

# **FIVE BRANCHES UNIVERSITY**

**Graduate School of Traditional Chinese Medicine**



## **EXTENSION PROGRAM CATALOG 2018-2019**

### **SANTA CRUZ, CALIFORNIA**

200 7th Avenue Santa Cruz CA 95062  
(831) 476-9424 • [admissions@fivebranches.edu](mailto:admissions@fivebranches.edu)

∞

### **SAN JOSE, CALIFORNIA**

1885 Lundy Avenue, Ste 108, San Jose CA 95131  
(408) 260-0208 • [sjadmissions@fivebranches.edu](mailto:sjadmissions@fivebranches.edu)

[www.fivebranches.edu](http://www.fivebranches.edu)

# Table of Contents

<b>TABLE OF CONTENTS</b>	<b>1</b>
<b>WELCOME TO FIVE BRANCHES UNIVERSITY EXTENSION PROGRAMS</b>	<b>2</b>
<b>THE UNIVERSITY</b>	<b>3</b>
<b>ACCREDITATION &amp; APPROVALS</b>	<b>5</b>
<b>COMMUNITY</b>	<b>6</b>
<b>STUDENT SERVICES</b>	<b>8</b>
<b>EXTENSION FACULTY</b>	<b>9</b>
<b>EXTENSION PROGRAMS</b>	<b>10</b>
<b>COURSE DESCRIPTIONS</b>	<b>18</b>
<b>ADMISSIONS</b>	<b>35</b>
<b>BECOMING LICENSED</b>	<b>38</b>
<b>TUITION, FEES AND FINANCIAL AID</b>	<b>39</b>
<b>ACADEMIC POLICIES AND STUDENT RIGHTS</b>	<b>43</b>
<b>CONTACT US</b>	<b>52</b>

# 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 certificate programs in Asian Bodywork 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 program is to:

- Provide exceptional clinical training in Asian Bodywork and 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 approaches by integrating these methodologies in 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 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
- Demonstrate skills necessary to perform various styles of Asian bodywork

## **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 Master of Traditional Chinese Medicine (MTCM) and 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 certification in Asian Massage and Bodywork, 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 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 accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for freestanding institutions and colleges of acupuncture or Oriental medicine that offer such programs. Five Branches University is a private institution that is approved to operate by the Bureau of Private Postsecondary Education.

### **Doctor of Acupuncture and Oriental Medicine (DAOM) Program Accreditation**

The Doctor of Acupuncture and Oriental Medicine degree program of Five Branches University is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners.

### **Master of Traditional Chinese Medicine (MTCM) Program Accreditation**

The Master of Traditional Chinese Medicine degree program of Five Branches University is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners.

ACAOM is located at 8941 Aztec Drive, Eden Prairie, MN 55347; phone (952) 212-2434; fax (952) 657-7068; website [www.acaom.org](http://www.acaom.org).

### **Extension Programs**

The Extension Programs of Five Branches University are approved by the Bureau for Private Postsecondary Education ([www.bppe.ca.gov](http://www.bppe.ca.gov)). The Extension programs are not accredited.

The Asian Bodywork and Qigong 500-hour Program is approved by the California Massage Therapy Council ([www.camtc.org](http://www.camtc.org)).

### **National and State Approvals**

Five Branches University is recognized, approved by, 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](http://www.bppe.ca.gov).
- California State Acupuncture Board, California State Department of Consumer

- Affairs ([www.acupuncture.ca.gov](http://www.acupuncture.ca.gov)).
- National Certification Commission for Acupuncture and Oriental Medicine ([www.nccaom.org](http://www.nccaom.org))
  - Council of Colleges of Acupuncture and Oriental Medicine ([www.ccaom.org](http://www.ccaom.org))
  - California Massage Therapy Council (SCH0102 - Santa Cruz / SCH0137 - San Jose) ([www.camtc.org](http://www.camtc.org))
  - Department of Education
  - Title IV Federal Student Financial Aid Program, U.S. (MTCM & DAOM programs)
  - U.S. Citizenship and Immigration Services (USCIS) (MTCM & DAOM programs)
  - U.S. Department of Homeland Security approval for foreign students (MTCM & DAOM programs)
  - Veterans Education, U.S. Department of Veterans Affairs

# Community

## Two California Campuses

### 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.

### 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.

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.

## **Classrooms**

Spacious classrooms and small class sizes provide the optimal environment for dynamic discussion and meaningful teacher-student interaction. Classrooms may be used for continuing education seminars, workshops, and special presentations in fields related to Traditional Chinese Medicine.

## **Library and Learning Resources**

The Santa Cruz and San Jose library collections contain a broad selection of over 6,000 books and 40 journals on Traditional Chinese Medicine, Western medicine, Bodywork and related topics. The collection includes texts and journals in English, Chinese and Korean. The library has a modern web-based site detailing its holdings, offering extensive guidelines for research, and a wide variety of medical software and TCM study and testing programs. The library provides wireless Internet, copy and laser print services, and a professional librarian and staff to assist you. Library hours include evenings and weekends. For students working on patient cases or preparing for exams, the library is a quiet haven for research and study.

