



# CATALOG

March 1, 2019  
to December 31, 2020

ICOHS College

1500 State Street | San Diego, CA 92101 PHONE: (858) 581-9460 |

AFTER HOURS EMERGENCY: (858) 381-7205 [www.ICOHS.edu](http://www.ICOHS.edu) | [info@ICOHS.edu](mailto:info@ICOHS.edu)

## Table of Contents

HISTORY.....	5
MISSION STATEMENT .....	6
SCHOOL AFFILIATIONS.....	6
TRUTH AND CANDOR .....	9
STUDENT’S RIGHT TO KNOW .....	10
CAMPUS LOCATION & FACILITIES.....	10
SCHOOL HOURS.....	10
ACADEMIC PROGRAM.....	11
ACADEMIC CALENDAR.....	18
TUITION & FEES 2019 .....	20
ENROLLMENT PROCESS and REQUIREMENTS.....	21
NON-DISCRIMINATION .....	22
REINSTATEMENT .....	22
TRANSFER CREDIT AND HOURS.....	23
CERTIFICATIONS FOR TECHNOLOGY PROGRAMS .....	25
HOLISTIC HEALTH AND MASSAGE CERTIFICATION AND LICENSING .....	25
FINANCIAL ASSISTANCE .....	27
TERMS & METHODS OF PAYMENTS .....	27
FINANCIAL INFORMATION.....	27
SCHOLARSHIPS .....	28
VETERANS ASSISTANCE OR GI BILL.....	28
CANCELLATION & REFUND POLICY.....	29
RETURN TO TITLE IV (R2T4).....	31
STUDENT TUITION RECOVERY FUND.....	37
ATTENDANCE POLICY.....	38
LEAVE OF ABSENCE.....	38
VETERAN STUDENT INFORMATION.....	42
PROCEDURE FOR CHILDREN ATTENDING CLASS.....	43
PROCEDURE FOR PETS ATTENDING CLASS.....	43
SATISFACTORY ACADEMIC PROGRESS POLICY .....	43
GRADUATION REQUIREMENTS.....	48
ELECTRONIC RECORDING .....	48
KEEPING A TIDY SCHOOL.....	49

COPYRIGHT INFRINGEMENT PREVENTION POLICY.....	49
STUDENT SUPPORT .....	49
CERTIFICATION PREPARATION .....	50
STUDENT ACTIVITIES.....	51
STUDENT COMPLETION RATE .....	51
CAREER PLANNING .....	51
STUDENT CODE OF CONDUCT AND ETHICS.....	52
DISCIPLINARY COMMITTEE.....	55
COMPLAINT PROCEDURE.....	55
RELEASE OF STUDENT RECORDS .....	58
RETENTION OF STUDENT RECORDS.....	60
CHANGE OF NAME .....	60
TRANSCRIPTS .....	60
TEACH OUT POLICY.....	61
ADMINISTRATIVE STAFF .....	61
SCHOOL FACULTY .....	61
BOARD OF DIRECTORS.....	62
COURSE DESCRIPTIONS .....	63

International Center for Healing Arts, dba, ICOHS College is located at 1500 State Street, San Diego, CA 92101. We are committed to helping every student identify and fulfill his or her dream while traveling a rich and satisfying path of balance.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

The school catalog is available digitally to all interested parties, including prospective students, via the website (link at bottom of main page). The catalog can also be made available in hard copy and/or link sent to prospective students, or other interested parties, via email, upon request.

ICOHS College is a private non-profit institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of the Title 5 of the California Code of Regulations. ICOHS College is approved by the Accrediting Council for Continuing Education and Training (ACCET).

ICOHS College does not have a pending petition in bankruptcy, does not operate as a debtor in possession, has not filed a petition within the preceding five years, and has not 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.

### **INSPIRING THE PATH OF BALANCE**

We have decades of study, professional experience and academic innovation invested in providing the courses you need to succeed! We take an avid interest in your progress, create an environment that forges life-long relationships and strive to provide an experience that includes academic greatness, personal insights and fun. It is our responsibility to see that you master the skills you need in your chosen specialization. Then we go one step further, teaching you how to build and maintain a thriving professional practice.

ICOHS College students find their time here exciting, challenging and fulfilling. Many of our graduates tell us that their experience at ICOHS College ignites a passion they have long been seeking in their lives. With an ICOHS College education, these same benefits can be yours.

### **HISTORY**

ICOHS College was originally founded by Doug Peterson in 1984 as the Institute of Health Sciences. In 1990, under the direction of Seymour Koblin and the Board of Directors, the name of the school changed to The School of Healing Arts to better reflect the community-oriented vision of holistic health. For over 30 years, the School of Healing Arts has played an important role in helping students receive training in the field of Eastern and Western approaches to massage, nutrition, herbs, exercise and other holistic health modalities.

In 2015, the Board of Directors, envisioned the School of Healing Arts playing an even more vital role in providing education that is relevant, practical, and meaningful for the community. This vision ultimately led to the institution changing the name from the School of Healing Arts to ICOHS College.

In 2018, ICOHS College broadened their program offerings to include an IT Technology programs.

As a private non-profit 501c3 institution, ICOHS College works with the Board of Directors: Kieu L. Vo, Ronald M. Sahmel and Dr. Lucy Scantlebury. The institution's operations are governed by the Board of Directors

## **MISSION STATEMENT**

ICOHS College is committed to providing education and professional career training that is Relevant, Practical and Meaningful. Education is facilitated in a dynamic, compassionate, and personalized environment whereby students are inspired through pursuit of a path of balance to reach their fullest growth potential.

Creating a dynamic, compassionate, and personalized learning environment is at the heart of the institution. Our approach in reaching this goal equates to our core values.

The cornerstones on which ICOHS College were founded are:

- **STUDENTS COME FIRST**
  - The curriculum is designed to fulfill the state requirements and best prepare students for the workplace. ICOHS College is committed to helping individuals discover and develop their unique gifts and talents.
- **QUALITY AND RELEVANT EDUCATION**
  - Students are encouraged to evaluate their learning styles, their gifts and graces and their personality profiles. Students are also encouraged to understand their dreams and fears while developing their personal and professional skills.
- **COMPASSIONATE AND ENCOURAGING ENVIRONMENT**
  - ICOHS College is committed to providing ongoing support to individuals that are committed to owning and growing their own private practices or businesses.
- **SERVICE AND GIVING BACK**
  - ICOHS College is actively involved in volunteerism as a way of providing service and showing gratitude to the community.

## **SCHOOL AFFILIATIONS**

In keeping with our high standards, ICOHS College is approved (approval to operate means compliance with State standards and operating in compliance with all agency/organization standards) by the following organizations:

- Accredited by the Accrediting Council for Continuing Education & Training (“ACCET”).
  - ACCET is listed by the U.S. Secretary of Education as a nationally recognized accrediting agency. In support of ACCET’s standards, ICOHS College upholds the following principles of professional ethics:
    - To provide programs of study that are educationally sound, up-to-date, of high quality and are demonstrably effective.
    - To maintain fair, ethical and clearly stated advertising, admission, and enrollment practices by accurately and fairly representing our institution and its services to all people.
    - To provide effective student counseling and motivational programs that recognize individual differences and ensure successful student retention, graduation and employability where applicable.
    - To demonstrate the ultimate benefit of private educational training programs through satisfied participants.
    - To maintain an effective peer review system that ensures proper and ethical administration of all financial aspects of the institution.
    - To promote the concept of voluntary self-regulation inherent in the accreditation process.
    - To demonstrate a commitment to the people we serve through local community involvement and participation.
    - To demonstrate the effectiveness of private educational training, thereby providing essential skills to support a productive American workforce.
    - To promote continuing education and training programs of the highest quality and integrity.
- American Massage Therapy Association (AMTA)
  - The Association was established in 1943 to promote the practice of professional Massage Therapy. AMTA is the largest and most influential organization in the field. NHI has been affiliated with the AMTA for over 25 years and is a member of the AMTA’s Council of Schools (COS).
- California Bureau For Private Postsecondary Education (BPPE) (Approval To Operate Means Compliance with State Standards)
  - ICOHS is a non-profit institution, approved to operate by the California Bureau for Private Postsecondary Education (**BPPE**). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of California Code of Regulations.
  - The Bureau establishes educational standards that are intended to serve as the minimum standard for instructional quality and institutional stability for private postsecondary schools in California. The Bureau responds to student complaints and oversees a fund designed to help reimburse a student’s tuition if a school closes unexpectedly. The Bureau is also responsible for approving education and training programs for veterans.
- California Massage Therapy Council (CAMTC)
  - The California Massage Therapy Council (CAMTC) was created by an act of the California Legislature and began accepting applications for Massage Therapist voluntary state certification in 2009. In 2014, CAMTC

was re-authorized, with legislative changes becoming effective as of January 1, 2015.

- While CAMTC does not accredit schools, it does approve massage schools. CAMTC also has the responsibility to determine that the training and curricula massage schools provide meets the legal requirements for applicants to obtain certification, including but not limited to minimum standards for training and curriculum and general education guidelines.
- For massage therapy schools, California state-recognized certification makes it easy to prepare students for a successful career by:
  - Requiring only one certificate to work in the entire state of California;
  - Standardizing eligibility for all cities and counties;
  - Offering affordable fees for massage professionals; and
  - Further legitimizing the massage therapy profession.
- Cisco Networking Academy (Netacad.com)
  - Since 1997, Cisco Networking Academy has been working toward a single goal: fostering the technical and entrepreneurial skills that people, educators, and companies need to change the world for the better. Cisco Networking Academy is the leading certification provider for various high-level networking certification such as CCNA, CCNP, and CCIE to name a few.
- CompTia
  - CompTia is a third-party certification vendor that allows individuals to take industry standard certifications in various IT fields. CompTia is a leading voice for the IT industry both domestic and international.
- Department of Veteran Affairs (VA)
  - ICOHS College is approved to train Veterans and eligible persons by the California State Approving Agency for Veterans Education (CSAAVE). CSAAVE is administered by the California Department of Veterans Affairs. NHI's approval is based on this catalog and the Veterans' Information Bulletin. Students who wish to receive veteran benefits need to notify the Department of Veteran Affairs (DVA). The NHI program is approved as accredited under Section 3675, Chapter 36, Title 38, U.S. Code.
- National Certification Board of Therapeutic Massage and Bodywork (NCBTMB)
  - ICOHS College is an approved continuing education provider for NCBTMB, as well as an "Assigned School". Upon successful completion of ICOHS's Professional Massage Therapist and Holistic Health Practitioner Program, our graduates may take the National Certification Examination offered by NCBTMB. This voluntary test has been established to measure professional development in the field.
- U.S. Immigration and Customs Enforcement Student and Exchange Visitor Program (SEVP)
  - ICOHS College is approved to issue I-20s documents for M-1 student visas.
- U.S. Department of Education
  - ICOHS College is an eligible institution approved by the United States Department of Education to participate in the following programs:
    - Federal Pell Grants



- Federal Supplemental Educational Opportunity Grants (FSEOG)
  - Federal Family Education Loan Program
  - Federal Work Study Program
- Vocational Rehabilitation and Employment Services (VR&E)
  - ICOHS College works closely with Vocational Rehabilitation and Employment (VR&E) to help Veterans and Service members with job training.
- Workforce Investment Act (W.I.O.A.)
  - ICOHS College is a partner with W.I. O. A. The Workforce Investment Act is a federal act that "provides workforce investment activities, through statewide and local workforce investment systems, that increase the employment, retention, and earnings of participants, and increase occupational skill attainment by participants, and, as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation.
- Yoga Alliance (YA)
  - ICOHS College is approved by Yoga Alliance to offer certifications in yoga.

## **TRUTH AND CANDOR**

ICOHS College staff and faculty are committed to maintaining the highest standard of integrity in every aspect of its operations and to assuring complete transparency, candor and accuracy in all of its communications with students, accrediting agencies and the public. Furthermore, policies and procedures are aimed at eliminating errors while communicating with students and the public.

## **STUDENT'S RIGHT TO KNOW**

The most current pre-enrollment information is given upon enrollment. This will include the graduation, placement and licensure rates for the most recent award year. This information may also be found on the website: [www.icohs.edu](http://www.icohs.edu)

## **CAMPUS LOCATION & FACILITIES**

ICOHS College is located in downtown San Diego. Classes are held on the ICOHS College campus located at 1500 State Street, San Diego, CA 92101. Our beautiful, designed space provides students with the resources for success.

- General and Specialized Classrooms
  - Computer Lab
  - Massage Practice Room
  - Routers and switches for the Networking courses
- Student Kitchen
  - Student Lounge
  - Student Massage Clinic
  - Yoga Studio
  - Zen Meditation Room

The campus is well-equipped with audio-visual equipment, massage tables, futons for bodywork classes, charts, visual aids, skeletons, videos and overhead projection equipment.

## **SCHOOL HOURS**

- Monday - Thursday
  - 8:45 A.M. - 10:00 P.M.
- Fridays & Saturdays
  - 9:00 A.M. - 6:30 P.M.

## **ADMINISTRATIVE HOURS**

- Monday - Thursday
  - 8:30 A.M. - 6:00 P.M.
- Friday
  - 8:30 A.M. - 5:00 P.M.

# ACADEMIC PROGRAM

The objective of the Professional Massage Therapist program is to offer students an education in massage therapy which exceeds the minimum requirements to obtain certification through the California Massage Therapy Council (CAMTC) to work as a Massage Therapist in the State of California. Education and professional career training provided by integrating a balance of Western and Eastern holistic health principles and practices. Students will learn in-depth about the body and effective methods for applying a variety of massage and bodywork techniques for supporting the health and well-being of future clients. Upon completion of certification, graduates will be qualified to work in franchised massage clinics, day spas, hotels, fitness centers, chiropractors' offices, health clubs, etc. or in their own private practice.

**Self-employment is a common vocational objective after completion of the academic program.**

## PROFESSIONAL MASSAGE THERAPY

750 clock hours  
 Time for completion: 9 - 18 months  
 Lecture/Lab/Practicum Ratio: 49%/45%/6%  
 CIP Code 51.3501  
 O-Net Number 31-9011.00  
 Maximum Student to Teacher Ratio 25:1

CODE	PROGRAM COURSES	CLOCK HOURS	PRE-REQUISITE	LECTURE HOURS	HANDS-ON HOURS
HOC 200A*	Fundamentals of Holistic Health Anatomy & Massage - A	90		35	55
HOC 200B*	Fundamentals of Holistic Health Anatomy & Massage - B	90		35	55
SFS 100	Strategies for Success	30		20	10
ANT 201*	Touch Anatomy	30		15	15
MSG 102*	Circulatory (Swedish) Massage	30	HOC 200A HOC 200B	10	20
MSG 105	Deep Tissue Massage	30	HOC 200A HOC 200B	10	20
MSG 058	Passive Joint Mobilization	30	HOC 200A HOC 200B	10	20
ANT 202*	Anatomy - Maniken	30	ANT 201	10	20
HOC 101*	Eastern Perspectives	45		25	20
CHI 106	Chi Integrated Exercises	15		5	10
ZEN 103*	Energy Channels and Acupoints Tui-Na	30		10	20
ZEN 101*	Shiatsu - Zen Touch	30		10	20
KIN 201*	Kinesiology & Client Assessment	60		30	30
PAT 201*	Physiology/Pathology	45		45	0
BEC 201*	Business Practices	30		30	0
BEC 202*	Communications, Ethics & Career Prep	30		20	10
MSG 061*	Special Populations	30	HOC 200A HOC 200B	15	15
MBL 100	MBLEx Test Preparation and CPR*	30		30	0
PRA 202**	Practicum & Community Outreach	45	BEC 202	5	40
<b>TOTAL</b>		<b>750</b>		<b>370</b>	<b>380</b>

\* Core courses that meet CAMTC requirements. CAMTC Attendance Requirements: To meet the qualification of the California Massage Therapy Council (CAMTC) students in the Professional Massage Therapy program must complete at least 500 supervised hours of massage education and training in the program. If students fall short of requirements, they will need to make-up these hours. Completion of all 500 hours is a requirement for CAMTC certification.

\*\*To be eligible for PRA 202, students must have successfully completed at least 500 hours of training and BEC 202.

In order for a student to be eligible for graduation, the student must complete all required coursework (as indicated above) and maintain a cumulative attendance including make-up of absences of 80%. Attendance and/or graduation from a CAMTC approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code Sections 4600 et. seq.

# HOLISTIC HEALTH PRACTITIONER

1000 clock hours  
Time for completion: 12 – 24 months  
Lecture / Lab / Practicum Ratio:  
46% / 50% / 4%

CIP Code 51.3306  
O-Net Number 31-9011.00  
Maximum Student to Teacher Ratio 25:1

The objective of this program is to focus on the interconnectedness of physical, psychological, social, spiritual, and environmental well-being, and how that integrates aspects of Eastern and Western medicine to promote, maintain, and optimize wellness; while providing a higher level of education for those wishing to further enhance their credibility in the profession. Graduates of this program will be qualified to meet licensing requirements to practice as a Holistic Health Practitioner to obtain the City of San Diego HHP Permit; or may continue to practice as a state certified Massage Therapist. The state of California does not issue certification or licensure for Holistic Health Practitioner or Nutrition/Herbal Consultant or related occupations. Depending upon the advanced concentration classes taken, graduates may work in: Wellness Centers, Integrative Medical Clinics, Hospitals, Rehabilitation centers, Corporate Wellness programs, Health Resorts, Health Clubs, Luxury Spas, Chiropractic/Acupuncture offices, Health Food Stores, Yoga studios, etc. or establish their own private practice. *Self-employment is a common vocational objective after completion of the academic program.*

CODE	PROGRAM COURSES	CLOCK HOURS	PRE-REQUISITE	LECTURE HOURS	HANDS-ON HOURS
HOC 200A	Fundamentals of Holistic Health, Anatomy & Massage - A	90		35	55
HOC 200B	Fundamentals of Holistic Health, Anatomy & Massage - B	90		35	55
SFS 101	Strategies for Success	30		20	10
ANT 201	Touch Anatomy	30		15	15
MSG 102	Circulatory (Swedish) Massage	30	HOC 200A HOC 200B	10	20
MSG 105	Deep Tissue Massage	30	HOC 200A HOC 200B	10	20
MSG 058	Passive Joint Mobilization	30	HOC 200A HOC 200B	10	20
HOC 101	Eastern Perspectives	45		25	20
CHI 106	Chi Integrated Exercises	15		5	10
ZEN 103	Energy Channels and Acupoints-Tui Na	30		10	20
ZEN 101	Shiatsu - Zen Touch	30		10	20
KIN 201	Kinesiology & Client Assessment	60		30	30
ANT 202	Anatomy - Maniken	30	ANT 201	10	20
PAT 201	Physiology/Pathology	45		45	0
BEC 201	Business Practices	30		30	0
BEC 202	Communications, Ethics & Career Prep	30		20	10
MSG 061	Special Populations	30	HOC 200A HOC 200B	15	15
MBL 100	MBLEx Test Preparation and CPR*	30		30	0
PRA 202**	Practicum & Community Outreach	45	BEC 202	5	40
	Concentration - ELECTIVES***	240	Varies	80	160
	Holistic Health Practitioner Lifestyle	10		5	5
<b>TOTAL</b>		<b>1000</b>		<b>455</b>	<b>545</b>

\* Core courses that meet CAMTC requirements. CAMTC Attendance Requirements: To meet the qualification of the California Massage Therapy Council (CAMTC) students in the Professional Massage Therapy program must complete at least 500 supervised hours of massage education and training in the program. If students fall short of requirements, they will need to make-up these hours. Completion of all 500 hours is a requirement for CAMTC certification.

