailed description of the alleged problem(s);
3. The approximate date(s) that the problem(s) occurred;
4. The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
5. What was previously done to resolve the complaint, along with evidence demonstrating that the institution’s complaint procedure was followed prior to contacting ACCET;
6. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
7. The status of the complainant with the institution (e.g. current student, former student, etc.).

Student Records
SWIHA Students may request a review of their academic and financial records at any time. SWIHA has 3 business days to provide the student access to their file. Student records are not released to any other individuals without the written consent of the student (P.L.93-380, Sec. 438FERPA). 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 Dean of Student Services and Compliance or the Dean of Education. 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.

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.

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) Please contact your Academic Advisor or Student Services for more information regarding the implementation of FERPA at SWIHA.

Change of Address
It is important students notify Student Services whenever a change of address occurs. It is imperative the correct address, email, and telephone number for each student is on file at all times.

Attendance
On-campus degree and diploma students are required to be in attendance a minimum of once every 14 days. Students out of compliance with this attendance policy risk being withdrawn from their 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 risk being withdrawn from their program. Online attendance is always awarded for the weeks in which discussion questions and/or assignments are due.

In the event that a student’s education schedule is interrupted, the student must communicate with their Academic Advisor, Dean of Students, Director of Online Student Services, or Student Services Support Manager to discuss their options. Student attendance and punctuality is held in high regard to prepare students to be entrepreneurs or enter 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 by their clients. When a
student arrives late to on-campus classes, they not only miss important material, but also disrupt the instructor and other students. Attendance is tracked as entered on the official roster.

In the event a student is tardy or leaves early, the time missed will be documented and subtracted from the total clock hour attendance for the 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.

**On-Campus Policy**

Ninety percent (90%) attendance of each course is required to receive a passing grade (2, equivalent to a C). 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 I-D or higher are eligible for make-up opportunities. Those with a final course grade of 1 or 0 (equivalent to a D or F respectively) are required to retake the course in its entirety to receive a passing grade. Students should contact the student service office or their Academic Advisor regarding make-up options. For students starting their programs on or after August 15th, 2018, there will be a $50 fee for each course that needs to be retaken.

**Online Policy**

Ninety percent (90%) attendance of each course is required to receive a passing grade (2, equivalent to a C). 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 I-D (equivalent to a D) or higher are eligible for these make-up opportunities. Those with a final course grade of 1 or 0 (equivalent to an F) are required to retake the course in its entirety to receive a passing grade. For students starting their programs on or after August 15th, 2018, there will be a $50 fee for each course that needs to be retaken.

Attendance for Online courses is credited to students when they respond to discussion board questions, submit homework assignments, response posts and any other activity that has point value attached for the week. Attendance is monitored and recorded by the Online Student Services advisor or delegated Online Specialist. In the event a student falls below the 90% attendance requirement, he/she will be required to make-up this time by attending an appropriate make-up class.

**Online - Cancellation of a Student from a Program**

This policy helps to ensure students are enrolled correctly and will be able to complete their program. Students are sometimes uncertain of both their chosen path or specialty and their ability to juggle their personal, family, and work commitments with their new educational ones. This cancellation policy affords students the opportunity to step off their chosen path with SWIHA with little to no financial impact if they feel their education is not the right fit for their goals or personal commitments.

After the first week of class, if a student has not participated in any of their online classes by posting to the discussion board or submitting an assignment, they will be withdrawn from the program and considered a "no start." These students will have an opportunity to re-enroll after completing the required re-enrollment steps.

After the first two weeks of classes, if a student does not have a minimum of one post in each week of each of their program classes, SWIHA will cancelled them from their program. These students will have an opportunity to re-enroll after completing the required re-enrollment steps.

After 5 weeks from the start of an Online program, a student must meet all of the following conditions:
1. Compliance with the attendance policy
2. Completed courses must have an earned grade of 2 ("C") or better
3. Active courses must have a passing grade based upon all required work to-date.

If a student is not meeting the above requirements after 5 weeks, Online Student Services will remove them from the program, with an opportunity to restart later after completing the required re-enrollment steps.

Online Student Services reevaluates students’ progress for the above conditions right before reaching their 45th day in alignment with the Provisional Enrollment Policy. If the student is not meeting the necessary requirements, SWIHA will remove them from the program. The student will have an opportunity to restart later after completing the re-enrollment steps.

**On-Campus Roster**

Students are required to sign the attendance roster with the time they arrived for each class period. Students whose names are not on the roster and have a Blue Attendance form, Make-up Form, or Guest Pass will be asked to sign the roster with the time of arrival. The student’s signature and time of arrival will be required for those on the roster who enter after roll call has been taken. It is the student’s responsibility to ensure his/her late arrival time is clearly documented. Students who arrive late and do not sign the attendance roster will be marked “absent” for the class meeting. Attendance is the student’s sole responsibility. 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. The Instructor or their assistant at the end of the class will take roll call silently. Students arriving late from breaks will be documented as such by the Instructor or their assistant. The missed time will be recorded on the roster and affect the student’s final attendance.

**On-Campus Approved Excused Absence Request**

Students who have unforeseen circumstances occur may apply through documentation for 10% of their absence in a course to be excused by the Dean of Student Services and Compliance, Dean of Education, and/or the Chief Executive Director. 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. All 10% excused considerations must be given to Student Services no later than 2-weeks after the completion of the final class of the course. Attendance 79%-70%, excused or unexcused, will require a student to make-up attendance hours. Those with 69% attendance or less are not eligible for make-up opportunities and will need to retake the course in its entirety. There will be a $50 fee for each course that needs to be retaken.

**On-Campus – Make-Up Work**

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 must arrange a tutoring session with the instructor or schedule and attend equivalent time and content in the Success Lab. Some classes within the Yoga program do not require same class make-up do to their experiential nature.

Students who have completed a minimum of at least 70% of the scheduled course hours in class are eligible to complete make-ups and earn a passing grade. Students must complete all missed attendance, tests, competencies or hands-on evaluations no later than 6 months after the course end date. If a student does not complete all required make-up elements prior to 6 months, the student will receive a 1
and will be required to retake the course in full. There will be a $50 fee for each course that needs to be retaken. Students have 60 calendar days after the course end date to complete any missing competencies for a grade. After 60 days, competencies completed will receive a grade of Pass/Fail. One hour of make-up is equivalent to one hour of missed class time. Students may request an exception based on extenuating circumstances by contacting the Dean of Student Services. A student may be granted no more than 3 extensions during the entirety of their program enrollment.

Students may only have three concurrent courses in make-up status at any given time. Any additional classes that would have been eligible for make-up will receive a “1” grade and will have to be retaken instead. There will be a $50 fee for each course that needs to be retaken.

- Conversion of classroom hours into Make-up hours:
  1 hour of Make-up (Classroom, Success Lab or Tutoring) is equivalent 1 hour of missed class time.

- 70% of the course hours must be completed in class as scheduled.

- Students are encouraged to request make-up options from Student Services along with the required make-up form.

**Make-up In-Class**

Students can attend a missed class the next time the same class is offered within a 6-month period from the course end-date. The make-up form can be emailed to the student or picked up prior to attending the make-up course. The make-up form is to be presented to the instructor for verification upon entering the classroom and students are required to sign-in on the roster. Make-up forms need to be signed by the Instructor and returned with the daily attendance roster in order for attendance credit to be given. If there are no scheduled classes appropriate for a make-up, students can attend an appropriate Success Lab to complete a make-up assignment equivalent to time and work missed or can arrange a tutoring session with the instructor.

One hour of attendance in a make-up class is equivalent to one hour of missed class time.

**On-Campus Success Lab**

Success Lab is offered on-campus and is led by an instructor. (Please check with Student Services for the current Success Lab schedule.) In the Success Lab, students can complete make-up assignments for attendance, exams, competencies, and obtain academic support for theory-based classes. Students need to contact Student Services to sign-up for the Success Lab.

One hour of make-up time in a Success Lab is equivalent to one hour of missed class time.

**On-Campus Tutoring**

Tutoring is defined as a time arranged by the student and instructor. Tutoring may be done to complete course competencies, complete missed class attendance, or to deepen a student’s knowledge and skills. Tutoring may be required in the case that a student is unable to schedule a make-up prior to the deadline. Tutoring must be done on school grounds unless the Dean of Education or the Dean of Student Services and Compliance has approved an off-campus tutoring session.

To schedule and confirm tutoring, please complete the following steps

1.  Speak with the desired Instructor to arrange a tutoring date and time.
2. Confirm these arrangements by contacting Student Services to pay for the scheduled tutoring and request a make-up form. Tutoring must be paid for a minimum of 24 hours prior to the scheduled tutorial. Payment can be made by phone or in person.

3. Upon receipt of payment, Student Services will contact the teacher to confirm the scheduled date and time.

4. There is a 24-hour cancellation fee of the full tutorial amount if the student no-shows or cancels less than 24 hours in advance.

5. Upon completion of the tutorial, the instructor will verify, sign, and return the make-up form to Student Services.

The fee for attending a tutoring session is $25.00 per hour. One to five students from the same class may attend the same tutoring session and split this fee, providing the class content is appropriate for all.

One hour of tutoring is equivalent to 1 hour of missed class time.

On-campus students enrolled in online classes will be required to follow the online make-up policies and procedures when making up online classes.

**Online – Make-Up Work**

Make-up work for online classes is available while the course is actively running. There is a point reduction for work submitted late. After 21 days late, the work will receive zero points. 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 and will be placed into the makeup class.

To be eligible for a makeup class students have to meet both criteria in an online class:

- Minimum 70% attendance
- Minimum 60% final grade in the class

Students who do not meet both criteria will not be eligible for the makeup class and will have to retake the class. For students starting their programs on or after August 15th, 2018, there will be a $50 fee for each course that needs to be retaken.

Students who are not eligible for a makeup class due to not meeting both of the online class grading requirements will receive the following grade for the class:

- Below 60% attendance the student will earn a zero (0) for the class.
- Above 60% but below 70% attendance student will earn a 1 for the class.

Students who are eligible for makeup class will have the opportunity to make up missed attendance and/or missed work (ex: essay questions, quizzes, and projects) by submitting it in the makeup version of the class.

Students who meet both the requirements for makeup class eligibility will earn an I-D in the original class. Upon successful completion of the makeup class, the I-D will be replaced by the passing grade earned in the makeup class.

Students will have 45 days to complete the makeup class from the date of the makeup notification e-mail. Students will need to earn a passing grade of 70% (2/C) or better in the makeup class with the highest possible grade of 80% (3/B).
Students are allowed a **maximum** of three makeup classes at any one time and any additional classes they would otherwise be eligible to complete as makeup classes will be rescheduled as retakes, not to exceed maximum timeframe for their programs.

If student(s) is/are unable to successfully complete a makeup class within 45 days, they will no longer have the option to complete the class as a makeup and the regular class will be added back into students’ program schedule. Students’ grade will be changed from I-D to 1 (D) in the first instance of the originally scheduled class in addition to the grade earned for the retake of the class, when completed. Reverting a student’s grade from I-D to 1 (D) may trigger academic probation.

If the last class(es) of a student’s program results in makeup class(es), or if student has outstanding makeup class(es) prior to their final scheduled program class(es), student is required to complete the makeup class within 14 calendar days (from the last day of attendance (LDA)) or they may be withdrawn from their program and unable to graduate. Student’s advisor may decide to reschedule student into the next scheduled course (within 14 calendar days from LDA) based on availability and maximum timeframe for the program. If a regularly scheduled course is unavailable, the Director of Online Education can approve the creation of a directed study course for the student.

Students are not permitted to enter a class if they have not successfully completed the prerequisite class or its makeup. The class that requires a prerequisite will be rescheduled until the requirements have been met.

Rescheduled courses affect Student Academic Progress, Financial Aid, Grade Point Average, and may extend students’ expected graduation date.

**Competency Timeline**

Competencies are considered opportunities, tests, check-offs, projects, papers, presentations, etc. Homework is not considered a competency. Students who are absent or do not complete a competency as scheduled have up to 60 days from the last day of their course to fulfill this requirement and receive the grade earned. Students who complete the competency after 60 days from the last day of their course will receive either a passing (2 = equivalent to a 70% or ‘C’) or failing (0 =equivalent to 0% or ‘F’) grade. Once a competency has been passed, the passing grade is the final grade. Student cannot retake a competency in order to improve their grade.

**Maximum Time Frame**

All program (i.e., Diploma or AOS) 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.

**Leave of Absence**

As with many of SWIHA’s policies, our core values, specifically our dedication to student’s lifelong learning, motivates this Leave of Absence Policy (LOA). The intention of this policy is to establish guidelines and procedures through which a student may take a temporary break in their attendance during which they are still considered continuously enrolled. Students often have unexpected life events that are beyond their control and require an interruption in their coursework. This Leave of Absence policy seeks to help them be successful in their studies while navigating these unexpected challenges of life.

The school may grant a student an initial LOA of no less than fifteen calendar days (15) and up to sixty calendar days (60), provided the student follow the LOA procedures as outlined in this document. Students needing
additional time due to unforeseen circumstances may request an extension not to exceed a maximum of one hundred eighty calendar days (180) within any 12-month period, or ½ the published length of the program which ever is shorter. Unforeseen circumstances may include military service, circumstances covered by the Family and Medical Leave Act of 1993, jury duty, or other unforeseen circumstances.

During an LOA:
- The student is not considered withdrawn and no refund calculation is required.
- The total period of all LOA’s will not be considered as time elapsing for the purposes of maximum timeframe.
- The LOA will not involve additional charges to the student by the institution.
- Students may request a suspension of any monthly institutional cash payments.
- 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.

An approved LOA will begin the day following the student’s last date of attendance. The school will also use this date when calculating the number of days in the leave and the expected return date.

Depending upon when a student starts an LOA within a given class, the school may either permit returning students to complete the coursework for a grade, or give them an INC grade and have them retake the course in-full from the beginning. There is no fee for a course retake under these circumstances. The student and their advisor, when completing the LOA request, will ensure that the return schedule aligns with the student’s best interest in meeting Satisfactory Academic Progress (SAP) and continuing their education. They will also review Financial Aid implications of taking an LOA 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.

The status of the course the student was taking when the LOA begins will be determined by their progress within that course and will generally fall into one of the following categories, although individual exceptions may be made on a case-by-case basis:

1. If the student is exiting a class having attended less than 70%:
   - a. The student will receive an ‘INC’ grade for the course.
   - b. This has the effect of removing the course from their transcript and GPA calculations, and removing any posted tuition.
   - c. Upon their return, the student will retake the course and pay full tuition.

2. If the student is exiting the class having attended more than 70%:
   - a. The student will receive a grade of 1 for the course.
   - b. The student will have an opportunity to catch up on their missed coursework to earn a passing grade by working with their academic advisor and scheduling appropriate makeup sessions, classes, or repeating the entire course.

If a student does not return from an approved LOA on or before their initially scheduled or date of return, they will be withdrawn from their program and/or courses. Their withdrawal date and the beginning of their FA grace period will be their last date of attendance.

In order to request a Leave of Absence (LOA), prior to their required departure a student must contact their academic advisor and complete the “Leave of Absence Agreement” form prior to their required departure. If
there has been an unforeseen circumstance, requiring the student to leave immediately, the student may complete the form electronically no later than fourteen scheduled class days (14) after the last day of attendance. Unforeseen circumstances may include military service, circumstances covered by the Family and Medical Leave Act of 1993, jury duty, or other unforeseen circumstances. The school will approve an LOA based upon provided documentation if the advisor determines there is a reasonable expectation that the student will return and can be successful moving forward.

During the meeting with the advisor (e.g., phone, email, skype, or in-person), the following will be discussed/determined:

- LOA request reason
- LOA Length
- Effect on current class (INC or return to complete)
- Effect on Financial Aid
- Choose to suspend automatic payments
- Consequences for Failure to Return

Once the student has met with their advisor and their request has been approved, the academic advisor will put the form in the student’s file and make appropriate entries within the student information system. The academic advisor will also notify student accounts of the status change if the student elected to have scheduled automatic payments suspended. They will stay in communication with the student to ensure a successful return. The academic advisor will also be the point of contact for the student if any extensions are necessary. In this case, a new LOA Agreement will be sent to the student electronically to extend their time away. If that is not possible for any reason, the academic advisor will make note of the new approval and indicate on the agreement why the student was unable to sign or complete the extension request.

When the student returns from LOA, they will meet with their academic advisor to ensure their schedule is set and they are ready to begin classes at the appropriate time. If the student does not return from LOA, the academic advisor will process the drop/withdrawal paperwork and notify the appropriate parties.

**Grading Policy**

Students are required to maintain a minimum grade point average (GPA) of 2.0 (70%) in order to receive credit for a course. A syllabus with course requirements will be distributed on the first day of each new course. Online students will find their syllabus in their online course environment. On-campus progress will be measured using multiple assessment methods, including but not limited to: written evaluations, class observation, hands-on check-off evaluations, and tests (opportunities). Approved recipients (e.g. 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. In addition, 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. There will be a $50 fee for each course that needs to be retaken.
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 student must earn grade of 2 (70%). For all courses, once a passing grade has been earned it is final and not eligible to be raised through additional work or assignments.

Students receiving a grade of 1 or 0 for any required or core course will necessitate the student’s repeating that course. Students receiving a grade of I-D (additional attendance and/or competencies required) must complete appropriate make up or tutorial to demonstrate competency and increase the grade. Upon successful completion of the make-up, the I-D will be replaced by a passing grade. For courses in which a student earns a 1 or 0, credits will remain on their transcript permanently and impact their 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.
- I-D = equivalent to a D = 60% - 69% – 1 grade point, Student met minimum 70% attendance in the class, on-campus will be required to make-up work to bring grade to an acceptable standard: Subject area is well below average. Online students who receive a 1 will need to retake their class. For students starting their programs on or after August 15th, 2018, there will be a $50 fee for each course that needs to be retaken.
- 1 = equivalent to a D. 1 grade point. Student met minimum 70% attendance in the class, however their final grade is an F (below 60%) or they failed to complete required make-ups. Course must be retaken in its entirety to receive a passing grade. Make-ups cannot be completed to establish a passing grade. There will be a $50 fee for each course that needs to be retaken.
- 0 = equivalent to an 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. There will be a $50 fee for each course that needs to be retaken.
- INC = Student dropped from course due to LOA

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.

**Online Grading Scale**

Students need to meet both Attendance and Academic requirements in order to pass their online class. Each course requires a minimum of 90% attendance in order to receive a passing grade.

**Passing Grades**

4 = A (90% -100%) and min 90% attendance  
3 = B (80%-89.9%) and min 90% attendance  
2 = C (70%-79.9%) and min 90% attendance

Students who have a passing grade in the class but not meeting the 90% attendance requirement will need to complete Make-ups to establish a passing grade.

**Not Passing Grades:**  
I-D = D/Incomplete, student met min. 70% attendance in the class and earning final grade of D (60%- 69.9%). Make-ups needed to establish a passing grade.  
1 = D/Incomplete, student met min. 70% attendance in the class, however their final grade is an F (below 60%). Course must be retaken in its entirety to receive a passing grade. Make-ups cannot be completed to establish a passing grade.  
0 = F, Attendance is below 70%. Course must be retaken in its entirety to receive a passing grade. Make-ups cannot be completed to establish a passing grade.

**Satisfactory Academic Progress (SAP) Policy**

The SWIHA Satisfactory Academic Progress (SAP) policy creates the foundation and procedures for implementing ACCET and Financial Aid SAP requirements for on-campus students. This policy is applicable to all students enrolled in on-campus diploma or degree programs.

Students in Certificates of Excellence are obtaining their education for personal development purposes only and have declared no intention for gainful employment at the time of enrollment. Their satisfactory academic progress is tracked through SWIHA’s regular grade and attendance monitoring, and academic advising. SWIHA measures students’ progress toward completion through tracking qualitative and quantitative measures at specific points in their program. These evaluation points help identify concerns that early intervention and/or remediation can resolve.

- **Qualitative Progress:** To graduate and meet SAP, a student’s cumulative grade-point-average (GPA) must be a minimum of 2.0. The GPA measures the quality of a student’s work.  
- **Quantitative Progress:** To graduate and maintain SAP, students must meet the minimum required number of completed hours and/or credits for their program at each checkpoint. The program table below indicates the required progress necessary at each checkpoint for each program.

**Maximum Time Frame**

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.
Additional Elements of SAP
Factors that may also affect a student’s ability to meet SAP include, but are not limited to, incomplete grades, course withdrawals, not meeting requirements, auditing for no credit, and transfer of credits.

- Incomplete grades: Will post a 1 on the transcript and affect GPA. In addition, an incomplete grade will count toward progress.
- Approved Course Withdraw: The course is removed from the student’s transcript and does not affect GPA or progress.
- Student doesn’t meet attendance requirements: Student receives a 0 for the course that affects GPA and progress
- Audit for no credit (AUN): Does not affect GPA and progress
- Transfer credits: Transfer credits that are accepted into a student’s current program will not count toward the progress within that program or their cumulative GPA.

Consequences of Failure to Meet SAP
Based upon the circumstance, a student who fails to meet SAP may:

- Be placed on Academic Probation
- Successfully appeal an Academic Probation
- Lose funding
- Be terminated from their program

Academic Advisors send their students notifications of their progress in writing at each evaluation point (detailed in the table below). This notification includes an explanatory letter and a current transcript. Additionally, at any time students may request their grade reports from the Student Services Office or Director of Online Student Services. If a student is not meeting SAP at any of the evaluation points, the student may be placed on an Academic Probation until the next evaluation period. The letters for any students who are not meeting Satisfactory Academic Progress are reviewed by the Dean Of students or the Student Services Manager to determine if any additional action is necessary.

Academic Probation
If a student fails to maintain the required quantitative or qualitative academic requirements at each checkpoint or exceeds their estimated graduation date, they will be placed on Academic Probation. While on Academic Probation, a student may continue to receive federal Financial Aid. The student will work with their Academic Advisor to establish an Academic Plan that ensures their program requirements are met. Students on probation are not eligible to take individual courses outside of their program of study. To be removed from Academic Probation, the student must meet the terms of their Academic Plan and return to satisfactory qualitative and quantitative progress. The terms and conditions of the Academic Probation will be specified for each situation based on the student’s individual requirements for achieving academic success. Students who fail to meet the requirements of their Academic Probation may be placed on an additional probationary period or be terminated from the program. If they are placed on a subsequent Academic Probation, they will become ineligible for Federal Financial Aid. If the student is terminated, they will be subject to the policy and procedures governing termination.

Appeals
Students may appeal a determination that they are not meeting SAP by submitting a letter in writing to the Dean of Students within three business days of receiving notification of their status. This letter must include any
substantiating documentation from the student as to why they failed to meet SAP. In addition, the student should indicate what has changed for them that will allow them to meet SAP by the next evaluation period. The administration will review the appeal within 10 business days of its receipt and notify the student in writing of the decision. All appeal decisions are final. In the event that the appeal is approved, the student shall be allowed to continue classes at the discretion of the Administration. In this case, the student will be held to the terms of an Academic Plan in lieu of a probation. If a student does not successfully meet the requirements of the Academic Plan, they may be terminated without appeal.

Academic Plan
Upon being placed on Academic Probation, or after a successful appeal, the Academic Advisor in conjunction with Administration will develop an Academic Plan that the student will follow to ensure that s/he is able to meet SAP within the required time frame. This plan may include additional SAP evaluations outside of the regularly scheduled increments.

SAP Policy Clarification for Veteran Beneficiaries
If the veteran beneficiary falls below either the qualitative and/or quantitative standards at the SAP checkpoint, they will be placed on academic probation until the next checkpoint. In addition, the VA Certifying Official will notify the VA that a beneficiary is on academic probation.

If the veteran beneficiary does not meet the qualitative and/or quantitative standards at the following SAP checkpoint, they will be placed on final probation. Failure to meet the qualitative and quantitative standards at the next checkpoint will result in the student being withdrawn from their program of study. An appeal can be submitted for re-enrollment into the program (please see the section below entitled “Readmission to a Program”).

Program Tables
This table describes the timing and requirements of each program’s associated checkpoints. SWIHA establishes these requirements based upon the minimum expected progress for each program at each checkpoint. Depending upon the arc of a program’s schedule, these measures may not be distributed equally.
<table>
<thead>
<tr>
<th>Program</th>
<th>1st Checkpoint</th>
<th>2nd Checkpoint</th>
<th>3rd Checkpoint</th>
<th>4th Checkpoint</th>
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<td>6 mos 15 cr</td>
<td>9 mos 22.5 cr</td>
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<td>HNWP-IDL</td>
<td>20 wks 188 hrs</td>
<td>40 wks 377 hrs</td>
<td>60 wks 566 hrs</td>
<td>81 wks 755 hrs</td>
</tr>
<tr>
<td>IHAP-IDL</td>
<td>22 wks 187 hrs</td>
<td>45 wks 375 hrs</td>
<td>68 wks 562 hrs</td>
<td>91 wks 750 hrs</td>
</tr>
<tr>
<td>CHP*</td>
<td>3 mos 62 hrs</td>
<td>6 mos 124 hrs</td>
<td>9 mos 186 hrs</td>
<td>12 mos 350 hrs</td>
</tr>
</tbody>
</table>

* weeks and months are calendar, not instructional
**SAP Probation**

If a student does not comply with the SAP, academic, or behavioral standards of SWIHA they will be referred to their Academic Advisor, Dean of Student Services, or Director of Online Student Services for counseling and placed on a probationary period as appropriate. SWIHA upholds zero tolerance for inappropriate/unsafe behavior in class (on-campus or online). No student is allowed on campus 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.

**Corrective Action**

In the event corrective action is needed, a student be scheduled a meeting with their Academic Advisor, the Dean of students, or the Director of Online Student Service. Areas which could be addressed are attendance, academic progress, financial responsibility, and/or behavioral modification.

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

- Warning, Probation, Suspension, and then Withdrawal

**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. 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.

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)
Adding or Dropping Classes
Due to scheduling changes and personal needs, students may need to change their schedule of classes. This policy creates a way for SWIHA On-Campus and Online students to do that.

Individual course registration for continuing education or personal development students simply requires the completion of an “add form” in Student Services. This policy does not apply to those circumstances.

All supply and material fees are non-refundable if a student drops a class within 14 days of the start date. Students may add an independent online course up to Thursday by 5pm PST prior to the Monday start date. Students may add an independent on-campus course any time before the class starts, as long as there is room available.

A student’s academic advisor may make exceptions to this policy as needed due to unforeseen extenuating circumstances beyond the student’s control. Students must contact their academic advisor for final approval and rescheduling.

On-Campus
Students 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
Online program and certificate students must contact their academic advisor for adding and dropping classes. The academic advisor will evaluate if the change can be made to the schedule. Online program students cannot add or drop classes within the first 100 hours of their program.

Class Substitutions
SWIHA may substitute appropriate classes for those printed in the calendar or handbook when necessitated by issues such as schedule changes, need to upgrade, new techniques, modalities, or teacher availability. Please see Student Services for more information.

Auditing Classes
SWIHA believes in lifelong learning, empowerment, and our students’ success. These are among our core values and this policy serves them by ensuring students have a way to continue their learning, while honoring their past academic work and tuition spent.

Detailed below, there are two kinds of audits available to students: Audit for Credit (AUC) and Audit for No Credit (AUN). When a student takes and completes an AUC, the class goes onto their transcript as a completed course with a grade. Students may request a completion certificate from Student Services. This option is primarily for students seeking to further their education and earn hours toward their Continuing Education Units (CEUs). However, other students may choose this option for a variety of reasons based upon their individual educational goals.
Alternatively, after completing an AUN, the student does not receive a grade, nor may they request a completion certificate. An AUN does appear on their transcript, but it has no effect on cumulative GPA. This option is more for students interested in refreshing their knowledge in an area they have previously studied at SWIHA.

Students interested in both AUC and AUN must contact their respective Student Services representative to request enrollment into the class. It is not possible to enroll into a class as an audit through the SWIHA website. The Student Services Representative will check to ensure the student meets the relevant requirements and understands the guidelines as stated below.

Audit for Credit (AUC)

SWIHA Students who complete a course with a grade of one (1) or better, and whose student account is in good standing at the time of their request, may audit most courses at any time to further their understanding of the material and to upon request receive a completion certificate. The following guidelines apply:

1. Standard priced classes previously taken at SWIHA may be audited for full credit at half the current tuition price, plus any required supply and/or material fees.
2. Supply fees must be paid at the time of registration and are non-refundable.
3. Students will be held to the same academic requirements as a paid-in-full student. All related grading and attendance policies apply.
4. If a student elects to cancel the audit, supply fees are non-refundable within 14 days of the course start date, and supplies will not be issued to the student.
5. Completing an AUC class does not replace any prior grades or incompletes in the student’s academic record.
6. Students who do not attend the first class of the course will be dropped from the course.

Audit for No Credit (AUN)

SWIHA students who have successfully completed a course (as stated in the grading policy) and whose student account is in good standing, are welcome to audit the same course at any time to further their understanding of the material. The following guidelines apply:

1. Unless otherwise indicated, all On-Campus courses are eligible for AUN. The Class Calendar will indicate courses that are only eligible for AUC.
2. All Online Courses are only eligible for AUC at this time.
3. Students may register to AUN courses on a space available basis. Space available is defined as adequate physical space in the classroom and a student ratio that does not require an assistant solely due to the auditing student(s).
4. When auditing a course, supply fees must be paid at the time of registration.
5. If a student elects to cancel the audit, supply fees are non-refundable within 14 days of the course start date, and supplies will not be issued to the student.
6. All Reiki classes that contain attunements carry a $50 audit fee to support additional staff.

Students who do not attend the first class of the course will be dropped from the course.
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 on 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.

Graduation Requirements – On-Campus and Online
1. A final cumulative grade point average of at least 2.0.
2. Minimum of 90% total attendance in each course.
3. A passing grade in all required courses.
4. Meet satisfactory academic progress requirements (See SAP Policy)
5. All assigned work completed and submitted.
6. Internship, Externship or Observed Clinical Practice completed (If applicable to the program.)
7. Fulfill all tuition and fee obligations
8. Meet with required school official for Exit Interview. (Online Program students are required to attend two success center webinars.)

Students receive their certificate, diploma, or degree and 2 official transcripts at the time of graduation. Additional copies are available at a cost of $10 each. Students may request unofficial transcripts at no extra charge. Student transcript records are kept permanently either digitally or in hard-copy.

The program must be paid in full, with no outstanding fees, in order to receive a certificate, diploma, degree, or official transcript.

Requirements for Officially Withdrawing from the College
Students who find it necessary to interrupt their attendance by withdrawing from their program before completion, we request they speak with a Student Services team member over the phone, 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, cheating, or theft
5. Possession, use, or being under the influence of alcohol while on-campus
6. Unlawful possession, distribution, or being under the influence of illegal substances while on-campus
7. Sexual misconduct, inappropriate sexual overtures, or behavior discouraged within the Code of Ethics
8. Endorsement or promotion of the purchase of specific products or professional services in any school setting
9. Providing false information or falsified documents
10. Demonstration of physical/verbal/written abuse of anyone in the school community
11. Failure to meet financial agreements and obligations
12. Inability to maintain a professional and therapeutic sense of self
13. Inability to present a professional or therapeutic space for his or her fellow students, administrators, instructors, and clients

Transfer Out
Students who seek to have credits earned at SWIHA 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 does not guarantee the transfer of credits or licensure.

Readmission to a Program
Students wanting to re-enroll in a program at SWIHA must contact the Reenrollment Coordinator for either on-campus or online classes with their request. Based upon the student’s previous enrollment, additional steps may be necessary.

Appeals Policy
Every student has the right to appeal termination to the Chief Executive Director. The appeal must be submitted in writing and include all relevant supporting documentation. The Appeals Committee 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.

Communication Policy
Communication and Transparency: SWIHA strives to communicate with students, faculty, staff, and regulatory agencies with as much transparency as possible. Transparency means we speak the full truth to everyone as it is appropriate to their relationship with us. It means speak openly about how we actively seek out and fully accept opportunities for our own growth and transformation. It means, combined with our other values, we actively seek to uplift all individuals, especially when transparent communication may be difficult to deliver or hear. 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 via email. Each inquiry has a 24-hour response timeframe.
Education Policies

Academic Calendar and Holidays

SWIHA starts classes year-round on rolling start dates. Please see our printed calendar of classes or go to our website at http://www.swiha.edu for class and program start dates.

Classes are not held on the following 2019 holidays:

- New Year’s Day
- Memorial Day
- Martin Luther King
- Veterans Day (observed day after Thanksgiving)
- Easter Day
- Thanksgiving Day
- July 4th
- Christmas Day
- Labor Day
- Winter and Summer Break

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<td>April 19-21</td>
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<td>May 24-27</td>
<td>Winter Break</td>
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<td>July 4th</td>
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<td>Labor Day</td>
<td>Aug 30 – Sept. 2</td>
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<tr>
<td>Thanksgiving</td>
<td>Nov 25 – Dec 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter Break</td>
<td>Dec 20 – Jan 2</td>
<td></td>
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Student/Teacher Ratio

We preserve an instructor/student ratio of the following to maintain a sound, educational learning process.

SWIHA’s approximate student-to-teacher ratio on-campus is:

- Lecture = 40 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:

- 25 students for one instructor, regardless of the class

Massage Clinical Internship

The student clinic is operated to provide the educational opportunity for the student to receive time-on-body training, which prepares them for 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.

**Uniforms and Personal Hygiene**
SWIHA does not require uniforms in the classroom. SWIHA Clinic requires the following attire:

1. SWIHA logo T-shirt
2. Black pants
3. Closed toe shoes

**Cell Phones**
Unless specific by the instructor for instructional activities, 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.

**On-Campus – Supply Fee Refunds**
SWIHA On-Campus supplies fees are non-refundable if the student withdraws from a course 14 days or less prior to the start of the course.

**Education Revision Policy**
SWIHA reserves 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 Copyright Infringement Policy**
By using SWIHA’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 download illegally 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.

In addition to civil and criminal penalties, students using copyrighted materials or the academic work of other students without proper citation may be subject to corrective action due to plagiarism.

Dual Roles

Personal dual relationships between students and instructors, or students and staff, can result in claims of undue influence, partiality, and personal conflict. This prohibition remains in effect for the duration of the course or sequence of courses (i.e. degree, diploma, certificate, CEU, etc.) for which a student is registered. This policy applies to all students, instructors, and staff regardless of gender, age, sexual orientation, or student consent to dual relationship. This policy does not apply to individuals previously involved in a business or personal relationship prior to their first enrollment. Dual relationships include, but are not limited to business relationships, romantic relationships, and socialization off campus in non-academic environments. This includes attending lunch and dinner breaks off-campus.

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). Any instructor or staff member choosing to continue a pre-existing professional 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 and staff are responsible for upholding the standard of conduct and 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.

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. Guest passes are not available for all classes; please talk with 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
- Any courses with materials contraindicated for children

Valuables

SWIHA is not responsible for the theft or loss of personal items or valuables. Please leave all valuables at home or locked in your vehicle. There are no lockers on the SWIHA campus. All personal items and valuables brought on to campus are done at the student’s own risk. SWIHA is also not responsible for theft or damage to vehicles in its parking lots.

Campus Safety Information

Campus Safety Policies and Campus Crime Statistics are published in the SWIHA Campus Safety Report for SWIHA. 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.

Safe Campus Policy

General Harassment, Discrimination, and Sexual Harassment Policy

SWIHA is 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 based on 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 remediying sexual harassment at SWIHA is essential to ensuring a nondiscriminatory, safe environment in which students can learn.

