FIVE BRANCHES UNIVERSITY

Graduate School of Traditional Chinese Medicine

EXTENSION PROGRAM CATALOG 2026

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Welcome to Five Branches University Extension Programs

Dear Prospective Students:

This is an exciting time to be involved in the field of Traditional Chinese Medicine (TCM), especially massage and qigong for health care. Recognizing the historical growth of TCM as one of the oldest and broadest medical systems in the world, we have now expanded the University through our Extension Programs, offering specialty programs in Asian Bodywork, Qigong and Medical Qigong.

Our Extension Programs offer courses for both beginners and experienced practitioners, and are designed with the intention of connecting students to the Asian roots of bodywork and Qigong through:

- A curriculum meeting the highest standards for massage therapy and clinical bodywork.
- Seminars with master teachers from throughout the United States and Asia.
- Advanced study abroad opportunities in Asia.

Celebrating a 5,000-year-old test of time, Traditional Chinese Medicine encompasses the following five distinct branches for maintaining and restoring the individual with the harmony of nature:

- Acupuncture
- Herbal Medicine
- Medical Massage and Bodywork
- Energetics (Qigong and Tai Ji)
- Nutrition and Dietetics

Today, Five Branches University continues its commitment to offering the highest level of training Traditional Chinese Medicine through our Extension Programs in Massage and Qigong. 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 is provided to you prior to signing an enrollment agreement. Whether you are just beginning or are an advanced practitioner, I hope that you'll join us on this rewarding journey.

Sincerely,

Joanna Zhao
Academic Dean
Five Branches University

The University

Mission Statement

Five Branches University, a Graduate School of Traditional Chinese Medicine, is dedicated to educating students to become exceptional practitioners, educators and researchers.

Five Branches University Extension Programs aim to deliver intensive didactic training and supervised clinical practice, coupled with assessment, business, and self-care skills, which are essential for a successful professional career in any medical and healthcare setting.

Purpose

The purpose of the Five Branches University Extension Asian Bodywork and Qigong and Medical Qigong Practitioner programs is to:

- Provide exceptional academic and clinical training in Asian Bodywork and Qigong, and Medical Qigong
- Develop highly-successful professional practitioners through a supportive environment that fosters self-care for growth, health and longevity
- Create a bridge between Asian and Western bodywork and qigong approaches by integrating these methodologies in courses and supervised clinical practice
- Enable students to learn directly from highly skilled instructors from throughout the United States and Asia, and from a core faculty that integrates Asian healing arts and Western clinical assessment skills

Objectives

After completion of the Asian Bodywork & Qigong or Medical Qigong program, students will be able to:

- Understand basic Western and Asian theory applied to health and prevention of disease
- Assess energetic imbalances through the paradigm of Traditional Chinese Medicine
- Conduct clinical assessments for Asian bodywork and/or Medical Qigong that encompass both Eastern and Western perspectives
- Assess orthopedic and neuromuscular conditions
- Provide skills in self-care education for clients
- Develop self-care techniques and grow as a professional in performance and longevity

- Utilize techniques to promote health and restoration of many energetic and physical imbalances
- Understand the foundations of Asian forms of bodywork and qigong
- Demonstrate skills necessary to perform various styles of Asian bodywork and qigong

Our Vision

Our goal is to help students cultivate internal awareness with practical bodywork and medical qigong skills that facilitate healing, growth and transformation. We maintain a supportive environment where students can learn the essential life skills that help fuel the Three Treasures—vitality, energy, and spirit.

About Five Branches

Five Branches University offers eleven programs related to Traditional Chinese and Integrative Medicine at its two California campuses in Santa Cruz and San Jose.

Past and Present

In 1984, Five Branches University became one of the first Traditional Chinese Medicine (TCM) colleges in the United States. Today, we are recognized as one of the nation's top TCM schools providing the highest level of professional education in Traditional Chinese Medicine and integrative medicine in the U.S. and internationally.

Programs

Our nationally accredited Doctor and Master of Acupuncture and Herbal Medicine (DAcHM/MAcHM), Doctor and Master of Acupuncture (DAc/MAc) and postgraduate Doctor of Acupuncture and Oriental Medicine (DAOM) programs provide a strong foundation in TCM diagnosis, acupuncture and Chinese herbal medicine, the latest TCM research, extensive clinical training and a comprehensive integrative medical education. Our Extension Programs offer professional development opportunities through Continuing Education and specialization in Asian Bodywork, Qigong and Medical Qigong.

Faculty

Our dedicated faculty play a significant role in our growth and in establishing our reputation as a leader in Traditional Chinese medicine education and patient care. Our faculty is a diverse community of practitioners, teachers, doctors, international lecturers and published authors, many of whom have been core faculty members for over 25 years.

Health Centers

The Five Branches University Health Centers located at our two campuses in Santa Cruz

and San Jose, California provide the best of TCM healthcare. Treating over 180 patients each day, our health centers are the ideal place for students to gain experience in a clinical environment and for TCM clinicians and doctors to provide exceptional healthcare to their patients. Our staff includes specialists in neurology, internal medicine, gynecology, pediatrics, oncology, dermatology, immune-deficiency, ophthalmology, pain management, gastroenterology, and cardiology.

Accreditation & Approvals

Institutional Accreditation

Five Branches University is institutionally and programmatically accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM), the recognized accrediting agency for freestanding institutions and colleges offering programs in acupuncture and herbal medicine.

DISCLOSURES TO THE PUBLIC BY THE INSTITUTION

Five Branches University and its following programs are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM):

(1) **Master of Acupuncture** (offered in English)

(2) **Master of Acupuncture and Herbal Medicine** (offered in English and Mandarin) [formerly named Master of Traditional Chinese Medicine]

(3) **Doctor of Acupuncture** (offered in English and Mandarin)
- including a Doctor of Acupuncture degree completion track

(4) **Doctor of Acupuncture and Herbal Medicine** (offered in English and Mandarin) [formerly named Doctor of Traditional Chinese Medicine]
- including a Doctor of Acupuncture and Herbal Medicine degree completion track

(5) **Doctor of Acupuncture and Oriental Medicine** (offered in English and Mandarin)

The programs listed above may offer courses **via distance education**.

ACAHM does not accredit any programs at the undergraduate/bachelor level.

Accreditation status and notes may be viewed on the ACAHM Directory.

ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture practitioners. ACAHM is located at 500 Lake Street, Suite 204, Excelsior, Minnesota 55331; phone 952/212-2434; https://acahm.org

Public Disclosure Statement Effective as of 13 August 2025

Extension Programs

The Extension Programs of Five Branches University are approved to operate by the California Bureau for Private Postsecondary Education. BPPE APPROVED - Approval to Operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009.

The Extension programs are not accredited.

National and State Approvals

Five Branches University is recognized, approved to operate, or is a member of the following National and State associations:

- Bureau for Private Postsecondary Education, California State Department of Consumer Affairs, www.bppe.ca.gov.
- California State Acupuncture Board, California State Department of Consumer Affairs (www.acupuncture.ca.gov).
- National Certification Commission for Acupuncture and Oriental Medicine (www.nccaom.org)
- Council of Colleges of Acupuncture and Herbal Medicine (www.ccahm.org)
- Department of Education
- Title IV Federal Student Financial Aid Program, U.S. (ACAHM programs)
- U.S. Citizenship and Immigration Services (USCIS) (ACAHM programs)
- U.S. Department of Homeland Security approval for foreign students (ACAHM programs)
- Veterans Education, U.S. Department of Veterans Affairs

Five Branches University is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the standards set forth in the California Education Code, the California Private Postsecondary Education Act of 2009 (as amended), Division 7.5 of Title 5 of the California Code of Regulations.

The Bureau for Private Postsecondary Education

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

The Bureau for Private Postsecondary Education
1747 North Market Blvd., Suite 225
Sacramento, CA 95834

Or P.O. Box 980818, West Sacramento, CA 95798-0818

Phone: (888) 370-7589 and (916) 574-8900
Fax (916) 263-1897

www.bppe.ca.gov

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 Internet website: www.bppe.ca.gov.

BPPE Required Disclosure

Five Branches University does not have a pending petition in bankruptcy, is not operating 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 (11 U.S.C. Sec 1101 et seq.).

Community, Campuses, Facilities and Amenities

Classes and student services are offered at both the Santa Cruz and San Jose campuses of the University.

The Santa Cruz Campus

Located along California's scenic Central Coast, renowned for its beautiful beaches and redwood forests, Santa Cruz has the cosmopolitan appeal of a college town combined with the ambiance of a small coastal California city. Our Santa Cruz campus is located in a beautiful residential community one block from the beach on the Monterey Bay and close to the Santa Cruz Yacht Harbor. At the heart of the campus is the Five Branches health center, which has provided exceptional healthcare to patients since 1984. Classes of the Extension program are held on both the Santa Cruz and San Jose campuses.

The San Jose Campus

In the heart of Silicon Valley, our San Jose campus is part of a contemporary, high-tech metropolis, home to major players in the world of technology including Google, eBay, Twitter and Facebook. The San Jose campus resides in a modern office building, a short commute from San Francisco and the beaches of Monterey Bay, and within walking distance of several shopping centers with multiple restaurants. A welcoming courtyard leads you to the entrance of both the health center and the University, where our Extension, Master's and Doctoral programs reside. Classes of the Extension program are held on both the San Jose and Santa Cruz campuses.

