



**July 1, 2013 - June 30, 2014**

**COSMETOLOGY  
STUDENT HANDBOOK**



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**Dear Compass Colleague,**

**You are welcome to Compass Career College and we extend a warm greeting as you begin your educational journey.**

**I have an open door policy, even if the door is closed its open to you. If I can be of assistance to you during your enrollment and beyond, please feel free to stop by my office. Compass Career College personnel make every effort to maintain an open door policy for all our students and graduates.**

**Welcome aboard and full speed ahead as you prepare for a great experience today and for a lifetime.**

**Sincerely,**

A handwritten signature in black ink, appearing to read "P. Moore".

**Phillip R. Moore  
Director**

**42353 Deluxe Plaza Ste. 16 · Hammond, LA 70403  
Phone (985) 419-2050 · Fax (985) 419-2040**

### **Mission Statement**

The mission of Compass Career College is to meet the needs of the South Louisiana's community and its citizens by providing a positive environment for students' growth and development in their vocational training. Compass Career College is dedicated to providing an atmosphere of encouragement and development of moral and ethical values to prepare each student for entry into the workforce.

### **Vision Statement**

The vision of Compass Career College is to set the standard of excellence in South Louisiana for occupational education.

### **Institutional Philosophy**

Compass Career College, founded in 1997, as open-admission; state approved proprietary school of vocational learning. The mission of Compass Career College is to meet the needs of Southeast Louisiana citizens by providing vocational education/career training for the Florida Parishes. Compass Career College offers a positive environment for student growth, development, and provides an atmosphere that encourages moral and ethical values. Compass Career College is dedicated to providing the highest quality career training to all enrolled students, and to prepare each student for entry-level positions in the work force.

### **Philosophy of the Cosmetology Program**

Each individual is a person of inherent worth and dignity and is unique in his/her capabilities, beliefs, and interests. Each individual is part of a culture, family, and community and is in constant interaction with the environment. Individuals strive for self actualization and continued growth throughout a lifetime. Society is comprised of a community of interdependent individuals and families. Many factors influence the community such as culture, religion, economics, social and political factors.

Learning is a lifelong process. The Cosmetology field is ever changing and didactic. The cosmetology student must commit to keeping abreast of advances and changes in their field. By keeping abreast of advances and changes in the cosmetology field, students can adapt these changes to his/her chosen profession.

### **Accreditation**

Compass Career College is licensed by the Louisiana State Board of Regents and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission. Compass Career College is Nationally Accredited by the Council on Occupational Education.

### **Civil Rights Compliance**

It is the policy of Compass Career College not to discriminate on the basis of race, color, creed, sex, national origin, age or disability in its admission and recruitment of students, educational programs and activities, or in employment policies and practices. The College, in its relationship with students, faculty and staff, treats with absolute fairness all those who apply.

This policy reflects the requirements of Title VI of the Civil Rights Act of 1964, as amended; the Equal Employment Opportunity Act of 1972; Executive Order 11246; Section 901 of Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Louisiana Executive Order 13; Age Discrimination Act of 1975; The Americans with Disabilities Act of 1990; and the Civil Rights Act of 1991.

### **Introduction**

The "Student Handbook for Cosmetology Program" provides the student with an accurate description of the policies for the Cosmetology program at Compass Career College. This handbook is to be used in conjunction with the current school catalog.

### **Program Mission**

The mission of Compass Career College's Cosmetology program is to prepare its students to provide education in the field of cosmetology and provide services that follow the guidelines established by the Louisiana State Board of Cosmetology. The Cosmetology program allows students to receive quality education with a variety of learning opportunities that prepare students to successfully gain employment in the field of cosmetology.

### **Program Objectives**

Upon completion of a Cosmetology program, students will be able to:

- 1) Utilize effective communication skills with employers, clients, their families, and other cosmetology personnel.
- 2) Identify the scope and limitations of the laws which govern their chosen field of study.
- 3) Utilize critical thinking skills
- 4) Implement the role of the licensed Cosmetologist
- 5) Demonstrate accountability for continued personal and professional growth.

The Cosmetology program is designed to train and produce students who will be sufficiently knowledgeable and able to seek and find employment in the beauty industry. The students should be able to function effectively in one of the many specialty areas such as: Hair Stylist, Hair Colorist, Manicurist, and Make-Up Artist or as a Beauty Salon Owner, Cosmetology instructor, Supervisor, Director, or School Owner. Opportunities for employment occur in independently owned or large chain beauty salons, resort hotels, cruise ships, motion picture or television studios, and cosmetic firms. This program is designed to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the Louisiana State Board Exam. Also maximize the development and personal growth of each student as a total person, to help each student discover his or her own potential and hopefully function as a cosmetology entrepreneur and teach of the future.

### Program Costs

#### **COSMETOLOGY**

Tuition	\$18,000
Kit	\$1,125
Background check	\$25
Uniforms (\$40 per set)	\$160
Identification Badge	\$20
State Board Exams	\$100
Supply Fees	\$900
<b>Total Contract Price</b>	<b>\$20,330</b>

Additional Cost:

Registration Fee	\$100
Books	\$452 est.

#### **COSMETOLOGY MASTER EDUCATOR**

Tuition	\$2,281
Books	\$215
<b>Total Contract Price</b>	<b>\$2,500</b>

### Cosmetology Calendar

Closures may change due to unforeseen circumstances (example-hurricanes). All programs are clock hour based. Holiday and/or emergency closures may result in an altered schedule to complete the necessary hours for each course. Some examples of alternate schedules include weekend classes or extended class times. The administration of Compass Career College will strive to provide students as much notice as possible. The following is a list of scheduled holidays for 2011-2012:

#### **2013**

Jan. 1 – New Year’s Holiday  
 Jan. 21 – Martin Luther King Day  
 Feb. 11 & 12 – MardiGras  
 March 29 – Good Friday  
 May 27 – Memorial Day  
 July 4 – Independence Day  
 Sept. 2 – Labor Day  
 Nov. 28 & 29 – Thanksgiving Break  
 Dec. 24-25 – Christmas Break  
 Dec. 31 – New Year’s Holiday

#### **2014**

Jan. 1 – New Year’s Holiday  
 Jan. 20 – Martin Luther King Day  
 March 3&4 – Mardi Gras Holiday  
 April 18 – Good Friday  
 May 26 – Memorial Day  
 July 4 – Independence Day  
 Sept. 1 – Labor Day  
 Nov. 27&28 Thanksgiving  
 Dec. 24 & 25 - Christmas  
 Dec. 31 – New Year’s Holiday

*\*Holidays that are not listed fell on a Friday, Saturday or Sunday when class is not scheduled.\**

#### **Class Day Schedule and Student Class Times**

Classes are scheduled on Monday, Tuesday, Wednesday, Thursday, and Friday. All classes are 9:00 – 4:00. Students are expected to arrive by 9:00 am on class days. Any student not in attendance by 9:05 will be marked absent. Clinic times may vary and schedules may extend past 4:00. Two fifteen minute breaks will be given and are coordinated with the scheduled lunch. Lunches are on a staggered schedule of 11:30, 12:30 or 1:30. It is extremely important that students leave on time for lunch and return in one (1) hour. Scheduled lunch times cannot be switched. The only time a student may work through their scheduled lunch is on Friday or if they have a client.

