

Massage Therapy Welcome Packet Spring 2008

**Swedish
Institute**
College
of Health
Sciences

Acupuncture
Massage Therapy
Personal Training

Welcome

On behalf of the Student Advisory Council and the Swedish Institute administration, we have created this packet to help you along during your time here at the Swedish Institute. We hope you find it to be a useful and valuable resource. It has been organized by students for students based on our collective personal experiences.

Work hard, have fun and good luck!!!

(Oh yeah, and practice, practice, practice...)

Spring 2008

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Swedish Institute Sponsored Scholarships

The Swedish Institute scholarship fund honors the following individuals who were connected with the Institute in different ways. Patricia J. Eckardt, former President and Director of the Institute, was a remarkable woman and a great humanitarian who dedicated herself to the Swedish Institute and the field of massage therapy for more than 30 years. Richard G. Gilbert was a man who devoted more than 40 years of his life to the field of education and, during his lifetime, was a friend and benefactor of the Swedish Institute. Jennifer A. Plumhoff was a long-time faculty member who was instrumental in the development of the Off-Site Internship program. She was dedicated to bringing the benefits of massage therapy to the community.

Eligibility Criteria

These scholarships are open to all massage therapy students who:

- Have completed at least 30.5 credits at the time of application.
- Have a grade point average of at least 3.0.
- Have completed the FAFSA (Free Application for Federal Student Aid) even if the student does not intend to use financial aid.

This scholarship is a tuition credit. A student is no longer eligible if their tuition for the entire program has been paid.

Evaluation Criteria

Applications will be judged on the following criteria:

- Evidence of commitment to the profession and overall professionalism as observed in school: e.g., willingness to support others, positive presence in the classroom and professional interactions.
- Content of the essay including clear thought process, creativity and expression of ideas, and overall writing skills.
- Evidence of research, including bibliography.
- Academic achievement at the Swedish Institute.
- Financial need.

Additional Sources for Educational Funding

The following is a list of additional sources for educational funding:

The Foundation Center, 79 Fifth Avenue, 2nd.Floor, NY, NY, 212-620-4230. Research library specifically for grants and scholarships.

New York State Regents Professional Opportunity Scholarships- Awards range from \$1000 - \$5000 per year. For students who are economically disadvantaged and/or members of a minority group historically underrepresented in a given profession. **The deadline for 2008 is May 1st.** www.highered.nysed.gov/kiap/scholarships/pos.htm.
518-486-1319

American Specialty Health- Awards up to \$1000 to students of massage therapy after they have completed their first year of school. www.ashproviders.com

www.college-scholarships.com – Has a comprehensive listing of scholarship resources.

www.free-4u.com – Also a good source for additional listings by state as well as category such as women, race/ethnicity/religion, military, etc.

Academic Support Services

It is not unusual for students to find the academic work challenging. Because of this, we have put into place various support services to assist you. It is in your best interest to seek out these services as soon as you start to experience difficulties. Ushasi Thompson, the Director of the Office of Academic Support Services, is available to assist you. She can provide academic advising as well as set you up with a tutor. She has regular office hours posted on her office door on the 6th floor.

Currently enrolled advanced students, as well as graduates, are available through the **Tutoring Program** to assist those students who may need additional help with their class work. Tutoring request forms are available at the reception area. Just pick one up, fill it out, leave it for Ushasi and she will contact you. Or, you can call Ushasi directly at 212-924-5900, extension 133.

As well, Ushasi offers free seminars covering various aspects of study techniques. Currently, there are 3 offerings: **Study Skills** focuses on topics such as memory techniques, good note-taking skills, time management and test taking tips. **Learning Styles** assesses how a student best learns using auditory, visual and kinesthetic modalities. **Test Taking - a Holistic Approach** concentrates on how best to prepare your body, mind and spirit for successful completion of mid-term and final exams. Course dates and times are distributed by brochure early in the semester. Sign up is at the reception area.

