

**Division of Health Sciences**  
**Massage Therapy Program**

**Student Handbook**  
**2024-25 Edition**



Student Handbooks constitute Student Policy and are revised as needed.  
Please go to [TCL.edu](http://www.tcl.edu) for updates.

## **PROGRAM DESCRIPTION: MASSAGE THERAPY**

This Massage Therapy Student Handbook serves to supplement the current TCL Catalog and Division of Health Sciences Student Handbook to provide additional guidance for students enrolled in the Massage Therapy Program. It constitutes Student Policy. It undergoes revision annually and as necessary. Review online at <http://www.tcl.edu> for updates.

### **TECHNICAL COLLEGE OF THE LOWCOUNTRY**

New River Campus  
100 Community College Drive  
Bluffton, SC 29909

Mailing address:  
921 Ribaut Road, P.O. Box 1288  
Beaufort, SC 29901-1288  
(843) 525-8324  
1-800-768-8252  
[www.tcl.edu](http://www.tcl.edu)

### **MASSAGE THERAPY PROGRAM FACULTY AND STAFF**

<b>Name</b>	<b>Title</b>	<b>Telephone</b>	<b>Office</b>
Denise Van Nostran, LMT, BCTMB	Program Director/Instructor	843-470-6020	50/220
Joey Swearingen, PT, DPT, OCS, ATC	Dean, Division of Health Sciences	843-525-8276	4/109
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### **MISSION**

Massage Therapy is a branch of complementary health care that works to improve health and well-being through the manipulation of muscles and other soft tissues of the body.

The mission of the TCL Massage Therapy Program is to prepare graduates to succeed as professional entry-level massage therapists in a variety of settings. The Program provides a sequential curriculum integrating knowledge, skill, and awareness, allowing students to develop depth of technical knowledge to deliver individualized care to clients, and self-care strategies for career longevity in this physically rigorous profession.

The Massage Therapy Program serves the needs of the student and the larger community through high-quality career-oriented education. The combination of placement testing, developmental educational courses, and extensive financial aid based on eligibility allows Program access to a broad range of students. The educational objectives of the Program support success in the Massage and Bodywork Licensing Exam (MBLEx) and effective application of skills as students enter the workforce.

## **PROGRAM DESCRIPTION**

The TCL Massage Therapy Program comprises a 750 hour, three-semester (11 month), 31 credit hour curriculum. A Certificate in Massage Therapy is awarded upon graduation. The Massage Therapy Program is accredited by the Commission on Massage Therapy Accreditation (COMTA), with accreditation award renewed through April, 2023. The Massage Therapy Program is recognized by the National Certification Board for Therapeutic Massage and Bodywork.

Successful completion of the Massage Therapy Program, including coursework and supervised clinical practice, makes students eligible to take the Massage & Bodywork Licensing Examination (MBLEx), approved to meet requirements for South Carolina State Licensure, and accepted by 43 states and additional territories. The TCL Massage Therapy Program meets and exceeds all instructional criteria for the National Certification Board for Therapeutic Massage and Bodywork: At least 125 hours of instruction on the body's systems (anatomy, physiology and kinesiology), at least 200 hours of massage and bodywork assessment, theory and application instruction, at least 40 hours of pathology, at least 10 hours of business and ethics instruction (minimum 6 hours in ethics), at least 125 hours of related instruction including supervised clinical practice and practicum (professional internship).

All Program hours must be completed as in-class supervised instruction, with the exception of requirements issued by the Governor of South Carolina due to COVID-19. By state law, the instructional hour will be identified as 50 minutes. One semester credit hour will be identified as 750 minutes of classroom instruction or equivalent laboratory time plus an exam period. By state guidelines, the credit ratio of laboratory/clinical practicum/internship: lecture is 3:1, meaning three contact hours of structured lab activity equals one credit hour; one contact hour of lecture equals one credit hour. Each year, the massage therapy class size is limited to 16 participants. Instructor to student ratio in clinical supervision is a maximum of 1:8. All classes in the Massage Therapy Program take place at the TCL New River campus. Lecture classes are scheduled in standard classrooms (see individual schedule for room listing following registration), and all clinical Program activities are held in the Massage Therapy Lab, Room 221. All equipment (massage tables, massage chairs, bolsters, etc.) are supplied for use while students are enrolled, with ratio of students to equipment for all activities 2:1.