The College reserves the right to change the schedule as deemed necessary by the administration. The administration of Compass Career College will strive to provide students as much notice as possible.

*\*NOTE: breaks and lunch times may vary due to client appointments\**



### **Financial Assistance**

Students interested in financial assistance should obtain applications from the Compass Career College Financial Aid Office. Eligibility requirements for Federal Programs consist of U.S. Citizenship or permanent residency, enrollment or accepted enrollment in the college, and satisfactory progress in one's course of study. If the student is eligible and receives Title IV funding, then they must complete both Entrance and Exit counseling prior to release of graduation documents. Students must maintain satisfactory academic progress as defined in the College's SAP policy to remain eligible to receive federal financial aid.

### **Campus Safety**

The United States Department of Education requires that all colleges and universities that receive federal funds report the occurrences of selected crimes on their campuses. This information is reported annually and is available upon request in Student Services.

### **Student Housing**

There are no dormitory facilities at Compass Career College. Students from out of town must secure their own residence; however, the college will assist students in finding suitable accommodations. A list of local real estate agencies will be made available upon request.

Lockers are available to students in the Cosmetology program. While in use by a student, they remain the sole property of Compass Career College and are subject to search and seizure as defined in the College's Drug and Alcohol Policy.

### **Student Guidance**

Compass Career College instructors are available by appointment to meet with students "one on one" to discuss issues related to curriculum requirements, assignments, further explanations related to class/lab/clinical content, and concerns related to future employment after graduation. If a student requests personal/professional counseling, a list of local counselors will be provided. An instructor will have another Compass Career College staff member present during a meeting with a student.

### **Confidentiality**

The right to privacy of confidential and personal information is a protected right of all persons. This right of privacy extends to the student-teacher, student-student and student-client relationship. Because of the legal, ethical and moral obligation, the student understands that a violation of the confidentiality of teacher, student or client information and records can result in disciplinary action. Examples may include, but not limited to obtaining or communicating information obtained from teacher materials, questions, answers and/or notes without school consent; obtaining or communicating information obtained about a fellow student, i.e. grades, progress in curriculum without student consent.

Students in the Cosmetology Program are required to maintain strict client confidentiality at all times. Confidentiality is a client right to expect communication with professionals to remain unshared except in the event public safety is threatened. Any violation of confidentiality will result in disciplinary action as deemed necessary by the instructor, agency and/or Compass Career College. If faculty becomes aware that students violate clients' confidentiality at any time, action will be taken through formal evaluation process.

### **Request for Information**

Any student/graduate requesting information from his/her records must do so in writing and submit a \$10 fee. If student is unable to do so in person, a signed fax must be sent to the school with the student's specific request. Students and graduates should allow five business days for their request to be completed.

### **Employment Policy**

Students are strongly recommended to have minimal or no employment while enrolled in one of the Compass Career College Cosmetology program. This program consists of intense curriculum that requires reading and practice of skills. It is to the student's benefit to devote time to preparing for class. If employment is an economic necessity, a reduced schedule should be considered. It is in the student's best interest not to work immediately prior to a clinical experience. The student may be dismissed from the clinical experience at the discretion of the instructor in the event that a student reports to the clinical area unprepared or functions in an unsafe manner.

The student who is employed may perform **only** those functions which the agency defines in its policies for their hired position. The student is to function solely within the guidelines of their specified job description while at work. The student **must not** expand his/her employment role to include additional measures, which have been satisfactorily performed as a Compass Career College student. **The College is not responsible for the student during employment hours.**

### **Career Development**

Compass Career College believes that career development is an important part of an ongoing educational process. Our purpose is to provide students, graduates, and alumni career guidance, and employment opportunities. Compass Career College assists students and alumni to reach satisfying career goals by integrating their education and on-the-job experience and training in their professional pursuits.

### Cosmetology Admission Procedures

- 1). Submit an application for admission and a \$30 application fee.
- 2). Submit copy of valid photo I.D. (i.e., driver's license, passport, military ID, or state issued ID) and social security card.
- 3). Submit copy of high school diploma or GED.
- 4). Submit a copy of any academic transcripts to be evaluated for credit.
- 5). Submit ACT scores or take the Wonderlic WBST admission test. (Test fees for up to three attempts are covered by the application fee)
  - Wonderlic: A minimum score of a 10<sup>th</sup> grade level is required
  - ACT: subscore requirements are Reading – 13; Math – 14; Language - 13
- 6). Apply for student license with Louisiana State Board of Cosmetology (\$10 money order payable to LSBC is required)
- 7). Fill out the FAFSA if interested in applying for Title IV federal financial assistance.
- 8). Make financial arrangements – Apply for funding from the various sources available through Compass Career College if student qualifies
- 9). If Title IV student loans are requested, then entrance counseling and master promissory note must be completed.
- 10). Submit TB skin test, proof of 2 MMR, and a tetanus within 10 years

Note: Students applying to the Master Educator program must possess an active license with the Louisiana State Board of Cosmetology and three years practical experience.

### Students with Disabilities

It is the general policy of Compass Career College to assure equal opportunity for all qualified persons. Reasonable accommodations for qualified persons with disabilities will be made provided the students have self-identified with the Director of the College and have provided required documentation. Individual instructors will modify the methods, requirements and procedures of courses and examinations to reasonably accommodate the special needs of the students with disabilities, provided the academic integrity of the course and/or examination is not violated and the health and welfare of all are safeguarded. See Core Performance Standards.

### Health Status

Each student must complete health questionnaire and submit proof of immunizations or complete an immunization waiver. Students entering vocational-technical schools in Louisiana will be required to show proof of immunity against measles, mumps, rubella, and to have had a booster dose of tetanus-diphtheria (Td) or TdaP vaccine within the past 10 years. In addition, a Tuberculosis Skin test will be required. Students entering schools of higher learning in Louisiana born before January 1, 1957 will be **exempt** from showing proof of immunity against measles, mumps, and rubella. A booster dose of tetanus-diphtheria vaccine (Td) or TdaP within the past 10 years will be required for those students and may be offered to anyone requesting to comply with this recommendation. Documented history of disease or serologic evidence of immunity, confirmed by a physician, may be accepted as evidence for waiver of requirement for measles immunization. The Director or Cosmetology Program Coordinator will review the Health questionnaire. The student is responsible for verifying he or she is physically fit to participate in training and is free of communicable disease. Evidence of a medical physical may be required.