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

Any student who believes he or she is being harassed in any way must notify our Title IX Coordinator, Dr. Brad Bouté, Ph.D., Dean of Student Services and Compliance, at bradb@swiha.edu or 480-393-1396. Students may also elect to contact the US Office of Civil Rights. Any report of such behavior will be handled with utmost respect and confidentiality. If you have any questions about this policy, contact the Title IX Coordinator.

Gun and Weapon Policy

Use, possession, display, or storage of any weapon, explosive device, or firework is prohibited on all land and buildings owned, leased, or under the control of Southwest Institute of Healing Arts or its affiliated or related entities. This extends to all SWIHA facilities (whether managed by SWIHA or another entity), in all vehicles parked at SWIHA, or Auxiliary Campus Parking Lots, and at all SWIHA or affiliate-sponsored events and activities, except as provided in Arizona Revised Statutes § 12–781.

“Weapon” refers to any object or substance designed to (or which would be reasonably expected to) inflict a wound, cause injury, incapacitate, or cause death, including, without limitation, all firearms (loaded and unloaded, simulated and real), devices designed to expel a projectile (such as BB guns, air guns, pellet guns, and potato guns), electronic control devices such as Tasers or stun guns, swords, knives with blades five inches or longer, martial arts weapons, bows and arrows, and chemicals such as tear gas. Personal alarms and chemical repellents designed to protect personal safety from physical attacks by other people are not included in the definition of “weapon.”

SWIHA students and employees are required to report violations and suspected violations of this policy to the Dean of Students and/or an available Director immediately.

Exceptions to this policy are as follows:

1. Peace officers certified by the State of Arizona and currently employed by an Arizona law enforcement agency performing his or her official duties
2. Peace officers certified by the State of Arizona in an off-duty capacity and currently employed by an Arizona law enforcement agency
3. Any law enforcement officer working under their color of authority

All reports of violence in the SWIHA Facilities/Workplace will be taken seriously and will be investigated thoroughly and promptly. To the extent possible, SWIHA will keep the identity of the reporting employee confidential. However, under certain circumstances, SWIHA may need to disclose the reporting employee’s identity (for example, to protect that individual’s safety). SWIHA will not tolerate retaliation in any form against an employee who makes a report of workplace violence.
If, after a thorough investigation, SWIHA determines that workplace violence has occurred, appropriate corrective action will be taken, and discipline will be imposed on the offending employee(s). The level of appropriate discipline will depend on the facts in each case, and may include oral or written warnings, reassignment of responsibilities, probation, suspension, or termination. If a non-employee is responsible for the violent activities, SWIHA will take corrective action to ensure that such behavior is not repeated.

Concealed Weapons Policy
SWIHA does not allow any job applicant, employee, contractor, subcontractor, vendor, agent, or representative to possess, use, conceal, carry, or maintain a concealed weapon or handgun on SWIHA’s premises. Such premises include any portion of the building in which SWIHA is housed, any private or public driveway, parking lot, sidewalk, street, parking garage or any other parking area used in connection with SWIHA’s business, and any vehicle used, owned or leased by SWIHA.

SWIHA also prohibits the carrying of a weapon or concealed handgun on your person or property while you are rendering any services or attending any event or function relating to your employment with SWIHA or conducting any business on the company’s behalf. This prohibition includes carrying or maintaining a concealed weapon or handgun in any vehicle used in connection with your employment or brought onto SWIHA’s premises.

If SWIHA has a reasonable suspicion that a concealed handgun or weapon has been maintained, carried or stored in violation of this policy, SWIHA reserves the right to conduct a reasonable search of the person, work area, personal items, or any vehicle in the possession or subject to the control of such person to investigate whether or not a prohibited weapon is present. Any employee who witnesses the concealment or possession of a weapon or who witnesses a physical or verbal assault involving another person should report it to their supervisor or the human resources department immediately. Violating this policy or refusing to consent to a reasonable search conducted pursuant to this policy may lead to discipline up to and including termination. Compliance with this policy is also a term and condition of continued education/employment with SWIHA.

Spirit of Yoga
Students currently enrolled as a SWIHA, SWINA, Southwest College of Naturopathic Medicine (SCNM), and Phoenix Institute of Herbal Medicine and Acupuncture (PIHMA) are able to utilize the Spirit of Yoga public studio classes. Rates are as follows:

- Drop in Fee’s are only $8 with Student ID Card
- $50 per month unlimited yoga with Student ID Card
- Off the Wall classes require an eight-dollar charge & reservations required.
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Welcome!

Dear Student,

Welcome to Southwest Institute of Natural Aesthetics (SWINA), Southwest Institute of Healing Arts (SWIHA), and Spirit of Yoga (SOY). We are delighted you have selected our school to help you fulfill your dreams! For nearly 25 years, our schools have been providing high quality, affordable education for those entering the healing arts field, Beauty Industry, and for those continuing their education. We support you in discovering your own individual gifts and we support you in taking them out into the world in a loving and profitable way.

Please take the time to read this catalog and acquaint yourself with our policies and procedures. It contains important information that will support you on your journey with us.

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 educational experience the very best it can be as you work to turn your dream into reality!

Blessings,

The Staff members of,

Southwest Institute of Natural Aesthetics,

Southwest Institute of Healing Arts, and

Spirit of Yoga
About our School

The Southwest Institute of Natural Aesthetics (SWINA), a branch of the Southwest Institute of Healing Arts (SWIHA), was founded in July 2005 by owner KC Miller. SWINA offers an integrative, holistic, and natural approach to wellness and beauty.

SWINA is conveniently located in the heart of Tempe. It is within walking distance of restaurants, shops, coffee houses, city transit systems, and is just minutes from the 101, 202, and 60 freeways. The freestanding facility has approximately 10,000 square feet of floor space. SWINA houses three academic classrooms, a reception area, makeup studio, student spa, and student laser clinic. Students work on the public under the direct supervision of an aesthetics instructor, once they have successfully passed the necessary competencies. There is a student lounge, library/media station, and lockers for storage provided to our students.

At SWINA our students can become highly trained Aestheticians, with the option to become dually licensed as a Massage Therapist or certified as a Cosmetic 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. With just one certification/license, you can follow several different career paths. We graduate aestheticians, cosmetic laser technicians, and aesthetic master educators in tune with current market trends, technologies, and the individual needs of their clients.

Statement of Educational Philosophy

Southwest Institute of Natural Aesthetics (SWINA), Southwest Institute of Healing Arts (SWIHA), and Spirit of Yoga (SOY) are accredited by the Accrediting Council for Continuing Education and Training (ACCET) as a private college for Holistic Healthcare careers and continuing education. SWINA is also licensed by the Arizona State Board of Cosmetology and the Arizona Radiation Regulatory Agency. SWINA considers itself a community center dedicated to providing professional, affordable education for those interested in entering the beauty and healing arts profession, and for professionals continuing their education. We offer lifetime career services assistance and we are dedicated to providing on-going entrepreneurial support for those in private practice and to those establishing or growing a business.

We designed our programs at SWINA to prepare students to begin in entry-level positions in their chosen industry of beauty. We model and encourage lifelong learning through our various choices of continuing education classes. 

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

Professional Memberships & Licensing Agencies

SWINA’s professional memberships and licensing agencies include:

- Accredited by the Accrediting Council for Continuing Education & Training
- Licensed by the Arizona State Board of Cosmetology
- Licensed by the Arizona Radiation Regulatory Agency
- Approved for the Training of Veterans by Arizona Department of Veteran Services
- Member of the Arizona Private School Association
- Member of the Better Business Bureau
- Member of American Association of Cosmetology Schools
- Member of Associated Skin Care Professionals
- Member of United Aesthetics Association

![ACCET Accreditation Logo]

**Program and Tuition Guide with Awards Earned**

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Total Clock Hours</th>
<th>Total Credit Hours</th>
<th>Registration</th>
<th>Uniform</th>
<th>Student Kit &amp; Supplies</th>
<th>Tuition Range</th>
<th>Estimated Licensing / Cert - Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Aesthetics Practitioner - Diploma</td>
<td>600</td>
<td>24</td>
<td>$75</td>
<td>$100</td>
<td>$2,400</td>
<td>$9,000</td>
<td>$247</td>
</tr>
<tr>
<td>Aesthetics Master Educator - Diploma</td>
<td>600</td>
<td>24.75</td>
<td>$75</td>
<td>$100</td>
<td>$195</td>
<td>$9,000</td>
<td>$247</td>
</tr>
<tr>
<td>Advanced Skincare Practitioner &amp; Laser Technician - Diploma</td>
<td>780</td>
<td>31</td>
<td>$75</td>
<td>$100</td>
<td>$2,850</td>
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<td>$247</td>
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<tr>
<td>Cosmetic Laser Technician - Certificate</td>
<td>180</td>
<td>7</td>
<td>$75</td>
<td>$100</td>
<td>$350</td>
<td>$4,000</td>
<td>$30</td>
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</table>
Programs: Diplomas and Certificates

Natural Aesthetics Practitioner
600 HOUR DIPLOMA | 24 CREDITS | 30 WEEKS DAY | 50 WEEKS EVENING

Day Program Maximum Time Frame: 45 Weeks / Night Program Maximum Time Frame: 75 Weeks

SWINA’s Natural Aesthetics Practitioner program combines the most current skincare and anti-aging treatments with natural wellness values. Our curriculum is designed to produce ‘fully conscious’ graduates who are in tune with both current market trends and their clients’ individual needs.

Students learn more than 20 different facial protocols and become proficient in a wide variety of spa treatments and cosmetic applications. Our progressive program features instruction in many advanced skincare services, including SWINA’s Signature “Conscious Touch” protocol, microdermabrasion, micro current facials, and chemical peels. In this program students will also be trained in holistic techniques such as reflexology, lymphatic drainage, aromatherapy, and kitchen aesthetics.

SWINA readies all of our students to pass both the written and practical Arizona State Board of Cosmetology exams with a ‘mock test’. This training is an excellent preparation for passing the actual licensing exams. All Students are required to participate in both theory education and hands-on practical work on fellow students, models, and clientele.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA 500</td>
<td>Natural Aesthetics White Block – Foundations &amp; Fundamentals</td>
<td>224</td>
<td>11.00</td>
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<tr>
<td>NA 505</td>
<td>Natural Aesthetics Red Block - Makeup Application</td>
<td>64</td>
<td>3.00</td>
</tr>
<tr>
<td>NA 510</td>
<td>Natural Aesthetics Green Block - Holistic &amp; Business Practices</td>
<td>64</td>
<td>3.00</td>
</tr>
<tr>
<td>NA 515</td>
<td>Natural Aesthetics Blue Block - Spa Technologies</td>
<td>64</td>
<td>3.00</td>
</tr>
<tr>
<td>NA 932</td>
<td>Natural Aesthetics Clinic I - Practical Application</td>
<td>32</td>
<td>0.75</td>
</tr>
<tr>
<td>NA 152</td>
<td>Natural Aesthetics Clinic II - Practical Application</td>
<td>152</td>
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</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>600</td>
<td>24.00</td>
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</tbody>
</table>

Notes: All Tuition information and Credential Awarded Found above in the tuition guide

The Official ACCET approved Completion and Placement statistics can be found in Appendix E. Any required and optional certifications can be found in Appendix F.

Advanced Skincare Practitioner & Cosmetic Laser Technician
780 HOUR DIPLOMA | 31 CREDITS | 35 WEEKS DAY | 55 WEEKS EVENING
Day Program Maximum Time Frame: 52.5 Weeks /Night Program Maximum Time Frame: 82.5 Weeks

Our 780-hour program is ideal for students who want to become Licensed Aestheticians while earning a dual certification as a Cosmetic Laser Technician. It combines the curriculum of our 600-hour Natural Aesthetics Practitioner program with the additional coursework and hands-on training of our 180-hour Cosmetic Laser Technician program.

Once students complete the aesthetics portion of the program, they begin laser training. Our state-of-the-art program exceeds the stringent requirements of the Arizona Radiation Regulatory Agency (ARRA) by offering the required 40 hours of Laser and Intense Pulse Light training, plus many hours of clinical observations and hands-on treatments.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA 500</td>
<td>Natural Aesthetics White Block – Foundations &amp; Fundamentals</td>
<td>224</td>
<td>11.00</td>
</tr>
<tr>
<td>NA 505</td>
<td>Natural Aesthetics Red Block - Makeup Application</td>
<td>64</td>
<td>3.00</td>
</tr>
<tr>
<td>NA 510</td>
<td>Natural Aesthetics Green Block - Holistic &amp; Business Practices</td>
<td>64</td>
<td>3.00</td>
</tr>
<tr>
<td>NA 515</td>
<td>Natural Aesthetics Blue Block - Spa Technologies</td>
<td>64</td>
<td>3.00</td>
</tr>
<tr>
<td>NA 932</td>
<td>Natural Aesthetics Clinic I - Practical Application</td>
<td>32</td>
<td>0.75</td>
</tr>
<tr>
<td>NA 152</td>
<td>Natural Aesthetics Clinic II - Practical Application</td>
<td>152</td>
<td>3.25</td>
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<td>NAL 180</td>
<td>Cosmetic Laser Technician Didactic &amp; Application</td>
<td>180</td>
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<tr>
<td>TOTAL</td>
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<td>780</td>
<td>31.00</td>
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</tbody>
</table>

Notes: All Tuition information and Credential Awarded Found above in the tuition guide

The Official ACCET approved Completion and Placement statistics can be found in Appendix E. Any required and optional certifications can be found in Appendix F.

Natural Aesthetics & Master Massage Practitioner

1000 HOUR DIPLOMA | 43 CREDITS | 14 MONTHS DAY | 22 MONTHS EVENING

Day Program Maximum Time Frame: 21 Months / Night Program Maximum Time Frame: 33 Months

Students have the opportunity to become dually licensed as an Aesthetician and a Master Massage Practitioner. A perfect combination for the student that is interested in working at a Spa or Resort.

In combination with SWINA’s Natural Aesthetics Practitioner Curriculum, SWIHA’s Master Massage Practitioner diploma program exceeds the requirements for massage therapy training in nearly all States. Graduates of this program are prepared with many holistic health tools to enter a mid-level professional position or begin their own practice.

This 1000-hour program contains the core competencies required of a classically trained massage therapist and aesthetician. The Massage Therapy portion of this program is taught at the SWIHA campus, located at 1538 E.
Enrolled students will be assigned a separate advisor for each portion of their program.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
<th>Pre-Requisite</th>
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<tr>
<td>MT 115</td>
<td>Anatomy</td>
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<td>MT 530</td>
<td>CPR Certification</td>
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<td>BC 301</td>
<td>Ethics for Massage Therapists</td>
<td>8</td>
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<td>MT 521</td>
<td>First Aid</td>
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<td>MT 151</td>
<td>Kinesiology</td>
<td>36</td>
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<td>MT 115</td>
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<td>SC 415</td>
<td>Pathology - BW</td>
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<td>MT 500</td>
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<td>BC 110</td>
<td>SOAP Notes</td>
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<tr>
<td>MT 200</td>
<td>Swedish Massage</td>
<td>40</td>
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<tr>
<td>EV 003</td>
<td>Massage Clinic Orientation</td>
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<td>-</td>
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<tr>
<td>MT 950</td>
<td>Massage Clinic – Supervised MT1000 w/NA</td>
<td>50</td>
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**MASSAGE CORE COURSES SUBTOTAL**  
312  16.25

**MASSAGE HANDS ON COURSES TRACK 1: DEEP THERAPY**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>TE 220</td>
<td>Deep Tissue Sculpting</td>
<td>24</td>
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<td>MT 200</td>
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<td>MT 400</td>
<td>Myotherapy - 7 Step Release</td>
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<tr>
<td>TE 690</td>
<td>Trigger Point</td>
<td>16</td>
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<td></td>
<td>Electives</td>
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</table>

**TRACK 1 SUB TOTAL**  
88  2.75

**MASSAGE HANDS ON COURSES TRACK 2: LIGHT THERAPY**

<table>
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<th>Code</th>
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<tr>
<td>TE 340</td>
<td>Lymphatic Massage</td>
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<td>EL 112</td>
<td>Myofascial Energetic Massage</td>
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<td>TE 701</td>
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**TRACK 2 SUB TOTAL**  
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NATURAL AESTHETICS COURSES

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<tbody>
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<td>224</td>
<td>11.00</td>
</tr>
<tr>
<td>NA 515</td>
<td>Natural Aesthetics - Blue Block</td>
<td>64</td>
<td>3.00</td>
</tr>
<tr>
<td>NA 510</td>
<td>Natural Aesthetics - Green Block</td>
<td>64</td>
<td>3.00</td>
</tr>
<tr>
<td>NA 505</td>
<td>Natural Aesthetics - Red Block</td>
<td>64</td>
<td>3.00</td>
</tr>
<tr>
<td>NA 932</td>
<td>Natural Aesthetics - Clinic I</td>
<td>32</td>
<td>0.75</td>
</tr>
<tr>
<td>NA 152</td>
<td>Natural Aesthetics - Clinic II</td>
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<tr>
<td></td>
<td><strong>NATURAL AESTHETICS SUB TOTAL</strong></td>
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<td></td>
<td><strong>TOTAL</strong></td>
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</tbody>
</table>

Notes: All Tuition information and Credential Awarded Found above in the tuition guide.

The Official ACCET approved Completion and Placement statistics can be found in Appendix E. Any required and optional certifications can be found in Appendix F.

Master Aesthetics Educator

350 HOUR Certificate | 22 WEEKS

*Maximum Time Frame: 33 weeks*

This program is designed for students who are already Licensed Aestheticians, and teaches methods to become an effective aesthetics instructor. Students learn a combination of theory, lecture and classroom skills to become successful aesthetics instructors and be part of an aesthetics education program. Courses include class preparation, lesson planning, lecture/theory classes and practical education including clinic supervision. Student instructors are taught under the supervision of a licensed instructor. Graduates are qualified and well prepared to take the Arizona State Board of Cosmetology’s instructor exam.

Required Core Program Courses

<table>
<thead>
<tr>
<th>Date</th>
<th>Code</th>
<th>Course</th>
<th>Clock</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MAE 101</td>
<td>Education Theory &amp; Foundations</td>
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<td></td>
<td>MAE 102</td>
<td>Classroom Observation &amp; Skillset Integration</td>
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</tr>
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<td></td>
<td>MAE 170</td>
<td>Clinical Practical Application</td>
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<td>BC 550 P$</td>
<td>Life Coaching – Foundation</td>
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<td><strong>Subtotal</strong></td>
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</table>

Notes: All Tuition information and Credential Awarded Found above in the tuition guide.

The Official ACCET approved Completion and Placement statistics can be found in Appendix E. Any required and optional certifications can be found in Appendix F.
Cosmetic Laser Technician

*Full-Time: 15 Weeks  FT Maximum Time Frame: 22.5 Weeks*

Our 180-hour Cosmetic Laser Technician Certification program is ideal for licensed Aestheticians looking to expand their careers. Our program raises the bar for laser education, with our graduates earning certificates as both Laser Technicians and Certified Laser Safety Officers.

Our comprehensive laser instruction includes consultation skills, medical charting and valuable hands-on training. With more than 100 hours of learning in our student laser clinic, students fine-tune their skills and personal approach. Our students are in high-demand with employers and graduate with the confidence to be ready to work as professional laser technicians.

Cosmetic Laser Technician Training Includes:

- Hair Reduction, Spider Vein Reduction, Skin Rejuvenation, Non-Ablative Skin Resurfacing, Skin Tightening, Wrinkle Reduction, Laser Peel, Acne Scar Reduction, Solar Lentigos (Age Spot) Reduction, Ephelis (Freckle) Reduction, Photofacial

This program consists of 180 hours, including 40 hours of Laser Didactic, 48 hours of Observation, and 92 hours of practice in Laser Hair Removal, Photo Facial Rejuvenation, Pixel Skin Resurfacing, and Skin Tightening Procedures.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAL</td>
<td>Cosmetic Laser Technician Didactic &amp; Application</td>
<td>180</td>
<td>7.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>180</td>
<td>7.00</td>
</tr>
</tbody>
</table>

Notes: All Tuition information and Credential Awarded Found above in the tuition guide

Completion and Placement

SWINA is proud to publish student completion rates on all vocational programs. These rates represent the percentage of a given cohort of diploma seeking students who graduate. SWINA publishes student completion rates annually as required by our accrediting body, the Accrediting Council for Continuing Education and Training (ACCET). ACCET’s benchmark for program completion in each individual vocational program each year is 67%. Their benchmark for placement in each individual vocational program each year is 70%. The Official ACCET approved Completion and Placement statistics can be found in Appendix F. *These rates can also be found in the “Consumer Information” section of our website (http://swina.swiha.edu).*

Gainful Employment Disclosures

Occupational Codes

- **CIP Code:** 12.0409 Aesthetics / Skin Care Specialist
- **O*Net Number:** 39-5049.00 Skin Care Specialist
- **O*Net Number Link:** [http://www.onetonline.org/link/summary/39-5049.00](http://www.onetonline.org/link/summary/39-5049.00)
National Wages & Employment Trends - Cosmetic Laser Technician

Median wages (2014) $13.97 hourly, $29,050 annual
Employment (2014) 55,000 employees
Projected growth (2014-2024) Average (9% to 13%)
Projected job openings (2014-2024) 10,900
Top industries (2010) Other Service (Except Public Administration)
                      Self-Employed

Financing

Aesthetics Master Educator
There is no data yet for graduates of this program.

Federal Loans no data
Private Educational Loans 0
Institution Financing Plans 0

Natural Aesthetics & Master Massage Practitioner
In addition to any grant and scholarship aid for which they are eligible, 85% of graduates used loans to finance their education. The median debt for program graduates:

Federal Loans $3,474
Private Educational Loans 0
Institution Financing Plans 0

Advanced Skincare Practitioner & Cosmetic Laser Technician
In addition to any grant and scholarship aid for which they are eligible, 85% of graduates used loans to finance their education. The median debt for program graduates:

Federal Loans $4,727
Private Educational Loans 0
Institution Financing Plans 0

Institution Financing Plans 0
**Success Center**

The Success Center, located in our SWIHA branch at 1538 E. Southern Ave., Tempe, AZ  85282, offers entrepreneurial and placement assistance for students enrolled in any 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.

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

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**Admissions**

Students begin their admissions process on-campus with a tour of the facilities with an Admissions Coach. This is followed by a discussion of SWINA’s programs, retention and placement rates, total tuition, fees, supplies, and book costs. This may take place in the first appointment or at the time of enrollment depending upon the student.

**Enrollment Requirements**

Applicants for our diploma programs are required to have a High School Diploma (HSD) or General Equivalency Diploma (GED) and must present documentation of this at the time of enrollment. Individuals under the age of 18, but not younger than 17, may be accepted into a diploma program with written consent of a parent or legal guardian. All potential students are required to provide picture identification; i.e. driver’s license, passport, etc., and proof of citizenship.

Applicants who submit a completed enrollment packet will be reviewed and considered for acceptance. Incomplete packets will be held and submitted for acceptance once all required paperwork has been received. Students must be able to hold a professional therapeutic space with clients and other students by providing a safe
environment and process. We reserve the right to refuse admission to or cancel the enrollment of any student deemed unable to maintain that therapeutic level. It is our desire to enroll students who can learn to bring an elevated expertise and awareness to their communities and chosen practice. Application fees are due at the time of enrollment. Non-immigrant foreign students will be enrolled under an M1 or M2 visa.

Applicants for our continuing education (CE) courses must be a licensed aesthetician, cosmetologist, or an active aesthetics student who has completed their first 224 hours of classes on our campus. These students are not entitled to Federal Student Aid Title IV funding because these courses are avocational in nature and taken for personal development or continuing education purposes. Therefore, proof of a High School Diploma, General Equivalency Diploma (GED), or College Degree is not required to enroll.

**Provisional Enrollment**

Students enrolled in a Diploma program are provisionally enrolled for the first 45 calendar days of their program, not counting holidays, posted school breaks, or leaves of absence. Provisional enrollment allows applicants and SWINA the opportunity to ensure students’ ongoing academic success as well as their ability to hold therapeutic space. After successfully completing the provisional enrollment period, students will have the opportunity to become fully enrolled. In order to successfully complete the provisional enrollment period, students must meet the following criteria:

- Attend the required New Student Orientation within the first 45 days of starting class;
- Attend a minimum of 70% of all scheduled course hours;
- Adhere to all student conduct policies.
- Attend the required first advising appointment.
- Attend the required provisional enrollment appointment.

During the provisional enrollment period, if a student elects to cancel their enrollment, or if SWINA cancels the student’s enrollment due to not meeting the requirements of provisional enrollment, all coursework associated with the enrollment will be removed from the student’s academic record. In addition, the student is responsible for any charges incurred on their book card. If the student or SWIHA cancel the provisional enrollment period, students will have the opportunity to restart at a later date after completing the re-enrollment requirements.

**Student/Teacher Ratio**

We preserve an instructor/student ratio of the following to maintain a sound, educational learning process.

SWINA’s student to teacher ratio is:

- Lecture = 40 students for one instructor
- Lab (Hands-on) = 20 students for one instructor.

**Discrimination Policy**

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 that 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. Please see our Safe Campus Policy within the Education Policies section for more information about Title IX and the Office of Civil Rights policies and procedures.

Support Services for Students with Disabilities

SWIHA provides access and ongoing support to students who have a documented disability according to the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act. All registered students must have appropriate and current documentation that complies with the SWIHA documentation policy and guidelines. Notice of Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act Coordinator: Mary Ritter, Chief Executive Director, serves as the ADA/Section 504 Coordinator and can be reached at adasupport@swiha.edu for assistance.

Transfer Credits

Students with prior cosmetology or aesthetics experience may qualify to transfer in credits.

Students desiring to transfer credits into their program must provide documentation of successful completion of the course(s) verifiable through official 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 requested.

Courses accepted in as transferred will be entered as complete and will have no effect on the grade point average achieved at SWINA. A transfer fee of $2.00 per clock hour for outside credit is assessed. Because SWINA’s program is unique and all students must be familiar with how our student spa operates, students transferring credits will be required to take SWINA’s full program in order to obtain the knowledge it will take to participate in clinic/student spa. If a Student demonstrates success throughout their program and in the student spa, they may be granted an opportunity to graduate 50-100 hours early. This will be determined by the Director or Education based on ability and achievement and not on amount of hours transferred in.

SWINA utilizes the State Board of Cosmetology rules as a guideline for transferring in credits. Full program or licensure credit will be given when students transfer into qualifying programs.

SWIHA will inquire about each veteran’s previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework, and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate.

Veterans Affairs Students

SWINA is a Veteran Supportive Campus and approved for the Training of Veterans by Arizona Department of Veteran Services. Students utilizing VA benefits will be supported through their program of study and subject to the requirements outlined below in accordance with the Department of Veterans Affairs. Non-compliance to these requirements could impact benefit eligibility. Current or prospective students are encouraged to contact the SWINA Veterans Assistance Support Taskforce via email VAsupport@swiha.edu with any questions, and a team member will respond.
Program Requirements for Student Utilizing Veterans Benefits:

- I agree to my provided schedule and cannot make any changes to my schedule unless approved by my academic advisor.
- I understand that VA Provisional Enrollment (VA-PE) is the period of time between the first day of class attendance through the first certification period as outlined in the VA Monthly Certification Schedule at the end of this attestation. The VA-PE period allows for students to realize their VA benefits at the first available date after beginning a program of study.
- I understand the VA week is Sunday to Saturday for benefit purposes.
- VA will only pay for classes related to my program and up to the number of credits/hours on my program sheet.
- Should I earn a grade of 0 or 1, I will retake the same class to earn a passing grade. I understand I am not eligible to replace the course with another one.
- I understand I will not receive attendance credit if I am absent from class.
- On-Campus Course Attendance: I understand I need to make-up missed class time within the same week it was missed in order to receive attendance credit for benefit purposes.
- Online Class Attendance: I understand there is no option to make-up missed class time within the same week it was missed in order to receive attendance credit for benefit purposes. Make-up hours are required for attendance purposes in order to achieve the 90% attendance requirement for each course.
- I understand I cannot audit (AUN or AUC) classes while enrolled in the above program.
- VA will only pay for classes related to my program, so this excludes continuing education classes such as an outside class such as Lash Extensions, etc.
- I understand that as a SWINA student and depending on my enrollment status and chapter, I may not be eligible for Basic Allowance for Housing (BAH). Please contact Veteran’s Affairs with questions about payment rates.
- SWINA certifies tuition and fees on a monthly basis. Please contact Veterans Affairs for questions regarding benefits by calling 1-888-GIBILL-1 (888-442-4551). Representatives are available between 7 a.m. - 6 p.m. Central Time, Monday-Friday.
- I understand SWINA’s enrollment process for prospective students includes a requirement to submit all transcript(s) for evaluation of all previous post-secondary coursework as well as military service. A military transcript may be requested through the Joint Services Transcript Website (https://jst.doded.mil/official.html). Transcripts should be emailed to katt@swiha.edu or addressed to Student Services c/o Kat Thomas, Southwest Institute of Natural Aesthetics 1460 E Southern Ave, Tempe, AZ 85282.
- I understand I am able to send an email to VAsupport@swiha.edu with any questions I might have, and a team member will respond.

In accordance with S.2248. Section 103 Title 38 US Code 3679(e), Southwest Institute of Natural Aesthetics is in compliance with Title 38 United Sates Code Section 3679(e). Southwest Institute of Natural Aesthetics permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
Southwest Institute of Natural Aesthetics will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

**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 our website (www.naturalbeautyaz.com) by scrolling down to the bottom and selecting “Consumer Info.” and in hard copy as noted in each section.

Consumer Information Disclosures for review include:

- Alcohol and Drug Policies
- Campus Safety Policy
- Consumer Information Notice
- Student Right to Know Completion and Placement Statistics
- Campus Crime Statistics
- FERPA Policy
- Policy Catalog
- Privacy Policy
- National Center for Education Statistics
- Gainful Employment 2014 – 2015
- Rights Under Family Education Rights and Privacy Act (FERPA)

In addition, we are required by recent Gainful Employment Regulations to post information regarding each program in our promotional materials and on our website. This information can be found in this document by each program above, as well as on each program page of our website (http://www.swiha.edu/) using the “Career and Employment Outlook” link.

**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 State Board of Cosmetology 1721 E Broadway Rd, Tempe, AZ 85282 (480) 784-4539
- The Accrediting Council for Continuing Education & Training (ACCET) 1722 N. Street, N.W., Washington, DC 20036, 202-955-1113.
Student Services and Academic Policies

Student Support/Concerns
SWINA is proud to have an open door policy. Students are encouraged to contact staff at any time for support or concerns. If a Student Services staff member is not available, students are asked to add their name to the clipboard in the Student Services hallway, so a follow-up can take place.

Autumn Grijalva, SWINA’s Executive Director serves as the Life Coach on campus, offering support and guidance to all students when needed. If Students feel they would like to request a meeting with Autumn, they can do so by stopping by her office, or sending her an email at autumng@swiha.edu

Course/Block Evaluations
Student feedback is encouraged and supported by all SWINA Staff members. We believe that feedback is what keeps us on the cutting edge, truly allowing us to support our students during their education process. Student satisfaction is assessed on the last day of each course/block. Each student is given a confidential evaluation form. This feedback is communicated to the Executive Director, Director of Education, Director of Student Operations and Instructors being evaluated.

Positive and constructive feedback are discussed and evaluated by the team and improvements are made based on the feedback. Feedback is a valued aspect of SWINA’s ability to offer a relevant educational experience to students.

Feedback is also collected during a student’s Exit Interview process upon graduation. This information is then shared with the necessary parties to implement potential changes. Team members actively seek and encourage feedback during student interactions.

Suggestion Box
Some of the best improvements SWINA has made have come from our suggestion box! We love feedback and we appreciate as many details as possible. A suggestion box is located in the student break room. Students are encouraged to utilize this to submit comments, nominate a superstar, or make suggestions for improvement.

Employer Feedback
SWINA considers feedback received from institutions where graduates are placed paramount to the success of our future students. We utilize email, direct communication, and an Employment Verification form for this feedback.

To assist Career Services in documenting successful job placements, it is important that graduates report their employment status as well as communicate with their employer the importance of completing the Employment Verification form. This form provides beneficial information that will support the graduate and SWINA. Employment Verification forms will be sent out to all employers after 30 days of employment. Career Services will also contact employers directly via phone and email for feedback.
Grievance Policy

SWINA encourages students who have a concern to first seek to understand by speaking with the individual the concern is with. Staff has an open door policy and makes every effort to be available for students, listen to concerns, and determine the best course of action for all involved. The student is encouraged to speak to the staff member’s direct supervisor if the concern cannot be rectified on an individual level or if the subject matter pertains to a specific policy, procedure, or concern in that supervisor’s department.

Should concerns not be addressed at a department level, Students should send documented concerns and complaints to Autumn Grijalva, SWINA Executive Director via email or postal mail.

Autumn Grijalva  
1460 E. Southern Ave. 
Tempe, AZ 85282  
autumng@swiha.edu  

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.

If the complaint cannot be resolved after exhausting the institution’s grievance procedure, the student may file a complaint with the Arizona State Board of Cosmetology.

Arizona State Board of Cosmetology  
1740 W Adams #4400  
Phoenix AZ 85007  
480-784-4539  
boc.az.gov

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 following address:

ACCET  
CHAIR, COMPLAINT REVIEW COMMITTEE  
1722 N Street, NW  
Washington, DC 20036  
Telephone: (202) 955-1113  
Fax: (202) 955-1118 or (202) 955-5306  
Email: complaints@accet.org

The letter of complaint must contain the following:

1. Name and location of the ACCET institution;
2. A detailed description of the alleged problem(s);
3. The approximate date(s) that the problem(s) occurred;

4. The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;

5. What was previously done to resolve the complaint, along with evidence demonstrating that the institution’s complaint procedure was followed prior to contacting ACCET;

6. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and

7. The status of the complainant with the institution (e.g. current student, former student, etc.).

**Attendance**

SWINA degree and diploma students are required to be in attendance a minimum of once every 14 days. Students out of compliance with this attendance policy risk being withdrawn from their program.

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 class or clinic, they not only miss important material, but also disrupt the instructor and other students.

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.

Ninety percent 90% attendance of each course is required to receive a passing grade of 2 (equivalent to a C). Students will need to partake in make-up options should 90% attendance not be acquired in the initial attempt. Those with a course grade of I-D (i.e. Incomplete-D) are eligible for make-up opportunities. Active students with less than 70% attendance in a course 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. For students starting their programs on or after August 15th, 2018, there will be a $50 fee for each course that needs to be retaken.

**Absent/Tardy Requirements**

Instructors will begin attendance roll call at the beginning of every class. The instructor will document if a student arrives late or leaves early (including breaks) from class. Students can request to see the attendance sheet at any time to verify it was documented correctly. Time missed from a class will be calculated and applied to a student’s overall attendance requirements.

If a student is going to be tardy or absent from class/clinic we ask for two points of contact:

* Email: SwinaAtt@swiha.edu
* Call/leave voicemail in general mailbox: (480) 393-1415

**Clinic Hours**

In order to receive clinic hours a student must sign in at the beginning of the shift and out at the end of their shift. All students leaving campus during a break must sign out and back in upon return. Any additional time that a student is present before or after clinic will not be counted towards total hours.
**Student Request Forms**

Blue Request Form are used as a means of communication between SWINA students and the Student Spa Manager and should be used for the following reasons:

1. Request off clinic shift with 48 hours notice
2. Request to change clinic shift
3. Request to schedule case study appointment

**Verifying Hours**

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.

**Make-Up Work**

Students who have completed at least 70% of the scheduled course hours in class are eligible for make-ups in order to achieve a minimum of 90% attendance. Students who are required to make up classroom hours or competencies must meet with the Student Services to determine an appropriate action plan. This may include but is not limited to attending an appropriate make-up class or scheduling additional clinic hours.

