



HANCOCK COLLEGE OF ARTS & SCIENCES
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COLLEGE CATALOG 2017

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2017 EDITION
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Our school catalog is updated throughout the year whenever there are changes from any of our approval agencies or any school policy changes.

Prospective students or the general public may request a copy of this school catalog in person or via mail and the college will send you one by mail or give you a copy while visiting the college.

About this Catalog

This School Catalog is issued to all prospective and currently enrolled students in order to serve as a guide for the school's policies and regulations during their stay at Hancock College of Arts and Sciences. It aims to document pertinent information about the school, its programs, faculty, facilities and services, and operational systems and procedures. However, it does not serve as an unchangeable contract. The school reserves the right to modify any part of this School Catalog at any time as deemed appropriate by the school's administration. Further, the information contained in this School Catalog may be changed without notice although all possible efforts will be exerted to ensure the accuracy of its contents and that the same are properly communicated to the students and all concerned parties.

This School Catalog is in effect from the school term Winter 2016 through Fall 2017. During this period, all approved updates and catalog supplements will be attached herewith as Catalog Addendum duly notated in particular section(s) referencing the original page number(s) for proper guidance.

BPPE Notation for Students

Hancock College of Arts and Sciences is approved to operate as a private institution approved to operate by the Bureau for Private Postsecondary Education (BPPE). The California Private Postsecondary Education Act of 2009 (Act) provides that all institutions may continue to operate but shall comply with, and are subject to, the Act.

Approval to operate means compliance with state standards as set forth with the California Private Postsecondary Education Act of 2009.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the:

Bureau for Private Postsecondary Education (BPPE)

Mailing:	P.O. Box 980818 West Sacramento, CA 95798-0818	Tel:	(916) 431-6959
Physical:	2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833	Toll Free:	(888) 370-7589
		Fax:	(916) 263-1897
		Web:	www.bppe.ca.gov
		Email:	bppe@dca.ca.gov

AS A PROSPECTIVE STUDENT YOU ARE ENCOURAGED TO REVIEW THIS CATALOG PRIOR TO SIGNING AN ENROLLMENT AGREEMENT AND YOU ARE ALSO ENCOURAGED TO REVIEW THE SCHOOL PERFORMANCE FACT SHEET PRIOR TO SIGNING AN ENROLLMENT AGREEMENT.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site (www.bppe.ca.gov).

Dear Student,

Welcome to HANCOCK COLLEGE OF ARTS & SCIENCES and thank you for selecting us to assist you in obtaining your desired Massage training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the Healing Arts industry.

At HANCOCK COLLEGE OF ARTS & SCIENCES we offer you the basic training in Massage Therapy. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal success.

It is a pleasure to have you join us at HANCOCK COLLEGE OF ARTS & SCIENCES. My goal is to help you discover your ability to transform your life by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,

Dr. Don Lee
Director

MISSION STATEMENT & EDUCATIONAL OBJECTIVES: Hancock College of Arts & Sciences strongly believes in preparing the student to become a successful professional in the study of Massage Therapy and the Healing Arts. **EDUCATIONAL OBJECTIVES:** Our objective is to provide each enrolled student with a high-quality program, in an environment conducive to attaining all the basic skills to become employable in the field of the Healing Arts. Upon completing the course of study the graduate student should be able to function effectively and gain entry level employment in one of the many specialty areas such as: **Massage Therapist, Sports Massage Technician.** Normal progression should move him or her to positions such as **Massage Clinic Manager, Massage Clinic Owner.**

Students will be introduced and provided structured instruction in a state-of-the-art learning environment. Under these conditions, students acquire hands-on experience and acquire the knowledge and techniques needed to successfully complete their program of study. Students are encouraged to utilize the resource library, which can supplement their learning experience. Our school simulates clinic conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. Our students learn to practice managing the reception desk, answering the telephone and operating the cash register and assist in operating our supply system. Our objective is to help the student become "clinic-ready" for an entry level position of employment in a Massage Clinic, Sports Clinic or Chiropractors office.

HANCOCK COLLEGE OF ARTS & SCIENCES faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of Guest lecturers, Doctors and trainers from the massage industry with proven expertise in the Massage and Healing Arts field.

FACILITIES: HANCOCK COLLEGE OF ARTS & SCIENCES is a spacious (7,800 sq. ft.) air-conditioned, two story modern facility accessible to all public transportation. The facility consists of combined lecture/lab rooms, workshop areas, administrative offices, student resource library and student and faculty lounge. Our school simulates massage spa conditions to help our students "learn-by-doing", with modern equipment which include massage tables and massage chairs, individual work stations and a variety of professional products and supplies that will help enhance the student's product knowledge. The school, the facility it occupies and the equipment it utilizes fully comply with any and all State and Local laws, regulations and ordinances. This includes those requirements as to fire safety, building safety and health regulations.

