# Southeastern Technical College

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# **COSMETOLOGY PROGRAM HANDBOOK**

**Revised March 2022**

# WELCOME

The Cosmetology program at Southeastern Technical College (STC) is very unique and rewarding. Graduates of the program discover that a cosmetologist’s skill is far greater than just simply the styling of hair. Cosmetology is the science of beauty that encompasses hair, skin, nails, chemistry, anatomy, physiology, diseases, disorders, safety, client communication, professional ethics, and much more.

The cosmetology faculty will provide instruction and support in every way possible to ensure that you can become a licensed Master Cosmetologist or a licensed Hair Designer by the State of Georgia.

The purpose of this handbook is to acquaint the student with specific policies and practices in the operation of the Cosmetology program of Southeastern Technical College. These policies are based on the rules and regulations set forth by the Georgia State Board of Cosmetology and Barbers, the Technical College System of Georgia, and the policies and procedures of Southeastern Technical College.

Good Luck!

STC Instructors

# Southeastern Technical College

## Mission Statement

**Mission:**

[Southeastern Technical College](http://www.southeasterntech.edu), a unit of the [Technical College System of Georgia](http://www.tcsg.edu), provides an innovative, educational environment for student learning through traditional and distance education delivery methods focused on building a well-educated, globally competitive workforce for Southeastern Georgia.

The College fulfills its mission through:

* associate degree, diploma, and technical certificate of credit programs;
* adult education;
* continuing education; and
* customized training and services.

**Vision:**
Southeastern Technical College will be recognized as an educational leader in Southeastern Georgia. The College will deliver quality, student-centered, and accessible post-secondary education and training. The College will empower students for success, cultivating innovative and economically thriving communities and enterprises.

## Cosmetology Program Mission Statement

The mission of the Cosmetology program is to provide innovative educational opportunities to individuals that will enable them to obtain the knowledge, skills, and abilities necessary for job acquisition, retention, and advancement in the cosmetology profession.

## Technical College System of Georgia(TCSG)

## Guarantee/Warranty Statement

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

# COSMETOLOGY PROGRAM COSTS

**These are approximate charges and are subject to change from semester to semester**

| **ITEM** | **EXPLANATION** | **APPROXIMATE COST** |
| --- | --- | --- |
|  | **MANDATORY ALL 4 SEMESTERS** |  |
| Tuition | $100.00 X 44 credit hours | $4400.00 |
| Activity Fee | $45.00 x 4 semesters | $180.00 |
| Supply Fee | $30.00 x 13 courses | $390.00 |
| Registration Fee | $65.00x 4 semesters | $260.00 |
| Accident Insurance | $4.00 x 4 semesters | $16.00 |
| Liability Insurance | $6.00 x 2 semesters | $12.00 |
| Books | Cosmetology Book Bundle | $500.00 |
| Technology Fee | $105.00 x 4 semesters | $420.00 |
| Instructional Fee | $55.00 X 4 | $220.00 |
| Parking Decal/Facilities Fee | $50.00 | $50.00 |
| Campus Safety Fee | $25.00 X 4 | $100.00 |
| Uniforms | Scrubs (black top, black bottom), Lab jacket/vest – black and black closed-toe leather shoes | $175.00 |
|  | **MANDATORY 1ST Semester** |  |
| Kit 1st semester | Approximate costs |  $700.00 |
|  | **MANDATORY 2nd Semester** |  |
| Kit 2nd semester |  | $700.00 |
|  | **MANDATORY****3rd Semester** |  |
| Kit 3rd semester |  | $300.00 |
|  | **MANDATORY****4th Semester** |  |
| Kit 4th semester |  | $250.00 |
|  | **MANDATORY** |  |
| Licensing Examination Fee | PSI LLC | $109.00 |
| State Board Licensing Fee | Upon passing the State Board Exam | $30.00 |
| Graduation Fee | Cap/Gown/Diploma | $40.00 |

# ACADEMIC REQUIREMENTS

To progress in the Cosmetology program, a grade of “C” or better must be earned in all courses. General core courses are also required in the Cosmetology diploma program. These courses include Foundations of Mathematics (MATH 1012), Foundations of English (ENGL 1010), and Interpersonal Relations and Professional Development (EMPL 1000). Cosmetology students should complete the needed basic core course(s) before taking COS courses. Additionally, all new students must take and pass COLL 1040 College Foundations.

