ALHAMBRA
Medical University
Asian Body Work Certificate Program




ALHAMBRA Medical University
愛仁
School of
Acupuncture and Oriental Medicine

ALHAMBRA MEDICAL UNIVERSITY

Foreword

Alhambra Medical University (AMU), located in the San Gabriel Valley of Southern California, is a private high education institution and closely associated with six hospitals in the area.

The Acupuncture and Oriental Medicine (MSAOM) program started its very first class in spring of 2005. It was approved to operate by the California Bureau of Private Postsecondary and Vocational Education (BPPVE) and California Acupuncture Board in early 2007. The approval to operate means compliance with state standards as set forth in the Education Code. In February 2011, Alhambra Medical University became a candidate for accreditation by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for freestanding institutions and colleges of acupuncture or Oriental medicine. This is attributed to the strong leadership with clear vision and a committed faculty and staff.

AMU's programs are grounded in a practical approach to the training of holistic and integrative healthcare providers. Our goal is to educate and train future healthcare providers so they can go on to make valuable contributions to the U.S. healthcare system. This is especially important now for many reasons, including helping to serve our aging and continually growing population. AMU is committed to preparing our students to attain the knowledge and skills necessary to practice and conduct research and be leaders in the field. AMU is preparing to enter into research with major universities in California, and alliances with a host of other organizations. We strongly believe that we must all work together for the betterment of our community, our world, and ourselves.

Mission

Alhambra Medical University's mission is

To provide the highest quality education available in acupuncture and Oriental medicine in a progressive learning environment.

To provide the community with a highly competent and readily available source for complementary and alternative healthcare.

To foster and enhance mutual understanding and the ability to communicate with other healthcare professionals.

To assist acupuncture and Oriental medicine professionals to achieve their appropriate place within mainstream healthcare.

Institutional Goals

To educate and train students of acupuncture and Oriental medicine to competently enter the mainstream healthcare system as primary healthcare providers.

To teach the theory and practice of Oriental medicine while simultaneously developing critical thinking and problem solving.

To provide students with both the historical context and modern application of Oriental medicine.

To develop an open academic environment and support the cultural diversity of our students.

To simultaneously provide quality care in acupuncture and Oriental medicine to the community and a rich clinical experience for our students.

To foster communication between practitioners of Oriental medicine and Western medicine.

Asian Body Work Program

Our Asian Body Work program is establish to train competent practioners in the art and science of Asian body work therapy. To accomplish this, students will learn through expanding eclectic techniques to achieve their desired certification. This program is recognized by California Massage Therapy Counsil (CAMTC), and the students who complete 250 hours training are eligible to apply for the Certify Massage Practioner, and students who completed 500 hours training in the program are eligible to apply for the Certify Massage Therapist (CMT) certificate from CAMTC. Students who complete the entire program with 650 hours massage training, will received their graduation certificate.

Program Mission

- To train competent practitioners in the art and science of massage therapy.

- To raise the professional level of massage practice by offering a high quality education.


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UNIVERSITY
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Table Of Contents

6 Educational Objectives
7 Admission Requirements
8 Financial Information
10 Tuition Refund Policy
12 Academic Procedure
13 Curriculum and Course Description
19 Required and Recommended Texts
20 Faculty
21 Administration Staff
22 Governing Board

Educational Objectives

Upon completion of the program, students will be able to demonstrate competency in the theories and philosophy of Asian Body Work massage including Tui-Na, Shiatsu, Chair Massage, Circulatory Massage, and Reflexology.

Students will be able to demonstrate competency in anatomy, physiology, pathology, kinesiology, Traditional Chinese Medicine (TCM) meridian theory, and commonly use acupressure points as it relates to effective treatment in the massage therapy.

Students will be able to demonstrate competency in the hands-on skills of Tui-Na, Shiatsu, Chair Massage, Circulatory Massage, and Reflexology.

Student will be able to assess contraindication to massage.

Students will comprehend the ethic and boundary in their personal and professional lives.

Students will learn the law and regulation for the massage therapist/workers in the state of California.

Students will learn to open their own massage practice and methods to build their practice.





