



## GLOBAL COLLEGE OF NATURAL MEDICINE Student Handbook

### I. Mission and School Overview

#### Mission Statement

The field of alternative health and nutrition has become one of the most dynamic areas of interest and learning today. The Global College of Natural Medicine offers comprehensive, yet affordable alternative home study programs for active adults throughout the globe.

#### School Overview

The Global College of Natural Medicine (GCNM) offers a non-dogmatic approach to holistic health and wellness education that will improve the quality of the student's life, health, and career options. Our courses are specially designed for:

- Those wishing to start an exciting career in the rapidly growing field of natural health and wellness – the next trillion dollar industry.
- Those involved in the retail, or distribution of natural health and wellness products, such as dietary supplements.
- Natural health practitioners looking to expand their business potential (chiropractors, reflexologists, aromatherapists, massage therapists, fitness instructors, iridologists, herbalists, etc.).
- Those wishing to learn about natural healing techniques to enhance their lives, improve their health, increase longevity, and enrich the lives of those around them.

We also believe that wellness, including holistic medicine, is one of the most rewarding fields to be involved in today. There are more and more people seeking ways to improve and maintain their health naturally. Therefore, the need is also growing for qualified natural health practitioners.

#### Proof of Education

If you do not hold a High School Diploma or Equivalent, you may complete our basic entrance exam that demonstrates your knowledge of English and basic math. If you wish to complete the entrance exam via hard copy, you may request from [studentsupport@gcnm.com](mailto:studentsupport@gcnm.com) or **1-800-804-5512**(outside North America **1- 831- 454-0700**). To take the entrance exam online please [click here](#).

#### Nondiscrimination

GCNM has a nondiscriminatory policy and does not discriminate on the basis of gender identity, race, color, age, religion, national origin, sexual orientation or disability. We conform to all federal laws concerning equal opportunity.

## School Performance Fact Sheet

School opening-GCNM opened its doors in November of 2004.

Student Body-Approximately 3000 students are enrolled with GCNM. Most are students seeking a second career, transitioning away from their first profession.

Graduates-We have approximately 500 graduates, with about 40 students completing one or more programs each month.

Graduation rate-Over 99% of our students pass their program of enrollment. Less than 2% of our students withdraw from our programs.

Financial aid-Non-government sponsored financial aid options are available. Please contact for more information.

## II. Distance Learning Process

### Program and Material Descriptions

Our programs are designed to be self-paced or learner- directed. Each program is divided into modules with lecture materials, self-review tests, major assignments and a final exam. The program materials for the HHP, NC or MH materials are sent in one shipment after your enrollment is processed. The degree materials are sent out course by course. Upon completion of all of the assignments and final exam, the completed packet is sent to the Global College of Natural Medicine for evaluation.

### Support Systems

#### 1. Online

##### - Email support

We work to answer your emails within 24 hours during the business week.

Email contact: [studentsupport@gcnm.com](mailto:studentsupport@gcnm.com)

##### - Academic Resource Center

At this center you will be able to access many sources for additional enrichment. All you need to register is your student ID#. You have unlimited access to this online resource center. Here you will find resources to help you with hints for writing papers.

#### 2. Online Forums

After registering with your student ID number, you can access postings of your classmates and faculty members, as well as place your posts. There is a wealth of additional holistic health information available to you. All GCNM students in the NC, MH and/or HHP programs/courses are required to actively participate in our online student forum. A minimum of 10 posts must be posted before graduation. Forum participation will be evaluated as part of the final grade. Support for forum questions is available at [studentsupport@gcnm.com](mailto:studentsupport@gcnm.com), live support student support and **1-888-240-6631** (from outside North America **1-831-458-5144**)

#### 3. By Telephone or Fax

Please call or fax with any questions.

##### From U.S.A. and Canada:

Phone: **1-800-605-6520**

Fax: 1-800-594-0580

##### From outside North America:

Phone: **+1-831-458-4196**

Fax: +1-831-458-4197

#### 4. By Mail

You may send us a letter with any questions that you have.

**GLOBAL COLLEGE OF NATURAL MEDICINE**  
250 Natural Bridges Drive  
Santa Cruz, CA 95060, USA

## Grading Policies

### 1. Time frame for completion of program

- a. Nutritional Consultant Program – 12 months
- b. Master Herbalist Program – 12 months
- c. Holistic Health Practitioner Program – 24 months
- d. BSHH-5 years (usual completion time 4-5 years)
- e. MSHH-3 years (usual completion time 2-3 years)
- f. PHDHH-5 years (usual completion time 4-5 years)

### 2. Submission Method

- a. Complete all major assignments and final examination.
- b. Make copies of all major assignments and final examination.  
(Keep copies for your records)
- c. Mail to:

**GLOBAL COLLEGE OF NATURAL MEDICINE**  
Attn: Examination Dept.  
250 Natural Bridges Drive  
Santa Cruz, CA 95060, USA

or submit online. To find out more information or to elect the online submission option, please contact student support at [studentsupport@gcnm.com](mailto:studentsupport@gcnm.com) or 1-800-804-5512 (from outside North America 1-831-454-0700).

