

EST 1972



**EAST WEST COLLEGE**  
**of the HEALING ARTS**

**COURSE CATALOG**



**EAST WEST COLLEGE**  
**of the HEALING ARTS**

**October 2018**

**Effective October 2018 – September 2019**  
*Version 18.1*

*The policies and procedures outlined in this EWC Catalog supersede those in any previous EWC publication, including the Catalog, Academic Policies and Procedures, Student Handbook and Course Materials*

# WELCOME TO EAST WEST COLLEGE

Welcome to East West College, an outstanding place to start your career as a massage therapist! We have grown a lot since our start over forty-five years ago, but we give our students genuine personal care and educational excellence. When you come to our beautiful building in full view of the landmark Oregon Convention Center, you will immediately feel at home and experience the difference our facility offers. Our dedication to excellence is shown by its accreditation by the Commission on Massage Therapy Accreditation (COMTA). Welcome to a great place to learn and succeed!

– David J. Slawson, East West College Owner and Director

## OUR MISSION

The mission of East West College is to educate and enrich our community through the art and science of massage. To fulfill this mission, the college provides comprehensive training in the arts and sciences required to pass massage board exams and begin practicing massage.

## OUR CORE IDENTITY

In our interactions with all members of the community, the staff and faculty of East West College strive to model attributes that are essential to success for professional massage therapists. These include: communicating clearly and respectfully; engaging in critical thinking; being creative problem solvers; having clear and appropriate boundaries; and being warm, open and nurturing.

## OUR HISTORY

East West College was founded in 1972 as the Midway School of Massage. In 1981, David Slawson bought and renamed that college as a part of his commitment to healing the environment. Under his direction, the college thrived, first expanding into a larger facility in downtown Portland, then moving to a beautiful neighborhood location and a satellite campus in Beaverton, and in 2005 opening a beautiful 40,000 square foot campus centrally located near the Oregon Convention Center.

## ACCREDITATION

East West College's curriculum was approved

in 1997 by the Commission on Massage Therapy Accreditation (COMTA), which was then a division of the American Massage Therapy Association (AMTA). In 2002, COMTA was recognized by the U.S. Department of Education as an approved accrediting agency of massage therapy schools and programs. With this approval, East West became eligible to participate in federal student aid programs. As a COMTA-accredited school, the college has been carefully examined by an organization that identifies and acknowledges educational institutions and programs for achieving and maintaining a level of quality, performance, and integrity based on educational and professional standards. East West is one of only four massage colleges on the West Coast accredited by COMTA.

## LICENSING AND APPROVALS

East West College's program is licensed by the Oregon Higher Education Coordinating Commission and is also approved by the following:

- Oregon Board of Massage Therapists
- Oregon State Approving Agency for Veterans Education Benefits
- Oregon Vocational Rehabilitation Division
- Oregon Commission for the Blind
- U.S. Department of Immigration and Naturalization
- National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) – Assigned School

# TABLE OF CONTENTS

<b>WELCOME TO EAST WEST COLLEGE</b>	<b>1</b>
<b>OUR CAMPUS</b>	<b>2</b>
<b>OUR CITY</b>	<b>3</b>
<b>OUR CLINICS</b>	<b>4</b>
<b>OUR PEOPLE</b>	<b>4</b>
Management Team	4
Administrative Staff	4
Faculty	4
<b>OUR PROGRAM</b>	<b>8</b>
Massage Courses	9
Science Courses	10
Professional Development Courses	10
Elective Courses	11
Program Schedule	12
<b>ADMISSIONS</b>	<b>15</b>
Applying For Admission	15
International Applicants	16
Veterans Benefits	16
<b>ENROLLING AND REGISTERING</b>	<b>16</b>
Enrollment Status	16
Registration	16
Orientation	17
<b>FINANCING YOUR EDUCATION</b>	<b>17</b>
Tuition, Fees & Additional Expenses	17
Payment Methods	18
Late Payments & Interest	19
Federal Financial Aid	19
Free Application for Federal Student Aid (FAFSA)	19
Outside Scholarships	20
Cancellation and Refund Policies	20
<b>STUDENT SERVICES</b>	<b>22</b>
Dean of Students	22
Registrar	23
Changes in Enrollment Status	23
<b>ACADEMIC POLICIES &amp; PROCEDURES</b>	<b>25</b>
Attendance	25
Assignments	26
Tests	26
Grades	26
Course Evaluations	27
Clock Hours	27
Academic Credits	27
Satisfactory Academic Progress	27
Academic Probation and Dismissal	28
Academic Appeals	28
<b>NON-ACADEMIC POLICIES &amp; PROCEDURES</b>	<b>29</b>
Professional Conduct	29
Professional Ethics	29
Sexual Harassment	29
Non-Discrimination	29
Conflict Resolution	29
Non-Academic Warning, Probation and Dismissal	29
Drug and Alcohol Abuse	30
Complaint Procedure	30
<b>GRADUATION &amp; LICENSING</b>	<b>31</b>
Graduation	31
Licensing Requirements	31
Completion and Placement	31
<b>ALUMNI SERVICES</b>	<b>31</b>
Placement Assistance	31
Continuing Education	31
Program Electives	31
Campus Store	31
<b>ACADEMIC CALENDAR</b>	<b>32</b>

## OUR CAMPUS

---

East West College's large, beautiful building was designed with your learning experience in mind. Our spacious classrooms have modern, top quality tables and equipment, the Student Lounge and kitchen are ideal for relaxing with a snack or meal, the library and Campus Store have lots of exciting reading, listening, and viewing materials, and the Student Clinic is a warm and supportive environment where you can practice the skills you've learned in class.

### **SUSTAINABILITY**

East West College's culture is one of mindfulness and connectedness. As you learn

about the human body, you will naturally become more aware of the environment's effects on health.

To support this, the college is committed to sustainability and uses recycling, composting and post-consumer recycled products whenever possible to minimize our carbon footprint. We also employ natural cleaning products, energy-saving lighting, natural insulation, reusable air filters, bamboo flooring, and low-flow plumbing fixtures.

By making our campus as sustainable as possible, we have created a culture that gives students the peace of mind that comes with gaining an education in a healthy

environment. In 2012, our efforts were recognized by the City of Portland's Sustainability at Work program, who awarded East West College with its Gold Certification for our many sustainable endeavors.

### **CLASSROOMS**

Small student-to-teacher ratios allow for a more intimate and hands-on education while large classrooms with plenty of natural light provide ample learning space. The Student Clinic is where you can gain practical knowledge by applying your skills to the public in a spacious and peaceful setting.



---

## **LIBRARY**

East West College's library contains a wide selection of the books and materials needed for all massage therapy training program courses, as well as several computers for student use. It also has a variety of other massage and bodywork books, journals, magazines, videos and CDs for student use. Library holdings are updated each term to reflect the diversity of literature on massage therapy and bodywork.

## **STUDENT LOUNGE**

East West College has a comfortable Student Lounge as well as a kitchen area with a refrigerator, microwave oven, and sink so students can prepare food. The lounge also

has an area for students to study in a group and socialize between classes.

## **CAMPUS STORE**

The Campus Store serves as a resource for students, alumni, and Portland massage professionals. We carry massage tables and accessories, massage oils and lotions, massage tools, aromatherapy products, learning aids and posters. You can also find the required and recommended textbooks for all of our courses, in addition to books used in our CE classes. Plus, we carry a large selection of fresh food and snacks for students and the general public. We are happy to accommodate special orders, and offer a 10% discount on massage-related items to EWC alumni in good standing.

---

## **OUR CITY**

Located at the confluence of the Willamette and mighty Columbia Rivers, in a valley formed between the Coast Range and the spectacular Cascade Mountains, and only sixty miles from the beaches of the Pacific, Portland strikes a perfect balance between the amenities of city living and accessibility to the pristine natural world that surrounds it.

### **A DIVERSE URBAN AREA**

Within a few miles of East West College's Portland campus, students can find cafes and farmers' markets on Northeast Broadway, art galleries and theaters in the Pearl District, and quiet, family-friendly parks and restaurants in the Irvington neighborhood.

### **SURROUNDED BY NATURAL BEAUTY**

Venture just one hour outside of the city and you can be skiing the year-round slopes on Mt. Hood, windsurfing world-class waves in the Columbia Gorge or hiking old-growth forests in the region's numerous state and national parks.

### **SUSTAINABLE TRANSPORTATION**

Want to explore the city's many unique

neighborhoods or need to get to class but don't have a car? Aside from its renowned bike infrastructure, Portland also has one of the nation's top-rated public transportation systems, and East West College is located one block from one of the system's primary transit centers.

**Streetcar.** Bordering East West College on the southern edge of the campus is the Portland Streetcar. With stops in the Pearl District, on Northwest 21st, at Portland State University and in the inner-Southeast industrial district, the Streetcar offers an easy, relaxed ride to many of the city's vibrant communities.

**Light Rail.** Two blocks north of East West College are the Red, Blue and Green lines of TriMet's MAX light rail system. The MAX is an above ground light rail that connects the city's outlying neighborhoods and suburbs through its five lines: Blue, Red, Green, Yellow and Orange. The five lines currently serve the cities of Gresham, Clackamas, Hillsboro, Beaverton and Milwaukie, with stops at many locations throughout Portland.



---

## OUR CLINIC

**Bicycle.** With hundreds of miles of designated bike routes, brightly painted lanes and clearly marked signage, navigating the city by bike can be as easy and efficient as driving a car. Within just a few blocks of the college students will find access to on-street bike routes and motor vehicle-restricted bike paths that can safely connect them to almost anywhere in the city.

**Bus.** As close to East West College as both the MAX and the Streetcar, the region's extensive public bus system, TriMet, has frequent service to practically anywhere in the Portland-Metro area, with buses stopping within blocks of the school every 15 minutes.

---

East West College operates a Student Clinic where clients can experience a variety of massage techniques at affordable prices from current students.

Experienced instructors supervise the Student Clinic where students close to graduation apply the techniques and skills they have learned in their East West

program. Appointments are typically available in the day and evening and the cost is minimal so clients are usually abundantly available for this excellent service.

---

## OUR PEOPLE

### MANAGEMENT TEAM

East West College is managed by a President and an Oversight Committee. The Oversight Committee consists of the college's Director and President, David Slawson, BS; the Director of Operations, Edie Moll; and the Director of Education, Erika Baern, LMT, MA. The Management Team supports its mission by carefully administering day-to-day East West operations as well as performing strategic and long term planning.

### ADMINISTRATIVE STAFF

The college's administrative staff supports its mission by offering highly competent and compassionate services. It includes our Dean of Admissions, Lori Johnson; Director of Financial Aid, Ana Dugan; Dean of Students, Tina Smith, LMT, BS; and Registrar, Jan Stott, BFA.

### FACULTY

East West College's excellent faculty supports the college's mission by providing expert and compassionate teaching skills in a learning environment that fosters each student's personal and professional growth. Instructors are hired for their professional training and expertise as well as their teaching ability. Bodywork instructors have a minimum of two years of education and practice in the subject they teach. Science instructors have a university degree in science or a health-related field or appropriate undergraduate coursework.

All East West College instructors continually strive to inspire excellence and provide an environment that encourages student success. They are warm, caring, compassionate, well trained and experienced.

**Crystal Calanca, LMT** Crystal is a 2008 graduate of East West College. Her mission is to increase the health of her community through massage therapy and encourage the presence of compassionate touch in our culture. In her private practice in NE Portland, she tailors her massage treatments to each unique client, blending Swedish, deep tissue, and sports-focused massage, Tui Na (Chinese Massage), Thai massage and aromatherapy. She enjoys working with clients during their reproductive journeys, including infertility support. "I love massage so much that I want to tell everyone about it. It nourishes me just as much as it nourishes my clients."

**Sarah Davis, BA, LMT** Sarah earned her BA with honors from Bard College and received her massage therapy education at Lane Community College. Her professional bodywork studies include geriatric massage, Thai massage, and Spa therapies such as aromatherapy and stone massage. Sarah has worked in a variety of massage settings, including her own practice focusing on injury recovery, chronic illness management, on-site and outcall massage, spa therapies and geriatric massage. She is inspired by the dynamic power of massage to facilitate healing of the body, mind, heart and spirit. A perpetual student of the human body and of human relationships, Sarah hopes to inspire in her students the same passion for learning, discovery and service.

**Jamie Fields, ND** Jamie received her B.S. in kinesiology and exercise science from Indiana University. She completed her Doctor of Naturopathic Medicine degree from National College of Naturopathic Medicine in Portland. Jamie is a primary care physician at Oregon City Medical where she practices family medicine. She teaches Anatomy, Physiology & Pathology at East West College. Aside from medicine and teaching, Jamie spends her time with her husband Kevin and their two baby girls.

**Mary Gunter, LMT** Mary is a graduate of East West College and has been practicing since 2001. Her approach to massage integrates both subtle, more sensitive therapies like craniosacral and lymphatic drainage and more physical Swedish-style and deep tissue techniques. Mary became a massage educator in 2004 and has been a part of East West College's faculty since 2007, teaching courses ranging from introductory science and techniques to advanced modalities. She feels that teaching at East West College is a unique and wonderful opportunity to share with students both the science and the art of this amazing field.

