



Student Manual
For
Professional Training Department

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The intention of this manual is for the students in the Professional Training Department to have a tangible reference for questions and IAA policy. The Professional Training Department includes the Natal Studies Module (NAT), the Professional Studies Module (PSM), and the Diploma Module (DPL).

Introduction

Welcome to the International Academy of Astrology. We are happy you chose IAA for your astrological education and we want you to have a seamless experience throughout your study. It is our hope that this manual will serve you in answering any questions or concerns you might have. Within these pages, you will find information about our grading methods, refund policy, etc.

IAA was established in 1997 and is the world's oldest online astrological school. Its diploma is internationally recognized, and founder and CEO, Ena Stanley, was awarded the Regulus Award for Education at the United Astrology Conference (UAC) in 2012. As a graduate, you can use the letters "Dipl. IAA" after your name to display your credentials as a Professional Astrologer.

Traditionally, many of our graduates also seek certification through various other astrological organizations. These other certifying bodies give our graduates certain incentives toward certification due to IAA's high educational standards. For example, ISAR accepts the IAA elective credits required for certification, and NCGR allows the IAA graduates to proceed with the Level IV examination directly, bypassing levels I – III.

Classes are currently held through GoToMeeting (www.gotomeeting.com). If you need assistance with this platform, you may go to their website to view their comprehensive tutorials. Each course has a different link to the classroom and the link to your specific classroom will be sent to you upon registration. This is the link you will use to access the particular class for each week of that course. Your instructor will email you a few days before your course begins with the information about your class. You can also find the link to your class at the Moodle website as well. (your instructor will send you the instructions regarding the use of the Moodle website).

Students may be required to purchase additional books for some courses. In the Natal Studies Module, an IAA e-Book for your course will be included in the total price of the course. This e-Book contains your class material and assignments. Your eBook will be in Moodle. *All students are required to have their own astrology software, and be competent in its use, by the beginning of NAT-5.* The software must be capable of adding asteroids, Chiron, and Vertex to your chart. It must also be capable of generating reports for conjunctions to fixed stars, fixed star parans, and various Lots. If you have a software that does not create these reports, tell your instructor at the beginning of the semester.

You will have several different teachers throughout your courses at IAA. Each instructor will have their own teaching style. Some may have additional procedures to be followed in their classroom. Instructors will inform you of their requirements before the beginning of the first class. If you are ever confused about a procedure or have any additional questions, ask your instructor.

Classroom Guidelines

Classroom etiquette, of course, is necessary otherwise it is disruptive to the rest of the students. To give you the best education possible, you will always have compulsory reading with specific deadlines. There will also be videos that are a prerequisite for some classes. Questions are important in the classroom, both for you, and their fellow classmates. Instructors invite questions; they are a necessary component in a virtual classroom.

Instructors use PowerPoint slide decks to aid them with the material. Each class will also be recorded. The links to the recordings will be in Moodle. PowerPoint slides used by instructors in their classes, will be posted in Moodle, as well. (Of course, all this material is copyrighted.) On rare occasions, there may be a

technical difficulty with the class recording. There is nothing IAA can do about this type of mishap with the GoToMeeting platform and it may be impossible to recreate the recording.

If you are unable to attend a class please let your instructor know as soon as possible. You will, nevertheless, receive the recording of any class you miss, gaining full benefit of the presentation. However, your class participation grade will be affected. (See “Homework and Grades” below.)

In most classes, you will be using your chart and your work charts, along with your classmate’s charts, for examples. Please know that it is not necessary for you to share anything personal that might make you feel uncomfortable. You may also ask the instructor to pause the recording if you do not want what you have to say on the recording; however, the recordings are only for you and your classmates and are not shared with others. It’s crucial that you download each class recording to your personal device when you receive notice of its availability as it is only available for a limited time.

Homework and Grades

There will always be required reading for each course. You are expected to *read the weekly material before each class*. Class preparation and participation is part of your grade.

Homework is due five days after class (48 hours before the next class). For example, if your class is on Wednesday, your homework is due the following Monday. Some instructors may specify that if class is at 8:00 PM then homework is due by 8:00 PM. It is IAA policy to reduce your homework grade one letter for each day it’s late. You may be allowed to turn your homework in late with an agreement from your instructor.

The course grade is broken down as follows and is the same for every class:

- 1/3 Class Preparation and Participation
- 1/3 Homework
- 1/3 Final Exam

Class Preparation and Participation Grade: If you miss a class, you will not get a grade for that day; however, there might be times when a situation would cause you to be absent. Should this situation occur you can most likely work out an agreeable solution with your instructor. If you did not read the required material for the class, the instructor may reduce your grade for that week. Lastly, you are required to participate in the class discussion. If you don’t, your instructor may reduce your grade.

Grades: Some instructors give letter grades; some give a percentage grade. In any case the equivalents from percentage to letter grades are as follows: 90-100 = A, 80-89 = B, 70-79= C, 60-69 = D (fail), 0-59 = Fail. Oftentimes, instructors may give you an opportunity to re-do your homework.

Homework Grade and Class Participation: Students must have an average grade of 70% for their homework, for their exam, and for class participation to pass a course.

Final Exam Grade: Your final exam grade must be at least a C/70% to pass the course. Even if your homework and class preparation and participation are all A’s, you will fail the course if you make less than a 70% /C on your final exam.

Some exams are held in real time in the classroom, others are distributed to be completed and returned within a specified time frame. A late exam is reduced by one letter grade for each 24-hours it is late.

Total Semester Grade: Your total semester grade is calculated by adding the average grade in all three categories and dividing by three. Your total grade must be 70%/C or above to pass and continue to the next course.