Here is a list of amenities our campuses have to offer:

Health Center

Patients await their treatments in a beautifully designed reception area, while practitioners treat over 160 patients each day in our busy health centers. With a combined 38 treatment rooms, herbal pharmacies containing over 500 medicinal products, and expert patient care and clinical instruction, our health centers are the

ideal place to gain experience in a clinical environment and to learn how to provide exceptional healthcare to your patients.

Herb Room

The herb room is a fragrant experience. Walls lined with wooden drawers full of Chinese herbs emanate earthy aromas, as practitioners prepare herbal remedies for their patients in the traditional way. In the herb room you will meet with practitioners to learn first-hand how to use herbal medicines to effectively treat your patients.

Classrooms

Spacious classrooms and small class sizes provide the optimal environment for dynamic discussion and meaningful teacher-student interaction. The Santa Cruz campus has six fully furnished and equipped classrooms accommodating approximately 35 students each. The San Jose campus has eight fully furnished and equipped classrooms, providing ample instruction and meeting space to both faculty and students. Classrooms may be used for continuing education seminars and special presentations in fields related to Traditional Chinese Medicine.

Equipment and Materials

Standard teaching equipment is provided in every classroom including tables and chairs, white boards, computers and overhead projectors, video equipment, anatomical models, acupuncture charts, and treatment tables for acupuncture training demonstrations. Classrooms used for clinical training are supplied with necessary acupuncture supplies such as treatment tables, sterile disposable acupuncture needles, heat lamps, electronic stimulation machines, an herbal dispensary, and TCM reference texts.

Student Lounge

A place to rest, nourish and socialize, the student lounge is fitted with comfortable seating, tables for study, a kitchen to prepare meals, wireless Internet, and a bulletin board to check out current campus events.

Library and Learning Resources

The Five Branches University Library serves both the Santa Cruz and San Jose campuses; providing access to resources that support the instructional, clinical and research needs of students, faculty and staff. You may use the library during its hours of operation and may check out library resource materials using your Five Branches Student ID card. Library hours are posted at the beginning of each trimester; hours vary by campus and trimester.

As a new student, you will receive an orientation to the library within the first two weeks of enrollment. During this orientation, you will be given a general tour of the library including the computer lab, wireless Internet, online catalog, and other available learning resources. You will be provided with a set of instructions and regulations for library use. For detailed information regarding library procedures and policies please

refer to the Student Handbook or the Library and Research section of our website: http://www.fivebranches.edu/student-life/108

Administrative Offices

The open, friendly and accessible administrative team considers students their top priority. Whether you need assistance to plan your class schedule, secure financial aid or to voice your concerns, our administrative staff is available to assist you.

Conference Rooms

Students, faculty and staff may reserve the conference rooms for confidential consultations and meetings.

Parking

Both of our campuses have free, ample parking to accommodate the needs of students that commute.

Local Favorites

At the Santa Cruz campus, one block from the beach, lunch breaks on the ocean are a favorite pastime. Enjoy one of the many restaurants within walking distance, pick up food at a local natural food store and have a picnic on the beach, or venture over to the neighborhood park, a great place to sit and enjoy the sunshine.

The San Jose campus has a bountiful supply of restaurant and café choices in four shopping centers within walking distance offering food from around the globe. The campus is in the center of Silicon Valley, a 10-minute drive to San Jose International Airport and the modern Apple Park Circle headquarters.

Transportation

Transporting yourself to the Santa Cruz campus is easy with two designated free parking areas, numerous bike racks, and a bus stop directly in front of the student lounge. To obtain information on the bus routes in the Santa Cruz area, go to http://www.scmtd.com.

The San Jose campus is conveniently located at the major freeway intersection of Highway 880 and Highway 101, making your commute to and from school a breeze. To obtain information on public transportation in the San Jose area, go to www.511.org.

Housing

The Five Branches University's programs are non-residential and student dormitories or other housing is not provided. There are many available housing options in the area, from rooms available in a household to 3 bedroom-plus homes. Rentals costs range from $800 to $4500 per month based on size and location.

Five Branches University does not provide housing search assistance to students. If you are in need of housing, we recommend you arrive in Santa Cruz or San Jose six weeks before the beginning of the trimester. The distance between the two campuses is 40

miles. While it is possible to commute, you may wish to find housing closer to your home campus. Go to http://www.fivebranches.edu/student-life/on-campus/549 for a list of resources to aid you in your housing search.

Campus Safety and Security

The Clery/Campus Security Act of 1990 (Title II of Public Law 101-542) requires that all colleges and universities provide annual statistics on several specific categories of crime. This report is published by October 1st of each year on the Five Branches University website: http://www.fivebranches.edu/five-branches-university/4095.

Any crime occurring on campus or on streets and sidewalks directly adjacent to the campus must be reported to the Student Services Director at your affiliate campus in Santa Cruz: (831) 476-9424 or San Jose: (408) 260-0208.

Student Services

The University provides a wide array of services to make your experience at Five Branches both rewarding and successful. Our student services at both campuses include:

- Academic Advising
- Registration
- Library Services
- Health Services
- Career Development
- Communications

Academic Advising

The University administration offers academic advising to assist student in the planning and completion of their program requirements. From first trimester through graduation and beyond, the administrative team will support students to complete their specialization programs in Asian Bodywork and Qigong and Medical Qigong Practitioner, and to select classes according to their interest.

Registration

The registrar's office ensures that registration and class scheduling flows smoothly. During registration students will enroll in courses and receive updates regarding changes in programs, campus facilities and support services.

Health Services

The Five Branches Health Centers are a flourishing environment for both student education and quality healthcare. As a prospective student, you may receive a free acupuncture treatment during your tour of the campus

Career Development

While the university does not provide placement services, the university offers on-going courses in practice management and marketing to assist students in their development as a successful Massage practitioner. Five Branches supports the alumni association and promotes the exchange of ideas to foster professional development. Graduates are invited to share their expertise with students during on-campus lectures. Professional vacancies in the field of Massage are posted regularly on the Five Branches website (www.fivebranches.edu) under Student Life / Career Development / Positions Available.

The Asian Bodywork and Qigong program prepares graduates for careers in the field of massage. This is detailed by the US Department of Labor as SOC code 31-9011.00 (Massage Therapist). The Qigong and Medical Qigong programs prepare graduates for careers in the field of exercise. This is detailed by the US Department of Labor as SOC code 29-1128.00 (Exercise Physiologist).

Communications

The University maintains Internet and data platforms to facilitate effective administration, student and alumni interaction. Communications include direct email, the university's web and blog sites, and the Five Branches email and social platforms such as Facebook, LinkedIn and Twitter.

Distance Education

The Extension department offers a variety of its courses online. The online courses provide students the convenience of studying from home and not having to travel to campus. The University's distance education program is approved by its accreditor, ACAOM.

For distance education courses, the institute will provide students evaluation of their submitted assignments within two weeks.

Extension Faculty

Jillian Aronstam

- CMT
- Instructor
- Faculty Since 2012

Marketa Bilkova

- L.Ac.
- Assistant Professor
- Faculty Since 2009

Samson Cheung

- L.Ac., PhD
- Assistant Professor
- Faculty Since 2012

Thomas Dicklin

- L.Ac.
- Assistant Professor
- Faculty Since 2012

Harry Ding

- L.Ac., DAOM
- Assistant Professor
- Faculty Since 2014

Jim Gallas

- CMT
- Instructor
- Faculty Since 2008

Christine Klein

- L.Ac., DAOM
- Senior Professor
- Faculty Since 1995

Thomas Leichardt

- L.Ac.
- Assistant Professor
- Faculty Since 2008

Juan Li

- L.Ac., DAOM
- Instructor
- Faculty Since 2016

Dina Woo

- L.Ac., DAOM
- Assistant Professor
- Faculty Since 2014

Extension Programs

Overview

Hands-On Clinical Training with TCM and Western Masters

The Five Branches Extension ABQ Program directly immerses students at all levels of training in hands-on clinical work. The Asian Bodywork and Qigong specialization offers the highest level of clinical bodywork training available. Both TCM and Western faculty help students integrate both Eastern and Western approaches to the body into a successful system of bodywork and Qigong for the promotion of optimal health care.

Integration Between Traditional Asian and Western Medical Theory

The instructors in the Extension Program are experienced in both traditional Asian medical theory and Western anatomy and physiology. Students have a unique and exceptional opportunity to learn how the systems work together as one, and integrate these systems into the development of their own personal style of therapy. Ancient philosophy and energy medicine have an increasingly recognized scientific basis. The Five Branches' Extension Program integrates Chinese and Western anatomy and physiology in courses such as Orthopedic Tuina, Internal Organs and Points Description, and Applied Kinesiology courses.

Development of Self-Care and Professional Growth Skills

Five Branches strives to create a place where everyone can grow. Our branches of Asian Bodywork and Qigong have been rooted for thousands of years in China, Japan, and Thailand. Today, these branches extend into our community and offer a cooling shade to a hectic life. Our goal is to help students cultivate internal awareness with practical bodywork skills that facilitate healing, growth and transformation. We maintain a

supportive environment where students can learn the essential life skills that help fuel vital energy and health.

Development of Internal Awareness With Qigong Practice

The Chinese view of life is based on the principles of harmony and balance. Chinese medicine and its theory provides a deep look into the human body. The fundamental principle of this perspective is the notion of Qi, the miraculous life energy that animates all living things. The way Qi flows through energetic channels defines the state of health within the body. The practice of Qigong plays an important role in all of our bodywork programs. Qigong empowers students to practice energetic forms of therapy. We encourage students to explore the cultivation of Qi and to enhance their sensitivity of energy for internal balance and healing.

