

YOGA ACADEMY OF NORTH AMERICA

Satyananda Yoga Nidra® Course STUDENT HANDBOOK

2012



SATYANANDA YOGA

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The Yoga Academy of North America is housed within the Atma Center, a **SATYANANDA YOGA®** City Center.

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1 About This Handbook

This handbook introduces the Satyananda Yoga Nidra® training courses offered by the Yoga Academy of North America (YANA), a nonprofit 501c3 organization dedicated to providing high level in **SATYANANDA YOGA®**.

This handbook contains information on the requirements, policies, and procedures encompassing these courses. Even if you have participated in previous Yogic Studies or Teacher Training programs in North America, or from among the several providers of this training worldwide, you should review this whole handbook. **Your application for enrollment in any course must be accompanied by your signature indicating that you have read and understood this document and agree to abide by its guidelines.**

2 About SATYANANDA YOGA®

A disciple of Swami Sivananda of Rishikesh, India, Swami Satyananda founded the **Bihar School of Yoga** in Munger in 1963. Under his guidance, the ancient wisdom of yoga was made more accessible to a modern, scientific way of thinking. In fulfilling his mission to spread yoga worldwide, Swami Satyananda was one of the earliest yoga masters to bring yoga training to the West. There are now Satyananda Yoga teachers in most countries around the world.

Satyananda Yoga has developed into an internationally renowned system. It provides a coherent philosophy of life without postulating any religious or political beliefs. It provides everyone, regardless of their social background, with tools for health, peace of mind and an inspired vision for their lives. People who practice Satyananda Yoga are of all ages, levels of fitness and walks of life.

Satyananda Yoga draws on a number of traditional systems of yoga, including Hatha, Raja, Karma, Jnana, Mantra and Bhakti yoga. Its practices are adaptable and can accommodate individual needs.

When Swami Satyananda retired from public life in 1988, he appointed Swami Niranjanananda as his successor. Swami Niranjanananda extended the work of bringing yoga into the modern world and in 1994 established Bihar Yoga Bharati at Munger, which became the world's first Yoga University. In 2008, Swami Niranjanananda turned over the administrative duties of Bihar School of Yoga to Swami Suryaprakash.

The establishment of Bihar Yoga Bharati is the fulfillment of the vision of Swami Sivananda as transmitted through Swami Satyananda and Swami Niranjanananda. It combines the academic study of yoga with the personal experience of living in an ashram (place of spiritual learning) environment. Its goal is the holistic growth of the student, with equal emphasis on physical, mental and spiritual development. As a living master, Swami Niranjanananda is able to inspire and direct the presentation and relevance of yoga to a changing world.

Training in Satyananda Yoga is formally offered in Academies on 5 continents - Asia, Australia, Europe, North America, and South America. The core academy curricula have been developed from the courses offered at Bihar Yoga Bharati, India. Each Academy independently operates and offers a customized, though complementary, curriculum to meet the needs of the regions in which they serve. All academies share the same basic mission:

- To propagate and disseminate the knowledge, skills and understanding of yoga by providing high-quality training and learning opportunities accessible to all.
- To create an organization and structure that meets the highest international standards and to support training and learning of yogic disciplines and the practical experience of yogic lifestyle.
- To assist in the alleviation of suffering and benefit those in need by exemplifying and making available the practices and lifestyle skills of yoga.

2.1 Provision of SATYANANDA YOGA® Training in North America

Training in Satyananda Yoga has been offered in North America since 2000 when the Atma Center in Cleveland Heights, Ohio, a city center yoga studio, provided an in-depth teacher training program. In 2002, the Atma Center began to provide the Yogic Studies and Teacher Training courses under license from the **SATYANANDA YOGA® ACADEMY** Australasia. Since 2000, hundreds of students have received in-depth training the Satyananda Yoga tradition through these programs.

In 2004, the North American Gurukul (NAG), a nonprofit 501c3 umbrella organization, was launched to increase the awareness and growth of Satyananda Yoga throughout North America and to offer a more formalized structure upon which a community of Satyananda Yoga teachers, devotees and aspirants could be organized.