Should the health status of the student change during their enrollment at Compass Career College; the student is responsible for verifying that he/she is physically able to participate in theoretical and clinical classes. Students are required to provide a statement from his/her physician stating the student's

ability/inability to function in the clinical setting for conditions such as fractures, surgery, medical illness, pregnancy, etc. Students who do not notify the Director of the College and Cosmetology Program Coordinator in writing and obtain written consent from their physician to participate in clinical labs, **take full responsibility for any difficulty encountered.**

### **Pregnancy**

While enrolled in the Cosmetology program there will be times when the student is required to perform duties which may be physically demanding. Because of this, if at any time during the program the student becomes pregnant, she must notify the Cosmetology Program Coordinator or the Director of the College in writing. The student must obtain written consent from their physician before continuing in the Cosmetology program and before entering into clinical rotations that the student is able to perform all required Cosmetology student functions. Students who do not notify the Directors in writing they are pregnant will take full responsibility for any difficulty encountered while enrolled in the course. All costs related to health requirements will be the sole expense of the student.

### **HIV / HBV**

HIV/HBV sero-positive students can apply for admission to the Compass Career College. They must meet admission criteria as any other student. If required, students must report HIV/HBV positive status to the appropriate licensure board. Additionally, Compass Career College will adhere to external facility policies and procedures regarding disclosure status. The Cosmetology Program Coordinator will confidentially assist students with reporting of HIV/HBV status if desired. **All students regardless of their HIV/HBV status should exercise Universal Precautions in all clinical settings.**

### **Annual Health Requirements**

Provide written verification of screening test for tuberculosis or a current chest x-ray (CXR) as applicable. Students are urged to regularly update their medical files. Failure to do so will result in exclusion from clinical lab. The Compass Career College reserves the right to investigate situations which may affect the student's ability to function. In addition, a physician's release may be required. Students should make a copy for their own records before submitting any forms to Compass Career College.

### **Criminal Background Check**

Students in the Cosmetology program may not be currently serving under any court imposed order of supervised probation, work-release, school release or parole in conjunction with any felony conviction(s), plea agreement or any agreement pursuant to the Louisiana Code of Criminal Procedure, Article 893. Students are charged a \$25 fee for an initial background check upon admission. Additional criminal background checks may be required by outside facilities and agencies. **This cost is to the student.**

### **Reporting of Subsequent Arrest and Convictions**

After initial acceptance into a Compass Career College program, any subsequent disciplinary action, arrest, charge, addiction, or impairment shall also be reported IMMEDIATELY to the Director of the College, the Cosmetology Program Coordinator, and the appropriate state licensing board in the same manner as for initial application to the College for determination of continuance eligibility. Failure to report any and all subsequent disciplinary actions, arrests, or impairment may result in denial of licensure and will constitute falsification of records.

### **Student Insurance**

All students enrolled in Compass Career College are responsible for health care costs associated with any injury sustained while enrolled in courses. Institutions with which the College has a contract require that a protocol for health care be followed in the event a student sustains an injury while in the clinical settings. In this regard, the College highly recommends that all students carry personal health insurance coverage and that this be verified by the School. Should a student choose not to have personal health care coverage, they must sign a waiver to that effect.

### **Liability Insurance for Students**

Compass Career College does provide liability insurance coverage for student in the clinical lab or salon setting. This policy does **not** include coverage for those students who choose to work for payment in a clinical lab or salon setting, outside of their program. **Students are strongly urged to purchase their own individual liability insurance.**

### **Drug and Alcohol Policy**

Compass Career College is committed to maintaining a campus free of illegal drugs and alcohol abuse. Students should be aware that the Student Code of Conduct prohibits the unauthorized manufacture, sale, possession, use or distribution of illicit drugs and alcohol on campus. Violation of this policy is grounds for disciplinary action up to and including permanent dismissal from Compass Career College. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment. Compass Career College is bound to take all appropriate actions against violators.

Students will be required to submit to mandatory drug testing upon admission to the College. Testing will also occur on a random basis and/or at any time deemed necessary by the Director of the College, Cosmetology Program Coordinator, Instructors and/or affiliated clinical facilities. **This cost is to the student.** Students are expected to review and abide by the guidelines of the Code of Conduct defined in the College's Drug and Alcohol Policy.

Compass Career College will make the appropriate referrals to community agencies to students with drug and/or alcohol related problems. The college encourages students to adopt and maintain healthy lifestyles.

### **Search and Seizure**

To protect the health and safety of the school community, administration may conduct random and unannounced searches of lockers, desks, and other containers or enclosures which are the property of Compass Career College. Students may be required to submit to random or systematic searches and personal searches with reasonable suspicion. Any student failing to cooperate with a search will be subject to discipline under the Code of Conduct.

To maintain order and discipline and to protect the health, safety and welfare of students and school personnel, administration may search a student, student lockers, student containers or belongings, and/or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any

item described as unauthorized in school catalog given to students during orientation and available on the institution's website in pdf format ([www.compasscareercollege.net](http://www.compasscareercollege.net)).

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. Student desks and lockers are the property of the school, and may be used for the storage of permitted student belongings only. School officials reserve the right to search desks and lockers as well as to open lockers at any time for repairs. A general search of lockers or desks may be conducted to repossess school property or to locate illegal materials. A random, systematic, non-selective search of classrooms, lockers, desks or automobiles may be conducted by school officials and/or law enforcement authorities. Students are responsible for the content of their assigned locker at all times. The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety, and welfare of all persons within the school community. Should illegal materials be found during a search, law enforcement officials should be notified. The locations at which searches of students and student property may be conducted are not limited to the school building or school property, but may be conducted wherever the student is involved in a school-sponsored function.

### **PERSONAL SEARCHES**

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or has violated or is about to violate the law or a school rule. A personal search may include requiring a student to be scanned with a metal detector. A pat down search of a student may only be conducted if a school administrator has a reasonable suspicion that evidence will be found to corroborate suspicion that a law or school rule has been broken. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present of the same sex present. Strip searches may be used only in an extremely serious situation requiring immediate action. Such a search should be used only in the context of imminent threat of death or great bodily injury to a person or persons. If a strip search is necessary the school official should contact the appropriate law enforcement officials, and the search should be conducted by a sworn law enforcement officer of the same sex, in the presence of a same sex adult witness.