FOR HANDICAPPED STUDENTS: Access for handicapped students to the institution's facilities is available at the college. This institution does offer programs for the handicapped student depending on the physical ability of the handicapped student.

HANCOCK COLLEGE OF ARTS & SCIENCES welcomes all persons interested in a career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious student. We will be pleased to answer all of your questions.

STATEMENT OF NON-DISCRIMINATION: Our Institute does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, ethnic origin, area of origin or residence in its admissions, instruction, or graduation policies.

ADMISSION POLICY: Enrollees are admitted as regular students once one of the following criteria has been met.

A) Applicant must provide a copy of his/her High School Diploma or High Transcript (that clearly states you have met all graduation requirements) and pass an admissions test (CPAT Student Aptitude Test, published by "ACT" with a minimum score of 126 as stated in the test publisher's guidelines. (The test is administered by school personnel). If you were Home Schooled you must provide a valid certification document provided by the state in which you were home schooled and it must be equivalent to a High School Diploma. For students that have graduated high school outside the United States they must have their High School Diploma translated into English and must have an independent evaluator certify that you have completed the high school equivalency as required by the United States standards or California Board of Education standards. As part of this process to determine the validity of the high school diploma or GED. The Admission Advisor may check with the National Center for Education Statistics-NCES <http://www.neces.ed.gov> If the state has jurisdiction over the high school, the state would be able to determine if the diploma from the school (which does not have to be accredited) is recognized by the state. Another source is: www.onlinelhighschool.org, which provides a listing of free and public accredited online high schools. For California GED, a student can contact (800) 331-6316 or www.cde.ca.gov/ged/faq/records.html.

B) Our school does not recruit students already attending or admitted to another school offering a similar program of study.

C) FOREIGN STUDENTS COMING FROM OTHER COUNTRIES: CURRENTLY WE DO NOT PROVIDE ANY TYPE OF VISA SERVICES NOR CAN WE VOUCH FOR STUDENT STATUS OR ATTENDANCE.

CREDIT EVALUATION: Appropriate credit will be granted for prior training or experience upon review and verification by college officials of the validity of all previous notarized transcripts presented. If your previous training transcripts and credit are denied by the college you have the right to appeal the decision. Your appeal must be in writing and contain all factual information and why you feel that the decision should be reversed. The Director, Administrative and Instructional staff will review the Notice of Appeal and documents submitted and you will be notified of their decision within 14 days from the time you submitted request to appeal. If you are granted the credit for previous hours of training the hours need to finish the course will be charged at the current hourly rate (see page 13 (additional charges hourly rate). In addition to the tuition charge a \$250.00 registration fee and kit, book fee may apply.

RE-ENTRY POLICY: All students who withdraw may re-enter into the program without the loss of credit Program hours and provided it is within 5 years from the date of their withdrawal which is a institutional policy. All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment.

ENGLISH AS A SECOND LANGUAGE: This institution does not offer English as a Second Language ("ESL") course. All prospective students that are accepted for enrollment must be proficient in the English language. Since all of our instructors are bilingual either in English, Korean, Spanish, Vietnamese or Chinese some translation of the terms may occur but ALL instructions will be conducted in English at a pace of English as a second language if need be.

COURSES OF STUDY: Massage Therapy I-250, II-400, III-600 The course of study for which students are enrolled in shall consist of technical instructional and practical operations covering all practices constituting the art of Massage. Educational Goals: The courses of study are designed to prepare students for profitable employment as Massage Therapist (D.O.T.# 332.27102, CIP # 51.3501). Massage Therapy does not require a license to become employed however, in most cities a permit is required by the Local Police Department.

FRESHMAN CLASS-ENROLLMENT: The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. SEE CURRICULUMS STARTING ON PAGE 17. The freshman class teaches you from the very beginning and introduces the basics of Massage Therapy and all fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows: All Massage Therapy courses freshmen training will be the first 50 hours of training. HANCOCK COLLEGE OF ARTS & SCIENCES, considers the freshman classes to be the foundation for your future.

TEXTBOOKS, EQUIPMENT & SUPPLIES: Textbooks will be issued at the beginning of the freshman class. All needed supplies and equipment will be maintained in the freshman classroom. At the beginning of second week of the Freshman training, each student will be issued a complete kit of equipment with carrying case. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

CALENDAR/HOLIDAYS: The college is closed on Sundays, and the following holidays: President's Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after Christmas week through Monday after New Year's. A 'special' holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed.

