



2025

Student Policy

& Procedure

Catalog


Southwest Institute of Natural Aesthetics
Skincare Education • Student Spa



Locations

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

1538 E Southern Ave. Tempe, AZ 85282
480-994-9244
(888) 504-9106
info@swiha.edu
www.swiha.edu

**Southwest Institute of Healing Arts**

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

**Southwest Institute of Natural Aesthetics**

Branch Campus:
1460 E. Southern Ave. Tempe, AZ 85282
480-393-1415
swina.swiha.edu

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

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

© 2000-2025 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
- Member of the Better Business Bureau
- Recognized by the American Board of Hypnotherapy
- Approved by Yoga Alliance
- Arizona Board of Massage Therapy
- Arizona Barbering & Cosmetology Board
- Arizona Department of Health Services Bureau of Radiation Control
- Associated Skin Care Professionals
- Approved by the American Council of Hypnotists Examiners
- Approved by the 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 99

Locations.....	i
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	5
Polarity Therapy	6
Unity Yoga	6
Online Classes	6
Branch Campus	6
SWIHA Tempe Main Campus Facilities, Location, and Hours	7
On Site Facilities:.....	7
SWIHA Area Map.....	7
SWIHA Tempe Branch Campus Facilities, Location, and Hours.....	8
On Site Facilities:.....	8
SWIHA Area Map.....	8
SWIHA Auxiliary Classroom and Spirit of Yoga Studio Facilities, Location, and Hours	9
On Site Facilities:.....	9
Auxilliary Campus and SOY Yoga Studio Area Map	9
Code of Ethics.....	10
Consumer Information Notice.....	11
Comparable Programs	11
Program and Tuition Guide with Award Earned.....	12
Additional Costs	13
Programs: Associates, Diplomas, and Certificates	14

Associates of Occupational Studies Degree in Holistic Healthcare	15
Concentration in Mind Body Transformational Psychology.....	15
Concentration in Professional Massage Practitioner	16
Concentration in Western Herbalism.....	18
Diploma Programs.....	20
Holistic Health and Wellness Coach – Online	20
Integrative Healing Arts Practitioner - Online	21
Advanced Yoga Teacher and Healing Arts Practitioner.....	23
Integrative Healing Arts Practitioner	24
Integrative Yoga Therapy	25
Mind Body Wellness Practitioner	26
Master Massage Practitioner	27
Therapeutic Track.....	27
Ayurvedic Bodywork Track	29
Master Massage Practitioner with Natural Aesthetics	30
Professional Massage Practitioner.....	31
Therapeutic Track.....	31
Ayurvedic Bodywork	32
Western Herbalism	33
Yoga Advanced Teacher Training.....	34
Primary Specialties & Certificates of Excellence	35
100-Hour Certificates of Excellence – On Campus	35
Aromatherapy	35
End-of-Life Doula.....	36
Grounded Spirituality & Sacred Ceremonies	36
Hypnotherapy	36
Intuitive Guide	37
Life Coaching	37
Medical Massage	38
Myotherapy.....	38
Applied Holistic Nutrition	38
Reflexology	39
Reiki – Traditional or Transformational	39

Shamanic Principles and Pathways.....	40
Urban Farming.....	41
Western Herbalism – Holistic Herbal Remedies	41
Yoga Body Psychology	42
Yoga Nidra.....	42
100-Hour Certificates of Excellence – Online	42
End-of-Life Doula - Online.....	43
Healing Botanicals & Earth Ceremonies Facilitator - Online.....	43
Hypnotherapy - Online	43
Intuitive Coach - Online	44
Life Coaching - Online.....	44
Mindful Meditation Facilitator - Online	44
Urban Gardening & Practical Herbalism - Online.....	45
200-Hour Certificates of Excellence – On-Campus.....	45
Cranial Unwinding	45
Health and Wellness Coach.....	46
Polarity – Associate Polarity Practitioner.....	46
Yoga Teacher Training	46
200-Hour Certificates of Excellence – Online	47
Health and Wellness Coaching – IDL	47
Holistic Nutrition Specialist Online.....	47
Modern Spirituality Celebrant.....	48
Vocational Certificates of Excellence	48
Advanced Professional Hypnotherapy	48
Advanced Professional Hypnotherapy Online.....	49
Policies and Procedures	51
Admissions.....	52
Enrollment Requirements	52
Provisional Enrollment	53
Discrimination Policy.....	55
Support Services for Students with Disabilities	55
Transfer Credits	55
Test Out.....	57

Program Schedules	57
Veterans Affairs Students	57
Tuition Payment Policy	59
Student Delinquency Policy.....	59
Dissemination of Institutional and Financial Assistance Information	59
Clock Hours to Credit Hours Policy	61
Do Your Dream Program.....	61
FFEL Deferments.....	62
Tuition Refund Policies	62
Cost of Attendance.....	67
Student Services and Academic Policies.....	68
Student Support	68
Chemical Dependency and Alcohol Abuse Program	69
Grievance Policy.....	69
Student Records	70
Family Education Rights and Privacy Act (FERPA).....	70
Change of Address	71
Attendance (Financial Aid)	71
Attendance (Academic)	71
Grading Policy.....	78
Satisfactory Academic Progress (SAP) Policy.....	79
Corrective Action	83
Success Center.....	83
Adding or Dropping Classes	83
Class Substitutions.....	84
Auditing Classes	84
Course Cancellations.....	85
Class Certificates.....	85
Graduation Requirements – On-Campus and Online	86
Requirements for Officially Withdrawing from the College	86
Code of Conduct	86
Transfer Out.....	90
Readmission to a Program.....	90

Appeals Policy.....	91
Communication Policy.....	91
Voter Registration.....	92
Education Policies	92
Academic Calendar and Holidays.....	92
Student/Teacher Ratio	93
Massage Clinical Hours.....	93
SWIHA Dress Code & Personal Hygiene	93
Cell Phones	94
Food and Drinks	94
Classrooms – Clean Air Policy.....	95
Education Revision Policy	95
Student Copyright Infringement Policy.....	95
Dual Roles	95
Visitors On-Campus and In the Classroom.....	96
Valuables.....	96
Campus Safety Information.....	96
Emergency Procedures	96
Spirit of Yoga	98
SWINA Table of Contents	99
Appendix A: Ownership and Administration	142
Executive Leadership Team.....	142
Southwest Institute of Healing Arts.....	142
Accounting & Payroll	142
Admissions.....	142
Bookstore	142
Education (On-Campus)	142
Education (Online)	142
Facilities	143
Financial Aid	143
Front Desk Team.....	143
Information Technology	143
Marketing	143

Massage Clinic	143
Student Services (On-Campus)	143
Student Service (Online)	143
Success Center and Placement Division	143
Auxiliary Classroom and Spirit of Yoga.....	144
Southwest Institute of Natural Aesthetics.....	144
SWINA Leadership.....	144
SWINA Staff.....	144
Appendix B: Faculty	153
Appendix C: Course Descriptions.....	163
Appendix D: ACCET Definitions	204
Appendix E: ACCET Completion and Placement Statistics.....	206
Appendix F: Program Licensing and Certification Requirements	207
Appendix G: Change Log	208

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 32 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 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, and all the executive team always have an open-door policy for you. 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. 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 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 required 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 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.

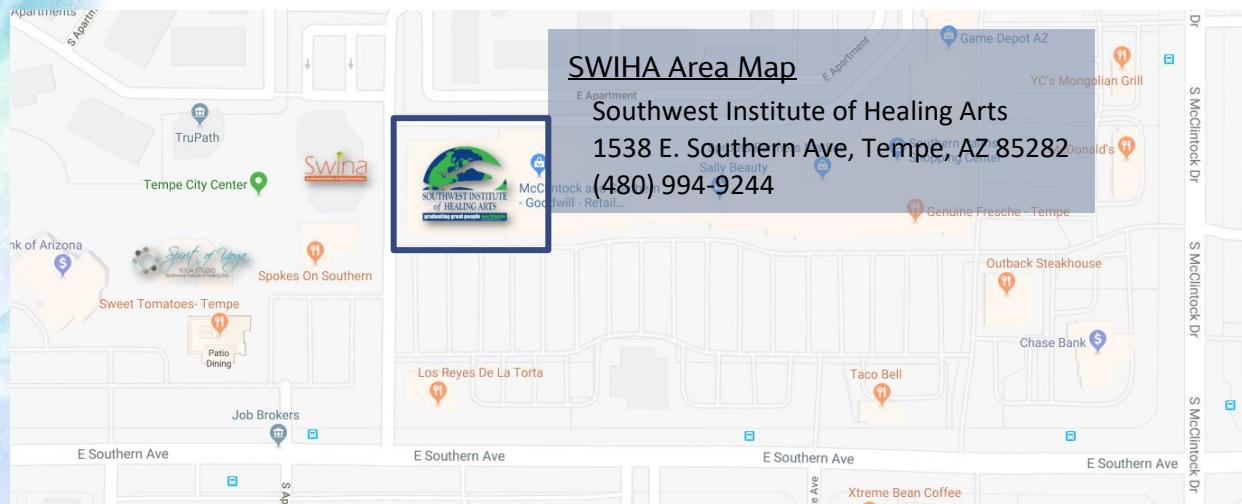
SWIHA Tempe Main Campus Facilities, Location, and Hours

Front Desk Hours		Clinic Hours		Student Services Hours		Class Hours	
Monday	8:30 am - 6:30 pm	Monday	CLOSED	Monday	9:00 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	9:00 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	9:00 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	9:00 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	9:00 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 overhead 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.



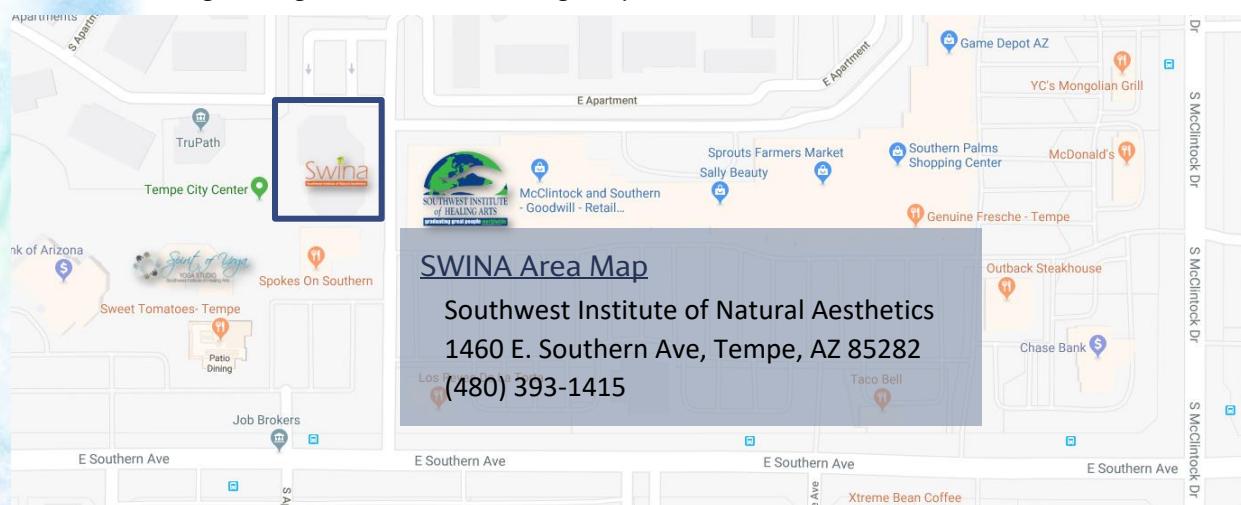
SWINA Tempe Branch Campus Facilities, Location, and Hours

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

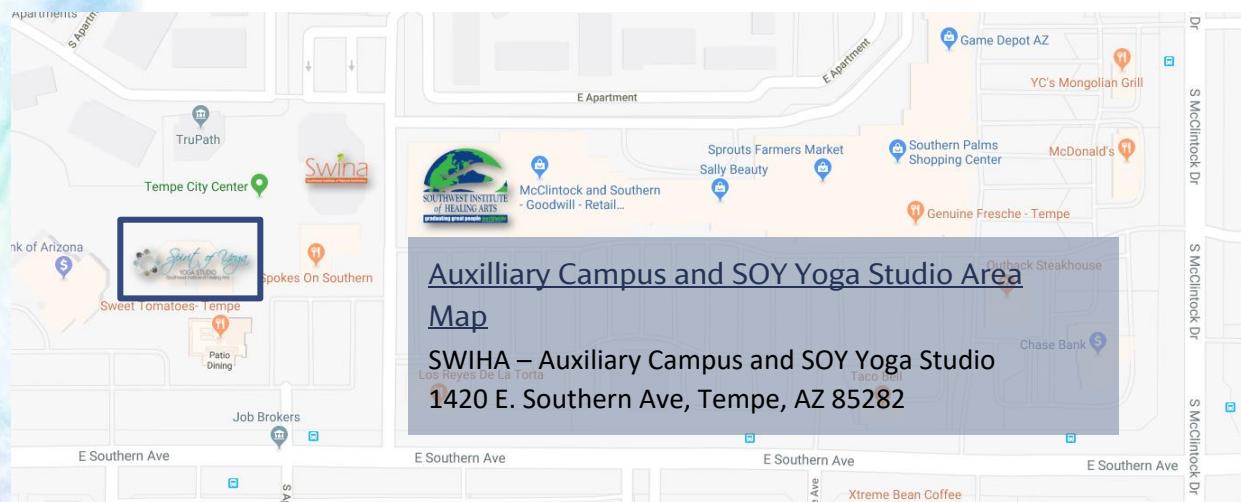
Front Desk Hours		Studio Hours		Class Hours	
Monday	8:30 am – 7:00 pm	Monday	8:30 am – 7:00 pm	Monday	10:00 am – 10:00 pm
Tuesday	8:30 am – 7:00 pm	Tuesday	8:30 am – 7:00 pm	Tuesday	10:00 am – 10:00 pm
Wednesday	8:30 am – 6:00 pm	Wednesday	8:30 am – 6:00 pm	Wednesday	10:00 am – 10:00 pm
Thursday	8:30 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 worth of all people and refuse to unjustly discriminate against clients or other ethical health professionals.
9. Conduct business and professional activities with honesty and integrity and project a professional image in all aspects of practice.
10. Respect the spiritual beliefs and paths of others.

Consumer Information Notice

Institutions that participate in Title IV Federal Financial Aid Programs are required to disseminate consumer information to potential and currently enrolled students. The disclosure is intended to outline consumer information that you have the right to request and review. The following information is available online on SWIHA's website (www.swiha.edu) by scrolling down to the bottom and selecting "Consumer Info." and in hard copy as noted in each section.

Consumer Information Disclosures for review include:

Alcohol and Drug Policies
Campus Safety Policy
Consumer Information Notice
Student Right to Know Completion and Placement Statistics
Campus Crime Statistics
FERPA Policy
Policy Catalog
Privacy Policy
National Center for Education Statistics
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
9375 E Shea Blvd, Suite 100, Scottsdale AZ 85260 (602) 254-5199, or
- Arizona Board of Regents
2700 N. Central Ave, Suite 400, Phoenix, AZ 85004 602-229-2500, or
- The Arizona State Board for Private Postsecondary Education:
1740 W. Adams, Suite 3008 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	Tech & Admin Fee*	Supply Fee	Material Fee	Tuition	Optional Licensing /Cert - Fees
DEGREE PROGRAMS - Associate of Occupational Studies in Holistic Health Care with Concentration									
Mind-Body Transformational Psychology	1116-1156	60.00	\$75	\$648	\$200	\$165	\$20-50	\$22320-23120	70*
Professional Massage Practitioner	1131-1334	60.00	\$75	\$590	\$200	\$355-500	\$20-50	\$22620-26680	\$217
Western Herbalism	992-1092	60.00	\$75	\$648-738	\$200	\$1,197	\$20-50	\$19840-21840	none
DIPLOMA PROGRAMS									
Holistic Health and Wellness Coach- ONLINE	755	44.30	\$75	\$625-673	\$350	\$450	\$0	\$15,100	\$450
Integrative Healing Arts Practitioner	750	41.25-43.25	\$75	\$114-439	\$100	\$114-757	\$0	\$15,000	200*
Integrative Healing Arts Practitioner- ONLINE	780	41.25-43.25	\$75	\$990-1045	\$350	\$10-48	\$0	\$15,600	200*
Master Massage Practitioner	1000	41.00-49.00	\$75	\$436-481	\$100	\$119-280	\$0	\$20,000	\$217
Mind Body Wellness Practitioner	600	25.5-34.75	\$75	\$226-482	\$100	\$60	\$0	\$12,000	\$70*
Professional Massage Practitioner	750	30.75-36.25	\$75	\$436-481	\$100	\$193-311	\$0	\$15,000	\$217
Western Herbalism	745	37.25	\$75	\$619	\$100	\$1,163	\$0	\$14,900	none
Yoga Advanced Teacher Training	600	21.75	\$75	\$356-400	\$100	\$255-573	\$0	\$12,000	\$350-600*
Advanced Yoga Teacher & Healing Arts Practitioner	800	28.75-34.75	\$75	\$340-512	\$100	\$275-573	\$0	\$16,000	\$350-600*
Integrative Yoga Therapy	1000	39.50	\$75	\$363	\$100	\$593	\$0	\$20,000	\$350-600*
PRIMARY SPECIALTY/CERTIFICATE OF EXCELLENCE *Specialties are not designed to be stand-alone vocational training									
Aromatherapy	100	5.50	\$25	\$69	\$100	\$334-364	\$0	\$2,000	none
Advanced Professional Hypnotherapy	350	17.50	\$25	\$138	\$100	\$243	\$0	\$7,000	\$175
Advanced Professional Hypnotherapy- ONLINE	350	15.75	\$25	\$425	\$100	\$48	\$0	\$7,000	\$175
Cranial Unwinding	200	8.50	\$25	\$0	\$100	\$10	\$0	\$4,000	none
End of Life Doula	100	5.25	\$25	\$0	\$100	\$0	\$0	\$2,000	none
End of Life Doula- ONLINE	100	5.25	\$25	\$0	\$100	\$0	\$0	\$2,000	none
Health and Wellness Coach	200	10.25	\$25	\$168	\$100	\$252	\$0	\$4,000	\$450
Health and Wellness Coach - ONLINE	200	10.25	\$25	\$271	\$100	\$150	\$0	\$4,000	\$450
Holistic Herbal Remedies	100	5.25	\$25	\$115	\$100	\$365	\$0	\$2,000	none
Holistic Nutrition ONLINE	200	11.75	\$25	\$417	\$100	\$10	\$0	\$4,000	none
Hypnotherapy	100	4.75	\$25	\$98	\$100	\$75	\$0	\$2,000	\$70*
Hypnotherapy ONLINE	100	4.75	\$25	\$153	\$100	\$20	\$0	\$2,000	\$70*
Intuitive Guide	100	4.75	\$25	\$34	\$100	\$0	\$0	\$2,000	none
Intuitive Coach - ONLINE	100	4.75	\$25	\$75	\$100	\$0	\$0	\$2,000	none
Life Coaching	100	5.00	\$25	\$127	\$100	\$80	\$0	\$2,000	none
Life Coaching ONLINE	100	5.00	\$25	\$18	\$100	\$10	\$0	\$2,000	none
Medical Massage	100	4.00	\$25	\$0	\$100	\$20	\$0	\$2,000	none
Mindful Meditation Facilitator-ONLINE	100	6.00	\$25	\$92	\$100	\$0	\$0	\$2,000	none
Modern Spirituality Celebrant- ONLINE	200	10.00	\$25	\$86	\$100	\$0	\$0	\$4,000	200 *
Myotherapy	100	3.00	\$25	\$15	\$100	\$0	\$0	\$2,000	none
Polarity- Associate Polarity Practitioner	200	9.00	\$25	\$62	\$100	\$50	\$0	\$4,000	\$240*
Reflexology	120	7.50	\$25	\$44	\$100	\$50-85	\$0	\$2,400	none
Reiki	100	3.00	\$25	\$22	\$100	\$10-275	\$0	\$2,000	none
Shamanic Principles and Pathways	100	3.00	\$25	\$44	\$100	\$200	\$0	\$2,000	none
Urban Farming & Conscious Living	100	5.50	\$25	\$149	\$100	\$105	\$0	\$2,000	none
Whole Foods Culinary Specialist- ONLINE	120	5.00	\$25	\$63	\$100	\$0	\$0	\$2,400	none
Yoga -Body Psychology	100	4.50	\$25	\$0	\$100	\$35	\$0	\$2,000	none

Yoga Teacher Training	200	6.25	\$25	\$127	\$100	\$105	\$0	\$4,000	\$350*
Yoga Nidra	100	4.50	\$25	\$0	\$100	\$85	\$0	\$2,000	none
SOUTHWEST INSTITUTE OF NATURAL AESTHETICS									
					Uniform	Supplies			
Natural Aesthetics Practitioner Diploma	600	24	\$75	\$100	\$100	\$2,500	\$0	\$12,000	\$240
Natural Aesthetics Master Educator Certificate	350	15	\$75	\$100	\$35	\$250	\$0	\$2,800	\$240
Advanced Skincare Practitioner & Laser Technician Diploma	780	31	\$75	\$100	\$100	\$3,730	\$0	\$16,320	\$240
Cosmetic Laser Technician Certificate	180	7	\$75	\$100	\$35	\$1,230	\$0	\$4,320	\$30

*Combination of online technology fee for online diplomas (\$250) and admin fees (\$100).

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 with 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.

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				
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 600	Holistic Nutrition Foundation I and Applied Cooking	40	2.25	
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	
HWC	Health and Wellness Coaching	80	4.25	
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
Specialties & Electives Subtotal		Varies	21.75	
TOTAL			60.00	

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

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

AOS General Education Requirements				
Code	Course	Clock	Credit	Pre-Requisite
BC 601	Mission Possible (writing, research, finance)	45	3.00	
HN 600	Holistic Nutrition Foundation I and Applied Cooking	40	2.25	
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				
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	32	2.00	
Massage Core Courses Subtotal		321	19.50	

Massage Hands-On Core Courses				
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
Massage Hands-On Core Courses Subtotal			365	12.25

Choose 10.75 Credits of Specialties and/or Electives

AR	Aromatherapy	80	4.25	
APH	Advance Professional Hypnotherapy	190	9.25	
CRA	Cranial Unwinding	148	5.50	
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
Specialties & Electives Subtotal			Varies	10.75
TOTAL			60.00	

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

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

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.