Students will need to successfully complete Cosm 1000, Cosm 1010, Cosm 1020, Cosm 1030, and Cosm 1040 before being able to advance to the practicum courses.

If necessary, Cosmetology students can change from one campus program to the other only once during their enrollment in the Cosmetology program at Southeastern Tech. The table shown below is a list of courses required in the Cosmetology Program.

| **Course Number** | **Course Name** | **Credit Hours** |
| --- | --- | --- |
| **COLL 1040** | **College Foundations** | **3 semester credits**  |
| **ENGL 1010** | **Fundamentals of English I** | **3 semester credits**  |
| **MATH 1012** | **Foundations of Mathematics** | **3 semester credits** |
| **EMPL 1000** | **Interpersonal Relations & Professional Development** | **2 semester credits** |
| **COSM 1000** | **Introduction to Cosmetology Theory** | **4 semester credits** |
| **COSM 1010** | **Chemical Texture Services** | **3 semester credits** |
| **COSM 1020** | **Hair Care & Treatments** | **3 semester credits** |
| **COSM 1030** | **Haircutting** | **3 semester credits** |
| **COSM 1040** | **Styling** | **3 semester credits** |
| **COSM 1050** | **Hair Color** | **3 semester credits** |
| **COSM 1060** | **Fundamentals of Skin Care** | **3 semester credits** |
| **COSM 1070** | **Nail Care & Advanced Techniques** | **3 semester credits** |
| **COSM 1080** | **Physical Hair Services Practicum** | **3 semester credits** |
| **COSM 1090** | **Hair Services Practicum I** | **3 semester credits** |
| **COSM 1100** | **Hair Services Practicum II** | **3 semester credits** |
| **COSM 1110** | **Hair Services Practicum III** | **3 semester credits** |
| **COSM 1115** | **Hair Services Practicum IV** | **2 semester credits** |
| **COSM 1125**  | **Skin & Nail Care Practicum** | **2 semester credits** |
| **COSM 1120** | **Salon Management** | **3 semester credits** |

# COSMETOLOGY REFRESHER

**Purpose**

Cosmetology graduates who have not taken the state board exam within a two-year time frame of graduation, or graduates who have been unable to pass the state board exam within a two-year time frame of graduation, will be required to retake cosmetology/hair designer courses before the state board examination eligibility form will be signed. Graduates will be responsible for all tuition and fees required to take the necessary courses.

# COSMETOLOGY PROGRAM HOURS and ATTENDANCE REQUIREMENTS

The Georgia State Board of Cosmetology and Barbers requires completion of 1500 hours for Cosmetology and 1325 hours for Hair Designer; therefore, attendance is vital. There are no excused absences. Students are expected to be on time for class and labs. Students who absolutely must be absent are expected to assume responsibility for arranging to make up all time and workmissed at the convenience of the instructor. Failure to make up the time missed due to absences by the end of the given semester will result in a grade of Withdrawn Failing (WF). Failure to complete the required tasks for each course will result in a grade of “Incomplete” and the student will have to return the following semester to complete those hours. The hours will have to be completed by mid-term of that semester or the grade of “Incomplete” will change to a grade of Failing (F).

When a student is absent/tardy for any reason, he/she should call the instructor before class to let her know the reason for the absence/tardy. When a Cosmetology student transfers to Southeastern Technical College, theory and practical hours will only be accepted for courses that were completed with a grade of A, B, or C. The Cosmetology department at Southeastern Technical College will need an official transcript of the theory and practical hours for the courses successfully completed at the transferring college.

# STATE BOARD REQUIREMENTS

The Georgia State Board of Cosmetology and Barbers requires completion of 1500 hours for Cosmetology and 1325 hours for a Hair Designer from an approved school to take the exam to become a licensed Master Cosmetologist. The Georgia State Board of Cosmetology and Barbers has approved the Cosmetology curriculum of the Technical College System of Georgia. The state exam consists of two parts (practical & written), and 70% accuracy is required on both parts. This is not a composite score.

