

# Student Policy & Procedure Catalog 2023



---

# Locations

---



## **Main Campus: On-Campus Education & Continuing Education:**

1538 E Southern Ave. Tempe, AZ 85282

480-994-9244

(888) 504-9106

[info@swiha.edu](mailto:info@swiha.edu)

[www.swiha.edu](http://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](http://soy.swiha.edu)



## **Southwest Institute of Natural Aesthetics**

### **Branch Campus:**

1460 E. Southern Ave. Tempe, AZ 85282

480-393-1415

[swina.swiha.edu](http://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.***

Southwest Institute of Healing Arts LLC Owners: KC and Brain Miller

© 2000-2023 Southwest Institute of Healing Arts

All rights reserved. No part of this publication may be reproduced, placed on mechanical retrieval system, transmitted in any form by electronic, video, laser, mechanical photocopy, and recording means, or otherwise in part or in whole, without written permission of the publisher.

## 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 the Arizona State Approving Agency
- 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
- 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
- Approved by Yoga Alliance
- Arizona State Board of Cosmetology
- Arizona Department of Health Services Bureau of Radiation Control
- Associated Skin Care Professionals
- Certified by American Council of Hypnotists Examiners
- Member of International Medical Dental Hypnosis Association
- American Herbalist Guild
- National Association of Transpersonal Hypnotherapists



**ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING**

Accredited by ACCET – A Partnership for Quality®



---

# SWIHA Table of Contents

---

SWINA Begins on Page 103

Locations.....	i
Professional Memberships & Licensing Agencies.....	ii
SWIHA Table of Contents .....	iii
Welcome!.....	1
About our School .....	2
Introduction .....	2
Statement of Educational Philosophy .....	2
Institutional Values .....	3
Program Area Descriptions .....	5
Associate of Occupational Studies Degree Program .....	5
Nutrition.....	5
Coaching and Hypnotherapy.....	6
Polarity Therapy.....	6
Unity Yoga .....	6
Online Classes.....	6
Branch Campus .....	7
SWIHA Tempe Main Campus Facilities, Location, and Hours.....	8
On Site Facilities: .....	8
SWIHA Area Map .....	8
SWINA Tempe Branch Campus Facilities, Location, and Hours .....	9
On Site Facilities: .....	9
SWINA Area Map .....	9
SWIHA Auxiliary Classroom and Spirit of Yoga Studio Facilities, Location, and Hours .....	10
On Site Facilities: .....	10
Auxilliary Campus and SOY Yoga Studio Area Map .....	10
Code of Ethics .....	11
Consumer Information Notice .....	12
Student Completion Rate .....	12
Comparable Programs .....	12

Program and Tuition Guide with Award Earned.....	13
Additional Costs.....	14
<i>Programs: Associates, Diplomas, and Certificates.....</i>	<i>15</i>
Associates of Occupational Studies Degree in Holistic Healthcare .....	16
Concentration in Mind Body Transformational Psychology .....	16
Concentration in Professional Massage Practitioner .....	18
Concentration in Western Herbalism .....	20
Diploma Programs .....	22
Holistic Health and Wellness Coach – IDL .....	22
Integrative Healing Arts Practitioner Online.....	23
Integrative Healing Arts Practitioner.....	27
Mind Body Wellness Practitioner.....	28
Master Massage Practitioner .....	29
Therapeutic Track.....	30
Ayurvedic Bodywork Track.....	31
Professional Massage Practitioner .....	33
Therapeutic Track.....	33
Ayurvedic Bodywork .....	34
Western Herbalism.....	35
Yoga Advanced Teacher Training .....	36
Advanced Yoga Teacher and Healing Arts Practitioner .....	37
Therapy Track.....	37
Studio.....	38
Integrative Yoga Therapy .....	39
Primary Specialties & Certificates of Excellence .....	41
100-Hour Certificates of Excellence – On Campus.....	41
Aromatherapy.....	41
Hypnotherapy.....	42
End-of-Life Doula .....	42
Intuitive Guide .....	43
Medical Massage .....	43
Modern Spirituality Celebrant.....	44
Myotherapy .....	44

Reflexology.....	45
Reiki – Traditional or Transformational .....	45
Shamanic Principles and Pathways .....	47
Urban Farming.....	47
Western Herbalism – Holistic Herbal Remedies .....	48
Yoga Body Psychology .....	48
Yoga Nidra .....	49
100-Hour Certificates of Excellence – Online .....	49
End-of-Life Doula .....	49
Healing Botanicals & Earth Ceremonies Facilitator Online .....	50
Hypnotherapy Online .....	50
Intuitive Coach Online.....	51
Life Coaching Online .....	51
Mindful Meditation Facilitator Online.....	51
200-Hour Certificates of Excellence – On-Campus.....	52
Cranial Unwinding.....	52
Health and Wellness Coach.....	52
Holistic Nutrition Specialist.....	53
Polarity – Associate Polarity Practitioner .....	54
Yoga Teacher Training .....	54
200-Hour Certificates of Excellence – Online .....	55
Health and Wellness Coaching – IDL.....	55
Holistic Nutrition Specialist Online .....	55
Modern Spirituality Celebrant.....	56
Other Certificates of Excellence.....	56
Advanced Professional Hypnotherapy.....	56
Advanced Professional Hypnotherapy Online.....	57
<i>Policies and Procedures.....</i>	59
Admissions.....	60
Enrollment Requirements .....	60
Provisional Enrollment.....	61
Discrimination Policy.....	62
Support Services for Students with Disabilities .....	62

Transfer Credits.....	63
Test Out.....	64
Program Schedules.....	64
Veterans Affairs Students.....	64
Tuition Payment Policy.....	66
Student Delinquency Policy.....	66
Clock Hours to Credit Hours Policy.....	67
Do Your Dream Program.....	67
FFEL Deferments.....	68
Tuition Refund Policies.....	68
Cost of Attendance.....	73
Student Services and Academic Policies.....	74
Student Support.....	74
Chemical Dependency and Alcohol Abuse Program.....	75
Grievance Policy.....	75
Student Records.....	76
Family Education Rights and Privacy Act (FERPA).....	76
Change of Address.....	78
Attendance (Financial Aid).....	78
Attendance (Academic).....	78
Grading Policy.....	84
Satisfactory Academic Progress (SAP) Policy.....	86
Corrective Action.....	90
Success Center.....	90
Adding or Dropping Classes.....	90
Class Substitutions.....	91
Auditing Classes.....	91
Course Cancellations.....	92
Graduation Requirements – On-Campus and Online.....	92
Requirements for Officially Withdrawing from the College.....	93
Code of Conduct.....	93
Transfer Out.....	97
Readmission to a Program.....	97

Appeals Policy .....	97
Communication Policy .....	97
Education Policies .....	99
Academic Calendar and Holidays .....	99
Student/Teacher Ratio .....	99
Massage Clinical Hours .....	99
Uniforms and Personal Hygiene .....	100
Cell Phones .....	100
Food and Drinks .....	100
Education Revision Policy .....	100
Student Copyright Infringement Policy .....	100
Dual Roles .....	101
Visitors On-Campus and In the Classroom .....	101
Valuables .....	102
Campus Safety Information .....	102
Spirit of Yoga .....	102
Appendix A: Ownership and Administration .....	145
Executive Leadership Team .....	145
Southwest Institute of Healing Arts .....	145
Accounting & Payroll .....	145
Admissions .....	145
Bookstore .....	145
Education (On-Campus) .....	146
Education (Online) .....	146
Facilities .....	146
Financial Aid .....	146
Front Desk Team .....	146
Information Technology .....	146
Marketing .....	146
Massage Clinic .....	146
Student Services (On-Campus) .....	147
Student Service (Online) .....	147
Success Center and Placement Division .....	147



Auxiliary Classroom and Spirit of Yoga .....	147
Southwest Institute of Natural Aesthetics.....	147
Appendix B: Faculty.....	153
Appendix C: Course Descriptions .....	164
Appendix D: ACCET Definitions .....	233
Appendix E: ACCET Completion and Placement Statistics .....	235
Appendix F: Program Licensing and Certification Requirements .....	236
Appendix G: Change Log .....	237

---

# 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 30 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 couple of miles 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.

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 through becoming accredited by the Accrediting Council for Continuing Education & Training (ACCET). In 2018, we moved to our current location near our other two locations.

More than thirty 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 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 designed to serve as stand-alone vocational training and do not 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 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 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 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 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 policies 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, academic 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 Massage, Western Herbalism, and Transformational Psychology combined with various elective Certificates of Excellence. 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 AOS is built upon the foundation of the Diploma in the related area of concentration.

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 Professional Massage Practitioner and Western Herbalism 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 their 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.

### Coaching and Hypnotherapy

Life coaching, Health and Wellness Coaching, and Hypnotherapy are core SWIHA courses. 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. 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 Certificate of Excellence are eligible for membership 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. 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.

### Unity 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 and auxiliary campus 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. Students interact asynchronously with faculty, students, and course materials through the Canvas and Yellow Dig Learning Management Systems, and synchronously through Zoom.



## 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.





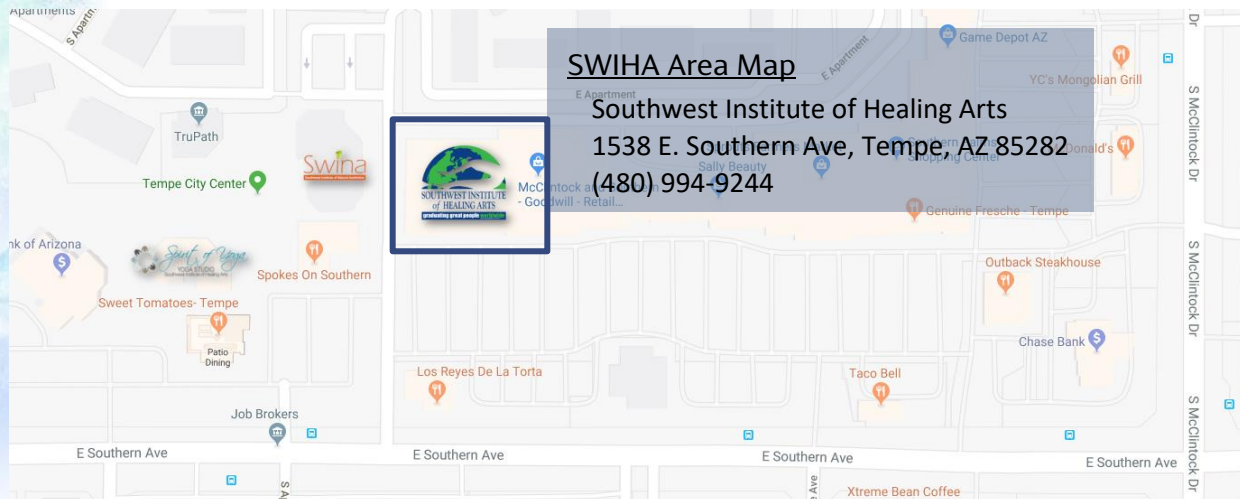
## SWIHA Tempe Main Campus Facilities, Location, and Hours

Front Desk Hours		Clinic Hours		Student Services Hours		Class Hours	
Monday	8:30 am - 6:30* pm	Monday	CLOSED	Monday	8:00 am – 4:00 pm	Monday	9:00 am - 10:00 pm
Tuesday	8:30 am - 6:30* pm	Tuesday	12 pm – 6:00 PM	Tuesday	8:00 am – 4:00 pm	Tuesday	9:00 am - 10:00 pm
Wednesday	8:30 am - 6:30* pm	Wednesday	10 am – 7:00 PM	Wednesday	8:00 am – 4:00 pm	Wednesday	9:00 am - 10:00 pm
Thursday	8:30 am - 6:30* pm	Thursday	10 am – 7:00 PM	Thursday	8:00 am – 4:00 pm	Thursday	9:00 am - 10:00 pm
Friday	8:30 am - 6:30* pm	Friday	10 am – 7:00 PM	Friday	8:00 am – 4:00 pm	Friday	9:00 am - 10:00 pm
Saturday	8:30 am - 12:30 pm	Saturday	9:00 am - 6:00 pm	Saturday	CLOSED	Saturday	8:00 am - 6:00 pm
Sunday	CLOSED	Sunday	CLOSED	Sunday	CLOSED	Sunday	8:00 am - 6:00 pm

### 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 facilities with approximately 26,000 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.



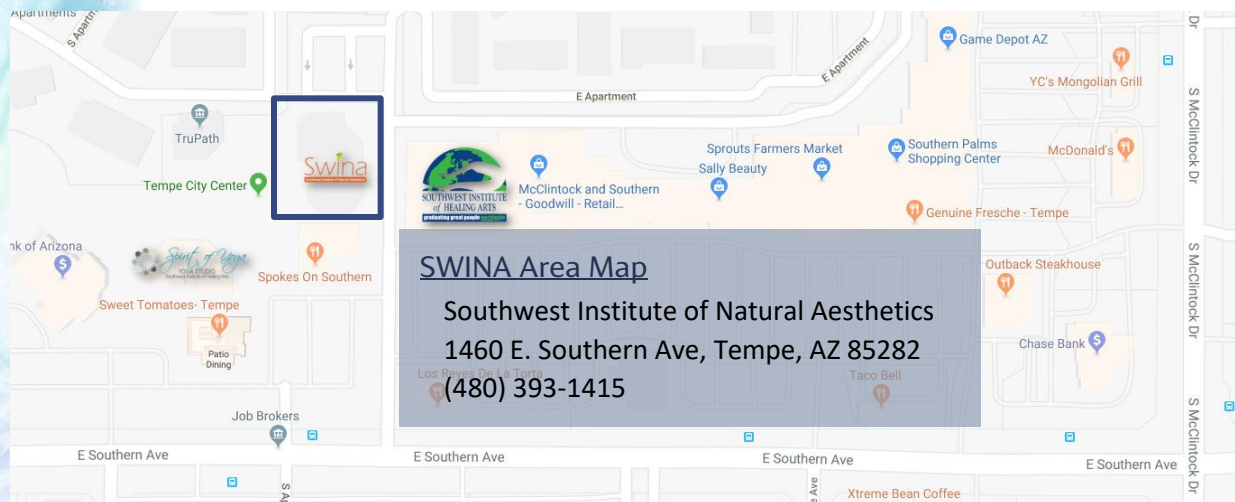
## SWINA Tempe Branch Campus Facilities, Location, and Hours

Front Desk Hours		Clinic Hours		Class Hours	
Monday	8:30 am - 9:00 pm	Monday	8:30 am - 9:30 pm	Monday	8:30 am - 10:00 pm
Tuesday	8:30 am - 9:00 pm	Tuesday	8:30 am - 9:30 pm	Tuesday	8:30 am - 10:00 pm
Wednesday	8:30 am - 9:00 pm	Wednesday	8:30 am - 9:30 pm	Wednesday	8:30 am - 10:00 pm
Thursday	8:30 am - 9:00 pm	Thursday	8:30 am - 9:30 pm	Thursday	8:30 am - 10:00 pm
Friday	8:30 am - 9:00 pm	Friday	8:30 am - 9:30 pm	Friday	8:30 am - 5:00 pm
Saturday	8:00 am - 4:30 pm	Saturday	8:30 am - 5:00 pm	Saturday	8:30 am - 5:00 pm
Sunday	CLOSED	Sunday	CLOSED	Sunday	CLOSED

### 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

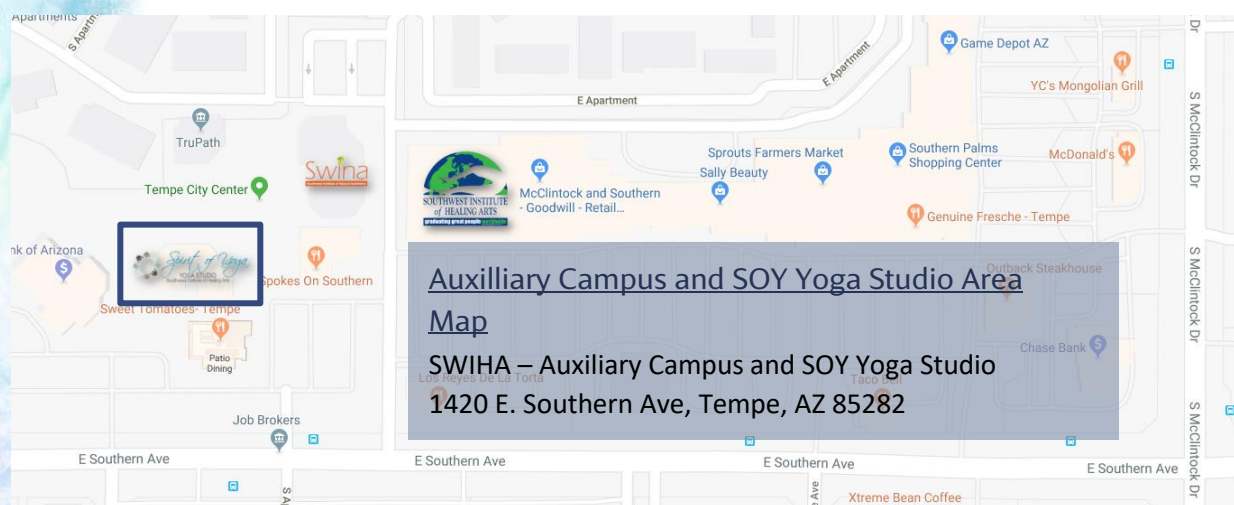
Front Desk Hours		Studio Hours		Class Hours	
Monday	8:30 am – 7:00 pm	Monday	8:30 am – 7:00 pm	Monday	10:00 am – 10:00 pm
Tuesday	8:30 am – 7:00 pm	Tuesday	8:30 am – 7:00 pm	Tuesday	10:00 am – 10:00 pm
Wednesday	8:30 am – 6:00 pm	Wednesday	8:30 am – 6:00 pm	Wednesday	10:00 am – 10:00 pm
Thursday	8:30 am – 7:00 pm	Thursday	8:30 am – 7:00 pm	Thursday	10:00 am – 10:00 pm
Friday	8:30 am – 12:00 pm	Friday	8:30 am – 12:00 pm	Friday	6:00 pm – 10:00 pm
Saturday	8:00 am – 1:00 pm	Saturday	8:00 am – 1:00 pm	Saturday	9:00 am – 6:00 pm
Sunday	9:00 am – 1:00 pm	Sunday	9:00 am – 1:00 pm	Sunday	9:00 am – 6:00 pm

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

SWIHA's Auxiliary classroom for our Yoga Classes is a unique and beautiful facility dedicated to the training of our Yoga Alliance Approved Unity Yoga and Advanced Yoga Training. Opening in May of 2011, this educational facility – complete with a Yoga Wall – is just a few hundred feet away from the main campus in Tempe, Arizona. This space also houses our Spirit of Yoga public yoga studio. For over a decade, this public yoga studio has changed the lives and elevated the practice of countless yoga practitioners.

### On Site Facilities:

- Reception Area
- Classrooms
- Bookstore
- Yoga Studio



## Code of Ethics

As a commitment to the highest standards of professionalism and integrity, Southwest Institute of Healing Arts, Southwest Institute of Natural Aesthetics, and Spirit of Yoga have adapted the Code of Ethics from the National Certification Board for Therapeutic Massage and Bodyworkers to apply to all of our students, staff, and faculty.

### **SWIHA and SWINA agree that it and its students, staff, and faculty 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](http://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
- Rights Under Family Education Rights and Privacy Act (FERPA)

### 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

Program Name	Total Clock Hours	Total Credit Hours	Reg Fee	Estimate Required Books	Admin & Tech Fee	Supply Fee	Material Fee	Tuition	Optional Licensin g/Cert - Fees
<b>DEGREE PROGRAMS - Associate of Occupational Studies</b>									
<b>AOS in Holistic Health Care w Concentration in:</b>									
Mind-Body Transformational Psychology	1116-1156	60.00	\$75	\$388	\$200	\$95	\$20-50	\$20088-20808	70*
Professional Massage Practitioner	1131-1334	60.00	\$75	\$580	\$200	\$86-500	\$20-50	\$20358-24012	\$217
Western Herbalism	992-1092	60.00	\$75	\$738	\$200	\$801-1046	\$20-50	17856-19656	none
<b>DIPLOMA PROGRAMS</b>									
Holistic Health and Wellness Coach – ONLINE	755	44.30	\$75	\$625-673	\$250	\$450	\$0	\$13,590	\$450
Integrative Healing Arts Practitioner	750	41.25-43.25	\$75	\$127-4180	\$100	\$95-757	\$0	\$13,500	200*
Integrative Healing Arts Practitioner- ONLINE	780	43.25	\$75	\$524-608	\$150	\$10-20	\$0	\$14,040	200*
Master Massage Practitioner	1000	49.00	\$75	\$436-481	\$100	\$106-280	\$0	\$18,000	\$217
Master Massage Practitioner w/Natural Aesthetics	1000	44.00	\$75	\$332	\$100	\$2,686	\$0	\$18,000	\$434
Mind Body Wellness Practitioner	600	34.75	\$75	\$217	\$100	\$30	\$0	\$10,800	\$70*
Professional Massage Practitioner	750	30.75-36.25	\$75	\$436-481	\$100	\$86-280	\$0	\$13,500	\$217
Western Herbalism	745	37.25	\$75	\$649	\$100	\$986-1106	\$0	\$13,410	none
Yoga Advanced Teacher Training	600	21.75	\$75	\$324	\$100	\$150-573	\$0	\$10,800	\$350-600*
Adv Yoga Teacher & Healing Arts Practitioner	800	30.75	\$75	\$403	\$100	\$688-873	\$0	\$14,400	\$350-600*
Integrative Yoga Therapy	1000	41	\$75	\$368	\$100	\$593	\$0	\$18,000	\$800
<b>PRIMARY SPECIALTY/CERTIFICATE OF EXCELLENCE *Specialties are not designed to be stand-alone vocational training</b>									
Aromatherapy	100	5.50	\$25	\$69	\$100	\$299-360	\$0	\$1,800	none
Advanced Professional Hypnotherapy	350	17.50	\$25	\$103	\$100	\$134	\$0	\$6,331	\$175
Advanced Professional Hypnotherapy- ONLINE	350	15.75	\$25	\$425	\$100	\$48	\$0	\$6,300	\$175
Cranial Unwinding	200	8.50	\$25	\$0	\$100	\$10	\$0	\$3,600	none
Health and Wellness Coach	200	10.25	\$25	\$267	\$100	\$150	\$0	\$3,600	\$450
Health and Wellness Coach - ONLINE	200	10.25	\$25	\$267	\$100	\$150	\$0	\$3,600	\$450
Holistic Herbal Remedies	100	5.25	\$25	\$115	\$100	\$345	\$0	\$1,800	none
Holistic Nutrition	200	11.75	\$25	\$133	\$100	\$160	\$0	\$3,600	none
Holistic Nutrition ONLINE	200	11.75	\$25	\$417	\$100	\$10	\$0	\$3,600	none
Hypnotherapy	100	4.75	\$25	\$91	\$100	\$63	\$0	\$1,800	\$70*
Hypnotherapy ONLINE	100	4.75	\$25	\$153	\$100	\$20	\$0	\$1,800	\$70*
Intuitive Guide	100	4.75	\$25	\$48	\$100	\$0	\$0	\$1,800	none
Intuitive Guide - ONLINE	100	4.75	\$25	\$75	\$100	\$0	\$0	\$1,800	none
Life Coaching ONLINE	100	5.00	\$25	\$18	\$100	\$10	\$0	\$1,800	none
Medical Massage	100	4.00	\$25	\$0	\$100	\$0	\$0	\$1,800	none
Myotherapy	100	3.00	\$25	\$15	\$100	\$10	\$0	\$1,800	none
Polarity- Associate Polarity Practitioner	200	9.00	\$25	\$70	\$100	\$50	\$0	\$3,600	\$240*
Reflexology	120	7.50	\$25	\$46-58	\$100	\$40-85	\$0	\$2,160	none
Reiki	100	3.00	\$25	\$22-44	\$100	\$10-275	\$0	\$1,800	none
Spa Treatments	200	7.25	\$25	\$25	\$100	\$259	\$0	\$3,600	none
Special Touch	100	3.00	\$25	\$0	\$100	\$20	\$0	\$1,800	none
Spiritual Coach and Celebrant - ONLINE	200	12.50	\$25	\$165	\$100	\$0	\$0	\$3,600	\$200*
Urban Farming & Conscious Living	100	5.50	\$25	\$92	\$100	\$15	\$0	\$1,800	none
Whole Foods Culinary Specialist- ONLINE	100	5.00	\$25	\$63	\$100	\$0	\$0	\$1,800	none

Yoga -Body Psychology	100	4.50	\$25	\$0	\$100	\$35	\$0	\$1,800	none
Yoga Teacher Training	200	6.25	\$25	\$127	\$100	\$145	\$0	\$3,600	\$350*
Yoga Nidra	100	4.50	\$25	\$0	\$100	\$85	\$0	\$1,800	none
<b>SOUTHWEST INSTITUTE OF NATURAL AESTHETICS</b>				<b>Uniform</b>		<b>Supplies</b>			
Natural Aesthetics Practitioner Diploma	600	24	\$75	\$100	\$100	\$2,500	\$0	\$10,800	\$240
Natural Aesthetics Master Educator Diploma	350	15	\$75	\$100	\$35	\$250	\$0	\$2,838	\$240
Advanced Skincare Practitioner & Laser Technician Diploma	780	31	\$75	\$100	\$100	\$2,950	\$0	\$15,120	\$240
Laser Technician Certificate	180	7	\$75	\$100	\$35	\$450	\$0	\$4,320	\$30

\*\*\*Book costs, supply fees, material fees and lab fees are subject to change. \*\*\* Current Tuition Rate \$18/hour

Most standard priced courses may be audited at no charge for no credit on a space available basis. Space available is defined as adequate physical space in the classroom and a student ratio which does not require the addition of an assistant solely due to auditing students.

\*\*\*Please note tuition rates do not include supplies, materials, or misc fees

\* EXTERNAL LICENSING FEES :

Yoga Certification is NOT REQUIRED for graduation by SWIHA. Certification is separate and available through Yoga Alliance.

Hypnotherapy Certification is NOT REQUIRED for graduation by SWIHA. Certification is available through: NATH - National Association of Transpersonal Hypnotherapists or the ABH - American Board of Hypnotherapy .

Polarity Certification is NOT REQUIRED for graduation by SWIHA. Certification is available through the American Polarity Therapy Association.

## 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 fees for Massage programs
Liability Insurance	\$50 to \$149 yr. Note: Rates vary according to provider.
Massage Table	\$450 (optional)
Bolsters, pillows, etc.	\$45*

\*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: Online Students are responsible for purchasing their resources and textbooks through us or other vendors. 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*

---





# Associates of Occupational Studies

## Degree in Holistic Healthcare

### Concentration in Mind Body Transformational Psychology

Full-Time: 96 instructional weeks, 104 calendar weeks

Maximum Time Frame: 90 Credits

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 Coaching, Hypnotherapy, Intuitive Coaching, Holistic Nutrition, and Energy Work. 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, 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. Students must complete the respective diploma prior to being enrolled in the AOS.

Associate Degree in Mind-Body Transformational Psychology Core Courses				
AOS General Education Requirements				
Code	Course	Clock	Credit	Pre-Requisite
TC 610	Heart Centered Leadership	20	1.25	
TC 620	Therapeutic Presence, Ethics and Boundaries	30	2.00	
TC 630	Somatic Psychology: The Neuroscience of Regulation & Trauma	30	2.00	
TC 640	Somatic Psychology: The Subtle Body	30	2.00	
BC 601	Mission Possible (Stat, Basic Finance, Bus Writing)	45	3.00	
TC 150	Building Resiliency and Stress Management	24	1.50	
CC 130	Psychology of Addiction - Understanding the Shadow	30	2.00	
BC 602	Mastermind for Success	45	3.00	BC 540
AOS General Education Requirements Subtotal		254	16.75	
Transformational Psychology Core Courses				
Code	Course	Clock	Credit	Pre-Requisite
HC 101	Foundations of Wellness Coaching	20	1.00	
HC 201	Professional Wellness Coaching and Ethics	40	2.00	HC 101
HC 301	Advanced Wellness Coaching 1	30	1.50	HC 201
HC 302	Advanced Wellness Coaching 2	30	1.50	HC 301
HY 101	Hypnotherapy - Foundations Level I (or Yoga Nidra)	20	1.25	
HN 121	Nutrition - Foundations of Transformational Healing & Holistic Nutrition	40	2.50	
PC 100	Polarity - Basic I (or Cranial 1 or Reiki 1)	20	1.00	
BC 530	Introduction to Holistic Entrepreneurship & Self-Empowerment	15	1.00	
BC 540	Business Development & Entrepreneurial Support	40	2.25	
BC 542	Applied Entrepreneurship	45	3.00	
TC 100	Spiritual Coaching and Ethics	24	1.50	
TC 110	Workshops and Group Facilitation	20	1.25	
TC 120	Coaching the Hero Within	24	1.50	
HY 340	EFT Introduction/EFT Level 1	8	0.25	
Transformational Psychology Core Courses Subtotal		376	21.50	

Choose 21.75 Credits of Specialties and/or Electives				
AR	Aromatherapy	100	5.50	
APH	Advance Professional Hypnotherapy	270	12.75	
CRA	Cranial Unwinding	200	8.50	
IG	Intuitive Guide	100	4.75	
HN	Holistic Nutrition Specialist	160	9.00	
HWC	Health and Wellness Coaching	80	4.25	HC 201
HY	Hypnotherapy	80	3.50	
POL-APP	Polarity - Associate Polarity Practitioner	180	8.00	
RF	Reflexology	120	4.25	
RE	Reiki	100	3.00	
UF	Urban Farming	100	5.50	
YO	Yoga Teacher Training	200	6.25	
YO-N	Yoga Nidra	100	4.50	
YO-BP	Yoga Body Psychology	100	4.50	YTT, APP, or MT
	<b>Specialties &amp; Electives Subtotal</b>	<b>Varies</b>	<b>21.75</b>	
	<b>TOTAL</b>		<b>60.00</b>	

Approximate Hours Breakdown: Theory: 40; Practical 20

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: 90 credits

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. Students must complete the respective diploma prior to being enrolled in the AOS.

Associate Degree - Professional Massage Practitioner Core Courses				
AOS General Education Requirements				
Code	Course	Clock	Credit	Pre-Requisite
BC 601	Mission Possible (writing, research, finance)	45	3.00	
HN 121	Nutrition - Foundations of Transformational Healing & Holistic Nutrition	40	2.50	
MT 500	Physiology	60	4.00	
SC 415	Pathology - BW	40	2.50	
TC 150	Building Resiliency and Stress Management	24	1.50	
TC 630	Somatic Psychology: The Neuroscience of Regulation & Trauma	30	2.00	
TC 640	Somatic Psychology: The Subtle Body	30	2.00	
AOS General Education Requirements Subtotal		269	17.50	
Massage Core Courses				
Code	Course	Clock	Credit	Pre-Requisite
BC 110	SOAP Notes	6	0.25	
BC 301	Ethics for Massage Therapists	8	0.50	
BC 304	Business Practices for Massage Therapists	20	1.25	
BC 441	Resiliency and Self-Care for Massage Therapists	7	0.50	
BC 530	Introduction to Holistic Entrepreneurship & Self-Empowerment	15	1.00	
BC 540	Business Development & Entrepreneurial Support	40	2.25	
BC 542	Applied Entrepreneurship	45	3.00	
HC 101	Foundations of Wellness Coaching	20	1.00	
MT 115	Anatomy	60	4.00	
MT 151	Kinesiology - Anatomical Applications	36	2.25	MT 115
MT 520	First Aid	7	0.25	
MT 540	Comprehensive CPR	5	0.25	
PC 100	Polarity - Basic I	20	1.00	
PC 400	Polarity Communications, Resonance, & Relations 1	32	2.00	
Massage Core Courses Subtotal		321	19.50	
Massage Hands-On Core Courses				
Code	Course	Clock	Credit	Pre-Requisite
AR 100	Aromatherapy - Intro	20	1.25	
EC 700	Reiki I - Traditional	16	0.50	
EC 711	Reiki II - Traditional	16	0.50	EC 700
EC 720	Reiki III - Traditional	8	0.25	EC 711
EV 003	Massage Clinic Orientation	0	0.00	
MT 200	Swedish Massage	40	1.25	
MT 364	Massage Sideline Deep Listening	16	0.50	
MT 400	Myotherapy - 7 Step Release System	40	1.25	MT 200 or Licensed
MT 993a	Massage Clinic - Supervised MT 750: Block I	23	0.50	MT 200 & MT 115
MT 993b	Massage Clinic - Supervised MT 750: Block II	23	0.50	MT 200 & MT 115

MT 993c	Massage Clinic - Supervised MT 750: Block III	23	0.50	MT 200 & MT 115
OE 320	Hand and Wrist Maintenance	4	0.25	MT 200 or Licensed
PC 850	Cranial Unwinding I	20	1.00	
RF 201	Reflexology - A Western Approach for Body Workers	20	0.75	
TE 143	Breast Health Intro	4	0.25	MT 200 or Licensed
TE 160	Carpal Tunnel/Thoracic Outlet Release	8	0.25	MT 200 or Licensed
TE 220	Deep Tissue Sculpting	24	0.75	MT 200 or Licensed
TE 225	Rotator Cuff/Shoulder Joint	8	0.25	MT 200 or Licensed
TE 260	Fibromyalgia Therapy	16	0.50	MT 200 or Licensed
TE 320	Lower Back Pain Release	8	0.25	MT 200 or Licensed
TE 380	Neck Release	8	0.25	MT 200 or Licensed
TE 662	Hydrotherapy / Injury Management	20	0.75	MT 200 or Licensed
	<b>Massage Hands-On Core Courses Subtotal</b>	<b>365</b>	<b>12.25</b>	
<b>Choose 10.75 Credits of Specialties and/or Electives</b>				
AR	Aromatherapy	80	4.25	
APH	Advance Professional Hypnotherapy	190	9.25	
CRA	Cranial Unwinding	148	5.50	
HN	Holistic Nutrition	160	9.25	
HY	Hypnotherapy	100	4.75	
IG	Intuitive Guide	100	4.75	
HWC	Health and Wellness Coach	180	9.25	
MEDM	Medical Massage	64	2.25	
MYO	Myotherapy	44	1.25	
POL-APP	Polarity - Associate Polarity Practitioner	128	5.00	
RF	Reflexology	100	3.75	
RE	Reiki	84	2.50	
YO-N	Yoga Nidra	100	4.5	
YO- BP	Yoga - Body Psychology	100	4.5	YTT, APP, MT
YO	Yoga Teacher Training	200	6.25	
EL 220	Face Lift Acupressure	4	0.25	
EL 600	Canine Massage	4	0.25	
MT 301	Corporate Chair Introduction	8	0.25	MT 200 or Licensed
MT 605	Neurotouch	20	1.00	MT 200 or Licensed
MT 604	Advanced Lymphatic Massage	8	0.25	MT 200 or Licensed
OE 640	Thai Foot Massage	20	0.50	
RF 202	Reflexology - Pathology & Assessment for Bodyworkers	20	0.75	RF 201
RF 203	Reflexology - Emotional Balance & Being for Bodyworkers	20	0.75	
OE 620	Thai Massage	40	1.25	
TE 142	Scar Tissue	8	0.25	MT 200 or Licensed
	<b>SPECIALTIES &amp; ELECTIVES SUBTOTAL</b>	<b>Varies</b>	<b>10.75</b>	
	<b>TOTAL</b>		<b>60.00</b>	
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.				

Approximate Hours Breakdown: Theory: 40; Practical 20

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: 90 Credits

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. Students must complete the respective diploma prior to being enrolled in the AOS.