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. In the event, where due to SWINA class scheduling, the student is unable to attend the required make up classes before the end of the student’s next block, Student Services will create a customized plan of action.

**Tutoring**

Tutoring is defined as a time arranged by the student and Student Services when the course material will be covered on an individual basis with an aesthetics instructor. Tutoring is available only if all other options, such as attending make up classes, have been exhausted. Tutoring may be an option to complete a competency or gain make up hours needed to meet the 90% attendance policy. Tutoring must be done on school grounds. Arrangements must be paid and confirmed 24 hours in advance with Student Services. The cost is $25 per hour. Students must show receipt to instructor prior to start of tutoring session.

Conversion of classroom hours into tutoring hours:

- 1 hour of tutoring = 1 hour class time
- In order to apply tutoring to missed class time, 70% of the scheduled course hours must be completed in class.

Students in good attendance/academic standing, that are in need of additional support, may receive tutoring at no fee, at the Director of Education’s request.

**Alternative Learning Hours**

Alternative learning hours are hours that a school may authorize to enable a student to pursue knowledge of cosmetology in alternative format or location. The State Board of Cosmetology allows up to 20% of alternative hours based on total program hours. SWINA will honor up to 30 hours of alternative learning towards Aesthetics
clinic and 30 hours of alternative learning toward Laser clinic. Additional hours may be approved for extenuating circumstances. Each student has the opportunity to seek out, attend, or complete qualifying events, classes or projects; proof of attendance must be submitted to Student Services.

**Leave of Absence**

SWIHA may grant a student an initial LOA of no less than fifteen calendar days (15) and up to sixty calendar days (60), provided the student follow the LOA procedures as outlined in this document. Students needing additional time due to unforeseen circumstances may request an extension not to exceed a maximum of one hundred eighty calendar days (180) within any 12-month period, or ½ the published length of the program which ever is shorter. Unforeseen circumstances may include military service, circumstances covered by the Family and Medical Leave Act of 1993, jury duty, or other unforeseen circumstances.

The total period of time of all LOAs will not be considered as time elapsing for maximum timeframe purposes. The School will approve an LOA if there is a reasonable expectation that the student will return and can be successful moving forward. In addition, the student must follow policy in requesting the leave of absence by submitting a signed and dated request to their academic advisor prior to the leave. If unforeseen circumstances prevent a student from providing a signed request, the student may submit the LOA within fourteen scheduled class days (14) of their last day of attendance.

If a student does not return from an approved LOA on or before their initially scheduled or date of return, they will be withdrawn from their program and/or courses. Their withdrawal date and the beginning of their FA grace period will be their last date of attendance.

During an LOA:

- The student is not considered withdrawn and no refund calculation is required.
- The total period of all LOA’s will not be considered as time elapsing for the purposes of maximum timeframe.
- The LOA will not involve additional charges to the student by the institution.
- Students may request a suspension of any monthly institutional cash payments
- 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.

Depending upon when a student starts an LOA within a given class, the school may either permit returning students to complete the coursework for a grade, or give them an INC grade and have them retake the course in-full from the beginning. The student and their advisor, when completing the LOA request, will ensure that the return schedule aligns with the student’s best interest in meeting Satisfactory Academic Progress (SAP) and continuing their education. The status of the course the student was taking when the LOA begins will be determined by their progress within that course and will generally fall into one of the following categories, although individual exceptions may be made on a case-by-case basis:

1. If the student is exiting a class with less than 70% attendance:
   a. The student will receive an ‘INC’ grade for the course.
b. The course will be removed from their transcript and GPA calculations.

c. Upon their return, the student will retake the course and pay full tuition.

2. If the student is exiting the class having attended more than 70%:

   a. The student will receive a grade of I-D for the course.

   b. The student will have an opportunity to catch up on their missed coursework to earn a passing grade by working with their academic advisor and scheduling appropriate makeup sessions, classes, or repeating the entire course.

**Satisfactory Academic Progress (SAP)**

The SWINA Satisfactory Academic Progress (SAP) policy creates the foundation and procedures for implementing ACCET and Financial Aid SAP requirements for on-campus students. This policy is applicable to all students enrolled in on-campus programs.

SWINA measures students’ progress toward completion through tracking qualitative and quantitative measures at specific points in their program. These evaluation points help identify concerns that early intervention and/or remediation can resolve.

- **Qualitative Progress:** To graduate and meet SAP, a student’s cumulative grade-point-average (GPA) must be a minimum of 2.0. The GPA measures the quality of a student’s work.

- **Quantitative Progress:** To graduate and maintain SAP, students must meet the minimum required number of completed hours and/or credits for their program at each checkpoint. The program table below indicates the required progress necessary at each checkpoint for each program.

**Maximum Time Frame**

All program requirements must be completed within a maximum time frame (MTF) of 1.5 times the normal program length as measured in calendar days.

**Additional Elements of SAP**

Factors that may also affect a student’s ability to meet SAP include, but are not limited to, incomplete grades, course withdrawals, not meeting requirements, auditing for no credit, and transfer of credits.

- Incomplete grades: Will post an I-D on the transcript and affect GPA.

- Approved Course Withdraw: The course is removed from the student’s transcript and does not affect GPA or progress.

- Student doesn’t meet attendance requirements: Student receives an I-D for the course.

- Transfer credits: Transfer credits that are accepted into a student’s current program will not count toward the progress within that program or their cumulative GPA.

**Consequences of Failure to Meet SAP**

Based upon the circumstance, a student who fails to meet SAP may:
• Be placed on Academic Probation
• Successfully appeal an Academic Probation
• Lose funding
• Be terminated from their program

Student Services will provide students notifications of their progress in writing at each evaluation point (detailed in the table below). Additionally, at any time students may request their grade reports from the Student Services Office. If a student is not meeting SAP at any of the evaluation points, the student may be placed on an Academic Probation until the next evaluation period.

**Academic Probation**

If a student fails to maintain the required quantitative or qualitative academic requirements at each checkpoint or exceeds their estimated graduation date, they will be placed on Academic Probation. While on Academic Probation, a student may continue to receive federal Financial Aid. The student will work with their Advisor to establish an Academic Plan that ensures their program requirements are met. To be removed from Academic Probation, the student must meet the terms of their Academic Plan and return to satisfactory qualitative and quantitative progress. The terms and conditions of the Academic Probation will be specified for each situation based on the student’s individual requirements for achieving academic success. Students who fail to meet the requirements of their Academic Probation may be placed on an additional probationary period or be terminated from the program. If they are placed on a subsequent Academic Probation, they may become ineligible for Federal Financial Aid. If the student is terminated, they will be subject to the policy and procedures governing termination.

**Appeals**

Students may appeal a determination that they are not meeting SAP by submitting a letter in writing to Student Services within three business days of receiving notification of their status. This letter must include any substantiating documentation from the student as to why they failed to meet SAP. In addition, the student should indicate what has changed for them that will allow them to meet SAP by the next evaluation period. The administration will review the appeal within 10 business days of its receipt and notify the student in writing of the decision. All appeal decisions are final. In the event that the appeal is approved, the student shall be allowed to continue classes at the discretion of the Administration. In this case, the student will be held to the terms of an Academic Plan in lieu of a probationary period. If a student does not successfully meet the requirements of the Academic Plan, they may be terminated without appeal.

**Academic Plan**

Upon being placed on Academic Probation, or after a successful appeal, the Academic Advisor in conjunction with Administration will develop an Academic Plan that the student will follow to ensure that s/he is able to meet SAP within the required time frame. This plan may include additional SAP evaluations outside of the regularly scheduled increments.

**SAP Policy Clarification for Veteran Beneficiaries**

If the veteran beneficiary falls below either the qualitative and/or quantitative standards at the SAP checkpoint, they will be placed on academic probation until the next checkpoint. In addition, the VA Certifying Official will notify the VA that a beneficiary is on academic probation.
If the veteran beneficiary does not meet the qualitative and/or quantitative standards at the following SAP checkpoint, they will be placed on final probation. Failure to meet the qualitative and quantitative standards at the next checkpoint will result in the student being withdrawn from their program of study. An appeal can be submitted for re-enrollment into the program (please see the section below entitled “Readmission to a Program”).

Program Table

This table describes the timing and requirements of each program’s associated checkpoints. SWINA establishes these requirements based upon the minimum expected progress for each program at each checkpoint. Depending upon the arc of a program’s schedule, these measures may not be distributed equally.

<table>
<thead>
<tr>
<th>Program</th>
<th>1st Checkpoint</th>
<th>2nd Checkpoint</th>
<th>3rd Checkpoint</th>
<th>4th Checkpoint</th>
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</thead>
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<tr>
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<td>8 wks</td>
<td>224hrs</td>
<td>12 wks</td>
<td>288 hrs</td>
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<td>NAL 780 (PM)</td>
<td>16 wks</td>
<td>224hrs</td>
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<td>5 wks</td>
<td>75hrs</td>
<td>10 wks</td>
<td>150hrs</td>
</tr>
</tbody>
</table>

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 of each new course. Students will receive regular feedback on their strengths and ways in which they can improve through client and instructor feedback. This feedback could be written or verbal, as appropriate for each course. Regardless of course completion, if an instructor recommends the student repeat/audit the class after a hands-on check-off evaluation, 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 completion. For students starting their programs on or after August 15th, 2018, there will be a $50 fee for each course that needs to be retaken.

For students receiving a grade of 0 (<60% attendance) for any required or core course will necessitate the student’s repeating that course. Students receiving a grade of 1 (additional attendance and/or competencies required) must complete appropriate make up or tutorial to demonstrate competency and increase the grade. Upon successful completion of the make-up, the 1 will be replaced by a passing grade. For courses in which a student earns a 0, credits will remain on their transcript permanently and impact their 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 grade points** - equivalent to an “A” (90% – 100%)
  - Outstanding effort, a mastery of the subject area, excellent standard of work.
- **3 grade points** - equivalent to a “B” (80% – 89%)
  - Extra effort reflecting mastery of a subject area, with high standard of work.
- **2 grade points** - equivalent to a “C” (70% – 79%)
  - Competent in subject area with acceptable standard of work.
- **I-D – Incomplete D**
  - Used for active students required to make-up attendance or work to bring grade to an acceptable standard. Subject knowledge well below average.
- **1 grade point** - equivalent to a “D” (60% - 69%)
  - Used as a final grade for students withdrawn from the program and attended more than 60% of the class.
- **0** - equivalent to an “F” (59% and below)
  - Used as a final grade for students withdrawn from the program and attended less than 60% of the class.
- **INC = Student dropped from course due to LOA**

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 4 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 4 hours will receive a ‘0’ on their transcript.

*For student dually enrolled in massage and aesthetics, see SWIHA’s grading policy for the massage portion of your program. [http://www.swiha.edu](http://www.swiha.edu)*

**Grade Weighting**

Overall grade for each course will be calculated by the following percentages:

- Participation 10%
- Competition of Competencies 10%
- Projects 20%
- Quiz/Test 30%
Corrective Action
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. 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, the student may be put on suspension.

*Length and degree of suspension will be determined by Student Services.

Maximum Time Frame
The maximum time frame for completion of a program shall not exceed 1.5 times the normal duration of the program.

Students who do not complete their program by their estimated graduation date (found on student’s enrollment contract), will:

- Be notified by Student Services of their maximum time frame (MTF) to graduate.
- Meet with Student Services to discuss completing program within the maximum time-frame allowed.

Students exceeding their Maximum Time Frame may be dropped from their program.

Graduation Requirements
1. Minimum of 90% attendance in each block
2. Minimum 2.0 GPA in each block
3. Meet minimum program clock hour requirements:
   a. Aesthetics – 600 hours
   b. Aesthetics Instructor – 600 hours
   c. Laser – 180 hours

4. Meet satisfactory academic progress requirements (See SAP Policy)

5. Complete all projects and pass all tests with a minimum of 80%

6. Checked off on all competencies

7. Pass Comprehensive written final and Mock State Board practical exam with a minimum of 80%

8. Meet with Student Services for Graduation Planning upon reaching 550 hours

9. Fulfill all tuition and fee obligations

The program must be paid in full, with no outstanding fees, in order to receive a certificate, diploma, degree, or official transcript.

**Student Records**

Students may review their academic and financial records by submitting a blue request form to the Student Services mailbox. SWINA will provide the student access to their file within three business days. Student records are not released to any other individuals without the written consent of the student (P.L.93-380, Sec. 438FERPA). 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 one official transcript and one unofficial transcript 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 Executive Director. 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.

**Chemical Dependency and Alcohol Abuse Program**

SWIHA and SWINA are committed to the care and nurturing of our students during their educational experience. Students seeking help for chemical dependency 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.

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 offence may be subjected to disciplinary action.

Notification of 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.

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) Please contact Student Services for more information regarding the implementation of FERPA at SWIHA.

Change of Address
It is important students notify Student Services whenever a change of address occurs. It is imperative the correct address, email, and telephone number for each student is on file at all times.

Transfer Out
Students who seek to have credits earned at SWINA 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. SWINA and SWIHA do not guarantee the transfer of credits or licensure.

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, cheating, or theft
5. Possession, use, or being under the influence of alcohol while on-campus
6. Unlawful possession, distribution, or being under the influence of illegal substances while on-campus
7. Sexual misconduct, inappropriate sexual overtures, or behavior discouraged within the Code of Ethics
8. Endorsement or promotion of the purchase of specific products or professional services in any school setting

9. Providing false information or falsified documents

10. Demonstration of physical/verbal/written abuse of anyone in the school community

11. Failure to meet financial agreements and obligations

12. Inability to maintain a professional and therapeutic sense of self

13. Inability to present a professional or therapeutic space for his or her fellow students, administrators, instructors, and clients

Requirements for Officially Withdrawing from the College
Students who find it necessary to interrupt their attendance by withdrawing from their program before completion must speak with Student Services team member and express this in person or in writing.

Appeals Process
Every student has the right to appeal termination, probation, or any concerns in regards to their academic standing. The appeal must be submitted in writing to the Appeals Committee at Autumnng@swiha.edu within three business days of notification. To be included with the letter should be substantiating documentation from the student as to why s/he failed to meet SAP and what has changed the student’s situation that will allow him/her to meet SAP by the next evaluation period. The Appeals committee will respond within 10 business days of the receipt of the appeal request and notify the student in writing of the decision. All appeal decisions are 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. Any further breach of the rules or interference with the orderly conduct of the school may be cause for immediate termination without appeal.

Academic Calendar and Holidays
SWINA starts classes year round on rolling start dates. Day classes start every eight weeks and night classes start every 16 weeks. Please see our printed calendar of classes or go to our website at http://swina.swiha.edu for class and program start dates.

Classes are not held on the following holidays:

<table>
<thead>
<tr>
<th>SWINA Holidays</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Martin Luther King Day</td>
<td>January 21</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 10 - 17</td>
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<tr>
<td>Memorial Day</td>
<td>May 24-27</td>
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<tr>
<td>July 4th</td>
<td>July 1 - 8</td>
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<tr>
<td>Labor Day</td>
<td>Aug 30-Sep 2</td>
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<tr>
<td>Thanksgiving</td>
<td>Nov 25 – Dec 1</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Dec 21 – Jan 5</td>
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</tbody>
</table>

- Quarterly Staff In-Service: No class or clinic from 1pm-5pm - See Students Services for dates
Clinical Internship

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. Licensed aesthetic instructors monitor all services.

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) Attendance: unexcused absence, no show/no call. No show/no call will result in an advisement form and zero points for the day
- (25) Competency: Improper room setup, failing to complete client progress notes, failure to follow protocol
- (25) Sanitation: Failure to follow sanitation guidelines & procedures

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 Requirements

In order to be prepared for clinic, students must arrive on time for their clinic shifts. Requests off are accommodated if a student submits a blue request form within 48-hours of their scheduled shift. In the event where a 48-hour notice cannot be given, regardless of the reason, proper communication is still required, and the student will receive the appropriate warning/write-up. This includes, leaving early from a shift or being sent home which is also considered a call-out.

Clinic Call Out Policy:

1st Call out = Reminder of Clinic Policies
2nd Call out = Written Warning
3rd Call out = 1 week Clinic Suspension
No Call No Show = 1 week Clinic Suspension

- The first time a student calls out of a clinic shift (without an approved blue request form with 48 hour notice) then they will receive a reminder of the Clinic Policies.
- The second time a student calls out they will receive Written Warning and meet with Student Services to sign the Written Warning.
- The 3rd time a student calls out, they are suspended from aesthetic and laser clinic for 1 week and are required to meet with Autumn or Michael. If a student is a NCNS, they are automatically suspended.
- Once they are off suspension, the cycle starts again.

Accruing a quantity of three suspensions, may result in withdraw.
Uniforms
The SWINA uniform consists of the following:

- Solid Black (school approved) Scrubs
  - Grey’s Anatomy Brand only – No other black scrubs allowed
  - Must be wrinkle free and hemmed to appropriate length if needed (no rolled pant legs)

- Solid Black soft sole shoes
  - Solid Black (90% black, 10% color allowed in logos or stitching)
  - Suggested shoes: comfort/support shoes such as Clarks or Danseko, ballet flats, athletic shoes such as Sketchers, New Balance, etc.

- Optional: solid black OR solid white short or long sleeved shirt underneath scrubs
  - No other color accepted
  - For students who are often cold, additional long sleeve layers or thermals are permitted

Personal Hygiene
- Fingernails must be kept short, clean and well groomed
- Hair longer than shoulder length should be pulled back during hands on and clinic
- Jewelry may be expressive but not interfering with treatments, no bracelets or watches during services.

Cell Phones
- To ensure the privacy of our clients and students, the use of cell phones are not permitted on campus except in designated areas.
- Students may use cell phones in the break room, outside or with permission from the instructor for classroom use.
- Cell phones should be stored in personal lockers or in classroom/clinic holders. All phones should be silenced while in lockers or storage holders.
- Students are not permitted to have their cell phones on them during class or clinic unless they have received prior approval from an instructor.
- If an instructor sees an unauthorized cell phone being used in class/clinic, the student will be required to put their phone in the classroom cell phone holder or may be dismissed from class/clinic.
- Failure to comply with SWINA’s cell phone policy will result in further disciplining action.

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.
Education Revision Policy

SWINA reserves 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 Copyright Infringement Policy

By using 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 download illegally 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 http://www.copyright.gov/help/faq.

In addition to civil and criminal penalties, students using copyrighted materials or the academic work of other students without proper citation may be subject to corrective action due to plagiarism.

Dual Roles

Personal dual relationships between students and instructors, or students and staff, can result in claims of undue influence, partiality, and personal conflict. This prohibition remains in effect for the duration of the course or sequence of courses (i.e. degree, diploma, certificate, CEU, etc.) for which a student is registered. This policy applies to all students, instructors, and staff regardless of gender, age, sexual orientation, or student consent to dual relationship. This policy does not apply to individuals previously involved in a business or personal relationship prior to their first enrollment. Dual relationships include, but are not limited to business relationships, romantic relationships, and socialization off campus in non-academic environments. This includes attending lunch and dinner breaks off-campus.
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). Any instructor or staff member choosing to continue a pre-existing professional 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 and staff are responsible for upholding the standard of conduct and 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.

**General Harassment, Discrimination, and Sexual Harassment Policy**

SWIHA is 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 based on 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.

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

Any student who believes he or she is being harassed in any way must notify our Title IX Coordinator, Autumn Grijalva, Campus Director, at autumng@swiha.edu or 480-393-1415 x205. Students may also elect to contact the US Office of Civil Rights. Any report of such behavior will be handled with utmost respect and confidentiality. If you have any questions about this policy, contact the Title IX Coordinator.

**Visitors**

Visitors are welcome in the classroom a Guest nametag issued by Front Desk or Student Services. Due to safety reasons, children are not allowed in the classroom or clinic.
Finance and Financial Aid

Tuition Payment Policy
SWINA offers several options for paying program tuition. Cash and credit cards are accepted for payment plans. These plans carry no interest rate as we believe in making education as affordable as possible. A student’s admissions coach will explain the various payment options. Student accounts that are past 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 SWINA 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.

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. Students who become delinquent on payments will have ten days after that notification to bring their account into good standing. 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 (SAP) that could lead to further disciplinary action or termination from the program. If a student fails to make payments when due the account may be sent to a licensed collection agency. 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 SWINA’s available financial assistance may be obtained from the Financial Aid Department during regular business hours. Financial Aid is available for those who qualify. Students who have enrolled in an eligible program and wish to apply for financial assistance must speak to or meet with the Financial Aid department.

Applying for Financial Aid
Financial aid is available to those who qualify. SWINA participates in the Federal Stafford Student Loan Programs and Federal Grant Programs, which include the Federal PLUS Loan, the Federal Pell Grant, and the Federal Supplemental Education Opportunity Grant. Eligibility is based on the student’s needs analysis, which is determined by completing and submitting a Financial Application (FAFSA) to the Department of Education consistent with the published requirements for the aid program. Students are required to submit their financial aid applications on an award year basis. Visit FASFA.ed.gov to submit your financial aid application. SWINA’s school code is 035933. Once the FAFSA has been processed and received at the school, the prospective student needs to speak with their admissions coach to schedule a Financial Aid prescreen appointment. Prospective students
completing an enrollment appointment with their Admissions Coach will be scheduled for a Financial Aid packaging appointment to complete their Financial Aid process.

Other outside agencies are sometimes able to help students pay for their education. SWINA does not 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.

**SWINA’s Clock Hours to Credit Hours Policy**

The Carnegie Unit conversion for semester clock hours is used in measuring the credits earned for academic standards. A clock hour consists of 50 minutes of classroom instruction for every hour of class time. The following table determines semester credit hours (credits are rounded to the lower quarter with no class being less than 0.25). The following table determines semester credit hours (credits are rounded to the lower quarter with no class being less than 0.25).

- 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

**“Do your Dream” Work Exchange Program**

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

These opportunities are open to students on an as-needed basis. Student exchange each hour worked for $10 credit toward the cost of tuition. Students may pay up to 50% of their balance due in this manner. 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 are they eligible for Financial Aid. Once Financial Aid determines eligibility, the student will speak with the Do Your Dream specialist to make arrangements and complete all necessary paperwork.

**FFEL Deferments**

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).
Tuition Refund Policies

SWINA’s Tuition Refund Policies are in accordance with state and accrediting bodies’ applicable laws and regulations. A review of detailed information regarding tuition refund policies is also located in the enrollment agreement.

SWINA 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 below and within the enrollment agreement.

Tuition Refund Policy - Diploma program

SWINA’s refund policy complies with the rules and regulations of the United States Department of Education, State of Arizona, and/or Accrediting Council for Continuing Education & Training (ACCET), 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 by providing a written notice to SWIHA.

2. For cancellations within three business days, all funds including the application fee will be refunded in full within 30 days.

3. For cancellations after three business days, all monies minus the enrollment fee and any issued items would be paid within 45 days. If the applicant is denied enrollment, they 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 weeks attended within the academic year of a program. The refund policy differs for each type of program (Degree, Diploma, Certificate of Excellence, or Personal Development).

1. 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.

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

1. Degree Program: 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.
2. **Diploma Program**: 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.

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. **Refunds**: Refunds will be made within 45 days from the date of determination. See school catalog for termination, Satisfactory Academic Progress (SAP) and attendance policies.

7. **Grounds for Termination/Cancellation**: 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. See school catalog for details.

8. **Students seeking transfer of credit into eligible programs** must meet with an Admissions Coach for transfer and completion of a course or program.

9. **Students applying for Financial Aid** are ultimately responsible for their tuition, books, and supplies.

10. **All Tuition and Fees** must be paid in full for the student to be issued a Diploma, Certificate, or official transcript.

11. **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, or official transcript.

12. **Financial Aid** is only available for those who qualify and for approved programs. Financial Aid eligibility may require full time enrollment.

**Return of Title IV Funds**

According to the Federal Student Aid Handbook, “Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded.” Federal regulations (HEA Section 484B, 485(a)(1)(F), 34 CFR 668.22) require when a student withdraws, ceases attending, or is administratively withdrawn the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. According to these regulations, the College and the student are allowed to retain only the amount of Title IV (federal) financial aid that is earned. The College is required by Federal regulation to determine the amount of Title IV grant or loan assistance (Federal Pell, FSEOG, Federal Direct Stafford Loan, and Federal Direct Parent PLUS Loan) that the student earned as of the student’s withdrawal/last day attended. The unearned portion of the Title IV aid must be returned to the appropriate Title IV program(s).

This policy applies to students who complete 60% or less of the payment period for which they received Federal Title IV aid. A student who drops a class but still completes one or more classes does not qualify for the Return of Title IV Funds policy. The term “Title IV aid” refers to the following Federal financial aid programs: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal PLUS (Parent) loans, Federal Pell Grants, and Federal SEOG (Supplemental Educational Opportunity Grant).
To conform to the policy, the College must determine the student’s last day of attendance. For Title IV purposes, the last date of academic attendance is one of the following:

- The date the formal withdrawal process begins, the date the student otherwise gives official notice of intent to withdraw (e.g., letter, withdrawal form, in-person), or
- The last documented date of attendance in an academically-related activity (e.g., documented attendance in a class or lab or submission of an assignment in an on-line course).

The calculation required determines a student’s earned and unearned Title IV aid based on the percentage of the payment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days (including weekends) are used, except institutional holidays and approved leaves of absence are excluded. Breaks of at least 5 days are excluded from both the numerator and denominator.

Clock hour programs = \(\frac{\text{Total number of clock hours completed}}{\text{Total number of clock hours in the payment period}}\)
Credit hour programs = \(\frac{\text{Total number of calendar days completed}}{\text{Total number of calendar days in the payment period}}\)

Until a student has passed the 60% point of an enrollment period, only a portion of the student’s aid has been earned. A student who remains enrolled beyond the 60% point is considered to have earned all awarded aid for the enrollment period.

Earned aid is not related in any way to institutional charges. In addition, the College’s refund policy and Return to Title IV Funds procedures are independent of one another.

A student who withdraws from a course may be required to return unearned aid and still owe the college for the course. The responsibility to repay unearned Title IV aid is shared by the College and the student. For example, the calculation may require the College to return a portion of Federal funds to the Federal Title IV programs. In addition, the student may also be required to return funds based on the calculation. A student returns funds to the Federal Stafford loan programs based on the terms and conditions of the promissory note of the loan. A student who receives a Federal Pell Grant may be required to repay 50% of the funds received. Federal regulation requires that Title IV financial aid be used to cover only the length of time the student was enrolled before withdrawal, dismissal, or ceasing attendance. Disbursed funds for the purpose of this policy include funds disbursed and retained by the institution for allowable charges. Allowable charges are defined as tuition charges, books and other institutional fees.

The College will return Title IV funds to the Title IV grant or loan assistance allocated among the Title IV programs in the following order of return:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal SEOG
Post-withdrawal Disbursements

These disbursements will be made in accordance with Federal Regulations. If a student is due a post-withdrawal disbursement, the disbursement must be made from available grant funds before available loan funds. The disbursement must be made within 90 days of the institution's determination that the student withdrew. After the eligible post-withdrawal disbursements are credited to the student's outstanding current semester charges, the institution must follow specific steps, outlined in Federal Regulations.

Timeframe for the Return of Title IV Funds to the Federal Programs

Return of Title IV Funds process will begin as soon as possible after it is determined that a student has withdrawn or ceased attendance. The College must determine the withdrawal date for a student who withdrew without providing notification no later than 30 days after the end of the semester. The College must return funds no later than 45 days after the date the College determined that the student withdrew.

Tuition Refund Policy for Continuing Education classes

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

1. Approved elective/continuing education classes must be paid for at the time of registration.
2. 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.
3. 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.
4. There is NO REFUND for books, supplies, and/or kits.
5. Any applicable refunds due to the applicant will be made within 45 days from the date of determination.
6. Grounds for termination/cancellation include and are not limited to, non-payment of tuition, and not abiding to the student conduct policy.

Cost of Attendance

SWINA 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.

<table>
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Campus Safety Information

Campus Safety Policies and Campus Crime Statistics are published in the 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.

Valuables

SWINA is not responsible for the theft or loss of personal items or valuables. Please leave all valuables at home or locked in student lockers on the SWINA campus. All personal items and valuables brought on to campus are done at the student’s own risk. SWINA is also not responsible for theft or damage to vehicles in its parking lots.

Safe Campus Policy

**Gun and Weapon Policy**

Use, possession, display, or storage of any weapon, explosive device, or firework is prohibited on all land and buildings owned, leased, or under the control of Southwest Institute of Healing Arts or its affiliated or related entities. This extends to all SWIHA residential facilities (whether managed by SWIHA or another entity), in all vehicles parked at SWIHA, SWINA, or Soy Parking Lots, and at all SWIHA or SWINA affiliate-sponsored events and activities, except as provided in Arizona Revised Statutes § 12-781.

“Weapon” refers to any object or substance designed to (or which would be reasonably expected to) inflict a wound, cause injury, incapacitate, or cause death, including, without limitation, all firearms (loaded and unloaded, simulated and real), devices designed to expel a projectile (such as BB guns, air guns, pellet guns, and potato guns), electronic control devices such as Tasers or stun guns, swords, knives with blades five inches or longer, martial arts weapons, bows and arrows, and chemicals such as tear gas, but personal alarms and chemical repellents designed to protect personal safety from physical attacks by other people are not included in the definition of “weapon.”

Students and employees are required to report violations and suspected violations of this policy to the Dean of Students and/or an available Director immediately.

**Exceptions to this policy are as follows:**

1. Peace officers certified by the State of Arizona and currently employed by an Arizona law enforcement agency performing his or her official duties

2. Peace officers certified by the State of Arizona in an off-duty capacity and currently employed by an Arizona law enforcement agency

3. Any law enforcement officer working under their color of authority

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All reports of violence in the SWINA Facilities/Workplace will be taken seriously and will be investigated thoroughly and promptly. To the extent possible, SWINA will keep the identity of the reporting employee confidential. However, under certain circumstances, SWINA may need to disclose the reporting employee’s identity (for example, to protect that individual’s safety). SWINA will not tolerate retaliation in any form against an employee who makes a report of workplace violence.

If, after a thorough investigation, SWINA determines that workplace violence has occurred, appropriate corrective action will be taken, and discipline will be imposed on the offending employee(s). The level of appropriate discipline will depend on the facts in each case, and may include oral or written warnings, reassignment of responsibilities, probation, suspension, or termination. If a non-employee is responsible for the violent activities, SWINA will take corrective action to ensure that such behavior is not repeated.

**Concealed Weapons Policy**

SWINA does not allow any job applicant, employee, contractor, subcontractor, vendor, agent, or representative to possess, use, conceal, carry or maintain a concealed weapon or handgun on premises. Such premises include any portion of the building in which SWIHA is housed, any private or public driveway, parking lot, sidewalk, street, parking garage or any other parking area used in connection with SWINA’s business, and any vehicle used, owned or leased by SWINA.

SWINA also prohibits the carrying of a weapon or concealed handgun on your person or property while you are rendering any services or attending any event or function relating to your employment with SWINA or conducting any business on the company’s behalf. This prohibition includes carrying or maintaining a concealed weapon or handgun in any vehicle used in connection with your employment or brought onto SWINA’s premises.

