

# MASSAGE THERAPY

## ADMISSION PACKET FOR JANUARY 2017 FULL-TIME DAY PROGRAM AND AUGUST 2017 FULL-TIME EVENING PROGRAM

New admission procedures:

1. An applicant must be admitted to the College and have a JALC student ID number before applying to the program.
2. Email should be checked frequently throughout the admission process. Correspondence will only be sent via email.
3. The pre-entrance exam (HOAE) required in previous years will be waived for students entering the 2017 programs.
4. Available positions will be filled when registration begins and in the order of when the admission criteria has been met.

Dear Massage Therapy Applicant:

Thank you for your interest in the Massage Therapy (MAS) Program at John A. Logan College (JALC). The career that you are considering is truly exciting! Graduates of this program earn a Certificate of Achievement in Massage Therapy.

The College has an open admission policy; however, there are some programs which have additional entrance requirements. Please examine this packet, which will provide you with information about the profession and career of a Licensed Massage Therapist (LMT) and the Massage Therapy Program at JALC. Links to online applications, general and program, are included. Enclosed you will find information about:

- [ADMISSION PROCEDURES](#)
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  - [STEP 3: Admission Selection Process](#)
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Further information is included in this packet and available on our website at [Restricted Allied Health Admissions](#). We encourage you to thoroughly review the packet and website prior to applying to the program. Best wishes in your educational endeavors.

Regards,

Susan Phillips  
Coordinator of Allied Health Admission

Bill Connell  
Coordinator and Instructor of Massage Therapy

*Changes effective 02/03/17 - please note information listed in this packet is subject to change.*

# ADMISSION PROCEDURES

The following procedures shall be followed by all prospective applicants seeking admission to the JALC MAS program. Failure to comply with the deadline dates designated by JALC will automatically terminate the application for the program.

These admission procedures are in accordance with Illinois law. The law requires that programs not having sufficient space and resources to accommodate all applicants will accept those applicants best qualified, using ranking, ability and achievement test scores as guides, with preference given equally to students residing in the district or in a joint agreement district.

The JALC MAS program admission process does not discriminate on the basis of race, creed, color, national origin, gender, age, or the presence of a non-job-related condition or disability.

To be eligible for admission in either the full-time day program beginning spring 2017 or full-time evening program beginning fall 2017, an applicant must meet these criteria and submit the following credentials to the Admissions Office:

## STEP 1: Complete General Admission Requirements

- [Apply for general admission](#) to the College by completing the online application, if not currently enrolled in courses at JALC. If an applicant prefers, a paper application may be completed at the Admissions Office (C201).

If an application for general admission has previously been submitted, please update any relevant information online in the [MyJALC portal](#), if necessary.

- Submit current placement scores to the **Admissions Office**. We will accept scores from ACCUPLACER, ACT, ASSET, or COMPASS taken within the past three years. An applicant who has not already completed a college-level English and Mathematics course, or scored at least a 20 in English and Math on the ACT, must complete placement testing in Reading, Writing, and Mathematics to determine appropriate placement in courses. For more information about placement testing, visit [Required Placement Testing](#). If an applicant needs to schedule an appointment to take a placement test, contact Testing Services at (618) 985-2828 Ext. 8520.
- Submit all transcripts to the **Admissions Office**. An official copy of a final high school or GED® (High School Equivalency) transcript is required. In addition, official transcripts from other postsecondary institutions attended are required if transferring courses. Transcripts must show when the course was taken and the grade received. **It is the applicant's responsibility to ensure that all official transcripts have been received and evaluated in the Admissions Office.**
- Provide proof of current residency to the **Admissions Office**. The following forms may serve as acceptable proof of residency as an in-district applicant:
  - A valid Illinois driver's license with an in-district address
  - A valid Illinois state identification card with an in-district address
  - A valid Illinois voter's registration card that indicates JALC College District #530
  - A current Illinois real estate tax bill that indicates property is owned within the JALC College District #530
  - A joint agreement approved by JALC's V.P. for Instruction

Verification must show the applicant's name with their current address. PO Boxes are not accepted as proof of residency. New driver's licenses now show both PO Box and street address.

If an applicant has questions regarding general admission, they should contact the Admissions Office at (618) 985-2828 Ext. 8476 or visit the Admissions Office (C201).