## **STANDARDS AND CODE OF ETHICS**

The TCL Massage Therapy Program adheres strictly to the professional standards of practice and code of ethics of the American Massage Therapy Association (AMTA). These principles and rules apply equally to students and faculty of the TCL Massage Therapy Program. Any violation of professional ethical behavior by any student, faculty or staff member should be reported immediately to the Massage Therapy Program Director. Students may speak with their instructor, the Program Director, the Dean of the Division of Health Sciences or other college administrator with the expectation of confidentiality in receiving assistance, support and resolution of any ethical issue or concern. Students are required to maintain appropriate physical and interpersonal boundaries and uphold professional standards during all classroom and clinical activities, in keeping with their responsibilities to the profession, outlined in the Code of Ethics below. **Prior to state licensure, students may not accept money or other gratuities for massage services.**

**Code of Ethics for Massage Therapists.** This Code of Ethics is a summary statement of the standards of conduct that define ethical behavior for the massage therapist. Adherence to the Code is a prerequisite for admission to and continued membership in the American Massage Therapy Association (AMTA).

**Principles of Ethics.** The Principles of Ethics form the first part of the Code of Ethics. They are aspirational and inspirational model standards of exemplary professional conduct for all members of the association. These Principles should not be regarded as limitations or restrictions, but as goals for which members should constantly strive.

Massage therapists/practitioners shall:

1. Demonstrate commitment to provide the highest quality massage therapy/bodywork to those who seek their professional service.
2. Acknowledge the inherent worth and individuality of each person by not discriminating or behaving in any prejudicial manner with clients and/or colleagues.
3. Demonstrate professional excellence through regular self-assessment of strengths, limitations, and effectiveness by continued education and training.

4. Acknowledge the confidential nature of the professional relationship with clients and respect each client's right to privacy within the constraints of the law.
5. Project a professional image and uphold the highest standards of professionalism.
6. Accept responsibility to do no harm to the physical, mental and emotional well-being of self, clients, and associates.

**Rules of Ethics.** The Rules of Ethics are mandatory and direct specific standards of minimally-acceptable professional conduct for all members of the association. The Rules of Ethics are enforceable for all association members, and any members who violate this Code shall be subject to disciplinary action.

Massage therapists/practitioners shall:

1. Conduct all business and professional activities within their scope of practice and all applicable legal and regulatory requirements.
2. Refrain from engaging in any sexual conduct or sexual activities involving their clients in the course of a massage therapy session.
3. Be truthful in advertising and marketing, and refrain from misrepresenting his or her services, charges for services, credentials, training, experience, ability or results.
4. Refrain from using AMTA membership, including the AMTA name, logo or other intellectual property, or the member's position, in any way that is unauthorized, improper or misleading.
5. Refrain from engaging in any activity which would violate confidentiality commitments and/or proprietary rights of AMTA or any other person or organization.

### Technical College of the Lowcountry Student Handbook

#### Part II: Student Code For the South Carolina Technical College System SBTCE 3-2-106.1

[https://catalog.tcl.edu/content.php?catoid=8&navoid=252#Student\\_Code](https://catalog.tcl.edu/content.php?catoid=8&navoid=252#Student_Code)

**Please refer to Catalog for full content regarding the Student Code including rights, responsibilities, disciplinary actions, and grievances. Catalog includes procedures for responding to issues arising from interactions with students and with faculty.**

Purpose:

The Student Code for South Carolina Technical College System sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct, except cases of alleged acts of sexual violence and sexual harassment. Cases of alleged acts of sexual violence and sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community. The Code applies to all "students."

