

McLennan

C O M M U N I T Y

COLLEGE

Cosmetology Programs

Programs
Basic Operator
Esthetician

Student Handbook

Fall 2021

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WELCOME

Congratulations! You have taken the first step toward a very exciting and rewarding career. The Department of Cosmetology believes in providing each student with the maximum possible support towards achieving their career goals. We strive to challenge, excite, and engage students by providing them with an experience that will be the foundation of their career. The beauty industry is in constant need of qualified, creative, well trained professionals. The Department of Cosmetology is a complete educational environment with multiple ways of learning, including the lecture / laboratory classrooms and experience learning in our client salon. It is our objective to assist students to successfully pass the State Licensure Examination with entry level skills for employment in the workplace.

This Student Handbook will provide you with an understanding of program expectations while enrolled in the program. The Handbook is a supplement to the McLennan Community College catalog and Highlander Guide. For general information relating to the college, please refer to the catalog.

We reserve the right to alter all or part of the Student Handbook at any time during the year with reasonable notice to the student. After reading through the Student Handbook, you will be asked to sign an agreement, located on the last page of the Handbook, acknowledging that you understand its contents.

If you have any comments or questions about the Student Handbook you are welcome to schedule a conference with the Program Director. All conferences are scheduled on arrangement.

MCLENNAN COMMUNITY COLLEGE

Department of Cosmetology

PROGRAM ACCREDITATION

The Cosmetology Program at McLennan Community College is accredited by the Commission on Colleges of Southern Association of Colleges and Schools (SACS), and the Texas Department of Licensing and Regulation (TDLR).

PROGRAM PHILOSOPHY

The faculty of the Cosmetology Program is committed to preparing graduates who can safely and effectively perform as an entry-level Cosmetologist / Esthetician based on stated competencies. The program philosophy consists of the following principles.

1. Each individual has a right to respect and dignity. The physical, psychological, sociological and spiritual needs of each individual must be considered.
2. Learning is the acquisition of knowledge, understanding, skills, and attitudes that lead to changes in the behavior of the learner. Education is a systematic process that assists the student in using what is learned.
3. Student-teacher interaction is vital to the learning process. The role of the faculty is to coordinate the entry level education of the student through a planned curriculum, and the responsibility of the student is to actively seek out new learning experiences.

COLLEGE MISSION STATEMENT

McLennan Community College provides access to excellent workforce and transfer programs, student services, and continuing education that promotes student success including proficiency in identified student learning outcomes, successful course completion, graduation, employment and transfer to a senior institution. The college engages and strengthens its community through successful educational attainment, strong leadership, sustainability efforts, best practices, community service, and integrity.

CORE VALUES

People matter - We will be honest, humble, respectful, and gracious to our students and to each other. We best serve our students, colleagues, and community when we work as a team.

Inclusiveness matters - We will seek to appreciate and understand our students and each other, actively seeking different viewpoints. We will work to create a civil, welcoming environment where our diverse community of students and employees learn, teach, and work together.

Integrity matters - We will work with the highest level of integrity, taking responsibility for all of our actions. We will tell the truth and seek to be fair in our decision-making and actions.

Communication matters - We will be open, collegial, and courageous in our communications with students and with our colleagues. We will listen before we speak. We will communicate decisions and the reasons for them.

Excellence matters - We will strive for excellence in all that we do. We will actively plan for the future, seeking new and innovative ways to accomplish our mission.

PROGRAM MISSION STATEMENT

Our mission is to consistently provide up-to-date, quality training to all students with optimal learning experiences in a diversity of settings which prepares a student in acquiring a license and entry level skills to be successful in the workforce.

PROGRAM GOALS AND OBJECTIVES

- To provide up-to-date, hands-on training geared toward preparing students to become highly employable through their incorporation of knowledge and experiences.
- To provide knowledgeable and skilled Cosmetologist and Estheticians who will be an asset to any salon or spa.
- Aspect of the cosmetology industry the students wish to pursue.
- To maintain a program that is continually updated so that students will acquire a thorough knowledge of the latest professional techniques.
- To foster and promote the educational growth of the faculty and student through teaching traditional and current methods and techniques.