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 600	Holistic Nutrition Foundation I and Applied Cooking	40	2.25	
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	
AOS General Education Requirements Subtotal				261 17.00
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	
Western Herbalism Core Courses Subtotal				583 29.50
Choose 13.5 Credits of Specialties and/or Electives				
AR	Aromatherapy	100	5.50	
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	
Specialties & Electives Subtotal			13.5	
TOTAL			60.00	

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

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 – Online

Full Time 65 instructional Weeks, 71 calendar Weeks

Maximum Time Frame: 1132 Hours

Concentration in Holistic Nutrition

The Holistic Health and Wellness Coach, with a concentration in Holistic Nutrition diploma program is for individuals motivated to cultivate vibrant well-being by harmonizing mind, body, and spirit through evidence-based practices. Rooted in the belief that inner wisdom guides personal health goals, it integrates behavior change science, positive psychology, and applied holistic nutrition to foster lasting transformation. Participants gain an understanding of how nutrition supports physiological function while exploring the art and science of sustainability - enhancing well-being through clean air, nourishing food, and pure water.

The curriculum equips learners with practical tools to thrive: an introduction to herbalism for food and home first aid, building sustainable gardens (from patio plots to seed-saving systems), foraging local herbs and deepening the understanding and practice of permaculture.

Aligned with NBHWC standards, this program prepares graduates to guide clients in self-directed, person-centered change—promoting ownership of health through sustainable practices that inspire individuals and communities to flourish.

Core Courses					
Code	Course	Clock	Credit	Pre-req	
TP 106-OL	GRIT for Success	30	2.00	N/A	
HN 105-OL	Foundation Holistic Nutrition	30	2.00	N/A	
TC 630-OL	Somatic Psychology: The Neuroscience of Regulation & Trauma	30	1.75	N/A	
HC 222-OL	Psychology of Addictions & Disordered Eating	30	1.75	N/A	
TP 107-OL	GRIT: Student Journey	15	0.75	Half-way in program	
		Core Subtotal	135	8.25	
Applied Holistic Nutrition Focus					
HN 112-OL	Principles of Conscious Eating and Behavior Modification	30	1.50	N/A	
HN 115-OL	Macro & Micro Nutrients: Eating the Rainbow	30	1.50	HN 112-OL	
HN 210-OL	Whole Foods Cuisine	25	1.00	HN 112-OL	
HN 222-OL	Raw Food Cuisine	25	1.00	HN 112-OL	
HN 235 -OL	Nutritional Across the Life Cycle	30	2.00	HN 112-OL	
HN 351-OL	Microbiome Wellness*	30	1.50	HN 112-OL	
HN 156-OL	Comparative Dietary Systems with Applied Culinary	30	1.50	HN 112-OL	
		Subtotal	200	10.00	
Urban Gardening & Practical Herbalism					
PH 101-OL	Introduction to Sustainability & Urban Gardening	30	1.50	N/A	
PH 110-OL	Introduction to Herbalism, Culinary Applications & First Aid	30	1.50	N/A	
PH 120-OL	Urban Gardening & Sustainable Foraging	40	2.00	PH 110-OL & PH 101-OL	
		Subtotal	100	5.00	
Health and Wellness Coaching					
HC 101-OL	Foundations of Wellness Coaching**	30	1.50	N/A	
HC 201-OL	Professional Wellness Coaching and Ethics**	30	1.50	HC 101-OL	
HC 155-OL	Anatomy of Wellness**	30	1.50	HC 201-OL	
HC 156-OL	Health Conditions**	30	1.50	HC 201-OL	
HC 301-OL	Advanced Wellness Coaching 1**	30	1.25	HC 201-OL	
HC 302-OL	Advanced Wellness Coaching 2**	30	1.25	HC 201-OL	
HC 401-OL	NBHWC Exam Prep **	20	1.00	HWC	
		Health & Wellness Subtotal	200	9.50	

Holistic Entrepreneurship					
HE 101-OL	Entrepreneur's Journey 1: Departure	30	1.75	N/A	
HE 102-OL	Entrepreneur's Journey 2: Initiation	30	1.50	HE 101-OL	
HE 103-OL	Entrepreneur's Journey 3: Return	30	1.50	HE 101-OL	
HE 201-OL	Influencer's Journey: Sharing Your Story	30	1.25	HE 101-OL	
		Subtotal	120	6.00	
		Total	755	38.75	

*Course has synchronous hours

**Course has required synchronous hours

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

Approximate Hours Breakdown: Theory: 571; Practical 184

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 for those who are called to serve in this way).

Transpersonal Psychology Core Courses					
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
		Subtotal	160	9.50	

Holistic Entrepreneurship

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
		Subtotal	120	7.25	

Choose Your Specialization

Option 1: Hypnotherapy

Advanced Professional Hypnotherapy

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
		Subtotal	290	13.50	

Additional Hypnotherapy

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
	Subtotal	110	5.00		

Foundational Client Relationship: Transformational Life Coach

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
	Subtotal	100	5.00		

OR

Option 2: Spiritual Guide

Modern Spirituality

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	Optional
	Subtotal	200	10.00		

Foundational Client Relationship: Intuitive Coaching

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
	Subtotal	100	5.00		

Mindful Meditation Facilitator

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
	Subtotal	100	6.00		

AND choose ONE (1) additional specialty to complete:

Healing Botanicals & Earth Ceremonies

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
	Subtotal	100	5.00		

OR

End-of-Life Doula

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
	Subtotal	100	5.25		

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

Approximate Hours Breakdown: Theory: 585; Practical: 195

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

*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..



Advanced Yoga Teacher and Healing Arts Practitioner

Full-Time: 67 instructional Weeks, 71-75 calendar Weeks

Maximum Time Frame: 1200 Hours

The Advanced 800-hour Yoga Teacher Training program builds upon the 600-Hour Advanced YTT program. The goal of this diploma program is for you to deepen and strengthen your yoga teaching ability, as well as choose additional specialization that will widen your employment options and expand the way you are prepared to serve in the world.

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				
TC 635	Somatic Psychology: Trauma Informed Communications	30	2.00	
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	Posture of Consciousness	20	1.00	YTT 200
YO 435	Advanced Practicum	30	0.50	
Advanced Yoga Teacher Training Core Subtotal			240	10.00
Yoga Studio Courses				
YO 442	Modified Poses, Props, & Principles	30	0.75	YO 111
YO 441	Advanced Sequencing	30	1.00	YO 111
Yoga Studio Core Subtotal			60	1.75
Choose 300 Hours of Yoga Specialties or Yoga Electives				
YO-N	Yoga Nidra	100	4.50	
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-BP	Yoga Body Psychology	100	4.50	
YO 466	Yoga - Advanced YIN	20	0.75	
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 537	Transformational Yoga Coaching II - Yogic Bodywork	20	0.50	
YO 453	Foundations of Ayurveda	20	1.25	
Yoga Specialties or Yoga Electives Subtotal			300	Varies
TOTAL:			800	

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 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:

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 Subtotal			120	7.25
IHAP Core Courses				
TC 630	Somatic Psychology: The Neuroscience of Regulation & Trauma	30	2.00	
TC 610	Heart Centered Leadership	20	1.25	
TC 120	Coaching the Hero Within	24	1.50	
CC 131	Psychology of Addiction - Understanding the Shadow	32	2.00	
TC 150	Building Resiliency and Stress Management	24	1.50	
IHAP Core Subtotal			130	8.25
Select a Coaching Focus:				
Health & Wellness Coaching				
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
Health & Wellness Coaching Subtotal			120	6.00
Intuitive Guidance & Coaching				
LC 111	Introduction to Life Coaching	20	1.25	
IG 111	Introduction to Intuitive Guidance	12	1.00	
IG 211	Angels and Guides	24	1.25	IG 111
IG 311	Intuitive Guidance – Practical Applications	24	1.25	IG 211
IG 401	Business of Intuitive Guidance	20	1.25	IG 311
Intuitive Guidance & Coaching Subtotal			100	6.00
Life Coaching				
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
Life Coaching Courses Subtotal			100	5.00
Select a Specialty Focus:				
Option 1: Grounded Spirituality & End-of-Life Doula Focus				
ELD	End-of-Life Doula	100	5.25	
HY	Hypnotherapy	100	4.75	
RE	Reiki - (Traditional, Shamanic, or Holy)	100	3.00	
	Electives (Suggested: Aromatherapy)	100	varies	
Subtotal			400	13.00
Option 2: Spiritual Transformation Focus				
POL-APP	Polarity - Associate Polarity Practitioner (or Cranial Unwinding)	200	9.00	
RE	Reiki - (Traditional, Shamanic, or Holy)	100	3.00	

	Electives	100	varies	
		Subtotal	400	12.00

Option 3: Hypnotherapy Focus

HY	Hypnotherapy	100	4.75	
HY 404	Hypnotherapy - Advanced Techniques	30	0.75	HY 301
HY 315	Hypnotherapy - Fears, Phobias & Addictions	15	1.00	HY 301
HY 354	Hypnotherapy - Past Life Regression	25	1.00	HY 301
HY 478	Hypnotherapy - Dreams & Metaphors	30	1.00	HY 301
HY 600 P\$	Hypnotherapy - Certification Prep	10	0.50	HY 301
	Electives	190	varies	
		Subtotal	400	9.00

Option 4: Yoga Focus

YO	Yoga Teacher Training	200	6.25	
YO-N	Yoga Nidra	100	4.50	
	Electives	100	varies	
		Subtotal	400	10.75

Specialty/Elective Options

AR	Aromatherapy	100	5.50	
CRA	Cranial Unwinding	200	8.50	
ELD	End-of-Life Doula	100	5.25	
IG	Intuitive Guide	100	4.75	
HN 600	Applied Holistic Nutrition & Whole Foods Culinary I	40	2.5	
HN 610	Applied Holistic Nutrition & Whole Foods Culinary II	30	1.25	HN 600
HN 620	Mindful Eating & Nutrition Wellness Coaching	30	1.25	
HY	Hypnotherapy	100	4.75	
HWC-IDL	Health and Wellness Coach	200	9.25	
LC	Life Coaching	100	5.00	
POL-APP	Polarity - Associate Polarity Practitioner	200	9.00	
RF	Reflexology	120	4.50	
RE	Reiki - (Traditional or Shamanic)	100	3.00	
SH	Shamanic Principles and Pathways	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	

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.

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.

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	
TC 635	Somatic Psychology: Trauma Informed Communications	30	2.00	
YO 438	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 I	40	1.75	
YO 702	Integral Breath Therapy II	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	Yoga - Transformational Yoga Coaching II: Yogic 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	Yoga - Advanced Yoga Therapy Supervised Practicum	50	0.25	
Yoga Therapy Core Subtotal		620	25.75	
Integrative Yoga Therapy Total		1000	39.50	

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

Approximate Hours Breakdown: Theory: 615; Practical 385

This 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 an application with IAYT to receive the designation of C-IAYT Yoga Therapist.

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 into action.

Mind-Body Wellness Core Courses				
Code	Course	Clock	Credit	Pre-Requisite
HY 101	Hypnotherapy - Foundations Level I	20	1.25	
HC 101	Foundations of Wellness Coaching	20	1.00	
HN 600	Holistic Nutrition Foundation I and Applied Cooking	40	2.25	
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	
Mind-Body Wellness Core Courses Subtotal		180	11.00	

Select A Focus:					
Option 1: Health & Wellness Coach Focus					
HWC	Health and Wellness Coach	180	9.25		
	Electives & Specialties (see options below)	240	varies		
		Subtotal	420	9.25	
Option 2: Yoga Focus					
YO	Yoga Teacher Training	200	6.25		
	Electives & Specialties (see options below)	220	varies		
		Subtotal	420	6.25	
Option 3: Spiritual Transformation Focus					
RE	Reiki - (Traditional, Shamanic, or Holy)	100	3.00		
IG	Intuitive Guide	100	4.75		
	Electives & Specialties (see options below)	220	varies		
		Subtotal	420	7.75	
Specialty Options					
AR	Aromatherapy	100	5.50		
CRA	Cranial Unwinding	200	8.50		
IG	Intuitive Guide	100	4.75		
HN 610	Applied Holistic Nutrition & Whole Foods Culinary II	30	1.25	HN 600	
HN 620	Mindful Eating & Nutrition Wellness Coaching	30	1.25		
HY	Hypnotherapy	80	3.50		
HWC	Health and Wellness Coach	180	9.25		
LC	Life Coaching	100	5.00		
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		

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

SWIHA's 1000-hour massage program is an extension of the 750-hour program. 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. 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

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		

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	
CC 105	Trauma Informed Communication and Ethics for Bodyworkers	32	2.00	
SC 415	Pathology - BW	40	2.50	
Massage Core Courses Subtotal		301	18.75	

Massage Hands-On Core Courses

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 Block I	23	0.50	MT 200 & MT 115
MT 993b	Massage Clinic - Supervised Block II	23	0.50	MT 200 & MT 115
MT 993c	Massage Clinic - Supervised Block III	23	0.50	MT 200 & MT 115
MT 993d	Massage Clinic - Supervised Block IV	23	0.50	MT 200 & MT 115
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
Massage Hands-On Core Courses Subtotal		240	7.25	

Massage Therapeutic Track Course

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	8	0.50	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
Massage Therapeutic Track Courses		232	8.25	

Choose 227 Hours of Specialties and/or Electives

AR	Aromatherapy	80	4.25	
CRA	Cranial Unwinding	148	5.50	
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
Specialties & Electives Subtotal		227	Varies	
TOTAL		1000		

Ayurvedic Bodywork Track

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	
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	32	2.00	
SC 415	Pathology - BW	40	2.50	
Massage Core Course Subtotal		301	18.75	

Massage Hands-On Core Courses

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 Block I	23	0.50	MT 200 & MT 115
MT 993b	Massage Clinic - Supervised Block II	23	0.50	MT 200 & MT 115
MT 993c	Massage Clinic - Supervised Block III	23	0.50	MT 200 & MT 115
MT 993d	Massage Clinic - Supervised 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
Massage Hands-On Core Course Subtotal		256	7.75	

Ayurvedic Bodywork Track Courses

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	PC150, PC400, PC200
Ayurvedic Bodywork Track Course Subtotal		216	8.25	

Choose 227 Hours of Specialties and/or Electives

AR	Aromatherapy	100	5.50	
CRA	Cranial Unwinding	70	2.25	
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
Specialties & Electives Subtotal			227	Varies
TOTAL			1000	

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

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 with Natural Aesthetics

Full-Time: 55 instructional Weeks, 60-62 calendar Weeks

Maximum Time Frame: 1500 Hours

Students have the opportunity to become dually licensed as an Aesthetician and a Master Massage Practitioner. A Perfect combination for the student that is interested in working as a spa or resort. In combination with SWINA's Natural Aesthetics Practitioner curriculum, SWIHA's Master Massage Practitioner diploma program contains the core competencies required of a classically trained massage therapist and aesthetician. Graduates of this program are prepared with many holistic health tools to enter a mid-level professional position or begin their own practice.

The Natural Aesthetics portion of this program is taught at the SWINA campus, located at 1538 E Southern Ave., Tempe, AZ 85282. Enrolled students will be assigned a separate advisor for each portion of their program.

Massage Core Courses				
Code	Course	Clock	Credit	Pre-Requisite
MT 115	Anatomy*	60	4.00	
MT 540	Comprehensive CPR	5	0.25	
BC 301	Ethics for Massage Therapists	8	0.50	
MT 520	First Aid	7	0.25	
MT 151	Kinesiology - Anatomical Applications	36	2.25	MT 115
SC 415	Pathology - BW	40	2.50	
MT 500	Physiology	60	4.00	
BC 110	SOAP Notes	6	0.25	
MT 200	Swedish Massage*	40	1.25	
EV 003	Massage Clinic Orientation **			
MT 950	Massage Clinic – Supervised MT1000 w/NA	50	1.00	MT 200
Massage Core Courses Subtotal			312	16.25

Massage Hands On Courses				
TE 220	Deep Tissue Sculpting	24	0.75	MT 200
MT 400	Myotherapy - 7 Step Release System	40	1.25	MT 200
TE 690	Trigger Point	16	0.50	
TE 380	Neck Release	8	0.25	
TOTAL			88	2.75

Natural Aesthetics Courses				
NA 501	Natural Aesthetics White Block – Foundations I	112	5.5	NA 501
NA 502	Natural Aesthetics White Block – Foundations II	112	5.5	NA 502
NA 526	Natural Aesthetics Green Block - Holistic Theory & Business Practices	96	4.00	NA 526
NA 516	Natural Aesthetics Blue Block – Advanced Spa Treatments	96	4.00	NA 516
NA 506	Natural Aesthetics Red Block - Makeup Artistry	96	4.00	NA 506
NA 188	Natural Aesthetics Clinic - Practical Application	88	1	NA 188
Natural Aesthetics Sub Total		600	24.00	
TOTAL		1000	43.00	

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

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

Approximate Hours Breakdown: Theory: 552; Practical 448

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

Professional Massage Practitioner

Full-Time: 45 instructional Weeks, 48 calendar Weeks

Maximum Time Frame: 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

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	
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	
CC 105	Trauma Informed Communication and Ethics for Bodyworkers	32	2.00	
SC 415	Pathology - BW	40	2.50	
Massage Core Courses Subtotal		301	18.75	

Massage Hands-On Core Courses

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 Block I	23	0.50	MT 200 & MT 115
MT 993b	Massage Clinic - Supervised Block II	23	0.50	MT 200 & MT 115
MT 993c	Massage Clinic - Supervised Block III	23	0.50	MT 200 & MT 115
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
Massage Hands-On Core Courses Subtotal		217	6.75	

Massage Therapeutic Track Courses

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	8	0.50	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
Massage Therapeutic Track Subtotal			232	8.25
TOTAL			750	33.75

Ayurvedic Bodywork

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	
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	
Massage Core Course Subtotal			301	18.75

Massage Hands-On Core Courses

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 Block I	23	0.50	MT 200 & MT 115
MT 993b	Massage Clinic - Supervised Block II	23	0.50	MT 200 & MT 115
MT 993c	Massage Clinic - Supervised 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
Massage Hands-On Core Course Subtotal			233	7.25

Ayurvedic Bodywork Track Courses

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	PC150, PC400, PC200
Ayurvedic Bodywork Track Course Subtotal				
		216	8.25	
		TOTAL	750	34.25

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: 455 Practical: 295

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.

Code	Course	Clock	Credit	Pre-Requisite
SC 250	Botany	45	3.00	
BC 540	Business Development & Entrepreneurial Support	40	2.25	
HN 600	Holistic Nutrition Foundation I and Applied Cooking	40	2.25	
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 - 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	
Total Western Herbalism Courses				745
40.00				

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 ten additional advanced yoga courses, and 130 hours of yoga-specific electives. The goal of this diploma program is for aspiring yoga teachers to deepen and strengthen their yoga teaching ability, as well as choose 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	
Unity Yoga Teacher Training Subtotal			200	6.25
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	Posture of Consciousness	20	1.00	YO 112
TC 635	Somatic Psychology: Trauma Informed Communications	30	2.00	
YO 435	Advanced Practicum	30	0.50	
Advanced Yoga Teacher Training Core Subtotal			240	10.00
Yoga Studio Core Courses				
YO 442	Modified Poses, Props & Principles	30	0.75	YO 111
YO 441	Advanced Sequencing	30	1.00	YO 111
Yoga Studio Core Subtotal			60	1.75
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 506
YO 453	Foundations of Ayurveda	20	1.25	
YO 466	Yoga - Advanced YIN	20	1.0	YO 456

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.

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 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 can be taken as part of a degree or diplomas program. These Primary Specialties/Certificates of Excellence 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.

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)

This Certificate educates students on the vast therapeutic properties of various essential oils, including the differences between true and synthetic oils and substances, methods of extraction, appropriate applications, and how to correctly blend selected oils for desired health outcomes. Student will study many types of trees, flowers, grasses, and herbs to gain a broader perspective and respect for plants and their precious healing properties. This creative therapy is often used in combination with other holistic therapies such as massage, energy work, hypnotherapy or any other mind/body modality to improve physical, psychological, and emotional well-being. When used by a properly trained practitioner, these potent, aromatic oils are known to provide remarkable health benefits based on the effect they have on all systems of the body, especially the memory and emotion center of the brain, called the limbic system.

Code	Course	Clock	Credit	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	
		Total	100	5.5-6.25

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 222	Aromatherapy for Holistic Wellness	12	0.50	
AR 300	Aromatherapy - Toning & Detox	4	0.25	
AR 117	Aromatherapy - Pet Care	4	0.25	

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.

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 Certificate 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, students may confront their own feelings about death and dying and determine what dying well means for them personally. Students will learn to support clients through the grieving process and conduct rituals and ceremonies for honoring the end of life.

Code	Course	Clock	Credit	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
		TOTAL	100	5.25

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.

Grounded Spirituality & Sacred Ceremonies

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 begins with the process of “Spiritual Deconstruction” where individuals “pulls apart” their past programming, evaluating and questioning what they have experienced or have been taught by their ancestors and heritage. Emphasis is given to consciously understanding their beliefs, biases and any spiritual battle wounds or trauma they may have experienced. Rather than a foundation of “original sin”, the foundational setting is “original grace”, care given to creating a safe, shame-free environment on which to build a deep relationship with “Great Mystery”! Sacred Ceremonies and spiritual leadership are explored and practiced, including establishing personal ‘Code of Ethics’. The spiritual Seekers from the certificate will have the option of ordination.

Code	Course	Clock	Credit	Pre-Requisite
GS 110	Grounded Spirituality	20	1.25	
GS 120	Mysticism: Finding your Personal Path	30	1.50	
GS 130	The Art of Spiritual Expression	20	1.00	
GS 140	Serving Through Ceremony	30	1.50	
		TOTAL	100	5.25

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)

Hypnotherapy is a powerful way to support people seeking to make needed life changes. Hypnosis induces a deeply relaxed state of inner concentration and focused attention, nurturing decisions from a state of awareness and clarity, in the safety and comfort of a hypnotherapy session. 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	Credit	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
	TOTAL	100	4.75	

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 eligible to register for 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).

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)

There are times when we all are in need of clarity, connection, and compassion, and we often look for someone to guide us in our process. To serve as an “Intuitive Guide” or “Intuitive Messenger” is to be deeply in tune with your higher-self and your innate wisdom so that you may lead others to hear the truth buried within their hearts. Once you have honed your gifts, you will be more empowered to serve as a coach, holistic entrepreneur, or spiritual teacher. This is a perfect certificate to help refine your gifts and help you offer additional services to your already established practice

Code	Course	Clock	Credit	Pre-Requisite
LC 111	Introduction to Life Coaching	20	1.25	
IG 111	Introduction to Intuitive Guidance	12	1.00	
IG 211	Angels and Guides	24	1.25	IG 111
IG 311	Intuitive Guidance - Practical Application	24	1.25	IG 211
IG 401	Business of Angel Guidance	20	1.25	IG 311
	Total	100	6.00	

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

Self-Paced

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

Most of us will reach certain points in our lives where we feel “stuck.” Few of us have the insight, training, or objective skills needed to move forward on our own. That’s where SWIHA’s Life Coaching program makes a difference. Based on 12 Guiding Principles of Transformation, this certificate provides the skills, tools, and training needed to help people overcome obstacles and the “stickiness” of some of life’s experiences and circumstances. Our program provides the education and training you need to help your clients find their purpose or passion, expand their awareness, improve their performance, overcome obstacles, and, ultimately, enhance their quality of life.