Associate Degree with Western Herbalism Core Courses				
AOS General Education Requirements				
Code	Course	Clock	Credit	Pre-Requisite
BC 601	Mission Possible (Stat, Basic Finance, Bus Writing)	45	3.00	
CC 440	Western Herbalism - Applied Ethics	15	1.00	WH 100
HN 121	Nutrition - Foundations of Transformational Healing & Holistic Nutrition	40	2.50	
SC 240	Herbal Sciences	62	4.00	
SC 250	Botany	45	3.00	
TC 150	Building Resiliency and Stress Management	24	1.50	
TC 630	Somatic Psychology: The Neuroscience of Regulation & Trauma	30	2.00	
<b>AOS General Education Requirements Subtotal</b>		<b>261</b>	<b>17.00</b>	
Western Herbalism Core Courses				
BC 540	Business Development & Entrepreneurial Support	40	2.25	
BC 542	Applied Entrepreneurship	45	3.00	
CC 450	Conscious Living and Urban Farming	30	2.00	
WH 100	Western Herbalism - Breaking Ground: Foundations of American Herbal Studies	30	2.00	
WH 210	Western Herbalism - Sect A - Sowing	45	2.50	WH 100
WH 220	Western Herbalism - Sect B - Germination	45	2.50	WH 210
WH 230	Western Herbalism - Sect C - Growth	45	2.50	WH 220
WH 240	Western Herbalism - Sect D - Harvest	45	2.50	WH 230
WH 275	Western Herbalism - Herbal Flowers	16	1.00	
WH 280	Western Herbalism - Herbal Bio Arts Clinic Preparations	45	3.00	WH 230
WH 305	Western Herbalism - Practicum	60	1.25	WH 240
WH 360	Western Herbalism - Internship/Externship - Awakening	49	1.00	WH 100
WH 377	Western Herbalism - Formulary Practicum	18	0.75	WH 240
WH 250	Western Herbalism - Herbal Specialties Babies & Children	8	0.50	
WH 256	Western Herbalism - The Green Man	12	0.75	
WH 265	Western Herbalism - The Herbal Goddess	18	1.00	
WH 291	Western Herbalism - Desert Medicines	8	0.25	
WH 365	Western Herbalism - Manufacturing & Remedy Production	14	0.50	
WH 276	Western Herbalism - Plants and People	10	0.25	
<b>Western Herbalism Core Courses Subtotal</b>		<b>583</b>	<b>29.50</b>	
Choose 13.5 Credits of Specialties and/or Electives				
AR	Aromatherapy	100	5.50	
HN	Holistic Nutrition	160	9.00	
HY	Hypnotherapy	100	4.75	
HWC	Health and Wellness Coach	200	11.25	
RE	Reiki	100	3.00	
UF	Urban Farming	70	3.50	

YO	Yoga Teacher Training	200	6.25	
CC 130	Psychology of Addiction: Understanding the Shadow	30	2.00	
TC 100	Spiritual Coaching and Ethics	24	1.50	
TC 110	Workshops and Group Facilitation	20	1.25	
TC 120	Coaching the Hero Within	24	1.50	
TC 640	Somatic Psychology: The Subtle Body	30	2.00	
	<b>SPECIALTIES &amp; ELECTIVES SUBTOTAL</b>		<b>13.5</b>	
	<b>TOTAL</b>		<b>60.00</b>	

Approximate Hours Breakdown: Theory: 40; Practical 20

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 Health and Wellness Coach – IDL

Full Time 65 instructional Weeks, 71 calendar Weeks      Maximum Time Frame: 1132 Hours  
Concentration in Holistic Nutrition

Do you want to help others improve their health by teaching them tools and habits for maintaining their wellness? The Holistic Health and Wellness Coaching diploma program is for individuals who are motivated to lead healthier lives, be centered in their wellness, and inspire others to do the same through a career in Health and Wellness Coaching. At the core of this program is a belief in the mind-body-spirit connection and that each of us has a deep, inner knowing. When we connect with that knowing, we can achieve our individual health and wellness goals that are aligned with our values!

This program will provide you with a comprehensive educational foundation in behavior change, mindfulness, and positive psychology. It is focused on mind-body-spirit connection while being deeply rooted in science, and providing you tools to create a realistic and complete business plan that is unique to your vision as an entrepreneur.

This program aligns with the standards of the National Board for Health and Wellness Coaching (NBHWC) and prepares graduates to work with clients to support self-directed and person-centered changes that promote a sense of ownership and lasting change.

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
<b>Core Courses</b>				
TP 106-OL	GRIT for Success	30	2.00	
HC 220-OL	Psychology of Well-being 1	30	2.00	
HC 221-OL	Psychology of Well-being 2	30	2.00	HC 220-OL
HC 222-OL	Psychology of Addictions & Disordered Eating	30	2.00	
MM 101-OL	Mindfulness: Introduction	30	2.00	
TP 107-OL	GRIT: Student Journey	15	1.00	
	<b>Subtotal</b>	<b>165</b>	<b>11.00</b>	
<b>Health and Wellness Coaching</b>				
HC 101-OL	Foundations of Wellness Coaching*	30	1.50	
HC 201-OL	Professional Wellness Coaching and Ethics*	30	1.50	HC 101-OL
HC 301-OL	Advanced Wellness Coaching 1*	30	1.50	HC 201-OL
HC 302-OL	Advanced Wellness Coaching 2*	30	1.50	HC 301-OL
HC 155-OL	Anatomy of Wellness*	30	1.50	
HC 156-OL	Health Conditions*	30	1.50	
HC 401-OL	NBHWC Exam Prep *	20	1.25	HWC 200
	<b>Subtotal</b>	<b>200</b>	<b>10.25</b>	
<b>Holistic Entrepreneurship</b>				



HE 101-OL	Entrepreneur's Journey 1: Departure	30	2.00	
HE 102-OL	Entrepreneur's Journey 2: Initiation	30	1.75	HE 101-OL
HE 103-OL	Entrepreneur's Journey 3: Return	30	1.75	HE 101-OL
HE 201-OL	Influencer's Journey: Sharing Your Story	30	1.75	HE 101-OL
	<b>Subtotal</b>	<b>120</b>	<b>7.25</b>	
<b>Holistic Nutrition</b>				
HN 105-OL	Foundation of Holistic Nutrition*	30	2.00	
HN 124-OL	Macro/Micro Nutritional Biochemistry*	30	2.00	HN 105-OL
HN 235-OL	Nutritional Needs Across the Life Cycle	30	2.00	HN 105-OL
HN 351-OL	Microbiome Wellness*	30	2.00	HN 105-OL
HN 210-OL	Whole Foods Cuisine I	25	1.25	
HN 222-OL	Raw Food Cuisine I	25	1.25	
MM 105-OL	Mindfulness: Foundations of Mindful Eating	30	2.00	
	<b>Subtotal</b>	<b>200</b>	<b>12.50</b>	
Choose one of the following Specializations				
<b>Option 1: Whole Foods Culinary Specialist</b>				
HN 223-OL	Advanced Whole Foods & Raw Cuisine	30	1.50	HN 210-OL
HN 500-OL	Culinary Applications & Business Perspectives	40	2.50	
	<b>Subtotal</b>	<b>70</b>	<b>4.00</b>	
<b>Option 2: Mindful Meditation Facilitator</b>				
MM 301-OL	Mindful Meditation Techniques	30	2.00	MM 101-OL
MM 401-OL	Mindful Meditation Facilitator	40	2.00	MM 201-OL MM 301-OL
	<b>Subtotal</b>	<b>70</b>	<b>4.00</b>	
	<b>Total</b>	<b>755</b>	<b>45.00</b>	
*Course has synchronous hours				

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

Approximate Hours Breakdown: Theory: 690; Practical 65

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 65 instructional Weeks, 70-71 calendar Weeks      Maximum Time Frame: 1125 hours

This 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! Most of our graduates create their own sustainable and private practice. You have the opportunity to choose your specialization in this program. Become an Advanced Professional 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).

### Core Courses (280 hours)



<b>TRANSPERSONAL PSYCHOLOGY</b>					
Code	Course	Clock	Credit	Pre-Req	Synch
TP 106-OL	GRIT for Success	30	2.00	N/A	N/A
TP 115-OL	Cognitive Well-being & Social Responsibility	25	1.50	N/A	N/A
TC 630-OL	Somatic Psychology: The Neuroscience of Regulation & Trauma	30	1.75	N/A	Optional
TC 640-OL	Somatic Psychology: The Subtle Body	30	1.75	N/A	Optional
AR 107-OL	Aromatherapy of the Spirit & Flower Essences	30	1.50	N/A	Optional
TP 107-OL	GRIT: Student Journey	15	1.00	Half-way in program	N/A
	<b>Subtotal</b>	<b>160</b>	<b>9.50</b>		
<b>HOLISTIC ENTREPRENEURSHIP</b>					
Code	Course	Clock	Credit	Pre-Req	Synch
HE 101-OL	Entrepreneur's Journey 1: Departure	30	2.00	N/A	Optional
HE 102-OL	Entrepreneur's Journey 2: Initiation	30	1.75	HE 101-OL	Optional
HE 103-OL	Entrepreneur's Journey 3: Return	30	1.75	HE 102-OL	Optional
HE 201-OL	Influencer's Journey	30	1.75	HE 103-OL	Optional
	<b>Subtotal</b>	<b>120</b>	<b>7.25</b>		

### Choose your specialization:

<b>OPTION 1: HYPNOTHERAPY (500 HOURS)</b>					
Code	Course	Clock	Credit	Pre-Req	Synch
<b>Advanced Professional Hypnotherapy</b>					
HY 105-OL	Foundations of Hypnotherapy Level I	30	1.75	N/A	N/A
HY 205-OL	Foundations of Hypnotherapy Level II	30	1.50	HY 105-OL	Optional
HY 305-OL	Foundations of Hypnotherapy Level III	40	1.75	HY 205-OL	N/A
HY 415-OL	Advanced Techniques in Hypnotherapy	30	1.25	HY 301-OL	Optional
HY 316-OL	Fears, Phobias & Addictions	30	1.25	HY 415-OL	N/A
HY 477-OL	Dreams & Metaphors	30	1.25	HY 415-OL	N/A
HY 425-OL	Script Writing	30	1.25	HY 415-OL	N/A
HY 585-OL	Medical Imagery	30	1.50	HY 415-OL	N/A
HY 353-OL	Past-Life Regression	30	1.50	HY 415-OL	N/A
HY 375-OL	Advanced Professional Hypnotherapy	10	0.50	HY 415-OL	N/A
	<b>Subtotal</b>	<b>290</b>	<b>13.50</b>		
<b>Additional hypnotherapy courses:</b>					
HY 318-OL	Neuro-Linguistic Programming	30	1.25	HY 301-OL	N/A
HY 545-OL	Applied Techniques for Post-Traumatic Growth	30	1.25	HY 415-OL	N/A
HY 345-OL	Energy Healing & Hypnosis	10	0.50	HY 415-OL	N/A
AR 122-OL	Auriculotherapy for Hypnotherapists	40	2.00	AR 107-OL	Optional
	<b>Subtotal</b>	<b>110</b>	<b>5.00</b>		
<b>Foundational Client Relationship: TRANSFORMATIONAL LIFE COACH</b>					
LC 101-OL	Foundations of Life Coaching	30	1.75	N/A	N/A
LC 201-OL	Applied Coaching Skills	30	1.50	LC 101-OL	Optional
LC 301-OL	Life Coaching Practice & Ethics	40	1.75	LC 101-OL	Optional
	<b>Subtotal</b>	<b>100</b>	<b>5.00</b>		

OR

<b>OPTION 2: SPIRITUAL GUIDE (500 HOURS)</b>					
Code	Course	Clock	Credit	Pre-Req	Synch
<b>Modern Spirituality</b>					
SP 152-OL	Grounded Spirituality & Modern Mysticism	30	1.50	N/A	N/A

SP 156-OL	Exploring the Ancestral Web of Belonging	30	1.50	SP 152-OL	N/A
SP 162-OL	Mysticism: Finding Your Personal Path	30	1.50	SP 156-OL	Optional
RF 171-OL	Soul Coaching	30	1.50	SP 162-OL	N/A
SP 145-OL	Energetic Healing for Spiritual Guides	30	1.50	SP 162-OL	N/A
SP 335-OL	The Art of Spiritual Expression	20	1.00	SP 162-OL	N/A
SP 525-OL	Serving through Ceremony	30	1.50	SP 162-OL	Optional
*SP 465-OL	Celebrate Your Light – Celebrant & Ordination Preparation	--	--	Complete SP COE	0
<b>Subtotal</b>		<b>200</b>	<b>10.00</b>		
<b>Foundational Client Relationship: Intuitive Coaching</b>					
SC 101-OL	Foundations of Intuitive Coaching	30	1.50	N/A	N/A
SC 201-OL	Angels, Guides & Ancestors	30	1.50	SP 152-OL	N/A
SC 301-OL	Practical Applications in Intuitive Coaching	40	1.50	SP 156-OL	Optional
<b>Subtotal</b>		<b>100</b>	<b>5.00</b>		
<b>Mindful Meditation Facilitator</b>					
MM 101-OL	Mindfulness: Introduction	30	2.00	N/A	N/A
MM 301-OL	Mindful Meditation Techniques	30	2.00	MF 101-OL	Optional
MM 401-OL	Mindful Meditation Facilitator	40	2.00	MF 301-OL	Optional
<b>Subtotal</b>		<b>100</b>	<b>6.00</b>		
<b>AND choose ONE (1) additional specialty to complete:</b>					
<b>Healing Botanicals &amp; Earth Ceremonies</b>					
Code	Course	Clock	Credit	Pre-Req	Synch
BE 101-OL	Earth Ceremonies	30	1.50	N/A	N/A
BE 201-OL	Healing Botanicals I	30	1.50	BE 101-OL	Optional
BE 301-OL	Healing Botanicals II	40	2.00	BE 102-OL	Optional
<b>Subtotal</b>		<b>100</b>	<b>5.00</b>		
OR					
<b>End-of-Life Doula</b>					
Code	Course	Clock	Credit	Pre-Req	Synch
DD 101-OL	Death, Dying, & the Afterlife	30	1.75	N/A	N/A
DD 201-OL	Life Review & Processing Grief	30	1.50	DD 101-OL	Optional
DD 301-OL	End of Life Rituals & Ceremonies	40	2.00	DD 101-OL	Optional
<b>Subtotal</b>		<b>100</b>	<b>5.25</b>		
<b>Confirm your Program Specialization(s):</b>					
	Integrative Healing Arts Practitioner Diploma, specializing as a...	Total Hours			
	Advanced Professional Hypnotherapist	780			
	Spiritual Guide, Intuitive Coach & Earth Ceremonies Facilitator	780			
	Spiritual Guide, Intuitive Coach & End-of-life Doula	780			

All Tuition information and Credential Awarded Found above in the tuition guide  
Approximate Hours Breakdown: Theory: 585; Practical

\*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: 1125 Hours

Southwest Institute of Healing Arts' Integrative Healing Arts Practitioner Diploma is designed to provide a comprehensive education in mind-body-spirit integration while reflecting the changing trends of the wellness and healthcare industry. Learn to help others optimize their well-being and become empowered to make healthier choices with cutting edge insights from the intersection of allopathic and integrative approaches to healing. Our online and on-campus diploma options offer foundational courses in business development, entrepreneurship, and transpersonal psychology with customizable elective specialties that let YOU choose your own path of service. If you're ready to live a life of purpose, profit from your passion, and become an entrepreneur with your own private practice, take a look at the many choices available to you through the Integrative Healing Arts Practitioner Diploma:

Integrative Healing Arts Practitioner Core Courses				
Holistic Entrepreneur Core Courses				
Code	Course	Clock	Credit	Pre-Requisite
BC 530	Introduction to Entrepreneurship & Self-Empowerment	15	1.00	
BC 540	Business Development and Entrepreneurial Support	40	2.25	
BC 542	Applied Entrepreneurship	45	3.00	
BC 543	Business in Action	20	1.00	
Holistic Entrepreneur Core Courses Subtotal		120	7.25	
IHAP Core Courses				
Code	Course	Clock	Credit	Pre-Requisite
TC 630	Somatic Psychology: The Neuroscience of Regulation & Trauma	30	2.00	
TC 610	Heart Centered Leadership	20	1.25	
TC 100	Spiritual Coaching and Ethics	24	1.50	
TC 120	Coaching the Hero Within	24	1.50	
CC 130	Psychology of Addiction - Understanding the Shadow	30	2.00	
TC 150	Building Resiliency and Stress Management	24	1.50	
HY 340	EFT Introduction / EFT Level I	8	0.25	
IHAP Core Courses Subtotal		160	10.00	
Select a Coaching Focus:				
Option 1: Health & Wellness Coaching				
Code	Course	Clock	Credit	Pre-Requisite
HC 101	Foundations of Wellness Coaching	20	1.00	
HC 201	Professional Wellness Coaching and Ethics	40	2.00	HC 101
HC 301	Advanced Wellness Coaching 1	30	1.50	HC 201
HC 302	Advanced Wellness Coaching 2	30	1.50	HC 301
Coaching Core Courses Subtotal		120	6.00	
Option 2: Intuitive Guidance & Coaching				
Code	Course	Clock	Credit	Pre-Requisite
IG 101	Introduction to Intuitive Guidance	20	1.00	
IG 201	Angels and Guides	20	1.00	IG 101
IG 301	Intuitive Guidance – Practical Applications	40	1.25	IG 201
IG 401	Business of Intuitive Guidance	20	1.25	IG 301
Coaching Core Courses Subtotal		100	4.50	
Option 3: Life Coaching				
Code	Course	Clock	Credit	Pre-Requisite
LC 111	Introduction to Life Coaching	20	1.25	
LC 121	Life Coaching – Heart Centered Approach Part 1	40	1.75	LC 111
LC 131	Life Coaching – Heart Centered Approach Part 2	40	2.00	LC 121
		100	5.00	
Select a Specialty Focus:				
Option 1: Health & Wellness Coach with Holistic Nutrition Focus				
Code	Specialty/Course	Clock	Credit	Pre-Requisite



HC 155	Anatomy of Wellness	30	1.50	HC 101
HC 156	Health Conditions	30	1.50	HC 101
HC 401	NBHCW Exam Prep	20	1.25	HWC 200
HN	Holistic Nutrition	200	11.50	
	Electives	70	varies	
<b>Subtotal</b>		<b>350</b>	<b>15.75</b>	
<b>Option 2: Modern Spirituality Celebrant &amp; End-of-Life Doula Focus</b>				
<b>Code</b>	<b>Specialty/Course</b>	<b>Clock</b>	<b>Credit</b>	<b>Pre-Requisite</b>
MSP	Modern Spirituality Celebrant	100	5.25	
ELD	End-of-Life Doula	100	5.25	
RE	Reiki - (Traditional, Shamanic, or Holy)	100	3.00	
	Electives	70	varies	
<b>Subtotal</b>		<b>370</b>	<b>13.50</b>	
<b>Option 3: Spiritual Transformation Focus</b>				
<b>Code</b>	<b>Specialty/Course</b>	<b>Clock</b>	<b>Credit</b>	<b>Pre-Requisite</b>
POL-APP	Polarity - Associate Polarity Practitioner (or Cranial Unwinding)	200	9.00	
RE	Reiki - (Traditional, Shamanic, or Holy)	100	3.00	
	Electives	70	varies	
<b>Subtotal</b>		<b>370</b>	<b>12.00</b>	
<b>Option 4: Advanced Hypnotherapy Focus</b>				
<b>Code</b>	<b>Specialty/Course</b>	<b>Clock</b>	<b>Credit</b>	<b>Pre-Requisite</b>
HY	Hypnotherapy	100	4.75	
APH	Advanced Professional Hypnotherapy	182	9.00	
	Electives	88	varies	
<b>Subtotal</b>		<b>370</b>	<b>13.75</b>	
<b>Option 5: Yoga Focus</b>				
<b>Code</b>	<b>Specialty/Course</b>	<b>Clock</b>	<b>Credit</b>	<b>Pre-Requisite</b>
YO	Yoga Teacher Training	200	6.25	
YO-N	Yoga Nidra	100	4.50	
	Electives	70	varies	
<b>Subtotal</b>		<b>370</b>	<b>10.75</b>	

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

NOTE: Approximate Hours Breakdown: Theory: 570; Practical 180

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: 900 Hours

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.

<b>Mind-Body Wellness Core Courses</b>				
<b>Code</b>	<b>Course</b>	<b>Clock</b>	<b>Credit</b>	<b>Pre-Requisite</b>
HY 101	Hypnotherapy - Foundations Level I	20	1.25	
HC 101	Foundations of Wellness Coaching	20	1.00	
HN 121	Nutrition - Foundation of Transformational Healing & Holistic Nutrition	40	2.50	
BC 542	Applied Entrepreneurship	45	3.00	
BC 530	Introduction to Holistic Entrepreneurship & Self-Empowerment	15	1.00	

BC 540	Business Development & Entrepreneurial Support	40	2.25	
	<b>Mind-Body Wellness Core Courses Subtotal</b>	<b>180</b>	<b>11.00</b>	
<b>Select A Focus:</b>				
<b>Option 1: Health &amp; Wellness Coach Focus</b>				
<b>Code</b>	<b>Specialty</b>	<b>Clock</b>	<b>Credit</b>	<b>Pre-Requisite</b>
HWC	Health and Wellness Coach	180	9.25	
	Electives & Specialties (see options below)	240	varies	
	<b>Subtotal</b>	<b>420</b>	<b>9.25</b>	
<b>Option 2: Yoga Focus</b>				
<b>Code</b>	<b>Specialty</b>	<b>Clock</b>	<b>Credit</b>	<b>Pre-Requisite</b>
YO	Yoga Teacher Training	200	6.25	
	Electives & Specialties (see options below)	220	varies	
	<b>Subtotal</b>	<b>420</b>	<b>6.25</b>	
<b>Option 3: Spiritual Transformation Focus</b>				
RE	Reiki - (Traditional, Shamanic, or Holy)	100	3.00	
IG	Intuitive Guide	100	4.75	
	Electives & Specialties (see options below)	220	varies	
	<b>Subtotal</b>	<b>420</b>	<b>7.75</b>	
<b>Specialty Options</b>				
AR	Aromatherapy	100	5.50	
APH	Advanced Professional Hypnotherapy	270	12.75	
CRA	Cranial Unwinding	200	8.50	
IG	Intuitive Guide	100	4.75	
HN	Holistic Nutrition Specialist*	160	9.00	
HY	Hypnotherapy	80	3.50	
HWC	Health and Wellness Coach	180	9.25	
POL-APP	Polarity - Associate Polarity Practitioner	200	9.00	
RF	Reflexology	120	4.50	
RE	Reiki	100	3.00	
UF	Urban Farming	100	5.50	
YO	Yoga Teacher Training*	200	6.25	
YO-BP	Yoga - Body Psychology	100	4.50	YTT, APP, MT
YO-N	Yoga Nidra	100	4.50	
*Holistic Nutrition and Unity Yoga Teacher Training may not be taken together				

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

Approximate Hours Breakdown: Theory: 390; Practical 210

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 Massage Practitioner

*Full-Time: 55 instructional Weeks, 60-62 calendar Weeks      Maximum Time Frame : 1500 Hours*

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.

### Therapeutic Track

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
<b>Massage Core Courses</b>				
BC 110	SOAP Notes	6	0.25	
BC 301	Ethics for Massage Therapists	8	0.50	
BC 304	Business Practices for Massage Therapists	20	1.25	
BC 441	Resiliency and Self-Care for Massage Therapists	7	0.50	
MT 115	Anatomy	60	4.00	
MT 151	Kinesiology - Anatomical Applications	36	2.25	MT 115
MT 500	Physiology	60	4.00	
MT 520	First Aid	7	0.25	
MT 540	Comprehensive CPR	5	0.25	
PC 100	Polarity – Basic I	20	1.00	
PC 400	Polarity Communications, Resonance, & Relations 1	32	2.00	
SC 415	Pathology - BW	40	2.50	
	<b>Massage Core Courses Subtotal</b>	<b>301</b>	<b>18.75</b>	
<b>Massage Hands-On Core Courses</b>				
EV 003	Massage Clinic Orientation	0	0.00	
MT 200	Swedish Massage	40	1.25	
MT 400	Myotherapy - 7 Step Release System	40	1.25	MT 200 or Licensed
MT 993a	Massage Clinic - Supervised MT 1000: Block I	23	0.50	MT 200 & MT 115
MT 993b	Massage Clinic - Supervised MT 1000: Block II	23	0.50	MT 200 & MT 115
MT 993c	Massage Clinic - Supervised MT 1000: Block III	23	0.50	MT 200 & MT 115
MT 993d	Massage Clinic - Supervised MT 1000: Block IV	23	0.50	MT 200 & MT 115
OE 320	Hand and Wrist Maintenance	4	0.25	MT 200 or Licensed
PC 850	Cranial Unwinding I	20	1.00	
RF 201	Reflexology - A Western Approach for Body Workers	20	0.75	
TE 220	Deep Tissue Sculpting	24	0.75	MT 200 or Licensed
	<b>Massage Hands-On Core Courses Subtotal</b>	<b>240</b>	<b>7.25</b>	
<b>Massage Therapeutic Track Courses</b>				
AR 100	Aromatherapy - Intro	20	1.25	
EC 146	SpaLomi Massage	24	0.75	MT 200 or Licensed
EC 700	Reiki I - Traditional	16	0.50	
TE 143	Breast Health Intro	4	0.25	MT 200 or Licensed
TE 160	Carpal Tunnel/Thoracic Outlet Release	8	0.25	MT 200 or Licensed
TE 225	Rotator Cuff/Shoulder Joint	8	0.25	MT 200 or Licensed
TE 260	Fibromyalgia Therapy	16	0.50	MT 200 or Licensed
TE 302	Elder Touch - Medical	16	0.50	MT 200 or Licensed
TE 320	Lower Back Pain Release	8	0.25	MT 200 or Licensed
TE 340	Lymphatic Massage	16	0.50	MT 200 or Licensed

TE 364	Massage Sideline with Deep Listening	16	0.50	MT 200 or Licensed
TE 380	Neck Release	8	0.25	MT 200 or Licensed
TE 402	Medical Massage for Cancer Survivors	16	0.75	MT 200 or Licensed
TE 600	Rock & Unlock	12	0.25	MT 200 or Licensed
TE 650	Sports Massage - Intro	8	0.25	MT 200 or Licensed
TE 662	Hydrotherapy / Injury Management	20	0.75	MT 200 or Licensed
TE 690	Trigger Point	16	0.50	MT 200 or Licensed
	<b>Massage Therapeutic Track Courses</b>	<b>232</b>	<b>8.25</b>	
<b>Choose 227 Hours of Specialties and/or Electives</b>				
AR	Aromatherapy	80	4.25	
CRA	Cranial Unwinding	148	5.50	
HN	Holistic Nutrition Specialist	200	11.50	
HY	Hypnotherapy	100	4.75	
MEDM	Medical Massage	16	1.00	
POL-APP	Polarity - Associate Polarity Practitioner	128	5.00	
RF	Reflexology	100	3.75	
RE	Reiki	84	2.50	
YO-N	Yoga Nidra	100	4.50	
YO-BP	Yoga Body Psychology	100	4.50	YTT, APP MT
YO	Yoga Teacher Training	200	6.25	
EL 220	Face Lift Acupressure	4	0.25	
EL 600	Canine Massage	4	0.25	
MT 301	Corporate Chair Introduction	8	0.25	MT 200 or Licensed
MT 605	Neurotouch	20	1.00	MT 200 or Licensed
MT 604	Advanced Lymphatic Massage	8	0.25	MT 200 or Licensed
OE 640	Thai Foot Massage	20	0.50	
RF 202	Reflexology - Pathology & Assessment for Bodyworkers	20	0.75	RF 201
RF 203	Reflexology - Emotional Balance & Being for Bodyworkers	20	0.75	
OE 620	Thai Massage	40	1.25	
TE 142	Scar Tissue	8	0.25	MT 200 or Licensed
	<b>Specialties &amp; Electives Subtotal</b>	<b>227</b>	<b>Varies</b>	
	<b>TOTAL</b>	<b>1000</b>		
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.				

### Ayurvedic Bodywork Track

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
<b>Massage Core Courses</b>				
BC 110	SOAP Notes	6	0.25	
BC 301	Ethics for Massage Therapists	8	0.50	
BC 304	Business Practices for Massage Therapists	20	1.25	
BC 441	Resiliency and Self-Care for Massage Therapists	7	0.50	
MT 115	Anatomy	60	4.00	
MT 151	Kinesiology - Anatomical Applications	36	2.25	MT 115
MT 500	Physiology	60	4.00	



MT 520	First Aid	7	0.25	
MT 540	Comprehensive CPR	5	0.25	
PC 100	Polarity – Basic I	20	1.00	
PC 400	Polarity Communications, Resonance, & Relations 1	32	2.00	
SC 415	Pathology - BW	40	2.50	
	<b>Massage Core Course Subtotal</b>	<b>301</b>	<b>18.75</b>	
<b>Massage Hands-On Core Courses</b>				
EV 003	Massage Clinic Orientation	0	0.00	
MT 200	Swedish Massage	40	1.25	
MT 400	Myotherapy - 7 Step Release System	40	1.25	MT 200 or Licensed
MT 993a	Massage Clinic - Supervised MT 1000: Block I	23	0.50	MT 200 & MT 115
MT 993b	Massage Clinic - Supervised MT 1000: Block II	23	0.50	MT 200 & MT 115
MT 993c	Massage Clinic - Supervised MT 1000: Block III	23	0.50	MT 200 & MT 115
MT 993d	Massage Clinic - Supervised MT 1000: Block IV	23	0.50	MT 200 & MT 115
OE 320	Hand & Wrist Health Maintenance	4	0.25	MT 200 or Licensed
PC 850	Cranial Unwinding	20	1.00	
RF 201	Reflexology - A Western Approach	20	0.75	
TE 220	Deep Tissue Sculpting	24	0.75	MT 200 or Licensed
TE 364	Massage Sideline Techniques w/Deep Listening	16	0.50	MT 200 or Licensed
	<b>Massage Hands-On Core Course Subtotal</b>	<b>256</b>	<b>7.75</b>	
<b>Ayurvedic Bodywork Track Courses</b>				
EC 700	Reiki I - Traditional	16	0.50	
EC 711	Reiki II – Traditional	16	0.50	EC 700
EC 720	Reiki III - Traditional	8	0.25	EC 711
PC 150	Polarity - Basic II (Ayurvedic Elements)	48	2.25	PC 100
PC 200	Polarity APP/Cranial - Practicum	30	1.25	PC 150 & PC 400
PC 700	Polarity - Reflexology	20	1.00	
PC 860	Cranial Unwinding II	24	1.00	PC 850
PC 870	Cranial Unwinding III	24	1.00	PC 850
PC 960	Polarity- Sessions Given	30	0.50	PC 150, PC 400 & PC 200
	<b>Ayurvedic Bodywork Track Course Subtotal</b>	<b>216</b>	<b>8.25</b>	
<b>Choose 227 Hours of Specialties and/or Electives</b>				
AR	Aromatherapy	100	5.50	
CRA	Cranial Unwinding	70	2.25	
HN	Holistic Nutrition Specialist	200	11.50	
HY	Hypnotherapy	100	4.75	
MEDM	Medical Massage	84	3.00	
MYO	Myotherapy	60	1.75	
RF	Reflexology	100	3.75	
RE	Reiki	60	1.75	
YO-N	Yoga Nidra	100	4.50	
YO-BP	Yoga Body Psychology	100	4.50	YTT, APP, MT
YO	Yoga Teacher Training	200	6.25	
EL 220	Face Lift Acupressure	4	0.25	
EL 600	Canine Massage	4	0.25	
MT 301	Corporate Chair	8	0.25	MT 200 or Licensed
MT 604	Advanced Lymphatic Massage	8	0.25	MT 200 or Licensed

MT 605	Neurotouch	20	1.00	MT 200 or Licensed
OE 620	Thai Massage	40	1.25	
OE 640	Thai Foot Massage	20	0.50	
RF 202	Reflexology - Pathology & Assessment for Bodyworkers	20	0.75	RF 201
RF 203	Reflexology - Emotional Balance & Being for Bodyworkers	20	0.75	
TE 142	Scar Tissue	8	0.25	MT 200 or Licensed
TE 662	Hydrotherapy/Injury Management	20	0.75	MT 200 or Licensed
	<b>Specialties &amp; Electives Subtotal</b>	<b>227</b>	<b>Varies</b>	
	<b>TOTAL</b>	<b>1000</b>		
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.				

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

Approximate Hours Breakdown: Theory: 570; Practical 430

## Professional Massage Practitioner

*Full-Time: 45 instructional Weeks, 48 calendar Weeks*

*Maximum Time Frame: 1125 Hours*

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 Ayurvedic Bodywork.

### Therapeutic Track

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
<b>Massage Core Courses</b>				
BC 110	SOAP Notes	6	0.25	
BC 301	Ethics for Massage Therapists	8	0.50	
BC 304	Business Practices for Massage Therapists	20	1.25	
BC 441	Resiliency and Self-Care for Massage Therapists	7	0.50	
MT 115	Anatomy	60	4.00	
MT 151	Kinesiology - Anatomical Applications	36	2.25	MT 115
MT 500	Physiology	60	4.00	
MT 520	First Aid	7	0.25	
MT 540	Comprehensive CPR	5	0.25	
PC 100	Polarity – Basic I	20	1.00	
PC 400	Polarity - Communications, Resonance, & Relations 1	32	2.00	
SC 415	Pathology - BW	40	2.50	
	<b>Massage Core Courses Subtotal</b>	<b>301</b>	<b>18.75</b>	
<b>Massage Hands-On Core Courses</b>				
EV 003	Massage Clinic Orientation	0	0.00	
MT 200	Swedish Massage	40	1.25	
MT 400	Myotherapy - 7 Step Release System	40	1.25	MT 200 or Licensed
MT 993a	Massage Clinic - Supervised MT 750: Block I	23	0.50	MT 200 & MT 115
MT 993b	Massage Clinic - Supervised MT 750: Block II	23	0.50	MT 200 & MT 115
MT 993c	Massage Clinic - Supervised MT 750: Block III	23	0.50	MT 200 & MT 115
OE 320	Hand and Wrist Maintenance	4	0.25	MT 200 or Licensed
PC 850	Cranial Unwinding I	20	1.00	
RF 201	Reflexology - A Western Approach for Body Workers	20	0.75	
TE 220	Deep Tissue Sculpting	24	0.75	MT 200 or Licensed

	<b>Massage Hands-On Core Courses Subtotal</b>	<b>217</b>	<b>6.75</b>	
<b>Massage Therapeutic Track Courses</b>				
AR 100	Aromatherapy - Intro	20	1.25	
EC 146	SpaLomi Massage	24	0.75	MT 200 or Licensed
EC 700	Reiki I - Traditional	16	0.50	
TE 143	Breast Health Intro	4	0.25	MT 200 or Licensed
TE 160	Carpal Tunnel/Thoracic Outlet Release	8	0.25	MT 200 or Licensed
TE 225	Rotator Cuff/Shoulder Joint	8	0.25	MT 200 or Licensed
TE 260	Fibromyalgia Therapy	16	0.50	MT 200 or Licensed
TE 302	Elder Touch - Medical	16	0.50	MT 200 or Licensed
TE 320	Lower Back Pain Release	8	0.25	MT 200 or Licensed
TE 340	Lymphatic Massage	16	0.50	MT 200 or Licensed
TE 364	Massage Sideline with Deep Listening	16	0.50	MT 200 or Licensed
TE 380	Neck Release	8	0.25	MT 200 or Licensed
TE 402	Medical Massage for Cancer Survivors	16	0.75	MT 200 or Licensed
TE 600	Rock & Unlock	12	0.25	MT 200 or Licensed
TE 650	Sports Massage - Intro	8	0.25	MT 200 or Licensed
TE 662	Hydrotherapy / Injury Management	20	0.75	MT 200 or Licensed
TE 690	Trigger Point	16	0.50	MT 200 or Licensed
	<b>Massage Therapeutic Track Subtotal</b>	<b>232</b>	<b>8.25</b>	
	<b>TOTAL</b>	<b>750</b>	<b>33.75</b>	
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.				

## Ayurvedic Bodywork

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
<b>Massage Core Courses</b>				
BC 110	SOAP Notes	6	0.25	
BC 301	Ethics for Massage Therapists	8	0.50	
BC 304	Business Practices for Massage Therapists	20	1.25	
BC 441	Resiliency and Self-Care for Massage Therapists	7	0.50	
MT 115	Anatomy	60	4.00	
MT 151	Kinesiology - Anatomical Applications	36	2.25	MT 115
MT 500	Physiology	60	4.00	
MT 520	First Aid	7	0.25	
MT 540	Comprehensive CPR	5	0.25	
PC 100	Polarity – Basic I	20	1.00	
PC 400	Polarity Communications, Resonance, & Relations 1	32	2.00	
SC 415	Pathology - BW	40	2.50	
	<b>Massage Core Course Subtotal</b>	<b>301</b>	<b>18.75</b>	
<b>Massage Hands-On Core Courses</b>				
EV 003	Massage Clinic Orientation	0	0.00	
MT 200	Swedish Massage	40	1.25	
MT 400	Myotherapy - 7 Step Release System	40	1.25	MT 200 or Licensed
MT 993a	Massage Clinic - Supervised MT 750: Block I	23	0.50	MT 200 & MT 115
MT 993b	Massage Clinic - Supervised MT 750: Block II	23	0.50	MT 200 & MT 115
MT 993c	Massage Clinic - Supervised MT 750: Block III	23	0.50	MT 200 & MT 115
OE 320	Hand & Wrist Health Maintenance	4	0.25	MT 200 or Licensed

PC 850	Cranial Unwinding	20	1.00	
RF 201	Reflexology - A Western Approach	20	0.75	
TE 220	Deep Tissue Sculpting	24	0.75	MT 200 or Licensed
TE 364	Massage Sideline Techniques w/Deep Listening	16	0.50	MT 200 or Licensed
<b>Massage Hands-On Core Course Subtotal</b>		<b>233</b>	<b>7.25</b>	
<b>Ayurvedic Bodywork Track Courses</b>				
EC 700	Reiki I - Traditional	16	0.50	
EC 711	Reiki II - Traditional	16	0.50	EC 700
EC 720	Reiki III - Traditional	8	0.25	EC 711
PC 150	Polarity - Basic II (Ayurvedic Elements)	48	2.25	PC 100
PC 200	Polarity APP/Cranial - Practicum	30	1.25	PC 150 & PC 400
PC 700	Polarity - Reflexology	20	1.00	
PC 860	Cranial Unwinding II	24	1.00	PC 850
PC 870	Cranial Unwinding III	24	1.00	PC 850
PC 960	Polarity- Sessions Given	30	0.50	PC 150, PC 400 & PC 200
<b>Ayurvedic Bodywork Track Course Subtotal</b>		<b>216</b>	<b>8.25</b>	
<b>TOTAL</b>		<b>750</b>	<b>34.25</b>	
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.				