GRADUATION

A Certificate of Completion is awarded upon completion of all program requirements. Students are encouraged to participate in commencement ceremonies in May, August, or December.

Requirements for Graduation

- Students must satisfactorily complete all required classroom and clinical training with a 70% or higher academic / skills average.
- Student must complete the total course credits within the prescribed completion date.
- Student must meet all financial obligations due to the College. (See Terms and Condition form).

CAMPUS SECURITY POLICY

The security policy when entering the Cosmetology Department requires that all visitors report to the reception area located in the front office of building “B”.

ADMISSION POLICY

McLennan Community College practices no discrimination on the basis of sex, race, color, age, creed, religion, ethnic origin, sexual orientation, financial status, country, origin, or residence in its admission, instruction and graduation policies.

ENTRANCE REQUIREMENTS

- Must have a high school diploma or equivalent (state mandated)
- Must be at least 18 years of age
- Apply to MCC
- Apply to the Cosmetology Basic Operator or Esthetician Program. Applications available in the Cosmetology Department.
- Reading Assessment Test required through the Cosmetology Department. No TSI required. Based on score, remediation may be an admission requirement.
- Acceptance will be based on the above criteria.

FINANCIAL AID

MCC has many forms of financial aid available for students needing assistance with school expenses and is approved for Veteran's training.

ADVISORY COMMITTEE

The Department of Cosmetology has an Advisory Committee committed to assisting the college in documenting the need for a workforce education program that insures that the program has both adequate resources and a well-designed curriculum to provide students with the skills, knowledge, and behaviors necessary to successfully meet the needs of business and industry.

Other functions included but not limited to;

- evaluating the goals and objectives of the program curriculum
- establishing workplace competencies for the program occupation (s)
- suggesting program revision as needed, evaluating the adequacy of existing college facilities and equipment
- advising college personnel on the selection and acquisition of new equipment
- identifying local business / leaders who will provide students with external learning experiences, employment and placement opportunities
- assisting in professional development of the faculty
- assisting in promoting and publicizing to the community and to the business and industry
- representing the needs of students from special populations

POLICIES AND PROCEDURES

LOCKERS

Lockers are assigned for textbooks and or personal items. Each locker must have a lock and **MUST** be locked at all times. Lockers are the property of McLennan Community College and are subject to search at any time without prior consent. Maintenance of the locker is the responsibility of the student. On completion or interruption of training all personal belongings must be removed. If contents are not removed, the department will attempt to contact the student to remove their property. If unsuccessful, the College will remove contents of the locker within five (5) class days. Items remaining in the locker will become the property of McLennan Community College. Students will follow social distancing guidelines provided by the college when at their lockers.

NON COSMETOLOGY ITEMS

All non-cosmetology personal items such as, but not limited to I-pads, laptops, tablets, lunch items, purses, and makeup bags must be stored in the student's locker. Water is allowed in the classroom provided it is in a standard 12oz – 16oz water bottle. No exceptions. Food and drink (other than water) is only allowed in classroom/lab during designated breaks.

PERFORMANCE STANDARD FORM

The Performance Standard Form is designed to hold an individual accountable for their professional actions. We not only prepare the student with skills and knowledge, but also place great emphasis on professionalism. A professionalism grade is averaged with theory and skills grades. All infractions will incur a deduction in points. A copy of the Performance Standard Form will be given to each student upon enrollment. This applies to online classes as well as in person classes.

CLIENT SERVICE

Clients may receive cosmetology services at reduced prices. All of our clients must be treated with utmost courtesy. Should a problem occur, contact an instructor immediately.

The student's appearance and decorum must be professional at all times. Gossiping with other students while assisting a client is unprofessional and unacceptable.