Time Management

Time management is crucial to progressing through the program without undue stress. For those students who are in school full time and work full time, this skill is all the more imperative. Class time, study/practice time and work **will** consume your time. Many students study while on the subway; some tape classes so they can listen to lectures while they ride; some make flash cards to review. Making a schedule and keeping it will help you make the best use of your time. Remember - your classmates are your best resource for help and helpful suggestions; together you can strategize about how to make your time work best for you.

Professional Organizations and Resources

Check out the following organizations for student membership and professional subscriptions:

- **The American Massage Therapy Association**
www.amtamassage.org
(The school recommends The American Massage Therapy Association for its overall positive impact on the growth and credibility of our profession as well as for the benefits and membership; includes subscription to Massage Therapy Journal.)
- **Associated Bodywork and Massage Professions (ABMP)**
www.abmp.com
- **Association of Bodywork Therapies of Asia (AOBTA)**
www.aobta.org
- **Massage Magazine**
www.massagemagazine.com

Also, take a look at the Swedish Institute's website for links to many other helpful organizations such as AMTA Foundation, Touch Research Institute and Massage Therapy Journal just to name a few. www.acuxo.com is a website that is helpful in reference to Eastern material. It's not an organization, but you may find it handy as another study tool.

Discounts

Here is a list of venues in the area that offer student discounts when you show your student ID card.

Restaurants

<u>26th Street</u>	
Subway	10%
175 W. 26 th Street (bet. 6 th & 7 th Aves.)	
<u>7th Avenue</u>	
Ranch One	10%
Corner of 28 th & 7 th Avenue	
Rosa's Pizza & Manhattan Heroes	10%
168 W. 27 th Street & 7 th Avenue	
Dunkin' Donuts	10%
289 7 th Avenue (bet. 26 th & 27 th Streets)	
City Food Bar	10%
275 7 th Avenue (bet. 25 th & 26 th Streets)	

- Ciao Bella Napoli** 10%
Italian Cuisine & Pizzeria
257 7th Avenue (bet. 24th & 25th Streets)
- Chelsea Gourmet Deli** 10% Lunch
259 7th Avenue (bet. 24th & 25th Streets)
- BBQ Chicken** 10%
237 7th Avenue (bet 23rd and 24th Streets)
- Taco Express** 10%
225 7th Avenue (bet. 23rd & 24th Streets)
- Chelsea Papaya** 10%
23rd & 7th Avenue
- 8th Avenue**
- Song Kran Thai Cuisine** 10%
330 8th Avenue (bet. 26th & 27th Streets)
- McDonald's** 10%
8th Avenue (bet. 26th & 27th Streets)
- Luigi's Pizza** 10%
304 8th Avenue @ 25th Street
- Pita Pan Café** 10%
8th Ave. (bet. 23rd & 24th Streets)
- 23rd Street**
- Pita Hut** 10%
225 W. 23rd Street (bet. 7th & 8th Aves.)

Fitness, Yoga, Miscellaneous

- Bikram Yoga**
250 W. 26th Street (bet. 7th & 8th Aves.)
One week of unlimited classes for \$20 for first visit
- Universal Force Healing Yoga Center**
7 W. 24th Street (bet. 5th & 6th Aves.)
5 classes for \$80, 10 classes for \$150, unlimited monthly pass for \$200 (15% off)

NYC Department of Parks & Recreation, Chelsea Recreation Center
\$75/year Membership
430 W. 25th (bet. 9th & 10th Avenues)
212-255-3705
www.nycgovparks.org - Click on Recreation Centers

Phoenix Fitness Club In Chelsea \$50/month with one time \$100 initiation fee
127 W. 25th St. (bet. 6th & 7th Avenues), 212-206-7011

David Barton Gym
215 W. 23rd (bet. 7th & 8th Aves.)
212-414-2022
Must show part-time or full-time schedule.