**Aaron Gustafson, LMT, CAMT II, Reiki Master** Aaron graduated from East West College in 2000 and established his private bodywork practice. He began studying Advanced Myofascial Techniques with Til Luchau in 2002, achieved the highest level of certification in 2012 (CAMT II), and has assisted in Til's classes. Aaron's Myofascial bodywork practice was profoundly influenced by Kung-Fu, and allowed him to adapt a unique approach to helping clients find their center and move with ease from it. He is an NCBTMB Approved Continuing Education Provider offering CE courses in Reiki, Self-Care, and Myofascial Bodywork. Aaron enjoys watching students grow as they progress from novice to mastery. He desires to meet students where they are to help guide them to their goals. When not geeking out on bodywork, he enjoys snowboarding, skateboarding, bike riding and time in nature with his wife, two children and black lab.

**Jon Hart, LMT** Jon graduated from a 1200-hour program at East West College in 1991 and has been a member of the EWC faculty since 1993. During this time he has taught a wide variety of classes, from introductory massage and kinesiology to advanced work in Shiatsu, deep tissue and sports massage. Jon's professional practice is varied as well, as he works with everyone from elite athletes to

people recovering from accidents. Jon's teaching style is enthusiastic, varied and focused on learning; he is a knowledgeable and well-loved instructor.

**Kevin Hilbert, BS, MS** Kevin is a graduate of Indiana University in Bloomington. He earned bachelor's and master's degrees in Kinesiology and also holds a minor in psychology. He can be found on most weekends riding his road bike, hiking or backpacking, rock climbing, gardening, and talking to local farmers at the market. He has experienced the positive benefits of consistent bodywork and encourages the monthly practice to all. He loves the challenge of making science fun, and enjoys watching people learn and appreciate how complicated and amazing the body truly is.

**Samuel Hobbs, BS, LMT** Samuel has been an instructor of movement and athletics since 2007, working with professional dancers, athletes, and children, and is the current Artistic Director of the Portland based dance company push/FOLD. Utilizing the osteopathic methods of Visceral, Neural, and Vascular Manipulation, Samuel's bodywork practice specializes in working with deep-seated conditions affecting the structure, movement, balance, and pelvic health of his clients. Outside of the clinic, Samuel enjoys sharing his passion for the human body as a teaching assistant with the Barral Institute, and as an instructor of massage and bodywork with East West College, endeavoring to inspire the next generations of manual therapists.

**Sheridan M. Horning, LMT, LAc** Sheridan is a practitioner of Traditional East Asian Medicine, offering acupuncture, massage, herbal medicine, lifestyle and dietary advice along with qi gong healing to her patients. She graduated from East West College in 2001 and received her MA in Acupuncture and Chinese Medicine from the Oregon College of Oriental Medicine in 2008. She furthered her

---

education at Nanjing Traditional Chinese Medicine University in China and at the Ling Gui International Healing Qigong School. She was certified and has been teaching Ling Gui School qigong since 2007. She uses acupuncture, massage, and qigong healing to treat a variety of conditions, communicating with the body to encourage the discharge of stored trauma and stress, creating a very deep release to areas that other therapies can't reach.

**Linda Hunt, LMT** Linda graduated from East West College in 1990 and has been a Licensed Massage Therapist since 1991. After graduation she held the positions of Director of Admissions and Dean of Students before joining the faculty in 1993. Over the years she has taught introductory massage techniques and Polarity Therapy; she currently teaches Student Clinic. She took her advanced training in Polarity Therapy and earned her certification of Associate Polarity Practitioner through the American Polarity Therapy Association in 1997. Linda has an eclectic practice in SW Portland specializing in Polarity, craniosacral therapy and shamanic practices. She also mentors students in their journey toward understanding the subtle nuances of being a bodyworker. Linda blends technique, knowledge, intuition and a sense of fun to create a very positive learning experience for her students.

**Marta Lange, BA, LMT** Marta is a 1993 graduate of the Evergreen State College and a 2007 graduate of East West College. Marta's approach to bodywork is rooted in her study and practice of hatha yoga, meditation, and ecstatic dance. She offers therapeutic massage in her private practice, specializing in deep tissue and myofascial release. Marta teaches a variety of courses from introductory to advanced techniques.

**Kim Magraw, MS, LMT** Kim is a graduate of the Potomac Massage Training Institute in Silver Spring, Maryland. He also holds a bachelor's degree in biology from Colorado

College and a master's degree in Ecology from Colorado State University. He is the owner of Concordia Wellness, a massage therapy studio in northeast Portland. In addition to his private practice, Kim volunteers with several Portland-based organizations. He has advanced training in oncology massage and end-of-life caring touch. He believes that ardor, devotion, and achievement find root and flourish when we live and work from our core values. Kim teaches Business for Massage Therapists at EWC.

**Tony Murray, DC** Tony received his Bachelor of Science in Mechanical Engineering from Oregon State University. After engineering, Tony emigrated to South Korea and Thailand to teach and travel. Upon his return, he attended East West College, graduating in 2012. His fascination with the human body led him to Life Chiropractic College West. He now practices chiropractic in NE Portland where he helps people reconnect to their bodies through multiple bodywork techniques. Tony teaches Kinesiology at East West.

**Letha Pease, BS, LMT** Letha earned her Bachelor of Science from Humboldt State University in Arcata, California where she studied Natural Resource Planning. She served in the US Peace Corps (Philippines 2005-2007) where she taught Coastal Resource Management on the island of Bohol. Sensing a need to change careers, Letha graduated from East West College and has been a massage therapist since 2013. Managing her practice in NE Portland has been incredibly rewarding. Letha is excited to be on the faculty at East West College where she can share her enthusiasm for massage and bodywork. In her spare time she can be found at home in her garden or backpacking through the forests and mountains of the Pacific Northwest.

**Jonathan Primack, BA, LMT** Jonathan is a graduate of State University of New York and

East West College, and considers his time at East West as a student one of the greatest periods of his life. He has been practicing for over a decade and currently owns his own bodywork business in NE Portland specializing in deep tissue, trigger point and Thai massage with a focus on injury recovery, chronic pain issues, and structural problems. Jonathan has traveled to Thailand to study bodywork at the International School of Thai Massage and is also the co-author of a popular bodywork textbook. Jonathan teaches a number of advanced courses at East West, including Structural Bodywork. Teaching is one of the most fulfilling aspects of his career in the field of bodywork.

**Neesie Steinke, LMT** Neesie is a graduate of East West College and has received continuing education in reflexology, myofascial release and Shiatsu. Her private practice focuses on hot stone massage, deep tissue, and trigger point therapy. Neesie was featured in The Oregonian for altruism as a part of the healing profession. With the help of her valued clients, her business has donated over 3,000 pounds of food and clothing to local non-profit organizations helping those in need. She enjoys teaching, playing bass guitar, and hospice volunteer work.

**Renee Stenbjorn, BS, LMT** Renee graduated from East West College in 2000 and has been practicing, teaching and researching in the field since then. She teaches all aspects of massage therapy science, creating a fun and interactive learning environment focused on the marvels and adaptations of the human body. She is a classically trained anatomist through her studies of Anatomy & Neurobiology at the Medical College of Virginia and presented research at two national conferences. She also co-founded the Albuquerque School of Massage Therapy. Renee continues to practice massage therapy, focusing on integrated Western modalities with a focus on pain reduction and recovery.

---

**Pamela Sundin-Hart, MA, LMT** Pamela is a 2003 graduate of East West College and holds a Master's Degree in Education from the University of California at Santa Barbara where she also worked in Student Services. Combining a passion for learning with experience both in busy clinics and private practice as an LMT, Pamela's courses are focused on her students getting the most information and guidance possible while having fun. She feels privileged to work with students along every step of their program at East West College, teaching courses at every level from introductory science and massage techniques through advanced techniques in the final terms.

**Kate Sydney, ND, MSOM, LAc** Kate has a bachelor's degree in communications and theater from Monmouth College and worked in both corporate and broadcast television for seven years before beginning medical school. She graduated from the National College of Natural Medicine in Portland with a doctorate in Naturopathic medicine and a master's degree in acupuncture and Chinese herbalism. Kate is the co-founder of Terrain Wellness, an integrative cooperative medical community whose focus is on treating the cause of illness to restore natural balance in the body. She is also co-owner of Doctor Bird Elixirs, an herbal beverage company and owner of Morsel Code Cookie Co., a paleo cookie delivery business. She has special interest in nutrition, homeopathy, western and eastern herbalism, and essential oils. She believes optimal health is fostered by the tiny little rituals for which we carve out time and practice every day.

**Fara Tucker, LCSW** Fara received her MSW from Portland State University. She has worked as a counselor or social worker in a variety of settings since 1999 and served as East West College's Dean of Students, 2010-2016. Fara has spent years providing support services in academic settings, which has allowed her to blend her professional passions for social work and education. She loves having the

opportunity to witness students achieving their goals, often in spite of significant personal and academic challenges. She enjoys teaching Therapeutic Relationships because it allows her to engage in dialogue with students about topics that are close to her heart, personally and professionally.

**Lisa Ann VanAlstine, BA, LMT** Lisa Ann graduated from East West College in 1998, and earned a BA in Spanish from Portland State University in 2003. In addition to being a practicing massage therapist, Lisa Ann is also a Stott Pilates Certified Instructor and a personal trainer. Her passion for healing and helping others translates into a creative, hands-on classroom environment. Lisa Ann joined the EWC faculty in 2006 and has taught Kinesiology and all levels of massage technique classes.

**Krista Weikel Delaplane, ND** Krista received her Bachelor of Science from Millikin University where she studied biology and psychology. She completed her Doctor of Naturopathic Medicine at National University of Natural Medicine. After several years of practicing naturopathic family medicine in New Hampshire and Oregon, she is taking a sabbatical from clinical practice to focus on teaching and research. Krista is a strong advocate for integrative and natural medicine as the best model for optimal wellness and patient care. She loves teaching Anatomy, Physiology and Pathology to massage therapy students and empowering them to work collaboratively with other licensed natural medicine providers. Her favorite activities are spending time with friends and family, nature walks, singing and herbal medicine making. Krista has been a faculty member at East West College since 2015.

**Tony Wittinger LAc** Tony received his Bachelor of Science in Human Physiology from the University of Oregon. He completed his Masters of Acupuncture and Oriental Medicine from Oregon College of Oriental

Medicine. He teaches Kinesiology, Anatomy, Physiology, and Pathology at East West College. In his free time he enjoys bicycle touring, running and spending time with family and friends.

**Erin Wright, LMT** Erin is a graduate of Arizona State University and East West College. She has been a licensed massage therapist since 2007 and, in her private practice, she specializes in Thai massage. She teaches Eastern and Energetic Massage & Bodywork at EWC and is excited to share her passion for massage with others. When she's not teaching or practicing massage, she loves traveling, reading, cooking, eating, and spending time with her family and friends.

**Rob Wright, BA, MEd, LMT** Rob spent ten years teaching eighth grade history in Massachusetts. After moving to Portland in 2011, he attended East West College and graduated in 2013. He uses his teaching experience to help his clients enhance their body awareness. In his spare time, he enjoys playing his handpans for his dog and cat.

**Cyr Zeeberg-Foote, BA, LMT** Cyr is a graduate of Eckerd College in St. Petersburg, Florida and the Suncoast School of Massage. She holds a degree in social work and has been a Licensed Massage Therapist since 1991. Her practice encompasses many modalities including craniosacral therapy, myofascial release, pregnancy massage, aromatherapy and reflexology. She has teaching experience in kinesiology, massage technique and craniosacral therapy. Cyr feels the opportunity to teach is a gift, and through it strives to give back and share her endless sense of awe and fascination with the human body.

## OUR PROGRAM

---

### PHILOSOPHY

At East West College, students gain deep knowledge of human anatomy, physiology and pathology, and learn several massage modalities. This technical knowledge is supported by education in ethical practices, effective communication skills, individualized treatment planning approaches and professional practice strategies to meet the students' personal goals. Students' experience in hands-on sessions in the East West College Student Clinic helps them develop confidence in their ability to bring nurturing, respectful touch to those around them.

Throughout the program students are encouraged, challenged and inspired to integrate their abilities to engage in critical thinking and to follow their intuition. Our

small class sizes reflect this commitment and allow our teachers to give personal attention to all students. This means that the ratio of students to teacher in our massage classes averages about 14 to one and in lecture classes averages about 20 to one. This comprehensive approach prepares students to become successful members of the community of professional massage therapists and to bring their healing touch to the world.

### A BRIEF OVERVIEW

East West College offers a comprehensive program whose graduates are in high demand – and for good reason. Our 800-hour program is designed to help you gradually develop the skills needed to be an effective massage therapist, able to work



with individuals who are seeking relaxation massage or massage that addresses pain, stress and injury. In your first quarter, you'll begin developing basic skills in massage techniques, start learning the location and actions of major muscles, and discuss and practice creating a therapeutic relationship with clients. In the second quarter, you'll continue learning the locations and actions of major muscles, and begin exploring the workings of the body in health and disease. You'll also start integrating your knowledge of the muscles and how they work with your knowledge of massage as you learn a variety of Western massage and bodywork modalities.

When you reach the third quarter, you'll be finishing your exploration of the body in health and disease as you begin to consider how to work with common client conditions (such as whiplash, sciatica, or fibromyalgia). You'll also learn how a variety of Eastern and energetic modalities approach working with clients. And you'll develop skills for working with clients in a clinical setting – everything from interviews to documentation to timing a session. Your final term of the program is an integration of previous learning, and preparation for working as a massage therapist. In addition to learning business skills, and considering how to work with members of various special populations (such as athletes or individuals with chronic disease), you'll have the opportunity to practice with members of the general public in the Student Clinic. In your final term, you'll also have the opportunity to choose from a variety of electives, to enhance your knowledge in specific massage & bodywork modalities.