As part of that structure, the Yoga Academy of North America (YANA), a non profit 501c3 subsidiary of NAG, was established to become the vehicle for the provision of Yogic Studies and Teacher Training in North America.

As part of the transfer of course provision to YANA, the Yogic Studies and Teacher Training coursework was restructured in 2008 to streamline the Yogic Studies training programs to better serve the needs of the students and to further standardize course offerings among international providers of Yogic Studies and Teacher Training in Satyananda Yoga.

The Teacher Training Program continues to be registered with the Yoga Alliance, a non-profit organization dedicated to establishing standards within the yoga community. Refer to Section 8 of this handbook for more details on available qualifications.

3 Required Course Text

The required course text is Yoga Nidra by Swami Satyananda Saraswati, 1998. Please bring this to the on-site classes.

4 Course Structure

4.1 Overall Time Commitment

Each course comprises three parts:

- 1) The On-site Learning period involves attending theoretical and practical classes on site. These classes are spread out over 2 weekends.
- 2) The Individual Study period consists of home practices, assignments and reading. This period lasts for several weeks after each of the On-site Weekends. Expect to spend 6-9 hours per week on home study.
- 3) The Final Assessment period involves a practical exam which may be done on-site or submitted from a distance.

5 Recognition of Coursework

A Level 1 Certificate of Completion is awarded at the end of successful completion of this course. A Level 2 course is planned for the near future.

6 Selection and Enrollment Procedures

Although extensive yoga experience is not necessary to enroll in YANA courses, we recommend some familiarity with this tradition through reading the Bihar books attending classes or workshops with an accredited Satyananda Yoga teacher.

6.1 Completing the Application For Enrollment

All prospective students must complete the Application for Enrollment Form. A separate Application for Enrollment Form must be submitted for each course. A recent photograph is required with the application. Please note that acceptance in the course is not automatic. You may be asked to provide further information to support your application. Applicants may undergo an interview to ensure that minimum entry requirement criteria are met, that the requirements for each course are fully understood, and that there is a reasonable chance for successful completion of the course. Enrollment is only accepted if a student is considered to have a reasonable chance of successfully completing a course. In some cases, students may be closed out if the number of applicants exceeds the number of available course spaces.

All questions must be answered FULLY in order for the application to be processed. The application will be returned to you if there are unanswered or blank areas. If the completed application is not returned prior to the enrollment date, you will incur a late enrollment fee. Application for enrollment must be accompanied by the correct deposit amount of payment in full. Any payment received with an application will be refunded if enrollment is not accepted minus a \$50 application fee.

The information collected in the application and interview process will be dealt with in accordance with our Privacy Policy.

6.2 Minimum Entry Requirement Criteria & Selection Criteria

- Minimum age of 18 years (16 with parental permission)
- Literacy and numeracy to Grade 10 at an American high school or equivalent
- English language proficiency to Grade 10 at an American high school or equivalent
- Average word processing and internet/email skills
- Ability to meet the time commitments of the course including residential stay requirements
- Successful completion of application and interview process

6.3 Language

All courses in North America are taught in American English.

6.4 Computer Skills

During the Individual Study period, assessment tasks for the course are completed and returned via an online course management system. If you have not used a computer before,

you must become familiar with Microsoft® Word and the use of the internet and email **prior to enrolling** in the course.

Detailed guidance on how to submit the assessment tasks will be provided during the on-site Residential Learning period of the course.

6.5 Access and Equity

YANA seeks to reflect the diversity in the community and is committed to making its courses relevant, accessible, fair and inclusive. We aim to minimize any disadvantage you may experience due to disability, social or geographical isolation or financial hardship.

Prospective students with a disability will be treated on the same basis as those without a disability. If you have a disability or a significant learning need that may affect your ability to participate in this course, please advise us. We will consult with you to determine if a reasonable adjustment can be made to accommodate your needs. Entry into the Teacher Training courses will require an assessment of the limitations resulting from any disability you may have.

7 Course Dates, Deadlines, Fees and Discounts

7.1 Definitions

The following terms and definitions are utilized throughout this section

The **COURSE START DATE** is the first day of the on-site Residential Learning period.

