

Laney College
COSMETOLOGY DEPARTMENT

STUDENT HAND BOOK
Cosmetology Program
Freshman Classes

Welcome to Laney College Cosmetology Program

It is our pleasure to have you as a student in our department. You've chosen a wonderful career and college, we wish you much success. This **Student Handbook** will serve as a guide to a successful year with us. It tells of the policies and procedures that govern our college and department. Questions may arise from time to time, this should serve as part of your reference materials. Keep it close at hand for reviewing.

Members of Faculty and Staff of Cosmetology Department:

Ms. Deria Beshears, Instructor

Ms. La Tonya Carpenter, Instructor

Ms. Vicky Chavez, Instructor

Ms. Helen Curry, Instructor

Ms. Charlene Dinsdale, Instructor

Ms. Bruce Lazarus, Instructor

Ms. Elvira Kantorov, Instructor and Department Chair

Ms. Kim Ly, Instructor

Ms. Petra Maria Schontges, Instructor

Ms. Sydney Thomas, Instructor

Mr. Al Young, Instructor

Ms. Gwen James, Lab. Technician

Ms. Donna William, Lab Technician

Ms. Lori Lozano, Instructor's assistant

APPEARANCE:

PERSONAL APPEARANCE (FEMALE STUDENTS):

All students are required to be in full uniform during school hours. Any students not in uniform as required will not be permitted admittance into **theory or lab**.

Dress code not followed = NO HOURS credit that day.

STUDENTS NOT IN UNIFORM ACCORDING TO THE RULES WILL BE CLOKED OUT AND WILL NOT RECEIVE HOURS OR CREDIT FOR THE DAY.

A clean **black uniform smock** top must be worn and buttoned, zipper or Velcro closed as part of the uniform at all time for credit for operations.

1. Clean **black slacks** of washable or dry cleanable material, (non athletic) no jogging pants, no sweat pants nor works out attire, no leggings, nor jeans.
2. Clean **shirt/blouse** must cover the stomach and breasts.
3. Clean **black dress or skirt**, length should be longer than smock, more precisely knee length and below.
4. No slits in the skirt pant or dress above knee.
5. Uniform must not be so tight as to inhibit walking and pants, skirt and smock must not be shorter than the knee.
6. Bra must be worn.
7. Shoes should be closed toe and heel with the moderate heel length, no excessively high heels. Professional nursing shoes or low top athletic walking shoes is recommended.
8. Boots maybe worn under long pants. No sandals, house slippers or flip-flops.
9. Clean and well groomed hair. No **Scarves or Hats** are to be worn on the head at any time. Head bands 2” or less is acceptable.
10. Well-groomed fingernails and good personal hygiene is required.
11. You must be in uniform to clock in and out. **There are no exceptions.**

PERSONAL APPEARANCE (MALE STUDENTS):

All students are required to be in full uniform during school hours. Any students not in uniform as required will not be permitted admittance into **theory or lab**.
Dress code not followed = NO HOURS credit for that day.

STUDENTS NOT IN UNIFORM ACCORDING TO THE RULES WILL BE CLOKED OUT AND WILL NOT RECEIVE HOURS OR CREDIT FOR THE DAY.

A **clean black uniform smock** top must be worn and buttoned, zippered, or Velcro closed as part of the uniform at all time for credit of operations and time.

1. **Clean black dress slacks** washable or dry cleanable.
 2. A **shirt must be worn** under black smock.
 3. **Closed toe and heel black shoes or tennis shoes are acceptable.**
 4. Clean well-groomed hair. No hooded garments, scarves or caps.
 5. No loose saggy or baggy pants. No jogging or workout wear.
 6. Good personal hygiene.
 7. Clean fingernails.
 8. You must be in uniform to clock in and out. **There are no exception**
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ATTENDANCE / PARTICIPATION (Refer to the college catalog page 65)

To secure your place in the classroom, you must be present at the class for the **first three days (orientation) otherwise you will be dropped** and another student from the “waiting list” will be added.

Regular attendance is an obligation assumed by every student at the time of registration. The obligation in the Cosmetology Department is especially stringent because of your commitment to the completion of STATE BOARD hours. Missed hours must be completed, which will add an additional semester of classes and will postpone your graduation.