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
	TOTAL	100	5.00	

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 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	Credit	Pre-Requisite
TE 146	Breast Health - Intro	8	0.5	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
CB 400	Mother Touch	8	0.25	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
TE 740	TMJ Release	4	0.25	
		TOTAL	100	3.50

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	Credit	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
		TOTAL	100	3.00

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.

Applied Holistic Nutrition

Self-Paced

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

This comprehensive certificate combines holistic nutrition theory with practical culinary skills and wellness coaching. Students explore nutrient science, sustainable food systems, and global dietary approaches while

learning to prepare allergen-conscious meals. Emphasis is placed on bio-individuality, mindful eating, and client-centered coaching strategies to support long-term health and healing.

Code	Course	Clock	Credit	Pre-Requisite
HN 600	Applied Holistic Nutrition & Whole Foods Culinary I	40	2.25	
HN 601	Applied Holistic Nutrition & Whole Foods Culinary II	30	1.25	HN 600
HN 620	Mindful Eating & Nutrition Wellness Coaching	30	1.25	HN 610
	TOTAL	100	4.75	

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, clinical emotional, and intuitive applications 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	Credit	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 Core Courses Sub Total	80	3.00	

Choose 40 Hours Of Electives

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 Acupresure	4	0.25	
	Electives Sub Total	40	0.75	
	TOTAL	120	varies	

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 are 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 to 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.

Reiki - Traditional				
Code	Course	Clock	Credit	Pre-Requisite
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 798
Reiki Electives (see options below)		32	Varies	
Total Core Classes for Traditional Reiki			100	2.00
Reiki - Transformational (Shamanic)				
Reiki - Transformational Shamanic Focus				
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 776
EC 766	Reiki Master/Teacher Initiation *	20	0.50	EC 776 & EC 798
Reiki Electives		32	varies	
Total Core Classes for Transformational Shamanic Reiki			100	3.00
Reiki Electives				
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	

* 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.

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	Credit	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	
	TOTAL	100	3.00	

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.

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 contribute to their local food economy by growing and selling fresh vegetables and fruits and making them available to local consumers. Students will learn 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	Credit	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
	TOTAL	100	5.50	

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 plants. 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 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	Credit	Pre-Requisite
WH 100	Western Herbalism - 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	
	TOTAL	100	5.25	

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 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; 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.

Code	Course	Clock	Credit	Pre-Requisite
YO 421	Yoga - Body Psychology I	20	1.00	YTT, APP or MT
YO 422	Yoga - Body Psychology II	20	1.00	YO 421
YO 423	Yoga - Body Psychology III	20	1.00	YO 422
YO 424	Yoga - Body Psychology IV	20	1.00	YO 423
YO 425	Yoga - Body Psychology V	20	0.50	YO 424
TOTAL		100	4.50	

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 Nidra

Self-Paced

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

Yoga Nidra, or “psychic sleep,” is an ancient practice that allows the body and mind to enter into a deeply relaxed state with the intention of bringing the conscious mind into harmony with the subconscious and unconscious. Essentially, while the body enters a state of sleep, the mind is guided into a place between sleep and wakefulness to accept positive instructions from a facilitator. These instructions are meant to promote mental healing through the power of unconscious visualization, pranic healing through the flow of light and energy in the body, and an increased sense of will power and resilience. Learn from world-renowned instructor Kamini Desai, who incorporates Western psychology with Eastern Philosophy to bring you this sought-after therapy.

Code	Course	Clock	Credit	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
TOTAL		100	4.50	

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 - 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 Certificate 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.

Code	Course	Clock	Credit	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
	TOTAL	100	5.25	

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.

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 certificate provides the opportunity to design and hold both personal and community earth-based ceremonies. Students will be encouraged to discover their own authentic, sacred connection to the rhythm of life. Emphasis is placed on developing an intimate knowledge of a few select herbs that can enhance ceremonies and be used to create products. Imagine providing both an experience and a useful product for participants to take home and use in their personal rituals.

Code	Course	Clock	Credit	Pre-Req
BE 101-OL	Earth Ceremonies	30	1.50	
BE 201-OL	Healing Botanicals I	30	1.50	BE 101-OL
BE 301-OL	Healing Botanicals II	40	2.00	BE 201-OL
	TOTAL	100	5.00	

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 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	Credit	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
	TOTAL	100	5.00	

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 certificate 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.

Code	Course	Clock	Credit	Pre-Requisite
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
	TOTAL	100	5.00	

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)

This certificate originally authored by Founder KC Miller and Hypnotherapy Program Director Linda Bennett, is based on the twelve Guiding Principles of Transformational Life Coaching. Life coaching is a process that helps people advance and achieve personal, professional, and spiritual goals using a variety of transformational tools and techniques. We have trained thousands of life coaches over the last thirty years and witnessed students experience the power of helping others find clarity of purpose and a bold new way of expressing themselves in the world.

Code	Course	Clock	Credit	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
	TOTAL	100	5.00	

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)

In this certificate, students 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.

Code	Course	Clock	Credit	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	
	TOTAL	100	6.00	

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.

Urban Gardening & Practical Herbalism - 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 certificate introduces students to sustainable practices in urban environments through gardening, herbalism, and ethical foraging. Students will learn to cultivate edible and medicinal plants, apply herbal knowledge in culinary and first aid contexts, and explore the ecological impact of urban food systems. Emphasis is placed on hands-on learning, environmental stewardship, and community resilience.

Code	Course	Clock	Credit	Pre-Requisite
PH 101-OL	Introduction to Sustainability & Urban Gardening	30	1.50	N/A
PH 110-OL	Introduction to Herbalism, Culinary Applications & First Aid	30	1.50	N/A
PH 120-OL	Urban Gardening & Sustainable Foraging	40	2.00	PH 110-OL & PH 101-OL
	TOTAL	100	6.00	

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 palpitory 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	Credit	Pre-Requisite
PC 850	Cranial Unwinding I	20	1.00	
PC 860	Cranial Unwinding II	24	1.00	PC 850
PC 870	Cranial Unwinding III	24	1.00	PC 850
PC 880	Cranial Unwinding IV	24	1.00	PC 850
PC 855	Cranial Anatomy - Listening Skills	16	0.75	PC 850
PC 400	Polarity - Communication, Resonance, and Relations I	32	2.00	
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
	TOTAL	200	8.50	

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)

This certificate is designed for individuals who want to help others improve their overall health and wellness by teaching tools and habits for maintaining these goals long term. At the core of this program is the belief in the mind-body-spirit connection. Students will learn how to structure individual coaching sessions, maintaining relationships with clients, how to support goal setting, the basics of health and wellness and so much more! This program aligns with the standards of the National Board for Health and Wellness Coaching (NBHWC).*

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 302	Advanced Wellness Coaching 2	30	1.50	HC 201
HC 301-OL	Advanced Wellness Coaching 1	30	1.50	HC 201
HC 155-OL	Anatomy of Wellness	30	1.50	HC 101
HC 156-OL	Health Conditions	30	1.50	HC 101
HC 401-OL	NBHWC Exam Prep	20	1.25	HWC 200
TOTAL		200	10.25	

*Students who wish to take the certification exam through the NBHWC will need to complete additional requirements outside of the program (e.g., completing additional logged sessions and documented work experience), as well as apply through the Medical Examiners Board.

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.

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 polarity certificate 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. Polarity practitioners work with the reciprocal, complementary or “polarized” forces, known as yin and yang, and the three ‘gunas’ or tendencies of human nature known as Rajas, Tamas and Satva. These correlate with the underlying holistic and Ayurvedic traditions on which this program is based

Code	Course	Clock	Credit	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
TOTAL		200	9.00	

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	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	
TOTAL		200	6.25	

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

This 200-hour on-campus Certificate of Excellence is designed for individuals who want to help others improve their overall health and wellness by teaching tools and habits for maintaining these goals long term. At the core of this program is the belief in the mind-body-spirit connection. Students will learn how to structure individual coaching sessions, maintaining relationships with clients, how to support goal setting, the basics of health and wellness and so much more! This program aligns with the standards of the National Board for Health and Wellness Coaching (NBHWC).*

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	NBHWC Exam Prep	20	1.25	HWC 200
Subtotal		200	10.25	

*Students who wish to take the certification exam through the NBHWC will need to complete additional requirements outside of the program (e.g., completing additional logged sessions and documented work experience), as well as apply through the Medical Examiners Board.

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.

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)

Our Holistic Nutrition Specialist Certificate of Excellence teaches students how to make healthier food and lifestyle choices. 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	Credit	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	
TOTAL		200	12.50	

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.

Code	Course	Clock	Credit	Pre-Requisites
SP 152-OL	Grounded Spirituality & Modern Mysticism	30	1.50	
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
TOTAL		200	12.50	

*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.

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.

Vocational 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)

This Certificate is vocationally oriented and designed to deepen a practitioner's skills and teach them how to establish a private practice. After completing the three foundational modules that make up the 100-Hour Hypnotherapy Certificate, students will learn 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. In addition to

required courses, students will also take a foundational coaching class and entrepreneurial business development courses to prepare 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. The program will prepare students for external certification through the American Council of Hypnotist Examiners (ACHE) and/or the International Medical and Dental Hypnotherapy Association (IMDHA). These are external certifications.

Code	Course	Clock	Credit	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
HC 101	Foundations of Wellness Coaching	20	1.00	
HY 581	Hypnotherapy - Medical Imagery	20	1.00	HY 301
TC 610	Heart Centered Leadership	20	1.25	HC 101
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
		Total	350	18

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).

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

Approximate Hours Breakdown: Theory: 258; Practical 92

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 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)

This Certificate is vocationally oriented and designed to deepen a practitioner's skills and teach them how to establish a private practice. After completing the three foundational modules that make up the 100-Hour Hypnotherapy Certificate, students will learn 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. In addition to required courses, students will also take a foundational coaching class and entrepreneurial business development course to prepare 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. The program will prepare students for external certification through the International Medical and Dental Hypnotherapy Association (IMDHA). 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
TOTAL		350	17.25	

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

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

Approximate Hours Breakdown: Theory: 183; Practical 167

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.

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. Beginning January 1, 2023, the AZ State Board of Massage Therapy requires applicants to possess a valid fingerprint clearance card issued pursuant to Title 41, Chapter 12, Article 3.1 for initial licensure, license renewal, a temporary license or license reinstatement pursuant to this chapter. (A.R.S. § 32-4222 (A)). Applicants are responsible for the clearance card application fee.

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 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 in 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).

All instruction at SWIHA and SWINA is conducted in English. English language proficiency is an admissions requirement for all programs offered at SWIHA and SWINA.

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 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

All Degree, Diploma and Vocational Certificate students are provisionally enrolled for a period of time at the beginning of their program of study. 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 during the provisional enrollment period, students will have the opportunity to restart at a later date after completing the re-enrollment requirements.

On Campus Degree & Diploma Programs

Students enrolled in a Degree or Diploma program On Campus 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. To successfully complete the provisional enrollment period, students must meet the following criteria:

- 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
- 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.

Online Diploma Programs

Students enrolled in an Online Diploma program are provisionally enrolled for the first 10 weeks 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. To successfully complete the provisional enrollment period, students must meet the following criteria:

- Complete the New Student Orientation by Thursday, 11:59pm, prior to the scheduled start date.
- Complete first advisement.
- Attend at least 70% of scheduled course hours.
- Maintain a 2.0 (C) average in all courses.
- Complete the TP 106-OL GRIT for Success course with a passing grade.
- Complete provisional enrollment advisement.
- Have documentation showing the completion of a High School Diploma or GED on file.
- Complete the process of financially funding my program of study
- Adhere to all student conduct policies.

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.

Vocational Certificate Programs (Online and On Campus)

Students enrolled in a Vocational Certificate program (both online and On Campus) are provisionally enrolled for the first 30 calendar days of the program. Provisional enrollment allows applicants and SWIHA the opportunity to ensure students' ongoing academic success as well as their ability to hold therapeutic space. To successfully complete the provisional enrollment period, students must meet the following criteria:

All Students:

- Attend at least 80% of scheduled course hours.
- Maintain a 2.0 (C) average in all courses.
- Adhere to all student conduct policies.
- Have proof of High School Graduation or Equivalency on file

- Complete provisional enrollment advisement.

Online Students:

- Complete the Online New Student Orientation by Thursday, 11:59pm, prior to my scheduled start date.

On Campus Students:

- Attend the required New Student Orientation

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.

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 needs 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 for assistance.

Transfer Credits

Students seeking to transfer previously earned coursework must submit official documentation verifying successful completion of all courses for which transfer credit is requested. Acceptable documentation includes official transcripts or certificates of completion from recognized educational providers. Only courses completed with a grade of "C" (or its equivalent) or higher will be considered for transfer. Coursework completed more than ten (10) years prior to the date of application may not be accepted for transfer credit.

SWIHA welcomes students presenting credits from schools accredited by agencies recognized by the United States Department of Education, including those recognized by the Council for Higher Education Accreditation (CHEA), and institutions approved by the state in which the student resides. SWIHA will also consider credit transfers from providers recognized by the American Council on Education (ACE) Center for Adult Learning and Education Credential programs. In addition, the institution recognizes select industry certifications, including but not limited to First Aid, CPR, National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), and Yoga Alliance.

Students must complete the official Course Transfer Request Form and provide all required supporting materials to begin the transfer evaluation process. SWIHA reserves the right to request additional documentation, such as course descriptions, syllabi, official course catalogs from the originating institution, or demonstrations of competency, to determine the transferability of prior learning. All

transfer credits must be evaluated and formally accepted prior to the conclusion of the Provisional Enrollment Period. Transcripts received from external institutions shall become part of the student's permanent academic record.

In accordance with federal guidelines, SWIHA will review the prior education and training of all students utilizing Veterans Affairs (VA) educational benefits. Official transcripts will be required from all previous institutions, including military training, academic coursework, and vocational programs. Transfer credit will be evaluated and granted, as appropriate, prior to enrollment.

The Executive Director or the Dean of Compliance & Student Support must review and approve all transfer credits prior to enrollment. Approved transfer courses will be recorded as completed and reflected on the student's transcript but will not be included in the calculation of the cumulative grade point average (GPA). A transfer fee of \$2.00 per clock hour shall be assessed. This fee is not certifiable for veteran's benefits. Transfer credits may affect the student's financial aid eligibility.

Internal courses (credits earned at the institution) may be transferred at the time of enrollment without the assessment of a transfer fee. All other enrollment fees and contractual obligations will remain in effect.

If classroom hours are not specified on the transfer documentation, the following conversion formula will be used for evaluation purposes:

- 1 credit hour = 15 lecture hours
- 1 credit hour = 30 laboratory or hands-on hours
- 1 credit hour = 45 clinical, externship, or internship hours

Students may elect to submit transfer requests during the Provisional Enrollment Period. All transfer documentation will be processed by the Academic Advisor and forwarded to the Executive Director or Dean for approval. The Financial Aid Department will be notified of any approved transfer credits to recalculate awards as applicable. No transfer requests will be accepted after the conclusion of the Provisional Enrollment Period.

Students may transfer a maximum of fifty percent (50%) of the total credit or clock hours required for a diploma or degree program. Students utilizing Veterans Affairs (VA) educational benefits are exempt from this limitation in accordance with applicable regulations.

Students enrolled in individual courses who later wish to apply such coursework toward a diploma or degree must initiate the admissions and credit transfer process no later than upon completion of fifty percent (50%) of the published program.

Graduates transferring from a completed diploma program into a new program may request an exception to this policy. If approved, the student must complete a minimum of 10% of the total program hours or credits required for the new enrollment at SWIHA. The exception request must be submitted along with the initial Course Transfer Evaluation Form for consideration.

Students who did not successfully complete their program of study and subsequently withdrew, or were administratively withdrawn, may apply for re-enrollment to complete the program. Coursework previously completed with a passing grade during prior enrollment shall be applied to the re-enrolled program as transfer credit. If the total number of previously completed hours or credits exceeds fifty percent (50%) of the program requirements, an exception will be issued by the Re-enrollment Coordinator and documented during the re-enrollment process.

Students who wish to appeal a transfer credit determination must submit a written appeal to the Dean of Compliance & Student Support prior to the end of the Provisional Enrollment Period. The appeal must include all pertinent supporting documentation and a statement explaining the grounds for reconsideration. The Dean will review and respond to all appeals within ten (10) business days of receipt.

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 Associate Dean of On Campus Student Services, 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 with these requirements could impact benefit eligibility. Current or prospective students are encouraged to contact the SWIHA Veterans Assistance Support via email VAsupport@swiha.edu with any questions, and a team member will respond.

Program Requirements for Student Utilizing Veterans Benefits:

- I agree to my provided schedule and cannot make any changes to my schedule unless approved by my academic advisor.
- I understand the VA week is Sunday to Saturday for benefit purposes.
- I understand that VA Provisional Enrollment (VA-PE) is the period of time between the first day of class attendance through the first certification period as outlined in the VA Monthly Certification Schedule at the end of this attestation. The VA-PE period allows 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 for paying 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, they are 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, 9375 E Shea Blvd, Suite 100, Scottsdale, AZ 85260 (606) 254-5199.

SWIHA Scholarships

Silver Wisdom Scholarship

SWIHA offers the Silver Wisdom Scholarship for on-campus students who are 65 and older and enrolled in one of the following programs:

- Aromatherapy (AR 100-hour COE)
- End-of-Life Doula (ELD 100-hour COE)
- End-of-Life Doula ONLINE (ELD-IDL 100-hour COE)
- Health & Wellness Coach (HWC 200-hour COE)
- Health & Wellness Coach ONLINE (HWC-IDL 200-hour COE)
- Holistic Nutrition Specialist (HN 200-hour COE)
- Holistic Nutrition Specialist ONLINE (HN-IDL 200-hour COE)
- Hypnotherapy (HY 100-hour COE)
- Hypnotherapy ONLINE (HY-IDL 100-hour COE)
- Life Coaching (LC 100-hour COE)
- Life Coaching ONLINE (LC-IDL 100-hour COE)
- Reflexology (RF 120-hour COE)
- Reiki (Traditional, Shamanic, and Holy) (RE 100-hour COE)
- Shamanic Principles & Pathways (SH 100-hour COE)
- Yoga Teacher Training (YO 200-hour COE)
- OR individual courses as part of one of these COE programs

The Silver Wisdom Scholarship reduces tuition by 50% for courses enrolled. There is currently no requirement for application. Proof of age is required at the time of enrollment in the form of a driver's license or government issued document stating the prospective student's date of birth.

Supplies, materials, program/admin fees, tech fees, and books are charged at full price and are the responsibility of the student. Special events outside the normal course sequence are not eligible for the concession (example – special speakers or workshops).

SWIHA Financial Hardship Scholarship

The Financial Hardship Scholarship is available to students enrolling in degree and diploma programs who demonstrate financial need and are unable to pay the program registration fee. This scholarship covers the registration fee only and is intended to support students facing financial barriers to program entry.

To apply for this scholarship, interested students must complete the Financial Hardship Scholarship Application for Registration Fee, which is available online. In the application, students will be asked to describe their financial hardship, explain how it has affected their ability to enroll in their chosen program, and discuss how receiving the scholarship would support their educational goals. Applicants will also have the opportunity to submit supporting documentation to their admissions coach. To obtain the application link, please contact your admissions coach.

Applicants will be notified of the outcome via email. Applicants may be contacted for clarification if further information is needed.

Yoga Give Back Scholarship

The Yoga Give Back Scholarship awards \$1,000 to on-campus students who are committed to using their acquired Yoga Teacher Training (YTT) knowledge to give back to their communities after completing

their program. This scholarship is open to students enrolling in the 200-hour YTT program or a diploma program that includes the 200-hour YTT component. It is not applicable to certificate programs of less than 200 hours.

To apply for this scholarship, interested students are required to submit a letter of application describing how they plan to use the Yoga Training and Education to give back—such as by teaching in underserved communities, collaborating with non-profit organizations, working with local churches, or similar initiatives. The letter should also include the start date and the specific program to which the scholarship should be applied.

Completed application letters should be submitted to Will Zecco, Director of Yoga Student Success, at willz@swiha.edu. Applicants will be notified of the outcome via email. Applicants may be contacted for clarification if further information is needed.

Each recipient of the Yoga Give Back Scholarship agrees to share their give-back story, including photos, with SWIHA for potential use in social media posting and advertising.

Yoga Diploma Financial Need Scholarship

Students enrolling in one of the Yoga Diploma programs (YO 600, YO 800, or YO 1000) may apply for a financial need scholarship of up to \$1,000. Financial need is determined by the remaining tuition balance after applying all eligible Federal Financial Aid, Vocational Rehabilitation, VA funding, and other state or federal grants for which the student qualifies.

If a remaining out of pocket balance exists after these funds are applied, the student may submit a scholarship application through their Financial Aid Advisor. The application includes a letter explaining their financial need. Upon receipt of the application, the student will be notified in writing regarding the scholarship decision and the amount awarded.

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 (inhouse 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 included 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.

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, SWIHA 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 withdraw from a course, he/she must notify the Student Services Specialist immediately. For courses, students that 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 or Certificate.
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 or Certificate.
15. Financial Aid is only available for approved programs. Financial Aid eligibility may require full time enrollment.
16. Scheduling: 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, SWIHA 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:
 - i. **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.
 - ii. **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 or Certificate.
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 or Certificate.
17. Financial Aid is only available for approved programs. Financial Aid eligibility may require full time enrollment.
18. Scheduling: 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 that 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.

Once the Return to Title IV (R2T4) process is completed by both SWIHA and the Third-Party Servicer, the following notifications are sent to the student:

1. Notification from the Director of Financial Aid - The Director of Financial Aid sends a drop notification email to the student via EchoSign. This email includes:
 - Confirmation that the R2T4 process has been completed.
 - Details of loan amounts refunded and updated loan balances.
 - A link to complete the required exit counseling.
 - A link to review current loan balances and loan servicer information.
 - Information about repayment timeframes and related instructions.
 - The final balance due to the institution, if any.
2. Notification from the Third-Party Servicer - When the R2T4 refund is processed, the Third-Party Servicer sends a Refund Notification email to the student. This email includes:
 - Confirmation that the R2T4 process has been completed.
 - Details of loan amounts refunded and updated loan balances.
 - A link to complete the required exit counseling.
 - A link to review current loan balances and loan servicer information.
 - Information about repayment timeframes and related instructions.