CLASS SCHEDULES: 2015-16: Classes: Day classes for Massage Therapy courses, start weekly: Every Monday. **ORIENTATION CLASS:** Orientation classes for All students is held each Friday morning from 9:00 a.m. until 11:00 a.m. prior to any new class starting. All new students, transfers and re-enrollment students are required to attend prior to admission.

DISCLOSURE OF EDUCATION RECORDS: Adult students, parents of minor students, have the right to inspect, review, and challenge information contained in their education records during normal business hours. However, a staff member must be present. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. The College will maintain the files for five (5) years from the date of completion or withdrawal of the student, after five (5) years the complete student file will be transferred on to a computer disk for permanent retention at the college location. Students are not entitled to inspect the financial records of their parents. Written consent is required by the student (or parent, guardian if student is a minor) before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.

PROGRESS POLICY: Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

HEALTH AND PHYSICAL CONSIDERATIONS: Generally, the professional in the massage field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the healing arts field there is a great deal of standing, walking, pushing, bending and stretching for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands. All Female students that are pregnant must furnish a written medical release from their Physician stating they are in proper physical shape to be enrolled in their course of study.

ADMISSIONS/FINANCIAL INFORMATION AND HOURS

ADMISSIONS: Applicants for Admissions may secure information on Monday through Friday between 9:00 a.m.- 4:00 p.m.

Person to contact: Mr. Theara Thorn..... Admissions PH: (562) 591-7080

FINANCIAL: Applicants or students may secure Financial information Monday through Fridays between 9:00 a.m. - 4:00 p.m.

Person to contact: Mr. Kevin Kim...Financial Advisor PH: (562) 591-7080

PLACEMENT ASSISTANCE: Wednesday and Thursdays between: 10:00 a.m. through 12:00 p.m.

Person to contact: Mr. Theara Thorn...Placement PH: (562) 591-7080

DRUG ABUSE PREVENTION PROGRAM: The college makes the following information available to its students, staff, and instructors.

Any individual associated with HANCOCK COLLEGE OF ARTS & SCIENCES who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

**CHARTER HOSPITAL
6060 PARAMOUNT BLVD.
LONG BEACH, CA. 90805
(562) 220-1000**

SATISFACTORY ACADEMIC PROGRESS (SAP); STANDARDS: This institution expects all students to maintain Satisfactory Academic Progress (SAP) as established by this institution. the student must:

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows by the instructor in charge:

Massage Therapy I-250: 125 & 250 clocked (actual) hours

Massage Therapy II-400: 200 & 400 clocked (actual) hours

Massage Therapy III-600: 300 & 600 clocked (actual) hours

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work.

2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED		
		WEEKS	SCHEDULED HOURS
MASSAGE THERAPY -III: (Full time, 40 HRS)	600 Hours	22.5 Weeks	900
MASSAGE THERAPY-III: (Part time, 20 hrs/wk)	600 Hours	45 Weeks	900
MASSAGE THERAPY -II: (Full time, 40 HRS)	400 Hours	15 Weeks	600
MASSAGE THERAPY-II: (Part time, 20 hrs/wk)	400 Hours	30 Weeks	600
MASSAGE THERAPY-I: (Full time, 40 HRS)	250 Hours	9.5 Weeks	375
MASSAGE THERAPY-I: (Part time, 20 hrs/wk)	250 Hours	18.5 Weeks	375

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

DETERMINATION OF PROGRESS STATUS: Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on Warning or has prevailed upon appeal resulting in a status of probation.

WARNING: Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation.

PROBATION: Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS: Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS: If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to reenroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE: If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

LEAVE OF ABSENCE: Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program up to 180 days. LOA must be requested in writing by the student and must be approved by the school Director. A LOA request form must be filled out and the date of leave and return must be stated on the form prior to the Director approving the LOA. Do not request a Leave of Absence unless you absolutely need one. Under no circumstances can the school grant more than a single (1) LOA within a 12 month period. Students on LOA's will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have his/her maximum time frame to complete the course extended by the same number of days as the leave of absence. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 45 days.