<u>Part-Time Students</u>	<u>Full-Time Students</u>
\$0 Enrollment	\$125 to join
5 or more students will receive special monthly group rate.	\$ 79 per month

McBurney YMCA \$63/month
125 W. 14th (bet. 6th & 7th Avenues)
212-741-9210 Must show schedule with at least 12 credits & I.D.

AB Hair Salon 10%
304 8th Avenue (bet. 25th & 26th Streets)
212-206-0268

Grades on the Web

To access your grades on-line, follow these instructions:

- Go to our website at www.swedishinstitute.edu
- At the top of **Home Page**, click **Massage Therapy**
- In the left column, click on **Current Students**
- In the left column, click on **Grades**
- In the center of the page, click on **Access Your Grades** (Note: If this line is not visible, it means that grades are not currently available.)
- Follow the instructions. Password is “**handson**”
- Click **Submit**
- Look for your student ID # within the ranges provided.

Electronic Bulletin Board

The electronic bulletin board has lots of useful information and can be accessed from any computer with Internet access. You will find schedules for practice sessions, information and directions for off-site internships, information about career nights and

other special events and much more. To access the electronic bulletin board, follow these steps:

- Go to www.swedishinstitute.edu
- Click on **Massage Therapy**
- In left column click on **Current Students**
- In left column click on **Bulletin Board**
- Type in password: **handson**
- Click on **Submit** (It will not work if you use the enter key on your keyboard!)

Hands-On and Lecture Classes

Hands-On (uniform is needed)

Introduction to Eastern Bodywork and Theory (combination lecture and hands-on)
Swedish I
Palpation (see syllabus for required dress)
Shiatsu I
Swedish II
Tools of Assessment
Shiatsu II
Assessment
Advanced Western Techniques
Clinic III
Electives
Complementary Techniques

Lecture

Professional Development & Ethics
Anatomy & Physiology I
Myology & Kinesiology
Neurology
Anatomy & Physiology II
Pathology I
Pathology II
Applied Topics in A & P
Clinical Strategies
Professional Development V

Frequently Asked Questions

(Answers provided by the Swedish Institute Administration)

Is it possible to have individual lockers? Showers?

Our location in midtown Manhattan provides great convenience, but also puts a premium on space, so our available space is somewhat limited. Between that and fire regulations, we unfortunately don't have room for some facilities we would like to provide and which we know would be more convenient, such as individual lockers. So we encourage you to use a locker as needed while you are at school, but to please take your belongings with you when you leave. Likewise, showers are not presently feasible between space and plumbing constraints.

Why can't August graduates take the August Licensing Exam?

NY State offers the Massage Therapy Licensing Exam only twice a year (January and August). They have not been willing to change that for budgetary reasons and

also because there are many NYS schools with many different schedules and graduation dates. NY State regulations require that students have graduated from a registered program at least 30 days prior to the licensing exam. The Spring semester ends too late to qualify those students for the August exam and there is no way for us to change our school schedule to end that semester earlier. With three graduation dates per year and only two examination dates, inevitably some groups will wait longer than others to take the exam no matter how we were to rearrange our scheduling. In the past we have worked with other schools to lobby/encourage the State to add a third date, move the dates they have, or change to computerized testing. They have not wanted to change for reasons stated above.

Many students report that a longer wait is actually helpful in providing extra time to study. We have seen no statistical difference in success rates related to the time of graduation/length of waiting time for the exam. (Our students' success rate on the State Licensing Exam has consistently been the best of any school in the state.)

In the time period between graduation and taking the State Board, a graduate may work legally under a limited permit. A limited permit can be obtained from New York State, if a licensed massage therapist signs it and agrees to provide on-site supervision when the graduate is working. You will receive more information about the limited permit in class during your last semester before graduation. You can also log onto the NYS web site to get more information: (www.op.nysed.gov/massage.htm).

Where can I find/purchase appropriate white pants?

White “uniform” pants can be purchased at any uniform store that sells nursing uniforms, Kmart, the GAP or shops that carry martial arts clothing (try Chinatown).

Can students get health insurance through the school?