### **LOCKER SEARCHES**

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and are responsible for the content of their locker at all times. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

### **AUTOMOBILE SEARCHES**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation or that illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside the automobile. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

### **COMPUTER SEARCHES**

School computers, software and internet access are school property. Students are only authorized to use school computers and other similar educational technology consistent with the educational mission of the school. School officials may search school computers, software and internet access records at any time for any reason and without student consent.

### **SEIZURE OF ILLEGAL MATERIALS**

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

### **Falsification of Documents**

Falsification of **any** document will result in disciplinary action up to and including dismissal from the program. This includes the manipulation of student time-keeping by swiping another student's badge and/or signing another student in/out of the clinic floor.

### **Notification of Changes**

The student is required to notify Student Services of any changes in marital status, name, physical address, mailing address, cell phone number, home phone number, email address, employment information, emergency contact information etc.

### **Violence in the Workplace**

Compass Career College has a **Violence in the Workplace Plan**. Compass recognizes that employees and students are the Schools most valuable resources and their safety and security are essential to carrying out their responsibilities in the workplace as well as the classroom. Every employee and student has a reasonable expectation to perform their assigned duties and to pursue their educational goals in a safe atmosphere free of threats and assaults.

At Compass, employees and students are required to report all threats or incidents of violent behavior to the Director of the College. The full policy may be obtained in from Student Services. Examples of inappropriate behavior which shall be reported include:

1. Unwelcome name-calling, obscene language, and other abusive behavior.
2. Intimidation and/or Bullying of any kind.
3. Physically touching another employee/student in an intimidating, malicious, or sexually harassing manner, including, but not limited to such acts as; hitting, slapping, poking, kicking, pinching, grabbing, and pushing or any other unwanted, unwelcome physical contact.
4. Physically intimidating others including such acts as obscene gestures, "getting in your face," fist-shaking, throwing of any object, or intentionally blocking a pathway.

### **Firearms**

Firearms are not allowed on school premises, including but not limited to school buildings, lockers, and all parking areas). If any student is found in possession of a firearm on school premises (possession includes your vehicle and/or locker) you will be dismissed immediately.

### **Conduct**

Students are expected to comply with "Codes of Conduct" as outlined in the Compass Career College Catalogue. Failure to comply with these standards may result in review by the Director of the College resulting in disciplinary action. Classroom/Clinical behavior that interferes with either the instructor's ability to conduct the instruction or the ability of students to benefit from the instruction is not acceptable. Examples may include, but not limited to, routinely entering class late or departing early; dress code violations; communicating information or rumors tending to cause embarrassment or harm to administration, instructors, staff, students and/or clients/families; use of beepers, cellular telephones or other electronic devices. Compass Career College reserves the right to suspend and/or dismiss any student whose conduct is unsatisfactory and/or detrimental to the best interest of the faculty, staff, and/or students as determined by the Director of the College.

### **Suspension/Dismissal**

Any conduct deemed inappropriate by faculty or staff may be brought to the attention of the Cosmetology Program Coordinator or the Director of the College. The Program Coordinator or the Director will determine if the behavior displayed warrants suspension. The Director of the College will determine the length of the suspension according to policy.

Dismissal may result from, but not limited to, any of the following violations:

- 1) Unprofessional behavior
- 2) Refusal of service to a client
- 3) The use of cell phones or other electronic devices in the classroom or on the clinic floor
- 4) Behavior that reflects unfavorably on fellow students or the college
- 5) Interfering with the progress of other students or the presentations of any member of the staff or faculty
- 6) Possession of weapons of any kind while on school property or at a clinical site. A weapon is considered anything with the potential to cause bodily harm and which serves no academic purpose.
- 7) Being under the influence or effects of alcohol, prohibited drugs or narcotics of any kind on school property
- 8) Violations of school dress code as established by the college and not keeping themselves and or their work areas clean at all times
- 9) Violations of any established policy, rule, or regulation
- 10) Excessive absences and excessive tardiness or other unsatisfactory attendance
- 11) Attempts to fraudulently manipulate student time keeping i.e. swiping time badges, signing another student in or out on clinical time sheets
- 12) Insubordination to a faculty, staff or administration member; Students must cooperate fully with the staff and faculty at all times
- 13) Removal of supplies, books, equipment, or anything else from the college property without prior written permission from the Program Coordinator and/or the Director of the College
- 14) Cheating or plagiarism of any kind is subject to immediate dismissal
- 15) Students must maintain satisfactory academic progress
- 16) Profane or abusive language
- 17) Failure to complete coursework
- 18) Falsification of admission information or any other document
- 19) Failure to meet financial obligations
- 20) Intimidation of another student, faculty, staff or administration member
- 21) Negative statements about another student, faculty, staff or administration member
- 22) Behavior unfitting of a student as defined by the Director of the College.

### **Re-Entrance Policy**

A student wishing to Re-Enter a Cosmetology program must re-apply through the Admissions area. The student's application will be considered by the Review Committee and the student may be scheduled to appear before the Committee. The Review Committee will evaluate the student's request for Re-Entry and recommend acceptance or denial. Factors to be considered for Re-Entry may include but not limited to academic performance, attendance, attitude, discipline and other relevant information. If the recommendation is for denial, the student may appeal following the procedures in the College Catalog. If the recommendation is for acceptance, the student must make satisfactory financial arrangements prior to final approval for Re-Entry.

Dismissed students will have a chance to appeal his/her dismissal. Permission to re-enter shall be granted on an individual basis. The decision of the College Director shall be final. If re-entrance is granted to the

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student, he/she will need to refer to the Re-Entry Policy. If the student is approved for Re-Entry, he/she will be placed into the appropriate class on a space available basis. If the space is not available, the student will be placed on a waiting list. Position on the waiting list is at the discretion of the Program Coordinator and will be determined from several factors; including but not limited, to academic performance, attendance, attitude, discipline and other relevant information.

While on the waiting list, the student must audit courses being taught in the class for which they are seeking Re-Entry in order to be eligible for Re-Entry when space becomes available. Please note: even though auditing, space may never become available. Clinical classes may not be audited.

**Important:** A student will only be allowed TWO (2) Re-Entries into a Cosmetology program at the College.

### **Student Parking**

Student parking is available behind the main school building. Student parking is clearly marked on Club Deluxe Road at the Compass Career College Student Parking sign. We ask that students arrive early to find a parking spot and enter through the designated Student Entrance. Compass Career College is not responsible for valuables left in your vehicle while attending class. Furthermore, Compass Career College is not responsible for damage caused to your vehicle while parked in the parking area. If you find damage that may have been caused to your vehicle while parked at Compass Career College you should call your insurance company to report the problem.

