

Swedish Institute

College of Health Sciences



Acupuncture Program
Welcome Packet

Welcome

On behalf of Swedish Institute Student Services, 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.

Best wishes for your success!

Winter 2007

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Contact Lists

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

If you need administrative help...	See...
Admissions	Tamica Ward
Admissions Files (missing documents)	Barbara Codignotto
Continuing Education	Meg Darnell
Financial Aid	Martha Padilla/ Jennifer Seale
Foreign students visas	Leslie Kielson
Front office/ Reception	Tamica Ward
Leaves of absence	Megan Haungs
Newsletter	Barbara Goldschmidt
Non-academic concerns of students	Leslie Kielson
Physical Plant	Mr. Huey
Refund calculations	Mary Alvarez
Scholarships (Non-Swedish Institute) - Disbursements	Mary Alvarez
Scholarships (Swedish Institute) -Information	Reception
Schedules	Amber Rose
Students with disabilities in need of accommodations	Leslie Kielson
Student billing	Mary Alvarez
Transcript requests	Claudia Etienne
Transfer credits	Amber Rose
Tuition – Payment of	Reception
Tuition – Payment plans	Mary Alvarez
Library Services	Emily Rynd
Placement & Alumni Services	Meg Darnell
Withdrawals	Eric Demry

See...

If you need academic help or information...

Academic advisement, academic support and tutoring to students	Amber Rose
Academic issues – policies, concerns	Megan Haungs
Academic Advising Sessions	Libbie Rice
Academic progress	Megan Haungs
Appeals	Megan Haungs
Academic Issues - Clinical Skills	John Barber
Academic Issues - Acupuncture Didactic Classes	Libbie Rice
Clinic- General Oversight	Francesca Biryukov
Exams	Faculty
Faculty Issues	Megan Haungs
Grades	Faculty/Megan Haungs
Practice Sessions	John Barber
CNT Exam applications	Eric Demry

Titles and voicemail for:

Administrator	Department	VM Number
Alvarez, Mary	Bursar	119
Codignotto, Barbara	Enrollment Coordinator	131
Demry, Eric	Registrar	117
Eckardt, Paula	President	Reception
Haungs, Megan	Dean, Acupuncture Program	132
Huey, Yick Pon	Dean for Administration and Operations	121
Kielson, Leslie	Director of Student Services	122
Padilla, Martha	Director of Financial Aid	120
Seale, Jennifer	Financial Aid Representative	151

E-mail

Megan Haungs	megan@swedishinstitute.org
Francesca Biryukov	francesca@swedishinstitute.org
Amber Rose	arose@swedishinstitute.org
Leslie Kielson	lkielson@swedishinstitute.edu
Financial Aid	financialaid@swedishinstitute.edu
Registrar	registrar@swedishinstitute.edu

Academic Advising

All students are encouraged to take advantage of academic advising. 4 sessions are scheduled throughout each term on different days of the week from 5:00-6:00 PM. During Academic Advising sessions a faculty member is available to help the students with any concerns about the program, their schedules, or the profession itself. No appointment needs to be made in advance and the students may arrive at any time during the hour. The list of dates and the room is posted in the student lounge on the acupuncture bulletin board.

Academic Support Services

Jill Thompson offers classes to students to help them assess and enhance their study skills and to determine their learning style. 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 the Wholistic Way** 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.

Practice Sessions

Supervised practice sessions in clinical skills such as point location, tui na, qi gong and needle techniques are offered on a voluntary basis at no cost to students. They are designed to provide (1) additional practice time as a supplement to work being done in ongoing clinical skills classes, (2) an opportunity to review material from courses taken in prior trimesters and (3) self-cultivation through the refinement of practical skills. The sessions are restricted to students that are currently taking or have taken the class or classes to which the practice session pertains. A schedule is released during the 3rd week of each trimester and posted on the acupuncture program bulletin boards on the 5th and 6th floors.

Acupuncture Student Clinic Appointments

Current acupuncture students may sign up for a series of clinic appointments at the special rate of \$100 for a series of thirteen sessions – one intake and twelve treatments. Requests for clinic appointments are filled in the order in which they are received. Registration forms are available at the reception area on the 5th floor. Walk-in appointments, if available, are free of charge for current acupuncture students. Check with the Clinic Manager at the beginning of the clinic shift for availability of walk-in appointments for that day.

Acupuncture Clinic Hours are:

Monday 6:00-10:00 PM, Tuesday 1:00-5:00 PM, Thursday 1:00-5:00 PM
Friday 1:00-5:00 PM and 6:00 PM – 10:00 PM

Additional Sources for Educational Funding

The following is a list of additional sources for educational funding specific to the study of acupuncture.

American Specialty Health- Awards of \$2500 to full time students of acupuncture after they have completed their first year of school and have a GPA of 3.0 or higher.

www.ashproviders.com

Swedish Institute Sponsored Scholarship- The Kan Sung and Liu Yun Goon Scholarship award of \$3000 for students of Acupuncture.