All services are assigned and must be checked and approved by the instructor. Students are not permitted to instruct other students. Only approved products are permitted to be used on the clinic floor and practical laboratory class.

Non participation in class or laboratory assignment will require a conference with an instructor along with receiving a reduction of points from their Performance Standard grade.

STUDENT SERVICES

Student must receive permission from their instructor for personal services and the use of personal products.

WORKPLACE SANITATION

Work space and laboratory area must be sanitized prior to and after completion of a client service. All products and / or supplies must be returned to the dispensary. At the conclusion of class, sanitation procedures will be assigned by the instructor.

TEXTBOOK / SUPPLIES / EQUIPMENT

Student must have all textbook (s, supplies, and equipment available at all times. Failure to have these supplies will result in a deduction of points from the Performance Standards grade. The student may receive a zero for assignments given with no supplies to perform the assignment. This applies to online as well as in person classes.

HARRASSMENT

The department will not tolerate harassment of any nature. Consequences for harassment will be imposed according to the college policy regarding harassment as stated in the MCC Highlander Guide.

PROFESSIONAL POLICY

MCC Cosmetology Program strives to provide students, clients, and visitors with a positive, enjoyable, and professional atmosphere. Students must maintain proper decorum in the department and at school functions at all times. Any student making unfavorable remarks against the program, consistently complaining about school policies, being disrespectful to an educator or staff member, or disrupting class in any way, will result in a reduction of points from Performance Standards grade and possible referral to a conduct advisor.

UNIFORMS REQUIREMENTS / HYGIENE

2 each Scrub top will consist of:

A V-neck, washable black fabric with armpits covered without a collar. Scrub tops should be basic with no zippers, buttons, or accessories.

2 each Uniform pants, washable black fabric. Must not be too tight fitting, too long, frayed, or touching the floor. **No jogging type scrub pant permitted.**

1 each Lab Coat of washable black fabric, with long sleeves.

1 pair Shoes must be **solid black in color**, closed toe and heel. Shoes should be comfortable and professional. No boots. No Crocs.

1 each Long sleeve cotton tee is optional. Sweat shirts, jersey type fabric other than cotton is not permitted. Tee-shirt will be of a long sleeve, cotton washable fabric, and black in color. Must be worn underneath the uniform top and cannot be longer than the scrub top.

Undergarments must be black in color. (Instructor will explain

Uniforms may not be altered in any way which includes wearing sweaters, jackets / coats, or hoodies during class. This apparel has not been approved as part of the departmental uniform.

If student is not in required uniform, the student will be **dismissed from class until the uniform is corrected, and will receive a deduction in points from the Performance Standard grade. The time missed will count toward the attendance policy.**

As part of the uniform requirement, students must maintain proper personal hygiene at all times. Hair must be clean, with a professional appearance. Bad breath or body odors are unacceptable. **Failure to maintain proper hygiene and clean and styled hair will result in deduction of points from Performance Standard grade and dismissal from class until corrected. The time missed will count towards the attendance policy. This applies to online as well as in person classes.**

TELEPHONE

The Departmental telephone is for incoming or outgoing business calls or emergencies. The Emergency number is (254) 299-8701

ELECTRONIC DEVICES

Cell phones or other personal communication devices such as I-Pads, computers, etc. should be in a silent mode and put away during lecture and clinical hours. They may be used only during designated breaks and lunch. If you are expecting a very important telephone call, or requiring to make a call, you must notify the instructor prior to class regarding the nature of the situation. Keep phone on vibrate and if you receive a call, leave the room quietly. Cell phones must be out of sight during test and must be turned off or silent. If disruptions from devices become a distraction the instructor is authorized to require the student to remove the device from class or lab and a deduction of points on the Performance Standards grade may occur. Student may not charge cell phones during class time. Break time is acceptable. Students using a cell phone other than break time or without permission will have points removed from the Performance Standard grade. This will occur each time student is using cell phone unauthorized. This applies to Online as well as in person classes.