Students can find very reasonable rates for individual student health insurance through the American College Student Association www.acsa.com and through the Sentry Student Security Plan www.ejsmith.com. See additional health insurance information in the Referrals Table in the back of this booklet.

Why is the temperature inconsistent from classroom to classroom?

Each floor has its own thermostat, but being an old building, the heat and AC are delivered inconsistently from room to room (usually the further from the source, the less steam or cool air). However, instructors can regulate temperature to some extent by opening and closing windows and vents, and by turning radiators on and off. Please inform your instructor if the temperature in your classroom becomes uncomfortable.

Can classrooms be used for unsupervised practice?

Because the school's insurance company does not cover unsupervised practice, we have arranged a schedule of practice sessions when instructors are present to supervise. Check the bulletin boards for scheduling.

Can more comfortable chairs or cushions be provided?

We have explored this request extensively and have not been able to find a feasible, affordable solution. Most chairs that have cushioned seats do not fold up. We need chairs to fold to accommodate hands-on and lecture classes. We looked for durable cushions and could not find affordable cushions that would withstand such a high level of use. There are also the problems of storage, and of cushions reducing the space between seats and desk.

What is a good source for information about purchasing massage tables?

We asked the faculty to give students feedback and advice on purchasing tables. You can find a binder containing this information in the library. Just ask the librarian.

Can I review my final exams to see what I got wrong?

Anyone who fails a final exam is welcome to make an appointment with the Dean's office to review the final exam (call Claudia at ext. 114 to schedule). Beyond that, we have made the decision not to allow reviews of final exams in order to maintain the privacy of our exams, allowing us to re-use exam questions. We believe the exam system is fairer and the exams are of higher quality because they have been tested by use and ambiguous questions have been culled out of the system.

Additionally, we are able to compare the results of exams over time and from section to section with a higher level of validity, and this helps us ensure the consistency of the educational process from section to section. Furthermore, with greater security of the exams, students have the assurance that everyone is on an equal footing in taking the exam, which is fairer for all involved. We have tried to weigh the value to students and validity of final exams and we have come down on the side of the latter in this instance. On the other hand, students are given MANY exams to take home and study from, which we hope does offer students the opportunity to learn in that way. It is common practice in many colleges that students do not review final exams.

Why is the Part Time Program divided into science semester and hands-on semesters? And why is Palpation taken after Myology instead of with it?

The reason that the part-time program alternates between science classes in one semester and hands-on classes in the next, is that it allow us to balance the credits offered in each semester so that part-time students are always carrying enough credits to be eligible for financial aid. This is also the reason why Palpation is taken

after Myology in the part-time program. There is an advantage to taking Palpation after Myology, which is that it favors developing better Palpation skills, as students already have familiarity with the muscles when they enter the Palpation class.

Any part-time students having questions or concerns about their part-time training are encouraged to make an appointment to meet with the Dean for Massage Therapy or the Dean of Admissions and Student Services.

Welcoming Blind and Visually Impaired Students

Some of your classmates may be blind or visually impaired. Here are some helpful hints and tips that we sighted people may not have been aware of.

1. When speaking with a blind/visually impaired person, be certain that they know you are talking to them by using their name, touching their arm or indicating in some other way that you are addressing them. Let them know who you are.
2. Don't modify your conversation in order to avoid certain phrases, such as "see you later" or "looking good." A blind/visually impaired person is usually not sensitive to the use of such words.
3. Offer your elbow when walking with a blind/visually impaired person. It is easier for them to follow you by holding your arm than to be guided by your holding his/her arm. If the person has a Guide Dog, walk next to the person not the dog.
4. When showing a blind/visually impaired person to a seat, place their hand on the back or the arm of the seat.
5. When helping blind/visually impaired people up or down stairs, place their hand on the banister as they approach the right side of the stairs. In going up, the guide goes after the blind/visually impaired person; going down the guide goes before.
6. Don't talk to the person when they are trying to get somewhere. It may confuse their sound cues.

