

2023-  
2024

# Cosmetology

## *Student Handbook*

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*Nash Community College*

*522 N. Old Carriage Road*

*P. O. Box 7488*

*Rocky Mount, NC 27804*

**NASH COMMUNITY COLLEGE**

**COSMETOLOGY DEPARTMENT**

**Cosmetology  
CCP Cosmetology  
Cosmetology  
Instructor Trainee  
Manicurist  
Natural Hair Care**

|   |              |
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## **Instructor List and Contact**

**Cosmetology Clinic and Reception Desk – 252-451-8284**

**Director of Cosmetology / Advanced Instructor**

**Tammy Williamson**

[tlwilliamson900@nashcc.edu](mailto:tlwilliamson900@nashcc.edu)

252-451-8291

**Full time instructors:**

**Shinese Glass – Advanced Instructor**

[stglass444@nashcc.edu](mailto:stglass444@nashcc.edu)

252-451-8375

**Phyllis Hawkins – CCP Instructor**

[pmhawkins288@nashcc.edu](mailto:pmhawkins288@nashcc.edu)

252-451-7326

**Gwen Mitchell – Beginner Instructor**

[glmitchell756@nashcc.edu](mailto:glmitchell756@nashcc.edu)

252-451-8377

**Part-time Instructors**

**Stephen Williams– Natural Hair Care Instructor/ Night Advanced Instructor**

[swilliams602@st.nashcc.edu](mailto:swilliams602@st.nashcc.edu)

**Patricia Battle – Manicure Instructor / Day Salon Instructor**

[psbattle413@nashcc.edu](mailto:psbattle413@nashcc.edu)

**Raquel Hedgepeth – Night Beginner Instructor/ Day Salon Instructor**

[rlharper724@nashcc.edu](mailto:rlharper724@nashcc.edu)

**Renee Pittman – Color Instructor**

[rwittman971@nashcc.edu](mailto:rwittman971@nashcc.edu)

**Melody Dickerson- Cosmetology Instructor Trainee Instructor**

[mtdickens934@nashcc.edu](mailto:mtdickens934@nashcc.edu)

Please use the contact information if you require an additional explanation of our program, the assistance of your assigned advisor, in the case of emergencies and especially in the case of absences.

**SCHOOL CODE**

The school code given to Nash Community College by the North Carolina State Board of Cosmetic Arts is 078.

**Curriculum****COSMETOLOGY**

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment, which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates receive a license. Employment is available in beauty salons and as skin/nail specialists, platform artists, and related businesses.

**COSMETOLOGY TEACHER TRAINEE CURRICULUM- 800 hrs.**

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts. Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments. Graduates of the program may be employed as cosmetology instructors in public or private education and business.

Program candidates must be a licensed cosmetologist and work in a salon for at least 2 years.

**NATURAL HAIR CARE CURRICULUM - 300 hrs.**

This curriculum is designed to provide instruction and simulated salon experiences in natural hair care training to those persons interested in becoming a licensed natural hair care specialist. This course content includes sanitation, bacteriology, disinfection, first aid, shampooing, draping, anatomy, disorders of the hair and scalp and client consultation. Advanced students apply the following natural techniques: twisting, wrapping, extending, locking, blow drying and thermal iron. Natural hair care students must complete required hours in an approved school before applying to the State Board of Cosmetic Arts for examination. Graduates should be prepared with the skills and knowledge to complete testing requirements of the NC State Board of Cosmetic Arts and receive licensure to provide natural hair care services.

**MANICURING CURRICULUM - 300hrs.**

The Manicuring/Nail Technology curriculum provides competency-based knowledge,

scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills. Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics. Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

### **When to Apply**

Since a limited number of students can be enrolled each semester, an application should be made as soon as possible after deciding to study Cosmetology. Students may enroll at the beginning of each semester. If the class is filled for the semester in which you want to enroll, your name will be placed on a waiting list. Priority for the waiting list is determined by the date of the application and your eligibility. Therefore, it would be advantageous to apply early.

NC State Board requires students to provide Social Security Card and a Government-issued picture ID such as a NC Driver's License *before* you can be enrolled in any Cosmetic Art program.

### **Cost of Program**

Curriculum Tuition is based on N.C. General Assembly Ruling.