A **DEPOSIT** of 25% of the standard course fee must be received with an application for enrollment form.

All **FEES** are in US Dollars.

7.2 Deadlines, Due Dates and Penalties

APPLICATIONS FOR ENROLLMENT

For all courses, the fully completed, signed Application for Enrollment and the required deposit is payable **upon application** to the course. There is a \$50 non-refundable application fee.

Students will only have a confirmed place in the course when all course fees are paid in full.

PLEASE NOTE: Applications for Enrollment received less than seven (7) days prior to a course start date are unlikely to be considered but will still be subject to the \$50 application fee.

7.3 Course Fees

Course fees cover all classes, activities, resource folders, course recordings, YANA-scheduled assessments, and indicated meals during the On-site learning period. The cost of text books, accessories and accommodations are NOT included in the course fees.

7.4 Residential Fees

Limited overnight accommodation in a nearby residential facility is available on a first-paid, first-served basis. Reservations for the Residential Facility will only be held with full payment.

Single and shared room options are considered on a space-available basis.

One bedding packet consisting of pillow, blanket, sheets and some towels/washcloths is available for your use at no additional charge. You are also welcome to bring your own linens & towels if you prefer. Prices for rooms are listed below.

Shared Room Rate - \$40 per night (shared with one other person)

Single Room Rate - \$65 per night

Family Room Rate - \$65 per night

Dormitory Room - \$25 per night, first come first serve, up to 3 other people

8 Information for Overseas Students

Overseas students are advised that personal information provided to YANA may be made available to Federal, State and local agencies, pursuant to legal obligations.

8.1 Overseas Student Health Coverage

If you're an international student studying in the USA, it is recommended that you obtain health insurance as a traveler to the USA. Health care is not universal in the USA and it can be expensive.

8.2 English Language Proficiency

If your prior education has not been in English, please contact us to determine whether your level of English language proficiency is adequate.

8.3 Visas

Before arriving in the United States of America, you may need to apply for a Visa. Information about United States Visas to help you determine which Visa is most appropriate for you is available from the US Department of State and/or the US Department of Homeland Security. Please go to http://travel.state.gov/visa/visa_1750.html

9 Interruption of Studies

9.1 Automatic Withdrawal from a Course

YANA will automatically withdraw a student from a course in the following circumstances:

- Failure by a student to pay outstanding fees on their account within stated time frames;
- Failure by a student to submit home study in accordance with established deadlines;
- Failure by a student to respond to requests for communication from YANA staff;
- Failure to complete the required assessment tasks by the course completion date.

A student who has been automatically withdrawn from a course will be notified in writing by the Education Director or Course Coordinator. A student who has been automatically withdrawn from a course forfeits all fees paid. If the student wishes to re-enroll in a course, they will be required to pay the full course fee.

10 Refund Policy

10.1 Course Cancellation

Courses may be cancelled due to low enrollment or other circumstances. If YANA cancels a course, we will refund you the full amount of what you have paid in course and housing fees within one month of the cancellation date. The method of refund will be the same as the method of the original payment. No reimbursement will be given for any travel costs (airfare, train tickets, etc.).

10.2 Refunds

The number of students accepted to this course is limited and the course is expected to sell out; for every person who is accepted, it is likely at least one other who is prepared to pay and attend will be turned away. Therefore the following guidelines apply where a student voluntarily withdraws from a course and is not automatically withdrawn (see section 9.1).

To request a refund, the student must write to the Course Coordinator and provide the following information:

- Date of the withdrawal
- Reason for the withdrawal
- Refund recipient details (i.e. mailing address and telephone number)

The date of withdrawal from the course will be deemed to be the date that the Course Coordinator receives the written notice of withdrawal. If a student's date of withdrawal is:

- more than 30 days prior to the start of the course, the student will be entitled to a full refund of payments received less 25% of the Course Fee.
- within 30 days before the start of the course, the student will be entitled to a full refund of payments received less 50% of the Standard Course Fee.
- There are NO REFUNDS AVAILABLE after the start of the course.

Payment will be made to the person who paid the fees within four weeks of the date of withdrawal.