If SWINA has a reasonable suspicion at any time that a concealed handgun or weapon has been maintained, carried or stored in violation of this policy, SWINA reserves the right to conduct a reasonable search of the person, work area, personal items or any vehicle in the possession or subject to the control of such person to investigate whether or not a prohibited weapon is present. Any employee who witnesses the concealment or possession of a weapon or who witnesses a physical or verbal assault involving another person should report it to their supervisor or the Human Resources department immediately. Violating this policy or refusing to consent to a reasonable search conducted pursuant to this policy may lead to discipline up to and including termination. Compliance with this policy is also a term and condition of continued education/employment with SWINA.
Appendix A: Ownership and Administration

Executive
KC Miller, HHCP, LMT, APP, CHT, LC
Founder & Owner
Brian P. Miller, Ed.D
Owner
Mary Ritter
Chief Executive Director

Southwest Institute of Healing Arts

Accounting & Payroll
Salisha Tamandl Kacic
Director of Finance & Human Resources Controller
Melissa Hall
Accounts Receivable Specialist
Tara Alcantara
Payroll and HR Specialist
La Paz Zaragoza
Student Accounts Specialist

Admissions
Becca Briley
Lead Management & Marketing Director
Treena Edwards
Jennifer Emperador
Janell Erickson
Krystle Riveras
Tristen Reis
Jenny Sirwet
Jason Kirkpatrick
Admissions Advisors

Luna Davidson
Admissions Support

Bookstore
Barb Moeller
Bookstore Manager
Jesse Adams
Online Bookstore Specialist
Michelle Griffin
Roann Monson
Delos Nokleby
Bookstore Staff

Education (On-Campus)
Shelley Tom
Dean of Education
James Patrick
Assoc. Dean of Education
Linda Bennett
Program Director Hypnotherapy
Elmas Vincent
On-Campus Education Support & Schedule Architect
Education (Online)
Michael Dye
Director of Online Faculty
Dana Greenwood
Instructional Designer
Daniela Applegate
Lead Learning Interface Designer
Alan Taylor
Instructional Media Engineer
Matt Bialach
Online Technical Assistant
Facilities
Sara Zejda
Facilities and Education Operations Manager
Matt Pierce
Calvin Cook
Gail Clay
Henry McLeod
Facilities Team
Financial Aid
Amber Imes
Financial Aid Director
Chelsea Trautman
Financial Aid Specialist
Janet Watson
Financial Aid Specialist
Front Desk Team
Michelle Griffin
Maribel Hernandedz
Wayne Hoffman
Front Desk Support
Information Technology
Michael LaBelle
Director of Information Technology

Marketing
Carmen Marrero
Marketing Manager
Taylor Jablonowski
Marketing Coordinator
Crystal Price
Media Specialist
Brian McKinney
Web/Marketing Media Specialist & Graphic Designer

Massage Clinic
Billy Joel Hamilton
Clinic Center Manager
Jenny Buford
Lead Clinic Coordinator
Scott Taylor
Brea Matheis
Clinic Coordinators

Student Services (On-Campus)
Dr. Brad Bouté, Ph.D.
Dean of Student Services & Compliance
Angelica Valenzuela
Associate Dean of Student Services
Anyada Francia
Amy Horn
Jacqueline Wright
Academic Advisors
Fran Walsh
Registrar
Rosa Rogers
Grades and Attendance Specialist & Academic Advisor Support
Crystal Clay
Wayne Hoffman
Student Services Specialist
Student Service (Online)
Bernadett Bialach
Associate Dean of Online Student Services
Janet Lee
Jonathan Price
Kevin Williamson
Online Student Services Advisor

Success Center and Placement Division
Sharon Ducati
Success Coach
Will Zecco
Entrepreneurial Division Manager
Marissa Newell
Online Placement Specialist & Success Coach

Spirit of Yoga and Auxiliary Classroom
Stacey Scibelli
Advanced YTT Academic Advisor
Laura McKinzie
Director of Yoga Curriculum
Joan Collins
Yoga Student Advisor & YTT Practicum Coordinator

Southwest Institute of Natural Aesthetics
Autumn Grijalva
SWINA Campus Director
Dr. Laree Hooker
Medical Director
Dr. Beth Martin
Assistant Medical Director
Tina Stratton
Admissions Director
Michael Shuey
Director of Education
Beverly St. Ives
Career Services
Melissa Castro
Zoe Lopez
Kat Thomas
Spa Coordinators
Angela Ramirez
Laser Clinic Coordinator

Leah Lackland
Studio Manager
Amy Pftuntner
Monica Craig
Soy Front Desk

Chelsea Haile
Amber Wintrow
Student Services Specialist
Annie Fonnegra
Purchasing and Operations
# Appendix B: Faculty

**Listed in Alphabetical Order**

*Representative Sample of Classes*

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Qualifications</th>
<th>Course Code</th>
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<td>CB 400</td>
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<td>EL 600</td>
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<td>TE 143</td>
<td>Breast Health I</td>
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<td>TE 144</td>
<td>Breast Health II</td>
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<td>TE 260</td>
<td>Fibromyalgia Therapy</td>
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<td>TE 340</td>
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<td>Albert, Melanie BS, Certified Health Coach</td>
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<td>Social Media and Webinar Marketing</td>
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<td>HN 221-OL</td>
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<td>Arena, James BA, R.P.P., C.P.E</td>
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<td>PC 942</td>
<td>Polarity Yoga and Dr. Stone’s Mystical Philosophy</td>
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<td>PC 998</td>
<td>Polarity - Spinal Balancing</td>
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<td>Yoga for PTSD</td>
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<td>YO 331</td>
<td>Yoga – Philosophical Foundation &amp; Applied Yoga Philosophy</td>
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<td>YO 522</td>
<td>Yin Yoga - Teaching a Practice of Surrender</td>
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<td>BC 557-OL</td>
<td>Social Media and Webinar Marketing</td>
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<td>SP 411-OL</td>
<td>Ceremonies &amp; Sacred Space ONLINE</td>
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<td>SP 430-OL</td>
<td>Death, Dying &amp; Hospice ONLINE</td>
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<td>Bailey, Marie PhD, E-RYT 500</td>
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<td>YO 421 P$</td>
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<td>Yoga – Body Psychology III</td>
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<td>Yoga – Body Psychology IV</td>
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<td>Baisden, Gregory Ph.D., MA, BA, SOMA</td>
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<td>MG 301-OL</td>
<td>Mindfulness Strategies</td>
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<td>Mindfulness and Guided Imagery Practicum</td>
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<td>BC 550-OL</td>
<td>Life Coaching - Foundation ONLINE</td>
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<td>BC 561-OL</td>
<td>Life Coaching - Core Strategies, Techniques &amp; Implementation, Part 1 ONLINE</td>
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<td>BC 562-OL</td>
<td>Life Coaching - Core Strategies, Techniques &amp; Implementation, Part 2 ONLINE</td>
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Beaulieu, John ND, Ph.D.
PC 943 P$ Polarity - Sound Healing
PC 944 P$ Polarity - Sound Healing Clinical Skills

Bennett, Linda BS, CCHT, CAS, LC
BC 550 P$ Life Coaching – Foundation
BC 550-OL Life Coaching - Foundation ONLINE
BC 560 P$ Life Coaching Core - Strategies, Techniques & Implementation
CC 115-OL Alternative Lifestyles & Diversity - Embodying Compassion ONLINE
CC 120 Intuitive Studies - Intro
CC 120-OL Intuitive Studies ONLINE
CC 130-OL Psychology of Addiction - Understanding the Shadow ONLINE
EV 370 Hypnotherapy - Clinical Certification Prep
HY 101 Hypnotherapy - Foundations Level I
HY 101-OL Hypnotherapy - Foundations Level I ONLINE
HY 201 Hypnotherapy - Foundations Level II
HY 201-OL Hypnotherapy - Foundations Level II ONLINE
HY 301 Hypnotherapy - Foundations Level III Clinic
HY 301 - OL Hypnotherapy - Foundations Level III ONLINE
HY 315 Hypnotherapy - Fears, Phobias, and Addictions
HY 315 –OL Hypnotherapy - Fears, Phobias, and Addictions ONLINE
HY 350 Hypnotherapy - Past Life Regression
HY 350-OL Hypnotherapy - Past Life Regression ONLINE
HY 351 Hypnotherapy - Past Life Introduction
HY 370-OLP$ Hypnotherapy Clinical Certification Preparation ONLINE
HY 401-OL Hypnotherapy - Advanced Techniques ONLINE
HY 402 Hypnotherapy - Advanced Techniques
HY 450 Spirit Releasement
HY 475 Hypnotherapy - Dreams and Metaphors
HY 475-OL Hypnotherapy - Dreams and Metaphors- ONLINE
HY 520 Hypnotherapy - Subconscious Intervention
HY 581-OL Hypnotherapy - Medical Imagery Hypnosis ONLINE
SP 400 Sacred Agreements - Setting Your Spiritual Intention

Birkemeier, Torrie AS
UF 100-OL Urban Farming: Field to Fork ONLINE
UF 120-OL Urban Farming - Seed-to-Sale ONLINE
UF 140-OL Urban Farming Externship ONLINE
UF 140 Urban Farming Externship
UF 240-OL Urban Farming Educator – Sharing Sustainability ONLINE

Bouté, Brad Dr., P.Hd., MFA, BFA
EC 742 Reiki - Allies, Ancestors & Power Animals
EC 775 Reiki I & II - Shamanic
EC 776 Reiki III & Beyond - Shamanic

Bruce, Mary E-RYT 500, Level II Cert. Para Yoga Teacher, Relax and Renew Trainer, Certified Yoga Nidra Facilitator
YO 508 Yoga - Restorative Yoga

Buckheister, Edie
SWINA Aesthetics Instructor

Castro, Avianna BS
MG 101-OL Mindfulness and Guided Imagery Introduction
MG 201-OL Mindful Guided Imagery

**Castro, Lydia**
SWINA Aesthetics Instructor

**Chischilly, Leah MS, BA, PT, RYT, Nutrition & Health Coaching Certification**
HN 111-OL Nutrition - Principles of Conscious Eating and Behavior Modification ONLINE
HN 155-OL Nutrition - Comparative Dietary Systems ONLINE

**Clemons, Kathleen**
AR 300 Aromatherapy – Toning & DeTox

**Clough, Kelly N.D.**
HN 242-OL Nutrition – Introduction to Sports and Fitness Nutrition
HN 310-OL Nutrition - Fundamentals of Biochemistry
HN 242-OL Nutrition - Introduction to Sports and Fitness Nutrition

**Coleman, Kaye**
HY 101-OL Hypnotherapy - Foundations Level I ONLINE
HY 201-OL Hypnotherapy - Foundations Level II ONLINE
HY 301-OL Hypnotherapy - Foundations Level III ONLINE

**Collins, Sandy**
CC 250-OL Psychology Theories - Honoring the Masters ONLINE
CC 310-OL Developing Ethical Consciousness

**Corkran, Hope**
AR 109 Aromatherapy – Ginger Compress
CC 101 Communication Skills for Practitioners II
ST 102 Spa Treatments – Clay & Sea Mineral Mask
ST 355 Sugar Polish Treatments & Salt Glow Mass
TE 160 Carpal Tunnel/Thoracic Outlet Release
TE 225 Rotator Cuff/Shoulder Joint
TE 662 Hydrotherapy/Injury Management

**Corter, Melissa**
AG 101-OL Introduction to Intuitive Guidance
AG 201-OL Angels and Guides
AG 301-OL Intuitive Guidance – Practical Application
AG 401-OL Business of Angel Guidance
CC 120-OL Intuitive Studies ONLINE
SP 151-OL Comparative Religion - Unity & Tolerances ONLINE
SP 160-OL Mysticism ONLINE
SP 333-OL Archangels ONLINE
SP 410-OL Ceremonies & Sacred Space ONLINE
SP 435-OL Developing Your Spiritual Gifts
SP 446-OL Universal Laws - Practical Application ONLINE

**Crujido, Carla**
AR 100-OL Aromatherapy - Intro ONLINE
AR 106-OL Aromatherapy for the Spirit ONLINE
AR 121-OL Aroma-Auriculotherapy ONLINE
AR 133-OL Flower Essences ONLINE
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<td>Comparative Religion - Unity &amp; Tolerances ONLINE</td>
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<td>Nutrition - Foundations of Transformational Healing &amp; Holistic Nutrition</td>
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<td>HN 122-OL</td>
<td>Nutrition - Understanding Macronutrients and Micronutrients for Optimum Health</td>
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<td>HN 155-OL</td>
<td>Nutrition - Comparative Dietary Systems ONLINE</td>
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<td>Life Coaching - Core Strategies, Techniques &amp; Implementation, Part 2 ONLINE</td>
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<td>Urban Farming - Field-to-Fork ONLINE</td>
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<td>UF 240-OL</td>
<td>Urban Farming Educator - Sharing Sustainability ONLINE</td>
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Emperador, Jennifer BA, LC, RE, YO, YO-N
BC 540  Business Development & Entrepreneurial Support
TC 110  Workshops & Group Facilitation

Erickson, Janell AOS, LMT, LC, RF
BC 430  Practice Development Portfolio
RF 151  Toe Reading I – Reflexology Assessment and Intro to Dialogue
RF 167  Toe Reading Practicum

Evans, Loren BA
BC 110  Soap Notes
BC 301  Ethics for Massage Therapists
BC 302  Business Practices for Massage Therapists
MT 500  Physiology
MT 521  First Aid
MT 530  CPR Certification
OE 620  Thai Massage - Traditional
OE 640  Thai Massage - Foot Massage

Escarzaga, Erinn
SWINA Aesthetics Instructor

Field, Pam LMT, RN, BSN, NCBTMB
EC 101  Energy Anatomy - Introduction
EL 112  Myofascial Energetic Massage
EL 118  Myofascial Energetic Massage: Advanced - Head & Neck
EL 120  Myofascial Energetic Massage: Advanced - Shoulders, Thoracic Cage, Arm & Hand
EL 122  Myofascial Energetic Massage: Advanced - Lower Spine, Pelvis & Legs
EL 126  Myofascial Energetic Massage: Tissue Talk - Master Touch Skills
MT 115  Anatomy
SC 415  Pathology – BW

Franklin, William ND, BA
MT 151  Kinesiology – Anatomical Applications
SC 415  Pathology – BW
SC 425  Pathology – WH

Gackstatter, Shari USPS Ed
EC 420  Crystal Healing

Gialelis, Jimmy BS, LMT, REM
MT 151  Kinesiology
MT 300  Corporate Chair Intro
SC 415  Pathology

Gilbert, Sherry BA, LC, HY
EV 503  Hypnosis for Childbirth
HY 101-OL  Hypnotherapy - Foundations Level I ONLINE
HY 201-OL  Hypnotherapy – Foundations Level II ONLINE
Grunwald, Ellie LC
AG 101 Introduction to Intuitive Guidance
AG 201 Angels & Guides
AG 301 Intuitive Guidance – Practical Applications
AG 401 Business of Intuitive Guidance
EC 101 Energy Anatomy
EC 400 Chakras Intro
YO 325 Yoga – Yogic Energy Anatomy

Guinn, Erica, BS
SC 250 Botany

Hamilton, Billy Joel LMT AOS
CC 100 Communication Skills for Practitioners I
CC 101 Communication Skills for Practitioners II
SM 150 Ayurveda Intro
TE 260 Fibromyalgia Therapy
TE 380 Neck Release
TE 590 Removing the Armor

Hansen, Ari LMT AOS
PC 850 Cranial Unwinding I

Harmon, Melodie MA Social Work, AOS, CRA, POLAPP, RE, RF
CC 302 Mastery Skills for Healthcare Practitioners
TC 120 Coaching the Hero Within
TC 150 Building Resiliency & Stress Management

Hassmer, Kendall ND, BA
HN 301-OL Nutrition - Anatomy and Physiology I: Nutritional Support for Body Systems
HN 302-OL Nutrition - Anatomy and Physiology II: Nutritional Support for Optimal Organ Function
TP 130-OL Psychology of Addiction – Understanding the Shadow ONLINE

Hegeman, Michael B.S., M.Div., ThM., CHT., Ph.D.
CC 115-OL Alternative Lifestyles & Diversity - Embodying Compassion ONLINE
CC 250-OL Psychology Theories - Honoring the Masters ONLINE
SP 151-OL Comparative Religion - Unity & Tolerances ONLINE
SP 155-OL Spiritual Traditions
SP 160-OL Mysticism ONLINE
SP 213-OL Spiritual Practices for Life Transitions ONLINE
SP 215-OL Ministerial Duties & Mentoring ONLINE
SP 275-OL Prayer Therapy ONLINE
SP 333-OL Archangels ONLINE
SP 411-OL Ceremonies & Sacred Space ONLINE
SP 420-OL Ministerial Duties ONLINE
SP 421-OL Ministerial Duties - Ethics & Responsibilities ONLINE
SP 430-OL Death, Dying & Hospice ONLINE
SP 435-OL Developing Your Spiritual Gifts ONLINE
SP 446-OL Universal Laws - Practical Application ONLINE
SP 450-OL Meditation & Mindfulness

Horn, Amy BA, LMT
AR 100 Aromatherapy Intro
AR 117 Aromatherapy – Pet Care
AR 118  Aromatherapy – Wellness for Women
AR 300  Aromatherapy – Toning & Detox
MT 950  Massage Clinic - Supervised MT 1000 w/NA
MT 975  Massage Clinic - Supervised MT 750
MT 999  Massage Clinic - Supervised MT 1000
SM 150  Ayurveda Intro

Hooker, Laree Dr.
SWINA Medical Director

Jackson, Desiree
SWINA Aesthetics Instructor

Jaeger, April LMT
AR 100  Aromatherapy - Intro
AR 101  Aromatherapy - Advanced
AR 106  Aromatherapy for the Spirit
AR 109  Aromatherapy – Ginger Compress
AR 110  Aromatherapy - Pharmacology
AR 111  Aromatherapy - Ginger Compress
AR 112  Aromatherapy - Wellness for Women
AR 113  Aromatherapy - Intro for Yoga Teachers
AR 114  Aromatherapy - Men’s Health
AR 115  Aromatherapy - Foot Chakra Reflexology
AR 117  Aromatherapy - Pet Care
AR 118  Aromatherapy – Wellness for Women
AR 120  Aromatherapy - Therapeutic Touch
AR 125  Aromatherapy - Essential Oil Hydrating Wrap
AR 132  Flower Essences
AR 300  Aromatherapy - Toning & DeTox
AR 425  Aromatherapy - Massage with Oils
ST 101  Spa Treatments – Professional Foundation
ST 102  Spa Treatments – Clay and Sea Mineral Masks
ST 103  Spa Treatments – Custom Seasonal Treatments
ST 355  Sugar Polish Treatments & Salt Glow Massage

Johnson, Jodi LMT, RPP
AR 150  Aromatherapy - Spirit of the Stones
BC 301-OL  Ethics for Massage Therapists ONLINE
CB 410  Baby Touch
CC 120-OL  Intuitive Studies ONLINE
CC 305-OL  Ethical Consciousness ONLINE
EC 101-OL  Energy Anatomy Part 1 ONLINE
EC 102-OL  Energy Anatomy Part 2 ONLINE
EC 120-OL  Energy Anatomy ONLINE
SP 433  Archangels ONLINE
SP 411-OL  Ceremonies & Sacred Space ONLINE
SP 446-OL  Universal Laws – Practical Application ONLINE

Johnson, Rachel
SWINA Laser Instructor

Kearn, Lisa, AOS, RPP
PC 100  Polarity Basic I
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**Mansueto, Lisa**

SWINA Aesthetics Instructor

**Marasca, Gisele**

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**Martin, Beth Dr.**

SWINA Assistant Medical Director

**Mattingly, Larry MA, BA**

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**McKinzie, Laura E-RYT500**

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**McLaughlin, Suzie BA, LMT, LC, C-MLDT**

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**McNutt, Jezaree AOS, LMT, YTT, ChT**

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**Michaud, Matt ND, MA, BA, LMT**

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TE 260  Fibromyalgia Therapy  
TE 590  Removing the Armor  
TE 650  Sports Massage – Intro  
TE 690  Trigger Point  

**Meyer, Vernon** Ph.D.  
SP 151-OL  Comparative Religion - Unity & Tolerances ONLINE  
SP 160-OL  Mysticism ONLINE  

**Miller, KC** BA, AA, LMT, HHC, E-RYT  
BC 550 P$  Life Coaching – Foundation  
BC 515-OL  Business Development & Entrepreneurial Support ONLINE EL 146 Auriculotherapy  
BC 582  Life Coaching – Master Class  
EC 791  Reiki For Prosperity  
EL 571  Star Teacher Training - Part I - Diversity in Learning Styles  
EL 572  Star Teacher Training - Part II - Developing a Successful Lesson Plan  
EL 600  Canine Massage  
PC 100  Polarity - Basic I  
SP 215-OL  Ministerial Duties & Mentoring ONLINE  
SP 440  Spiritual Coaching  
SP 441-OL  Spiritual Coaching & Guidance Mentoring ONLINE  
YO 506 P$  Yoga - Transformational Yoga Coaching  

**Nasluchacz, Rene** M.B.A.  
BC 117-OL  Professional Communication Online  
BC 402-OL  Seminar & Presentation ONLINE  

**Newman, Nancy** Master Toe Reader, Reiki Master  
RF 150-OL  Toe Reading - Reflexology Assessment I - Elemental ONLINE  

**Noah, Debbie** BA, CCH  
SP 411-OL  Ceremonies & Sacred Space ONLINE  
SP 430-OL  Death, Dying & Hospice  
SP 466-OL  Universal Laws – Practical Application ONLINE  

**Ostapuk, Kyle** BA, LMT  
EC 146  SpaLomi Massage  

**Patrick, James** AOS LC, CHT, RYT, NASM CPT  
BC 530  Introduction to Holistic Entrepreneurship & Self-Empowerment  
BC 540  Business Development & Entrepreneurial Support  
BC 560  Life Coaching – Core Strategies  

**Patterson, Tim** LC  
BC 560  Life Coaching – Core Strategies  
SP 151-OL  Comparative Religion - Unity & Tolerances ONLINE  
SP 421-OL  Ministerial Duties – Ethics & Responsibilities ONLINE  
SP 441-OL  Spiritual Coaching & Guidance Mentoring ONLINE  

**Pierson, Deborah** LMT  
EC 715  Reiki I & II - Transformational  
EC 725  Reiki III - Advanced Transformational  
EC 765  Reiki Master/Teacher Initiation - Transformational  
MT 200  Swedish Massage
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<td>HN 120-OL</td>
<td>Nutrition - Principles of Transformational Healing ONLINE</td>
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<td>HN 121-OL</td>
<td>Nutrition - Foundations of Transformational Healing &amp; Holistic Nutrition ONLINE</td>
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<td>HN 151-OL</td>
<td>Nutrition - Conscious Eating, Behavior Modifications, &amp; Dietary Systems ONLINE</td>
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<td>HN 251-OL</td>
<td>Nutrition - Nutritional Assessment &amp; Client Coaching ONLINE</td>
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<td>Ayurveda - Intro ONLINE</td>
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<td>SP 275-OL</td>
<td>Prayer Therapy</td>
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<td>Prayer Therapy &amp; Mindful Meditation</td>
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<td>Toe Reading II - Soul Coaching &amp; Facilitated Dialogue</td>
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<td>RF 167</td>
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<td>HH 500-OL</td>
<td>Sustainability and Conscious Living</td>
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<td>UF 100-OL</td>
<td>Urban Farming: Field to Fork ONLINE</td>
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<td>Polarity - Business &amp; Ethics</td>
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<td>PC 850</td>
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<td>PC 855</td>
<td>Cranial Anatomy - Listening Skills</td>
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<td>Cranial Unwinding for Infants and Children</td>
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<td>PC 995</td>
<td>Polarity - Advanced Supervision &amp; Clinical Development</td>
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PC 997  Polarity - Energetic Nutrition

**Taylor, Scott**  AOS, BLS, LMT, RE
BC 110  SOAP Notes
BC 700  Reiki I Traditional
EC 711  Reiki II Traditional
EC 720  Reiki III – Advanced
EC 750  Reiki Symbolism & Geometric Grid
EC 766  Reiki Master/Teacher Initiation
EC 798  Reiki Clinic
MT 115  Anatomy
MT 200  Swedish
MT 400  Myotherapy 7 Step Release System
MT 521  First Aid
MT 530  CPR Certification
TE 220  Deep Tissue Sculpting
TE 600  Rock & Unlock

**Tomczyk, Piperlyne**
BC 561-OL P$  Life Coaching - Core Strategies, Techniques & Implementation, Part 1 ONLINE
BC 562-OL P$  Life Coaching - Core Strategies, Techniques & Implementation, Part 2 ONLINE
HY 101-OL  Hypnotherapy - Foundations Level I ONLINE
HY 201-OL  Hypnotherapy - Foundations Level II ONLINE
HY 301-OL  Hypnotherapy - Foundations Level III ONLINE

**Tom, Shelley**  MA, RYT
CC 130  Psychology of Addictions
TC 630  Somatic Psychology – The Neuroscience of Regulation & Trauma

**Vincent, Elmas**  MBA, BS, LC, Certified NLP
BC 550-OL  Life Coaching - Foundation ONLINE
EL 725  Neurolinguistic Programming (NLP)
EL 725-OL  Neurolinguistic Programming (NLP) ONLINE
BC 542  Applied Entrepreneurship
BC 550  Life Coaching – Foundation
BC 560  Life Coaching – Core Strategies, Techniques & Implementation

**White, Shannon**  AOS, POLAPP, CRA
PC 860  Cranial Unwinding II
PC 960  Polarity – Clinic
PC 961  Cranial – Clinic
PC 997  Polarity – Energetic Nutrition Life Energy
PC 999  Polarity – Autonomic Nervous System

**Wolf, Jacob**
HN 270-OL  Nutrition – Introduction to Healing Herbs
HN 241-OL  Nutrition – Nutrition through the Lifecycle: Toddler through Older Adult

**Wright, Jacqueline**  BA, AOS, AR, CRA, LC, POLAPP, RE, RYT
TP 110  Stress Management & Psychological Acupressure
TC 150  Building Resiliency & Stress Management

**Yohe, Jennifer**  LMT, RPP
AR 410  Aromatherapy - 5 Element Acupressure for Emotional Healing
EC 105  Energetic Acupressure - Overview of Asian Therapies
HH 320  Castor Oil Cleansing Therapy
PC 700  Polarity - Reflexology

**Yuhaniak, Michael**  BA, LMT
EL 720  Thumbless Therapy

**Zecco, Will**  RYT-200
YO 111  Yoga Module I – UNITY Yoga Foundations
YO 112  Yoga Module II – UNITY Yoga Teaching Foundations
YO 113  Yoga Module III – UNITY Yoga Deepening the Path
YO 132  Yoga – Intro to Sacred Sound & Meditation - Singing Bowls & the Gong
YO 323  Yoga - Business of Yoga

**Zejda, Sara**  LMT, LS, AOS
MT 400  Myotherapy – 7 Step Release System
TE 220  Deep Tissue
TE 380  Neck Release
TE 362  Myotherapy – Seven-Step Progression
TE 400  Myotherapy – Seven-Step Release
Appendix C: Course Descriptions

AG 101-OL Introduction to Intuitive Guidance
Class Hours: 20 Credits: 1.25
The experience of intuition is often cloaked in mystery, superstition, and uncertainty. As young children, we are often socially conditioned to dismiss or even denigrate our natural intuition. During this introductory course on Intuitive Guidance, you will explore the various definitions and explanations for intuitive experience and the many pathways for connecting to your inner guidance. Text: $20

AG 201-OL Angels and Guides ONLINE
Class Hours: 20 Credits: 1.25
Understand the full spectrum of Angels and the Angelic Realm, explore the characteristics of Archangels, and examine historical and contemporary Guardian Angels. You will discover the range of Ascended Masters and Guides, healing Divinities and Deities, and Saints and the archetypes they represent. You will also consider and explore Power Animals as Intuitive Messengers and discover your personal Power Animals and metaphors. Text: $23 PRERQ AG 101-OL

AG 301-OL Intuitive Guidance – Practical Applications
Class Hours: 40 Credits: 1.25
In this course, you will discover the many ways to work directly with your Spiritual Guides, and put into practice the concepts of this course and of previous courses. Text: $16 PRERQ AG 201-OL

AG 401-OL Business of Intuitive Guidance
Class Hours: 20 Credits: 1.25
Learn the business of Intuitive Guidance! This course offers you the essential business elements to form your practice as a Holistic Practitioner. You learn how to move from inception into action and success with prosperity consciousness. Text: $25 PRERQ AG 301-OL

AR 100 Aromatherapy – Intro
Class Hours: 20 Credits: 1.25
This excellent introductory course begins training students in the practice of extracting, distilling and utilizing essential plant oils in order to harness their renowned psychological and physical benefits. Learn both historical and modern day uses of this 1,000 year old alternative therapy, the properties and methods of extraction, and the differences between true and synthetic oils. Students will discover how to connect with oils for their own healing and that of their clients, as well as practice blending oils and creating scents to complement massage therapy and other natural therapies. CONTRAINDICATED FOR PREGNANCY Text: $77. Supplies: $75 (includes all supplies needed). (CEU-NCBTMB) NOTE: Registration for this course closes the Thursday before course start.

AR 100-OL Aromatherapy - Intro
Class Hours: 20 Credits: 1.25
Aromatherapy is an ancient and natural form of complementary medicine in which essential oils—often in combination with other holistic therapies such as bodywork, life coaching and hypnotherapy—are used for the purpose of improving physical, psychological and spiritual well-being. The term "essential oils" refers to the volatile oils extracted from the leaves, stems, flowers, bark, roots, or other elements of a plant.
AR 101 Aromatherapy-Advanced
Class Hours: 32 Credits: 2
This advanced course builds upon the fundamentals instilled in the introductory course to expand and deepen the student’s knowledge and practice. As an in-depth study of the applications of essential oils, the course teaches students a range of treatment forms and application methods to enhance and maintain physical, emotional, and spiritual health. Learn to skillfully integrate essential oils into a variety of therapeutic applications, as well develop a thorough understanding of contraindication. Combining customer blends is emphasized. PREREQ: AR 100 or AR 113. CONTRAINDICATED FOR PREGNANCY Text: $77 Supplies: $100. (CEU-NCBTMB) NOTE: Registration for this course closes the Thursday before course start.

AR 106 Aromatherapy for the Spirit
Class Hours: 20 Credits: 1.25
This class is designed for all Energy Workers, Life Coaches, Hypnotherapists, Toe Readers, as well as anyone who would like to infuse the power of essential oils in their sacred work. Together we will explore the use of oils for protection, empowerment, and release. Use for your environment, yourself as a facilitator and for your client’s spiritual and emotional needs. This is a very detailed class that will include hands on use of essential oils in a variety of applications. Supply Fee: $75 Text:$20 NOTE: Registration for this course closes the Thursday before course start.

AR 109 Aromatherapy - Ginger Compress
Class Hours: 4 Credits: 0.25
This course details the ancient healing use of ginger root as a powerful therapeutic treatment. Using fresh ginger and essential oils, learn to release holding patterns, open energy flow and renew the nervous system. Excellent class for aromatherapists, bodyworkers and spa therapists. Bring sheets, bath towel and 3 hand towels (heating pad recommended) Supplies $20. NOTE: Registration for this course closes the Thursday before course start. (CEU-NCBTMB)

AR 110 Aromatherapy - Pharmacology
Class Hours: 8 Credits: 0.5
This course aims to cultivate responsible aromatherapy practitioners by grounding students with a basic understanding of organic chemistry as related to the use of essential oils. Students will review the classification of essential plant oils, and learn their interactions, side effects and contraindications. PREREQ: AR100 (CEU-NCBTMB) NOTE: Registration for this course closes the Thursday before course start.

AR 114 Aromatherapy - Men's Health
Class Hours: 4 Credits: 0.25
Get specialized training on how to use essential oils to support Men's health and well being. Also learn signature blending tips for creating a more masculine scent for products. Supply Fee $20. NOTE: Registration for this course closes the Thursday before course start.

AR 115 Aromatherapy - Foot Chakra Reflexology for Bodyworkers
Class Hours: 8 Credits: 0.25
This course trains students to skillfully integrate essential oils into foot reflexology treatment. Reflexology is a form of alternative therapy that utilizes pressure points to foster physical healing and, when combined with the benefits of aromatherapy, can be a powerful tool for opening the chakras, facilitating emotional release, and enhancing the client's receptivity to healing. Supplies $20. (CEU-NCBTMB)
AR 117  Aromatherapy - Pet Care  
Class Hours:  4  Credits: 0.25  
Not all pets tolerate essential oils well and the ones who do need special care in safety, dosage and application. When applied properly oils can support pets physically and emotionally. Topics range from separation anxiety to flea control and first aid. Supply fee $10. (No pets allowed in class.) NOTE: Registration for this course closes the Thursday before course start.

AR 118  Aromatherapy - Wellness for Women  
Class Hours:  8  Credits: 0.25  
Study specific uses and applications of individual oils and blends for women's health issues, including imbalances during hormone cycles such as PMS and menopausal symptoms, stress management, heart and bone health. Great class for Aromatherapy students and practitioners, and holistic health care professionals specializing in women's wellness. Supplies $20. (CEU-NCBTMB) NOTE: Registration for this course closes the Thursday before course start.

AR 120  Aromatherapy - Therapeutic Touch  
Class Hours:  8  Credits: 0.25  
Bringing together the science of aromatherapy with the physical and spiritual benefits of a therapeutic touch, this introductory course trains students to interact with the body’s physical and energetic fields and enhance healing by skillfully incorporating essential oils into treatment. Supplies: $20. NOTE: Registration for this course closes the Thursday before course start.

AR 121-OL  Aroma-Auriculotherapy ONLINE  
Class Hours:  40  Credits: 2.5  
This course is a hybrid of Auriculotherapy and Aromatherapy. Auriculotherapy is a therapeutic intervention in which the ear is stimulated to alleviate health conditions in other parts of the body and emotional imbalances. Based upon the ancient Chinese practice of acupuncture, Auriculotherapy is sometimes referred to as “ear reflexology.” Students will learn how to infuse the powerful influence of essential oils into Auriculotherapy. Students will explore the use of oils for protection, empowerment, and release. This powerful holistic modality creates change and healing. Specific protocols include 'The Master Change Protocol', weight management, smoking abatement, prosperity programming, and Dimensionality Protocol, with the use of Aromatherapy to release emotional stories long embedded in cellular memory. Please note: This course requires students to obtain a volunteer for some assignments that necessitate subtle physical contact. CONTRAINDICATED FOR PREGNANCY. Required kits: $105 Text: $20 (CEU-NCBTMB)

AR 125  Aromatherapy - Essential Oil Hydrating Wrap  
Class Hours:  8  Credits: 0.25  
This Aromatherapy treatment starts with dry brushing. Essential oils penetrate into tissues while the client is wrapped and relaxed. Students will learn the benefits of essential oils and household products that can be used for hydrating wraps. Bring sheets, bath towel and 3 hand towels PRERQ MT 200 or licensed or instructor approval. Supplies: $20 BW (CEU-NCBTMB) NOTE: Registration for this course closes the Thursday before course start.

AR 132  Flower Essences  
Class Hours:  16  Credits: 1  
Flower essences are subtle liquid extracts, generally taken in oral form, which are used to address profound issues of emotional well being, soul development and mind-body health. This course supplements traditional aromatherapy study by immersing students in the history, use, and effects of flower essences, as well as training them in the precise application of flower essence for enhancing specific emotions and attitudes. Learn to
integrate flower essences into your holistic practice, and treat a variety of ailments. Please bring 3-ring binder. Supplies $35. NOTE: Registration for this course closes the Thursday before course start.

**AR 133-OL  Flower Essences**  
**Class Hours:** 16  
**Credits:** 1  
Flower essences are the energetic matrix of a flower—captured/suspended in water—used to effect healing of the mind, body, and spirit. Within the scope of this course, we will learn the history of flower essences, how to use them to facilitate healing in ourselves and others, and how best to integrate them into a holistic healing practice. Required kit: $40. Text: $25. (CEUNCBTMB)

**AR 300 Aromatherapy - Toning & DeTox**  
**Class Hours:** 4  
**Credits:** 0.25  
This course applies aromatherapy practice to toning and detoxification treatments. Learn the properties and uses of essential oils and ways that tone skin and detoxify the body. Among other ailments, students will learn to treat cellulite, as well as how to incorporate responsible diet and exercise practices into treatment. This is a detailed aromatherapy lecture class. Supplies: $20. (CEUNCBTMB) NOTE: Registration for this course closes the Thursday before course start.

**AR 410 Aromatherapy - 5 Element Acupressure For Emotional Healing**  
**Class Hours:** 20  
**Credits:** 0.75  
Restore emotional/mental balance with essential oil massage, including back and foot emotional reflex areas and 5 Element acupressure points. Gain an understanding of Chinese 5 Element emotional patterns and the essential oils used to balance them. Text: $25. Supplies: $45 BW (CEU-NCBTMB) NOTE: Registration for this course closes the Thursday before course start.

**AR 425 Aromatherapy - Massage with Oils**  
**Class Hours:** 16  
**Credits:** 0.5  
Experience the connection of body, mind and spirit, using true essential oils. Learn how oils affect the parasympathetic and sympathetic nervous systems, enhancing their role in wellness. Students will learn how to blend oils and massage this intricate system. PRERQ MT 200 or licensed or instructor approval. Supplies: $35. BW (CEU-NCBTMB) NOTE: Registration for this course closes the Thursday before course start.

**BC 105 Business Writing**  
**Class Hours:** 15  
**Credits:** 1  
The course is designed to help students develop competence in creating professional, informative, and dynamic business materials and tools. Topics include writing cover letters, resumes, professional emails, business letters, and research papers. An overview of writing and critical thinking is covered using MLA standards for research writing. Emphasis is stressed about ongoing research and study throughout our careers to better ourselves for our clients.

**BC 110 SOAP Notes**  
**Class Hours:** 6  
**Credits:** 0.25  
Students learn to professionally document their therapeutic process. Intake forms are designed for future business. Case studies are practiced. By documenting every session with a client in SOAP fashion a therapist protects themselves against client complaint or lawsuit, can effectively communicate with other healthcare professionals or insurance personnel, and gives a much better and more professional service to their clients. (CEU-NCBTMB)

**BC 117-OL Professional Communication**
Class Hours: 40 Credits: 2.5
This course will help you find and refine your voice through written word and will challenge you to create, refine, and publish your work. You will expand your reach of potential clients and begin creating an online presence in order to position yourself as an industry leader and expert in your field. This course helps you define the best voice for your business and establish an online presence that honors the way you choose to communicate with others. PREREQ: BC 555-OL. STUDENTS MUST COMPLETE BC 555-OL BEFORE TAKING THIS COURSE. Text $17

BC 200 Basic Finance
Class Hours: 16 Credits: 1
The course focus is on personal financial management. Instruction includes setting up a monthly budget, tracking income and expenses, and exploring the variances that occur such as over and under budget. Frugality is explored as a means to improving one's life. Prosperity consciousness and treating money as a tool for wealth building strategies are discussed. Retirement, savings, and investments such as stock purchases, 401(k), and IRA management are studied. Group sales efforts are conducted utilizing the tools learned in class. (CEU- NCBTMB)

BC 250 Statistical Research Project
Class Hours: 16 Credits: 1
Research is the basis for change. Many people must have things 'proven' to them in order to change their minds or habits in both work and personal lives. The class is designed to teach students using a professional business model to set a hypothesis, format a research project, conduct research by establishing base data and in-the-field studies, gather and document the data creating graphical statistics, and ultimately share the results through formal presentations.