These notifications ensure that students are fully informed about their loan status, repayment obligations, and institutional balances following the R2T4 process. Students are encouraged to review the information carefully and complete any required exit counseling promptly.

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 receive 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

The 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	\$ 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

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 a degree or diploma program begin their academic journey with New Student Orientation. Orientations are scheduled for incoming students during the Admissions process.

- Orientation for On-Campus SWIHA students is available on the first Monday morning and the second Tuesday evening of each month.
- Orientation for Online SWIHA students is self-paced and must be completed the week prior to the student's first week of class.

On-campus and Online program students at SWIHA are also scheduled an advisement with their Academic Advisor at the time of enrollment. This advisement generally 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, the administration is proud to have an open-door policy. Students are encouraged to contact staff at any time for support or concerns.

The Associate Dean of Education: Faculty 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. An 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). SWIHA reserves the right to require a breathalyzer test if observable behaviors indicate a student may be under the influence.

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. <http://ppse.az.gov>

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

Students receive two official transcripts at the time of graduation. Any additional official transcripts are available at \$10 each. Students may request unofficial transcripts at no extra charge, 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 Associate Dean of On Campus Student Services 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 the 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 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 that 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 Associate Dean of On-campus Student Services to discuss their options. Student attendance and punctuality is held in high regard preparing 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 interferes 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 take part in make-up options if 80% attendance is not 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 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 take part 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. In the event a student falls below the 80% attendance requirement, they 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 Yellowdig or submitting an assignment, they will be withdrawn from the program with a status of "no

start." These students will have an opportunity to re-enroll after completing the required re-enrollment steps.

5 weeks from the start of an Online program, students are required to meet all 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.

Students that have not met the above requirements by week 5 will be canceled from the program. These students will have an opportunity to restart later after completing the required re-enrollment steps.

10 weeks from the start of an Online program, students are required to have met the requirements of Provisional Enrollment Please see the "Provisional Enrollment" policy above for specific details. Students that have not met the requirements of Provisional Enrollment by week 10 will be canceled from the program. The student will have an opportunity to restart later after completing the re-enrollment steps.

On-Campus Attendance

Students enrolled for the respective class are responsible for clocking in and out by scanning the barcode on their Student ID at the Orbund attendance kiosk. Students are also required to sign in on the attendance roster when they arrive to class, notating their time of arrival.

Students attending class on a Guest Pass or completing a makeup will not be able to clock in with their barcode. Guest Pass and make-up students are required to sign the bottom of the roster with their time of arrival and departure.

All students leaving early must sign-out on the roster and include the time of their departure. Registered students must also clock out at the attendance kiosk. 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-Ups

Make-up is defined as completing any missing attendance or competency necessary to receive a passing grade for the class.

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 to 1 hour of missed class time.
- 70% of the course hours must be completed in class as scheduled to be eligible for make-up.
- Students are encouraged to request make-up options from their Academic Advisor.

Students ineligible for make-up may request an exception based on extenuating circumstances by contacting the Executive Director or Associate Dean of On Campus Student Services. A student may be granted no more than 3 exceptions during the entirety of their program enrollment.

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

Attendance Make-up

Students who have completed a minimum of at least 70% of the scheduled course hours in class are eligible to complete make-up attendance and earn a passing grade. Students must complete all missed attendance no later than 6 months after the course end date. Students must contact their Academic Advisor to schedule their in-class makeup time. Students making up time in a class are to arrive at the beginning of that course period. If there are no scheduled classes appropriate for a make-up within the given timeframe, students should contact their Academic Advisor to determine if Success Lab is an option to complete a make-up. If unavailable, students must work with their Academic Advisor to arrange tutoring.

If a student does not complete all required make-up attendance 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.

On-Campus Success Lab

Success Lab is offered on campus and is led by an instructor. (Please check with the Academic Advisor 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 their Academic Advisor 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 Associate Dean of On Campus Student Services or Executive Director prior to the tutorial date.

To schedule and confirm tutoring, students need to complete the following steps:

1. Speak with the desired Instructor to arrange a tutoring date and time.
2. Contact the Academic Advisor to confirm the date and time of the tutorial. Tutorials need to be confirmed with their Academic Advisor a minimum of 24 hours prior to the scheduled tutorial.
3. The Academic Advisor will contact the instructor to confirm the scheduled date and time.
4. Upon completion of the tutorial, the instructor completes the make-up form electronically.

Tutorial sessions are \$30 per hour. Students enrolled in a program of study may be eligible for complimentary tutoring. Students should contact their Academic Advisor or Student Services to determine their eligibility.

Competency Make-up & Timeline

Competencies are considered opportunities, tests, checkoffs, projects, papers, presentations, etc. Homework is not considered a competency. A student must receive a passing grade (70%) for all competencies in a course. Any competency that does not receive a passing grade will not earn any points. In other words, any competency that is graded at less than 70% will receive 0 points.

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 = 70%, fail = 0%). 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 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.

Students ineligible for make-up may request an exception based on extenuating circumstances by contacting the Executive Director or Associate Dean of Online Student Services. A student may be granted no more than 3 exceptions during the entirety of their program enrollment.

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 follows 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 $\frac{1}{2}$ 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 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 on 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 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 exits 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 exits 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.

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). Students will receive regular feedback on their strengths and opportunities for improvement for 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 Make-up & 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 the 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 to pass their online class. Each course requires a minimum of 80% attendance 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 do not meet 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%). The 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%. The course must be retaken in its entirety to receive a passing grade. Make-up 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 of 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 reference to their student portal. 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 notification letters to students who are not meeting Satisfactory Academic Progress are reviewed by the Associate Dean of On Campus Student Services or the Associate Dean of Online Student Services 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 may 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 first Academic Probation will either be placed on a second probation or be terminated from the program. If they fail to meet the qualitative standard for the second probation, they will be terminated from the program. However, if the student is meeting the qualitative standard and not meeting the quantitative standard, they may be placed on a third and final Academic Probation. In addition, students in their third Academic Probation are ineligible to receive Federal Financial Aid. If the student is unsuccessful in meeting the third probation, they will be terminated from the program.

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 the determination that they are not meeting SAP by submitting a letter in writing to the Associate Dean of On Campus Student Services or Associate Dean of Online Student Services within three business days of receiving notification of their status. This letter must include 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 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 st Checkpoint		2 nd Checkpoint		3 rd Checkpoint		4 th 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 will be scheduled to meet with their Academic Advisor, the Associate Dean On Campus of Student Services, the Associate Dean of Online Student Services, or the Executive Director. Areas which could be addressed are attendance, academic progress, financial responsibility, and/or behavior.

A student who does not comply with academic or behavioral standards will be referred to the appropriate Academic Advisor, or the Associate Dean of On Campus Student services, the Associate Dean of Online Student Services, 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 asked to leave campus if their observable behaviors indicate being under the influence of drugs or alcohol. SWIHA reserves the right to require a breathalyzer test if observable behaviors indicate a student may be under the influence. Observable behaviors include, and are not limited to, uncontrollable disruptive behavior, public intoxication, impairment, odor, or possession (i.e., drug paraphernalia, drugs, or alcohol). A student may be put on probation until all courses are completed or up to a month's suspension restricted completely from the campus. Other advisements will be 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

During their program, 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 courses may occur through the online course registration system or by contacting the Registrar. Program students need to contact their Academic Advisor to make schedule changes.

All perishable supplies are non-refundable if a student drops a class within 14 days of the start date.

Students may add an independent online course up to Thursday by 5pm PST prior to the Monday start date.

Students may add an independent on-campus course any time before the class starts, as long as there is room available or unless otherwise noted in the course description. Exceptions include Aromatherapy and Cooking courses. Enrollment for Aromatherapy courses closes one-week in advance, while Cooking courses close two weeks in advance.

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 incomplete on 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 currently.
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.
8. If the successfully completed course has since increased in instructional hours, the student is required to pay the tuition difference at the time of class registration. This payment is required only the first time they audit the updated class, provided the course hours do not change again.

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 the 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.

Class Certificates

Certificates for individual classes become available once the student's official grade for the class is posted. Students automatically receive an email when the grade is posted. The quickest way for a student to get a certificate of completion is to log into Orbund to download/print from their academic transcript. If students need assistance logging into their portal, they are welcome to email registrar@swiha.edu any time. If a student prefers a printed copy of their certificate, they can email registrar@swiha.edu after they have received the email that their grade has posted. The registrar will provide a printed copy of the

certificate at no cost within 30 days of the grade posting for the class. After 30 days, there is a \$2.50 fee for printed class certificates of completion.

If a student needs proof of completion for CEUs and their renewal is due within 10 business days of completing the class, the student may email the register with their renewal due date, and we will verify their attendance record and that they are over the required 80% attendance and will prepare a certificate for them.

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 or degree

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 worth 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.

Title IX Related Policies: 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 towards an individual for exercising their rights or responsibilities under Title IX of the Education Amendments or Section 304 of the Violence Against Women Act (VAWA) 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 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 fireworks 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 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 Associate Dean of On Campus Student Services, 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. SWIHA reserves the right to require a breathalyzer test if observable behaviors indicate a student may be under the influence. 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

As a previous student in a program at SWIHA or SWINA, re-enrollment into a new program requires approval. Please be aware that there may be a waiting period of up to six months from the last day of attendance before re-enrollment is approved. Additionally, re-enrollment may be limited to one opportunity, based upon the status of prior enrollment. Students interested in re-enrollment

Graduates seeking re-enrollment into a degree or diploma at SWIHA will need to complete the following steps to begin the re-enrollment process.

1. Applicants need to complete the exit process for their prior program. This includes the Career Services exit and Financial Aid Exit (if applicable)
2. Applicants must demonstrate that they have been working in their field of study for a minimum of 120 days.
3. Contact the Reenrollment Coordinator. The Reenrollment Coordinator will verify eligibility and guide the student through the rest of the re-enrollment process. Based upon the student's previous enrollment, additional steps may be necessary.

Students who did not successfully complete their program of study and subsequently withdrew, or were administratively withdrawn, may apply for re-enrollment to complete the program. Students should contact the Reenrollment Coordinator. The Reenrollment Coordinator will guide the student through the rest of the re-enrollment process. 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 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.

Southwest Institute of Healing Arts: Student Email Acceptable Use Policy (AUP)

This policy outlines the acceptable use of the Southwest Institute of Healing Arts (SWIHA) email system provided to students. It aims to ensure responsible communication, protect privacy, and maintain the integrity of the email system. By accessing and using the SWIHA email system, students agree to comply with the terms and conditions outlined in this policy.

Guidelines for Acceptable Use

- **Professional Communication:** Students are expected to maintain a professional and respectful tone in all email communications. This includes using appropriate language, avoiding offensive or discriminatory content, and adhering to the principles of netiquette.
- **Academic and Administrative Use:** The primary purpose of the SWIHA email system is to facilitate communication related to academic and administrative matters. Students should use their SWIHA email accounts primarily for these purposes.
- **Privacy:** While SWIHA respects student privacy, students should be aware that there is a limited expectation of privacy when using the SWIHA email system. Emails are stored on SWIHA servers and may be accessed by authorized personnel for legitimate purposes, such as investigating security breaches or complying with legal obligations.
- **Confidentiality:** Students must maintain the confidentiality of any sensitive information they receive or send via email, including personal information about themselves or others. This includes complying with the Family Educational Rights and Privacy Act (FERPA) when handling student records.

Prohibited Activities

The following activities are strictly prohibited when using the SWIHA email system:

- **Sending Spam or Unsolicited Emails:** Students may not use their SWIHA email accounts to send bulk emails, chain letters, or other unsolicited communications.
- **Harassment and Bullying:** Any form of harassment, bullying, or discrimination via email is strictly prohibited. This includes sending offensive or threatening messages, making discriminatory remarks, or engaging in any behavior that creates a hostile or intimidating environment.
- **Unauthorized Access:** Students may not attempt to access or use another person's email account without their explicit permission. This includes attempting to guess passwords or using unauthorized means to access accounts.
- **Falsifying Identity:** Students are prohibited from sending emails that misrepresent their identity or impersonate others. This includes using false names or email addresses.
- **Commercial Use:** Students may not use their SWIHA email accounts for commercial purposes, such as advertising products or services, without obtaining prior authorization from the institution.

- **Illegal Activities:** Students may not use their SWIHA email accounts to engage in any illegal activities, such as transmitting copyrighted material without permission, distributing illegal software, or engaging in online fraud.

Consequences of Violating the AUP

Violations of this AUP may result in disciplinary action, which may include:

- **Warnings:** Verbal or written warnings about the violation.
- **Temporary Suspension of Email Privileges:** Temporary suspension of access to the SWIHA email system.
- **Educational Sanctions:** Educational sanctions, such as mandatory workshops on responsible email use.
- **Disciplinary Probation:** Disciplinary probation with restrictions on campus activities.
- **Suspension from SWIHA:** Suspension from SWIHA for a specified period.
- **Expulsion from SWIHA:** Expulsion from SWIHA in severe cases.

The specific consequences will depend on the severity of the violation and the circumstances surrounding the incident.

Email Management

- **Storage and Retention:** SWIHA may implement policies regarding email storage and retention, including limits on mailbox size and procedures for archiving or deleting old emails. Students are responsible for managing their email accounts in accordance with these policies.
- **Security:** Students are responsible for taking appropriate measures to protect their email accounts from unauthorized access. This includes choosing strong passwords, not sharing passwords with others, and being cautious about opening attachments or clicking on links from unknown senders.

Disclaimer

This AUP is subject to change at any time. SWIHA reserves the right to modify or update this policy as needed. Students are responsible for staying informed about any changes to the AUP.

If you have any questions or concerns about this AUP, please contact the SWIHA IT support team or the Student Services department.

Voter Registration

SWIHA participates in Title IV Federal Student Financial Aid programs. As part of our commitment to student engagement, we encourage all students to make their voices heard. For U.S. citizen students, this includes registering to vote. Students interested in participating in local, state or national elections should visit [Vote.gov](https://vote.gov/) to register to vote. <https://vote.gov/>

To register to vote in Arizona: <https://vote.gov/register/arizona>

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 2025 holidays:

New Year's Day

Martin Luther King

Memorial Day

Veterans Day (observed day after Thanksgiving)

Easter Day
July 4th
Labor Day

Thanksgiving Day
Christmas Day
Winter and Summer Break

On-Campus Holidays	Dates
Martin Luther King Day	Jan 20 th
Easter	Apr 18 th -20 th
Memorial Day	May 23 rd -26 th
Juneteenth	June 19 th
July 4th	June 30 th – July 6 th
Labor Day	Aug 29 th – Sep 1 st
Thanksgiving	Nov 24 th -30 th
Winter Break	Dec 22 nd – Jan 4 th

Online Holidays	Dates
Spring Break	Mar 10 th -16 th
Summer Break	June 30 th – July 6 th
Thanksgiving	Nov 24 th -30 th
Winter Break	Dec 22 nd -28 th

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.

SWIHA Dress Code & Personal Hygiene

We are committed to a vibrant community rooted in healing, personal growth, and professionalism. Guided by integrity, respect, and awareness, our dress and presentation guidelines reflect these values, encouraging authentic self-expression while maintaining standards appropriate for the healing arts profession and a respectful learning environment. We trust our students to use good judgment and uphold a professional atmosphere for all students, staff, and clients. Please adhere to the following guidelines while on campus to support our shared learning space.

1. **Professional Appropriateness:** Clothing should be clean, in good repair, and appropriate for a professional educational setting that involves movement, interaction, and close proximity with others.
2. **Coverage:** Choose attire that provides appropriate coverage, comfort and modesty during diverse learning activities:

- Bottoms (such as pants, shorts, skirts, kilts) should extend from the hips down to at least mid-thigh, and provide appropriate coverage when sitting, standing, bending, or moving.
- Tops should cover the torso, including the midriff. Overly revealing items such as crop tops, tube tops, or plunging necklines should be avoided.

3. **Footwear:** For safety and hygiene, shoes with soles are required in all common areas (e.g., hallways, restrooms, student lounge, bookstore). Instructors may request shoes be removed in specific classrooms like yoga studios. Certain classes may require shoes to be removed as well.
4. **Graphics & Messaging:** Clothing with graphics, text, or images that may be considered unprofessional, offensive, inflammatory, discriminatory, or derogatory is not permitted. This policy supports a respectful, inclusive community dedicated to healing and learning

Considerations for Bodywork & Hands-On Classes

Due to the close-contact nature of massage therapy and other bodywork modalities, additional guidelines help maintain integrity, professionalism, and respect in shared spaces:

1. **Personal Hygiene:** Students must arrive clean and maintain good hygiene, reflecting respect for peers and instructors, and modeling the standards expected in professional client care.
2. **Fragrance Sensitivity:** Many individuals are sensitive to scents. Please use fragrances, perfumes, colognes, or essential oils sparingly, aiming for a scent-neutral presence—especially before hands-on classes or clinic sessions.
3. **Functional Attire:** Wear clothing that allows for ease of movement and ensures appropriate coverage throughout the full range of motion required by the modality. Attire should support both comfort and professional boundaries for the practitioner and the recipient.

SWIHA Massage Clinic Dress Guidelines

While participating in the Massage Clinic, students represent the school to the public and must follow a professional dress code to maintain a consistent and appropriate image:

1. **Top:** Wear the official SWIHA logo T-shirt or another approved SWIHA-branded top.
2. **Bottoms:** Clean black, professional-style pants are required (e.g., slacks or solid black scrub pants). Jeans, leggings worn like pants, shorts, and capris are not permitted.
3. **Footwear:** Clean, closed-toe shoes are mandatory for both safety and professional appearance.

Addressing Non-Compliance

Creating and maintaining a professional learning environment is a collective responsibility that supports everyone's success. If a student's attire does not meet the standards, a staff or faculty member will address the issue privately and respectfully. Possible actions include:

- Requesting a quick adjustment (e.g., turning a shirt inside out, adding a layer).
- Requesting the student leave campus to change, with any missed class time counted as an absence per policy.
- Repeated non-compliance may lead to further discussion with Student Services or program leadership.

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).

Classrooms – Clean Air Policy

Since we offer a variety of holistic teachings and traditions, we must make accommodations for multi-use of the classrooms with consideration of the health needs of all who may be allergic or asthmatic. The use of Moxa, sage, incense, or any other scents or any open flame of any kind in the classrooms, public areas, and walkways is not allowed. Aromatherapy oils may be used only in classrooms approved for that expressed purpose. Students who violate this policy may be asked to leave campus.

Education Revision Policy

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

Student Copyright Infringement Policy

By using SWIHA's internet connection, individuals agree to respect and honor the ownership of copyrighted materials. Illegally downloading and distributing a song, photo, or other copyrighted material is stealing, and carries the same karmic impact as taking money from your neighbor's wallet. Please do not use our network to download illegally or share copyrighted materials, including music, games, movies, and videos, any more than you would steal money from our front desk.

Such activity is illegal, and beyond any karmic repercussions, may subject you to serious civil and criminal penalties. Please read the following summary, and do not steal from others!

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

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

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

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

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

Dual Roles

Personal dual relationships between students and instructors, or students and staff, can result in claims of undue influence, partiality, and personal conflict. This prohibition remains in effect for the duration of the course or sequence of courses (i.e. degree, diploma, certificate, CEU, etc.) for which a student is registered. This policy applies to all students, instructors, and staff regardless of gender, age, sexual

orientation, or student consent to dual relationships. 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 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.

Emergency Procedures

Medical and Non-Medical Emergencies

The purpose of this plan is to provide prompt assistance to building occupants in the event of a medical emergency.

- If employees, students, instructors, or staff need immediate medical assistance (e.g., severe injury, heart attack, stroke, etc.), call 911.
- Notify the Owner/Director, Executive Director, or the Associate Deans of Education.
- Do not move them or re-position them in any way.

- Make the person as comfortable as possible until trained assistance arrives.
- In the case of minor injuries (e.g., cuts, sprains, etc.) that require medical attention, a staff member will support the injured person in doing what is necessary to gather their belongings and go to an urgent care or other medical facility.
- Notify the Owner/Director, Executive Director, Associate Dean of Student Services and/or the Associate Deans of Education and complete an incident report. An incident report should be completed for every emergency, threat of emergency, or accident no matter how minor.
- DO NOT ATTEMPT TO MOVE AN UNCONSCIOUS OR INJURED PERSON

Evacuation

In the event of an emergency evacuation, the following procedures will be followed:

- All employees, students, instructors, and staff will remain calm and proceed to evacuate the building. Primary exit routes have been marked for rapid and orderly evacuation.
- Only those exits declared safe should be used for evacuation purposes unless an emergency situation warrants other action.
- Each person should take the shortest path to the nearest exit.
- All employees, students, instructors, and staff will meet at the site designated by emergency officials or the nearest safe location depending upon the emergency.
- All employees, students, instructors, and staff will not be allowed to stand in a street, parking lot, nor in a manner/location that puts them in danger in the event the building collapses.
- All employees, students, instructors, and staff shall not congregate in an area that interferes with emergency fire or rescue personnel, vehicles, or equipment.
- All employees, instructors, and staff will be responsible for helping evacuate anyone in the building at the time of the emergency evacuation procedure. Each department Director will be responsible for taking a "head count" at the designated evacuation meeting site.
- The Associate Deans of Education will be responsible for a total office "head count".
- AT NO TIME will an employee re-enter the building unless the proper authorities permit.
- Only the Owner or the Executive Director shall talk to the media.
- A Non-Medical or an Injury-Accident Incident Report must be filled out and returned to the Owner/Director or Executive Director in every instance of an emergency situation, threat of emergency, or accident no matter how minor.

Fire – Smoke Evacuation

All employees, students, instructors, and staff shall follow this evacuation plan if fire and/or smoke are detected.

- The person detecting the fire and/or smoke shall notify the Owner/Director, Executive Director, Associate Dean of Student Services and/or the Associate Deans of Education.
- The Owner/Director, Executive Director, Associate Dean of Student Services and/or the Associate Deans of Education shall evaluate the situation and determine if 911 should be notified and if necessary, sound a general alarm identifying the hazard.
- All alarms or emergency signals shall be perceived as real and all employees, students, instructors, and staff shall immediately evacuate the building and meet at the designated meeting site.
- NO ONE shall re-enter the building unless the proper authority permits.
- Only the Owner/Director or the Executive Director shall talk to the media.
- A Non-Medical or an Injury-Accident Incident Report must be filled out and returned to the Owner/Director or Executive Director in every emergency situation, threat of emergency, or accident no matter how minor.