Admission Requirements

- All applicants must be 18 years of age or older.
- Submit a completed and signed AMU application along with a US$20.00 non-refundable application fee.
- One copy of your Original High School diploma or GED.
- One copy of your photo ID.
- Be interviewed by the Asian Body Work Program Director or an officer of Asian Body Work Program.



Financial Information

Student Tuition Recovery Fund (STRF)

Student Tuition Recovery Fund Payment: You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license

fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

Please make sure you keep copies of your enrollment agreement, all financial paperwork, receipts and any other records obtained or given to you by the University. Questions regarding the STRF maybe directed to the:

Mailing Address:
Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

Physical Address:
Bureau for Private Postsecondary Education
2535 Capitol Oaks Dr. Suite 400
Sacramento, CA 95833

Phone:	(916) 431-6959
Toll Free:	(888) 370-7589
Fax:	(916) 263-1897
Web site:	www.bppe.ca.gov
E-mail:	bppe@dca.ca.gov

Tuition Refund Policy

You may withdraw from the school at any time after the cancellation period and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed $250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution in writing of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.



Attendance Policy

The student has failed to attend class for:

Level 1 – 250 hours, a student is considered administratively withdrawn if missing 6 days of the program.
Level 2 – 250 hours, a student is considered administratively withdrawn if missing 6 days of the program.
Level 3 – 150 hours, a student is considered administratively withdrawn if missing 3.5 days of the program.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of the scheduled attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Tuition rate and other fees

Application Fee: $20.00 Non-refundable fee

Tuition: $7.00 per hour

Phase I (250 hours) Tuition: $1750.00

Phase II (250 hours) Tuition: $1750.00

Phase III (150 hours) Tuition: $1050.00

Total cost for the whole program: $4570.00

Related Fees:

Student ID (Non-refundable)	$5.00(one time only)
CPR & First Aid	$20.00 (one time only)
Make-up exam fee	$25.00 (each course)
Malpractice Insurance (non-refundable)	$20.00 (one time)
Bounce Check Fee	$25.00 (each time)

Student Financial Aid

Alhambra Medical University currently does not offer federal student financial aid.

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

Transfer Credit

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at Alhambra Medical University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Asian Body Work program is also at the complete discretion of the institution to which you may seek to transfer.

If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Alhambra Medical University to determine if your credits or certificate will be transferred.

Currently Alhambra Medical University has no contract or agreement with any institution for transfer of credits earned.

Alhambra Medical University does not accept any transfer credit from any institution for Asian Body Work program.



Academic Procedure

Methods of Instruction:

The instructors will use the recommended texts, handouts of lecture material, audio visual aids, and anatomical charts. The following equipment will be used in the clinic portion of training: massage tables, massage oils, massage powders, hot packs, cold packs, foot soaks, and paraffin. The University will provide all the equipments.

Grading Criteria and Course Requirements:
90%-100% = A
80%-89% = B
60%-79% = C
The grading percentage varies on different courses.

Education Equipment and Materials:

The electrical projector, computer, DVD lectures, anatomical models, anatomical charts, skeletons as well as various massage chairs, tables, foot massage sofa, and along with wooden foot bath cask, plastic cover, gloves, and massage oil/lotion, all equipments are used for didactic and practical education.

Student Rights

Studnt Right to Cancel

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Alhambra Medical University, 55 S. Raymond, Suite 105, Alhambra, CA 91801. This can be done by mail or by hand delivery.

3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

5. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration or administration fee, not to exceed $250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

Process for Addressing Student Grievance

Alhambra Medical University creates a Grievance Committee for processing and addressing student grievances. The following implementing procedures are delineated for students to observe:

All students are encouraged to resolve difficulties by direct discussion with parties involved. If resolution is not achieved by direct communication, contact a member of Student Services. If resolution is still not forthcoming then grievance(s) can be handled through the following steps:

- An appointment may be scheduled with the Academic Dean of the University and the grievance can be discussed. Any necessary parties may be called into this meeting. A written report will be kept in the student file.
- If the Academic Dean's decision is not satisfactory to the parties involved, a meeting of the Grievance Committee can be requested. The Grievance Committee consists of one member of faculty, one member of the administration and one student representative. A request must be made in writing and filed with the Student Services Director. The Director will schedule a meeting of the Grievance Committee within two weeks after the written request has been received. The person(s) filing the grievance may be requested to appear before the Grievance Committee. A decision will be rendered within seven days of the Grievance Committee meeting.
- When no satisfactory resolution is achieved, a complaint can be filed with the School's President. Or, if necessary, contact Bureau for Private Postsecondary Education, at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number *888)370-7589 or by fax (916)263-1897, or contact Accreditation Commission for Acupuncture and oriental Medicine (ACAOM) at 14502 Greenview Drive Suite 300B, Laurel, MD 20708, Phone: (301) 313-0855, Fax: (301) 313-0912 email: info@acaom.org

Student Disciplinary Procedures

If any individual in the AMU community has reason to believe a student has engaged in prohibited behavior, that individual may present a written notice to the Academic Dean (AD). The student will be notified as soon as possible by mail or hand-delivered message. The University will begin an investigation of the facts, and the student will have the opportunity to present, in writing or verbally, all pertinent facts and evidence pertaining to the alleged misconduct.

If the AD feels a breach of the Student Code of Conduct has not occurred, the charge will be dismissed, and the student will be notified of the dismissal in writing. A written notice of the dismissal shall be placed in a file pertaining to the incident, and the matter will be considered closed.

If the AD believes there has been a violation of the Student Code of Conduct, an investigation will be conducted. If the violation is deemed to be minor, the AD will arrange an in-person meeting with the student to discuss the charges and propose a suitable sanction or solution, which may include counseling, guidance, or a written reprimand. The AD will deliver the findings in writing to the student. The student will then have ten days in which to appeal the decision in writing to an Academic Team consisting of the Academic Dean, the Clinic Director, and a faculty member of the AD's choosing, who was not involved in the original matter. The appeal will be limited to the following: a) the presentation of new pertinent evidence previously unavailable, b) sanction that is not supported by the evidence, or c) unfair prejudice or bias in the decision.

The Academic Team will hold a meeting within ten days of the student's written notice of appeal. At this meeting, the student may be, but is not obligated to be present, and may be accompanied by an advisor who is part of the AMU community and not legal counsel. The Administrative Team will come to a decision and this decision will be final.

If the alleged misconduct is deemed to be of a more serious nature, a formal hearing may be held by an Administrative Team consisting of the Assistant to the President, the Academic Dean, and a faculty member not involved in the original incident. The following procedures will be followed:

All pertinent documents and evidence will be submitted to the Team, and the student will be notified in writing of the charges, the hearing date, time, and location. The student will have the right and the opportunity to view the evidence in advance of the hearing, and will have ten days in which to respond in writing. At the hearing, the Team will review all materials submitted by the student and the evidence so far gathered.

The Team will deliberate and come to a decision as to the sanction or action to be taken against the student, and will notify the student of such decision in writing within ten days.

The student will have an additional ten days following receipt of the Team's decision in which to present a written appeal via certified mail to the University President. The appeal will be limited to the following: a) the presentation of new pertinent evidence previously unavailable to the Team, b) sanction that is not supported by the evidence, or c) unfair prejudice or bias in the decision.

The President will make a final decision on the matter.

Curriculum and Course Description | Total 650 Hours

Phase I (250 Hours)
(Previously Phase I & II)

#101	40 hrs	Anatomy & Physiology I
#102	8 hrs	Health & Hygiene
#103	4 hrs	Business Practice
#104	8 hrs	Health Boundaries for Body Work I
#105	20 hrs	Meridian and Acu-Points
#106	20 hrs	Tui-Na I
#201	32 hrs	Anatomy & Physiology II
#202	32 hrs	Tui-Na II
#203	28 hrs	Shiatsu I
#204	28 hrs	Chair Massage
#205	22 hrs	Circulatory Massage I
#206	8 hrs	Health Boundaries for Body Work II

Phase II (250 Hours)
(Previously Phase III)

#301	28 hrs	Anatomy & Physiology III
#302	40 hrs	Pathology
#303	32 hrs	Kinesiology
#304	32 hrs	Shiatsu II
#305	28 hrs	Tui-Na III
#306	42 hrs	Reflexology - Asian Style
#307	40 hrs	Circulatory Massage II
#308	8 hrs	CPR & First Aid