Applicants for the state exam must also be a minimum of 17 years of age, provide proof of a high school diploma, GED, or another nationally accepted test score. A certified check or money order for $109.00 made payable to PSI, LLC, can be mailed along with the transcript and application. The cashier’s check or money order for the exam should be turned in to the instructor. The school submits the applications for its graduates by certified mail or electronic mail. Transcript and application may be faxed, and payment can be made with a credit or debit card. **PERSONAL CHECKS WILL NOT BE ACCEPTED AND MAY DELAY SCHEDULING.** Applications for the state board exam will be obtained by the school’s instructor and made available to the students. A candidate is permitted by the Board to retake the examination as many times as needed. For admittance to the examination, you must provide 2 forms of identification. One must be a valid form of government ID (driver’s license, military, passport, state ID) with your signature and photo. The second ID must have your signature and preprinted legal name.

The complete exam is administered in Macon and Atlanta. The written portion only is also administered in Tifton Georgia. The written portion may also be taken in one of the following states: Florida, South Carolina, North Carolina, Tennessee, and Alabama. Students are responsible for their transportation and lodging arrangements for the exam.

## State Board Required Hours

Hours

Theory 350

Social Skills, Reception Work, Art & Ethics, State Board Rules

and Regulations and Laws 50

Laboratory 50

Hairdressing, Shampoo, and Comb-out

 shall include, shampoos, re-conditioner, wet curls

thermal curling, blow-drying, hairstyles, comb-outs, all types of pressing,

hot combs 255

Hair Cutting and Shaping (166 applications) 124.5

Permanent Waving (50 applications) 150

Chemical Hair Relaxing (42 virgin applications/38 retouch applications) 139

Hair Coloring and Hair Lightening

 Temporary Color rinses (12 applications) 90hours

 Hair lightening (40applications) 80hours

 Virgin Lightening (16 applications) 32 hours

 Retouch Lightening (10 applications) 20 hours

 Foiling Techniques (14 applications) 28 hours

 Virgin Color (20 applications) 40 hours

 Color Retouches (10 applications) 20 hours

 Predisposition Tests 3 hours

Dye and Tint Removal 3 hours 155

Scalp and Hair Treatment (49 applications)

 shall include brushing and manipulations, corrective

treatments and reconditioning treatments 49

Facial Treatment, Make-up and Hair Removal

 Facial Treatments (30 applications) 30 hours

 Make-up Treatments (20 applications) 20 hours

Brow and Lash Tint (5 applications) 2.5hours 52.5

Hair Removal

 Lip, Chin and Face (20 applications) 10 hours

 Brow tweezing (20 applications) 10 hours

Brow Waxing (20 applications) 10 hours 30

Sanitizing and Disinfection of Tools, Implements & Equipment

 (10 applications) 5 hours 5

Manicures, Pedicures and Nail Sculpting

 Manicures with hand and forearm massage

 (25 applications) 25 hours

 Pedicures with foot and leg massage

 (20 applications) 20 hours

Nail Sculpting (15 applications) 45 hours 90

## Georgia State Board Credits allowed to students:

One perm 1 ½ hours

One bleach 1 hour

One shampoo, set and comb out 1 1/2 hours

One press and curl and comb out 1 1/2 hours

One facial 1 hour

One lash and brow tint ½ hour

One color 1 hour

One hair cut ¾ hour

One shampoo ¼ hour

One arch ¼ hour

One temporary rinse/semi-permanent color 3/4hour

One scalp treatment (hot oil) 1hour

One manicure 1 hour

One pedicure 1 hour

One chemical relaxer 1 hour

Foiling 2 hours

## Use the following when doing state board lab checks:

One perm 1 1/2 hours

Thermal Iron ½ hour

Blow Dry Styling ½ hour

Haircutting ¾ hour

Hair Lightening & Hair Coloring do section 1 & 2 1 hour

Chemical Relaxer & Relaxer Retouch section 3 & 4 1 hour

Basic Facial ½ hour

Sculptured Nail ½ hour

Students who desire to work in a salon while attending school **MUST** obtain an Apprentice License and work under a licensed Master Cosmetologist who has been licensed for a minimum of 36 months. Hours obtained under this apprenticeship do not apply to the school hours.

**Note**--Student identification cards are provided by Student Affairs. This **STC** photo identification card may be used as verification for student discounts at participating beauty supply establishments and some hair shows.

 **FACILITY SANITATION REQUIREMENTS**

The Georgia State Board of Cosmetology and Barbers has authorized reasonable rules and regulations prescribing the sanitary requirements of beauty shops, beauty salons, barbershops, schools of cosmetology, schools of esthetics, schools of hair design, schools of nail care, and schools of barbering and to cause the rules and regulations or any subsequent revisions to be in a suitable form. Southeastern Technical College will enforce the rules and regulations of the board regarding sanitary conditions as stated in Rules and Regulations of the State of Georgia Chapter 240-4 FACILITY REQUIREMENTS.