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: 1117 Hours*

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 745-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.

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
SC 250	Botany	45	3.00	
BC 540	Business Development & Entrepreneurial Support	40	2.25	
HN 121	Nutrition - Foundations of Transformational Healing & Holistic Nutrition	40	2.50	
SC 240	Herbal Sciences	62	4.00	
CC 440	Western Herbalism - Applied Ethics	15	1.00	



CC 450	Conscious Living and Urban Farming	30	2.00	
BC 542	Applied Entrepreneurship	45	3.00	
WH 100	Western Herbalism - Breaking Ground: Foundations of American Herbal Studies	30	2.00	
WH 210	Western Herbalism - Sect A - Sowing	45	2.50	WH 100
WH 220	Western Herbalism - Sect B - Germination	45	2.50	WH 210
WH 230	Western Herbalism - Sect C - Growth	45	2.50	WH 220
WH 240	Western Herbalism - Sect D - Harvest	45	2.50	WH 230
WH 275	Western Herbalism - Herbal Flowers	16	1.00	
WH 280	Western Herbalism - Herbal Bio Arts Clinic Preparations	45	3.00	WH 230
WH 305	Western Herbalism - Practicum	60	1.25	WH 240
WH 377	Western Herbalism - Formulary Practicum	18	0.75	WH 240
WH 360	Western Herbalism - Internship/Externship - Awakening	49	1.00	WH 100
WH 256	Western Herbalism - The Green Man	12	0.75	WH 100
WH 365	Western Herbalism - Manufacturing & Remedy Production	14	0.50	
WH 265	Western Herbalism - The Herbal Goddess	18	1.00	
WH 276	Western Herbalism - Plants and People	10	0.25	
WH 291	Western Herbalism - Desert Medicines	8	0.25	
WH 250	Western Herbalism - Herbs for Babies & Children	8	0.50	
<b>Total Western Herbalism Courses</b>		<b>745</b>	<b>40.00</b>	

Notes: All Tuition information and Credential Awarded Found above in the tuition guide  
Approximate Hours Breakdown: Theory: 530; Practical 215

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: 900 Hours*

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 in which they are prepared to serve in the world.

Code	Course	Clock	Credit	Pre-Requisite
YO 111	Yoga - Module I - UNITY Yoga Foundations	60	2.00	
YO 112	Yoga - Module II - UNITY Yoga Teaching Foundations	60	2.00	YO 111
YO 113	Yoga - Module III - UNITY Yoga Deepening the Teaching Path	60	2.00	YO 112
YO 119	Yoga - UNITY Yoga Practicum	20	0.25	
<b>Unity Yoga Teacher Training Subtotal</b>		<b>200</b>	<b>6.25</b>	
<b>Advanced Yoga Teacher Training Core Courses</b>				

YO 450	Yogic Energy Anatomy & Chakras	30	1.00	
YO 451	Applied Yoga Anatomy	30	1.50	
YO 560	Yoga - Philosophy & Meditation	30	1.00	
YO 455	Business of Yoga	30	1.00	
YO 456	Therapeutic Postures 1 (Yin)	20	1.00	YO 111
YO 457	Therapeutic Postures 2 (Restorative)	20	1.00	YO 111
YO 434	Postures of Consciousness	20	1.00	YTT 200
YO 435	Advanced Practicum	30	0.50	
<b>Advanced Yoga Teacher Training Core Subtotal</b>		<b>210</b>	<b>8.00</b>	
<b>Yoga Studio Core Courses</b>				
YO 442	Modified Poses, Props & Principles	30	0.75	YO 111
YO 441	Advanced Sequencing	30	1.00	YO 111
<b>Yoga Studio Core Subtotal</b>		<b>60</b>	<b>1.75</b>	

#### Choose 130 Hours of Yoga Specialties or Yoga Electives

YO-N	Yoga Nidra	100	4.50	
YO-BP	Yoga Body Psychology	100	4.50	YTT 200
YO 132	Intro to Sacred Sound & Meditation	20	0.75	
YO 555	Yoga - The Bhakti Path: Devotion, Song & Ceremony	30	1.00	
EC 132	Sound Healing for Practitioners	20	0.75	
YO 506	Transformational Yoga Coaching	40	1.75	
YO 536	Transformational Yoga Coaching II - Thai Bodywork	20	1.00	YO 506
YO 453	Foundations of Ayurveda	20	1.25	
YO 466	Yoga - Advanced YIN	20	1.00	YO 456
YO 530	Pre & Postnatal Yoga	20	1.00	

Notes: All Tuition information and Credential Awarded Found above in the tuition guide  
Approximate Hours Breakdown: Theory: 350; Practical 250

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: 1200 Hours

For those diving deep into an all-encompassing yoga career, it's important to find the right expression of how you will serve in the world. For that reason, we offer two distinct paths: A Yoga Therapy path and a Yoga Studio Healing Arts Practitioner path. Of the Advanced Yoga classes, 240 hours are shared between the two tracks; students then select multiple 100-hour therapeutic specialties, including Yoga Nidra, Yoga Body Psychology, Reiki, Polarity, Health & Wellness Coach, Nutrition, Reflexology, or Aromatherapy. Those students choosing the Yoga Therapy track must choose only yoga-based specializations or electives.

### Therapy Track

<b>Yoga - Unity Yoga Teacher Training Courses</b>				
YO 111	Yoga - Module I - UNITY Yoga Foundations	60	2.00	
YO 112	Yoga - Module II - UNITY Yoga Teaching Foundations	60	2.00	YO 111
YO 113	Yoga - Module III - UNITY Yoga Deepening the Teaching Path	60	2.00	YO 112
YO 119	Yoga - UNITY Yoga Practicum	20	0.25	
<b>Unity Yoga Teacher Training Subtotal</b>		<b>200</b>	<b>6.25</b>	
<b>Advanced Yoga Teacher Training Core Courses</b>				
YO 450	Yogic Energy Anatomy & Chakras	30	1.00	

YO 451	Applied Yoga Anatomy	30	1.50	
YO 560	Yoga - Philosophy & Meditation	30	1.00	
YO 455	Business of Yoga	30	1.00	
YO 456	Therapeutic Postures 1 (Yin)	20	1.00	YO 111
YO 457	Therapeutic Postures 2 (Restorative)	20	1.00	YO 111
YO 434	Postures of Consciousness	20	1.00	YTT 200
YO 435	Advanced Practicum	30	0.50	
<b>Advanced Yoga Teacher Training Core Subtotal</b>		<b>210</b>	<b>8.00</b>	

#### Choose 390 Hours of Yoga Therapy Course Work

YO-BP	Yoga Body Psychology	100	4.50	YTT 200
YO-N	Yoga Nidra	100	4.50	
YO 405	Yoga Nidra V - Advanced Techniques Part I	20	0.50	YN-N
YO 406	Yoga Nidra VI - Advanced Techniques Part II	20	0.50	YO 405
YO 506	Transformational Yoga Coaching	40	1.75	
YO 536	Transformational Yoga Coaching II - Thai Bodywork	20	1.00	YO 506
YO 453	Foundations of Ayurveda	20	1.25	
YO 454	Physiology and Health Conditions for Yoga Therapists	30	2.00	
TC 630	Somatic Psychology: The Neuroscience of Regulation & Trauma	30	2.00	
YT 990	Yoga Therapy Assessment	10	0.50	
YO 132	Intro to Sacred Sound & Meditation	20	0.75	
EC 132	Sound Healing for Practitioners	20	0.75	
YO 701	Yoga - Integral Breath Therapy	40	1.75	
YO 702	Yoga - Integral Breath Therapy Practicum	20	0.25	
YO 555	Yoga - The Bhakti Path: Devotion, Song & Ceremony	30	1.00	
YO 466	Yoga - Advanced YIN	20	1.00	
PC 100	Polarity - Basic I	20	1.00	
YT 901	Yoga Therapy Advanced Practicum	30	1.00	Capstone

## Studio

Yoga - Unity Yoga Teacher Training Courses				
Code	Course	Clock	Credit	Pre-Requisite
YO 111	Yoga - Module I - UNITY Yoga Foundations	60	2.00	
YO 112	Yoga - Module II - UNITY Yoga Teaching Foundations	60	2.00	YO 111
YO 113	Yoga - Module III - UNITY Yoga Deepening the Teaching Path	60	2.00	YO 112
YO 119	Yoga - UNITY Yoga Practicum	20	0.25	
<b>Unity Yoga Teacher Training Subtotal</b>		<b>200</b>	<b>6.25</b>	
Advanced Yoga Teacher Training Core Courses				
YO 450	Yogic Energy Anatomy & Chakras	30	1.00	
YO 451	Applied Yoga Anatomy	30	1.50	
YO 560	Yoga - Philosophy & Meditation	30	1.00	
YO 455	Business of Yoga	30	1.00	
YO 456	Therapeutic Postures 1 (Yin)	20	1.00	YO 111
YO 457	Therapeutic Postures 2 (Restorative)	20	1.00	YO 111
YO 434	Postures of Consciousness	20	1.00	YTT 200
YO 435	Advanced Practicum	30	0.50	
<b>Advanced Yoga Teacher Training Core Subtotal</b>		<b>210</b>	<b>8.00</b>	
Yoga Studio Core Courses				
YO 442	Modified Poses, Props, & Principles	30	0.75	YO 111
YO 441	Advanced Sequencing	30	1.00	YO 111
<b>Yoga Studio Core Subtotal</b>		<b>60</b>	<b>1.75</b>	

### Choose 100 Hours of Yoga Specialties or Yoga Electives

YO-N	Yoga Nidra	100	4.50	
YO-BP	Yoga Body Psychology	100	4.50	YTT 200
YO 132	Intro to Sacred Sound & Meditation	20	0.75	
EC 132	Sound Healing for Practitioners	20	0.75	
YO 506	Transformational Yoga Coaching	40	1.75	
YO 536	Transformational Yoga Coaching II - Thai Bodywork	20	1.00	
YO 466	Yoga - Advanced YIN	20	1.00	YO 456
YO 530	Pre & Postnatal Yoga	20	1.00	
YO 555	Yoga - The Bhakti Path: Devotion, Song & Ceremony	30	1.00	
YO 453	Foundations of Ayurveda	20	1.25	

### Choose 200 Hours of Specialties and/or Electives

YO-N	Yoga Nidra	100	4.50	
YO-BP	Yoga Body Psychology	100	4.50	YTT 200
YO 132	Intro to Sacred Sound & Meditation	20	0.75	
EC 132	Sound Healing for Practitioners	20	0.75	
YO 506	Transformational Yoga Coaching	40	1.75	
YO 536	Transformational Yoga Coaching II - Thai Bodywork	20	1.00	YO 506
YO 453	Foundations of Ayurveda	20	1.25	
YO 405	Yoga Nidra V - Advanced Techniques Part I	20	1.00	YN-N
YO 406	Yoga Nidra VI - Advanced Techniques Part II	20	1.00	YO 405
YO 466	Yoga - Advanced YIN	20	1.00	YO 456
YO 530	Pre & Postnatal Yoga	20	1.00	
RE	Reiki	100	3.00	
HY	Hypnotherapy	100	4.75	
HWC	Health & Wellness Coach	200	10.25	
CRA	Cranial Unwinding	200	8.50	
POLAPP	Polarity	200	9.00	

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.

## Integrative Yoga Therapy

Full-Time: 75 instructional Weeks, 82-85 calendar Weeks

Maximum Time Frame: 1500 Hours

Southwest Institute of Healing Arts' Integrative Yoga Therapy Diploma includes a wide variety of therapeutic yogic technologies. It includes 300 hours of I AM Yoga (R) trainings, from the lineage of Gurudev Amrit Desai and his daughter Kamini Desai: Yoga Nidra, Yoga Body Psychology, Posture of Consciousness, and Principles of Meditation in Motion. Graduates are prepared to teach safe and transformative group yoga classes, as well as to work one-on-one with clients to address body-held tensions and traumas.

The diploma program is designed to meet the requirements of the International Association of Yoga Therapists (IAYT). Through a partnership with Amrit Yoga Institute (AYI) students may make application with IAYT to receive the designation of C-IAYT Yoga Therapist.

### Yoga Advanced Teacher Training Core Courses



Yoga - Unity Yoga Teacher Training Courses				
Code	Course	Clock	Credit	Pre-Requisite
YO 111	Yoga - Module I - UNITY Yoga Foundations	60	2.00	
YO 112	Yoga - Module II - UNITY Yoga Teaching Foundations	60	2.00	YO 111
YO 113	Yoga - Module III - UNITY Yoga Deepening the Teaching Path	60	2.00	YO 112
YO 119	Yoga - UNITY Yoga Practicum	20	0.25	
Unity Yoga Teacher Training Subtotal		200	6.25	

#### Advanced Yoga Teacher Training Core Courses

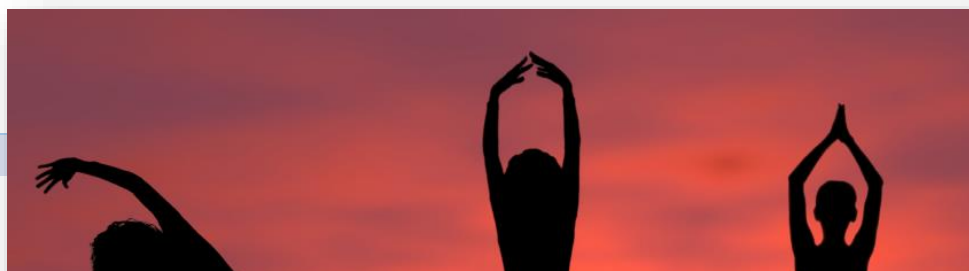
YO 434	Posture of Consciousness	20	1.00	YTT 200
YO 450	Yogic Energy Anatomy & Chakras	30	1.00	
YO 456	Therapeutic Postures 1 (Yin)	20	1.00	YO 111
YO 457	Therapeutic Postures 2 (Restorative)	20	1.00	YO 111
YO 455	Business of Yoga	30	1.00	
YO 451	Applied Yoga Anatomy	30	1.50	
YO 560	Yoga - Philosophy & Meditation	30	1.00	
Advanced Yoga Teacher Training Core Subtotal		180	7.50	

#### Yoga Therapy Core Courses

PC 100	Polarity - Basic I	20	1.00	
YO 540	Trauma Informed Communications for Yoga Teachers	30	2.00	
YO 438	Yoga - I AM Yoga®: Principles of Meditation in Motion®	40	1.00	
YO-N	Yoga Nidra	100	4.50	
YO 405	Yoga Nidra V - Advanced Techniques Part I	20	1.00	YO-N
YO 406	Yoga Nidra VI - Advanced Techniques Part II	20	1.00	YO 405
YO-BP	Yoga Body Psychology	100	4.50	YTT 200
YO 701	Integral Breath Therapy	40	1.75	
YO 702	Integral Breath Therapy Practicum	20	0.25	
YO 454	Physiology and Health Conditions for Yoga Therapists	30	2.00	
YO 506	Transformational Yoga Coaching	40	1.75	
YO 537	Transformational Yoga Coaching II – Thai Bodywork	20	0.50	
EC 132	Sound Healing for Practitioners	20	0.75	
TC 630	Somatic Psychology: The Neuroscience of Regulation & Trauma	30	2.00	
YO 453	Foundations of Ayurveda	20	1.25	
YO 462	Putting it All Together & Yoga Therapy Assessment	20	0.25	
YO 463	Advanced Yoga Therapy Supervised Practicum	50	0.25	
Yoga Therapy Core Subtotal		620	25.75	
Integrative Yoga Therapy Total		1000	39.50	

Notes: All Tuition information and Credential Awarded Found above in the tuition guide  
Approximate Hours Breakdown: Theory: 615; Practical 385

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.

## 100-Hour Certificates of Excellence – On Campus

### 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

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
AR 100	Aromatherapy - Intro	20	1.25	
AR 101	Aromatherapy - Advanced	32	2.00	AR 100
AR 110	Aromatherapy - Pharmacology	8	0.50	AR 100
AR 106	Aromatherapy For the Spirit	20	1.25	
	Aromatherapy Elective (see options below)	20	varies	
<b>Total</b>		<b>100</b>	<b>5.5-6.25</b>	

### Aromatherapy Elective Options

AR 425	Aromatherapy - Massage with Oils	16	0.50	MT 200 or Licensed
AR 120	Aromatherapy - Therapeutic Touch	8	0.25	
AR 125	Aromatherapy - Essential Oil Hydrating Wrap	8	0.25	MT 200 or Licensed
AR 115	Aromatherapy - Foot Chakra Reflexology	8	0.25	
AR 132	Flower Essences	16	1.00	
AR 109	Aromatherapy - Ginger Compress	4	0.25	

AR 150	Aromatherapy - Spirit of the Stones	20	0.50	MT 200 or Licensed
AR 300	Aromatherapy - Toning & Detox	4	0.25	
AR 118	Aromatherapy - Wellness for Women	8	0.25	

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

### 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.

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
HY 101	Hypnotherapy - Level I	20	1.25	
HY 201	Hypnotherapy - Level II	40	2.50	HY 101
HY 301	Hypnotherapy - Level III	40	1.00	HY 201
	<b>TOTAL</b>	<b>100</b>	<b>4.75</b>	

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 membership in either NATH (National Association of Transpersonal Hypnotherapists) or ABH (American Board of Hypnotherapy). Applicants to SWIHA Hypnotherapy programs who have felony convictions may not be eligible for the optional certifications (e.g., NATH, IMDHA).

## End-of-Life Doula

### Self-Paced

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

This 100-hour Certificate of Excellence explores the last great mystery of life – death. No matter how much we deny, fear, or try to avoid the inevitable, death eventually comes to us all. We will discuss spiritual beliefs about life death and the afterlife. During this series of courses, you may confront your own feelings about death and dying and determine what dying well means for you personally. You'll learn to support clients through the grieving process and conduct rituals and ceremonies for honoring the end of life. Our certificate of excellence programs are avocational, and these courses/programs are designed exclusively for personal or professional development and enhancement.

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
DD 101	Death, Dying, & Afterlife	30	1.75	
DD 201	Life Review & Processing Grief	30	1.50	DD 101
DD 301	End-of-Life Rituals & Ceremonies	40	2.00	DD 201
	<b>TOTAL</b>	<b>100</b>	<b>5.25</b>	

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.

## Intuitive Guide

### *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 Certificate 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.

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
IG 101	Introduction to Intuitive Guidance	20	1.00	
IG 201	Angels and Guides	20	1.25	
IG 301	Intuitive Guidance – Practical Application	40	1.25	AG 201
IG 401	Business of Intuitive Guidance	20	1.25	
	<b>Total</b>	<b>100</b>	<b>4.75</b>	

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.

## 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.

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
TE 143	Breast Health I	4	0.25	MT 200 or Licensed
TE 302	Elder Touch - Medical	16	0.50	MT 200 or Licensed
TE 260	Fibromyalgia Therapy	16	0.50	MT 200 or Licensed
TE 340	Lymphatic Massage I	16	0.50	MT 200 or Licensed
TE 364	Massage - Sideline Techniques with Deep Listening	16	0.50	MT 200 or Licensed
TE 402	Medical Massage for Cancer Survivors	16	0.75	MT 200 or Licensed
MT 604	Lymphatic Massage - Advanced	8	0.25	MT 200 or Licensed
TE 142	Scar Tissue Massage	8	0.25	MT 200 or Licensed



		<b>TOTAL</b>	<b>100</b>	<b>3.50</b>	
--	--	--------------	------------	-------------	--

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.

## Modern Spirituality Celebrant

### *Self-Paced*

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

This 100-hour Certificate of Excellence provides space and time for students to explore a grounded, inclusive understanding of spirituality. You are invited to deconstruct limiting beliefs about a hierarchical relationship with the god of your understanding and discover ways to express beliefs that align with your values. As a Spiritual Coach, you can hold space for people as they find their own path that meets their spiritual needs. As a Celebrant, you have the opportunity to serve people through ceremony as they mark the important milestones of their lives: births, weddings, losses, and other major transitions. Our certificate of excellence programs are avocational, and these courses/programs are designed exclusively for personal or professional development and enhancement.

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
SP 152	Grounded Spirituality	20	1.25	
SP 162	Mysticism: Finding your Personal Path	30	1.50	
SP 335	The Art of Spiritual Expression	20	1.00	
SP 525	Serving Through Ceremony	30	1.50	
<b>TOTAL</b>		<b>100</b>	<b>5.25</b>	

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.

## 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.

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
MT 400	Myotherapy - 7 Step Release	40	1.25	MT 200 or Licensed
TE 160	Carpal Tunnel/Thoracic Outlet Release	8	0.25	MT 200 or Licensed
TE 320	Lower Back Pain Release	8	0.25	MT 200 or Licensed
TE 380	Neck Release	8	0.25	MT 200 or Licensed
TE 364	Massage Sideline w/Deep Listening	16	0.50	MT 200 or Licensed
TE 600	Rock and Unlock	12	0.25	MT 200 or Licensed

TE 225	Rotator Cuff/Shoulder Joint	8	0.25	MT 200 or Licensed
	<b>TOTAL</b>	<b>100</b>	<b>3.00</b>	

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.

## 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 120-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.

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
RF 201	Reflexology - Western Approach	20	0.75	
RF 202	Reflexology - Pathology & Assessment	20	0.75	
RF 203	Reflexology - Emotional Balance & Being	20	0.75	
EL 146	Auriculotherapy	20	0.75	
	Reflexology Electives (electives listed below)	40	varies	
	<b>REFLEXOLOGY CORE COURSES SUB TOTAL</b>	<b>80</b>	<b>3.00</b>	
<i>CHOOSE 40 HOURS OF ELECTIVES *Recommended Electives-other elective choices available please see advisor for more information</i>				
RF 151	Toe Reading - Reflexology Assessment I - Elemental	20	0.50	
RF 162	Toe Reading II - Soul Coaching	20	0.50	
PC 700	Polarity - Reflexology	20	1.00	
OE 640	Thai Massage - Foot Massage	20	0.50	
AR 115	Aromatherapy - Foot Chakra Reflexology	8	0.25	
RF 218	East Indian Massage	8	0.25	
RF 575	Reflexology - Hand	4	0.25	
EC 106	Energetic Acupressure-Introduction	16	0.50	
EL 220	Face-Lift Acupressure	4	0.25	
	<b>ELECTIVES SUB TOTAL</b>	<b>40</b>	<b>0.75</b>	
	<b>TOTAL</b>	<b>120</b>	<b>varies</b>	

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.

## Reiki – Traditional or Transformational

### 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.

**Transformational - 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.

**Transformational - 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 responses all traditions, denominations, beliefs, and walks of faith.

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
<b>Reiki - Traditional</b>				
EC 700	Reiki I - Traditional	16	0.50	
EC 711	Reiki II - Traditional	16	0.50	EC 700
EC 798	Reiki Clinic	8	0.25	EC 711
EC 720	Reiki III - Advanced	8	0.25	EC 711
EC 766	Reiki Master/Teacher Initiation *	20	0.50	EC 720, EC 776, or EC 803, & EC 798
	Reiki Electives	32		
	<b>Total Core Classes for Traditional Reiki</b>	<b>100</b>	<b>2.00</b>	
<b>Reiki - Transformational (choose Holy or Shamanic focus)</b>				
<b>Reiki - Transformational Holy focus</b>				
EC 812	Holy Reiki I & II Discovery & Deepening	20	0.75	
EC 813	Holy Reiki III - Heaven's Gate	20	0.50	EC 812
EC 798	Reiki Clinic	8	0.25	EC 812
EC 767	Reiki - Holy Master/Teacher Initiation	20	0.50	EC 813 & EC 798
	Reiki Electives (see options below)	32	varies	
	<b>Total Classes for Holy Reiki</b>	<b>100</b>	<b>2.00</b>	
<b>Reiki - Transformational Shamanic focus</b>				
EC 775	Shamanic Reiki I/II	20	0.75	
EC 776	Shamanic Reiki III and Beyond	20	0.50	EC 775
EC 798	Reiki Clinic	8	0.25	EC 775
EC 766	Reiki Master/Teacher Initiation *	20	0.50	EC 720, EC 776, or EC 803, & EC 798
	Reiki Electives	32	varies	
	<b>Total Classes for Shamanic Reiki</b>	<b>100</b>	<b>3.00</b>	
<b>Reiki Electives</b>				
EC 731	Reiki & Beyond - Sound and Vibration	16	0.50	Reiki II
EC 750	Reiki Symbolism & Geometric	16	0.50	Reiki II
EC 741	Reiki - Angels, Guides, and Masters	8	0.25	Reiki II
EC 791	Reiki for Prosperity	8	0.25	Reiki II
AR 120	Aromatherapy - Therapeutic Touch	8	0.25	
EC 700	Reiki I - Traditional	16	0.50	

EC 775	Reiki I/II - Shamanic	20	0.75	
EC 812	Holy Reiki I & II Discovery & Deepening	20	0.75	

\* Students may take Reiki Master/Teacher Initiation after completing Reiki I, II, & III; however, will not be eligible to receive final certificate until Reiki clinic and elective are completed. Shamanic Reiki varies.

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.

## Shamanic Principles and Pathways

### Self-Paced

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

No matter the culture, across the world and throughout history, our indigenous ancestors have shared common and consistent ways of relating with the world around them. Through the Shamanic Principles and Pathways Certificate of Excellence, students begin exploring some of these common themes and learning how to integrate them into their own life and practice. Students are invited to begin connecting with their own ancestry to explore their unique indigenous heritage, so they better understand and respect these first people's cultures and how they influenced physical and spiritual healing throughout history. Students are introduced to a variety of ceremonies, with a focus on the interconnectedness of all our relations through the wheel of life, the making of shamanic tools, shamanic journeying, spirit guides, self-healing, and an integrated understanding of the upper, middle, and lower worlds.

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
EC 775	Shamanic Reiki I/II	20	0.75	
EC 776	Shamanic Reiki III and Beyond	20	0.50	EC 775
EC 777	Shamanic Wheel of Life	20	0.50	
EC 778	Shamanic Pathways	40	1.25	
	<b>Total</b>	<b>100</b>	<b>3.00</b>	

## Urban Farming

### Self-Paced

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

Urban Framers contributed to their local food economy by growing and selling fresh vegetables and fruits, and making them available to local consumers.

SWIHA's Certificate of Excellence for Urban Farming and Conscious Living teaches students how to transform their personal and community green spaces into productive gardens. Students will study techniques for growing food for their own use or to share and sell. This certificate requires students to participate in class field days to local Urban Farms, where they will practice and participate in grassroots hands-on learning opportunities while building a small garden of their own.

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
CC 450	Conscious Living and Urban Farming	30	2.00	
UF 100	Urban Farming – Field-to-Fork	40	2.00	CC 450
UF 101	Urban Farming – Seed-to-Sale	30	1.50	CC 450
	<b>TOTAL</b>	<b>100</b>	<b>5.50</b>	



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.

## Western Herbalism – Holistic Herbal Remedies

### *Self-Paced*

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

This certificate offers an introduction to herbalism, and an overview of topics for those interested in the expansive study of healing with plants. Each course provides a look into the larger area of herbal medicine. Students will be introduced to the world of plants and learn an appreciation for this kingdom and a sense of stewardship. The focal course in this curriculum lays a groundwork for plant study, with introductions to medicine making, herbalism vocabulary, field study with native desert flora, herb gardening and other lessons that provide tools to proceed into further learning about herbs. The other coursework in this curriculum offers attention to specialty topics for self-care and planet stewardship. There is also a focus on botanicals for women, for children, and for men.

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
WH 100	Western Herbalism - Breaking Ground: Foundations of American Herbal Studies	30	2.00	
WH 365	Western Herbalism - Manufacturing & Remedy Production	14	0.50	
WH 250	Western Herbalism - Herbal Specialties, Babies & Children	8	0.50	
WH 256	Western Herbalism - The Green Man	12	0.75	
WH 265	Western Herbalism - The Herbal Goddess	18	1.00	
WH 291	Western Herbalism - Desert Medicines	8	0.25	
WH 276	Western Herbalism - Plants and People	10	0.25	
<b>Total</b>		<b>100</b>	<b>5.25</b>	

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

## 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.

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
YO 421	Yoga - Body Psychology I	20	1.00	YTT 200, Polarity APP or Massage Therapy

YO 422	Yoga - Body Psychology II	20	1.00	YO 421 P\$
YO 423	Yoga - Body Psychology III	20	1.00	YO 422 P\$
YO 424	Yoga - Body Psychology IV	20	1.00	YO 423 P\$
YO 425	Yoga - Body Psychology Practicum	20	0.50	YO 424 P\$
	<b>TOTAL</b>	<b>100</b>	<b>4.50</b>	

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.

## 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.

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
YO 401	Yoga - Yoga Nidra I	20	1.00	
YO 402	Yoga - Yoga Nidra II	20	1.00	YO 401
YO 403	Yoga - Yoga Nidra III	20	1.00	YO 402
YO 404	Yoga - Yoga Nidra IV	20	1.00	YO 403
YO 409	Yoga - Yoga Nidra Practicum	20	0.50	YO 403
	<b>TOTAL</b>	<b>100</b>	<b>4.50</b>	

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.

## 100-Hour Certificates of Excellence – Online

### End-of-Life Doula

#### Self-Paced

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

This 100-hour online Certificate of Excellence explores the last great mystery of life – death. No matter how much we deny, fear, or try to avoid the inevitable, death eventually comes to us all. We will discuss spiritual beliefs about life death and the afterlife. During this series of courses, you may confront your own feelings about death and dying and determine what dying well means for you personally. You'll learn to support clients through the grieving process and conduct rituals and ceremonies for honoring the end of life. Our certificate of excellence programs are avocational, and these courses/programs are designed exclusively for personal or professional development and enhancement.

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
DD 101-OL	Death, Dying, & Afterlife	30	1.75	
DD 201-OL	Life Review & Processing Grief	30	1.50	DD 101-OL
DD 301-OL	End-of-Life Rituals & Ceremonies	40	2.00	DD 201-OL
	<b>TOTAL</b>	<b>100</b>	<b>5.25</b>	

## Healing Botanicals & Earth Ceremonies 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)

This 100-hour online Certificate of Excellence explores the ceremonies that connect us with the Earth and all her inhabitants. Invite in the energy of plants through cultivation, preparation, intention, and ritual. Our certificate of excellence programs are avocation, and these courses/programs are designed exclusively for personal or professional development and enhancement.

Code	Course	Clock	Credit	Pre-Req
BE 101-OL	Earth Ceremonies	30	1.50	N/A
BE 201-OL	Healing Botanicals I	30	1.50	BE 101-OL
BE 301-OL	Healing Botanicals II	40	2.00	BE 201-OL
	<b>Subtotal</b>	100	5.00	

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.

## 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.

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
HY 105-OL	Hypnotherapy - Foundations Level I ONLINE	30	1.75	
HY 205-OL	Hypnotherapy - Foundations Level II ONLINE	30	1.50	HY 101
HY 305-OL	Hypnotherapy - Foundations Level III ONLINE	40	1.75	HY 201
	<b>TOTAL</b>	<b>100</b>	<b>5.00</b>	

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 membership from either NATH (National Association of Transpersonal Hypnotherapists) or ABH (American Board of Hypnotherapy). Applicants to SWIHA Hypnotherapy programs who have felony convictions may not be eligible for the optional certifications (e.g., NATH, IMDHA).

## Intuitive Coach Online

### *Self-Paced*

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

This 100-hour online Certificate of Excellence is designed to increase your trust in your connection to divine guidance while developing your ability to hold space for clients. You will learn about various guides like angels and ascended masters who may be offering both you and your clients their support. Use tools and techniques from psychology and spirituality to meet the needs of your client. Our certificate of excellence programs are avocational, and these courses/programs are designed exclusively for personal or professional development and enhancement.

#### Online Version

Code	Course	Clock	Credit	Pre-Requisites
SC 101-OL	Foundations of Intuitive Coaching	30	1.75	
SC 201-OL	Angels, Guides, & Ancestors	30	1.50	SC 101-OL
SC 301-OL	Practical Applications in Intuitive Coaching	40	1.75	SC 201-OL
	<b>Subtotal</b>	<b>100</b>	<b>5.00</b>	

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.

## 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)*

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
LC 101-OL	Foundations of Life Coaching	30	1.75	
LC 201-OL	Applied Coaching Skills	30	1.50	LC 101-OL
LC 301-OL	Life Coaching Practice and Ethics	40	1.75	LC 101-OL
	<b>TOTAL</b>	<b>100</b>	<b>5.00</b>	

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.

## Mindful Meditation 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)*

This 100-hour online Certificate of Excellence will allow students to explore various meditation techniques, reframe their understanding of meditation, practice mindful meditation, and cultivate the skills necessary to guide clients through mindful meditation. Serving as a mindful meditation facilitator offers a unique opportunity to support others in discovering their personal doorway into meditation and ultimately, into presence. You will learn about deepening your personal meditation practice holding space through conscious connecting, developing language that invites permission and safety, incorporating guided meditation scripts into client sessions, and following your intuitive intelligence to guide clients through meditation. Our certificate of excellence programs are avocational, and these courses/programs are designed exclusively for personal or professional development and enhancement.



Code	Course	Clock Hours	Credit Hours	Pre-Requisite
MM 101-OL	Mindfulness: Introduction	30	2.00	
MM 301-OL	Mindful Meditation Techniques	30	2.00	
MM 401-OL	Mindful Meditation Facilitator	40	2.00	
	<b>Total</b>	<b>100</b>	<b>6.00</b>	

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.

## 200-Hour Certificates of Excellence – On-Campus

### 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.

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
PC 850	Cranial Unwinding I	20	1.00	
PC 860	Cranial Unwinding II	24	1.00	PC 850
PC 870	Cranial Unwinding III	24	1.00	PC 850
PC 880	Cranial Unwinding IV	24	1.00	PC 850
PC 855	Cranial Anatomy - Listening Skills	16	0.75	PC 850
PC 400	Polarity - Communication, Resonance, and Relations I	32	2.00	
PC 200	Polarity APP/Cranial - Practicum	30	1.25	PC 850 & PC 400
PC 961	Cranial Unwinding - Clinic	30	0.50	PC 850, PC 400 & PC 200
	<b>TOTAL</b>	<b>200</b>	<b>8.50</b>	

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.

### Health and Wellness Coach

#### *Self-Paced*

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

The Health and Wellness Coaching certificate is for individuals who are motivated to lead healthier lives, be centered in their wellness, and inspire others to do the same. At the core of this program is a belief in the mind-body-spirit connection and that each of us has a deep, inner knowing. When we connect with that knowing, we can achieve our individual health and wellness goals that are connected with our values! You will learn:

- how to structure individual coaching sessions and the journey of the coaching relationship
- techniques and processes for developing and maintaining relationships with your clients

- how to support goal-setting and personal growth, and guide the behavior modification needed to succeed
- the basics of health and wellness, including necessary changes for preventing and recovering from disease and avoiding risky behaviors
- how to help your clients find their passions, improve their performance, overcome obstacles and enhance their quality of life

Code	Course	Clock	Credit	Pre-Requisites
HC 101	Foundations of Wellness Coaching	20	1.00	
HC 201	Professional Wellness Coaching and Ethics	40	2.00	HC 101
HC 301	Advanced Wellness Coaching 1	30	1.50	HC 201
HC 302	Advanced Wellness Coaching 2	30	1.50	HC 301
HC 155	Anatomy of Wellness	30	1.50	HC 101
HC 156	Health Conditions	30	1.50	HC 101
HC 401	NBHCW Exam Prep	20	1.25	HWC 200
	<b>Subtotal</b>	<b>200</b>	<b>10.25</b>	

### 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 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.

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
HN 121	Nutrition - Foundations of Transformational Healing and Holistic Nutrition	40	2.50	
HN 122	Nutrition - Understanding Micronutrients, Macronutrients, and Supplements for Optimum Health	40	2.50	HN 121
MF 105	Foundations of Mindful Eating	30	1.75	
HN 155	Nutrition - Comparative Dietary Systems	20	1.25	HN 121
NC 200	Nutrition - Whole Food Cooking	20	0.50	
HN 222	Nutrition - Raw Food Cuisine	20	1.00	
HN 250	Nutrition – Nutritional Assessment & Coaching	30	2.00	HN 121, HN 122, MF 105
	<b>TOTAL</b>	<b>200</b>	<b>11.5</b>	

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

Approximate Hours Breakdown: Theory: 190; Practical 10

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.