Asian Bodywork & Qigong Specialization Program

The Five Branches University Extension department offers two programs in Asian Bodywork & Qigong:

- Asian Bodywork and Qigong - 500 hours
- Asian Bodywork and Qigong - 650 hours

The 500-hour meets the minimal requirements for most states and the national MBLEx exam. The 650-hour program adds extended training in massage techniques.

Asian Bodywork and Qigong - 500 hours

The 500-hour Asian Bodywork and Qigong (ABQ) program leads to national certification through the Massage and Bodywork Licensing Exam (MBLEx) and is ideal for the student who wants to focus on entry into the massage profession. These courses are offered in the specialties of Chinese Tuina and Swedish Massage. Depending on faculty availability, Shiatsu, Thai bodywork and other styles will be available. Students must complete 200 hours of bodywork training from the list of electives to receive the 500-hour specialization in Asian Bodywork and Qigong.

Required Courses	Hours
ECT100 Traditional Chinese Medicine Theory	30 hrs
EEL100 Medical Qigong	30 hrs
EWM100 Anatomy	45 hrs
EWM200 Physiology	45 hrs
EWM301 Pathology	40 hrs
EWM400 Kinesiology	40 hrs
ECS101 Professional Ethics & Business Management	20 hrs
ECL100 Bodywork Courses**	200 hrs
ECL101 Supervised Clinical Training	48 hrs
Total Hours	**500 hrs**

** To fulfill the 200 hours of Bodywork Electives, students may choose bodywork courses from one or more the bodywork courses below. Course offerings are subject to faculty availability.

ECL 100 Elective Bodywork Courses

ECL100 Bodywork Course Electives for 200-hour Requirement	Hours
ECL100-1 Tuina	15-200
ECL100-2 Swedish	15-200
ECL100-3 Shiatsu	30
ECL100-4 Intrinsic Touch	30
ECL100-5 Meridian Massage	30

Asian Bodywork and Qigong - 650 hours

The Asian Bodywork and Qigong 650-hour program builds on the 500-hour program and expands the Bodywork Course Electives from 200 hours to 350 hours. This offers students an opportunity to expand their expertise in the massage techniques detailed below. Other massage techniques, such as Thai massage, may be added depending on faculty availability.

ECL100 Bodywork Course Electives for 350-hour Requirement	**Hours**
ECL100-1 Tuina	15-350
ECL100-2 Swedish	15-350
ECL100-3 Shiatsu	30-90
ECL100-4 Intrinsic Touch	30-60
ECL100-5 Meridian Massage	30-90
ECL100-6 Thai Massage	30-90

English and Bilingual (English/Chinese)

The 500-hour Asian Bodywork and Qigong Program is offered in English, and bilingual in English and Chinese for students whose native language is not English. The program is offered in a cohort of either all English-speaking students, or in a cohort of all bilingual (English/Chinese) students.

In the English program, the program is taught fully in English. In the bilingual program, faculty are all bilingual (English/Chinese) and the course is taught in both English and Chinese. Essentially, the course is taught in English to prepare students for passing the program's examinations, and the National MBLEx exam which is offered only in English. Faculty add Chinese to explain difficult concepts and techniques.

Asian Bodywork & Qigong Course Descriptions

Theory

Traditional Chinese Medicine Theory

ECT 100 | 30 Hours

This course introduces the classical principles of Yin and Yang and the Five Elements, which were universal laws in ancient China. TCM theory applies these broad principles to the realm of human physiology and pathology in a complex and powerful system for understanding the intricate balance of health. The major TCM theories are systematically covered, including Qi, Blood, Body Fluids, Shen, Essence, Zang-Fu organs, and Six Pernicious Influence, Four Levels, Six Stages and Eight Parameters. Etiology, pathogenesis, as well as TCM treatment principles of disease and disease prevention are covered in detail. This class is the foundation for all other TCM coursework.

Medical Qigong

EEL 100 | 30 Hours

Students are led through a progressive series of Qigong (Energy Skill) exercises and meditations. Medical Qigong purgation, tonification and regulation energetic exercises are learned and practiced. Each class includes lecture, demonstration of exercises, and personal practice of this energetic medicine. Students are also taught specific Medical Qigong prescription exercises and meditations, and learn how and when to apply them in clinic (e.g., purging excess conditions, tonifying deficiencies, dispersing stagnations and regulating Qi, Blood and Body Fluids).

Prerequisite: Traditional Chinese Medicine Theory

Western Science

Anatomy

EWM 100 | 45 Hours

This course gives an introduction to the study of the human structure. This includes examination of cells, tissues, organs, systems and their interrelationships. Structural components of all physiological systems including nervous, endocrine, circulatory, respiratory, digestive, excretory, reproductive, immune systems and those involved in human movement will be studied. Emphasis will be placed on the musculoskeletal system, which is particularly important for massage. Human skeletons, anatomical charts, models and full color digital images will be used for demonstration.

Physiology

EWM 200 | 45 Hours

This course introduces the characteristics and functions of human cells and organs, including nervous system, muscle tissue, cardiovascular system, respiratory system, digestive system, endocrine system, genitourinary system and balance of human environment. Emphasis is placed on the interconnectedness of the systems and the diseases of some of the related systems.

Prerequisite: Anatomy

Pathology

EWM 301 | 40 Hours

Pathology is the study of the mechanisms of diseases in humans from a Western perspective. In this course, students receive a brief review of the health physiology of the body's major systems and then focus on disease processes and the body's attempt to adapt to them. The course links western anatomy, physiology and biochemistry to clinical practice. The course will cover infectious, psychiatric, hematological, cardiac, and pulmonary diseases, and oncology, neurology, rheumatology, endocrinology, gastroenterology, musculoskeletal and nephrology; and contraindications for massage.

Prerequisite: Anatomy & Physiology

Kinesiology

EWM 400 | 40 Hours

Students will learn how to assess movement patterns in the human body. You will learn to analyze problems associated with the musculoskeletal system, and the relationship between the quality of movement and overall human health as it is applied to massage therapy. The class will cover the benefits and physiological effects of techniques that manipulate soft tissues.

Complementary Studies

Professional Ethics & Business Management for Massage Practitioners

ECS 101 | 20 Hours

This course cover communication skills, business practices, ethical behavior, and marketing skills for the professional bodyworker. Topics include proper medical intake using SOAP notes, client-centered communication skills, building and enhancing listening skills, creating and maintaining professional boundaries & self-care. General business regulations, electronic and paper medical record keeping, job opportunities in the field and professional marketing are included. Upon completion of this course, students will be thoroughly aware of the professional, ethical, and legal responsibilities as a massage practitioner and the basic knowledge to start and manage a massage

practice.

Elective Bodywork Courses

Tuina

ECL 100-1 15+ Hours

Massage and manipulation, or Tuina, make up one of the traditional five branches of TCM. These courses explore the principles of Chinese Medical Massage (Tuina) as it is used in the treatment of injuries, chronic musculoskeletal issues, and for sports and training. The courses cover hand techniques, relevant anatomy, stretches and joint mobilizations, and meridian energetics for orthopedic treatment. Tuina includes the application of Tuina for pediatric conditions.

Swedish Massage 1

ECL 100-2 (1) 95 Hours

Swedish massage therapy is the best-known type of bodywork performed today with a primary goal to relax the entire body. This is accomplished by rubbing the muscles with long gliding strokes in the direction of blood returning to the heart. Beyond relaxation, Swedish massage is exceptionally beneficial for increasing the level of oxygen in the blood, decreasing muscle toxins, improving circulation and flexibility while easing tension.

Additional Swedish massage techniques include circular pressure applied by the hands and palms, firm kneading, percussion-like tapping, bending and stretching.

Swedish Massage 2

ECL 100-2 (2) 45 Hours

Swedish massage therapy is the best-known type of bodywork performed today with a primary goal to relax the entire body. This is accomplished by rubbing the muscles with long gliding strokes in the direction of blood returning to the heart. Beyond relaxation, Swedish massage is exceptionally beneficial for increasing the level of oxygen in the blood, decreasing muscle toxins, improving circulation and flexibility while easing tension.

Additional Swedish massage techniques include circular pressure applied by the hands and palms, firm kneading, percussion-like tapping, bending and stretching.

Shiatsu

ECL 100-3 30+ Hours

With the client comfortably clothed on a standard massage table., pressure is applied along meridian pathways and to specific acu-points to facilitate the smooth flow of qi for healing and profound relaxation. Techniques using fists, forearms and elbows will be emphasized for the ease and longevity of the practitioner. Focus on correct body mechanics is an integral part of this course. Qigong and meditation will be practiced to

prepare students for giving Shiatsu and for self-care.

Intrinsic Touch

ECL 100-4 30+ Hours

Intrinsic Touch focuses on the fascial or connective tissue system which surrounds every cell of the body. Connective tissue is a gelatinous substance and applying the gentle pressure of stretching or compression for at least 90 seconds, allows for softening and the release of tensions and restrictions in the fascia.

Intrinsic Touch techniques include stretching, traction, gentle holds, compression, rocking, holding pressure points and movement.

Meridian Massage

ECL 100-5 30+ Hours

This course introduces the functions of the 12 major organ meridians and two subtle meridians – the experiential circulatory system of our energy. The course introduces the points along meridians which balance the body's energy on the back, shoulders, arms, legs, abdomen, and chest and neck; and the appropriate massage techniques that are applied.