The program is the same number of total hours for everyone, but it is offered in both 12-month and 15-month formats. The longer format is designed for those who want to go through it a bit more slowly. This is a very thorough training program and it will allow you to emerge from the college feeling confident about starting your new profession. As evidence of the program's quality, the percentage of

East West College graduates who pass their licensing exams is consistently higher than the national and state average pass rates.

### **PROGRAM OBJECTIVES**

Learning massage therapy and its related sciences requires a lot of study and practice, so the East West College program allows time for you to integrate and absorb the material. Our 800-hour Massage Therapy Program covers anatomy, physiology, kinesiology, pathology, massage techniques, therapeutic relationships, professional development and business practices. It will prepare you to:

- Describe your philosophy of the role of massage and bodywork in client health and healing.
- Create, implement and document personalized treatment plans through the integration of client goals, assessment findings, knowledge of the human body, understanding of the effects of massage and bodywork, and intuition.
- Perform massage and bodywork safely, effectively, compassionately and in response to client needs.
- Establish and maintain professional, therapeutic relationships with clients.
- Develop and implement strategies for attaining a satisfying, successful and ethical professional practice or employment situation.
- Develop and implement strategies for supporting a life-long practice, through self-care, self-reflection, professional development, and professional support and referral networks.

Because of our comprehensive approach, you will have an excellent opportunity to succeed in the exciting and growing field of massage and bodywork.

### **MASSAGE COURSES**

The required massage courses emphasize developing the knowledge and skills required to give a high-quality massage therapy treatment for the purpose of enhancing wellness, reducing stress, relieving muscle tension and improving overall flexibility, movement and fitness.

### **Foundations of Massage**

*103 clock hours; 5 academic credits*

Foundations of Massage provides an introduction to the massage profession, including a history of massage, an overview of massage regulation, a brief summary of various bodywork modalities, and a focus on the development of massage skills used for general wellness and relaxation massage. After an introduction to sanitation and hygiene, students explore the basic strokes and variations of Swedish massage, compression and myofascial techniques, including their use, effects and precautions. They learn to assess client needs, select and apply appropriate techniques, and provide a personalized full body massage. Students develop skills in proper draping, lubrication, bolster use and turning procedures, as well as appropriate uses of pressure, rhythm, movement and hot hydrotherapy to enhance the massage's effects. Students also learn self-care skills such as centering, grounding, and efficient body mechanics.

PREREQUISITES: none

COREQUISITE: Therapeutic Relationships

### **Western Massage & Bodywork**

*99 clock hours; 5 academic credits*

The overall focus of the Western Massage & Bodywork course is on developing the assessment, planning and treatment skills necessary to provide safe and effective massage and bodywork for a wide variety of client needs. Students learn the general principles of deep tissue massage, including how to work deeply without causing pain, apply a variety of advanced strokes, and use fingers, knuckles, fists, forearms and elbows as massage tools. Students also learn basic techniques for a selection of Western bodywork modalities, including myofascial techniques, neuromuscular therapy/trigger point therapy, and muscle energy techniques. Throughout the course, students develop the ability to conduct intake interviews, perform postural analysis and pain assessments, and analyze joint range of motion to identify areas of tension and limitation. Using this information, students

plan and implement treatment sessions blending deep tissue massage, movement therapy, hydrotherapy and other Western bodywork modalities to address client needs.

**PREREQUISITES:** Foundations of Massage; Kinesiology I; Kinesiology II (may be taken concurrently); Anatomy, Physiology & Pathology I (may be taken concurrently)

### **Massage for Common Conditions**

*66 clock hours; 3 academic credits*

In Massage for Common Conditions, students combine their knowledge of Anatomy, Physiology and Pathology with their newly acquired bodywork skills to address the disorders and conditions typically encountered in a massage practice. Students learn uses of, modifications for and contraindications to massage, movement therapy and hydrotherapy for clients with a variety of joint, muscular, connective tissue, and neurological conditions, as well as inflammation, stress and pain.

**PREREQUISITES:** Kinesiology II; Western Massage & Bodywork; Anatomy, Physiology & Pathology I; Anatomy, Physiology & Pathology II (may be taken concurrently)

### **Eastern and Energetic Massage & Bodywork**

*33 clock hours; 1.5 academic credits*

This course is an introduction to traditional and modern theories of energy, health and healing, including Traditional Chinese Medicine and Ayurveda. Students receive a brief overview of a variety of Eastern and energetic bodywork modalities, including Tui Na, Shiatsu, Thai Massage, Polarity Therapy and Reflexology. They also learn basic bodywork techniques and energetic self-care strategies which they can incorporate into their daily practice. Students are prepared to make informed choices of electives, take massage licensing exams, choose continuing education workshops after graduation and make appropriate client referrals.

**PREREQUISITES:** Foundations of Massage Practice

### **Massage for Special Populations**

*33 clock hours; 1.5 academic credits*

Massage for Special Populations provides an introduction to adjusting treatment plans to address the needs of clients based on their goals, age, abilities, activity level, setting or medical conditions. Students consider the adjustments to make for a variety of special populations, such as: seated clients, athletes, infants and children, clients with disabilities, clients with obesity, individuals with chronic medical conditions, individuals who are dying and others.

**PREREQUISITES:** Massage for Common Conditions; Anatomy, Physiology & Pathology II

### **SCIENCE COURSES**

Learning the sciences that relate to massage therapy is essential for students who wish to become successful and well-rounded practitioners.

#### **Kinesiology I**

*66 clock hours; 3 academic credits*

Kinesiology I introduces students to the skeletal and muscular systems. They learn the names and basic landmarks of the bones and joints of the head, neck, face, shoulder, arm, forearm and hand, as well as the origins, insertions and actions of the major muscles of these regions. For each of the muscles studied, students learn how to palpate, shorten and lengthen the muscle. In addition, students explore learning styles, studying and test taking strategies.

**PREREQUISITES:** none

#### **Kinesiology II**

*66 clock hours; 3 academic credits*

Kinesiology II continues the study of the skeletal and muscular systems. Students learn the names and basic landmarks of the bones and joints of the spine, thorax, pelvis, thigh, leg and foot as well as the origins, insertions and actions of the major muscles of these regions. For each of the muscles studied, students will learn how to palpate, shorten and lengthen the muscle.

**PREREQUISITES:** Kinesiology I

### **Anatomy, Physiology & Pathology I**

*33 clock hours; 3 academic credits*

In Anatomy, Physiology & Pathology I, students study the structure, function and dysfunction of the human body. They explore the structural organization and physiological processes of the body, from the molecular and cellular level through the tissue, organ and system levels, focusing in this course on the integumentary and nervous systems. Students learn how to identify common diseases and disorders involving these systems, and develop critical decision making skills as they determine appropriate uses of and contraindications to massage, movement and hydrotherapy for clients with those conditions.

**PREREQUISITES:** none

### **Anatomy, Physiology & Pathology II**

*66 clock hours; 6 academic credits*

In Anatomy, Physiology & Pathology II, students continue their study of the structure, function and dysfunction of the human body. In this course, they explore the skeletal, muscular, cardiovascular, endocrine, reproductive, lymphatic/immune, respiratory, digestive and urinary systems. Students learn how to identify common diseases and disorders involving these systems, and develop critical decision making skills as they determine appropriate uses of and contraindications to massage, movement and hydrotherapy for clients with those conditions. Students also study scientific research in the field of massage and bodywork.

**PREREQUISITES:** Anatomy, Physiology & Pathology I

### **PROFESSIONAL DEVELOPMENT COURSES**

In these exciting courses, you will practice applying the skills you have learned in class to real clients in a clinical setting.

#### **Therapeutic Relationships**

*33 clock hours; 3 academic credits*

Therapeutic Relationships provides an introduction to the knowledge and skills needed to develop successful client-therapist relationships. Students begin by examining of the role and

---

effects of touch, cultural differences regarding touch, personal touch history, strategies for establishing trust and emotional responses to touch. They learn about the legal and ethical requirements for massage therapists, including licensing regulations, standards of practice, scope of practice and professionalism. In addition, students explore the issues that contribute to effective communication with clients, including setting boundaries, active listening, assertive communication, managing transference and countertransference. Throughout the course, students work on developing professionalism, therapeutic presence and self-care skills.

PREREQUISITES: None

COREQUISITE: Foundations of Massage

### **Introduction to Clinic**

*33 clock hours; 1.5 academic credits*

Introduction to Clinic prepares students for working in a clinical setting. Students begin by learning effective interview and documentation practices, including confidentiality and HIPAA requirements. They practice handling all aspects of a massage session, including preparing a hygienic and comfortable treatment space, interviewing the client, performing appropriate physical assessments, developing a treatment plan, applying suitable hydrotherapy treatments, performing massage and movement therapies, and conducting exit interviews. In these practice sessions, students focus on connecting with the clients as individuals and employing a holistic approach to treatment for pregnant clients, elderly clients, and for relaxation and treatment oriented sessions. At the end of the course, students perform two massage sessions on members of the EWC community.

PREREQUISITES: Western Massage & Bodywork; Anatomy, Physiology & Pathology I; Anatomy, Physiology & Pathology II (may be taken concurrently)

### **Business for Massage Therapists**

*33 clock hours; 3 academic credits*

All massage therapists, whether they choose to work as an employee, be an independent contractor or open their own massage practice,

need a basic understanding of the principles and practices of business. This course provides the basic skills and knowledge students will need to make an informed choice about their career options, obtain employment, launch and manage a successful practice, maintain financial records, attract and retain clients, and engage in self-care practices that lead to success. By the end of this course, students will have a plan for creating a massage career that meets their individual goals.

PREREQUISITES: None

### **Clinic**

*70 clock hours; 2.5 academic credits*

Clinic gives students the opportunity to provide massage to the general public under the supervision of an experienced instructor. Students handle all aspects of a massage treatment, including giving intake and exit interviews, performing appropriate physical assessments, developing a treatment plan, preparing a hygienic and comfortable massage area, performing massage and movement therapies, and applying suitable hydrotherapy treatments to their clients. Students also create and maintain client charts to record the specifics and results of all treatments, and they receive evaluations from both their clients and the instructor. Throughout the course, students present client cases for classroom discussion and learning.

The Student Clinic is the highlight and culmination of the East West College curriculum and prepares students to start their practice as professional massage therapists. This course includes a four-hour weekend class on preparing for licensure.

PREREQUISITES: Introduction to Clinic; Massage for Common Conditions; Massage for Special Populations (may be taken concurrently)

### **ELECTIVE COURSES**

East West College's elective courses are designed to enhance your ability to perform massage therapy at a high level. Not all electives are offered every term.



## **Craniosacral Therapy**

*33 clock hours; 1.5 academic credits*

Craniosacral therapy is a gentle yet powerful type of bodywork that is used to ease pain and improve health by directly affecting the central nervous system. A craniosacral therapist evaluates the motion of cerebrospinal fluid by monitoring the craniosacral rhythm at various locations in the body. Using very light touch, restrictions in the craniosacral rhythm are released, stimulating the body's own healing mechanisms. Its techniques are safe and effective for almost any population. In this course, students will enhance their palpation skills and deepen their intuitive perception as they learn to palpate the craniosacral rhythm and assess and release restrictions in the craniosacral system. By the end of the course, students will be able to perform a full craniosacral therapy bodywork session and blend craniosacral techniques with other bodywork modalities.

PREREQUISITES: Western Massage & Bodywork or LMT

## **Chinese Massage (Tui Na)**

*33 clock hours; 1.5 academic credits*

Traditional Chinese Medicine (TCM) uses massage, acupuncture, and herbs to encourage healing. The massage aspect of this healing approach is called Tui Na, which means "push, grasp." In this course, students will learn how to use soft tissue manipulation, joint mobilization techniques and acupressure point treatment to enhance energy flow and increase client health and well being. In this process, they will apply the TCM concepts of Qi, the Five Element cycle, the fourteen meridians, and the Qi points. By the end of the course, students will be able to perform a basic full-body Tui Na routine that can be easily integrated into a general massage practice.

PREREQUISITES: Eastern and Energetic Massage & Bodywork; or LMT

## **Neuromuscular Therapy**

*33 clock hours; 1.5 academic credits*

Neuromuscular Therapy is a powerful tool that focuses on pain relief, performance enhancement and rehabilitation using a variety of techniques to bring the body's central nervous system and musculoskeletal system into balance. A primary component of neuromuscular therapy is deactivating trigger points in muscles or fascia, which can cause pain and tension as well as decrease sports, recreational and occupational performance. Trigger points can also refer pain sensations to other areas of the body, creating problems that are difficult to analyze and treat. This course teaches students how trigger points develop and persist, how to assess for them, how to map and track their pain referral patterns, and how to relieve them with safe, effective and comfortable techniques.

PREREQUISITES: Western Massage & Bodywork or LMT

## **Spa Therapies**

*33 clock hours; 1.5 academic credits*

In this course, students study the therapeutic uses of essential oils, mud, clay, seaweed, sugar, salts and stones. The historical roots of spa techniques are traced forward to their modern applications. Students learn basic techniques in aromatherapy, exfoliation, body wraps, foot treatments, fango therapy, thalassotherapy, Ayurvedic-inspired techniques and stone massage.

PREREQUISITES: Foundations of Massage Practice or LMT

## **Structural Bodywork**

*33 clock hours; 1.5 academic credits*

Based on the pioneering work of Ida Rolf, PhD, Structural Bodywork introduces structural integration. Its basic premise is two-fold. First, if the body is balanced well in gravity, it functions more smoothly, has better ease of motion and often feels more spacious. Second, fascia functions in the body as an organizing force. A structural bodyworker identifies where the bony segments of the body have distorted

relationships and works with the fascia to bring segments into a better relationship. During this course students assess posture to discern where the fascia has become shifted, shortened or otherwise distorted. Then they manipulate the fascial system of the body to achieve a more balanced orientation in the gravitational field. Body mechanics and communication will also be emphasized.