- Tuition \$87 per credit hour; approximately \$1300 a semester
- Books and supplies are purchased in your first semester as a beginner student.
- The approximate cost of cosmetology book bundle with access code is \$325.00
- The approximate cost of the cosmetology Kit is \$525.00
- Uniforms- \$60 each
- Kit supplements- Price varies. You will need to purchase extra manikins throughout your time in the program. Manikins range between \$45-100. You will also likely want to add to your kit with your personal preference of tools.
- Approximate cost (Field Trips) \$100.00

**All continuing education classes are registered in the Continuing Education Building (252-451-8216) \$186.25 tuition not including textbooks or Kits.**

### **Continuing Education courses include:**

- Cosmetology Instructor Trainee
- Natural Hair Care
- Manicuring

### **Admission and Procedures for Cosmetology**

1. A completed Nash Community College application form.
2. Must be 18 yrs. of age and Submission of an official transcript of high school graduation with a diploma, or an official copy of HSE (High School Equivalency) or AHSD (Adult High School Diploma) scores. Students with an AAS degree or higher do not have to submit a high school transcript, but must submit an official copy of their college transcript.
3. A government-issued picture ID and Social Security card – BEFORE REGISTRATION or the first day of class.
4. Textbook Bundle is purchased at the NCC Bookstore.
5. Kits will be purchased at the NCC Bookstore and issued after the student has attended orientation and the first day of class.
6. Cosmetology transfer students need to take a proficiency exam in Concepts and Salon, before registration for the class. The exam is administered by a Cosmetology Instructor and by appointment.

## **COSMETOLOGY TRANSFER GUIDELINES**

Educational work done in other institutions may, where applicable, be credited toward the Cosmetology Program at Nash Community College. The student must file an official transcript of all previous work. A minimum of 25 percent must be completed at Nash Community College. Transfer credit will not be granted for any grade lower than a "C," OR for courses completed more than 5 years ago unless a degree was earned. Records of prior work will be evaluated, and final acceptance or rejection of the transfer credit is determined by Nash Community College. (See NCC Academic Catalog)

Nash Community College requires a proficiency exam to be completed and passed before enrollment into the cosmetology curriculum. Additionally, 21 NCAC 14T .0701 (r) A cosmetic art student must complete at least 1/3 of the minimum required hours in the cosmetic art school certifying his or her application for the state board examination (500 hours) from which the student will graduate. Finally, a cosmetology transfer student will be required by the Nash Community Cosmetology Department to provide the names, phone numbers, and/ or addresses of contact persons for a personal letter of reference from all previous cosmetology schools attended.

A student may earn credit by examination for a given course if the student can demonstrate the required level of proficiency. Before being allowed to take certain courses by proficiency examination, the student must provide evidence of experience/aptitude or licensure/certification related to the course content. A Credit-by-Examination form must be obtained from the appropriate department chair for the examination schedule. The student must register and pay all fees before taking the proficiency examination. Examinations will be administered between or during the first

five (5) days of the semester. No student will be allowed to attempt credit by examination for more than two (2) courses per semester. A student may not use more than 30 percent proficiency credit in meeting the required hours for graduation or according to instructional services agreement program contracts. The proficiency examination(s) must be part of the regularly scheduled semester course offerings. A student will not be allowed to take an examination for credit more than once for any course. Credit by examination will be used to calculate the individual student semester course (allowable hours) load as well as credit toward program requirements. A student will be required to pass the proficiency examination with a grade of C or higher. The grade will be computed into the grade point average. A student who does not pass the examination with a grade of C or higher must change registration for the course to an on-campus or online section. Developmental courses may be challenged through the Course Readiness Assessment.

## Curriculum Sequence

### Cosmetology Degree A55140- Day Option

| Fall 1   | Course                   | Lecture | Lab | Clinical<br>1 | Credit |
|----------|--------------------------|---------|-----|---------------|--------|
| ACA 122  | College Transfer Success | 0       | 2   | 0             | 1      |
| COS 111  | Cosmetology Concepts I   | 4       | 0   | 0             | 4      |
| COS 112  | Salon I                  | 0       | 24  | 0             | 8      |
| ENG 111  | Writing & Inquiry        | 3       | 0   | 0             | 3      |
|          |                          |         |     |               | 16     |
| Spring 1 | Course                   | Lecture | Lab | Clinical      | Credit |
| COS 113  | Cosmetology Concepts II  | 4       | 0   | 0             | 4      |
| COS 114  | Salon II                 | 0       | 24  | 0             | 8      |
| MAT 143  | Quantitative Literacy    | 2       | 2   | 0             | 3      |
|          | HUM/FA elective          | 3       | 0   | 0             | 3      |
|          |                          |         |     |               | 18     |
| Summer 1 | Course                   | Lecture | Lab | Clinical      | Credit |