The college policy states that a student may not be absent more than twice the number of days the class meets in a week. For example, in a **lecture/demo** class that meets once a week 9-10 am or 6-7 pm, the student can be absent **only twice**. In theory that means **ten absences**. **If the 2 lecture/demo absences occur before the 10 theory absences**, a student can be dropped. **If a student is dropped from any of the classes they are registered for, during the semester, the student is dropped from the program** and will have to sign up next semester. A student dropped from the program in allotted time will receive a **W**. If absences occur after the last drop date, a grade **F** will be given. **Three tardies equal one absence. Two absences in lecture/demo class could be cause for dismissal.**

Day students must clock-in before 8:07 AM, because the front door will be locked at 8:07 AM and will open again at 9:00 AM. Day students must arrive by 10:00 AM, to get credit for the lab section (hours and operations).

Night students must clock-in before 5:07 PM. Night students must arrive by 7:00 PM, to get credit for the lab section (hours and operations).

If you are absent more than 3 days you will need a doctor's slip to return to class, you will not be readmitted without a doctor's slip, unless previous arrangements have been made with the instructors of the classes you will miss.

Student's attendance is directly correlated to the success in the program and too many absences will not allow the student to achieve a solid foundation for advancement in the program.

The computer computes student's hours, it is most important for students to scan in or to type in their ID number in order to have accurate time of their attendance. Record of operations completed will be shown to students periodically.

Enrollment status must be verified the first three days of class; students have to bring a **computer print out from A&R and unofficial transcript.**

Leaving early and being late could cause your grade to lower. This will cause you to not be able to complete hours as planned; the Day program should take three semesters and a summer session to complete 1600 clock hours. Evening program should take 4 semesters and a summer session to complete 1600 clock hours.

It is the student's responsibility to know the status of their attendance record in hours and complete all academic work missed due to absences. **THERE WILL BE NO MAKE UP EXAMS.**

NOTE: A minimum of 500 hours is needed each semester and a passing grade must be achieved to advance to the next level of the Program for Day students.

A minimum of 370 hours is needed each semester and a passing grade must be achieved to advance to the next level of the Program for Night students.

All operations and technical subjects need to be marked for the day that they are done for credit.

UNDERSTANDING CREDIT FOR TIME IN CLASS:

Applied Effort:

Applied effort refers to student's working habits. It is defined by the credit given for actual work done towards operations and assignments by the teacher. State required hours are **not** to be received for just attending class; it has to be applied effort.

Technical Instruction:

Technical instruction is based on hours. These hours are based on lecture classes, examination and classroom participation and instructor's demonstration only.

Practical Operations:

Practical operations are based on completed task on manikins, clients and other students. Credit is given for completed assignments by the instructor only.

BREAKS:

Day Students are permitted two daily breaks. A ten-minute morning break and ten-minute afternoon break which the instructor will designate. The student will have one hour for lunch. If you clock in late from lunch you will lose time.

TIME MANAGEMENT:

The student has the responsibility to manage their time in relationship to starting and finishing assignments on time. Coming to class and meeting the requirements of the department. Your time is rare commodity so don't waste it, spend it wisely, it will pay off in \$\$\$ and cents. It will also keep you on track with your hours and graduation.

ATTITUDE:

You have entered a profession that serves the public and with that in mind it is important that the image we project is of a professional nature. Students should exhibit the following qualities: good work ethics, people skills, desire to learn, positive attitude and the ability to work well with others.

COOPERATION:

The student needs to be able to work with clients, peers, staff and instructors, to be able to accept different ethnic backgrounds, religious, customs and beliefs. Taking time with everyone will help in making the department the best it can be.

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STUDENT CONDUCT

1. No student is allowed to scan/type in ID for another student at anytime.
2. Student must scan out if they leave the department and inform the instructor.
If you are gone from the classroom and/or not scanned out you will be scanned out for the day.
3. Students must clock in and out for lunch.
4. **No congregating in the front lobby and no food in the classroom at anytime. NO EXCEPTIONS.**
5. Students are expected to extend the instructor the courtesy of not talking during a class and that should also include to fellow students. Be respectful.
6. Assume responsibility for getting to class on time.
7. Maintain a 75% (C) or better grade in the theory and a 75% (C) or better in Lab to continue the program.
8. All equipment must be in the department and ready for use at all time.
9. It is responsibility of the student to call and leave a message if you are going to be absent for the day.
10. Students are not allowed to use the cell phone and earphones in the classroom.