## Failure to Complete Agreement

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that I have failed to complete the 1500-hour requirement for cosmetology or the 1325-hour requirement for hair designer, in the designated areas, set by the Georgia State Board of Cosmetology and I will be given a grade of “Incomplete” for my final practicum(s). I agree to return next semester to meet this requirement. I understand that failure to meet this requirement by the Mid-Term of the semester will result in my “Incomplete” becoming an “F”.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_­­­­­­

## SOUTHEASTERN TECHNICAL COLLEGE ATTENDANCE PROCEDURE

## **Rationale**

It is essential that educational programs meet the requirements and standards necessary for successful employment in business and industry. Given the intensive nature of educational programs, it is necessary for every student to be present and on time every day for all classes as is required in the work environment.

Additional Provisions **Health Science and Cosmetology Programs**
Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance procedures. Each program’s attendance procedure is published in the program’s handbook and/or syllabus which specifies the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

## ATTENDANCE FOR COSMETOLOGY

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work are at the discretion of the instructor.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

## STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

**Swainsboro Campus**: Daphne Scott [dscott@southeasterntech.edu](file:///%5C%5Cstc-share-vid%5Cshared%24%5CAcademic%20Affairs%5CINSTRUCT%5CSYLLABI%20and%20LESSON%20PLANS%5CFY21%5CSyllabi%20Templates%5CSummer%20202116%20Syllabi%20Templates%5Cdscott%40southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus**: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165

Specific Absences

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## **PREGNANCY**

Southeastern Technical College does not discriminate based on pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

**Swainsboro Campus**: Daphne Scott [dscott@southeasterntech.edu](file:///%5C%5Cstc-share-vid%5Cshared%24%5CAcademic%20Affairs%5CINSTRUCT%5CSYLLABI%20and%20LESSON%20PLANS%5CFY21%5CSyllabi%20Templates%5CSummer%20202116%20Syllabi%20Templates%5Cdscott%40southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus**: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **may not** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

STUDENT REQUIREMENTS: Students are expected to complete all performance exercises, tests, and assignments within the scheduled time. Students who miss a test will be assigned a grade of zero. Students are responsible for policies and procedures included in the Southeastern Technical College Catalog and Handbook. At the end of the semester, students must have an AVERAGE of 70 or higher on the Theory exams, an AVERAGE of 70 or higher on the Practical exams, and an overall average of 70 or higher to be considered eligible to take the final exams. If the average is below 70 for theory, practical or overall average, students will be unable to take final exams; a grade of D will be assigned for the course. Students are required to be on time for all Written and Practical Exams; late admittance will not be allowed under any circumstances.

Students must bring all required materials to class per assignments for the day and must be dressed in black uniform and black leather closed-toe shoes. When a student fails to bring required materials to class, **1st offense:** student will not be allowed to participate in the activity and will have to do another assignment as directed by the instructor. **2nd offense:** student will be assigned a zero for the activity. **3rd offense:** student will be dismissed, receive a tardy or absence as appropriate, and receive a zero for the assignment. A student not wearing their student ID and/or required uniform will be dismissed from class, given a tardy or absence, until they return.

## Withdrawal Procedure

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of “W” is assigned for the course(s) when the student completes the withdrawal form.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a “W” (Withdrawn) for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a “WP” (Withdrawn Passing) or “WF” (Withdrawn Failing) for the semester.

Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect student’s eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. A grade of ‘W’ will count in attempted hour calculations for the purpose of Financial Aid.

## ****Academic Misconduct****

Academic misconduct is any act that does or could improperly distort student's grades or other student academic records. A student enrolls at Southeastern Tech to gain technical skills to lead to greater employability. Academic misconduct is not only "cheating" the student of learning the needed skills, it is an offense to the academic integrity of the learning environment. All forms of academic dishonesty will call for discipline.

Procedure for Academic Misconduct
The procedure for dealing with academic misconduct and dishonesty is as follows:

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. **First Offense**

The student will be assigned a grade of zero for the test or assignment. The instructor keeps a record in course/program files and notes as a first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

1. **Second Offense**

The student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of a second offense. The Registrar will input the incident into Banner for tracking purposes.