|         |                         |   |    |   |    |
|---------|-------------------------|---|----|---|----|
| COS 115 | Cosmetology Concepts II | 4 | 0  | 0 | 4  |
| COS 116 | Salon III               | 0 | 12 | 0 | 4  |
| COM 231 | Public Speaking         | 3 | 0  | 0 | 3  |
| CIS 110 | Intro to Computers      | 2 | 2  | 0 | 3  |
|         |                         |   |    |   | 14 |

| Fall 2  | Course                     | Lecture | Lab | Clinical | Credit |
|---------|----------------------------|---------|-----|----------|--------|
| COS 117 | Cosmetology Concepts IV    | 2       | 0   | 0        | 2      |
| COS 118 | Salon IV                   | 0       | 21  | 0        | 7      |
| COS 223 | Contemporary Hair Coloring | 1       | 3   | 0        | 2      |
| BUS 110 | Intro to Business          | 3       | 0   | 0        | 3      |
| PSY 150 | General Psychology         | 3       | 0   | 0        | 3      |
|         |                            |         |     |          | 17     |

**Total Credits: 65**

### **Cosmetology Degree A55140- Evening Option**

| Fall 1    | Course                   | Lecture | Lab | Clinical<br>1 | Credit |
|-----------|--------------------------|---------|-----|---------------|--------|
| ACA 122   | College Transfer Success | 0       | 2   | 0             | 1      |
| COS 111AB | Cosmetology Concepts I   | 2       | 0   | 0             | 2      |
| COS 112AB | Salon I                  | 0       | 12  | 0             | 4      |
| ENG 111   | Writing & Inquiry        | 3       | 0   | 0             | 3      |
|           |                          |         |     |               | 10     |
| Spring 1  | Course                   | Lecture | Lab | Clinical      | Credit |

|           |                        |   |    |   |    |
|-----------|------------------------|---|----|---|----|
| COS 111BB | Cosmetology Concepts I | 2 | 0  | 0 | 2  |
| COS 112BB | Salon I                | 0 | 12 | 0 | 4  |
| MAT 143   | Quantitative Literacy  | 2 | 2  | 0 | 3  |
|           | HUM/FA elective        | 3 | 0  | 0 | 3  |
|           |                        |   |    |   | 12 |

| Fall 2    | Course                  | Lecture | Lab | Clinical | Credit |
|-----------|-------------------------|---------|-----|----------|--------|
| COS 113AB | Cosmetology Concepts II | 2       | 0   | 0        | 2      |
| COS 114AB | Salon II2               | 0       | 12  | 0        | 4      |
| COM 231   | Public Speaking         | 3       | 0   | 0        | 3      |
| CIS 110   | Intro to Computers      | 2       | 2   | 0        | 3      |
|           |                         |         |     |          | 12     |

| Spring 2  | Course                  | Lecture | Lab | Clinical | Credit |
|-----------|-------------------------|---------|-----|----------|--------|
| COS 113BB | Cosmetology Concepts II | 2       | 0   | 0        | 2      |
| COS 114BB | Salon II                | 0       | 12  | 0        | 4      |
| BUS 110   | Intro to Business       | 3       | 0   | 0        | 3      |
| PSY 150   | General Psychology      | 3       | 0   | 0        | 3      |
|           |                         |         |     |          | 12     |

| Fall 3    | Course                   | Lecture | Lab | Clinical | Credit |
|-----------|--------------------------|---------|-----|----------|--------|
| COS 115AB | Cosmetology Concepts III | 2       | 0   | 0        | 2      |

|         |           |   |    |   |   |
|---------|-----------|---|----|---|---|
| COS 116 | Salon III | 0 | 12 | 0 | 4 |
|         |           |   |    |   | 6 |

| Spring 3  | Course                   | Lecture | Lab | Clinical | Credit |
|-----------|--------------------------|---------|-----|----------|--------|
| COS 115BB | Cosmetology Concepts III | 2       | 0   | 0        | 2      |
| COS 118AB | Salon IV                 | 0       | 12  | 0        | 4      |
|           |                          |         |     |          | 6      |

| Fall 4    | Course                     | Lecture | Lab | Clinical | Credit |
|-----------|----------------------------|---------|-----|----------|--------|
| COS 117   | Cosmetology Concepts IV    | 2       | 0   | 0        | 2      |
| COS 118BB | Salon IV                   | 0       | 12  | 0        | 4      |
| COS 223   | Contemporary Hair Coloring | 1       | 3   | 0        | 2      |
|           |                            |         |     |          | 6      |