\*\* To be eligible for PRA 202, students must have successfully completed BEC 202.

In order for a student to be eligible for graduation, the student must complete all required coursework (as indicated above) and maintain a cumulative attendance including make-up of any absences of 80% . Attendance and/or graduation from a CAMTC approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code Sections 4800 et. seq.

# HOLISTIC HEALTH PRACTITIONER CONCENTRATION COURSES



CONCENTRATION: ADVANCED MASSAGE MODALITIES ENERGETIC/SENSORY TECHNIQUES (240 HOURS)					
CODE	PROGRAM COURSES	CLOCK HOURS	PRE-REQUISITE	LECTURE HOURS	HANDS-ON HOURS
HER 104	Aromatherapy I	30		10	20
HER 051	Aromatherapy II	30	HER 104	10	20
MSG 011	Ayurvedic Massage	30		10	20
ART 101	Body Wisdom	30		10	20
MSG 016	Craniosacral Therapy I	30		10	20
MSG 016B	Craniosacral Therapy II	30	MSG 016	10	20
MSG 014	Lomi Lomi	30	MSG 102	10	20
MSG 015	Reflexology	30		10	20
MSG 013	Reiki I	30		10	20
MSG 054	Reiki II	30	MSG 013	10	20
MSG 055	Reiki III	30	MSG 013 MSG 054	10	20
MSG 022	Sensory Repatterning I	30	HOC 200A HOC 200B MSG 058	10	20
MSG 022B	Sensory Repatterning II	30	MSG 022	10	20
HER 010	Spa Techniques	30	MSG 102	10	20
ART 100	Tending the Fire	30		10	20
MSG 040	Thai Massage	30		10	20
HEA 011	Vibrational Healing	30		10	20
<b>TOTAL</b>	Choose 8 Classes to Complete	<b>240</b>		<b>80</b>	<b>160</b>

CONCENTRATION: YOGA INSTRUCTOR (240 HOURS)					
CODE	PROGRAM COURSES	CLOCK HOURS	PRE-REQUISITE	LECTURE HOURS	HANDS-ON HOURS
YOG 201	Yoga Philosophy & Teaching Methodology	60		20	40
YOG 109	Yoga Anatomy	30		20	10
YOG 010	Yoga and Sound Exploration	30		10	20
YOG 102	Yoga Techniques and Training I	60	YOG 201	20	40
YOG 103	Yoga Techniques and Training II	60	YOG 201	20	40
<b>TOTAL</b>		<b>240</b>		<b>90</b>	<b>150</b>

**CONCENTRATION: HERBS AND NUTRITION (240 HOURS)**

CODE	PROGRAM COURSES	CLOCK HOURS	PRE-REQUISITE	LECTURE HOURS	HANDS-ON HOURS
NUT 101	Holistic Nutrition I	30		20	10
HER 101	Introduction to Herbs	30		20	10
NUT 103	Comparative Nutrition	30	NUT 101	20	10
NUT 105	FOOD - History, Science, Facts & Benefits	30	NUT 101	20	10
HER 105	Herbal Creations	30	HER 101	20	10
HER 102	Materia Medica I	30	HER 101	20	10
HER 103	Materia Medica II	30	HER 102	20	20
NUT 018	Women's Wellness	30		20	10
<b>TOTAL</b>		<b>240</b>		<b>160</b>	<b>80</b>

**CONCENTRATION: ADVANCED MASSAGE MODALITIES  
CLINICAL TECHNIQUES (240 HOURS)**

CODE	PROGRAM COURSES	CLOCK HOURS	PRE-REQUISITE	LECTURE HOURS	HANDS-ON HOURS
MSG 027	Heated Stone	30	HOC 200A HOC 200B MSG102	10	20
MSG 018	Intro. to NMT - Trigger Points	30	MSG 105 ANT 201	10	20
MSG 017	Lymphatic Drainage Massage	30	MSG 102	10	20
MSG 201	Movement Therapy	30		10	20
MSG 059	Orthopedic Massage I	30	MSG 105 ANT 201 KIN 201	10	20
MSG 060	Orthopedic Massage II	30	MSG 059	10	20
MSG 252	Orthopedic Massage I & II	60	MSG 105 ANT 201 KIN 201	20	40
MSG 064	Passive Joint/Deep Tissue Blends	30	MSG 105 MSG 058	10	20
MSG 052	Pregnancy Massage	30	MSG 102 MSG 105 MSG 058 ANT 201	10	20
MSG 010	Russian Sports Massage	30	HOC 200A HOC 200B	10	20
MSG 050	Structural Integration	30	MSG 105	10	20
MSG 012	Western Sports Massage	30	MSG 102 MSG 105 ANT 201	10	20
<b>TOTAL</b>	<b>Choose 8 Classes to Complete</b>	<b>240</b>		<b>80</b>	<b>160</b>

The Computer and Networking Technician program prepares the student with a comprehensive set of skills necessary to become employable as a Computer /Information Technology Services Administrator. The Computer and Networking Technician (CNT) program can result in three CompTIA certifications and one Microsoft Certified Professional (MCP) certifications. In addition, the student will develop the keyboarding skills and technical skills needed to be an efficient worker in today's computerized workplace.

**PROGRAM PRE-REQUISITES**

- For entry into the program, student must meet the admissions requirements.
- Classes below are sequential and the pre-requisites for each course is to have successfully completed each previous course.

# COMPUTER NETWORK TECHNICIAN

930 clock hours  
 Time for completion: 12 months  
 Lecture / Lab: 39% / 61%

**Credential: Certificate**  
**CIP Code 11.1006**  
**O-Net Number 15-1151.00**  
**Student to Teacher Ratio 26:1**

CODE	PROGRAM COURSES	CLOCK HOURS	LECTURE HOURS	HANDS-ON HOURS
PCS 110	PC Support Level 1	155	55	100
PCS 111	PC Support Level 2	205	75	130
VMW 101	Introduction to VMWare	25	5	20
TF 100	Typing Fundamentals	30	10	20
MOE 100	Microsoft Essentials	85	25	60
NET 102	Introduction to Networking	130	60	70
MOS 102	Windows OS	125	35	90
SEC 101	Network and Operational Security	125	35	90
CD 101	Career Success	25	25	0
CD 201	Advanced Career Development	25	25	0
<b>TOTAL</b>		<b>930</b>	<b>350</b>	<b>580</b>

The IT Systems Administrator program prepares the student with a comprehensive set of skills necessary to become employable in network and systems administration. The student will develop the technical and professional development skills needed to be an efficient worker in today's computerized workplace.

The IT Network Specialist program prepares students for 5 certifications: CompTIA A+, CompTIA Network+, CompTIA Security+, MCP: Microsoft Certified Professional and MCSA Microsoft Certified Solutions Associate.

All coursework will be completed on-campus under the supervision of a qualified instructor.

# IT SYSTEMS ADMINISTRATOR

790 clock hours  
Time for completion: 8.2 months  
Lecture / Lab : 44.93% / 55.06%

**Credential: Certificate**  
**CIP Code 11.1001**  
**O-Net Number 15-1142.00**  
**Student to Teacher Ratio 26:1**

CODE	PROGRAM COURSES	CLOCK HOURS	LECTURE HOURS	HANDS-ON HOURS
PC 100	Intro to PC	141	57	84
NET 100	Intro to Networking	101	41	60
COS 100	Client Operating Systems	132	53	79
SIS 100	Server 2016 Install & Storage	123	50	73
SN 100	Server 2016 Networking	57	23	34
SI 100	Server 2016 Identity	50	20	30
SP 100	Security Professional	126	51	75
CS 100	Career Success	30	30	N/A
CS 200	Advanced Career Development	30	30	N/A
<b>TOTAL</b>		<b>790</b>	<b>355</b>	<b>435</b>



The IT Network Specialist program prepares the student with a comprehensive set of skills necessary to become employable as a Computer/Information Technology Services Administrator. The student will develop the technical and professional development skills needed to be an efficient worker in today's computerized workplace.

The IT Network Specialist program prepares students for 6 certifications: CompTIA A+, CompTIA Network+, CompTIA Security+, Linux+, CCENT (Cisco Certified Entry Networking Technician) and CCNA (Cisco Certified Network Associate).

All coursework will be completed on-campus under the supervision of a qualified instructor.

## IT NETWORK SPECIALIST

610 clock hours

Time for completion: 6.3 months

Lecture / Lab : 46.3% / 53.7%

**Credential: Certificate**

**CIP Code 11.0901**

**O-Net Number 15-1152.00**

**Student to Teacher Ratio 26:1**

CODE	PROGRAM COURSES	CLOCK HOURS	LECTURE HOURS	HANDS-ON HOURS
PC 100	Intro to PC	141	57	84
NET 100	Intro to Networking	101	41	60
LX 100	Linux	87	35	52
RW 100	Routing & Switching I	52	21	31
RW 200	Routing & Switching II	43	17	26
SP 100	Security Pro	126	51	75
CS 100	Career Success	30	30	N/A
CS 200	Advanced Career Development	30	30	N/A
<b>TOTAL</b>		<b>610</b>	<b>282</b>	<b>328</b>

# ACADEMIC CALENDAR

ICOHS College has open enrollment periods with frequent start dates. Start dates occur every fifth Monday.

## 2019 ACADEMIC CALENDAR



### SESSION START

Jan 07	Jul 15
Feb 13	Aug 19
Apr 01	Sep 23
May 06	Oct 28
Jun 10	Dec 02

### SESSION END

Feb 11	Aug 18
Mar 29	Sep 22
May 05	Oct 27
Jun 09	Dec 01
Jul 14	Jan 05

### HOLIDAYS

Jan 01	New Year's Day	Jul 04	Independence Day
Jan 21	Martin Luther King Day	Sep 02	Labor Day
Feb 18	Presidents' Day	Nov 11	Veterans' Day
May 27	Memorial Day	Nov 28-29	Thanksgiving
		Dec 24-25	Christmas

### LEGEND

- START DATES
- END DATES
- HOLIDAYS

# 2020 ACADEMIC CALENDAR

## JANUARY

	S	M	T	W	T	F	S
1					1	2	3
2	5	6	7	8	9	10	11
3	12	13	14	15	16	17	18
4	19	20	21	22	23	24	25
5	26	27	28	29	30	31	

## FEBRUARY

	S	M	T	W	T	F	S
5							1
6	2	3	4	5	6	7	8
7	9	10	11	12	13	14	15
8	16	17	18	19	20	21	22
9	23	24	25	26	27	28	29

## MARCH

	S	M	T	W	T	F	S
10	1	2	3	4	5	6	7
11	8	9	10	11	12	13	14
12	15	16	17	18	19	20	21
13	22	23	24	25	26	27	28
14	29	30	31				

## APRIL

	S	M	T	W	T	F	S
14					1	2	3
15	5	6	7	8	9	10	11
16	12	13	14	15	16	17	18
17	19	20	21	22	23	24	25
18	26	27	28	29	30		

## MAY

	S	M	T	W	T	F	S
18						1	2
19	3	4	5	6	7	8	9
20	10	11	12	13	14	15	16
21	17	18	19	20	21	22	23
22	24	25	26	27	28	29	30
23	31						

## JUNE

	S	M	T	W	T	F	S
23		1	2	3	4	5	6
24	7	8	9	10	11	12	13
25	14	15	16	17	18	19	20
26	21	22	23	24	25	26	27
27	28	29	30				

## JULY

	S	M	T	W	T	F	S
27					1	2	3
28	5	6	7	8	9	10	11
29	12	13	14	15	16	17	18
30	19	20	21	22	23	24	25
31	26	27	28	29	30	31	

## AUGUST

	S	M	T	W	T	F	S
31							1
32	2	3	4	5	6	7	8
33	9	10	11	12	13	14	15
34	16	17	18	19	20	21	22
35	23	24	25	26	27	28	29
36	30	31					

## SEPTEMBER

	S	M	T	W	T	F	S
36					1	2	3
37	6	7	8	9	10	11	12
38	13	14	15	16	17	18	19
39	20	21	22	23	24	25	26
40	27	28	29	30			

## OCTOBER

	S	M	T	W	T	F	S
40					1	2	3
41	4	5	6	7	8	9	10
42	11	12	13	14	15	16	17
43	18	19	20	21	22	23	24
44	25	26	27	28	29	30	31

## NOVEMBER

	S	M	T	W	T	F	S
45	1	2	3	4	5	6	7
46	8	9	10	11	12	13	14
47	15	16	17	18	19	20	21
48	22	23	24	25	26	27	28
49	29	30					

## DECEMBER

	S	M	T	W	T	F	S
49					1	2	3
50	6	7	8	9	10	11	12
51	13	14	15	16	17	18	19
52	20	21	22	23	24	25	26
53	27	28	29	30	31		

### SESSION START

Jan 06    Jun 29  
 Feb 10    Aug 3  
 Mar 16    Sep 8  
 Apr 20    Oct 20  
 May 20    Nov 16

### SESSION END




Feb 09    Aug 02  
 Mar 15    Sep 06  
 Apr 19    Oct 11  
 May 24    Nov 15  
 Jun 28    Dec 27

### HOLIDAYS

Jan 01    New Year's Day  
 Jan 20    Martin Luther King Day  
 Feb 17    Presidents' Day  
 Apr 13    Easter  
 May 25    Memorial Day

Sep 07    Labor Day  
 Nov 11    Veterans' Day  
 Nov 26-27    Thanksgiving  
 Dec 24-25    Christmas

### LEGEND

 START DATES  
 END DATES  
 HOLIDAYS

# TUITION & FEES 2019

Effective May 1, 2019



PROGRAM	Clock Hours	Application Fee (non-refundable)	Program Tuition	Books & Supplies	Estimated Total Charges	Award Earned
Professional Massage Therapy	750	\$100	\$11,250	\$1,050	\$12,400	Certificate
Holistic Health Practitioner	1,000	\$100	\$15,000	\$1,150	\$16,250	Certificate
Computer & Network Technician	930	\$100	\$13,020	\$1,300	\$14,420	Certificate
IT Network Specialist	610	\$100	\$10,370	\$630	\$11,100	Certificate
IT Systems Admin	790	\$100	\$16,590	\$1,650	\$18,340	Certificate
Continuing Education Units (C.E.U.)	Varies	\$20	Varies	Varies	Varies	Course Credit

CERTIFICATION FEES	ANTICIPATED COST
MBLEx Application Fee	\$195
CAMTC Application Fee	\$200
Fingerprint Live Scan	\$80
Passport Photo	\$10
CompTIA A+ -220-1001 & 220-1002	\$438
CompTIA Net+ -N10-007	\$319
CompTIA Sec+ -SY0-501	\$339
CompTIA Linux+ -LX0-103 & LX0-104	\$438
Server I, II, & III	\$495
Cisco-ICND1 -100-105 & ICND2 -200-105	\$330

MISCELLANEOUS FEES	COST
Unofficial Transcripts	\$5
Continuing Education Units Transcripts	\$5
Official Transcripts	\$15
Duplicate Certificate	\$35
Make-up Fee	\$35/hr
Application Packet (non-refundable)	\$100
Wire Transfer Fee for Domestic Transfer	\$25
Wire Transfer Fee for International Transfer	\$45
Express Mail - US (non-refundable)	\$35
Express Mail - International (non-refundable)	\$75
Late Payment Fee	\$25
International Student Processing Fee	\$2,500
Credit Transfer Fee (non-refundable)	\$4/hour (up to \$100)

\*All prices are subject to change without notification.

## **ENROLLMENT PROCESS and REQUIREMENTS**

It is ICOHS College' intention to accept applicants who are deemed capable of successfully completing the training and subsequently becoming gainfully employed in the industry. Students interested in ICOHS College are encouraged to visit the campus or participate in an Open House prior to enrolling. In addition, an Admissions Representative will schedule personal interview, tour of our facility, and provide relevant information to the student to ensure ICOHS College is the right fit for the student.

An applicant will receive an acceptance, or a denial letter based upon on the results of the interview and application process. ICOHS College seeks to find candidates that can demonstrate successful completion of the program and fosters ICOHS College Mission Statement and core values. If an applicant receives denial letter, he/she can appeal by writing a letter to the Executive Director stating why they should be re-considered into the program. Upon receiving, the Executive Director will form a committee to review the request.

Admission to ICOHS College is contingent upon the prospective student meeting the following criteria:

- High School equivalency diploma, or have 6 college credit hours applicable towards a certificate offered
- Be 18 years of age or older
- Completing an interview with an admissions representative
- Provide picture identification; i.e. driver's license, passport, etc.
- Pay the application fee as stated in the application and establish a payment plan (if applicable)
- All classes are taught in English. Students must show proof of English proficiency by taking an onsite entrance exam if English is a second language.
- Complete Entrance Survey for the all programs
- For the massage program, disclosure of whether or not they have violated any provision of the California Massage Therapy Act that would prevent them from qualifying for state certification through CAMTC; by committing any act punishable as a sexually related crime or being required to register as a sex offender.

### **PROVISION OF SERVICES FOR STUDENTS WITH SPECIAL NEEDS**

ICOHS is committed to providing equal access to educational opportunities for all students, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

As such, ICOHS is committed to providing reasonable accommodations for students with disabilities or other special needs. The campus, classrooms and all facilities are handicap accessible, including the elevator.

To request additional accommodations:

The school expects students with disabilities to take an active role in communicating their needs since students can best describe their strengths and challenges. Disclosures and requests received at any time will be considered, however the school also recognizes that it is most effective when the disclosures of disabilities are made prior to students arriving on campus.

To submit a disclosure/request for accommodation a student must:

- Submit the request in writing to Student Services.
- Provide recent diagnostic documentation (physician's diagnosis, listing specific accommodations) to Student Services.

Once the appropriate request/documentation has been received, Student Services, Compliance and the Executive Director will review for reasonable accommodation. The student will be notified of the determination, in writing, within 10 days of the submission.

If the student does not agree with the determination, they may appeal the decision, within two weeks of the determination, by contacting the Executive Director and submitting all previously requested documents and information. The Executive Director will respond within two weeks of receiving the appeal.

Students may contact the Executive Director in the following ways:

- By Telephone:  
858-581-9460
- By Mail:  
ICOHS Executive Director  
1500 State Street  
San Diego CA, 92101

## **NON-DISCRIMINATION**

ICOHS College does not discriminate in admission or access to our program on the basis of age, race, ethnic origin, color, sex, disability, sexual orientation, religion or national origin. As required by Section 504, 34 Code of Federal Regulations, applicants are considered on the basis of individual merit without regard to disability, gender, sexual orientation, marital status, age, religion, creed, and race, national, ethnic origin or any other status protected by law. This Federal Regulation applies to admission, employment, financial agreements and all other matters within ICOHS College. The School's administration is designated to coordinate School compliance with the requirements of Section 504, as required by 34 Code of the C.F.R. § 104.7(a). All service members of the armed services will not be denied admissions, based on reasons related to their service.