NONCREDIT, REMEDIAL COURSES, REPETITIONS: Noncredit remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS: With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

ATTENDANCE STATUS: Full time: Any student scheduled to attend 24 hours or more per week are considered to be full-time students. Half time enrollment requires a minimum of 12 hours per week. Part-time enrollment is defined as more than 12 but less than 24 hours per week. Less than 12 hours per week is less than half time.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

ACADEMIC GRADING

100% - 90% A...Superior Performance
90% - 80% B...Above Average
79% - 70% C...Average
69% - 60% D...Unsatisfactory
59% - 00 % F...Fail

POINT GRADES FOR PRACTICAL WORK

(GPA 4) 4 POINTS = A
(GPA 3) 3 POINTS = B
(GPA 2) 2 POINTS = C
(GPA 1) 1 POINTS = D
(GPA 0) 0 POINTS = F

NOTICE OF STUDENT RIGHTS

1. **STUDENT'S RIGHT TO CANCEL:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later.

Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy. A different cancellation policy applies for home study or correspondence courses we do not provide home study or correspondence courses.

2. After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

3. If the school closes before you graduate, you may be entitled to a refund. Contact the college.

4. Any question a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to: Bureau for Private Postsecondary Education, Address: 2535 Capitol Oaks Drive, Suite 400 Sacramento California, 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818 Phone: (916) 431-6959, Toll Free: (888) 370-7589 Fax: (916) 263-1897 Web site: www.bppe.ca.gov E-mail: bppe@dca.ca.gov

GRIEVANCE PROCEDURE: It is the policy of this institution to handle grievances in the following manner.

1. Fill out the grievance form and list all grievances.

2. Deliver all forms to the Instructor in charge.

3. If you are unable to deliver the form to the Instructor you may deliver it to the Director: **DR. Don Lee**; 1600 LONG BEACH BLVD. LONG BEACH, CA 90813. All grievances regardless of the nature will be turned over to the Director and reviewed.

4. The Director will evaluate the grievance and set an appointment with the person within 5 days from the receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours.

5. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll-Free # (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov

STUDENT CLOCK HOUR POLICY: The school will only recognize time-clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. You will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. This seven minute period applies to starting of the class day. A thirty (30) minute lunch break shall be taken when a student attends a 6 hour class day or more. If you are attending less than a 6 hour class day and desire to take a lunch break 30 minutes then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom.

At the completion of the day, your time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly time card. The time card must be signed by the student and the instructor daily. Pre-signing of the time card by the student or instructor is strictly prohibited and may cause termination of the student or instructor. **Instructors may not sign a student in or out.**

Time cards reflect the students daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster. The time cards are the property of the school and **must remain in the school at all times.** Time cards must be retained/stored in their entirety for 5 years by the school.

After clocking in you are required to maintain applied effort, personnel grooming, leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs you will be ask to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination.

TIME CARD CREDIT: The following is a guideline for the instructor to issue credits.

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portion of the time card concerning operations are to be applied efforts of the students as they manually perform practical subject.
4. Some practical operations may take longer to perform according to the student.

PLACEMENT: Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process of follow-up begins. Students are encouraged to return for placement assistance by reviewing the listings of Massage, Sport Clinics seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. Mr. Theara Thom assists students in placements as often as needed; however, the school does not guarantee placement to any student.

CAREER COUNSELING AND PERSONAL ATTENTION: Students are counseled individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful Clinic Owners, Technicians and Chiropractors are scheduled into the school regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required.

SCHOOL RULES AND REGULATIONS

1. School hours are Mondays-Fridays (Closed on Saturday & Sunday) 9:00 a.m. - 5:30 p.m.
2. Time cards must be clearly legible. Students must punch only their own timecards.
3. In case of illness or emergency on any day, the student must call in to the school supervisor to report his/her absence before 9:05 a.m. that morning.
4. Students are required to be in class for roll call promptly at 9:00 a.m. in clean, prescribed uniform. Males & Female students must wear a school issued shirt/smock neat and clean and a black pants, no jeans. Shoes must be closed toe and closed heel shoes. A work type shoe is recommended due to the long periods of standing required in our occupation.
5. Students appearing in school with their hair not set and neat will clock out. Grooming needs are to be done on the student's own time.
6. A student who is tardy (Days 9:08 a.m.) and may not clock in until theory class is over and may not attend theory class. Students who are habitually tardy (5 times in one month) will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases.
7. Students will take lunch between 11:30 a.m. and 1:30 p.m. and must be cleared by receptionist at the desk. Students should report to an instructor if they have not had lunch by 1:30 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility, and must be staggered.
8. A student must use the time clock to punch "IN" when entering and "OUT" when leaving. Students failing to do so will only receive credit for hours indicated by the time clock. Students are also be required to punch in and out for all breaks on the back of their time cards.
9. No student is allowed to clock out during college hours without permission from their Instructor. No student may clock in or out for another student. This rule is strictly enforced. Any time a student leaves the building during the day his/her time card must be left at the receptionist desk.
10. No gum chewing is allowed in the college at any time. Smoking is allowed in assigned areas only OUTSIDE of the building.
11. No visitors are permitted in the classroom or student lounge area unless approved by the Director.
12. College business phones may not be used for personal calls. A pay phone is provided for (student) emergency use only. All calls are limited to 3 minutes. You are not permitted to leave a patron just to answer the phone.
13. Rigid adherence to the rules of sanitation and disaffection and personal hygiene is required at all times. Students must their keep work station, in class or on the floor, clean and sanitary at all times. A minimum of 1/2 hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
14. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.
15. No student may leave a patron while conducting a service, except in an emergency and is excused by an instructor. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly. Students are responsible for the return of college materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.

16. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
17. A student must attend college on all Fridays. Days before and after holidays are considered Saturdays. The college reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documentation of illness.
18. Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend or discontinue a student who gossips, uses vulgar language or causes discord.
19. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs. No gang type apparel allowed, i.e. bandanna's baggy clothes etc. The college reserves the right to discontinue a student if this rule is violated.
20. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly time cards will be audited by the college office. Credit will be given for applied effort only; continuously engaged in training and study of the course for which you are enrolled. All work must be checked by an instructor or credit will not be given. Records must be neat and clear and only pencils will be allowed on time cards except for Instructor/Student signatures.
21. All students will be expected to maintain an average of 70% in theory and in all practical subjects. Probationary status will result in case of failure to do so.
22. Students are to park only in the areas designated (by unmarked stalls). During orientation class, you will be shown the parking areas, and where to park when the unmarked stalls are full.
23. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination, fighting, gossiping or deformation to another student or staff member will not be tolerated. The college reserves the right to discontinue a student if this rule is violated. Students must comply with college policy and state rules and regulations.
24. Due to absences, all assignments, tests and homework may be made up. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.
25. Notify office immediately of any address or telephone change.
26. Absence of THREE days or more without notification shall be considered cause for suspension. Any student absent more than twenty one days without notifying the DIRECTOR will be automatically terminated.

These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a Massage Therapist. Violation of the school rules as outlined above may result in suspension or termination.

LIBRARY RESOURCES: Our campus has a library resource area in which current periodicals; magazines, massage reference books and Video/DVD's are maintained. Students may go to the library area and check out materials and most of these materials can be checkout for overnight use. Please contact your instructor who will direct you to the proper School Personal who is in charge of this process.

TUITION AND FEE SCHEDULE Effective 01-01-2014

COURSE	*R				
	TUITION	REG.	KITS & Book	TOTAL	WKS
Massage Therapy III-600	\$4,800.00	250.00	400.00	\$5,450.00	15-30
Massage Therapy II-400	\$3,200.00	250.00	400.00	\$3,850.00	10-20
Massage Therapy I-250	\$2,000.00	250.00	400.00	\$2,650.00	07-13

The above charges are for the entire courses listed above.

REFUNDABLE: *

Note: Once used, kits are not returnable or refundable due to sanitary considerations. Length of time in course depends on number of hours student contracts for on a monthly basis as specified in the Enrollment Agreement.

Above kits prices include 9.25% sales tax. You are allowed to purchase your own kit, however you must also provide the correct textbook as well. Currently the school is using the Milady Theory and Practice of Therapeutic Massage. The school will order this textbook for you if you are unable to purchase it from an outside source and the charge for this textbook is \$ 200.00.

EXTRA INSTRUCTION CHARGES: Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required or the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: All Courses @ \$ 8.00 per hour of training.

METHOD OF PAYMENT: The Financial Advisor will develop a personalized payment program for each individual for any unpaid balance of the students tuition account. All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly, and quarterly) are available at no additional charge to the student such as interest, finance charges or late fees of the monthly payments. If a student obtains a PRIVATE loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. OUR COLLEGE DOES NOT HAVE ANY TYPE OF PRIVATE LOAN FUNDING AT THIS TIME.

SCHOLARSHIPS: Our College does not award any institutional scholarships incentives.

BANKRUPTCY: Our college is not involved in any type of Bankruptcy action such as having a pending petition before a Bankruptcy court, or operating as a debtor in possession nor have we filed a petition within the preceding five years or have had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 etseq.)

THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS.