## ***Out-of-District Applicants Attending Through Joint Agreement or Chargeback***

### *Joint Agreement*

An out-of-district applicant enrolling in the MAS program at JALC through a joint agreement with **[Rend Lake College]** will attend on the same basis as in-district applicants including paying tuition, fees and any other charges applicable to in-district applicants. However, an applicant attending under a joint agreement must agree to register for only those courses that are part of the declared joint agreement program. Any prerequisite course work or course outside of the joint agreement program must be completed at the applicant's home institution or the applicant will pay out-of-district rates at JALC. A joint agreement applicant will be responsible for withdrawing from courses that are not part of their declared joint agreement program or agree to pay out-of-district tuition for non-eligible courses. Completion of prerequisite courses does not result in preferential treatment for programs with special admission. Please note that these joint agreements are subject to change.

An applicant, who wishes to enroll in the MAS program that is not offered at their home institution, but is included in the joint agreement with JALC, will:

**First**, have a letter sent from their home institution stating that the applicant is eligible to participate in the specific program covered by the agreement on or before the program deadline, and;

**Second**, sign a contract stating that they understand that only courses included under the joint agreement are eligible for in-district tuition.

### *Chargeback*

An out-of-district applicant, who wishes to enroll in the MAS program that is not offered at their home institution, and is not included in the joint agreement with JALC, must first obtain authorization from the sending institution for partial student support to attend JALC, which is referred to as a chargeback. Applicants attending through a chargeback must agree to enroll in only the program guide approved by the sending institution or the applicant will assume responsibility for full tuition and fees incurred for the unapproved courses or program guide.

Joint agreement and chargeback letters should be sent to:

John A. Logan College  
Attn: Carmen Cutsinger  
700 Logan College Road  
Carterville, IL 62918

If an applicant has questions regarding a joint agreement or chargeback, they should contact Carmen Cutsinger at (618) 985-2828 Ext. 8362 or visit the V.P. for Instruction Office (A15).

## **STEP 2: Complete Program Application Requirement**

AN APPLICANT MUST HAVE AN ACTIVE JALC STUDENT ID NUMBER AND VOLMAIL EMAIL BEFORE APPLYING TO THE PROGRAM.

APPLICATIONS WILL BE ACCEPTED UNTIL THE START OF THE PROGRAM OR UNTIL ALL AVAILABLE POSITIONS ARE FILLED, WHICHEVER OCCURS FIRST.

- Apply to the MAS program by completing the online application in the [MyJALC portal](#). If an applicant prefers, a paper application may be completed at the Admissions Office (C201). A new program application is required each year.

To apply, access the [MyJALC portal](#). Click **Login** (top right by Search) and enter your username and password. Choose **Students** tab at top. Click **Admission to Health-Care Majors** link in left column. Click **Massage Therapy Application** link on right. Fill out application completely and hit the **Submit** button.

Need help accessing student accounts [click here](#), contact the Admissions Office at (618) 985-2828 Ext. 8476, or visit one of the front admission windows in C201.

If an applicant has questions regarding program admission, they should contact the Coordinator of Allied Health Admission at (618) 985-2828 Ext. 8497 or visit the Admissions Office (C201).

### **STEP 3: Admission Selection Process**

The selection of applicants is based on the stated admission criteria. Positions will be filled in the order of when the admission criteria have been met. Notification of provisional acceptance will be offered to the first twenty (20) applicants that have met the admission criteria, per program.

Applicants that obtain provisional acceptance must return the acceptance form by the deadline stated in the letter. If the applicant chooses not to accept or no response is obtained, the applicant will be dropped from future consideration and the next qualified applicant on the list will be notified of provisional acceptance.

After an applicant returns the acceptance form to the Admission Office, they should schedule an advisement appointment with the Coordinator of Allied Health Admission to register for classes.

Applicants that apply after all available positions have been filled will be placed on an alternate list if the admission criteria has been met. A position that becomes available before the start of the program will be offered to the next qualified applicant on the alternate list.

If an applicant is accepted to the program and chooses not to enter the class, any future admission must be by re-application. All applicants must make application for each year they wish to be considered for entrance into the MAS program.

Any student admitted to the MAS program two times and have failed to continue in the program must seek approval from the MAS Coordinator for re-application.

All correspondence will be sent via email, including acceptance, alternate, and denial notifications. Therefore, an applicant must provide an email, Volmail or personal, that is checked on a regular basis. The mailing address provided on the program application will be used for residency purposes and verification of residence at that address will be required (see residency requirements under STEP 1).