Students may use the library during its hours of operation and may check out library resource materials using Five Branches Student ID card. Library hours are posted at the beginning of each trimester; hours vary by campus and trimester.

For detailed information regarding library procedures and policies please refer to the Five Branches University website under Library and Research:

<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 or to voice your concerns, our administrative staff is available to assist you.

## **Parking**

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

## **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.scmttd.com>.

The San Jose campus is conveniently located off Highways 880, making your commute



to and from school a breeze. The San Jose campus provides ample parking, much of it shaded, and a bus stop in front of the campus. To obtain information on public transportation in the San Jose area, go to [www.511.org](http://www.511.org)

## **Housing**

The programs of Five Branches University are non-residential and student dormitories or other housing are not provided. Students in need of housing should arrive in Santa Cruz or San Jose six weeks before the beginning of the trimester. The distance between the two campuses is 39 miles, a 50-minute drive. While it is possible to commute, students may wish to find housing closer to their home campus. The Five Branches website, <http://www.fivebranches.edu/student-life/on-campus/546>, provides a list of resources to aid you in your housing search.

## **Student Services**

The University provides a wide array of services to make your experience at Five Branches both rewarding and successful. Our student services 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 certificate or specialization programs, to become a certified massage practitioner, a certified massage therapist, or a medical qigong therapist 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](http://www.fivebranches.edu)) under Student Life / Career Development / Positions Available.

## 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.

## Extension Faculty

Jillian Aronstam

Marketa Bilkova

Thomas Dicklin

Marie Dohoney

Elizabeth Fitch

Jennifer Putt Friedrich

Jim Gallas

Li Huang

Xiaoqin Huang

Wei (Alex) Jiang

Alison Johnson

Robyn Michele Jones

Christine Klein

Kimberly Kuhn

Thomas Leichardt

Huang Li

Juan Li

Kimberly McKay

Luca Moschini

Brian O'Dea

Janet Oliver

Hai Pan

Bill Schoenbart

Shanpeng Si

Shawn Smolinski

Huici (Anthony) Su

Aura Wilson

Dina Woo

Stephen Woodley

Ying Zhang

# 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 Clinician level of certification 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 Certification

## Asian Bodywork and Qigong - 500 hours

The 500-hour Asian Bodywork and Qigong 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. This certificate is offered in several specialties including 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 certification.

## 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. In the bilingual program, faculty speak English and Chinese and course materials, examinations and quizzes are all in English to prepare students for the challenging National MBLEx licensing examination.

Required Courses	Hours
Traditional Chinese Medicine Theory	30 hrs
Medical Qigong	32 hrs
Anatomy	45 hrs
Physiology	45 hrs
Pathology	40 hrs
Kinesiology	40 hrs
Professional Ethics & Business Management	20 hrs
Bodywork Courses**	200 hrs
Supervised Clinical Training	48 hrs
<b>Total Hours</b>	<b>500 hrs</b>

\*\* To fulfill the 200 hours of Bodywork Electives, students may choose bodywork courses from one or more the categories below offered by the Extension program.

- General Electives
- Acupressure Tuina Specialization Program
- Five Element Specialization Program
- Special Electives.

Tuina and Swedish Massage are the major electives and are offered on a continuous basis. The other elective courses are offered cyclically when there is sufficient enrollment.

<b>Bodywork Course Electives for 200-hour Requirement</b>	<b>Hours</b>
<b>General Electives</b>	
Tuina I, II, III, IV	50 hrs each
Swedish I, II, III, IV	50 hrs each
Shiatsu: Prone, Supine and Barefoot	45 hrs
Thai I, II, III	45 hrs
<b>Acupressure Tuina Specialization Program</b>	
Acupressure and the Twelve Officials	25 hrs
Acupressure/Tuina I, II	25 hrs each
Four Pillars of Assessment	25 hrs
Internal Organs and Points Description	25 hrs
Acupressure & the Eight Extraordinary Vessels	25 hrs
<b>Five Element Specialization Program</b>	
Five Element Acupressure	25 hrs
Five Element Constitutional Assessment	25 hrs
Five Element Energy Transfer & Blockage Identification	25 hrs
Sinews, Channels & Cutaneous Regions	25 hrs
<b>Special Electives</b>	
Ayurveda Abhyanga Massage	15 hrs

Cranial Unwinding I, II	15 hrs each
Polarity I	15 hrs
Reflexology I	15 hrs
Qi Nei Zang	15 hrs

## Focused Acupressure Tuina Specialization Program

### 150 Hour Acupressure Tuina Specialization Program

These courses may be taken independently as a specialization program, and also may be taken as electives towards Asian Bodywork and Qigong Certification (see above).