Guide Dog Etiquette

1. Please do not pet, call out, or otherwise distract a working Guide Dog. Allow the dog to concentrate and perform for the safety of its blind partner. A Guide Dog in harness is "on duty", even when sitting or lying down.
2. Please don't feed a Guide Dog. Diet and feeding times are strictly monitored to maintain good health and reliable relieving schedules.
3. Never grab the harness or leash from the handler – you can disorient and confuse the team. If the handler looks like s/he needs help, offer your assistance and take your cue from the response. If you believe someone is in a dangerous situation, voice your concern in a calm manner, but do not push, pull or grab the person.
4. Speak to the person not the dog. Some Guide Dog handlers may allow petting, but always ask first. Many folks enjoy introducing their dogs, but if they decline, please respect their wishes.
5. Sometimes a Guide Dog will make a mistake, and a correction is necessary to keep up the training. This could be a verbal reprimand or a leash correction. Handlers have been taught the proper and humane training techniques to maintain their dogs' working standards. You may not always hear it, but Guide Dogs get loads of praise when they do the right things.

Course Sequence – Full-time Program
Hands-on classes are in italics which require a uniform

	SEMESTER 1		SEMESTER 2		SEMESTER 3			SEMESTER 4
Science	Orientation	Anatomy & Physiology I	Myology & Kinesiology	Neurology	Anatomy & Physiology II	Pathology I	Pathology II	Applied Topics
		Palpation				Assessment of Soft Tissue Conditions		
Western Massage		<i>Swedish Massage I</i>		<i>Tools of Assessment and Treatment (with an Intro to Sports Massage)</i> <i>Swedish Massage II</i>		<i>Advanced Western Techniques</i>		
Eastern Studies		<i>Introduction to Eastern Bodywork and Theory</i>		<i>Shiatsu I</i>		<i>Shiatsu II / Eastern Evaluation</i>		
Professional Development & Ethics (PD)		PD 1 (in AP1, Swed1)		PD 2 (in SHI1, Tools of Assessment)		PD 3 (in SHI2, Advanced Western Techniques)		
Clinical Studies				<i>Clinic I Stress Reduction Clinic Swedish Massage (3 weekend days)</i>		<i>Clinic II Stress Reduction Clinic Shiatsu Massage (3 weekend days)</i>		
Off-Site Internship (OSI)				<i>OSI I Chair Massage (Community Setting)</i>		<i>OSI II Sports Massage (Community Setting)</i>		
								<i>Complementary Techniques and Electives (Eastern or Western)</i>
								<i>Clinic III Therapeutic Massage Clinical Strategies East and West</i>
								<i>OSI III Massage Therapy at a Medical Site</i>

Course Sequence – Part-time Program

Hands-on classes are in italics which require a uniform

	SEMESTER 1			SEMESTER 2		SEMESTER 3		SEMESTER 4		SEMESTER 5			SEMESTER 6		SEMESTER 7		SEMESTER 8	
Science	Orientation	Anatomy & Physiology I	Myology & Kinesiology	Palpation	Neurology	A&P II				Pathology I	Pathology II	Applied Topics	Assessment of Soft Tissue Conditions					
Western Massage				<i>Swedish I</i>				<i>Swedish II</i>	<i>Tools of Assessment and Treatment (with an Intro to Sports Massage)</i>				<i>Advanced Western Techniques & Their Clinical Applications</i>				<i>Complementary Techniques and Electives (Eastern or Western)</i>	
Eastern Studies				<i>Intro. to Eastern Bodywork & Theory</i>				<i>Shiatsu I</i>					<i>Shiatsu II / Eastern Eval. & Treatment Strategies</i>					
Professional Development & Ethics (PD)	PD I – Part A (in AP I & Myology)			PD I – Part B (in Swedish I)				PD 2 (in Tools, Shiatsu I)					PD 3 (in Adv. W. Techniques & Shiatsu II)				PD 4	
Clinical Studies					<i>Clinic I Stress Reduction Clinic Swedish Massage (3 weekend days)</i>				<i>Clinic II Stress Reduction Clinic Shiatsu Massage (3 weekend days)</i>							<i>Clinical Strategies East & West</i>	<i>Clinic III Therapeutic Massage</i>	
Off-Site Internship (OSI)								<i>OSI I Chair Massage (Community Setting)</i>					<i>OSI II Sports Massage (Community Setting)</i>				<i>OSI III Massage Therapy at a Medical Site</i>	