## 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) Certificate of Excellence 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.

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
PC 850	Cranial Unwinding I	20	1.00	
PC 100	Polarity - Basic I	20	1.00	
PC 700	Polarity - Reflexology	20	1.00	
PC 400	Polarity - Communication, Resonance, & Relations I	32	2.00	
PC 150	Polarity - Basic II (Ayurvedic Elements)	48	2.25	PC 100
PC 200	Polarity APP/Cranial - Practicum	30	1.25	PC 100 + PC 400
PC 960	Polarity - Clinic	30	0.50	PC 150, PC 400 & PC 200
<b>TOTAL</b>		<b>200</b>	<b>9.00</b>	

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.

## 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).

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
YO 111	Yoga - Module I - UNITY Yoga Foundations	60	2.00	
YO 112	Yoga - Module II - UNITY Yoga Teaching Foundations	60	2.00	YO 111
YO 113	Yoga - Module III - UNITY Yoga Deepening the Teaching Path	60	2.00	YO 112
YO 119	Yoga - UNITY Yoga Practicum	20	0.25	
<b>TOTAL</b>		<b>200</b>	<b>6.25</b>	

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

Approximate Hours Breakdown: Theory: 100; Practical 100

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.

## 200-Hour Certificates of Excellence – Online

### Health and Wellness Coaching – IDL

The Health and Wellness Coaching certificate is for individuals who are motivated to lead healthier lives, be centered in their wellness, and inspire others to do the same. At the core of this program is a belief in the mind-body-spirit connection and that each of us has a deep, inner knowing. When we connect with that knowing, we can achieve our individual health and wellness goals that are connected with our values! You will learn:

- how to structure individual coaching sessions and the journey of the coaching relationship
- techniques and processes for developing and maintaining relationships with your clients
- how to support goal-setting and personal growth, and guide the behavior modification needed to succeed
- the basics of health and wellness, including necessary changes for preventing and recovering from disease and avoiding risky behaviors

how to help your clients find their passions, improve their performance, overcome obstacles and enhance their quality of life.

Code	Course	Clock	Credit	Pre-Requisites
HC 101-OL	Foundations of Wellness Coaching*	30	1.50	
HC 201-OL	Professional Wellness Coaching and Ethics*	30	1.50	HC 101-OL
HC 301-OL	Advanced Wellness Coaching 1*	30	1.50	HC 201-OL
HC 302-OL	Advanced Wellness Coaching 2*	30	1.50	HC 301-OL
HC 155-OL	Anatomy of Wellness*	30	1.50	
HC 156-OL	Health Conditions*	30	1.50	
HC 401-OL	NBHCW Exam Prep	20	1.25	HWC 200
	<b>Subtotal</b>	<b>200</b>	<b>10.25</b>	

### 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)

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
HN 105-OL	Foundation of Holistic Nutrition*	30	2.00	
HN 124-OL	Micro/Macro Nutritional Biochemistry*	30	2.00	
HN 235-OL	Nutritional Needs Across the Life Cycle	30	2.00	
HN 351-OL	Microbiome Wellness*	30	2.00	
HN 222-OL	Raw Food Cuisine 1	25	1.50	
HN 210-OL	Whole Foods Cuisine 1	25	1.50	
MF 105-OL	Foundations of Mindful Eating	30	1.50	
	<b>TOTAL</b>	<b>200</b>	<b>12.50</b>	

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.

## Modern Spirituality Celebrant

### *Self-Paced*

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

This 200-hour online Certificate of Excellence provides space and time for students to explore a grounded, inclusive understanding of spirituality. You are invited to deconstruct limiting beliefs about a hierarchical relationship with the god of your understanding and discover ways to express beliefs that align with your values. As a Spiritual Coach, you can hold space for people as they find their own path that meets their spiritual needs. As a Celebrant, you have the opportunity to serve people through ceremony as they mark the important milestones of their lives: births, weddings, losses, and other major transitions. Our certificate of excellence programs are avocational, and these courses/programs are designed exclusively for personal or professional development and enhancement.

Code	Course	Clock	Credit	Pre-Requisites
SP 152-OL	Grounded Spirituality & Modern Mysticism	30	1.50	N/A
SP 156-OL	Exploring the Ancestral Web of Belonging	30	1.50	SP 152-OL
SP 162-OL	Mysticism: Finding Your Personal Path	30	1.50	SP 156-OL
RF 171-OL	Soul Coaching	30	1.50	SP 162-OL
SP 145-OL	Energetic Healing for Spiritual Guides	30	1.50	SP 162-OL
SP 335-OL	The Art of Spiritual Expression	20	1.00	SP 162-OL
SP 525-OL	Serving through Ceremony	30	1.50	SP 162-OL
*SP 465-OL	Celebrate Your Light – Celebrant & Ordination Preparation	--	--	Complete SP COE
<b>Subtotal</b>		<b>200</b>	<b>12.50</b>	

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

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.

## Other Certificates of Excellence

### Advanced Professional Hypnotherapy

52 Weeks

Maximum Time Frame: 525 Hours

*(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 Advanced Professional Hypnotherapy Certificate. This Certificate is vocationally oriented and designed to deepen a practitioner's skills and teach them how to establish a private practice.

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 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

Code	Course	Clock Hours	Credit Hours	Pre-Requisite
HY 101	Hypnotherapy - Foundations Level I	20	1.25	
HY 201	Hypnotherapy - Foundations Level II	40	2.50	HY 101
HY 301	Hypnotherapy - Foundations Level III Clinic	40	1.00	HY 201
HY 402	Hypnotherapy - Advanced Techniques	24	0.75	HY 301
HY 315	Hypnotherapy - Fears, Phobias & Addictions	15	1.00	HY 301
HY 350	Hypnotherapy - Past Life Regression	20	1.00	HY 301
HY 420	Hypnotherapy - Script Writing	15	1.00	HY 301
HY 520	Hypnotherapy - Subconscious Intervention	20	1.00	HY 301
BC 540	Business Development & Entrepreneurial Support	40	2.25	HY 301
HC101	Foundations of Wellness Coaching	20	1.00	HY 301
HY 581	Hypnotherapy - Medical Imagery	20	1.00	HY 301
EL 725	Neuro Linguistic Programming	20	0.50	
HY 476	Hypnotherapy - Dreams & Metaphors	20	1.00	HY 301
HY 450	Spirit Releasement	12	0.75	
HY 340	EFT Introduction / EFT Level I	8	0.25	
HY 107	Hypnosis and Storytelling	8	0.50	HY 301
HY 370 P\$	Hypnotherapy Clinical Certification Prep	8	0.50	HY 301
<b>TOTAL</b>		<b>350</b>	<b>17.25</b>	

Notes: All Tuition information and Credential Awarded Found above in the tuition guide  
Approximate Hours Breakdown: Theory: 274; Practical 76

Hypnotherapy Certification is not completed through SWIHA. After 100 hours, students are recommended to get their membership from either NATH (National Association of Transpersonal Hypnotherapists), ABH (American Board of Hypnotherapy), or International Medical and Dental Hypnotherapy Association (IMDHA). Applicants to SWIHA Hypnotherapy programs who have felony convictions may not be eligible for the optional certifications (e.g., NATH, IMDHA).

The Official ACCET approved Completion and Placement statistics can be found in Appendix F.

### Advanced Professional Hypnotherapy Online

52 Weeks

Maximum Time Frame: 465

(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 Advanced Professional Hypnotherapy 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 Advanced Professional 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.

Code	Course	Clock	Credit	Pre-Requisite
HY 105-OL	Foundations of Hypnotherapy Level I	30	1.75	N/A
HY 205-OL	Foundations of Hypnotherapy Level II	30	1.50	HY 105-OL
HY 305-OL	Foundations of Hypnotherapy Level III	40	1.75	HY 205-OL
HY 415-OL	Advanced Techniques in Hypnotherapy	30	1.25	HY 305-OL
HY 316-OL	Fears, Phobias & Addictions	30	1.25	HY 305-OL
HY 477-OL	Dreams & Metaphors	30	1.25	HY 305-OL

HY 425-OL	Script Writing	30	1.25	HY 305-OL
HY 585-OL	Medical Imagery	30	1.50	HY 305-OL
HY 353-OL	Past-Life Regression	30	1.50	HY 305-OL
HY 375-OL	Advanced Professional Hypnotherapy	10	0.50	HY 305-OL
LC 101-OL	Foundations of Life Coaching	30	1.75	N/A
HE 101-OL	Entrepreneur's Journey 1: Departure	30	2.00	N/A
	<b>TOTAL</b>	<b>350</b>	<b>17.25</b>	

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

Approximate Hours Breakdown: Theory: 232; Practical 78

Hypnotherapy Certification is not completed through SWIHA. After 100 hours students are recommended to get their membership from either NATH (National Association of Transpersonal Hypnotherapists) or ABH (American Board of Hypnotherapy). Applicants to SWIHA Hypnotherapy programs who have felony convictions may not be eligible for the optional certifications (e.g., NATH, IMDHA).

The Official ACCET approved Completion and Placement statistics can be found in Appendix F.

---

# *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. Online students follow a similar process but are not required to have an on-campus tour.

### Enrollment Requirements

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. Diplomas from unaccredited high schools will not be accepted. Diplomas will be evaluated against existing lists of accredited high schools (e.g., NCES, Cognia.org). Home-school Diplomas will be accepted if they include that state's required documentation. Non-immigrant foreign students will be enrolled under an M1 visa.

Applicants for our avocational 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 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. Massage students must be able to safely give and receive all massage techniques that are included in their program of study.

Applicants to SWIHA Hypnotherapy programs who have felony convictions may not be eligible for the optional certifications (e.g., NATH, IMDHA).

Applicants to our Western Herbalism Diploma are required to complete an application prior to enrolling in the program. This is our most academically rigorous program, 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 Director of Admissions and the student to discuss their most appropriate path forward.

Applicants to AOS programs must first enroll in and graduate from the diploma program related to their desired area of concentration.

Students in degree, diploma, and certificate programs must be 18 years old to enroll. Individuals under the age of 18, but not younger than 17, may enroll into our Yoga Teacher Training 200-hour certificate only. In this case, students must have 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. Students in the online programs must complete the Online program orientation to help determine if learning in a technology rich environment is a good fit for them. New students will navigate the orientation the same way they would navigate the online classes and learn about the school's policies and the online learning environment. The orientation support team is there to help with a successful orientation completion.

By exception, and with demonstrated on-campus success and approval from 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. If students are not successful with an online class, they will not be allowed to enroll in future online classes.

### 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.
  - Complete the process of financially funding your program of study;
  - Have proof of High School Graduation or Equivalency on file
- 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 Code of Conduct Policy, within the Education Policies section below, 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. Students 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: Dr. Brad Bouté, Executive Director, serves as the ADA/Section 504 Coordinator and can be reached at [adasupport@swiha.edu](mailto:adasupport@swiha.edu) for assistance.

## Transfer Credits

Students with credits 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, prior to enrollment.

Students may be asked to provide an official course catalog from the originating institution that includes the courses in question. The Executive Director, or Dean of Students 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.

A student may opt to transfer in credits during the provisional enrollment period. In this case, a copy of the transcript materials will be given to the Academic Advisor, which will be passed on to the Executive Director or Dean of Students 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. No transfers are accepted after the conclusion of the provisional enrollment period.

Completed SWIHA courses, or inside transfer credits, may be transferred in without a fee at the time of enrollment. 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.

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.

Students may appeal the determination of transfer credits by submitting a written request to the Dean of Students. Written requests should include all pertinent details as to the reason for the appeal. The written request must be submitted prior to the end of the provisional enrollment period. The Dean of Students will review and respond to the appeal within 10 business days.

### 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 Executive Director, Director of Admissions, or Dean of Students, if applicable, for final approval.

### Program Schedules

All Degrees and Diplomas have full-time schedules. All other Certificates of Excellence and personal development/continuing education classes are on a less-than-half-time 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. Program start dates are also available on the website.

Online and some On-campus programs have scheduled starts and prebuilt schedules based on the specialty combinations the student selected.

### Veterans Affairs Students

SWIHA is a Veteran Supportive Campus and approved for the Training of Veterans by the Arizona State Approving Agency. 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](mailto: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 MHA when combined with on-campus.
- Should a student utilize transfer credits, a \$2 per clock hour transfer fee is charged. This amount will not be certified for veteran's benefits.
- Veterans wishing to utilize GI Bill® education benefits must provide a copy of his/her HS Diploma or equivalency certificate.
- 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 80% 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 the VA will cover required books and supplies. Optional/recommended books and supplies can be purchased out of pocket.
- The VA does not cover the cost of shipping books and supplies.
- I understand that as a SWIHA student and depending on my enrollment status and chapter, I may not be eligible for Monthly Housing Allowance (MHA). 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. A 25% deposit is required for students paying cash for a degree or diploma. 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. 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 their enrollment with their Admissions Coach will then 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. 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 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.

SWIHA offers the Silver Wisdom Scholarship for on-campus students who are 65 and older and enrolled in the Health & Wellness Coach (HWC 200 hour certificate), Hypnotherapy (HY 100 hour certificate), Reflexology (RF 120 hour certificate), Reiki (Traditional, Shamanic, and Holy) (RE 100 hour certificate), Shamanic Principles & Pathways (SH 100 hour certificate), Yoga Teacher Training (YO 200 hour certificate), or individual courses as part of one of these certificate programs. This scholarship reduces tuition by 50% for courses enrolled. There is no requirement for application at this time. Proof of age will be required in the form of a driver's license or government issued document stating the prospective participant's date of birth.

### 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

### Do Your Dream 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 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. For each hour worked, students earn monetary credit toward the cost of tuition. Based on financial need, students may pay up to 50% of their gap 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 through the procedures established by the holder of their loan(s).

### 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 (30-days for cooking classes).
9. 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.
10. 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.
11. 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.
12. Students applying for Financial Aid are ultimately responsible for their tuition, books and supplies.
13. All Tuition and Fees must be paid in full for the student to be issued a Degree, Diploma, Certificate, or official transcript.
14. 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.
15. Financial Aid is only available for approved programs. Financial Aid eligibility may require full time enrollment.
16. Southwest Institute of Healing Arts reserves the right to make changes in course content, allotment of classroom hours for a particular course, learning objectives, and instructors, in the interest of providing the best quality education to the student. In the event that fewer than six students are enrolled in a class, Southwest Institute of Healing Arts reserves the right to cancel the class with notification to the student prior to class start and all prepaid tuition will be refunded or applied to payment for another class. Appropriate course substitutions may be approved as necessary in the event that a scheduling change will affect a student's expected date of graduation.

#### *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 (30-days for cooking classes).
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 for 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 students, regardless of student status, are responsible for all charges associated with the use of their SWIHA Book Card.
15. All Tuition and Fees must be paid in full for the student to be issued a Degree, Diploma, Certificate, or official transcript.

16. 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.
17. Financial Aid is only available for approved programs. Financial Aid eligibility may require full time enrollment.
18. Southwest Institute of Healing Arts reserves the right to make changes in course content, allotment of classroom hours for a particular course, learning objectives, and instructors, in the interest of providing the best quality education to the student. In the event that fewer than six students are enrolled in a class, Southwest Institute of Healing Arts reserves the right to cancel the class with notification to the student prior to class start and all prepaid tuition will be refunded or applied to payment for another class. Appropriate course substitutions may be approved as necessary in the event that a scheduling change will affect a student's expected date of graduation.

#### *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). After the return to Title IV calculation is received from the Third-Party Servicer, the credit balance will be disbursed no later than 14 days afterwards.

#### *Official Withdrawal*

The date of withdrawal for a student who officially requests to withdraw from their program of study will be the student's last date of academic attendance as determined by the student's attendance records.

#### *Unofficial Withdrawal*

The date of withdrawal for a student who does not officially request to withdraw from their program of study will be the student's last date of academic attendance as determined by the student's attendance records.

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**

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. SWIHA will determine the withdrawal date for a student who withdrew without providing notification no later than 30 days after the end of the semester. SWIHA will 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.

DEPENDENTS LIVING WITH PARENTS				
MONTHS	ROOM & BOARD	PERSONAL	TRANSPORTATION	TOTAL
1	\$ 624.00	\$ 468.00	\$ 207.00	\$ 1,299.00
2	\$ 1,247.00	\$ 935.00	\$ 416.00	\$ 2,598.00
3	\$ 1,871.00	\$ 1,402.00	\$ 624.00	\$ 3,897.00
4	\$ 2,494.00	\$ 1,871.00	\$ 831.00	\$ 5,196.00
5	\$ 3,118.00	\$ 2,338.00	\$ 1,039.00	\$ 6,495.00
6	\$ 3,741.00	\$ 2,806.00	\$ 1,247.00	\$ 7,794.00
7	\$ 4,365.00	\$ 3,274.00	\$ 1,455.00	\$ 9,094.00
8	\$ 4,988.00	\$ 3,741.00	\$ 1,663.00	\$ 10,391.00
9	\$ 5,612.00	\$ 4,208.00	\$ 1,870.00	\$ 11,690.00
10	\$ 6,235.00	\$ 4,676.00	\$ 2,078.00	\$ 12,989.00
11	\$ 6,858.00	\$ 5,144.00	\$ 2,286.00	\$ 14,288.00
12	\$ 7,482.00	\$ 5,611.00	\$ 2,484.00	\$ 15,587.00

INDEPENDENT OR DEPENDENT NOT LIVING WITH PARENTS				
MONTHS	ROOM & BOARD	PERSONAL	TRANSPORTATION	TOTAL
1	\$ 930.00	\$ 698.00	\$ 310.00	\$ 1,938.00
2	\$ 1,860.00	\$ 1,395.00	\$ 621.00	\$ 3,876.00
3	\$ 2,791.00	\$ 2,093.00	\$ 930.00	\$ 5,814.00
4	\$ 3,720.00	\$ 2,790.00	\$ 1,240.00	\$ 7,750.00

5	\$ 4,651.00	\$ 3488.00	\$ 1,550.00	\$ 9,689.00
6	\$ 5,581.00	\$ 4,186.00	\$ 1,860.00	\$ 11,627.00
7	\$ 6,512.00	\$ 4,883.00	\$ 2,170.00	\$ 13,565.00
8	\$ 7,441.00	\$ 5,582.00	\$ 2,480.00	\$ 15,503.00
9	\$ 8,372.00	\$ 6,278.00	\$ 2,790.00	\$ 17,440.00
10	\$ 9,302.00	\$ 6,976.00	\$ 3,100.00	\$ 19,378.00
11	\$ 10,232.00	\$ 7,673.00	\$ 3,411.00	\$ 21,316.00
12	\$ 11,162.00	\$ 8,371.00	\$ 3,721.00	\$ 23,254.00

## 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 by taking Certificates of Excellence or individual classes. 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 two weeks of the student's program 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 Students, 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 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 Executive Director. 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, or during class lunch times, may be immediately placed on probation, asked to leave campus, or expelled.

Students who come to campus with an odor of alcohol or drugs will be asked to leave campus and change before returning to class. Students whose observable behaviors indicate being under the influence of drugs or alcohol will be subject to appropriate disciplinary action, up to and including dismissal from the institution. Observable behaviors include, and are not limited to, uncontrollable disruptive behavior, public intoxication, impairment, odor, or possession (i.e., drug paraphernalia, drugs, or alcohol).

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 is subject 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 Dr. Brad Bouté, 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.

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: <https://azsara.arizona.edu/complaints>.



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. The student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website (<https://accet.org/about-us/contact-us>).

The online form will require the following information:

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



Please include copies of any relevant supporting documentation (e.g., student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution). Note: Complainants will receive an acknowledgment of receipt within 15 business days.

### 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. 438 FERPA). Inquiries made as to the enrollment or graduation status of a particular student by offices or agencies directly involved with the academic or professional industry will be released without written consent of the student.

Students receive two official transcripts at the time of graduation. Any additional official transcripts are available at \$10 each. Students may request unofficial transcripts at no extra charge, or print them from the Student Portal. 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 Students or 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 to discuss the difference. After the meeting, if administration still deems the record as accurate, the student has the right to place a statement with the record stating their 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.)

Federal law protects the privacy of educational records. In accordance with the Family Education Rights and Privacy Act (FERPA), students have the following rights:

- The right to review their educational records.
- The right to seek correction of the contents of these records.
- The right to a formal hearing if seeking the correction of these records.
- The right to place a note of explanation in the records if their requested correction was unsuccessful.
- The right to request disclosure of the contents of the records.
- The right to file a complaint with the Department of Education if the College fails to comply with FERPA policies.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW.  
Washington, DC, 20202-8520

The College will not release personally identifiable information without written consent of the student, unless the student is under the age of 18 and the request is made by a legal guardian. Legal exceptions may also apply. The following is a non-exclusive list of FERPA exemptions that permit disclosure without student consent:

- Disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, information technology contractor, consultant, default management servicer, placement verification servicer, or collection agent); or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the College.
- Disclosure upon request to officials of another school in which a student seeks or intends to enroll.
- Disclosure to authorized representatives of the U.S. Government, state and local authorities where required, and accrediting agencies.
- Disclosure of records requested through court order or subpoena.

At its discretion, the College may provide “directory information” in accordance with FERPA provisions. Directory information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at the College includes the following: student’s name, address, date of birth, college email address, photograph, major field of study and degree program, dates of attendance (defined as first and last date of term), grade level, enrollment status (full-time or part-time), and participation in officially recognized activities or sports, degrees, honors and awards received. Students may request that such directory information not be released by notifying the Registrar in writing.

### 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 (Financial Aid)

Students receiving Federal Financial Aid are required to complete a minimum of 90% of their required credits each payment period to maintain financial aid eligibility.

### Attendance (Academic)

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, Executive Director, Associate Dean of Online Student Services, or Dean of Students 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.

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

Eighty percent (80%) minimum cumulative program attendance is required for graduation. In addition, eighty percent (80%) minimum course attendance is required to receive a passing grade (2, equivalent to a C). Students will need to partake in make-up options should 80% attendance not be acquired in the initial attempt. Please note, students are required to achieve 100% attendance in Clinic and Practicum Courses. Students with a grade notation of I-D 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 Services office or their Academic Advisor regarding make-up options. There will be a \$50 fee for each course that needs to be retaken.

#### *Online Policy*

Eighty percent (80%) cumulative program attendance is required for graduation. In addition, eighty percent (80%) attendance is required to receive a passing grade (2, equivalent to a C). Students will need to partake in make-up options if 80% attendance is not acquired in the initial attempt. Students with a grade notation of I-D (equivalent to a D) are eligible for 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. 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 by the Online Academic Advisors and Associate Dean of Online Student Services and recorded by the Attendance/Grades Specialist. In the event a student falls below the 80% 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 cancel 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 45<sup>th</sup> 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*

Each instructor will post the roster at the front of the classroom. All students are required to sign in when they arrive to class and notate their specific time of arrival. 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 in with the time of arrival. Students arriving late to class are responsible to ensure their late arrival time is clearly documented. Students who arrive late and do not sign in 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. Students are not required to sign in and out during breaks, however students returning late from a break will be documented as such on the roster by the instructor. This time will be subtracted from the total time in attendance for the class meeting and will affect the student’s final attendance. At the end of each class, instructors will notate which students were in attendance for the full duration of the class meeting, which students were absent and notate any discrepancies. Students who forget to sign in, yet were in attendance, may appeal their attendance status within 60 days of the course end date.

### *On-Campus – Make-Up Attendance*

Make-up is defined as completing any missing attendance necessary to receive a passing grade for the class. 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 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 final grade of 1 for the course and will be required to retake the course in full. There is a \$50 fee for each course that needs to be retaken. 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 Executive Director, Dean of Students, or Associate Dean of Online Student Services. A student may be granted no more than 3 exceptions 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 is 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 have 6 months from the last day of class to make up any required attendance. 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.

### *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 and course eligibility.) 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.

### *On-Campus Tutoring*

Tutoring may be used 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 completed on school grounds. Exceptions to this must be applied for and approved by the Dean of Students or Executive Director prior to the tutorial date.

To schedule and confirm tutoring, please complete the following steps

1. Speak with the desired Instructor to arrange a tutoring date and time.
2. Contact Student Services to confirm the date and time of the tutorial. Tutorials need to be confirmed with Student Services a minimum of 24 hours prior to the scheduled tutorial.
3. Student Services will contact the instructor to confirm the scheduled date and time.
4. Upon completion of the tutorial, the instructor will verify, sign, and return the make-up form to Student Services.

One to five students from the same class may attend the same tutoring session, providing the class content is appropriate for all.

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

### *Competency Timeline*

Competencies are considered opportunities, tests, checkoffs, projects, papers, presentations, etc.

Homework is not considered a competency. Students who are absent, fail, or do not complete a competency as scheduled will have an opportunity to turn it in within 60 calendar days from the last day of class. However, the competency will be graded as pass/fail. Pass is a grade of 2 = equivalent to a 70% or 'C', while fail is a grade of 0 = equivalent to 0% or 'F'. Based on a Mastery Learning Approach, Students may retake the competency as many times as necessary to achieve a passing grade. This grade will be factored into all others to determine the final course grade. Students cannot retake a competency with a passing grade in order to improve their grade.

### *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 academic 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 academic 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. 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.

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.

#### *Maximum Time Frame*

All vocational program requirements must be met within a maximum time frame of 1.5 times the normal program length, as measured in hours attempted vs hours earned (credit or clock as applicable). Time spent on an approved leave of absence is not counted against the checkpoints used to measure 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 a W grade and have them retake the course in-full. 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, with a note stating LOA.
  - 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 be charged its 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 or classes.

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. 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, videoconference, or in-person), the following will be discussed/determined:

- LOA request reason
- LOA Length
- Effect on current class (W 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 achieve a minimum grade of 2 (70%) 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 will receive messages 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, special circumstances exist around the grading of competencies. Please see the “Competency Timeline” policy above for further details. 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.

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 and 4 grade points: Outstanding effort, a mastery of the subject area, excellent standard of work.
- 3 = equivalent to a B and 3 grade points: Extra effort reflecting mastery of a subject area, with high standard of work.
- 2 = equivalent to a C and 2 grade points: Competent in subject area with acceptable standard of work.
- 1 = equivalent to a D. 1 grade point, student did not complete the minimum attendance requirement and/or the required competency. Attendance - student was not eligible for make-ups or did not complete the make-up attendance within the make-up timeframe. Competency – student did not complete the required competencies with a passing grade within the make-up timeframe. Make-ups cannot be completed to establish a passing grade. The 1 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.
- 0 = equivalent to an F and 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 is a \$50 fee for each course that needs to be retaken.

Courses that a student chooses to drop after attending more than 4 hours will count as credits attempted and have an impact on the GPA. For courses that are 8 hours or longer, if a student chooses to drop within

the first four hours of a course it will not count toward credits attempted and will have no impact on their GPA. Students who drop their course after the first four hours will receive a 0 on their transcript.

The following grading notations may appear on a student's transcript. These notations do not impact a student's GPA:

- I-D = Temporary grade notation, not a final grade. Student needs to complete make-up attendance and/or competency to receive a grade for the class. Please see make-up policy for further details.
- AUN = Audit for no credit
- TXFR = Course transferred into program
- COMP = Orientation or event that has no bearing on program hours or credits

#### 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 80% attendance in order to receive a passing grade.

#### Passing Grades

4 = A (90% -100%) and min 80% attendance

3 = B (80%-89.9%) and min 80% attendance

2 = C (70%-79.9%) and min 80% attendance

Students who have a passing grade in the class but not meeting the 80% 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 students. This policy is applicable to all students, Title IV and non-Title IV, in all enrolled categories (e.g., full-time, residential, online, all, etc.) enrolled in 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, as indicated in the table below. 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, or 150%, the normal program length, as measured in attempted vs earned hours or credits as appropriate. Time spent on an approved leave of absence is not counted against the checkpoints for maximum time frame. If a student passes their estimated graduation date, SAP checkpoints will continue at their regular interval until graduation, USAP dismissal, or MTF.

#### 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 academic requirements, etc.

- **Incomplete/non-passing 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 does not meet attendance and/or academic requirements:** Student receives a 0 or 1 for the course that affects GPA and progress
- **Repeated Courses:** Courses that must be repeated to meet program requirements due to receiving a non-passing grade (i.e., 0 or 1) count toward the quantitative and qualitative elements of SAP.
- **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 their academic advisor or 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. The notifications letters to students who are not meeting Satisfactory Academic Progress are reviewed by the Dean of Students or the Associate Dean of Online Student Services and Reporting to determine if any additional action is necessary. SWIHA does not issue SAP warnings.



### 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.

### 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.

### Appeals

Students may appeal a determination that they are not meeting SAP by submitting a letter in writing to the Dean of Students or Associate Dean of Online 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, including the Executive Director, 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. If 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.

### 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.

Program	1 <sup>st</sup> Checkpoint		2 <sup>nd</sup> Checkpoint		3 <sup>rd</sup> Checkpoint		4 <sup>th</sup> Checkpoint	
	Timing*	Progress	Timing	Progress	Timing	Progress	Timing	Progress
AOS-C Holistic Health Care (per academic year)	3 mos	7.5cr	6 mos	15 cr	9 mos	22.5 cr	12 mos	30 cr
IHAP	18.75 wks	187 hrs	37.5 wks	375 hrs	56.25 wks	562 hrs	75 wks	750 hrs
MBWP	13 wks	150 hrs	26 wks	300 hrs	39 wks	450 hrs	52 wks	600 hrs
MT 750	12 wks	187 hrs	24 wks	375 hrs	36 wks	562 hrs	48 wks	750 hrs
MT 1000	3 mos (14 mos)	200 hrs (1000 hrs)	6 mos	400 hrs	9 mos	600 hrs	12 mos	800 hrs
YO 600	16 wks	150 hrs	32 wks	300 hrs	48 wks	450 hrs	64 wks	600 hrs
YO 800	18 wks	200 hrs	37 wks	400 hrs	56 wks	600 hrs	75 wks	800 hrs
YO 1000	13 wks 65 wks	180 hrs 860 hrs	26 wks 80 wks	360 hrs 1000 hrs	39 wks	540 hrs	52 wks	720 hrs
WH 745	16 wks	105 hrs	32 wks	256 hrs	48 wks	485 hrs	68 wks	745 hrs
APH* 100 hr COE HY req. to enroll	3 mos	62 hrs	6 mos	124 hrs	9 mos	186 hrs	12 mos	350hrs
HHWC-IDL	16 wks	188 hrs	32 wks	377 hrs	48 wks	566 hrs	65 wks	755 hrs
HNWP-IDL	20 wks	188 hrs	40 wks	377 hrs	60 wks	566 hrs	81 wks	755 hrs
IHAP-IDL	17.5 wks	195 hrs	35 wks	390 hrs	52.5 wks	585 hrs	70 wks	780 hrs
APH-IDL	3 mos	62 hrs	6 mos	124 hrs	9 mos	186 hrs	12 mos	310 hrs

\*weeks and months are calendar, not instructional



### 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 Associate Dean of Online Student Services. Areas which could be addressed are attendance, academic progress, financial responsibility, and/or behavioral modification.

A student who does not comply with academic or behavioral standards will be referred to the appropriate Academic Advisor, or the Dean of Students, Executive Director, or Associate Dean of Education 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.

Online students may make an appointment for a phone interview and consultation on materials submitted via email to the Success Center staff.

Monthly to semi-monthly 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

### 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 students requires the student contact the Registrar to enroll in and pay for the class.

All supply and material fees are non-refundable if a student drops a class within 14 days of the start date (30-days for cooking courses).



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 or unless otherwise noted in the course description.

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.

#### **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, 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 Student Services or their Academic Advisor 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 have successfully completed a course (as stated in the grading policy) 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.
3. Students will be held to the same academic requirements as a regularly enrolled 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.
7. Students who do not attend the first class of the course will be withdrawn from the course.

#### Course Cancellations

Students are encouraged to register for classes early. Classes are subject to cancellation if six students or the minimum enrollment is not 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 80% 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.

Students receive their certificate(s), diploma, or degree and 2 official transcripts at the time of the exit interview. 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, to receive a certificate, diploma, degree, or official transcript.

### Requirements for Officially Withdrawing from the College

Students who wish to withdraw from their program must speak with their Academic Advisor and make a written request.

### Code of Conduct

SWIHA's educational programs lead students to becoming practitioners in modalities that inherently include vulnerability on the part of their clients, as well as an inherent power differential between practitioner and client due to that vulnerability. As such, SWIHA's code of conduct intends to help students not only maintain an equitable and safe learning environment while in class, it also seeks to help them learn the qualities and characteristics professional practitioners must maintain in their employment and private practices. To that end, the policy contains specific guidelines as well as less specific, yet equally important, values we expect them to maintain. Students who repeatedly demonstrate their unwillingness to maintain behavior that holds to following standards in a way that violates other students' ability to participate in their educational activities, may be subject to disciplinary action up-to and including termination.

### *Values*

SWIHA's institutional values guide our day-to-day operations, interrelationships, and student support decisions. The full description of these values is above. And, while these values contain both subjective and objective expectations of our student's conduct and character. SWIHA recognizes that the "Spirit-guided" value may be demonstrated in diverse ways for each student and is not intended to be interpreted as a requirement to maintain an outward and observable spiritual practice that conforms to another's standard or expectation. It is included to reaffirm the intention that "All are welcome here."

1. Self-Healing and Transformation – A Safe Container for Personal Growth
2. Successful and Sustainable Graduates
3. Integrity
4. Conscious and Mindful
5. Communication and Transparency
6. Honoring of Individuality and Diversity
7. Spirit Guided
8. Student/Customer Centered
9. Renewal, Integrative Wellness, and Wholeness
10. Accountability

### *Code of Ethics - Personal and Professional Observable Behaviors*

The following guidelines outline the expected behaviors students are to demonstrate in the classroom, clinic, and all interactions with fellow students, faculty, and staff.

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.

### *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).

### *Title IX*

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 sexual harassment of applicants, students, or any other person on 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.

Sexual harassment is defined through the following criteria:

1. An employee of SWIHA conditioning the provision of an aid, benefit, or service of SWIHA on an individual's participation in unwelcome sexual conduct (*quid pro quo*);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to SWIHA's education program or activity; or
3. Sexual Violence as defined by:
  - a. "Sexual assault," as defined in 20 U.S.C. 1092(f)(6)(A)(v)
  - b. "dating violence," as defined in 34 U.S.C. 12291(a)(10),
  - c. "domestic violence," as defined in 34 U.S.C. 12291(a)(8)
  - d. "stalking," as defined in 34 U.S.C. 12291(a)(30)

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 has witnessed or been subjected to sexual harassment or violence may initiate a formal complaint through notifying our Title IX Coordinator, Dr. Brad Bouté, Ph.D., Executive Director, at [bradb@swiha.edu](mailto: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 Executive Director and/or an available Dean, or academic advisor immediately.

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 his 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.

#### *Probation*

If a student does not comply with the code of conduct, they will meet with the Dean of Students, Associate Dean of Online Student Services, and/or Executive Director for counseling and may be subject to disciplinary action as appropriate. Disciplinary action includes and is not limited to probation, suspension, or termination. SWIHA has zero tolerance for inappropriate/unsafe behavior on-campus or online. No student is allowed on campus under the influence of intoxicating or mind-altering substances.

#### *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. Failure to uphold all aspects of the Code of Conduct.
5. Unprofessional behavior, cheating, or theft

6. Possession, use, or being under the influence of alcohol while on-campus
7. Unlawful possession, distribution, or being under the influence of illegal substances while on-campus
8. Students who come to campus with an odor of alcohol or drugs will be asked to leave campus and change before returning to class.
9. Students whose observable behaviors indicate being under the influence of drugs or alcohol will be subject to appropriate disciplinary action, up to and including dismissal from the institution. Observable behaviors include, and are not limited to, uncontrollable disruptive behavior, public intoxication, impairment, odor, or possession (i.e., drug paraphernalia, drugs, or alcohol).
10. Sexual misconduct, inappropriate sexual overtures, or behavior discouraged within the Code of Conduct
11. Endorsement or promotion of the purchase of specific products or professional services in any school setting
12. Providing false information or falsified documents
13. Demonstration of physical/verbal/written abuse of anyone in the school community
14. Failure to meet financial agreements and obligations
15. Inability to maintain a professional and therapeutic sense of self
16. 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 request and pay for an official transcript from 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 Executive Director. The appeal must be submitted in writing and include all relevant supporting documentation, within three business days of the termination. 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

SWIHA strives to communicate with students within 24 to 48 business hours of having received an electronic communication.



