








MS 0016

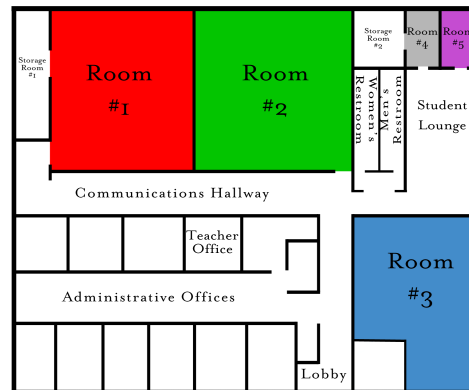
**THE LAUTERSTEIN-CONWAY  
MASSAGE SCHOOL & CLINIC**  
[www.TLCSCHOOL.COM](http://www.TLCSCHOOL.COM)



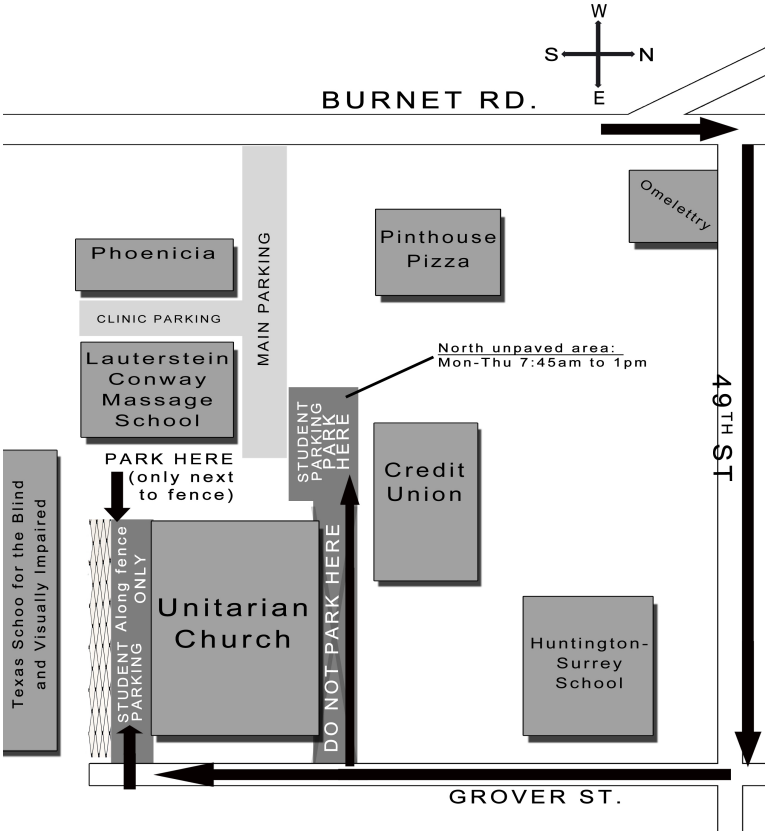
# Getting around...

## Calendar Legend

	Room 1
	Room 2
	Room 3
	Room 4
	Room 5



# Parking



# Founders & Co-Directors



# Admissions



# Assignment Coordinator



# Student Administrator



# Office Manager / School Store Front Desk





# Reminders from the Front Desk

- ◆ **Please do not congregate in the lobby during breaks.**
  - ◆ Use the student break room or outside break areas instead.
- ◆ **Please do not enter the administrative area without first checking with reception.**
  - ◆ Unless escorted by staff, please do not enter the staff entrance.

# Bookkeeper



Contact our Controller ([erict@tlcschool.com](mailto:erict@tlcschool.com)) immediately if you encounter financial issues.

# A Quick Reminder: Payment Plans

- ◆ As a courtesy, we will release your transcripts at the end of your program if you make all your payments on time.
- ◆ If **one** payment is late, you will not receive your transcript for a considerable length of time after completion.
- ◆ Without a transcript you cannot get a license, which means you cannot get to work.
- ◆ So please commit to making every payment on time, every time.

# A Quick Reminder: Non-tuition Fees

Students must pay all non-tuition fees before transcripts will be released.