### **Student Break Areas**

Breaks are given throughout the day at which time the students are allowed to go outside or utilize the break area. During lunch students are allowed to leave the premises but should return prior to the end of the lunch period. A designated break area is available for those students who wish to remain on the premises for lunch. Once stationed on the clinic floor student should refrain from visiting any classroom. Unauthorized visitors can disrupt classroom instruction. Smoking is allowed only in the rear of the building.

### **Cell Phone Policy**

Cell phone use, of any kind, is prohibited in the Compass Career College Allied Health, Nursing, and Cosmetology Buildings. Cosmetology students must store cell phones in their lockers (please keep phones on silent mode). Cell phones are not allowed on the clinic floor. Cell phones are not allowed to be on the student's person (pocket, purse). Students may be sent home if found using cell phones in the classroom or on the clinic floor. Cell phone use is permitted at lunch and/or break off of the clinic floor. Continued infractions of the cell phone policy may result in dismissal from the college.

Students are not allowed to keep cell phones on by stating the phone is on for emergencies. Compass Career College has multiple phones lines. Please provide the school's telephone number for use in case of an emergency. When the caller states the call is an emergency the student will be immediately summoned to take the call. If the student is in the clinical setting, the clinical instructor will be notified and the student will be informed. The phone numbers are (985) 419-2050 or (800)-711-5390.

### **Smoking**

To maintain a safe and comfortable environment and to ensure compliance with applicable laws, Compass Career College enforces a smoking policy. Smoking is prohibited on the campus in public areas such as classrooms, laboratories, lounges, hallways, restrooms, and in areas where "No Smoking" signs are posted. Compass Career College staff, faculty, and students must follow clinical agency policies related to smoking. Compass Career College insists on strict adherence to this policy because the College may be subject to criminal or civil penalties for violations of applicable smoking laws. As guests of clinical agencies and ambassadors of the Compass Career College Cosmetology Program, faculty and students must follow clinical agency policies related to smoking. The faculty and/or students are required to determine clinical agency smoking policy and designated smoking areas. Failure to follow policy may result in disciplinary action.

### **Smoking Areas**

There is a designated smoking area behind for cosmetology students. It is located under the awning behind the Cosmetology building. Smoking in other areas is not permitted. When disposing of cigarettes please extinguish before placing them in the smoke stack. All students should refrain from placing trash in the smoke stack in order to avoid fire hazards.

### **Grievance/Complaints/Appeals**

Students are referred to the College Catalogue for discussions regarding student rights, privileges, freedoms and protections. These publications advise students of the College policies, rules and regulations. Grievance procedures are explained for alleged infractions, breaches of conduct or failure to meet standards, requirements or rules.

Students with questions regarding persons to contact to file grievances should first ask his/her Program Coordinator, then the Director of the College. Any problems within a specific course should be first discussed with the Instructor, then the Program Coordinator, the Director and finally the Director of Compass Career College. An official form to document grievances is available in the Director's office. Any grievance documents are kept on file for review in the Director's office.

### **Academic Honesty**

The use of unauthorized material, communication with fellow students during an examination, attempting to benefit from the work of another student and similar behavior that defeats the intent of an examination or other class work is unacceptable to Compass Career College. Cheating on examinations, plagiarism, improper acknowledgment of sources in essays and the use of a single essay or paper in more than one course without permission, and falsification of records and documentation are considered serious offenses and shall be grounds for disciplinary action. Students will receive a zero on the test or assignment in question and will report to the Director of the College.

### **Test Taking Policy**

All scheduled test and quizzes are to be taken on the day given by the instructor. All personal items must be stored away from the student in the designated area. Missed pop quizzes cannot be made up and will not be integrated into the final course grade. If the student is absent on a scheduled test day, the make-up test is to be given on the next scheduled theory class day before the start of class. The student is

responsible to make arrangements with the instructor. If re-testing is to take place outside of normal class time the fee for the makeup test is \$25.00.

If the make-up test is not taken on the next scheduled theory class day in accordance with the expectations previously stated, the student will receive a **zero (0)** for the test score. Students must arrive early enough to complete the make-up exam prior to the start of class or the opening of clinic floor. If not completed, any unanswered question will be marked wrong. Make up tests may be given in any format deemed appropriate by the instructor.

It is at the discretion of the instructor as to when he/she will grade and post the test scores. Test scores will be posted by the last 4-digits of social security. All books, bags, materials, water etc. will be removed from the desk. The student may not leave the classroom after testing has begun. There is no talking during the test. If a student has a question, he/she is to raise their hand for the instructor. Upon completing the test, the student is to return to their seat and sit quietly until the test is complete. Cheating is not allowed. If cheating is suspected, the student will receive a zero and will report to the Program Coordinator and the Director of the College.

### **Attendance / SAP Policy**

Perfect attendance is expected of each student, just as an employer expects attendance from an employee. All absences are recorded and made a part of the student's permanent record. Students are responsible for notifying the instructor by telephoning the school if they are going to be absent before 9:00 am. Doors will be locked at 9:05 am. Any student arriving after this time will not be admitted and will be marked as absent. If a student is habitually absent, leaves early, and/or is suspended more severe disciplinary action may be taken under the discretion of the Program Coordinator.

The Cosmetology Program length is one thousand five hundred hours (1500 hours). The theory (classroom lecture) is approximately six (6) months long. The six theory sessions are hair design, chemical, color, hair cut, esthetics, and nail/wigs. Each session is approximately 4 weeks long.

To insure students receive, comprehend and retain the information taught over the course of the program attendance is closely monitored. School holidays, breaks, and class cancellations (i.e., weather) are not included in calculations for class attendance; therefore, are not considered as hours of absence.

### **Theory**

The information received during theory is vital to your success as a student as well as your continued success in the outside industry. During Hair Design, Hair Cutting, Color, or Chemical, if a student is out of the classroom for three (3) full class days they will receive an Incomplete and be required to repeat the theory session. During Esthetics, if a student is out of the classroom for five (5) full class days they will receive an Incomplete and be required to repeat the session. During Nail Techniques, if a student is out of the classroom for two (2) full class days they will receive an Incomplete and be required to repeat the session. Students who receive a grade of Incomplete for two core courses will be dropped from the program.

#### ***Retaking an entire theory session can occur if any of the following take place:***

1. The Instructor and/or Program Coordinator deem the student has missed too much time to successfully pass
2. Cumulative GPA below 70% (GPA calculations include tests, workbooks, quotas, projects, etc.)
3. Missing / Failing test-outs at the end of a session

## **Clinic**

Your clinic phase is over 800 hours. Every time you are absent or leave early it delays your graduation date. The clinic floor is real life experience for the student and should be treated as you would treat employment. Students are expected to attend everyday of the clinic floor. If for any reason a student is unable to attend school, the student should call administration to notify. Fridays are MANDATORY. If you miss a Friday, you will be suspended the following Tuesday.