Bomb Threat/Emergency Procedures

If a bomb threat is received, follow these procedures:

- DO NOT HANG UP. EVEN IF THE CALLER DOES.
- As soon as the situation allows, notify the Owner/Director, Executive Director, Associate Dean of Student Services and/or the Associate Deans of Education.
- The Owner/Director, Executive Director, Associate Dean of Student Services and/or the Associate Deans of Education shall determine whether to:
 - Search the building, but not evacuate
 - Evacuate a specific area and search
 - Immediately evacuate the building
- If a device or suspicious object is found DO NOT touch, reposition, or do anything to jar the object.
- The Owner/Director, the Executive Director, or the Associate Deans of Education shall evaluate the situation and determine if 911 should be notified.
- All alarms or emergency signals shall be perceived as real and all employees, students, instructors, and staff shall meet at the designated meeting site.
- NO ONE shall re-enter the building unless the proper authority permits.
- Only the Owner/Director or the Executive Director shall talk to the media.
- A Non-Medical or an Injury-Accident Incident Report must be filled out and returned to the Owner/Director or Executive Director in every emergency situation, threat of emergency or accident no matter how minor.

DO NOT ANNOUNCE THAT THERE IS A BOMB IN THE BUILDING.

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 Fees 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!	103
About our School	104
Statement of Educational Philosophy	104
Professional Memberships & Licensing Agencies	104
Program and Tuition Guide with Awards Earned	105
Programs: Diplomas and Certificates	105
Natural Aesthetics Practitioner	105
Advanced Skincare Practitioner & Cosmetic Laser Technician	106
Master Aesthetics Educator	106
Cosmetic Laser Technician	107
Master Massage Practitioner w/Natural Aesthetics	108
Success Center	122
Admissions	108
Enrollment Requirements	108
Cancellation Period	108
Student/Teacher Ratio	109
Discrimination Policy	109
Support Services for Students with Disabilities	109
Transfer Credits	109
Veterans Affairs Students	110
Program Requirements for Students Utilizing Veterans Benefits	110
Consumer Information Notice	111
Comparable Programs	112
Student Services and Academic Policies	112
Student Support/Concerns	112
Course/Block Evaluations	112
Suggestion Box	113
Employer Feedback	113
Grievance Policy	113
Attendance (Financial Aid)	114
Attendance (Academic)	114

Absent/Tardy Requirements.....	114
Clinic Hours.....	115
Student Request Forms.....	115
Make-Up Work	115
Tutoring.....	115
Leave of Absence.....	116
Satisfactory Academic Progress (SAP)	117
Maximum Time Frame	118
Additional Elements of SAP	118
Consequences of Failure to Meet SAP	118
Academic Probation.....	118
Appeals	119
Academic Plan	119
SAP Policy Clarification for Veteran Beneficiaries	119
Program Table	119
Grading Policy.....	120
Grading Scale	120
Grade Weighting	121
Corrective Action	121
Maximum Time Frame	121
Graduation Requirements	121
Student Records.....	122
Chemical Dependency and Alcohol Abuse Program	123
Notification of Rights Under Family Education Rights and Privacy Act (FERPA).....	123
Change of Address	124
Transfer Out	124
Termination Policy	124
Requirements for Officially Withdrawing from the College.....	125
Appeals Process	125
Academic Calendar and Holidays	126
Clinical Internship.....	126
Uniforms.....	126
Personal Hygiene.....	127

Cell Phones.....	127
Food and Drinks.....	127
Education Revision Policy	127
Student Copyright Infringement Policy	127
Dual Roles.....	128
Title IX Related Polices: General Harassment, Discrimination, and Sexual Harassment Policy.....	129
Visitors	129
Voter Registration.....	129
Finance and Financial Aid.....	130
Tuition Payment Policy	130
Student Delinquency Policy	130
Dissemination of Institutional and Financial Assistance Information.....	130
SWINA Scholarships	131
Applying for Financial Aid	131
SWINA's Clock Hours to Credit Hours Policy	131
Do Your Dream Work Exchange Program	132
FFEL Deferments.....	132
Tuition Refund Policies	132
Tuition Refund Policy – Diploma Program.....	132
Tuition Refund Policy – Certificate of Excellence	133
Return of Title IV Funds.....	134
Post-Withdrawal Disbursements	136
Timeframe for the Return of Title IV Funds to the Federal Programs	136
Tuition Refund Policy for Continuing Education classes	136
Cost of Attendance.....	137
Campus Safety Information.....	138
Valuables.....	138
Campus Safety Information.....	138
General Harassment, Discrimination, and Sexual Harassment Policy	138
Gun and Weapon Policy	138
Concealed Weapons Policy	139
Emergency Procedures.....	140
Medical & Non-Medical Emergencies	140

Evacuation.....	140
Fire - Smoke Evacuation	140
Bomb Threat/Emergency Procedures	141



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, a 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, 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 Department of Health Services Bureau of Radiation Control
- Approved for the Training of Veterans by the Arizona State Approving Agency

- Member of the Arizona Private School Association
- Member of the Better Business Bureau
- Member of Associated Skin Care Professionals



ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING

Accredited by ACCET – A Partnership for Quality®

Programs: Diplomas and Certificates

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	\$12,000	\$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	\$16,320	\$240
Cosmetic Laser Technician – Certificate	180	7	\$75	\$35	\$100	\$1,230 (Lab fee)	\$4,320	

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.

The program thoroughly prepares students for the Arizona Barber & Cosmetology Board's written and practical licensing exams through comprehensive mock testing. 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
TOTAL		600	24.00

These program requirements fulfill the requirements for the state of AZ. If you plan to obtain an aesthetics 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: 270; Practical 330

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
TOTAL		780	31.00

These program requirements fulfill the requirements for the state of AZ. If you plan to obtain an aesthetics license or laser certification 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: 350; Practical 430

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.

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
Subtotal		350

These program requirements fulfill the requirements for the state of AZ. If you plan to obtain an aesthetics instructor 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: 140; 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.

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 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
TOTAL		180	7.00

These program requirements fulfill the requirements for the state of AZ. If you plan to laser certification 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: 80; 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.

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.

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 the 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.

All instruction at SWIHA and SWINA is conducted in English. English language proficiency is an admissions requirement for all programs offered at SWIHA and SWINA.

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.
- Provide proof of high school graduation or equivalency.
- Complete 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. 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 for assistance.

Transfer Credits

Students with prior cosmetology or aesthetics training or experience may qualify to transfer hours toward their chosen program of study. Students seeking to transfer hours must submit official documentation verifying successful completion of prior coursework, such as official transcripts or certificates of completion from recognized institutions or providers. Only coursework completed with a grade of "C" or higher will be eligible for transfer consideration. Coursework or training completed more than ten (10) years prior to application will not be accepted.

SWINA reserves the right to request additional documentation, such as course descriptions, syllabi, official course catalogs from the originating institution, or demonstrations of competency, to determine the transferability of prior learning. All transfer hours must be evaluated and formally accepted prior to the start

of the program. Transcripts received from external institutions shall become part of the student's permanent academic record. Transfer credits may affect the student's financial aid eligibility.

Program tuition will be reduced by the number of approved transfer hours, calculated at the current hourly tuition rate applicable at the time of enrollment. The Financial Aid Department will be notified of any approved transfer credits to recalculate awards as applicable.

In accordance with federal guidelines, SWINA will review the prior education and training of all students utilizing Veterans Affairs (VA) educational benefits. Official transcripts will be required from all previous institutions, including military training, academic coursework, and vocational programs. Transfer credit will be evaluated and granted, as appropriate, prior to enrollment.

Students may transfer no more than fifty percent (50%) of the total hours required for the Natural Aesthetics Practitioner Diploma. To ensure adequate preparation for the Arizona State Aesthetics Licensure Examinations, all students—regardless of transfer status—are required to complete all theory classes within the program curriculum. Students approved to transfer hours into the six-hundred-hour Natural Aesthetics Practitioner Diploma will receive an invoice statement credit for transfer hours accepted into the program. If a student demonstrates consistent academic and practical success, they may be eligible to graduate up to eighty-eight (88) hours earlier than the program's standard length. Eligibility for early graduation will be determined by the Campus Director, based on the student's readiness to sit for licensure examination.

Students enrolling in the Advanced Skincare Practitioner & Cosmetic Laser Technician Diploma may transfer up to six hundred (600) hours if they hold an active Aesthetics License with the Arizona Barbering & Cosmetology Board.

Students who did not successfully complete their program of study and subsequently withdrew, or were administratively withdrawn, may apply for re-enrollment to complete the program. Coursework previously completed with a passing grade during prior enrollment shall be applied to the re-enrolled program as transfer credit. If the total number of previously completed hours or credits exceeds fifty percent (50%) of the program requirements, an exception will be issued by the Re-enrollment Coordinator and documented during the re-enrollment process.

Students may appeal the determination of transfer hours by submitting a written request to the Campus Director before the end of the cancellation period. The written appeal must include all relevant supporting documentation and a detailed explanation of the grounds for reconsideration. The administration, including the Campus Director, will review and respond to all appeals within ten (10) business days of submission.

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 with these requirements could impact benefit eligibility. Current or prospective students are encouraged to contact the SWINA Veterans Assistance Support via email VAsupport@swiha.edu with any questions, and a team member will respond.

Program Requirements for Student Utilizing Veterans Benefits:

- I agree to my provided schedule and cannot make any changes to my schedule unless approved by my academic advisor.
- I understand that VA 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 registrar@swiha.edu or addressed to Student Services c/o Southwest Institute of Natural Aesthetics 1460 E Southern Ave, Tempe, AZ 85282.

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) 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. An 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 allowing us to support our students during their education process.

Feedback is requested on the last day of each course/block on a confidential evaluation form.. 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 form QR code is located in every classroom and 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 have an open-door policy and make 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 Angela Ramirez, SWINA Campus Director via email or postal mail.

Angela Ramirez
1460 E. Southern Ave., Tempe, AZ 85282
angilar@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 bcb.az.gov

A student may consider contacting the SWIHA's national accrediting body, The Accrediting Council for Continuing Education & Training (ACCET) should they still feel their complaint has not been adequately addressed at the school or state level. 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.



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 preparing 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 interferes 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 take part in make-up options if 80% attendance is not 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
- 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 forgot 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 sign in upon return. Any additional time that a student is present before or after a clinic shift will not be counted towards total hours.

Students must see Student Advisor to schedule any clinic shift adjustments. Students may request two clinic shift adjustments each month. Additional adjustments may be considered for extenuating circumstances and will be approved by your Student Advisor and the Campus Director.

Students scheduled for a clinic shift that does 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

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

1. Request to schedule case study appointment
2. Request to cancel case study appointment

Make-Up Work

Students who have completed at least 70% of the scheduled course hours in class are eligible for make-up to achieve the minimum 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 need 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 follows 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 $\frac{1}{2}$ 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 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 on 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 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 exits 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 tuition in full.
2. If the student exits 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 financial aid funding
- Be terminated from their program

Student Services will provide students with 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 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 st Checkpoint		2 nd Checkpoint		3 rd Checkpoint		4 th Checkpoint		5 th Checkpoint		6 th Checkpoint	
	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%) 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-up 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.

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 the 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

Courses that a student chooses to drop may count as credits attempted or credits achieved and will have an impact on the GPA.

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 timeframe 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, to receive a certificate or diploma.

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 the 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.

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

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.

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). SWINA reserves the right to require a breathalyzer test if observable behaviors indicate a student may be under the influence.

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.

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 the 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 that 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. 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. SWIHA reserves the right to require a breathalyzer test if observable behaviors indicate a student may be under the influence. 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

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 angelar@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 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

As a previous student in a program at SWINA or SWIHA, re-enrollment into a new program requires approval. Please be aware that there may be a waiting period of up to six months from the last day of attendance before re-enrollment is approved. Additionally, re-enrollment may be limited to one opportunity, based upon the status of prior enrollment. Students interested in re-enrollment

Graduates seeking re-enrollment into a SWINA program will need to complete the following steps to begin the re-enrollment process.

1. Applicants need to complete the exit process for their prior program. This includes the Career Services exit and Financial Aid Exit (if applicable)
2. Applicants must demonstrate that they are licensed and have been working in their field of study

3. Contact the Reenrollment Coordinator. The Reenrollment Coordinator will verify eligibility and guide the student through the rest of the re-enrollment process. Based upon the student's previous enrollment, additional steps may be necessary.

Students who did not successfully complete their program of study and subsequently withdrew, or were administratively withdrawn, may apply for re-enrollment to complete the program. Students should contact the Reenrollment Coordinator. The Reenrollment Coordinator will guide the student through the rest of the re-enrollment process. 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 the 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 20
Spring Break	March 9-16
Memorial Day	May 24-26
Juneteenth	June 19
July 4th	Jun 29 – Jul 6
Labor Day	Aug 30 – Sep 1
Thanksgiving	Nov 23 – Nov 30
Winter Break	Dec 21 – Jan 4

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 made 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 always be ready and available 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 Scrubs

- Any Brand black scrubs are allowed
- Must be wrinkle free and hemmed to appropriate length if needed (no rolled pant legs)
- Soft sole shoes – Any Color
 - Suggested shoes: comfort/support shoes such as Clarks or Danseko, ballet flats, athletic shoes such as Sketchers, New Balance, etc.
 - No open toe or open back. Must have a heel strap. Example: Crocs
- Optional: solid black OR solid white short or long-sleeved shirt underneath scrubs
 - No other color accepted
 - For students who are often cold, additional solid black long sleeve layers are permitted; sweaters, sweatshirts (no hoodies) or thermals.
 - No print or logos

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 disciplinary 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, 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. 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 relationships. 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 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.

Title IX Related Polices: General Harassment, Discrimination, and Sexual Harassment Policy

SWINA 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 towards an individual for exercising their rights or responsibilities under Title IX of the Education Amendments or Section 304 of the Violence Against Women Act (VAWA) 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, Dr. Brad Bouté, Ph.D., Executive Director, at bradb@swiha.edu or 480-393-1396. Students may also elect to contact the US Office of Civil Rights. Any report of such behavior will be handled with utmost respect and confidentiality. If you have any questions about this policy, contact the Title IX Coordinator.

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.

Voter Registration

SWINA participates in Title IV Federal Student Financial Aid programs. As part of our commitment to student engagement, we encourage all students to make their voices heard. For U.S. citizen students, this includes registering to vote. Students interested in participating in local, state or national elections should visit [Vote.gov](https://vote.gov/) to register to vote. <https://vote.gov/>

To register to vote in Arizona: <https://vote.gov/register/arizona>

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 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 students who qualify. Students enrolled in an eligible program who wish to apply for financial assistance must meet with a Financial Aid Advisor.

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. 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. SWINA 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. SWINA 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, 9375 E Shea Blvd, Suite 100, Scottsdale, AZ 85260 (606) 254-5199.

SWINA Scholarships

SWINA Financial Hardship Scholarship

The Financial Hardship Scholarship is available to students enrolling in degree and diploma programs who demonstrate financial need and are unable to pay the program registration fee. This scholarship covers the registration fee only and is intended to support students facing financial barriers to program entry.

To apply for this scholarship, interested students must complete the Financial Hardship Scholarship Application for Registration Fee, which is available online. In the application, students will be asked to describe their financial hardship, explain how it has affected their ability to enroll in their chosen program, and discuss how receiving the scholarship would support their educational goals. Applicants will also have the opportunity to submit supporting documentation to their admissions coach. To obtain the application link, please contact your admissions coach.

Applicants will be notified of the outcome via email. Applicants may be contacted for clarification if further information is needed.

Applying for Financial Aid

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

Other outside agencies are sometimes able to help students pay for their education. SWINA does not provide the applications for these other resources, but will readily assist in any documentation that they may need. Some examples are Arizona Department of Veteran Services, Vocational Rehabilitation, Tribal Funding, and employee reimbursement. Some scholarships are available from the Lifelong Learning Corporation. For more information about applying for these scholarships, contact Arizona Private School Association, 202 W. McDowell, Suite 273 Phoenix, AZ 85004 (606) 254-5199.

SWINA's Clock Hours to Credit Hours Policy

The Carnegie Unit conversion for semester clock hours is used in measuring the credits earned for academic standards.

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

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 (inhouse 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

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 included 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 who provides 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, SWINA shall provide the 100% refund.
2. SWINA 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 cancellation period, if the enrolled student or SWINA elects to cancel enrollment, SWINA will refund all applicable funds (less the application fee) within 30 calendar days, and the enrolled student will receive notification in writing. Enrollment cancellation includes the removal of all coursework related to that enrollment from the enrolled student's academic record.
5. The SWINA 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: 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 SWINA 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. There are NO REFUNDS for books. Supplies are not eligible for refunds after they have been distributed.
9. Refunds will be made within 30 calendar days of the DOD. See SWINA 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 SWINA Student Policy Catalog for details.
11. Students seeking transfer of credit (for courses taken at SWINA) 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 Diploma or Certificate.
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 Diploma or Certificate.
15. Financial Aid is only available for approved programs for those who qualify. Financial Aid eligibility may require full time enrollment.
16. Scheduling: Southwest Institute of Natural Aesthetics 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 Natural Aesthetics 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. School breaks and holidays are not calculated in a student's expected date of graduation.

Tuition Refund Policy – Certificate of Excellence

Southwest Institute of Natural Aesthetics 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 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 after receiving the notice of cancellation, SWINA shall provide the 100% refund.
2. SWINA 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. There are NO REFUNDS for books. Supplies are not eligible for refunds after they have been distributed.
8. 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.
9. 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 SWINA Student Policy Catalog or details.
10. Students seeking transfer of credit (for courses taken at SWINA) into eligible programs must meet with an Admissions Advisor or Academic Advisor for transfer and completion of a course or program.
11. Students applying for Financial Aid are ultimately responsible for their tuition, books and supplies.
12. All Tuition and Fees must be paid in full for the student to be issued a Diploma or Certificate.
13. 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 or Certificate.
14. Financial Aid is only available for approved programs. Financial Aid eligibility may require full time enrollment.
15. Scheduling: Southwest Institute of Natural Aesthetics 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 Natural Aesthetics 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 that 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).

Once the Return to Title IV (R2T4) process is completed by both SWINA and the Third-Party Servicer, the following notifications are sent to the student:

2. Notification from the Director of Financial Aid - The Director of Financial Aid sends a drop notification email to the student via EchoSign. This email includes:
 - Confirmation that the R2T4 process has been completed.
 - Details of loan amounts refunded and updated loan balances.
 - A link to complete the required exit counseling.
 - A link to review current loan balances and loan servicer information.
 - Information about repayment timeframes and related instructions.
 - The final balance due to the institution, if any.
5. Notification from the Third-Party Servicer - When the R2T4 refund is processed, the Third-Party Servicer sends a Refund Notification email to the student. This email includes:
 - Confirmation that the R2T4 process has been completed.
 - Details of loan amounts refunded and updated loan balances.
 - A link to complete the required exit counseling.
 - A link to review current loan balances and loan servicer information.
 - Information about repayment timeframes and related instructions.

These notifications ensure that students are fully informed about their loan status, repayment obligations, and institutional balances following the R2T4 process. Students are encouraged to review the information carefully and complete any required exit counseling promptly.

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

The 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.

Campus Safety Information

Gun and Weapon Policy

Use, possession, display, or storage of any weapon, explosive device, or fireworks 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 Campus Director, Executive Director 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.

Emergency Procedures

Medical & Non-Medical Emergencies

The purpose of this plan is to provide prompt assistance to building occupants in the event of a medical emergency.

- If employees, students, instructors, or staff need immediate medical assistance (e.g., severe injury, heart attack, stroke, etc.), call 911.
- Notify the Campus Director, Executive Director, Owner/Director.
- Do not move them or re-position them in any way.
- Make the person as comfortable as possible until trained assistance arrives.
- In the case of minor injuries (e.g., cuts, sprains, etc.) that require medical attention, a staff member will support the injured person in doing what is necessary to gather their belongings and go to an urgent care or other medical facility.
- Notify the Campus Director, Executive Director, Owner/Director, and complete an incident report. An incident report should be completed for every emergency, threat of emergency, or accident no matter how minor.
- **DO NOT ATTEMPT TO MOVE AN UNCONSCIOUS OR INJURED PERSON**

Evacuation

In the event of an emergency evacuation, the following procedures will be followed:

- All employees, students, instructors, and staff will remain calm and proceed to evacuate the building. Primary exit routes have been marked for rapid and orderly evacuation.
- Only those exits declared safe should be used for evacuation purposes unless an emergency situation warrants other action.
- Each person should take the shortest path to the nearest exit.
- All employees, students, instructors, and staff will meet at the site designated by emergency officials or the nearest safe location depending upon the emergency.
- All employees, students, instructors, and staff will not be allowed to stand in a street, parking lot, nor in a manner/location that puts them in danger in the event the building collapses.
- All employees, students, instructors, and staff shall not congregate in an area that interferes with emergency fire or rescue personnel, vehicles, or equipment.
- All employees, instructors, and staff will be responsible for helping evacuate anyone in the building at the time of the emergency evacuation procedure. Each department Director will be responsible for taking a "head count" at the designated evacuation meeting site.
- The Campus Director and Aesthetics Education Administrator will be responsible for a total office "head count".
- AT NO TIME will an employee re-enter the building unless the proper authorities permit.
- Only the Owner or the Executive Director shall talk to the media.
- A Non-Medical or an Injury-Accident Incident Report must be filled out and returned to the Campus Director, Executive Director, Owner/Director in every instance of an emergency situation, threat of emergency, or accident no matter how minor.

Fire – Smoke Evacuation

All employees, students, instructors, and staff shall follow this evacuation plan if fire and/or smoke are detected.

- The person detecting the fire and/or smoke shall notify the Campus Director, Executive Director, Owner/Director.
- The Campus Director, Executive Director, Owner/Director shall evaluate the situation and determine if 911 should be notified and if necessary, sound a general alarm identifying the hazard.

- All alarms or emergency signals shall be perceived as real and all employees, students, instructors, and staff shall immediately evacuate the building and meet at the designated meeting site.
- NO ONE shall re-enter the building unless the proper authority permits.
- Only the Owner/Director or the Executive Director shall talk to the media.
- A Non-Medical or an Injury-Accident Incident Report must be filled out and returned to the Campus Director, Executive Director, Owner/Director in every emergency situation, threat of emergency, or accident no matter how minor.

Bomb Threat/Emergency Procedures

If a bomb threat is received, follow these procedures:

- DO NOT HANG UP. EVEN IF THE CALLER DOES.
- As soon as the situation allows, notify the Campus Director, Executive Director, Owner/Director.
- The Campus Director, Executive Director, Owner/Director shall determine whether to:
 - Search the building, but not evacuate
 - Evacuate a specific area and search
 - Immediately evacuate the building
- If a device or suspicious object is found DO NOT touch, reposition, or do anything to jar the object.
- The Campus Director, Executive Director, Owner/Director shall evaluate the situation and determine if 911 should be notified.
- All alarms or emergency signals shall be perceived as real and all employees, students, instructors, and staff shall meet at the designated meeting site.
- NO ONE shall re-enter the building unless the proper authority permits.
- Only the Owner/Director or the Executive Director shall talk to the media.
- A Non-Medical or an Injury-Accident Incident Report must be filled out and returned to the Campus Director, Executive Director, Owner/Director in every emergency situation, threat of emergency or accident no matter how minor.