Phase III (150 Hours)
(Previously Phase IV)

#401	150hrs	Comprehensive practice

Phase I 250 Hours (Previously Phase I & II)

40 | 100 **#101 Anatomy & Physiology I**

This course offers a basic anatomy and physiology. A system approach to the human body with specific focuses on the effects of massage and bodywork. Curriculum will start from tissue, skeletal and muscular system

8 | 100 **#102 Health & Hygiene**

Students will learn the basic sanitary procedure and public hygiene emphasizing how massage therapists can protect themselves against communicable diseases. General principles of public health are discussed.

4 | 100 **#103 Business Practice**

Students will learn the basic skills and maintaining a successful practice. Marketing and communicating skills, plus psychological issues pertaining to promoting business will be explored and experienced. Professional and legal concerns will also be addressed.

8 | 100 **#104 Health Boundaries for Body Work I**

Students will learn the importance of setting boundaries which refer to clear definitions of what you will do, what you will not do, and what you will accept and not accept in client behavior.

20 | 100 **#105 Meridian and Acu-Points**

Students will learn the basic theory of traditional Chinese meridian and acu-points. The pathway of meridian and the location of acu-points will be taught, the physiology and pathology of meridian and acu-points will also be discussed.

20 | 100 **#106 Tui-Na I**

Students will learn the basic the traditional Chinese massotherapy massage theory and basic skills. The students will learn and train the various strokes. The ratio of lecture and practice will be 1:2.

32 | 150 **#201 Anatomy & Physiology II**
The continuing of #101. Students will learn the main systems of the body. The course will focuses on the massage and bodywork.

32 | 150 **#202 Tui-Na II**
The continuing of #106. This course will teach students more hands-on techniques of Tui-Na. The ratio of lecture and practice will be 1:2 .

28 | 150 **#203 Shiatsu I**
Students will learn the basic Shiatsu, Japanese massage techniques. It includes the basic theory and varies strokes. The ratio of lecture and practice will be 1:2 .

28 | 150 **#204 Chair Massage**
Students will learn the basic chair massage techniques. It includes the basic theory and varies strokes. The ratio of lecture and practice will be 1:2.

22 | 150 **#205 Circulatory Massage I**
Students will learn the basic Swedish massage techniques, and how to apply meridian and channel theory together to relief pain symptoms. It includes the basic theory and varies strokes. The ratio of lecture and practice will be 1:2 .

8 | 150 **#206 Health Boundaries for Body Work II**
The continuing of #104. Students will learn the causality of self-image and body. It includes techniques for the body workers to deal with surfacing emotions and how to provide a feeling of emotional safety for the client.



Phase II 250 Hours (Previously Phase III)

28 | 250 **#301 Anatomy & Physiology III**

The continuing of #201. Students will learn the main systems of the body. The course will focuses on the massage and bodywork.

40 | 250 **#302 Pathology**

This course offers general pathology and basic treatment on muscular and skeletal disorders.

32 | 250 **#303 Kinesiology**

Students will learn the basic principles and techniques of kinesiology. The ratio of lecture and practice will be 1:2.

32 | 250 **#304 Shiatsu II**

The continuing of #203. This course will focus on varies conditions of treatment with shiatsu. The ratio of lecture and practice will be 1:2.

28 | 250 **#305 Tui-Na III**

The continuing of #202. This course will teach students to evaluate various clinical disorders and how to treat these disorders with the Tui-Na skills. The ratio of lecture and practice will be 1:2.

42 | 250 **#306 Reflexology- Asian Style**

Students will learn how to stimulate the body's innate healing forces with reflexology, the basic theory and strokes of reflexology. The ratio of lecture and practice will be 1:2.

40 | 250 **#307 Circulatory Massage II**

The continuing of #205. Students will learn the basic Swedish massage techniques, and how to apply meridians and channels together to relief pain symptoms. It includes the basic theory and varies strokes. The ratio of lecture and practice will be 1:2.

8 | 250 **#308 CPR & First Aid**

CPR and First Aid training for two years certification.