Clinical Training

Bodywork Supervised Clinical Practice

ECL 101 48 Hours

In the school's clinic and classroom, students have the opportunity to refine their massage techniques and practice what they have learned under the supervision of senior practitioners. They will be able to integrate Eastern and Western assessment strategies, maintain accurate client records, and develop integral communication and professional skills with a variety of clients.

Prerequisite: 100 Hours Bodywork Courses

Medical Qigong Specialization Programs

Five Branches University offers a three level 650-hour Medical Qigong Practitioner (MQP) Specialization: Level I, Level II and the full MQP program.

Level I: Self Cultivation Specialization – 60 Hours

The Self Cultivation 60-hour Specialization program, available at both the San Jose and Santa Cruz campuses, is our entry level to energetic mastery. This two-course qigong training program is designed to enhance your awareness of energy within and around yourself. You will learn esoteric Medical Qigong terminology, energetic anatomy and physiology, and how external and internal pathogenic factors can affect health. Dynamic instructor guidance with purifying qigong exercises, energizing standing meditations and exploration into the nuances of Qi offer detailed structure on how to practice Medical Qigong exercises for personal health benefits, with an introduction to sensing the energy of others, and beginning treatment skills.

Required Medical Qigong Courses	Hours
EMQ 310: Medical Qigong 1: Self-Cultivation	30
EMQ 320: Medical Qigong 2: Shengong Skills	30
Total Hours	**60**

Level II: Medical Qigong Specialist (MQS) – 330 Hours

In the first level of energetic mastery, your journey begins with a personal cultivation practice for self-healing and self-empowerment, and in Level II expands into treatment work as you learn to lead, guide, and impact the energy of others. You are guided through a series of practices and meditations to open, build, sense, and project energy within and around yourself. Building upon that success, you are taught a general treatment protocol, augmented energy manipulation techniques, and finally, how to treat specific patterns of disharmony in your clients. You are also able to prescribe qigong practices for specific conditions. These first and second levels of mastery includes a series of core curriculum coursework to become a Medical Qigong Specialist (MQS), including classes in Traditional Chinese Medicine (TCM) foundations, TCM diagnostics, and Western anatomy and physiology

Required Medical Qigong Courses	Hours
EWM 100: Surface Anatomy	30
ECT 100: Theory of Traditional Chinese Medicine I	45
ECT 210: TCM Diagnosis I	30
ECD 200: Professional Ethics & Business Management	15
EMQ 310: Medical Qigong I: Self-Cultivation	30
EMQ 300: Medical Qigong II: Self-Cultivation, Shengong Skills	30
EMQ 330: Medical Qigong III: Clinical Foundations of Medical Qigong Theory	30
EMQ 340: Medical Qigong IV: Advanced Theory and Clinical Application	30
ECL 400/610: Medical Qigong Clinical Training	90
Total Hours	**330**

Medical Qigong Practitioner (MQP) Specialization – 650 Hours

The Medical Qigong Practitioner (MQP) 650 hours is our third level of mastery in medical qigong. A full 650-hour specialization program, offered at Five Branches University, the MQP is a powerful journey through deep self-healing as a means to awaken your ability to help others heal. The journey begins with self-cultivation, all of which is a basis for developing and unveiling your innate ability to invoke, direct, and modulate universal and biological energy in medical qigong treatment. You will gain a profound inner awareness, as well as sensitivity to read and assess your client's energetic matrix. You will learn how to direct energy for healing through purging, tonifying, and regulating techniques and will know which qigong exercises to teach your clients based on their particular needs and patterns of disharmony. You will learn many specialized treatments for a variety of conditions, have confidence in treating a variety of clients, and cultivate your teaching skills.

Upon completing the MQP Specialization, you will be proficient in:

- Self-cultivation and profound inner awareness
- Daoist and traditional Chinese medicine theory
- Energetic sensitivity, assessment, projection, and modulation
- Medical qigong treatment for a wide variety of conditions
- Prescription of qigong exercises specific to a patient's needs and condition

Required Core Classes	Hours
EWM 100: Surface Anatomy	30
EWM 103|203: Anatomy & Physiology I and 2	75
ECT 100: Theory of Traditional Chinese Medicine I	45
ECT 200: Theory of Traditional Chinese Medicine II	45
ECT 210|310: TCM Diagnosis I & II	90
ECD 200: Professional Ethics & Business Management	15
Required Medical Qigong Courses	**Hours**
EMQ 310: Medical Qigong I: Self-Cultivation	30
EMQ 300: Medical Qigong II: Self-Cultivation, Shengong Skills	30
EMQ 330: Medical Qigong III: Clinical Foundations of Medical Qigong Theory	30
EMQ 340: Medical Qigong IV: Advanced Theory and Clinical Application	30
EMQ 410: Medical Qigong V: Sensory, Intuitive, and Perceptual Diagnosis	30
EMQ 420: Medical Qigong VI: Medical Qigong Dao Yin Therapy and Rectifying Qi Deviations	30
EMQ 430: Medical Qigong VII: Intro to Medical Qigong Therapy for Special Conditions	30
EMQ 440: Medical Qigong VIII: Energetic Anatomy and Physiology	30
EEL: Electives *	20
ECL 400/610: Medical Qigong Clinical Training	90
Total Hours	**650**

***Electives:** You can select from a variety of classes including:

- Herbal First Aid Workshop
- Therapeutic Use of Essential Oils

- TCM & Weight Management
- TCM Qi from I-Ching Perspective
- I-Ching: The Book of Changes
- Medical Spanish
- Reiki
- Meditation
- Medical Qigong Retreat to China

Medical Qigong Course Descriptions

Core Courses

Surface Anatomy

- EWM 100 2 Units/30 Hours

This course provides an introduction to the study of human structure by presenting an integrated approach to the normal human body. Western anatomy and acupuncture energetic anatomy are bridged in this course that emphasizes musculoskeletal anatomy through lecture, palpation and movement. Major landmarks are described and are related to interior anatomical structures, emphasizing key acupuncture point location with physical assessment. Human skeletons, anatomical charts, models and full color digital images will be used for demonstration.

After completing this course, students will understand human structure at cell, tissue, organ, system and organism levels. Throughout knowledge of human structure will be a foundation for further study of physiology, pathophysiology, western medicine and acupuncture.

Prerequisites: None

Anatomy & Physiology I & II

- EWM 103/EWM 203 5 Units/75 Hours

This two-course series covers the human body structure (anatomy) and function (physiology) and their interrelationships. Human skeletons, anatomical charts, models and full color digital images will be used for demonstration. The course also touches upon some common human disease processes.

The first of this two-term sequence includes the study of structure and function of cells, tissues, as they apply to the integumentary, skeletal, muscular, cardiovascular and lymphatic/immune systems.

Prerequisites: Anatomy and Physiology I: Concurrent enrollment in Surface Anatomy.

The second course in the sequence covers the study of the nerve system, endocrine, respiratory, digestive, urinary, and reproductive systems.

After completing this course, students will understand human structure at cell, tissue, organ,

system and organism levels. Knowledge of human structure & function is the foundation for further pathology, pathophysiology as well as acupuncture point location & function.

Prerequisites: Anatomy and Physiology II: Completion or concurrent enrollment in Anatomy and Physiology I

TCM Foundations I & II

- ECT 100|200 6 Units/90 Hours

This two-course series is the foundation for all other TCM coursework.

The first course introduces students to the classical principles of the fundamental theories of Chinese Medicine such as the Yin and Yang, the Dao, and the Five Elements, which were universal laws in ancient China. TCM theory applies these broad principles to the realm of human physiology and pathology in a complex and powerful system for understanding the intricate balance of health. The major TCM theories are systematically covered, including Qi, Blood, Shen, Essence, Body Fluids, and Zang-Fu organs and their dynamic internal relationship.

The second course builds on the first one and covers various theories of Chinese medicine including the Six Pernicious Influences, Four Levels, Six Stages and Eight Parameters. Etiology, pathogenesis, as well as TCM treatment principles of disease and disease prevention are covered in detail.

After completing these courses, students will be familiar with the basic language and terminology of traditional Chinese Medicine as well as the theories and concepts that are the foundations of Chinese medicine's view on health and illness.

TCM Diagnosis I & II

- ECT 210|310 6 Units/90 Hours

This is a two-course series covering the four diagnostic methods in Chinese medicine as well as in-depth learning of pattern disharmony.

The first of two courses begins with thorough instruction in the four diagnostic methods: inspection, inquiring, auscultation/olfaction and palpation. The four diagnostic methods are the backbone of TCM diagnosis and are used to collect and organize the patient's signs and symptoms. Emphasis is placed on tongue and pulse evaluation.

Prerequisites: Diagnosis I: Completion of ECT 100, Foundations I; concurrent enrollment in ECT 200, Foundations II

The second course continues with in-depth instruction on methods of Pattern Identification, one of the most important characteristics of TCM. The course goes over the full differential diagnosis of syndromes from the various theoretical frameworks. These include: Zang Fu, Eight Principles, Six Stages, Four Levels, and the Three Burners. Case studies and role play are used to assist students in acquiring accuracy and confidence in taking a patient history and performing a physical exam using TCM

assessment methods.

Upon completion of these courses, students will know how to use the four diagnostic methods to gather patient data and perform a complete patient history intake and exam. Additionally, they will be able to recognize and identify basic TCM patterns of disharmony by analyzing the information acquired from the four diagnostic methods.

