

COASTAL BEND COLLEGE

COSMETOLOGY PROGRAM – BEEVILLE, KINGSVILLE and PLEASANTON

POLICIES AND PROCEDURES

I. PURPOSE OF PROGRAM

The primary objective of the program is to provide the student with the skills and knowledge necessary for entry-level employment as a cosmetologist. The program meets the requirements of the Texas Department of Licensing and Regulation, and the Texas Higher Education Coordinating Board.

II. PHILOSOPHY

The cosmetology department recognizes the need for providing an educational program that will prepare competent cosmetologists to function under the legal framework specified by the Texas Department of Licensing and Regulation.

III. ADMISSION REQUIREMENTS

Students will be considered for admission to the program by:

1. If student is under **the age of 22**, meningitis vaccine must have been administered 9 days prior to registration.
2. Meeting any one of the following requirements:
 - a. Have graduated from an accredited high school.
 - b. Have obtained a General Educational Development (GED) Certificate.
 - c. Have received individual approval from the vice-president of occupational programs. Approval will be granted when it is determined that the applicant has the aptitude, interest, and maturity to profit from the program.

IV. ADMISSION PROCEDURES

1. Submit the following items to the Registrar:
 - a. Application for admission.
 - b. Two official transcripts (or GED Certificate) showing all high school and college work completed. If more than one (1) year of college work has been completed, the high school transcript is not required.

V. SELECTION

1. Qualified applicants are notified by the cosmetology department when they may enter the program. The cosmetology department enrollment is limited to 25 students. New students are admitted at the beginning of the Fall semester.
2. Appear for personal interview with one of the cosmetology department faculty.
3. After notification of selection the student must submit the following items on the first class day to the cosmetology department:
 - a. One picture 1 ½" x 1 ½" this can be obtained at the library. Cost is \$2.00 for CBC students – Beeville ONLY)
 - b. \$25.00 (Texas Department of Rules and Regulation), for permit and rules & regulations book) debit or credit card only. Must be submitted on or before the first day of class.
 - c. College ID will be provided by library and required to be worn daily as part of the uniform.

VI. LENGTH OF PROGRAM

Students will be required to complete two (2) semesters of college work. These two semesters include **1000** hours of training required to take the State operator's examination.

VII. CERTIFICATE

A Certificate of Achievement is awarded upon satisfactory completion of **ALL** course work leading to a certificate at Coastal Bend College. If a student fails a class, the student must repeat the class regardless of how many hours they have. The mock examination must also be passed. The certificate qualifies graduates of examinations given by the Texas Department of Licensing and Regulation. Those who pass the TDLR examination will be qualified to practice as a licensed cosmetologist.

VIII. **CERTIFICATION**

The graduates of cosmetology are required to be certified by the State before working in their profession. The certifying agency is through the Texas Department of Licensing and Regulation, PO Box 12088, Austin, Texas 78701. The students are tested in both theory and practical applications of methods taught. The student may take the Written Exam after completion of at least 900 hours. The student must pass the Written Exam with 70 or above before taking the Practical Exam. The Practical Exam will be taken after Completion of the Course. The initial cost for the license will vary according to date of birth of applicant. Exam Fee: Written \$50, Practical \$72.

IX. **UNIFORMS AND APPEARANCE**

Black scrubs, black or white shirt, black bottoms (not athletic wear of any kind, or tights), CBC lab coat, clean and professional closed-toed shoes and socks are required (no heels or boots of any kind). The required uniform must be worn daily. No student will be allowed to sign in without the required uniform on (clean, pressed and pants of uniform properly hemmed and body modestly covered). Hair must be completely styled and ladies must have light makeup on BEFORE signing in. Attire must also be professional. **Students who have passion marks are required to have it covered either with clothing garment or bandage.**

X. **ATTENDANCE**

Students must complete **19 credits** in the Fall and **15 credits** in the Spring semesters. **Absences are recorded.**
The following are the guidelines for missed hours:

Fall	Spring Absences
24 hours -Semester Drop	24 hours -Semester Drop

-Students are ONLY allowed 3 drops per program, AFTER the 3rd attempt the student will NOT be eligible to complete the Cosmetology program.

Tardiness and Absences: Will not be tolerated. Students are required to notify the instructor via their college email **ONLY if they will be tardy or absent.**

- **Once a student is dropped from any Cosmetology lecture/lab due to excessive absences, the "Drop" is final, and there is no appeal process. A "Drop" is permanent, and the student will be required to retake the course when course is offered.**
- **All cosmetology (CSME) courses are not offered every semester student will have to wait until that course is offered in order to graduate.**

XI. **BOOKS AND KIT REQUIRED**

Text and study guides are selected by the Cosmetology Instructors. Students must purchase required text and cosmetology kit. Textbooks are available off college website and Cosmetology Kits are available in the book store. **All materials and equipment in the kit purchased by students that are damaged or lost must be replaced by student immediately. (I.e. mannequin, combs, brushes, etc.) Student must notify the instructor immediately.**

XII. **STUDENTS POLICIES, RULES AND REGULATIONS**

A student enrolled in the Cosmetology Program shall conform to the following:

1. Adhere to school policy as outlined in the college catalog and student handbook
2. Promptly pay all tuition fees and other costs to the college
3. Secure required books and supplies (Each student must purchase their own Cosmetology Kit and books in order to be successful in the program).
4. Abide by the course requirements designated in each course syllabus.
5. Abide by the professional codes, as presented in the Texas Department of Licensing and Regulation Rules and Regulation Handbook.
6. **The instructor, at any time, can ask a student to leave if they are being uncooperative. (I.e. patron refusal, cell phones, unacceptable behavior, etc.)**
7. **Students are not allowed to hang around other students' vanities, stay at your vanity and stay productive.**
8. **For safety purposes student lab stations must always be maintained clean and organized.**
9. **Students must cooperate with other students and staff members.**
10. **Team work must be exhibited by all students.**
11. **When leaving classroom, ALL books, purses, cell phones, etc. must be cleaned off tables and locked up in lockers. (THE SCHOOL IS NOT RESPONSIBLE FOR THE DISAPPEARANCE OF PERSONAL BELONGINGS.)**

XIII. LECTURE RULES

Our desire for this class is to pass on information that you can apply not only in this department but also in your career as a Cosmetologist. I will also give you information to help you prepare for the Texas Cosmetology examination. We hope that the following rules will help create an environment that is conducive to learning.

1. Bring required books to class.
2. You are responsible for bringing paper and pens for taking notes, be prepared for class.
3. **No eating or drinking in class/lab.**
4. When you come to class nothing, except needed materials at that given time, will be allowed in class. **No Exceptions.**
5. **Talking among your selves while I am lecturing is not permitted.**
6. If you need to be excused from the class, please go without disturbing anyone and return promptly.
7. **Sleeping in class is not permitted.**
8. **Course assignments will not be worked on during lab time unless instructed.**
9. **All assignments must be completed before taking the course final exam.**

XIV. COSMETOLOGY STUDENTS GRADING EQUIVALENCY

The following is the grading equivalent for ALL Cosmetology courses.

A	90-100
B	80-89
C	70-79
D	60-69
F	59 OR BELOW

A student must maintain a 70 or above to pass this course. If you make a D or below you must retake the class.

XV. COSMETOLOGY LAB CRITERIA

Clients have a right to expect professional care. If students cannot perform skills on the lab floor, then they cannot give safe, professional care in the Beauty Salon. Skills performed in the lab are considered part of your cosmetology experience. Each student's performance must meet certain standards. Students must demonstrate certain skills in a satisfactory manner in the lab area. A student who constitutes an unsafe situation in the clinical lab may be dismissed from the program.

XVI. COMPREHENSIVE FINALS

Administered in CSME 2441 PREPARATION FOR THE STATE LICENSING EXAMINATION.

Students must successfully pass the TDLR written and practical exams to receive credit for CSME 2441 and graduate with an AAS or Level I Certificate.

XIV. LAB RULES

1. **Students are not allowed to have unauthorized guest on the lab floor that are NOT receiving a service.**
2. Sanitation and weekly duties will be checked by instructor before students are allowed to leave for the day.

ACTS LISTED BELOW ARE WORTH BEING WRITTEN UP FOR EACH INCIDENT:

- Abuse or Destruction of School Materials, Tools, or Equipment
- Horseplay, Practical Jokes, Scuffing, or Wrestling (**automatic leave for the day**)
- Refusal to Accept Clients When Assigned for Service (**automatic leave for the day**)
- FIGHTING OR BICKERING (**automatic leave for the day**)
- Duties Not Done
- Students will conduct themselves as if they were already on the job
- UNACCEPTABLE BEHAVIOR
 - Vulgar language
 - Cursing
 - Disrespectfulness towards other students, clients or instructors
 - Stealing
 - Gossiping

3. If a student fails to maintain an average of 70 on all cosmetology assignments, he/ she will be placed on academic probation for one semester.
4. After being placed on academic probation, if at the end of the semester the student still fails to maintain an average of 70, he/ she will be suspended from the Cosmetology Program.
5. If a student fails to meet any of the guidelines of appropriate cosmetology student behavior, he/ she will confer with the cosmetology instructor.
6. On the second time that a student fails to meet any of the guidelines of appropriate cosmetology student behavior he/ she will confer with the cosmetology instructor and college coordinator. At this time the student is also required to develop in writing a behavior plan of improvement and consequence.
7. If student drops a semester, he/ she may have to wait until the semester is offered again.
8. At the third time that a student fails to meet any of the guidelines of appropriate cosmetology student behavior he/ she will be suspended from the program.
9. If a student fails to follow Coastal Bend College guidelines, he/ she will be dealt with by the college administration.

A copy of these policies are given to each student and a signed copy will be placed in his/ her file.

Instructor: I have read aloud to the undersigned student the above policies and procedures of the Coastal Bend College Cosmetology Program.

Instructor's Signature

Date

Students: I have read the above policies and procedures of the Coastal Bend College Cosmetology Program and I agree to abide by them while attending Coastal Bend College.

Student's Signature

Date

Revised: July 28, 2020