The estimated length of the program is 12 months. An additional 15 school day grace period is added. **If the additional 15 school days are exceeded the student will be charged \$15 per day until the 1500 hour state requirement is met.** All additional charges incurred must be paid before sitting for state licensure exam. The school will hold all state required documentation until the account balance is zero. When the account is in good standing all documentation for the state licensing exam will be submitted to the Louisiana State Board of Cosmetology.

Clinic sessions are divided into calendar month sessions. Cumulative grades will be handed out at the beginning of each month for the prior session. Session grades are composed of points earned for tests, workbooks, professional image, salon duties, quotas, etc. Attendance is key to earning points for professional image, salon duties and quotas.

## **Withdrawals**

A student can officially withdraw from a course by completing and submitting a signed Course Withdrawal Form available at Student Services. Upon submission of the form, a grade of “W” is assigned to each course. Any student withdrawing from a course will not be able to complete the program for that time period. A student who withdraws from a program and wants to Re-Enter must re-apply through the Admissions area (see Re-Entrance Policy).

Students who stop attending courses without officially withdrawing from the College are considered absent and will receive the appropriate grade(s). These grades affect the student’s academic standing and may jeopardize the student’s eligibility to reenter the program and/or receive financial assistance. Once withdrawn, officially or unofficially, students receiving federal financial aid may be subject to a return of Title IV funds calculation based on the last date of attendance.

## **Code of Ethics**

Students at Compass Career College are expected to have a sincere commitment to the highest quality education possible for themselves and their fellow students. By enrolling in College, they agree to make every effort to create a safe, comfortable and supportive environment both inside and outside the classroom. Students should conduct personal business and school activities with honesty and integrity and project a professional image in all aspects of their practice. Students should perform only the skills that they are taught, not venture into areas which are beyond their educational level and refrain from diagnosing conditions and/or prescribing medical treatments. Students must correctly and honestly represent their level of education, certification(s), and professional affiliations.

Students should strive for personal excellence through regular self-assessment of personal strengths, limitations, and effectiveness by maintaining regular attendance in the classroom, keeping commitments and appointments receiving tutoring and counseling when necessary, and through giving and receiving constructive feedback. Students should also be committed to providing the highest quality care to clients and fellow students and treat everyone with the utmost respect and be conscious of their emotional and physical well being.

Students will work to eliminate prejudices in the classroom and the profession, and acknowledge the inherent worth and individuality of each person. Students will not discriminate against clients, students, faculty, staff, or any other individual. Students will respect the integrity of each person and the professional distance required for the learning process. Students must not engage in any sexual conduct, sexual relationship or sexual activities involving students, clients, or any school personnel.

Compass Career College students acknowledge the confidential nature of relationships between students, clients or any school personnel and respect each person's right to privacy. Students will show respect for all health care practitioners and conduct all aspects of their business honestly, fairly, professionally, and ethically.

### **Cosmetology Orientation**

The students will be informed during orientation of the school policies and procedures. The students will be given a copy of the Cosmetology Student Handbook during orientation. The student is required to sign a receipt and acknowledgement form upon completion of orientation.

### **Cosmetology Program Scheduling**

Classroom/lab time typically occurs five days a week for approximately six hours a day. In order to maximize the student's learning there are times when course requirements may necessitate irregular scheduling, adjustments in section assignments, or changes in placement for clinical experience. Students will be informed of any changes as promptly as possible. Students are expected to attend everyday of clinic floor. Fridays and days preceding a scheduled holiday are considered mandatory. Absence on mandatory days of attendance may result in more severe consequences.

### **Cosmetology Courses**

The length of each course is noted at the top of each curriculum outline. The lengths are the approximate time required to complete the course. Factors that may affect course length include holiday schedules and cancellation of a class by Compass Career College. Compass Career College reserves the right to cancel courses that have failed to meet minimum student enrollment or as necessary.

Cosmetology courses are designed to help the student:

- Meet all objectives for the cosmetology program
- Have the knowledge and skills necessary to pass the Louisiana State Board Exam
- Perform services under the supervision of an instructor
- Perform duties or day-to-day operations in a salon
- Schedule clients appointments
- Demonstrate professional behavior and work ethics

### **Transfer Credits**

Transfer credits are only be accepted prior to the student beginning a program. No transfer credits will be accepted after orientation. Potential transfer credits must be evaluated prior to acceptance and the transfer credits must be no more than 3 years old. Any accepted course will show the grade "Tr" beside it on the transcript to indicate a course transferred. Once credits are accepted, earned clock hours will be adjusted according to the Louisiana State Board specifications.

## Grading System

Students are graded in both Theory classes and Clinic Floor schedules. Theory grades are based on the results of workbooks, projects, quotas, tests, test outs, salon duties, professional image points, etc. Clinic Floor grades are based on the results of quotas, salon duties, professional image, daily station clean up, etc.

**Daily Station Clean Up List:** Students are awarded 100 points at the beginning of each session. Points are deducted each day the Daily Station Clean Up List is not satisfactorily completed.

**Salon Duties:** Students are assigned daily chores by their instructors. They are awarded 100 points at the beginning of each session. Points are deducted each day the assigned chores are not satisfactorily completed. Some examples of salon duties are (but not limited to): sweeping, dispensary, towels (wash, dry, fold), bathroom service, waste management, etcetera.

**Professional Image:** Students are awarded 100 points at the beginning of each session. Daily deductions to professional image points may occur for any behavior deemed unprofessional by the Instructor or Program Coordinator. Some examples of point deductions are (but not limited to) improper attire, negative attitude, foul or abrasive language, unsatisfactory attendance, etcetera.

**State Board Inspection:** Students will have a surprise monthly inspection of their station to ensure compliance with State Board regulations.

**Quotas:** Students are required to follow the daily quota sheet. Students are required to complete *at least* 36 quotas per week. The total for the month may vary based upon the calendar days available during the session. Some quotas may be done on each other (permission must be given first to get credit) and work may be stopped to service walk-in clients. All quotas must be approved by an instructor and must meet State Board standards to receive credit. After credit is given, the manikin must be brushed out. Attempts to turn in another student's manikin work will be considered cheating and dealt with under the academic honesty policy.