Prerequisites: Completion of ECT 100/200, Foundations I & II; ECT 210, Diagnosis I

Professional Ethics

- ECD 200 1 Unit/15 Hours

This course covers the universal medical ethics required of a primary healthcare practitioner, emphasizing professional responsibility and the study of laws which regulate TCM practices in California and the U.S. Upon completion of this course, students will be thoroughly aware of the professional, ethical, and legal responsibilities of treating patients.

Energetics

Medical Qigong I: Self Cultivation

EMQ 310 30 Hours

In this Medical Qigong 1 course, students are led through a progressive series of Qigong (Energy Skill) exercises and meditations. Basic applications of Medical Qigong Purgation, Tonification and Regulation energetic skills are experienced. Each class includes lecture, demonstration of exercises and personal practice of this energetic medicine. Students are also taught specific Medical Qigong prescription exercises and meditations, and learn how and when to apply them in clinic (e.g., purging excess conditions, tonifying deficiencies, dispersing stagnations and regulating Qi, Blood and Body Fluids). There is also an introduction to energetic psychology, which includes discharging toxic emotions and how to safely handle the emotional discharges or toxic energetic releases coming from their patients.

Prerequisite: None

Medical Qigong II: Self Cultivation - Shengong Skills

EMQ 320 30 Hours

In Medical Qigong Level II, students are led through a progressive series of advanced Shengong (Spirit Skill) meditations and exercises. These exercises and meditations are specifically used for developing advanced intuitive diagnostic skills. The students also learn basic Medical Qigong treatment protocols and begin the initial phase of their Medical Qigong clinical experience by performing basic treatments on their fellow classmates. The basics learned in this class include using Medical Qigong for diagnosis and then using purging, tonifying and regulating techniques in the subsequent treatment.

Prerequisite: Medical Qigong I

Medical Qigong III: Clinical Foundations of Medical Qigong Theory

EMQ 330 30 Hours

In the third module, students will further develop their energetic assessment and treatment skills. New treatment modalities will be introduced and integrated with those already learned in the second module. Students experience a broadening and deepening of energetic therapy, and a greater comprehension of the human energetic matrix and the various causes of disharmony and disease.

Prerequisite: Medical Qigong I & Medical Qigong II

Medical Qigong IV: Advanced Theory and Clinical Application

EMQ 340 30 Hours

In Medical Qigong IV, students are introduced to various organ disharmonies and how they may be addressed with medical qigong treatment and prescription exercises. Students deepen their understanding of energetic imbalances within the framework of medical qigong as well as traditional and Daoist Chinese medicine, with emphasis on how to address each pattern and restore balance to the patient. At the end of the course, students will gain confidence in recognizing and addressing various organ disharmonies using medical qigong therapy.

Prerequisite: Medical Qigong I & Medical Qigong II

Medical Qigong V: Sensory, Intuitive, and Perceptual Diagnosis

EMQ 410 30 Hours

The fifth module broadens understanding in the use of intuitive and perceptual diagnostic and evaluation skills. Students will be trained in various sensory, intuitive, and perceptual skills used in the medical qigong clinic. A variety of assessment methods as well as auxiliary medical qigong healing modalities will be covered.

Prerequisite: Medical Qigong I & II

Medical Qigong VI: Medical Qigong Dao Yin Therapy & Rectifying Qi Deviations

EMQ 420 30 Hours

In the sixth module, students deepen their understanding of the positive impact of posture, breath, and intent on a person's total energy dynamic. Postural, respiratory, and mental Dao Yin training methodologies will be covered, with emphasis on their transformative qualities, as well as an exploration of potential hazards due to incorrect training. Methods will be covered which correct qi deviations resulting from inappropriate practice.

Prerequisite: Medical Qigong I & II

Medical Qigong VII: Intro to Medical Qigong Therapy for Special

Conditions

EMQ 430 30 Hours

The seventh module is an introduction to energetic treatment modalities for special conditions and circumstances. Some of the topics covered include qigong prescriptions for and treatment of children, the elderly, menopausal symptoms, menstrual complications, gynecological disorders, stroke, Bells palsy, as well as mental and emotional disorders. Students will be exposed to specialized treatment protocols, and will deepen their understanding of managing a person's emotional, mental, and spiritual states.

Prerequisite: Medical Qigong I & II

Medical Qigong VIII: Energetic Anatomy and Physiology

EMQ 440 15 Hours

The eight modules introduce students to TCM theory from the perspective of medical qigong. Various aspects of energetic anatomy will be covered, some of which include the three dantians and the center taiji pole, the twelve primary channels and related organs, the eight extraordinary channels and their functions, as well as the extraordinarily organs. Students will gain a much deeper appreciation and comprehension of the multidimensional nature of human life, and the various levels at which disease can be addressed and treated.

Prerequisite: Medical Qigong I & II

Clinical Training

Medical Qigong Intern Rounds Clinic

ECL 400 45 Hours

Students begin their medical qigong clinical training with intern rounds, where the instructor observes each treatment, and is available at all times to answer questions, make corrections, and suggestions. The instructor may demonstrate treatments at the beginning of the training session until students feel confident in treating. Students will perform the basic treatment protocol learned in medical qigong level 2, and apply any techniques and protocols learned in levels 3 and 4, followed by any pertinent exercises learned in level 1. Students will gain confidence in client interview, energetic assessment, and treatment, followed by the prescription of exercises specific to the client's energetic condition.

Prerequisite: Medical Qigong I & II, TCM Theory I & II, & TCM Diagnosis

Medical Qigong Internship Clinic

ECL 610 45Hours

Students continue their medical qigong clinical training with internship, where students treat their clients without the instructor's presence in the treatment room. Students

begin treating in pairs, and then individually. The instructor will be on hand to answer any questions, provide guidance and suggestions. Students will perform the basic treatment protocol learned in medical qigong level 2, and apply any techniques and protocols learned in levels 3 and 4, followed by any pertinent exercises learned in level 1. Students will gain confidence in client interview, energetic assessment, and treatment, followed by the prescription of exercises specific to the client's energetic condition.

Prerequisite: Medical Qigong I & II, TCM Theory I & II, & TCM Diagnosis

Elective Courses

Herbal First Aid Workshop

EEL 200 7.5 Hours

In this course, students gain insight into the herbal histories of China, India, American Indians, the Amazon, and the West. Students will be taught guiding principles of first aid herbology, with an emphasis on safety and dosage. First Aid scenarios will be covered, along with specific herbals and homeopathic remedies to address ailments including: frostbite, sunburn, dehydration, hypothermia, injury/wounds, insect bites, animal bites, snake bites, food poisoning, diarrhea, vomiting, allergic reactions, asthmatic attack, low blood sugar, shock, loss of consciousness, infection, and fever. Students will learn to make herbal preparations including: herb-infused oils, herbal salves, and herbal tinctures.

Prerequisite: None

Therapeutic Use of Essential Oils

EEL 210 7.5 Hours

This 2 day class will provide a comprehensive overview of the therapeutic use of botanical aromatics (Essential Oils). Students will have hands on experience on how to utilize these "Healing Allies" for personal self-care and for use within the treatment room with patients/clients. The History, Properties, Application, Common Usage, Extraction methods, Plant Constituents and relevant research in this field will be covered. Students will each receive a wide range of Samples of pure grade therapeutic Oils that will be taken home for personal use and exploration. There is a $25 material fee for this class to cover these Samples. Students should bring a small jar of ground coffee beans to neutralize the olfactory system if need be.

Prerequisite: None

TCM & Weight Management

EEL 250 7.5 Hours

This course will cover topics on Weight Loss through theory and practice. The instructor will explain the process of weight management, syndromes, weight loss abdominal massage manipulation, and the approach of acupuncture to weight

management for the whole body and local fat. There will be both demonstration and practice session with massage manipulation and acupuncture for two hours in the morning and afternoon. Additionally, ear points and nutrition will be explained in this class.

Prerequisite: None

TCM Qi from I-Ching Perspective

EEL 270 15 Hours

This two days course explores the definition of Traditional Chinese Medicine (TCM) qi from the perspective of Chinese classics, *I-Ching* and *Nei Jing*. We will first introduce the basic theory behind the *I-Ching* and explain the definition of TCM qi by giving supporting statements from the Nei Jing and examples of TCM qi. Applying the concepts of the trigrams (Ba Gua), we will explain the relationships between jing, qi shen and how they interact with each other based on *I-Ching* terminology. Using similar concepts with Four Images and Ba Gua, we will also compare and contrast Wei qi and Ying qi and examine how they relate to the five organs. Next, we will study how yin and yang of blood and qi affect the physiology of pulse and channels using examples of modern science. Finally, students will be taken on a journey to explore the Qi in Chinese Culture and its application to TCM. At the end of the class, students will be able to understand the basic meaning of I-Ching trigrams and their relationship with TCM through which the abstract meanings of TCM Qi can be defined, symbolized, and understood with the aid of the supportive statements from the *Nei Jing*.

Prerequisite: None

I-Ching: The Book of Changes

EEL 280 15 Hours

This two days course introduces the application and cultural aspects of the Chinese classic, *I-Ching: Book of Change*. Students will be taken on a journey to explore the fundamentals of I-Ching, from a book of oracle to a compendium and a classic ancient text of cosmic principle that are infused into all aspects of the Chinese culture; including medicine, arts, music, natural science, architecture, and many more. Specifically, we will explore how yin-yang and 4-image apply to the 12 channels meridian flow, and the connections of the 5-elements of those Channels to the Earlier Heaven BaGua arrangement. We will also use the He-Tu (River Map) Theory to explain why the "well" point in the 5 Shu-points is metal in the Yang Channels, but it is wood in the Yin Channels. In addition, we will explain how the Earthly Branches (Chinese clock), which represent by a hexagram, related to herbs, our body organs and the four directions (Ascending, Descending, Floating, Sinking). Finally, we will uncover the principium of I-Ching and look at the philosophical, mathematical and image features of the I-Ching and how the educated Confucian elites in China interpreted the Book as guidance of their personal virtues. We will see how much I-Ching is integrated into our daily life.