Request for accommodation, auxiliary aid, or service, should follow:

- Notify the Dean of Student Services by email or telephone:
  - [studentservices@icohs.edu](mailto:studentservices@icohs.edu)
  - 858.581.9460
- The Dean of Student Services or Academics Coordinator will respond within two weeks of the request.

## **REINSTATEMENT**

Students may reapply to be re-admitted to the institution. Remittance to the School following withdrawal for any reason will be at the discretion of the School's Executive Director and Faculty.

Students accepted for readmission are entitled to the same rights and privileges and are subject to the same regulations as any student. For readmitted students, grades will remain the same for courses completed in the prior year. Incomplete courses will have to be repeated from the beginning.

Students re-entering after 180 days will be charged at the current tuition rates for newly entering students. Students returning within 180 days will keep the initially contracted rate.

## **TRANSFER CREDIT AND HOURS**

1. Students may transfer credits from previous institutions by submitting a Credit Transfer Form, which can be obtained from the Admissions Office.
2. To receive transfer credits the student must provide an official school transcript from the previous school(s) and other supporting documentation such as course descriptions and syllabi as deemed necessary to validate the transfer credit.
3. The documentation must be evaluated and considered of equivalent nature to courses offered at ICOHS College to be granted transfer credit. Only classes awarded a passing grade (C or 2.0) will be considered for transfer (an exception to this rule may be considered for classes taken for No Credit). The ICOHS College Academic Coordinator/Dean of Academic Technology will decide whether or not the courses are transferable and notify the student within two-weeks of receiving the request.
4. Transfer credits may be given for courses completed within the past five years. If an active practicing professional in the field has previous course work from up to ten years ago the previous course work may be transferable if it meets all other criteria
5. Based upon comparable academics, the Academic Coordinator/Dean of Academic Technology will decide whether or not the courses are transferable. Those that may be eligible are asked to submit official transcripts, syllabi, course descriptions and/or other supporting documentation along with the transfer of credit form. If the courses are determined to be transferrable and approved by the Academic Coordinator/Dean of Academic Technology, the transfer credits may be transferred to cover one or more course offered at ICOHS College.
6. The Registrar is notified of the change and the student's information including their academic plan, payment rates, payment plans and all other relevant documents are updated. Students will be notified of the status of their transfer credits within two weeks. Transfer Credits will appear as (TC) on the student's transcript.

Please note:

- Per ACCET policy, ICOHS College will only allow credit earned from another institution if that institution is recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation, unless the institution can demonstrate a compelling reason.
- Only a student who has been accepted for a program is allowed to transfer in credits. No more than half (50%) of the program's total coursework may be accepted for transfer.

- Students will have two-weeks upon notification of their credit transfer to appeal the request. Additional documentation may be requested. ICOHS College will respond to appeals within two-weeks upon notification of the appeal.
- A \$4.00 fee will be assessed to each transferable hour up to but not exceeding \$150.00. To receive credit for transfer hours, students must have their transcripts evaluated at the time of enrollment. For credits being transferred in after initial enrollment, the transfer fee of \$4.00 will be incurred by the student and the transfer credits will be added to the student's account if the transfer credit is deemed worthy.
- The transferability of credits a student earns at ICOHS College is at the complete discretion of the institution to which the student seeks to transfer. Acceptance of the certificate earned is also at the complete discretion of the institution to which a student may seek to transfer. If the credits a student earns at ICOHS College is not accepted at the institution they seek to transfer to, the student may be required to repeat some or all of their coursework at that institution. For this reason, students should make certain that their attendance at ICOHS College will meet their educational goals. This may include contacting an institution to which a student may seek to transfer to after attending ICOHS College, to determine if they will award credit for the courses completed. ICOHS College will provide an official transcript, syllabi, or course outline as needed to facilitate the credit transfer process.
- In determining the acceptability of documented course materials to be transferred, ICOHS College may ask the student to demonstrate competency in the subject(s) to be transferred. If the training is more than 10 years old, students may take a challenge test for a fee of \$100.00. An application is required to be eligible for a challenge test and is available from the Academic Coordinator/Dean of Academic Technology. Challenge tests may not be used in lieu of a class hour's completion.
- For the Professional Massage Therapist and Holistic Health Practitioner program, CAMTC will only accept transfer classes from a CAMTC approved school.

### **For Purposes of Title IV Federal Financial Aid**

ACCET institutions must comply with Federal requirements for clock-to-credit hour conversions which may be different from those required by ACCET for academic purposes.

The US Department of Education (USDE) has added a definition of credit hour that measures credit hour in terms of the amount of time in which a student is engaged in academic activity, as follows:

### **Credit hour definition by USDE:**

1. One hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately 15 weeks for one semester or trimester of credit, or 10 to 12 weeks for one quarter credit.
2. At least an equivalent amount of work as required in the # 1 above for other academic activities including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours; or



3. Institutionally established reasonable equivalencies for the amount of work required in # 1 above for the credit hours awarded, including as represented in intended learning outcomes and verified by evidence of student achievement and in accordance with accreditation standards.

### **Credit Hour to Clock Hour Conversion by ICOHS College:**

For financial aid purposes, except in certain cases specified by USDE, the method of converting credit hours to clock hours for lecture, laboratory, and/or externship/internship is as follows: ICOHS College defines a clock hour as 50 minutes of actual class instruction within a 60 minutes period. Students are given a 10 minutes break within each 60 minutes period of instruction.

1. One semester credit hour is based on 37.5 clock hours of direct faculty instruction and at minimum of two hours of out of class student work each week.
2. One quarter credit hour is based on 25 clock hours of direct faculty instruction and a minimum of two hours of out of class student work each week.

## **CERTIFICATIONS FOR TECHNOLOGY PROGRAMS**

Industry recognized certification exams offered for ICOHS College program graduates are optional. Certifying entities include CompTIA, Microsoft, and Cisco.

## **HOLISTIC HEALTH AND MASSAGE CERTIFICATION AND LICENSING**

### **CALIFORNIA STATE CERTIFICATION**

In California, applicants must apply for certification as a Certified Massage Therapist (CMT). The California legislature established a non-profit organization, the California Massage Therapy Council (CAMTC), to certify California massage therapists to work anywhere in California without also obtaining a city or county massage permit or certificate. ICOHS College graduates are eligible to apply for CAMTC certification.

The purpose behind CAMTC's creation was to serve the interests of the public and the massage profession by making the process of certification the same throughout the State, rather than different in each city and county. Statewide certification through CAMTC streamlines massage therapist registration procedures, helps local governments keep track of whether a massage therapist is actually licensed or certified elsewhere, and increases transparency for the general public about what "certified" stands for in a title.

The State of California currently requires a minimum of 500 hours of on-site training or more of Massage Therapy education from a CAMTC approved school, with a minimum of 100 hours of instruction in the following subjects:

- Anatomy
- Physiology
- Contraindications
- Health & Hygiene

- Business & Ethics

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed Massage Therapy Act, codified at California Business and Professions Code sections 460, 4600-4621, and Government Code section 51034.

### **CAMTC EXAM:**

Effective January 1, 2019, CAMTC does not require passing the MBLEX exam to be considered for a massage certification. However, ICOHS College encourages all students to take the exam. ICOHS College will provide the necessary information to the students before graduation. However, it is the student's responsibility to obtain the appropriate application and send all documents for certification.

### **CITY OR COUNTY PERMITS OR LICENSES:**

California cities and counties have a variety of massage rules, regulations, and fees. Some California cities require minimal hours of training while other cities require comprehensive training, and some fees are modest while others are expensive. ICOHS College's Holistic Health Practitioner program meets the 1000 hour educational requirements to obtain the City of San Diego HHP Permit.

### **OUTSIDE THE STATE OF CALIFORNIA:**

Students who wish to pursue their professional massage therapy practice outside of the State of California after they graduate, whether as a private practitioner or as an employee of an organization, are responsible for checking that State's requirements on their own behalf.

### **BUSINESS LICENSES:**

Massage Therapists who have a private practice should note that they are responsible for obtaining a business license in the city or country in which they operate. Please consult with a lawyer or other professionals to ensure city, state, and federal laws are followed.

### **NATIONAL BOARD CERTIFICATION:**

Board Certification is the highest voluntary credential in the massage therapy and bodywork profession. As a NCBTMB Assigned School, ICOHS College programs meet the educational standards required for Board Certification. This credential requires fulfilling additional qualifications—including education, hands-on experience and a background check—ensuring therapists achieving this credential have the proper foundation to better serve their clients and demonstrate a commitment to raising the standards of the profession.

To become Board Certified, students must meet or exceed the following requirements:

- Pass the Board Certification (BCETMB) exam
- Complete 750 hours of education, including 250 hours of professional, hands-on experience
- Pass a thorough national background check (performed by NCBTMB)
- Obtain a current CPR certification
- Agree to uphold NCBTMB's Standards of Practice and Code of Ethics

- Agree to oppose Human Trafficking

## **FINANCIAL ASSISTANCE**

ICOHS College is currently approved by the following organizations:

- San Diego Workforce Partnership 3910 University Avenue, Suite 400 San Diego, CA 92105 Telephone: (619) 228-2900
- Federal Student Aid U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202 Telephone: (800) 872-5327
- Veteran Affairs 8810 Rio San Diego Drive San Diego, CA 92108 Telephone: 1-800-488-8244

## **TERMS & METHODS OF PAYMENTS**

Tuition and fees are charged to a student at the start of the program. Arrangements for funding must be made prior to the start of the program. Failure to complete payment arrangements may result in an administrative hold placed on a student's account until satisfactory payment arrangements are finalized. See Late Payment Fees Section.

Students have the option to pay for the entire program or pay for the term they are attending. In both cases, payment must be made at the time of registration.

ICOHS College participates in federal and state financial aid programs. Consumer disclosure information is available by contacting [info@icohs.edu](mailto:info@icohs.edu) or by visiting the website.

### **LATE PAYMENT FEES**

Failure to make tuition payments in full by the first day of the term will result in the assessment of late payment fees and a warning letter stipulating the deadline to arrange for payments. Late payment charges may be assessed each month that the account has an overdue, outstanding balance. The late payment fee is \$25. It is the student's responsibility to ensure that payment arrangements are made in a timely manner in order to avoid fees. If course and enrollment fees are not paid in full by the deadline stipulated on the late notice, the student's enrollment may be administratively withdrawn, and their balance will be sent to collections. Students are notified when their balance is sent to collections.

All payments must be made by 4:00 P.M. (PST) at the Business Office.

## **FINANCIAL INFORMATION**

The Financial Aid Department is available to discuss financial options to all students, for those that qualify. This allows applicants to evaluate their financial options and obligations prior to enrolling at ICOHS College. Here are the following programs ICOHS College participates for financial aid:

- Federal Pell Grants
- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal PLUS Loans

- A student loan offered to parents of students enrolled at least half time, or graduate and professional students, at participating and eligible post-secondary institutions.
- State Grants (Cal Grant B and Cal Grant C) programs
  - Made for eligible students by the California Student Aid Commission. Completing the FAFSA is the first step to determine eligibility that must be made prior to March 2nd deadline.
- Private Student Loans.
  - ICOHS College is on the list of approved schools for the Sallie Mae Career Training Loan. This is a private, credit-based loan that is subject to approval by Sallie Mae. You have the option to apply on your own or with a cosigner.
- Other Resources.
  - Currently, ICOHS College participates in Vocational Rehabilitation, and Workforce Investment Act (WIA)
- Payment Plan.
  - ICOHS College partners with TFC, a third-party vendor that offers loan programs for qualified applicants. Students electing this “pay as you go” option will pay the monthly amount at the first of every month. The payment plan option is not impacted by subsequent tuition increases. Methods of payments accepted are cash, check, Mastercard and VISA.

Federal financial assistance to students is available through Title IV, for those that qualify. Assistance received from Federal financial aid programs must be used for educational purposes. Financial aid administrators are available to answer questions and provide information regarding the application process, provide information and appropriate deadlines.

Students can also inquire about loan and grant applications from the Financial Aid office. To apply for Federal Financial Aid, a student must:

- Complete the Free Application for Federal Student Aid (FAFSA)
- Submit their federal income tax return for the most recent tax year or submit a non-filing statement.

Financial aid is not guaranteed from one award year to the next, students must re-apply for every academic year they attend school. Unless an applicant can establish independent status, they must provide parental information on the FAFSA and include copies of their parents’ tax returns.

## **SCHOLARSHIPS**

ICOHS College does not offers scholarships at this time.

## **VETERANS ASSISTANCE OR GI BILL**

ICOHS College is approved in certain courses for veterans’ enrollment. Individuals interested in receiving student assistance should contact the Veterans Administration Office in the student’s locality to determine eligibility for benefits. Types of training programs include the Post-9/11 GI Bill, Montgomery GI Bill, Reserve Educational Assistance Program, Veterans Educational Assistance Program and Survivors and

Dependents Educational Assistance Program. For more information on Veterans Education Benefits, visit [http://www.benefits.va.gov/gibill/education\\_programs.asp](http://www.benefits.va.gov/gibill/education_programs.asp)

## **CANCELLATION & REFUND POLICY**

### **CANCELLATIONS**

1. Students have the right to cancel their enrollment, including any equipment or other goods and services included in the agreement, and receive a full refund (upon return of “any equipment, or other goods and services” including textbooks, less any non-refundable fees not to exceed \$200.00) prior to the start of the program, through attendance of the first class session up to the fourteenth day after enrollment, whichever is later. This is considered a cancellation.
2. If ICOHS College cancels a program subsequent to a student’s enrollment, the student will receive a full refund within 45 days of the cancellation date.
3. Rejection of an applicant: If an applicant is rejected for enrollment by the institution, or if a prospective international student has his/her visa application rejected, a full refund of all monies paid must be made to the applicant.
4. If an applicant accepted by ICOHS College, does not attend class during the cancellation time period, they will be considered a No-show.
5. If an applicant accepted by ICOHS College cancels prior to the start of scheduled classes, or never attends class (no-show), the applicant will receive a full refund (less any non-refundable fees, not to exceed \$200.00) within 45 days of the cancellation date.
6. As required by the Bureau for Private Postsecondary Education (BPPE) Ed Code 94919, a cancellation shall occur when the school receives written notice (e-mail, letter, or delivered in person) of the student’s request to cancel. Written notice of cancellation is to be sent to: ICOHS College, 1500 State Street – San Diego, CA 92101.

The student is due a refund, as applicable, within 45 days of ICOHS College receiving the Notice of Cancellation.

Students receiving federal student financial aid funds are entitled to a refund of monies not paid from federal student financial aid program funds, if applicable.

The written notice of cancellation, if sent by mail (sent to the correct address with appropriate postage), is effective when postmarked.

### **TRIAL PERIOD (First 14 Calendar Days of Program Start)**

A student who withdraws from the program within the first 14 calendar days of their program start date will be considered a cancellation, not a withdrawal, and will have all charges refunded and all payments returned to the individual or applicable funding source, less the non-refundable fees of up to \$200.00, as itemized in the enrollment agreement as being non-refundable.

### **WITHDRAWALS**

ICOHS College will first perform the Return to Title IV (R2T4) policy in accordance with Federal regulations for any student receiving Title IV funds. Students may withdraw from ICOHS College at any time after the cancellation period by notifying ICOHS

College at 1500 State Street – San Diego, CA 92101. The effective date of withdrawal is based on the Date of Determination (DoD). Which is the date the institution is made aware of the withdrawal. The enrollment status of such students is changed to “withdrawn”. The student will immediately be withdrawn from ICOHS College and the student’s future classes will be deleted from his/her schedule.

If a student is absent for 14 consecutive class days and does not communicate directly with ICOHS College regarding the nature of the absence(s), he/she will be considered withdrawn from the program. Should a student decide to continue the program, he/she will be required to reapply.

The student will receive a pro-rated refund if the student completed 60% or less of the scheduled hours in the current Period of Financial Obligation. Period of Financial Obligation is defined as follows:

- The training period for which a student is legally obligated to pay, which may be less than the total period of enrollment, if tuition is charged in smaller increments, such as by quarter. Under no circumstances may a period of financial obligation exceed a 12-month period.

The refund will be calculated based on the last day of attendance (LDA) according to the pro-rate refund policy described below. The refund will not include any non-refundable fees, including the application fee, up to \$200.00 as defined by the Enrollment Agreement. If the student has completed more than 60% of the period of attendance for which the student was charged, the student is no longer eligible to receive a refund. Refunds are based on the actual hours attended by the student.

For the purpose of determining a refund under this section, a student shall be considered withdrawn from the program of instruction when any of the following occurs:

- The effective date the student notifies ICOHS College of the student’s withdrawal.
- ICOHS College terminates the student’s enrollment for failure to maintain satisfactory academic progress.
- The student fails to abide by the policies and regulations of ICOHS College and/or the student fails to meet any financial obligations to ICOHS College.
- The student is absent 14 consecutive class days and does not communicate directly with ICOHS College regarding the nature of the absence(s) and does not officially withdraw from the program.
- If the student fails to return from a Leave of Absence (LOA), the DoD (Date of Determination) will be the date the student was scheduled to return from their LOA. A refund will be calculated based on the student’s last date of attendance.
- As mandated by the State of California BPPE, the refund calculation will be based upon the total tuition charged, divided by the total scheduled hours of the course(s). This is considered the per hour rate. This rate is multiplied by the number of hours the student attended in the course (including time absent before the last day attended) to determine the amount the student owes.

- When a student withdraws from the program a refund (if applicable) shall be issued, by check or credit card, within 45 calendar days of receipt of the Notification of Withdrawal. ICOHS College will only refund funds to the person or company from whom the funds originated.

### ***REFUND CALCULATION SAMPLE***

HOLISTIC HEALTH PRACTITIONER 1000 total program hours

Last date of attendance after 130 hours of instruction = 13% of the program completed

\$21,000.00 tuition/ 1000 hours = \$21.00 per hour rate

\$21.00 per hour rate X 130 hours of instruction = \$2,730.00 owed to ICOHS College

\$21,000.00 Tuition paid - \$2,730.00 owed to ICOHS College + \$0.00 refundable charges = \$18,270.00

Refund Amount: \$18,270.00 (funds are refunded to the respective funding source).

## **RETURN TO TITLE IV (R2T4)**

ICOHS College will first perform the Return to Title IV (R2T4) policy in accordance with Federal regulations for any Student receiving Title IV funds. This policy applies to Title IV recipients who withdraw (officially, unofficially) or are dismissed from enrollment at ICOHS College. It is separate and distinct from the Institutional Cancellation and Refund Policy which applies to all withdrawn students. The calculated amount of the “Return of Title IV Funds” that is required for students affected by this policy are determined according to the following definitions and procedures as defined by federal regulation.