The 150 Hour Acupressure Tuina Specialization program, offered at the San Jose campus, is comprised of six courses, which cover the foundational material of Traditional Chinese Medicine (TCM) applied to the field of bodywork. The modalities taught in this program are Acupressure and Tuina (Chinese massage).

In this program you will learn a yang and active form of Qigong massage, called Tuina, which utilizes a large variety of strokes, hand manipulations, rocking, and stretching, and a yin and more quiet style of Acupressure, where the practitioner holds points and connects meridians, almost similar to acupuncture. You will learn a large variety of Chinese massage techniques, the 12 main meridians and the eight extraordinary vessels, acupressure point locations and usage, physical and psychological functions of the internal organs, as well as pulse and tongue assessment. This program offers a great balance between theory and practice. Qigong exercises are part of every class and are taught daily.

Required Courses	Hours
EAC 101: The Twelve Officials	25hrs
EAC 102: Acupressure/Tuina Massage I	25hrs
EAC 103: Acupressure/Tuina Massage II	25hrs
EAC 201: The Four Pillars of Assessment	25hrs

EAC 202: Internal Organs and Points Descriptions	25hrs
EAC 203: The Eight Extraordinary Vessels	25hrs
Total Hours	150hrs

### **100-Hour Five Element Acupressure Specialization Program**

These courses may be taken independently as a specialization program, and also may be taken as electives towards Asian Bodywork Certification (see above).

The 100 Hour Five Element Acupressure Specialization program, offered at the San Jose campus, is an advanced program comprised of four courses in Five Element theory applied to the field of bodywork. The modalities taught in this program are Acupressure and Tuina (Chinese massage).

Five Element Acupressure is an ancient healing system that emphasizes the uniqueness and strengths of each individual. The Five Element model addresses the person at the level of the spirit, restores balance and stimulates the person's emotional and spiritual ability to heal. In this program you will learn techniques for transferring energy between the elements using the laws of creating and controlling cycles as well as identifying and removing blockages that prevent circulation of energy. Five element assessment tools and five archetypes identifications are included with location, functions and usage of the sinews channels, ethics, contraindications and much more. This program offers a great balance between theory and practice. Qigong exercises are part of every class and are taught daily.

<b>Required Courses</b>	<b>Hours</b>
EAC 301: Five Element Acupressure Prerequisites: EAC 101 & EAC 102	25hrs
EAC 302: Five Element Constitutional Assessment	25hrs
EAC 303: Energy Transfer and Blockages Identification	25hrs

EAC 304: Sinews Channels and Cutaneous Regions	25hrs
Total Hours	100hrs

## Medical Qigong Specialization Program

Five Branches University is the first accredited acupuncture school in the U.S. to pioneer a comprehensive Medical Qigong (also known as Qi Gong, Chi Gong, or Chi Kung) Specialization Program. We offer two sequential Medical Qigong Specializations: Self Cultivation and Medical Qigong Therapist (MQT) Specializations.

### Level I: Self Cultivation Specialization

The Self Cultivation 64-hours Specialization program, available at both the San Jose and Santa Cruz campuses, is a two-course qigong training program 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.

Required Medical Qigong Courses	Hours
EMQ 310: Medical Qigong 1: Self-Cultivation	32hrs
EMQ 320: Medical Qigong 2: Shengong Skills	32hrs
Total Hours	64hrs

### Level II: Medical Qigong Therapist (MQT) Specialization

The Medical Qigong Therapist (MQT) 650-hour Specialization program, offered at Five Branches University's San Jose campus, 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 patient’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 patients or clients based on their particular needs and patterns of disharmony.

Upon completing the MQT 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: Anatomy	45hrs
EWM 200: Physiology	45hrs
ECT 100: Theory of Traditional Chinese Medicine I	30hrs
ECT 200: Theory of Traditional Chinese Medicine II	30hrs
ECT 300: TCM Diagnosis	68hrs
ECS 200: Professional Ethics & Business Management	16hrs
Required Medical Qigong Courses	Hours
EMQ 310: Medical Qigong 1: Self-Cultivation	32hrs
EMQ 320: Medical Qigong 2: Shengong Skills	32hrs
EMQ 330: Medical Qigong 3: Clinical Foundations of Medical Qigong Therapy	32hrs

EMQ 340: Medical Qigong 4: Advanced Theory and Clinical Application	32hrs
EMQ 410: Medical Qigong 5: Sensory, Intuitive, and Perceptual Diagnosis	32hrs
EMQ 420: Medical Qigong 6: Medical Qigong Dao Yin Therapy and Rectifying Qi Deviations	32hrs
EMQ 430: Medical Qigong 7: Intro to Medical Qigong Therapy for Special Conditions	32hrs
EMQ 440: Medical Qigong 8: Energetic Anatomy and Physiology	32hrs
EEL: Elective *	32hrs
ECL: Clinic	128hrs
<b>Total Hours</b>	<b>650hrs</b>

**\*Elective:** You can select from a varieties of classes including:

- Medical Qigong Retreat to China
- The Twelve Officials
- Meditation
- Acupressure/Tuina Massage I
- Tai Chi
- Acupressure/Tuina Massage II
- TCM Qi from I-Ching Perspective
- Other bodywork classes
- Reiki
- Medical Spanish

# Course Descriptions

## Theory

### Theory of Traditional Chinese Medicine I

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. Etiology, pathogenesis, as well as TCM treatment principles of disease and disease prevention are covered in detail.