## 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 2023 holidays:

New Year's Day	Memorial Day
Martin Luther King	Veterans Day (observed day after Thanksgiving)
Easter Day	Thanksgiving Day
July 4 <sup>th</sup>	Christmas Day
Labor Day	Winter and Summer Break

On-Campus Holidays	Dates	Online Holidays	Dates
Martin Luther King Day	January 16	Spring Break	March 13 – 19
Easter	April 7 – 9	Summer Break	July 3 – 9
Memorial Day	May 26 – 29	Thanksgiving	Nov 20 – 26
July 4th	July 3 – 9	Winter Break	December 25 – 31
Labor Day	September 1 – 4		
Thanksgiving	Nov 20 – 26		
Winter Break	Dec 19 – Jan 1		

### 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 Hours

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.

### Uniforms and Personal Hygiene

SWIHA does not require uniforms in the classroom. SWIHA does require all staff, students, and clients wear shoes with soles while outside of the classroom and in all common areas. 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 areas. Water bottles and closed liquid containers are permitted in the classroom during class hours at the discretion of the instructor. Food and drinks are never permitted in the success lab or student clinic (except for SWIHA's therapist lounge).

### 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](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](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.

### 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.

### 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.

---

## *SWINA Table of Contents*

Welcome!.....	106
About our School .....	107
Statement of Educational Philosophy .....	107
Professional Memberships & Licensing Agencies .....	107
Program and Tuition Guide with Awards Earned .....	108
Programs: Diplomas and Certificates.....	109
Natural Aesthetics Practitioner.....	109
Advanced Skincare Practitioner & Cosmetic Laser Technician .....	110
Master Aesthetics Educator.....	110
Cosmetic Laser Technician.....	111
Master Massage Practitioner w/Natural Aesthetics.....	112
Completion and Placement.....	112
Success Center.....	112
Admissions .....	113
Enrollment Requirements.....	113
Cancellation Period .....	113
Student/Teacher Ratio.....	114
Discrimination Policy .....	114
Support Services for Students with Disabilities.....	114
Transfer Credits .....	114
Veterans Affairs Students.....	115
Program Requirements for Students Utilizing Veterans Benefits.....	115
Consumer Information Notice.....	116
Comparable Programs.....	117
Student Services and Academic Policies.....	117
Student Support/Concerns.....	117
Course/Block Evaluations .....	117
Suggestion Box .....	118
Employer Feedback.....	118
Grievance Policy.....	118
Attendance (Financial Aid).....	119



Attendance (Academic).....	119
Absent/Tardy Requirements.....	120
Clinic Hours.....	120
Student Request Forms.....	120
Make-Up Work.....	120
Tutoring.....	121
Alternative Learning Hours.....	121
Leave of Absence.....	121
Satisfactory Academic Progress (SAP) .....	123
Maximum Time Frame.....	123
Additional Elements of SAP .....	123
Consequences of Failure to Meet SAP.....	124
Academic Probation .....	124
Appeals.....	124
Academic Plan.....	124
SAP Policy Clarification for Veteran Beneficiaries .....	125
Program Trable .....	125
Grading Policy.....	125
Grading Scale.....	126
Grade Weighting.....	127
Corrective Action.....	127
Maximum Time Frame .....	127
Graduation Requirements .....	128
Student Records .....	128
Chemical Dependency and Alcohol Abuse Program .....	129
Notification of Rights Under Family Education Rights and Privacy Act (FERPA) .....	129
Change of Address.....	130
Transfer Out.....	130
Termination Policy.....	130
Requirements for Officially Withdrawing from the College .....	131
Appeals Process.....	131
Academic Calendar and Holidays.....	132
Clinical Internship .....	132

Uniforms .....	132
Personal Hygiene .....	133
Cell Phones .....	133
Food and Drinks .....	133
Education Revision Policy .....	133
Student Copyright Infringement Policy .....	134
Dual Roles .....	134
General Harassment, Discrimination, and Sexual Harassment Policy .....	135
Visitors .....	135
Finance and Financial Aid .....	135
Tuition Payment Policy .....	136
Student Delinquency Policy .....	136
Dissemination of Institutional and Financial Assistance Information .....	136
Applying for Financial Aid .....	136
SWINA's Clock Hours to Credit Hours Policy .....	137
Do Your Dream Work Exchange Program .....	137
FFEL Deferments .....	137
Tuition Refund Policies .....	137
Tuition Refund Policy – Diploma Program .....	138
Return of Title IV Funds .....	139
Post-Withdrawal Disbursements .....	140
Timeframe for the Return of Title IV Funds to the Federal Programs .....	141
Tuition Refund Policy for Continuing Education classes .....	141
Cost of Attendance .....	141
Campus Safety Information .....	143
Valuables .....	143
Safe Campus Policy .....	143
General Harassment, Discrimination, and Sexual Harassment Policy .....	143
Gun and Weapon Policy .....	143
Concealed Weapons Policy .....	144



---

## 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 30 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, 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 Barber & Cosmetology Board. 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 Barbering & Cosmetology Board



- 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 Associated Skin Care Professionals
- Member of United Aesthetics Association



**ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING**

Accredited by ACCET – A Partnership for Quality®

## Program and Tuition Guide with Awards Earned

Program Name	Total Clock Hours	Total Credit Hours	Reg Fee	Admin Fee	Uniform	Student Kit & Supplies	Tuition Range	Estimated Licensing / Cert - Fees
Natural Aesthetics Practitioner - Diploma	600	24	\$75	\$100	\$100	\$2,500	\$10,800	\$240
Natural Aesthetics Master Educator – Certificate	350	15	\$75	\$35	\$100	\$250	\$2,800	\$240
Advanced Skincare Practitioner & Laser Technician - Diploma	780	31	\$75	\$100	\$100	\$3,730	\$15,120	\$240
Cosmetic Laser Technician – Certificate	180	7	\$75	\$35	\$100	\$1,230 (Lab fee)	\$4,320	

## Programs: Diplomas and Certificates

### Natural Aesthetics Practitioner

600 HOUR DIPLOMA | 24 CREDITS | 30 WEEKS DAY | 50 WEEKS EVENING

*Maximum Time Frame: 900 hours*

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, and kitchen aesthetics.

SWINA readies all our students to pass both the written and practical Arizona Barber & Cosmetology Board 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.

Code	Course	Hours	Credits
NA 501	Natural Aesthetics White Block – Foundations	112	5.5
NA 502	Natural Aesthetics White Block – Foundations	112	5.5
NA 526	Natural Aesthetics Green Block - Holistic Theory & Business Practices	96	4.00
NA 516	Natural Aesthetics Blue Block – Advanced Spa Treatments	96	4.00
NA 506	Natural Aesthetics Red Block - Makeup Artistry	96	4.00
NA 188	Natural Aesthetics Clinic - Practical Application	88	1
	<b>TOTAL</b>	<b>600</b>	<b>24.00</b>

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

*Maximum Time Frame: 1170 Hours*

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.

Code	Course	Hours	Credits
NA 501	Natural Aesthetics White Block	112	5.5
NA 502	Natural Aesthetics White Block	112	5.5
NA 526	Natural Aesthetics Green Block - Holistic Theory & Business Practices	96	4.00
NA 516	Natural Aesthetics Blue Block – Advanced Spa Treatments	96	4.00
NA 506	Natural Aesthetics Red Block - Makeup Artistry	96	4.00
NA 188	Natural Aesthetics Clinic - Practical Application	88	1
NAL 80	Cosmetic Laser Technician Didactic	80	5.25
NAL 100	Cosmetic Laser Technician Application	100	1.75
	<b>TOTAL</b>	<b>780</b>	<b>31.00</b>

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: 525 hours*

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 Barber & Cosmetology Board instructor exam.

#### *Required Core Program Courses*

Date	Code	Course	Clock
	MAE 101	Education Theory & Foundations	80
	MAE 102	Classroom Observation & Skillset Integration	80
	MAE 168	Clinical Practical Application	170
	HC 101	The Foundations of Wellness Coaching	20
		<b>Subtotal</b>	<b>350</b>

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*

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.

Code	Course	Hours	Credits
NAL 80	Cosmetic Laser Technician Didactic	80	5.25
NAL 100	Cosmetic Laser Technician Application	100	1.75
	<b>TOTAL</b>	<b>180</b>	<b>7.00</b>

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.

## Master Massage Practitioner w/Natural Aesthetics

1000 Hour Diploma | 62 WEEKS

*Maximum Time Frame : 1500 Hours*

Please see the entry above in the SWIHA Diplomas section of the catalog.

## 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>).*

## Success Center

The Success Center, located at our SWIHA main campus (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
- Licensing/Insurance Information
- Employment Opportunities
- Room Rental/Equipment Sales
- Events (volunteer and paid opportunities)
- Entrepreneurial/Career Coaching
- Small Business Association information

---

# 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 government-issued identification, e.g., driver's license, passport, etc., and proof of citizenship. Students must be able to safely give and receive all services that are included in their program of study.

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 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.

## Cancellation Period

Students enrolled in a SWINA Diploma program have a 14-Day cancellation period, not counting holidays, posted school breaks, or leaves of absence. This period 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 requirements of the cancellation period, students will have the opportunity to become fully enrolled. In order to successfully complete the cancellation period, students must meet the following criteria:

- Attend new student orientation and the first day of class.
- Attend at least 70% of scheduled hours.
- Adhere to all student conduct policies.
- Have provided proof of high school graduation or equivalency.
- Have completed the process of financially funding my program of study.

During the cancellation period, if a student elects to cancel their enrollment, or if SWINA cancels the student's enrollment due to not meeting the requirements of the Cancellation Period, all coursework associated with the enrollment will be removed from the student's academic record. In addition, students are entitled to a 100% refund of all monies paid, with the exception of the \$75 registration fee and optional technology fee. If the student or SWINA cancel their enrollment, 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: Dr. Brad Bouté, Executive Director, serves as the ADA/Section 504 Coordinator and can be reached at [adasupport@swiha.edu](mailto:adasupport@swiha.edu) for assistance.

## Transfer Credits

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

Students desiring to transfer hours into their program must provide documentation of successful completion of the course(s) through submitting official transcripts or certificates of completion from recognized providers. Classes to be transferred must have been completed with a "C" or better. Education older than ten years will not be accepted for transfer. Transfer hours may affect Financial Aid award levels. All transcripts received from other providers will become part of a student's permanent record. In addition, SWINA 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. Program tuition is reduced by the number of hours approved for transfer at the

current hourly tuition rate at the time of enrollment. The Financial Aid department is notified of any transfers, at which time awarded aid is reevaluated and when necessary, the appropriate refunds are made.

Students may transfer no more than 50% of the hours required for the Natural Aesthetics Practitioner Diploma. Students enrolling in the Advanced Skincare Practitioner Diploma may transfer up to 600 hours if they hold an active Aesthetics License with the Arizona Barber & Cosmetology Board.

To fully prepare students to sit for the Arizona Aesthetics Licensure exams, all students are required to complete all theory classes. Students transferring hours into the 600-hour Natural Aesthetics Practitioner Diploma will be issued a monetary credit for the hours transferred into the program. If a student demonstrates success throughout their program, they may be granted an opportunity to graduate up to 88 hours early. This will be determined by the Campus Director based on their readiness to test for licensure.

Students may appeal the determination of transfer credits by submitting a written request to the Campus Director. Written requests should include all pertinent details as to the reason for the appeal. The written request must be submitted prior to the end of the cancellation period. The administration, including the Campus Director, will review and respond to the appeal within 10 business days.

SWINA 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 approved for the Training of Veterans by the Arizona State Approving Agency. 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](mailto: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 students are subject to SWINA's fourteen-day cancellation period.
- 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.
- 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 the VA will cover required books and supplies. Optional/recommended books and supplies can be purchased out of pocket.



- I understand that as a SWINA student and depending on my enrollment status and chapter, I may not be eligible for Monthly Housing Allowance (MHA). 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 [pamb@swiha.edu](mailto:pamb@swiha.edu) or addressed to Student Services, 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](mailto: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 States 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](http://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

Rights Under Family Education Rights and Privacy Act (FERPA)

## 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 Barbering & Cosmetology Board 1740 W Adams St #4400, Phoenix, AZ 85007 (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.

SWINA's Campus Director is available to discuss questions, concerns, and feedback regarding instructors. SWINA students may speak to the Executive Director should they feel their concerns have not been adequately addressed within a particular department.

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

If Students feel they would like to request a meeting with the Campus Director, they can do so by stopping by their office, or scheduling an appointment through Student Services.

### 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 Campus Director. The Campus Director reviews the feedback with the Faculty Manager and instructors and acts accordingly.

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, graduates are encouraged to ask their employer to watch for and complete 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 Pam Brown, SWINA Campus Director via email or postal mail.

**Pam Brown**  
**1460 E. Southern Ave.**  
**Tempe, AZ 85282**  
**pamb@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 SWINA staff members.

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona Barbering & Cosmetology Board.

**Arizona Barbering & Cosmetology Board**  
**1740 W Adams #4400**

**Phoenix AZ 85007**  
**480-784-4539**  
**bcba.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. The student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website (<https://accet.org/about-us/contact-us>).

The online form will require the following information:

8. Name and location of the ACCET institution
9. A detailed description of the alleged problem(s)
10. The approximate date(s) that the problem(s) occurred
11. The names and titles/positions of all persons involved in the problem(s), including faculty, staff, and/or other students
12. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET
13. 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
14. The status of the complainant with the institution (e.g., current student, former student)



Please include copies of any relevant supporting documentation (e.g., student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution). Note: Complainants will receive an acknowledgment of receipt within 15 business days.

## Attendance (Financial Aid)

Students receiving Federal Financial Aid are required to complete a minimum of 90% of their required credits each payment period to maintain financial aid eligibility.

## Attendance (Academic)

SWINA 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 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.

Eighty percent (80%) minimum course attendance is required to receive a passing grade (2, equivalent to a C). Students will need to partake in make-up options should 80% attendance not be acquired in the initial attempt. Students with a grade notation of I-D (attendance between 70%-79.99%) 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 Services office to inquire about make-up options. 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.

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

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

Time missed from a class will be calculated and applied to a student's overall attendance requirements. Students who forget to sign in, yet were in attendance, may appeal their attendance status within 60 days of the course end date. Students can request to see the attendance sheet at any time to verify it was documented correctly.

### Clinic Hours

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.

Students scheduled for a clinic shift that do not show and do not call or that call out the same day of their scheduled shift will not be permitted to request any additional shift adjustments for the remainder of the month. Case Study appointments can be requested. Students with extenuating circumstances that prevent them from attending a scheduled clinic shift need to email the Campus Director within 48 hours of the missed shift. The email should include reasons they were unable to attend and any supporting documentation that they can provide.

### Student Request Forms

Green Request Forms are used as a means of communication between SWINA students and the Student Spa Manager and should be used for the reasons below:

1. Request to change clinic shift
2. Request to schedule case study appointment
3. Request to add a clinic shift

Students may request two clinic shift adjustments each month. Additional adjustments may be considered for extenuating circumstances. Green request forms for extenuating circumstances should be given directly to the Campus Director for review.

### 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 80% 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. Please note, students are required to achieve 100% attendance in Clinic Courses.

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.

Students may only have three concurrent courses in make-up status (I-D) 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 is a \$50 fee for each course that needs to be retaken.

### 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 80% attendance policy. Tutoring must be done on school grounds. Arrangements must be confirmed 24 hours in advance with Student Services.

Conversion of classroom hours into tutoring hours:

- \* 1 hour of tutoring = 1 hour class time
- \* 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 one-on-one academic support at the Student Services request.

### Leave of Absence

As with many of SWINA'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 a W grade and have them retake the course in-full. 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, with a note stating LOA.
  - 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 be charged its 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 or classes.

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.

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. 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, videoconference, or in-person), the following will be discussed/determined:

- LOA request reason
- LOA Length
- Effect on current class (W 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.

## 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 met within a maximum time frame of 1.5 times the normal program length, as measured in attempted vs earned hours or credits as appropriate. Time spent on an approved leave of absence is not counted against the checkpoints for maximum time frame. If a student passes their estimated graduation date, SAP checkpoints will continue at their regular interval until graduation, USAP dismissal, or MTF.

### 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, 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.

### 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.

Program	1 <sup>st</sup> Checkpoint		2 <sup>nd</sup> Checkpoint		3 <sup>rd</sup> Checkpoint		4 <sup>th</sup> Checkpoint		5 <sup>th</sup> Checkpoint		6 <sup>th</sup> Checkpoint	
	Wks	Hours	Wks	Hours	Wks	Hours	Wks	Hours	Wks	Hours	Wks	Hours
NA(AM)	4	112	8	224	12	320	16	416	20	512	30	600
NA (PM)	8	112	16	224	24	320	32	416	40	512	50	600
NAL 780 (AM)	4	112	8	224	12	320	16	416	20	512	35	780
NAL 780 (PM)	8	112	16	224	24	320	32	416	40	512	55	780
MAE	5.5	87.5	11	175	16.5	262.5	22	350	--	--	--	--

\* Rounding: .25 rounded down, .75 rounded up.

### 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. There will be a \$50 fee for each course that needs to be retaken.

Students receiving a grade of 0 (<60% attendance) or 1 (60-69% attendance or did not complete make-ups within timeframe) for any required 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 0 or 1, hours and 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.
- 1 = equivalent to a D. 1 grade point, student did not complete the minimum attendance requirement and/or the required competency. Attendance - student was not eligible for make-ups or did not complete the make-up attendance within the make-up timeframe. Competency – student did not complete the required competencies with a passing grade within the make-up timeframe. Make-ups cannot be completed to establish a passing grade. The 1 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.
- 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.
- Withdraw/Fail(WF) = Result from a course or program withdraw. Equivalent to an F = 59% and below – 0 grade points, will be required to re-take the class to earn a passing grade. The WF 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.

The following grading notations may appear on a student's transcript. These notations do not impact a student's GPA

- I-D = Temporary grade notation, not a final grade. Student needs to complete make-up attendance and/or competency to receive a grade for the class. Please see make-up policy for further details.
- AUN = Audit for no credit
- TXFR = Course transferred into program
- COMP = Orientation or event that has no bearing on program hours or credits

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.

\*For student dually enrolled in massage and aesthetics, see SWIHA's grading policy for the massage portion of your program. <http://www.swiha.edu>

## Grade Weighting

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

Written Final	10%
Homework	10%
Participation	20%
Quiz/Test	30%
Midterm/Practical	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 to the student by the Campus Director and the student's academic advisor. 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 the Campus Director.

## 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 will be withdrawn from their program.

## Graduation Requirements

1. Minimum of 80% attendance in each block
2. Minimum 2.0 GPA in each block
3. Meet minimum program clock hour requirements:
  - a. Aesthetics – 600 hours
  - b. Aesthetics Instructor – 350 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 with a minimum of 80%
8. Meet with Student Services for Graduation Planning at the start of their NA 188 Clinic course
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, 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, or during class lunch times, may be immediately placed on probation, asked to leave campus, 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.)

Federal law protects the privacy of educational records. In accordance with the Family Education Rights and Privacy Act (FERPA), students have the following rights:

- The right to review their educational records.
- The right to seek correction of the contents of these records.
- The right to a formal hearing if seeking the correction of these records.
- The right to place a note of explanation in the records if their requested correction was unsuccessful.
- The right to request disclosure of the contents of the records.
- The right to file a complaint with the Department of Education if the College fails to comply with FERPA policies.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW.  
Washington, DC, 20202-8520

The College will not release personally identifiable information without written consent of the student, unless the student is under the age of 18 and the request is made by a legal guardian. Legal exceptions may also apply. The following is a non-exclusive list of FERPA exemptions that permit disclosure without student consent:

- Disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, information technology contractor, consultant, default management servicer, placement verification servicer, or collection agent); or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the College.
- Disclosure upon request to officials of another school in which a student seeks or intends to enroll.
- Disclosure to authorized representatives of the U.S. Government, state and local authorities where required, and accrediting agencies.
- Disclosure of records requested through court order or subpoena.

At its discretion, the College may provide “directory information” in accordance with FERPA provisions. Directory information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at the College includes the following: student’s name, address, date of birth, college email address, photograph, major field of study and degree program, dates of attendance (defined as first and last date of term), grade level, enrollment status (full-time or part-time), and participation in officially recognized activities or sports, degrees, honors and awards received. Students may request that such directory information not be released by notifying the Registrar in writing.

## 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 wish to withdraw from their program must speak with their Academic Advisor and make a written request.

## Appeals Process

Every student has the right to appeal termination, probation, or any concerns regarding their academic standing. The appeal must be submitted in writing to the Campus Director at [pamb@swiha.edu](mailto:pamb@swiha.edu) within three business days of notification of academic standing. Include within the letter of appeal all relevant substantiating documentation as to why the student failed to meet SAP and what has changed the student's situation that will allow them 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.

## Readmission to a Program

Students wanting to re-enroll in a program at SWINA must contact the Reenrollment Coordinator with their request. Based upon the student's previous enrollment, additional steps may be necessary.



## Academic Calendar and Holidays

SWINA starts classes year round on rolling start dates. Generally, 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:

SWINA Holidays	Dates
Martin Luther King Day	January 17, 2022
Spring Break	March 6-13, 2022
Memorial Day	May 28-30, 2022
July 4th	July 3-10, 2022
Labor Day	Sept 3-5, 2022
Thanksgiving	Nov 20-27, 2022
Winter Break	Dec 18-Jan 2

## 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.

## 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 with water 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](http://www.copyright.gov/help/faq), 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, Pam Brown, Campus Director, at [pamb@swiha.edu](mailto:pamb@swiha.edu) 480-393-1415 x203. 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 with 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](https://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 \$15 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 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 include, and *are not limited to*, non-payment of tuition, not abiding by SAP and Attendance Policies, and not abiding to the student conduct policy. See school Catalog for details.
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.**
13. Southwest Institute of Healing Arts reserves the right to make changes in course content, allotment of classroom hours for a particular course, learning objectives, and instructors, in the interest of providing the best quality education to the student. In the event that fewer than six students are enrolled in a class, Southwest Institute of Healing Arts reserves the right to cancel the class with notification to the student prior to class start and all prepaid tuition will be refunded or applied to payment for another class. Appropriate course substitutions may be approved as necessary in the event that a scheduling change will affect a student's expected date of graduation.

### 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 = 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.

### 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.

DEPENDENTS LIVING WITH PARENTS				
MONTHS	ROOM & BOARD	PERSONAL	TRANSPORTATION	TOTAL
1	\$ 624.00	\$ 468.00	\$ 207.00	\$ 1,299.00
2	\$ 1,247.00	\$ 935.00	\$ 416.00	\$ 2,598.00
3	\$ 1,871.00	\$ 1,402.00	\$ 624.00	\$ 3,897.00

4	\$ 2,494.00	\$ 1,871.00	\$ 831.00	\$ 5,196.00
5	\$ 3,118.00	\$ 2,338.00	\$ 1,039.00	\$ 6,495.00
6	\$ 3,741.00	\$ 2,806.00	\$ 1,247.00	\$ 7,794.00
7	\$ 4,365.00	\$ 3,274.00	\$ 1,455.00	\$ 9,094.00
8	\$ 4,988.00	\$ 3,741.00	\$ 1,663.00	\$ 10,391.00
9	\$ 5,612.00	\$ 4,208.00	\$ 1,870.00	\$ 11,690.00
10	\$ 6,235.00	\$ 4,676.00	\$ 2,078.00	\$ 12,989.00
11	\$ 6,858.00	\$ 5,144.00	\$ 2,286.00	\$ 14,288.00
12	\$ 7,482.00	\$ 5,611.00	\$ 2,484.00	\$ 15,587.00

#### INDEPENDENT OR DEPENDENT NOT LIVING WITH PARENTS

MONTHS	ROOM & BOARD	PERSONAL	TRANSPORTATION	TOTAL
1	\$ 930.00	\$ 698.00	\$ 310.00	\$ 1,938.00
2	\$ 1,860.00	\$ 1,395.00	\$ 621.00	\$ 3,876.00
3	\$ 2,791.00	\$ 2,093.00	\$ 930.00	\$ 5,814.00
4	\$ 3,720.00	\$ 2,790.00	\$ 1,240.00	\$ 7,750.00
5	\$ 4,651.00	\$ 3,488.00	\$ 1,550.00	\$ 9,689.00
6	\$ 5,581.00	\$ 4,186.00	\$ 1,860.00	\$ 11,627.00
7	\$ 6,512.00	\$ 4,883.00	\$ 2,170.00	\$ 13,565.00
8	\$ 7,441.00	\$ 5,582.00	\$ 2,480.00	\$ 15,503.00
9	\$ 8,372.00	\$ 6,278.00	\$ 2,790.00	\$ 17,440.00
10	\$ 9,302.00	\$ 6,976.00	\$ 3,100.00	\$ 19,378.00
11	\$ 10,232.00	\$ 7,673.00	\$ 3,411.00	\$ 21,316.00
12	\$ 11,162.00	\$ 8,371.00	\$ 3,721.00	\$ 23,254.00

## 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.

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 Leadership Team

KC Miller

**Founder & Owner**

Brian P. Miller, Ed.D

**Owner**

Amber Imes

**Director of Finance/Human Resources**

Angelica Diaz

**Dean of Students**

Brad Bouté, Ph.D.

**Executive Director**

Pam Brown

**SWINA Campus Director**

Salisha Tamandl Kacic

**Controller**

Tristen Reis

**Director of Admissions**



## Southwest Institute of Healing Arts

### Accounting & Payroll

Cari Messina

**Payroll and HR Specialist**

Belle Hernandez

**Accounts Receivable**

Alyssa Stine

**Student Accounts Specialist**

### Admissions

Tristen Reis

**Director of Admissions**

Adeni Ellisian

Amy Horn

Jae Briggs

Krystle Riveras

Leah Lackland

Trena Edwards

**Admissions Coaches**

### Bookstore

Barb Moeller

**Bookstore Manager**

Allison Cantor  
Anayda Francia  
Mollie Hunter  
**Bookstore Associates**

#### Education (On-Campus)

Linda Bennett, Ph.D.  
**Associate Dean of On-Campus Education:  
AOS/Psych/Hypnotherapy**

Billy Joel Hamilton  
**Associate Dean of On-Campus Education:  
Diplomas/Certificates**

Scott Taylor  
**Associate Dean of On-Campus Education:  
Yoga/Faculty**

Will Zecco  
**Director of Yoga Education**

Daniela Applegate  
**Instructional Designer**

#### Education (Online)

Michael Dye  
**Associate Dean of Online Education**

Dana Greenwood  
**Associate Dean of Online Curriculum**

Bobby Foster  
Daniela Applegate  
Olivia Vasile  
**Instructional Designer**

Joan Collins  
**Online Curriculum Development**

Alan Taylor  
**Multimedia Production Engineer**

Matt Bialach  
**Online Technical Assistant**

#### Facilities

Sara Zejda  
**Education Operations Specialist & Massage  
Placement**

Barb Moeller  
Calvin Cook  
Jerry Cendroski  
Jodi Witherspon  
Matthew Pierce  
**Facilities Team**

#### Financial Aid

Chelsea Trautman  
**Director of Financial Aid**

Janet Wilson  
**Financial Aid Specialist**

Chaundra VanNoy  
**Financial Aid Specialist**

#### Front Desk Team

Alison Cantor  
Barb Moeller  
Maribel Hernandez  
Mollie Hunter  
Wayne Hoffman  
**Front Desk Support**

#### Information Technology

Michael LaBelle  
**Director of Information Technology**

#### Marketing

Carmen Marrero  
**Marketing Manager**

Brian McKinney  
**Web/Marketing Media Specialist & Graphic  
Designer**

Jade Marvin  
**Admissions Outreach Coach/Marketing**

#### Massage Clinic

Billy Joel Hamilton  
**Associate Dean of On-Campus Education:  
Diploma/Certificates**

Jasper Marie  
**Clinic Coordinator**

### Student Services (On-Campus)

Anyada Francia (Lead)  
Brian Sheldon  
Sarah Haws  
Will Zecco

#### **Academic Advisors**

Crystal Clay  
**Registrar**

Wayne Hoffman  
**Lead Front Desk Concierge & Student Services Specialist**

Rosa Rogers  
**Grades and Attendance Specialist**

### Student Service (Online)

Bernadett Bialach  
**Associate Dean of Online Student Services**

## Auxiliary Classroom and Spirit of Yoga

Brad Beloat  
**SOY Studio Manager**

Diana McGowen  
**Yoga Practicum Coordinator**

## Southwest Institute of Natural Aesthetics

Pam Brown  
**SWINA Campus Director**

Dr. Laree Hooker  
**Medical Director**

Hannah Greenwood  
**Director of Admissions**

Alsinia Hutzler  
**Director of Career Services**

Annie Fonnegra  
**Purchasing and Operations**

Riann Wakefield  
Jacqueline Wright  
Janet Lee  
**Online Student Services Advisor**

### Success Center and Placement Division

Alsinia Hutzler  
**Director of Career Services**

James Patrick  
**Director of Business Development & Community Outreach**

Jasper Marie  
**Placement Specialist & Success Coach**

Amy Pfunter  
Ashley Joi Felton  
Wayne Hoffman  
**Soy Front Desk**

Leslie Venegas  
**Laser Education Manager**

Lydia Castro  
**Clinic Manager**

Jennifer Dubbs  
Jenny Garner  
**Academic Advisor**

Shaila Rogers  
**Aesthetics Education Administrator**

Christie Bergstrom  
**Faculty Manager/Curriculum Coordinator**



Isaac Talavera  
Paige Riso  
**Front Desk**

Rayane Soto  
**Front Desk Manager**



# Appendix B: Faculty

## Listed in Alphabetical Order

*Representative Sample of Classes*

### **Applegate, Daniela BA**

BC 542 Applied Entrepreneurship  
BC 601 Mission Possible

### **Arena, James BA, R.P.P., C.P.E**

PC 942 Polarity Yoga and Dr. Stone's Mystical Philosophy  
PC 998 Polarity - Spinal Balancing

### **Astarte, Rachel, MFA, BA, CCHT**

SP 152-OL Grounded Spirituality & Modern Mysticism ONLINE  
SP 155-OL Spiritual Traditions ONLINE  
TP 100-OL Diversity & Developing Ethical Consciousness ONLINE  
TP 120-OL Transpersonal Psychology – Awaken the Hero Within ONLINE

### **Bell, Roy BA**

BC 540 Business Development & Entrepreneurial Support

### **Bennett, Linda BS, CCHT, CAS, LC**

BC 562-OL Life Coaching - Core Strategies, Techniques & Implementation, Part 2 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 371-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 540-OL Post-Traumatic Stress Disorder (PTSD) Integrative Therapies ONLINE

### **Bouté, Brad, PhD, MFA, BFA**

EC 775 Shamanic Reiki I & II  
EC 776 Shamanic Reiki III & Beyond  
EC 777 Shamanic Wheel of Life  
EC 778 Shamanic Pathways  
TC 630 Somatic Psychology – The Neuroscience of Regulation & Trauma  
YO 506 Yoga - Transformational Yoga Coaching

### **Briley, Becca BA, CYT, LC, RM, RF**

BC 601 Mission Possible

**Burdette, Juli** E-500 RYT

YO 555 Yoga – The Bhakti Path

**Burki, Kerry** BA, CLC

BC 602 Mastermind for Success

**Clough, Kelly N.D.**

HN 105-OL Foundation of Holistic Nutrition ONLINE

HN 124-OL Micro/Macro Nutritional Biochemistry ONLINE

HN 310-OL Nutrition - Fundamentals of Biochemistry ONLINE

MM 105-OL Foundations of Mindful Eating ONLINE

SC 240 Herbal Sciences

**Collins, Sandy** MEd, B.S. Psychology, E-RYT500, LC, CH

SP 447-OL Spirit-Directed Coaching ONLINE

**Conley, Michaela** MA, NBC-HWC, MCHES®

HC 101-OL Foundations of Wellness Coaching ONLINE

HC 155-OL Anatomy of Wellness ONLINE

HC 156-OL Health Conditions ONLINE

HC 201-OL Professional Wellness Coaching and Ethics ONLINE

HC 301-OL Advanced Wellness Coaching 1 ONLINE

HC 302-OL Advanced Wellness Coaching 2 ONLINE

**Coulter, Marney “Hasu”** E-RYT 500, C-IAYT

YO 438 Yoga - I AM Yoga®: Principles of Meditation in Motion®

**Craer, Katherine** MA, BA, CLC – Instructor – [kate.craer@campus.swiha.edu](mailto:kate.craer@campus.swiha.edu) – ph# 602.363.4814

BC 530 Introduction to Holistic Entrepreneurship & Self-Empowerment

BC 540 Business Development & Entrepreneurial Support

**Day, Suzy** CHT, MHT, MBWP, LC

HY 101-OL Hypnotherapy - Foundations Level I ONLINE

HY 201-OL Hypnotherapy - Foundations Level II ONLINE

HY 301-OL Hypnotherapy - Foundations Level III ONLINE

HY 540-OL Post-Traumatic Stress Disorder (PTSD) Integrative Therapies ONLINE

HY 581-OL Hypnotherapy - Advanced Hypnotherapy – Medical Conditions ONLINE

**Desai, Kamini** PhD, E-RYT 500

YO 401 Yoga - Nidra I

YO 402 Yoga - Nidra II

YO 403 Yoga - Nidra III

YO 404 Yoga - Nidra IV

YO 405 Yoga – Nidra V

YO 406 Yoga – Nidra VI

**Dose, Liz** LC, CHT, HA, AOSHH

AR 100-OL Aromatherapy - Intro ONLINE

AR 121-OL Aroma-Auriculotherapy ONLINE

AR 133-OL Flower Essences ONLINE

TP 210-OL Emotional Freedom Technique ONLINE

**Dye, Lori** LC, UF, RYT, Social Service Worker Diploma

BC 550-OL	Life Coaching - Foundation ONLINE
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
HC 101-OL	Foundations of Wellness Coaching*
HC 220-OL	Psychology of Well-being 1
HC 221-OL	Psychology of Well-being 2
HC 301-OL	Advanced Wellness Coaching 1*
MM 101-OL	Mindfulness: Introduction and Movement
MM 301-OL	Mindfulness: Attention and Breath Techniques
MM 401-OL	Mindfulness Facilitator
SP 152-OL	Grounded Spirituality & Modern Mysticism ONLINE

**Dye, Michael MBA, BS Marketing**

TP 106-OL	GRIT for Success ONLINE
TP 107-OL	GRIT: Student Journey ONLINE
TP 150-OL	Introduction to Building Resiliency ONLINE
TP 210-OL	Emotional Freedom Technique ONLINE

**Emperador, Jennifer BA, LC, RE, YO, YO-N**

HY 450	EFT Introduction
TC 100	Spiritual Coaching & Ethics
TC 110	Workshops & Group Facilitation
TC 120	Coaching the Hero Within
TC 150	Building Resiliency & Stress Management
TC 640	Somatic Psychology – The Subtle Body

**Erickson, Janell AS in Holistic Healthcare**

RF 150-OL	Toe Reading - Reflexology Assessment I - Elemental ONLINE
RF 170-OL	Soul Coaching – Expanded Dialogue

**Fears, Dharma Angela E-500 RYT**

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

**Fragosa, Sherry BA in Behavioral Science**

AG 101-OL	Introduction to Intuitive Guidance ONLINE
SP 415-OL	Creating Ceremony & Sacred Space ONLINE
SP 447-OL	Spirit-Directed Coaching ONLINE
TP 140-OL	The Energetics of Intuition ONLINE

**Gahee, Michelle BA, Cert HWC Coach – Instructor – michelle.gahee@campus.swiha.edu – ph# 510.499.1400**

HC 302	HWC - Advanced Wellness Coaching 2
HC 401	HWC - NBHWC Exam Prep

**Gilbert, Sherry BA, LC, HY**

HY 101-OL	Hypnotherapy - Foundations Level I ONLINE
HY 201-OL	Hypnotherapy – Foundations Level II ONLINE
HY 301-OL	Hypnotherapy - Foundations Level III ONLINE
HY 401-OL	Hypnotherapy - Advanced Techniques ONLINE
HY 421-OL	Hypnotherapy - Script Writing ONLINE
HY 581-OL	Hypnotherapy - Advanced Hypnotherapy – Medical Conditions ONLINE