The return of Title IV funds is administered by the Financial Aid Office of ICOHS College. And it is the Financial Aid Office and/ or the School Director that is designated to accept notification of official withdrawals.

The law specifies how the school must determine the amount of Title IV program assistance that the student earns if they withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Direct Loans and Direct PLUS Loans.

Though a students’ aid is posted to their school account at the start of each period, students earn the funds as they complete the period. If a student withdraws during a payment period or period of enrollment (the school will define these for the student), the amount of Title IV program assistance that a student has earned up to that half point is determined by a specific formula. If a student received (or the school or parent received on a student’s behalf) less assistance than the amount that was earned, the student may be able to receive those additional funds. If a student received more assistance than earned, the excess funds must be returned by the school and/or student.

The amount of assistance that a student has earned is determined on a pro rata basis. For example, if the student completed 30% of a payment period or period of enrollment, 30% of the assistance originally scheduled to be received is earned. Once a student has completed more than 60% of the payment period or period of enrollment, all assistance that was scheduled to be received for that period is earned. If the student did not receive all of the funds earned, a post –withdrawal disbursement may be due. If the

post-withdrawal disbursement includes loan funds, the school must obtain permission from the student/ borrower before it can disburse the funds. A student may choose to decline some or all of the loan funds so that additional debt will not be incurred. The school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees. The school needs permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give permission (some schools ask for this when a student enrolls), you will be offered the funds. However, it may be in a student's best interest to allow the school to keep the funds to reduce the debt owed the school.

There are some Title IV funds that were scheduled to be received that cannot be disbursed to a student once the student withdraws because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 20 days of a program before withdrawing, the student will not receive any Direct Loan funds that would have been received had the student remained enrolled past the 30th day.

If the student (or the school or parent receives on behalf of the student) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of: the institutional charges multiplied by the unearned percentage of student funds, or the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount.

For any loan funds that the student must return, the student (or the parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds the student received or was scheduled to be received. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when the student withdraw are separate from any institutional refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return. If the student doesn't already know the school's institutional refund policy, the student should ask the school for a copy. The school can also provide the student with the requirements and procedures for officially withdrawing from school.

If the student has any questions about Title IV program funds, call the Federal Student Aid Information Center at 1-800-433-3243. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).



## **WHEN A STUDENT IS CONSIDERED TO HAVE WITHDRAWN**

A student is considered to have withdrawn from a payment period or period of enrollment if, in the case of a program that is measured in clock hours, the student does not complete all of the clock hours and weeks of instructional time in the payment period or period of enrollment that the student was scheduled to complete.

## **STUDENT WITHDRAWS BEFORE TITLE IV FUNDS ARE DISBURSED**

If the student paid all school charges/fees and then ceased enrollment prior to Title IV funds being disbursed, the school is responsible for determining IF Title IV funds could have been disbursed. The school must determine the Title IV funds earned by the student and follow the procedures for making a post-withdrawal disbursement.

## **R2T4 CALCULATION**

Students who receive Title IV aid (Federal Pell, Federal Subsidized and/or Federal Unsubsidized Stafford loans and PLUS loans) and withdraw from ICOHS College are subject to the Return of Title IV aid regulations. (Federal law now requires that a Student must “earn” the aid that they receive.)

When a Student withdraws from ICOHS College, ICOHS College is required to determine the amount “earned” using the Return of Title IV regulations. This calculation is based on the number of hours the Student attended divided by the number of hours for which the aid was disbursed. If the Student completes 60% or more of the hours, all the aid has been earned. If a Student completes 59% or less of the hours in a given payment period, the earned and unearned portion will be calculated.

The “unearned” portion of the tuition will be returned to the appropriate Title IV program. ICOHS College will then bill the Student for the amount of tuition that was returned in excess of the ICOHS College’ refund policy.

The “unearned” portion of the aid that was disbursed directly to the Student will also be calculated. If applicable, the Student will owe repayment to the Title IV programs. The Student will receive an overpayment letter and will be given 45 days to make the repayment of Title IV funds. The Student will be ineligible for further Title IV aid until the funds are repaid or satisfactory payment arrangements have been made with the Department of Education.

Repayment of Pell Grant(s) is also calculated for any Student completing 59% or less of the hours in a given payment period.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal.

For a student who withdraws after the 60% mark of scheduled attendance in the time period or period of enrollment, there are no unearned funds; the student has earned 100% of the Title IV funds scheduled to be received.

If the calculation determines the amount of funds disbursed to the student is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement (PWD) if conditions for a late disbursement are satisfied.

If the calculation determines the amount of funds disbursed to the student is greater than the amount earned by the student, the unearned funds must be returned to the Dept. of ED.

ICOHS College responsibility in regard to the return of Title IV funds are as follows:

- Provide students with the information contained in the R2T4 Policy.
- Identify students who have withdrawn and will be affected by the R2T4 Policy.
- Perform the R2T4 calculation, guidelines & standards provided by the Department of Education.
- Return all unearned Title IV Funds in compliance with the Dept. of ED requirements.
- Within 14 school business days, but no later than 45 days after the school determined date of withdrawal.
- Process any post-withdrawal of earned funds due the student.

**Post-withdrawal disbursement to student's account for outstanding institutional charges:**

- Within 14 school business days, but no later than 180 days after the school determined date of withdrawal.
- Post-withdrawal disbursement to student for earned Title IV funds in excess of outstanding current institutional charges.
- Loans – Within 14 school business days, but no later than 180 days from the school determined date of withdrawal.
- Grants – Within 14 school business days, but no later than 45 days from the school determined date of withdrawal.

**Provide notifications to students (parents):**

- Written notification providing the student (or parent) the opportunity to accept all or part of a post withdrawal disbursement of Title IV loan funds.
- Within 30 days of the school determined date of withdrawal.
- Notification to student (or parent) of outcome of late request for a post-withdrawal disbursement to a student; request received by school after the specified period and schools chooses not to make the disbursement.
- Within 14 school business days.
- Notification to student of grant overpayment.
- Within 30 days of school determined date of withdrawal.

**Provide notifications to the Department of Education:**

Referral of student to Debt Resolution Services if student does not pay overpayment in full, does not enter into repayment agreement, or fails to meet terms of repayment agreement.

- Within 14 school business days.

- Referral of student to NSLDS if student does not pay overpayment in full, does not enter into repayment agreement, or fails to meet terms of repayment agreement.
- No later than 45 days from the date the student is notified of overpayment.

Any student who withdraws officially or unofficially will be made aware of the possible consequences of withdrawing. For financial aid recipients, repayment on Federal Loans begins six (6) months from their last date of attendance. Students who took a full 180 day Leave of Absence (LOA) and who did not return from the LOA will go into immediate repayment.

The R2T4 does not dictate the schools institutional refund policy and is not based on the student's education charges, only the scheduled time within the payment period in which the student drops. This policy is separate from the schools Institutional Refund Policy. All students who utilize Title IV funding will have the R2T4 calculation completed prior to calculating the Institutional Refund Policy. A student may owe funds for unpaid charges to the school to cover education charges. If the school is required to return federal funds, the school will return Federal Aid disbursed that was credited to the student's account for the payment period in which the student withdrew. The school will refund any unearned Title IV aid due within forty-five (45) days of the date of determination, which is no later than fourteen (14) days from the last date of attendance.

Any Student who has withdrawn or been dismissed is accorded all terms and conditions of the ICOHS College refund policy. If a refund is due on a Student's account for which Title IV payments have been made, ICOHS College will deposit the refund to the Student's Title IV account.

The refund will not exceed the amount awarded to the Student from the account. All students who receive Title IV funds and withdraw with a refund due will have the refund amount refunded according to the following refund distribution policy:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant
- Other Student Financial Aid Programs
- Other Federal State, Private, or Institutional Sources of Aid
- The Student

If Student received Federal Financial Aid, Loan Exit counseling is required at ICOHS College to be completed within 30 days of his/her DOD. If the Student cannot be reached within 15 days, then the loan exit counseling paperwork will be mailed to the Student and must be returned by the date indicated on the paperwork.

**The calculation for the percent of completion of the payment period is as follows:**

The school will determine the actual date the student started the payment period and the last date of attendance and will determine the scheduled clock hours within that period of time.

The number of clock hours the student was scheduled to complete within that payment period is divided by the total number of clock hours in that payment period to determine percent completed. Days a student was on a Leave of Absence are not included in this calculation.

Students who owe an overpayment of Pell grants as a result of withdrawal from the program, initially will retain their eligibility for Title IV funding for forty five (45) of the earlier of (1) date the school sends the student notification of the over award (2) the date the school was required to notify the student of overpayment. Within thirty (30) days of determining that the student's withdrawal created a repayment of all or part of the Pell Grant, the school must notify the student that she/he must repay the overpayment or make satisfactory arrangements to repay. The student will be notified of overpayment of Title IV funds and that the student's eligibility for additional Title IV aid will cease if the student fails to take a positive action by the forty fifth (45th) day following notification from the school.

The student will have the options of payment of the overpayment in full or arranging a repayment agreement with the Department of Education. If the student fails to take action to repay during the forty-five (45) days allotted, the school will report this to NSLDS.

If the school's Institutional Refund Calculation indicates the student owes an outstanding tuition and/or fee charges, the debt to the school must be paid in full before the release of transcripts.

**The student's responsibility in regard to the return of Title IV funds are as follows:**

- When possible, the student should notify the financial aid office in writing of official withdrawal.
- If the student cancels the decision to withdraw, the student must notify the school in writing within three business days of the date of the original withdrawal.
- School charges, which were previously paid by FSA funds, might become a debt that the student will be responsible for paying upon the return of Title IV funds.
- Return unearned Title IV Funds that were disbursed to the student where in the student was deemed ineligible, based on the R2T4 calculation.
- Loans – according to terms of the loan.
- Grants – within 45 days of earlier of date school sent or were required to send notice.
- Submit response instructing school to make post-withdrawal disbursement 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs.
- Student borrowers of the Direct Stafford Loans are required to attend or complete online Exit Counseling before leaving school.

**FEDERAL REFUND REQUIREMENTS VERSUS STATE/ACCREDITATION REFUND REQUIREMENTS**

In addition to the Return of Title IV requirements for federal financial aid recipients, ICOHS College is required by the Accrediting Council for Continuing Education & Training (ACCET) to calculate a prorated refund for all withdrawn students regardless of whether or not the student received Title IV funds. In some instances, the student may, after Title IV funds are returned, owe a balance to ICOHS College to cover unpaid institutional charges. The school may also attempt to collect from the student any Title IV program funds that the school was required to return.

## **STUDENT TUITION RECOVERY FUND**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, 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.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

## ATTENDANCE POLICY

Time is recorded in 15 - minute increments.

- P = Present
- A = Absent (A student is considered to be absent if they do not show up for any portion of the class meeting)
- T = Tardy (A student is considered to be tardy if they arrive after the designated class start time).
- ED = Early Departure (A student will receive an early departure mark if he/she leaves before the instructor dismisses class)
- No-show = If an applicant accepted by ICOHS College, does not attend class during the cancellation time period, they will be considered a No-show.

### OVERALL ATTENDANCE

In accordance with ICOHS College's mission statement, attendance is a key component for full participation in a program and achievement of the learning objectives of each course. The minimum acceptable cumulative attendance rate is 80% of required program hours.

In cases where a student's cumulative attendance rate reaches 80% and/or falls below this required benchmark, the following procedure is implemented:

- **GENTLE REMINDER:** If a student's cumulative attendance rate reaches 80%, a reminder notification is sent via email advising the student that while still meeting the required benchmark, s/he is in danger of falling below that requirement and make-up hours are recommended.
- **WARNING 1:** If a student falls *below* 80%, an initial warning is sent alerting the student that his/her current cumulative attendance has fallen below the required benchmark, and s/he is advised to perform make-up hours to bring his/her attendance back into the required range.
- **WARNING 2:** If a student fails to respond to the first warning, outlined above, and the student's attendance rate remains below the stated ICOHS College requirement of 80%, he/she is directed to perform make-up hours to return his/her attendance to at least the 80% minimum benchmark. Failure to do so may jeopardize the student's ability to complete his/her program in a timely manner.

Students are advised to be in consistent communication with their instructors about their attendance throughout the course. Students are officially informed of their attendance in alignment with the institution's SAP Policy.

### TARDIES AND EARLY DPEARTURES

NOTE: Time is recorded in 15-minute increments.

- *between 1-15 = 15 minutes of instruction missed*
- *between 16 – 30 = 30 minutes of instruction missed*
- *between 31 – 45 = 45 minutes of instruction missed*
- *between 46 – 60 = One clock hour of instruction missed*

**Students are considered late if they arrive after the designated class start time.** A tardy or early departure is recorded accordingly based on the above time increments. Repeated tardies and/or early departures are applied toward a student's cumulative attendance rate thereby affecting the student's overall cumulative average, and consequences are implemented in line with the above stated warning procedures.

### **EXCUSED ABSENCES**

**All absences, regardless of the reason, are recorded as an absence in accordance with the actual time and/or day(s) missed.** However, students are excused from class in special circumstances that include the following specific reasons:

- Military Duty
- Family Emergency
- Jury Duty
- Medical Illness or Condition

When requesting an excused absence, the student must notify ICOHS College or their instructor (verbally or in writing) prior to or on the day of the absence. Documentation is required in all situations. If the student makes no attempt to contact ICOHS College regarding their absence, the absence will be considered unexcused. Excused absences cannot exceed ten percent of the clock hours in the payment period.

Excused absences will count as absences in the calculation of attendance rates and will not increase the maximum number of allowable absences. Work must be completed within one week of return and accordingly with the curriculum listed on the syllabus for the days absent. The instructor will determine the best methods of make-up depending on what was missed. See Make-up Attendance.

### **RECORDING ATTENDANCE**

Attendance rosters are generated by the Campus Cafe database system and given to instructors to use in class. Instructors record attendance (including tardies and early departures) to ensure an accurate and timely record is available via an attendance roster. Attendance taking procedures are explained to instructors during the new instructor orientation. Completed attendance rosters are given to the Registrar and input into the Campus Cafe database system. The Registrar audits and updates the attendance data and files it for recordkeeping.

### **CONSECUTIVE CLASSES MISSED**

Any student who has unexcused absences of fourteen consecutive days will be administratively withdrawn from the institution.

### **MAKE-UPS**

Students may makeup exams and class time missed due to e excused absences and/or missed time due to accumulated tardies or early departures. Students are allowed to

make-up a total of 20% of the program. Make-up work is to be comparable to the content, time and delivery of the classes missed. The student must arrange with the instructor, within school hours and at ICOHS College, a time to make-up the course content missed. Missed coursework must be made-up within seven calendar days. All students will have opportunities to make-up their attendance by performing the following:

1. Pick up the "Make-up Verification" form from the Academic Coordinator's office.
2. Complete the form and take it to your instructor for approval.
3. Once the make-up is completed and verified by the instructor, the instructor will turn in an Attendance Change Form to the Registrar to record the make-up hours.

## **ENROLLMENT CLASSIFICATION**

- Full-time: 24 hours per week
- Part-time: 12 hours per week

Aside from the School Catalog, students are also informed of the attendance policy during the Power Point presentation at the New Student Orientation.

## **LEAVE OF ABSENCE**

- A leave of absence ("LOA") is an approved period of time that the student is away from ICOHS College (not currently participating in class), while maintaining a status of student. A LOA may be granted, with appropriate documentation, for emergency situations such as:
  - military duty,
  - serious illness,
  - debilitating injury
  - jury duty,
  - family emergency
  - death of relative
- The student submitting the leave of absence must be in good academic standing (without any unresolved academic, financial or disciplinary issues).
- A student must submit a written request for a leave of absence in advance of the beginning date of the leave of absence, with as much notice as possible, unless unforeseen circumstances prevent the student from doing so.
- No leave of absence will be granted without approval from the Academic Coordinator/Dean of Academic Technology.
- If a student does not request a leave of absence within a timeframe consistent with ICOHS College's consecutive absence policy, he/she must be withdrawn.
- The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be identified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.
- LOA's are at the discretion of the institution.
- The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.
- The student will not be charged any additional charges as a result of the leave of absence.



- The length and frequency of leaves of absence must not impede student progress and must be reasonable within the context of the institution's curriculum.
- Multiple LOA's may be granted as long as they do not exceed 180 days in total in any 12-month period or one-half the published program length, whichever is shorter. An approved LOA may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the limit.
- The student's maximum time frame will be extended by the number of days in the leave of absence.
- When student returns to attendance, they will continue in the program where they left off.
- Return dates must coincide with the start of a term.
- If the student does not return following the leave of absence period, ICOHS College will consider the student as having permanently withdrawn and will apply its refund policy, which will be based on the time elapsed in the student's program, as measured in clock hours, as of the last date of attendance.
- Students on approved LOA need to be aware that the LOA may affect financial aid. Therefore, the Financial Aid Coordinator will meet with the student and provide information regarding the following:
  - loan obligations
  - possible revisions in his/her aid package
  - deferment options
  - notifications to lending institutions
  - deferments may be canceled
  - effects on veteran-benefits
  - grace periods exhausted
  - consequences of not returning to ICOHS College at the expiration of the LOA

## **REQUESTING A LOA**

To request a LOA, the student must submit a written, signed and dated LOA request to the Registrar that includes:

- The specific reason for leave.
- The specific date of the student's return.
- The written LOA request must be completed prior to the beginning date of the leave. If unforeseen circumstances prevents the student from requesting the LOA in advance, the reason for this delay must be documented, with a signed request collected at a later date.

The LOA must be approved by the Academic Coordinator/Dean of Academic Technology prior to the student going on leave.

## **VETERAN STUDENT INFORMATION**

Students who receive Veteran Affairs (VA) educational benefits must understand that VA benefits, including tuition and fees, the monthly housing allowance, and book stipends are based in whole or in part on the number of clock hours certified. The school is required to monitor and report enrollment status to the VA. Accordingly, any violation of the school attendance policy will result in the adjustment or termination of VA benefits. Adjustments in enrollment will likely affect payment of VA benefits, and reductions in enrollment may result in a debt to the VA for any education benefits already received.

The school will report enrollment as follows:

- VA students who officially withdraw, the actual last date of attendance (LDA) must be determined and reported.
- VA students who are administratively withdrawn or stops attending without officially withdrawing, the actual last date of attendance (LDA) must be determined and reported.
- VA students who complete the term with all non-punitive "F" and/or non-punitive grades, the school will determine and report the actual last date of attendance for each course.

## **BREAK PAY**

The VA no longer authorizes break pay (effective August 1, 2011). If a VA student is going to be absent beyond 14 consecutive days, he/she must request a leave of absence per the Leave of Absence policy. VA students will not receive VA benefits during Leave of Absence.

## **MILITARY DEPLOYMENT**

Active Duty/Selected Reserve VA students must provide copies of their orders for military training/ deployment for the GI Bill file and request a Leave of Absence. A notification from the school to the VA will be processed.

## **PRIOR CREDIT EVALUATION**

All previous education and training of students receiving VA benefits will be evaluated, credit granted when appropriate, the program length reduced proportionately, and the student notified. Tuition will be prorated on a percentage of the course(s) accepted. Courses accepted for prior credit may affect federal financial aid and VA certification.