REFUND POLICY (B.P.P.E.) BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

STUDENT'S RIGHT TO CANCEL: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later. Applicants not accepted by the school shall be refunded all monies paid to the school. The notice of cancellation shall be in writing and submitted directly to the Administrative Office and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Refund Policy: After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (including absences), there will be no refund to the student. A registration fee of \$250.00 is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student's notification or school's determination.

Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of

The date you notify the Administrative Office of your intent to withdraw. Only the Administrative Office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a three-week (21 Calendar days) period and fail to inform the school that you are not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance.
The date of the determination of withdrawal will be the scheduled date of return from LOA.

ENROLLMENT TIME is defined as the hours of attendance, that portion of the course scheduled to be completed on the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded promptly (45 days) after formal cancellation by the student as defined in item B or formal termination by the school, which shall occur no more than 21 days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that they will not be returning.

REFUNDS: In any case where a refund is due to the student or a designated second party so authorized in writing by the student the refund will be made within 45 days. When a student requests a transfer to another school, the institution will prepare all of the academic and financial documentation requested by the student and given to the student within a 10 day period from the date of notification of the termination. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at (Hancock College of Arts & Science) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (diploma) you earn in Massage Therapy I (250 hrs.), Massage Therapy II (400 hrs.) or Massage Therapy III (600 hrs.) is also at the complete discretion of the institution to which you may seek to transfer. If the (diploma) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (Hancock College of Arts & Science) to determine if your (diploma) will transfer.

Note: Academic transcripts will not be released until ALL tuition charges are paid in full.

School or Course Cancellation: If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, or in the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. The school does not participate in any teach-out plans with other institutions. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student's notification via certified mail or school's determination.

STUDENT TUITION RECOVERY FUND (STRF) Effective January 01, 2015 a fee for the STRF will no longer apply. 1. If you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and 2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: 1. You are not a California resident, or are not enrolled in a residency program, or 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party." (b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges: "The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following: 1. The school closed before the course of instruction was completed. 2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school. 3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs. 4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau. 5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act." However, no claim can be paid to any student without a social security number or a taxpayer identification number. Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

REQUIREMENTS FOR FILING A CLAIM AGAINST THE STRF: A student seeking reimbursement under the Fund shall file a written application on the Bureau's Student Tuition Recovery Fund Application Form (STRF App Rev. 2/1/0), signed under penalty of perjury that the form and all attachments are true and correct, which includes the following information:

- (1) The student's name, address, telephone number, email address, and social security number or taxpayer identification number;
 - (2) If any portion of the total charges were paid from the proceeds of a loan, the name of the lender, and any state or federal agency that guaranteed or reinsured the loan;
 - (3) Proof of the amount and description of the student's economic loss for the educational program, and the amount of the student's claim;
 - (4) Proof of the date the student started and ceased attending the institution;
 - (5) A description of the reasons the student ceased attending the institution, or if the student graduated, date of graduation;
 - (6) The student's or borrower's authorization to allow the Bureau to negotiate with any lender, holder, guarantee agency, or the U.S. Department of Education on the student's behalf to reduce the loan obligation;
 - (7) The student's authorization to allow the Bureau to issue a payment directly to any lender, holder, guarantee agency, or the U.S. Department of Education on the student's behalf; and
 - (8) An assignment to the Fund and the Bureau of the student's rights to collect those funds against the institution if any payment issues as a result of the application;
 - (9) The institution name, address and phone number where the student attended;
 - (10) Proof that the student was a California resident at time of enrollment, or was enrolled in a residency program;
 - (11) Proof that the student paid into the STRF;
 - (12) If the student took an approved leave of absence, documentation of the approval;
 - (13) Whether the student has previously applied for STRF reimbursement;
 - (14) Whether the course of study or portion completed prepared the student to take a state or national licensure exam; and
 - (15) If the student transferred to another school, a list of all classes or units transferred.
- (b) The application must be fully completed and received by the Bureau, with supporting documents that include, but need not be limited to, the enrollment agreement, promissory notes, if any, and any receipts, within two years from date of the closure notice explaining the student's rights under STRF, whether provided by the institution or the Bureau, or a maximum of four years if the student received no closure notice.
- (c) Students whose total charges are paid by a third party payer are not eligible to apply for payment by the Fund.
- (d) The Bureau may conduct an investigation to verify whether to grant or deny a claim, and may request any additional information or supporting documentation.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Sections 94870 and 94923, Education Code.