Principles:

Technical/community college students are members of both the community and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership.

As members of a larger community, students are entitled to all rights and protections accorded them by the laws of that community, the enforcement of which is the responsibility of duly constituted authorities. If a student's alleged behavior simultaneously violates college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

When it has been determined that a student violated a federal, state, or local law, college disciplinary action may be initiated only when the presence of the student on campus will disrupt the educational process of the college.

When a student's alleged violation of the law, whether occurring on campus or off campus, may adversely affect the college's pursuit of its educational objectives or activities, the college may enforce its own regulations through this Student Code.

Solutions of Problems:

The college will first seek to solve problems through internal review procedures. When necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical/Community Colleges have shared Programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in two or more South Carolina Technical/Community Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the college where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

**Definitions:**

When used in this document, unless the content requires other meaning,

“College” means any college in the South Carolina Technical College System.

“President” means the chief executive officer of the college.

“Administrative Officer” means anyone designated at the college as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.

“Chief Student Services Officer” means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.

“Chief Academic Officer” means the Administrative Officer at the College who has overall management responsibility for academic Programs and services, or his/her designee.

“Student” means an individual currently enrolled in a Program and/or registered for the current or upcoming academic term.

“Instructor” means any person employed by the college to conduct classes.

“Staff” means any person employed by the college for reasons other than conducting classes.

“SGA” means the Student Government Association of the college or other group of students convened for the purpose of representing student interests to the college’s administration or in the college’s governance system.

“Campus” means any place where the college conducts or sponsors educational, public service, or research activities.

“Violation of Law” means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.

“Instructional Days” means any weekday (M-F) in which classes are in session.

“Close of Business” means the time that the administrative offices of the college close on that specific workday.

“Approved Method of Notification” means any communication from college personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as a hand-delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via e-mail or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail, and the date and time of such e-mail(s) shall be deemed the date and time of service.

Student Code [https://catalog.tcl.edu/content.php?catoid=8&navoid=252#Student\\_Code](https://catalog.tcl.edu/content.php?catoid=8&navoid=252#Student_Code)

Including:

**E. Infringement of Rights of Others**

Infringement of rights of others is defined to include, but is not limited to the following:

1. Stealing, destroying, damaging, or misusing college property or the property of others on campus or off campus during any college activity.
2. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of a student’s education, a basis for academic conditions affecting the student, or the conduct is sufficiently serious to interfere with the student’s academic performance or otherwise deny or limit the student’s ability to participate in any aspect of the college’s Program, thereby creating an intimidating or hostile learning environment. Cases of alleged acts of sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1.
3. Stalking, which is defined as engaging in a course of conduct, through physical, electronic, or other means, that would place a reasonable person in fear for his/her safety, or that has, in fact, placed an individual in such fear. Where the stalking is based on sex, race, national origin, color, age, religion or disability, it may constitute harassment under other provisions of this Code.
4. Bullying or harassing conduct, including verbal acts and name calling; graphic and written statements, which may include the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Bullying or harassment based on race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth or other categories protected by applicable law, will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student’s academic performance or otherwise deny or limit the student’s ability to participate in any aspect of the college’s Program, thereby creating an intimidating or hostile learning environment.
5. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

## The Student Grievance Procedure for The South Carolina Technical College System SBTCE 3-2-106

### Purpose

The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against a college employee concerning decisions made or actions taken. A decision or action can be grieved only if it involves a misapplication of a college's policies, procedures, or regulations, or a state or federal law. This procedure may not be used in the following instances: (1) to grieve a claim against a college employee for any matter unrelated to the employee's role or position at the college; (2) for complaints or appeals of grades awarded in a class or for an assignment, unless the complaint is based upon alleged discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law or on the basis of alleged sexual harassment/violence; or (3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations).