10.3 Refunds for Residential Facility

Requests for refund must be submitted to YANA via phone, fax, or email (coursecoordinator@yogaacademyna.org) by the dates indicated below.

- Cancellation by 30 days prior to the course: full refund minus \$40 administrative fee.
- Cancellation 29 to 7 days prior to the start of the course: 90% refund minus \$40 administrative fee.
- Cancellation less than 7 days before the course begins: no refund.

11 Yogic Lifestyle

The experience of living a yogic lifestyle is a component of this course and is based on traditional principles adapted to modern times. The following aspects of a yogic lifestyle may be part of this course:

11.1 Kirtan

Kirtan is the practice of singing mantras to music and is practiced regularly as a part of the yogic lifestyle. The sound vibrations created through the continuous repetition of the mantra expand the consciousness. The practice harmonizes emotion and intellect as well as releasing emotional tension, bringing about a state of tranquility.

11.2 Silence (Mouna)

Observing mouna (silence) provides conditions conducive for self-reflection and observation, as well as for study, meditation or simply rest. Mouna is practiced daily for periods of time. In the residential facility, mouna is from 8pm through breakfast. Mouna is expected in certain areas and rooms at all times.

11.3 Respect for Sadhana Halls

The sadhana halls are areas set aside for yoga practice. Please feel free to use the space outside of program times for your own practice, meditation or contemplation. However, to maintain an atmosphere that is conducive to practice, please maintain mouna in the sadhana halls.

11.4 Sleep

Developing regular patterns in both work and sleep is critical to successful completion of the program. Since the first activity of the day starts at an early hour, you will be expected to go to sleep at a reasonable hour. If you are staying at the residential facility, there will be guidelines for silence and sleeping times.

11.5 Dress During the Course

Students are requested to dress modestly and to show respect for the fact that they are learning within a special environment by limiting the use of jewelry, make up, after-shaves and perfumes/colognes. Shirts must not be removed, even if working in hot weather.

If you have taken sannyasa or received mantra diksha, it is suggested that you wear the color appropriate to your level of initiation during the course. The color white can be worn by all students, as it represents a new beginning.

12 Academic Life

12.1 Introduction

The On-site learning period for each course begins with an induction which introduces you to the staff and facilities and to the daily program of yogic practices and lifestyle. You will receive the course timetable showing class locations, times and topics. You will also receive a resource folder containing detailed information on the course, handouts and assessment requirements.

12.2 Teaching Staff

All teachers have qualifications in **SATYANANDA YOGA®** teaching and extensive experience in yoga. In addition, many have professional qualifications or specialist degrees in their subject areas. See the staff list at the end of this Handbook.

12.3 Assessment Methods

Specific course assessment information will be provided during the student induction process at the outset of a course. You will be given feedback on your performance.

Assessment tasks consist of:

- Attendance at classes during the residential learning period (100% attendance is expected)

- Assessment tasks during the residential learning period
- Successful completion of all assignments and/or home study tasks throughout course
- Final assessment

All of these tasks must be completed in order to satisfy the requirements for this course. If an assessment task does not meet the required standard, it will be returned as “incomplete”. Detailed guidance on the resubmission of home study will be provided during the residential learning period of the course.

12.4 Appeals, Complaints and Grievance Procedures

A formal complaint process can be activated by contacting the Grievance Officer. If mediation by the Grievance Officer does not resolve the issue, there is provision for appeal to an independent panel or person who shall not have had involvement with the complaint. The person or panel may draw on independent outside expertise as required. The decision made will be binding on all parties. The procedure provides for each complaint, appeal or grievance to be resolved promptly and for its outcome to be recorded in writing.

13 Rights and Responsibilities

13.1 Respect

The Academy is committed to a wide range of policies designed to provide a safe, supportive learning environment.

You have a responsibility to treat all others with respect and dignity and not to behave in a way that could be seen as threatening, offensive or embarrassing to others. Behavior that discriminates, harasses or vilifies others on the basis of age, disability, gender, sexual orientation or race is not tolerated and will be subject to action. You are expected to comply with reasonable directions from teachers and other course staff and with the guidelines of the courses.