### 3. Grading

- a. Scale – 80% correct is needed for a passing grade.
- b. Time frame – There is a 2-3 week turnaround time for grading your papers. Upon successful completion you will receive a transcript with your certificate, as well as the examination materials you submitted.
- c. The re-testing fee is \$100. You have 90 days to petition the school if you wish to retake your final examination or any portion of your assignments you were not successful in.
- d. Fees must be paid in full for transcripts to be issued.

## Other Student Services

### 1. Transcripts

Upon completion of a program you will receive an official transcript along with your certificate or diploma. If you require additional transcripts, please send a written request along with a check for \$10.00 for each additional transcript requested. The written request must include your name, your address, your email address, and your student ID number. Transcripts sent directly to other institutions are sent free of charge.

### 2. Supply of materials

All study materials are included in the price of tuition. Please check the inventory list carefully when you first receive your package. You must notify us of any missing study materials within 30 days of the date of shipment to be eligible for free replacement of any missing materials. After the 30 day period, we will provide new or replacement materials for the retail price plus shipping.

### 3. Extensions

Extensions are available for no additional costs. They are given out in 6 month increments. Please visit [http://www.gcnm.com/request\\_ext.php](http://www.gcnm.com/request_ext.php) to request your extension. You will need your name, your program, and your student ID to request the extension.

### 4. Direct assistance with coursework

Mentors are available per request at [studentsupport@gcnm.com](mailto:studentsupport@gcnm.com). The Head of Faculty will assess your needs and assign the appropriate mentor who will then work with you to empower you to complete the programs. Additionally, coursework (except final exams) may be sent via email attachment to [studentsupport@gcnm.com](mailto:studentsupport@gcnm.com) for a pre-grade review. For case studies, you may submit one case study for review and then apply that feedback to your remaining case studies.

### 5. Student Identification cards

Laminated ID cards are available for 10USD and have a one year duration. Please contact [studentsupport@gcnm.com](mailto:studentsupport@gcnm.com) or **1-800-804-5512** (from outside North America **1-831-454-0700**) to order and to find out the information required for the card.

## III. Refund Policy

Please see our detailed [Refund Policy here](#)

## IV. Complaint Policy - Student Complaints

All student complaints should be addressed to the director, Heather Johnstone, PhD RN BC APN AMP-C RYT at [heatherjohnstone@gcnm.com](mailto:heatherjohnstone@gcnm.com) or **1-800-605-6520**.

**We will always do everything in our power to resolve any disputes that may arise.** If you have any complaints or problems that you cannot work out with the school, write or call: Department of Consumer Affairs Consumer Information Division, 1625 North Market Boulevard, Suite N112 Sacramento, CA 95834, (800)952-5210 or [Bppve@dca.ca.gov](mailto:Bppve@dca.ca.gov).

## V. Accreditations, Licensure, Associations

### Licensure

This institution has received approval to operate from the **Bureau for Private Postsecondary and Vocational Education**. The Bureau has determined that this institution's operational plan satisfies the minimum standards listed in Education Code section 94915(b). Addendum: GCNM has entered into a voluntary agreement per AB1525(Chapter 67 of the Statutes of 2007) with the Director of Consumer Affairs.

### Accreditations

GCNM is accredited by the **American Association of Drugless Practitioners** and the **American Naturopathic Medical Accreditation Board**. Accreditation for Natural Health programs in the United States is an entirely voluntary process. Accreditation for an institution of learning represents a validation that the school programs have been thoroughly investigated and found worthy of recognition. This investigation is conducted by a qualified group of people familiar with the programs offered.

### Board Certification

GCNM graduates qualify for Board Certification through the **American Association of Drugless Practitioners (AADP)**. The application will be mailed to you upon graduation from any of our programs. You may contact the AADP at 1-888-764-AADP.

The **American Naturopathic Medical Certification Board** will provide Certification to Global College graduates. Certification is available for students who have completed the Holistic Health Practitioner Program, Master Herbalist Program, or Nutritional Consultant and passage of final exam. Graduates may be American Board Certified as a Holistic Health Practitioner, a Master Herbalist, Nutritional Counselor, Doctor of Holistic Health by completing the application process and submission of required documents. You may contact the ANMCB at (702) 450-3477 or email your inquiries to [information@anmcb.org](mailto:information@anmcb.org).

## **Continuing Education**

The programs offered by GCNM are valid for the American Massage Therapists Association (AMTA) continuing education. All GCNM courses meet the annual continuing education requirements of the AMTA.