It is extremely important to abide by the deadline dates outlined in this packet. It is the applicant's responsibility to assure that these documents have been received in the designated office by the deadline date.

If you have questions regarding this process, please contact the Coordinator of Allied Health Admission at (618) 985-2828 Ext. 8497 or visit the Admissions Office (C201).

## PROFESSION

Massage Therapy is one of the oldest healing arts. Today, the benefits of massage are varied and far-reaching. As an accepted part of many physical rehabilitation programs, massage therapy has also proven beneficial for many chronic conditions including: headaches, neck pain, low back pain, arthritis, bursitis, fatigue, high blood pressure, immunity suppression, smoking cessation, depression, and more. As many millions will attest, massage also helps relieve the stress and tension of everyday living that can lead to disease and illness.

## PROGRAM

JALC offers a professional 768 hour certification program in massage therapy. Our program provides students with a safe and potent foundation for competent practice and continued professional and personal growth. It is approved by the [Illinois Community College Board](#) (ICCB) and the [Illinois Department of Finance and Professional Regulation](#) (IDFPR).

The goal of our MAS program is to train students in therapeutic massage to reduce stress, assist in the injury recovery process, and improve the overall wellness in the clients they serve. The MAS program offers a certificate after the successful completion of three semesters of coursework. Courses cover topics such as human anatomy and physiology, professional communication, ethics, Swedish massage, Tai chi, neuromuscular trigger point therapy, sports massage, deep tissue massage, myofascial release, and other massage techniques.

Students receive hands-on training thru laboratory experience and community service. Employment opportunities exist in colleges, medical offices, healthcare facilities, rehabilitation facilities, and personal businesses. The MAS program at JALC provides students with enough contact hours and training to be eligible to apply for the Massage and Bodywork Licensing Exam (MBLEx).

## CERTIFICATION

Graduates will be qualified to take the [Massage and Bodywork Licensing Exam](#) (MBLEx). Upon passing the licensing exam, graduates are qualified to apply for an Illinois State license to practice massage therapy.

## LEGAL LIMITATIONS

Felony convictions that Massage Therapy graduates have may adversely affect their ability to sit for licensure exam and to receive employment.

Potential applicants with questions concerning the above may wish to make an appointment with the Coordinator of Massage Therapy at (618) 985-2828 Ext. 8106.

## REQUIREMENTS OF ADMITTED STUDENTS

The length of the full-time program is twelve (12) months from start to finish.

Twenty (20) students will be admitted to begin full-time day classes each spring. The MAS student should plan to be available between the hours of 9:00 AM and 5:00 PM three days each week

(Monday, Wednesday and Friday) for the first and third semester (spring and fall) of the day program. If the general elective course BIO 105 is also being taken, extra time will need to be allowed.

Twenty (20) students will be admitted to begin full-time evening classes each fall. The MAS student should plan to be available between the hours of 2:00 PM and 9:30 PM two days each week (Tuesday and Thursday) for the first and second semester (fall and spring) of the evening program. If the general elective course BIO 105 is also being taken, extra time will need to be allowed.

After completing the first semester of either program, an **additional** 8 hours per week will be required for the MAS 107 clinic course on Tuesdays and Thursdays from 9:00 AM to 12:50 PM in the subsequent fall or spring semester.

The MAS 108 clinic course will be taught during the summer semester for both day and evening programs and will meet twice weekly for a total of 6 hours with times to be announced.

The general education course, **BIO 105**, will be scheduled in the first semester unless the student has previously completed this course. This course is not a prerequisite for the MAS program, but if BIO 105 is completed prior to starting the program the student will have more time to concentrate on the MAS courses.

Students must be certified in CPR before starting their second semester and remain current through the remainder of the program until graduation. The Coordinator of Massage Therapy will verify and approve students' CPR.

All courses listed in the curriculum guide, MAS and general courses, must be taken as in-class per state requirements. Courses taken as online will not be accepted for graduation.

Students will need to provide transportation to and from the JALC campus and assigned lab experiences. Classes will be held on the JALC campus.

Prospective MAS students should **not** purchase any materials or supplies until **AFTER** they have been accepted and have registered for classes. Questions regarding uniforms, schedules, requirements, etc. will be answered for accepted students during a new student orientation session with the Coordinator of Massage Therapy before the start of the program.