Prerequisite: None

Medical Spanish

EEL 300 7.5 Hours

In this course, students learn basic and advanced Medical Spanish terminology, verb selection / conjugation, questioning, detailed intake (TCM, western), enabling effective and accurate communication with Spanish-speaking patients. Learn anatomy and the physical systems of the body, key pain terminology, and detailed terminology and common conditions for: headache, orthopedics / neurology, gynecology, digestion, cardiovascular, and respiratory. Class will be conducted primarily in English, and will include practice drills for students (time permitting). Handouts will be available. Students will be to purchase an audio-practice CD and TCM Medical Spanish reference handbook suitable for clinic.

Reiki I

EEL 400 7.5 Hours

In Reiki I, participants will be attuned to the Reiki energy and learn about Reiki principles, history, benefits and basic hand positions of Reiki. Upon completion, participants will be able to use Reiki for self-treatment and for treating others.

Prerequisite: None

Reiki II

EEL 410 7.5 Hours

In Reiki II, participants learn three sacred symbols to strengthen the flow of Reiki energy, how to give distance sessions, facilitate mental clearing and affirmation, and apply Reiki to animals, plants and for energy release.

Prerequisite: Reiki I

Insight Meditation

EEL 450 4 Hours

Insight Meditation is the art of being present, paying attention and learning to see things clearly as they really are. In this class, student begin by focusing on the breadth; then move to the body doing a body scan to help our awareness of the body; then focusing on emotions and, finally working with our thoughts and the thinking process. Student will learn to focus and concentrate on the breath for brief periods, become familiar with the wandering mind or “monkey mind”, and learn how to be with emotions without either grasping or resisting and pushing them away.

Prerequisite: None

Medical Qigong Retreat to Qingcheng Mountain, China

EMQ 700 30 Hours

Our medical qigong instructor will lead a group of adventurers to Qingcheng Mountain, a magical place where both the inner and outer journey initiates powerful

transformation and change. Joyful exploration of inner alchemy practices, along with the splendid beauty of luscious mountain terrain will carry each participant to new heights and depths of self-awareness and inner alignment with pure positive Source energy. Qingcheng Mountain is one of the sacred mountains of China, a cradle of Daoist philosophy and cultivation. Special opportunity to cultivate and reflect in this environment will provide the perfect backdrop for a deep and joyous journey into the heart of Daoist practices, and our own inner alignment with source energy.

Prerequisite: All are welcome. Prior experience with qigong is highly beneficial.

Admissions

Five Branches University seeks highly motivated applicants who wish to enhance their professional development, careers, and practice in Asian Bodywork and Qigong, and in Medical Qigong. Applicants need to possess a high school diploma or equivalent.

Priority Application Dates

Applications are reviewed throughout the year on a priority status basis. The priority status application process gives preference to early applicants. Prospective students may apply for any term: Fall, Spring, or Summer. To ensure space in an entering class, we strongly recommend you apply by the priority application dates listed below. If all entering class spaces have been filled, you will receive priority status for the following trimester.

Priority Application Dates

Fall Trimester: May 1

Spring Trimester: September 1

Summer Trimester: March 1

Non Degree-Seeking / ABQ Specialization-Seeking Applicants

NDS-ABQ students may complete up to 16% or one (1) year of study in the DTCM/MTCM program in pursuit of ABQ specialization. ABQ students receive an official transcript showing coursework that has been successfully completed, and can request to become a degree-seeking student at any time. NDS students must follow the same application and admissions procedures as required of degree-seeking students. NDS students are not eligible for federal financial aid.

Completing the Application

To be considered for admission to Five Branches University, the following items are required:

1. Application for Admission – Use your full legal name on all admissions documents. The campus you prefer should be clearly indicated on the application form. If your choice of campus is undetermined, mail your application package to the Santa Cruz campus.
2. Recent photograph – One recent passport style photograph.
3. Statement of Purpose – A one-page, typed essay describing your background, how you became interested in TCM and your plans beyond graduation.
4. Resume – An up-to-date resume listing all previous education, job experience, accomplishments and volunteer work.
5. Application fee – A non-refundable application fee of $45.00, payable in check or money order.

Non-Specialization Seeking Applicants

Students may register for an individual course or seminar. Courses and seminars may also be taken by certified practitioners for continuing education, or as electives by students in other specialization programs. Seminars are taught throughout the year by respected experts in the fields of Asian bodywork and Qigong. Classes taken within the Seminar Series can be applied as electives to the Asian Bodywork and Qigong specialization, and the Medical Qigong Practitioner specialization.

Non-specialization seeking applications are only required to complete the Enrollment Agreement form and submit it with the tuition for each course. The additional materials requested in the checklist are not required.

English/Chinese Language Requirements

Program Languages Offered

Five Branches University Extension Program courses and specializations are taught in English and Bilingual (English and Chinese). The Asian Bodywork and Qigong program is taught in English because the MBLEx (Massage and Bodywork Licensing Exam) is offered only in English. The ABQ program may be taught bilingual (English and Chinese) by a bilingual faculty member when there are sufficient foreign language students to fill a class.

Required Language Proficiencies

Applicants for English language specialization programs must be comfortable reading, writing, and speaking English. Though no TOEFL score is required, the University will conduct English language evaluation to verify English proficiency.

Non-native English speakers need to have sufficient knowledge of English to learn the scientific language used in massage, anatomy, physiology, pathophysiology, kinesiology, ethics, business management and the MBLEx examination. Quizzes and exams of the program are given in English.

Enrollment agreements and program information guides shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

If you are applying the program taught in Chinese, you need to meet with one of the following requirements:

- Chinese is the student’s primary language
- Previous education degree in Chinese language or program delivered in Chinese
- Complete assessment test with FBU Admissions (Statement writing, Interview, and language background in Chinese)

International Students

International students who are legally in the U.S. for example as tourists, for business or students, may enroll in courses of the Extension program and do not need an I-20 form from Five Branches University or a Five Branches University student visa.

Extension program courses are not eligible for providing an international student with an I-20 and student visa. The University does not provide visa services.

Transfer Credit

Limited transfer credit may be awarded for coursework from accredited or State approved schools that supports the Extension Program's objectives and meet the standards for completion of the Extension Program. No more than one-third of the credits for the Extension Program may be transferred. Transfer credit is subject to 15% of the current Extension Program tuition charge per transferred course.

Transfer credit applies only to course work taken prior to enrollment at the University, within the last seven years. No credit is awarded for life or work experience, prior experiential learning, challenge examinations or achievement tests, or courses in which a grade of less than C was earned. Courses are evaluated for transfer and credit awarded prior to the start of a Student's first term of enrollment.

If courses completed prior to enrollment were not evaluated or credit not awarded prior to the start of the first term, the Student may complete a Transfer Credit Request form and submit it, along with all official/pertinent documentation, to the Extension Program Director for evaluation. The Director, in coordination with the appropriate department faculty member, will make the determination as to whether to award transfer credit. If credit is not awarded, a written appeal of the decision may be made to the Academic Dean, whose decision on the matter is final.

Five Branches University does not currently have any articulation or transfer agreements with any colleges or University. The University does not offer an Ability-to-Benefit plan.

Questions regarding transfer credit should be referred to the Extension Program Director.

Advanced Study Abroad Program Applicants

The Five Branches University Extension Programs allow students to continue training in Asian bodywork and Qigong where these modalities originated and are commonly practiced. This is a unique, once-in-a-lifetime opportunity to study directly with teachers who are distinguished authorities in Asian bodywork and Qigong outside the United States. After completion of the 500-hour Asian bodywork program, students may participate in study-abroad programs. Study and practice in China, Thailand and Japan puts students into direct contact with the ancient roots of Asian bodywork and Qigong.

Questions

Please call the Extension Admissions Directors for more information and to schedule a campus tour:

- In San Jose - (408) 260-0208 ext 217
  Email sjadmissions@fivebranches.edu
- In Santa Cruz - Eleonor Mendelson, (831) 476-9424 ext 31
  Email admissions@fivebranches.edu

Becoming Licensed and Certified

Massage Licensure and Certification

Students who complete the Asian Bodywork & Qigong Specialization(s) through our Extension Programs, and pass the national MBLEx licensing exam are eligible for National certification as a Certified Massage Therapist. Students need to check with individual states if they are eligible for State or National licensure or certification depending on applicable law. Regulations and requirements vary in each state.

National Licensure with MBLEx

Depending on your area of interest, expertise and the requirements of your individual state, you may need to take the MBLEx (Massage & Bodywork Licensing Examination)

For the latest information concerning national exams, contact:

MBLEx

Federation of State Massage Therapy Boards
7300 College Boulevard, Suite 650, Overland Park, KS 66210
913.681.0380 | info@fsmtb.org

Massage & Bodywork Licensing Examination (MBLEx)
866.962.3926 | **mblex@fsmtb.org**

Additional Licensure and Certification Information

For additional information on state licensure and certification requirements and contact information for the regulatory agency for massage and bodywork located in each state go to: https://www.massagetherapy.com/become

Specializations may not be recognized for some employment positions, including, but not limited to, positions with the State of California.