**Total Credits: 65**

### **Cosmetology Diploma D55140**

| Fall 1  | Course                 | Lecture | Lab | Clinical | Credit |
|---------|------------------------|---------|-----|----------|--------|
| COS 111 | Cosmetology Concepts I | 4       | 0   | 0        | 4      |
| COS 112 | Salon I                | 0       | 24  | 0        | 8      |
| ENG 111 | Writing and Inquiry    | 3       | 0   | 0        | 3      |
|         |                        |         |     |          | 15     |

| Spring 1 | Course                  | Lecture | Lab | Clinical | Credit |
|----------|-------------------------|---------|-----|----------|--------|
| COS 113  | Cosmetology Concepts II | 4       | 0   | 0        | 4      |
| COS 114  | Salon II                | 0       | 24  | 0        | 8      |
| PSY 150  | General Psychology      | 3       | 0   | 0        | 3      |
|          |                         |         |     |          | 15     |

| Summer 1 | Course                   | Lecture | Lab | Clinical | Credit |
|----------|--------------------------|---------|-----|----------|--------|
| COS 115  | Cosmetology Concepts III | 4       | 0   | 0        | 4      |
| COS 116  | Salon III                | 0       | 12  | 0        | 8      |
|          |                          |         |     |          | 12     |

| Fall 2  | Course                  | Lecture | Lab | Clinical | Credit |
|---------|-------------------------|---------|-----|----------|--------|
| COS 117 | Cosmetology Concepts IV | 2       | 0   | 0        | 2      |
| COS 118 | Salon IV                | 0       | 21  | 0        | 7      |
|         |                         |         |     |          | 9      |

**Total Credits: 47**

### **Cosmetology Certificate C55140A**

| Fall 1  | Course                 | Lecture | Lab | Clinical | Credit |
|---------|------------------------|---------|-----|----------|--------|
| COS 111 | Cosmetology Concepts I | 4       | 0   | 0        | 4      |
| COS 112 | Salon I                | 0       | 24  | 0        | 8      |
|         |                        |         |     |          | 12     |

| Spring 1 | Course                     | Lecture | Lab | Clinical | Credit |
|----------|----------------------------|---------|-----|----------|--------|
| COS 113  | Cosmetology Concepts II    | 4       | 0   | 0        | 4      |
| COS 114  | Salon II                   | 0       | 24  | 0        | 8      |
|          |                            |         |     |          | 12     |
| Summer 1 | Course                     | Lecture | Lab | Clinical | Credit |
| COS 115  | Cosmetology Concepts III   | 4       | 0   | 0        | 4      |
| COS 116  | Salon III                  | 0       | 12  | 0        | 4      |
| COS 223  | Contemporary Hair Coloring | 1       | 3   | 0        | 2      |
|          |                            |         |     |          | 1      |

**Total Credits: 34**

***Note: Certificate students are encouraged to take COS 118(Salon IV,7hrs. credit and COS 117(Concepts IV, 2 hrs. credit) for the state Licensure exam.***

**Typical class schedule. Summer session hours may vary.**

| Day classes      |                       | Evening classes          |
|------------------|-----------------------|--------------------------|
| <b>Monday</b>    | 8:00 a.m. – 2:30 p.m. | 6:00 - 9:30 p.m.         |
| <b>Tuesday</b>   | 8:00 a.m. – 2:30 p.m. | 6:00 - 9:30 p.m.         |
| <b>Wednesday</b> | 8:00 a.m. – 2:30 p.m. | 6:00 - 9:30 p.m.         |
| <b>Thursday</b>  | 8:00 a.m. – 2:30 p.m. | 6:00 - 9:30 p.m.         |
| <b>Friday</b>    | 8:00 a.m. –12:30 p.m. | <b>no Friday classes</b> |

## **Graduation Requirements**

### **To receive a CERTIFICATE in the Cosmetology Curriculum, one must:**

1. Complete all courses with a C or better.
2. Complete 1200 hours of instruction for an apprenticeship or 1500 hours in cosmetology.
3. Successful completion of an Exit Examination with a score of 85 for all Cosmetology students. A student who takes the Nash Community College Cosmetology Exit Exam three times without a passing grade will receive an "Incomplete Grade" (I). They will be given four (4) weeks to set up a conference with the Concepts 117 instructor and take the exam. The NC State Board examination CANNOT be completed until a successful test score is accomplished.
4. Certificate students will not participate in graduation exercises.