13.2 Personal Relationships between Staff and Students

The Academy’s Personal Relationships Policy aims to prevent any conflict of interest or abuse of power. It does not totally prohibit such personal relationships between staff and students, but strongly advises against such relationships. The policy seeks to manage any actual or potential negative outcomes. It relies on the honesty of both staff and students to self-disclose existence of personal relationships.

Personal relationships between students and staff may involve serious difficulties arising from the unequal power of the parties concerned, as well as difficulties in maintaining the appropriate boundaries between professional and personal life.

13.3 Health and Safety

Students need to take appropriate measures to ensure their safety and that of others. Students need to wear protective clothing if required, to obey all safety signs and to follow all reasonable procedures. Students should also ensure that fellow workers or others are not put at risk by their actions.

Students must report any hazards or unsafe practices to the work supervisor or Course Coordinator. All accidents, injuries or “near misses” should be reported.

13.4 Smoking, Drugs and Alcohol

Both the Atma Center and its residential facility have a “No Smoking” policy throughout the premises. You are strongly encouraged to refrain from smoking during your stay, but if you

need to smoke, you must go off the property. If the smell of smoke on your person or belongings causes disruption during the residential learning classes or at the residential facility, you may be asked to leave until the issue is resolved. Alcohol and the use of illegal drugs are prohibited at the Atma Center and at the residential facility. Violation of this policy will result in all participation in the course being terminated with no refund of moneys. The appropriate law enforcement officials may also be notified. It is strongly suggested that you inform YANA staff of all prescription medications you are taking on the Health Information Form to avoid any complications.

13.5 Copyright

YANA is committed to fulfilling its legal and moral obligations under copyright law. This allows limited photocopying of educational materials and books. Copyright also extends to software and material obtained from the Internet. You are required to comply with all notices and directions regarding the copying of materials provided by the Academy, **including items on loan from the library**. Failure to comply with these directives may result in the infringement of copyright law. Any breach to this policy will result in disciplinary action up to and including dismissal from the course.

All material provided to students throughout their study remains the copyright of YANA or the **SATYANANDA YOGA® ACADEMY** and may not be reproduced or distributed in any way without the express written permission of YANA or **SATYANANDA YOGA® ACADEMY**. Much of the material used in course notes and handouts is derived from Bihar School of Yoga publications published by Yoga Publications Trust. This material is used with permission of the publishers and this permission does not extend to use by students other than the standard provision for fair dealing usage for research or study.

13.6 Trademarks

It is important that the authenticity and traditional teachings of yoga, sannyasa and spiritual life as taught by Paramahansa Satyananda Saraswati and his lineage are maintained. The **SATYANANDA YOGA®** trademarks should be regarded as a way of ensuring that the inherent goodwill and value associated with these teachings cannot be diminished through unauthorized usage.

For this reason the terms (words) and logos specifically associated with **SATYANANDA YOGA®** are trademarked terms. You are not permitted to use the trademarks without receiving written approval from North American Gurukul, Inc.

SATYANANDA YOGA®, BIHAR YOGA®, International Yoga Fellowship Movement, and Satyananda Yoga Nidra® are trademarks of IYFM used under license by Yoga Academy of North America, Inc.

North American Gurukul, Inc., and **SATYANANDA YOGA® ACADEMY** Accredited Teachers and centers may be authorized through an accreditation agreement to use the trademarked terms "**SATYANANDA YOGA®**" and Satyananda Yoga Nidra® on a restricted basis. Other terms may also be trademarked; if you have any questions, please consult one of the YANA or NAG staff.

13.7 Photographs & Recordings

YANA or the Atma Center may at any time audio record, photograph and/or video record any of the activities at the Academy, at the residential facility, or at the Atma Center. The Atma Center and YANA reserve the right to use any such recording or photograph in its publications, advertising and displays without obtaining further consent from any course participant. In completing the application form you release YANA and the Atma Center from any liability in connection with any such use of recordings, photographs and/or videotapes.

13.8 Computers

There are no computers or wireless internet capabilities available for student use at the Atma Center or in the Residential Facility. The Cleveland Heights-University Heights Main Library provides computers and high-speed internet access free of charge; the Library and several area businesses also provide free wireless internet.