The student filing the grievance must meet the definition of a "student" at the time of the decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person.

### Definitions

When used in this document, unless the content requires other meaning,

"College" means any college in the South Carolina Technical College System.

"President" means the chief executive officer of the college.

"Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, Chief Academic Officer, Chief Student Services Officer, etc.

"Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.

"Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic Programs and services or his/her designee.

"Grievable Act or Decision" means a misapplication of a college's policies, procedures, or regulations, or a violation of a state or federal law.

"Instructional Days" means any weekday (M-F) in which classes are in session.

"Student" means an individual currently enrolled in a Program and/or registered for the current or upcoming academic term.

"Instructor" means any person employed by the college to conduct classes.

"Staff" means any person employed by the college for reasons other than conducting classes.

"Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

"Approved Method of Notification" means any communication from college personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as a hand-delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via e-mail or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail, and the date and time of such e-mail(s) shall be deemed the date and time of service.

"Close of Business" means the time that the administrative offices of the college close on that specific workday.

### Grievance Process: Filing a Complaint

This procedure must be initiated by the student within fifteen (15) instructional days of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the President or his/her designee, if the student requests an extension within the fifteen (15) instructional day period.

Before initiating the Student Grievance process, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally. In instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to initially try to resolve the matter with the person alleged to have committed the violation under this policy. Where applicable, if the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. This written complaint should describe the decision or action that is being grieved, the date of the decision or action, and the college employee(s) involved in the decision or action.

Written complaints about alleged discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law and written complaints about alleged sexual harassment or violence shall be submitted to the employee(s) designated in the college's Statement of Nondiscrimination to coordinate Section 504, Title II, and Title IX compliance.

Written complaints about decisions and actions not related to discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law or sexual harassment shall be submitted to the college's Chief Student Services Officer. Any written complaint naming the College's President as the person whose alleged action or decision originated the problem shall be submitted to the President of the South Carolina Technical College System.

**Please refer to Student Code in the TCL Catalog for full content regarding detailed process/procedures and timeline of action regarding grievances.** [https://catalog.tcl.edu/content.php?catoid=8&navoid=252#Student\\_Code](https://catalog.tcl.edu/content.php?catoid=8&navoid=252#Student_Code)

## **REQUIREMENTS OF TRAINING FOR LICENSURE IN SOUTH CAROLINA**

From Section 40-30-110, South Carolina Code of Laws, 1976, as amended by the Massage/ Bodywork Practice Act, Act 387 of the 1996 General Assembly:

To be licensed as a massage therapist in South Carolina, a person must

1. be at least 18 years of age and have received a high school diploma or GED (high school graduate equivalency diploma)
2. have completed a course of supervised study of at least 650 classroom hours at an approved institution
3. have received a passing grade on an approved examination such as the National Certification Examination

For additional information and/or for application for South Carolina state licensure, contact

SC Department of Labor, Licensing, and Regulation

Office of Business and Related Services

P.O. Box 11329

Columbia, SC 29211-1329

(803) 896-4490

[www.llr.state.sc.us/POL/MassageTherapy](http://www.llr.state.sc.us/POL/MassageTherapy)

Requirements for training and standards of practice in other jurisdictions may vary.

## **NON-DISCRIMINATION POLICY**

The Technical College of the Lowcountry Massage Therapy Program is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, sexual orientation, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief.

## **FINANCIAL AID**

Eligibility for financial aid is established by completion of the Free Application for Federal Student Aid (FAFSA) through the link on the Financial Aid webpage of the TCL website [www.tcl.edu](http://www.tcl.edu). Federal, State, and private Foundation sources of assistance are available as described in the TCL Catalog.

By definition, Federal and State scholarships and grants are funds applied toward the educational costs of students who meet eligibility criteria and remain in good academic standing, which are *not* repaid by the student. Federally subsidized, unsubsidized, or private loans are obtained by the student or parents of dependent students, and *must be repaid*, subject to specific terms of repayment, including interest fees.