Non-tuition Fees:

Make-up, No-show, Tutorial

**\*See Student Handbook for full list of non-tuition fees\***

# Let's take a moment...

Accountability  
separates the wishers  
in life from the  
action-takers that care  
enough about their  
future to account for  
their daily actions.

*John Di Lemme*

meetville.com

# Let's take a moment...

- ◆ You think you're here to learn Massage? Well, that's mostly true.
- ◆ You are also going to leave here the best professional you can be and we are going to work together to make that happen.
- ◆ You're Student Handbook has been designed to answer 99% of your questions. Use it. Information is power.
- ◆ You have been given a copy of your student handbook, there is a digital version on our website- [www.tlcschool.com](http://www.tlcschool.com) , there is a binder in the student hallway, a binder in the student lounge and another copy in the makeup room.

# What you can expect from us: Professionalism

- ◆ We aspire to deliver a consistently high-quality educational experience to our students.
- ◆ We will treat you with respect.
- ◆ We will maintain firm boundaries as part of your training in professionalism.

# What you can expect from us: Communication

- ◆ We are always open to feedback. Best way? Put it in writing by completing and submitting a Feedback form or sending an email to [admin@tlcschool.com](mailto:admin@tlcschool.com).
- ◆ We are happy to meet with you! Walk-ins are welcome, schedule permitting. Priority is given to students that make appointments.



# What you can expect from us: Responsiveness

- ◆ If we are aware of a breach of conduct by any student, faculty or staff member, we will inform them within 10 working days.
- ◆ If there is an emergency, faculty and staff are trained to respond right away.
- ◆ We will be honest if we make a mistake and work to resolve it in a timely manner.

# What you can expect from us: Responsiveness

- ◆ Grading – Graded assignments will be placed in your student folder within 3 business days.
- ◆ Quarterly Progress Reports – will be distributed in class within 7 business days of the end of quarters 1 – 3.
- ◆ On the last class day, students will receive a preliminary 4<sup>th</sup> quarter report.

What we expect from you:  
Be A Pro!!!

Proactive

Professional

Process-oriented

# What we expect from you: Be Proactive.

- ◆ **We encourage you to actively participate in your success.**
  - ◆ Should you need to speak with someone regarding personal, academic, or financial matters, please do so **as soon as possible**.
  - ◆ Assignments: keep track of assignments completed and outstanding.
  - ◆ Absences: track your absences and look ahead to when and how you can make them up. Sign up at least a week ahead of time for scheduled make-up classes, or request to sit in with another section as early as you can.

# What we expect from you: Be Professional Class Schedule -Your Schedule

Know where to be, when to be, and how to be.



# What we expect from you: Be Professional Attendance

- ◆ We encourage you to attend every class, if well and able.
  - ◆ Any class missed in the 500-Hour Program must be made up.
  - ◆ Missing an entire class constitutes an absence.
  - ◆ Do not come if you have a fever or contagious condition.
  - ◆ You must be fever-free for **24 hours** before returning to class.

# What we expect from you: Be Professional Attendance

- ◆ **Punctuality** - we support your arriving 5 to 10 minutes early for class, being ready to begin on time, and returning promptly from breaks.
- ◆ Tardy – arriving after the starting time of the class or leaving before the end time constitutes a tardy.
- ◆ Arrival over 10 minutes late, or leaving more than 10 minutes early will require a makeup of **1 hour**.

# Make-Up Class

- ◆ Making up a class earns you credit for the hours missed but **does not** erase the absence.
- ◆ Missing more than 15% of your program (75 hours or roughly 16 classes) will result in your dismissal from the program.
- ◆ **It is your responsibility to keep track of your absences and time needed to make up.**



# Make-Up Class

- ◆ **Make-Up Class (\$10/hr or \$45 for a full A/B class)**
  - ◆ Make-up classes are an open study hall for all students, in all programs. Space is limited. **Reservations are required.**
  - ◆ Some classes must be made up when it is scheduled with another program, provided there is room. **If you miss these classes, eligibility to begin internship will be delayed.**

# Make-Up Class

There is additional information about make-ups posted in the Student Communication Hallway.