13.9 Attendance

Regular and punctual attendance is essential for successful completion of the course. Attendance rolls are kept for all course activities. You are asked to be in attendance five minutes prior to the start of a session. You need to attend 100% of all required sessions to complete the subject requirements unless approval to miss a class is provided by the Course Coordinator.

13.10 Disciplinary Procedures

Failure to comply with YANA policies and educational or behavioral requirements may result in disciplinary actions. These may include a warning, reprimand, request for apology, counseling or suspension from the course. Serious or repeated breaches of conduct may result in termination of enrollment with no refunds of moneys paid. Students who are terminated from the course will be expected to pay course fees still owed up to the point of termination. Serious disciplinary breaches may result in the contacting of local, state or federal law enforcement officials.

13.11 Privacy Statement

Protecting your privacy and personal information is important to us. It is necessary for YANA to collect certain personal information from you so that we may offer you effective and efficient service. "Personal" information is information about you of a private nature that is not public knowledge, including your name, address, date of birth, telephone contacts and employment or family details. Such information will be stored securely, be accessed only by Academy staff with a legitimate need, and disclosed to third parties only in accordance with the purpose for which it was collected, to comply with any law.

"Sensitive personal" information is personal information relating to your racial or ethnic origins, financial status, economic or geographical disadvantage. This is collected by the Academy to enable us to ensure we are meeting our commitments to equity and access in our provision of services. This information will be extracted from enrollment information without identifying details.

"Health" information is information about your physical or mental health, current or past medical or psychological conditions, or disabilities. The Academy collects this information to enable individual needs, disabilities or special requirements to be met in teaching, supplies, or facilities. This information will be stored confidentially with access restricted to specified Academy personnel and will only be disclosed to a third party with your written consent.

You can gain access to the personal information we have about you and provide any necessary corrections by contacting your Course Coordinator.

We have implemented technology systems, policies and measures to protect the personal information that we have under our control from unauthorized access, improper uses, alteration, unlawful or accidental destruction and accidental loss.

14 Logistics

14.1 Course Location

The courses will be held at the Yoga Academy of North America (YANA) training space housed within the Atma Center, 2319 Lee Road, Cleveland Heights, Ohio 44118 and a residential facility, Kurukshetra, nearby. Free parking is available in the lot behind the Atma Center building.

The phone number for the Atma Center is (216) 371-9760. The phone is answered during normal business hours and this number may be given out for family and friends to use for emergency purposes only. The business phone will not be available for personal calls. Cell phones and pagers are not permitted inside the studios. They may be left at the front desk during business hours if you are expecting an emergency call; a staff member will notify you if such a call is received.

14.2 Directions to Atma Center

From the West via I-90: Take I-90 East to the Carnegie Exit (172-C). There is only one way to turn onto Carnegie, which is right. Follow Carnegie about 3.3 miles through University Circle, where it turns into Cedar Road. Follow Cedar about 2 miles until you reach the Lee Road intersection. Make a right on Lee; the Center will be on the left hand side, across from a Shell station. Turn left onto Dellwood and turn left again into the second driveway, which is the Center's parking lot.

From the East: Take I-90 West to 271 South exit. Take Exit 32, Brainard Road, toward Cedar Road. Turn left onto Brainard, then right onto Cedar. You will pass through major intersections with Richmond Road, Warrensville Center Road, and Taylor Road. The next major intersection beyond Taylor is Lee Road. Take a left on Lee; the Center will be on the left hand side, across from a Shell station. Turn left onto Dellwood and turn left again into the second driveway, which is the Center's parking lot.