**Greenwood, Dana BA, M.Ed.**

TP 107-OL	GRIT: Student Journey
-----------	-----------------------



**Guinn, Erica, BS**

SC 250 Botany

**Hamilton, Billy Joel LMT AOS**

BC 110 SOAP Notes  
BC 301 Ethics for Massage Therapists  
BC 441 Resiliency and Self-Care for Massage Therapists  
CC 450 Conscious Living & Urban Farming  
EC 798 Reiki Clinic  
EV 003 Massage Clinic Orientation  
MT 200 Swedish  
MT 400 Myotherapy 7 Step Release System  
MT 520 First Aid  
MT 540 Comprehensive CPR  
OE 620 Thai Massage - Traditional  
OE 640 Thai Massage - Foot Massage  
TE 220 Deep Tissue Sculpting  
TE 225 Rotator Cuff/Shoulder Joint  
TE 260 Fibromyalgia Therapy  
TE 320 Lower Back Pain Release  
TE 364 Massage Sideline w/ Deep Listening  
TE 380 Neck Release  
TE 590 Removing the Armor  
TE 600 Rock & Unlock  
TE 662 Hydrotherapy for Injury Management  
TE 690 Trigger Point  
UF 100 Urban Farming – Field to Fork  
UF 101 Urban Farming – Seed to Sale

**Hassmer, Kendall ND, BA**

HC 220-OL Psychology of Well-being 1 ONLINE  
HC 221-OL Psychology of Well-being 2 ONLINE  
HC 222-OL Psychology of Addictions & Disordered Eating ONLINE  
HN 351-OL Microbiome Wellness ONLINE  
TP 130-OL Psychology of Addiction – Understanding the Shadow ONLINE

**Hernandez, Maribel CYT, YNP, CHT**

EC 791 Reiki for Prosperity  
EC 798 Reiki Clinic  
YO 409 Yoga - Yoga Nidra Practicum

**Horn, Amy BA, LMT**

AR 100 Aromatherapy Intro  
AR 117 Aromatherapy – Pet Care  
AR 118 Aromatherapy – Wellness for Women  
AR 300 Aromatherapy – Toning & Detox  
CC 130 Psychology of Addiction – Understanding the Shadow

**Hooker, Laree Dr.**

SWINA Medical Director

**Ilie, Danijela**

PC 850 Cranial Unwinding – I

PC 960 Polarity Clinic

**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

**Jasper, Vanessa E-RYT 200, YNP, YBPP**

YO 450 Yoga - Yogic Energy Anatomy & Chakras

**Jayavelu, Sankar, BA, AOS, WH**

WH 256 Western Herbalism – The Green Man

**Jennings, Sarah MS in Kinesiology & Integrative Wellness, BA**

HC 101-OL Foundations of Wellness Coaching ONLINE  
HC 155-OL Anatomy of Wellness ONLINE  
HC 156-OL Health Conditions ONLINE  
HC 201-OL Professional Wellness Coaching and Ethics ONLINE  
HC 401-OL NBHWC Exam Prep ONLINE

**Johnson, Jodi LMT, RPP**

AG 101-OL Introduction to Intuitive Guidance ONLINE  
AG 301-OL Intuitive Guidance – Practical Application ONLINE  
SP 161-OL Mysticism & Universal Laws ONLINE  
SP 277-OL Prayer Therapy & Meditation ONLINE  
SP 437-OL Developing Your Spiritual Gifts ONLINE  
TP 120-OL Transpersonal Psychology – Awaken the Hero Within ONLINE  
TP 140-OL The Energetics of Intuition ONLINE  
TP 490-OL Post-Traumatic Stress Disorder (PTSD) Introduction ONLINE

**Jones, Braden LMT, C-MLDT**

BC 110 SOAP Notes  
MT 115 Anatomy  
MT 400 Myotherapy 7 Step Release System  
TE 220 Deep Tissue Sculpting  
TE 225 Rotator Cuff/Shoulder Joint

**Kalamas, Maria** MBA, BS, LMT, LC, C-NLP

EL 725	Neuro Linguistic Programming (NLP)
RF 162	Toe Reading II - Soul Coaching - Facilitated Dialogue
RF 202	Reflexology - Assessment Skills for Bodyworkers
RF 203	Reflexology - Emotional Balance & Being for Bodyworkers
RF 575	Reflexology - Hand for Bodyworkers

**Kearn, Lisa** AOS, RPP

PC 100	Polarity Basic I
PC 150	Polarity II
PC 200	Polarity APP/Cranial Practicum
PC 850	Cranial Unwinding I

**Lackland, Leah** AOS, YTT

IG 101	Introduction to Intuitive Guidance
IG 201	Angels & Guides
IG 301	Intuitive Guidance – Practical Applications
IG 401	Business of Intuitive Guidance
YO 441	Yoga – Advanced Sequencing
YO 342	Yoga – Modified Poses, Props, & Principles

**Lee, Janet** BS P.E., Chef

HN 117	Nutrition - Dehydrating Raw Cuisine
HN 222	Nutrition - Raw Food Cuisine
HN 251	Nutrition - Nutritional Assessment & Coaching

**Leone, Jacqueline, N.D.**

HN 105-OL	Foundation of Holistic Nutrition ONLINE
HN 124-OL	Micro/Macro Nutritional Biochemistry ONLINE
HN 235-OL	Nutritional Needs Across the Life Cycle ONLINE
HN 270-OL	Nutrition - Introduction to Healing Herbs ONLINE
HN 351-OL	Microbiome Wellness ONLINE

**Lorente, Ellie,** LMT

MT 200	Swedish Massage
MT 301	Corporate Chair
MT 520	First Aid
MT 540	Comprehensive CPR
RF 201	Reflexology - A Western Approach for Bodyworkers
RF 218	East Indian Head Acupressure
RF 575	Reflexology - Hand for Bodyworkers
OE 620	Thai Massage - Traditional

**Mansueto, Lisa** LE, MAE

SWINA Aesthetics Instructor

**Marasca, Gisele** BA, AS, AOS in Holistic Healthcare

BC 555-OL	Entrepreneurial Business Development ONLINE
BC 559-OL	GRIT for Influencers ONLINE
HE 101-OL	Entrepreneur's Journey 1: Departure ONLINE
HE 102-OL	Entrepreneur's Journey 2: Initiation ONLINE
HE 103-OL	Entrepreneur's Journey 3: Return ONLINE
HE 201-OL	Influencer's Journey: Sharing Your Story ONLINE

**Mattingly, Larry MA, BA**

EC 775 -	Shamanic Reiki I & II
EC 776 -	Shamanic Reiki IIIc
EC 777-	Shamanic Wheel of Life
EC 778-	Shamanic Pathways

**Mayer, Jane RYT**

YO 434	Yoga – Posture of Consciousness
--------	---------------------------------

**McCaffrey, Dee CDC, BS**

HN 105-OL	Foundation of Holistic Nutrition ONLINE
HN 121	Nutrition - Introduction to Holistic Nutrition and Wellness ONLINE
HN 122	Nutrition – Understanding Macronutrients, Micronutrients for Optimum Health ONLINE
HN 124-OL	Micro/Macro Nutritional Biochemistry ONLINE
HN 155	Nutrition – Comparative Dietary Systems ONLINE
HN 155-OL	Nutrition – Comparative Dietary Systems ONLINE
HN 111-OL	Nutrition - Principles of Conscious Eating and Behavior Modification ONLINE
HN 210-OL	Whole Foods Cuisine 1 ONLINE
HN 222-OL	Raw Food Cuisine 1 ONLINE
HN 223-OL	Advanced Whole Foods and Raw Cuisine ONLINE
HN 235-OL	Nutritional Needs Across the Life Cycle ONLINE
HN 500-OL	Business of Culinary ONLINE
MM 105-OL	Foundations of Mindful Eating ONLINE

**McKinzie, Laura E-RYT500**

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 401	Yoga – Nidra I
YO 402	Yoga – Nidra II
YO 403	Yoga – Nidra III
YO 404	Yoga – Nidra IV

**McLaughlin, Suzie BA, LMT, LC, C-MLDT**

MT 115	Anatomy
MT 200	Swedish Massage
MT 500	Physiology
MT 605	Neuro Touch – Neuromuscular Re-Education & Techniques
TE 140	Breast Health
TE 142	Scar Tissue Massage
TE 300	Elder Touch
TE 302	Elder Touch - Medical
TE 402	Medical Massage for Cancer Survivors
TE 422	Medical Conditions - Deep & Light Touch
TE 701	Swedish Sedona
YO 451	Yoga – Applied Yoga Anatomy
YO 454	Yoga – Physiology & Health Conditions for Yoga Therapists

**McNutt, Jezaree AOS, LMT, YTT, Cht**

EL 720	Thumbless Therapy
OE 320	Hand and Wrist Health Maintenance
TE 320	Lower Back Pain Release
TE 650	Sports Massage – Intro

**Miller, KC BA, AA, LMT, HHC, E-RYT**



EC 791	Reiki For Prosperity
PC 100	Polarity - Basic I
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 450	Yoga - Yogic Energy Anatomy & Chakras
YO 506	Yoga - Transformational Yoga Coaching
YO 560	Yoga - Philosophy & Meditation

**Minner, Stevie** AS in Holistic Healthcare

BC 555-OL	Entrepreneurial Business Development ONLINE
BC 559-OL	GRIT for Influencers ONLINE

**Noah, Debbie** MS, BA, CHT

AG 101-OL	Introduction to Intuitive Guidance ONLINE
AG 201-OL	Angels and Guides ONLINE
AG 401-OL	Business of Intuitive Guidance ONLINE
SP 161-OL	Mysticism & Universal Laws ONLINE
SP 415-OL	Creating Ceremony & Sacred Space ONLINE
SP 427-OL	Ministerial Duties & Homiletics ONLINE
SP 431-OL	Death, Dying and Hospice ONLINE
SP 437-OL	Developing Your Spiritual Gifts ONLINE
TP 140-OL	The Science of Energetics and Intuition ONLINE

**Nordquist, Sharlene** MS Kinesiology Integrated Wellness, BS, NBC-HWC

HC 101-OL	Foundations of Wellness Coaching ONLINE
HC 156-OL	Health Conditions ONLINE
HC 201-OL	Professional Wellness Coaching and Ethics ONLINE
HC 301-OL	Advanced Wellness Coaching 1 ONLINE
HC 302-OL	Advanced Wellness Coaching 2 ONLINE

**Ostapuk, Kyle** BA, LMT

EC 146	SpaLomi Massage
TE 690	Trigger Point

**Patrick, James** AOS LC, CHT, RYT, NASM CPT

BC 530	Introduction to Holistic Entrepreneurship & Self-Empowerment
BC 540	Business Development & Entrepreneurial Support
BC 542	Applied Entrepreneurship
BC 602	Mastermind for Success
HC 101	HWC - Foundations of Wellness Coaching
HC 201	HWC - Professional Wellness Coaching & Ethics
HC 301	HWC - Advanced Wellness Coaching 1
HC 302	HWC - Advanced Wellness Coaching 2
HC 401	HWC - NBHWC Exam Prep

**Pinckley, Kim** CRA

PC 100	Polarity – Basic I
PC 150	Polarity – Basic II
PC 400	Polarity – Communications & Resonance I
PC 850	Cranial Unwinding I

**Rice, Stuart** E-RYT 500, YACEP

YO 456	Yoga - Therapeutic Postures I (YIN)
YO 466	Yoga - Advanced YIN

**Ritter, Mary** MA, BA, PHR, HY, LC, RE, RYT

EC 812	Reiki: Holy Reiki I & II - Discovery & Deepening
EC 813	Reiki: Holy Reiki III - Heaven's Gate
EC 767	Reiki - Holy - Master/Teacher Initiation
TC 610	Heart Centered Leadership

**Sanchez, Joann** B.S.

WH 100	Western Herbalism - Foundations of American Herbal Studies
WH 150	Western Herbalism - Specialties: an Introduction to Children & Female Herbals
WH 210	Western Herbalism - Section A: Seed Sowing
WH 220	Western Herbalism - Section B: Germination
WH 230	Western Herbalism - Section C: Growth & Evolution
WH 240	Western Herbalism - Section D: Harvest & Reap
WH 250	Western Herbalism - Herbs for Babies & Children
WH 256	Western Herbalism - The Green Man
WH 265	Western Herbalism - The Herbal Goddess
WH 275	Western Herbalism - Herbal Flowers
WH 280	Western Herbalism - Herbal Bioarts Clinic Preparations
WH 300	Western Herbalism - Externship: Flight
WH 350	Western Herbalism - Master Project
WH 365	Western Herbalism - Manufacturing & Remedy Production
WH 376	Western Herbalism - Formulary Practicum

**Sanders, Jennifer** AOS, LC, POLAPP

PC 100	Polarity – Basic I
PC 110	Polarity - Trance Counseling
PC 150	Polarity – Basic II
PC 200	Polarity APP/Cranial Practicum
PC 400	Polarity – Communications & Resonance I
PC 570	Polarity - Advanced Elements
PC 850	Cranial Unwinding – I
PC 870	Cranial Unwinding – III
PC 700	Polarity – Reflexology for Bodyworkers
PC 984	Polarity - Advanced Supervision & Clinical Development
PC 993	Polarity - Communications, Resonance & Relations II
PC 999	Polarity – Autonomic Nervous System

**Sanders, John** LMT

BC 110	SOAP Notes
BC 301	Ethics for Massage Therapists
BC 441	Resiliency and Self-Care for Massage Therapists
MT 151	Kinesiology - Anatomical Applications
TE 220	Deep Tissue Sculpting
TE 225	Rotator Cuff/Shoulder Joint
TE 320	Lower Back Pain Release

**Scibelli, Stacey** E-RYT 500, YACEP

NC 200	Whole Food, S.O.U.L. Food
--------	---------------------------

**Shimpock, Kathy** JD, MLL, MBA, CCHt, RMT, CSGM, Transpersonal Practitioner

BC 550-OL	Life Coaching - Foundation ONLINE
EL 725-OL	Neuro Linguistic Programming (NLP) ONLINE
HY 107	Hypnotherapy – Hypnosis & Storytelling
HY 301-OL	Hypnotherapy - Foundations Level III ONLINE
HY 340	EFT – Introduction

HY 581 Hypnotherapy – Medical Imagery  
 HY 581-OL Hypnotherapy - Advanced Hypnotherapy – Medical Conditions ONLINE

**Songer, Sydney** MBWP, I.C., Certified Clinical MA, HY

SP 277-OL Prayer Therapy & Mindful Meditation ONLINE  
 TP 150-OL Introduction to Building Resiliency ONLINE

**Soni, Dipti** PharmD, AP/C, LMT, RPP, RP

YO 453 Yoga - Foundations of Ayurveda

**Spann, Michele** BA, AOS, LMT, LC

MT 200 Swedish  
 TC 150 Building Resiliency & Stress Management  
 TC 620 The Art of Therapeutic Presence, Ethics & Boundaries

**Strauss, Gary** MS, RPP, PWE

PC 100 Polarity - Basic I  
 PC 400 Polarity - Communications, Resonance & Relations I  
 PC 601 Polarity - Seat of the Teacher Intro  
 PC 602 Polarity - Seat of the Teacher Intermediate  
 PC 603 Polarity - Seat of the Teacher 3  
 PC 604 Polarity - Seat of the Teacher 4  
 PC 605 Polarity - Seat of the Teacher 5  
 PC 800 Polarity - Business & Ethics  
 PC 850 Cranial Unwinding I  
 PC 855 Cranial Anatomy - Listening Skills  
 PC 870 Cranial Unwinding III  
 PC 880 Cranial Unwinding IV  
 PC 885 Cranial Unwinding for Infants and Children  
 PC 980 Polarity – Clinical Skills and Practice  
 PC 988 Polarity - Practicum  
 PC 993 Polarity - Communications, Resonance & Relations II  
 PC 995 Polarity - Advanced Supervision & Clinical Development  
 PC 997 Polarity - Energetic Nutrition

**Taylor, Scott** AOS, LMT, E-RYT 500, YACEP, YNP, RMT, BLS-I, CHT, LC

BC 110 SOAP Notes  
 BC 301 Ethics for Massage Therapists  
 BC 441 Resiliency and Self-Care for Massage Therapists  
 EC 700 Reiki I Traditional  
 EC 711 Reiki II Traditional  
 EC 720 Reiki III – Advanced  
 EC 731 Reiki & Beyond – Sound & Vibration  
 EC 741 Reiki – Angels, Guides, & Masters  
 EC 750 Reiki Symbolism & Geometric Grid  
 EC 766 Reiki Master/Teacher Initiation  
 EC 798 Reiki Clinic  
 EV 003 Massage Clinic Orientation  
 MT 115 Anatomy  
 MT 200 Swedish  
 MT 400 Myotherapy 7 Step Release System  
 MT 520 First Aid  
 MT 540 Comprehensive CPR  
 TE 220 Deep Tissue Sculpting  
 TE 225 Rotator Cuff/Shoulder Joint

TE 320	Lower Back Pain Release
TE 380	Neck Release
TE 600	Rock & Unlock
TE 701	Swedish Sedona
YO 506	Yoga - Transformational Yoga Coaching
YO 529	Yoga - Sacred Mudras & Pranayama
YO 560	Yoga - Philosophy & Meditation

**Thomas, Susanne MA Teaching, NBC-HWC**

HC 101-OL	Foundations of Wellness Coaching ONLINE
HC 155-OL	Anatomy of Wellness ONLINE
HC 156-OL	Health Conditions ONLINE
HC 201-OL	Professional Wellness Coaching and Ethics ONLINE
HC 401-OL	NBHCW Exam Prep ONLINE

**Vincent, Elmas MBA, BS, LC, Certified NLP**

BC 550-OL	Life Coaching - Foundation ONLINE
BC 561-OL	Life Coaching - Core Strategies, Techniques & Implementation, Part 1 ONLINE
BC 562-OL	Life Coaching - Core Strategies, Techniques & Implementation, Part 2 ONLINE
EL 725-OL	Neurolinguistic Programming (NLP) ONLINE
LC 101-OL	Foundations of Life Coaching ONLINE

**Vroman, Rhonda MBA, E-RYT 500, YACEP**

YO 421	Yoga – Body Psychology I
YO 422	Yoga – Body Psychology II
YO 423	Yoga – Body Psychology III
YO 424	Yoga – Body Psychology IV
YO 425	Yoga – Body Psychology Practicum
YO 701	Yoga – Integral Breath Therapy
YO 701	Yoga – Integral Breath Therapy Practicum

**Zecco, Will E-RYT-500**

EC 132	Sound Healing for Bodyworkers & Practitioners
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 455	Yoga - Business of Yoga



---

## Appendix C: Course Descriptions

---

### **AG 101-OL Introduction to Intuitive Guidance ONLINE**

**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: \$18

### **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: \$27 PRERQ AG 101-OL

### **AG 301-OL Intuitive Guidance – Practical Applications ONLINE**

**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: \$17 PRERQ AG 201-OL

### **AG 401-OL Business of Intuitive Guidance ONLINE**

**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 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 clients 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 107-OL Aromatherapy of the Spirit & Flower Essences ONLINE**

**Class Hours: 30 Credits: 1.5**

Essential oils and flower essences can add an important layer to work with clients. However full-strength essential oils can be triggering for clients during hypnotherapy sessions and overstimulating to some people during rituals and ceremonies. In this course you’ll learn how to safely use both essential oils and flower essences for protection empowerment emotional well-being 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. Text: \$20 Kit: \$100

**AR 114            Aromatherapy - Mens Health**

**Class Hours: 4   Credits: 0.25**

Receive 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 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 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 122-OL            Auriculotherapy for Hypnotherapists ONLINE**

**Class Hours: 40   Credits: 2**

Based on the ancient Chinese practice of acupuncture Auriculotherapy is sometimes referred to as "ear reflexology." It is a therapeutic intervention in which the ear is stimulated to alleviate emotional imbalances and health conditions in other parts of the body. Specific protocols include The Master Change Protocol weight management smoking abatement prosperity programming and Dimensionality Protocol. Special attention will be given to how hypnotherapists can use this modality with clients safely and ethically. PREREQ: AR 107-OL

**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 150            Spa Treatments - Spirit of the Stones**

**Class Hours: 20   Credits: 0.5**

Experience a powerful non-invasive healing modality combining Hot Stone Massage Essential Oil Spinal Treatment Massage Spinal and Cranial releases. Learn an integrated protocol to bring structural physiological and/or emotional healing to the body (particularly beneficial for migraines scoliosis chronic infections boosting of the immune system etc.). This is an intensive weekend covering the healing properties of thermotherapy

aromatherapy and massage techniques. Please bring sheets lotion two hand towels and one bath towel. Essential oils will be provided. PRE-REQ Swedish or LMT. Supplies \$30.00 (CEU-NCBTMB)

**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.

**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 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 ones 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 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 304                    Business Practices for Massage Therapists**

**Class Hours: 20 Credits: 1.25**

This course delves into professionalism best practices. Whether you plan to work for yourself or as an employee or contractor it will help you develop SMART Goals as well as highlight your Strengths Challenges Opportunities Tendencies and Trends. You will develop your own professional Code of Ethics and practice navigating ethical dilemmas. Upon completion you'll have a finished resume cover letter and many other tools to help you reach your professional goals in the field of massage therapy. FOR MASSAGE PROGRAM STUDENTS ONLY. NOT FOR CEU.

**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 441 Resiliency and Self-Care for Massage Therapists****Class Hours: 7 Credits: 0.5**

This important introductory class will help new massage therapy students explore the many opportunities in the massage industry. You will experience the power of visualization and learn ways to anchor in your vision to build resiliency throughout your program. Learn how to cultivate a mindset of resiliency and GRIT to nurture an internal environment of sustainability and personal growth. Self-Care options including breath tai chi yoga Yoga Nidra and an intro to tapping for stress relieve will be explored. FOR MASSAGE PROGRAM STUDENTS ONLY. NOT FOR CEU.

**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 &ndash; Business Development Entrepreneurial Support.

**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. This 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 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 presentation skills 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 clients individual needs. Supplies: \$30

**BC 550-OL Life Coaching - Foundation ONLINE****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 foundational course introduces the common philosophies and objectives of client-centered coaching. This highly experiential 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 ONLINE**

**Class Hours: 40 Credits: 2.5**

This course guides you on your own "Hero's Journey" - inviting you to go from Healing Arts Practitioner to Profitable Entrepreneur. You will examine and potentially reframe your mindset around your relationship to money business and making a difference in the world! You will have the opportunity to develop a mentoring relationship with your instructor who will also serve as your success coach. In this first of two courses in the Entrepreneurial Business Suite you will be coached through 12 stages of entrepreneurship. By the end of the class you will have had the opportunity to register your business name design and publish your website and share your gifts with the world in a loving and profitable way. Text: \$39

**BC 557-OL                    Social Media and Webinar Marketing ONLINE**

**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 559-OL                    GRIT for Influencers ONLINE**

**Class Hours: 60 Credits: 3.75**

This course invites you on a hero's journey from Entrepreneur to Influencer. First you will embody the growth mindset of an influencer by giving a voice to your purpose. Then as you embark on the journey to influence you will call upon your resilience integrity and tenacity in order to integrate the behaviors of an influencer into your daily life. You will plan research draft revise edit publish speak network and inspire. By establishing an online presence and positioning yourself as a leader in your field you will also bring potential clients to your practice. Text: (Same as BC 555-OL) PREREQ: BC 555-OL. STUDENTS MUST COMPLETE BC 555-OL BEFORE TAKING THIS COURSE.

**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 clients individual needs. Supplies \$65 PREREQ: BC 550 P\$ or BC 550-OL P\$ (Non-program students still need to enroll through Admissions)

#### **BC 561 Life Coaching Core - Strategies Techniques & Implementation Part 1**

**Class Hours: 40 Credits: 1.75**

BC 561 and BC 562 are designed to be taken together. 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 clients 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 ONLINE**

**Class Hours: 40 Credits: 2**

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. BC 561/BC 561-OL and BC 562/BC 562-OL are designed to be taken together. PREREQ: BC 550 or BC 550-OL .

#### **BC 562 Life Coaching Core - Strategies Techniques & Implementation Part 2**

**Class Hours: 40 Credits: 2**

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 clients individual needs. PREREQ: BC 561 P\$ (Non-program students still need to enroll through Admissions)

#### **BC 562-OL Life Coaching - Core Strategies Techniques & Implementation Part 2 ONLINE**

**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. BC 561/BC 561-OL and BC 562/BC 562-OL are designed to be taken together. P\$. PREREQ: BC 561-OL

**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. PRE-REQ: BC 560 Life Coaching Core or Instructor permission. This class requires a minimum of 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 use 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.

**BC 602 Mastermind for Success**

**Class Hours: 45 Credits: 3**

The concept of the Mastermind Group comes out of Napoleon Hill's work in the early 1900s. In his book Think and Grow Rich he describes the Mastermind principle as The coordination of knowledge and effort of two or more people who work toward a definite purpose in the spirit of harmony. In this course students will participate in a Mastermind Group with other Holistic Arts practitioners. Through the group students will collectively offer feedback brainstorm and identify accountability that supports each student's vision with measureable results in a compassionate yet responsible environment. PRERQ BC 540 Text: \$21

**BE 101-OL Earth Ceremonies ONLINE**

**Class Hours: 30 Credits: 1.5**

This class teaches the student modern-day applications of herbs in sacred earth rituals just as they have been used in healing cleansing and blessing ceremonies around the world for centuries. Students will explore connections between plant life and the seasons of the earth in relation to the sun. Text: \$30

**BE 201-OL Healing Botanicals I ONLINE**

**Class Hours: 30 Credits: 1.5**

Rediscover the kinship we humans have with the Flora of the planet. You will learn how to connect with plants on a spiritual level. You will explore basic herbal remedies that can be used in personal rituals. Text: \$27 PREREQ: BE 101-OL

**BE 301-OL Healing Botanicals II ONLINE**

**Class Hours: 40 Credits: 2**

In this course you will continue to explore the application of herbal remedies in spiritual rituals and ceremonies as well as the cultivation harvest and invitation of traditional plants. Text: \$25 PREREQ: BE 201-OL

**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 (CEU-NCBTMB)

**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: \$73 (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. 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 Supply Fee: \$18

**CC 310-OL            Developing Ethical Consciousness ONLINE****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. Supply Fee: \$10 Text: \$20



**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 Supplies: \$35

**CH 101-OL Nutrition - Culinary Fundamentals ONLINE****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 ONLINE****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 ONLINE****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

**CH 130-OL Nutrition - World Cuisine & Culinary Skills Application ONLINE****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 & CH120-OL

**DD 101-OL Death Dying & the Afterlife ONLINE****Class Hours: 30 Credits: 1.75**

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. 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

**DD 201-OL                      Life Review & Processing Grief ONLINE**

**Class Hours: 30 Credits: 1.5**

End-of-Life Doulas offer non-medical holistic support during the dying process. This class focuses on holding space and providing tools for the grieving process for the entire family including the individual who is dying. Special attention will also be paid to the doula's grieving process and self-care. Text: \$44 PREREQ: DD 101-OL

**DD 301-OL                      End of Life Rituals & Ceremonies ONLINE**

**Class Hours: 40 Credits: 2**

End-of-life ceremonies and rituals provide an opportunity to cultivate meaning honor the transition between life and death remember and release. Doulas have the opportunity to incorporate ceremony and ritual into the entire dying process. Students will explore ways to personalize end-of-life ceremonies to align with the client's values purpose and personality. Text: \$22 PREREQ: DD 101-OL

**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 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 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 and spiritually. (CEU-NCBTMB)

**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 its you connecting with Mother Earth. Material fee: \$10.

**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**

This one weekend only class will allow you to expand your Reiki practice utilizing vibrational therapy methods including sound movement crystals color and aromatherapy. You are encouraged but not required to bring any personal crystals oils oracle decks or small instruments that you would like to use in class to enhance your sound and vibrational practice. PRERQ: EC 711 or EC 775 or EC 811

**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. PRE-REQ: EC 711 or EC 775 or EC 811

**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 lineage 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. You are encouraged but not required to bring any personal crystals stones oils religious icons sacred text flowers etc that you may use this weekend for altar building. Bring sheets and a blanket for on table work. Supplies \$10.00. PRERQ: EC 711 or EC 775 or EC 811

**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 776 or EC 803 and EC 798

**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 803 and EC 798

**EC 775                Shamanic Reiki I & II**

**Class Hours: 20 Credits: 0.75**

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 self-healing 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 self-empowerment. 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.

**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. PRERQ: EC 775

**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. Text: \$20 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 our energy as well as that of our ancestors. Learn to identify the thought seeds that create samskaras (emotional wounds) contributing to slow and dense energy associated with your personal finances. With the use of a pendulum you will learn to identify the precise generational patterns to clear heal recalibrate and repair the energetic field by using sacred Reiki symbols and empowered ancient chants. In addition the practice of Ho'oponopono a Hawaiian practice of reconciliation and forgiveness will be taught as a mental/emotional cleansing process. You will have the opportunity to consciously encode your mental spiritual and energetic bodies with new vibrational frequencies of abundance health prosperity and true wealth. Leave being Prosperity Ready! Supplies: \$20 PRE-REQ: EC 711 or EC 775 or EC 811

**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. PRE-REQ: EC 711 or EC 775 or EC 811

**EC 798            Reiki Clinic**

**Class Hours: 8    Credits: 0.25**

Reiki program students will be providing sessions to the public as a capstone course. Please come to class prepared with: sheets and a blanket. BW - PRE-REQ: EC 700 EC 711 or EC 775 EC 776 or or EC 800 EC 811.

**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 Christ-centered. 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

**EC 812            Reiki: Holy Reiki I & II - Discovery & Deepening**

**Class Hours: 20 Credits: 0.75**

Holy Reiki is a complete system of holistic healing and personal development. 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. This divinely directed life force energy can be used to heal yourself and others solve problems achieve goals develop higher consciousness and fulfill your spiritual purpose. <!--[if !supportLineBreakNewLine]--> <!--[endif]-->

**EC 813            Reiki: Holy Reiki III - Heaven's Gate**

**Class Hours: 20 Credits: 0.5**

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. PRE-REQ: EC 812. \$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. PRERQ: MT 200 SWEDISH OR LICENSED BW (CEU-NCBTMB)

**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. PRERQ: MT 200 SWEDISH OR LICENSED BW (CEU-NCBTMB)

**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. PRERQ: MT 200 SWEDISH OR LICENSED BW (CEU-NCBTMB)

**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. PRERQ: MT 200 SWEDISH OR LICENSED BW (CEU-NCBTMB)

**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. PRERQ: MT 200 SWEDISH OR LICENSED BW (CEU-NCBTMB)

**EL 571                    Star Teacher Training - Part I - Diversity in Learning Styles**

**Class Hours: 4 Credits: 0.25**

Based on D. Howard Gardners 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 Hunters 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 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.

**EL 725-OL                    Neuro Linguistic Programming (NLP) ONLINE**

**Class Hours: 20 Credits: 0.5**

Neuro Linguistic Programming (NLP) is the art and science of working directly with the subconscious mind to bring about reliable and predictable results 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 introductory class; you will learn NLP for yourself and to help others.

**HC 101                    HWC - Foundations of Wellness Coaching**

**Class Hours: 20 Credits: 1**

Health wellness coaches partner with clients seeking to enhance their well-being by effecting lasting changes aligned with their values. This foundational course focuses on developing the coach-client relationship necessary for client-centered wellness coaching. Supply Fee: \$20

**HC 101-OL                    HWC - Foundations of Wellness Coaching ONLINE**

**Class Hours: 30 Credits: 1.5**

Health wellness coaches partner with clients seeking to enhance their well-being by effecting lasting changes aligned with their values. This foundational course focuses on developing the coach-client relationship necessary for client-centered wellness coaching. Text: \$139 Course has synchronous hours

**HC 155                    HWC - Anatomy of Wellness**

**Class Hours: 30 Credits: 1.5**

In this course you will review the normal structure and function of the human body as a living organism the relationship of its parts and how these systems interact with mind body and spirit. While exploring how the body works to maintain homeostasis you will explore the stages of change for smoking cessation alcohol consumption healthy weight and exercise. PREREQ: HC 101 Book: \$18

**HC 155-OL                    HWC - Anatomy of Wellness ONLINE**

**Class Hours: 30 Credits: 1.5**

In this health and wellness coaching course you will apply the stages of change to client-directed behavior changes that are recommended by public health initiatives such as smoking cessation moderating alcohol consumption healthy nutrition and exercise. Supervision Fee: \$37.50 Text: \$18 (same texts as HC 101 HC 201) Pre-req HC 101-OL Course has synchronous hours

**HC 156                    HWC - Health Conditions**

**Class Hours: 30 Credits: 1.5**

This course examines common pathologies and the diet and lifestyle changes that are often prescribed to manage those conditions. You'll explore the struggles that frustrate people living with these conditions as well as tools for supporting them through those struggles. Conditions covered include diabetes metabolic syndrome cardiovascular disease hypertension cancer immune conditions arthritis inflammation adrenal fatigue osteoporosis and thyroid conditions. PRE-REQ: HC 101 201 301 and 302. Book: N/A

**HC 156-OL                    HWC - Health Conditions ONLINE**

**Class Hours: 30 Credits: 1.5**

In this course you will apply the stages of change for physician-directed behavior changes. These lifestyle behavior changes are prescribed to help manage the symptoms of diagnoses such as diabetes metabolic syndrome cardiovascular disease hypertension cancer immune conditions and arthritis. You'll explore the struggles that frustrate people living with these conditions as well as tools for supporting them through those struggles. PRE-REQ: HC 101-OL Supervision Fee: \$37.50 Text: (same texts as HC 101) Course has synchronous hours

**HC 201                    HWC - Professional Wellness Coaching & Ethics**

**Class Hours: 40 Credits: 2**

This course builds on the foundation of wellness coaching in order to incorporate wellbeing assessments specific behavior change models and the ethics of health wellness coaching. You'll learn about the importance of communicating with the health care team and how to be part of the research process for establishing codes for medical billing. You will practice with tools for tracking behavior change and the moving goal posts that clients experience during a health crisis. Text: \$80 Supply Fee: \$35 Pre-Req: HC 101

**HC 201-OL                    HWC - Professional Wellness Coaching and Ethics ONLINE**

**Class Hours: 30 Credits: 1.5**

This course builds on the foundation of wellness coaching in order to incorporate wellbeing assessments specific behavior change models and the ethics of health wellness coaching. You'll learn about the importance of communicating with the health care team and how to be part of the research process for establishing codes for medical billing. You'll practice with tools for tracking behavior change and the moving goal posts that clients experience during a health crisis. Supervision Fee: \$37.50 Text: \$157 (same texts as HC 101 + one new text) Pre-req: HC 101-OL Course has synchronous hours



### **HC 220-OL                      Psychology of Wellbeing 1 ONLINE**

**Class Hours: 30 Credits: 2**

This course explores the neuroscience of emotional and physical regulation. Through the framework of positive psychology you'll examine emotional intelligence resilience and the amazing potential of the human experience. You'll investigate thinking errors and the cognitive behavior triangle as a way to capture and change unhealthy thoughts and behaviors. Special attention will be given to the neuroscience of healing from trauma.