PREREQUISITES: Western Massage & Bodywork or LMT

## **Thai Massage**

*33 clock hours; 1.5 academic credits*

Rooted in traditional Thai medicine, Thai massage uses a variety of therapeutic bodywork techniques such as compression, passive stretching, and joint mobilization to support the natural flow of energy throughout the body. Traditionally practiced on a mat with the client fully clothed, Thai massage therapists use their palms, thumbs, elbows, knees and feet to massage, stretch and release the whole body. Traditional Thai massage also incorporates the Buddhist philosophies of mindfulness and loving kindness. This course provides an introduction to the theory and practice of Thai massage. Students learn Thai massage techniques that can be applied on their own or in combination with other forms of massage. By the end of the course, students will be able to give basic full-body Thai massage sessions.

PREREQUISITES: Eastern and Energetic Massage & Bodywork; or LMT

## **PROGRAM SCHEDULE**

East West College's massage training programs begin four times each year, in January, April, July and October. Academic quarters are twelve weeks in length with a one-week break between quarters. Most courses meet either one or two times per week for three hours per class session. The Foundations of Massage and the Western Massage & Bodywork courses meet three days per week. Classes start at 8:00am, 11:30 am, 3:00 pm and 6:30 pm.

Learning massage therapy and its related sciences requires intensive study and practice. Because of this, the East West College program is designed to allow time to integrate and absorb the material. The program is offered in 12-month and 15-month formats. Students with academic difficulties or those who are working while attending college should consider enrolling in the 15-month schedule, taking fewer courses at a time and completing their studies over a longer period of time.

The program can be completed in ways other than those published as long as all course prerequisites are met. An East West College Admissions Representative can help

you determine which pace is best for you. To help plan for success, you should expect to spend at least one to two hours out of class studying and performing course assignments for every hour you spend in class.

### **800-HOUR MASSAGE THERAPY PROGRAM**

The 800-hour (44 academic credit) Massage Therapy Program meets all of the Commission on Massage Therapy Accreditation (COMTA) accreditation requirements and is designed to give students an excellent education in the fundamentals of therapeutic massage and bodywork, preparing them to take the state board exams for which they qualify, obtain a

massage license, and start practice. The program includes two elective courses that provide skills and knowledge to enhance a student's ability to succeed as a professional massage therapist.

The program can be completed in 12 months or in 15 months by following one of the course progressions described below. It can also be completed in ways other than those published in this catalog as long as all course prerequisites are met. Applicants should consult an Admissions Representative to discuss scheduling options. Current students should consult with the Registrar.

## **12-MONTH**

	<b>Academic Credits</b>	<b>Hours per Week</b>	<b>Total Clock Hours</b>
<b>1st Academic Quarter</b>			
Foundations of Massage*	5	9	103
Kinesiology I	3	6	66
Therapeutic Relationships	3	3	33
1st Quarter total	11	18	202
<b>2nd Academic Quarter</b>			
Western Massage & Bodywork	5	9	99
Kinesiology II	3	6	66
Anatomy, Physiology & Pathology I	3	3	33
2nd Quarter total	11	18	198
<b>3rd Academic Quarter</b>			
Massage for Common Conditions	3	6	66
Eastern and Energetic Massage & Bodywork	1.5	3	33
Anatomy, Physiology & Pathology II	6	6	66
Introduction to Clinic	1.5	3	33
3rd Quarter total	12	18	198
<b>4th Academic Quarter</b>			
Clinic*	2.5	6	70
Massage for Special Populations	1.5	3	33
Business for Massage Therapists	3	3	33
Elective 1	1.5	3	33
Elective 2	1.5	3	33
4th Quarter total	10	18	202
<b>TOTAL</b>	<b>44</b>		<b>800</b>

\* Includes one 4-hour Saturday class.

---

**15-MONTH**

	<b>Academic Credits</b>	<b>Hours per Week</b>	<b>Total Clock Hours</b>
<b>1st Academic Quarter</b>			
Foundations of Massage*	5	9	103
Kinesiology I	3	6	66
Therapeutic Relationships	3	3	33
1st Quarter total	11	18	202
<b>2nd Academic Quarter</b>			
Western Massage & Bodywork	5	9	99
Kinesiology II	3	6	66
Anatomy, Physiology & Pathology I	3	3	33
2nd Quarter total	11	18	198
<b>3rd Academic Quarter</b>			
Massage for Common Conditions	3	6	66
Anatomy, Physiology & Pathology II	6	6	66
3rd Quarter total	9	12	132
<b>4th Academic Quarter</b>			
Eastern and Energetic Massage & Bodywork	1.5	3	33
Introduction to Clinic	1.5	3	33
Massage for Special Populations	1.5	3	33
Business for Massage Therapists	3	3	33
4th Quarter total	7.5	12	132
<b>5th Academic Quarter</b>			
Clinic*	2.5	6	70
Elective 1	1.5	3	33
Elective 2	1.5	3	33
5th Quarter total	5.5	12	136
<b>TOTAL</b>	<b>44</b>		<b>800</b>

\* Includes one 4-hour Saturday class.

# ADMISSIONS

---

## APPLYING FOR ADMISSION

You can apply for admission to East West College throughout the year by following the easy steps below.

**Determine Your Eligibility.** You must be at least 18 years of age before the start date of your program and have a G.E.D. or a diploma from an accredited U.S. high school (or its equivalent as determined by the College). You must also physically be able to perform and receive regular massage safely. East West College welcomes students of any gender, sexual orientation, marital status, race, color, national or ethnic origin, and/or religion.

### The Application Process.

1. **Fill out the Application Form:** Filling out this form is easy. Click on the “Apply Online” button on the Admissions page of [www.eastwestcollege.edu](http://www.eastwestcollege.edu). If you have questions, you can either call (503) 233-6500 or make an appointment with one of our friendly and helpful Admissions staff.
2. **Fees and Documents:** The non-refundable application fee is \$25. You’ll need to provide proof of education (your official high school transcript or GED transcript) and a valid I.D. as part of the admissions process.
3. **Meet with the Admissions Staff:** We want you to feel completely comfortable with

your choice, so after you have filled out the application form, call us at (503) 233-6500 to set up a friendly, no-pressure, informal meeting with one of our Admissions staff to answer questions and show you around the entire campus. For applicants who reside outside of the Portland metropolitan area, a telephone interview may be arranged with an Admissions Representative.

4. **Take an Entrance Test:** We will give you a standard entrance test called the Wonderlic Scholastic Level Exam to make sure massage college is right for you. There are 50 questions on the test and the minimum passing score is 15. The Admissions staff member will give this to you during your visit.

**Acceptance and Enrollment.** We will let you know if you are accepted as an East West College student within fourteen days of the Admissions interview. After you are accepted, here’s what you do to enroll in the college:

1. **Enrollment Agreement:** The Admissions staff will prepare this agreement. It outlines the program you will be taking, what it costs, how you will pay for it, and other terms and conditions of enrollment. You will be responsible for all financial, academic and other policies in effect at the time you sign this agreement.
2. **Registration Fee:** You will pay a \$100 registration fee when you sign the

Enrollment Agreement. If you elect to cancel your enrollment within five days of the date of enrollment, and before the commencement of classes, this registration fee is refunded.

3. **Complete any Missing Documentation:** The Admissions staff will let you know if there are any missing application materials. You will have to submit these before the first day of classes.
4. **Financial Arrangements:** Students who are not able to pay their tuition in full are required to meet with a Financial Aid Representative prior to starting school to solidify their tuition payment plan.
5. **Cancellations:** If all of the above steps in the enrollment process are not complete within seven days of the start of the term, your enrollment could be canceled.
6. **Reapplication:** Applicants who are denied admission may reapply after a minimum of three months. They must complete the admissions procedures in this catalog as well as submit an essay outlining how they have addressed the issues that caused their previous denial of admission. They are also required to meet with the Dean of Admissions for their personal interview. The Dean of Admissions will then consult with the Director of Education to determine whether acceptance into East West College is appropriate.



---

## INTERNATIONAL APPLICANTS

East West College is approved by the United States Department of Immigration and Naturalization to issue an I-20 form and to enroll qualified non-immigrant students from other countries. Here are the requirements:

- You must have the financial resources to pay for school and living expenses during your stay.
- If you cannot speak, read and understand English fluently, you must get a score of at least 80 on the Test of English as a Foreign Language (TOEFL). Information on this test is available from [www.ets.org](http://www.ets.org).
- If you can't provide a transcript showing you have graduated from an accredited U.S. high school, college or university or its equivalent, or provide a written report showing you have passed a G.E.D. exam,

you may be required to submit evidence that you graduated from a school that provides an education equivalent to that of an accredited U.S. high school.

Our Admissions office can help you through this process.

## VETERANS BENEFITS

The 800-hour Massage Therapy Program at East West College is approved by the Oregon State Approving Agency for the use of GI Bill benefits as a non-college degree program.

Information about veterans benefits is available online at [www.gibill.va.gov](http://www.gibill.va.gov). Veterans and other eligible individuals may apply for GI Bill benefits on this website. The Department of Veterans Affairs will determine general eligibility for benefits, as well as the specific benefits paid to veterans attending

East West College.

Once enrolled in the program, veterans should contact the Registrar regarding certification of enrollment. Veterans receiving GI Bill benefits while attending East West College are required by the Department of Veterans Affairs to submit transcripts from any previous education or training for evaluation, granting of prior credit, and shortening the length of the program.

For the purposes of GI Bill benefits, the 12-month program at East West is considered to be full-time enrollment (18 hours of classes per week) and the 15 month program is considered to be full-time enrollment (18 hours of classes per week) for the first two academic quarters, and 3/4-time enrollment (12 hours of classes per week) for the final three academic quarters.

---

# ENROLLING & REGISTERING

## ENROLLMENT STATUS

Students who have signed an Enrollment Agreement with East West College and attend classes are considered to be enrolled in the College.

**Student Classification.** There are two types of student at East West College: Program and Non-Diploma.

- **Program Student.** A "Program Student" is enrolled in the East West College 800-hour Massage Therapy program, and has committed to completing the program within the maximum time frame permitted by the Satisfactory Academic Progress Policy outlined in this catalog. Program Students have priority in course registration and are not affected by tuition increases after their enrollment date as long as the terms and conditions of their Enrollment Agreement are met.
- **Non-Diploma Student.** A "Non-Diploma Student" is enrolled in individual East West College courses rather than in the entire

program. Non-Diploma Students sign new Enrollment Agreements each quarter for the course(s) they wish to take and pay the Non-Diploma Student tuition rate in effect at the time of signing the Enrollment Agreement. Non-Diploma students receive neither a diploma nor a certificate of completion for individual courses. Transcripts of coursework completed are available upon request.

## REGISTRATION

**New Students.** Registration for new students is completed during the enrollment process.

**Continuing Students.** Course registration for the upcoming academic quarter begins in week 7 of the previous academic quarter. Students are registered for courses based on course prerequisites, course size and time of registration submission. Complete registration instructions, as well as the course schedule, are available from the Registrar

during week 6.

- **Course Schedules.** Course schedules, showing the courses for which a student is registered as well as any wait list status, are placed in student mail folders during week 9.
- **Section Changes.** Students who need to attend class at a different time may, depending on availability, change course sections. In general, section changes are not permitted after week 2 unless there are serious mitigating circumstances. Students wishing to change course sections must contact the Registrar.
- **Course Add or Drop.** Students who wish to add or drop courses must speak with the Registrar to receive information about possible academic effects. Students who drop a course during the first two weeks receive a notation of DRP (drop) on their transcript. DRP grades do not affect Satisfactory Academic Progress as described in the "Satisfactory Academic Progress Review" in this catalog. Dropping

a course in weeks 3 through 8 results in a grade of W (withdraw) appearing on the student's transcript. Dropping a course in weeks 9 through 12 results in a grade of WF (withdrew failing). W and WF grades do affect Satisfactory Academic Progress.

- **Course Repeats.** If a student receives a "no pass" grade in a required course, s/he must retake that course. A student who receives a "no pass" in an elective course may either retake that course or take a different elective to fulfill the elective requirement. Normal tuition and fees for the course apply and are due and payable prior to repeating the class.

Students repeating a course must meet with the Financial Aid Representative to discuss how the repeated course will affect his/her Financial Aid award and with the Student Account Representative to arrange payment.

Because the EWC program is designed to build upon previous coursework as it progresses, in most cases the student will have to repeat the course before proceeding with more advanced coursework. In certain cases, adjustments to the course progression can be made. Students should meet with the Registrar to discuss whether an alternative course progression is possible.

**Transferring Academic Credit.** East West College may accept transfer of academic credit for a course completed at another college if that course is substantially equivalent in length and content to the corresponding East West College course and the student passes the appropriate East West College challenge exam(s). Students may transfer a maximum of 50% of the required academic credits toward program completion.

Eligibility to take challenge exams is determined by the Director of Education based on a review of the transcript and description of the previously taken course.

There is a \$150 fee per course for taking challenge exams. Students who pass challenge exams will get credit for the course on their transcript and have their tuition reduced. Depending on the course(s), the length of the program may be shortened.

## ORIENTATION

On the first day of the program, all new students attend an orientation that introduces them to the College, its policies and procedures, the staff and faculty, and each other. New students will also attend the first class of the Foundations of Massage course. Dates of orientation are listed in the Academic Calendar at the end of this Catalog.