## PROGRAM GUIDE AND COURSE DESCRIPTIONS

MAS students must earn a minimum of a C grade in all courses listed in the program guide, including the general education course.

It is the responsibility of all interested applicants to view the current MAS program guides and course descriptions online at the following links:

[Massage Therapy - Certificate of Achievement \(Spring Start\) Program Guide](#)

[Massage Therapy - Certificate of Achievement \(Fall Start\) Program Guide](#)

[Massage Therapy \(MAS\) Course Descriptions](#)

## GENERAL COURSE REQUIREMENT

BIO 105 – Human Biology<sup>1</sup> – 4 credits

<sup>1</sup> BIO 105 must be completed with a minimum of a C grade. BIO 205 and BIO 206 may be substituted for BIO 105.

All applicants are strongly encouraged to complete the general education course with a minimum of a C grade prior to the semester they plan to start the program, so that they may increase their probability of success in the program.

For advisement and registration, contact the Coordinator of Allied Health Admission at (618) 985-2828 Ext. 8497 or visit the Admissions Office (C201). Registration is by appointment only, except during designated walk-in dates.

## PROGRAM COSTS

Costs are **estimates** based on the current 2016-2017 academic year.

ITEM	COST
Tuition – In-District at \$115.00 per credit hour – 4 hours (general course)	\$460.00
Technology fee at \$5.00 per credit hour – 4 hours (general course)	20.00
Course fees (general course)	35.00
Tuition – In-District at \$115.00 per credit hour – 31.5 hours (MAS courses)	3,622.50
Technology fee at \$5.00 per credit hour – 31.5 hours (MAS courses)	157.50
Course fees (MAS courses)	400.00
Books (MAS courses)	400.00
Uniform: polo shirt and khaki pants	70.00
Massage table and supplies	500.00
Finger printing	60.00
Massage and Bodywork Licensing Exam	175.00
State of Illinois licensure fee	175.00
Graduation fee	10.00
<b>Total Estimated Cost</b>	<b>\$6,085.00</b>

[Click here to view Tuition and Fees Schedule.](#)

Additional costs may include:

- \$60 Activity fee assessed for 6 or more credit hours registered per fall and spring semester
- \$40 Activity fee assessed for 3 or more credit hours registered per summer semester
- Medical exams, immunizations, and CPR

**Note:** Cost estimates are for new texts and does not include BIO 105. **All costs listed above are estimates and subject to change. The MAS student should plan to meet these financial obligations before entering the program.**

*Potential MAS students should **not** purchase or schedule anything until after they have been accepted and registered to begin the MAS program.*

For additional information, please contact Bill Connell at (618) 985-2828 Ext. 8106 or [billconnell@jalc.edu](mailto:billconnell@jalc.edu).

## FINANCIAL ASSISTANCE

JALC offers students several sources for financial assistance:

**Financial Aid** – A variety of financial aid exists and the applicant should contact the Financial Aid Office for more information at (618) 985-2828 Ext. 8308, [financialaid@jalc.edu](mailto:financialaid@jalc.edu), or C210. Some of the types of financial aid presently offered are:

- [Federal Pell Grant](#)
- [Federal Supplemental Educational Opportunity Grant \(FSEOG\)](#)
- [Illinois State Map Grant](#)
- [College Work Study](#)

JALC is no longer participating in the Federal Direct Student Loan Program. Students in need of loan funds will have to apply for a Private Alternative Student Loan. In order to find a lender, contact your local Bank, Credit Union, or search on the web using “Private Alternative Student Loan providers” for your search. All students who apply for private alternative loans must first submit a FAFSA with JALC’s federal school code 008076.

Financial aid requirements and general information can be accessed online at [Financial Aid](#).

**Scholarships** – A variety of scholarships, administered through the JALC Foundation and external sources, are available and the applicant should contact the Foundation Office for more information at (618) 985-2828 Ext. 8355, [foundation@jalc.edu](mailto:foundation@jalc.edu), or B33.

Scholarship application procedures, scholarship application, letter of recommendation form, and lists of available scholarships through the JALC Foundation and external sources, can be accessed online at [JALC Foundation](#).

**Veterans Resources** – Military veterans should visit [Veterans Services](#) in C206 for more information on Illinois Veterans Grant and GI Bill Benefits.