### **To receive a DIPLOMA in the Cosmetology Curriculum, one must:**

1. Complete all courses with a C or better.
2. Complete 1200 hours of instruction for an apprenticeship or 1500 hours in cosmetology.
3. Successful completion of an Exit Examination with a score of 85 for all Cosmetology students. A student who takes the Nash Community College Cosmetology Exit Exam three times without a passing grade will receive an "Incomplete Grade" (I). They will be given four (4) weeks to set up a conference with the Concepts 117 instructor and take the exam. The NC State Board examination CANNOT be completed until a successful test score is accomplished.
4. Diploma students must complete all hours before graduation, to participate in any graduation exercises.

### **To receive an ASSOCIATE DEGREE in the Cosmetology Curriculum, one must:**

1. Complete all courses with a C or better.
2. Be physically present for 1200 hours of instruction for an apprenticeship or 1500 hours in cosmetology.
3. Successful completion of an Exit Examination with a score of 85 for all Cosmetology students. A student who takes the Nash Community College Cosmetology Exit Exam three times without a passing grade will receive an "Incomplete Grade" (I). They will be given four (4) weeks to set up a conference with the Concepts 117 instructor and take the exam. The NC State Board examination CANNOT be completed until a successful test score is accomplished.
4. Degree students must complete all hours before graduation, to participate in any graduation exercises.

## **ATTENDANCE POLICY**

Students must accrue 80% of the offered hours for each course enrolled. If you fail to meet the hour requirements, you will earn an F and need to repeat the class. Each class will be treated as a separate course, hours cannot be transferred from one course to another. Faculty will maintain a report of absences weekly. Students not attending classes will be advised of their status concerning state board and college attendance requirements and referred to counselors for Early Intervention guidance. When a student's absence exceeds 14 consecutive days, the instructor is

required to administratively withdraw the student from class.

## **HOURS EARNED**

Students earn clock credit hours by physically attending classes, field trips (up to 40 hours max) or earning hours while engaged in online education. N.C. State Board of Cosmetic Art Examiners requires that students attend classes for a total of 1500 hours for Cosmetology **OR** 1200 hours for Cosmetology Apprentice. Students will not scan other students' ID cards without penalty. Clock hours are monitored and totaled weekly. Students can receive all hours needed for completion if they attend class as they should. Only the director may change information or total hours for a student. *It is considered a felony for students to alter clock hours or to remove official records from the premises of the school that maintains these records. Clock hours are considered legal records* incorporated as part of student records monitored by N.C. State Board of Cosmetic Art Examiners. Students who engage in the alteration of clock hours may also be subject to the Nash Community College student conduct policy. *At the discretion of an NC State Board of Cosmetic Art Examiner hours may be altered if an error is found in the computation of contact hours. Only the director can alternate hours.*

## **Nash Cosmetology Policy for Distance Learning**

In compliance with the North Carolina Board of Cosmetic Art Examiners, rule 21 NCAC 14T .0611

### **ONLINE INSTRUCTION**

- (a) Online instruction and course hours are accepted by the Board for any cosmetic art curriculum.
- (b) The school shall determine if a student possesses the skills and comprehension necessary to succeed in an online instruction environment and maintain in each student's record documentation of the method used to determine the student's skill and comprehension.
- (c) The school shall track and record the student's hours by minute and educational achievements in the online instruction and shall provide electronic reports generated by the tracking system to an agent of the Board or its inspector upon request.
- (d) The school shall document the student demonstrates participation in the online education course(s).
- (e) Online instruction shall be limited to the independent or guided theory portion only and no more than 50 percent for teacher trainees and 30 percent of the total statutorily required hours for the respective cosmetic art discipline.
- (f) The school shall provide access to technical support for the online educational course or program to students and instructors.

Our state allows 30% of the theory portion of our program to be delivered online. You may earn a maximum of 450 hours of your 1500 hour program through online learning. You may earn a maximum of 360 hours of your 1200 hour program through online learning

To participate in distance learning, review and acknowledge the following policies:

#### Technology Requirements:

- A desktop computer, tablet or laptop (optional add: with a camera and a microphone) with the latest version of Google Chrome, Firefox, Safari or Microsoft Edge browser.
- Reliable, high-speed Wi-Fi or wired broadband internet access with a connection speed of at least 15mb/s (for cellular data, 4G LTE/5G is required).