### **Grading Scale**

90% - 100% = A

80% - 89% = B

70% - 79% = C

69% or Less = F

Dropped = D – student drops or withdraws from active roster before completion

Transfer Credit = Tr – course credit granted by Director of the College from another institution

Successful = S – successful completion of clinical objectives

Unsuccessful = U - unsuccessful completion of clinical objectives

Withdrawal = W – student withdraws from active roster before completion of course

## Make-Up Work

In the case of an absence, make-up work may be assigned for the purpose of allowing a student to progress in a timely manner. Scheduling of make-up work is left to the discretion of each instructor. Make up tests may be given in any format deemed appropriate by the instructor. An absence does not excuse homework assignments due. Late homework grades may be penalized as determined by the instructor. If an instructor allows a student to take a makeup test and this is to take place outside of normal class time the fee for the makeup test is \$25. Please refer to the attendance policy for additional information

### Academic Appeals

Academic Appeals must be submitted using the school's Academic Appeals Form to Program Coordinator no later than 3 business days of class completion. The last day of the class is not counted as part of the three days. A written response must be issued to the student or mailed to the student within 10 business days of receipt of the appeal. The findings of the committee are final.

A student may submit an appeal for a class in which the student has not made the required score of a "C" (70%). If a student has failed three classes and an appeal was submitted for the third class and the Appeals Committee determines the score issued stands, then the student is dropped and no further appeals are allowed. A student which has submitted an appeal for a class which would be the third class causing the student to be dropped from school may not attend any classes until the Appeals Committee has made a determination.

A student may submit an appeal for a class in which the student feels the score received was incorrect. Only one appeal per class is allowed but the student is not limited to the number of classes in which an appeal can be submitted.

### Media Services

Compass Career College offers assorted media resources for student usage. Media services include our reference library, videos, and computer lab. Student Services coordinates access to all media services. The reference library and videos are arranged by subject and can be checked out upon request, however videos are can only be used at the facility. The computer lab has Internet access and e-mail, for students to research material for class and or applying for employment positions. The computer lab is only available during certain hours due to classroom usage. Students are to schedule appointments with Student Services to guarantee availability.

Please refer to the following steps when using individual media services

#### **VCR/DVD/TV**

- a) Turn power on for TV, DVD and or VCR
- b) Insert VHS Tape or DVD
- c) Press Play
- d) When finished, be kind rewind
- e) Eject tape/DVD and turn off power
- f) Return TV, DVD, and or VCR to station
- g) Return VHS tape or DVD to Director

#### **Checking out VHS/DVD/CD**

- a) Request key from Program Coordinator or Director
- b) Select the media to be used
- c) Sign the 5x7 card give to the Program Coordinator or the Director of the College
- d) When returning media, go to Program Coordinator or the Director of the College to replace card on the item checked out and replace it in the locked cabinet.
- e) Return the key to the Program Coordinator or the Director of the College

#### **Reference Library**

- a) Reference library is arranged by subject
- b) Request a key from Student Services, Director, or Program Coordinator.
- c) Once the book is chosen, sign the card and give to Student Services.
- d) Return the book to Student Services when finished.

### **Computer Lab**

- a) Turn on the Computer
- b) Open the program you wish to use by clicking the appropriate icon.
- c) Save your work to your travel drive.
- d) Internet and email are available for school use only.

### **Dress Code**

#### **Theory**

Compass Career College students are expected to dress in a neat, clean and appropriate manner. Students are required to wear an authorized black scrub pant and scrub top, school i.d. tag, and closed toed shoes. Rulings on acceptable dress listed below will be at the discretion of the Program Coordinator. Failure to be in uniform may result in absence from class or clinic time. Compass Career College reserves the right to change the uniform policy, as deemed necessary.

#### **Clinic Floor**

The following is the requirement for student uniforms as set forth by the Louisiana State Board of Cosmetology: clean, washable uniforms, the only permissible colors are black and white (as per State Board). Female students are allowed to wear either black pants or skirts. Skirt hemline must be to the knee or lower. Pants and/or skirt waistline must be high enough so that no bare skin in the midsection is exposed while standing, bending, squatting, or any other movement. Male students may wear black lab coats with a white shirt and black trousers. Enclosed shoes will be required; tennis shoes in a solid black or white are acceptable; however they must be clean.

Students must arrive to the school 'work ready' in proper attire. Hats must be removed before entering the classroom or the onto the clinic floor. Ear phones (ear buds), music players, or other electronic accessories are not allowed. Jackets must be black or white and without hoods. State Board rules and regulations will be followed for proper attire. Listed below are clothing ***NOT*** approved by the State Board as acceptable uniform:

- |                |                    |                                   |
|----------------|--------------------|-----------------------------------|
| a) Leggings    | g) Jogging suits   | m) Shirts that show bare midriff  |
| b) Capri pants | h) Undershirts     | n) Spaghetti strap tops           |
| c) Tee shirts  | i) Sandals         | o) See through blouses or tops    |
| d) Tube tops   | j) Flip flops      | p) Sleeveless shirts / blouses    |
| e) Jeans       | k) Low waist pants | q) Shirts with plunging necklines |
| f) Shorts      | l) Tank tops       |                                   |

### **Completer Requirements for Cosmetology**

A student must meet the following criteria in order to graduate from Compass Career College:

1. Student must successfully pass each class with a 70% and meet all minimum clock hour requirements
2. Student must be in good standing with the college both financially and academically.
3. If student received Title IV funding, then the student must complete Exit counseling.

#### **Certification of Completion**

Certificates will be issued within 30 days of completion to student candidates who have completed their program. Students must be in good standing with the school academically and financially. The school will withhold issuing of transcript and certificate if student's account is not paid in full.



**Student of the Month**

Compass Career College's Cosmetology Program issues a Student of the Month award to a student showing excellent work ethics, attendance, attitude and grades. A special parking place will be designated for the student of the month.