Prerequisite: None

### Medical Qigong I

EEL 100 | 32 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). 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: TCM Foundations I

## Western Science

### Surface Anatomy

EWM 100 | 45 Hours

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

demonstration.

Prerequisite: None

## **Anatomy**

EWM 103 | 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.

Co-requisite: Surface Anatomy

## **Physiology I**

EWM 203 | 45 Hours

This course gives an introduction to human physiological systems and their underlying chemical basis including cells, tissues, organs and systems. Human skeletons, anatomical charts, models and full color digital images will be used for demonstration.

Prerequisite: Anatomy

## **Pathophysiology I**

EWM 300 | 40 Hours

Pathophysiology 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.

Prerequisite: Anatomy I & Physiology I

## **Kinesiology**

EWM 500 | 40 Hours

Students will learn the scientific study of human body movement addressing physiological, biomechanical, and psychological dynamic principles and mechanisms of movement. Applications of kinesiology to human health include biomechanics and orthopedics, strength and conditioning and rehabilitation such as

physical and occupational therapy, and sport and exercise.

## **Complementary Studies**

### **Professional Ethics & Business Management for Massage Practitioners I & II**

ECS 101 / 102 | 20 Hours / 20 Hours

These courses 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.

### **Professional Ethics & Business Management for Medical Qigong Practitioners**

ECS 200/APS 110 15 Hours

This module covers the diverse aspects of starting, growing, and managing a medical qigong clinic. Topics covered include legal considerations, promotion and marketing, maintaining clinical records, and financial responsibility. This course also examines the various ethical considerations unique to a medical qigong clinical setting. This includes reviewing and expanding upon ethical topics already introduced in our level 2 course. Students will gain confidence in the initial start up phase of their clinical practice, as well as its growth, development, and management.

## **Bodywork Courses**

### **Chinese Bodywork**

#### **Tuina I, II, III, IV**

ACH 110, 210, 220, 230 50 Hours Each

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 I, II, III, IV**

ACH 115, 215, 225, 235 50 Hours Each

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.

## **Qi Nei Zang**

ATH 410 15 Hours

Chi Nei Tsang is a system of Chinese massage that integrates the Western and traditional Chinese medical perspectives. By stimulating the energy flow of the vascular, lymphatic, and nervous systems, as well as the acupuncture meridians of the body, one is able to clear obstructions in the abdominal area and increase the energy flow to specific organs. This is achieved through massaging a series of points around the navel.

## **Japanese Bodywork**

### **Table Shiatsu – Prone**

AES 150 15 Hours

Zen Tai Shiatsu is an adaptation of the traditional Japanese healing art. The sessions are done 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. Zen Tai Shiatsu can easily be integrated with acupuncture and other massage modalities.

### **Table Shiatsu – Supine**

AES 250 15 Hours

Zen Tai Shiatsu is an adaptation of the traditional Japanese healing art. The sessions are done 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. Zen Tai Shiatsu can easily be integrated with acupuncture and other massage modalities.

## **Barefoot Shiatsu**

AES 300 15 Hours

Learn to work the entire back of the body with your feet! Gentle and deeper more sustained techniques with the heel and ball of the foot will be taught for the Bladder meridian, the gluteal area, the shoulders, the arms and feet. On the front of the body we will use palms, fists and thumbs to open and energize the Yin channels. Stretching in both prone and spine positions is an important part of the sequence. There will be close attention given to the proper body mechanics, and Qigong will be taught for self. This is a fun class that will enable practitioners to do a full body Shiatsu session. The work can also be integrated into any other floor modality.

## **Thai Bodywork**

### **Thai I**

THM 110 15 Hours

In this course, you will learn the history and philosophy of Thai Massage, the basic principles and techniques of Thai Massage, and a one-hour prone and supine Thai Massage form

### **Thai II**

THM 210 15 Hours

Thai Massage II will begin with an exploration of three major positions of Thai massage – Side Lying, Seated, and Inverted. The “inverted” position is where some of the most unique and beautiful stretches that Thai massage is known for come into play. Massage sequences will be shown for all three positions. During the second day, we will also explore advanced yogic stretches in the supine and prone position, and talk about what stretches might be used for what kind of clients. Finally, students will be introduced to the concept of “Sen Lines” – the meridians of Thai medicine, and the Ayurvedic roots of this powerful system of healing.