Phase III 150 Hours (Previously Phase IV)

150 | 150 **#401 Comprehensive Practice**

Students will practice in the clinic of the university under the supervision by the instructors.

Required and Recommended Texts

*Anatomy Coloring Book, by Wynn Kapit, Lawrence Elson, Benjamin Cummins, 2002

*Mosby's Fundamentals of Therapeutic Massage, by Mark F. Beck, Milady Publishing, 1999

* Fundamentals of Therapeutic Massage, by Sandy Frit, Mosby, 2000 *The Book of Shiatsu, by Paul Lundburg, Simon & Schuster, 2003

*Chinese Tui-Na Therapy, by Fu Wang, Foreign Language Press, Beijin China, 1994

* Foot Reflexology, by Jurgen Jora, St. Martin's Grifin, New York, 1991

*A massage Therapist Guide to Pathology, by Ruth Werner; Lippincott William & Wilkins, Philadelphia, 2002

*First Aid and CPR Essentials, by Ed D. Thygerson (editor), 2004

*The Business of Massge, by American Massage Therapy Association, 2002

Management Of Alhambra Medical University

The affairs of Alhambra Medical University are managed by the senior level staff of the University, subject to the review and approval of the President. The senior level staff collaboratively develops and implements policy and procedures, which are in turn approved by the President during regularly scheduled meetings. In the areas of tuition and fee charges, academic standards, etc., recommendations are made to the President who makes the final decision of approval before implementation takes place.

There are two ways for students to formally and indirectly participate in the decision making process:

- they may attend committee meetings by becoming student representatives;
- by filling out course evaluation forms at the end of each quarter.

Students may also speak to any member of the faculty, staff or administration in regards to any concern they may have.

Academic Policies and Ethics

Alhambra Medical University expects its students to maintain themselves at all times in a manner befitting a professional institution. Unprofessional conduct at AMU will not be tolerated.

A student may be dismissed for unsatisfactory conduct, scholarship or attendance, or for any other cause that is considered to be prejudicial to the interest of the University or the alternative healthcare professions. Personal conduct and appearance are outward expressions of character. Students are expected to abide by the standards of professional conduct, dress and appearance approved by the University and the profession. A student may be dismissed or suspended from a class or the University following appropriate hearing and appeals procedures.

Other Student Information

Student Body

The Alhambra Medical University student body is as diverse in interest as it is in culture, ethnicity, professional background and age. Those who make up the student body are passionate about alternative medicine, focused on their academic responsibilities and committed to becoming successful health care practitioners. AMU provides a professional environment where the training, experience and maturity of students from other health care professions is respected and appreciated. Prospective students need to demonstrate strong motivation, desire and commitment to service as a health care professional.

Campus Setting

AMU is located in San Gabriel Valley within easy driving distance of the Pacific Coast beaches, Century City, and Downtown Los Angeles. Students have easy access to public transportation and part time job opportunities. Leisure activities may include visits to the Getty Museum, Los Angeles County Museum of Art, Los Angeles Zoo, Disneyland, Magic Mountain, and Knott's Berry Farm. Hiking, bicycle riding, horse back riding, and boating are just a few of the activities that students may enjoy and are close by. Students may also enjoy dining and shopping in Alhambra, or nearby Los Angeles, Beverly Hills, and Pasadena.

Student Life

Alhambra Medical University places a high value on the quality of student life both in and out of the classroom. We provide an environment that encourages involvement in a wide variety of activities of an academic and nonacademic nature, including clubs, community service opportunities, and various committees designed to enhance the quality of student life.

Other Student Information

Library

The AMU library houses a sizable collection of Acupuncture and Oriental medical books, in English and Chinese, as well as journals, newsletters and other periodicals. The library also contains a substantial collection of Western Medicine and science books, periodicals, and journals. A variety of publications related to massage education and practice can also be found in the AMU library.

Faculty and students with valid ID have access to the library 7 days a week during the quarter from 1:30 pm to 5:30 pm (operational hours may vary). Student workers are available on-site to assist user with accessing all materials in the library facility or through the computer system.