No more than 33% of courses from the program's content may be acceptable for transfer. For courses accepted for credit, tuition will be prorated on a percentage of the course(s) accepted. ICOHS College reserves the right to accept or reject any or all credit hours earned at other institutions. Students may not transfer credit hours for courses taken at another institution and also receive credit for the same course taken at ICOHS College. Transfer credits must be directly applicable to courses required in the selected program. Official Transcripts must be on file before transfer credit can be approved. Unofficial transcripts are acceptable for VA education benefits (GI Bill) student files ONLY.

The VA student must complete a Prior Academic Credit Evaluation Form and submit transcripts for both military service and for all coursework taken at another institution to the School Certifying Official (SCO). The SCO will notify the student in person and in writing within 5 school days of receiving the above information of the prior credit evaluation findings. If a student believes that their credit was not evaluated properly, the student is encouraged to discuss the situation informally with their Admissions Coordinator and SCO. If the inquiry is resolved by the parties, the matter is deemed closed. If the inquiry is not resolved at this level, the student may request an appeal to the Executive Director.

Note: If the VA student fails to provide the SCO with the Prior Credit Evaluation Form, both military and college transcripts, and Certificate of Eligibility within 30 days of the program start date, the SCO will terminate certification until the proper paperwork is submitted.

## **PROCEDURE FOR CHILDREN ATTENDING CLASS**

The classroom and the workplace are not the best places for children. ICOHS College asks that students, instructors, and employees of ICOHS College do not bring children to class or work. Emergency exceptions to this policy require the approval of the School Director or Compliance Officer.

## **PROCEDURE FOR PETS ATTENDING CLASS**

The classroom and the workplace are not the best places for pets. ICOHS College asks that students, instructors, and employees of ICOHS College do not bring pets to class or work. Emergency exceptions to this policy require the approval of the School Director or Compliance Officer. Exceptions may be made for service animals.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Students must meet formal standards that measure their Satisfactory Academic Progress ("SAP") toward graduation as well as pace of course completion in the specified time frame. SAP is the qualitative (grade point average) and quantitative (attendance) measure of a student's progress toward completing a program of study.

The SAP Policy is consistently applied to all students and complies with the guidelines established by ICOHS College accrediting/state agencies and the federal regulations established by the US Dept. of ED.

- Quantitative and Qualitative Factors
  1. Minimum cumulative grade point average (“GPA”) of 70% (2.0, “C”).
  2. Minimum cumulative attendance rate of 80% of contracted hours.
  3. Cumulative GPA of 70% and cumulative attendance of 80% is required for graduation as well as attaining satisfactory progress.

In order to determine the rate of attendance, divide the cumulative number of actual hours completed by the scheduled hours to date.

- Maximum Timeframe  
Students must complete the educational program within the maximum time frame based on attending at least 80% of the scheduled hours. Maximum Timeframe for all programs is calculated at 150% of scheduled hours. The student must be able to graduate within the Maximum Timeframe. In the case of Leave of Absence (“LOA”), the maximum time frame will be extended by the number of days in the LOA.
- Completion of Course Within Designated Period of Time  
Transfer hours accepted by ICOHS College are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours. Course incompletes, withdrawals, or transfers of credit from other institutions are not included when computing GPA.

<b>Program</b>	<b>FT/PT Classification</b>	<b>Program Hours</b>	<b>Maximum Program Length (in clock hours)</b>	<b>Hours Per Week</b>
Professional Massage Therapist	Full-time	750	1,125	24
	Part-time	750	1,125	12
Holistic Health Practitioner	Full-time	1,000	1,500	24
	Part-time	1,000	1,500	12
CNT	Full-time	930	1,395	24
	Part-time	930	1,395	12
IT Network Specialist	Full-time	610	915	24
	Part-time	610	915	12
IT Systems Administrator	Full-time	790	1,185	24
	Part-time	790	1,185	12

## **EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT**

To ensure that students are informed of their progress on a regular and timely basis, evaluation periods for SAP occur at the following points in the program: 25%, 50% and 75%.

Financial Aid Disbursements occur at the following time-periods:

- Holistic Health Practitioner student reaches 450 and 900 actual hours,
- Professional Massage Therapy student reaches 375 actual hours,
- CNT student reaches 450 and 900 actual hours,
- IT Network Specialist student reaches 305 actual hours,
- IT Systems Administrator student reaches 395 actual hours.

To increase the likelihood of the student successfully completing their program, the Academic Coordinator will meet informally with students who are determined to be “at risk” of failing either the qualitative or quantitative component of SAP.

The following system/numeric grading scale is used for the evaluation of a student's academic ability:

Grade	Grade Point	100%-point Scale
A	4.0	90%-100%
B	3.0	80%-89%
C	2.0	70%-79%
D	1.0	69%-60%
F	0.0	59%-below

### **Incompletes:**

If the student fails to submit all required coursework and assessments, the student will receive an incomplete grade (“I”) on their transcript. Incomplete grades have a 0.00 value towards GPA calculation. Students will have one week after the session to submit all required coursework and assessment, before the grade is changed to the grade earned.

### **Withdrawals:**

If a student withdraws from a course, the grade “W” will be issued and included as an attempted course in calculation of pace of completion and MTF to complete the program but will not impact the GPA. Withdrawal from a course after the 80% attendance mark will result in an “F” grade and will impact the GPA for that Session.

### **Repeated Course:**

Courses in which an “F” or a “W” grade is earned must be retaken at normal tuition rates the next time the course is offered. The student may not progress to the next sequential course in the respective series until the “F” or “W” has been remedied. When a student repeats a course in which an “F” or “W” has been earned, only the new grade will be calculated in the student's GPA.

Students needing or wishing to repeat a class must register for it as if it were a regular course. Students may repeat a course no more than one time. Further repeats are not allowed without permission from the Executive Director and the Academic Coordinator.

**Credit Transfer:**

Transfer hours accepted by ICOHS College are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours. Course incompletes, withdrawals, or transfers of credit from other institutions are not included when computing GPA. Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at the Institute. The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. See Credit Transfer Policy.

**Determination of Progress Status:**

Students meeting the minimum SAP requirements at the evaluation point are considered to be making SAP until the next scheduled evaluation.

**Financial Aid Warning:**

At the evaluation period, students who are failing to meet minimum requirements for SAP will be placed on Financial Aid Warning (“Warning”) for the following evaluation period. When a student is placed on Warning Status, the student will be notified via email and contacted by the Academic Coordinator. During the Warning period, students are eligible, if applicable, to receive financial aid funds.

As a result of being placed on Warning Status, an Individualized Learning Plan will be initiated by the Academic Coordinator, detailing the steps necessary to be removed from Warning Status which include: the qualitative, quantitative and maximum time-frame requirements of SAP. If at the end of the Warning period, the student has still not met the SAP requirements outlined in the Individualized Learning Plan, the student will be determined as not meeting SAP and will be ineligible for Title IV assistance **and** administratively dismissed from their program. The institution will notify students by email and official mail if the student is being administratively withdrawn for unsatisfactory academic progress.

**Appeal Procedure:**

The student may submit a written appeal (see Academic Coordinator or official Appeal Form) to the school administration within five business days of not making SAP. If a student is determined as not making SAP, the student may appeal the negative determination due to:

1. Death of a relative
2. Injury or illness of the student
3. Other special circumstances

The student must include any substantiating documentation including a definitive statement from a student as to why s/he failed to meet SAP standards and what has changed in the student’s situation that will allow him/her to meet SAP standards at the end of the next SAP evaluation. If the student fails to appeal this decision, the decision will stand.

An appeal hearing will take place within ten business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is dependent minor), the student's instructor, and the Academic Coordinator. A decision on the student's appeal will be within three business days by the Academic Coordinator and will be communicated to the student in writing. This decision will be final. If such an appeal is granted, the student is placed on Financial Aid Probation for one evaluation period.

Prior to the student being granted an appeal, ICOHS College will develop an Individualized Learning Plan with the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress standards by the end of the subsequent evaluation period.

If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, and threats and/or bullying, such termination is final and may not be appealed.

**Financial Aid Probation and Re-establishment of Satisfactory Progress:**

If an appeal is granted, the student is placed on Financial Aid Probation for one evaluation period. If ICOHS College grants an appeal, additional conditions may be imposed for the student's continued eligibility to receive Title IV, such as changing schedules.

As a result of being placed on Financial Aid Probation, an Individualized Learning Plan will be initiated by the Academic Coordinator, detailing the SAP requirements and steps necessary to be removed from Financial Aid Probation. Students may re-establish satisfactory progress and Title IV aid (as applicable) by meeting SAP requirements at the next evaluation period. Failure to successfully complete Financial Aid Probation will result in the student's administrative withdrawal and all Federal Aid will be suspended until such time that the student re-establishes satisfactory academic progress.

**Non-credit & Remedial Courses:**

Course incompletes, repetitions, and non-credit remedial courses do not apply to this institution, therefore, have no effect upon the school's Satisfactory Academic Progress standards.

**Reinstatement:**

Students may reapply to be re-admitted to the institution. Remittance to the School following withdrawal for any reason will be at the discretion of the School's Executive Director and Faculty.

Students accepted for readmission are entitled to the same rights and privileges and are subject to the same regulations as any student. For readmitted students, grades will remain the same for courses completed in the prior year. Incomplete courses will have to be repeated from the beginning.

Students re-entering after 180 days will be charged at the current tuition rates for newly entering students. Students returning within 180 days will keep the initially contracted rate.

## **GRADUATION REQUIREMENTS**

ICOHS College is proud to report that our graduates have found outstanding record of success in seeking employment upon completion of their program. ICOHS College attributes student success based on the effectiveness of the programs, high standards of excellence, and the motivation of the students.

To be eligible for graduation, students must meet the following requirements:

- Satisfactory completion of all coursework
- A minimum cumulative grade point average of 2.0 (70%)
- A minimum cumulative attendance of 80% (including make-up work)

Attendance and/or graduation from a CAMTC approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code Sections 4600 et. seq.

\*\*To meet the qualification of the California Massage Therapy Council (CAMTC) students in the Massage Therapist program must complete at least 500 supervised hours of massage education and training in the Massage Therapist program. If students fall short of requirements, they will need to make-up these hours. Completion of all 500 hours is a requirement for CAMTC certification.

## **ELECTRONIC RECORDING**

Electronic recording is only permitted with individual instructor approval for the express purpose of enhancing the student's learning ability. Any recordings are for personal use only and may not be shared or publicly displayed without express written consent of the Executive Director.



## **KEEPING A TIDY SCHOOL**

We ask that students help keep ICOHS College facilities clean by not eating in the classrooms. At ICOHS College, the student lounge includes a refrigerator and microwave for student use. After each class, please dispose of trash and wipe down the tables and all equipment. Practicing professional and responsible skills in school will carry over into the workplace.

## **COPYRIGHT INFRINGEMENT PREVENTION POLICY**

It is the policy of the ICOHS College to respect the copyright protections given by federal law to owners of print, digital materials and software. It is against school policy for faculty, staff, or students to use school equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright-protected materials or software except as permitted under copyright law (especially with respect to "fair use") or specific license.

As a general matter, copyright infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner.

Copyright laws are designed to protect the creator of original works, which are creative expressions, from others using and profiting their work, without permission. It is the policy and practice of ICOHS College to encourage creativity and original thinking of our students and staff while protecting the creativity and original thinking of others. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include termination, expulsion and other legal actions. For more information, please see the website of the US Copyright Office, [www.copyright.gov](http://www.copyright.gov).

### **NOTE:**

- The software provided through ICOHS College for use by faculty, staff, and students may be used only on computing equipment as specified in the various software licenses.
- ICOHS College regards violation of this policy as a serious matter, and any such violation is without its consent and is subject to disciplinary action. Violations can result in loss of computing privileges, among other sanctions.
- In order to inform and discourage copyright violations the Copyright Protections Policy is posted at every copy machine on campus.

## **STUDENT SUPPORT**

Student success is one of ICOHS College's core values and competencies. At ICOHS College, we provide academic counseling, computer and technology support, and personal support. Areas of personal support are the following: healthy snack day whereby ICOHS College provides healthy snacks and drinks for students, free yoga for staff and students, on-campus meditation room and guest speaker series to provide information and resources for students. In addition, various support is provided for veterans such as counseling (through a third-party provider), and a designated VA resource center.

## CERTIFICATION PREPARATION

ICOHS College's curriculum is designed with career development in mind. Students are required to complete a number of courses within their programs to assist with job placement and career training.

- Business Practices and Communications, Ethics and Career Prep courses help students learn about general business concepts, communication, marketing, business planning, resume writing and interviewing.
- MBLEx Test Preparation course (MBL100): HHP/PMT students may take the MBL100 to help them prepare for the licensure examination currently utilized in 47 of 49 regulated jurisdictions.
  - As PMT and HHP students enroll in the MBLEx Test Preparation course, The Dean of Student Services emails them the CAMTC Certification Process Student Packet (see Exhibit IX.C.2.b in Standard IX) and coordinates a time with the instructor to give a presentation in class to go over the material covered in the Student Packet and answer any questions students may have about the CAMTC massage certification process.
  - Prior to completing the MBL100, students receive the following assistance from the Student Services Department:
    - Applying for the MBLEx exam
    - Meeting with the LiveScan/fingerprinting vendor on-campus to complete the background check
    - Submitting online CAMTC application for certification
    - Scheduling an appointment with the Dean of Student Services to begin career planning to include resume review, job questionnaire completion, interview preparation and employer introductions).
  - To support a student's certification application, ICOHS College mails an official transcript directly to CAMTC via trackable mailing service at no cost to the student.
- Strategies for Success course (SFS100): To help students further their personal and professional success, a 30-hour Strategies for Success course, incorporating the renowned Pacific Institute curriculum, was introduced in April of 2018 and continues to be one of the core courses in all programs offered by ICOHS College.
- **MBLEx/CAMTC Reimbursement Program for PMT and HHP students:** ICOHS College has a reimbursement program for PMT and HHP students. Students may be reimbursed for the MBLEx and CAMTC application fees (via an issued voucher) if they complete fifteen (15) hours of community service and meet other requirements established by the program. This is a great way for students to give back to the community, practice bodywork skills and receive assistance with application fees involved in the certification process.

## **STUDENT ACTIVITIES**

ICOHS College offers various on-campus activities for students and for the community. The goal of our student activities is to provide our students with the total ICOHS College experience. That means supporting student opportunities for learning, involvement, leadership, community building and creative expression that go beyond the classroom. Some of our activities include:

- Community Service
- Field Trips
- Mind, Body, Health and Fitness activities
- Open House Events
- Social Gatherings
- Student-led Expositions
- Career Fairs
- Drug and Alcohol Prevention/Awareness Workshops

## **STUDENT COMPLETION RATE**

ICOHS College publishes its student completion rates for all vocational programs through the Performance Fact Sheets. Performance Fact Sheets are made available on the ICOHS College website, [www.ICOHS.edu](http://www.ICOHS.edu). Completion rates represent the percentage of a given cohort of certificate students who graduated from ICOHS College. ICOHS College publishes the student completion rate annually as required by the United States Department of Education and the Accrediting Council for Continuing Education and Training (ACCET).

## **CAREER PLANNING**

The Student Services Department provides assistance to include professional advice, skills and strategies for career planning such as:

- Registration assistance for the MBLEx and technology exams
- Applying for massage and technology certifications
- Refining a resume and cover letter
- Job Search Strategies
- Setting up interviews with employers
- Role-playing interview scenarios
- Community outreach opportunities
- Networking opportunities

Placement assistance is provided. However, it is understood that ICOHS College does not and cannot promise or guarantee neither employment nor level of income or wage rate to any student or graduate.

Before pursuing a program at ICOHS College, student understands and acknowledges that self-employment is a common vocational objective after completion of the academic programs

## **STUDENT CODE OF CONDUCT AND ETHICS**

The ICOHS College is a community committed to the highest intention for fostering the core values of the institution. We expect our community members to honor the Code of Conduct and Ethics described in our school catalog and Student Handbook.

In addition, to the ICOHS College Code of Conduct and Ethics, ICOHS College requires students to meet certain conduct and employability standards. These rules of conduct are similar to those of a work environment. Violation of the school's rules of conduct may lead to suspension, probation or termination from ICOHS College.

Violations include but are not limited to discrimination, dishonesty, disrespectful conduct toward others, cheating, plagiarism, unprofessional behavior, use of profanity, insubordination, harassment (physical, verbal, emotional or intimidation), violence or threats of violence, violation of safety rules and use of or being under the influence of alcohol or drugs on campus. These and other negative behaviors that jeopardize the well-being of our learning community may include the following and are deemed unacceptable: ICOHS College enforces Zero Tolerance for violence or threats of violence in any form (verbal or physical), any violation will be grounds for immediate dismissal from the school.

### **Drugs/Alcohol**

The ICOHS College maintains a drug and alcohol-free environment. The unlawful possession of, use or distribution of illicit or non – prescribed prescription drugs is strictly prohibited. Violations of state, federal or local regulations with respect to illegal drugs or alcohol are subject to criminal prosecution and campus disciplinary action including termination. Drug and alcohol prevent/awareness programs are available to students through the Student Services department.

### **Copyright Policy**

It is the policy of ICOHS College to respect the copyright protections given by federal law to owners of digital materials and software. ICOHS College abides by all license and contractual agreements in the provision of materials, resources and services. Individuals who willfully disregard this policy and guidelines do so at their own risk and may be subject to personal liability. The school regards violation of this policy as a serious matter, and any such violation is without ICOHS College consent and is subject to loss or restriction of computing privileges and disciplinary action up to and including termination of students from the program.

### **Integrity**

Academic cheating, plagiarism, unauthorized copying, exam theft or sharing all indicate a lack of academic integrity and are subject to campus disciplinary action including termination.

### **SYSTEM & NETWORK SECURITY**

Students may not attempt to circumvent user authentication or security of any host, network, or account (“cracking”). This restriction includes, but is not limited to, accessing data not intended for the Student, logging into a server or account the student is not expressly authorized to access, or probing the security of other networks. Students may not attempt to interfere with service to any user, host, or network (“denial of service attacks”). This restriction includes, but is not limited to, “flooding” of networks, deliberate

attempts to overload a service, and attempts to “crash” a host. Students may not use any kind of program/script/ command, or send messages of any kind, which are designed to interfere with a user’s terminal session, via any means, locally or by the Internet. Students who violate systems or network security may incur criminal or civil liability. ICOHS College will cooperate fully with investigations of violations of systems or network security, including cooperating with law enforcement authorities in the investigation of suspected criminal violation.

### **Respect Students and Staff**

Please treat others the way you want to be treated. We trust our students to use their good common sense and good judgment in helping us to make a pleasant classroom environment. This includes but is not limited to: refraining from the use of profanity, not being insubordinate and not harassing others.

### **Being on Time**

Being late is unprofessional and disrespectful to oneself and others. Do your best to be on time. However, sometimes it is unavoidable. In these instances, enter class as quietly as possible and take the nearest seat to the door.