Course Descriptions

(Semesters indicated refer to Full-Time Program)

	COURSE	DESCRIPTION	DAYS/WEEK
SEMESTER 1	Anatomy & Physiology I	Focus on the bones and joints of the body	2¼ days/week, first 8 weeks
	Myology & Kinesiology	Focus on the muscles of the body	2¼ days/week, last 7 weeks
	Palpation	Locating bony landmarks and muscles on the body	1 day/week, 15 weeks (3 hour classes)
	Swedish Massage I	Relaxation massage using Swedish massage strokes and range of motion	1 day/week, 14 weeks
	Introduction to Eastern Bodywork and Theory	Fundamental principles of 5-element Shiatsu; point location; Qi cultivation	1 day/week, 15 weeks
	Professional Development1 (PD 1)	Role of the LMT; Bodywork and Emotions; Massage as a Profession	1 class per topic (in AP1, Myo, Swedish 1)
SEMESTER 2	Neurology	Fundamental principles of the nervous system	2 days/week, first 7½ weeks
	Anatomy & Physiology II	Fundamental principles of the digestive, endocrine, immune, lymphatic, reproductive, cardiovascular, urinary and respiratory systems	2 days/week, last 7½ weeks
	Tools of Assessment	Pre-event, post-event, and maintenance massage; principles of stretching, exercise, hydrotherapy and cryotherapy	1 day/week, 12 weeks
	Swedish Massage II	Additional massage techniques; chair massage; postural considerations; muscle-specific massage work	1 day/week, 15 weeks (16 classes)
	Shiatsu I	Kata I — Shiatsu protocols for the Earth, Metal and Water elements	1 day/week, 14 weeks
	Clinic Internship 1	Provide relaxation massage to clients from the general public	3, 3-hour shifts (Saturday or Sunday)
	PD 2	Transference, Dual Relationships and Ethics, Sexual Issues in the Massage Context	1 class per topic (in Sports and Shiatsu 1)
	Off-Site Internship (OSI 1)	Chair massage in a community setting	1 time, 2 hours

	COURSE	DESCRIPTION	DAYS/WEEK
SEMESTER 3	Pathology I	Medical terminology; causes of disease; stages of injury; inflammation; muscle, bone, and joint disease	2 days/week, first 6 weeks
	Pathology II	Diseases and disorders of the nervous, immune, cardiovascular, integumentary, respiratory, endocrine, and digestive systems	2 days/week, middle 6 weeks
	Applied Topics in Anatomy and Physiology	Topics include: stress, exercise, medications, nutrition-- and how they influence our practice of massage therapy	2 days/week, last 3 weeks
	Assessment of Soft Tissue Conditions	Testing and evaluating muscles, tendons and ligaments, to make appropriate massage therapy treatment decisions	1 day/week, 15 weeks
	Advanced Western Techniques and Their Clinical Applications	Advanced massage techniques in the context of the treatment of various common injuries	1 day/week, 13 weeks
	Shiatsu II & Eastern Evaluation	Kata II — Shiatsu protocols for the Water, Wood and Fire elements. The four Eastern principles of evaluating clients; how to develop Eastern treatment plans	1 day/week, 15 weeks
	Clinic Internship 2	Provide Shiatsu sessions to clients from the public	3, 3-hr. shifts (wkend)
	PD 3	Burnout, Trauma & Abuse, Maintaining Rapport	1 class per topic (in Adv. W. Tech., Shi2)
	Off-Site Internship 2 (OSI 2)	Provide massage at a Sports Massage site	1 time, 3 hours
SEMESTER 4	Clinic Internship III— Therapeutic Clinic	On-going therapeutic sessions addressing client's chief physical complaints; plus CPR, First Aid, and Clinical Supervision (take place on 7 days in PD 4)	1 day/week {Orientation, 6 weeks Western massage, 6 weeks Eastern massage}
	Clinical Strategies: East and West	Exploring common conditions from both Eastern and Western perspectives, focusing on treatment options	1 day/week, 15 weeks
	Professional Development & Ethics 4	Chronic and terminal illness: client issues; adjunct modalities including essential oils and massage tools; Business practices and strategies	1 day/week, 8 weeks
	Complementary Techniques	Introduction to Reflexology, Polarity and Tui Na	1 day/week, 5 weeks each
	Electives (Choose Eastern or Western)	Western: Integrative Therapeutic Massage and Self Care Eastern: Advanced Shiatsu Self Care	1 day/week,
	Off-Site Internship 3	Therapeutic Massage at a Medical Site	1 time, 3 hours