PARKING

- Parking is approved in parking lots M, N O, P, & S.
A decal must be affixed to a vehicle
- Parking is **NOT** permitted in parking lot Q.
- **Illegal parking will result in a ticket issued by MCC Campus Police.**

STUDENT EVALUATION

Calculation of grade for Full Time Cosmetology (Sem. I), Esthetician I

Theory	60%
Skills	25%
Professionalism	15% (Performance Standards Form)

Calculation of grade for Cosmetology II and Esthetician II

Theory	25%
Skills	10%
Mock Licensure Test	50%
Professionalism	15%

(25% Written Exam, 25% Practical Exam)

Grade Reporting

The following percentage system for letter grade assignment will be utilized for reporting grades.

GRADE	GPA	GPA
A= Excellent	4.0 (90-100)	I= Incomplete 0.0
B=Good	3.0 (80-89)	W= Withdrew 0.0
C=Average	2.0 (70-79)	
F=Failed	0.0 (69 or below TDLR)	

To be eligible to take the State Licensure Examination requires a passing grade of 70 or above on the written and the practical. Students must follow the department grading policy to receive credit for course/semester/module. Receiving a grade of 69 or less means a student will not receive credit for the completion of their course/semester/module. To receive credit for a course/semester/module, the student must repeat the course/semester/module at the next course offering providing space is available and the student is in good standing with the College. Failure of any Cosmetology course indicates the possibility of failure in the State Licensure Examinations.

Withdrawal (W) This grade is given for an instructor or a student initiated course withdrawal through the 60 percent point in the semester or term. After the 60 percent point, an Instructor may authorize a course withdrawal and assign either a W if passing work was being accomplished or a F if a student was failing work. In extenuating circumstances, the Instructor may assign a W to a student who is not passing through the last regular class day of a semester or term. **No credit will be earned if student withdraws for any reason.**

Incomplete (I) is assigned when a course is incomplete due to absences caused by illness or other reasons acceptable to the Instructor. To be eligible for this grade, the student must have essentially completed the course. If the work is not made up within the following long semester, the "I" will change to an F and credit hours will not be given for the course/semester/module. The course/semester/module must be repeated if credit is to be given.

RE-ENTERING STUDENT

Acceptance into the Cosmetology and Esthetician programs is contingent on course offering, space availability, and the scheduling of an appointment with the Program Director for advising, possible theory remediation and any diagnostic or skills testing as required. Student will be notified in writing if reinstated in the Program. Student will be required to purchase any textbooks, supplemental material, tool kit, or mannequins required. **Discipline issues will require the student to wait one full semester before reinstatement will be granted. Possible counseling may be required based on individual circumstances.**

ATTENDANCE / ABSENCES

Each Instructor will maintain a complete record of attendance for the entire length of each course. Each student is counted absent from class meetings missed, beginning with the first official day of class. Attendance in the Cosmetology Program is vital to the overall success of a student. A student is allowed to be absent no more than 35 hours per module/semester. If a student exceeds the 35 hours the student is subject to being dropped from the program. The student is responsible to schedule a conference with the instructor to discuss the situation. The instructor has the prerogative to make decisions based on individual situations and needs. See Instructor Plans for making up missed assignments due to absences.

CLOCKING OF HOURS AND MINUTES FOR ATTENDANCE

Instructor will provide attendance schedule.