**IMPORTANT:** All students requesting funding through student loans are required to complete an annual Financial Literacy workshop. Contact Financial Aid or check the website for workshop dates.

## **MASSAGE THERAPY PROGRAM EDUCATIONAL OBJECTIVES**

The curriculum content is designed to build knowledge, skill, and awareness in the student therapist:

- Perform safe and effective massage therapy application
- Demonstrate healthy body mechanics and self-care
- Employ professional ethics and laws specific to the practice of massage therapy
- Apply knowledge of human structure, function, and pathology
- Provide massage therapy services to the public in clinical courses
- Document clinical activities using proper medical terminology
- Develop basic business planning and management skills
- Integrate knowledge and skills needed to pass Massage and Bodywork Licensing Examination

### **CPR CERTIFICATION**

Massage therapy students must have a current Adult Basic CPR certificate prior to beginning clinical courses. This certification must be kept current according to the expiration date of the card and maintained throughout the Program. It is the student's responsibility to complete CPR certification. Students will not be permitted in the clinical area without current certification.

### **CONTINUING EDUCATION FOR INSTRUCTORS**

All Massage Therapy instructors must participate in continuing education in technical and instructional skills. This requirement may be satisfied with in-service or outside Programs. Documentation must be provided.

### **GRADED ELEMENT MAKE-UP POLICY**

Students in this science- and skills-based Program are expected to attend all classes. Students who miss more than 10% of classes are subject to administrative withdrawal from the class. All assignments must be completed or the student will receive an "I" (Incomplete) in the class. Students are expected to turn in all assignments by the designated date. Students who are not able to be present for a lab evaluation or test MUST contact the instructor in advance to request an opportunity to reschedule or "make-up" the evaluation or test. "No-call/no-show" for an evaluation or an exam will result in a grade of "0." There are no "make-up" activities equivalent to hours in the Program. (For example, a student may not write a paper to "make-up" hours in a specific course.)

### **DRAPING PROCEDURES**

Professional standards of draping are required and maintained at all times during the curriculum. Draping procedures are introduced and practiced in MTH 121 Principles of Massage I during Fall Semester, and required during all courses involving massage application.

Any student who does not observe appropriate draping technique and respect for physical and interpersonal boundaries will be immediately removed from the clinical activity. Behavior will be documented by the instructor, and discussed in private with student for appropriate resolution, including potential dismissal from the course and the Program. In cases where the situation is resolved and the student is allowed to return to clinical activities, any deliberate or repeated inappropriate behavior following corrective instruction will result in dismissal from the Program.

### **HYGIENE**

Since the practice of massage therapy involves physical contact with fellow students during massage application courses and members of the public during clinical sessions, students are required to maintain professional standards of hygiene and grooming at all times. Daily showering/bathing, use of unscented deodorant, clean clothing, well-groomed haircut, and conservatively trimmed hair including mustache and beard, are required of all students at all times.

Smoking is discouraged while enrolled in the Program, and if a student smokes, care must be taken to remove odors from linens, clothing, skin and hair. Because some students and clients may be sensitive to scent, grooming products used should be unscented, and colognes and perfumes should not be used. Chewing gum is not allowed, but breath mints are allowed and may be recommended due to close proximity of work with fellow students and clients. Nails must be trimmed short and filed.

Best practices of clinical hygiene and universal precautions including proper hand-washing, handling of linens, and cleaning of equipment will be employed during all class and clinical activities.

### **ACADEMIC MISCONDUCT (See TCL student handbook and course syllabi)**

Health care professionals hold the public trust. Academic misconduct by health science students calls that trust into question and academic integrity is expected. Academic misconduct may result in withdrawal for related health science courses. Also, depending on the severity of the student's academic misconduct, the student will not only be withdrawn from the Program, but will not be allowed for re-entry and/or reapplication to all Health Science Programs.