Eligibility Criteria

The scholarship is open to all acupuncture students (both full-time and part-time) who meet the following criteria:

- Students must be currently enrolled in Clinical Internship I, Ia, or Ib.
- Students must have a grade point average of at least 3.0.
- Students must have completed the FAFSA (Free Application for Federal Student Aid) even if the student does not intend to use financial aid. (The FAFSA can be completed on line at www.fafsa.ed.gov)

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.

Other Resources:

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 under represented in a given profession.

www.hesc.com/OnlineDoc/GnsFactSheet/Professional.html or 518-486-1319

Other Web Sites:

www.scholarships.com

www.college-scholarships.com

www.fastweb.com

www.free-4u.com/women1/htm

www.brokescholar.com

www.whatsonthe.net/scholarmks.htm

www.WiredScholar.com

www.srnexpress.com

www.ExPan.com

www.studentservices.com/fastweb

Professional Organizations and Resources

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

- **Acupuncture & Oriental Medicine Alliance-** www.aomalliance.org **Discount insurance for members.
- **American Association of Oriental Medicine-** www.aaom.org
- **Acupuncture Society of New York-** www.asny.org

Discounts

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

Oakwood 255 W. 26 th (7 th & 8 th Avenues)	15%
<u>7th Avenue</u> Austin's 291 7 th Avenue (26 th & 27 th Streets)	10%
City Food Bar 275 7 th Avenue between (25 th & 26 th Streets)	10%
Ciao Bella Napoli Italian Cuisine & Pizzeria 257 7 th Avenue (24 th & 25 th Streets)	10%
Chelsea Gourmet Deli 259 7 th Avenue (24 th & 25 th Streets)	10% Lunch
Chelsea Papaya 23 rd & 7 th Avenue	10%
Dunkin' Donuts 289 7 th Avenue (26 th & 27 th Streets)	10%

Mullen's Bar & Grill 10%
233 7th Avenue (23rd & 24th Streets)

Taco Express 10%
225 7th Avenue (23rd & 24th Streets)

Ranch One 10%
Corner of 28th & 7th Avenue

Rosa's Pizza & Manhattan Heroes 10%
168 W. 27th Street & 7th Avenue

Subway 10%
175 W. 26th Street (off of 7th Avenue)

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

Boston Market 10%
23rd Street (7th & 8th Avenues)
Will need I.D. plus Boston Market V.I.P. Card to get 10% discount. (Please obtain V.I.P. Card from front office.) If you see that the Swedish Institute has "won" for most customers of the week, you will get 20% off for the following week. (This Card is valid until 12/31/06.)

Luigi's Pizza 10%
304 8th Avenue @ 25th Street

McDonald's 10%
8th Avenue (26th & 27th Streets)

Medicine Shoppe 10%
306 8th Avenue @ 25th Street

Song Kran Thai Cuisine 10%
330 8th Avenue (26th & 27th Streets)

FITNESS CENTERS

DavidBartonGym
215 W. 23rd (off of 7th Avenue)
212-414-2022

PART-TIME STUDENTS

\$0 Enrollment
5 or more students
will receive special
monthly group rate.

FULL-TIME STUDENTS

\$125 to join
\$ 79 per month

Must show part-time or full-time schedule.

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

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

Click on Recreation Centers

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

Welcoming Blind and Visually Impaired Students

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

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.

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.

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.

When showing a blind/visually impaired person to a seat, place their hand on the back or the arm of the seat.

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 and going down, the guide goes before.

Don't talk to the person when they are trying to get somewhere. It may confuse their sound cues.

Guide Dog Etiquette

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.

Please don't feed a Guide Dog. Diet and feeding times are strictly monitored to maintain good health and reliable relieving schedules.

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.

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.

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.

Referrals Appendix

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

Housing Resources

Roommate Finders

253 West 72nd Street, Suite 1711
212-362-0162

www.Roommatefinders.com

Disabilities Testing and Evaluation

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

Professional Counseling Services

Institute for Contemporary Psychotherapy

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

Safe Horizon

50 Court Street, 8th Floor
Brooklyn, NY
Support for Victims of Crime
24 Hour Hotlines
Domestic Violence- 800-621-HOPE
Crime Victims- 212-577-7777
Rape, Sexual Assault, Incest 212-227-3000
www.safehorizon.org

Health Insurance

The following are sources of inexpensive insurance for college students:

Sentry Student Security Plan

Pamphlets are in the student lounge.

Healthy NY

www.Healthynewyork.org

Affinity Health Plan
1-866-247-5678

American College Student Association
www.ACSA.com

Reduced Rate Medical Care

Callen-Lourde Community Health Center
356 W. 18th St, NY, NY
Pamphlets are in the student lounge.
212-271-7200

New York University Dental Clinic
www.nyu.edu/dental/patientinfo/stu-dent.html
212-998-9870
Information is posted in the student lounge.

Ryan-NENA Community Health Center
279 E. Third St., NY, NY
212-477-8500

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 that can be applied for at www.MTA.info Proof of disability required.

The New Jersey Transit offers a discount 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.