#### Student Behavior Requirements

- Adhere to our code of conduct and exercise good time management skills
- Work in a distraction-free, quiet environment
- You **MUST** manually log out of CIMA for your hours to be properly recorded, do not just close your browser
- Work within one tab while inside of CIMA
- Refrain from installing ad blockers, privacy browser extensions or other programs or configurations that might interfere with accurate time tracking
- Do not use the CIMA App, you will only use the CIMA browser.

#### Hours Calculations

You may earn a maximum of 20 hours per week until you reach the maximum allowable hours.

CIMA performs report data cleanup every 24 hours. We will pull hours reports every day after 9 am for the previous day. Weekend reports will be run on Tuesday. Time reports are adjusted to omit inactivity log outs. The time logged in a student sees in their CIMA student profile does not accurately reflect program time earned.

#### User Abuse

Per guidelines, distance learning hours must be documented with an accurate log of all activity comprising regular and substantive interaction. Should student behavior result in excessive time recorded for an individual activity, that activity will be excluded from total hours earned.

#### Distance Learning Time Tracking Best Practices

- Students should manually log out of CIMA. Failing to log out can often be the cause of a time tracking error
- Students should work within a single browser tab
- Students must not log into CIMA from multiple devices at the same time.
- Students are to be working within CIMA to earn hours. CIMA will automatically log users out after 15 min of inactivity. These log outs will be recorded as 900 seconds on the time report and will not be accepted as time earned.

#### **DRESS CODE**

**Uniforms** – solid color scrubs (pants or skirt and top) and solid black shoes

- Cosmetology: Navy Blue



- Manicure: Charcoal Gray
- Instructor Trainee: Pink scrub top/jacket and black pants
- Natural Hair Care: white scrub top/jacket and black pants

Uniforms can be purchased from [The Uniform House](#) with financial aid funds. Students should project a professional image. Uniforms are required per State Board regulations. Uniforms are required for the first day of class. It is the student's responsibility to purchase the uniforms. All uniforms must be scrub material. Uniforms must be kept clean, wrinkle free and in good repair. Uniforms must cover the underarms, midriff and undergarments. Students who do not report to class in full uniform will be asked to leave class.

### **Socks or Hose**

- Navy blue or black socks
- Hose of a navy color in good condition.

### **Shoes**

- Navy blue or black shoes; clean, and in good repair. Shoes should be slip resistant and non-porous material.

### **Jewelry**

- Minimal and tasteful. Jewelry should not be overbearing or create a distraction in class.

### **Kit**

- Your kit (textbooks are considered part of your kit) are required daily. For safety reasons, it is suggested you leave valuables locked in your car or locker. If you must bring a bag to class it should be clear and small enough to fit in your station.

### **Hair**

- Hair should be well kept. Make-up should portray professionalism. With exemption to religious practice, students will not wear head coverings such as scarves, wraps, bonnets, headbands, or sleep caps.

### **Nails**

- Minimal and should not distract from service. If you have very long fingernails (real or false) and cannot perform services properly, you will be asked to shorten them.

### **Name Tags**

- Name tags must be worn at all times as a part of the uniform as required by the NC State Board of Cosmetic Arts. Name tags are used to scan student ID numbers for attendance to receive contact hours. Additional name tags can be purchased in the NCC Student Enrollment Service department.

Students will not be able to earn hours and will be asked to leave class if they are not in proper dress code. Student dress code is part of the Sanitation Rating for State Board of Cosmetic Arts.

## **EQUIPMENT/SUPPLIES**

All equipment and supplies belonging to the Cosmetology Department must not be removed from

the department. Any student caught removing items from the department without permission may be subjected to disciplinary action per the student conduct policy in the [Nash Community College Catalog](#).

Students who abuse supplies may be required to reimburse the college for the cost of replacing the item(s). Documentation will be made so there will be a record of such reimbursements. Students are not allowed to bring in outside products.

## **CLINICAL POLICIES**

To be successful in Cosmetology, one must develop a pleasing appearance, practice good ethics, and display a pleasant personality. Your personality is the key to success. Without this, a student's workmanship and neat appearance will be passed over to other cosmetologists that qualify. Personal Hygiene is also very important.