### **GRADING POLICY**

Grading scale	
93% - 100% A	W withdrawal
85% - 92% B	WP withdrawal with passing grade
78% - 84% C	WF withdrawal with failing grade
70% - 77% D	I Incomplete
Below 70% F	

## **REQUIREMENTS FOR GRADUATION AND THE AWARD OF CERTIFICATE OF MASSAGE THERAPY IN THE DIVISION OF HEALTH SCIENCES**

1. Completion of the Health Sciences courses, and science courses as required by the Program
2. Completion of each course with a minimum grade of "C" (78%)
3. Students must be eligible to rotate through all Program specific clinical affiliates to progress through the Program
4. TCL GPA 2.25 or greater in specified Program
5. Completion of all Health Sciences courses at TCL
6. Completion of all Health Sciences courses within 2 years of beginning the Program
7. Recommendation of the faculty

### **DRUG TESTING**

Students will be required to submit to drug testing upon entrance to the Massage Therapy Program and periodically throughout the Program. Additionally, a student may be required to submit to drug testing at the request of the clinical facility, Dean of Health Sciences, or Massage Therapy Program Director. The cost for the drug testing will be the student's responsibility.

### **STUDENT DRESS CODE**

Massage Therapy requires mobility of the practitioner while maintaining a modest and professional appearance. Therefore, TCL requires suitable student attire for classroom, clinics, and internships. Appropriate clothing includes:

- Shirts with sleeves for classroom activities; scrubs are required for hands-on courses and clinical sessions.
- Slacks or shorts: slacks or scrub pants, loose enough to allow mobility; shorts of reasonable length and substantial material are allowed for classroom activities; shorts are not allowed for clinical activities
- Undergarments are required; no clothing may expose any undergarments for male or female students
- Closed-toe shoes and socks are required for labs and clinical sessions; clean tennis shoes are acceptable
- No piercings filled with jewelry other than one small earring per ear are allowed in classroom or clinic, for both professional appearance and safety
- Students agree to refrain from receiving any body piercing or tattooing while participating in Program
- No hats are to be worn in classroom or clinic
- Students with long hair must tie hair back in braids, clips or ponytail for clinical sessions
- Rings, watches and bracelets must be removed while giving massage

### **PROGRAM FACILITY**

The Massage Therapy Program is offered in its entirety at the TCL New River Campus in Bluffton, South Carolina. The campus currently comprises 32 acres of land, parking lot with capacity for 240 cars, and one 32,670 sq. ft. building providing classrooms, meeting rooms, administrative offices and student service offices. Rooms are comfortably arranged on two floors, with stair and elevator access.

The first floor contains lobby, main administrative office and bookstore, student services office, library/learning center, President's office, Assistant Vice President's office, three large standard classrooms, one auditorium-style classroom, one large meeting room, one small meeting room, two large industrial arts/multipurpose classrooms, and warming kitchen (refrigerator/microwave; no food preparation on-site).

The second floor contains biology lab, nursing lab, massage therapy lab, five shared divisional offices, TCL Foundation office, three large classrooms, and student lounge with vending area. The environment is enhanced by paintings, photographs and sculptures on loan from the State of South Carolina collection on display throughout the building. Adjacent to the parking area, the TCL New River Campus is the site of a 9-part, 20 kilowatt solar array, generating renewable power supplied to the local electrical grid. The TCL New River Campus opened in August, 2006.

Massage Therapy academic courses take place in lecture classrooms as designated on the individual student schedule. Massage application classes take place in the dedicated Massage Therapy Lab, Room 221. The Massage Therapy Program Director's office is adjacent to the lab. All lecture classrooms are equipped with modern audiovisual equipment, and selected courses (MTH 120 Introduction to Massage, Fall Semester, and MTH 124 Massage Business Application, Summer Semester) are scheduled in computer equipped classrooms (one PC per student) to enhance learning with online resources and enable special lessons (research literacy, resume preparation, etc.).