Student Computer Lab

In support of Alhambra Medical University's mission of teaching, research, and public service, AMU provides computing resources for the campus community of students, faculty, and staff.

Students Records

In accordance with the Family Educational Rights and Privacy Act (FERPA), the University protects the privacy of student records, including address, phone number, grades and attendance dates. Student records will be kept permanently in a locked fireproof file cabinet and a back up copy of the student's records will be kept on a computer disk(s) with adequate memory. Students will have the right to review their academic file by submitting a request to the Registrar.

At graduation, students are provided with a copy of their official transcript and diploma at no cost. Students requesting additional copies of their transcript must do so in writing and pay a $10 fee for each transcript.

Student Housing

Alhambra Medical University does not provide housing for students. The Student Services Staff will advise students on local affordable rentals.

Parking

Ample street parking surrounds AMU. Street parking is available in front of the University and it is not metered or limited by time. There is also substantial parking in the rear of the main University building.

Job Placement Service

While we cannot guarantee job placement for graduates, we have established contacts in the community with Massage Therapy Clinics, Medical Doctors, Chiropractors and other Acupuncture Clinics. Many of our students prefer to go into private practice. Our students are trained in depth in practice management and ethics to help them attain this goal.

The Disabled

Alhambra Medical University is committed to accommodating students with physical and learning disabilities. Accommodations and other support services are tailored to meet the needs of each individual student, and are intended to comply with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Other Student Information

Non-Discrimination Policy

Alhambra Medical University is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

AMU does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, disability, medical condition (as determined under California employment laws), or status as a Vietnam-era veteran or qualified disabled veteran in the administration of its educational programs, school administered programs, publications or in its employment practices.

Drug and Alcohol Abuse Policy

It is the policy of Alhambra Medical University that the learning environment be free of illegal, illicit, controlled and addictive substances. Specifically, all members of the University's community, which includes administration, faculty, staff, students and guests, will abstain from being under the influence, the use of and/or the consumption, of any illegal, illicit, addictive or controlled substance while on the University premises.

Violation of this policy could lead to the removal from campus as well as suspension, expulsion, termination, and within the context of criminal activity, referral to law enhancement agencies. Employees and students having difficulties with addictive substances can seek referrals from the University to agencies providing assistance with alcohol or drug related problems.

Faculty

Jiang, Fanfan L.Ac.

M.D. West China medical University, China
M.S. Dongguk-Royal University
A.D.T.* Yu Ying University (*: Advanced Doctoral Training)

Li, Hong L.Ac.

B.S. Jiang-Xi College of TCM, China
OMD South Baylo University of Oriental University

Qiu, Ju Peng

M.D. Seventh Military Medical University, China

Mao, Guo Ying

M.D. Shanghai Medical Univeristy, China
M.S. Dongguk University of Oriental Medicine

Faculty

Tao, Gong Ming L.Ac.

M.D. Shanghai Medical University, China
M.S. Shanghai Medical University, China
M.S. South Baylo University, California

Xu, Xing Sheng L.Ac.

B.S. Shanghai University of Traditional Chinese Medicine, China
M.S Shanghai University of Traditional Chinese Medicine, China
PH.D Shanghai University of Traditional Chinese Medicine, China

Zheng, Zhen Long L.Ac.

M.S. Samra Univeristy

Administration Staff

President	Jonathan Wu, M.D., Ph.D.
Academic Dean	Jerome Jiang, M.A., L.Ac.
Director of Asian Body Work	Tiffany Li, B.A.
Assistant director of Admissions	Amy Sung
Registrar	Hongxia Hu
Librarian	Yue Lu, L.Ac.

Governing Board of Alhambra Medical University

Chairman	Matthew Lin M.D.	
President	Jonathan Wu, M.D., Ph.D.	
Members	An York Lee, L.Ac.	David Fang, M.D.
	En Ming Lai, D.O.	Eric Tuckman
	Fu Chu Huang	He-Ping Fan, L.Ac.
	Jerome Jiang, L.Ac.	Jimmy Huang
	Mario De La Torre	Sandy Ho
	Stanley Toy M.D.	
Secretary	Ariel Qi	

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school Performance Fact sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number *888)370-7589 or by fax (916)263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

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