### **HC 221-OL                      Psychology of Wellbeing 2 ONLINE**

**Class Hours: 30 Credits: 2**

This course builds upon Psychology of Wellbeing 1. Developmental psychology positive psychology and the polyvagal theory provide the backdrop for understanding growth integration and wellbeing throughout the lifecycle. Special attention will be given to the neuroscience of healing from trauma. Text: \$18 Pre-req: HC 220-OL

### **HC 222-OL                      Psychology of Addictions & Disordered Eating ONLINE**

**Class Hours: 30 Credits: 2**

In this course you will examine addictions of all types the neuroscience of addiction and current models for releasing addictions. Specifically you'll learn the language to use with all your clients so that those recovering from disordered eating and addictions feel safe when the coaching conversation comes close to their particular compulsive behavior. Text: \$17

### **HC 301                      HWC - Advanced Wellness Coaching 1**

**Class Hours: 30 Credits: 1.5**

In this course you will experience coaching groups of people. You'll examine the group mindset process and motivation. You'll practice establishing trust and relationship within the group conducting activities creating group accountability without shame listening and sharing and holding space for difficult conversations. You'll explore the stages of group dynamics options for continuing support and ways to celebrate completion. In order to practice these skills you'll hold space for a support group on a topic of your choosing relevant to your experience and qualifications. Text: \$16 Supply Fee: \$21 Pre-Req: HC 201

### **HC 301-OL                      HWC - Advanced Wellness Coaching 1 ONLINE**

**Class Hours: 30 Credits: 1.5**

In this course you will experience coaching groups of people. You'll examine the group mindset process and motivation. You'll practice establishing trust and relationship within the group conducting activities creating group accountability without shame listening and sharing and holding space for difficult conversations. You'll explore the stages of group dynamics options for continuing support and ways to celebrate completion. In order to practice these skills you'll hold space for a support group on a topic of your choosing relevant to your experience and qualifications. Book: \$16 Pre-req: HC 201-OL Course has synchronous hours

### **HC 302                      HWC - Advanced Wellness Coaching 2**

**Class Hours: 30 Credits: 1.5**

In this course you'll learn advanced coaching skills and techniques including motivational interviewing. Together with your classmates you'll discuss issues that arise as you coach volunteer clients. You'll support each other through the decision-making process that occurs during each unique health and wellness coaching session. Text: \$70 (same as HC 301) Supply Fee: \$26 Pre-Req: HC 301

### **HC 302-OL                    HWC - Advanced Wellness Coaching 2 ONLINE**

**Class Hours: 30 Credits: 1.5**

In this course you'll learn advanced coaching skills and techniques including motivational interviewing. Together with your classmates you'll discuss issues that arise as you coach volunteer clients. You'll support each other through the decision-making process that occurs during each unique health and wellness coaching session. Supervision Fee: \$37.50 Text: (same texts as HC 101) Pre-req: HC 301-OL Course has synchronous hours

### **HC 401                    HWC - NBHWC Exam Prep**

**Class Hours: 20 Credits: 1.25**

While preparing for the NBHWC Exam you will also harness their GRIT for test taking. The test content review includes Health Wellness Coaching Structure Ethics/Legal and Coaching Process. Test-taking GRIT includes mindset emotional regulation during testing transfer of knowledge to new contexts and specific strategies for maximizing your score. Supply Fee: \$150.00 Pre-Req: HWC 200

### **HC 401-OL                    HWC -NBHWC Exam Prep ONLINE**

**Class Hours: 20 Credits: 1.25**

In this health and wellness coaching course you will dig into the requirements for the NBHWC credentialing exam. While preparing for the NBHWC Exam you will also harness their GRIT for test-taking. The test content review includes Health Wellness Coaching Structure Ethics/Legal and Coaching Process. Test-taking GRIT includes mindset emotional regulation during testing transfer of knowledge to new contexts and specific strategies for maximizing your score. Text: (same texts as HC 101 HC 201) Pre-req-HWC 200 Course has synchronous hours (one hour/week)

### **HE 101-OL                    Entrepreneurs Journey 1: Departure ONLINE**

**Class Hours: 30 Credits: 2**

This course invites you to depart on your own "Hero's Journey" - inviting you as a Health Wellness Coach to step out on the path of becoming a Holistic Entrepreneur. You will examine and potentially reframe your mindset around your relationship to money business and making a difference in the world! You will have the opportunity to develop a mentoring relationship with your instructor who will also serve as your success coach. In this first of four courses in the Holistic Entrepreneurial Suite you will be coached through the first four stages of entrepreneurship. Text: \$40

### **HE 102-OL                    Entrepreneurs Journey 2: Initiation ONLINE**

**Class Hours: 30 Credits: 1.75**

In this course you'll continue on the Entrepreneur's Journey by facing such challenges as registering your business name designing your website financial management and making tough decisions. Text: (same text as HE 101-OL)

### **HE 103-OL                    Entrepreneurs Journey 3: Return ONLINE**

**Class Hours: 30 Credits: 1.75**

In this course you will be coached through the last four stages of the Entrepreneur's Journey &ndash; The Return. You'll begin to see yourself as both a Health and Wellness Coach and as Holistic Entrepreneur seeing ways that those two identities can integrate within your values and daily actions. By the end of the class you will have published your website shared your gifts with the world in a loving and profitable way and be prepared to answer the call to your next journey. Text: (same text as HE 101-OL)

## **HE 201-OL                      Influencers Journey ONLINE**

**Class Hours: 30 Credits: 1.75**

This course invites you to begin the hero's journey from Holistic Entrepreneur to Influencer. First you will embody the growth mindset of an influencer by giving a voice to your purpose. Then as you embark on the journey to influence you will call upon your resilience integrity and tenacity in order to integrate the behaviors of an influencer into your daily life. You will plan research draft revise edit publish speak network and inspire. By communicating about Health Wellness you will start to bring potential clients to your coaching practice. Text: \$13 (same as TP 107) PREREQ: HE 103-OL. STUDENTS MUST COMPLETE HE 103-OL BEFORE TAKING THIS COURSE.

## **HN 105-OL                      Nutrition - Foundation of Holistic Nutrition ONLINE**

**Class Hours: 30 Credits: 2**

This course will familiarize you with the history of the science of nutrition and the art of nourishment. You'll explore the relationship between food production the environment and the consumer as well as the relationship between food culture and community. In preparation for the rest of the nutrition concentration you'll examine the differences between scientific studies and sensational headlines and how both contribute to our food values and beliefs. Text: \$18 Course has synchronous hours

## **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 ONLINE**

**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-OL. Text: \$18

## **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 views of nutrition and holistic lifestyles have evolved over time. The Standard American Diet (SAD) 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 and gain exposure to the broader field of holistic health and wellbeing. Text: \$85.

### **HN 121-OL                    Nutrition - Foundations of Transformational Healing & Holistic Nutrition ONLINE**

**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 Micronutrients Macronutrients 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 ONLINE**

**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: (same as HN121-OL)

### **HN 124-OL                    Nutrition - Micro/Macro Nutritional Biochemistry ONLINE**

**Class Hours: 30 Credits: 2**

In this course you will learn the basic biochemistry of nutrition. You will explore the concepts of digestion absorption assimilation calories and energy. You will acquire a functional understanding of the importance of



various phytonutrients carbohydrates proteins lipids vitamins minerals and water whole food sources and the consequences of excesses and deficiencies. Book: N/A Pre-req: HN 105-OL Course has synchronous hours

### **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: \$10

### **HN 155-OL                    Nutrition – Comparative Dietary Systems ONLINE**

**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 210-OL                    Nutrition - Whole Foods Cuisine 1 ONLINE**

**Class Hours: 25 Credits: 1.25**

Discover S.O.U.L. foods (Seasonal Organic Unprocessed Local) and simple ways to create delicious whole food nutritious meals. You will practice some basic culinary skills and learn how to balance the flavors to make healthy eating enjoyable as well. These basic skills are the foundation for intuitive creative mindful cooking. Text: \$38 Course has synchronous hours.

### **HN 221-OL                    Nutrition - Examining Whole & Raw Food Cuisine ONLINE**

**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. 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 hair is longer than your chin. 3) Bring 2 clean dish towels Supplies: \$75 Space is limited.

#### **HN 222-OL                      Nutrition - Raw Food Cuisine 1 ONLINE**

**Class Hours: 25 Credits: 1.25**

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 week students prepare gluten free dairy free and soy free raw foods.

#### **HN 223                      Nutrition - Whole Food S.O.U.L. Food II**

**Class Hours: 20 Credits: 0.5**

The next level of whole food cooking is as follows: Whole Food S.O.U.L food improvements with today's modern diets customize meal planning with today's major health concerns simplify gluten free food preparation expand seasonal food options adjust recipes for medium to large groups substitutions for a healthy diet plan expand healthy snack food recipes and preparation food replacements with common food allergens budget pricing per recipes and for small to large groups of people and understand the requirements for completing the food handler's test. Students will also learn the following methodologies and assessment tools: Demonstrate use and purpose of food processors and blenders demonstrate use and purpose of kitchen tools and utensils demonstrate knife and kitchen safety demonstrate knife skills explain differences and demonstrate methods of food preparation (cooking baking steaming grilling etc) explore the professional image (apparel appearance style etc.) demonstrate final project to class incorporating all the methods and skills learned in this class. Supplies: \$75 PREREQ: NC 200 and HN 222.

#### **HN 223-OL                      Nutrition - Advanced Whole Foods & Raw Cuisine ONLINE**

**Class Hours: 30 Credits: 1.5**

In this 2nd level class students will explore kitchen techniques tools and methods to expand beyond the basics in creating meals using the knowledge of Whole Food and Raw food cuisine. Students will learn how to customize meal plans adjust foods to support health concerns allergens and modern diets for all ages. Simplify the stigma with food prep and planning seasonal food options as well as adjusting recipes for medium to large groups. Create full meal recipes challenges with busy schedules ingredients and substitutions as well as eating on a budget. Students will learn next level skills methods and philosophies for creating healthy food choices in a safe kitchen. PREREQ: HN 210-OL and HN 222-OL.

#### **HN 224                      Nutrition - Raw Food Cuisine II**

**Class Hours: 20 Credits: 0.5**

In this 2nd level class you will learn: How to add in live food to today's modern diets customize meal plans with today's major health concerns simplify the stigma with food prep and planning expand seasonal food options adjust recipes for medium to large groups substitutions for a healthy diet plan create recipes that create full meals healthy snacks explore all age groups and the healing benefits of live food explore the challenges with the raw food cuisine food replacements with common food allergens budget pricing per recipes and for small to large groups and understand the requirements for completing the food handlers test. Students will also learn the following methodologies and assessment tools: demonstrate use and purpose of food processors blenders spiralizers and food dehydrators demonstrate use and purpose of kitchen tools and utensils demonstrate knife

and kitchen safety demonstrate knife skills explore the professional image a student would want to present (apparel appearance style etc.) and demonstrate a final project to the class incorporating all the methods and skills learned in this class. Supplies: \$75 PREREQ: NC 200 and HN 222. Supplies: \$75 PREREQ: HN 223.

**HN 224-OL Nutrition - Raw Food Cuisine 2 ONLINE**

**Class Hours: 0 Credits: 0**

This course builds on the skills presented in HN 222-OL Raw Food Cuisine I. You will continue to explore the inclusion of live food in today's modern diets the healing benefits of live food for all age groups and adjusting recipes to fit individual needs. You will examine how to apply the principles of mindful eating to the preparation of living food. Pre-req: HN 222-OL

**HN 235-OL Nutritional Needs Across the Life Cycle ONLINE**

**Class Hours: 30 Credits: 2**

This class identifies the changing nutritional needs of humans throughout the life cycle from gestation to death. We'll examine the maternal and fetal needs during pregnancy the nutritional needs of growing children and their microbiome diverging needs by gender during adolescence and adulthood and the unique nutritional needs of elders and those at the end of life. Text: N/A Pre-req: HN 105-OL

**HN 240-OL Nutrition - Nutrition through the Lifecycle: Foundations of Human Life - Preconception through Infancy ONLINE**

**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 ONLINE**

**Class Hours: 20 Credits: 1.25**

This class provides a thorough review to health and well-being 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 (Same as HN 240-OL)

**HN 242-OL Nutrition - Introduction to Sports and Fitness Nutrition ONLINE**

**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: HN121-OL & HN122-OL Text \$28

#### **HN 250                    Nutrition - Nutritional Assessment & Coaching**

**Class Hours: 30 Credits: 2**

This course provides students with the opportunity to apply their knowledge of holistic nutrition through assessing and coaching multiple clients with differing health objectives. Students will examine the dynamic client/coach relationship and acquire strategies to overcome challenges with clients. Customized assessment tools will be used to develop appropriate holistic nutritional plans. Students will have the ability to impart positive change in clients seeking optimal health. Text: \$30 PREREQ: HN 121 HN 122 MF 105

#### **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 ONLINE**

**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 ONLINE**

**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 ONLINE**

**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 restoring the body's systems. PREREQ: HN121-OL & HN122-OL

**HN 280-OL                      Nutrition - Fitness Nutrition Educator I ONLINE**

**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 ONLINE**

**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 ONLINE**

**Class Hours: 25 Credits: 1.5**

This course will help you become a great Holistic Health and Wellness Coach 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 \$160

**HN 302-OL                      Nutrition - Anatomy and Physiology II: Nutritional Support for Optimal Organ Function  
ONLINE**

**Class Hours: 25 Credits: 1.5**

This course will help you become a great Holistic Health and Wellness Coach 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 122-OL HN 301-OL. Text: (same text as HN 301-OL).

#### **HN 310-OL                      Nutrition - Fundamentals of Biochemistry ONLINE**

**Class Hours: 40 Credits: 2.5**

This course will challenge you to extend the knowledge you gained in Anatomy and your understanding of 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.

#### **HN 350-OL                      Nutrition - Nutritional Support for the Mind ONLINE**

**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 351                      Nutrition - Microbiome Wellness**

**Class Hours: 30 Credits: 2**

The microorganisms or microbiome in the human body outnumber what we think of as human cells 10 to 1. Our health and wellness is influenced by the health and wellness of this tiny community that weighs only 1-3% of the body's mass. In this course you will explore the relationship between the microbiome (gut bacteria) and the rest of the body as well as the whole foods needed to nourish both. Text: \$17

#### **HN 351-OL                      Nutrition - Microbiome Wellness ONLINE**

**Class Hours: 30 Credits: 2**

The microorganisms or microbiome in the human body outnumber what we think of as human cells 10 to 1. Our health and wellness is influenced by the health and wellness of this tiny community that weighs only 1-3% of the body's mass. In this course you will explore the relationship between the microbiome (gut bacteria) and the rest of the body as well as the whole foods needed to nourish both. Text: \$17 Supply/Microbiome Test Fee: \$300 Pre-req: HN 105-OL Course has synchronous hours

#### **HN 375-OL                      Nutrition - Advanced Nutritional Coaching ONLINE**

**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

**HN 400-OL                      Nutrition - Nutrition Research Applications & Capstone ONLINE**

**Class Hours: 30 Credits: 2**

In this class you will learn to conduct secondary research the various 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

**HN 500                      Nutrition - Business of Culinary**

**Class Hours: 20 Credits: 1**

Pulling together the culinary classes a student can expect the following: Personal chef vs. working for someone else marketing your business management of food costs food values with running a business (personal values vs. customers needs) meal planning from start to finish food photography business decisions (home vs. venue store front vs. rental or co-op situation). Students will be offered the following methodologies and assessment tools: Social media (blogs website Instagram FB Twitter) Order forms price sheets cost analysis Research business options and styles (certified kitchen vs. home etc.) Storage and transportation decisions and Container costs. Supplies: \$75

**HN 500-OL                      Nutrition - Culinary Applications & Business Perspectives ONLINE**

**Class Hours: 40 Credits: 2.5**

Creating a culinary-based business is more than the preparation of food. In this course you'll learn about the various opportunities in the culinary field and how to market your business. You'll explore the management of food costs balancing your food values with that of your client meal planning from start to finish food photography cost analysis and storage and transportation decisions. Text: N/A PRE-REQ: HN 223-OL

**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 are 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. Supplies: \$28 Text: \$30

**HY 101-OL                      Hypnotherapy - Foundations Level I ONLINE**

**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 105-OL                      Foundations of Hypnotherapy Level I ONLINE**

**Class Hours: 30 Credits: 1.75**

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. Supply Fee: \$47 Text: \$28 Pre-Req: HY 101 or HY 101-OL

### **HY 201-OL            Hypnotherapy - Foundations Level II ONLINE**

**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: \$28. Supply fee: \$10 PRERQ: HY 101 or HY 101-OL

### **HY 205-OL            Foundations of Hypnotherapy Level II ONLINE**

**Class Hours: 30   Credits: 1.5**

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. Text: \$23. Supply fee: \$10 PREREQ: HY 101 or HY 105-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. This course enhances skill development and competence. Text: \$40 PRERQ: HY 201 or HY 201-OL. THIS COURSE IS NOT ELIGIBLE FOR AUDIT.

### **HY 301-OL            Hypnotherapy - Foundations Level III ONLINE**

**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 305-OL            Foundations of Hypnotherapy Level III ONLINE**

**Class Hours: 40   Credits: 1.75**

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. The topics of professional boundaries ethics marketing and business development will also be discussed. Text: \$75 PREREQ: HY 201 or HY 205-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 and the emotional history of clients paralyzing and damaging fears and phobias. Diagnostic and pragmatic trance state techniques will be emphasized throughout the course. Supplies: \$23  
PREREQ: HY 201 or HY 201-OL

**HY 315-OL                      Hypnotherapy - Fears Phobias & Addictions ONLINE**

**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 and 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 316-OL                      Fears Phobias & Addictions ONLINE**

**Class Hours: 30 Credits: 1.25**

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 and the emotional history of clients paralyzing and damaging fears and phobias. Assessment tools and pragmatic trance state techniques will be emphasized throughout the course. PREREQ: HY 301 or HY 305-OL

**HY 318-OL                      Neuro-Linguistic Programming ONLINE**

**Class Hours: 30 Credits: 1.25**

Neuro-Linguistic Programming (NLP) is the art and science of working directly with the subconscious mind to bring about reliable and predictable results 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 introductory class; you will learn NLP for yourself and to help others. Text: \$25. PREREQ: HY 301 or HY 305-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 341                      EFT Level II**

**Class Hours: 8 Credits: 0.25**

EFT Level II is an experiential exploration of advanced Emotional Freedom Techniques. This course will cover the EFT and related acupuncture points the nervous system response to reframe and process stress and trauma and the integration of EFT into their personal business practice. The student will gain an understanding and practical application of additional techniques such as the Temporal Tap Movie Technique Tearless Trauma and the Personal Peace Procedure to help themselves and their clients reframe and process stress/trauma and/or create a future self that supports their vision or desired outcome. Prerequisite: EFT Level I

**HY 345-OL                      Energy Healing & Hypnosis ONLINE**

**Class Hours: 10 Credits: 0.5**

During hypnotherapy clients are in an altered state of consciousness. In this state energy has an intense direct effect on the experience. In this course you'll learn how to intentionally direct the energy through mindset sound vibrations aromatherapy and other tools. You'll also learn some homework exercises you can teach clients to use between sessions. PREREQ: HY 301 or HY 305-OL

**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. PRE-REQ: First Half of HY 301 or HY 301-OL. AUC only

**HY 350-OL                      Hypnotherapy - Past Life Regression ONLINE**

**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 Text: \$16

**HY 351                      Hypnotherapy - Past Life Introduction**

**Class Hours: 4 Credits: 0.25**

Objective is to introduce the student in the area of past life/ regression including benefits and challenges with this approach to healing. This class provides the opportunity to have past life experience. Class objectives include: discuss history of regression therapy philosophical theories and general principles explore use of stories and metaphors in past life regression and experience group regression sessions. NO PRE-REQ - this is the first 4 hours of HY 350. NO GUEST PASSES ALLOWED.

**HY 353-OL                      Past-Life Regression ONLINE**

**Class Hours: 30 Credits: 1.5**

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. Text: \$16 PREREQ: HY 301 or HY 305-OL

**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 ONLINE**

**Class Hours: 8 Credits: 0.25**

Become a professionally certified Hypnotherapy practitioner. 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 Hypnotherapists are considered to be at the top of their profession. Course completion including written exam and practical demonstration is required. Final certification requires all program courses / hours to be complete. Additional fees for final certification will be required by the certifying body. The Clinical Preparation class is not to be used as an elective. PRERQ HY 301-OL

**HY 371-OL P\$                      Advanced Professional Hypnotherapy ONLINE**

**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 Master 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).

**HY 375-OL                      Advanced Professional Hypnotherapy ONLINE**

**Class Hours: 10   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 Master 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 (HY105-OL HY205-OL HY305-OL). Supervision Fee: TBD

**HY 401-OL                      Hypnotherapy - Advanced Techniques ONLINE**

**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. Supplies: \$25 PRERQ: HY 301 or HY 301-OL.

**HY 415-OL                      Advanced Techniques in Hypnotherapy ONLINE**

**Class Hours: 30   Credits: 1.25**

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 305-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 ONLINE**

**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 425-OL                      Script Writing ONLINE**

**Class Hours: 30 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 305-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 ONLINE**

**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. PRERQ: 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. PRE-REQ: HY 201 or HY 201-OL. Supplies: \$58

**HY 477-OL                      Dreams & Metaphors ONLINE**

**Class Hours: 30 Credits: 1.25**

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. PRERQ: HY 301 or HY 305-OL



### **HY 520                    Hypnotherapy - Subconscious Intervention**

**Class Hours: 20 Credits: 1**

This 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. This workshop requires a minimum of 10 students to run. PRE-REQ: HY 301 or HY 301-OL AUC only Supply fee: \$15

### **HY 540-OL                    PTSD Applied Techniques for Hypnotherapists ONLINE**

**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: \$32

### **HY 545-OL                    Applied Techniques for Post-Traumatic Growth ONLINE**

**Class Hours: 30 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 develop techniques for growing and thriving. Text: \$32 PREREQ: HY 301 or HY 305-OL

### **HY 580                    Hypnotherapy - Medical Imagery**

**Class Hours: 15 Credits: 0.75**

Explore the art of "Medical Imagery" and hypnosis to activate a client's inner resources and enhance the healing process. Learn how to harness the power of a person's mind by tapping into the beliefs residing in the subconscious domain. You will learn healing imagery for specific health problems ranging from mild discomfort to serious and chronic illnesses. Anyone in the healing arts can utilize this complementary modality to enhance general health well-being and gain a comprehensive understanding of the mind-body interrelationships. PREREQ: HY 201 or HY 201-OL. Text: \$20 THIS CLASS IS NOW HY 581 @ 20 HOURS

### **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. Its 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 ONLINE**

**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 create scripts and metaphors to address these conditions. Text: \$20.

## **HY 585-OL Medical Imagery ONLINE**

**Class Hours: 30 Credits: 1.5**

Medical hypnosis has quietly opened the door of mainstream medicine and is beginning to show what it has to offer. It is 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 create scripts and metaphors to address these conditions. Text: \$20. PREREQ: HY 301 or HY 305-OL

## **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. Text: \$17

## **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: \$17 PRE-REQ: 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

## **LC 101-OL Foundations of Life Coaching ONLINE**

**Class Hours: 30 Credits: 1.75**

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 foundational course introduces the common philosophies and objectives of client-centered coaching. This highly experiential class details multiple assessment tools tailored to the client's individual needs. Text: \$43

## **LC 201-OL Applied Coaching Skills ONLINE**

**Class Hours: 30 Credits: 1.5**

In this course coaches explore various theories about behavior change and motivation. These include

Motivational Interviewing the Transtheoretical Model of Behavior Change and Self-Determination Theory. Students will then apply those theories using several coaching tools with practice clients. Text: \$20 PREREQ: LC 101-OL

**LC 301-OL Life Coaching Practice & Ethics ONLINE**

**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. Text: \$28PREREQ: LC 101-OL

**MAE 101 Education Theory & Foundations for Career Education Instructors**

**Class Hours: 80 Credits: 5.25**

This Master Educator course is designed for students who are already Licensed Aestheticians. Students learn a combination of theory and lecture. Which includes learning to write lesson plans/syllabi. Students learn methodology of the different learning styles and principles.

**MAE 102 Classroom Observation & Skillset Integration**

**Class Hours: 80 Credits: 5.25**

This Master Educator course is designed for students to integrate their skillsets learned in MAE 101. Students spend their time observing classrooms and clinic. Students assess the classrooms and clinic with the instructors in order to learn classroom management, supervision, and confident communication, as well as effective presentations skills.

**MAE 168 Clinical Practical Application**

**Class Hours: 170 Credits: 3.75**

This Master Educator course is designed for the student to utilize practical application in classrooms and clinic utilizing all the skills learned in MAE 101 & 102. This class also prepares students to take the Arizona Board of Cosmetology test to become a licensed instructor.

**MF 105 Foundations of Mindful Eating**

**Class Hours: 30 Credits: 1.75**

This introductory mindfulness course builds awareness and the ability to discern the difference between the nine kinds of hunger that are felt in the body. In addition to foundational concepts of mindful eating you will use the regulation tool of tapping (also known as EFT) for reframing limiting beliefs that arise along with those nine hungers. You'll also practice varied ways to satisfy those nine hungers through eating and other behaviors. Text \$36

**MF 201-OL Mindfulness: Guided Imagery ONLINE**

**Class Hours: 0 Credits: 0**

Guided Imagery can be used to provide clients with an experience of mindful meditation. It can be used as an entry point to a mindfulness practice. A Health and Wellness Coach might use the tools presented in this course to guide their clients through the experience of listening to their symptoms relaxing in order to create an optimum state for digestion or imagining and manifesting wholeness and wellness within the body in a way that resonates with the client. Pre-Req: MF 101-OL

**MG 101-OL Mindfulness and Guided Imagery Introduction ONLINE**

**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 ONLINE**

**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 ONLINE**

**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 ONLINE**

**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

**MM 101-OL Mindfulness: Introduction ONLINE**

**Class Hours: 30 Credits: 2**

In this introductory Mindfulness course you will review the foundational concepts of mindfulness and experience the effects of focusing the attention on the breath and movement. You will explore the conversation that occurs between the body mind and spirit learning to listen to the body on a cellular level. You'll also experience the power of creating space between emotional awareness and behavioral response. Text: \$17

**MM 105-OL Mindfulness: Foundations of Mindful Eating ONLINE**

**Class Hours: 30 Credits: 2**

This introductory mindfulness course builds awareness and the ability to discern the difference between the nine kinds of hunger that are felt in the body. In addition to foundational concepts of mindful eating you will use the regulation tool of tapping (also known as EFT &ndash; Emotional Freedom Technique) for reframing limiting beliefs that arise along with those nine hungers. You'll also practice varied ways to satisfy those nine hungers through eating and other behaviors. Text: \$33

**MM 301-OL Mindful Meditation Techniques ONLINE**

**Class Hours: 30 Credits: 2**

In this course you will experience the transition of the mindfulness practice into formal meditation. The path to wellness includes an appreciation for silence stillness and space. This course integrates the momentary life pauses discussed in other courses into a meditation practice. Text: \$17 Pre-req: MF 101-OL



**MM 401-OL Mindful Meditation Facilitator ONLINE**

**Class Hours: 40 Credits: 2**

In this course you will practice facilitating mindfulness with a volunteer client. You will learn part of the protocol each week and guide your client using tools provided to understand what mindfulness is its benefits and how they can begin to incorporate it into their daily lives. Text: \$20 Pre-req MF 201-OL MF 301-OL

**MT 115 Anatomy**

**Class Hours: 60 Credits: 4**

This course utilizes the latest research in whole brain learning so that the basics of the skeleton muscular system and articulations may be mastered. The fundamentals of anatomy are brought to life by the use of music guided imagery rhythm dramatization games and song. This course will provide the road map to your training in massage and other bodywork. Materials Fee: \$15 Texts: \$105

**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. This course also 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: \$64 BW 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: \$76

**MT 520 First Aid**

**Class Hours: 7 Credits: 0.25**

First Aid Certification. Payment in full is required 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 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 600 Safe-Touch for Massage Therapy**

**Class Hours: 16 Credits: 0.75**

This course will cover physical emotional social and professional boundaries in massage therapy including how to work with clients who may suffer from PTSD and those who may experience an 'emotional release' on your table due to the release of a past trauma held in their bodies. You will learn the signs and symptoms of 'body-held trauma' PTSD and 'frozen emotions'. The use of Body-Centered Inquiry will be a feature of this course. BW PREREQ: SWEDISH OR LICENSED

**MT 950 NA                      Massage Clinic - Supervised MT 1000 w/NA**

**Class Hours: 50   Credits: 1**

PRERQ: MT 200 SWEDISH

**MT 975                      Massage Clinic - Supervised MT 750**

**Class Hours: 75   Credits: 1.5**

PRERQ: MT 200 SWEDISH AND MT 115 ANATOMY OR LICENSED BW

**MT 993a-d                      Massage Clinic - Supervised MT 750: Blocks**

**Class Hours: 23   Credits: 0.5**

The Massage Clinic for the MT 750 program is a supervised experience where students can practice their learned massage techniques in a controlled and supervised environment. The massage clinic experience is divided in three sections of 23 hours each for a cumulative total of 69 hours to meet MT 750 clinic requirements. First of three blocks. PRE-REQ: MT 200 SWEDISH MT 115 ANATOMY OR LICENSED BW \$414.00

**MT 995a-d                      Massage Clinic Supervised Blocks**

**Class Hours: 25   Credits: 0.5**

Massage Clinic Supervised for MT 750. 3 sections of 25 hours to be completed for MT 750 clinic requirements. First of three blocks. PRERQ: MT 200 SWEDISH AND MT 115 ANATOMY OR LICENSED BW

**MT 999                      Massage Clinic - Supervised**

**Class Hours: 100                      Credits: 2**

PRERQ: MT 200 SWEDISH AND MT 115 ANATOMY OR LICENSED BW

**NA 152                      Natural Aesthetics - Clinic II - Practical Application**

**Class Hours: 152                      Credits: 3.25**

Clinic Shift based on availability Monday 1p-5P & 530P-930P Tuesday 830A-1230P & 1p-5P & 530P-930P Wednesday 830A-1230P & 1p-5P & 530P-930P Thursday 830A-1230P & 1p-5P & 530P-930P Friday 830A-1230P & 1P-5P Saturday 830A-1230P & 1P-5P

**NA 188                      Natural Aesthetics Clinic - Practical Application**

**Class Hours: 88   Credits: 1**

Clinic Application includes performing practical applications on real clients in a professional spa environment. Students learn how to set-up a room, cleanup and recommend the correct products for different skin types for each client they work on. This increases the student's communication and time management skills while also preparing them for their State Board practical exam. Students also choose a client as a Case Study project to work on for 6 treatments to help them build their practical skills while targeting certain types/conditions.

**NA 500                      Natural Aesthetics - White Block - Foundations & Fundamentals**

**Class Hours: 224                      Credits: 11**

Anatomy/Physiology/Microbiology Infection Control/Safety Standards/First Aid Skin analysis/diseases & disorders Ingredient analysis/product knowledge European cleansing & massage Conscious touch protocol Pharmacology & chemistry electricity & equipment facial care and services High Frequency Chemical Peels Advanced Mask Application Skin Nutrition & Health Hair removal and waxing techniques Skin Patula

**NA 501                      Foundations & Theory**

**Class Hours: 112                      Credits: 5.5**

Histology Infection Control/Safety Standards/First Aid Conscious Touch Protocol European Cleansing  
Massage Vision Board Extractions Skin Nutrition Health

**NA 502 Foundations & Theory**

**Class Hours: 112 Credits: 5.5**

Skin Analysis Ingredient Analysis Product Knowledge Electricity Equipment High Frequency/Skin  
Spatula Extractions Advanced Mask Application Microcurrent Lash Brow Tinting

**NA 505 Natural Aesthetics - Red Block - Waxing & Makeup Application**

**Class Hours: 64 Credits: 3**

Color Theory Face shapes & contouring Day & Evening Makeup Wedding makeup False Eyelash Application Avant  
Garde Runway Show Makeup Artist Guest Speaker

**NA 506 Natural Aesthetics Red Block - Makeup Artistry**

**Class Hours: 96 Credits: 4**

Color Theory Face shapes contouring Day Evening Makeup Wedding makeup False Eyelash Application Avant  
Garde Runway Show Makeup Artist Guest Speaker

**NA 515 Natural Aesthetics - Blue Block - Spa Technologies**

**Class Hours: 64 Credits: 3**

Microcurrent Dermaplaning Advanced Chemical Peels Lash Lift Lash & Brow Tint Advanced Waxing Body  
Treatments Back Facial Hand and foot treatment LED Light Therapy

**NA 516 Natural Aesthetics Blue Block – Advanced Spa Treatments**

**Class Hours: 96 Credits: 4**

Microcurrent Dermaplaning Advanced Chemical Peels Lash Lift Lash Brow Tint Advanced Waxing Body Treatments  
Back Facial Hand and foot treatment LED Light Therapy

**NA 526 Natural Aesthetics Green Block - Holistic Theory & Business Practices**

**Class Hours: 96 Credits: 11**

Introduction to Aromatherapy Introduction to Reflexology Advanced Massage Techniques for Aesthetics Business  
Personal Development RESume Interview Workshop Professional Interviewing skills Social Media Marketing Client  
Development Retailing Techniques Additional Product Line Education Business Industry Guest Speakers  
Microdermabrasion

**NA 932 Natural Aesthetics - Clinic I - Practical Application**

**Class Hours: 32 Credits: 0.75**

Professional Spa Setting Practical Application on real clients Product Recommendation Professional  
Communication Skills Time Management Room Setup & Cleanup Case Study Project State Board Preparation

**NAL 100 Cosmetic Laser Technician Application - Clinic**

**Class Hours: 100 Credits: 1.75**

Laser Safety Officer (LSO) Certificate Advanced Consultation Techniques Pixel Laser Resurfacing (a fractional  
ablative treatment) Intense Pulse light photo facial rejuvenation In Motion technology laser hair reduction  
Radiofrequency Skin Tightening Ultrasound localized fat reduction Microneedling

**NAL 180 Cosmetic Laser Technician Didactic & Application**

**Class Hours: 180 Credits: 7**

Our Laser Students receive their Laser Safety Officer Certification and learn all the didactics of Laser to be able to train in the Laser Clinic. Students perform services on real clients while in clinic which include: advanced consultation techniques, Pixel Laser Resurfacing, Intense Pulse Laser Rejuvenation, Laser Hair Reduction, Radiofrequency Skin Tightening, Ultra Sound Localized Fat Reduction and Microneedling

**NAL 501 Foundations & Theory**

**Class Hours: 112 Credits: 5.5**

Histology Infection Control/Safety Standards/First Aid Conscious Touch Protocol European Cleansing Massage Vision Board Extractions Skin Nutrition Health

**NAL 502 Foundations & Theory**

**Class Hours: 112 Credits: 5.5**

Skin Analysis Ingredient Analysis Product Knowledge Electricity Equipment High Frequency/Skin Spatula Extractions Advanced Mask Application Microcurrent Lash Brow Tinting

**NAL 80 Cosmetic Laser Technician Didactic**

**Class Hours: 80 Credits: 5.25**

Didactic Training

**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: \$75. 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

**PC 110 Polarity - Trance Counseling**

**Class Hours: 24 Credits: 1**

We often imagine life as nothing but a series of things that happen to us. It is hard to see just how it is we live in self-generated realities which continue to keep us from realizing there could be a new way where we take responsibility for creating the life we live. Tapping deeply into the work of Milton Erickson M.D. Stephen Wolinsky Ph.D. and Carl Rogers we'll take a journey into our interpersonal feedback loops that rules our lives unconsciously keeping us from new possibilities. 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. This can be a profound accompaniment to all deep bodywork. PRERQ: None 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. Stones 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. PRERQ: PC 150 AUC

**PC 855 Cranial Anatomy - Listening Skills**

**Class Hours: 16 Credits: 0.75**

This class entails the fundamentals of cranial anatomy taken to a deeper level through listening skills. Learn the anatomy and palpation skills to potentize the Craniosacral System for total health. PRE-REQ: 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 counter strain direction of energy and introduction to the facial bones. PRERQ: PC 850 Cranial Unwinding I. BW (CEU-NCBTMB) AUC

**PC 930 Polarity - Sessions Given**

**Class Hours: 30 Credits: 0.5**

PRERQ: PC 100 + PC 400

**PC 931 Cranial Unwinding - Sessions Given**

**Class Hours: 30 Credits: 0.5**

PRERQ: PC 850

**PC 942 Polarity – Dr. Stones 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 Supplies: \$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 150 + PC 200 + PC 400 AUC

**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 850 + PC 200 + PC 400 AUC

**PC 971                    Advanced Polarity Practitioner Clinic (RPP Clinic)**

**Class Hours: 30 Credits: 0.5**

Advanced Polarity Practitioner Clinic (RPP Clinic) is the final exhibition of all skills and program competencies. Students will receive clients and complete thorough intakes and treatment plans integrating all facets of Polarity and Cranial skills. Students will receive many layers of individual feedback focusing on their strengths and areas of opportunity as they apply to holding a therapeutic practice. This class is an opportunity for advanced students to demonstrate mastery of course content and readiness for private practice. PRE-REQ: PC 987

**PC 984                    Polarity - Advanced Supervision & Clinical Development**

**Class Hours: 24 Credits: 1.5**

Polarity Advanced Supervision and Clinical Development is where advanced Polarity Practitioners will put the finishing touches on their therapeutic practice. Students will gain clarity and definition on creating advanced treatment plans and learn to speak to how they are working and why they are selecting specific protocols and/or treatments. This class is designed to sharpen Practitioners clinical skills and help them identify how their personal experiences impact their decisions focusing on transference and countertransference. We will explore student cases studies and any sessions or experiences that have challenged them to identify resources and resolution. PRE-REQ: PC 960 and PC 200

**PC 997                    Polarity - Energetic Nutrition Life Energy**

**Class Hours: 24 Credits: 1.5**

Learn to recognize the elemental qualities in the world of food. Take eating histories and energetically analyze the mind to honor people's relationships and patterns with food. Integrate the esoteric energetic traditional and scientific understanding of nutrition. Class provides experience and awareness to guide clients toward a more balanced and holistic relationship with food as well as body work protocols for Lymphatic Movements and Fire Spiral and digestive process protocols in conjunction with nutrition process work. AUC PRERQ PC 100 + PC 870

**PC 999                    Polarity - Autonomic Nervous System**

**Class Hours: 24 Credits: 0.75**

Autonomic nervous system is the interface between the mind and body. Advance your skills learn different techniques to release holding patterns in the spine brachial plexus perineum and coccyx while bringing the balance of the parasympathetic/sympathetic nervous system. BW AUC

**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. PRERQ 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. PRERQ RF 151 or RF 150-OL RF 162

**RF 170-OL                      Toe Reading II - Soul Coaching - Expanded Dialogue ONLINE**

**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. PRERQ: RF 150-OL

**RF 171-OL                      Soul Coaching ONLINE**

**Class Hours: 30 Credits: 1.5**

In reflexology the toes reveal personality destiny struggle and strength. In this course you will learn to use your observation and assessment of the toes in a way that allows you to communicate at a soul level with your client. Use penetrating soul coaching questions 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. NO PREREQ Supply fee: \$10 (CEU-NCBTMB)

**RF 204                      Reflexology - Clinic for Bodyworkers**

**Class Hours: 10 Credits: 0.25**

Information will be provided in class to increase student knowledge regarding local national and international organizations (related to reflexology as a profession). Professional ethics will be emphasized including proper client paperwork and SOAP notes (especially aligned with national requirements for those students who intend to seek certification.) Supervised practice with outside clients will be arranged. PRERQ: RF 201 RF 202 BW Bring sheets towels and hand sanitizer.