The Massage Therapy lab is dedicated to Program activities and no other Programs or courses are scheduled in that space. Massage tables are provided to allow two students to every workstation, with additional individual space provided for storage of student supplies and belongings. Heavy opaque curtains partition workstations for privacy in undressing and dressing.



## **ACCREDITATION**

The Massage Therapy program is accredited by the Commission for Massage Therapy Accreditation awarded through April, 2030. The COMTA office may be reached by phone 202-888-6790, email [info@comta.org](mailto:info@comta.org) or by mail at 900 Commonwealth Place Suite 200-331. COMTA provides oversight and a grievance process for accredited programs and schools. Students, faculty and the public may contact COMTA at any time with questions regarding requirements for accreditation, or for assistance that is not available at the college level.

## **MATERIALS LIST**

Massage media (crèmes, lotions, oils) are supplied while students are enrolled. Students are required to purchase:

- Fall Semester: Textbooks; lab supplies as required for BIO 112 and MTH 120. MTH 121, and MTH 132 courses; two twin-sized sets of white flat-weave cotton or cotton/poly sheets (flat/fitted/pillowcase) for MTH 121, no satin, flannel or knit weave sheets allowed for classroom use. Students are required to bring sheets clean, folded, and ready to use for each class and clinical session.

Scrubs are required for MTH 121 class sessions; student name badge is required for MTH 121 class sessions, cost is included in course fee. Scrubs must be black top and pants, small accent colors permitted, solid black yoga pant is an acceptable substitute for scrub pants.

The following massage holster must be purchased for MTH 121: Biotone Hold-All Holster

<https://biotone.com/supplies/holsters/hold-all-holster-black>

The following massage cream must be purchased for MTH 121: Biotone Organic Massage Crème, 7oz. Tube

<https://biotone.com/pure-touch-organics-massage-creme>

The specified holster and cream may be purchased from other retail sources, as long as they are the IDENTICAL items.

Refills of massage cream, lotion and oil will be provided at no cost to students for the duration of the Program.

- Spring Semester: Textbooks; two additional twin-sized sets of white flat-weave cotton or cotton/poly sheets (flat/fitted/pillowcase). Students are required to bring sheets clean, folded, and ready to use for each class and clinical session.
- Summer Semester: Textbooks; no additional supplies required.

**PREGNANCY DECLARATION for FEMALE STUDENTS ENROLLED in  
MASSAGE THERAPY PROGRAM**

If, during the course of her education, a student becomes pregnant, she may voluntarily choose to declare her pregnancy to the Program Director in writing. Revealing her pregnancy is not a requirement and is the decision of the student. The student may choose not to declare her pregnancy, in which case, the student will be treated as though she is not pregnant.

Once a pregnancy is declared, the student also has the right to undeclare the pregnancy at any time but this should also be completed in writing. This is in accordance with federal and state law, and applies to students in all Division of Health Sciences Programs at the Technical College of the Lowcountry.

If the student voluntarily declares pregnancy, she must submit a formal statement in writing to the Program Director. If a pregnancy is declared, the Program faculty will advise the student of the following options:

- A. The student may continue both the academic and clinical components of the Program without modifications.
- B. The student may continue academic course work only. This option is at the discretion of the faculty and will depend on the placement of the student within the Program. Students who choose this option and have the approval of the Program Director will make up all clinical education prior to graduation and receive their diplomas. The maximum leave of absence within a twelve (12) month period is sixty (60) days.
- C. The student may choose to leave the Program with option for re-entry at a time to be determined by the Program Director in consultation with the Program faculty and in compliance with policy of the Division of Health Sciences. The student may be required to begin the Program again, depending on the student's placement within the Program.

Students seeking to re-enter the Program must follow the "Conditions for Re-entry to Health Sciences Programs" as stated in the Division of Health Sciences Handbook. Clinical remediation may be required if the absence has been considered substantial and/or if clinical skills need to be further enhanced.

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Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date