Contact Lists

The following are the appropriate staff people to contact for the issues listed.

If you need help...	See...
Academic advisement, academic support and tutoring including students with special needs	Ushasi Jill Thompson
Academic issues – policies, concerns	Lucy Liben
Academic progress	Lucy Liben
Admissions	Jennifer Apicella
Admissions Files (missing documents)	Karen Holder
Appeal for disciplinary actions	Dept. Chairs
Appeal process for grades, failures, absences	Lucy Liben
Clinic – general oversight	Ericka Clinton
Clinic I & Clinic II (Stress Reduction Clinic)	Ericka Clinton
Clinic III	Ericka Clinton
Continuing Education	Daniella Santoro
Curriculum issues within each dept., curriculum revision	Dept. Chairs
Electives – additional	Eric Demry
Exams	Dept. Chairs
Faculty issues within each department	Dept. Chairs
Financial Aid	Martha Padilla/ Jennifer Seale
First Aid/CPR	Mr. Huey
Foreign students visas	Leslie Kielson
Front office/ Reception	Beatriz Acevedo
Grades	Dept. Chairs
Leaves of absence	Lucy Liben
Library Services	Irina Meyman
Newsletter	Barbara Goldschmidt
Non-academic concerns of students	Leslie Kielson
Off-Site Internships I & III	Craig Kienzle
Off-Site Internships II	Charles Pegg
Physical Plant	Mr. Huey
Placement Services	Meg Darnell
Professional Development	Ellen Krueger

Refunds	Mary Alvarez
Scholarships (Non-Swedish Institute) - Disbursements	Mary Alvarez
Scholarships (Swedish Institute only) - Information	Claudia Etienne
Schedules	Eric Demry
State Board – Form 2	Mr. Huey
State Board Exam Info.	Meg Darnell
Students with disabilities in need of assistance	Leslie Kielson
Student billing	Mary Alvarez
Transcript requests	Claudia Etienne
Transfer credits	Jennifer Apicella
Tuition – Payment of	Reception
Tuition – Payment plans	Mary Alvarez
Tutors	Ushasi Jill Thompson
Withdrawals	Eric Demry

Titles and voicemail for:

Administrator	Title	VM Number
Alvarez, Mary	Bursar	119
Apicella, Jennifer	Director of Admissions	139
Clinton, Ericka	Chair, Clinical Studies, Massage Therapy	135
Demry, Eric	Registrar	117
Etienne, Claudia	Assistant to the Dean for Massage Therapy	114
Holder, Karen	Enrollment Coordinator	131
Huey, Yick Pon	Dean for Administration and Operations	121
Kielson, Leslie	Director of Student Services	122
Krueger, Ellen	Chair, Professional Development, Massage Therapy	316
Liben, Lucy	Dean for Academic Affairs, Massage Therapy	128
Martin, Gina	Coordinator of Teacher Training Program, Massage Therapy	331
Metzo, Vincent	Chair, Science, Massage Therapy/ Personal Training	138
Padilla, Martha	Director of Financial Aid	120
Proctor, Mark	Chair, Western Massage, Massage Therapy	136
Seale, Jennifer	Financial Aid Representative	151
Sommen, Pieter	Chair, Eastern Studies, Massage Therapy	115
Thompson, Ushasi Jill	Director of Academic Support Services	133