# FINANCING YOUR EDUCATION

## TUITION, FEES AND ADDITIONAL EXPENSES

You can attend East West College either as a "Program" student or a "Non-Diploma" student, depending on what works best for you.

- **Program Students.** Program Students agree to complete the 800-hour EWC program within a limited time period and to fulfill all of the terms in their Enrollment Agreement. For this, the college guarantees a tuition rate that is currently \$15,800 for the complete program (excluding repeated courses).
- **Non-Diploma Students.** Non-diploma students do not enroll in the 800-hour program, but take any classes they wish, provided they have met the prerequisites, according to their own schedule. In exchange for this independence, they have to re-enroll each term, pay the tuition rate in force at that time, and have second priority after program students when registering. A non-diploma student may

complete the entire 800-hour program, but will receive an academic transcript rather than a Certificate of Completion or Diploma. Current tuition for non-diploma students is \$21 per hour, and may change at the beginning of any term.

**Application Fee.** There is a non-refundable fee of \$25 for applying to East West College. Your application will remain active for six months after you submit it, but you will be responsible for all financial, academic and other policies in effect when you actually start classes.

**Registration Fee.** There is a one-time registration fee of \$100 when you sign the Enrollment Agreement. If you elect to cancel your enrollment within five days of the date of enrollment, and before the commencement of classes, this registration fee is refunded.

**Additional Fees.** In addition to the fees listed above, students are charged for the following activities. Fees may change at the beginning of any term.

Challenge Exam for Transfer Credit	\$150
Course Withdrawal Fee	\$25
Late Library Book	\$25
Late Payment Fee	\$5 or 5% whichever is greater
Late Registration	\$25
Late Tuition Payment	\$25
Make-up Assignment	\$25
Missed Quiz or Exam Make-up	\$25
Practice Room Use	\$2 - \$5
Program Withdrawal Fee	\$25
Returned Check	\$25
Spa Therapies Lab Fee	\$50
Student ID Replacement	\$10

---

**Other Expenses.** The estimated cost of textbooks, supplies and a massage table is approximately \$1,200 for the 800-hour Program. For your convenience, the EWC Campus Store stocks all of these items. Unopened, unused merchandise from the EWC Campus Store may be returned within seven days of purchase with receipt or proof of purchase for a full refund. Textbooks are nonrefundable. You may also obtain these items elsewhere, use textbooks in the library, and use the EWC Practice Room (for a Practice Room Use fee) instead of purchasing a massage table. In addition, you are required to receive and pay for a professional massage in six courses. While rates for massage sessions can vary widely, you should plan to spend \$300-350 over the course of the program. Other expenses such as room and board, transportation and loan origination fees will vary depending on your own needs.

**Fee Waivers.** If you believe you should have a fee waived due to mitigating circumstances (such as a death in the family, serious illness, injury, or emergency), you may file a fee appeal. Appeal forms are available in the Student Services Office, and must be submitted within two weeks of the date of the event being appealed. Appeals are reviewed by the Dean of Students. Students receive written notification of the outcome of their appeal, typically within one week of the date of their appeal. Students should continue to attend classes and complete course requirements while their appeal is pending.

### **PAYMENT METHODS**

East West College is committed to helping students achieve their educational goals. Our Financial Aid Department counsels students about their financial options, and helps them develop affordable and feasible payment plans.

Students may make full payment of tuition and fees at the time of enrollment, apply for federal financial aid, obtain tuition assistance from agencies, or set up a payment plan.



**Full Payment of Tuition.** Due to federal financial aid regulations, there is no discount for tuition paid in full prior to the start of the program. Non-diploma students are required to make full payment of tuition at the beginning of each term. International students are required to make full payment of the program tuition on or before the first day of the program due to visa requirements. Payments may be made by cash, check, money order or credit card.

### Term by Term Tuition Payments.

Students may pay their tuition on or before the first day of each term in payments equal to the number of terms the students will be attending. A retail installment contract is required. See a financial aid representative for further details.

### LATE PAYMENTS AND INTEREST

Tuition payments are due within the first week of each academic quarter. A \$25 Late Tuition Payment Fee will be assessed for payments received after 14 days from the date the scheduled payment was due. All other student fees will be due within 30 days of the date of the invoice for such fees. A Late Payment Fee of 5% or \$5, whichever is greater, will be assessed on amounts received after 14 days from the date of the invoice. Late payments will also accrue interest at a rate of 1% per month until paid in full.

Students whose accounts are not up-to-date by Monday of the third week of the term are subject to withdrawal from the college, collection fees, and attorney's fees in addition to the late fees and late payment interest noted above.

In addition, the College does not issue a diploma or a transcript to any individual with an unpaid balance.

### FEDERAL FINANCIAL AID

East West College is eligible to offer Federal Financial Aid to students who qualify.

**Types of Federal Financial Aid.** There are two types of federal financial aid available to East West College Students. (Special benefits for Veterans are discussed under "Veterans Benefits" elsewhere in this publication.)

1. **The Federal Pell Grant Program.** Grants are

funds given to a student that don't have to be repaid. In the federal financial aid system, these funds are called the Federal Pell Grant Program. They are available to East West College students. Awards are based upon demonstrated financial need and the cost and length of the program.

2. **The Federal Direct Loan Program.** Loans are funds given to a student that have to be repaid. In the federal financial aid system, these funds are called the William D. Ford Federal Direct Loan Program. Direct loans are designed to help students and parents pay for the student's education after high school. At this time the lender is the U.S. Department of Education rather than a bank or other financial institution. Interest rates on Direct Loans are low and fixed for the life of the loan. Students are not required to make payments while enrolled for at least 12 hours of classes per week. There is a six-month grace period that begins when a student enrolls for fewer than 12 hours of class, withdraws from all classes, or graduates. Only one grace period per loan is granted during a student's borrowing history.

**Types of Direct Loans.** The Federal Direct Loan Program offers three types of loans: Subsidized Stafford Loans, Unsubsidized Stafford Loans, and PLUS Loans.

- **Subsidized Stafford Loans.** Subsidized Stafford loans are for students with demonstrated financial need as determined by federal regulations. No interest is charged while a student is in school at least half-time (12 hours of classes per week minimum), during the grace period, and during deferment periods.
- **Unsubsidized Stafford Loans.** Unsubsidized Stafford loans are not based on financial need. Interest is charged while the student is in school and during the grace period. Students may elect to either pay the interest but not the principal while in school or postpone paying interest while in school and add it to the principal of the loan. The amount cannot exceed the

federal annual limit for combined subsidized and unsubsidized loans.

- **PLUS Loans.** PLUS Loans are unsubsidized loans designed for parents to help pay for their dependent student's education. The PLUS loan is a credit-based loan that may be borrowed per academic year. The maximum amount of a PLUS loan is determined by subtracting the student's packaged aid from all sources from the cost of attendance as determined by the school. Interest begins accruing with the first disbursement of funds. Repayment also begins immediately and the first payment is due sixty days after the first disbursement of loan funds. Parent, as borrowers, may be able to defer payments if indicated at the time of the PLUS application submission. This information is available once you have been assigned a servicer.

### FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

**Create a FSA ID.** Completing the online Free Application for Federal Student Aid, or FAFSA, is quick and easy. The first step is to create a Federal Student Aid Identification (FSA ID) by visiting [fsaid.ed.gov](https://fsaid.ed.gov). Once you have completed this step, you can complete the FAFSA online by logging in to [fsaid.ed.gov](https://fsaid.ed.gov).

**FAFSA Filing Options.** You may choose any of these three methods to file a Free Application for Federal Student Aid (FAFSA):

- Login into [fafsa.gov](https://fafsa.gov) to apply online (Recommended)
- Complete a PDF FAFSA (Note: PDF FAFSAs must be mailed for processing)
- Request a paper FAFSA by calling 1-800-4-FED-AID (1-800-433-3243) or 319-337-5665. If you are hearing impaired, contact the TTY line at 1-800-730-8913.

**Your Financial Aid Award Package.** The federal government will send the results of your FAFSA to the East West College Financial Aid office within 3 business days of you completing the FAFSA. EWC will then be able to determine your financial aid eligibility.

**Award Counseling.** After we have calculated your financial aid eligibility, our Financial Aid office will contact you to set up a meeting to review your available aid and answer any questions you may have. There will be four items in your Financial Aid Award Package:

1. **Budget Worksheet.** This shows the cost of your program, the total aid you have been awarded and the budget that was used to calculate your need. It also shows any amounts that will not be covered by your Financial Aid Award.
2. **Financial Aid Award Letter.** This will tell you the type and amount of aid you will receive and when you can expect to receive it.
3. **Parent PLUS Worksheet (if relevant).** This worksheet is only for the parents of dependent students with PLUS loans. It shows the cost of attending East West College, the amount of the student offer and the remaining balance. This information will allow parents to borrow additional funds to help with living expenses while their student is attending school.
4. **Financial Aid Summary.** This document gives a breakdown of the types and amounts of aid being received and when to expect the disbursements to your account.

### **Entrance Counseling and Master Promissory Note.**

After your award counseling, you will be directed to complete a "Master Promissory Note" as well as an "Entrance Counseling" document that describes your legal obligations regarding the federal financial aid award. You can complete these required documents online at <https://studentloans.gov>.

### **OUTSIDE SCHOLARSHIPS**

Scholarships are free aid given to students who meet particular criteria (such as academic achievement, background, financial need, service or leadership skills). East West College does not currently have a scholarship program, but students may be able to apply

for scholarships through outside organizations or agencies. For example, East West College students have received financial assistance from Americorps; Army Emergency Relief (AER); Confederated Tribes Agency; Job Training Partnership Act; NAYA; the Oregon Commission for the Blind; the Oregon Student Access Commission (also includes Chafee Grant-Foster Care to Success); Vocational Rehabilitation; the Washington Department of Labor and Industries (L&I) Vocational Training; and others. Individuals currently working with these agencies or organizations are encouraged to talk with their case workers to see if any financial assistance is available. EWC also accepts employer-provided tuition assistance and is approved for the Oregon 529 College Savings Plan.

### **CANCELLATION AND REFUND POLICIES**

**Refund Policy.** EWC bases its refund policy on Oregon Administrative Rules, Chapter 715, Division 045 (Cancellation and Refund Policies: Resident Instruction.)

- (1) A student may cancel enrollment by giving written notice to the school. If the notice occurs within five business days of the date of enrollment, all monies paid shall be refunded. If it occurs after five business days of the date of enrollment and prior to the commencement of classes, the school retains only the published registration fee (not to exceed \$150).
- (2) If training is terminated by the student or the school after commencement of classes, unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following formulas or maximum charges:
  - (a) If a student withdraws before completion of 60 percent of an academic quarter, the student shall be entitled to a pro rata refund of the tuition charged and paid for such academic quarter, less registration/application fees, supply fees, and any other legitimate

charges owed by the student.

- b) If a student withdraws after completion of 60 percent or more of the academic quarter, the student shall be obligated for the tuition charged for the entire academic quarter and shall not be entitled to any refund.
  - c) The term "pro rata refund" means a refund of the tuition paid for that portion of the academic quarter beyond the last recorded date of attendance.
  - d) The portion of the academic quarter for which the student will be charged is determined by dividing the total class hours into the number of class hours accrued according to the published class schedule as of the last date of attendance.
- (3) In calculating charges, the term "tuition cost" shall include direct tuition charges including any lab fees. EWC does not issue credits or refunds for books and supplies or any other fees except for lab fees. The school shall not charge a withdrawal fee of more than \$25. The student shall not be charged for a leave of absence granted according to the school's written Leave of Absence policy in the calculation of refunds.
  - (4) When withdrawal occurs, a calculation of all allowable charges shall be made, using the last recorded date of attendance as a baseline. If such calculations evidence that the school received total payments greater than its allowable charges:
    - (a) Within 30 days after notification of withdrawal, the school shall deliver to the student a written statement showing allowable charges and total payments received;
    - (b) In the event payments to a student account are derived from federal and/or state tuition assistance program(s), including student loan programs, regulations governing refund notification and awarding within respective program(s) shall prevail;

- 
- (c) In the event payments to a student account are derived from a sponsoring public agency, private agency, or any source other than the student, the statement of charges and payments received together with an appropriate refund may be delivered instead to such part(ies) in interest, but only with respect to the covered portions thereof.
- (5) In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student that cause the student to withdraw from school or in case of the college terminating the student's enrollment for any reason, the school at its sole discretion may arrange a prorated tuition settlement that is reasonable and fair to both parties.
- (6) When calculating refunds, a failed course is considered to be completed even though it was not passed.
- (7) Students who receive Federal Financial Aid in any program are subject to the Federal Return of Title IV Funds regulations as outlined by the U.S. Department of Education as well as East West College refund policies. By federal regulation, students are allowed to receive financial aid only for those periods of time for which they are enrolled and attending. Students who withdraw from school during a period for which they have received federal financial aid or withdraw from all of their classes in a term may be required to return a portion of the federal aid as well as pay any outstanding balance due to East West College.

**Return to Title IV Policy.** Title IV funds include Federal Pell Grants, Stafford Loans and PLUS loans. Title IV funds are awarded under the assumption that the student will attend school for the entire period for which the assistance is awarded. When the student withdraws, s/he may no longer be eligible for the full amount of Title IV funds that the

---



student was originally scheduled to receive. If the funds are not disbursed prior to the student's date of withdrawal, the student must sign a Post-Withdrawal Authorization form to receive any earned funds to their account. Funds cannot be brought in without this signed authorization. Up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point, a student has earned 100% of the Title IV funds s/ he was scheduled to receive during the period. The withdrawal date is defined as the last day of attendance at a school-related activity.