BC 301 Ethics for Massage Therapists
Class Hours: 8 Credits: 0.5
Refresh and renew your understanding of professional ethics and boundaries for body workers. Define ethical practices, write your own business code of ethics, review different laws and how they affect a therapist, and understand the importance of proper draping. (CEUNCBTMB)

BC 302 Business Practices for Massage Therapists
Class Hours: 12 Credits: 0.75
Designed to teach appointment scheduling, client retention, community involvement, government regulation and licensing, time management, rate structuring, advertising, professionalism and employee/independent and sub-contractor, and corporations. (CEU-NCBTMB)

BC 402 Seminar & Presentation
Class Hours: 15 Credits: 1
Designed to teach students how to make a formal presentation, how to plan and deliver a seminar or workshop. Emphasis on using presentations and workshops as marketing strategies, as well as a profitable part of a private practice. LEC, (CEU-NCBTMB)

BC 430 Practice Development Portfolio
Class Hours: 15 Credits: 1
An orientation on producing all of your marketing materials - i.e. business cards, brochures, flyers, advertising, etc. Prepare for entrepreneurship or employment. Complete all the projects for full course credit to successfully start your new career! Material fee: $10 LEC (CEU-NCBTMB)

BC 530 Introduction to Holistic Entrepreneurship & Self-Empowerment
Class Hours: 15 Credits: 1
This course is designed to introduce you to your journey as a holistic entrepreneur and embark on the discovery of your next best self. Gain clarity. Provide direction. Create structure. Take action. Maintain the tools necessary to discipline yourself and consistently move forward without the loss of motivation or be held back by excuses and self-defeating behaviors. This course emphasizes a focus on YOU first and then you will apply the same concepts learned when it is time to create your practice in BC 540 – Business Development & Entrepreneurial Support.

**BC 540 Business Development & Entrepreneurial Support**  
**Class Hours:** 40  
**Credits:** 2.25

This course is designed for the student who has completed 75% or more of their program and is ready to start or grow their holistic practice. This course is focused on the implementation of effective marketing and action steps to create a plan of how each individual will “show up” in their desired market. Students are coached through the stages of entrepreneurship. Each phase of business development is discussed with emphases on exploring ALL the holdbacks a student may have to accomplishing their dreams and goals. High performance and personal coaching techniques are used, as well as honest feedback and accountability. Group support and recognition are key components in this experience. Text: $20 (CEUNCBTMB)

**BC 542 Applied Entrepreneurship**  
**Class Hours:** 45  
**Credits:** 3

This course explores the connections between Social Media, Public Speaking, and Writing as key elements all successful entrepreneurs have in common. It doesn’t matter if your business plan is global or local, having a social media presence is critical to reaching your clients and growing your business. The class explores how to create the kind of effective social media strategy you will need to thrive. You will also experience online webinars and how they might expand and supplement your ability to reach clients. Along the way, you will discover your own creativity and express and expand your writing skills as they apply to furthering your businesses. Giving effective presentations, whether they are online, in a lecture hall, or in an elevator, is the final powerful tool for reaching your potential clients and helping them to transform and meet their full potential. The class offers tips and tools on effective presenting and gives you a chance to practice them by presenting in a variety of formats throughout the class. Students should be at least 90% complete with their program before taking.

**BC 550 Life Coaching - Foundation**  
**Class Hours:** 20  
**Credits:** 1.25

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. This Foundation course introduces the common philosophies and objectives of client-centered coaching. This highly experiential foundation class details multiple assessment tools tailored to the client’s individual needs. Supplies: $30

**BC 550-OL Life Coaching - Foundation**  
**Class Hours:** 20  
**Credits:** 1.25

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. This Foundation course introduces the common philosophies and objectives of client-centered coaching. This highly experiential foundation class details multiple assessment tools tailored to the client’s individual needs. Supply fee: $10

**BC 551 Western Herbalism - Life Coaching - Foundation**  
**Class Hours:** 20  
**Credits:** 1.25
Life Coaching is a way to partner with your clients to help them produce more fulfilling results in their use of plant medicines, and in their life in general. Through the process of coaching, you will deepen their learning, improve their understanding of herbal remedies, and enhance their quality of life. This coaching course introduces the common philosophies and objectives of client-centered coaching. This highly experiential class details multiple assessment tools you can tailor to the client’s individual needs.

**BC 555-OL  Entrepreneurial Business Development**

**Class Hours:** 40  **Credits:** 2.5

This course encourages you to explore your deepest feelings and examine your “stories” around money, business, and your ‘Big Dream.’ An important part of this course is the opportunity to get input and honest feedback about your business ideas from fellow students, the instructor, and an entrepreneurial coach who is committed to supporting your ‘Big Dream’! In this course, you will Dream, Dare, Reflect, and Refine aspects of your business and marketing plan. Group support and accountability are key components in this experience. This first course of three in the ‘Entrepreneurial Business Suite,’ is designed to help you move from just having an idea to manifesting your successful business or private practice. You will be coached through the many stages of entrepreneurship. Emphasis is placed on creating and implementing a marketing plan designed to create immediate and sustainable income. By the third course (BC 557-OL), you will be ready to take your gifts and graces out into the world in a loving and profitable way. Text: $35

**BC 557-OL  Social Media and Webinar Marketing**

**Class Hours:** 20  **Credits:** 1.25

The intention behind this course is to help you harness your personal power and move through fear ultimately ‘Manifesting your Success!’ This course supports you as you transform your private practice from exercises in possibilities to engaging potential clients through social media and serving paying clients in real life. This course focuses on using webinars and public speaking as a way of promoting yourself and your private practice. Additionally, you will learn to measure your social media impact and determine strategies that are best suited to your business or private practice. PREREQ: BC 555-OL & BC 117-OL. STUDENTS MUST COMPLETE BC 555-OL & BC 117-OL BEFORE TAKING THIS COURSE. Text $52

**BC 560  Life Coaching Core - Strategies, Techniques & Implementation**

**Class Hours:** 80  **Credits:** 3.75

In this course, a coach is taught to use interactive processes and how to develop client-centered strategies and solutions, which move the client toward the rapid attainment of their goals. Participants will develop the ability to establish Client/Coach contracts, and define the nature, limitations and boundaries of the coaching relationships. Successful mastering of Coaching Core Competencies must be completed in addition to classroom time and ten required one-on-one sessions completed outside of class time. 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. This Foundation course introduces the common philosophies and objectives of client-centered coaching. This highly experiential foundation class details multiple assessment tools tailored to the client’s individual needs. Supplies $65 PREREQ: BC 550 P$ or BC 550-OL P$ (Non-program students still need to enroll through Admissions)

**BC 561-OL  Life Coaching - Core Strategies, Techniques & Implementation, Part 1**

**Class Hours:** 40  **Credits:** 2

**STUDENTS MUST ALSO REGISTER AND PAY FOR BC 562-OL WHEN REGISTERING FOR THIS COURSE**

In this course, coaches learn and practice interactive, clientcentered strategies and processes, which move the client
toward the attainment of their goals. Participants will also negotiate Client/Coach contracts, defining the nature, expectations, and boundaries of the coaching relationship. PREREQ: BC 550 or BC 550-OL.

**BC 562-OL  *Life Coaching - Core Strategies, Techniques & Implementation, Part 2***
*Class Hours: 40  Credits: 1.75*
In this course, coaches learn and practice interactive, client centered strategies and processes, which move the client toward the attainment of their goals. Participants will also negotiate Client/Coach contracts, defining the nature, expectations, and boundaries of the coaching relationship. P$. PREREQ: BC 561-OL  Text: $18

**BC 582  *Life Coaching Master Class***
*Class Hours: 28  Credits: 1.5*
This class embraces the  W.H.O.L.E. COACHING approach to teach Life Coaches how to improve their skills. Come WILLING to commit to up-leveling your coaching practice; Learn to create HEALTHY personal and professional boundaries; Be prepared for big growth OPPORTUNITIES; Embrace LIVING fully; EMPOWER your life and coaching practice! This class will be taught in a ‘Master Mind’ format – using a time-tested model for manifesting success and prosperity. PREREQ: BC 560 Life Coaching Core or Instructor permission. Minimum 8 students.

**BC 601  *Mission Possible***
*Class Hours: 45  Credits: 3*
With the right tools, your business IS possible. Students will learn and apply business writing, statistical research methods and business finance to support sound entrepreneurial endeavors. Students will apply MLA standards used for research writing as well as set a hypothesis and conduct relevant field research in this course. Students will also learn and apply personal financial management and using prosperity consciousness as a tool for wealth building. Retirement, savings, and investments such as stock are also studied. Bring your entrepreneurial vision to class, and ground it into the tools that will make it come to life in a sustainable way.

**CB 400  *Mother Touch***
*Class Hours: 8  Credits: 0.25*
A course designed for students to learn to give the pregnant client a safe, gentle, yet highly effective Therapeutic Massage. Learn how pregnancy changes the body, when Pregnancy Massage is appropriate or contraindicated, techniques for producing total relaxation of muscles while peacefully stimulating blood circulation, lymphatic drainage and endocrinological balance. Please bring unscented lotion or oil, clean sheets & pillowcases for daily hands-on exchanges (1 set for Mother Touch Basic & 2 sets for Advanced, 3 bed pillows (2 standard & 1 king), body pillow & wedge pillow (optional), 1 large bath towel or king pillow case for breast drape. PREREQ: MT 200 SWEDISH OR LICENSED  BW (CEUNCBTMB)

**CB 401  *Mother Touch - Advanced***
*Class Hours: 8  Credits: 0.25*
Learn to meet more of the pregnant client’s expanding needs. Curriculum includes aromatherapy safe for pregnancy, guided imagery and visualization for optimum maternal and fetal well-being, pre-birth parenting and fetal awareness, charting, labor massage techniques, postpartum renewal and more! Invite a pregnant friend to join you for the last 2 hours of class. PREREQ: CB 400  BW (CEUNCBTMB)

**CB 410  *Baby Touch***
*Class Hours: 12  Credits: 0.25*
Massage Therapists and Doulas are taught how to teach caregivers to massage their own babies. Learn the infant protocol, including age appropriate variations and teaching others. Role-playing and actual hands-on experience
with mothers and infants. Bring a life-sized baby doll to learn and practice techniques. Invite a parent and infant to classes Saturday and Sunday afternoons. PRERQ: MT 200 SWEDISH OR LICENSED (CEUNCBTMB)

**CC 100 Communication Skills for Practitioners I**

**Class Hours:** 15  **Credits:** 1

This course examines the basic elements of the communication process that occur between individuals, comparing effective and ineffective communication. Building upon basic communication skills, students will develop a solid understanding of the communication process in a professional setting. Students will also identify cross-cultural communication and learn how to integrate this into the interview process and professional demeanor and practice this in a therapeutic session. Text: $25 (CEU-NCBTMB)

**CC 101 Communication Skills for Practitioners II**

**Class Hours:** 15  **Credits:** 1

Take the Body/Mind/Emotion experience of Communication Skills I to the next level. This class will teach you how to recognize the holding patterns of the body. Enhance your communication skills using more theory, exercises and hands-on bodywork. These skills will assist you to hold your client through an emotional release in a safe, professional, therapeutic environment while staying within your scope of services. Text: $26 PRERQ: CC 100 LEC (CEU-NCBTMB)

**CC 130 Psychology of Addiction - Understanding the Shadow**

**Class Hours:** 30  **Credits:** 2

This course examines addictions of all types from chocolate to morphine. Designed to educate the student with truthful information about addictive behaviors and provide healthy alternatives to managing stress, the most common source of addiction. This is a great opportunity to explore personal behaviors and increase self-realization in terms of choices and outcomes leading to addictions or recovery. LEC Text: $32

**CC 310-OL Developing Ethical Consciousness**

**Class Hours:** 28  **Credits:** 1.75

This course is informative, healing, and therapeutic, as it brings to your awareness the potential shadow areas of healing relationships. The study of ethical issues provides insights in understanding both your and the client’s psycho-spiritual process. Your ethical consciousness will be expanded through assignments designed to prompt self-reflection and deepen self-awareness, as well as write your own Code of Ethics. In addition to personal ethics, legal issues relevant to holistic practitioners are discussed. This course provides tools for dealing with the profound but sometimes confusing interactions between client and holistic practitioner and supports you in coming from a strong centered place of service rather than wounded healer. Text: $63

**CC 440 Western Herbalism - Applied Ethics**

**Class Hours:** 15  **Credits:** 1

This course is specially designed for Western Herbalism students and addresses the important ethical considerations and laws specific to the herbalism industry. Students will review the Code of Ethics from the America Herbalist Guild and create their own professional code of ethics to prepare them for practice. PRERQ: WH 100 Text: $18

**CC 450 Conscious Living & Urban Farming**

**Class Hours:** 30  **Credits:** 2

Learn the foundations of how to plan, implement, and maintain your own garden through the lens of sustainability practices. With the growing concern and impact of global warming, students will learn how to impact the health and well-being of individuals and the world. Discussed topics will include toxicity and healthy
solutions for the air we breathe, the food we eat and the water we drink. A sustainable approach is used to learn all the basics, as well as water harvesting, seed saving, tool usage, and harvesting the food that has been grown.

TEXT: $57

**CH 101-OL  Nutrition - Culinary Fundamentals**
Class Hours: 20  Credits: 1.25
This course teaches you culinary fundamentals including, culinary mathematics, professional safety and sanitation, basic cooking techniques, seasonal cooking, cooking trends, natural dietary approaches, and meal and menu planning. You will learn measurements, equivalents, conversions, quantities, and food costs. You will research food safety and sanitization requirements in your local area and prepare to pass the Food Service Worker test. Furthermore, cooking techniques will be explored such as, moist heat, dry heat, and no heat methods. Additionally, you will prepare recipes with local in-season whole foods and create meals and menu plans that reflect the dietary approach that most inspires your natural cooking practice. Text $30 PREREQ: HN 221-OL

**CH 110-OL  Nutrition - Local Food Production: Farm to-Table**
Class Hours: 20  Credits: 1
This course provides you with the knowledge in the stages of food production and the ‘farm-to-table’ movement of cooking local food and providing it to local customers. You will research your local farmers, farmers markets, and CSAs, and indigenous local produce. You will create meals consisting of local in-season vegetables with various cooking techniques. Additionally, you will learn food preservation techniques including fermenting, pickling, and canning, and learn to market and sell your preserved foods. Text $30 PREREQ: HN 221-OL

**CH 120-OL  Nutrition - Whole Food Cooking and Therapeutic Applications**
Class Hours: 50  Credits: 2.75
Learn therapeutic menu planning and meal preparation using healing foods. You will create and prepare recipes throughout this course according to the following groups: nutrient rich, vegetables, sea vegetables, and salads; fruits, nuts, and seeds; beans, soy foods, and seitan; fish, meat, dairy, and eggs; whole grains, grain products, healthy breads; oils, herbs, seasonings, condiments, and sauces; appetizers, party foods, garnish, beverages, and desserts. Further, you will prepare dishes for special considerations, including detoxification, digestive wellness, and food allergies and sensitivities. PREREQ: HN 221-OL & CH 101-OL Text: $40

**CH 130-OL  Nutrition - World Cuisine & Culinary Skills Application**
Class Hours: 30  Credits: 1.75
Apply the skills you have learned in the Natural Food Culinary Specialist curriculum and continue to enhance your talents through identification of ingredients and meal preparation for cuisine found around the world. You will create innovative, delicious, and a visually appealing menu for a culinary showcase or small-scale special event to display and celebrate all that you have learned. PREREQ: HN221-OL, CH101-OL, CH110-OL, & CH120OL

**EC 105  Energetic Acupressure**
Class Hours: 16  Credits: 0.5
Learn to feel and move energy in the body using multiple acupressure points and sound vibration for specific conditions to foster healing and increase the movement of energy in the body. Learn self-acupressure as well as the treatment of clients using acupressure points on the body or energetically. Acupressure points for emotional release are also taught in this class. Easily add the use of energetic acupressure to your current modality. No prerequisites. Fully clothed modality. Bring sheets to class. Text $21  BW (CEU-NCBTMB)

**EC 106  Energetic Acupressure - Intro**
Class Hours: 16  Credits: 0.5
The healthy body is one in which energy flows freely, especially along energetic pathways known as meridians. In this introductory acupressure class three major meridians flows will be taught also with strategic Potent points for physical and emotional release and relaxation. Various reflexology holograms will be included in the protocol. This is a fully clothed hands on modality, and can easily be complementary to other bodywork. No prerequisites. Bring sheets to class. BW (CEU-NCBTMB)

EC 132  Sound Healing for Bodyworkers & Practitioners
Class Hours: 20  Credits: 0.75
Himalayan Singing Bowls promote deep relaxation and offer powerful healing properties, harmonizing the cells, and balancing the body's energy system. This class is designed for body workers, massage therapists, Reiki Practitioners and Yoga Teachers -- It explores the history and background of the Himalayan Singing Bowls and how to incorporate them into a sound healing practice. The use of one and two sound bowls in healing protocols will be taught, both as on and off the body, according to the Himalayan and Vedic Chakra systems. Using multiple Himalayan Singing Bowls will be introduced. There will be time to practice the healing protocols, deepen connection with clients through observation, communication, as well as develop your intuition and honor your creativity.

EC 146  SpaLomi Massage
Class Hours: 24  Credits: 0.75
Influenced by traditional ‘Temple’ Lomilomi massage, this course offers a restorative massage focused on long sweeping, full body connective strokes that are rhythmic in orientation, with specific use of forearms and elbows to create deep release within a 90 to 120 minute session. Very detailed and specific abdominal massage is included in this class. While the spiritual and ceremonial aspects of Lomilomi will be honored, it will not be the emphasis. Native music that creates a trance-like theta state and advanced breathing techniques will be introduced along with the use of coconut oil. (CEU-NCBTMB) PRERQ MT 200 or licensed. BW

EC 400  Chakras - Intro
Class Hours: 16  Credits: 1
Experience each of the seven energy centers of your body. Learn each chakra and how these centers affect our lives on many levels – physically, energetically, spiritually. (CEUNCBTMB)

EC 420  Crystal Healing
Class Hours: 16  Credits: 0.5
Have you ever found a stone that you had to bring home? Are you drawn to help facilitate people in their healing process? Find out how to combine your love of crystals and stones with a basic foundation of knowledge that will enhance your natural gifts. From Azurite to Zincite to Crystal Layouts, it's you, connecting with Mother Earth. Material fee: $10.

EC 700  Reiki I - Traditional
Class Hours: 16  Credits: 0.5
Reiki is a complete system of holistic healing and personal development. This spiritually directed life force energy can be used to heal yourself and others, solve problems, achieve goals, develop higher consciousness, fulfill your spiritual purpose. BW  (CEU-NCBTMB) NOTE: $50 FEE for AUN

EC 711  Reiki II - Traditional
Class Hours: 16  Credits: 0.5
Learn the symbols of Reiki with their function and meaning. Traditional Reiki symbols, Attunements and
techniques for long distance healing presented. Learn to share the healing properties of the symbols during a Reiki exchange. BW PRERQ: EC 700 $50 FEE for AUN

EC 720  Reiki III - Advanced  
Class Hours:  8    Credits: 0.25  
Move the Universal Life Force connection into healing not only the physical but the emotional and spiritual. You will receive an attunement with the Reiki Master symbols. Advanced application discussion will be held. This class prepares you to continue to the next level of Reiki Master. BW PRERQ: EC 711. $50 FEE for AUN  

EC 731  Reiki & Beyond - Sound & Vibration  
Class Hours:  16    Credits: 0.5  
Experience ways to expand your Reiki practice utilizing vibrational therapy methods including sound, movement, crystals, color, and aromatherapy. PRERQ: EC 700, 775, 800  

EC 741  Reiki - Angels, Guides, and Masters  
Class Hours:  8    Credits: 0.25  
As you grow in your Reiki practice you will realize you are not alone, especially if you are open to the guidance of those on other dimensions. Come explore the many guides that are available to serve you as a Reiki Practitioner if you call upon them. Learn to invite help and guidance from Angels, Ascended Masters, Saints, and other celestial guides.  

EC 742  Reiki - Allies, Ancestors & Power Animals  
Class Hours:  8    Credits: 0.25  
Journey within to connect with your Allies, Ancestors, and Animal Guides that are called on to help during time you want guidance, and especially in Reiki Sessions. Explore Birth Guides, Power Animals, Spirit Animals, Totem Animals, as well as ancestral Guides. Using rich imagery, visualization, nature sounds and drumming, insights are found to support building your personal totem linage, which correlates to various Reiki symbols. Class includes a Reiki share and Animal Card reading exchange!  

EC 750  Reiki Symbolism & Geometric Grid  
Class Hours:  16    Credits: 0.5  
Symbols can be a key to accessing the hidden wisdom of the universe. A means of releasing sources of energy from the unconscious, symbols facilitate the connection between the self and higher universal consciousness. This advanced course provides information for taking Reiki to its highest level of practice, as well as preparing one for teaching Supplies $10.00. PRERQ: EC 700, 775, 800  

EC 766  Reiki Master/Teacher Initiation  
Class Hours:  20    Credits: 0.5  
Become a Reiki Master Teacher, fully initiated, with all the Master Symbols, qualified and competent to teach Reiki to others. Some may choose not to teach, but rather to use the Master Teacher initiation for personal empowerment. BW PRERQ: EC 720, EC 775 or EC 803 Text: $22  

EC 767  Reiki - Holy - Master/Teacher Initiation  
Class Hours:  20    Credits: 0.5  
For those who have taken Holy Reiki I, II & III and are called to teach Reiki to others based on Christian biblical principles, with a Christ-centered focus, this class prepares you to teach the Reiki protocols. It offers you the competencies and the confidence to attune others to the Holy Reiki symbols. You may choose not to teach, rather to use the Master Teacher initiation for personal empowerment and a way to deepen your spiritual walk. BW PRERQ: EC 800, EC 811 and EC 803
EC 775 Shamanic Reiki I & II
Class Hours: 20 Credits: 0.5
The word ‘Shaman’ means ‘spiritual healer’ or ‘one who sees in the dark.’ Shamans access the Spirit realm for the purpose of individual and communal growth and healing and of retrieving authentic power, energy and wisdom. Shamanic Reiki I & II is a ceremonial journey to align you with divine ‘Source’ and activate the Healer within by honoring your ancestral roots, connecting and communicating with non-physical helpers and Guides, and the use of Shamanic visioning for self-revelation and for calling upon the essential forces of nature. In the first weekend healers will learn Reiki history as it connects to their own path, the time-tested Reiki principles, and a selfhealing protocol. Students will receive Reiki Level I & II Attunements; the traditional Reiki healing protocol will be taught, with the focus being on self-healing and selfempowerment. Students will be invited to participate in a variety of Shamanic ceremonies designed to unveil unhealed parts of themselves, and will have the opportunity ‘clear the wounded imprint’, learning to create a healthy world of integrity and ethics that are essential with stepping into the role of a Practitioner. $50 AUN FEE

EC 776 Shamanic Reiki III & Beyond
Class Hours: 20 Credits: 0.5
This shamanic-based class honors the understanding that “we are spiritual beings, having a human experience” -- and that our reality is mirroring back internal conditions and beliefs, therefore it becomes vital to practice Shamanic Reiki with clear and loving intentions. The second weekend of training is designed to help new Reiki practitioners further understand ‘life force energy’ and how to work with others in a healing session and from a distance. Additional sacred symbols are revealed; students will receive their Reiki Level III Attunements. Integrated ceremonial journeys will be offered to tap into our ‘Greater Wisdom’ and into the ‘Worlds’ seen and unseen to discover the unity that exists within all healing techniques and all beings and energies in the Circle of Life; the ancient chakra healing system will be incorporated in the healing session exchanges. PREREQ: EC 775 $50 AUN FEE

EC 777 Shamanic Wheel of Life
Class Hours: 20 Credits: 0.5
Throughout history, all over the world, and spanning nearly every culture that’s existed, are examples of the Wheel of Life, or Medicine Wheel. Join us in a journey that explores your relationship to the Wheel of life through your personal heritage. Define your entry point on the wheel and begin creating your personal wheel through ceremony and journeying. Learn to apply the metaphors of the Wheel of Life to your personal and professional practices. Text: $24

EC 778 Shamanic Pathways
Class Hours: 40 Credits: 1.25
Shamanic Pathways explores tools and practices found in many cultures across the world. Over this two-weekend course, students will have an opportunity to create a drum or rattle, and other tools used in ceremony. You will also look more deeply into yourself through creating and using a mask, and practicing shamanic journeying, connecting with totems, power animals, and spirit guides. Finally, students will begin exploring how to apply these tools to their personal and professional practices. Supplies: $200

EC 791 Reiki for Prosperity
Class Hours: 8 Credits: 0.25
Reiki is the science of energy. Money and abundance are directly linked to energy – its flow or its stuckness! Learn to embrace and harness a new prosperity consciousness, heal any past poverty or thoughts of lack and resentment. Join us as we re-script childhood programming regarding money, learn to magnetize things that are for your highest good, help release slow and dense energy associated with your personal finances, and clear,
heal, repair, recalibrate, expand and activate the energetic field. Participate in a “Healing Ceremony” designed to eliminate and remove from your aura and consciousness all frequencies which may have sabotaged your personal well-being, success, abundance, health, joy and harmony. We will consciously encode your mental, spiritual and energetic bodies with new vibrational frequencies of abundance and prosperity.

EC 793 Reiki for Animals
Class Hours: 8 Credits: 0.25
Learn how to connect with animals using Reiki so to help them relax and become calm and to assist in the healing of non-life-threatening conditions. You will be introduced to Reiki, the history of its founders, the traditional Reiki protocol and how to adapt the protocol to several varieties of animals, in various locations. You will learn how to perform Reiki with an animal from short or long distances. Learn to develop a compassionate touch toward animals and all living things. PREREQ: EC 700

EC 798 Reiki Clinic
Class Hours: 8 Credits: 0.25
Reiki program clinic hours BW - PREREQ EC 700 & EC 711 or EC 775 & EC 776 or or EC 800 & EC 811. Students will be providing sessions to the public as a check off. Please come to class prepared with: sheets and a blanket.

EC 800 Reiki I - Holy
Class Hours: 16 Credits: 0.5
Holy Reiki acknowledges the healing power of Christ and calls upon the name of the ‘Most High’ to create current day healing; Holy Reiki is Bible-based and Christcentered. In the first weekend we will practice the power of prayer and affirm your personal connection to the Divine. You will learn a hands-on protocol for self-healing and serving others. $50 FEE for AUN

EC 803 Reiki III - Holy - Advanced
Class Hours: 8 Credits: 0.25
Designed to deepen your spiritual gifting through Reiki, this course teaches you to put on the whole armor of God through Reiki as well as the science behind Reiki. We will explore the relationship between the Holy Spirit and guided intuition. This course includes attunements as well as a sacred ceremony to prepare you to step into your personal empowerment as a Reiki Master. PREREQ: EC 811. $50 FEE for AUN

EC 811 Reiki II - Holy - Discovery & Deepening
Class Hours: 16 Credits: 0.5
In preparation to become an instrument in the peace and healing of others, this class includes a self-discovery instrument of your spiritual gifts, ‘prayer therapy’ and ‘intercessory prayer through distance Reiki’ as well as deepening your Reiki practice through Biblical application. Prereq: EC 800. $50 FEE for AUN

EL 112 Myofascial Energetic Massage
Class Hours: 20 Credits: 0.5
This technique activates the neuro-net matrix within the connective tissue to initiate release in constrictions. Learn six techniques that can be used anywhere on the body plus three techniques specific to spine. Learn listening touch shift, skin echo-wave, subcu slide/glide, unlatch and torque, Myofascial Unwinding, squeeze and lift trigger point. Bring sheets and lotion. PREREQ: MT 200 SWEDISH OR LICENSED BW (CEU-NCTBMT)

EL 118 Myofascial Energetic Massage: Advanced - Head & Neck
Class Hours: 8 Credits: 0.25
Learn to unravel the mysteries of releasing connective tissue constrictions of the head and neck. Within the neuro-net matrix of the muscle connective tissue called myofascia lays patterns of tension that put pressure on
blood vessels and nerves. Develop and refine more techniques to aid people with headaches, sinus pressure, neck pain, TMJ pain, and upper back pain. Bring sheets and lotion. PREREQ: MT 200 SWEDISH OR LICENSED BW (CEUNCBTMB)

**EL 120**  Myofascial Energetic Massage: Advanced - Shoulders, Thoracic Cage, Arm & Hand  
Class Hours:  8  
Credits:  0.25  
Learn to unwrap the ribcage from tension and pressure. You can unburden the shoulders from the pain and pressure of muscle connection tissue constrictions. The heart, lungs, liver, stomach and kidneys will be affected with this release work. 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. Bring sheets and lotion. PREREQ: MT 200 SWEDISH OR LICENSED BW (CEUNCBTMB)

**EL 122**  Myofascial Energetic Massage: Advanced - Lower Spine, Pelvis & Legs  
Class Hours:  8  
Credits:  0.25  
Learn to help people untangle the issues in the tissues of their lower back and hips. Chronic tension in walking patterns, stored holding patterns of survival in the hips and legs cause distress in daily living. Understand the dynamics of sciatica, lower back strain, hamstring pulls, hip and knee pain. Bring sheets and lotion. PREREQ: MT 200 SWEDISH OR LICENSED BW (CEUNCBTMB)

**EL 128**  Myofascial Energetic Massage: Advanced Tissue Talk - Master Touch Skills  
Class Hours:  16  
Credits:  0.5  
Learn to hone your massage touch to be effective with each stroke. Be the Master massage therapist who knows what each tissue needs and when to use what stroke for optimal effect. Be able to read each tissue for tissue stories and learn the language of the tissues. Update your palpitation and intuitive skills at your fingertips. PREREQ: MT 200 SWEDISH OR LICENSED BW (CEUNCBTMB)

**EL 146**  Auriculotherapy  
Class Hours:  20  
Credits:  1  
Auriculotherapy is a therapeutic intervention in which stimulation of the ear is utilized to alleviate health conditions in other parts of the body. Originally based upon the ancient Chinese practice of acupuncture and sometimes referred to as “ear reflexology” in layman’s terms. Master points, emotional points and specific protocols are taught, including addiction relief. Supplies: Students must bring two hand towels for use during class. Supplies: $40 (CEUNCBTMB)

**EL 220**  Face-Lift Acupressure  
Class Hours:  4  
Credits:  0.25  
Discover the 15 minute acupressure face lift techniques that can be used to slow down or reverse the aging process we all experience. By using face lift points associated with the facial meridians, one can gain immediate results that will help rejuvenate the muscles around the eyes and diminish wrinkles. Through supportive lifestyle practices such as proper diet and nutrition, positive thoughts and emotional well-being, good breathing and sleeping habits, use of vitamin and mineral supplements, exercise, and a skin care program, one can also learn how these habits will help maintain a youthful look. (CEUNCBTMB)

**EL 571**  Star Teacher Training - Part I - Diversity in Learning Styles  
Class Hours:  4  
Credits:  0.25  
Based on D. Howard Gardner’s Seven Intelligences work, many different learning styles are explored. This is a highly interactive class designed to create awareness around the importance of diversity in teaching techniques.

**EL 572**  Star Teacher Training - Part II - Developing a Successful Lesson Plan
**Class Hours:** 4  **Credits:** 0.25
Based on Dr. Madelyn Hunter's landmark study on the factors needed to create successful lesson plans, this class is designed to help teachers plan and prepare an effective lesson plan. PRERQ: EL 571

**EL 600 Canine Massage**  
**Class Hours:** 4  **Credits:** 0.25
Learn to massage healthy dogs for the benefit of relaxation and calming. Discover the difference between 'just petting' an animal and applying a step-by-step canine massage protocol with a wide variety of strokes, including a 'walk & work' routine. Review the contraindications of canine massage and learn how to give a 'therapeutic touch' treatment focusing on the animal’s chakra areas. Bring a real dog or a stuffed dog of your own along with a sheet, mat or blanket for them. **CLASS SIZE LIMITED TO 12. (CEU-NCBTMB)**

**EL 720 Thumbless Therapy**  
**Class Hours:** 8  **Credits:** 0.25
This course teaches you how to save your thumbs using techniques that release major muscle groups using your fists, forearms and elbows. Career-prolonging body mechanics are also taught. PRERQ: MT 200 SWEDISH OR LICENSED BW (CEU-NCBTMB)

**EL 725 Neuro Linguistic Programming (NLP)**  
**Class Hours:** 20  **Credits:** 0.5
Neuro Linguistic Programming (NLP) is the art and science of working directly with the unconscious (subconscious) mind to bring about repeatable and predictable results and behaviors with consistency. NLP is a result-oriented, short term, permanent way of creating change in behaviors and perceptions. NLP uses language to create empowering, productive, and positive behaviors on a repeatable basis. This is a highly interactive class where students learn NLP for themselves and to help others.

**HN 111 Nutrition - Principles of Conscious Eating and Behavior Modification**  
**Class Hours:** 20  **Credits:** 1.25
This course presents principles of 'conscious, mindful eating' designed to break the diet mentality and replace it with healthy eating behaviors. You will learn how to access their internal wisdom about eating, resulting in weight release (if appropriate) naturally and permanently, as well as how to teach others to do the same. A wide variety of lifestyle choices and behavior modification techniques are explored. This course also focuses on building a successful practice supporting others in creating a healthy relationship with food by honoring the mind-body connection. Learn to make peace with food, give up chronic dieting, and discover how 'right-sizing' are all part of 'conscious, mindful eating.' PREREQ: HN 121- Text: $18

**HN 111-OL Nutrition - Principles of Conscious Eating and Behavior Modification**  
**Class Hours:** 20  **Credits:** 1.25
This course presents principles of 'conscious, mindful eating' designed to break the diet mentality and replace it with healthy eating behaviors. You will learn how to access their internal wisdom about eating, resulting in weight release (if appropriate) naturally and permanently, as well as how to teach others to do the same. A wide variety of lifestyle choices and behavior modification techniques are explored. This course also focuses on building a successful practice supporting others in creating a healthy relationship with food by honoring the mind-body connection. Learn to make peace with food, give up chronic dieting, and discover how 'right-sizing' are all part of 'conscious, mindful eating.' PREREQ: HN 121- Text: $18
release (if appropriate) naturally and permanently, as well as how to teach others to do the same. A wide variety of lifestyle choices and behavior modification techniques are explored. This course also focuses on building a successful practice supporting others in creating a healthy relationship with food by honoring the mind-body connection. Learn to make peace with food, give up chronic dieting, and discover how ‘right-sizing’ are all part of ‘conscious, mindful eating.’ PREREQ: HN 121-OL. Text: $17

HN 117 Nutrition - Dehydrating Raw Cuisine
Class Hours: 6 Credits: 0.25
This raw cuisine course provides students an opportunity to learn how to use a food dehydrator, which is a raw foodists version of an oven. Students will create fun and delicious dishes that work best for a dehydrator. For more versatility with a temperature control dial, food is not overheated and is also excellent for warming up food, speeding up the marinating of vegetables, thickening of sauces, and softening coconut butter. Students will be given a variety of recipes that may include breads, crackers, wraps, crepes, burgers, tortillas, granola, fruit leathers, and other snacks. Food will be prepared and placed in dehydrator in session one. In session two, food toppings and pairings will be made to go with the dehydrated food from previous session for students to eat and enjoy. 1) Closed toe shoes are required. No high heels. No exceptions. Students out of compliance will be turned away. 2) Hair must be pulled back with clips up to chin length or a rubber band, if longer than your chin. 3) Bring 2 clean dish towels 4) Bring 1 chef knife or Japanese vegetable knife Note: You will be responsible for laundering your towels each week and keeping track of your knife. Please plan to arrive 10 minutes early to take your stations so we can start promptly. Come hungry, you'll have a chance to eat in each class! Space is limited. Age restricted to 18 and over. Supply $25

HN 121 Nutrition - Foundations of Transformational Healing & Holistic Nutrition
Class Hours: 40 Credits: 2.5
This course will familiarize you with the Fundamentals of Holistic Nutrition by examining its historical background and recent resurgence. You will learn about how the view of nutrition and holistic lifestyles have evolved over time. The Standard American Diet (S.A.D) and subsequent increase in degenerative diseases will be studied, as well as food industry practices that impact your health. You will be introduced to the science behind the principles of holistic nutrition, gain exposure to the broader field of holistic health, and learn to replace the S.A.D. diet with Seasonal, Organic, Unprocessed, and Local (S.O.U.L.) foods. Text: $85.