DO NOT ANNOUNCE THAT THERE IS A BOMB IN THE BUILDING.

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 Compliance and Student Support

Brad Bouté, Ph.D.

Executive Director

Angela Ramirez

SWINA Campus Director

Salisha Tamandl Kacic

Controller



Southwest Institute of Healing Arts

Accounting & Payroll

Cari Messina

Payroll and HR Specialist

Tara Alcantara

Student Accounts Specialist

Admissions

Amy Horn

Trena Edwards

Jasmine Francis

Will Zecco

Kat Gvozden

Katrina Fennek

Admissions Coaches

Krystle Riveras

Associate Director of Admissions

Bookstore

Alison Cantor

Bookstore Manager

Mollie Hunter

Online Bookstore Manager

Education (On-Campus)

Billy Joel Hamilton

Associate Dean of On-Campus Education: Massage

Scott Taylor

Associate Dean of On-Campus Education: Yoga/Faculty

Education (Online)

Michael Dye

Associate Dean of Online Education

Dana Greenwood	<u>Marketing</u>
Associate Dean of Online Curriculum	Carmen Marrero
Daniela Applegate	Marketing Manager
Olivia Vasile	
Instructional Designer	
Joan Collins	Jade Young
Online Orientation & Student Support	Marketing Specialist & Blog Writer
Alan Taylor	
Multimedia Production Engineer	
Matt Bialach	<u>Massage Clinic</u>
Online Technical Assistant	Billy Joel Hamilton
<u>Facilities</u>	Associate Dean of On-Campus Education:
Sara Zejda	Massage
Employer Liaison Specialist & Education	
Administrative Support (Massage)	
Leah DeLong	Jan Wilson
Martin Gonzales	Front Desk Concierge
Renee Smith	
Rebecca Burke	<u>Student Services (On-Campus)</u>
Crystal Clay	Anyada Francia
Matthew Pierce	Associate Dean of On-Campus Student
Facilities Team	Services
Cherill Babbs	Erin Holman
Facilities Manager	Luisa Verduzco
<u>Financial Aid</u>	Academic Advisors
Chelsea Trautman	
Director of Financial Aid	
Janet Wilson	Will Zecco
Financial Aid Specialist	Director of Yoga Student Success
<u>Front Desk Team</u>	
Alison Cantor	Mollie Hunter
Mary Modenessi	Allison Cantor
Mollie Hunter	Anyada Francia
Kimberly Thomason	Dr. Brad Boute
Front Desk Support	Registrars
<u>Information Technology</u>	
Michael LaBelle	<u>Student Service (Online)</u>
Director of Information Technology	Bernadett Bialach
	Associate Dean of Online Student Services
	Riann Wakefield
	Jacqueline Wright (Senior)
	Online Student Services Advisor
	Joan Lloyd-Collins
	Online Orientation & Student Support
	<u>Success Center and Placement Division</u>
	James Patrick
	Director of Business Development &
	Community Outreach
	Jasper Marie
	Exit Specialist and Success Coach

Sara Zejda
**Employer Liaison Specialist & Education
Administrative Support (Massage)**

Will Zecco
Director of Yoga Student Success

Auxiliary Classroom and Spirit of Yoga

Amy Pfunter
Kimberly Thomason
Jan Wilson
Matt Pierce
Soy Front Desk

Diana McGowen
Yoga Practicum Coordinator

Southwest Institute of Natural Aesthetics

[SWINA Leadership](#)

Angela Ramirez
SWINA Campus Director
Shaila Rogers
Dean of Education Operations

Leslie Venegas
Dean of Faculty & Laser Education

Jennifer Emperador
Director Of Career Services

Dr. Laree Hooker
Medical Director

[SWINA Staff](#)

Leah Lackland
Admissions Coach

Jennifer Dubbs
Jenny Garner
Academic Advisor

Isaac Talavera
Rachel Layton
Harlee Armstrong
Front Desk

Annie Fonnegra
Krystal Crismon
Erin Nesbit
Robyn Runyan
Deyna Lucking
Jenifer Baran
Jenny Garner
Frances Edison
Kenneth Neal
Emily Philower
Aesthetics Faculty

Alison White
Sophia Lucero
Carrie Klosowski
Laser Faculty

Appendix B: Faculty

Listed in Alphabetical Order

Representative Sample of Classes

Applegate, Daniela BA

BC 542 Applied Entrepreneurship

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

HE 101-OL Entrepreneurs Journey 1: Departure ONLINE
MM 101-OL Mindfulness: Introduction ONLINE
SP 152-OL Grounded Spirituality & Modern Mysticism ONLINE
SP 162-OL Mysticism: Finding Your Personal Path ONLINE
SP 335-OL The Art of Spiritual Expression ONLINE
TP 115-OL Cognitive Well-Being & Social Responsibility ONLINE
TP 120-OL Transpersonal Psychology – Awaken the Hero Within ONLINE

Austin, Barbara

HY 101 Hypnotherapy - Foundations Level I

Herbert Bell

HC 155-OL HWC - Anatomy of Wellness ONLINE
HC 201-OL HWC - Anatomy of Wellness ONLINE
HC 401-OL HWC -NBHWC Exam Prep ONLINE

Bennett, Linda BS, CCHT, CAS, LC

EV 370 Hypnotherapy - Clinical Certification Prep
HY 101 Hypnotherapy - Foundations Level I
HY 201 Hypnotherapy - Foundations Level II
HY 301 Hypnotherapy - Foundations Level III Clinic
HY 315 Hypnotherapy - Fears, Phobias, and Addictions
HY 350 Hypnotherapy - Past Life Regression
HY 351 Hypnotherapy - Past Life Introduction
HY 371-OLP\$ Hypnotherapy Clinical Certification Preparation ONLINE
HY 375-OL Advanced Professional Hypnotherapy ONLINE
HY 402 Hypnotherapy - Advanced Techniques
HY 450 Spirit Releasement
HY 475 Hypnotherapy - Dreams and Metaphors
HY 520 Hypnotherapy - Subconscious Intervention

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

Buller, Pauline LMT

MT 500 Physiology
TE 402 Medical Massage for Cancer Survivors
MT 604 Lymphatic Massage - Advanced

Burtless-Hawk, Gabbi BA, CLC

EC 731 Reiki & Beyond - Sound & Vibration
PC 960 Polarity - Clinic

Chamberlain, Debbie MA

HC 201 HWC - Professional Wellness Coaching & Ethics
HC 302 HWC - Advanced Wellness Coaching 2

Clough, Kelly N.D.

HN 105-OL Foundation of Holistic Nutrition ONLINE
HN 124-OL Micro/Macro Nutritional Biochemistry ONLINE

Collins, Sandy MED, BS, E-RYT500, LC, CH

SC 101-OL Foundations of Intuitive Coaching ONLINE
TP 107-OL GRIT: Student Journey ONLINE

Conley, Michaela MA, NBC-HWC, MCHES©

HC 201-OL Professional Wellness Coaching and Ethics ONLINE

Coulter, Marney "Hasu" E-RYT 500, C-IAYT

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

Cureton, Victoria 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

DeBrude, Cody

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

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, AOSH

AR 107-OL Aromatherapy of the Spirit & Flower Essences ONLINE
AR 121-OL Aroma-Auriculotherapy ONLINE
AR 122-OL Auriculotherapy for Hypnotherapists ONLINE
AR 133-OL Flower Essences ONLINE

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

HC 101-OL Foundations of Wellness Coaching*
HC 201-OL HWC - Anatomy of Wellness ONLINE
HC 220-OL Psychology of Well-being 1
HC 221-OL Psychology of Well-being 2
HC 301-OL Advanced Wellness Coaching 1*
HY 105-OL Foundations of Hypnotherapy Level I ONLINE
MM 101-OL Mindfulness: Introduction and Movement
MM 301-OL Mindfulness: Attention and Breath Techniques
MM 401-OL Mindfulness Facilitator
SC 101-OL Foundations of Intuitive Coaching ONLINE
SC 201-OL Angels Guides & Ancestors ONLINE
SC 301-OL Practical Applications in Intuitive Coaching ONLINE

Dye, Michael MBA, BS

TP 106-OL GRIT for Success ONLINE
TP 107-OL GRIT: Student Journey 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

Janell Erickson

RF 171-OL Soul Coaching ONLINE

Fears, Dharma Angela E-500 RYT

YO 451	Yoga - Applied Yoga Anatomy
YO 454	Yoga - Physiology & Health Conditions for Yoga Therapists

Fragosa, Sherry BA

SP 145-OL	Energetic Healing for Spiritual Guides ONLINE
SP 152-OL	Grounded Spirituality & Modern Mysticism ONLINE
SP 525-OL	Serving through Ceremony ONLINE
TC 630-OL	Somatic Psychology: The Neuroscience of Regulation & Trauma ONLINE
TC 640-OL	Somatic Psychology: The Subtle Body ONLINE
TP 140-OL	The Energetics of Intuition ONLINE

Garcia, Margarita

DD 101-OL	Death, Dying, and the After Life ONLINE
DD 201-OL	Life Review & Processing Grief ONLINE
DD 301-OL	End of Life Rituals & Ceremonies ONLINE

Gilbert, Sherry BA, LC, HY

HY 105-OL	Foundations of Hypnotherapy Level I ONLINE
HY 205-OL	Foundations of Hypnotherapy Level II ONLINE
HY 316-OL	Fears Phobias & Addictions ONLINE
HY 318-OL	Fears Phobias & Addictions ONLINE
HY 350-OL	Hypnotherapy - Past Life Regression ONLINE
HY 353-OL	Past-Life Regression ONLINE
HY 415-OL	Advanced Techniques in Hypnotherapy ONLINE
HY 425-OL	Script Writing ONLINE
HY 477-OL	Dreams & Metaphors ONLINE
HY 545-OL	Applied Techniques for Post-Traumatic Growth ONLINE
HY 585-OL	Medical Imagery ONLINE

Grant, Karen LMT

MT 200 Swedish

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
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 155-OL	HWC - Anatomy of Wellness ONLINE
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
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 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
CC 130	Psychology of Addiction – Understanding the Shadow

Hooker, Laree Dr. NMD

SWINA Medical Director

Jaeger, April LMT

AR 100	Aromatherapy - Intro
AR 101	Aromatherapy - Advanced
AR 110	Aromatherapy - Pharmacology
AR 112	Aromatherapy - Wellness for Women
AR 113	Aromatherapy - Intro for Yoga Teachers
AR 114	Aromatherapy - Men's Health
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

Jasper, Vanessa E-RYT 200, YNP, YBPP

YO 450	Yoga - Yogic Energy Anatomy & Chakras
--------	---------------------------------------

Jayavelu, Sankar BA, AOS, WH

CC 440 Western Herbalism - Applied Ethics
WH 256 Western Herbalism – The Green Man

Johnson, Jodi LMT, RPP

BE 101-OL Earth Ceremonies ONLINE
BE 201-OL Healing Botanicals I ONLINE
BE 301-OL Healing Botanicals II ONLINE
SP 145-OL Energetic Healing for Spiritual Guides ONLINE
SP 152-OL Grounded Spirituality & Modern Mysticism ONLINE
SP 156-OL Exploring the Ancestral Web of Belonging ONLINE
TC 630-OL Somatic Psychology: The Neuroscience of Regulation & Trauma ONLINE
TC 640-OL Somatic Psychology: The Subtle Body ONLINE
TP 120-OL Transpersonal Psychology – Awaken the Hero Within ONLINE
TP 140-OL The Energetics of Intuition ONLINE

Johnson, Renee BA, Cert HWC Coach

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

Jones, Shawn BA, Cert HWC Coach

BC 530 Introduction to Holistic Entrepreneurship & Self-Empowerment
BC 543 Business in Action

Kaiser, Celia LMT, APP, RPP

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

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

TE 701 Swedish Sedona

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
YO 455 Yoga - Business of Yoga

Lorente, Ellie LMT

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

Marasca, Gisele BA, AS, AOSH

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
HY 105-OL Foundations of Hypnotherapy Level I ONLINE
HY 305-OL Foundations of Hypnotherapy Level III ONLINE

Marrash, Mona BA, LMT, APP, RPP

PC 850 Cranial Unwinding – I
PC 960 Polarity Clinic

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

Marrash, Mona BA, LMT, APP, RPP

PC 850 Cranial Unwinding – I
PC 960 Polarity Clinic

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 121 Nutrition - Introduction to Holistic Nutrition and Wellness ONLINE
HN 122 Nutrition – Understanding Macronutrients, Micronutrients for Optimum Health ONLINE
HN 155 Nutrition – Comparative Dietary Systems 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 351-OL Nutrition - Microbiome Wellness ONLINE
HN 500-OL Business of Culinary ONLINE
MM 105-OL Foundations of Mindful Eating ONLINE

Noah, Debbie MS, BA, CHT

HY 345-OL Energy Healing & Hypnosis ONLINE
SP 335-OL The Art of Spiritual Expression ONLINE
SP 525-OL Serving through Ceremony ONLINE
TP 115-OL Cognitive Well-Being & Social Responsibility ONLINE

Nordquist, Sharlene MS, BS, NBC-HWC

HC 155-OL HWC - Anatomy of Wellness ONLINE
HC 156-OL Health Conditions ONLINE
HC 221-OL Psychology of Wellbeing 2 ONLINE
HC 301-OL Advanced Wellness Coaching 1 ONLINE
HC 302-OL Advanced Wellness Coaching 2 ONLINE

O'Connell, Tim BS, CCHT

HY 101	Hypnotherapy - Foundations Level I
HY 201	Hypnotherapy - Foundations Level II
HY 315	Hypnotherapy - Fears, Phobias, and Addictions
HY 350	Hypnotherapy - Past Life Regression
HY 351	Hypnotherapy - Past Life Introduction
HY 402	Hypnotherapy - Advanced Techniques
HY 450	Spirit Releasement
HY 475	Hypnotherapy - Dreams and Metaphors
HY 520	Hypnotherapy - Subconscious Intervention

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

Ranta-McDonald, Lauren BA

CC 130	Psychology of Addiction – Understanding the Shadow
TC 120	Coaching the Hero Within

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
TC 610	Heart Centered Leadership

Root, Michele CCHT

HY 30	Hypnotherapy - Foundations Level III Clinic
-------	---

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

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

BC 550-OL Life Coaching - Foundation ONLINE
HY 105-OL Foundations of Hypnotherapy Level I ONLINE
HY 107 Hypnotherapy – Hypnosis & Storytelling
HY 205-OL Foundations of Hypnotherapy Level II ONLINE
HY 581 Hypnotherapy – Medical Imagery
HY 475-OL Hypnotherapy - Dreams and Metaphors ONLINE

Shoham, Aubrey LMT

MT 200 Swedish
CB 400 Mother Touch
CB 401 Mother Touch - Advanced

Shoham, Gilad LMT, POLAPP

PC 100 Polarity – Basic I
PC 150 Polarity – Basic II
PC 400 Polarity – Communications & Resonance I
PC 850 Cranial Unwinding – I
PC 870 Cranial Unwinding – III

Stapleton, Shannon 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 276 Western Herbalism - Plants and People
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

Strauss, Gary MS, RPP, PWE

PC 100 Polarity - Basic I
PC 400 Polarity - Communications, Resonance & Relations I
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 Training
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 453	Yoga - Foundations of Ayurveda
YO 537	Yoga - Transformational Yoga Coaching II: Yogic Bodywork
YO 560	Yoga - Philosophy & Meditation

Thomas, Lauren **RYT 500**

YO 457	Yoga - Therapeutic Postures II (RESTORATIVE)
--------	--

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	NBHW Exam Prep ONLINE

Tucci, Jennifer **LMT**

BC 110	SOAP Notes
MT 115	Anatomy
MT 500	Physiology
MT 605	Neuro Touch – Neuromuscular Re-Education & Techniques

Verduzco, Luisa

NC 200	Nutrition - Whole Food, S.O.U.L. Food
HN 222	Nutrition - Raw Food Cuisine
HN 251	Nutrition - Nutritional Assessment & Coaching

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

BC 561-OL	Life Coaching - Core Strategies, Techniques & Implementation, Part 1 ONLINE
BC 562-OL	Life Coaching - Core Strategies, Techniques & Implementation, Part 2 ONLINE
LC 101-OL	Foundations of Life Coaching ONLINE
LC 201-OL	Applied Coaching Skills ONLINE
LC 301-OL	Life Coaching Practice & Ethics 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 702 Yoga - Integral Breath Therapy II
YO 463 Yoga - Advanced Yoga Therapy Supervised Practicum
YO 462 Yoga - Putting It All Together & Yoga Therapy Assessment

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

Aromatherapy for the Spirit

AR 106 Hours: 20 Credits: 1.25

This class is designed for 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 on the Thursday before the course starts.

Aromatherapy of the Spirit & Flower Essences ONLINE

AR 107-OL 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: \$70

Aromatherapy - Men's Health

AR 114 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 the course starts. (CEU-NCBTMB)

Aromatherapy - Pet Care

AR 117 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 the course starts.

Aromatherapy - Therapeutic Touch

AR 120 Hours: 8 Credits: 0.25

Bringing together the science of aromatherapy with the physical and emotional 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 a bodywork session. Supplies: \$20. NOTE: Registration for this course closes the Thursday before the course starts.

Auriculotherapy for Hypnotherapists ONLINE

AR 122-OL 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. Text: \$20. Kit: \$45 PREREQ: AR 107-OL

Flower Essences

AR 132 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. Students will learn the precise application of flower essences for enhancing specific emotions and attitudes. Learn to integrate flower essences into your holistic practice and treat a variety of ailments. Please bring a 3-ring binder. Supplies \$35. NOTE: Registration for this course closes the Thursday before the course starts.

Aromatherapy for Holistic Wellness

AR 222 Hours: 12 Credits: .5

Study specific uses and applications of individual oils and blends for the health and well-being for both the masculine and feminine, including conditions that are unique to one sex, or shared by all. This is a great class for Aromatherapy students, practitioners and holistic health care professionals specializing in holistic wellness. Also learn signature blending tips for creating scents for products for both the feminine and masculine. Supplies \$25 (CEU-NCBTMB) NOTE: Registration for this course closes the Thursday before the course starts.

Basic Finance

BC 200 Hours: 16 Credits: 1

This class is designed to help students understand their financial goals and motivations for owning their own business. Students will learn basic financial management skills including financial goal setting, value and pricing, market research, start-up, funding and budgeting operating expenses.

Business Practices for Massage Therapists

BC 304 Hours: 20 Credits: 1.25

This course delves into professionalism & best practices. Whether you plan to work for someone as an employee or work for yourself, this course will help you to develop SMART Goals as well as understand your Strengths Challenges Opportunities Tendencies and Trends. You will develop your own professional Code of Ethics and practice navigating ethical dilemmas. Upon completion you will 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.

Public Speaking and Workshop Facilitation

BC 405 Hours: 20 Credits: 1

This course is designed to provide students with the tools necessary to deliver an engaging presentation through speaking, groups, classes, workshops, etc. as a profitable part of a professional practice. They will learn traditional public speaking skills, as well as the fundamental components of motivational presenting to bring their chosen topics to life. Additionally, students will learn techniques to market their topic(s) and develop an effective proposal which includes all the pieces that would be required for those interested in applying for speaking platforms such as TEDx. A final presentation will be delivered and recorded.

Writing for Publication

BC 412 Hours: 20 Credits: 1

This course will introduce students to their own creative writing skills and the various platforms that individuals use to get published. They will learn the importance of sharing their message as a key element of establishing a credible professional presence. Students will have the opportunity to critique articles connected to topics they are passionate about. They will write their own article, a press release to pitch to the media, and

develop a professional bio. For those who feel they have a book in them, this course will also allow individuals to tap into the parts of their personal narrative which may serve as a compelling tool to grow their brand.

Resiliency and Self-Care for Massage Therapists

BC 441

Hours: 7

Credits: 0.5

This important class will help new massage therapy students explore the many possibilities of Self-Care and gain an understanding of resiliency and its importance in their career as a massage therapist. Students will experience the power of visualization and learn ways to anchor in their vision to build resiliency throughout their program. Learn how to cultivate a mindset of resiliency 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 relief will be explored. FOR MASSAGE PROGRAM STUDENTS ONLY. NOT A CEU CLASS.

Introduction to Holistic Entrepreneurship & Self-Empowerment

BC 530

Hours: 15

Credits: 1

This course is designed to introduce you to your journey as a holistic entrepreneur and embark on the discovery of your next best self. Gain clarity. Provide direction. Create structure. Take action. Maintain the tools necessary to discipline yourself and consistently move forward without the loss of motivation or be held back by excuses and self-defeating behaviors. This course emphasizes a focus on YOU first and then you will apply the same concepts learned when it is time to create your practice in BC 540 - Business Development & Entrepreneurial Support.

Business Development & Entrepreneurial Support

BC 540

Hours: 40

Credits: 2.25

This course is designed for the student who has completed 75% or more of their program and is ready to start or grow their holistic practice. This course is focused on the implementation of effective marketing and action steps to create a plan of how each individual will "show up" in their desired market. Students are coached through the stages of entrepreneurship. Each phase of business development is discussed with emphasis on exploring ALL the holdbacks a student may have to accomplish their dreams and goals. High performance and personal coaching techniques are used as well as honest feedback and accountability. Group support and recognition are key components in this experience. Supply Fee: \$32 Text: \$20 (CEU-NCBTMB)

Applied Entrepreneurship

BC 542

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 for effective presentations 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. Pre-Req: BC 540

Business in Action

BC 543

Hours: 20

Credits: 1

Unlock your potential with this transformative course that equips individuals with the tools to overcome blocks breakthrough limiting beliefs and successfully launch a thriving professional practice. Drawing upon the knowledge gained in prior SWIHA business courses (BC 540 and BC 542), participants will embark on a guided step-by-step journey implementing SWIHA's signature business-in-box. By fostering a powerful internal shift

from practitioner to thriving professional this course empowers individuals to turn their dreams into vibrant realities. Pre-Req: BC 540 & BC 542.

Mission Possible

BC 601 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.

Mastermind for Success

BC 602 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 practitioners. Through the group students will collectively offer feedback brainstorm and identify accountability that supports each student's vision with measurable results in a compassionate yet responsible environment. PRERQ BC 540 Text: \$24

Entrepreneurial Capstone

BC 700 Hours: 50 Credits: 2

This course is designed to provide for students to apply the skills they've attained in clinic or public settings. Students will learn the importance of developing strong professional relationships as they begin to grow their own practice. Students will reach out, connect and create openings for one on one and group sessions in their modalities. They may also be called upon to support administrative duties as needed to learn the daily processes and operations of an organization. They may then apply that knowledge as they establish their practice.