### **Thai III**

THM 310 15 Hours

Students will learn advanced Thai techniques and how to work more effectively with Sen lines of energy. Students will learn Thai acupressure and more comprehensive yoga stretches, and will gain a working knowledge of Thai medical philosophy and theory. Practitioners will learn more advanced restorative postures,

and begin to customize a session for specific ailments.

## **Acupressure**

### **Acupressure & The Twelve Officials**

EAC 101 25 Hours

This three day Acupressure course focuses on the 12 Organ Systems and Meridian theory of TCM. The Twelve Officials is a very popular course, which covers the history of Acupressure, TCM theory, 100+ points and basic Qigong massage. Students learn location and usage of 100+ acupressure points and 12 meridian pathways as well as a series of Qigong exercises to influence the circulation of Qi (Life Force) within the meridians, to restore and maintain health of body, mind and spirit.

Prerequisite: None

### **Acupressure/Tuina Massage I**

EAC 102 25 Hours

This three-day Acupressure course focuses on Qigong massage (also known as Tuina), a very dynamic and unique course, which covers TCM theory and 16 different Tuina massage techniques. This unique form of clothes-on bodywork combines a variety of powerful hand manipulations, gentle stretching, and rhythmic rocking to relax the muscles, loosen up the joints and regulate the circulation of Qi (Life Force) in the body. Students also learn Dao Yin self massage and a series of Tai Chi exercises. By the end of the course, beginning students will be able to give a basic full-body Qigong massage, and professionals will be able to integrate the information they have received into their current bodywork/acupuncture practice.

Prerequisite: None

### **Acupressure/Tuina Massage II**

EAC 103 25 Hours

This three-day course covers additional Tuina Qigong massage techniques based on the Five Element theory and the Eight Directions. Students will learn to use various combinations of points such as transporting, back shu, source, alarm, and xi cleft to make their acupressure treatment dynamic, effective and relaxing. This class also includes new hand manipulation and stretches, working with the eight gates (the joints) to influence and benefit major areas of the body, such as low back, hips, and shoulders. There will be ample time for supervised application and practice through this course.

Prerequisite: Acupressure/Tuina Massage I



## **The Four Pillars of Assessment**

EAC 201 25 Hours

This three day Acupressure course focuses on classical TCM assessment. This course uses the information that students have learned in "The Twelve Officials", and adds assessment tools to make each acupressure session effective, specific and unique in addressing people's individual needs. Students learn assessment tools such as pulse listening, tongue and face reading, palpation of specific points, and assessment and treatment of different types of headache. We will practice the same set of Qigong exercises learned previously in class.

Prerequisite: Acupressure & The Twelve Officials

## **Internal Organs and Points Description**

EAC 202 25 Hours

This three day Acupressure course focuses on anatomy, physiology and pathology of the internal organs from a Western medicine point of view. Students also learn name description and emotional usage of the major points learned in "The Twelve Officials". Students will have the chance to practice assessment and application of the material learned in previous Foundation of Acupressure courses ("The Twelve Officials", "The Four Pillars of Assessment", "The Eight Extraordinary Vessels", "Qigong Massage 1"). The same set of Qigong exercises learned previously are performed in class."

Prerequisite: Acupressure & The Twelve Officials & The Four Pillars of Assessment

## **Acupressure & The Eight Extraordinary Vessels**

EAC 203 25 Hours

This three day Acupressure course focuses on the Eight Extraordinary Vessels, a unique course, which covers TCM theory, and basic Qigong massage. Students learn location and usage of 80+ acupressure points, four pairs of energy pathways, and assessment related to the Extraordinary Vessels, as well as a series of Qigong exercises to influence the circulation of Qi (Life Force) to restore and maintain health of body, mind and spirit.

Prerequisite: None

## **Five Element Acupressure**

EAC 301 25 Hours

"This three day Acupressure course builds upon and enhances previous Acupressure training. This course focuses on the 12 Organ Systems learned in "The Twelve Officials" using the Law of the Five Elements, of Phases (Water, Wood, Fire, Earth and Metal), a theory developed by master Taoists more than 2500 years ago. Students learn to use the Five Elements in relationship with the 12 Organ Systems and meridian pathways, as well as a series of Five Phases Qigong exercises. Students

will learn to identify imbalances and to restore harmony amongst the Elements using unique patterns of Acupressure point combinations. Five Element Acupressure emphasizes the uniqueness and strengths of each individual. It stimulates healing and restores balance using the person's emotional and spiritual ability to heal."