HN 121-OL Nutrition - Foundations of Transformational Healing & Holistic Nutrition
Class Hours: 40 Credits: 2.5
This course will familiarize you with the Fundamentals of Holistic Nutrition by examining its historical background and recent resurgence. You will learn about how the view of nutrition and holistic lifestyles have evolved over time. The Standard American Diet (S.A.D.) and subsequent increase in degenerative diseases will be studied, as well as food industry practices that impact your health. You will be introduced to the science behind the principles of holistic nutrition, gain exposure to the broader field of holistic health, and learn to replace the S.A.D. diet with Seasonal, Organic, Unprocessed, and Local (S.O.U.L.) foods. Text: $85.

HN 122 Nutrition - Understanding Macronutrients, Micronutrients, and Supplements for Optimum Health
Class Hours: 40 Credits: 2.5
This course will provide you with a proficiency in the fundamentals of nutrition. We will explore macronutrients and micronutrients and the role they play in our bodies. You will acquire a functional understanding of the importance of various nutrients, the consequences of excesses and deficiencies, good food sources for the specific nutrients discussed, as well as what you can do to achieve optimal health and well-being. You will examine carbohydrates, proteins, lipids, vitamins, and minerals. PREREQ: HN 121. Text: $85

HN 122-OL Nutrition - Understanding Macronutrients and Micronutrients for Optimum Health
Class Hours: 40  Credits: 2.5
This course will provide you with a proficiency in the fundamentals of nutrition. We will explore macronutrients and micronutrients and the role they play in our bodies. You will acquire a functional understanding of the importance of various nutrients, the consequences of excesses and deficiencies, good food sources for the specific nutrients discussed, as well as what you can do to achieve optimal health and well-being. You will examine carbohydrates, proteins, lipids, vitamins, and minerals. PREREQ: HN101 & HN120 or HN 121-OL. Text: $85 (same text as HN121-OL)

HN 155 Nutrition - Comparative Dietary Systems
Class Hours: 20  Credits: 1.25
This course introduces you to the most common dietary systems followed throughout the world. Ayurveda, vegetarianism, veganism, Paleolithic, raw foods, and other dietary systems will be discussed. Students will examine multiple strategies for weight management with a focus on emotional and behavioral factors. Several popular diets will be discussed and critiqued. The obsession for physical perfection will be discussed, along with risk factors and pros/cons of many weight management strategies. PREREQ: HN 121  Supply fee: $8

HN 155-OL Nutrition – Comparative Dietary Systems
Class Hours: 20  Credits: 1.25
This course introduces you to the most common dietary systems followed throughout the world. Ayurvedic, vegetarian, vegan, Paleolithic, raw, and other dietary systems will be discussed and examined. You will study multiple strategies for weight management with a focus on emotional and behavioral factors. Risk factors and pros/cons of many weight management strategies will be discussed. PREREQ: HN 121-OL.

HN 221-OL Nutrition - Examining Whole & Raw Food Cuisine
Class Hours: 40  Credits: 1.75
Awaken your inner chef and enhance your appreciation of the nourishing power of natural foods! This course covers the basics of whole and raw foods, including: nutrition perspectives and theories, shopping, kitchen and pantry set-up, food preparation tips, simple cooking techniques, and easy-to-prepare recipes. You will develop greater ease, confidence, and efficiency in the kitchen; expand your recipe repertoire; strengthen your intuitive cooking skills; and learn how to replace highly refined, processed and commonly allergenic food with healthier, organic, and economical alternatives. You will transform yourself through preparing and eating whole foods and raw foods, and will learn coaching skills to motivate your clients to easily incorporate whole foods into their lifestyle. Throughout this course you have the opportunity to explore and experiment with whole and raw foods, with reading, research, personal reflection, and in your kitchen. Topics include organic produce; superfoods; raw foods; plant fats; fish; whole grains; and plant and meat protein. This course may require additional food and/or equipment costs. PREREQ: HN101 & HN120 or HN 121-OL. Media Fee: $10

HN 222 Nutrition - Raw Food Cuisine
Class Hours: 20  Credits: 1
This course covers the increasingly popular Raw Food Diet that consists of eating raw or low-cooked, unprocessed, mainly organic foods. Topics include digestive enzymes, bacteria, and micro-organisms which live in food. Variations of the Raw Foods Diet will be examined, along with the history, philosophy, and common beliefs. Students will learn how raw foods can incorporate into the foundation of any health diet as well as how to use raw foods for detoxification and healing. Each class students prepare gluten free, dairy free, and soy free raw foods. Text: $25 Supplies: $75  Space is limited. Age restricted to 18 and over.1) Closed toe shoes are required. No high heels. No exceptions. Students out of compliance will be turned away2) Hair must be pulled back with clips up to chin length or a rubber band, if longer than your chin.3) Bring 2 clean dish towels
HN 240-OL Nutrition - Nutrition through the Lifecycle: Foundations of Human Life - Preconception through Infancy
Class Hours: 20 Credits: 1.25
This class sets the foundation to human life and identifies life's multiple cyclical patterns, explores the sacred contracts with relevant stages of growth and development, and provides a comprehensive approach to health and well-being from preconception to infancy. You will discuss why nutrition status at preconception is paramount for parents and baby, and learn the factors that affect fetal growth and development. You will learn dietary recommendations and nutritional interventions through preconception, pregnancy, lactation, and infancy. Additionally, you will explore the biological and environmental factors that interact during infant growth in an effort to ensure ideal development. A review of how the assessment and care process changes for infant clients will be discussed. You will explore and analyze case studies to create responses that you can support based on the information learned and determine the appropriate nutritional guidance within your scope of practice. PREREQ: HN121-OL & HN122-OL. Text $290

HN 241-OL Nutrition - Nutrition through the Lifecycle: Toddler through Older Adult
Class Hours: 20 Credits: 1.25
This class provides a thorough review to health and wellbeing for the toddler, preadolescence, adolescence, adulthood, and older adult stages of life. You will compare and contrast the nutritional needs, interventions, common pathologies, and psychological development for each stage. Additionally, you explore and analyze case studies to create responses that you can support based on the information learned and determine the appropriate nutritional guidance within your scope of practice. PREREQ: HN121-OL, HN122-OL & HN240-OL. Text $290

HN 242-OL Nutrition - Introduction to Sports and Fitness Nutrition
Class Hours: 20 Credits: 1.25
In this course you will discuss the foundations of fitness and exercise physiology and examine the functions and importance of each macronutrient, and how they relate to exercise and fitness. You will learn the role of nutrient timing before, during, and after exercise to achieve the desired goals, and explore nutrient periodization, preparing for competitions, and supplements that are commonly used by athletes. You will use what we’ve learned in the course to examine real-life scenarios, including weight loss, diet implementation, and the effect of sports nutrition on overall wellness. PREREQ: HN121OL & HN122-OL Text $27

HN 251 Nutrition - Nutritional Assessment & Coaching
Class Hours: 40 Credits: 2.5
This course is designed to integrate and apply your holistic nutrition knowledge in a client coaching setting. With completion of this course, you will be prepared to assess and coach clients with dynamic health goals. You will research pertinent health epidemics and common health issues to further understand these issues and how they can be remedied using nutritional concepts and applications. Previous coursework in holistic nutrition will be incorporated as you examine the dynamic client/coach relationship and acquire strategies to overcome challenges with clients to ensure their support and success. In addition, you will create customized reference and assessment tools to develop effective holistic nutrition care plans for your clients to reach their goals. PREREQ: HN121, HN122, & HN111. Text: $30

HN 251-OL Nutrition - Nutritional Assessment & Client Coaching
Class Hours: 40 Credits: 2.5
This course is designed to integrate and apply your holistic nutrition knowledge in a client coaching setting. With completion of this course, you will be prepared to assess and coach clients with dynamic health goals. You will research pertinent health epidemics and common health issues to further understand these issues and how they
can be remedied using nutritional concepts and applications. Previous coursework in holistic nutrition will be incorporated as you examine the dynamic client/coach relationship and acquire strategies to overcome challenges with clients to ensure their support and success. In addition, you will create customized reference and assessment tools to develop effective holistic nutrition care plans for your clients to reach their goals. PREREQ: HN101, HN102, & HN150 or HN121-OL, HN122-OL, HN111-OL, & HN155-OL. Text: $30

HN 260-OL Nutrition - Nutritional Supplementation
Class Hours: 20  Credits: 1.25
This course focuses on differentiating between client nutrient needs for health maintenance versus therapeutic supplement dosages for acute conditions and deficiencies. Supplementation of vitamins, minerals, enzymes, phytonutrients, and accessory nutrients will be discussed in the context of client education, ethical scope of practice, and health team integration through referrals. You will evaluate scientific research on supplements and identify possible adverse reactions, toxicity, interactions with pharmaceutical drugs and food, and bioavailable forms versus synthetic forms of nutritional supplements and nutraceuticals, for the purpose of developing your own position on supplementation within your coaching practice. Case studies within the course will focus on transitioning clients from an acute, therapeutic intervention to health maintenance through a balanced diet. Upon completion of this class, you will have a clear understanding of nutritional supplements, as well as the practical tools necessary for making decisions about client education on supplementation. Text $26 PREREQ: HN121-OL & HN122-OL

HN 270-OL Nutrition - Introduction to Healing Herbs
Class Hours: 30  Credits: 2
This class explores the foundations of Botanical Medicine and introduces you to herbal properties and actions, medicinal uses and contraindications. You will learn how to use medicinal herbs in daily practice, such as in cooking and personal care. You will learn of the different botanical forms and administration methods for healing and restore the body systems. PREREQ: HN121-OL & HN122-OL

HN 280-OL Nutrition - Fitness Nutrition Educator I
Class Hours: 60  Credits: 4
This course will equip you with the essential knowledge and skills regarding energy balance, caloric needs, and physical activity, metabolism, and food choices. You will learn how to describe and apply widely-accepted nutritional guidelines to enhance anaerobic and aerobic athletic performance including meal composition and timing. You will learn the influences that drive food choices, analyzing nutritional guidelines and dietary systems for planning and explore the laws of thermodynamics and the role of the calorie in weight management. Additionally, you will identify and leverage current and emerging technologies to catalog daily caloric consumption, calculate caloric totals for each macronutrient, and analyze these results with published norms. This course includes a thorough review of carbohydrates, lipids, proteins, amino acids, vitamins, minerals, and the role these nutrients play in health and maximizing performance. Additionally, digestion and absorption, and exploration of metabolism, energy breakdown, energy balance, biosynthesis and storage, body composition, functional foods, and eating disorders will be explored. This course is designed for and includes the NASM Fitness Nutrition Specialist certification examination. PREREQ: HN121-OL, HN122-OL, HN155-OL, HN242-OL, HN260-OL. NASM Exam Fee $349

HN 290-OL Nutrition - Fitness Nutrition Educator II
Class Hours: 60  Credits: 4
Students will learn the basics of personal and professional leadership as well as motivational and situational techniques to use during interaction with clients to enhance positive behavioral change. Students will also learn how to apply a holistic, integrated, principled-centered approach to organizing personal lives and motivating
people to be physically active. In addition, students will learn about client screening, goal setting, managing stress, physical performance, professional ethics of wellness professionals and health-related quality of life. This course will lay the foundation for students to effectively promote personal training as part of a healthy lifestyle. This course is designed for and includes the NASM Behavioral Change Specialist certification examination.

PREREQ: HN121-OL, HN122-OL, HN155-OL, HN242-OL, HN260-OL, HN280-OL

HN 301-OL  Nutrition - Anatomy and Physiology I: Nutritional Support for Body Systems
Class Hours: 25  Credits: 1.5
This course will help you become a great Holistic Nutrition Wellness Practitioner by integrating anatomy concepts with case studies simulating real-world applications. You will learn the normal structure and function of the human body as a living organism, the relationship of its parts, and how these systems can influence mind, body, and spirit. The course begins with the function and action of the integumentary, immune, blood, and lymph systems, then progresses through the respiratory, cardiovascular, and urinary systems. Common pathological conditions along with some appropriate holistic tools for balancing are discussed. PREREQ: HN 121-OL & HN 122-OL. Text $154

HN 302-OL  Nutrition - Anatomy and Physiology II: Nutritional Support for Optimal Organ Function
Class Hours: 25  Credits: 1.5
This course will help you become a great Holistic Nutrition Wellness Practitioner by integrating anatomy concepts with case studies simulating real-world applications. You will learn the normal structure and function of the human body as a living organism, the relationship of its parts, and how these systems can influence mind, body, and spirit. The course begins with the structure and function of the nervous system, and then progresses through the musculoskeletal system, digestive system, endocrine system, and reproductive system. Common pathological conditions along with some appropriate holistic tools for balancing are discussed. PREREQ: HN 121-OL, HN 122OL, & HN 301-OL. Text $154 (same text as HN 301-OL).

HN 310-OL  Nutrition - Fundamentals of Biochemistry
Class Hours: 40  Credits: 2.5
This course will challenge you to extend the knowledge you gained in anatomy and your Understanding Macronutrients and Micronutrients course to identify the biochemical processes of foods and the impact those processes have on health. This course will help you make recommendations to your clients with a solid knowledge of the effects those recommendations will have. PREREQ: HN 121-OL & HN 122-OL. Text $27

HN 350-OL  Nutrition - Nutritional Support for the Mind
Class Hours: 40  Credits: 2.5
Mental illness as a clear reflection of multiple errors in biochemical and physiological processes is addressed. In this class we focus on nutritional imbalances and look for the causation of a disease. Most common mental illnesses including depression, bipolar disorder, schizophrenia, attention-deficit disorder, anxiety disorders, eating disorders, and other developmental disorders are discussed. The focus is placed on the evaluation of multitude of signs and symptoms along with medical testing and holistic nutritional treatments. The environmental effects along with infectious diseases are also discussed. PREREQ: HN 121-OL & HN 122-OL.

HN 375-OL  Nutrition - Advanced Nutritional Coaching
Class Hours: 30  Credits: 2
In this course, you will learn to help clients establish long term health success. You will learn to broaden your application of assessment skills and expand your scope of practice through group coaching, understanding the domains of learning in the formulation of goals and objectives, and develop advanced nutritional reference tools through applied research. You will also learn how to improve your reach through mass media and emerging
educational and social technologies. Additionally, you will perform coaching sessions each addressing a unique set
of nutritional needs while implementing advanced goal setting processes, demonstrating the use of various
assessment and care-plan tools, establishing proficiency in standard nutritional documentation procedures, while
compiling a refined portfolio of nutritional coaching, assessment, and reference tools. PREREQ: HN121-OL,
HN122-OL, & HN251-OL. Text $315 (same text as HN251-OL)

HN 400-OL Nutrition - Nutrition Research Applications & Capstone
Class Hours: 30 Credits: 2
In this class you will learn to conduct secondary research, the different types of research study protocols and
designs, evaluation methods, and common pitfalls. This course also provides a capstone review and examination
of all that you learned in your nutrition program classes, which serves to prepare you for the Holistic Nutrition
Credentialing Board certification examination. PREREQ: HN121-OL - HN375-OL. Text $18

HY 101 Hypnotherapy - Foundations Level I
Class Hours: 20 Credits: 1.25
This course is designed to give students an introduction to the subject of hypnosis. The history, theory and
evolution of this most interesting subject is explored in-depth, and students observe and practice introductory
hypnosis techniques. The course is a blend of lecture, demos, discussion and practice of hypnosis technique.
Text: $49

HY 101-OL Hypnotherapy - Foundations Level I
Class Hours: 20 Credits: 1.25
This is course is an introduction to the subject of hypnosis. The history, theory and evolution of this most
interesting subject is explored in-depth, and you will observe and practice introductory hypnosis techniques. Text
$30. Supply fee: $10

HY 107 Hypnotherapy - Hypnosis & Storytelling
Class Hours: 8 Credits: 0.5
Discover how to use traditional stories, sacred tales and mythology in hypnosis sessions. Review current and
historic applications for using stories as "medicine." Distinguish those traditional stories that parallel client issues,
utilize story metaphor referenced during intake. Explore the benefits of narrative therapy by reframing life events
into a story metaphor to make transformative change. PRERQ HY 101 + HY 201

HY 201 Hypnotherapy - Foundations Level II
Class Hours: 40 Credits: 2.5
This course offers a natural continuation of Hypnotherapy I. Advanced topics will be reviewed as students receive
more in-depth information on the subject. As students' information and theory base increase so will their
competence as a hypnotherapist. Eight hours of Professional Boundaries and Ethics will be given as part of the
class. Text: $69 PRERQ: HY 101 or HY 101-OL

HY 201-OL Hypnotherapy - Foundations Level II
Class Hours: 40 Credits: 2.5
This course offers a natural continuation of Hypnotherapy I. Advanced topics will be reviewed as students receive
more in-depth information on the subject. As students' information and theory base increase so will their
competence as a hypnotherapist. Eight hours of Professional Boundaries and Ethics will be given as part of the
class. Text: $20. Supply fee: $10 PRERQ: HY 101 or HY 101-OL

HY 301 Hypnotherapy - Foundations Level III Clinic
Class Hours: 40 Credits: 1
Hypnotherapy III is designed as a capstone experience preparing students to begin the practice of Hypnotherapy. Emphasis is on the student clinic where students will hypnotize volunteer clients under the supervision of the instructor in the student clinic. Emphasis on skill development and competence. New and advanced techniques are introduced in Hypnotherapy III. Text: $40 PRERQ: HY 201 or HY 201-OL. THIS COURSE IS NOT ELIGIBLE FOR AUDIT.

HY 301-OL Hypnotherapy - Foundations Level III
Class Hours: 40 Credits: 1
This course is a capstone experience preparing students to begin the practice of Hypnotherapy. Emphasis is on skill development and competence in specific areas of hypnosis. Text: $75 PRERQ: HY 201 or HY 201-OL

HY 315 Hypnotherapy - Fears, Phobias & Addictions
Class Hours: 15 Credits: 1
Fears, phobias and habits extensively and counterproductively impact our general population. As a hypnotherapist you will explore the theory, techniques and practices that will provide a practical and positive direction in determining the underlying cause & the emotional history of clients' paralyzing and damaging fears and phobias. Diagnostic and pragmatic trance state techniques will be emphasized throughout the course. Text: $23 PREREQ: HY 201 or HY 201-OL

HY 315-OL Hypnotherapy - Fears, Phobias & Addictions
Class Hours: 15 Credits: 1
Fears, phobias and habits extensively and counterproductively impact our general population. As a hypnotherapist you will explore the theory, techniques and practices that will provide a practical and positive direction in determining the underlying cause & the emotional history of clients' paralyzing and damaging fears and phobias. Diagnostic and pragmatic trance state techniques will be emphasized throughout the course. PREREQ: HY 201 or HY 201-OL

HY 340 EFT Introduction / EFT Level I
Class Hours: 8 Credits: 0.25
Open to everyone, EFT Introduction/EFT Level I is a basic course designed to familiarize the students with the concept and basic protocol of Emotional Freedom Techniques. EFT utilizes fingertip tapping on specific meridian points while holding awareness of a physical or emotional pain or problem. This course covers the history, philosophy, and components of the EFT process, the basic protocol and its application, assessment and testing tools to determine progress, as well as case histories and how to treat self, others, and stubborn cases.

HY 350 Hypnotherapy - Past Life Regression
Class Hours: 20 Credits: 1
Explore the concepts and techniques of accessing past life experiences leading to personal change and growth. Past life regression is applied to healing past traumas, changing karma, accessing creativity, and changing relationship contracts. The answers to many questions are found within ourselves and our past histories. Minimum 10 Enrollment to run.PREREQ: First Half of HY 301 or HY 301-OL AUC only

HY 350-OL Hypnotherapy - Past Life Regression
Class Hours: 20 Credits: 1
Explore the concepts and techniques of accessing past life experiences leading to personal change and growth. Past life regression is applied to healing past traumas, changing karma, accessing creativity, and changing relationship contracts. The answers to many questions are found within ourselves and our past histories. PREREQ: HY 301 or HY 301-OL Texts $16
HY 351 Hypnotherapy - Past Life Introduction
Class Hours: 4  Credits: 0.25
Overview and introduction of history and benefits of past life regression. Opportunity to have past life experience. NO PRERQ - this is the first 4 hours of HY 350. NO GUEST PASSES ALLOWED.

HY 370 P$ Hypnotherapy - Clinical Certification Prep
Class Hours: 8  Credits: 0.5
Show your clients that you have taken the time to further your education to better serve them with advanced hypnotherapy tools; stand out from other Hypnotherapists: Certified Clinical Hypnotherapists are considered to be at the top of their profession. The review and test can be administered at your convenience any time after you have completed your first 100 hours (HY101-OL, HY201-OL, & HY301-OL). The official transcripts can be mailed with the application form to A.C.H.E. upon completion of 300 applicable course hours. There is a $175 outside fee to be registered with A.C.H.E. The Clinical Preparation class is not to be used as an elective.

HY 370-OL P$ Hypnotherapy - Clinical Certification Preparation
Class Hours: 8  Credits: 0.25
Show your clients that you have taken the time to further your education to better serve them with advanced hypnotherapy tools; stand out from other Hypnotherapists: Certified Clinical Hypnotherapists are considered to be at the top of their profession. The review and test can be administered at your convenience any time after you have completed your first 100 hours (HY101-OL, HY201-OL, & HY301-OL). The official transcripts can be mailed with the application form to A.C.H.E. upon completion of 300 applicable course hours. There is a $175 outside fee to be registered with A.C.H.E. The Clinical Preparation class is not to be used as an elective.

HY 401-OL Hypnotherapy - Advanced Techniques
Class Hours: 25  Credits: 1
Students will focus on advanced techniques of working with children and couples, learning parts therapy, active imagination, and trans-dialogue. Students will also develop a full program and presentation for group hypnosis. Group hypnosis is an excellent way to market and build your private practice. PRERQ: HY 301 or HY 301-OL

HY 402 Hypnotherapy - Advanced Techniques
Class Hours: 24  Credits: 0.75
Students will focus on advanced techniques of working with children and couples, learning parts therapy, active imagination, and trans-dialogue. Students will also develop a full program and presentation for group hypnosis. Group hypnosis is an excellent way to market and build your private practice. Text: $25 PRERQ: HY 301 or HY 301-OL.

HY 420 Hypnotherapy - Script Writing
Class Hours: 15  Credits: 1
The choice of words you say to a client while they are in an altered state is the most important part of the hypnotherapy process. Learn to write your own scripts and how to choose effective pre-written scripts. Learn to write suggestions for the unconscious mind, the five golden rules for writing your hypno-guides, what you never say and what you always say. PRERQ: HY 201

HY 421-OL Hypnotherapy - Script Writing
Class Hours: 20  Credits: 1.25
The choice of words you say to a client while they are in an altered state is the most important part of the hypnotherapy process. Learn to write your own scripts and how to choose effective pre-written scripts. Learn to write suggestions for the unconscious mind, the five golden rules for writing your hypno-guides, what you never
say and what you always say. Supply fee: $18 PRERQ: HY 201-OL

HY 450 Hypnotherapy - Spirit Releasement  
Class Hours: 12  Credits: 0.5  
At the time of death a soul may become disoriented and not follow the normal pathway of moving into the Light. In such a case the soul may become attached to a living person, creating a variety of difficulties and symptoms for the host. You will learn a holistic and compassionate approach to freeing those who have become so attached, and thereby freeing the clients who have been affected by them. AUC only Supply fee: $15

HY 475-OL Hypnotherapy - Dreams and Metaphors  
Class Hours: 20  Credits: 1  
Dreams and Metaphors are powerful tools for understanding who we are and what we are about. This course explores the depths of our subconscious mind through the work of hypnosis and the art of the metaphor. Students will explore techniques developed by Milton Erickson as well as contributions by Fritz Pearls, Carl Jung and others. Students will learn to use metaphors, dreams and storytelling as a vehicle for assisting clients in clarifying their ability to imagine what they want and transform into the art of manifestation. Text: $20. PREREQ: HY 201 or HY 201-OL

HY 476 Hypnotherapy - Dreams & Metaphors  
Class Hours: 20  Credits: 1  
Dreams and Metaphors are powerful tools for understanding who we are and what we are about. This course explores the depths of our subconscious mind through the work of hypnosis and the art of the metaphor. Students will explore techniques developed by Milton Erickson as well as contributions by Fritz Pearls, Carl Jung and others. Students will learn to use metaphors, dreams and storytelling as a vehicle for assisting clients in clarifying their ability to imagine what they want and transform into the art of manifestation. PREREQ: HY 201 or HY 201-OL. Supplies: $10 Text $43.

HY 520 Hypnotherapy - Subconscious Intervention  
Class Hours: 20  Credits: 1  
Workshop examines the impact of the subconscious mind on the body and evaluates the role of kinesiology on hypnosis. Cause and effect, relationships and underlying cause revealed through muscle testing techniques. Successful techniques for addressing difficult habits will also be addressed. Minimum 10 students to run. PREREQ: HY 301 or HY 301-OL AUC only Supply fee: $15

HY 540-OL PTSD Applied Techniques for Hypnotherapists  
Class Hours: 20  Credits: 1.25  
This course is about simple and effective ways to address safe recovery from PTSD. We will explore natural strategies and holistic methods to address and manage PTSD symptoms, as well as developing techniques for moving on and thriving. Text $30

HY 581 Hypnotherapy - Medical Imagery  
Class Hours: 20  Credits: 1  
Medical hypnosis has quietly opened the door of mainstream medicine and is beginning to show what it has to offer. It's now perceived as a treatment with the capacity to support a wide range of physical, emotional and psychological concerns in the healthcare setting. In this course students will learn to use the application of hypnosis to assist clients in learning to manage pain as well as considering natural healing abilities and pursuing health and wellness from within. Students will explore practical applications of hypnosis for common ailments as well as creating scripts and metaphors to address these conditions. Text $20.
HY 581-OL  Hypnotherapy - Advanced Hypnotherapy - Medical Conditions  
Class Hours:  22  Credits:  1.25
Medical hypnosis has quietly opened the door of mainstream medicine and is beginning to show what it has to offer. It's now perceived as a treatment with the capacity to support a wide range of physical, emotional and psychological concerns in the healthcare setting. In this course students will learn to use the application of hypnosis to assist clients in learning to manage pain as well as considering natural healing abilities and pursuing health and wellness from within. Students will explore practical applications of hypnosis for common ailments as well as creating scripts and metaphors to address these conditions. Text $20.

IG 101  Introduction to Intuitive Guidance  
Class Hours:  20  Credits:  1  
In this course, you will begin to access and develop your intuition, determine your divine communication style(s), and explore the channels of divine communication. You will establish divine dialogues, explore superconscious guidance, create sacred reading space, and explore angel reading protocols. Last, you will examine your readiness to meet your primary and secondary Spirit Guides, practice meditations for guidance and protection, and learn to live in alignment with Divine guidance and flow.

IG 201  Angels and Guides  
Class Hours:  20  Credits:  1.25  
Understand the full spectrum of Angels and the Angelic Realm, explore the characteristics of Archangels, and examine historical and contemporary Guardian Angels. You will discover the range of Ascended Masters and Guides, healing Divinities and Deities, and Saints and the archetypes they represent. You will also consider and explore Power Animals as Intuitive Messengers and discover your personal Power Animals and metaphors. Text: $23 PRERQ IG 101

IG 301  Intuitive Guidance – Practical Applications  
Class Hours:  40  Credits:  1.25  
In this course, you will discover the many ways to work directly with your Spiritual Guides, and put into practice the concepts of this course and of previous courses. PRERQ IG 201

IG 401  Business of Intuitive Guidance  
Class Hours:  20  Credits:  1.25  
Learn the business of Intuitive Guidance! This course offers you the essential business elements to form your practice as a holistic practitioner. You learn how to move from inception into action and success with prosperity consciousness. Text: $25 PRERQ IG 301

MG 101-OL  Mindfulness and Guided Imagery Introduction  
Class Hours:  20  Credits:  1.25  
Explore the science, art, and practice of mindfulness. Throughout this course you will have an opportunity to experience mindfulness, experiment to discover how it affects your life, and understand how you might assist others, through guided imagery, to develop a more consistently mindful state of being. Text: $33

MG 201-OL  Mindful Guided Imagery  
Class Hours:  20  Credits:  1.25  
In this course you will examine how guided imagery works and its application. You will further explore the Mindfulness Guided Imagery (MGI) Model, learning to apply these techniques effectively, as well as learning to prepare MGI scripts for use with clients. Text: $32

MG 301-OL  Mindfulness Strategies
Class Hours:  40  Credits: 1.75
Deepen and broaden your own mindfulness practice as you begin to practice facilitating mindfulness with volunteer clients. Explore mindfulness strategies from the principles of the Yoga Sutras, neuroscience, brain reprogramming, and emotional intelligence. Practice facilitating mindfulness with clients. Experiment with using Mindful Guided Imagery scripts to focus clients in various practices. Guide clients through acknowledging and overcoming obstacles. PRERQ MG 101 + MG 201 or MG 101-OL + MG 201-OL Text: $67

MG 401-OL  Mindfulness and Guided Imagery Practicum
Class Hours:  20  Credits: 0.5
In this course, you will be observing and reflecting on actual mindful guided imagery client sessions. You have studied and practiced general tools that can be helpful when working with clients, now you will begin to understand the variability and nuances that arise when a unique human being is present as an MGI client. PRERQ MG 101 + MG 201 or MG 101-OL + MG 201-OL Text $46

MT 115  Anatomy
Class Hours:  60  Credits: 4
Utilizing the latest research in whole brain learning, the basics of the skeleton, muscles and articulations are mastered. The fundamentals of anatomy, brought to life by the use of music, guided imagery, rhythm, dramatization, games and song, will provide the road map to your training in massage and other bodywork. Texts: $96

MT 151  Kinesiology - Anatomical Applications
Class Hours:  36  Credits: 2.25
In this class you'll learn to understand how muscles move physiologically. You will identify the major muscles of movement and describe movement with anatomical language. You'll discover how to apply your knowledge through class activities and a final project. PREREQ: MT 115 Anatomy. All books from Anatomy required plus another text: $46. (CEU-NCBTMB)

MT 200  Swedish Massage
Class Hours:  40  Credits: 1.25
Learn a variety of techniques specifically designed to relax muscles by applying pressure to them against deeper muscles and bones. You will learn kneading, stroking, friction, tapping, and vibration to relieve stiffness, pain, and other health problems. Includes proper draping and centering techniques. The main purpose is to increase oxygen flow in the blood, improve range of motion, and release toxins from the muscles. Other techniques taught include effleurage, petrissage, and tapotement. This is the framework onto which you can add many other modalities or use as a complete massage itself. Supplies: $15 Text $18 BW NCBTMB

MT 300  Corporate Chair Intro
Class Hours:  4  Credits: 0.25
Learn a 15-minute Chair Massage including pressure points and stretches. Explore ways to market Chair Massage to enhance your practice too! Bring a face cradle cover or pillow case, and a hand towel. PREREQ: MT 200 or Licensed (CEU-NCBTMB)

MT 400  Myotherapy - 7 Step Release System
Class Hours:  40  Credits: 1.25
A deep therapy approach to incorporating assisted stretches and skeletal articulations. Learn to find the holding pattern in a person's body and use very specific steps designed by KC Miller to release tight, tied-up muscles. Text: $15 PREREQ: MT 200 Swedish or Licensed BW (CEU-NCBTMB)
MT 500 Physiology
Class Hours: 60 Credits: 4
This dynamic class brings the body’s systems to life! Learn the branch of the biological sciences dealing with the processes and functions of the human organism. Understand how and why the body functions the way it does! Text: $71

MT 521 First Aid
Class Hours: 8 Credits: 0.25
First Aid Certification. Payment in full at time of registration. Supplies $10. LATE STUDENTS WILL NOT BE ADMITTED. **AZ CEU is only eligible for 4 hours of CE credit.** NA NON REFUNDABLE

MT 530 CPR Certification
Class Hours: 4 Credits: 0.25
Learn these life-saving techniques which are recommended for everybody. CPR card will be ordered upon successful completion of the class. Payment in full at time of registration. LATE STUDENTS WILL NOT BE ADMITTED. Supplies: $26 includes textbook. Textbook required at the beginning of class. (AZ-CEU eligible.) Not eligible for NCBTMB CE. NON-REFUNDABLE NA

MT 604 Lymphatic Massage - Advanced
Class Hours: 8 Credits: 0.25
Add to your knowledge of Lymphatic Massage with techniques for the face, neck and posterior portion of the body. Additional hand positions and techniques will also be explored in this empowering class! PRERQ: MT 200 SWEDISH OR LICENSED. (CEU-NCBTMB)

MT 605 Neuro Touch - Neuromuscular Reeducation Techniques
Class Hours: 20 Credits: 1
Neuro Muscular techniques and theory explored in this class as well as a deep dive into the effects of working with the anterior and posterior vagal nerves, specific to Stanley Rosenberg’s techniques and theories. Work will start in the thorax in this introductory class. More to explore in the near future! PRERQ: MT 200 SWEDISH OR LICENSED. (CEU-NCBTMB)

MT 975 Massage Clinic - Supervised MT 750
Class Hours: 75 Credits: 1.5
PRERQ: MT 200 SWEDISH OR LICENSED BW

MT 999 Massage Clinic - Supervised
Class Hours: 100 Credits: 2
PRERQ: MT 200 SWEDISH OR LICENSED BW

MTCE 200- CEU - Elder Touch OL
Class Hours: 12 Credits: 0.75
Experience how to work responsibly with Elder clients and patients. Pathologies that are prevalent in the elder population are explored in depth. Safe and effective protocols are taught to assist the LMT in adjusting each therapy to the individual Elder or someone dealing with chronic illness or fragile health. (CEU-NCBTMB)

MTCE 230- CEU - Reflexology Aromatherapy Foot Chakra Balancing
Class Hours: 12 Credits: 0.75
Experience the disciplines of Reflexology, Aromatherapy and Chakra Balancing coming together in one amazingly powerful class. Combining these modalities increases the practitioner’s ability to work with mind, body and spirit in a truly powerful way. (CEU-NCBTMB)
NA 500 Natural Aesthetics - White Block - Foundations & Fundamentals  
Class Hours: 224 Credits: 11

NAL 180 Cosmetic Laser Technician Didactic & Application  
Class Hours: 180 Credits: 7

NC 200 Nutrition - Whole Food, S.O.U.L. Food  
Class Hours: 20 Credits: 0.5
Discover S.O.U.L. foods (Seasonal, Organic, Unprocessed, Local) and simple ways to create delicious whole food nutritious meals. You will develop healthy shopping habits and some basic culinary skills; learn how to eat a balanced diet utilizing paleo, raw, vegan and vegetarian choices; find out where to buy and how to prepare high quality vegetables, fruits, animal products, nuts, seeds, friendly fats and oils, herbs, spices, and natural sweeteners using local, seasonal, pasture-raised, and organic foods. This 5-week course covers basic kitchen equipment, organization, meal planning prep tips, recipe information and working with clients. Each 4 hour class includes the preparation of an entire meal. Recipes and menus will be gluten free, dairy free and soy free. Space is limited. Supplies: $60. NA. Age restricted to 18 and over. 1) Closed toe shoes are required. No high heels. No exceptions. Students out of compliance will be turned away. 2) Hair must be pulled back with clips up to chin length or a rubber band, if longer than your chin. 3) Bring 2 clean dish towels. 4) Bring 1 chef knife or Japanese vegetable knife.