The Return to Title IV Policy follows these steps:

- Determine the percentage of the payment period completed by the student. ( $\text{Days Scheduled} \div \text{Days in Payment Period} = \text{Percentage Completed}$ ). If the calculated percentage exceeds 60%, then the student has earned all Title IV aid for the period.
- Apply the percentage completed to the Title IV aid awarded to determine the student's eligibility for aid prior to the withdrawal. ( $\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$ )
- Determine the amount of unearned aid to be returned to the appropriate Title IV aid program. ( $\text{Total Disbursed Aid} - \text{Earned Aid} = \text{Unearned Aid to be Returned}$ )

If the aid already disbursed equals the earned aid, no further action is required. If

the aid already disbursed is less than the earned aid, the College requests permission from the student for a late disbursement. If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.

- Return the Title IV aid, based on the type of aid disbursed, in the following order:
  - (1) Federal Direct Unsubsidized Stafford Loan
  - (2) Federal Direct Subsidized Stafford Loan
  - (3) Federal Direct PLUS (Parent) Loan
  - (4) Federal Pell Grant

Title IV funds are returned as soon as possible, but not later than 45 days after the date of withdrawal.

## STUDENT SERVICES

East West College provides a variety of services to its students. The staff is dedicated to helping students have a positive experience while attending the College. Information on services available to students, including the library, Campus Store, Student Lounge, Student ID card and liability insurance are provided in the East West College Student Handbook.

### DEAN OF STUDENTS

The Dean of Students helps students in a variety of ways, including understanding college policies, dealing with personal issues and non-academic policy violations, helping determine accommodations for students with disabilities, coordinating tutoring lists, keeping the campus security and safety report, and several other responsibilities described elsewhere in this catalog and the EWC Student Handbook.

**Understanding College Policies.** S/he helps students manage problems they encounter. This includes helping them

understand college policies, class schedules, course requirements and other academic matters.

**Personal Issues.** S/he also assists students with personal difficulties that arise during their massage education. While the Dean of Students provides short-term support for students, students who would benefit from counseling are referred to outside resources.

**Non-Academic Policy Violations.** The Dean also coordinates the investigation of non-academic policy violations as described elsewhere in this catalog.

**Students with Disabilities.** East West College is committed to providing equal educational opportunities for qualified students with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 and agrees to make reasonable accommodations in order to do so.

In order to provide such accommodations,

a student must self-disclose and provide documentation of a disability to the Dean of Students who works with the student to identify reasonable accommodations. The Director of Education manages the determination of reasonable accommodations and compliance with ADA.

**Tutoring.** Students who are experiencing academic difficulty or who have a diagnosed learning disability may be eligible for free tutoring. The tutoring must be completed with a tutor on the College's Approved Tutor List. This list as well as further information is available from the Dean of Students.

Those students who feel they would benefit from additional support in learning but do not qualify for free tutoring may schedule tutoring sessions with individuals on the EWC Approved Tutor List but they must make their own payment arrangements with that tutor.

**Campus Safety and Security.** Campus security and safety is an important feature of education and East West College is committed

---

to providing students a safe environment in which to learn and keeping students and employees well informed about campus security.

The Dean of Students has available by request a copy of the annual Campus Security Report. This report explains how the College reports and handles crime and emergency situations on or near College property. It also has information about crimes committed on or near campus during the last three years and describes the school's policies on campus security.

These goals are advanced by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 USC § 1092 (f). Additional information about safety and security is available in the EWC Student Handbook.

**Confidentiality.** The Dean of Students makes every effort to ensure your privacy and confidentiality. However, there may be cases in which s/he cannot guarantee confidentiality, such as the investigation of non-academic policy violations as outlined in the EWC Student Handbook, or as mandated by state and federal laws. There may also be occasions when student information is shared on an as-needed basis with other school staff or faculty, in support of your academic and/or non-academic progress. The Dean of Students can provide referrals to outside confidential resources upon request.

## REGISTRAR

The Registrar maintains student records, coordinates student requests for changes in enrollment status, and performs several other duties described elsewhere in this catalog and the EWC Student Handbook.

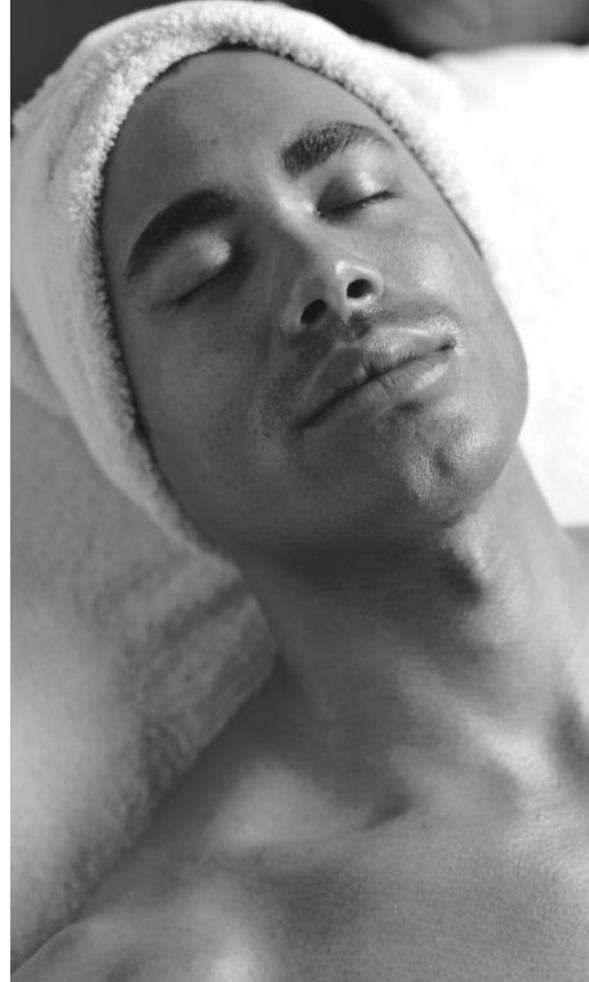
**Student Records.** The Registrar maintains student records in compliance with the Oregon Higher Education Coordinating Commission, the Commission on Massage Therapy Accreditation and the federal Family Educational Rights and Privacy Act (FERPA).

**Family Educational Rights and Privacy Act (FERPA).** FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA is summarized in the East West College Student Handbook.

- **Student Access to Files.** Students have the right to inspect and review their educational records and may schedule an appointment with the Registrar to do so.
- **Transcript Requests.** The College sends transcripts after receiving a request by students, former students and graduates who are in good financial standing with the College. Official transcripts are \$5.00 each.
- **Confidentiality of Records.** Student records are confidential and any information in them may not be released without the student's written permission. There are a limited number of cases where this does not apply. These include release to school officials with a legitimate educational interest, to specified officials for audit purposes, and to accrediting agencies. A complete list of situations in which records can be released without student consent is provided in the FERPA section of the East West College Student Handbook.
- **Directory Information.** Unless otherwise notified by the student, East West College may disclose without a student's consent directory information such as a student's name, telephone number and dates of attendance. Students who do not want directory information released must notify the Registrar.

## CHANGES IN ENROLLMENT STATUS

**Leave of Absence.** Students may request a leave of absence (LOA) from the College for a maximum of one academic quarter in any one 12-month period. The College reserves the right to grant leaves of absence at its sole discretion and, except in the case of unforeseen circumstances, will consider only



---

those requests for leaves of absence that are received prior to the requesting student's last date of attendance.

- **Procedure.** Before taking an LOA, the student must sign and date an official Leave of Absence Request form (available from the Registrar). The student must provide the reason for requesting the LOA and indicate their expected date of return to class. If unforeseen circumstances prevent a student from submitting a written and signed request before the start of the LOA, the College may still grant it if the College is able to document the unforeseen circumstances and receives the student's signed written request at a later date.
- **Approval Criteria.** A leave of absence may be granted at the sole discretion of the College if the College is able to determine that there is a reasonable expectation that the student will return to school following the LOA. If the College does not grant an LOA, the student must either register for and attend classes or withdraw from the program.
- **Financial Effects.** If the student is a recipient of Federal Financial Aid prior to the College granting the LOA, the student is informed in writing of the effects that the student's failure to return from an LOA may have on his/her loan repayment terms. These effects may include the exhaustion of some or all of the student's grace period. If the student has any outstanding financial obligations to the College, s/he must make appropriate arrangements with the Student

Accounts Representative, or his/her account may be sent to a collection agency.

- **Effect on Satisfactory Academic Progress.** If the LOA begins prior to the start of a term, there is no effect on the Satisfactory Academic Progress calculation. If a student begins an LOA after a term has started they are dropped from their current courses and there is no effect on the SAP calculation.
- **Return from Leave of Absence.** Upon the student's return from the LOA, s/he is permitted to continue the coursework s/he began prior to the LOA. If a student on LOA does not resume attendance on the date set forth on the approved LOA request, s/he will be withdrawn from the College.

**Withdrawal from the College.** Students who wish to withdraw from the College must speak with the Dean of Students. Upon a student's withdrawal, the Registrar completes a Withdrawal Form that includes a calculation of the percentage of classes attended based on the student's last date of attendance. The Student Accounts Representative then makes adjustments to the student's bill and the Financial Aid Director makes any necessary adjustments in the Financial Aid package.

Withdrawn students receive an adjusted bill indicating either the balance due or the amount of the refund. Refunds are processed within 40 days of the date of determination of the withdrawal. Students who have withdrawn must fulfill all financial obligations to the College to receive a transcript.

**Termination.** A student's enrollment with the College may be terminated for academic reasons as described in the "Academic Policies and Procedures" section of this catalog, or non-academic reasons, as described in the "Non-Academic Policies and Procedures" section of this catalog. If a student's enrollment has been terminated, s/he receives written notification from the Director of the College.

Upon termination of a student's enrollment, the Registrar completes a Withdrawal Form that includes a calculation of the percentage of classes attended based on the student's last date of attendance. The Student Accounts Representative then makes adjustments to the student's bill and the Financial Aid Director makes any necessary adjustments in the Financial Aid package. Dismissed students receive an adjusted bill indicating either the balance due or the amount of the refund. Refunds are processed within 40 days of the College making a decision to terminate a student's enrollment. Students who have had their enrollment terminated must fulfill all financial obligations to the College in order to receive a transcript.

**Re-entry.** A student who wishes to re-enter the College after withdrawal or termination must complete the admissions procedures as described in the "Admissions" section of this catalog. In addition, they must submit an essay outlining how they have addressed the issues leading to their previous withdrawal or termination. They are required to meet with the Dean of Admissions for their personal interview. The Dean of Admissions consults with the Director of Education in a review of the applicant's prior academic and non-academic record, to determine whether re-entry into the East West College program is appropriate. This review also includes a determination of any conditions that apply to the re-entry, such as retaking courses or reinstatement of probationary status.



# ACADEMIC POLICIES & PROCEDURES

---

## ATTENDANCE

Students are responsible for the material covered in their courses and are expected to attend all classes. Classes are scheduled in three-hour periods and students are expected to be present for the entire three-hour class. Late arrivals and early departures will count toward absences.

**Absences.** In cases of illness or emergency, a student may be unable to attend class as scheduled. These absences are excused if the student is able to provide documentation from medical, emergency or legal personnel. Absences for which documentation cannot be provided are unexcused absences. Students with a pattern of unexcused absences (more than 25% of the scheduled classes) will have their academic performance reviewed to determine whether continued enrollment in the course is appropriate. Students remain responsible for all content covered during excused and unexcused absences. Students who miss more than six classes in three-day-a-week courses, four classes in two-day-a-week courses, and two classes in one-day-a-week courses are required to make up those classes in order to receive a passing grade.

**Lateness.** A student who is between five and fifteen minutes late to or absent from class is marked "Late." Students with a consistent pattern of tardiness are required to meet with the Dean of Students and may be placed on non-academic probation.

**Half Absence.** A student who is more than fifteen but less than ninety minutes late to or absent from class is marked "Absent" for half the class.

**Make-ups.** If a student misses a quiz or exam due to an excused or an unexcused absence, s/he has three days from the date of return to school to complete a make-up quiz or exam.

Quizzes or exams that are not made up by this deadline receive a "0" score.

Students are required to make up any hours missed over the maximum permissible hours in any course. Make-up assignments will be placed in the student's mail folder and may include attending another section of the same course, completing additional assignments, or completing tutoring at their own expense.

A \$25 fee will be charged to the student account for make-up quizzes, exams or assignments. This fee will be waived in the case of excused absences, so long as the documentation of illness, injury or emergency is submitted within two weeks of the absence.

**Class Participation.** Students are expected to actively participate in classroom activities and complete course requirements as outlined on the course syllabus. Students with medical conditions that make them unable to perform any or all course requirements for one day should contact their course instructor about how to participate in class. Students with medical conditions that make them unable to perform any or all course requirements for more than one day must obtain documentation from a licensed primary care provider and meet with the Dean of Students to outline a plan for continued class participation. The Director of Education must give written approval to any modifications in course requirements due to medical conditions. Course instructors are not permitted to make ongoing exceptions to course requirements based on medical conditions.

**Clock Hours and Breaks.** A "clock hour" at EWC consists of 50 minutes of class time and 10 minutes of break time. Each three-hour class therefore consists of 150 minutes of class time and 30 minutes of break time. The instructor decides the distribution of this

break time, but the maximum length of any one break is 15 minutes.

**Cancelled Classes.** Classes are cancelled on official academic holidays and may be cancelled at other times due to instructor illness or inclement weather.