CURRICULUM FOR MASSAGE THERAPY COURSE-I: The curriculum for students enrolled in the massage course shall consist of two hundred and fifty (250) clock hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations shall mean the actual performance by massage technician of all techniques and principals.
 Massage Therapy - (GIP Code 51.3501 SOC Code 39-9011.00)

CURRICULUM FOR MASSAGE I COURSE		
MINIMUM HOURS OF COURSE 250	INSTRUCTION	PRACTICE
Health and Safety/Hazardous Substances (Shall include training in 15 chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.	10	05
2. Disinfection and Sanitation (shall include procedures to protect to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	10	05
3. History, anatomy, and physiology.	25	
4. Ethics, Nutrition, Principles & Techniques	10	
5. The Body's Muscles & Nerves	10	
6. Trigger points of Massage	05	
7. Other systems of Massage	05	
8. Basics of the Traditional Swedish Massage	05	10
9. Chair Massage	05	15
10. Basic Shiatsu Routine & 16 movements	05	10
11. Aroma Therapy	05	
12. Patterns of Ki	05	10
13. The Front, Back and Side Channels	05	15
14. Introduction of other systems of Massage and Bodyworks	10	05
15. Sports Massage, Study of pre/post event massage, training massage, injury care, nerve innovations, range of motion, structural kinesiology, muscle testing and PNF stretching	20	30
16. Business practices, setting up a massage business	10	05

MASSAGE I: TOTAL THEORY HOURS =145 HOURS AND 105 PRACTICAL HOURS
 = 250 CLOCK HOURS

CURRICULUM FOR MASSAGE THERAPY COURSE-II: The curriculum for students enrolled in the massage course shall consist of four hundred (400) clock hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations shall mean the actual performance by massage technician of all techniques and principals.

Massage Therapy (GIP Code 51.3501 SOC Code 39-9011.00)

CURRICULUM FOR MASSAGE II COURSE		
MINIMUM HOURS OF COURSE 400	INSTRUCTION	PRACTICE
Health and Safety/Hazardous Substances (Shall include training in 15 chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.	15	
2. Disinfection and Sanitation (shall include procedures to protect to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	10	05
3. History, anatomy, and physiology.	45	
4. Ethics, Nutrition, Principles & Techniques	10	
5. The Body's Muscles & Nerves	15	
6. Trigger points of Massage	10	
7. Other systems of Massage	05	
8. Basics of the Traditional Swedish Massage	05	15
9. Chair Massage	05	25
10. Basic Shiatsu Routine & 16 movements	10	20
11. Aroma Therapy	05	
12. Patterns of Ki	10	20
13. The Front, Back and Side Channels	15	25
14. Introduction of other systems of Massage and Bodyworks	10	20
15. Sports Massage, Study of pre/post event massage, training massage, injury care, nerve innovations, range of motion, structural kinesiology, muscle testing and PNF stretching	20	50
16. Introduction to Holistic theory	05	
17. Business practices, setting up a massage business	20	05

MESSAGE II: TOTAL THEORY HOURS = 215 HOURS AND 185 PRACTICAL HOURS
= 400 CLOCK HOURS

CURRICULUM FOR MASSAGE THERAPY COURSE-III: The curriculum for students enrolled in the massage course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations shall mean the actual performance by massage technician of all techniques and principals.

Massage Therapy- (CIP Code 51.3501 SOC Code 39-9011.00)

	Theory	Practical
1. Health and Safety/Hazardous Substances (Shall include training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.)	15	
2. Disinfection and Sanitation (shall include procedures to protect to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	10	5
3. History, anatomy, and physiology.	125	
4. Ethics, Nutrition, Principles & Techniques	15	
5. The Body's Muscles & Nerves	10	
6. Trigger points of Massage	10	
7. Other systems of Massage	5	
8. Basics of the Traditional Massage	10	10
9. Basics of the Traditional Swedish Massage	10	25
10. Chair Massage	10	10
11. Basic Shiatsu Routine & 16 movements	20	20
12. Aroma Therapy	5	
13. Patterns of Ki	15	15
14. The Front, Back and Side Channels	20	20
15. Introduction of other systems of Massage and Bodyworks	10	10
16. Sports Massage, Study of pre/post event massage, training massage, injury care, nerve innervations, range of motion, structural kinesiology, muscle testing and PNF stretching	30	25
17. Introduction to Holistic theory	15	
18. Business practices, setting up a massage business	25	10
19. Reflexology	25	25
20. Pathology	40	

MASSAGE III: TOTAL THEORY HOURS = 425 HOURS AND 175 PRACTICAL HOURS = 600 CLOCK HOURS

MESSAGE THERAPIST PERFORMANCE/LEARNING OBJECTIVES: Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of massage, acquire the knowledge of general theory relative to massage including anatomy, physiology, nutrition, theory and acquire business management techniques. **MESSAGE THERAPIST COURSE EDUCATIONAL GOALS:** The Massage Therapist course of study is designed to prepare students for profitable employment, as a massage technician.