OE 320 Hand & Wrist Health Maintenance  
Class Hours: 4 Credits: 0.25
Injury prevention is the key to longevity in your bodywork career. This class shows exercises, stretches and bodywork techniques to help you relieve pain, prevent injury, and maintain your hand and wrist health. PREREQ: MT 200 SWEDISH OR LICENSED. Bodyworkers may register with prior approval. (CEU-NCBTMB)

OE 620 Thai Massage - Traditional  
Class Hours: 40 Credits: 1.25
Injury prevention is the key to longevity in your bodywork career. This class shows exercises, stretches and bodywork techniques to help you relieve pain, prevent injury, and maintain your hand and wrist health. PREREQ: MT 200 SWEDISH OR LICENSED. Bodyworkers may register with prior approval. (CEU-NCBTMB)

OE 640 Thai Massage - Foot Massage  
Class Hours: 20 Credits: 0.5
Foot massage as practiced throughout southern Thailand and taught at the Wat Po Traditional Medical School in Bangkok. Learn techniques to do a soothing, restful hourlong massage using deep pressure, warming lotions, and a wooden dowel. Bring a pillow, textbook, dowel, and sheet. For the final check-off, also bring two hand towels. Wear clothing that will allow working on the feet and legs. Text: $12 Supplies: $6 (CEU-NCBTMB)

PC 100 Polarity - Basic I  
Class Hours: 20 Credits: 1
Experience the exciting new paradigm of energy healing. The Polarity model interprets the body’s imbalances as the final “print-out” of physical and emotional choices made long ago. Polarity serves as the key to unlock the source. Utilizing hands-on contacts and gentle communication techniques, this work embodies a full holistic health care system, and can be used to empower other modalities as well. BW (CEU-NCBTMB)

PC 150 Polarity - Basic II  
Class Hours: 48 Credits: 2.25
Ether, Air, Fire, Water, Earth - the ancients saw our bodies as streams of energy with different qualities. Connect...
physical symptoms with their emotional origins and introduce music, sound, color and food as resources for balancing the entire body. Supplies: $25 Text: $50 Material fee: $15 PC 100 highly recommended PRERQ (CEU-NCBTMB) BW AUC

PC 200 Polarity APP/Cranial - Practicum
Class Hours: 30 Credits: 1.25
The tools and techniques needed to give a therapeutic polarity and/or cranial session are reviewed and developed. Peer supervision and community collaboration is fostered. Two therapeutic sessions on outside clients will be given and two will be observed and evaluated, with an eye towards understanding therapist/client dynamics and each student’s particular strengths and weaknesses as a practitioner. Case studies will be shared and business and ethical issues will be discussed. Students must have completed the majority of Polarity or Cranial classes plus Polarity Communications I. PRERQ:PC 100 & PC 400 AUC

PC 400 Polarity - Communications, Resonance & Relations I
Class Hours: 32 Credits: 2
Verbal skills allowing you to guide your client to resolution can be learned here. This course teaches you to pace your clients, follow their journey where it needs to go and integrate body-based healing with life healing. A profound accompaniment to all deep bodywork. PRERQ: PC 100 or PC 850 Supply fee: $10 (CEU-NCBTMB) AUC BW

PC 570 Polarity - Advanced Elements
Class Hours: 32 Credits: 1
Gain a deeper relationship with the elements. Explore the physical anatomy of Dr. Stone’s oval fields; learn how energy is shaped by our experiences of human behavior and culture. Discover the implications of trauma and abuse and clinical applications of Polarity Therapy to assist clients facing specific physical conditions. Minimum 8 enrolled students. AUC

PC 700 Polarity - Reflexology for Bodyworkers
Class Hours: 20 Credits: 1
Explore foot, hand and ear Reflexology from an energy perspective. In addition to learning the reflex points, students will be hooking up currents of energy and using breath and sound for more complete healing. BW (CEU NCBTMB)

PC 850 Cranial Unwinding I
Class Hours: 20 Credits: 1
The craniosacral rhythms are at the core of the body’s pulse; learning to palpate and balance them is like discovering the ebb and flow of the ocean. By contacting the tissue in this way, areas of the body which have become devitalized or overcharged have an opportunity to reconnect with the primary healing core energy of the body. Craniosacral work is taught from a Polarity perspective, focusing on energy connections. BW (CEU NCBTMB)

PC 855 Cranial Anatomy - Listening Skills
Class Hours: 16 Credits: 0.75
The fundamentals of cranial anatomy taken to a deeper level through listening skills. PRERQ: PC 850 AUC

PC 860 Cranial Unwinding II
Class Hours: 24 Credits: 1
Students gain a deeper appreciation of the cranial bones and the palpatory art of unwinding. Class focuses on physical and energetic techniques for still point induction, strain and counterstrain, direction of energy, and
introduction to the facial bones. PRERQ: PC 850 Cranial Unwinding I. Text: $35 BW (CEU-NCBTMB) AUC

PC 870 Cranial Unwinding III
Class Hours: 24 Credits: 1
Previously learned techniques are integrated with the work of the cranial vault and facial bones. Verbal, emotional and psychological processing is the focus of the class. PRERQ: PC 850 (CEU-NCBTMB) AUC

PC 880 Cranial Unwinding IV
Class Hours: 24 Credits: 1
An in-depth exploration of the art of full body unwinding in an intimate setting with a small number of advanced students provides for a personalized experience of the art of Craniosacral Unwinding. PRERQ: PC 850 (CEU-NCBTMB) AUC

PC 942 Polarity – Dr. Stone’s Energy Exercises & Mystic Philosophy
Class Hours: 16 Credits: 0.25
Dr. Randolph Stone, the father of Polarity Therapy, was a Mystic in his own right. He had a disciplined practice of meditation and a lifestyle of a modern day ascetic. He saw many internal images of an alternative reality that inspired him to create Polarity and search deeper into the realm of what true spirituality is. In this study group we will read and study Dr. Stone’s Mystic Bible that relates to his sacred and fulfilling life’s mission here. Polar Energetic exercises are easy stretches to release energy blocks. AUC Text: $33

PC 960 Polarity - Clinic
Class Hours: 30 Credits: 0.5
Polarity and Cranial Clinic provides students the opportunity to practice their skills in a supervised setting. Students will provide sessions to the public with support from the Polarity/Cranial Instructor. Case supervision and consultation will be held between sessions in order for student to fully integrate their experience of providing Polarity or Cranial sessions to the public. PRE-REQ: PC 100 + PC 200 + PC 400

PC 961 Cranial Unwinding - Clinic
Class Hours: 30 Credits: 0.5
Polarity and Cranial Clinic provides students the opportunity to practice their skills in a supervised setting. Students will provide sessions to the public with support from the Polarity/Cranial Instructor. Case supervision and consultation will be held between sessions in order for student to fully integrate their experience of providing Polarity or Cranial sessions to the public. PRE-REQ: PC 100 + PC 200 + PC 400

PC 998 Polarity - Spinal Balancing
Class Hours: 24 Credits: 0.75
The spine is the tree of life, resting on the sacrum or “sacred bone.” When the sacrum and spine are aligned, the cranium opens. Learn alignment methods; muscle and vertebrae releases, stretch releases, spinal harmonics and evaluation skills. Practice energetic cleansing of the spinal cord, vertebrae, nerve pathways and the ultrasonic core. A culmination of Dr. Stone’s techniques. Text: $13 (CEUNCBTMB) BW AUC

RF 150-OL Toe Reading - Reflexology Assessment I - Elemental
Class Hours: 16 Credits: 0.5
Personality, destiny, trauma, and pathology are revealed by looking at a person’s toes. Many will wonder if you are psychic, when in reality you will be practicing the concept that “everything is something.” You will also be implementing learned advanced observation, assessment, and communication skills in the exploration of revealing the stories and language the toes metaphorically speak. NO PRERQ Supply fee: $10 (CEU-NCBTMB)
RF 151  Toe Reading I – Reflexology Assessment & Introduction to Dialogue  
Class Hours:  20  Credits: 0.5  
It is well documented that everything that happens in your life, the story and the emotions, are stored as cell memory. Toe Reading is based on the theory that the body holographically records the stories of our lives in the tissues of the toes. The position and shape of the toes say a lot about their owner and the energy in one’s body. Using active listening, powerful-soul-searching questions, along with deep-insight practitioners help people create change in their lives by examining their ‘stories.’ A trained Toe Reader humbly listens to the client, quietly makes observations, feels the energy in the toes, makes inquiries and presents metaphor connections. Level 1 is an Introduction to the Ayurveda elements found in the toes, their meaning and how to give a basic Toe Reading to another. Coaching language and potent questions are introduced.  (CEU-NCBTMB)

RF 162  Toe Reading II - Soul Coaching - Facilitated Dialogue  
Class Hours:  20  Credits: 0.5  
Level II will concentrate on mastering facilitating dialogue in such a way as to help shift someone’s awareness of how they are, and how they can be, in the world by asking penetrating soul coaching questions. An introduction to where the chakra information is holographically stored within the toes and feet will be explored to further help refine the predictable sites of sacred life stories. A ‘Royal Reading’, complete with washing of the feet and the use of blended essential oils is taught to help create trust, ritual, blessings and sacred space with your client to deepen the discoveries from the soul in a toe reading session. Come and unlock your ability to be a true Sole/Soul Coach with this powerful modality. PREREQ RF 151 or RF 150-OL

RF 167  Toe Reading Practicum  
Class Hours:  10  Credits: 0.25  
Enjoy the benefit of working with actual clients, practicing skills and developing excellence in toe readings. PREREQ RF 151 or RF 150-OL & RF 162

RF 170-OL  Toe Reading II - Soul Coaching - Expanded Dialogue  
Class Hours:  8  Credits: 0.5  
In this course, you will concentrate on mastering facilitated dialogue. With the use of penetrating soul coaching questions, learn to facilitate deeper self-awareness in such a way as to help shift your client’s perception of how they are, and how they can be. The Royal Reading will help you create trust, ritual and sacred space for your client, as deep soul discoveries are revealed in a toe reading session. You will unlock your ability to be a true Sole/Soul Coach with this powerful modality. PREREQ: RF 150-OL

RF 201  Reflexology - A Western Approach for Bodyworkers  
Class Hours:  20  Credits: 0.75  
Reflexology is science-based on the principle that there are reflex areas in the feet, hands and ears corresponding to all the glands, organs, parts and systems of the body. This course explores the various theories that have led to development of modern western reflexology. Concentration is on basic foot protocols and hand techniques used for the purpose of relaxation and stress reduction applicable to any bodyworker. Text: $25    BW Bring sheets, towels and hand sanitizer. (CEU-NCBTMB)

RF 202  Reflexology - Assessment Skills for Bodyworkers  
Class Hours:  20  Credits: 0.75  
This course covers a "system-by-system" review of the ten bodily systems as related to the microcosm theory in reflexology. Pathology and symptomology are reviewed in-depth. Client history taking, SOAP notes and Treatment Plans are taught and applicable to any bodyworker. PREREQ: RF 201  Bring sheets, towels and hand sanitizer. (CEU-NCBTMB)
RF 203  Reflexology - Emotional Balance & Being for Bodyworkers
Class Hours:  20  Credits: 0.75
It has long been documented that our life stories and traumas are held in specific areas of the body and in certain organs. 'What’s where' is taught on an intellectual and kinesthetic level, and how facilitated dialogue can assist in a mindful way to release what has been held. This course also focuses on Western and Eastern theories as they relate to the balance of body, mind and spirit, as well as zone theory. Each class includes a hands-on component for the feet or acupressure points of the feet, hands and body points, including therapeutic meridian brushing. This is taught as a clothed modality, although it can be adapted by massage therapists and bodyworkers. No prerequisites. BW Bring sheets, towels and hand sanitizer. (CEUNCBTMB)

RF 218  East Indian Head Acupressure
Class Hours:  8  Credits: 0.25
This class honors the holograms of the head, utilizing the marma-points -- the places on the head where two or more types of tissue meet, such as muscles, veins, ligaments, bones or joints. The marma points are much more than a causal connection of tissue and fluids; they are intersections of the vital life force and prana, or breath. According to Ayurveda theory, marma points are where consciousness meets matter and where deep silence resides in the body. The protocol taught is part science and part the art of 'holding space' for deep relaxation and transformation. The protocol will be taught for adaptation to a corporate chair routine or for use in therapeutic massage of reflexology session. Please bring a towel. (CEU-NCBTMB)

RF 575  Reflexology - Hand for Bodyworkers
Class Hours:  4  Credits: 0.25
The hands represent the NOW - current reality. Learn to identify the reflex points of the hands and an effective relaxation treatment, as well as self-care and first aid points. BW  (CEU-NCBTMB)

SC 250  Botany
Class Hours:  45  Credits: 3
This course grounds the aspiring herbalist in the basics of plant biology, from the classification and properties of plants to the cultivation and application of herbs and oils. In addition to rigorous lessons, students receive the benefit of regular hands-on labs which fosters experiential learning by allowing them to apply their training immediately. Texts: $59 Material fee: $16.

SC 415  Pathology - BW
Class Hours:  40  Credits: 2.5
Discuss pathologies with the goal of being able to make informed decisions about the safety and applicability of massage modalities. Develop critical thinking skills to be able to find information independently, and to identify the variables that contribute to informed decisions. LEC Text: $79  (CEU-NCBTMB)

SC 425  Pathology - WH
Class Hours:  40  Credits: 2.5
This course is a general overview and study of the most common pathological disorders as it pertains to the breadth and scope of the herbal medicine practitioner. It examines the progression of normal tissue function to abnormal states in each major organ system of the human body. The course explores general holistic therapies with an emphasis on herbs as a means of treatment and prevention.. PRERQ MT 500  LEC Text: $100

SM 150  Ayurveda - Intro
Class Hours:  30  Credits: 2
Ayurveda means "The Science of Life." It is an ancient system of healing that focuses on the complete person.
Ayurveda defines wellness not as "the absence of defined disease," but rather as when all bodily tissues, organs, systems and functions are acting together in a healthy way, and are able to maintain wellness, in spite of potential illness-causing influences. This course will provide an overview of the basic principles of Ayurveda and how they may be used to maintain well being. Text: $22 (CEU-NCBTMB)

SP 155-OL  Spiritual Traditions  
Class Hours: 25  Credits: 1.6
This course examines the seven great world religions and more! The great questions of life from the perspective of Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, Islam, and of nature religions will be answered. Additionally, world views, articles of faith, living a spiritual life, ritual and ceremony, and philosophy will be reviewed. Text: $26

SP 161-OL  Mysticism & Universal Laws  
Class Hours: 25  Credits: 1.6
In this course you will explore art, poetry, music and common practices of mystics from different cultures and times, which have deep implications for how we express our spirituality today. You will also explore how the universe works through the spiritual elements of universal law, based on the writings of The Kybalion and other hermetic texts. Text: $17

SP 277-OL  Prayer Therapy & Mindful Meditation  
Class Hours: 25  Credits: 1.6
In this course you will learn prayer as a universal practice to communicate with the divine and the healing power of prayer. Additionally, you will discover and refine your practice of mindful meditation, identifying and distinguishing flowing meditation, and how to incorporate meditation into your holistic practice. Text: $26

SP 305. Tarot - The Art & Science  
Class Hours: 24  Credits: 1.5
For centuries, mystics and spiritual seekers have used divination to give a voice to the Divine. Tarot – The Art & Science will take you on a personal journey through The Runes, The I Ching and The Tarot. This course cultivates a deep understanding of divination and how it can be used in the healing of one’s self and one’s clients. With a focus on how to connect with and interpret the cards, you will be able to combine the art of employing your intuition with the structural science of the Tarot. Whether you are interested in self-development or being a divine messenger for others, this course will prepare you to work effectively with ancient divinatory systems and give readings that heal and inspire!

SP 415-OL  Creating Ceremony & Sacred Space  
Class Hours: 25  Credits: 1.6
Learn the elements of ritual and the tools for creating your own ceremonies, then weave these together to create transformational and cherished experiences. The class covers creating group harmony and sacred space, touching hearts, uniting consciousness, invocations and the setting of intentions. Text: $18

SP 427-OL  Ministerial Duties & Homiletics  
Class Hours: 25  Credits: 1.6
This course is designed to help you to explore your personal sense of call, your personal and professional ethics as a spiritual-care provider, and the many possibilities for serving as a spiritual-care provider. The heart of the course lies in being able to apply what one is learning about ethics and the responsibilities of ministering in specific contextual situations. You will also explore the branch of practical theology in presenting homilies and lessons. You will learn the elements of a good lesson and talk, practice how to speak and listen from the heart, and prepare and give a creative message of inspiration.

SP 431-OL  Death, Dying and Hospice  
Class Hours: 25  Credits: 1.6
The last great mystery of human life is death. And no matter how much we deny, fear, or try to avoid the inevitable; death eventually comes to us all. As we explore the field of thanatology, the study of everything to do with dying, death and grief, consider how you might support clients through your holistic practice. We will discuss the integrative approaches of palliative and hospice care, as well as spiritual beliefs about life, death, and the afterlife. During this process, you may confront your own feelings about death and dying and determine what dying well means for you personally. Text $17

SP 437-OL   Developing Your Spiritual Gifts
Class Hours:  20  Credits: 1.15
There are over 30 documented spiritual gifts in the writings of the great masters. During this five-week course, your gifts will be studied, with the focus on identifying, cultivating and claiming your unique spiritual gifts.

SP 447-OL   Spirit-Directed Coaching
Class Hours:  30  Credits: 1.75
Learn to facilitate a person’s healing and spiritual growth through being a loving "witness" to their process and learning to "hold space" for them to experience their own awareness changes. Facilitated dialogue will be taught, so as to bring out their spiritual process, without leading or traumatizing them. Establishing healthy, non-judgmental client/practitioner relationships is the emphasis of this class. Text: $44

SP 465-OL   Celebrate Your Light - Celebrant & Ordination Preparation
Class Hours:  0  Credits: 0 Students of the Spiritual Studies program have the option of becoming officially ordained as a Minister or Celebrant. Ordination culminates with a biosketch and a service project. PREREQ: Completion of Online, in-program, Spiritual Studies Concentration (200 course hours). Fee: $150

ST 101   Spa Treatments - Professional Foundation
Class Hours:  8  Credits: 0.5
Explore the luxurious world of the professional spa industry, including the many different types of spas and treatments available. Students will learn about what to expect during a spa interview, training and work experience, as well as the invaluable educational and networking opportunities available to foster professionalism and growth. (Lecture class, no linens required.) BW (CEU-NCBTMB)

ST 102   Spa Treatments - Clay & Sea Mineral Masks
Class Hours:  8  Credits: 0.25
Discover power-packed ancient mineral therapy using premium clays and sea botanicals applied in a spa body mask. Professional in-depth training covers healing benefits, special considerations and spa set-up. Students will practice giving and receiving the ultimate body mineral treatment. (Students need to bring 1 set of sheets, 1 XL bath towel, 8 large hand towels. All other supplies will be provided.) Supply fee: $25 PREREQ MT 200 or licensed. BW (CEU-NCBTMB) NOTE: Registration for this course closes the Thursday before course start.

ST 103   Spa Treatments - Custom Seasonal Treatments
Class Hours:  8  Credits: 0.25
Celebrate the seasons with exotic and luxurious spa body treatments. Students learn how elements such as chocolate and pumpkin can be incorporated into a basic spa protocol to create high end professional wraps, scrubs and masks. One seasonal spa treatment will be demonstrated and practiced in class. (Students need to bring 1 set of sheets, 1 XL bath towel, 8 large hand towels. All other supplies will be provided.) Supply fee: $25 BW (CEU-NCBTMB) NOTE: Registration for this course closes the Thursday before course start.

ST 355   Sugar Polish Treatments & Salt Glow Massage
Class Hours:  8  Credits: 0.5
This beautiful spa treatment uses the versatility of exfoliating ingredients to smooth and soften the skin. Learn to use, salts, sugar, and other natural materials. Your clients will love the fact that you polish and rejuvenate their skin at the same time. Students will understand the benefits, indications and contraindications for exfoliating body treatments. Bring a sheet set, 6 to 8 hand towels and one large bath towel. All other supplies will be provided in class. Do not shave your legs 24 hours prior to class. Supplies $20.00. PRERQ: MT 200 SWEDISH OR LICENSED BW (CEU-NCBTMB)

TC 100  Spiritual Coaching & Ethics
Class Hours:  24  Credits: 1.5
Ethics and consciousness are directly related in the sense that the greater your scope of awareness, the more you examine your actions and reactions, the more options you potentially have to impact the world around you and those you consciously communicate with. Learn to facilitate a person’s healing and spiritual growth through being a loving “witness” to their process and learning to “hold space” for them to experience their own awareness changes. Facilitated dialogue will be taught, so as to bring out their process, without leading or traumatizing them. Establishing healthy, non-judgmental client/practitioner relationships is the emphasis of this class. TEXT: $44

TC 110  Workshops & Group Facilitation
Class Hours:  20  Credits: 1.5
Designed to teach students how to present - one-on-one, in a support group arena, workshop setting or for a formal presentation. Learn how to plan and deliver the materials with an emphasis on using presentations, workshops and groups as marketing strategies, as well as a profitable part of a private practice.

TC 120  Coaching the Hero Within
Class Hours:  24  Credits: 1.5
Learn to recognize the developmental stages and archetypes of clients’ growth. You will explore areas of human development from infancy to late adulthood through a transpersonal lens by exploring in-depth the eight steps of the hero’s journey. Text: $19

TC 150  Building Resiliency & Stress Management
Class Hours:  24  Credits: 1.5
In this course you will explore the nature of optimism and pessimism in resiliency and its application to various populations. You will learn the adversity evaluation and the dis-entanglement of emotions model and develop skills and strategies to prevent destructive behavior such as ‘thinking traps’ and cognitive distortion (catastrophizing). You will understand the elements and effects of stress physically, emotionally, mentally, and spiritually with skills to avoid the negative effects of stress and how to present the materials to others. You will experiment with breathing and focusing techniques and its applications for your private practice. Text: $16

TC 610  Heart Centered Leadership
Class Hours:  20  Credits: 1.25
In a world that can feel disconnected and disjointed at times, Heart-Centered Leaders are called to stand strong as they lead from the soul and not their wounds. Students will explore and embody the notion of leading from the heart through Brené’ Brown’s work surrounding shame resilience and courage. Learn to rise above personal, professional and cultural issues as you find your voice of truth and authenticity. PRERQ BC 550 P$ Text: $28

TC 620  The Art of Therapeutic Presence, Ethics & Boundaries
Class Hours:  30  Credits: 2
The sacred act of Holding Space is an art form evidenced by science. Practitioners empowered by the knowledge
and nuance of therapeutic presence, ethics, and boundaries can help their clients safely explore areas of stagnation and create the space of transformation. Practitioners will deeply study the ethics of caring for individuals in the holistic health field and embody the tools necessary to maintain their personal energy integrity.

PRERQ BC 550 $ Text: $26

TC 630  Somatic Psychology - The Neuroscience of Regulation & Trauma

Class Hours:  30  Credits:  2

Whether you or your client has experienced a little “t” trauma or a big “T” trauma, our nervous systems are constantly seeking regulation and safety and sometimes the neurobiology of the body can interfere with healing. The first step of healing from trauma starts with learning how to regulate the nervous system and emotional expression. By understanding how the nervous system works and compensates for trauma, a whole world of healing opens up. Students will learn about trauma, regulation techniques and the ethics of working with those healing from trauma. Text: $18

TC 640  Somatic Psychology - The Subtle Body

Class Hours:  30  Credits:  2

Often, people tend to think of spiritual connection outside the body, however, the more we learn to embody ourselves, the more deeply we connect to Spirit. In this course, students will learn the sacred and ancient ways of the subtle energetic body, how to connect with it, and how to use this work as a vessel to the soul and the Divine. Text $20

TE 121  Myotherapy - Mastery

Class Hours:  20  Credits:  0.75

Seven Step release system taught with emphasis on perfecting the techniques and learning variations on the platforms. PRERQ MT 400 BW (CEU-NCBTMB)

TE 142  Scar Tissue Massage

Class Hours:  8  Credits:  0.25

Explore the physiology and psychological aspects of scar tissue. Experience ways to effectively work with scar tissue and improve lymphatic flow, skin texture and flexibility of the affected areas of the body. This class will also include a brief explanation of working with healing oils and aroma therapy that is effective for scar tissue work. BW PREREQ: SWEDISH OR LICENSED. Supply fee: $20.00 (CEU-NCBTMB)

TE 143  Breast Health I

Class Hours:  4  Credits:  0.25

One of the most challenging pieces of doing this work is explaining to a client why this work is so effective and what they will experience. We will practice and perfect a comfortable and easy way to talk to our clients about this important work. Overview of the lymphatic system specific to the breast, Lymphatic breast flush and lymphatic brushing will also be demonstrated and practiced in this class. A brief overview of the anatomical structure of the breast will also be introduced in this class. Bring two sheets, lotion, bolster, two small towels. PRERQ: MT 200 SWEDISH OR LICENSED (CEU-NCBTMB)

TE 144  Breast Health II

Class Hours:  4  Credits:  0.25

Deepening our understanding of the anatomy and physiology of the breast tissue and how to best work with the underlying muscle is explored in this class as well as a brief overview of scar tissue work specific to different types of surgeries involving the breast. We will be exploring aroma therapy applications for this area of the body and will be using a specific oil in the work in this class. An exploration and discussion of the possible emotional
releases that may be experienced when working with this area of the body, directly over the heart chakra. PRERQ: TE 143 Breast Health I. Bring two sheets, lotion, bolster, two small towels. Supply Fee: $10 PRERQ: MT 200 SWEDISH OR LICENSED (CEU-NCBTMB)

**TE 160  Carpal Tunnel/Thoracic Outlet Release**
- **Class Hours:** 8  
- **Credits:** 0.25  
Release and rehabilitation of residual tension syndromes including carpal tunnel and thoracic outlet. Learn techniques to address the root of the disorder in addition to symptom control. PRERQ: MT 200 SWEDISH OR LICENSED  BW (Please bring required BW supplies plus 2 standard sized pillows) (CEU-NCBTMB)

**TE 220  Deep Tissue Sculpting**
- **Class Hours:** 24  
- **Credits:** 0.75  
Deep tissue sculpting affects the deeper structures of the musculoskeletal system, the skin and more superficial fascia through deep, slow compressions and strokes. Text: $10 PRERQ: MT 200 SWEDISH OR LICENSED BW (CEU-NCBTMB)

**TE 225  Rotator Cuff/Shoulder Joint**
- **Class Hours:** 8  
- **Credits:** 0.25  
Clients with poor posture, chronic shoulder/neck pain, tension, injuries, sports injuries, accidents and whiplash will benefit from this focused therapy! A great supplement to both chair and table therapies. Bring sheets, bath towel, a couple of hand towels and two pillows. PRERQ: MT 200 SWEDISH OR LICENSED BW (Please bring required BW supplies plus 2 standard sized pillows) (CEU-NCBTMB)

**TE 260  Fibromyalgia Therapy**
- **Class Hours:** 16  
- **Credits:** 0.5  
The pathology and pain of this syndrome is explored in depth. Study the trigger points involved with fibromyalgia and how meridian therapy can create significant relief. Lymphatic body brushing will be taught as well. PRERQ: MT 200 SWEDISH OR LICENSED BW (CEU-NCBTMB)

**TE 300  Elder Touch**
- **Class Hours:** 8  
- **Credits:** 0.25  
Learn how to work responsibly with geriatric clients and patients. Contraindications explored in depth. A safe and effective protocol is taught to use with the elderly, those with chronic illness or in frail health. PRERQ: MT 200 SWEDISH OR LICENSED BW (CEU-NCBTMB)

**TE 302  Elder Touch - Medical**
- **Class Hours:** 16  
- **Credits:** 0.5  
Experience how to work responsibly with geriatric clients and patients. Contraindications explored in depth. A safe and effective protocol is taught to use with the elderly, those with chronic illness or in frail health. PRERQ: MT 200 SWEDISH BW (CEU-NCBTMB)

**TE 320  Lower Back Pain Release**
- **Class Hours:** 8  
- **Credits:** 0.25  
Learn very specific techniques for releasing neck muscle tension and increasing range of motion, including clearing core energy blockages between the xiphoid process and the navel. PRERQ: MT 200 SWEDISH OR LICENSED BW (CEU-NCBTMB)

**TE 340  Lymphatic Massage**
- **Class Hours:** 16  
- **Credits:** 0.5
Lymphatic drainage massage promotes balance of the body’s internal chemistry, purifies and regenerates tissues, helps normalize the functions of organs and promotes function of the immune system. Bring two sheets and one pillowcase. PRERQ: MT 200 SWEDISH OR LICENSED BW (CEU-NCBTMB)

**TE 363**  **Massage - Sideline Techniques**  
**Class Hours:** 16  **Credits:** 0.5  
Master the skill of working on clients using the lateral recumbent/sideline position. This technique allows for access to the musculoskeletal system in a unique way, offering the opportunity to view the body in a different plane of gravity and provides greater access to holding patterns. You will learn to use a sideline position during a therapy session to allow for more area-specific work to be accomplished and provide deep release to clients holding residual patterns of stress and injury. Correct bolting and draping techniques are an essential focus in this class. The techniques taught have been inspired by the principles of the Myo-Therapy 7-Step Release system. PRERQ: MT 200 or Licensed. BW (Please bring required BW supplies plus 2 standard sized pillows) (CEUNCBTMB)

**TE 380**  **Neck Release**  
**Class Hours:** 8  **Credits:** 0.25  
Learn very specific techniques for releasing neck muscle tension and increasing range of motion, including clearing core energy blockages between the xiphoid process and the navel. PRERQ: MT 200 SWEDISH OR LICENSED BW (CEUNCBTMB)

**TE 402**  **Medical Massage for Cancer Survivors**  
**Class Hours:** 16  **Credits:** 0.75  
Gain a solid introduction to the general pathology of cancer, and massage techniques for serving clients who have had cancer. As study of the medical benefits of massage increases, the practice of massage for cancer survivors is now being explored. Learn how to “do no harm” as you work with light touch therapies for these under served clients. PRERQ: MT 200 SWEDISH OR LICENSED BW (CEUNCBTMB)

**TE 422**  **Medical Conditions - Deep & Light Touch**  
**Class Hours:** 16  **Credits:** 1  
Students explain and record different pathologies in a new and effective format called a Decision Tree. This enables each student to examine a client’s unique set of pathologies and create a safe and effective massage protocol for each individual. Interviewing skills will be honed and the student will complete this course with their own set of Decision Trees to use and build on in their practice. Class contains a review of pathologies for skin, muscle, bone, circulatory and blood, Respiratory System, Nervous System, Lymphatic System, Endocrine and Digestive Systems. Text: $66 (CEU-NCBTMB)

**TE 560**  **Reflexology - Intro for Bodyworkers**  
**Class Hours:** 8  **Credits:** 0.25  
Basic foot reflexology techniques are taught to create holistic health and healing in remote areas of the body. Learn the basics of history, mapping and technique. (CEUNCBTMB)

**TE 590**  **Removing the Armor**  
**Class Hours:** 12  **Credits:** 0.25  
Learn a basic protocol for clients who are very tight and tied-up, seemingly impossible to release. Discover important triggers to be used to release tight muscles. Understand the power and importance breathing has in releasing armor. Learn a facilitated dialogue. PRERQ: MT 200 SWEDISH OR LICENSED BW (CEU-NCBTMB)

**TE 600**  **Rock & Unlock**  
**Class Hours:** 12  **Credits:** 0.25
Influenced by Milton Trager’s work, this class has been designed by KC Miller to teach students how by 'rocking the body' you can unlock tight, chronic holding patterns. Sometimes deep trigger point work is contraindicated – ideal for working with whiplash, geriatric or pregnancy clients or people with deep control issues. PREREQ: MT 200 SWEDISH OR LICENSED BW (CEU-NCBTMB)

TE 650  Sports Massage - Intro
Class Hours: 8  Credits: 0.25
Fast-paced class designed to teach you the basics of onsite sports massage. Warm-up and cool down techniques are taught, plus PNI stretching. PRERQ: MT 200 SWEDISH OR LICENSED BW (CEU-NCBTMB)

TE 662  Hydrotherapy / Injury Management
Class Hours: 20  Credits: 0.75
Learn the history, physiology and applications of hydrotherapy in treating various types of basic injuries. General first aid, bandaging and poultices will also be demonstrated. Great information for practitioners working with sports and rehabilitative therapies as well as broadening your practice. Required: You will need to bring: 2 sets Linens (twin sheet set), pillow case, hand towels, lotion, cream or oil (student’s preference) and bath towel. Pen or pencil and paper. PRERQ: MT 200 SWEDISH OR LICENSED (CEU-NCBTMB)

TE 690  Trigger Point
Class Hours: 16  Credits: 0.5
Introduction to Trigger Point Therapy, its history, and pain relieving techniques. Emphasis is on locating and releasing the most common trigger points, using compression with the thumb or elbow. Text: $25  Due to the hands on work being done in class students are required to come to class prepared with: viewing clothes (shorts, sports bras, tank tops, yoga pants), lotion (preferably not oil as it is often does not offer enough control), and sheets. PRERQ: MT 200 SWEDISH or LICENSED Text: $20 BW (CEUNCBTMB)

TE 701  Swedish Sedona
Class Hours: 20  Credits: 0.75
Learn to use movement and body weight to produce a flowing yet deep massage, new concepts for connecting and expanding the range of your strokes. PREREQ: MT 200 SWEDISH or LICENSED Text: $20 BW (CEUNCBTMB)

TP 100-OL  Diversity & Developing Ethical Consciousness
Class Hours: 25  Credits: 1.5
Ethics and consciousness are directly related in the sense that the greater your scope of awareness, the more you examine your actions and reactions, the more options you potentially have to impact the world around you. This course is about you expanding your awareness, consciously examining your past beliefs and choosing the impact you want to make in the future. It’s about being a better human! Text: $26

TP 105-OL  GRIT for Success
Class Hours: 15  Credits: 1
What is it that makes some people keep going no matter how many times they fall down? GRIT is the combination of perseverance, passion, tenacity, resilience, growth mindset, courage, conscientiousness, endurance, conviction, and commitment. GRIT keeps someone working toward their long-term goals no matter how many obstacles they encounter. And GRIT can be developed. In this class, you will recognize and cultivate those habits and beliefs that will help you complete your education at SWIHA, as well as share your gifts and graces with the world in a loving and profitable way. Book $16. NO PRERQ.