**SC 101-OL                      Foundations of Intuitive Coaching ONLINE**

**Class Hours: 30 Credits: 1.5**

The foundation of spiritual coaching is the intuition that arises when coach and client connect energetically with each other and with Source. 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. Text: \$18

**SC 201-OL                      Angels Guides & Ancestors ONLINE**

**Class Hours: 30 Credits: 1.5**

The Intuitive Coach helps clients connect with their angels guides and ancestors. You will explore the characteristics of angels and the angelic realm ascended masters guides divinities deities saints power animals intuitive messengers and archetypes. You’ll learn how techniques from psychology like motivational interviewing can be combined intuitively with divine guidance to discover and realize client goals. Text: \$17 PRERQ: SC 101-OL

**SC 240                    Western Herbalism - Herbal Sciences**

**Class Hours: 62 Credits: 4**

This course explores the practical nature of physiology and pathology as it applies to Western Herbalism. In this course students will explore the structural and functional understanding of the human body and the beneficial applications of Nature's tools for promoting wellness. Text: \$109

**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: \$56 Material fee: \$16.

**SC 301-OL                    Practical Applications in Intuitive Coaching ONLINE**

**Class Hours: 40 Credits: 1.5**

In this course spiritual coaches learn and practice 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 spiritual coaching relationship. Text: \$43 PREREQ: SC 201-OL

**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.. PREREQ 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 145-OL                    Energetic Healing for Spiritual Guides ONLINE**

**Class Hours: 30 Credits: 1.5**

Spiritual energy flows through and between everything that is. In this course students will explore ways to receive and utilize renewable energy from Source rather than mining the last drops of energy from limited sources. Students will learn how to keep the energy flowing through the body with daily routines and tools like sound vibration, crystals, and light waves. PREREQ: SP 162-OL

**SP 152-OL                    Grounded Spirituality & Modern Mysticism ONLINE**

**Class Hours: 30 Credits: 1.5**

We are in an era of transformation — astrologically, politically, and spiritually. Everyone in the world seems to be re-evaluating, realigning, and refocusing on what is most important to them. The safe spiritual space created in this course will support you as in subsequent classes you begin to question the practices and beliefs of organized religion that may no longer serve you and your bigger-than-self purpose. The course structure focuses



each week on the classical elements: earth water air fire and ether. This course invites you to reconnect with the spirituality of nature as a way to explore the nature of your personal spirituality. Text: \$17

**SP 155-OL Spiritual Traditions ONLINE**

**Class Hours: 25 Credits: 1.6000000000000001**

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: \$20

**SP 156-OL Exploring the Ancestral Web of Belonging ONLINE**

**Class Hours: 30 Credits: 1.5**

If we go back far enough our family trees become interconnected webs of belonging. Students will examine this web with vulnerability and grace finding forgiveness for ancestors both near and distant who were doing the best that they could in the moment. Students will explore ways to honor the past welcome belonging in the present and envision an integrated community of the future. Text: Same as SP 152-OL + \$49 PREREQ: SP 152-OL

**SP 161-OL Mysticism & Universal Laws ONLINE**

**Class Hours: 25 Credits: 1.6000000000000001**

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.

**SP 162-OL Mysticism: Finding Your Personal Path ONLINE**

**Class Hours: 30 Credits: 1.5**

This course provides practical tools for navigating the journey of finding a personal path and for guiding others along their journey of spiritual discovery. Many of us have been searching for spiritual truth outside of our own reality. We feel separate &ndash; cast out of the garden through migration colonialism slavery and the modern economy. However each of us can connect with our ancestors all life on Earth each other and the god of our understanding in a way that feels authentic to our culture. Students are invited to connect with their unique spiritual calling while discovering their authentic path toward a new garden. Text: Same as SP 156-OL PREREQ: SP 156-OL

**SP 277-OL Prayer Therapy & Mindful Meditation ONLINE**

**Class Hours: 25 Credits: 1.6000000000000001**

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: \$28

**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 &ndash; 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&rsquo;s self and one&rsquo;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 335-OL                      The Art of Spiritual Expression ONLINE**

**Class Hours: 20 Credits: 1**

As we experience the divine in the world around us we humans seek to communicate what we've learned with our communities. This expression could take the form of a sermon delivered from a pulpit. However it could also be a sacred text study podcast a monthly potluck street art building tiny homes for the unhoused. In other words students will discover how living into their values can give others the permission to also live into their values. PREREQ: SP 162-OL

**SP 415-OL                      Creating Ceremony & Sacred Space ONLINE**

**Class Hours: 25 Credits: 1.6000000000000001**

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 ONLINE**

**Class Hours: 25 Credits: 1.6000000000000001**

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 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 ONLINE**

**Class Hours: 25 Credits: 1.6000000000000001**

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: \$20

**SP 437-OL                      Developing Your Spiritual Gifts ONLINE**

**Class Hours: 20 Credits: 1.1499999999999999**

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 ONLINE**

**Class Hours: 30 Credits: 1.75**

Learn to facilitate a persons 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 ONLINE**

**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 Supply for stole \$50 total \$200

**SP 525-OL Serving through Ceremony ONLINE**

**Class Hours: 30 Credits: 1.5**

Service is a spiritual path and can be the commemoration of a special occasion as well as a daily practice. In this course students will clarify who and how they serve as they explore the many forms of service in their community. Students will be invited to design and rehearse a special ceremony. Text: \$20 PREREQ: SP 162-OL

**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.) (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 PRERQ 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.

**TC 110 Workshops & Group Facilitation**

**Class Hours: 20 Credits: 1.5**

This course is 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 HC 101 Supplies: \$15 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 P\$ 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 "trauma" or a big "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: \$30

**TC 630-OL                      Somatic Psychology: The Neuroscience of Regulation & Trauma**

**Class Hours: 30 Credits: 1.75**

Whether you or your client has experienced a little “trauma” or a big “trauma” our nervous systems are constantly seeking regulation and safety. 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: \$47

**TC 640                      Somatic Psychology: The Subtle Body (Energy Anatomy)**

**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

**TC 640-OL                      Somatic Psychology: The Subtle Body ONLINE**

**Class Hours: 30 Credits: 1.75**

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: \$17

**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 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 362                      Myotherapy - Seven Step Progression**

**Class Hours: 16 Credits: 0.5**

This class is a progression of the basic Seven Step Myotherapy skills in preparation for Myo Mastery. Included is a deeper understanding of theory trigger points rotations and lateral recumbent/sideline work. Attention given to individual student needs to ensure competency. PRERQ: MT 400 or Licensed. BW (Please bring required BW supplies plus 2 standard sized pillows) (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 bolstering 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: MT200 or Licensed. BW (Please bring required BW supplies plus 2 standard sized pillows) (CEU-NCBTMB)

**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: \$82 (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. (CEU-NCBTMB)

**TP 100-OL Diversity & Developing Ethical Consciousness ONLINE**

**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 ONLINE**

**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. Text: \$18. NO PRERQ.

**TP 106-OL GRIT for Success ONLINE**

**Class Hours: 30 Credits: 2**

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. Text: \$18. NO PRERQ.

**TP 107-OL                      GRIT: Student Journey ONLINE**

**Class Hours: 15 Credits: 1**

The SWIHA Student Journey follows a predictable pattern for most students. Knowing the pattern of the Heros Journey normalizes it. It's easier to endure dips in the journey when you know most people share your experience. This course provides an opportunity to exhale together regroup and revisit the concepts of GRIT: Growth Mindset Resilience Integration and Tenacity. What does GRIT mean for you at this stage in your journey and how can you apply it in your Health Wellness Coaching practice? Text: \$13 (Same as HE 201-OL) PREREQ: TP 105-OL or TP 106-OL

**TP 110-OL                      Stress Management & Psychological Acupressure (EFT) ONLINE**

**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 115-OL                      Cognitive Well-Being & Social Responsibility ONLINE**

**Class Hours: 25 Credits: 1.5**

We are living in a unique era. We have access to information at our fingertips yet not all of that information is accurate. How do we differentiate between known fact possibility bias manipulation propaganda misinformation and intentional disinformation? How do we become the spiritual and social leaders that we would've wanted for ourselves? This course uses the tools of critical thinking ethical decision-making and compassion to find a balance between individual rights and social responsibilities. Text: \$18 (Same as HE 201-OL)

**TP 120-OL                      Transpersonal Psychology – Awaken the Hero Within ONLINE**

**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 ONLINE**

**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 ONLINE**

**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-Body-Spirit Wellness will be reviewed as well as the principles of the human energy field and the concept of consciousness and matter. Text: \$45

**TP 150-OL Introduction to Building Resiliency ONLINE**

**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 ONLINE**

**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 ONLINE**

**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: \$30

**UF 100 Urban Farming - Field-to-Fork**

**Class Hours: 40 Credits: 2**

This course provides a foundation for people interested in learning how to plant implement and maintain their own garden. A sustainable approach is used to learn all the basics as well as patio gardening water harvesting seed saving tool usage and harvesting the food that has been grown. In addition students will explore Permaculture in depth. This course includes field trips in which students will explore many urban growing methods and systems here in Phoenix. Pre-Req: CC 450Text: \$57 Supplies: \$35

**UF 101 Urban Farming - Seed to Sale**

**Class Hours: 30 Credits: 1.5**

This class will explore ways to turn your private garden into a means of supplemental income. Students will explore harvesting handling storing and packaging their food products. Additionally they will learn about the Local Food Economy model marketing and charging for their food. Finally students will explore potential products they could make for sale to their community or workshops they could design and teach for profit. Pre-Req: UF 100Text: \$35 Supplies: \$35

**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**

Within the context of finishing body systems' materia medicas the student develops awareness and skills regarding the role of the herbalist as clinician. Lectures complement the retail and clinical aspects of the practicum course. 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 mens health. Supplies \$45. Text \$17.

**WH 265          Western Herbalism - The Herbal Goddess**

**Class Hours: 18 Credits: 1**

This course presents a complete understanding of medical approaches to treatment of female physiological function and allows the student to gain knowledge in order to make differential assessment and recommendations for herbal clinic apothecary and formulary for female medical issues. The student will also gain personal insight in order to develop a more empathetic herbal practice and learn to connect ritual with physical remedies as part of holistic healing techniques. NO PREREQ. Supplies: \$55

**WH 275          Western Herbalism - Herbal Flowers**

**Class Hours: 16 Credits: 1**

This course delves deeply into the role of flowers as an adjunct remedy to herbal medicine as well as the distinction between remedies for physical versus emotional healing. The student will gain clinical understanding for herbal practice from personal experience become familiar with flower medicines in the Sonoran desert and experience learning from multiple practitioners of the same craft. Supply fee \$70 Text: \$6

**WH 276          Western Herbalism - Plants and People**

**Class Hours: 10 Credits: 0.25**

Experience and guidance is provided in this course for using herbs personally making hands on home remedy and enjoyment on a plant walk.

**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**

This course provides the students with many opportunities to experience real world application of their Western Herbalism studies: protocol generation custom formulation research application educational presentation retail training and cultivation. Hours may vary &ndash; clarification from instructor. PRERQ WH 230 Supplies: \$75.

**WH 360 Awakening Intern/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.

**YA 500 Yoga - The Bhakti Path: Devotion Song & Ceremony**

**Class Hours: 40 Credits: 1.25**

The Sanskrit word bhakti comes from the root &ldquo;bhaj&rdquo; which means &ldquo;to adore or worship the Divine.&rdquo; The Bhakti Path provides a deep well of wisdom derived from the ancient texts of yoga and the ultimate surrender to Love itself. Mantra toning poetry call and response chanting and setting intentions are all devotional tools that will be explored in this class. When the Divine is placed at the forefront of our lives and teaching every class and practice becomes a meaningful ceremony. Text: 19

**YA 520 Yoga - Philosophy & Meditation**

**Class Hours: 20 Credits: 1**

Yogic teachings embody the wisdom of "The Light is One yet the paths are many." In this course you will explore four paths of yoga: Karma Bhakti Jnana and Raja. Through &ldquo;Svadyaya&rdquo; the Sanskrit word meaning "Spiritual Study" and meditation you will explore the practical applications both on and off the mat. You are

invited to unlock the ancient yogic teachings and learn how to offer them to yourself and others. Readings from sacred poetry yogic texts and other resources will give you the tools to incorporate these philosophies into your yoga classes in the form of themes cues and techniques as well as deepening your personal wisdom. Text: \$37

**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. . This foundational class serves as an exploration of yoga as a path of unity. 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. 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. Supply \$35 Text: \$127

**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 Teachers 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. PRERQ: YO 111 Texts from 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. There is emphasis on refining the ability to teach from your inner understanding using established methods and techniques to discover your own unique teaching style. Supply \$70 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. AUC

**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. AUC

**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. AUC

**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 with a special focus on veterans and first responders. 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 re-experience avoidance and hyper vigilance. You will be provided with yoga class structures best suited for this special population. 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 pre-requisite 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. PREREQ: YO 111 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: \$25

**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: \$18

**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. PRERQ 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: \$43 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. AUC

**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 yoga-based 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 &ndash; 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. PRE-REQ: 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 &ndash; 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 &ndash; 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 430            Yoga - Meditation in Motion Intro**

**Class Hours: 40 Credits: 1.75**

This course uses lectures designed to increase your understanding of the ancient Eastern teachings of yoga along with practices which reveal a direct experience of your new understanding. MIM (Meditation in Motion) recognizes that the body is the manifestation of the interplay between consciousness and energy. Through conscious cultivation of the vital healing force in the body the mind enters a state of meditation even while the body is in motion. MIM combines all 8 Limbs of Yoga into one practice where Hatha Yoga (Physical practices) and Raja Yoga (Meditation practices) happen simultaneously. These practices connect you to your inner healer as a powerful medium for the purification and balancing of the body and the mind. You will learn to respond to life's circumstances appropriately instead of reacting fearfully. PRE-REQ: YO 434 Supply: \$25

#### **YO 431            Yoga - Applied Meditation in Motion**

**Class Hours: 50 Credits: 2**

This Applied MiM Course provides the understanding and direct experience necessary to layer I AM Yoga® Meditation in Motion onto any style of Hatha yoga. You will learn how to apply the tools and techniques learned from the Immersion in your classes and practice. In a uniquely energetic group setting you will gain the specific techniques that will aid you to guide others in the experience of listening and responding to their own inner intelligence (Prana). This course of study reveals the innermost depth of I AM Yoga® where you experience Pranakriya the harmonious interplay between energy [prana] and the mind [chitta]. PREREQ: YO 430 Supply: \$73

#### **YO 432            Yoga - Meditation in Motion Certification**

**Class Hours: 40 Credits: 1.75**

In the certification you will take what you learned during Applied MiM and the practicum into a deeper understanding of the scriptures. You will experience a combination of an in depth study into yogic scriptures combined with your own experiential exploration in order to see how yoga becomes a way of life called Meditation in Motion. This then empowers you to reveal what you have learned to your own students. The certification ends with an opportunity for you to demonstrate your understanding through a final on the mat exam. PREREQ: YO 431

#### **YO 433            Yoga - Meditation in Motion Practicum**

**Class Hours: 20 Credits: 0.25**

The practicum is designed to help you apply what you have learned in the classroom to revealing to your students the core concepts of Meditation in Motion (MiM). Through observation and opportunities to assist in Meditation in Motion classes you will see how the tools and techniques of MiM are applied in a classroom setting. You will then be empowered to teach pre-designed MiM classes in order to fine tune your skills at revealing Meditation in Motion. Supplies: \$50 PREREQ: YO 432

#### **YO 434            Yoga - Posture of Consciousness**

**Class Hours: 20 Credits: 1**

This course is a unique study series designed to deepen your personal understanding of yoga and refine your ability to articulate and convey these teachings with simplicity and precision to the classes and clients you later plan to work with. In this study series we will look further into the key elements of I AM Yoga®; to better understand their spiritual practical and modern applications in our personal practice and eventually the classes we plan to lead. Throughout we will explore the teachings of Gurudev Shri Amritji Swami Kripalu and select passages from Patanjali's Yoga Sutras and The Bhagavad Gita as our road-map to enhance our understanding of yoga's rich depths history and continued relevance in our practice lives and today's modern world. PREREQ: YTT 200 Supply: \$55 Text: \$19



**YO 435            Yoga - Advanced Practicum (800 hour)****Class Hours: 30 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. AUC

**YO 436            Yoga - Advanced Practicum (600 hour)****Class Hours: 30 Credits: 0.5**

A capstone experience for advanced students in the 600 hour Advanced Yoga Teacher Training 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. AUC

**YO 438            Yoga - I AM Yoga®: Principles of Meditation in Motion®****Class Hours: 40 Credits: 1.75**

This course uses lectures designed to increase your understanding of the ancient Eastern teachings of yoga along with practices which reveal a direct experience of your new understanding. <strong>I AM Yoga®; Principles of Meditation in Motion®</strong> recognizes that the body is the manifestation of the interplay between consciousness and energy. Through conscious cultivation of the vital healing force in the body the mind enters a state of meditation even while the body is in motion. <strong>I AM Yoga®; Principles of Meditation in Motion®</strong><strong></strong> combines all 8 Limbs of Yoga into one practice where Hatha Yoga (Physical practices) and Raja Yoga (Meditation practices) happen simultaneously. These practices connect you to your inner healer as a powerful medium for the purification and balancing of the body and the mind. You will learn to respond to life's circumstances appropriately instead of reacting fearfully. PRE-REQ: YO 434 Supply: \$25

**YO 441            Yoga - Advanced Sequencing****Class Hours: 30 Credits: 0.75**

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 442            Yoga - Modified Poses Props & Principles****Class Hours: 30 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 &ndash; Safety First &ndash; the Essence of Touch &ndash; the Transference of Healing Energy. Text: \$25

**YO 450            Yoga - Yogic Energy Anatomy & Chakras****Class Hours: 30 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. PREREQ: YTT 200 Text: \$28

**YO 451            Yoga - Applied Yoga Anatomy****Class Hours: 30 Credits: 1.5**

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: \$20

**YO 452            Yoga - Yogic Somatic Psychology & Assessment****Class Hours: 40 Credits: 2.5**

Understanding how to effectively assess your client's needs is imperative when creating effective treatment plans. This course will help you confidently meet clients where they are in their healing and help them move forward by teaching students how to read the nervous system in order to best support treatment decisions. 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 multiple pranayama and regulation techniques along with the ethics of working with those healing from trauma. Additionally students will also learn how to teach a trauma-sensitive yoga class. Text: \$48 Supplies: \$10

**YO 453            Yoga - Foundations of Ayurveda****Class Hours: 20 Credits: 1.25**

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 to integrate and apply these potent healing techniques. Students will learn classic Ayurveda diagnostic tools Dosha specific nutritional support and self-healing techniques to return the Body/Mind/Spirit to its full vital expression. Text: \$30

**YO 454            Yoga - Physiology & Health Conditions for Yoga Therapists****Class Hours: 30 Credits: 2**

This course examines the basic fundamentals of anatomy and physiology as well as common pathologies. You'll explore the struggles that frustrate people living with these conditions as well as yoga therapy tools

for supporting them through those struggles. Conditions covered include diabetes metabolic syndrome cardiovascular disease hypertension cancer immune conditions arthritis inflammation adrenal fatigue osteoporosis and thyroid conditions. Text: 25

**YO 455                    Yoga - Business of Yoga**

**Class Hours: 30 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 456                    Yoga - Therapeutic Postures I (YIN)**

**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: \$25

**YO 457                    Yoga - Therapeutic Postures II (RESTORATIVE)**

**Class Hours: 20 Credits: 1**

This workshop weekend can be likened 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 blocks. Supply fee: \$25

**YO 462                    Yoga - Putting It All Together**

**Class Hours: 20 Credits: 1**

This course provides students an opportunity to review what they learned in the Yoga Therapy program and skillfully combine all the components of into an appropriate treatment plan for your clients. Students will create and teach one 3-class yoga therapy series with focus on a designated condition. PREREQ &ndash; All Yoga Therapy courses with the exception of the Yoga Therapy Final Practicum.

**YO 463                    Yoga - Advanced Yoga Therapy Supervised Practicum**

**Class Hours: 50 Credits: 0.5**

This is a capstone experience consisting of two parts. Part A: Offering three coached studio class demonstrating mastery of a combination of Yin, Restorative, YBP, Yoga Nidra, Posture of Consciousness and Principles of Meditation in Motion. Part B: Supervised Yoga Therapy sessions demonstrating competency in client assessment, formulations of Yoga session plan, creating a safe and therapeutic space for clients, and executing a wise and transformative yoga body session using the tools and various client protocols taught throughout the program. Specifically, the sessions will include YBP, IBT, and Yoga Nidra emphasis while integrating additional protocols.

**YO 466            Yoga - Advanced YIN****Class Hours: 20 Credits: 0.75**

This weekend training will build upon the techniques learned in YO 456 Therapeutic Postures I (Yin) and is designed for those looking to refine their teaching and explore a deeper understanding of the more subtle dimensions of Yin Yoga. In this training we will uncover the emotional body through the lens of Taoist Five Element Meridian Theory. The Fascial Trains of the Body and their correlation to the Meridians will be introduced as well as mindfulness and the Yin quality of Mind. Advanced Yin Sequencing will be practiced with the opportunity to guide a full hour Yin Practice. TEXT: \$25

**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 Userly 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. Supply fee: \$20

**YO 508            Yoga - Restorative Yoga****Class Hours: 20 Credits: 0.75**

This workshop weekend can be likened 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: \$25

#### **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 qualified to teach Hatha-Gong and will be eligible to receive a Aradhana Sing Hatha Gong Certificate. Existing Yoga Teachers will be able add this to their current teaching practice. YogaText: \$25 Space is limited to 14 students. 100% attendance is required in order to receive the Aradhana Sing Hatha Gong Certificate.

#### **YO 527                    Yoga - Power Yoga Sequencing**

**Class Hours: 20 Credits: 1**

Power Yoga is a general term used to describe a vigorous fitness-based approach to a vinyasa-style yoga as are commonly offered in fitness centers and yoga studios. Learn to teach a high-energy studio class with an emphasis on strength flexibility and alignment. Students will learn to design and teach 'power' sequences with a focus on safety accessibility inclusion and modifications.

#### **YO 528                    Yoga for Trauma Awareness**

**Class Hours: 20 Credits: 1**

The science of yoga is designed to help us remember the truth of who we are. Integrating our past is an important piece to living fully in the present. Trauma Mindfulness is about reclaiming the attention power and life force that has been locked in the past by bringing it into the presence of love and forgiveness at every level of the being &ndash; physical emotional mental and soul. Yoga for Trauma Mindfulness employs the teachings and practices of yoga combined with best practices for trauma awareness to create a pathway to healing and healthy living. This class will teach you how to guide a trauma mindfulness yoga class and will increase your awareness regarding issues of trauma for all students. You will learn how to use these methods in private sessions also.

#### **YO 529                    Yoga - Sacred Mudras & Pranayama**

**Class Hours: 10 Credits: 0.5**

Mudra is a Sanskrit word that means "sealing in the energy" and Pranayama is the Sanskrit word meaning "To control the Vital Life Force/ Energy with the breath." Through the ages specific energy techniques have evolved to help us access the power to heal and transform. The use of Mudras and Pranayama in the healing process is one way to create a more conscious body/mind connection. When practiced regularly techniques that focus attention on balancing the flow of Prana (Life Energy) begin to prepare the way for transformation in ourselves and for

others. This class is designed to introduce students to the art and tradition of Mudra and Pranayama as a form of investigating physical and mental focus and deeper spiritual awareness. Subjects covered include a basic understanding of how Prana flows and its connection to the five elements the chakras and specific gestures of the hands (hasta mudras). Students will also work together in groups and pairs while learning these techniques and have an opportunity to facilitate a partner as well as create their own personal energetic meditation practice.

**YO 530            Yoga - Pregnancy & Chair Yoga**

**Class Hours: 30 Credits: 1**

Prenatal Yoga is a beautiful way to strengthen and stretch the mind and body throughout pregnancy. Practicing regularly will help ease tension that comes up in the body as well as help prepare the mind to navigate birth with grace and focus. Learn to ACTIVELY guide women through safe sustainable studio classes during their pregnancy. Learn appropriate Asana poses (the physical practice) as well as beneficial stretching to relieve the body from carrying around those extra baby pounds in the belly. Learn flexibility and strengthening poses to prepare the woman's body for the birth of her baby; many modifications will be offered. Additionally pranayama (breath-work) meditation and visualization techniques are included in the training. Be the Teacher who helps expectant mothers to connect with their child in the womb prepare their hearts and minds for birth and help them practice quality self-care.

**YO 536            Yoga - Transformational Yoga Coaching II: Thai Bodywork**

**Class Hours: 18 Credits: 0.75**

Take metaphors coaching and yoga therapy to the mat. Learn correct body mechanics a full body acupressure session completed with facilitated dialogue. Ancient and Shamanic myths are un-packed and wrapped into therapeutic transformational sessions. Supplies: \$20 PRE-REQ: YO 506

**YO 555            Yoga - The Bhakti Path: Devotion Song & Ceremony**

**Class Hours: 30 Credits: 1**

Bhakti is described in the Bhagavad Gita as the path of devotion in which all actions are done in the context of remembering the Divine transmuting emotion love compassion and service in surrender to The Divine Mystery. Through self-reflection and transforming our inner-critic into our inner-Beloved we experience the nectar of Divine Connectivity and the Ocean of Grace that is Divine Love. Even in this spiritual context Bhakti Yoga calls us to engage fully in all the limbs of yoga: asana pranayama meditation etc. We will also dive into the tradition of Kirtan (sustained devotional chanting) as a way to access universal principles and channel our thoughts and emotions into a practice honoring Spirit. Techniques for storytelling incorporation of sacred music the use of mantra and sequencing from the view of sacred stories will all be covered. Advanced YTT students will learn to add this powerful dimension of Bhakti to their life and their classes in a way that makes sense both to themselves and their students.

**YO 560            Yoga - Philosophy & Meditation**

**Class Hours: 30 Credits: 1**

Yogic teachings embody the wisdom of "The Light is One yet the paths are many." In this course you will explore four paths of yoga: Karma Bhakti Jnana and Raja. Through "Svadyaya" the Sanskrit word meaning "Spiritual Study" and meditation you will explore the practical applications both on and off the mat. You are invited to unlock the ancient yogic teachings and learn how to offer them to yourself and others. Readings from sacred poetry yogic texts and other resources will give you the tools to incorporate these philosophies into your yoga classes in the form of themes cues and techniques as well as deepening your personal wisdom. Supply Fee: \$20 Text: \$37

**YO 602            Yoga- Anatomy****Class Hours: 20 Credits: 1**

Students will gain in-depth knowledge of anatomy physiology and biomechanics as they pertain to yoga asana and pranayama. All major systems of the body will be discussed. Lessons will consist of a lecture and a practical portion. This course is very hands-on and experiential preparing students to use their knowledge of yoga anatomy within their personal and professional practice. Text: \$20 NO PRERQ

**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 701            Yoga - Integral Breath Therapy****Class Hours: 40 Credits: 1.75**

Integral Breath Therapy (IBT) is a revolutionary body-based modality that uses the breath to explore heal and integrate the multidimensional aspects of the human psyche bridging the gap between the conscious and unconscious mind. Facilitators learn how to use the power of this energy therapy to induce a natural trance state to bring dynamic awakenings to their clients and access underlying unresolved issues at the core. By going underneath the “story” or repetitive dramas in life belief systems are revealed along with the reason for their existence. It is an ideal tool for working with somatic issues addictions recovery respiratory problems depression anxiety grief and loss PTSD anger management relationship difficulties weight and body issues chronic tension and fatigue personal growth and more. Supplies: \$40

**YO 702            Yoga - Integral Breath Therapy Practicum****Class Hours: 20 Credits: 0.25**

In this practicum you do not lead the client but rather accompany them on their healing journey. You will facilitate sessions to expand explore release and heal on a physical psychological and emotional level. Upon completion this method easily integrates into an existing clinical or therapy practice educational environment or coaching format.

**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.

**YT 400            Yoga - Intro to Meditation in Motion****Class Hours: 40 Credits: 1.75**

This course uses lectures designed to increase your understanding of the ancient Eastern teachings of yoga along with practices which reveal a direct experience of your new understanding. MIM (Meditation in Motion) recognizes that the body is the manifestation of the interplay between consciousness and energy. Through conscious cultivation of the vital healing force in the body the mind enters a state of meditation even while the body is in motion. MIM combines all 8 Limbs of Yoga into one practice where Hatha Yoga (Physical practices) and

Raja Yoga (Meditation practices) happen simultaneously. These practices connect you to your inner healer as a powerful medium for the purification and balancing of the body and the mind. Learning to respond to life's circumstances appropriately instead of reacting fearfully. PREREQ: YO 434 Supply: \$25

**YT 410                    Yoga - Applied Meditation in Motion**

**Class Hours: 66 Credits: 2**

This Applied MiM Course provides the understanding and direct experience necessary to layer I AM Yoga® Meditation in Motion onto any style of Hatha yoga. You will learn how to apply the tools and techniques learned from the Immersion in your classes and practice. In a uniquely energetic group setting you will gain the specific techniques that will aid you to guide others in the experience of listening and responding to their own inner intelligence (Prana). This course of study reveals the innermost depth of I AM Yoga® where you experience Pranakriya the harmonious interplay between energy [prana] and the mind [chitta]. PREREQ: YT 400 Supply: \$73

**YT 420                    Yoga - Meditation in Motion Practicum**

**Class Hours: 4    Credits: 0.25**

The practicum is designed to help you apply what you have learned in the classroom to revealing to your students the core concepts of Meditation in Motion (MiM). Through observation and opportunities to assist in Meditation in Motion classes you will see how the tools and techniques of MiM are applied in a classroom setting. You will then be empowered to teach pre-designed MiM classes in order to fine tune your skills at revealing Meditation in Motion. Supplies: \$50 PREREQ: YT 410

**YT 430                    Yoga - Meditation in Motion Certification**

**Class Hours: 40 Credits: 1.75**

In the certification you will take what you learned during Applied MiM and the practicum into a deeper understanding of the scriptures. You will experience a combination of an in depth study into yogic scriptures combined with your own experiential exploration in order to see how yoga becomes a way of life called Meditation in Motion. This then empowers you to reveal what you have learned to your own students. The certification ends with an opportunity for you to demonstrate your understanding through a final on the mat exam. PREREQ: YT 420

**YT 450                    Yoga Therapy: Final Practicum**

**Class Hours: 50 Credits: 0.5**

Yoga Therapy Final Practicum provides students the space to master the program components through supervision and group support. Students will conduct outside sessions as part of the yoga therapy program requirements and bring their experience back to the class for feedback and support. Students will additionally conduct a full session for feedback in order to build confidence and competency. PREREQ: YN Adv YN YBP IBT MIM

**YT 460                    Yoga Therapy: Putting It All Together**

**Class Hours: 20 Credits: 1**

Putting it All Together is the Capstone experience for the Yoga Therapy program. This course provides students an opportunity to review what they learned in the Yoga Therapy program and skillfully combine all the components of into an appropriate treatment plan. Students will create and teach one 3-class yoga therapy series with focus on a designated condition. All Yoga Therapy courses with the exception of the need to be completed prior to enrollment in this course . PREREQ: YT 450.

**YT 901                    Yoga Therapy Advanced Practicum**

**Class Hours: 30 Credits: 1**



This capstone course is to be completed at the end of the program. Yoga Therapy Advanced Practicum students will be required to combine all techniques into one unified practice based on their assessments of client's needs. Hands on experience working with multiple clients over several sessions will form the basis for application of skillfully combining components from coursework. Students will learn to integrate multiple segments into customized individual client sessions that will help prepare the student for offering yoga therapy to the public. Practitioners will leave with a demonstrated capacity to weave together individual modalities into session(s) that support the whole being of the client.

**YT 990                    Yoga Therapy Assessment**

**Class Hours: 10 Credits: 0.25**

Yoga Therapy students will learn to effectively assess their client's needs lead their clients through an intake and confidently create multi-modality sessions and treatment plans. This course provides a space to integrate the individual modalities learned in the Yoga Therapy program and helps practitioners create treatment options that assess a client's regulation needs and treatment goals. Practitioners will leave with an increased awareness of how to weave the individual modalities into one offering with the whole being of the client in mind.

---

## *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 through 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, 2022 to December 31, 2022. Statistics are compiled and sent to ACCET by May 1<sup>st</sup> of the following year for the previous year.

<b><u>Program</u></b>	<b><u>Completion %</u></b>	<b><u>Placement %</u></b>
Advanced Professional Hypnotherapy - IDL (310 Hours Online)	83.33%	70.00%
Advanced Professional Hypnotherapy (350 Hours)	57.14%	25.00%
Advanced Skincare Practitioner & Laser Technician (780 Hours-AM)	96.00%	80.95%
Advanced Skincare Practitioner & Laser Technician (780 Hours-PM)	76.67%	65.00%
Advanced Yoga Teacher and Healing Arts Practitioner (800 Hours)	64.71%	88.89%
Associate Degree in Holistic Healthcare (AOS/C) (60 Credits)	84.21%	71.43%
Holistic Health & Wellness Coach - Online (755 Hours Online)	75.00%	33.33%
Holistic Nutrition Wellness Practitioner IDL (755 Hours Online)**	70.37%	41.18%
Integrative Healing Arts Practitioner - IDL (750 Hours Online- 85 wks)*	62.00%	54.72%
Integrative Healing Arts Practitioner (750 Hours)	47.37%	77.78%
Master Aesthetics Educator (350 Hours)	83.33%	80.00%
Master Massage Practitioner (1000 Hours)	76.47%	58.33%
Mind Body Wellness Practitioner (600 Hours)	75.00%	66.67%
Natural Aesthetics Practitioner (600 Hours-AM)	92.94%	55.22%
Natural Aesthetics Practitioner (600 Hours-PM)	89.13%	45.71%
Professional Massage Practitioner (750 Hours)	87.50%	59.09%
Western Herbalism (745 Hours)	75.00%	50.00%
Yoga Advanced Teacher Training (600 Hours)	44.44%	66.67%

\*This program length is no longer offered

\*\*This program is no longer offered



## *Appendix F: Program Licensing and Certification Requirements*

<b>Subject Area</b>	<b>Organization</b>	<b>Internally Tracked</b>	<b>Externally Tracked</b>
Hypnotherapy - ACHE	American Council of Hypnotist Examiners (ACHE)	<input checked="" type="checkbox"/>	
Hypnotherapy - IMDHA	International Medical & Dental Hypnotherapy Association (IMDHA)	<input checked="" type="checkbox"/>	
Massage - MBLEX	Massage and Bodywork Licensing Exam – MBLEX		<input checked="" type="checkbox"/>
Massage – State Board	Arizona State Board of Massage Therapy	<input checked="" type="checkbox"/>	
HHWC & HWC	National Board of Health and Wellness Coaching	<input checked="" type="checkbox"/>	
HNWP – NANP	National Association of Nutrition Professionals - NANP		<input checked="" type="checkbox"/>
HNWP – NASM	National Academy of Sports Medicine - NASM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Spiritual Studies/Ordination	Universal Brotherhood Movement - UBM	<input checked="" type="checkbox"/>	
Yoga	Yoga Alliance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## 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.

[illegible]