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all services, acquire the knowledge of massage prior to all services to determine any disorders, will learn the procedures and terminology used in performing all massage services, will learn the all basic massage techniques including Swedish, American and Shiatsu and will learn the all proper procedures of massage.

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED: Be able to appreciate good workmanship common to the field of massage, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

RESOURCES: Milady Massage Textbook 6th Edition by Mark Beck: ISBN-13 9781285187556 will be used for all of the massage courses and the instructor will utilize several reference books such as Business Fundamentals, Salon and Spa management for supplemental material handed out in classes, notes from class lectures, school library reference materials and demonstrations.

LEARNING STRATEGY & TESTING: Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on practical operations, perform practical operations on another person and/or a mannequin. At the end of each chapter student will be required to take and pass an exam based on the chapter just completed by lecture, reading and workbook learning. Each student must pass the chapter test with a minimum score of 70%. The dates for the exams will be announced and posted on the bulletin boards. Most exams will be given on Fridays at the completion of the chapter.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in massage therapy with a GPA of "C" (70%) the student will be required to take and pass the final written exam of 100 questions with a passing minimum score of 70%. Upon completion of the course requirements in theory and practical as stated above and the tuition account is paid in full then he or she is awarded a diploma certifying his or her graduation.

PERMIT REQUIREMENTS: In order to practice the art of massage in an establishment a permit/business license is required and must be secured by the local city office (police department) of which you plan on working in. Each city has certain requirements and the fees vary city to city. The school will provide you with all the surrounding city information on obtaining a permit to work in the field of massage as well as assist you in the application process.

Licensing Exam: The mission of the Federation of State Massage Therapy Boards (FSMTB) is to support its Member Boards in their work to ensure that the practice of massage therapy is provided to the public in a safe and effective manner. In carrying out this mission, the Federation ensures the provision of a valid, reliable licensing examination to determine entry-level competence. The examination developed by the FSMTB on behalf of its Member Boards is the Massage & Bodywork Licensing Examination (MBLEX). To ensure the examination reflects current practice, a Job Task Analysis Survey was developed with contributions by over 50 content experts under the guidance of 15 testing and psychometric experts. The Job Task Analysis was further validated by input from 7,646 massage, bodywork and somatic professionals representing every state in the USA. The MBLEX is administered through Pearson VUE at high-security test centers across the United States. **PLEASE NOTE: CALIFORNIA CERTIFICATION:** CALIFORNIA MASSAGE THERAPY COUNCIL (CAMTC) will handle certification of massage therapists (and massage practitioners – two levels of training, etc.). This will give local jurisdictions the benefit of our professional evaluation of training, education, experience, etc., and will make the titles of "CMP" and "CMT" consistent throughout the state.

The CAMTC will also be working with law enforcement to ensure adequate background investigations and arrest monitoring take place. We will not be issuing "licenses" or "permits" per se in the various cities and counties, but certification will constitute a permit to work in California. Those who choose not to apply (or who do not qualify) for our certification are not prohibited from practicing in California, as it is, by law, a voluntary certification. However, most professional massage therapists will want to have and use the CMT title. A city may choose to use CAMTC certification as a prerequisite or replacement for permitting. **THE MBLEX EXAM IS RECOGNIZED BY CAMTC AND PASSING THE EXAM YOU WILL BE ELIGIBLE FOR STATE CERTIFICATION**

CONTACT INFORMATION: CALIFORNIA MASSAGE THERAPY COUNCIL (CAMTC)
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Web info @ cmate.org

FEDERATION OF STATE MASSAGE THERAPY BOARDS: Web info @ fsmtb.org
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HANCOCK UNIVERSITY INC.
(DBA)
HANCOCK COLLEGE OF ARTS & SCIENCES

FACULTY/ORGANIZATIONAL CHART

President/Owner
MR. KI SUN HAM, M.D.

Chief Academic Officer, Director, & CEO:
Mr. Dongsoo (Don) Lee, Ph.D., M.S., B.A.

CFO & COO:
Mr. Sebastian Han, J.D. & Ph.D.

Admissions/Placement:
Theara Thorn, B.A.

Financial Advisor:
Kevin Kim, B.A.

EDUCATIONAL FACULTY

Mr. Brandon Rowe, INSTRUCTOR OF MASSAGE
AA Degree 2006
Massage Therapist 06 years
CAMTC Certified & NCBTMB Certified
Licensed Esthetician 07 years