Prerequisite: Acupressure & The Twelve Officials & Acupressure/Tuina Massage I

### **Five Element Constitutional Assessment**

EAC 302 25 Hours

This 3-day course focuses on Five Element Assessments through color, sound, odor, emotion, pulse-listening and body type reading. Students will learn to read and identify causative factors and the dominant phase within each person that influences the emotional, physical and spiritual strengths and weaknesses of each individual.

Prerequisite: Five Element Acupressure

### **Five Element Energy Transfer and Blockages Identification**

EAC 303 25 Hours

This three day Acupressure course focuses on identifying and transforming energetic blockages present within the Elements (Husband/Wife imbalances, Entry/Exit blocks and Aggressive Energy). Students learn to recognize and remove these blockages using specific point combinations as well as energy transfer techniques to re-establish balance amongst the Elements. This class is integrated and well supported with Five Element case studies, pulse listening assessment tools and supervised hand-on practice.

Prerequisite: Five Element Acupressure

### **Sinews Channels and Cutaneous Regions**

EAC 304 25 Hours

This three day course provides information about the Sinews Channels, which are the superficial layer of channels most commonly affected from physical injuries. Students learn anatomy of the skeletal-muscular system, the pathways related to the Sinews Channel, and the points, the muscles and the cutaneous regions associated with them.

Prerequisite: Acupressure/Tuina Massage I

# **Elective Bodywork**

## **Ayurveda Abhyanga Massage**

AAM 100 15 Hours

Abhyanga is a brisk, light massage and oleation technique, designed specifically for nourishing the skin, lubrication of the tissues & joints and balancing the nervous system. It is designed to help calm & balance the subtle energies of Vata (movement) and aid the body's release of Ama (stagnant, sticky toxins) from the Dhatus (tissues). It can be performed by one therapist or in tandem by two therapists.

## **Cranial Unwinding I**

AEC 110 15 Hours

The class offers an introduction to the craniosacral rhythm, concepts and motion. The focus is on honoring the intelligence of life and learning to listen and palpate the primary Respiratory Rhythm of the body as stored in the Craniosacral System. This experiential class teaches a thorough palpation of the connective tissue system throughout the body.

## **Cranial Unwinding II**

AEC 210 15 Hours

This class teaches deep listening to the core of the craniosacral system. Focusing on the facial structures within and surrounding the spine and cranial vault, students will learn the art of following the body to where it wants to go. Taking the work deeper, students will learn to release the major bones of the cranium to restore the fluidic nature of the system.

## **Polarity I**

AEP 110 15 Hours

Polarity Therapy relates to and opens the subtle energy body. Based on Hermetic, Ayurvedic, Chinese & western scientific traditions, Polarity seeks to restore health and balance. The General Session taught in this class is a culmination of the modality in an easy to use protocol that may be integrated into other modalities.

## **Reflexology I**

ARX 110 15 Hours

Reflexology is the art of treating the body through reflex zones on the hand, foot, or ear. Reflexology I will study the art of foot reflexology from an Asian Bodywork perspective. Students are introduced to the history, philosophy, and major figures in the development of reflexology, as well as its ancient and modern roots in traditional and modern medicine. Students are introduced to the art of the herbal

foot soak to warm the client's tissue and prepare for deeper work. A traditional Thai sequence for energy lines the foot and leg and will be practiced, as well as practical interventions for the zones relating to specific organs and illnesses.

## **Energetics**

### **Qigong I**

EQG 100/ AQG 110 15 Hours

Qigong is an essential element of TCM. Combining movement, meditation and breath regulation into a series of gentle and focused exercises, Qigong encourages the beneficial qi to flow smoothly throughout the meridian pathways. Through regular practice, students will develop methods of Qi cultivation and sensitivity as well as a personal Qigong routine for self-healing.

Prerequisite: None

### **Qi Gong II**

EQG 200/ AQG 210 15 Hours

This is the second part of the ongoing series of *Qigong* classes. Students will continue with movement, meditation and breath regulation exercises in order to develop their personal *Qigong* routines and enhance their bodywork skills.

Prerequisite: Qigong I

### **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: 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 theory, 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 30 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

## Bodywork Supervised Clinical Practice

ECL 101 | 30 hrs, ECL 600 | 48 hrs

In the school's clinic, 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 Intern Rounds Clinic

ECL 400 30 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/Lab

## Medical Qigong Internship Clinic

ECL 610 45 - 104 Hours

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/Lab

## **Elective Courses**

### **Herbal First Aid Workshop**

EEL 200 8 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 8 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

### **Korean Hand Therapy for Instant Pain Relief and Functional Problems**

EEL 240 15 Hours

Korean Hand Therapy (KHT) is a complete energetic medicine system located on the hands. Each hand embodies a hologram of the entire body. The hands also reflect, like a mirror, the current condition of the body. If there is pain or dysfunction anywhere in the body, there will be corresponding points on the hands. Find the point, treat the points, and resolve the problem. This is a HANDS ON workshop teaching: - mapping the body on the hands - location of points for every bodily pain and problem - learn treatment methods and how to use devices to correct problems - much, much more.