1. **Third Offense**

The student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of a third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

# CHEMICAL AWARENESS

## Purpose

The Hazardous Chemical Control Plan for Southeastern Technical College is designed to provide the employees and students with recognition of tasks, procedures, and activities that present the potential for occupational exposure to hazardous chemicals. It is also a means of eliminating or minimizing potential hazardous conditions in the performance of their duties or activities.

“A Right to Know Station” including material safety data sheets is located in each department. A separate MSDS for potentially hazardous products used in the salon should be kept readily available in a file in case of an emergency.

The SDS provides information on the contents, including potential hazards, which may be helpful if an allergic reaction or injury occurs related to the product’s usage.

# SAFETY MATTERS FOR COSMETOLOGISTS

Standard electrical safety rules must be observed to ensure the safety and protection of the client and cosmetologist. Carelessness, when making electrical connections or choosing the amount of current, can produce an electrical shock or burn. Observing safety precautions will help eliminate accidents.

Equipment maintenance means taking proper precautions to ensure the safe working condition of electrical equipment. This includes routine visual inspections of electrical cords and plugs as well as checking for the proper functioning of the equipment.

**Cosmetologists should observe the following safety rules:**

* Study the instructions before using any electrical equipment and use the equipment only as directed.
* Disconnect appliances after using them.
* Keep wires, plugs, and equipment in good repair.
* Inspect all electrical equipment frequently.
* Avoid wetting electrical cords.
* Protect the client when using electrical equipment.
* The technician and/or client must not touch metal while using electrical appliances.
* Handle electrical equipment only with dry hands.
* Stay in the room while the client is connected to electrical equipment.
* Unplug the equipment before cleaning around an electric outlet.
* Do not touch two metallic objects at the same time if either is connected to an electric current.
* Do not step on or set objects on electrical cords.
* Electrical cords should be replaced if they become twisted or bent.
* Disconnect the appliance by pulling the plug, not the cord.
* Repair electrical appliances and replace broken plugs and frayed wires only if you are qualified to do so.
* Do not use appliances near water.

##

## SAFETY AGREEMENT

1. I have been informed that the LD button to the left inside Room 337 is the emergency power shut off and is there for my protection. This button is not to be tampered with but is to be used in the event of an emergency to shut off all outlet power in the Cosmetology Laboratory. – **Vidalia campus only**
2. I agree NOT to perform any unauthorized experiments or work.
3. I agree NEVER to work alone in the laboratory.
4. I agree to inform my instructor of any condition which would impair my ability to work safely.
5. I agree NOT to work when excessively tired or sleepy.
6. I agree to wear appropriate personal protection (safety glasses, gloves) whenever working in the laboratory.
7. I agree to wear the appropriate clothing (black uniform and black close-toed shoes, black lab jacket/vest) for all labs. I will NOT wear large/distracting jewelry when working in the laboratory.
8. I agree to notify my instructor of any injury received while working in the laboratory, no matter how insignificant it may seem.
9. I agree to notify my instructor of any malfunctioning, suspect, or damaged equipment or parts.
10. I agree NOT to knowingly perform any unsafe act in the laboratory, especially any form of horseplay or prank.
11. I agree not to use any equipment that I was not trained to use unless I have received specific permission or instructions to use said equipment.
12. I agree to follow any verbal safety instructions by my instructor or authorized personnel.

My signature indicates that I have read, understand, and do agree to follow the above-stated rules. I further agree to maintain the applicable rules in any work area of this institution.

STUDENT: DATE: \_\_\_\_\_\_\_\_

# SALON RULES

## Student Agreement

* I desire to take this program of study for occupational training or retraining. I agree to do the assignments in these courses to the best of my ability.
* I will exhibit professional behavior at all times. I will show respect and concern for my instructors, classmates, and clients that visit the STC salon.
* I understand that no cell phones, tablets, or laptops should be used in the classroom, salon, or lab. Personal phone calls should be handled after class or during breaks.
* I understand that there will be no chewing gum, drinks, or food of any kind in the classroom, lab, or salon.
* I understand that students who are not in proper uniform will be sent home and will be counted absent unless they return. NO EXCEPTIONS.
* I understand that students who are not wearing their Student ID will be sent home and will be counted absent unless they return. NO EXCEPTIONS.
* I understand that the locker keys and tags assigned to me are my responsibility and there is a $50 charge for each key & tag lost or not returned. Failure to pay for lost keys or tags will result in a hold being placed on my records.
* I understand that students are not allowed in the storage room for anything without an instructor present.
* I understand that students will not be allowed to switch, change, or otherwise move clients from one appointment book to another.
* I agree to perform shampoo/sets, comb-outs, presses, curls, permanent waves, chemical relaxers, color, facials, manicures, pedicures, and any other competency required by the state board or this cosmetology department.
* I agree to fulfill my duties as a receptionist and dispensary clerk to the best of my ability.
* I agree to perform clinical services on patrons and/or other students regardless of race, color, creed, sex, or national origin.
* I understand that I should be in class and on time every day. I will call my instructors if I am going to be tardy or absent.
* I fully understand that I am responsible for keeping up with my progress toward the required hours and making up time/work missed due to tardies/leaving early/absences. I understand that I must complete all required hours to meet State Board and graduation requirements.