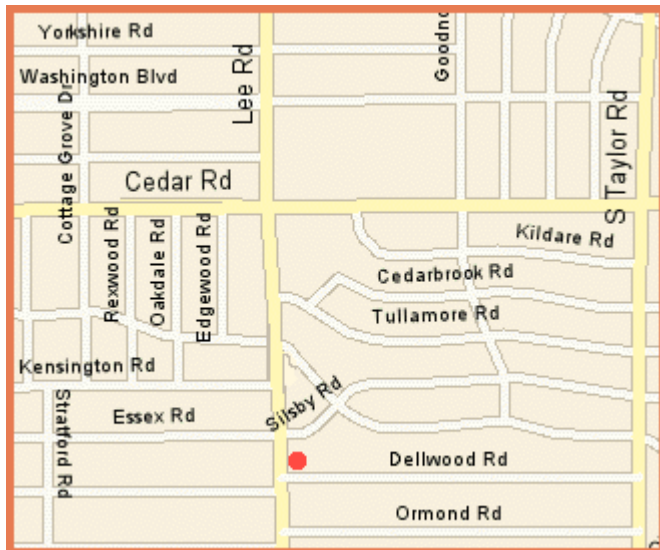
From the South via I-271: Take the Cedar Road exit and go West. You will pass through major intersections with Richmond Road, Warrensville Center Road, and Taylor Road. The next major intersection beyond Taylor is Lee Road. Take a left on Lee; the Center will be on the left hand side, across from a Shell station. Turn left onto Dellwood and turn left again into the second driveway, which is the Center's parking lot.

From Cleveland-Hopkins International Airport: Public transportation is available from the airport via the Red Line Rapid (66) to the Superior station, transferring to the 40 bus line south to 2319 Lee Road (a few blocks past the Cedar-Lee intersection, across from the Shell Station and just before the Main Library, which has a stylish bridge over Lee Road). Another option is to take the Red Line to the University Circle station, take the 32 up Cedar Road to Lee Road and walk the four blocks to the Center. The best option will depend on the day and time of day you wish to travel. More information is available at www.riderta.com.

Please note that public transportation in Cleveland is not as regular, reliable, or safe as in many other major cities. If you plan to arrive after dark, travel to the Superior Rapid Station is not recommended; plan to have someone meet you at a different rapid station or find another method from the airport, such as a taxi. If you are uncertain about the safety of a particular route, please inquire. Information on taxis and other methods of transportation from the *airport* are available on the airport's web site at <http://www.clevelandairport.com>. Allow about a half hour drive time (in a car/taxi) from the airport; public transportation will take at least twice as long.

Please note that YANA does not provide transportation.

Map for the Yoga Academy of North America, housed within the Atma Center



14.3 Arrival at the Course Location

Students are encouraged to arrive no later than 15 minutes prior to the course induction. This allows time to settle in so the induction can begin promptly. Induction may take longer than scheduled depending on the number of student questions.

Some classes may be held at the Atma Center's residential facility (see Section 21 below).

15 Residential Facility

The residential facility affords an inexpensive option for distance students and/or local students who are interested in more fully experiencing a yogic environment and lifestyle.

The residential facility is located 0.7 miles from the YANA training space at the Atma Center and is accessible by major public transportation lines. There are several bedrooms which are shared. A private bedroom may be available for either a single person or a couple/family; an additional fee is necessary to reserve a private room (contact your Course Coordinator to determine availability). All residents have access to shared bathrooms and a full kitchen. Beds are provided; bedding may be provided upon request. The facility has a full kitchen, meditation room, sadhana hall, and recreational space.

The facility has two parking spaces available for small or standard cars/minivans. If you are planning to bring an automobile to the Facility, please notify us of the make and model of your vehicle when making your housing reservation so we can let you know if you will be able to park on-site. Please do not assume you have a place to park unless you have received written confirmation of such through the Course Coordinator.

In order to provide and maintain a truly yogic environment, there are several guidelines for those who stay in or utilize the residential facility. A residential handbook is provided to students upon acceptance into the course that further outlines the guidelines.

The residential facility has no television, computer access, or telephone service available to students. Any personal devices you bring, including mp3 players, CD players, computers, etc., may be used only with headphones, not with external speakers.

There are no laundry facilities available to you on site; you may handwash small items in the laundry sink if you wish. There is a laundromat in the area; inquire for directions if you would like them.

An on-site Property Manager will be present during your stay. There may also be longer-term residents or students from other programs sharing the accommodations. To ensure the safety of all residents, you are not permitted to bring any guests on the property during the courses without prior approval of the Resident Manager and the Course Coordinator.