Prerequisite: None



## **TCM & Weight Management**

EEL 250 8 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 Skin Rejuvenation**

EEL 260 8 Hours

This course will cover topics on how to maintain beautiful, nice and healthy skin using food, herbs, acupuncture points and facial massage. Students will be first introduced to the relationship between health preservation and skin condition. This involves cultivating the mind by developing and maintaining a tranquil, optimistic and happy mental state. Students will learn to pay attention to their daily food intake, the relationships between food and skin condition, and how to adjust their diet accordingly for beautiful skin. Students also learn about the relationships between good skin and physical training and exercise. Secondly and most importantly, students will learn how to do TCM facial and rejuvenation by themselves and for others. Acupuncture points, facial massage, and different herbal and food masks will be taught in this class. Students will have the chance to practice on each other to master those techniques. Additionally, the key methods for skin daily care will be discussed during this lecture as well. The class topics include TCM Health Preservation with Skin, Introduce Beauty Herbs, Introduce Beauty Food, TCM Facial Beauty Manipulation, Demo and Practice: TCM Facial Techniques & Key Points of Daily Skin Care.

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 Change**

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 precipium 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 8 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 8 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 8 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 breath; 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.

## 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 / ABT Specialization-Seeking Applicants

NDS-ABT students may complete up to 16% or one (1) year of study in the DTCM program in pursuit of ABT certification. ABT 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 Certificate program, and the Medical Qigong Therapist specialization. This allows students to specialize in a bodywork style of interest.

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 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.

## **Advanced Study Abroad Program Applicants**

The Five Branches University Extension Programs allow students to continue

training in Asian bodywork 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 or 650-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.

## Transfer Credit

Limited transfer credit may be awarded for coursework from a CAMTC approved school that supports the Extension Program's objectives and meets 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, 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.

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

## Questions

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

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

# Becoming Licensed

## Massage Licensure

Students who complete the Asian Bodywork & Qigong Certification(s) through our Extension Programs, and pass the national MBLEx licensing exam are eligible for California licensure as a Certified Massage Therapist through the California Massage Therapy Council, and may be eligible for State or National licensure depending on applicable law. Regulations and requirements may vary in each state (see section on National Massage Licensure below).

## California Massage Licensure

Voluntary certification is available for students wishing to practice massage in California. Students may obtain licensure in California as a Certified Massage Therapist (CMT). All program required coursework must be successfully completed to be eligible to apply for licensing in California, and the applicant must also pass the national MBLEx licensing examination. All accounts with the administration, clinic, and library must be clear. Students must notify the administration of their intention to apply for a massage license, allowing adequate time for processing of paperwork to the California Massage Therapy Council.

For the latest information about California Massage licensing in California contact:

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

Phone: (916) 669-5336

Fax: (916) 669-5337

Email: [info@camtc.org](mailto:info@camtc.org)

<https://www.camtc.org>

## National Licensure

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**

**Massage & Bodywork Licensing Examination (MBLEx) Office**

Federation of State Massage Therapy Boards

Massage & Bodywork Licensing Exam (MBLEx) Office

P.O. Box 198748, Nashville, TN 37219

Phone: 866.962.3926

Email: [mblex@fsmtb.org](mailto:mblex@fsmtb.org)

### **Additional Licensure Information**

For additional information on state licensure requirements and contact information for the regulatory agency for massage and bodywork located in each state go to:

<https://www.massagetherapy.com/become>

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

### **Medical Qigong Licensure**

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.

## **Tuition, Fees and Financial Aid**

### **Asian Bodywork & Qigong Certification**

500 hours Asian Bodywork & Qigong \$5,000
---

### **Energetics Certifications**

LEVEL I - 64 hours Medical Qigong Self-Cultivation \$960	LEVEL II - 650 hours Medical Qigong Therapist \$9,750
--	---

### **Applicable Program Fees:**

APPLICATION FEE (\$45)
STUDENT TUITION RECOVERY FUND (.0005 X Tuition Subtotal)



MALPRACTICE INSURANCE (\$60)
STUDENT ACTIVITIES FEE (\$25)
MAKE-UP EXAM (QUIZ \$25, MIDTERM \$50, FINAL \$75)
OFFICIAL TRANSCRIPT (\$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 is due in full two weeks prior to the beginning of the trimester. For entering students, tuition is due at registration. 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 at registration, an extended payment plan can be arranged whereby 50% of tuition costs are due two weeks prior to the start 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 dual-degree Doctor and Master of Traditional Chinese Medicine 4-year program.

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

## **Department of Rehabilitation**

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

If a student chooses to obtain a private loan outside of Five Branches University to pay for an educational program, that student will have to repay the full amount of the loan according to the policies set by the lender.