## Student Agreement

* I understand that failure to complete the course task sheets each semester, will result in my receiving a grade of “incomplete” and I will have to return the following semester to complete those hours. The hours will have to be completed by mid-term of that semester or my grade of “incomplete” will change to a grade of “F”.
* All lab work must be checked & signed by your instructor daily and must be originally yours. Passing the work of a fellow student is grounds for dismissal.
* I understand that I will not be given credit for lab work/hours that have not been approved and signed by my instructor.
* I understand that the Georgia State Board of Cosmetology requires any cosmetology graduate who has been convicted of a felony to provide documentation with the application for a license.
* Professional language only (this includes profanity and/or loud talking).
* Talking about controversial or non-professional topics is not allowed.
* Sanitize sinks/stations after each use.
* Sweep immediately after a haircut.
* Keep your station and the floor around your station clean at all times.
* Uniform policy is in effect Monday through Thursday.
* Hair and makeup must be done before reporting to class.
* Students will not provide or receive services unless it is an official service day.
* Always remember that you know how to do all services; if you are not sure about a service, read your procedure cards before the client arrives and ask an instructor for help with the service.
* When you are not booked with live clients you should work on your task sheets.  Have the instructor initial the work when completed to receive credit for that service.
* Only the receptionist has permission to sit at the reception desk.
* Only the student assigned to the dispensary should be in the dispensary area.
* Always check the appointment book when leaving for break, for lunch, or at the end of the day, clients come first.
* Everyone must sign in and out for lunch and breaks.
* If there is a contradiction with the appointment book, the instructor must be notified first.
* Label everything properly, it makes identifying your property much easier.
* Supplies left behind daily or when a student graduates or withdraws fom the program, become the propery of STC.
* Make sure that all school-provided supplies are returned to the dispensary at the end of the day. School equipment/supplies are never taken home for personal use and violating this rule could result in dismissal.
* Please be considerate of other students when they have the attention of the instructor.
* Always get permission before using the supplies or station of another student.
* Before leaving, turn your chair around to face your station, unplug your tools, and put away all supplies, manikins, and products.
* Clean up any color that is on the floor or your station immediately.
* Service credit hours are crucial to your graduation — your instructor must show proof of this — please remain busy at all times.
* Client record cards must be filled out immediately after the service is performed.
* I understand that students must bring all required materials to class per assignment for the day. If they do not bring required materials to class: 1st offense-they will not be allowed to participate in the activity and will have to do another assignment as directed by the instructor, 2nd offense-student will be assigned a zero for the activity, and 3rd offense-student will be dismissed from the class, receive a tardy or absence as appropriate and a zero for the assignment.

STUDENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_

INSTRUCTOR: DATE: \_\_\_\_\_\_\_\_\_\_

**I have read and understand the following**

* Syllabi & Lesson Plans
* Program Rules
* STC E-Catalog
* Cosmetology Handbook

**I have a student ID and parking decal.**

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

Instructor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

# Description: Southeastern Tech logo large

## Cosmetology

**Live Work Plan**

3001 East 1st Street

Vidalia, Georgia 30474

(912) 538-3100

346 Kite Road

Swainsboro, Georgia 30401

(478)289-2200

REVISED JULY 2021

**SOUTHEASTERN TECHNICAL COLLEGE**

# Cosmetology Live Work

**ALL WORK IS PERFORMED BY STUDENTS AND SUPERVISED BY INSTRUCTORS**

## General

* All students who work on clients are required to purchase malpractice insurance through the business office.
* All students must perform client consultations and complete information before services are rendered.
* All clients must sign a release form before receiving any services.
* All chemical services must be pre-approved before being performed on a client.
* The client must be 13 years or older to receive any chemical services.
* Clients who do not show up for appointments will be refused service for one year after their second offense.