### **Discrimination and Harassment**

ICOHS College does not accept discriminatory or harassing behavior in word, deed or conduct including directly or indirectly, such as cyber-bullying. ICOHS College does not tolerate sexual harassment or discrimination or harassment in any form including, but not limited to harassment and/or discrimination based on any of the following: race, ethnicity, class, culture, gender, sexual, orientation or identity, age, ability or disability, or religion.

### **No Illicit Materials**

Pornography, ‘hate group’ websites or anything else generally considered offensive will not be tolerated and training could be terminated.

### **Cell Phones**

Cell phones are NOT allowed in the classroom or hands-on lab unless they are turned off or set to a silent or vibrate mode. If a student needs to answer a cell phone, please answer it outside the classroom or hands-on lab.

### **Dress Code**

ICOHS College students dress in a manner that reflects employability standards. Students are to dress in a business casual professional manner. Male students should wear slacks or dress denim and appropriate shirts with collar. Female students should wear dresses, skirts, slacks or dress denim and appropriate shirts/blouses. Dress denim is defined as no holes, no sagging, no tears and fitting appropriately. Students may not wear hats, shorts, cutoffs, tank tops, screen tee- shirts, sweats or pajamas, flip flops, or slippers. Hair is to be clean and neat at all times. Style should not interfere with job performance. Beards and mustaches must be clean and neatly trimmed.

Not Allowed	Allowed
Shorts (no shorter than three inches above the knee)	Shorts
See-through Clothes	Scrubs
Derogatory Graphic Tees	Jeans
Pajamas	Polo Style Shirts
House Slippers	Collared Shirts
Ripped Jeans	Vest/Sweater
Exposed Midriffs or Cleavage	ICOHS Shirt

### **Perfume and Cologne**

ICOHS College is a Perfume Free Environment. It is very important that each of us do our part in making sure we do not wear perfume, cologne and fragrant lotions to school. Also, please be mindful of any other possibly offensive smells, such as cigarettes, onions, garlic, etc.

### **Smoking Areas**

ICOHS College is a smoke free zone. Do not smoke within 25' of the campus.

### **Weapons Free Zone**

ICOHS College has a zero tolerance for any weapon on campus. Students who violate this policy will be terminated from the program.

### **Photo Release**

ICOHS College staff members take photographs of students on a variety of occasions. These include photographs taken of each individual when they begin orientation at ICOHS College and photographs of classroom and ICOHS College activities (e.g., classroom instruction, volunteer events and social events). Individual photographs are used for several reasons:

- To confirm a student's identity
- To assist ICOHS College staff members in keeping student records accurately filed
- To create a student ID card
- To share our program with prospective students and other community members

Such photographs are property of ICOHS College and are to be used solely for school business purposes. On occasion, photographs may be displayed (e.g. on the bulletin board) to inform students and staff of ICOHS College activities. Many of the photographs include more than one person.

When photographing ICOHS College activities in the classroom, it is expected that the group being photographed will be advised in advance, and that anyone not wishing to be photographed will be excluded from the views being photographed. When students are included in such photographs, it should not be assumed that the agreement to be in the photograph constitutes permission to use the photograph in published materials.

## **DISCIPLINARY COMMITTEE**

In the case that an issue arises (violation of code of conduct/ethics or other school policies) at ICOHS College, the following procedures are to be followed:

1. An incident report should be completed by the respective parties. The HR Specialist will collect all incident reports.
2. The HR Specialist will collect information from respective parties, interview respective parties, and ask for a written account of the occurrence. All interviews and conversations will be clearly documented.
3. If the issue is deemed “unresolvable” then the issue will go to the disciplinary committee (consisting of Administrative Staff and volunteer Faculty members) to discuss the issue.
4. A disciplinary committee will form, meet, and discuss the occurrence. As an outcome of this meeting, a resolution will be identified. The meeting will be documented by a member of the disciplinary committee and given to the HR Specialist.
5. If necessary, a follow-up to the disciplinary committee meeting will occur.
6. The HR Specialist will inform all involved parties of the resolution.

## **COMPLAINT PROCEDURE**

Should a problem arise, ICOHS College will work with students to find a resolution. The complainant may prepare a letter with the following information regarding the complaint:

- Complainant’s full name, mailing address, and other means of contacting him/her (e.g. telephone, fax number, e-mail address, etc.);
- Name, address and telephone number of the organization and/or the individual the complaint is being filed against (respondent);
- A clear, concise statement of the facts describing the complaint(s), including the date(s) the alleged violation(s) occurred;
- If known, the provisions under the law, regulations, grant, or contract believed to have been violated;
- A description of the attempts made to resolve the matter with the organization and/or the individual where the alleged violation occurred;
- Complainant’s requested remedy; and
- Complainant’s signature, and in the case of a minor, the parent or guardian’s signature.

### PLEASE NOTE THE FOLLOWING

- The absence of any of the requested information will not be a basis for dismissing the complaint. A grievance or complaint may be amended to correct inaccuracies and add additional information any time up to the time of the Hearing. Grievances or complaints may not be amended to add new issues. The one (1) year time period in which a grievance or complaint may be filed is not extended for grievances or complaint that are re-filed with amendments. Grievances or complaints may be withdrawn at any time prior to the issuance of the Hearing Officer’s decision.

- When the complainant is a minor (17 years and under), a parent or legal guardian must sign the complaint and must attend any formal hearings. In this event, decisions will be issued to the parent/ guardian with a copy to the minor.
- The official filing date of the complaint is the date the written complaint is received by ICOHS College. Upon receiving the Complaint Form, the School will make every effort to find a fair solution and will notify the involved parties of the resolution within two (2) weeks. Formal reports will be promptly investigated and resolved. The Dean of Student Services, Executive Director or the Human Resources Specialist will interview the appropriate parties.
- If, after hearing the response, the student does not feel that the resolution is appropriate, an appeal may be requested by sending a letter to the Executive Director.
- Should a complaint involve harassment or discrimination of any kind, in accordance with the Clery Act of 1972 and Title IX regulations and other federal laws, the Dean of Student Services is the schools' Title IX Coordinator and will assist with documentation and investigation of allegations; as well as, provide necessary counseling and support referrals. ICOHS College prohibits sexual misconduct, this policy applies to all members of the ICOHS College community including: students, faculty, administrators, guest speakers, vendors, contractors.

Any questions a Student may have regarding this policy or catalog that have not been satisfactorily answered by the institution may be directed to the

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980818,  
West Sacramento, CA 95798-0818,

Or by calling 888-370-7589, by faxing 916-263-1897.

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 toll free or by completing a complaint form, which can be obtained on the Bureau's website, [www.bppe.ca.gov](http://www.bppe.ca.gov).

Students in the PMT and HHP programs or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the

California Massage Therapy Council  
One Capitol Mall, Suite 800, Sacramento, CA 95814,

Or by [www.camtc.org](http://www.camtc.org), or phone (916) 669-5336, or fax (916) 669-5337.

#### NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When issues or problems arise, students should make every



attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problems or issues have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing (by email or mail) to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following information:
  - a. Name and location of the ACCET institution;
  - b. A detailed description of the alleged problem(s);
  - c. The approximate date(s) that the problem(s) occurred;
  - d. The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/ or other students;
  - e. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
  - f. 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;
  - g. The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).
4. SEND TO:

ACCET CHAIR, COMPLAINT REVIEW COMMITTEE  
1722 N Street, NW Washington, DC  
20036 Telephone: (202) 955-1113  
Email: [complaints@accet.org](mailto:complaints@accet.org)

Note: Complainants will receive an acknowledgement of receipt within 15 days.

The contact information for all three regulatory bodies is published in the school catalog as part of the Complaint Policy ACCET Document 49.1 – Notice to Students: ACCET Complaint Procedures which is displayed in the school's Student Information Center and is available for viewing at all times.

## RELEASE OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords 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 at any age.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the School receives a request for access. A student should submit to the Admissions Department a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask ICOHS College to amend a record should write the Admissions Department and clearly identify the part of the record the student wants changed and specify why it should be changed. If ICOHS College decides not to amend the record as requested, ICOHS College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before ICOHS College discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. ICOHS College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the School in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the School who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. ICOHS College will make a reasonable attempt to notify each student of these disclosures.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by ICOHS College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within ICOHS College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a) (1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial assistance for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## **RETENTION OF STUDENT RECORDS**

Students' complete files, including application documents for the ICOHS College, SEVIS I-20 documents, financial statements, academic progress reports, and other documents, are kept on-site in a secured and locked area to which only ICOHS College staff have access.

Upon completion of their studies, students' complete physical files are kept for 5 years after the scheduled end date of their program – electronic files are kept indefinitely.

- a) Admission Documents: Kept both electronically and in hard copy.
- b) Student Accounts: Kept electronically. Students receive receipts in hard copy.
- c) Student Grades/Transcripts: Kept both electronically and in hard copy.
- d) Attendance Records: Kept electronically on Campus Café database.
- e) Counseling Records: Kept both electronically and in hard copy.

In compliance with the State of California Bureau of Private Postsecondary Education (BPPE), official student records are kept electronically on the network server at ICOHS College main campus. ICOHS College maintains, for each student who is granted a certificate for completion of a program, permanent records of the following:

- a) The certificate awarded and the date on which the certificate was awarded
- b) The courses and units on which the certificate was based
- c) The grades earned by the student in each of the courses
- d) A transcript of the grades earned by the student in each of the courses

## **CHANGE OF NAME**

Any student who experiences a name change during the course of their program at ICOHS College must submit a written request. They must show official documentation of the name change (driver's license, social security card, passport, etc). The name change will be reflected on all official documents following the request.

## **TRANSCRIPTS**

Students may request a transcript via the online Transcript Request Form at [www.icohs.edu](http://www.icohs.edu) for a fee. (\$5.00 fee for unofficial transcripts and \$15.00 fee for official

transcripts). Allow seven (7) business days for preparation. ICOHS College will notify the student when their request is available for pickup. If students have any questions, please contact the Admissions Department.

## **TEACH OUT POLICY**

In the event of unforeseen circumstances, should ICOHS College have to close as a School and a business, a teach-out plan will be implemented. ICOHS College would no longer accept new students but would continue to offer courses to those currently enrolled for one year in San Diego. Students who are not able to complete their training program within this time frame due to personal schedule conflicts will be directed to massage schools for transfer of credit.

## **ADMINISTRATIVE STAFF**

Kieu L. Vo - Executive Director  
Naira Yeghian - Dean of Student Services  
Gloria Olson - Human Resources & Accounting Director  
Richard Coleman - Director of Admissions  
Michael Hayden – Director of Technology  
Shari Grayson- Academic Coordinator  
Patricia Sobue - Marketing Manager  
Beverly McGinley - Outreach & Placement Coordinator  
Vianey Lopez - Admissions Coordinator  
Sofia Jimenez- Admissions Coordinator  
Danielle Pompa - Financial Aid Counselor  
Jessica Cheng - Business Office Administrator  
Sherley Leasau – Registrar

## **SCHOOL FACULTY**

Brent Haney  
Cara Holland  
Elizabeth Jacobowitz  
Emanuel Hodge  
Erik Lee  
Faiza Al-Turki  
Hugo Anguiano  
Jennifer Ferguson-Farley  
John Economos  
Julia Zuniga  
Julie Plunkett  
Linda Ealy  
Michael Hayden  
Patricia (Aricia) Zazo  
Pete Limon  
Renee Johnson  
Rosemary JaQuay  
Shari Grayson

Vanessa Castro

**BOARD OF DIRECTORS**

Kieu L. Vo – President

Ronald M. Sahmel – Treasurer

Dr. Lucy Scantlebury – Secretary

# COURSE DESCRIPTIONS

## HOLISTIC HEALTH PRACTITIONER / PROFESSIONAL MASSAGE THERAPIST

### **Circulatory (Swedish) Massage – MSG102**

**Clock Hours: 30**

**Prerequisites:** *Fundamentals of Holistic Health, Anatomy & Massage – HOC200A & HOC200B*

This course of study provides a thorough, systematic protocol for applying therapeutic circulatory massage treatment; also referred to as “Swedish massage”. It provides additional techniques to build on the basic massage routine learned in the Fundamentals class and to focus on session design based on client issues and complaints to best meet client needs. Circulatory techniques utilize oil or lotion directly on the skin with the intention to improve surface and deep circulation, the work of venous return of blood to the heart is eased, blood making improves, nutrients and metaboloids (among other things) are transported more effectively, and the lymphatic system is flushed. Body-mechanics and client communication to assess needs are strengthened.

### **Anatomy – Maniken – ANT202**

**Clock Hours: 30**

**Prerequisites:** *Touch Anatomy – ANT201*

This course continues to deepen the Anatomy training by having students work with the Maniken® Model identifying muscle origins and insertions and then muscle modeling with clay the specified structures and applying them to the Maniken® Model. This is a visual and kinesthetic learning tool to help solidify the students’ understanding of human musculo-skeletal anatomy. The tools help students have a visual understanding of the layering of muscles and other structures in the body.

### **Business Practices – BEC201**

**Clock Hours: 30**

**Prerequisites:** *None*

This introductory business course is designed to present the basic information necessary to establish a successful career in massage and bodywork. Students will learn about practice management, marketing, finances, legalities, client retention and quality assurance, record keeping systems, sales presentation skills and business planning. Students will experience business as a creative process using visualization, writing, mind-mapping, creating flowcharts and collage. On completion of the class, each student will have created their own "Massage and Bodywork Career" Portfolio and Business Plan.

### **Chi Exercises Integration – CHI106**

**Clock Hours: 30**

**Prerequisites:** *None*

Students will learn how to combine and integrate all 5 of the Chi-Kung disciplines: Eternal Spring, Nei Kung, Tai Chi, Taoist Meditation, and Self Defense practices to create a cohesive self-care and energy generation routine. Exercises and movements will be linked to kinesiology principles, body-mechanics and strengthening the

practitioners' wei-chi (protective energy) for performing bodywork and sustainability in the profession.

### **Communication, Ethics, and Career Prep – BEC202**

**Clock Hours: 30**

**Prerequisites:** *None*

Students will review moral issues confronting practitioners, including legalities, sexual boundaries, professional and personal integrity and the importance of communication skills in clarifying intention. Students will learn how to communicate effectively while maintaining appropriate boundaries within their Scope of Practice. Successful business practices, and integrity will be discussed as well as conflict resolution based on compassion and professionalism. This course prepares the student for working as a student practitioner in our Mind Body Soul Center. Students will learn to adapt their body mechanics for combining modalities into a single session customized to meet the needs of the client. They will practice effective intake and session closure skills for client satisfaction and retention. Students will also learn to properly chart session notes. Finally, students will receive an orientation to the Mind Body Soul Center, strategies for working successfully in a professional setting, and maintaining self-care practices.

### **Deep Tissue Massage – MSG105**

**Clock Hours: 30**

**Prerequisites:** *Fundamentals of Holistic Health, Anatomy & Massage – HOC200A & HOC200B*

This class will provide a systematic framework for effecting therapeutic change in dysfunctional and disorganized myo-fascia. This technique is also effective in releasing congestion, emotional trauma, and restoring muscular balance. It addresses the ubiquitous fascial system both through manipulation and energetically. Characterized by the slow, gradual compression into fascial and muscle tissue and the follow of a compression along the direction of muscle fibers as defined by the deep tissue approach of Carole Osborne.

### **Eastern Perspectives – HOC 101**

**Clock Hours: 45**

**Prerequisites:** *None*

An in-depth introduction to the skills necessary to understand practical applications of Traditional Chinese Medicine (TCM) theories of Yin/Yang and the 5 elements as applied to body language, birth dates, facial, palm and behavioral characteristics. Body reading from this perspective to perform a client assessment and determine constitution and condition will enable students to make health and lifestyle recommendations from an Eastern theory perspective.

### **Energy Channels and Acupoints – Tui Na – ZEN103**

**Clock Hours: 30**

**Prerequisites:** *None*

An overview of different energetic body maps. Students will learn about the twelve primary channels and the five elemental energies rooted in the body. Student will be introduced to Acupoints, meridians, and Traditional Chinese Medicine energetic maps of



the human body. Tui Na techniques for addressing these acupoints and meridians to help restore balance and health to the body.

### **Fundamentals of Holistic Health, Anatomy & Massage-A – HOC200A**

**Clock Hours: 90**

**Prerequisites:** *None*

This experiential learning course is designed to introduce students to essential fundamentals in the field of massage and holistic health through the body. Students will learn the language of muscular skeletal anatomy, movement, touch and clear communication. Simultaneously, this course will provide the framework for understanding the relationship between the body, mind, and the human energy field as an introduction to how our thoughts and emotions can contribute to overall wellness. Self-care, Tai Chi, mindfulness meditation, kinesthetic awareness and body-mechanics are practiced as tools to longevity in the holistic health field. By integrating these concepts into their practices, students learn how to become more balanced in their personal and professional lives in preparation for a successful, life-long career as a holistic health provider. Students are introduced to Circulatory Massage and will learn a full body recipe in this foundational course in massage and bodywork.

### **Fundamentals of Holistic Health, Anatomy & Massage-B – HOC200B**

**Clock Hours: 90**

**Prerequisites:** *Fundamentals of Holistic Health, Anatomy & Massage – HOC200A (or equivalent)*

This experiential learning course is designed to introduce students to essential fundamentals in the field of massage and holistic health through the body. Students will learn the language of muscular skeletal anatomy, movement, touch and clear communication. Simultaneously, this course will provide the framework for understanding the relationship between the body, mind, and the human energy field as an introduction to how our thoughts and emotions can contribute to overall wellness. Self-care, Tai Chi, mindfulness meditation, kinesthetic awareness and body-mechanics are practiced as tools to longevity in the holistic health field. By integrating these concepts into their practices, students learn how to become more balanced in their personal and professional lives in preparation for a successful, life-long career as a holistic health provider. Students are introduced to Passive Joint Mobilization and Deep Tissue massage techniques in this foundational course in massage and bodywork.

### **HHP Lifestyle (Capstone Class) – HOC301**

**Clock Hours: 10**

**Prerequisites:** *None*

This course is a capstone class for the Holistic Health Practitioner program, it blends self-care topics which enable practitioners to be empowered to model Holistic health principles to their clients. It covers transition strategies from school to the professional arena especially for those desiring to start their own private practice, including: using research, continuing education and collaborative exchange of expertise with other health professionals.

### **Kinesiology & Client Assessment – KIN201**

**Clock Hours: 60**

**Prerequisites:** *None*

Students will be introduced to the principles of biomechanics and anatomy in relation to human movement. Emphasizing the exploration of personal movement patterns to better understand patterns in others. This process will be accomplished by starting with the four key structures in the body that are essential for movement: connective tissue formations such as bone, fascia, tendon, and ligament, along with all important, joints, muscles, and nerves. Biomechanical principles such as statics and dynamics, force, inertia, torque, vectors, friction, velocity, and momentum, along with the laws of motion, will be explored. With the human body framework and knowledge of physical laws and concepts presented, students will delve into the complex aspects of posture and gait. We will use active experiential movements such as Awareness Through Movement to explore personal movement patterns. Western body-reading and assessment practices that can help make better decisions about therapeutic applications, interventions and recommendations will be covered.