Referrals Appendix

Reduced Rate and Free Medical Care

NYC Free Clinic offers free health care to any uninsured adult regardless of socioeconomic level. A complete list of clinics can be found at www.med.nyu.edu/nycfreeclinic

Callen-Lourde Community Health Center

356 W. 18th St, NY, NY
212-271-7200

Ryan-NENA Community Health Center

279 E. Third St., NY, NY
212-477-8500

Affordable Health Care

1-888-248-1903
www.affhealthcare.com

Jean Claudy Louis, O.D.P.C. –Reduced Rate Vision Care

1333 Broadway, 3RD. Fl., NY, NY
212-971-0889
Bring in Your School ID

NYU College of Dentistry

Stu-Dent Plan
Reduced Rate Dentistry for College Students
212-998-9870
Brochures are available in the student lounge.

Professional Counseling Services

LIFENET

Free, confidential mental health referral service 24 hours a day
800-LIFENET (800-543-3638)
<http://mhaofnyc.com/2lifenet.html>

Institute for Contemporary Psychotherapy

1841 Broadway @ 60th St.
212-333-3444

National Institute for the Psychotherapies

330 W. 58th St.
212-582-1566

Safe Horizon

50 Court Street, 8th Floor

Brooklyn, NY

Support for victims of crime

Counseling Center 347-328-8110

24 Hour Hotlines:

Domestic Violence 800-621-HOPE

Crime Victims 212-577-7777

Rape, Sexual Assault, Incest 212-227-3000

www.safehorizon.org

Domestic Violence Hotline

800-829-1122

Health Insurance

The following are sources of inexpensive health insurance for college students:

Affinity Health Plan

1-866-247-5678

American College Student Association

www.ACSA.com

Healthy NY

www.Healthyny.com or call 1-800-444-2333 and ask for Debra Little x3753. You can also call her directly at 716-843-3753. Brochures will also be available in the student lounge.

The Sentry Student Security Plan

847-564-3660

www.ejsmith.com

Housing Resources**Roommate Finders**

253 West 72nd Street, Suite 1711

212-362-0162

212-489-6860

www.Roommatefindersaol.com

YMCA of Greater New York Student Housing

Dormitory style housing with locations in Manhattan, Queens and Brooklyn

212-875-4287

gvillaverde@ymcanyc.org

www.ymnanyc.org

Educational Housing Services

Dormitory style housing

www.studenthousing.org

Childcare Resources

The Day Care Council of New York

12 West 21st. Street, 3rd. Floor

New York, New York

212- 206-7818

Refers individual clients to childcare services

Childcare, Inc.

275 7th Avenue, 15th Floor

New York, New York

212-929-4999

Refers individual clients to childcare services

Learning Disabilities Testing and Evaluation

Learning Disabilities Association of NYC

212-645-6730

Referrals for assessment

CNS-Comprehensive Neuropsychological Services

277 West End Avenue, #1C

New York, New York

212-724-1106 or 212-799-9653

\$2500-\$3500 testing fee

Manhattan Prep

212-727-7760

Math and Reading Evaluations

Diagnostic Health Services

254 West 31st Street

New York, New York

212-502-5444

Must have a prescription from a doctor- Accepts Medicaid

Transportation

The Metropolitan Transit Authority offers a discount of 50 % off of regular fares to people with disabilities. These discounts are available with a reduced fare Metrocard which can be applied for at www.MTA.info. Proof of disability required.

The New Jersey Transit offers discounts on monthly train passes for students. To apply, pick up an application at a NJ Transit station and make an appointment with our registrar to help you complete it.