Attitude, behavior, politeness, emotional stability, and graciousness are very important traits that need to be cultivated by students. By doing this, students will demonstrate a professional manner to clients as well as their classmates.

Students who do not comply may not be able to complete lab hours or practical assignments.

### **Students are expected to abide by the following best professional practices:**

1. Students should arrive in the required uniform for class each day. Students who are not in appropriate uniform will be asked to leave class for the day. Failure to be appropriately prepared for the cosmetology clinic may result in a deduction from the final course grade. Repeated behavior may result in dismissal from the program.
2. No food or drink is allowed on the clinic floor or in classrooms.
3. Kits will be checked daily by an instructor (the State Board checks kits during audits).
4. Students will demonstrate safe, professional behavior during classroom activities by following all safety and client protection procedures.
5. Students are expected to work together, respect each other and be professional at all times.
6. Students will practice good communication and social interpersonal skills with fellow students, faculty, and clients. Consultations must be completed on all live models and reviewed with instructors before beginning a performance.
7. Students will perform services in a reasonable amount of time.
8. Students should be eager and willing to learn. One way this is demonstrated is by taking feedback graciously when an instructor is giving hands-on instruction for live models and mannequins.
9. Students will demonstrate problem solving and decision-making skills when performing services on live models and mannequins. Students should conduct consultations and create a plan based on procedures they are approved to perform.
10. Students will respect their peers, salon clientele and instructors at all times.
11. Students should hold themselves to high standards of customer service by treating people well, smiling, and being courteous.
12. Practice self-control, being dependable and being accountable for your actions.

13. All student work must be checked by an instructor prior to 1) beginning the service, 2) at appropriate check points and 3) before the client leaves the chair.
14. Sanitation duties will be assigned to each student. These duties are necessary to help keep our department clean and in compliance with NC State Board regulations.
15. Students should be working on assigned projects when they do not have a client.
16. Students should get permission to perform services on other students.

### **Cell Phone Policy**

When entering the classroom, cell phones, and similar devices must be muted, (not put on vibrate) and stored out of sight in a purse, book bag, or backpack. If a student should have a pending emergency that requires placing a muted phone in sight on the desk or table, the instructor should be informed of the need before the beginning of class. If an emergency call must be answered, the student should leave the classroom to take the call.

If a classroom learning experience/activity that is related to student learning outcomes described in the course syllabus requires the use of a phone or other device during class, the instructor will clearly describe its use for students. Otherwise, the use of phones/devices should be confined to class breaks.

### **Moodle**

Moodle is your online learning space. Your grades will be updated weekly and you should keep up with your current average. Please refer to your syllabus to see how your final grade is calculated.

**Academic Honesty:** Each student is required to do his work. If there is a problem on the floor, please check with the instructor. Students are not instructors and will not instruct each other or be permitted to do another student's work on a client without permission. To get credit on assignments in the lab and concepts, you must have the instructor check them.

### **Disability Services Statement**

Nash Community College is committed to making reasonable accommodations for individuals with documented qualifying disabilities per the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. If you are a student with a disability seeking reasonable accommodations to have equal access to the College's courses, programs, and activities, please contact [ada@nashcc.edu](mailto:ada@nashcc.edu)

### **Essential Functions of Cosmetology**

The Americans with Disabilities Act (ADA) ensures qualified applicants to public institutions the ability to pursue program admissions, however, the applicant must meet technical requirements. All students admitted to the Cosmetology Program will be held to the same standards with or without reasonable accommodations.

The following functions are considered technical requirements for admission, retention, and graduation in Nash Community College's Cosmetology Program. The purpose of these functions is to ensure Cosmetology students provide safe, competent, and timely care to clients in the classroom setting.

Cosmetology students should possess and be able to demonstrate the following:

**Mobility/Motor Skills:** Sufficient motor ability (balance, coordination, speed and agility) and strength to move independently throughout a classroom setting, to move equipment, supplies and support clients, and to ensure safe and effective environments.

*Examples (Not Inclusive):*

- Have mobility, strength, and dexterity to be able to lift up to 50 pounds
- Be able to stand and walk for extended periods of time; 6-8 hours
- Be able to perform repetitive movements of hands to handle, control, or feel objects, tools, or controls.
- Be able to bend and twist in order to perform shampooing, haircutting, sweeping, mopping, etc.