**Holidays.** Academic holidays are Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the two days after Thanksgiving.

**Instructor Illness.** If an instructor must miss a class because of illness or another emergency, a substitute teacher may be appointed, or the class may be cancelled. In the case of a cancellation, the Dean of Students will post a notice on the classroom door and attempt to notify students individually.



**Weather.** In case of inclement weather, East West College may cancel classes. Students should check flashalertportland.net or the EWC website, or call EWC at (503) 233-6500 for information on class cancellation. Information is available according to the following schedule: a decision for 8am classes is made by 6am, for 11:30am classes by 9:30am, for 3pm classes by 1pm and for 6:30pm classes by 4:30pm.

**Rescheduling Cancelled Classes.** If a class has been cancelled, the material from the cancelled class may be incorporated into subsequent classes or the class may be rescheduled. The decision to incorporate class material into remaining classes or reschedule the class is made jointly by the Director of Education and the course instructor. However, cancelled classes in excess of one in a 33-hour course, two in a 66- or 70-hour course and three in a 99- or 103-hour course must be rescheduled. Make-up classes are scheduled by mutual arrangement between the instructor and the students.

## ASSIGNMENTS

**Out-of-Class Assignments.** Students are expected to complete out-of-class assignments to support their learning process. Depending on the course, these assignments may include reading, writing, completing a project, receiving a professional massage or bodywork session, or practicing massage. The following policies apply to all out-of-class assignments.

- **Professional Behavior.** Students performing massage assignments, whether on or off campus, are subject to normal massage therapy standards of practice and to the Professional Conduct Policy and the Massage Policies and Procedures published in the EWC Student Handbook. These include, but are not limited to, using professional draping procedures, following communicable disease control procedures, using screening and documentation procedures, and practicing professional

ethics. Professional ethics includes the avoidance of any sexual activity, suggestion or language while carrying out such assignments.

- **Practicing Massage without a License.** According to Oregon law, students are not allowed to perform massage off campus unless the massage specifically fulfills an assignment for an EWC course. Students are also not permitted to refer to themselves by any term that could be interpreted to mean that they are acting as a licensed massage therapist.
- **Receiving Payment.** According to Oregon law, individuals who are not licensed as massage therapists are not permitted to receive any payment, including tips, for performing massage. Bartering for massage is also not legal.

**Late Assignments.** Assignment due dates and penalties for late assignments are described in each course syllabus. Late assignments are accepted without penalty only in the case of unavoidable emergency, as determined by the instructor.

## TESTS

In addition to assignments, each course uses quizzes and exams to assess whether students have met the course objectives.

**Written and Practical Quizzes and Exams.** Written tests require students to describe, outline, apply or identify the concepts taught in the course. Practical tests require students to demonstrate hands-on skills taught in the course. The course syllabi indicate when quizzes and exams are administered as well as the material that is covered on each of them. The course syllabi also outline how the quizzes and exams figure into the final course grade.

## Tardiness and Quizzes and Exams.

Students who are late to a class are not given extra time to take quizzes or exams in progress unless the instructor determines

that the tardiness was due to an unavoidable emergency. Their quiz or exam must be completed by the deadline that applies to students who were on time for class. Quizzes or exams that have already been completed by the time the student arrives for class are considered to be missed.

**Missed Quizzes and Exams.** If a student misses a quiz or exam, s/he has three days from the date of return to school to complete a make-up. Quizzes or exams that are not made up by this deadline receive a "0" grade.

**Make-up Written Quizzes and Exams.** Make-ups for written quizzes and exams can be taken in the Student Services Office during regular business hours.

**Make-up Practical Quizzes and Exams.** Make-ups for practical quizzes and exams must be completed with an approved instructor. Students should attempt to schedule these make-ups with their course instructor. If their course instructor is unavailable, students should contact the Dean of Students for assistance in scheduling the practical make-up with an alternate instructor.

## GRADES

Course grades are calculated using the course requirements and grade component information included in each syllabus, and generally include written and practical tests, homework assignments and classroom participation. All course grades are calculated on a percentage basis. Students who earn 90 - 100% of the course points available receive an A, which indicates excellent comprehension and performance of the course material. Students who earn 80% to 89% receive a B, which indicates a solid comprehension and performance of the course material. Students who earn 75-79% receive a C, which indicates a minimum acceptable comprehension and performance. Students who earn less than 75% receive a NP (no pass), which indicates

they have not met the minimum standards in comprehension and/or performance. East West College does not issue plus (as in A+), minus (as in A-) or D grades.

**Grade Reports.** The Registrar mails final grade reports to students on or before Friday of week 13 of each academic quarter. Students who believe their grade report is incorrect should contact the Dean of Students to review the grade calculation. Assignments or assessments that have been incorrectly recorded will be changed if the student is able to provide evidence of the error. If the grade calculation shows missing assignments or assessments, students can file an academic appeal to complete the missing work as described in the “Academic Appeals” section of this catalog.

**Challenge Exams.** The Director of Education reviews grades for students who fail the written or practical portion of a course. Based on this review, the student may be permitted to take a comprehensive challenge exam, which covers all of the material in the course.

**Procedure.** The Dean of Students contacts students eligible to take challenge exams at the end of each academic quarter. The Dean of Students administers written challenge exams and arranges for an instructor other than the student’s regular instructor to administer practical challenge exams.

**Deadline.** Challenge exams must be completed prior to the start of the next academic quarter.

**Results.** Results are available from the Dean of Students the next business day after the challenge exam is taken.

## COURSE EVALUATIONS

Students can provide formal written feedback about courses and instructors on the EWC Course Evaluation form, distributed at the

end of the quarter in each course. Students who want to provide more immediate feedback are encouraged to speak directly with their instructor or to contact the Dean of Students.

## CLOCK HOURS

One clock hour is defined as a minimum of 50 minutes of instruction during a 60-minute period.

## ACADEMIC CREDITS

For the purposes of federal financial aid, East West College’s massage therapy program is considered to be a credit hour program. One academic credit hour is equal to ten clock hours of lecture, 20 clock hours of lab or 30 clock hours of externship.

## SATISFACTORY ACADEMIC PROGRESS

Students must demonstrate that they are making Satisfactory Academic Progress (SAP) toward the successful completion of their program of study. SAP consists of both a qualitative and a quantitative component, and is measured at the end of each term.

**Grade Point Average (Qualitative Progress).** Students must maintain a minimum cumulative grade point average (GPA) according to the following scale:

Cumulative Credits Attempted	Minimum Cumulative GPA
3 - 11	1.75
11.1+	2.00

**Credit Completion Ratio (Quantitative Progress).** Students must maintain a minimum credit completion ratio (CCR). This means that students must earn a passing grade (A, B, or C) in a given percentage of the credits attempted according to the table below:

Cumulative Credits Attempted	Minimum Cumulative CCR
3 - 11	50%
11.1+	67%

**Maximum Time Frame.** Students must complete their academic program within its maximum time frame (MTF), defined as 150% of the published length of their program. The 800-hour program is 44 credits; therefore, the program must be completed with no more than 66 credits attempted.

## Satisfactory Academic Progress

**Review.** East West College reviews each student’s academic progress at the end of every term. Students who meet the College’s standards for both qualitative progress (GPA) and quantitative progress are determined to be making SAP. In conducting this review, the College takes into consideration:

- **Courses dropped in weeks 1 and 2** of the academic quarter appear as DRP (Drop) on the transcript, but are not counted as credits attempted, and do not affect the GPA.
- **Courses dropped in weeks 3 through 8** of the academic appear on the transcript with a grade of W (Withdrawn). Courses with a grade of W count as credits attempted and do affect the GPA. They affect both the qualitative and quantitative SAP measurement. (See Course Add or Drop, p. 23.)
- **Courses dropped in weeks 9 through 12** of the academic quarter appear on the transcript with a grade of WF (Withdrawn/Fail). Courses with a grade of WF count as credits attempted and do affect the GPA. They affect both the qualitative and quantitative SAP measurement.
- **No Pass grades.** Courses with a grade of NP (No Pass) count as credits attempted and affect the GPA. They affect both the qualitative and quantitative SAP measurement.
- **Repeated courses.** Students who repeat a course have their GPA recalculated to include only the highest grade received for the course. The quantitative SAP measurement includes both the initial credit hours attempted and the repeated credit hours attempted.

- **Transfer credits.** Transfer credits that have been awarded are included in the calculation of credits attempted and earned, but do not affect the GPA.

**Academic Warning.** Students who do not meet the College’s standards for either qualitative or quantitative progress are placed on academic warning for one term. They receive a letter from the Registrar informing them of their academic warning status and reminding them of the SAP standards. Students in academic warning status are expected to take corrective action to meet the SAP standards by the next SAP review. Students who meet the SAP standards at the next SAP review have the academic warning lifted. Students who do not meet the SAP standards at the next SAP review are placed on academic probation.

**Academic Probation.** Students who do not meet the SAP standards at the end of the academic warning period are placed on academic probation. They receive a letter from the Registrar informing them that they must meet the SAP standards by the next SAP review, or file an appeal of their SAP status within a week of receiving the letter from the Registrar and have that appeal approved. If they meet the SAP standards by the next SAP review, they will be removed from academic probation. If they do not meet the SAP standards by the next SAP review but their appeal is approved, they will remain on academic probation until they meet the SAP standards. If they do not meet the SAP standards by the next SAP review, and their appeal is not approved, they are not eligible to remain in the program.

**Financial Aid Warning.** Students who do not meet the College’s standards for either qualitative or quantitative progress are placed on financial aid warning for one term. They receive a letter from the Registrar informing them of their financial aid warning status. Students remain eligible for financial aid while they are in the financial aid warning status.

Students in financial aid warning status are expected to take corrective action to meet the SAP standards by the next SAP review. Students who meet the SAP standards at the next SAP review have the financial aid warning lifted. Students who do not meet the SAP standards at the next SAP review are placed on financial aid probation.

**Financial Aid Probation.** Students who do not meet the SAP standards at the end of the financial aid warning period are placed on financial aid probation. They receive a letter from the Registrar informing them that they are not eligible to receive financial aid funds, unless they file an appeal of their SAP status and that appeal is approved. If the appeal is approved, students may continue to receive financial aid funds so long as they meet the conditions of the academic plan. If the appeal is not approved, students are not eligible for further financial aid funds until they meet the SAP standards. Once the student meets the SAP standards, financial aid probation is removed.

**Appealing SAP Status.** A student must file an appeal of SAP status with the Director of Education within one week of receiving notification of being on academic probation or financial aid probation due to not meeting SAP standards. This appeal must include: an explanation of the factors leading to the student not meeting the SAP standards; a discussion of the steps the student will take to improve their academic standing; and an academic plan developed in consultation with the Dean of Students that, if followed, will ensure the student is able to meet the SAP standards by the end of the program. Students receive written notification of the outcome of their appeal within one week

## **ACADEMIC PROBATION AND DISMISSAL**

**Academic Probation.** Students may be placed on academic probation for a variety of reasons, including:

- Not meeting SAP standards.

- Receiving more than one “no pass” in any one course.
- Receiving a “no pass” in three or more courses during their program
- Dropping multiple courses.
- Any other actions that indicate a pattern of academic difficulty.

A student who is placed on academic probation receives a letter from the Registrar stating that they have been placed on academic probation and specifying the following:

- The length of the probationary period.
- Any conditions that must be met during the probationary period.
- What s/he must do to be removed from academic probation and what happens if s/he does not meet its conditions.

At the end of a probationary period, the student’s academic record is reviewed. Those students who have met the conditions associated with their academic probation have it lifted.

**Academic Dismissal.** Students who have failed to meet the conditions of academic probation at the end of their probationary period have their enrollment in the College terminated.

## **ACADEMIC APPEALS**

Students who have mitigating circumstances such as death in the family, serious illness, or injury may appeal any academic policy or procedure (such as make-up fees, homework deadlines, grades, etc.).

Academic Appeal forms are available from the Dean of Students, and must be submitted within two weeks of the date of the event being appealed. Academic Appeals are reviewed by the Director of Education. Students receive written notification of the outcome of their appeal, typically within one week of the date of their appeal. Students should continue to attend classes and complete course requirements while their appeal is pending. Decisions of the Director of Education are final.

# NON-ACADEMIC POLICIES AND PROCEDURES

---

East West College's non-academic policies and procedures are designed to foster a comfortable and professional learning environment.

Students who fail to adhere to any of the campus policies may be placed on non-academic probation or dismissed from the College.

## PROFESSIONAL CONDUCT

East West College is a professional school. As such, students, faculty and staff are expected to maintain high standards of professional conduct as outlined in the East West College Student Handbook. These standards include prohibitions against verbal, physical, sexual and/or any other type of harassment as well as drug or alcohol use on campus or during off-campus assignments. Students who fail to adhere to any of the standards of professional conduct may be placed on non-academic probation or dismissed from the College.

## PROFESSIONAL ETHICS

East West College expects the highest standards of ethics on the part of students and teachers. EWC has adopted for use the Oregon Board of Massage Therapists Standards and Objectives of Professional Conduct (Oregon Administrative Rule 334-030-0005). These standards are printed in the East West College Student Handbook.

Students are required to adhere to these ethical standards while on campus, when performing any out-of-class assignments for College courses, or when representing themselves as an East West College student in any other way. Students who fail to follow any of the standards of professional ethics may be placed on non-academic probation or dismissed from the College.

## SEXUAL HARASSMENT

East West College prohibits sexual harassment by College employees and students during any activity associated with the College. Sexual harassment is defined as any unwelcome sexual

advance, request for sexual favors, and/or verbal, visual or physical conduct of a sexual nature.