**MBLEx Test Prep and CPR – MBL100**

**Clock Hours: 30**

**Prerequisites:** *None*

This course is designed to give students all the necessary information and skills to prepare for the MBLEx exam. Review of all areas tested on the exam takes place in a lecture format by subject section, including test-taking strategies and hints; in addition, the student takes practice exams on the computer in the computer lab to give them the experience of the kind of testing environment the exam is administered in. Students receive training in basic life support with CPR certification.

**Passive Joint Mobilization – MSG58**

**Clock Hours: 30**

**Prerequisites:** *Fundamentals of Holistic Health, Anatomy & Massage – HOC200A & HOC200B*

This course introduces students to a treatment protocol involving the use of gentle oscillations, undulations and other rhythmical and range of motion movements to bring awareness to and disarm/reset holding patterns, relieve stress and ultimately encourage full integrated action and clear intention. The Passive Joint Mobilization protocol is based on the work of Milton Trager, mobilizations used by Osteopaths, Dynamic Resonant Energy Activation (DREA) and the Sensory Repatterning work of James Stewart to develop kinesthetic awareness and a proprioceptive sense of self. Principles of freedom of movement, lightness and ease in the body are explored.

**Physiology/Pathology – PAT201**

**Clock Hours: 45**

**Prerequisites:** *None*

Class content focuses on the physiology of all major systems of the body: Cardiovascular, Lymphatic, Respiratory, Digestive, Urinary, Integumentary, Reproductive, Nervous, and Endocrine systems and the disorders and diseases commonly encountered by massage therapists and bodyworkers. Students learn to identify the conditions in the context of pathology along with signs and symptoms, complications, and treatment options as well as the indications and contraindications for

massage and bodywork. Standard precautions to ensure clients and therapists safety and well-being are covered as well.

### **Practicum & Community Outreach– PRA202**

**Clock Hours: 45**

**Prerequisites:** *students must have successfully completed 500 hours of core bodywork classes, and Communications, Ethics and Career Prep (BEC202)*

Students will practice massage modalities and techniques taught throughout the program to demonstrate proficiency in providing massage therapy to clients. Students will be given the opportunity to apply their training in a professional setting and gain practical experience in the duties and functions of a massage therapist in a clinical environment delivering client intake interview, needs assessment, session design based on assessment, session recordkeeping, closure, recommendations and re-booking strategies. Students will be given feedback as they learn what is needed to successfully enter the workforce while building confidence and experience as they prepare for transition as a graduate.

### **Shiatsu I-Zen-Touch – ZEN101**

**Clock Hours: 30**

**Prerequisites:** *None*

**[to be replaced with Shiatsu – MSG019, after June 2019]**

This is the introductory course in acupressure massage. Zen-Touch™ Shiatsu is a relaxing, balancing, and powerful experience. Zen-Touch™ Shiatsu will teach students how to understand and improve health conditions through integrated balance of energy movement and bodywork. Students learn how to perform a full body sequence on a mat on the floor. This style of bodywork offers a relaxing experience without the use of oil, removal of clothing or a massage table making it easy to accommodate recipients in any environment. The 5 elements offer an eastern perspective are incorporated into the protocol complimenting other modalities when integrated or used solely in a holistic practice.

### **Special Populations – MSG61**

**Clock Hours: 30**

**Prerequisites:** *Fundamentals of Holistic Health, Anatomy & Massage – HOC200A & HOC200B*

This course covers specific techniques, positioning strategies, precautions and pressure guides to be applied when working with various special populations. This course specifically trains students to work with: the elderly, pregnant clients, those with certain physical disabilities like blindness or prosthetics, cancer patients and ill patients in a variety of settings. Comfort Touch as a modality useful with special populations will be covered.

### **Strategies for Success – SFS101**

**Clock Hours: 30**

**Prerequisites:** *None*

This course is designed to improve student retention and completion of their program. It utilizes videos and a workbook developed by the Pacific Institute to help students cultivate an attitude of success by bringing awareness to: thought patterns, perceptions,

visioning, goal setting, use of positive affirmations, and other success strategies tools. Based on research in the fields of cognitive psychology, social learning theory and high achievement, the course presents tools for reflecting the qualities and characteristics of successful individuals and organizations. Self-care, boundaries and traits for business success are covered.

**Touch Anatomy – ANT201**

**Clock Hours: 30**

**Prerequisites:** *None*

This course introduces students to the major muscular and bony structures of the human body. The first part of each class consists of lecture of specific identifying origin, insertion, action and location of muscles and the bony landmarks and other anatomical structures. The second part of the class is a hands-on experiential learning experience as students will find through palpation the structures presented and draw them on a partner's body with wax pencils or washable markers, labeling all structures covered.

## **ELECTIVE: ADVANCED MASSAGE TECHNIQUES**

### **Aromatherapy I – HER104,**

**Clock Hours: 30**

**Prerequisites:** *None*

Students will gain proficiency with essential oils through direct interaction with more than 100 essential oils; learning their properties, powerful nuances, uses and differentiations. A comprehensive spiritual history coupled with current scientific research of the oils will be utilized to most fully understand how they affect each body system; as well as, catalyze mental and emotional healing. Students will learn the way to choose appropriate oils, how to distinguish quality oils and avoid inferior and unsafe oils. Students will learn a variety of ways to use essential oils and how to do so safely.

### **Aromatherapy II – HER051**

**Clock Hours: 30**

**Prerequisites:** *Aromatherapy I*

Advanced Aromatherapy increases comprehension of how essential oils work and how to use them with wisdom and competence. Students will learn; molecular structure of primary essential oil phytochemicals (i.e. ketones, sesquiterpenes, etc.) and their effects, the way essential oils interact with and affect human brain and body physiology, specific essential oil Materia Medica as well as the science of scent and how it affects one individually and sociologically. Students will have access to traditional aromatic practices as well as state-of-the-art research to become more proficient in understanding aromatic complexities and applications of a vast variety of essential oils and hydrosols. Students will personally experience each aromatic and finely hone their expertise from scent differentiation of phytochemicals to body systems, to complete 6-step facials and beyond.

Students will begin with a quick review of basic fundamentals then expand their knowledge to include a more in-depth understanding of Western and European perspectives regarding the safe use of essential oils. They will progress to learn maximized safety practices and precautions for more vulnerable populations including pregnant women, children, epilepsy, etc. while becoming more masterful in their knowledge of individual essential oils and their specific uses. Students will learn ways to incorporate aromatherapy into a variety of health care, professional and personal applications, including the essentials for a Holistic First Aid Kit.

### **Ayurvedic Massage – MSG011**

**Clock Hours: 30**

**Prerequisites:** *None*

This oil massage from the south of India is designed to balance the bodily constitution. The speed and oil used are determined by the constitutional pulse. By performing the movements necessary to do the massage the therapist gains improvement in coordination, flexibility, strength, stamina, breathing and a deeper understanding of the anatomy of the body and its natural movement limitations. By receiving the massage, the bodily constitution is balanced the body becomes supple, flexible and impervious to pain and injury. These skills are a must for a good warrior-therapist, and the benefits apply to all who receive and give it.

## **Body Wisdom – ART101**

**Clock Hours: 30**

**Prerequisites:** *None*

Get out of your head and into your body! Did you know that cognitive science says that we can only articulate a small percentage of what we know? That's because we KNOW things by thinking through our toes, feeling with our hips, questioning through our hands, and moving from our hearts. Our body gives us messages; learn how to tune in! In this class, we shift from our habitual, automatic ways of being to active awareness of our sensing body. We explore how movement and e-motion go hand-in hand, developing our relationships with our own body and with other dancers. We create safe interactions so that we can celebrate ourselves, find new freedom, seek clarity, and integrate our findings and experiences. In addition to movement, we will use visual arts, writing, and music to energize, inspire and connect with the wisdom that lives in your body, gut, heart and brain.

## **Craniosacral Therapy I – MSG016**

**Clock Hours: 30**

**Prerequisites:** *None*

In this class students will learn a gentle, non-invasive hands-on techniques that can be used to address not only the structure and fascia, but also every system and function in the human body. A basic knowledge and understanding of CST I anatomy (Cranial membranes, Intracranial membranes, Dural Tube, CS fluid and rhythm, and still point induction; Pelvic and Respiratory Diaphragms; Thoracic Inlet; Cranial bones in general will be introduced through lecture, hands-on techniques and practicum. Each student will be encouraged to develop and/or deepen their awareness, perception and subtle listening skills through hands-on sessions, movement and experiential exercises; enhancing their ability to listen to the body from 'Neutral'. The concept of Sacred Space will be explored, not only for clients, but also for the student. Somato-emotional release techniques will be addressed from a neutral format, releasing emotions through the depths of dynamic stillness.

## **Craniosacral Therapy II – MSG016B**

**Clock Hours: 30**

**Prerequisites:** *CST I*

In this class students will learn additional gentle, non-invasive hands-on techniques that can be used to address not only the structure and fascia, but also every system and function in the human body. Mouth work will be introduced in a very gentle and easy to learn way. Glove etiquette will be demonstrated. Additional techniques for Face, Neck, individual and bi-lateral balancing of paired bones in the cranium and vertebra-organ relationship will be explored. Each student will be encouraged to continue to develop and/or deepen their awareness, perception and subtle listening skills through hands-on sessions, movement and experiential exercises, enhancing their ability to listen to the body from 'Neutral'. The concept of Sacred Space will be explored, not only for clients, but also for students. Somato-emotional release techniques will be addressed from a neutral format, releasing emotions through the depths of dynamic stillness. Chakra balancing, vectors and gates will be introduced and explored.

### **Heated Stone Massage – MSG027**

**Clock Hours: 30**

**Prerequisites:** *Fundamentals, Circulatory massage (or equivalent)*

Learn through demonstration, hands-on and lecture the benefits of a Heated Stone Integrated Massage. You will learn the different types and sizes of stones, contraindications, care of stones, safety guidelines, equipment needed and a basic Heated Stone Integrated Massage Routine which will include how to use the stones on Trigger Points. This class is not about just placing the stone on the client's body, it is about seeing and feeling the stones as an extension of our own hands and applying strokes to the body. This massage will calm and relax the mind, body and soul. The class is contraindicated for: pregnancy, lupus, MS, heart arrhythmia and heat-related conditions.

### **Intro to Neuromuscular Therapy-Trigger Points – MSG018**

**Clock Hours: 30**

**Prerequisites:** *Deep Tissue, Touch Anatomy*

This course introduces the Principles of Neuromuscular Therapy which define the scope of NMT practice as well as detail the physiological causes of musculoskeletal pain that NMT seeks to address. Students learn to palpate specific muscles clearly and to identify taut bands and trigger points in muscles and tendons. They learn how to deactivate trigger point referrals and to integrate circulatory massage and trigger point treatment. Students learn to apply these skills in the areas of the neck, shoulders, and low back – 90% of all client complaints.

### **Lomi Lomi – MSG014**

**Clock Hours: 30**

**Prerequisites:** *Fundamentals, Circulatory massage (or equivalent)*

Lomi Ka'ala Hoku, also known as Lomi Lomi massage, is an ancient Hawaiian concept of working with the MANA (life force) of the body, mind and soul of an individual. Lomi Ka'ala Hoku means "Massage Journey to the Stars". The idea is to calm the mind in order to heal the body and come from total acceptance of who they are and where they are in their life or their journey right now.

Temple style bodywork refers to the body as being the sacred temple of the soul. It incorporates the movements of Hula, Ti Chi and Ti Kwon Do. Many of the hand and foot movements of the LUA, the martial arts of the KANE (men) can be found in temple bodywork, which "dances" around the table.

### **Lymphatic Drainage – MSG017**

**Clock Hours: 30**

**Prerequisites:** *Circulatory Massage (or equivalent)*

This course introduces students to Manual Lymph Drainage (MLD) based on the Vodder technique employing gentle strokes to effect both conditions of edema and lymphedema. As an extension of Circulatory Massage, it has the benefits for optimizing movement/athletic performance, dissipating chronic soreness, healing injuries. Building on the Parasympathetic response it encourages deep relaxation. It has aesthetic applications and the further therapeutic effects of hastening injury and operative

recovery. We will explore, in a practical way, the requisite physiology and learn protocols for systematic drainage of the whole body.

### **Movement Therapy – MSG201**

**Clock Hours: 30**

**Prerequisites:** *Kinesiology*

An introductory course in Movement Therapy. Students will learn about incorporating various movement techniques into massage and efficient ways to utilize principles of body-mechanics into their practice. Principles from such movement therapies as: Alexander Technique, Feldenkrais, Trager Mentastics, Tai Chi, Ideokinetics and Bartenoff Fundamentals will be incorporated into an experiential learning format. These techniques offer a way to provide client education that can address movement patterns as a supplement to massage techniques.

### **Orthopedic Massage I – MSG059**

**Clock Hours: 30**

**Prerequisites:** *Deep Tissue Massage, Touch Anatomy, Kinesiology*

In this course, student will learn orthopedic massage techniques that are helpful for treatment of soft tissue pain and injuries. The student will learn the fundamental principles for orthopedic massage; using the guidance of Whitney Lowe's text on Orthopedic Massage Theory and Technique. Major focus of this course is assessment techniques.

### **Orthopedic Massage II – MSG060**

**Clock Hours: 30**

**Prerequisites:** *Orthopedic Massage I*

In this course, students will learn orthopedic massage techniques that are helpful for treatment of soft tissue pain and injuries. The student will learn the fundamental principles for orthopedic massage; using the guidance of Whitney Lowe's text on Orthopedic Massage Theory and Technique. Major focus of this course is treatment protocols.

### **Orthopedic Massage I&II combined – MSG252**

**Clock Hours: 60**

**Prerequisites:** *Deep Tissue Massage, Touch Anatomy, Kinesiology & Orthopedic Massage*

Orthopedic Massage I is taught in the first half of the session and Orthopedic Massage II in the second half of the session. Please refer to Orthopedic Massage I and Orthopedic Massage II for course description.

### **Passive Joint/Deep Tissue Blends – MSG064**

**Clock Hours: 30**

**Prerequisites:** *Deep Tissue massage, Passive Joint Mobilization*

This class integrates the myofascial techniques such as myofascial release, deep friction and pin and stretch, among others and Passive Joint Mobilization for use with some common persistent afflictions, such as whiplash, frozen shoulder, and lower back and hip dysfunctions.



## **Pregnancy Massage – MSG052**

**Clock Hours: 30**

**Prerequisites:** *Circulatory Massage, Deep Tissue, Passive Joint Mobilization, Touch Anatomy*

This course provides essential knowledge and techniques for proper positioning and draping to ensure comfort and safety while working with pregnant women. Students will gain an understanding of what is happening during each trimester as a woman transitions physically, emotionally, and structurally and how to support her throughout her term. Contraindications and precautions will be emphasized as well as sensitivity and body mechanics for the bodyworker.

## **Reflexology – MSG015,**

**Clock Hours: 30**

**Prerequisites:** *None*

This course teaches the ancient healing art of Reflexology based on energy zones that run throughout the body and extend to the fingers and toes. Students will learn the history and benefits of this work and the relationship between the body structure, organs, glands, and reflex points on the feet. Students will learn how to apply a series of techniques to the feet to achieve a natural state of balance within the body to alleviate pain, provide relief from various ailments and optimize health.

## **Reiki I – MSG013**

**Clock Hours: 30**

**Prerequisites:** *None*

Reiki 1 awakens the energy centers and sensitizes students to energy as they practice on themselves and others. Students will learn the history, and philosophy as they experience giving and receiving Reiki. Attunements will be performed in a sacred ceremony as a rite of passage. Students will commit to the transformational practice and process of Reiki with an immersion as they learn how to use their work intuitively. Upon completion of this course students will receive a Level 1 certificate of initiation and will be able to provide in person sessions as a Level I Reiki Practitioner.

## **Reiki II – MSG054,**

**Clock Hours: 30**

**Prerequisites:** *Reiki I*

This course is an intermediate level course in Reiki healing for the students who have successfully completed level 1 Reiki Practitioner. After receiving a level 2 attunement students will learn how to work with three sacred symbols as traditionally used in the Usui method to enhance healing sessions. Upon successful completion of this course students will be able to perform distance healing sessions, will receive a level 2 Reiki practitioner certificate, and will be eligible to move on to Reiki level 3, Master Teacher level.

## **Reiki Level III – MSG055,**

**Clock Hours: 30**

**Prerequisites:** *Reiki I and II*

In this course students will be attuned to the master symbol for Usui Reiki as they receive initiation into the Master Teacher Level. Upon successful completion of this course students will have the ability to pass attunements to others and facilitate a Reiki class. Entrance to this course requires instructor approval and may be subject to conditional acceptance.

### **Russian Sports Massage – MSG010**

**Clock Hours: 30**

**Prerequisites:** *Fundamentals of Holistic Health, Anatomy & Massage*

This style of massage was studied in Russia by physiotherapists for 60 years in order to find the most painless and efficient techniques for increasing performance and eliminating pain. Described as “advanced manual techniques for reducing pain due to neuro-muscular dysfunctions and for maintaining and enhancing functional performance” relies heavily on positioning of the body part being worked so that the muscles are supple, thereby allowing deep penetration without pain to the receiver, and, most importantly, without trauma to the therapist. While the strokes are fast, the emphasis is on creating a “stretch-release” effect on the fascia (connective tissue). The goal is to optimize muscular function and potential painlessly, with benefits that include a 29% to 36% increase in performance, decreased frequency and severity of injury, and reduced rehabilitation time from training and injury.

### **Sensory Repatterning I – MSG022**

**Clock Hours: 30**

**Prerequisites:** *Fundamentals of Holistic Health, Anatomy & Massage, Passive Joint Mobilization*

Sensory Repatterning activates the parasympathetic nervous system, inviting clients to enter a deeply relaxing meditative state. Some have called it “a massage from the inside out,” as the movement of the skeleton elongates the attached muscles and gives a sense of expansion. This physical experience also allows the emotional and mental bodies to open. Motion creates feeling, thus connecting us to our core and to our primal experience of love: the sensation of being rocked in the womb. Students will have the opportunity to refine their techniques and learn more than 40 additional moves, including undulations for the anterior legs. Focus is on vision, intention, sensitivity, and rhythm to improve the artistic skills of the integrative bodyworker. This is amazing, delicious, and profound play!

### **Sensory Repatterning II – MSG022B**

**Clock Hours: 30**

**Prerequisites:** *Sensory Repatterning I*

Students will continue to deepen their relationship to this unique modality. Refinement of techniques learned in earlier classes, plus new applications for abdomen, chest, and thorax. In this class, we also explore concepts of healing through creative artwork.

### **Spa Techniques – HER010**

**Clock Hours: 30**

**Prerequisites:** *Circulatory Massage*

This course explores the science of spa techniques and implementing those unique tools into a holistic practice. Students will develop individualized treatments to best suit

their field of interest. We will cover a variety of bodywork modalities including: hot stone massage, body wraps, scrubs, and dry brushing.