## Procedures

The receptionist assigns clients to students in order as they call or drop in. There is no favoritism as to what type of live-work the student performs; however, every attempt is made to assure the student receives a variety of services as well as mandated services. Once the service is complete, the instructor or instructor’s assistant will observe the service for approval. All work that is being performed is under the supervision of an instructor or an instructor’s assistant.

## Safety Precautions

* Students are required to wear safety glasses, gloves, and other protective clothing while performing any chemical services on clients. Students must also wear black closed-toe shoes and a lab jacket and scrubs when working in the lab.
* Anyone who receives services must sign a release form. If the person receiving a service is less than 18 years of age, a parent or guardian must sign for them.
* Clients must be 13 years old or older to receive any chemical services.
* No services can be rendered if there is any indication of an infectious skin or scalp disorder on the client.
* SDS is available for all products used in the lab/salon.
* Students are trained in Bloodborne/airborne pathogens to deal with any blood or infectious material.
* Bio-hazard bags are available for the disposal of infectious material when needed.
* The Safety Manual is available to all students.
* Instructors are available at all times for any safety issues that may arise.
* All students are expected to follow all safety precautions.
* Students must follow all safety rules as set forth by TCSG, OSHA, EPA, the College, and the Georgia State Board of Cosmetology and Barbering.

## Sanitation Requirements

* Students are required to wash their hands before and after servicing every client.
* Student work areas are disinfected before and after each client.
* Shampoo bowls are disinfected before and after each client.
* Pedicure chairs and spas are disinfected according to the manufacturer's directions.
* All hair is swept from around the station and placed in a closed trash receptacle immediately after any cut is performed.
* All students are required to properly disinfect all implements after use on a client.
* Students are trained in sanitation requirements in the event of contact with any blood or other body fluids.
* Instructors are available at all times for any safety issues that may arise.
* All students are expected to follow all sanitation and disinfection requirements.
* Students follow all sanitation rules set forth by TCSG, OSHA, EPA, the College, and the Georgia State Board of Cosmetology and Barbers.

## Live Work Procedures

* Students on the lab/salon floor will have his/her name placed on the appointment book. Clients are booked one for each student before anyone has two clients. Any student that did not receive a booking on the previous day should be booked with the first client on the following day.
* In the event a client requests a specific student for services, the student is expected to honor the request if at all possible.
* Any student who has a previous personal request must inform the desk manager first thing in the morning. A phone number must be supplied for appointment verification. In the event the appointment cannot be verified, the student with the request will be treated in the same order of the alignment of the names on the book.
* Each student will be assigned different procedures during the semester. In the event a student has not performed a specific needed service, the instructor may assign it to the student.
* The instructors may make special requests from time to time for client services if the need arises.
* No student is to refuse to perform a service on a client that is assigned by the instructor or if they are next on the book. If this happens, the student will be signed out for the remainder of the day and asked to leave the lab.
* No student is allowed to tell the desk manager that they will not be performing services on clients for the day. This must first be discussed with an instructor and arrangements will be made.
* If a student is too sick to work on clients, then he/she is too sick to be in school unless certain circumstances are in effect and have been discussed with the instructor.
* No student is to argue or question the desk manager about a patron assignment. If a situation such as this occurs, it should be immediately reported to the instructor.
* Unprofessional behavior will not be tolerated. Such behavior may cause the student to be signed out and have to leave the lab for the day.
* All students must conduct a consultation with the client prior to any service. An instructor must check the client and the requested chemicals before they are placed on the client’s hair.
* All consultation forms must be completely filled out before being returned to the desk manager. This includes all services performed, chemicals used, the date, and the results of the service.
* Students should not bring personal products from home to be used on clients.
* Clients are not allowed to bring personal products from home to be used on their hair in the school.

## Charges for Services

* No charges are to be changed without the permission of the instructor.
* No services are to be performed without a charge unless approved by an instructor.
* There will be an additional charge for extra chemicals used. (perm solution, color, etc…)
* The prices for the additional products can be found in the school price menu (if you have any questions ask an instructor, not another student).