**Sensory Abilities:** Sufficient auditory, visual and tactile ability to perform services on clients.

*Examples (Not Inclusive):*

- *Have adequate vision in order to access clients' color or haircut needs.*
- *Demonstrate required sensory skills in order to observe clients safety, social interaction, non-verbal cues,*

**Communication Skills:** Sufficient verbal and non-verbal communication abilities with clients and other professionals in the salon environment.

*Examples (Not Inclusive):*

- *Understand and respond to oral communications and directions*
- *Impart information and orally communicate appropriately to others*
- *Be able to read, write, understand, and respond to written instructions, communications and materials*
- *Have adequate verbal and written communication skills with clients and other professionals.*

**Behavioral/Cognitive Skills:** Sufficient ability to collect, interpret and integrate information for sound decision making.

*Examples (Not Inclusive):*

- *Be dependable; not be late or absent for work in excess or without notification*
- *Refrain from the use and abuse of any substance that would impair the ability to attend work consistently and work with children in a reliable manner*
- *Adapt to changing duties and needs of work environment, to include retaining new information as related to the program, the profession, and needs of each client*

- *Exercise independent judgment of effectively solve problems, and make decisions*

**Emotionally/Interpersonal:** Sufficient behavior and social abilities to interact and work collaboratively with individuals, groups, and families.

*Examples (Not Inclusive):*

- *Take initiative in speaking with clients to make them and the child feel welcome. Be able to stand or sit in front of groups of children and present class materials*
- *Be able to multitask: stay in control and adequately perform different activities.*
- *Be open and able to receive feedback from instructors and clients*

## **STATE BOARD FORMS**

The North Carolina State Board of Cosmetic Arts requires that students enrolled in a cosmetology program provide information to be included on forms with a *school seal, signed and submitted by the proper school authority*, as the occasion requires.

This information is provided so that you understand what information is requested.

- ❑ **Enrollment** form – to be used when a student enrolls in a school of Cosmetic Art. A student may be eligible to enroll more than one time if there is any interruption of studies without completing the state board mandates. The cosmetic art school shall report the enrollment to the Board within 30 working days.
- ❑ **Withdrawal** form – to be used when a student who is enrolled in a cosmetic art school withdraws from school, whether because of transfer to another school, dismissal, suspension, voluntary withdrawal or for any reason other than graduation. The cosmetic art school shall report the withdrawal to the Board within 30 working days.
- **Graduation** form – Upon student graduation the school must complete and submit to the Board the graduation form with original signatures and the school seal within 30 days of the student's graduation date. No photocopies or electronic submission will be accepted; a copy is retained in the student school file. The Graduation form is only for the Board and should never be given to the student. The Graduation form is to be *used to verify a graduate* to the Board.

**Licensure- To become licensed to practice Cosmetology one must pass the North Carolina Board of Cosmetic Art Examiners Theory and Practical Exam. This exam is provided by PROV.**

1. Students can take the State Board Cosmetic Arts Theory exam after 1000 hours have been earned.
2. Students can take the State Board Cosmetic Arts Apprentice exams if they have completed the 1200 hours, theory, and practical requirements. The passing grade for the apprentice exam is 70 for the practical and 70 for theory.
3. Students can take the State Board Cosmetology Practical examination if they have

completed 1500 hours, theory, and practical requirements. The passing grade for the cosmetologist exam is 75 for the practical and 75 for theory.

4. A temporary permit may be requested at the time of application for the cost of \$5.00.
5. As soon as the student has passed the State Board Cosmetic Art exams (practical & theory), each student must go online and apply for a license. This will also start your six-month apprenticeship. Do not wait for your temporary license to expire.

### **Temporary Permit Application:**

To be provided to the student by the school to request a temporary employment permit when the student has:

- a. Has completed the required hours of a cosmetic art school curriculum in the area in which the applicant wishes to be licensed.
- b. Has applied to take the examination *within three months of completing the required hours*.
- c. Is qualified to take the examination.

A temporary employment permit shall expire six months from the date of graduation.

### **Student Cosmetology Services**

Cosmetology students can receive hair, facial, and nail services. However, they must first have the approval of an instructor before the service is given.

### **Cosmetology Program Policy**

Please keep this handbook for reference to the rules and regulations governing the cosmetology department. These rules are here that you may refer to this information at different times throughout enrollment in the cosmetology classes.

I have read these policies and regulations and I understand the responsibilities, and I will abide by these guidelines.

Student printed name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Signature of NCC Representative: \_\_\_\_\_

Date: \_\_\_\_\_