Medical Qigong Licensure and Certification

The practice of Medical Qigong is not regulated within the United States. Our students

are encouraged to check their applicable State regulations on the practice of any health profession, including laws on diagnosing and treating patients.

Standard Occupational Classification (SOC) Codes

Massage Therapist are classified under code 31-9011 Massage Therapists: Perform therapeutic massages of soft tissues and joints. May assist in the assessment of range of motion and muscle strength, or propose client therapy plans.

Medical Qigong graduates are classified under code 29-9099 Healthcare Practitioner, All Other: All healthcare practitioners not listed separately.

Tuition, Fees and Financial Aid

Asian Bodywork & Qigong Specialization

	Program Tuition	Trimester Tuition
ABQ - 500 hours Asian Bodywork & Qigong	$5,000	$2,500
ABQ – 650 hours Asian Bodywork & Qigong	$6,500	$3,250

Medical Qigong Energetics Specializations

	Program Tuition	Trimester Tuition
LEVEL I - 60 hours Medical Qigong Self-Cultivation	$960	$480
LEVEL II - 330 hours Medical Qigong Specialist	$5.280	$2,640
LEVEL III - 650 hours Medical Qigong Practitioner	$10,400	$2,600

Applicable Program Fees:

Application Fee ($45)
Student Tuition Recovery Fund ($0 per $1000 of Tuition)
Malpractice Insurance ($15)
Transfer Course Fee (15% Course Tuition | $500 CAP)
Student Activities Fee ($25)
Make-up Exams (Quiz $25, Midterm $50, Final $75)
Official Transcript ($15)
Copy of Diploma ($50)
Late Payment Fee ($10)

*Tuition does not include the cost of books or additional fees. Required books are estimated to cost approximately $300. Elective courses beyond the required courses of a program are not included in the total cost of program tuition. All institutional fees are non-refundable.

Tuition Payment

Registration takes place on an ongoing basis and two weeks before the beginning of the trimester. Tuition is due in full during the first week of the trimester. Tuition and fees for international students are the same as for U.S. citizens and residents. Five Branches University reserves the right to change tuition and fees as necessary.

If you are unable to pay in full during the first week of the trimester, an extended payment plan can be arranged whereby 50% of tuition costs are due the first week of the trimester, with the balance due six weeks into the trimester.

When registering, state law requires that all students sign a contract that protects their rights and specifies the enrollment and financial agreement with Five Branches University.

State and Federal Financial Aid

Title IV funding is not available for the Extension Programs at Five Branches University, as Federal financial aid is not available for non-accredited programs.

Financial Aid is available to students who study massage within the larger context of the degree programs in Acupuncture and Traditional Chinese Medicine.

Other Sources of Financial Aid

Students seeking tuition assistance for Five Branches University's Extension Programs may be eligible to participate in one or more programs offered through the State of California. Please refer to the following for more information:

Workforce Investment Act

(http://www.edd.ca.gov/jobs_and_training/Workforce_Investment_Act.htm)

Department of Rehabilitation

(http://www.rehab.cahwnet.gov/)

Loan Repayment

If a student obtains a loan to pay for an educational program, the student will have the responsible to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Student Tuition Recovery Fund (STRF)

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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a

chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Office of Student Assistance and Relief

"The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370- 7589, option #5, or by visiting osar.bppe.ca.gov."

Note that the phone number and web address provided above may be subject to change. Please subscribe to Bureau updates at bppe.ca.gov to receive notifications of changes.

Academic Policies and Student Rights

Professionalism

The Five Branches University Student Handbook and Clinic Manual contain specific regulations regarding professionalism in the University and clinic. Students need to maintain appropriate professional standards and appearance. Violations of professionalism may result in disciplinary action, including counseling from the advisor, academic probation, temporary academic suspension pending corrective action, and final termination from the program.

Hygiene, Dress Code & Draping Policies

Hygiene: All students must be clean and free of offensive odors during class time and especially when working with the public. Hands MUST be washed with soap and warm water between massages. Linens MUST be changed for each massage. Students will not be allowed to attend clinical or practical hours if sick.

Dress code: There is no uniform requirement. Students should dress comfortably but appropriately for interaction with the public and must be clean.

Draping: All subjects being massaged will be appropriately draped/covered at all times.

Academic and Clinical Course Attendance

Extension students are required to attend all scheduled classes, and are required to take all Examinations on the dates they are scheduled, including the clinical training in the program. If a student must miss a class due to an emergency situation, the student is responsible for obtaining all information for the missed class and must meet with the instructor to arrange make-up assignments.

If circumstances occur that cause absences of up to 12% of a course (i.e. 2 hours of a 15 hour course), the Student is responsible to meet with the instructor to determine if a makeup assignment will be required due to the absences.

Missing 18% or more of a course (i.e. 3 hours of a 15 hour course) will result in an automatic letter grade deduction. When missing 18% or more of a course, makeup work is not allowed to cover the lost time, nor may the lost time be made up in the next term.

If a student misses 30% or more of a course (i.e. 5 hours of a 15 hours course), the student will automatically fail the course.

Please note that instructors may have their own attendance policies that are stricter than the University policy.

Lateness

Arriving late for course meetings or clinical training, returning late from a break or

leaving early is disruptive for classmates and instructors. Please arrive on time for academic and clinical courses and return from breaks in a timely manner. Attendance is recorded as hours present in class. Three late arrivals will be counted as one absence. Frequent tardiness and/or continued absences that interfere with a Student's academic work are grounds for review by the Extension Administration.

Class Breaks

The schedule of class breaks is subject to the discretion of the instructor, with 5 minutes of break accrued per hour.

Grading System and Assessment Method

Grades are an assessment of student progress relative to achieving the educational goals and objectives listed in course syllabi and in accordance with the policies of the University. Five Branches University uses the letter grading system (A, B, C, F) for all didactic courses and Bodywork clinic hours. The methods of assessing a student's academic achievement include: 1) written quizzes and exams, 2) participation and attendance in class and clinic, and 3) homework projects.

Letter Grades

Letter grades (A,B,C,F) are given for all Massage Program courses. Should a Student wish to receive credit for a course in which a grade of F was received, the Student must repeat the course. Should a Student receive a grade of F in a course that is a prerequisite for another course, the Student must repeat the course with a passing grade prior to enrollment in the course for which it is a prerequisite.

A failed course can only be repeated once.

An instructor may choose to give + and - grades for courses. However, such grade notations will not affect the attendance record.

Grade	Explanation
A, B, C	Pass
F	Fail

Credit/No Credit

Credit/No Credit (CR, NC) grades may be used to Non Massage program courses with attendance and written instructor evaluation serving as the primary means of assessing Student performance.

When a grade of NC is received, no hours are awarded for the course.

Grade	Explanation
CR	Credit
NC	No Credit

Other Grade Notations

These grades have no corresponding grade points and are not calculated into the Student's GPA.

Audit

Audit (AUD) is given as a grade only when a non-clinic course previously taken and passed by a Student is being repeated for no units/hours of credit.

Transfer Credit

Transfer Credit courses are awarded the letter grade that was received from the transferring institution.

In Progress

In Progress (IP) signifies current enrollment in courses in an ongoing term.

Withdrawn

Students who drop a course when less than 80% of the course remains will receive a grade of W (withdraw) for didactic courses, and a grade of NC (no credit) for practical and clinical courses.

Incomplete

Incomplete (I) signifies that a portion of the required work for an academic course has not been completed.

Should a Student wish to receive credit for a course in which an incomplete grade (I) has been converted to an F, the Student must repeat the course. A failed course can only be repeated once.

Once the course is completed with a passing grade the F grade will no longer calculate into the GPA.

Grade	Explanation
AUD	Audit
TC	Transfer Credit Letter Grade

IP	In Progress
W	Withdrawn
I	Incomplete

Academic Probation and Dismissal

Extension students must maintain professional standards and a Trimester GPA of 2.50 or better to be in good academic standing. If they do not meet these requirements, students are placed on academic probation. Failure to achieve good academic standing in the following 6-month period results in academic suspension. The Extension advisor supervises this process. Extension students who do not maintain good academic standing are required to meet with the Extension advisor and devise a plan to improve academic performance.

Academic Probation

Students who are placed on Probationary status will be notified of this action by letter. The reason for Academic Probation will be explained in the letter. Students who fail to meet their Warning term requirement(s) by the end of the Warning term, will be placed on Academic Probation for the ensuing term. Students must successfully appeal the Probation in order to enroll for future courses. Students are placed on Academic Probation for a period no longer than two (2) terms. Failure to return to good academic and/or professional standing will result in dismissal from the program.

Appeals

- Appeals must be made in writing to the Extension Program Director.
- An appeal must describe any extenuating or mitigating circumstances that prevented compliance with the Progress Policy (i.e. death of a relative, an injury or illness)
- An appeal must explain what has since changed in the student's situation and the precise steps (Academic Plan) the student will take or is taking to gain good academic standing.
- The Extension Program Director is responsible for reviewing and approving appeals. An approved appeal by the Extension Program Director restores enrollment status to the student during the Probationary term. The Extension Program Director may require a meeting and/or further developed Academic Plan to ensure satisfactory academic progress requirements are met by a specific term. An Academic Plan is an agreement between the student and University. Any changes to an agreed upon Academic Plan must be made by an additional appeal.

Academic Dismissal

Academic dismissal is termination of enrollment at the University for continued failure to meet academic or professional standards.