Earth Ceremonies ONLINE

BE 101-OL 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. Supply Fee: \$10 Text & kit: \$114

Healing Botanicals I ONLINE

BE 201-OL 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. PREREQ: BE 101-OL

Healing Botanicals II ONLINE

BE 301-OL 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. PREREQ: BE 201-OL

Baby Craniosacral Therapy

CB 420 Hours: 12 Credits: 0.25

Baby Craniosacral Therapy (BCST) is designed to teach Craniosacral Unwinding practitioners as well as

massage therapists and birth doulas to release the fascia (connective tissue) of the infant or toddler's body. Recognizing the monumental process of the soul coming into human form BCST has been proven to help with nursing and sleep issues, colic gas and reflux teething conditions of the nervous system babies who favor turning their heads to one side and other structural conditions birth issues and traumas. By assessing and deeply listening to what is being communicated, practitioners can assist a baby in acclimating and fully inhabiting their body. Infants and toddlers rest fully clothed on a massage table or in the caregiver's lap. The touch is very gentle and the conversation with the caregiver flows and is empowering. Most children find the sessions to be deeply relaxing and will often sleep more deeply and for longer stretches after a BCST session.

Pre-Req: PC 850

Trauma Informed Communication and Ethics for Bodyworkers

CC 105 Hours: 32 Credits: 2

This class provides a framework of understanding for a client's need for physical and emotional safety, and personal empowerment in a bodywork session. The focus of this class is to gain a deep understanding and implementation of neutral, sensitive, and non-activating engagement during a bodywork session. Using the latest research on the impact of trauma on physical, emotional, and mental health, this class offers mindful dialogue and regulation techniques that teach the student to recognize holding patterns in the clients body. Trauma informed communication skills will assist therapists in helping clients navigate through an emotional release in a safe, professional, therapeutic environment while staying within their scope of practice. Reinforcing proper draping techniques is a key component of this class. Text: \$73

Psychology of Addiction - Understanding the Shadow

CC 131 Hours: 32 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

Western Herbalism - Applied Ethics

CC 440 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

Conscious Living & Urban Farming

CC 450 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. The topics discussed will include toxicity and healthy solutions for the air we breathe, the food we eat and the water we drink. Learn a sustainable approach to the basics including water harvesting, seed saving, tool usage and harvesting the food that has been grown. Text: \$38 Supplies: \$35

Death Dying & Afterlife

DD 101 Hours: 30 Credits: 1.75

The last great mystery of human life is death. 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. Supply Fee: \$25 Text: \$38

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

The last great mystery of human life is death. 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: \$57

Life Review & Processing Grief**DD 201****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. Pre-Req: DD 101 Text: \$20

Life Review & Processing Grief ONLINE**DD 201-OL****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: all books from DD 101-OL. PREREQ: DD 101-OL

End of Life Rituals & Ceremonies**DD 301****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. Pre-Req: DD 101

End of Life Rituals & Ceremonies ONLINE**DD 301-OL****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. PREREQ: DD 101-OL

Sound Healing for Bodyworkers & Practitioners**EC 132****Hours: 20****Credits: 0.75**

Himalayan Singing Bowls promote deep relaxation, 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 on and off the body according to the Himalayan and Vedic Chakra systems. The use of multiple Himalayan Singing Bowls will also be introduced. While practicing the healing protocols, students will learn to deepen their connection with clients through observation and communication, develop their intuition and honor their creativity. Text: \$16

Reiki I - Traditional**EC 700****Hours: 16****Credits: 0.5**

Reiki is a complete system of holistic healing and personal development. This spiritually directed life force energy can be used to heal yourself and others, solve problems, achieve goals, develop higher consciousness, and fulfill your spiritual purpose. BW (CEU-NCBTMB) NOTE: \$50 FEE for AUN

Reiki II - Traditional

EC 711 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 Pre-Req: EC 700 \$50 FEE for AUN

Reiki III - Advanced

EC 720 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. An 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

Reiki & Beyond - Sound & Vibration

EC 731 Hours: 16 Credits: 0.5

In this one weekend only class, learn to expand your Reiki practice utilizing vibrational therapy methods including sound, movement, crystals, color, and aromatherapy. Students 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

Reiki - Angels Guides and Masters

EC 741 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

Reiki Symbolism & Geometric Grid

EC 750 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. Students are encouraged to bring personal crystals, stones, oils, religious icons, sacred text, flowers, etc., that will be used in class for altar building. Bring sheets and a blanket for on-table work. Supplies \$25.00. Pre-Req: EC 711 or EC 775 or EC 811

Reiki Master/Teacher Initiation

EC 766 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. Students may choose not to teach, but rather to use the Master Teacher initiation for personal empowerment. BW Pre-Req: EC 720 EC 776 or EC 813 and EC 798. Text: \$35

Reiki - Holy - Master/Teacher Initiation

EC 767 Hours: 20 Credits: 0.5

For those who have taken Holy Reiki I, II & III and are called to teach Holy Reiki to others based on Christian biblical principles with a Christ-centered focus. This class prepares you to teach the Holy Reiki protocols and offers you the competencies and the confidence to attune others to the Holy Reiki symbols. Students 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 813 and EC 798

Shamanic Reiki I & II

EC 775 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.

Shamanic Reiki III & Beyond

EC 776

Hours: 20

Credits: 0.5

This shamanic-based class honors the understanding that "we are spiritual beings having a human experience" - and that our reality is mirroring back internal conditions and beliefs, therefore it becomes vital to practice Shamanic Reiki with clear and loving intentions. The second weekend of training is designed to help new Reiki practitioners further understand 'life force energy' and how to work with others in a healing session and from a distance. Additional sacred symbols are revealed; students will receive their Reiki Level III Attunements. Integrated ceremonial journeys will be offered to tap into our 'Greater Wisdom' and into the 'Worlds' seen and unseen to discover the unity that exists within all healing techniques and all beings and energies in the Circle of Life; the ancient chakra healing system will be incorporated in the healing session exchanges. PREREQ: EC 775

Shamanic Wheel of Life

EC 777

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: \$25

Shamanic Pathways

EC 778

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. (This class requires 12 students minimum to run.) Supplies: \$200

Reiki for Prosperity

EC 791

Hours: 8

Credits: 0.25

Reiki is the science of energy. Money and abundance are 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 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

requencies of abundance, health, prosperity, and true wealth. Leave being Prosperity Ready! Supplies: \$20
PRE-REQ: EC 711 or EC 775 or EC 811

Reiki Clinic

EC 798 Hours: 8 Credits: 0.25
Reiki students will provide multiple client sessions throughout the day, utilizing intake and feedback forms. The business aspects of Reiki will also be discussed in class. Students should come to class prepared with sheets and a blanket. BW - Pre-Req: EC 711 or EC 775 or or EC 812.

Reiki: Holy Reiki I & II - Discovery & Deepening

EC 812 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.

Reiki: Holy Reiki III - Heaven's Gate

EC 813 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

New Student Orientation

EV 001 Hours: 0 Credits: 0
SWIHA New Student Orientation familiarizes students with the policies, procedures, and resources they will need to be successful throughout their program. Students learn about the academic support available to them and who to contact for assistance. They are also introduced to their Student Portal and its basic navigation. The SWIHA on campus orientation is required for all students on campus students enrolled in a degree, diploma or vocational certificate program.

Massage Clinic Orientation

EV 003 Hours: 0 Credits: 0
Clinic Orientation for those in massage therapy programs.

Grounded Spirituality - Personal Accountability

GS 110 Hours: 20 Credits: 1.25
In an era of transition, astrologically, politically, and spiritually, 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 in examining the past practices and beliefs that may no longer serve you and consciously choose ones that do! This weekend intensive is a time of deconstruction, reconstruction, and transformation! Once you become clear on your foundational beliefs and values you will be prepared to help others do the same as a Spiritual Guide and Celebrant. Text: TBD

Mysticism: Finding Your Personal Path

GS 120 Hours: 30 Credits: 1.5
Be in deep relationship with "Great Mystery"; and begin to fully step into your spiritual gifts. Many mystical practices will be explored including contemplation and meditation upon the divine spiritual downloads and insights, channeling and intercession, energetic healing, and various forms of prayer. Exploring 12 Universal Laws will be a part of this course and optional field trips to local sacred sites will be offered. Text: TBD

The Art of Spiritual Expression**GS 130****Hours: 20****Credits: 1**

As we experience the Divine in the world around us as well as gain clarity as to how we are to serve in the world we will seek to communicate what we've learned with our communities. This expression could take the forms: a sermon delivered from a pulpit a sacred text study an inspirational podcast art music community projects volunteerism or many other spirit-directed forms. In other words students will discover how following that "small voice within"; can become a way to living a purpose-filled life.

Serving through Sacred Ceremony & Ordination Prep**GS 140****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 will step into their own spiritual leadership as they explore the many forms of service in their community. Students will be invited to design and rehearse a special ceremony. During this course students will have the option of preparing for Ordination. Text: TBD

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

HWC - Foundations of Wellness Coaching ONLINE**HC 101-OL****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: \$159 Course has synchronous hours

HWC - Anatomy of Wellness**HC 155****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 Text: \$18

HWC - Anatomy of Wellness ONLINE**HC 155-OL****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: \$19 (same texts as HC 101 & HC 201) Pre-req HC 101-OL Course has synchronous hours

HWC - Health Conditions**HC 156****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

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

HWC - Professional Wellness Coaching & Ethics

HC 201 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: \$91 Supply Fee: \$30 Pre-Req: HC 101

HWC - Professional Wellness Coaching and Ethics ONLINE

HC 201-OL 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: \$19 (same texts as HC 101 + one new text) Pre-req: HC 101-OL Course has synchronous hours

Psychology of Wellbeing 1 ONLINE

HC 220-OL 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. Text: \$20

Psychology of Wellbeing 2 ONLINE

HC 221-OL 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

Psychology of Addictions & Disordered Eating ONLINE

HC 222-OL 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

HWC - Advanced Wellness Coaching 1

HC 301 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. Pre-Req: HC 201 Text: \$18 Supply Fee: \$30

HWC - Advanced Wellness Coaching 1 ONLINE

HC 301-OL 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: \$19 Pre-req: HC 201-OL Course has synchronous hours

HWC - Advanced Wellness Coaching 2

HC 302 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: Same as HC 201. Supply Fee: \$26 Pre-Req: HC 201

HWC - Advanced Wellness Coaching 2 ONLINE

HC 302-OL 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

HWC - NBHWC Exam Prep

HC 401 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

HWC -NBHWC Exam Prep ONLINE

HC 401-OL Hours: 20 Credits: 1.2

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)

Entrepreneurs Journey 1: Departure ONLINE

HE 101-OL Hours: 30 Credits: 2

This course invites you to depart on your own "Hero's Journey"; - inviting you as a Healing Arts Professional or 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: \$42

Entrepreneurs Journey 2: Initiation ONLINE

HE 102-OL

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)

Entrepreneurs Journey 3: Return ONLINE

HE 103-OL

Hours: 30

Credits: 1.75

In this course you will be coached through the last four stages of the Entrepreneur's Journey - The Return. You'll begin to see yourself as both a Coach/Practitioner and as a 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)

Influencers Journey ONLINE

HE 201-OL

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.

Nutrition - Foundation of Holistic Nutrition ONLINE

HN 105-OL

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

Nutrition - Foundations of Transformational Healing & Holistic Nutrition

HN 121

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: \$92

Nutrition - Understanding Micronutrients Macronutrients and Supplements for Optimum Health

HN 122

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: Same books as HN 121.

Nutrition - Micro/Macro Nutritional Biochemistry ONLINE

HN 124-OL 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

Nutrition - Comparative Dietary Systems

HN 155 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

Nutrition - Raw Food Cuisine

HN 222 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.

Nutrition - Advanced Whole Foods & Raw Cuisine ONLINE

HN 223-OL 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.

Nutritional Needs Across the Life Cycle ONLINE

HN 235-OL 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

Nutrition - Nutritional Assessment & Coaching

HN 250 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 PRERQ: HN 121 HN 122 MF 105

Nutrition - Microbiome Wellness ONLINE

HN 351-OL 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

Nutrition - Culinary Applications & Business Perspectives ONLINE

HN 500-OL 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

Applied Holistic Nutrition & Whole Foods Culinary I

HN 600 Hours: 40 Credits: 2.25

This course integrates nutrition science with culinary skills, equipping you with the knowledge and confidence to make health-conscious choices. With a focus on nourishing the body, mind and planet, you will explore the history, philosophy, and core principles of holistic nutrition, understanding how nutrients and lifestyle practices support the body's natural healing processes.

Applied Holistic Nutrition & Whole Foods Culinary II

HN 610 Hours: 30 Credits: 1.25

This advanced course expands on holistic nutrition and culinary practices, deepening your understanding of food's role in lifelong health. You will explore global dietary approaches such as Blue Zones, Mediterranean, Ayurvedic, Blood Type, Paleo, Ketogenic, and plant-based diets, with an emphasis on bio-individuality and personalized nutrition. Key topics include brain health, intermittent fasting, detoxification, weight management, and addressing food allergies and sensitivities.

Mindful Eating & Nutrition Wellness Coaching

HN 620 Hours: 30 Credits: 1.25

This course is designed to integrate and apply holistic nutrition knowledge in a client coaching setting, while also building awareness and ability to discern the nine kinds of hunger felt in the body. Upon completion, students will be prepared to assess and coach clients with dynamic health goals, utilizing research on pertinent health epidemics and common health issues to deepen their understanding. Sound nutritional concepts and applications will support the client/coaching experience, incorporating previous coursework in holistic nutrition to strengthen the client/coach relationship and develop strategies to overcome challenges.

Hypnotherapy - Foundations Level I

HY 101 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

Foundations of Hypnotherapy Level I ONLINE

HY 105-OL Hours: 30 Credits: 1.75

This 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

Hypnotherapy - Hypnosis & Storytelling

HY 107 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. PRE-REQ: HY 301.

Hypnotherapy - Foundations Level II

HY 201 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

Foundations of Hypnotherapy Level II ONLINE

HY 205-OL 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: \$28. Supply fee: \$10 PREREQ: HY 101 or HY 105-OL

Hypnotherapy - Foundations Level III Clinic

HY 301 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.

Foundations of Hypnotherapy Level III ONLINE

HY 305-OL 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: \$40 PREREQ: HY 201 or HY 205-OL

Hypnotherapy - Fears Phobias & Addictions

HY 315 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: \$30 PRE-REQ: HY 301 or HY 301-OL

Fears Phobias & Addictions ONLINE

HY 316-OL 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

Neuro-Linguistic Programming ONLINE

HY 318-OL

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

EFT Introduction / EFT Level I

HY 340

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.

Energy Healing & Hypnosis ONLINE

HY 345-OL

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

Hypnotherapy - Past Life Regression

HY 350

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

Hypnotherapy - Past Life Introduction

HY 351

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.

Past-Life Regression ONLINE

HY 353-OL

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: \$18 PREREQ: HY 301 or HY 305-OL

Hypnotherapy - Clinical Certification Prep

HY 370 P\$

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.

Advanced Professional Hypnotherapy ONLINE

HY 375-OL 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).

Hypnotherapy - Advanced Techniques

HY 402 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. * Must have 8 students to run.* Supplies: \$32 PRERQ: HY 301 or HY 301-OL.

Advanced Techniques in Hypnotherapy ONLINE

HY 415-OL 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. PREREQ: HY 301 or HY 305-OL

Hypnotherapy - Script Writing

HY 420 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 301

Script Writing ONLINE

HY 425-OL Hours: 30 Credits: 1.25

For many hypnotherapists the act of writing a completely new script arises organically out of the skill of improvising with clients. In this course you'll simulate that process making the various steps conscious and intentional. Begin by improvising with a volunteer client and continue by outlining and field testing scripts. Finally identify the needs of your audience and learn to revise your scripts with their needs in mind before publishing. PREREQ: HY 305-OL

Hypnotherapy - Spirit Releasement

HY 450 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

Hypnotherapy - Dreams & Metaphors

HY 476 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 301 or HY 301-OL. Supplies: \$58

Dreams & Metaphors ONLINE

HY 477-OL

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. PREREQ: HY 301 or HY 305-OL

Hypnotherapy - Subconscious Intervention

HY 520

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

Applied Techniques for Post-Traumatic Growth ONLINE

HY 545-OL

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: \$37 PREREQ: HY 301 or HY 305-OL

Hypnotherapy - Medical Imagery

HY 581

Hours: 20

Credits: 1

Medical hypnosis has quietly opened the door of mainstream medicine and is beginning to show what it has to offer. It's now perceived as a treatment with the capacity to support a wide range of physical emotional and psychological concerns in the healthcare setting. In this course students will learn to use the application of hypnosis to assist clients in learning to manage pain as well as considering natural healing abilities and pursuing health and wellness from within. Students will explore practical applications of hypnosis for common ailments as well as creating scripts and metaphors to address these conditions. Text \$22. PRE-REQ: HY 301

Medical Imagery ONLINE

HY 585-OL

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'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: \$22. PREREQ: HY 301 or HY 305-OL

Introduction to Intuitive Guidance

IG 111

Hours: 12

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 begin to explore angel reading protocols. Text: \$17

Angels and Guides

IG 211 Hours: 24 Credits: 1.25
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. The emphasis of these two weekends is to 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 111

Intuitive Guidance – Practical Applications

IG 311 Hours: 24 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 211

Business of Intuitive Guidance

IG 401 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. Pre-Req: IG 301

Foundations of Life Coaching ONLINE

LC 101-OL 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

Introduction to Life Coaching

LC 111 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 understanding of themselves discover how to access answers from within enhance their quality of life and increase their personal happiness. The Foundational Core class teaches a client-centered heart-centered coaching approach based on SWIHA's time tested 12 Guiding Principles of Transformation. This highly experiential foundation class is about getting clear on your personal purpose and passion and making the decision to help others do the same. Supplies: \$20

Life Coaching – Heart Centered Approach Part I

LC 121 Hours: 40 Credits: 1.75
Seeing transformational change for your clients comes from knowing how to ask deep compelling questions in a safe non-threatening way. In this class you will gain skills and practice at drawing out a person's wisdom to maximize their potential in all aspects of life. You will learn the importance of spending quality time with clients to establish goals lineup priorities monitor progress and figure out solutions to set-backs. Become skilled at getting clients to look inward and identify most important choices or take best decisions. This Course introduces tools models and application using Brene Brown's models or concepts; tough-minded conversation; living the Four Agreements; value centered decision making -- all with a trauma-informed lens. A Heart-

Centered approach involves self-clarification self-healing self-improvement and self-empowerment! Help clients get clear on who they are encourage them to discover and claim their gifts strategize how to get out of their own way and game plan forward so as to lead others to do the same. Pre-Req: BC 550 or HC 101 Supply Fee: \$30 Text: \$91

Life Coaching – Heart Centered Approach Part II

LC 131 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 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. Pre-Req: LC 121 Supply Fee: \$30 Text: \$16

Applied Coaching Skills ONLINE

LC 201-OL 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

Life Coaching Practice & Ethics ONLINE

LC 301-OL 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: \$31 PREREQ: LC 101-OL

Education Theory & Foundations for Career Education Instructors

MAE 101 Hours: 80 Credits: 5.25

Students will learn the foundations of teaching and managing a classroom. Courses include class preparation, lesson planning, lecture/theory classes and state board prep.

Classroom Observation & Skillset Integration

MAE 102 Hours: 80 Credits: 5.25

Students will gain knowledge of a working classroom/clinic by observing and assisting Licensed Instructors

Clinical Practical Application

MAE 168 Hours: 170 Credits: 3.75

Students will apply skills by conducting class/clinic lessons, demonstrations and student assessment while supervised by a Licensed Instructor.

Foundations of Mindful Eating

MF 105 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. Pre-Req: HN 121 Text \$17

Mindful Based Stress Recalibration & Retraining

MI 500 Hours: 30 Credits: 1.5

This course introduces students to the principles and practices of Mindfulness-Based Stress Reduction (MBSR).

Participants will learn a variety of mindfulness techniques, including meditation, body scans, and mindful movement, to cultivate present moment awareness and develop healthier responses to stress. The course explores the physiological and psychological impact of stress and provides practical tools for recalibrating the stress response system and retraining the mind for greater resilience and well-being.

Mindful Meditation Techniques

MI 510 Hours: 30 Credits: 1.5

This class provides a comprehensive introduction to various meditation techniques. Students will explore different approaches to meditation, including focused attention, open monitoring, and loving-kindness practices. The course will cover the benefits of meditation, common challenges, and strategies for establishing and maintaining a consistent meditation practice. Participants will learn how to integrate meditation into their daily lives for increased focus, emotional regulation, and inner peace.

Mindful Movement & Self Expression

MI 520 Hours: 20 Credits: 0.75

This course explores the integration of mindful movement and self-expression. Students will learn to connect with their bodies through gentle movement practices, including mindful walking, yoga, and expressive movement. The course emphasizes cultivating body awareness, releasing tension, an

Mindfulness: Introduction ONLINE

MM 101-OL 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: \$19

Mindfulness: Foundations of Mindful Eating ONLINE

MM 105-OL 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 - 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

Mindful Meditation Techniques ONLINE

MM 301-OL 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: \$20 Pre-req: MF 101-OL

Mindful Meditation Facilitator ONLINE

MM 401-OL 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

Anatomy

MT 115 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: \$85

Swedish Massage

MT 200 **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

Physiology

MT 500 **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: \$79

First Aid

MT 520 **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

Zen Shiatsu – Simple Full Body Form

MT 610 **Hours: 16**

Credits: 0.5

Learn Shiatsu massage using thumb palm finger forearm knee and elbows range of motion meridian stretches healing with energy work use your body effortlessly feel imbalances in the body and promote deep relaxation includes self-shiatsu. Pre-Req: MT 200 Swedish or Licensed BW

Zen Shiatsu - Meridian Therapy

MT 615 **Hours: 16**

Credits: 0.5

Learn to give short therapies with the use of specific acupressure points for targeted medical conditions and emotions using Shiatsu a Japanese modality based on Chinese Medical Theory and Western Psychology. Learn the 12 meridian pathways by using brushing compressions and stretches to facilitate release and rebalancing of the body. Apply the therapy to fully clothed clients. Can be effectively used in combination with other modalities such as reflexology massage Myotherapy or Thai bodywork. Pre-Req: MT 200 Swedish or Licensed BW

Zen Shiatsu – Balancing: 5 Element TCM Theory

MT 620 **Hours: 16**

Credits: 0.5

Students will study the basic principles of Taoism TCM Yin/Yang Theory Five Element Theory the Three Treasures (Jing Qi & Shen) basic Tai Chi Qigong and Five Element Meditation / Visualization to gain more tools for their sessions. The students will work the meridians using hand techniques and stretching to bring balance in the body. Pre-Req: MT 200 Swedish or Licensed BW

Integrated Structural Bodywork - Cranium Neck and Jaw

MT 830 **Hours: 16**

Credits: 0.5

Integrative structural bodywork focuses on restoring somatic alignment. Students learn to assess and treat the multi layered structures: energy body fascia musculature and bones. This class teaches techniques for alignment of Cranium Neck and Jaw helping all these structures work symbiotically. Pre-Req: LMT or Approved only students

Massage Clinic - Supervised MT 1000 w/NA**MT 950 NA Hours: 50****Credits: 1**

PRERQ: MT 200 SWEDISH

Massage Clinic - Supervised Block I**MT 993a 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

Massage Clinic - Supervised Block II**MT 993b 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

Massage Clinic - Supervised Block III**MT 993c 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

Massage Clinic - Supervised Block IV**MT 993d 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

Natural Aesthetics Clinic - Practical Application**NA 188 Hours: 88****Credits: 1**

Practical application in student clinic.