## Student Services

Students may receive two personal services per semester. The instructor must approve the service pending the status of the student’s current academic standing. There will be a $5 supply fee per service. Near the end of the semester, students with no attendance violations may be allowed an additional service if approved by the instructor. If the student is less than 18 years of age, a parent must sign a letter that states they approve of their child receiving services. The parent must also sign a release form. Student services must be approved during times when they are not booked with clients and do not have theory work to complete. Patrons always come first.

## Student Release Forms

Before receiving any service, all students will be required to complete and sign a release form. These will be kept on file.

Cosmetology Reception Desk/Live Work Procedure ***Safety and Professionalism - First and Foremost***

**The receptionist will:**

1. Vidalia and Swainsboro campuses: receive the money box/bag from the Business Office by signing it out on a log form.

2. See the Cosmetology Instructor for her to open the locked money box/bag.

3. Count the money. The Total in the money box/bag should equal $50.

4. Place the money into the proper slots in the cash drawer.

5. Check with the Cosmetology Instructor and the appointment book to determine which students are absent or may not be available for clients.

6. Prepare price sheets for the day’s first appointments.

7. Have Disclaimer/Sign-In form and a pen ready for customer arrival.

> Greet all clients pleasantly and ask them to read the disclaimer before signing in, state if they have an appointment and with whom.

8. Check-In the client.

> If the client does not have an appointment, select the next available student (or the student of a request by client) and time.

9. Let the student stylist know that their client has arrived.

> Introduce the client to the student

> Give the client's ticket to the student

10. Upon completion of the client's service:

> The Receptionist should receive the client who has been escorted back to the reception desk by the student stylist

> Check the client out

> Always ask if the client would like to make another appointment. Offer the client an appointment card

> Remind the client about their coat/umbrella, belongings, etc.

> Thank the client

11. Upon Completion of All Services for the Day:

* Click the Sales tab
* Choose Daily Sales
* Right-click and print
* Click Analytics
* Choose Payments Log
* Choose date
* Right-click and print
* Total cash and checks. Total should equal Payments Log minus $50 starting cash.
* The student should sign both reports
* The instructor should sign both reports.
* The receptionist will return the money box/bag and signed reports to the Business Office where he/she will sign and date the login form.

 **Note**

Ending Cash for the day should show $50 more than the total for cash and checks (which is the cash amount started with at the beginning of the day). See the instructor immediately if it does not show $50.

**Note: Salon Professionalism:**

Answer the phone by saying, "Cosmetology, this is (Your Name), How may I help you?"
Make appointments and answer questions as efficiently and pleasantly as possible. Do not allow students to receive personal calls. If a client calls to speak with a student concerning his/her hair, take his/her name, number, and have the student return the call between clients.

Maintain a smiling face and a smiling voice throughout the day. Remember the last client and the last call is just as important as the first. Be a Professional.

**Note**

Other Salon Duties: Inventory received and expended should be recorded weekly by the receptionist, dispensary clerk, or the salon manager.

# Description: logoLarge

# Cosmetology Instructional Live Work Project Log

**Safety & Professionalism First & Foremost**

**Check Acceptance Policy**: Checks will be accepted in the amount of the service only. Individuals will be charged a **$30.00** service fee on any and all checks returned by the bank.

**DISCLAIMER**: By signing in below, I acknowledge the following:

1. I understand that all work will be performed by students.
2. I understand that work performed by students cannot be guaranteed and no refunds will be given. If a client is dissatisfied, every effort will be made to correct it if the client makes it known before their departure.
3. I understand that student work requires a longer time, and the student should not be rushed.
4. I understand that student(s) assigned to this work are doing so as a part of the learning process.
5. I understand that the service that I have requested and will receive is ordinarily harmless to normal hair, but might damage my hair because of its present condition.
6. I understand that children are not allowed in the salon without an appointment.
7. I understand that respectful behavior is required at all times when communicating with students, instructors, and other clients.  Failure to demonstrate respectful behavior can result in client dismissal from current and future salon services.
8. I will not hold the student(s), instructor(s), or Southeastern Technical College liable.
9. I understand that students are not allowed to receive tips.
10. If the person receiving a service is less than 18 years of age, a parent or guardian must sign for them. No chemical services will be performed on anyone under the age of 13.
11. In the event of an emergency, services will be stopped immediately and emergency personnel will be contacted.

**In view of this, I accept full responsibility and am willing for the student assigned to me to perform all services.**

| Date | Name | Address | Phone # | Student Performing Service |
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