15.1 What to Bring

Please bring the following items for your stay at the residential facility:

- Bedding: we can provide you with a bedding packet, including sheets, blankets, pillow, and a towel. If there is any other bedding or linen you will need, or if you prefer to use your own linens, please bring that along. Please note that laundering of linens during the stay is not provided; you may take linens to a local laundromat if you wish to wash them on your own
- Clothing suitable for yoga practices and for indoor & outdoor work activities
- Protection from the sun, rain, heat and cold, as appropriate to the time of year
- Toiletries and towels
- Flashlight, alarm clock, ear plugs (roommates may snore!)
- Basic first aid supplies; any prescribed medication
- Yoga mat, blanket, props
- Lecture pad, pens, pencils, etc.
- Required text *Yoga Nidra* (see section 3 above).

15.2 Location

From YANA's training space at the Atma Center, the most direct way to the residential facility is by turning north (right) on Lee Road, then turning left (west) on Cedar Road. The facility will be on the left side of Cedar, almost directly across from the parking lot of Grace Lutheran Church. The address is 12964 Cedar Road.

From the University Circle Rapid, take Cedar Road (bus line: 32) east past Coventry. The facility is between the cross streets of Westminster (this is the closest bus stop) and Maplewood, on the right side of the road.

Please note there is a preferred time period for your arrival at the facility. You will be notified of this timeframe. If you are planning to arrive earlier or late than that timeframe, notify us immediately.

YANA does not provide transportation to or from the residential facility.

15.3 Public Transportation

The Residential facility is easily accessible via public transportation. The 32 runs up and down Cedar and receives transfers from several major lines, including the 66 Red Line Rapid (University Circle) and the #40 bus (Lee Road). A complete set of schedules is available online at www.riderta.com.

15.4 Directions to Kurukshetra

From the West via I-90: Take I-90 East to the Carnegie Exit (172-C). There is only one way to turn onto Carnegie, which is right. Follow Carnegie about 3.3 miles through University Circle, where it turns into Cedar Road. Follow Cedar past Coventry Road. The Facility is between the cross streets of Westminster (this is the closest bus stop) and Maplewood, on the right side of the road.

From the East: Take I-90 West to 271 South exit. Take Exit 32, Brainard Road, toward Cedar Road. Turn left onto Brainard, then right onto Cedar. You will pass through major intersections with Richmond Road, Warrensville Center Road, Taylor Road, and Lee Road. The Facility is between the cross streets of Maplewood and Westminster, on the left side of the road.

From the South via I-271: Take the Cedar Road exit and go West. You will pass through major intersections with Richmond Road, Warrensville Center Road, Taylor Road, and Lee Road. The Facility is between the cross streets of Maplewood and Westminster, on the left side of the road.

From Cleveland-Hopkins International Airport: Public transportation is available from the airport via the Red Line Rapid (66) to the University Circle station. Transfer to the 32 up Cedar Road. The Facility is between the cross streets of Westminster (this is the closest bus stop) and Maplewood, on the right side of the road. More information is available at www.riderta.com.

Information on taxis and other methods of transportation from the *airport* are available on the airport's web site at <http://www.clevelandairport.com>. Allow about a half hour drive time (in a car/taxi) from the airport; public transportation will take at least twice as long.

Please note that YANA can not provide transportation.

16 Yoga Academy of North America Core Staff

Education Director: Swami Atmarupa Sarsawati (Beverly Singh), C.R.N.A., B.A. Anthropology, Diploma Satyananda Yoga Teaching, **SATYANANDA YOGA**® Teacher Level 2, Cert IV AWT, E-RYT 500

Course Coordinator: Sannyasi Atmadarshan (Laura Santoro), B.A. Biology & Psychology, Diploma Satyananda Yoga Teaching, **SATYANANDA YOGA**® Teacher Level 2, Cert IV AWT, E-RYT 500

Administration Director / Grievance Officer: Donna Caputo, B.A. Creative Writing, M.A. English

Other Instructors, staff members and personnel are introduced at the beginning of each YANA course.

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