You will find course calendars for current programs, make-up forms, and the sign-up sheet for the makeup room.



# What we expect from you: Participation

- ◆ Students learn best by giving and receiving massage.
- ◆ **Not Participating “NPs”** - Students can receive credit for attending class even if they are unable to give *or* receive massage receive “NPs.”
  - ◆ Students that *either* cannot give *or* cannot receive massage receive a ½ NP.
  - ◆ Students are allowed a maximum of 4 full NPs during the program.
  - ◆ **To receive credit for attending class, students must remain alert and focused.**

# What we expect from you: Assignments

- ◆ Please be sure to print your **legal name** on all tests and assignments.
- ◆ **Grades for Assignments:**
  - ◆ Receive full credit if turned in when due.
  - ◆ If an assignment is late, 20 points will be deducted.
- ◆ If you missed a class in which an assignment was due, you may turn it in at the next class for full credit.

# What we expect from you: Quizzes/Exams

- ◆ If a quiz or exam is missed due to absence, it must be made up within 2 weeks for full credit.
- ◆ After 2 weeks, 20 points will be deducted.
- ◆ Any quiz or exam grade less than a 70 may be retaken to receive a grade up to 70.
  - ◆ Quizzes and exams can be made up during your scheduled make-up hours.
  - ◆ You may also schedule a time with the Student Administrator to retake your test.

# What we expect from you: School Environment

- ◆ Students must not be under the influence of illegal or function-impairing drugs or alcohol on school grounds.
- ◆ TLC is a weapons-free zone. This includes open carry and concealed carry, regardless of one's permit.
- ◆ Smoking is permitted in **designated areas only**. Please deposit butts in the appropriate containers.
- ◆ Public space: help keep it clean. Please wash your dishes and properly dispose of trash.
- ◆ Dress: when outside the classroom, students must be fully clothed, including shoes.

# What we expect from you: Classroom

- ◆ You will be sent home for any of these above classroom behaviors:

Side-talking

Sleeping

Not following directions

Eating in the classroom

Dress code violations

# What we expect from you: Classroom

- ◆ Use of cell phones or cameras is not allowed in the classroom, clinic or bathrooms.
- ◆ If you have an emergency situation, let the instructor know and an exception can be made to set the device to vibrate.
- ◆ **If your cell phone is on, rings or disturbs the class in any way without prior instructor notice, you will be asked to go home and must make up the hours you will miss.**
- ◆ Computers may be used during class for note-taking only. The webcam feature must be blocked for confidentiality/privacy reasons.



# What we expect from you: Classroom

- ◆ **Take responsibility** for the energy in the classroom and the school.
- ◆ The learning atmosphere is something we create together.
  - ◆ Cultivate sensitivity in words and deeds
  - ◆ Hold yourself accountable for your moods and emotions
  - ◆ Ask for support from classmates and staff when you want it.

# What we expect from you: Communication

Think well of yourself and others.

Make connections with your classmates.

Be honest when providing feedback regarding work you give or receive, as well as other in-class issues.

# What we expect from you: Communication Stay in the Loop!

- 💧 Check your email.
- 💧 Check the Student Communication Hallway.
  - 💧 Student Folder
  - 💧 Postings
- 💧 Check your class' FaceBook page.

# Social Media and Privacy



# Student Resources

- ◆ For additional resources, study tips and videos you can visit our website at [www.tlcschool.com/students/current-students](http://www.tlcschool.com/students/current-students)
- ◆ Your password for access to this material is TLCstudent.
- ◆ If you have a current diagnosis that requires accommodation, please see Mark or Tila.

# Student Resources: Tips for Studying

Salvo – More than a textbook!

[www.getbodysmart.com](http://www.getbodysmart.com)

[www.messagestudybuddy.com](http://www.messagestudybuddy.com)

# Student Resources: Quick Tip for Testing



Remember:

**Please be sure to read your Student Handbook.**



# Heads Up!

- ◆ Parking Permit Form
- ◆ Work Study
- ◆ Scholarships
- ◆ Handbook Agreement

Congratulations!



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