Failure to comply with the requirements set forth by the Academic Policy for remediation of a Probationary status will result in Academic Dismissal. Students may appeal this action through the appeal process outlined above. Students whose Probationary or Dismissal appeals are denied by the Extension Program Director are not eligible to enroll at the University. An appeal denied by the Extension Program Director may be appealed to the President; decisions made by this Office are final.

Re-Application after Academic Dismissal

The University will not consider applications from Students who have had their enrollment terminated at the University through academic dismissal for at least one year. A dismissed Student who wishes to re-apply for admittance will be required to submit a new application, statement of purpose, application fee, letters of recommendation and transcripts. Upon returning the Student will be required to complete the program of study that is in place in the term in which they return. All re-admission is subject to approval.

Time Limit for Specialization Completion

Each level of specialization in the Extension Program must be completed within two years. After completion of one level of specialization, students may return for a higher level of specialization and apply the cumulative hours of the previous level within seven years. After seven years, the coursework is considered outdated and must be repeated in order to apply it towards the next level of specialization.

Leave of Absence

The purpose of a Leave of Absence (LOA) is to provide students with the opportunity to leave the college for an extended period of time without withdrawing or affecting their SAP calculations. A student in good standing who has successfully completed at least one (1) term may apply for a LOA not to exceed 180 calendar days. The student must complete a Leave of Absence form and submit it to the Registrar's Office for approval. The effective date for the LOA must be at the beginning of the term the student is requesting the leave and comply with appropriate requirements. If a student was scheduled to be on Academic Probation for the term the LOA is effective, the conditions of the Academic Probation will be effective the term the student returns from the LOA. Students, who do not return from a LOA to resume courses on or before the approved return date, will be automatically withdrawn from the program. Excluding the time taken for leave, students must complete the program within the maximum program time-frame.

Withdrawal From The Program

Withdrawal from the program requires written notice on a Withdrawal form and submitted to the Extension Program Director.

Re-Admission after Withdrawal

There are requirements for re-enrollment at Five Branches University after having withdrawn from the program. The Student will be required to submit a letter to the Extension Program Director stating the request to re-enroll. The Student may be required to complete a new application for admission. If returning after an absence of one year or more, upon returning the Student will be required to complete the program of study that is in place in the term in which they return. All re-admission is subject to approval.

Re-Admission after Withdrawal on Academic Probation

Students who have withdrawn from their studies before the end of a term in which they are on Academic Probation are automatically subject to Academic Dismissal and will need to meet with the Extension Program Director to verify his/her academic standing and to work out an academic plan for completion of the program prior to re-entry. The Student will be required to submit a letter to the Extension Program Director stating the request to re-enroll. The Student may be required to complete a new application for admission and will be applying for the program of study that is currently in place. All re-admission is subject to approval.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institute

The transferability of credits you earn at Five Branches University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Extension Program specialization(s) you earn in Five Branches University is also at the complete discretion of the institution to which you may seek to transfer. If the Extension Program specialization(s) that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Five Branches University to determine if your Extension Program specialization(s) will transfer.

Student Right to Cancel, Withdrawal and Refund

Drop / Withdraw Course(s) and Tuition Refund

Students not attending a class in which they are enrolled must drop or request to withdraw from the class; failure to do so will result in a failing grade on the student's record.

Full Refund:

To obtain a full refund, a student must submit a drop form/request no later than the seventh (7) day after Term begins. If a student is unable to do so an e-mail from university issued account to the Registrar stating your request will be accepted. The

deadline to drop course(s) and obtain a full-refund is specified in the Enrollment Agreement. A $50 drop fee will apply for each course that is dropped after the deadline.

Pro rata Refund:

If a student chooses to drop a course after seventh (7) day after Term begins, a student may obtain a pro rata refund for the unused portion of the tuition without receiving W grade if 20% or less of the course time has lapsed.

A Student wishing to withdraw course(s) after 20% of the course time has lapsed. A withdraw course form is required to be submitted and Withdrawal (W) grade will be issued. A Student must state in writing on a Withdraw course form or an e-mail from university issued account to the Registrar. The effective date of withdrawal is the date emailed, postmarked or turned in to the Registrar. A student will receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the enrollment period.

Please note that there is no refund for course absence(s) of any period during a term or session, or for dropping a course after 60% of the course time has lapsed. If the University cancels or discontinues a course, the school will make a full refund of all charges.

The amount refunded for a student who has received Title IV Financial Aid will be returned to the direct loan program to reduce the Student's federal direct loan debt. If the University cancels or discontinues a course or educational program, the school will make a full refund of all charges.

Tuition Refund Schedule

	% Completed	Tuition Refund	Drop Fee/Course	Grade Assigned
Week 1	6.6%	100%	$0	-
Week 2	13.3%	86.7%	$50	-
Week 3	20%	80%	$50	-
Week 4	26.7%	73.3%	$50	W
Week 5	33.3%	66.7%	$50	W
Week 6	40%	60%	$50	W
Week 7	46.7%	53.3%	$50	W
Week 8	53.3%	46.7%	$50	W
Week 9	60%	40%	$50	W
Week 10-12	No Refund			W
Week 13-15	Dropping courses not permitted			

Withdrawal from the University

Students have the right to withdraw from Five Branches University. To do so they must obtain a Withdrawal form from the Registrar's Office. If they are unable to do so, a

letter, e-mail or fax addressed to the Registrar with the Student's signature stating your cancellation of enrollment will be accepted.

Full Refund

If enrollment is canceled by the seventh day after enrollment or notice of cancellation is made through attendance at the first class session, whichever is later, the University will refund the student any tuition monies paid, less the deposit or application fee not to exceed $250.00. The deadline to cancel program enrollment and obtain a full-refund is detailed in the Enrollment Agreement.

Pro rata Refund

Students may withdraw from the program after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the Student has completed 60% or less of the enrollment period.

Withdrawal forms or Letter of Withdrawal should be sent to:

Five Branches University, Attn: Registrar.

San Jose Campus: 1885 Lundy Avenue, Suite 108, San Jose, CA 95131 / Fax (408) 261-3166 / email: sjadmin@fivebranches.edu

Santa Cruz Campus: 200 7th Avenue, Santa Cruz, CA 95060 / Fax (831) 476-8928 /

email: scadmin@fivebranches.edu

The amount refunded for a student who has received Title IV Financial Aid will be returned to the direct loan program to reduce the Student's federal direct loan debt.

Non-discrimination Policy

Five Branches University is an equal opportunity institution and does not discriminate on the basis of age, race, color, religion, national origin, ethnicity, gender, or sexual orientation. The University abides by Title II of the Americans with Disabilities Act, which prohibits discrimination against any "qualified individual with a disability."

Graduation and Granting of Specializations

Extension Program students are eligible for specialization after satisfactory completion of all didactic and clinical coursework and examinations within each level of specialization.

Records Maintenance

In compliance with the Family Education Right to Privacy Act (FERPA), student academic records are maintained by the Office of the Registrar. A student record contains all documents relating to a student's activities at Five Branches including, but not limited to: admissions, grade reports, transcripts, registration, tuition payments, correspondence, and health documents.

The University does not release school records or any other information about a student to any third party without the consent of the student, except as allowed by law. Students may view an unofficial copy of their transcript and/or request an official copy through the University's student web portal.

In compliance with California CEC §94900 and 5, CCR §71920, the University permanently maintains student records including transcripts, academic records and admissions documents.

Grievance Procedure

Students who have complaints concerning administrative or academic policy may submit the grievance in writing to the Extension Program Director. The Director will review the complaint and gather all relevant information prior to making a decision.

If the complainant is dissatisfied with the decision of the Director, s/he may submit a written appeal with all relevant documentation to the Academic Dean and the President. Following this, if the grievance is not resolved to the satisfaction of the student and University, the matter may be given to the University Board for further review. The Board will then make one of two determinations: (1) The issue is not appropriate for the Board to consider, in which case, the decision of the President is final, or (2) the Board may decide to consider the grievance, confirming or overturning the decision of the Director. In either case, the decision of the Board of Directors will be final.

If the complainant has made full recourse of the University's grievance process, including the University Board, and believes that the University did not address and assist with their complaint, a student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov.

Contact Us

Extension Program Administration

www.fivebranches.edu

San Jose Extension Administration

Five Branches University
1885 Lundy Avenue, Suite 108
San Jose, CA 95131

sjstudentservices@ifvebanches.edu | (408) 260-0208 ext 233

Santa Cruz Extension Administration

Five Branches University
200 7th Avenue
Santa Cruz, CA 95060

Tom Dicklin, Admissions

admissionsadvisor@fivebranches.edu | (831) 476-9424 ext 41

University Administration

President

Ron Zaidman, President & CEO

president@fivebranches.edu | (831) 476-9424 ext 238

Academic Dean

Joanna Zhao, VP, Academic Dean and Clinic Director
dean@fivebranches.edu | (831) 476-9424 ext 207

University Health Centers

Santa Cruz Health Center
(831) 476-8211 | clinic@fivebranches.edu

San Jose Health Center
(408) 260-0208 | sjclinic@fivebranches.edu

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Graduate School of Traditional Chinese Medicine

200 7th Avenue, Santa Cruz, California 95062 | (831) 476-9424
and
1885 Lundy Ave, Suite 108, San Jose, California 95131 | (408) 260 0208

www.fivebranches.edu

This catalog covers the following Extension programs and courses:

- Asian Bodywork and Qigong
- Medical Qigong Practitioner
- Asian Bodywork, Qigong and Medical Qigong Courses

Classes of the Extension programs are offered at the Santa Cruz and San Jose campuses at the addresses indicated above.

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