If you fail a course, you are allowed to proceed to the next class but have to resolve your grade by repeating the class for the full price or the exam (\$100 fee will be applied) in order to receive the Natal Astrology Module Certificate or the IAA Diploma.

About the Instructors

Every instructor at IAA is dedicated to giving you the best education possible. In addition to examining your homework, the instructor will give you feedback that will help you gain a more clear understanding of the various astrological techniques being taught. The homework feedback is integral to your learning as is the class time. You are encouraged to ask the instructor any additional questions you may have via email.

From time to time we may have *student teachers* in the class. Instructors train for two semesters under a senior instructor before teaching a class on their own. The senior instructor's name will be listed when you register for the course, although a student instructor may be teaching the class with the senior instructor present. Both instructors will be reviewing your homework. Often, we hire instructors from our graduates.

Special Requirements for NAT-7 and Your Natal Studies Certificate

This course consists of delineating the charts of people you don't know. Each week or two you will be given a mystery chart. You will be required to do a complete delineation of that chart using the modern and traditional techniques that you've learned up to that point. The identity of the mystery chart will be revealed in class after both modern and traditional homework has been submitted. If, for some reason, you haven't turned in your homework before the class in which the identity of the current mystery chart is revealed, you will not be able to attend the class. You will receive the recording of the class discussion after you have completed the homework.

You will have 24 hours to complete the NAT-7 final exam. You get to choose when your 24-hour timeframe begins. However, it must be within one week after the last class. The final exam is marked independently by three examiners: the course instructor, Education Director, and President. Your NAT-7 final exam grade is the average of the grade given by each of the three examiners. Your final exam grade must be at least 70%/C to pass the course.

Upon completing and passing NAT-1 - NAT-7 you will receive in the mail a *Natal Studies Certificate signed by the CEO and Operations Manager*.

Graduation and Credentials

To graduate, you need to complete and pass NAT-1 – NAT-7, PSM-1 – PSM-4, and 18 weeks of elective DPL classes (DPL classes run 3 – 12 weeks). Some classes in the Natal Astrology Module and in PSM module can be taken together with another class (e.g., NAT-6 Calculations and PSM-4 Ethics). Occasionally, excellent students, who can dedicate plenty of time to the studies at IAA, may be allowed to

take two other classes at the time. However, we generally do not encourage taking more than one class at the time: IAA program is intense and demands a lot of time, discipline, and effort.

Upon successfully completing all of the requirements of the three modules in the *Professional Training Department*, you will become a graduate of IAA. We will hold a graduation ceremony online and you may invite your friends and family to join you in the celebration. Graduates are also announced in the IAA newsletter and promoted on our “Graduate’s of IAA” webpage. You will earn the credential Dipl. IAA and receive in the mail a *diploma signed by the CEO and Operations Manager*.

Prior to your graduation ceremony you will be asked to submit a photo of yourself and a brief bio for the Graduates’ page at the IAA website. If you do not wish to submit a photo and bio then just your name will appear. You are encouraged to include a link to your website or blog with your bio.

We at IAA will give you our ongoing support in your astrological career. We will add links to your website or blog in the IAA newsletter. You may submit articles for our monthly newsletter and IAA Facebook page to help promote your practice. We will also promote in the newsletter any lectures or workshops you are giving - just alert our Media Director media@astrocollege.org of them. By the time you graduate, you will be like family to us, and we will do everything in our power to help you succeed in your astrological career.

Payment Plans

The IAA offers payment plans that are not shown online where you register for classes. Our CFO will work with you personally to find a suitable payment plan; however, you must have completed one full semester before you can qualify for a payment plan. Each plan requires a down payment before class begins and the entire course fee must be paid before the final exam. Contact cfo@astrocollege.org if you need to work out financial arrangements.

Tuition Refund Policy

Course refunds are given on a tiered basis up until the class begins. There is an *18% administrative fee that is non-refundable*. If a student decides to withdraw after registering for a course, refunds will be issued in accordance with the following schedule:

For in-classroom courses:

- From the time of registration until two weeks before the first scheduled class session: 100% refund (*minus 18% administrative fee*).
- From two weeks before the first scheduled class session until 24 hours after the first scheduled class session: 60% refund.
- 24 hours after the first scheduled class session - *No refund*

There are no refunds for recorded classes. The above schedule applies to refunds of tuition for live classes only, except in **extraordinary cases*. There will always be an 18% administrative fee that is non-refundable.

**Refunds made under extraordinary cases are serious unforeseen personal situations beyond your control, which preclude your taking the course for which you registered. Granting of a refund in such situations is decided on a case-by-case basis by the IAA CEO, whose decision is final. If you believe you qualify for such a refund, please e-mail ceo@astrocollege.org to discuss your situation.*

Technical Support

You may contact IAA Technical Support directly by e-mail at support@astrocollege.org. Whenever you contact us about a technical difficulty, please provide as much detailed information as possible about the problem, exactly what happened, and any error messages you might have seen.

If you are experiencing a **problem with GoToMeeting**, go to <https://support.goto.com/meeting> and type in your question. Your question may be answered directly, or, if not, there is a chat box that will allow you to ask a more specific question, or get a phone number to call Tech Support.

How to Handle Disputes

If you have a problem with a book or recording that is sold directly by IAA, please contact support@astrocollege.org. If your order was with Amazon through our shopping area, please contact that distributor directly.

If you have a problem with a classmate, inform the instructor so he/she can determine appropriate action to remedy the situation. If things cannot be worked out by the instructor you may contact the Education Director.

If you experience a problem between yourself and an instructor that is not being resolved, you can contact the Education Director or, if your problem is still unresolved you may contact the CEO, We always want you to feel supported and we will do our best to resolve the situation amiably.

Administrative Contacts

President & CEO: Ena Stanley

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