Foundations & Theory**NA 501 Hours: 112****Credits: 5.5**

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

Foundations & Theory**NA 502 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

Natural Aesthetics Red Block - Makeup Artistry**NA 506 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

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

Natural Aesthetics Green Block - Holistic Theory & Business Practices**NA 526 Hours: 96 Credits: 4**

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

Cosmetic Laser Technician Application - Clinic**NAL 100 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

Cosmetic Laser Technician Didactic**NAL 80 Hours: 80 Credits: 5.25**

Didactic Training

Nutrition - Whole Food S.O.U.L. Food**NC 200 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. . 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. Supplies: \$75

Polarity - Trance Counseling**PC 110 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 well take a journey into our interpersonal feedback loops that rules our lives unconsciously keeping us from new possibilities. BW AUC

Polarity APP/Cranial - Practicum**PC 200 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 150 or PC 860 & PC 400
AUC

Cranial Anatomy - Listening Skills

PC 855 **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

Cranial Unwinding II

PC 860 **Hours: 24** **Credits: 1**

Students gain a deeper appreciation of the cranial bones and the palpative 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

Polarity – Dr. Stones Energy Exercises & Mystic Philosophy

PC 942 **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

Polarity - Clinic

PC 960 **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

Cranial Unwinding - Clinic

PC 961 **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

Polarity - Autonomic Nervous System

PC 999 **Hours: 24** **Credits: 0.75**

The autonomic nervous system (ANS) plays a crucial role in regulating involuntary bodily functions such as heart rate, digestion, and respiratory rate. This advanced class helps bodyworkers develop a deeper understanding of the ANS and how through focused bodyworker techniques they can work to balance the sympathetic (fight or flight) and parasympathetic (rest and digest) branches of the nervous system, promoting overall relaxation, vitality, and well-being. Participants learn different manual techniques to release holding patterns and tension in the spine and how to incorporate them into a therapeutic bodyworker session. Pre-Req: PC 100 -BW AUC

Toe Reading II - Soul Coaching - Facilitated Dialogue

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

Soul Coaching ONLINE

RF 171-OL 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 PRREQ Supply fee: \$10 (CEU-NCBTMB)

Foundations of Intuitive Coaching ONLINE

SC 101-OL 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

Angels Guides & Ancestors ONLINE

SC 201-OL 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 also practice using various divination tools to tap into a client's intuition and as a starting point for coaching conversations. Text: \$19 PRREQ: SC 101-OL

Western Herbalism - Herbal Sciences

SC 240 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 Natures tools for promoting wellness. Text: \$109

Botany

SC 250 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.

Practical Applications in Intuitive Coaching ONLINE

SC 301-OL 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 PRREQ: SC 201-OL

Energetic Healing for Spiritual Guides ONLINE

SP 145-OL 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. PRREQ: SP 162-OL

Grounded Spirituality & Modern Mysticism ONLINE

SP 152-OL 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: \$20

Exploring the Ancestral Web of Belonging ONLINE

SP 156-OL 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 + \$42 PREREQ: SP 152-OL

Mysticism: Finding Your Personal Path ONLINE

SP 162-OL 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 - 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

The Art of Spiritual Expression ONLINE

SP 335-OL 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

Death Dying and Hospice ONLINE

SP 431-OL Hours: 25 Credits: 1.6

The last great mystery of human life is death. And no matter how much we deny fear or try to avoid the inevitable; death eventually comes to us all. As we explore the field of thanatology the study of everything to do with dying death and grief consider how you might support clients through your holistic practice. We will discuss the integrative approaches of palliative and hospice care as well as spiritual beliefs about life death and the afterlife. During this process you may confront your own feelings about death and dying and determine what dying well means for you personally. Text: \$20

Celebrate Your Light - Celebrant & Ordination Preparation ONLINE

SP 465-OL 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

Serving through Ceremony ONLINE

SP 525-OL

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: (same as SP 156)
PREREQ: SP 162-OL

Spiritual Coaching & Ethics

TC 100

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.

Workshops & Group Facilitation

TC 110

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. Text: \$29

Coaching the Hero Within

TC 120

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: \$22

Building Resiliency & Stress Management

TC 150

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: \$18

Heart Centered Leadership

TC 610

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 their personal 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

The Art of Therapeutic Presence Ethics & Boundaries

TC 620

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. PREREQ: BC 550 LC 111 or HC 101 Text: \$26

Somatic Psychology: The Neuroscience of Regulation & Trauma

TC 630 Hours: 30 Credits: 2

Whether you or your client has experienced a little "t"; trauma or a big "T"; trauma our nervous systems are constantly seeking regulation and safety and sometimes the neurobiology of the body can interfere with healing. The first step of healing from trauma starts with learning how to regulate the nervous system and emotional expression. By understanding how the nervous system works and compensates for trauma a whole world of healing opens up. Students will learn about trauma regulation techniques and the ethics of working with those healing from trauma. Text: \$24

Somatic Psychology: The Neuroscience of Regulation & Trauma

TC 630-OL Hours: 30 Credits: 1.75

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. 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: \$37

Somatic Psychology: Trauma Informed Communication

TC 635 Hours: 30 Credits: 2

Trauma-Informed communication integrates an understanding of the need for an individual's physical and emotional safety, choice and control, and personal empowerment. The focus of this class is to gain a deep understanding and implementation of neutral, sensitive and non-triggering engagement, whether leading a class or working one on one with individuals. Using the latest research on the impact of trauma on physical, emotional, and mental health of individuals, this class offers mindful dialogue, nervous system regulation techniques, and trauma sensitive language.

Somatic Psychology: The Subtle Body (Energy Anatomy)

TC 640 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 \$22

Somatic Psychology: The Subtle Body ONLINE

TC 640-OL 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

Somatic Breathwork

TC 700 Hours: 40 Credits: 1.75

This course focuses on the power of breathwork as a tool for somatic experiencing. Students will learn how to use specific breathing techniques to access and process emotions, release tension, and facilitate healing. The course will cover the physiological and psychological effects of breathwork, as well as ethical considerations and best practices for facilitating breathwork sessions for others. Participants will gain practical experience in guiding individuals through somatic breathwork journeys.

Somatic Recalibration - Somatic Experiencing**TC 710 Hours: 40 Credits: 1.75**

This 40-hour course integrates Somatic Recalibration and Somatic Experiencing principles to train students to become practitioners. It draws upon the work of Peter Levine (Somatic Experiencing) and David Berceli (TRE) to provide a comprehensive understanding of trauma, the body's response, and effective techniques for facilitating healing.

Applied Somatic Recalibration & Integration Practicum**TC 720 Hours: 40 Credits: 1.75**

This 40-hour practicum provides students with the opportunity to apply the knowledge and skills acquired in the "Somatic Recalibration & Experiencing Practitioner Training" course. The course consists of 20 hours of in-class time and 20 hours of supervised internship experience. Students will gain hands-on experience working with public clients and complete internships within diverse organizations.

Myotherapy - Mastery**TE 121 Hours: 20 Credits: 0.75**

Myotherapy Mastery reviews all of the concepts learned in Myotherapy Seven Step Release System and then students learn to take the Myotherapy Platforms to the next level. Myotherapy Mastery focuses on the body's holograms zone therapy and employs many traditional Thai massage moves and brings them onto the massage table. Myotherapy Mastery enhances student awareness of body mechanics and explores prone supine and sideline protocols. Pre-Req MT 400 BW (CEU-NCBTMB)

GRIT for Success ONLINE**TP 106-OL 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: \$19. NO PRERQ.

GRIT: Student Journey ONLINE**TP 107-OL 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: \$18 (Same as HE 201-OL) PREREQ: TP 105-OL or TP 106-OL

Cognitive Well-Being & Social Responsibility ONLINE**TP 115-OL 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: \$21

Urban Farming - Field-to-Fork**UF 100 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. Text: \$20 Supplies: \$35

Urban Farming - Seed to Sale

UF 101 **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 100 Text: \$35 Supplies: \$35

Western Herbalism - Foundations of American Herbal Studies

WH 100 **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.

Western Herbalism - Section A: Seed Sowing

WH 210 **Hours: 45** **Credits: 2.5**

History of botanical medicine ethnobotany cultivation wildcrafting taxonomy herbarium and native plant identification. PRERQ WH 100. Supplies: \$80 Text: \$280

Western Herbalism - Section B: Germination

WH 220 **Hours: 45** **Credits: 2.5**

Materia medica pharmacognosy pharmacy delivery systems and medicine making. PRERQ WH 210 Text: \$60 Supplies: \$80.

Western Herbalism - Section C: Growth & Evolution

WH 230 **Hours: 45** **Credits: 2.5**

Manufacturer's study product reviews diagnostic applications code of ethics and clinical issues. PRERQ WH 220 Text \$60 Supplies: \$80

Western Herbalism - Section D: Harvest & Reap

WH 240 **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 305 simultaneously PRERQ WH 230 Text: \$60 Supplies: \$80

Western Herbalism - Herbs for Babies & Children

WH 250 **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.

Western Herbalism - The Green Man

WH 256 **Hours: 12** **Credits: 0.75**

Western Herbalism applications for mens health. Supplies \$45 Text: 17

Western Herbalism - The Herbal Goddess

WH 265 **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

Western Herbalism - Herbal Flowers

WH 275 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

Western Herbalism - Plants and People

WH 276 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. Supply Fee: \$45

Western Herbalism - Herbal Bioarts Clinic Preparations

WH 280 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

Western Herbalism - Desert Medicine

WH 291 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. Location: Spear S Ranch trailhead New River AZ Materials fee: \$55 Text: 17

Western Herbalism - Flight Final Practicum

WH 305 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 - clarification from instructor. PRERQ WH 230 Supplies: \$75.

Awakening Intern/Externship

WH 360 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. Materials fee: \$100

Western Herbalism - Manufacturing & Remedy Production

WH 365 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. Supplies: \$60.

Western Herbalism - Formulary Practicum

WH 377 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: \$75.

Yoga Module I - UNITY Yoga Foundations

YO 111 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: \$137

Yoga Module II - UNITY Yoga Teaching Foundations

YO 112 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

Yoga Module III - UNITY Yoga Deepening the Path

YO 113 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

Yoga - Intro to Sacred Sound & Meditation - Singing Bowls & the Gong

YO 132 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: \$25. NO GUEST PASSES ALLOWED.

Yoga - Nidra I

YO 401 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

Yoga - Nidra II

YO 402 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. Pre-Req: YO 401* AUC only For Students Paying PER Module - Enrollment and payment into YO 409 Yoga Nidra Practicums is required with Yoga Nidra II.

Yoga - Nidra III

YO 403

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 Pre-Req: YO 402 AUC only

Yoga - Nidra IV

YO 404

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.

Pre-Req: 403 AUC only

Yoga Nidra V – Advanced Techniques Part I

YO 405

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 kosa experiences and prana/mother divine yoga nidra. Pre-Req: YO 401-404 Supply Fee: \$70 AUC Only

Yoga Nidra VI – Advanced Techniques Part II

YO 406

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. Pre-Req: YO 401-405 Supply Fee: \$25 AUC Only

Yoga - Yoga Nidra Practicum

YO 409

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

Yoga Nidra I: Immersion ONLINE

YO 410-OL

Hours: 30

Credits: 2

Translated as "yogic sleep"; Yoga Nidra enables practitioners to reach profoundly deep states of consciousness. 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. Supply Fee: \$100

Yoga Nidra II: Working with Clients**YO 415-OL****Hours: 30****Credits: 2**

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. Using exclusive modularized yoga nidra cards quickly and easily shape your own yoga nidra sessions for students clients friends or family regardless of age or physical capability. Pre-Req: YO 410-OL Text: \$20

Yoga Nidra III: Advanced Applications**YO 420-OL****Hours: 40****Credits: 2**

Learn how to use Yoga Nidra protocols to aid those seeking emotional integration and solutions for stress PTSD addiction anxiety depression insomnia and other forms of energetic blockages. We will survey the latest scientific research as it relates to Yoga Nidra. Pre-Req: YO 415-OL

Yoga - Body Psychology I**YO 421****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 - 200 hour yoga teacher training Polarity APP or MT 750 - AUC ONLY

Yoga - Body Psychology II**YO 422****Hours: 20****Credits: 1**

This course of advanced Yoga study delves into the Amrit method of body psychology including development of ego and self-image, and sequence designed to support safety and security. The intention of this course is for the student to be able to demonstrate a full yoga body psychology sequence based on legs, pelvis and hips including application of various components in a private session. Students will discover how the first chakra relates to ego development and what poses address this. Elements of a yoga body psychology individual session will be explored as well as the theory and practice of a second yoga body psychology sequence for hips and pelvis with application of the energetic diffusion technique and facilitated dialogue. PRE-REQ: YO 421 AUC ONLY

Yoga - Body Psychology III**YO 423****Hours: 20****Credits: 1**

This course is designed to deepen the students understanding of Amrit advance yoga study of yoga body psychology after having completed application of sequences that focus on pelvic, core, hip and legs within the context of ego and self-image development and subsequent coping mechanisms. Students will learn an additional facilitation technique known as Focusing. New yoga body psychology sequence for lower and upper body will be introduced and practiced along with instruction and practice on leading yoga body psychology classes. Student will lead a compete yoga body psychology class. PRE-REQ: YO 421 YO 422 AUC ONLY

Yoga - Body Psychology IV**YO 424****Hours: 20****Credits: 1**

This module continues to build on elements of Yoga Body Psychology increasing foundational elements and introducing an additional sequence that focuses on supporting arms, neck, shoulders, and upper spine. 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 and will also experience additional instruction and practice on leading yoga body psychology classes.

Yoga - Body Psychology V

YO 425

Hours: 20

Credits: 0.5

This module is designed to introduce subtle new concepts and pull all the pieces of Yoga Body Psychology together – leaving the student with the ability to not only lead a yoga body psychology class as demonstrated in prior modules, but also an individual session based on a client's individual needs. In this class students will explore logistical, marketing, and other professional issues related to Yoga Body Psychology plus students will be introduced to the subtleties of yoga body psychology including a new diagnostic tool called Ayurvedic Psychology. This module also includes a final practicum with client demonstrating 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 – direct application includes conduct of client sessions with the public. PREREQ. YO 421- YO 424 AUC ONLY

Yoga - Posture of Consciousness

YO 434

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. Pre-Req: YO 112 Supply: \$55

Yoga - Advanced Practicum

YO 435

Hours: 30

Credits: 0.5

A capstone experience for advanced students in the Advanced Yoga Teacher programs. 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

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

YO 438

Hours: 40

Credits: 1

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. I AM Yoga: Principles of 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. I AM Yoga: Principles of Meditation in Motion 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: YTT 200 & YO 434 Supply: \$25

Yoga - Advanced Sequencing

YO 441

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

Yoga - Modified Poses Props & Principles

YO 442

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 extenders 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: \$69

Yoga - Yogic Energy Anatomy & Chakras

YO 450

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: \$30

Yoga - Applied Yoga Anatomy

YO 451

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: \$70

Yoga - Yogic Somatic Psychology & Assessment

YO 452

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

Yoga - Foundations of Ayurveda

YO 453

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

Yoga - Physiology & Health Conditions for Yoga Therapists

YO 454 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

Yoga - Business of Yoga

YO 455 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

Yoga - Therapeutic Postures I (YIN)

YO 456 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: \$23

Yoga - Therapeutic Postures II (RESTORATIVE)

YO 457 Hours: 20 Credits: 1

This workshop weekend can be liken to a mini-retreat. Learn how to deeply relax and restore vital energy necessary to living a whole and balanced life. Research has shown that deep relaxation affects us on a genetic level and can have profound and lasting benefits. Deep relaxation boosts the immune system and relieves fatigue anxiety and insomnia without the use of medication. Learn a series of asanas to facilitate deep relaxation through the use of yoga props including blankets straps pillows eye bags wedges and block. Text: \$33 Supply fee: \$33

Yoga - Putting It All Together & Yoga Therapy Assessment

YO 462 Hours: 20 Credits: 0.25

In this Capstone course for the Yoga Therapy 1000 hour program students will develop test and refine a comprehensive intake form conduct intakes write up and present client protocol. Students will also complete two fully integrated sessions combining various modalities from their program and prepare a summary of their experience which may be presented. Graduation Supply Fee: \$50 Pre-Req: YO 463

Yoga - Advanced Yoga Therapy Supervised Practicum

YO 463 Hours: 50 Credits: 0.25

This course offers students direct experiences both in a studio setting and working one-on-one with clients.

The studio setting includes offering three Yoga Therapy based classes or a workshop series demonstrating mastery of a combination of Yoga Body Psychology Yoga Nidra and Integral Breath Therapy. The direct client experience focuses on a series of 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 case studies will include Yoga Body Psychology Integral Breath Therapy and Yoga Nidra sessions plus one-on-one individual exchanges. Supply Fee: \$30 Pre-Req: YO 401-405 YO 421-425 YO 438 YO 701-702.

Yoga - Advanced YIN

YO 466 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.

Yoga - Transformational Yoga Coaching

YO 506 Hours: 40 Credits: 1.75

This class is specially designed to teach you the step-by-step process of working one-on-one with people using yoga as a transformational tool. Within the practice of hatha yoga there is a hidden language of metaphors symbolism and ancient wisdom all of which can be considered 'spiritually encoded.' By tapping into the mystical messages of the asana and learning the skill of artful sensitive inquiry the body becomes a spiritual tuning rod for revelation and divine guidance. As part of the class we will journey to a nearby mountain to experience the resonance of nature and its 'divinely destined' messages. The second weekend includes the opportunity to breakthrough any wall you may experience in your life metaphorically by utilizing a large 'yoga wall' as part of your Transformational Yoga Coaching experience. The outcome of the two weekends is YOU will have the tools to expand what you offer as a yoga teacher and serve as a facilitator of healing to those called to work with you. This class is held at SWIHA; First Sunday of the class is held at Usery Mountain Regional Park at 7:30 am. The second Sunday afternoon will be held at Spirit of Yoga. Note the class is two weekends with one weekend break in between. Supply fee: \$30

Yoga - Transformational Yoga Coaching II: Yogic Bodywork

YO 537 Hours: 20 Credits: 0.5

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

Yoga - Trauma Informed Communications for Yoga Teachers

YO 540 Hours: 30 Credits: 2

Trauma-Informed communication integrates an understanding of the need for an individual's physical and emotional safety choice and control and personal empowerment. The focus of this class is to gain a deep understanding and implementation of neutral sensitive and non-triggering engagement whether leading a yoga class or working one on one with individuals. Using the latest research on the impact of trauma on physical emotional and mental health of individuals this class offers mindful dialogue regulation techniques restorative sequencing and trauma sensitive cueing.

Yoga - Philosophy & Meditation

YO 560 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 "Svadhyaya"; 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: \$38

Yoga - Integral Breath Therapy

YO 701

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

Yoga - Integral Breath Therapy II

YO 702

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.

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, 2024, to December 31, 2024. Statistics are compiled and sent to ACCET by May 1st of the following year for the previous year.

Below are SWIHA and SWINA's statistics reported to ACCET as of May 30, 2025.

Program	Completion %	Placement %
Advanced Professional Hypnotherapy - IDL (350 Hours Online)*	60.00%	66.67%
Advanced Professional Hypnotherapy (350 Hours)*	66.67%	66.67%
Advanced Skincare Practitioner & Laser Technician (780 Hours-AM)	85.71%	56.25%
Advanced Skincare Practitioner & Laser Technician (780 Hours-PM)	70.27%	73.08%
Advanced Yoga Teacher and Healing Arts Practitioner (800 Hours)*	87.50%	71.43%
Associate Degree in Holistic Healthcare (AOS/C) (60 Credits)*	100.00%	66.67%
Holistic Health & Wellness Coach - Online (755 Hours Online)	65.85%	65.22%
Integrative Healing Arts Practitioner - IDL (750 Hours Online- 85 wks)**	63.89%	67.50%
Integrative Healing Arts Practitioner - IDL (780 Hours Online- 65 wks)	55.21%	71.74%
Integrative Healing Arts Practitioner (750 Hours)	62.96%	75.00%
Integrative Yoga Therapy	75.00%	66.67%
Master Massage Practitioner (1000 Hours)	91.30%	61.11%
Mind Body Wellness Practitioner (600 Hours)*	60.00%	0.00%
Natural Aesthetics Practitioner (600 Hours-AM)	95.05%	45.12%
Natural Aesthetics Practitioner (600 Hours-PM)	86.11%	41.51%
Professional Massage Practitioner (750 Hours)	88.10%	65.71%
Western Herbalism (745 Hours)	82.35%	91.67%
Yoga Advanced Teacher Training (600 Hours)*	57.14%	50.00%
<hr/>		
*This program has a cohort of less than 10 students		
**This program length is no longer offered		

Many of the programs offered at the Southwest Institute of Healing Arts and Southwest Institute of Natural Aesthetics are entrepreneurial in nature and have no guarantee of job placement. SWIHA and SWINA provide lifetime Career Services support, which includes job placement assistance. The success of a practice and opportunities created are dependent upon the efforts and actions a student chooses to make.

Appendix F: Program Licensing and Certification Requirements

Subject Area	Organization	Internally Tracked	Externally Tracked
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"/>	
Spiritual Studies/Ordination	Universal Brotherhood Movement - UBM	<input checked="" type="checkbox"/>	
Yoga	Yoga Alliance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Aesthetics - State Board	Arizona Barbering & Cosmetology Board	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Laser - State Agency	Arizona Bureau of Radiation Control		<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.