STUDENT INFORMATION

A student clock in or out for another student at any time.	*Subject to Dismissal or Suspension
Student not meeting requirements	*Student could be placed on Probation.
A student arranges with a client to perform services outside for pay.	*Dismissal
Student removes any school equipment from the department.	* Automatic Dismissal
Theft of any kind.	* Automatic Dismissal
Student caught cheating on the test	*Dismissal
Leaving department and not inform the instructor.	*Loss of the time
No uniform.	*No school
Unable to perform service due to lack of equipment.	*No school

All appointments with anyone on campus should have an appointment slip for documentation.

Your hours are important; please do not take them for granted.

GRADES

ALL STUDENTS ARE RESPONSIBLE FOR HIS OR HER ACADEMIC PROGRESS.

Students are graded on individual performances. The method of grading is to be determined by the individual instructor. Grades are based upon the following:

Daily appearance

Daily attendance, attitude

Daily lab productivity

Daily lab performance

Lecture notes

Written/scan-tron exams/quizzes

Practical tests

Baby board exam

Students who are having any problems with any portion of their training should set-up an appointment with the instructor, to get help or referral to a faculty on campus that may assist you.

Students who are receiving financial assistance are required to maintain a grade "C" or better. Failure to do so causes the student to lose their aid.

COMPLETION OF PROGRAM

1. Minimum 1600 hours in Cosmetology must be clock in time.
2. Minimum amount of theoretical hours and practical operations as specified by the State Board.
3. Students are responsible for keeping abreast of their own progress.
4. Students who have successfully completed the Cosmetology Program (Freshman, Junior and Seniors classes) will be eligible to petition for a Certificate of Completion in Cosmetology from Laney College.
5. Students have the opportunity to receive an AA degree majoring in Cosmetology and the staff strongly recommends that be one of your goals while at Laney.
6. Anyone interested in obtaining his or her degree should set up an appointment with a counselor to discuss what's needed.

DROPPING THE PROGRAM

Students who are dropped for non-attendance or disciplinary reasons may enroll for next semester, unless otherwise specified.

Financial aid may be canceled if student is dropped from the program.

WITHDRAWAL FROM THE PROGRAM

Students who withdraw from the cosmetology program assume the responsibility to officially withdraw from the college, that means go to A &R and tell them you want to drop the class or classes and get a print out showing you dropped. Students who stop attending classes are not automatically dropped from the roll and may receive a penalty grade after last day to drop with "W".

Withdrawals shall not be used in calculating grade point average, but excessive "Ws" shall be used in the calculation of Progress Probation and Dismissal.

INCOMPLETE

"I" Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an "I" grade being given for which it will become the students responsibility to remove after the stipulations placed on the "I" are met. This must be done within a one-year period, if not done the "I" grade then reverts into an "F", the units are lost and student has to repeat the class.

F failing grade.

"F" equals no credit for the course.

D below average, minimum passing

Is not acceptable if petitioning for a Certificate of completion or an Associate Degree,.

PERSONAL SERVICE FOR STUDENTS

1. Students will not be allowed to bring their own chemicals for working on each other. Only when practicing operations for the day, if you do not want to model you must provide your own model to be able to practice the day's operation.
2. Students will not be able to receive personal service if they are not in good standing with their grades and State requirements.
3. Students must have the approval of instructor on the clinic floor.
4. **Students must come to school already properly groomed.**
5. Patrons/clients are first priority.
6. Students that are absent during the week are not allowed to receive personal service. Need to check with their buddy list to be aware of what was missed by their absence, and responsible for catching up on work missed.
7. On the clients day personal service cannot be done until last client is admitted.
8. All services requiring chemicals must be paid for in advance and a work slip given.
9. All student work must be performed to meet the standards of the State Board.
10. No self-service.
11. **First semester students may not receive services from Junior and Senior students.**