### **Structural Integration (formerly Myofascial Reintegration)– MSG050,**

**Clock Hours: 30**

**Prerequisites:** *Deep Tissue*

We will use the insights of Ida Rolf, employing the general techniques of deep tissue and movement, both active and passive to systematically reorganize the fascial structure. This method has been shown to lead to dramatic shifts in posture, movement efficiency, physical and emotional pain-conditions and general well-being. We will learn to employ the tools of superficial and deep fascial release and re-organization framed in a series of ten structured sessions originally taught by Ida Rolf which remain the basis for many varieties of structural integration.

### **Tending the Fire – ART100**

**Clock Hours: 30**

**Prerequisites:** *None*

A fire doesn't just burn on its own forever. It needs fuel, oxygen and the right conditions. As helping professionals, our fire usually starts strong: we are passionate to give to others. Yet, we must also care for ourselves and cultivate the right conditions to continue to thrive, to have something to give—especially if we seek longevity in our careers. Rather than a “should and shouldn't” list, this course is designed to give you experiences in which you connect deeply to yourself. We use the arts to help you discover, remember, and clarify what you need to replenish yourself and to nourish your soul. We explore self-care and what it means to you through visual art, movement, drama, music, and poetry. Reflection and dialogue help us to see how these experiences inform keeping your fire going. No prior artistic experience is necessary.

### **Thai Massage – MSG040**

**Clock Hours: 30**

**Prerequisites:** *None*

Students will learn the Northern Style Nuad Bo-rarn a 2500 year old amalgam of Ayurvedic and Chinese medicine manipulative practices (also known as Traditional Thailand Medical Massage) as taught by Chongkol Setthakorn at the “Old Medicine Hospital” in Chiangmai, Thailand. Techniques for the supine, side, prone and sitting position will be taught as a flowing sequence of lengthenings, presses and other joint manipulations using the whole body to enhance overall well-being. Instruction will be given for transferring the traditional mat work to the massage table when possible. Substantial attention will be paid to body mechanics, self-care and centering techniques to insure the practitioners continued well-being as well.

### **Vibrational Healing – HEA011,**

**Clock Hours: 30**

**Prerequisites:** *None*

In this Introduction to Vibrational Healing students will travel between shamanic healing and quantum physics. Students will learn through historical, empirical and scientific research and knowledge, theory and most importantly, hands-on, personal experience. This class will explore various modes of vibrational healing which will include:

homeopathy, flower essences, hands-on healing, energy systems, aromatics, crystals, movement, as well as sound and light healing and beyond.

**Western Sports Massage – MSG012,**

**Clock Hours: 30**

**Prerequisites:** *Circulatory Massage, Deep Tissue, Touch Anatomy*

In this course, Athletic and Sports Related Massage is introduced to the student with a primary focus on Event Athletic Massage. The 7 variations of Athletic and Sports Massage will be introduced to the student as well (which includes: Pre-Event; Inter/Intra-Event Massage; Post-Event Massage; Maintenance Massage; Recovery Massage; Remedial Massage; & Rehabilitation Massage). The Pre-Event Massage will be demonstrated by the instructor and the student will then have the opportunity to practice to the level of competency. In addition, subjects such as the history of athletic massage, sports related pathologies, athletic endurance, purpose for athletic massage, aerobic versus anaerobic activities, Muscle Fatigue, Oxygen Debt and Delayed Onset Muscle Soreness will be discussed. Lastly, the student continues their education of Muscular Nomenclature including Action, Origin and Insertions to Skeletal Muscles.

## **ELECTIVE: HERBS AND NUTRITION**

### **Herbal Creations – HER105,**

**Clock Hours: 30**

**Prerequisites:** *Intro. To Herbs*

A course in Medicine Making. Students will learn how to prepare 11 different types of medicines. Each student will learn something in class, then prepare something of their own to present at the following class. This is very hands-on. In addition, students will learn how to use their intuition to communicate with plants on a deeper level. This session also includes the Herbal Ally research portion of the program. Each student will be assigned a plant to study at home for one month, after which a report, product made from the plant, and presentation are required. Each student will have a total of 3 Herbal Allies throughout the course.

### **Intro to Herbs – HER101**

**Clock Hours: 30**

**Prerequisites:** *None*

Explore the world of herbs and herbal health care. We learn: the history of herbal medicine, the ancient uses of herbs, the modern uses, the herb science we now have access to; the culinary uses of herbs; the environments herbs come from (biomes) the affinities specific herbs have to specific body systems; understanding herb delivery systems (caps, tinctures, teas, pastes, syrups, etc.); field trip to garden or nature preserve to experience herbs in nature; daily making and drinking of herbal teas.

### **Holistic Nutrition I – NUT101**

**Clock Hours: 30**

**Prerequisites:** *None*

In this course students will learn nutrition from a holistic perspective – meaning how nutrition is connected to our entire being; from the connections between soil and growing practices affecting our food to how whole food differs from processed food, to the categories of food and what they do for us and what are the problems we encounter with them, to exploring every vitamin and mineral and how they function in the body and why they are essential, to tips on preparing food for maximum enjoyment. This class prepares the student for the next class Nutrition II and gives them a very thorough exposure to all the basic and vital aspects of holistic nutrition and how to employ the information in helping future clientele.

### **FOOD-History, Science, Facts & Benefits – NUT105**

**Clock Hours: 30**

**Prerequisites:** *None, Recommended: Holistic Nutrition I or Comparative Nutrition*

The goal of this class is to inform and inspire the student about everyday foods they select for their diet. We will examine the most nutrient dense foods, seeking to empower the student to make informed decisions on what foods to buy/and/or/grow and eat, to optimize health and wellness, and also guide and educate their future clients in the same way. Students will never look at foods the same way again.... We will see them as the health-giving-treasures that they are.

### **Comparative Nutrition – NUT103**

**Clock Hours: 30****Prerequisites:** *None*

An overview and comparison of the wide variety of nutritional approaches that are commonly considered as healthy nutritional models of today as well as ancient eastern models and the pros and cons for each.

**Materia Medica I – HER102****Clock Hours: 30****Prerequisites:** *Intro. to Herbs*

This course provides an in depth look at individual plants including their medicinal, historical, magical, folkloric, and practical use. While on the herb walks, we will identify medicinal plants, taste them, and possibly bring them back to the classroom to review.

**Materia Medica II – HER103****Clock Hours: 30****Prerequisites:** *Materia Medica I*

In this course students will learn the nomenclature, the origins, the ancient and modern uses, specific actions, and the scientific discoveries revealed currently of the herbs listed below: Corn Silk, Comfrey, Goldenseal, Uva Ursai, Cleavers, Chaste Tree, Cinnamon Bark, Chanca Piedra, and more. Students will also be learning and understanding the symptoms and mechanisms of common pathologies where these herbs are used the major actions of the herbs are illuminated in detail (e.g. vulnerary, styptic, astringent, carminative, etc.) live and dried samples of herbs are experienced, beautiful, color photos of the herbs are viewed, including field trips to visit local herbal gardens to see plants in their natural habitat.

**Women's Wellness – NUT018,****Clock Hours: 30****Prerequisites:** *None, recommended: Intro. To Herbs*

Women's Health, From Puberty to Elder hood. This course teaches the anatomy and physiology – the structure and function of the female body and the most common health challenges that present themselves to women of all ages and phases of life. Students will learn what the causes of the health challenges are (from acne to infertility to menopause and beyond); learn the pathways of these imbalances, and what the safe, simple and effective, holistic healing strategies are to attain optimal health and balance. Students will also learn about optimal diet and lifestyle for female health. Woven into the course material are perspectives and philosophies from Eastern and Western medical models that may shed light on understanding how we become imbalanced and how to attain balance. This course will give a great deal of education on safe, simple and effective herbs and nutritional supplements and formulas that have been employed over several decades by the instructor with great success.

## **ELECTIVE: YOGA INSTRUCTOR TRAINING**

### **Yoga and Sound Exploration – YOG10**

**Clock Hours: 30**

**Prerequisites:** *None*

This course explores the powerful effects of Yoga and sound. Students will be introduced to a number of methods that incorporate the use of sound and yoga to achieve positive effects within the body and mind. The science and technology of how sound affects the body and mind will be discussed with a focus on the use and application of Mantra. Students will practice yoga and experience and experiment with ancient instruments such as drums, singing bowls and gongs.

### **Yoga Anatomy – YOG109**

**Clock Hours: 30**

**Prerequisites:** *None*

This course explores the relationship between Yoga and Anatomy & Physiology. The student will learn how the application of Yoga can benefit this system as a whole and how each Asana contributes to improved movement patterns and overall health. This class will also address contraindications for particular Asanas in relation to various health issues.

### **Yoga Philosophy & Teaching Methodology. – YOG20**

**Clock Hours: 30**

**Prerequisites:** *None*

This course of study provides an introduction into the history, philosophy, lifestyle and ethics of yoga. The material covered will be the Bhagavad Gita and Patanjali's Yoga Sutras. Also, Teaching Methodology gives a clear understanding of a healthy teacher-student relationship and prepares teachers to be able to make educated decisions on how to respond to various professional scenarios. Students will better understand their teaching/learning style and understand how to effectively communicate with and manage groups.

### **Yoga Techniques and Training I– YOG102**

**Clock Hours: 30**

**Prerequisites:** *Yoga Philosophy & Teaching Methodology, Yoga Anatomy*

In this course we will learn the foundational techniques to a basic hatha yoga practice. Topics covered include yogic lifestyle, pranayama, mantra, meditation, the basic traditional asanas, relaxation and meditation. The students will become familiar with practicing and teaching a 60-90 minute basic yoga class.

### **Yoga Techniques and Training II – YOG103**

**Clock Hours: 30**

**Prerequisites:** *Yoga Techniques and Training I*

This class will continue building on the foundations established in the first part of the course. Students will practice yoga, teaching and giving hands on adjustments. We will learn how to serve specific populations such as contraindications for pregnancy, injuries or other special conditions. Students will attend, evaluate and observe yoga classes to strengthen their skill set and knowledge.





## **COMPUTER NETWORK TECHNICIAN**

### **PC Support Level II - PCS 111**

#### **Clock Hours: 205**

CompTIA A+ is the preferred qualifying credential for technical support and IT operational roles. It is about much more than PC repairs. Students will learn to troubleshoot, and problems solve a computer. Students will learn Windows operating systems, security, and software troubleshooting. This course prepares the student to pass the A+ 2019 220

### **Introduction to VMWare - VMW 101**

#### **Clock Hours: 25**

Students will learn various concepts, such as a5s, creating, managing, and troubleshooting virtual machines, while implementing various operating systems such as Microsoft and Linux environments.

### **Typing and Ten-Key Fundamentals - TF 100**

#### **Clock Hours: 30**

Today's workplace calls for typing skills at a minimum of 35-45 wpm and here at ICOHS we recognize that demand. The typing course teaches students proper form, key techniques and provides practice materials to keep them ready for a typing test at any time. Students will not just learn and perfect their keyboard typing but they will also get the assistance with 10-key typing which is great for data entry of all types.

### **Introduction to Networking - NET 102**

#### **Clock Hours: 130**

Students will learn configuration, management, and troubleshooting of common wired and wireless network devices.

### **MS Essentials - MOE 100**

#### **Clock Hours: 85**

Our Microsoft Office course goes over the basic functions in Word, Excel & Outlook. You will learn how to navigate through the software and create documents, workbooks and emails while using tools and tricks that Microsoft offers. When completed with this course you will have the entry level knowledge necessary to use these programs in the work environment. There are many skills to be learned in the Microsoft Office suite, but this course has been designed to include the essentials.

### **Windows Admin I - MOS 102**

#### **Clock Hours: 125**

This course teaches students how to configure a Windows client system to participate on either a wired or wireless computer network. Then students will review how to manage applications on the Windows client system. This course also takes a look at several security issues. Specifically, students will learn how to manage authentication for the Windows client, as well as how to restrict access to resources on a system. The student will also spend some time learning how to capture, manage, and deploy system images for back purposes.

### **Network and Operational Security - SEC 101**

#### **Clock Hours: 125**

This course teaches the student to understand the Information security landscape as well as preparing the student to become a security professional. The class will also focus on teaching the student to troubleshoot an operating system so they can help defend against malware and common threat agents. Students will learn how to configure software firewalls to help prevent malware threats.

### **Career Success - CD 101**

#### **Clock Hours: 30**

This course teaches students about professional development. The students will also learn how to maximize their potential through goal setting, habits, eliminating procrastination and learning how our brain works.

### **Advanced Career Development - CD 201**

#### **Clock Hours: 30**

Course objectives and coverage include introduction to career services, goal setting, advanced resume and cover letter, understanding the hiring process, networking and social media, job searching and the market, interview prep and salary worth, understanding how to answer common questions, mock interview and the follow up process.

### **PC 110 Support Level I**

#### **Clock Hours: 155**

This course teaches students how to become a PC Technician while learning the fundamentals of hardware. This course helps prepare the student for the CompTIA A + hardware industry certification. The student will learn how to troubleshoot and install system components and peripheral devices and how to navigate around a Windows and Linux operating system.

### **PC 111 Support Level I**

#### **Clock Hours: 205**

This course teaches students how to become a PC Technician and learn the fundamentals of software. This course also prepares the student for the CompTIA A + software industry certification. Students will also learn how about a variety of printers such as a Laser, Dot matrix, Inkjet, Dye sublimation, Solid Ink, and Thermal printers.

### **NET 100 INTRO TO NETWORKING**

#### **Clock Hours: 101**

This course teaches students the skills needed to install, configure, and maintain a network for a small business. Students will begin with some basics, like how to identify network cable and connector types, identifying the different networking standards common in computer networks today, selecting and installing the appropriate network interface cards for a specific network, and managing static and dynamic IP addressing and network protocols.

## **TF 100 TYPING FUNDAMENTALS**

**Clock Hours: 30**

This Fundamentals Typing Course was created to develop typing skills and acquaints the students with the operational parts of the computer keyboard. This course allows the students to developed touch control of the keys and number of the typewriter. After which they will acquire a mastery of the keyboard, the building of speed and improvement of accuracy are emphasized.

## **MOE 100 OFFICE ESSENTIALS**

**Clock Hours: 85**

This course teaches the student about the Microsoft Office Essentials which includes Microsoft Excel, Word, and Outlook. Each software application serves a different purpose for the student. The product is divided into chapters. Each chapter has various Section topics. Within the sections there are several types of learning activities represented by different icons. The student will complete each lab, quiz, and discussion.

## **MOS 102 WINDOWS 10**

**Clock Hours: 125**

This course teaches students how to configure a Windows client system to participate on either a wired or wireless computer network. Then students will review how to manage applications on the Windows client system. This course also looks at several security issues. Specifically, students will learn how to manage authentication for the Windows client, as well as how to restrict access to resources on a system. The student will also spend some time learning how to capture, manage, and deploy system images for back purposes.

## **SEC 101 NETWORK & OPERATIONAL SECURITY**

**Clock Hours: 125**

This course teaches the student to understand the Information security landscape as well as preparing the student to become a security professional. The class will also focus on teaching the student to troubleshoot an operating system so they can help defend against malware and common threat agents. Students will learn how to configure software firewalls to help prevent malware threats.

## **CS 200 ADV CAREER DEVELOPMENT**

**Clock Hours: 30**

This course teaches the student introduction to Career Services, Goal Settings, and Advanced Resume & Cover Letter writing. This course also teaches the student about the importance of understanding the hiring process, networking & social media, job searching & the current market, interview prep & salary worth. Finally, this course teaches the student the student how to respond to general job interview questions, the mock interview and the follow up process.

## **CS 100 CAREER SUCCESS**

### **Clock Hours: 30**

This course teaches students about professional development. The students will also learn how to maximize their potential through goal setting, habits, eliminating procrastination and learning how our brain works.

## **INTRO TO PC 100**

### **Clock Hours: 141**

This course teaches students how to become a PC Technician while learning the fundamentals of hardware. This course helps prepare the student for the CompTIA A + hardware industry certification. The student will learn how to troubleshoot and install system components and peripheral devices and how to navigate around a Windows and Linux operating system.

## **MOS 102 WINDOWS 10**

### **Clock Hours: 125**

This course teaches students how to configure a Windows client system to participate on either a wired or wireless computer network. Then students will review how to manage applications on the Windows client system. This course also looks at several security issues. Specifically, students will learn how to manage authentication for the Windows client, as well as how to restrict access to resources on a system. The student will also spend some time learning how to capture, manage, and deploy system images for back purposes.

## **SIS 100 SERVER 2016 INSTALL & STORAGE**

### **Clock Hours: 123**

This course teaches students the basics of Server 2016. The students will work with various types of networking models that you can use with a Windows host. The student will first look at what a Standalone model is and does. Next the student will become familiar with a Workgroup model as well as a peer-to-peer model

## **SN 100 SERVER 2016 NETWORKING**

### **Clock Hours: 57**

This course prepares the student to gain the knowledge and skills they need to install, configure, and maintain the networking features of Microsoft's Windows Server 2016 operating system. The course will begin with an overview of DNS and topics such as DNS functionality, DNS zones, and DNS records. But most of the instruction will center around how to implement DNS on a Windows 2016 server.

## **SI 100 SERVER 2016 IDENTITY**

### **Clock Hours: 50**

This course prepares the student to gain the knowledge and skills needed to install, configure, manage, and maintain Active Directory Domain Services and implement Group Policy objects. The student also gains experience implementing and managing Active Directory Certificate Services, Active Directory Federations Services, Active Directory Rights Management Services, and Web Application Proxy.

## **SP 100 SECURITY PROFESSIONAL**

### **Clock Hours: 126**

This course teaches the student to understand the Information security landscape as well as preparing the student to become a security professional. The class will also focus on teaching the student to troubleshoot an operating system so they can help defend against malware and common threat agents.

## **LX 100 LINUX**

### **Clock Hours: 87**

This course is designed to help the student understand the introduction and adoption of the Linux operating system. The student will learn about the Linux operating system and how to manage the application's access to the CPU. The student will also learn how the operating system provides connectivity between computer systems over the network.

## **RW 100 ROUTING & SWITCHING I**

### **Clock Hours: 52**

This course teaches the student to install, operate, and troubleshoot a small enterprise branch network, including basic network security. This course will also prepare you for the Cisco Certified Entry Networking Technician exam (CCENT). The student will also learn the basics of network design and introduce some of the components involved in building an enterprise network.

## **RW 200 ROUTING & SWITCHING II**

### **Clock Hours: 43**

ICND2 is the second half of the Cisco entry-level certification process. By passing both your ICND1 and your ICND2 exams, you will have then met the requirements for the Cisco CCNA certification. This course teaches some advanced networking features such as demonstrating to students how to configure trunk interfaces.

## **SP 100 SECURITY PRO**

### **Clock Hours: 126**

This course teaches the student to understand the Information security landscape as well as preparing the student to become a security professional. The class will also focus on teaching the student to troubleshoot an operating system so they can help defend against malware and common threat agents. Students will learn how to configure software firewalls to help prevent malware threats.