TP 110-OL  Stress Management & Psychological Acupressure (EFT)
Class Hours: 25  Credits: 1.5
This course will teach you to understand the elements and effects of stress physically, emotionally, mentally, and spiritually. You will learn stress management and lifestyle skills to avoid negative effects of stress and how to present the materials to others. Additionally, you will learn to manage emotions through the use of psychological acupressure (Emotional Freedom Technique/EFT); thereby, reducing stress. Moreover, you will create personal stress relief strategies through the application of EFT techniques. Text: $41

**TP 120-OL**  
Transpersonal Psychology – Awaken the Hero Within  
**Class Hours:** 25  
**Credits:** 1.5  
Learn to recognize the developmental stages and archetypes of clients’ growth and where emotional or physical injuries may have occurred. You will learn and discuss developmental psychology throughout the human lifespan and the psychological theories associated with each of these life stages. You will explore areas of human development from infancy to late adulthood through a transpersonal lens by exploring in-depth the eight steps of the hero’s journey. Text: $20

**TP 130-OL**  
Psychology of Addiction – Understanding the Shadow  
**Class Hours:** 25  
**Credits:** 1.5  
In this course you will examine addictions of all types and learn a broad range of information about addictive behaviors and how to provide healthy alternatives to managing stress, which is the most common source of addiction. Text: $32

**TP 140-OL**  
The Science of Energetics and Intuition  
**Class Hours:** 25  
**Credits:** 1.5  
This course brings the study of energy and intuition out of the esoteric realm and into the palm of your hands. You will examine the progression of the understanding of energy and contemporary scientific studies and theories that support energetic healing. You will explore intuition from a scientific perspective, the effect of manifestation, electromagnetic fields, and the role of auras in healing. Additionally, the Vedic Chakra System for Mind-BodySpirit Wellness will be reviewed, as well as the principles of the human energy field, and the concept of consciousness and matter. Text: $40

**TP 150-OL**  
Introduction to Building Resiliency  
**Class Hours:** 25  
**Credits:** 1.5  
In this course you will explore the nature of optimism and pessimism in resiliency and its application to various populations. You will learn the adversity evaluation and the dis-entanglement of emotions model and develop skills and strategies to prevent destructive behavior such as ‘thinking traps’ and cognitive distortion (catastrophizing). You will experiment with breathing and focusing techniques and its applications for your private practice. TEXT $16

**TP 210-OL**  
Emotional Freedom Technique  
**Class Hours:** 10  
**Credits:** 0.5  
In this course you will learn to manage emotions through the use of psychological acupressure (Emotional Freedom Technique/EFT). You will create personal stress relief strategies through the application of EFT techniques. Text: $17

**TP 490-OL**  
Post-Traumatic Stress Disorder (PTSD) Introduction  
**Class Hours:** 30  
**Credits:** 2  
This course provides an overview of PTSD, which is essential to understanding the causes of the illness, as well as what happens in the body and the mind when someone suffers from it. Text $18

**WH 100** Western Herbalism - Foundations of American Herbal Studies
Class Hours: 30 Credits: 2
Course provides the basic tools of herbalism in a hands-on setting. Classes include a medicine making session and desert day field trip. Students learn herbal preparation methods, gain exposure to contemporary healing herbs and acquire knowledge to make intelligent choices in selection of medicinal herbs. This overview serves as groundwork for future studies in Western Herbalism. Text: $98 Supplies: $60.

WH 210 Western Herbalism - Section A: Seed Sowing
Class Hours: 45 Credits: 2.5
History of botanical medicine, ethnobotany, cultivation, wildcrafting, taxonomy, herbarium and native plant identification. PRERQ WH 100. Should be enrolled for WH 350 simultaneously. Supplies: $80 Text: $45

WH 220 Western Herbalism - Section B: Germination
Class Hours: 45 Credits: 2.5
Materia medica, pharmacognosy, pharmacy, delivery systems, and medicine making. PRERQ WH 210 Text: $45 Supplies: $80.

WH 230 Western Herbalism - Section C: Growth & Evolution
Class Hours: 45 Credits: 2.5
Manufacturer’s study, product reviews, diagnostic applications, code of ethics, and clinical issues. PRERQ WH 220 Text $45 Supplies: $80

WH 240 Western Herbalism - Section D: Harvest & Reap
Class Hours: 45 Credits: 2.5
Materia medica, body systems study and intro to student clinic. Should be taken with WH 300 simultaneously PRERQ WH 230 Text: $45 Supplies: $80

WH 250 Western Herbalism - Herbs for Babies & Children
Class Hours: 8 Credits: 0.5
Explore the use of herbs and natural remedies for acute and chronic conditions for babies and young children. NO PREREQ. Supplies: $45.

WH 256 Western Herbalism - The Green Man
Class Hours: 12 Credits: 0.75
Western Herbalism applications for men’s health. Supplies $45 PRERQ WH 100

WH 265 Western Herbalism - The Herbal Goddess
Class Hours: 18 Credits: 1
Explore the use of herbs and natural remedies to nourish and balance a woman throughout her cycles of life. NO PREREQ. Supplies: $55

WH 275 Western Herbalism - Herbal Flowers
Class Hours: 16 Credits: 1
Flower medicines for herbalists. Supply fee $70 Text: $6

WH 280 Western Herbalism - Herbal Bioarts Clinic Preparations
Class Hours: 45 Credits: 3
This course precedes client experience. A team of teachers will provide direction and guidance towards clinical preparedness for herbalists. This will be an entrepreneurial orientation to herbal clinic with valuable personal tools acquired. Supply fee: $85 PRERQ WH 230
WH 291 Western Herbalism - Desert Medicine
Class Hours: 8 Credits: 0.25
This field study course provides additional training for herbalists who are interested in doing plant walks as part of their herbalism vocation. Many desert plant medicines will be explored at length with remedy samples and teaching materials. Students will learn desert materia medica and be guided in teaching techniques while developing a plant biome specialty. Materials fee: $55. PREREQ. - WH 100 & WH 210
Location: Spear S Ranch trailhead, New River, AZ

WH 305 Western Herbalism - Flight Final Practicum
Class Hours: 60 Credits: 1.25
Protocol generation, custom formulation, research application, educational presentation, retail training, and cultivation. Hours may vary – clarification from instructor. PRERQ WH 230 Supplies: $75.

WH 360 Western Herbalism - Awakening Internship/Externship
Class Hours: 49 Credits: 1
Supervised hands-on experiential herbalism in one of four arenas: cultivation, clinical, retail or independent application. Completion varies with individual projects. Instructor will clarify schedule. PRERQ WH 100 + WH 280 Materials fee: $100

WH 365 Western Herbalism - Manufacturing & Remedy Production
Class Hours: 14 Credits: 0.5
The professional preparation of botanicals is the focus of this two part series. Lecture information and contemporary applications of historical medicine-making leads to a field trip of observation. PRERQ WH 100 Supplies: $60.

WH 377 Western Herbalism - Formulary Practicum
Class Hours: 18 Credits: 0.75
This course is for advanced students interested in clinical herbalism. Compounding theories are studied followed by hands-on dispensary and formulary practicum. PRERQ WH 240 Supplies: $65.

YO 111 Yoga Module I - UNITY Yoga Foundations
Class Hours: 60 Credits: 2
Ground your yoga practice in the wisdom of past Masters. Expand your yoga practice with the understanding of personal experience. An exploration of yoga as a path of unity, with a focus on asana, breathing, ancient wisdom through modern voices, history, yoga anatomy and more. Embrace the full potential that is your birthright and rediscover the teacher within. Supply $15 Text: $115
For Students Paying PER Module - Enrollment and payment into YO 119 YTT Practicum is required with Yoga Module I to obtain your complimentary studio membership, receive credit for observations and to be eligible to teach practicums.

YO 112 Yoga Module II - UNITY Yoga Teaching Foundations
Class Hours: 60 Credits: 2
Learn the practices, techniques and methods that are the informed Yoga Teacher’s tools of healing and inspiration. Hands-on experience combined with practical classroom application increases your confidence and abilities. Understand the physical and energy bodies in a way that promotes Self-Realization while cultivating your intention as a teacher. Supplies $15 Text: books from YO 111 PRERQ: YO 111

YO 113 Yoga Module III - UNITY Yoga Deepening the Path
Class Hours: 60 Credits: 2
Enter a new awareness of your practice as a student and a teacher through direct experience of the Teacher. Emphasis on refining the ability to teach from your inner understanding using established methods and techniques to discover your own unique teaching style. Supply $50 Texts from YO 111 PRERQ: YO 112

**YO 116 Yoga - YTT 200 Practicum**
**Class Hours:** 20  **Credits:** 0.25
An applied experience of the skills learned in YO 111, YO 112, and YO 113. Students in the 600 hour Advanced Yoga Teacher program will observe practices to build their awareness of teaching methods and student alignment in asana. Students will also teach public classes with feedback from a faculty coach. Students may begin the observation portion of practicum after the successful completion of YO 111; most students will begin their teaching experiences concurrently with or following YO 113.

**YO 118 Yoga - YTT 200 Practicum**
**Class Hours:** 20  **Credits:** 0.25
An applied experience of the skills learned in YO 111, YO 112, and YO 113. Students in the 800 hour Advanced Yoga Teacher & Healing Arts Practitioner program will observe practices to build their awareness of teaching methods and student alignment in asana. Students will also teach public classes with feedback from a faculty coach. Students may begin the observation portion of practicum after the successful completion of YO 111; most students will begin their teaching experiences concurrently with or following YO 113.

**YO 119 Yoga - YTT 200 Practicum**
**Class Hours:** 20  **Credits:** 0.25
An applied experience of the skills learned in YO 111, YO 112, and YO 113. Students will observe practices to build their awareness of teaching methods and student alignment in asana. Students will also teach public classes with feedback from a faculty coach. Students may begin the observation portion of practicum after the successful completion of YO 111; most students will begin their teaching experiences concurrently with or following YO 113.

**YO 128 Yoga for PTSD**
**Class Hours:** 20  **Credits:** 1
In today’s society yoga teachers are finding that more and more veterans, first responders and trauma victims are reaching out and practicing yoga hoping to find relief, stability and an internal sense of balance. This training is designed to help define and recognize the difference in the behavior presented by those experiencing post event stress. Learn the basics of Critical Incident Stress Management and information regarding the symptoms and effects of Post Traumatic Stress Disorder (PTSD) Acute Stress Disorder -vs- Chronic Stress Disorder will be discussed with an emphasis on understanding reexperience, avoidance and hyper vigilance. You will be provided with yoga class structures best suited for this special population, along with methods to assist victims of PTSD who appear in your open yoga class. Text $18

**YO 132 Yoga - Intro to Sacred Sound & Meditation - Singing Bowls & the Gong**
**Class Hours:** 20  **Credits:** 0.75
Friday night is dedicated to learning to make a singing bowl sing and how to use it with a yoga, hypnotherapy or spiritual coaching session. Saturday and Sunday you will learn to play the Gong intuitively in one weekend “Discover your own ‘Song of the Gong.’ Master the gong from beginner to advanced techniques with basic foundational and knowledge on the history and use of the gong in your yoga practice, hypnotherapy, mediation or spiritual healing and coaching. No experience or prerequisite required. Experience and harness the power of sound healing and transformation. Text: $31. NO GUEST PASSES ALLOWED.

**YO 324 Yoga - Advanced Sequencing & Teaching Methods**
Class Hours: 28 Credits: 1
Advanced Sequencing and Teaching methods: This course is designed to introduce advanced sequencing and teaching strategies, including creating effective sequences with a focus on the wise progression from posture to posture, including an energetic awareness of each posture. The goal is to empower yoga instructors in how to create a sequence that follows the effort and ease of the practice, how to choose a theme, and integrating music into a yoga studio class. Clear communication skills and teacher confidence will be emphasized, with ample opportunity for practical application. Text: $25

YO 325 Yoga - Yogic Energy Anatomy
Class Hours: 28 Credits: 1
Yoga works with the energies in the body working toward restoration and systemic balance. The main life-force energy in yoga, prana, flows through seven major energetic centers, known as the chakras. The seven chakras point to physical, emotional, and spiritual properties. This class is an overview of the body’s energy centers, their function and the accumulation of physical/mental impurities that affect the functioning of the body/mind experience. This course will include a practical understanding of pranayama techniques (breath work), mudra and kriya, as well as meditative practices including the use of mantra as powerful tools toward spiritual and emotional cleansing. Text: $30

YO 326 Yoga - Modified Poses, Props & Principles
Class Hours: 28 Credits: 1
The objective of this class is to offer the proper use of props and modifications as an added skill for the Yoga teacher’s tool box allowing them to offer their gifts to a wider audience of students. This course will provide a firm foundation in the use of props for a variety of postures, including the use of blocks, blankets, straps and yoga chairs. It will also offer guidance in creating classes and sequences for special populations such as seniors, prenatal, as well as crafting classes the focus on beginner, intermediate and advanced students. This class will result in a thorough understanding of how to safely and effectively incorporate props in asana – Safety First – the Essence of Touch – the Transference of Healing Energy. Text: $50

YO 328 Yoga - Business of Yoga
Class Hours: 28 Credits: 1
Yoga is an avenue of employment and entrepreneurship. Both options will be thoroughly explored with emphasis given to building a professional resume and teaching portfolio, as well as understanding Professional Liability, national memberships, and local trends. Text: $15 Supply Fee: $50 THIS CLASS WILL BE HELD AT SWIHA

YO 331 Yoga - Philosophical Foundations & Applied Philosophy
Class Hours: 28 Credits: 1
Yoga teachings embody the wisdom of "the light is one, but the paths are many." In this course we will explore four of the paths of yoga: karma, bhakti, jnana, and raja. Through svadhyaya – spiritual study – and through practical applications on and off the mat, we will unlock these ancient teachings and learn how to offer them to ourselves and others. Readings from sacred poetry, source texts, and other resources will give us tools to incorporate these philosophies into classes in the form of themes, cues, and techniques. Text: $36

YO 332 Yoga - Principles of Yoga Anatomy & Alignment
Class Hours: 28 Credits: 1
Understanding anatomy and how to apply that knowledge to an asana practice can profoundly change your approach to yoga, deepen your practice, and help your students avoid and recover from injuries. The perfection of verbal cuing for proper alignment and safety is the focus of this advanced class. Students will gain confidence by observing bodies, fine tuning verbal assisting skills and understanding the underlying structure of many
important yoga poses. Learn to shift your understanding from the body as parts and pieces, to the body as an integrated whole. Text: $25

YO 401 Yoga - Nidra I
Class Hours: 20 Credits: 1
This theoretical and experiential foundation class is designed to introduce you to yoga Nidra as a little-known limb of the yogic arts. Literally translated as “yogic sleep,” yoga Nidra enables practitioners to reach profoundly deep states of consciousness through a powerful series of interchangeable techniques performed lying down. Explore the original intent of yoga, the three states of consciousness and yoga Nidra as a tool for accessing the fourth state. Supplies $42 - AUC

YO 402 Yoga - Nidra II
Class Hours: 20 Credits: 1
Learn how yoga Nidra takes you to subtle realms where karmic patterns that are solid and difficult to change in the waking state are more fluid and easy to shift in the meditative sleep state. Learn about the aura, the koshas, and how yoga Nidra is designed to take you to the subtlest sheath where karmic impressions are held. PREREQ YO 401* AUC only For Students Paying PER Module – Enrollment and payment into YO 409 Yoga Nidra Practicums is required with Yoga Nidra II.

YO 403 Yoga - Nidra III
Class Hours: 20 Credits: 1
Explore studies on the proven effects of yoga Nidra. Learn the secrets of each of the yoga Nidra practices, their benefits, precautions and areas of proven efficacy from both the eastern and western perspective. You will learn how yoga Nidra techniques can stand alone or add a deeper dimension to yoga classes, alternative health, medical, and therapeutic settings—both one-on-one and in a group. Using exclusive modularized yoga Nidra cards learn the secrets of quickly and easily shaping your own yoga Nidra sessions for students, clients, friends or family regardless of age or physical capability. Supply Fee: $32 PREREQ: YO 402 AUC only

YO 404 Yoga - Nidra IV
Class Hours: 20 Credits: 1
In this course we will survey some of the most powerful applications of yoga Nidra in the realm of stress, health, habits and addictions, pain management and depression. You will learn about the latest research on relaxation training in these areas as well as learn how to create customized yoga Nidra sessions for these populations. PREREQ 403 AUC only

YO 405 Yoga Nidra V – Advanced Techniques Part I
Class Hours: 20 Credits: 1
This course of advanced Yoga Nidra study builds on and deepens Yoga Nidra practice as an ancient esoteric and mystical practice through study of source texts and yogic scriptures. We will delve more deeply into the koshas (sheaths) and how Yoga Nidra is of benefit to each one. You will learn how the Wisdom Body is the key to breaking internal patterns (samskaras) and you will experience new techniques for yourself and for your students to strengthen the power of the Wisdom Body. The new advanced Yoga Nidra card deck includes new body rotation sequences, awareness of space inside and outside the body, listening with the body, chakra and kosha experiences and prana/mother divine yoga Nidra. PRE-REQ: YO 401-404 SUPPLY: $70 AUC

YO 406 Yoga Nidra VI – Advanced Techniques Part II
Class Hours: 20 Credits: 1
This weekend we will study the Yoga Sutras and how it points to the true spiritual depth of Yoga Nidra. You will
learn how to use Yoga Nidra protocols to aid those seeking emotional integration and solutions for trauma, PTSD and other forms of energetic blockages. We will survey the latest scientific research as it relates to Yoga Nidra and the treatment of PTSD. Finally, you will learn how to best bring Yoga Nidra to kids. With a new unique yoga Nidra deck specially designed for kids, we will show you which techniques are appropriate to various age groups and needs at various stages of childhood development. PREREQ: YO 401-405 SUPPLY: $25 AUC

YO 409 Yoga - Yoga Nidra Practicum
Class Hours: 20 Credits: 0.5
An applied experience of the skills and techniques learned in YO 401, YO 402, YO 403, and YO 404. Students will facilitate Yoga Nidra sessions in both individual and group settings and will begin their teaching experiences concurrently with or following YO 402.

YO 421 Yoga - Body Psychology I
Class Hours: 20 Credits: 1
This course of advanced Yoga study delves into the Amrit method of body psychology including, emotional blocks, how they are created and how to release them, using yogabased coaching and facilitation techniques. Students will learn how body poses help reveal blocked areas of the body and help release alignment patterns, tensions and accelerate healing through addressing the underlying mental, emotional and physical patterns that are resulting in physical symptoms. Students will learn the first of four support yoga sequences and will learn the energetic diffusion technique as well as the body scanning technique and body mind connections. You will learn how to conduct a body scan and discover through experience the theory of body-mind connections. Supply Fee for manual: $35 PRE-REQ – 200 hour yoga teacher training, Polarity APP or MT 750 AUC ONLY **Not eligible for individual course registration**

YO 422 Yoga - Body Psychology II
Class Hours: 20 Credits: 1
During this weekend you will practice giving your first complete individualized yoga body psychology session. In addition, you will learn and practice leading a yoga body psychology focused class. You will discover how the first chakra relates to ego development and what poses address this. We will explore the theory and practice of a second body psychology sequence for hips and pelvis. After weekend two, there will be a supervised practicum to review and practice the techniques you have learned. PREREQ: YO 421 AUC ONLY **Not eligible for individual course registration**

YO 423 Yoga - Body Psychology III
Class Hours: 20 Credits: 1
This module is designed to deepen the students understanding of yoga body psychology after having completed an initial practicum covering material in the first two weekends. Here, you will begin to focus on the subtleties of yoga body psychology including a new diagnostic tool called Ayurvedic Psychology, a new facilitation technique known as Focusing, and an overview of the journey of psychological development through the chakras. New yoga body psychology sequences for lower and upper body, as well as arms, neck, shoulders and upper spine will be introduced and practiced along with additional instruction and practice on leading yoga body psychology classes. PRE-REQ: YO 421, YO 422 AUC ONLY **Not eligible for individual course registration**

YO 424 Yoga - Body Psychology IV
Class Hours: 20 Credits: 1
This module is designed to pull all the pieces of Yoga Body Psychology together – leaving the student with the ability to not only lead a yoga body psychology class, but also an individual session based on a client’s individual needs. In addition, students will be learning about the most common conditions they may encounter in a yoga
body psychology practice and pointers on how to skillfully address them with the tools they’ve gained. Students will learn a final new facilitation technique as well as a model for understanding the ingredients required for total emotional integration to occur. In this class we will also be covering logistical, marketing and other professional issues related to Yoga Body Psychology. PRE-REQ - YO 421-YO 423 AUC ONLY **Not eligible for individual course registration**

**YO 425 Yoga - Body Psychology Practicum**
Class Hours:  20  Credits: 0.5
This module is designed to practically implement all elements and tools of Yoga Body Psychology together – leaving the student with the ability to successfully conduct an intake and choose a protocol of yoga poses combined with introspective facilitation techniques and integration techniques most appropriate for the individual client’s needs. This module has two components: One eight hour day which includes: Visual demonstration, oversight and practice in partners between sessions 2 and 3 to practice techniques learned. Two, 7 hour Sundays after the completion of session 4, where students will receive and give Yoga Therapy sessions to each other, or offer public appointments. PREREQ. YO 421- YO 424 AUC ONLY  **Not eligible for individual course registration**

**YO 504 Yoga - Prenatal Yoga**
Class Hours:  20  Credits: 1
Proper education for expecting moms is vital, which is why prenatal yoga classes are more popular than ever. Experience how to teach full spectrum prenatal yoga classes where you will learn skills in breath, relaxation, sound, contemplation and asana. Learn to adapt a regular yoga class to support prenatal needs and help prepare women to face the physical demands of labor, birth, and motherhood. Become an advocate of birth and guide expecting moms through their journey of self discovery & empowerment. Discover insight into the spiritual process needed as a teacher to allow you to hold the space for pregnant students with grace and confidence. Guest passes not for use. Space is limited to 20 students.

**YO 506 Yoga - Transformational Yoga Coaching**
Class Hours:  40  Credits: 1.75
This class is specially designed to teach you the step-by-step process of working one-on-one with people using yoga as a transformational tool. Within the practice of hatha yoga there is a hidden language of metaphors, symbolism and ancient wisdom, all of which can be considered ‘spiritually encoded.’ By tapping into the mystical messages of the asana, and learning the skill of artful, sensitive inquiry the body becomes a spiritual tuning rod for revelation and divine guidance. As part of the class we will journey to a nearby mountain to experience the resonance of nature and its ‘divinely destined’ messages. The second weekend includes the opportunity to breakthrough any wall you may experience in your life, metaphorically, by utilizing a large ‘yoga wall’ as part of your Transformational Yoga Coaching experience. The outcome of the two weekends is YOU will have the tools to expand what you offer as a yoga teacher and serve as a facilitator of healing to those called to work with you. This class is held at SWIHA; First Sunday of the class is held at Usery Mountain Regional Park at 7:30 am. The second Sunday afternoon will be held at Spirit of Yoga. Note the class is two weekends with one weekend break in between.

**YO 508 Yoga - Restorative Yoga**
Class Hours:  20  Credits: 0.75
This workshop weekend can be liken to a mini-retreat. Learn how to deeply relax and restore vital energy necessary to living a whole and balanced life. Research has shown that deep relaxation affects us on a genetic level and can have profound and lasting benefits. Deep relaxation boosts the immune system and relieves fatigue, anxiety and insomnia without the use of medication. Learn a series of asanas to facilitate deep relaxation
through the use of yoga props including blankets, straps, pillows, eye bags, wedges, and block.

YO 522 Yin Yoga - Teaching a Practice of Surrender
Class Hours: 20 Credits: 1
A slow, methodical practice, Yin yoga allows the body to help itself heal by putting the tissues under a moderate level of stress, encouraging fluids in the muscles to safely regenerate into the tissue. This weekend-long Yin training will bring Taoist principles together into a practice that believes in the power of Yin and Yang. Poses are held anywhere from three to twelve minutes depending on certain conditions. Students in this course are taught alternative poses for various body types, with and without the use of props, to gain the tools needed from the very beginning. Sequencing is taught in order to facilitate the effect of the pose by the desire to get certain or all meridians flowing. Anatomy and physiology of tendons, fascia and ligaments will be addressed, and students will discover how the poses affect posture when muscles and tendons are shortened, lengthened, or tightened. Adjustments are also an integral part of this course to deepen or lessen a pose to gain maximum benefit. Text: $18

YO 526 Yoga - Hatha Gong Certification
Class Hours: 40 Credits: 1.5
This course is designed for students interested in teaching the practice of Hatha-Gong yoga as developed by Aradhana Singh. During this 40 hour training, students will become familiar with the gong, its history and various uses, as well as learning about different types of gongs, mallets, gong frames and how to use and care for their equipment. Training will be provided regarding gong strikes and strike patterns, the bij (seed) vibrations, the power of Om and location of the chakras on the gong. This course will involve hands on training using the gong for the experience of meditation and asana practice including the "sealing" of poses used in the Hatha-Gong practice. Upon completion of the course, successful graduates will be certified to teach Hatha-Gong Yoga. Text: $25 PRERQ - Space is limited to 14 students. 100% ATTENDANCE IS REQUIRED IN ORDER TO RECEIVE HATHA GONG CERTIFICATION.

YO 661 Yoga - Advanced Practicum
Class Hours: 32 Credits: 0.5
A capstone experience for advanced students in the 600-hour Advanced Yoga Teacher program. This practicum will focus on the design, marketing, and execution of a public class. Students will also be expected to observe and assist teachers in order to build the skills developed in the advanced program. Students eligible to begin Advanced Practicum will meet with their academic advisor to review and begin course requirements.

YO 881 Yoga - Advanced Practicum
Class Hours: 32 Credits: 0.5
A capstone experience for advanced students in the 800 hour Advanced Yoga Teacher & Healing Arts Practitioner program. This practicum will focus on the design, marketing, and execution of a public class. Students will also be expected to observe and assist teachers in order to build the skills developed in the advanced program. Students eligible to begin Advanced Practicum will meet with their academic advisor to review and begin course requirements.
Appendix D: ACCET Definitions

ADMINISTRATIVE HEADQUARTERS/CORPORATE OFFICE
A recognized but unaccredited operational facility located away from accredited educational and training sites and from which the principal executive and administrative oversight activities are conducted and general control is exercised over all campus(es) and teaching site(s) of the institution.

AUXILIARY CLASSROOM
A classroom site, geographically apart from and operated and supervised by the main or branch campus, at which instruction in one or more training programs is offered. An auxiliary classroom operates under the same ownership/authority and administrative policies and procedures as the accredited main campus and may or may not have its own faculty; however, the number and duties of administrative personnel are limited, and may include a receptionist or site supervisor. Enrollment activities and student support services, such as counseling, placement, or financial aid processing, are provided at the main or branch campus.

AVOCATIONAL INSTITUTION
A post-secondary institution that offers courses/programs designed exclusively for personal or professional development and enhancement.

BRANCH CAMPUS
A full-service facility, geographically apart from, but under the direction of the main campus, at which complete continuing education and training programs are offered. A branch operates under the same ownership/authority and administrative policies and procedures as the accredited main campus, but has comprehensive on-site administrative and support services including its own faculty and administrative or supervisory organization, and its own budget.

CLASSROOM EXTENSION
A classroom site, geographically apart from, yet in close enough proximity for adequate oversight (usually not more than five miles) by the main or branch campus, at which instruction in one or more training programs is offered. A classroom extension operates under the same ownership/authority and administrative policies and procedures as the accredited main/branch campus and may or may not have its own faculty; however, the number and duties of administrative personnel are limited, but may include a site supervisor. Enrollment activities and student support services, such as counseling, placement, or financial aid processing, are provided at the main or branch campus. Classroom extensions are generally used as temporary sites (no more than 12 months) in order to allow an institution time to accommodate an overflow of students at the main or branch campus or are due to unique facility requirements for a specific program of study.

COURSE
A defined instructional unit which may be offered as a component of a program of study or as a stand-alone unit for personal and professional development.

EXTERNSHIP/INTERNSHIP/PRACTICUM
Training-related work or practical experience which is: (1) formally part of a program; (2) based upon a preplanned outline of experience/skills to be acquired; (3) an application of previously studied knowledge and
skills; (4) formalized through a signed agreement between the institution and site; (5) systematically supervised by a qualified individual at the institution and the externship site; and (6) evaluated by both the on-site supervisor and the institution’s staff member based on established criteria.

INSTITUTION
A clearly defined, appropriately authorized entity, which has or seeks accreditation, and conducts activities within the scope of the accrediting authority of ACCET.

INSTITUTIONAL ACCREDITATION
A term that describes the extent of ACCET’s grant of accreditation of an entity, including all education and training activities of the institution that are within the scope of ACCET’s accrediting authority. By contrast, the term “programmatic accreditation,” which is not offered by ACCET, refers to the accreditation that is granted to a program rather than an institution as a whole. See Document 11 – Policies and Practices of the Accrediting Commission for a detailed definition of institutional accreditation.

LABORATORY/PRACTICE
Educational activity, conducted under the direction of the institution, consisting of supervised student practice though the completion of exercises relevant to previously introduced subject matter, and during which practical skills and knowledge are developed and reinforced.

LECTURE/CLASS
Educational activity conducted under the direction of an instructor during which subject matter, theories, and concepts are introduced through such methods as presentation, simulation, demonstration, debate, roleplaying, discussion, and tutorial exercises, and/or guest presenters.

MAIN CAMPUS
The location of the operational facility designated by the institution and recognized by ACCET as the controlling entity responsible for meeting and maintaining ACCET’s standards for accreditation for the entire institution, including branches, auxiliary classrooms, and classroom extensions. The main campus provides comprehensive administrative and support services for continuing education and training programs recognized by ACCET.

PROGRAM
A series of sequentially combined courses which has a terminal objective and leads to a certificate of completion, diploma, or occupational associates degree.

TITLE IV INSTITUTION
An institution that has been approved by the U.S. Department of Education to be eligible and certified to participate in the Title IV Federal Student Aid programs, whether or not it chooses to access Federal Title IV funds.

VOCATIONAL INSTITUTION
A postsecondary vocational institution that offers at least one program that is designed to prepare students for gainful employment in a recognized occupation. The program will be sufficiently comprehensive to train or retrain an individual for employment/occupational advancement. Recognized occupations under this definition are usually listed in the latest edition of the Directory of Occupational Titles, published by the U.S. Department of Labor.
Appendix E: ACCET Completion and Placement Statistics

SWIHA/SWINA’s accrediting body, the Accrediting Council for Continuing Education and Training’s (ACCET) benchmark for program completion in each individual vocational program each year is 67%. Their benchmark for placement in each individual vocational program each year is 70%.

The following are SWIHA and SWINA’s completion and placement statistics as reported to ACCET for January 1, 2018 to December 31, 2018. Statistics are compiled and sent to ACCET by May 1st of the following year for the previous year.

<table>
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<tr>
<th>Program</th>
<th>Completion %</th>
<th>Placement %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Skincare Practitioner &amp; Laser Technician (780 Hours-AM)</td>
<td>90.38%</td>
<td>73.81%</td>
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<tr>
<td>Advanced Skincare Practitioner &amp; Laser Technician (780 Hours-PM)</td>
<td>83.87%</td>
<td>76.00%</td>
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<td>60.00%</td>
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<tr>
<td>Associate Degree in Mind/Body Transformational Psychology IDL (Online)</td>
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<td>Clinical Hypnotherapy Practitioner - IDL (310 Hours Online)</td>
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<td>100.00%</td>
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<td>Holistic Nutrition Wellness Practitioner IDL (700 Hours Online)</td>
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<td>60.00%</td>
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<tr>
<td>Holistic Wellness Practitioner - Part Time (Online) **</td>
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<td>100.00%</td>
</tr>
<tr>
<td>Integrative Healing Arts Practitioner - IDL (750 Hours Online)</td>
<td>65.26%</td>
<td>69.09%</td>
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<tr>
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<td>66.67%</td>
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<td>Western Herbalism (700 Hours)</td>
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<td>Yoga Advanced Teacher Training (600 Hours)</td>
<td>70.59%</td>
<td>91.67%</td>
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*This program length is no longer offered
**This program is no longer offered.
### Appendix F: Program Licensing and Certification Requirements

<table>
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<tr>
<th>Program Name</th>
<th>Level</th>
<th>Addl. Req*</th>
<th>Prohibitive Conditions or Requirements**</th>
<th>Reqd Cert or Lic</th>
<th>Opt. Cert or Lic</th>
<th>Institutional Preparations***</th>
<th>Related Associations</th>
<th>Other Notes</th>
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<tr>
<td>Advanced Skincare Practitioner &amp; Cosmetic Laser Technician (Day and Eve)</td>
<td>Dip</td>
<td>none</td>
<td>none</td>
<td>yes</td>
<td>none</td>
<td>course outcomes prep class practical work Lic Fee included</td>
<td>AZ. St. Board of Cosmetology &amp; AZ Dept of Health Services Bureau of Radiation Control</td>
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<td>Advanced Yoga Teacher and Healing Arts Practitioner (29.25 - 31.25 SCH)</td>
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<td>none</td>
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<td>course outcomes and materials cover reqs</td>
<td>Yoga Alliance</td>
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<td>course outcomes prep class practical work</td>
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<td>none</td>
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<td>Cranial Unwinding</td>
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<td>Students can choose from ABH or NATH</td>
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<td>ICF, IAC Agencies all require paid membership, additional testing, additional outside documented coaching sessions. Amount varies by agency</td>
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<td>Course Outcomes</td>
<td>Form of Assessment</td>
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*any additional requirements such as immunizations, medical physical exams, background checks, and/or drug tests, etc.

**any conditions and relevant state requirements that may adversely impact the students’ ability to benefit from training, sit for certification/licensure examinations, if applicable, and/or work in the field

***measures taken by the institution to prepare graduates to obtain mandatory and/or optional certification, licensing, registration, or examination, including: (i) any related coursework; (ii) test prep, test review, and/or test materials for certification/licensing; (iii) test vouchers; (iv) on-site testing for certification/licensing exams; and/or (v) payment or reimbursement of any certification/ licensure/registration fees.

****AZ State Board of Massage Therapy Application Restrictions****
Within five years preceding the date of the application, not have been convicted of:
(a) A class 1, 2 or 3 felony.
(b) A class 4, 5 or 6 felony offense involving moral turpitude that has a reasonable relationship to the practice of massage therapy.
(c) A misdemeanor involving prostitution or solicitation or other similar offense involving moral turpitude that has a reasonable relationship to the practice of massage therapy.

Within the past five years, not have voluntarily surrendered a license under section 32-4254 or not have had a license to practice massage therapy or another similar license revoked by a political subdivision of this state or a regulatory agency in another jurisdiction in the United States for an act that occurred in that jurisdiction and that would be subject to discipline pursuant to this chapter.

Not be currently under investigation, suspension or restriction by a political subdivision of this state or a regulatory agency in another jurisdiction in the United States for an act that occurred in that jurisdiction and that would be subject to discipline pursuant to this chapter. If the applicant is under investigation by a regulatory agency in another jurisdiction, the board shall suspend the application process and may not issue or deny a license to the applicant until the investigation is resolved.
## Appendix G: Change Log

This change log includes all revisions to this catalog since its first publication date of the year. The most recent revision date is found on the footer of every page.

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<th>Date</th>
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<th>Description</th>
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<td>2/28/2019</td>
<td>SWINA Grades</td>
<td>Corrected “attendance” to “participation”</td>
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<td>3/12/2019</td>
<td>Transfer Credit</td>
<td>Updated to include PE limit and exception for VA students</td>
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<tr>
<td>3/25/2019</td>
<td>SWINA SAP</td>
<td>Added Veteran Beneficiaries Clarification</td>
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<td>SAP</td>
<td>Updated SWIHA Sap Checkpoints</td>
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<td>Staff &amp; Faculty</td>
<td>Updated Staff and Faculty lists</td>
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<td>Appendix F</td>
<td>Updated Completion and Placement numbers</td>
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<td>SWINA</td>
<td>Clinic Attendance Requirements. Notice to 48 hours from 72.</td>
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<td>Tuition Guide</td>
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<td>6/13/2019</td>
<td>Attendance</td>
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<td>Programs</td>
<td>Updated all P$ classes.</td>
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<td>Appendices</td>
<td>Removed GE info based on 2019 rescission. Relettered Appendices</td>
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<td>Veteran’s Affairs</td>
<td>Updated Veteran’s Affairs to include S.2248 Section 103</td>
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<td>8/1/2019</td>
<td>Grading</td>
<td>Clarified I-D language</td>
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<td>COEs</td>
<td>Removed Urban Farming IDL, mistakenly left in catalog</td>
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<td>Update Clinic Call out, State Board Address, Transfer Credit</td>
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