1. Student must personally clock in / out for himself / herself. If student fails to clock in or out time will not be corrected and this will apply towards the attendance policy. Students are responsible for their attendance unless time clock failure.
2. Student clocking another student in or out will be in violation of TDLR Rule 83.72 (j) and will be subject to disciplinary action.
3. Student will clock in or out at the assigned timeclock. Student may begin clocking at 7:45 a.m., however, time does not begin until 8:00 a.m.
4. Time clocks will be turned off at **8:00am**. Student arriving after 8:00am may clock in at 9:15. Students that are in the department before theory begins, but missed the 8:00 clock-in, may attend theory class but will lose attendance hours. Students arriving after theory has begun, must wait outside of the glass doors until the 9:15 clock in time. This applies to the morning only. Does not apply to the afternoon session (cannot clock in at 2:00). Student scheduled for the clinic lab must be clocked in by 8:00 a.m., due to the assigning of client services. No breaks will be given on assigned clinic lab days. Student absence on salon days without documentation will result in loss of points on Performance Standard Form.
5. Timeclocks are used for the purpose of tracking attendance only.
6. If leaving the department for any reason, the student must clock out except when an instructional area on a campus is located outside the approved facility that has been approved by TDLR and is supervised by an Instructor.
7. Student will not clock out for breaks, therefore breaks must be taken in their designated labs. Morning or afternoon breaks are subject to change according to class / lab schedule changes. Students may not clock out to smoke or to go to the café. Food and drink other than water is only permitted during break.
8. Student must personally clock in or out of the department for lunch. Students may not remain in the department during lunch break. The department does not have a refridgerator or microwave for student use. Please plan accordingly. Students returning from lunch must return to class/lab by 1:00 p.m., otherwise student is late, and will not be permitted to clock in as classes or labs have begun.
9. Student is dismissed at 4:00 p.m. and all time clocks are turned off at 4:05 p.m. unless arrangements have been made with the Instructor. This accommodation is on a limited basis.
10. Students leaving the department for personal reason (s) and desiring to return to class or lab may do so by providing the Instructor the following:
 - (a) Student must receive **PRIOR approval** from the Instructor (notification must be as early as possible).
 - (b) Student must provide the Instructor documentation upon return to class.

DRUG FREE

McLennan Community College is committed to fostering a drug-free environment for its students and employees. Except for drugs prescribed by a physician, no student may use, possess, sell, or distribute alcohol or other types of “illegal” or controlled substances, or use or possess drug paraphernalia on the College premises. Additionally, the illegal use of prescribed drugs and the inappropriate use of over-the-counter drugs are also prohibited.

SMOKING

In order to be respectful of everyone’s right to a smoke free environment, the use of tobacco products are prohibited on the MCC campus. This policy includes vaping.

REFUND OR WITHDRAWAL / DROP POLICY

Students withdrawing from the College or dropping a portion of a semester hour enrollment will receive a refund of tuition and mandatory fees in accordance with the refund schedule and other provisions shown below. Class day refers to the number of classes in a regular semester.

Fall and Spring Semester

1. Prior to the first academic class day 100 %
2. During the first 15 class days 70 %
3. During the 16th through 20th class day 25 %
4. After the 20th class day NONE

Before withdrawing from one or all classes or being withdrawn from a course, we advise checking with financial aid and how this may affect your current and future financial aid eligibility and payments. Even if you have not received financial aid in the past and are not currently receiving financial aid, course withdrawals or being withdrawn from classes may keep you from receiving financial aid in the future. The complete Satisfactory Academic Progress policy is in the MCC’s General Catalog, located on the College Web site at www.mclennan.edu, or at the Office of Financial Aid. Students are subject to repaying all Financial Aid that has been used.

ACADEMIC DISHONESTY POLICY

Cheating includes but not limited to;

1. Copying the work of another student.
2. Text messaging or otherwise messaging test information to other students.
3. Photographing any test material.
4. Plagiarism (Plagiarism is a serious offense in communication of any kind whether intentional or not intentional, the result is the same). Plagiarism is grounds for expulsion from the program. The Department has a zero tolerance for those students who participate in such activities. Consequences for dishonesty will be enforced as stated in the College policies located in the Highlander Guide.

STUDENT GRIEVANCE

Grievance procedures are established on the student's behalf for the purpose of allowing an individual student an opportunity to be heard in alleged violations that pertain to college law or college policies. (See Highlander Guide).

STUDENT CONFERENCE

Depending on the nature of an issue, a student must schedule a conference with their instructor to discuss and resolve the issue. The Program Director may be present at this conference.