Violations of this policy may result in disciplinary action up to and including dismissal from the College. Any student who believes this policy has been violated should report the problem to the Dean of Students who follows the Non-Academic Policy Violations procedure outlined in this East West College Catalog and the EWC Student Handbook. If the complaint involves the Dean of Students, it should be reported to the Director of Education.

The results of the investigation are presented to the complainant, and when determined by the College to be appropriate, to the person accused.

## NON-DISCRIMINATION

East West College does not discriminate based on race, gender, marital status, religion, nationality, age, disability, sexual orientation, creed, ethnic origin, or any other status protected by law.

Any applicant or student who believes an East West College faculty or staff member has discriminated against him or her may file a complaint with the Dean of Students or the Director of Education. Any East West College staff or faculty member who has been found to have engaged in discriminatory behavior is subject to disciplinary action by the College up to and including dismissal from the College. This policy also applies to any East West College employee. The policies and procedures in place to deal with such situations are described in the East West College employee handbook.

Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commission of the Bureau of Labor and Industries.

## CONFLICT RESOLUTION

East West College encourages students, teachers and staff members to manage conflicts

by meeting individually with the involved person(s) in a spirit of cooperation and trying to resolve the issues. If this does not succeed, however, the involved parties should use the conflict resolution procedure described in the East West College Student Handbook.

## NON-ACADEMIC WARNING, PROBATION AND DISMISSAL

### Non-Academic Policy Violations.

Individuals who wish to file a complaint about a student who may be violating any of the non-academic policies (including Campus Policies, Professional Conduct, or Professional Ethics) should contact the Dean of Students. The Dean of Students meets with that individual to take and record their statement. The Dean of Students then meets with the person about whom the complaint was filed to obtain his/her statement about the possible violation. If necessary, the Dean of Students may interview other individuals (including teachers, staff or students) in the investigation of the complaint.

The Dean of Students begins to investigate all complaints within five business days. The nature of the concern or complaint may have to be disclosed to witnesses, to persons who may have pertinent information, to persons involved in the matter such as any person accused of wrongdoing, and/or to persons or entities determined by the College to have a legitimate interest in being informed. Any such disclosure takes into consideration issues of confidentiality. However, confidentiality cannot be guaranteed.

The Dean of Students meets with the Director of Education to present the information gathered at these meetings, plus any additional available evidence about the situation. The Director of Education determines whether to dismiss the complaint, place the student on non-academic probation, or make a recommendation to the EWC Oversight Committee to dismiss the

student from the College. The EWC Oversight Committee is made up of the Directors of the College and its departments.

**Non-Academic Warning.** A non-academic warning is a written notice to the student that they have violated a massage practice or other non-academic policy. The warning is intended to ensure that the student is aware that the violation has occurred and delineates the steps to be taken to prevent additional infractions. Further violations will result in the student being placed on Non-Academic Probation.

**Non-Academic Probation.** Students may be placed on non-academic probation for a variety of reasons including:

- Violation of any non-academic policies including massage practice, campus, or professional conduct policies
- Non-adherence to Professional Ethics standards
- Refusal to participate in the Conflict Resolution procedure
- Any other action or series of actions deemed by the College to indicate a pattern of non-academic difficulty

A student may be placed on non-academic probation without having received a prior non-academic warning. This determination will be made by the Director of Education in consultation with the Dean of Students based upon the circumstances and the severity of the violation.

Students who are placed on non-academic probation receive a letter from the Director of Education or the Dean of Students stating:

- The reason
- The length of the probationary period
- Any conditions that must be met during the probationary period
- What happens if the student does not meet those conditions
- What the student must do to be removed from probation

Reported violations of the conditions of the probation during the probationary period will be investigated and may result in further action. This action may include, but is not limited to, extension of the probationary period, the addition of other restrictions or conditions to the probationary agreement, and dismissal.

At the end of the probationary period, the student's non-academic record is reviewed by the Director of Education. Based on that review, the probation is lifted, the probation is extended, or it is recommended to the EWC Oversight Committee that the student be dismissed from the College.

Non-academic probation does not affect a student's federal financial aid eligibility.

**Non-Academic Dismissal.** The Director of Education may make a recommendation to the EWC Oversight Committee to dismiss a student from the College if s/he has committed a substantial violation of the EWC Non-Academic Policies, or has been on non-academic probation, and has not met the conditions of probation during the probationary period.

The EWC Oversight Committee may decide to place the student on non-academic probation or extend the period of non-academic probation, terminate the student's enrollment in the College and allow him/ her to apply for re-admittance after having met specific conditions, or terminate his/ her enrollment in the College without any possibility of re-admittance. The decision of the Oversight Committee is final.

### **DRUG AND ALCOHOL ABUSE**

It is the policy of the College to provide a safe, healthy and productive educational and work environment for its students and employees. This policy complies with the federal Drug-Free Schools and Communities Act and the federal Drug-Free Workplace Act. For complete information, see the East West College Student Handbook.

### **COMPLAINT PROCEDURE**

Students aggrieved by an action of the College should attempt to resolve the problem with the appropriate school official(s).

**Oversight Committee.** If the resolution is not achieved, the student may file a written complaint with the Oversight Committee who will investigate it and communicate their decision to the student in writing within thirty (30) days.

Should this procedure fail, students may contact:

- **Private Career Schools Licensing Unit  
Higher Education Coordinating Commission**  
255 Capitol Street NE, Third Floor  
Salem, OR 97310  
Phone (503) 947-5751

After consultation with appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-001 through 715-045-210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023.

**COMTA.** Students may also file a complaint with the Commission on Massage Therapy Accreditation (COMTA) by obtaining a COMTA Complaint Form from the Dean of Students and submitting it to:

- **Commission on Massage Therapy  
Accreditation**  
2101 Wilson Blvd, Ste 302  
Arlington, VA 22201  
Phone (202) 888-6790

# GRADUATION & LICENSING

---

## GRADUATION

To graduate from East West College, you must have passed the required program courses and fulfilled all of your financial obligations with the College. If you received Title IV funding, you also have to complete a Financial Aid exit counseling meeting. All East West College graduates receive a diploma identifying their accomplishment. Graduation ceremonies are held in the second week of the spring quarter for fall and winter quarter graduates and in the second week of the fall quarter for spring and summer quarter graduates.

## LICENSING REQUIREMENTS

Massage licensing requirements vary from state to state. Below are the Oregon and Washington requirements and those for other states can be found online at sites such as [massagetherapy.com](http://massagetherapy.com) or [amtamassage.org](http://amtamassage.org).

### Oregon

- Complete an educational program

approved by the Oregon Board of Massage Therapists (the East West College 800-hour Massage Therapy Program is approved).

- Pass the Massage & Bodywork Licensing Exam (MBLEx) given by the Federation of State Massage Therapy Boards (FSMTB).
- Pass the Oregon Massage Board law exam.
- Be certified in Cardiopulmonary Resuscitation (CPR).
- Pass a fingerprint background check.

### Washington

- Complete an educational program that meets the Washington Board of Massage educational requirements.
- Pass the Massage & Bodywork Licensing Exam (MBLEx) given by the Federation of State Massage Therapy Boards (FSMTB).
- Complete a four-hour course in HIV/ AIDS education.
- Be certified in First Aid and Cardiopulmonary Resuscitation (CPR).
- Pass a fingerprint background check.

Oregon and Washington may institute other requirements that postdate the publication of this catalog, so you should check their websites at [www.oregon.gov/OBMT](http://www.oregon.gov/OBMT) and [www.doh.wa.gov/licensing.htm](http://www.doh.wa.gov/licensing.htm). Other states and local municipalities have their own requirements and the East West College Admissions Department can provide information on them. You are responsible for determining that your East West College program will meet the requirements of the area where you want to practice.

## COMPLETION AND PLACEMENT

The Student-Right-to-Know and Campus Security Act of 1990 (34 CFR 668.45) requires colleges to disclose to all current and prospective students the completion rate for certificate-seeking, full-time, first-time undergraduate students. This information is updated annually and published in the East West College Student Handbook.

# ALUMNI SERVICES

---

## PLACEMENT ASSISTANCE

East West College offers its graduates help with job placement and volunteer opportunities. This assistance includes but is not necessarily limited to:

- Students and graduates can meet individually with the Alumni Services Coordinator for help with job search techniques, resume writing and interview techniques.
- The Alumni Services Coordinator also provides support and referrals to individuals wishing to work as independent contractors or to start their own businesses.
- East West College regularly receives job listings, space rental listings and volunteer requests. These listings, including information about how to apply, are available to graduates at the College and via email.
- The College also maintains a referral list, for

members of the general public who are looking to work with licensed massage therapists who are graduates of the school. East West College does not guarantee that its graduates will find employment, but it encourages them to make use of all of these placement assistance resources as they develop their massage therapy practices.

## CONTINUING EDUCATION

Throughout the year, East West College hosts a wide variety of continuing education seminars and workshops focusing on massage and bodywork taught by highly qualified instructors who provide excellent graduate-level instruction. The schedule is available on the East West College website, as well as in a continuing education flyer that is available at the College. East West College alumni in good standing are eligible

for a 10% discount on many of the continuing education courses offered at the College.

## PROGRAM ELECTIVES

All alumni in good standing can register for 33-hour elective courses at a 50% discount on a space available basis. This is a great way for alumni to complete state continuing education requirements, learn new skills and stay connected to faculty and current students. To register, contact the Dean of Admissions.

## CAMPUS STORE

All alumni in good standing receive a 10% discount on purchases of massage supplies in our Campus Store. Our Store carries an extensive line of massage lotions and oils, in addition to bolsters, face cradle covers, massage tables, and massage accessories. The Store is also happy to handle special orders.

# ACADEMIC CALENDAR

---

## **Fall Quarter 2018:**

**October 1 – December 22**

Monday, October 1	First Day of Classes for New Students
Monday, October 1	First Day of Classes for Returning Students
Sunday, October 14	Spring and Summer Graduation
Saturday, November 3	Graduation & Licensing Review (Clinic students)
Monday, November 12	Registration for Winter Quarter Begins
November 22-25	Thanksgiving (Academic Holiday)
Saturday, December 22	Last Day of Classes
December 23 - January 1	Break

---

## **Winter Quarter 2019:**

**January 2 – March 23**

Wednesday, January 2	First Day of Classes for New Students
Thursday, January 3	First Day of Classes for Returning Students
Saturday, February 2	Graduation & Licensing Review (Clinic students)
Monday, February 18	Registration for Spring Quarter Begins
Saturday, March 23	Last Day of Classes
March 24-29	Break

---

## **Spring Quarter 2019:**

**March 30 – June 21**

Saturday, March 30	First Day of Classes for New Students
Monday, April 1	First Day of Classes for Returning Students
Sunday, April 7	Fall and Winter Graduation
Saturday, May 4	Graduation & Licensing Review (Clinic students)
Monday, May 13	Registration for Summer Quarter Begins
Monday, May 27	Memorial Day (Academic Holiday)
Friday, Jun 21	Last Day of Classes
June 22 - July 1	Break

---

## **Summer Quarter 2019:**

**July 2 – September 23**

Tuesday, July 2	First Day of Classes for New Students
Wednesday - Friday, July 3-5	Fourth of July (Academic Holiday)
Monday, July 8	First Day of Classes for Returning Students
Saturday, August 10	Graduation & Licensing Workshop (Clinic students)
Monday, August 19	Registration for Fall Quarter Begins
Monday, September 2	Labor Day (Academic Holiday)
Monday, September 23	Last Day of Classes
September 24-27	Break

# ACADEMIC CALENDAR

---

## **Fall Quarter 2019: September 28 – December 21**

Saturday, September 28	First Day of Classes for New Students
Monday, September 30	First Day of Classes for Returning Students
Sunday, October 13	Spring and Summer Graduation
Saturday, November 2	Graduation & Licensing Review (Clinic students)
Monday, November 11	Registration for Winter Quarter Begins
Thursday – Sunday, November 28–December 1	Thanksgiving (Academic Holiday)
Saturday, December 21	Last Day of Classes
December 22 - January 3	Break

---

## **Winter Quarter 2020: January 4 – March 28**

Saturday, January 4	First Day of Classes for New Students
Monday, January 6	First Day of Classes for Returning Students
Saturday, February 8	Graduation & Licensing Review (Clinic students)
Monday, February 17	Registration for Spring Quarter Begins
Saturday, March 28	Last Day of Classes
March 29 - April 5	Break

---

## **Spring Quarter 2020: April 4 – June 26**

Saturday, April 4	First Day of Classes for New Students
Monday, April 6	First Day of Classes for Returning Students
Sunday, April 19	Fall and Winter Graduation
Saturday, May 9	Graduation & Licensing Review (Clinic students)
Monday, May 18	Registration for Summer Quarter Begins
Monday, May 25	Memorial Day (Academic Holiday)
Friday, Jun 26	Last Day of Classes
June 27 - July 5	Break

---

## **Summer Quarter 2020: July 1 – September 25**

Wednesday, July 1	First Day of Classes for New Students
Friday - Sunday, July 3-5	Fourth of July (Academic Holiday)
Monday, July 6	First Day of Classes for Returning Students
Saturday, August 8	Graduation & Licensing Workshop (Clinic students)
Monday, August 17	Registration for Fall Quarter Begins
Monday, September 7	Labor Day (Academic Holiday)
Monday, September 25	Last Day of Classes
September 26-29	Break



**EAST WEST COLLEGE**  
**of the HEALING ARTS**

A Professional School of Massage and Bodywork

525 NE Oregon St. Portland, Oregon 97232  
Phone: 503.233.6500 / [www.eastwestcollege.edu](http://www.eastwestcollege.edu)