## **Institutional Financial Status (BPPE 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 for bankruptcy within the preceding five years, nor has a petition in bankruptcy been filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy code

## **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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or 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 noncollection 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.

# 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.

<b>Grade</b>	<b>Explanation</b>
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 certification in the Extension Program must be completed within two years. After completion of one level of certification, students may return for a higher level of certification 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 certification.

## **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 Five Branches University**

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**

### **Program Withdrawal**

#### **ENROLLMENT CANCELLATION – FULL REFUND**

Students have the right to cancel their contract for enrollment at Five Branches University and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. 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. Deadline to cancel program enrollment and obtain a full-refund: Friday, January 15, 2016.

If enrollment is canceled by the stipulated deadline, the University will refund the student any tuition monies paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

Withdrawal form and letter of resignation should be sent to: Five Branches University, Attn: Registrar, 200 7<sup>th</sup> Avenue, Santa Cruz, CA 95062. Fax (831) 476-8928.

#### **ENROLLMENT CANCELLATION – PRO-RATED REFUND**

A Student wishing to terminate enrollment must state this in writing on a Withdrawal Form to the Registrar. The effective date of cancellation is the date postmarked or turned in to the Registrar. Students who cancel enrollment after classes have begun will be given tuition refunds that are prorated according to the percentage of the class time remaining in all courses in which the Student was registered.

Students may withdraw from a course after instruction has started and receive a prorated refund for the unused portion of the tuition and other refundable charges if the Student has completed 60% or less of the enrollment period. For example, if the Student completes only 10 hours of a 16-hour course and paid \$285 tuition, the Student would receive a refund of \$106.88 for the 6 hours of class time not attended.

$$\frac{\$272 \text{ (total tuition paid)} \times 6 \text{ (hours not attended)}}{15 \text{ (total registered hours)}} = \$108.80 \text{ Refund}$$

If the University cancels or discontinues a course or educational program, the school will make a full refund of all charges.

### **CHANGE IN ENROLLMENT STATUS – DROPPED COURSE(S)**

To obtain a full refund, a Student must submit a drop form no later than the fifth business day of the term. If you choose drop a course after five business days have lapsed, a Student may obtain a prorated refund for the unused portion of the tuition if 20% or less of the course time has lapsed. For example, if the Student completes only 3 hours of a 16-hour course and paid \$285 tuition, the Student would receive a refund of \$231.56 for the 13 hours of class not attended.

$$\frac{\$272 \text{ (total tuition paid)} \times 12 \text{ (hrs not attended)}}{15 \text{ (total registered hours)}} - (\text{minus}) \$50 \text{ Drop Fee} = \$167.60 \text{ Refund}$$

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 20% of the course time has lapsed.

If the University cancels or discontinues a course, the school will make a full refund of all charges. Credited amounts can either be applied to the following term's tuition, or refunded upon request.

## **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 certification after satisfactory completion of all didactic and clinical coursework and examinations within each level of certification.

## **Records Maintenance**

The University maintains all records required by the California Reform Act at its primary administrative location for at least 20 years.

## 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](http://www.bppe.ca.gov).

## CAMTC Required Statements

Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

1. To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
2. To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

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

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at:

[www.camtc.org](http://www.camtc.org)

phone: (916) 669-5336 fax: (916) 669-5337  
One Capitol Mall, Suite 800, Sacramento, CA 95814

## Contact Us

### Extension Program Administration

[www.fivebranches.edu](http://www.fivebranches.edu)

#### San Jose Extension Administration

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

Gina Huang, Student Services Director

[sjstudentservices@fivebranches.edu](mailto:sjstudentservices@fivebranches.edu) | (408) 260-0208 ext 233

#### Santa Cruz Extension Administration

Five Branches University  
200 7<sup>th</sup> Avenue  
Santa Cruz, CA 95060

Joanna Zhao, Dean

[dean@fivebranches.edu](mailto:dean@fivebranches.edu) | (831) 476-9424 ext 207

### University Administration

#### President

Ron Zaidman, President & CEO

[president@fivebranches.edu](mailto:president@fivebranches.edu) | (831) 476-9424 ext 238

#### Academic Dean

Joanna Zhao, VP, Academic Dean and Clinic Director

[dean@fivebranches.edu](mailto:dean@fivebranches.edu) | (831) 476-9424 ext 207

### University Health Centers

Santa Cruz Health Center

(831) 476-8211 | [clinic@fivebranches.edu](mailto:clinic@fivebranches.edu)

San Jose Health Center

(408) 260-0208 | [sjclinic@fivebranches.edu](mailto:sjclinic@fivebranches.edu)

## **Catalog Policies**

This Extension Catalog was published August 1, 2018, is valid through December 2019, and is subject to change without notice.

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 at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, Tel (916) 431-6959 • Fax (916) 263-1897 • Web [www.bppe.ca.gov](http://www.bppe.ca.gov)