Repeated issues will be reported/documented via MCC's Insight Program.

When an issue is conduct related and the instructor and student cannot reach a resolution, a meeting will be scheduled with an Advising Specialist. Outside parties will not be permitted to attend this conference.

RELEASE OF STUDENT RECORDS / INFORMATION

According to the Family Education Rights & Privacy Act (FERPA) public posting of student's grades is not permitted. The Program Director, Instructor, or Staff may not discuss student records/information with anyone unless a FERPA Consent Waiver is signed by the student. The FERPA Consent Waiver is located on Web Advisor.

PROHIBITED CONDUCT

Good conduct is expected of all students. Any violation of the school's rules of conduct and policies may incur a reduction of points in student's grade (Performance Standard Form), a referral to the Advising Specialist in Student Development, and possible dismissal from class. The following are examples of unacceptable behavior:

- Insubordination
- Intoxication
- Cheating, copying, or offering or receiving unauthorized assistance in examinations, quizzes, or projects
- Stealing
- Disruption of classes
- Lack of cooperation
- Disrespecting Instructor, Students, or Administrator
- Use, possession, sale of drugs / alcohol
- Inflammatory statements, obscenities, malicious remarks, or threats to clients, Instructors, staff members, visitors, or other students
- Interference with any Instructor or Administrator in connection with carrying out duties
- Use, possession, or sale of illegal firearms, weapons, or dangerous objects
- Activities that involve holding, pushing, tackling, wrestling, or any other type of physical contact or threat of physical contact
- For additional examples of unacceptable behavior see Performance Standard form

COUNSELING / SUPPORT SERVICES

The College takes a personal interest in each student; every student at McLennan Community College is extended the privilege of consulting with the Student Support Services. Student will need to schedule an appointment at (254) 299-8161 or with a Student Success Coach at (254) 299-8226. The College offers individual counseling and drug counseling referral services.

INCLEMENT WEATHER and/or EMERGENCY CLOSURE

In the event the College needs to be closed for any situation, student, and employees should check the College website www.mclennan.edu for the most immediate and current information. The College will engage the My Alert emergency notification plan which alerts student and employees of any health or safety-related situations on campus, which includes Campus closings for inclement weather. The system allows MCC to send text messages or E-mails with up-to-the-minute information. To receive this information students are encouraged to register for this service. It is a safe, quick way to stay informed about campus conditions. In the event the college is open for classes, students are expected to attend. If the student feels unsafe traveling but classes are in session time will be deducted from the 35 hours attendance policy.

EXIT INTERVIEW

At the conclusion of or interruption of a student program, the student is to schedule an appointment with an Instructor for the purpose of gathering information for student State Licensure Examination and for collecting data for the Departmental Placement Report of Technical Graduates.

HEALTH AND SAFETY STANDARDS

All cosmetology students shall utilize, clean, and disinfect equipment, tools, implements, and shall employ good hygiene habits while providing cosmetology services. Therefore, a student may not perform services on a client that have head lice, nits, ringworm, and conjunctivitis; or inflamed, infected, broken, raised, swollen skin or nail tissue; or an open wound or sore in the area to be serviced. Students appearing for class with a contagious condition such as, temperature, influenza, common cold, strep throat, etc. may not attend class until student's condition has improved. Documentation may be required. See TDLR Laws and Rules Book 83.102.

The department follows College health mandates for COVID-19 prevention. Currently, masks are not a mandate, but strongly encourages indoors and around others.

CRIMINAL HISTORY

For students in this program who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. This information will be given to each student accepted into the Cosmetology Programs. A signed acknowledgment will be placed in the students file. It is the students responsibility to follow the guidelines issued by The Department of Licensing and Regulation to ensure a license may be obtained.

ADA ACCOMMODATIONS

It is the responsibility of the student to inform the instructor of ADA accommodations. Instructor and student will discuss a plan of action to assist with accommodations if applicable. If accommodations cannot be achieved, a conference will be scheduled with the disabilities services coordinator.