## Cosmetology Curriculum

Length of Course    1500 Clock Hours    approximately 12 Months – Full Time

<b>Course Number</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Activity Hours</b>	<b>Practical Hours</b>	<b>Clinic Hours</b>	<b>Total Hours</b>
Or-100	Intro To School Policies	6				6
Or-101	History & Career Opportunities	6				6
Or-102	Life Skills	6				6
Or-103	Your Professional Image	6				6
Or-104	Communicating For Success	6				6
GenSci-205	Infection Control	3	3			6
GenSci-206	Anatomy & Physiology	8				8
GenSci-207	Skin Structure & Growth	3				3
GenSci-208	Nail Structure & Growth	4				4
GenSci-209	Properties of the Hair & Scalp	4				4
GenSci-210	Basics of Chemistry	3				3
GenSci-211	Basics of Electricity	3				3
HrCr-312	Principles Of Hair Design	4	6			10
HrCr-313	Shampooing, Rinsing, & Conditioning	4	5			9
HrCr-314	Haircutting	12		54		66
HrCr-315	Hairstyling	4		20		24
HrCr-316	Braiding & Braid Extensions	4		1		5
HrCr-317	Wigs & Hair Enhancements	4		1		5
HrCr-318	Chemical & Texture Services	12		59		71
HrCr-319	Hair coloring	12		62		74
SknCr-420	Skin Disease & Disorders	4				4
SknCr-421	Hair Removal	4		2		6
SknCr-422	Facials	4		2		6
SknCr-423	Facial Make-up	3		3		6
NlCr-524	Nail Disease & Disorders	3				3
NlCr-525	Manicuring	3		5		8
NlCr-526	Pedicuring	3		5		8
BusSk1-630	Seeking Employment	4	1			5
BusSk1-631	On The Job	4	1			5
BusSk1-632	Salon Business in Closing	4	2			6
Clnc-701	Clinic Floor				1118	1118
		<b>159</b>	<b>18</b>	<b>223</b>	<b>1118</b>	<b>1500</b>

# Cosmetology Master Educator Curriculum

Length of Course    500 Clock Hours    17-Weeks – Fulltime

<b>Course Number</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Clinical (c) or Externship (e)</b>	<b>Total Hours</b>
CME-801	Master Educator	250	250	0	500
		<b>250</b>	<b>250</b>	<b>0</b>	<b>500</b>

## Educational Objectives

The primary focus of the Master Educator program is to foster and provide education and training in cosmetology. This program is designed to prepare students to become a licensed Cosmetology Instructor. This program provides the knowledge and experience needed to pass the Louisiana State Board Instructor's Exam.

## Course Sequence

Prerequisite: Active cosmetology license and three years practical experience.

## Course Objectives

Students have the ability to:

- Meet all objectives for the Master Educator program
- Have the knowledge and skills necessary to pass the Louisiana State Board Exam
- Provide theoretical and practical instructor
- Perform the basic skills necessary for teaching including: writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, measuring student achievement, supervising clinic operations, and maintaining required student records
- Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures
- Project a positive attitude and a sense of personal integrity and self-confidence
- Practice proper grooming and effective communication skills and visual poise
- Understand employer-employee relationships
- Demonstrate professional behavior and work ethics

**Course Descriptions****Or-100 Intro To School Policies**

6 clock hours

Upon completion of the lesson, the student will be able to understand the general objectives of the course of study. Recognize needed lifestyle changes as a full-time student. Clock in and out correctly. Understand the various rules and policies implemented by the school. Know the completion, licensure, and placements rates of the school. Understand the importance of consumer safety and general safety procedures.

**Or-101 History & Career Opportunities**

6 clock hours

Upon completion of the lesson the student will be able to describe the origins of appearance enhancement. Describe the advancements made in cosmetology during the 19th, 20th, and 21st centuries. List the career opportunities available to a licensed beauty practitioner.

**Or-102 Life Skills**

6 clock hours

Upon completion of the lesson, the student will be able to list the principles that contribute to personal and professional success. Explain the concept of self-management and learn how to create a mission statement. Explain how to set long- and short-term goals. Discuss the most effective ways to manage time. Describe good study habits, define ethics, and list the characteristics of a healthy, positive attitude.

**Or-103 Your Professional Image**

6 clock hours

Upon completion of the lesson, the student will be able to understand professional hygiene. Explain the concept of dressing for success. Use appropriate methods to ensure personal health and well-being. Demonstrate an understanding of ergonomic principles and ergonomically correct postures and movement.

**Or-104 Communicating For Success**

6 clock hours

Upon completion of the lesson, the student will be able to list the Golden Rules of Human Relations. Explain the importance of effective communication. Conduct a successful client consultation. Handle delicate communication with your clients. Build open lines of communication with coworkers and salon managers.

**GenSci-205 Infection Control**

6 clock hours

Upon completion of the lesson, the student will be able to understand state laws and rules. List the types and classifications of bacteria. List types of disinfection and how they are used. Define hepatitis and HIV and explain how they are transmitted. Describe how to safely sanitize and disinfect various salon tools and surfaces. Explain the differences between sanitation, disinfection, and sterilization. Discuss Universal Precautions and your responsibilities as a salon professional.

**GenSci-206 Anatomy & Physiology**

8 clock hours

Upon completion of the lesson, the student will be able to explain the importance of anatomy and physiology to the cosmetology profession. Describe cells, their structure, and their reproduction. Define tissue and identify the types of tissues found in the body. Name the 10 main body systems and explain their basic functions.

**GenSci-207 Skin Structure & Growth**

3 clock hours

Upon completion of the lesson, the student will be able to describe the structure and composition of the skin. List the functions of the skin.

**GenSci-208 Nail Structure & Growth**

4 clock hours

Upon completion of the lesson, the student will be able to describe the structure and composition of nails and discuss how nails grow.

**GenSci-209 Properties of the Hair & Scalp**

4 clock hours

Upon completion of the lesson, the student will be able to name and describe the structures of the hair root. List and describe the three layers of the hair shaft. Describe the three types of side bonds in the cortex. List the factors that should be considered in a hair analysis. Describe the process of growth. Discuss the different types of hair loss and their causes. Describe the various options for hair loss treatment. Recognize hair and scalp disorders commonly seen in the salon and school and know which can be treated by cosmetologists.

**GenSci-210 Basics of Chemistry**

3 clock hours

Upon completion of the lesson, the student will be able to explain the difference between organic and inorganic chemistry. Discuss the different forms of matter: elements, compounds, and mixtures. Explain the difference between solutions, suspensions, and emulsions. Explain pH and the pH scale. Describe oxidation and reduction (redox) reactions.

**GenSci-211 Basics of Electricity**

3 clock hours

Upon completion of the lesson, the student will be able to define the nature of electricity and the two types of electric current. Define electrical measurements. Understand the principles of electrical equipment safety. Define electric modalities used in cosmetology. Explain electromagnetic radiation and the visible spectrum of light. Describe the types of light therapy and their benefits.

**HrCr-312 Principles Of Hair Design**

10 clock hours

Upon completion of the lesson, the student will be able to list the five elements of hair design. List the five principles of hair design. Identify different facial shapes. Demonstrate how to design hairstyles to enhance or camouflage facial features. Explain design considerations for men.

**HrCr-313 Shampooing, Rinsing, & Conditioning**

9 clock hours

Upon completion of the lesson, the student will be able to explain pH and its importance in shampoo selection. Explain the role of surfactants in shampoo. Discuss the uses and benefits of various types of shampoos and conditioners. Perform proper scalp manipulations as part of a shampoo service. Demonstrate proper shampoo and conditioning procedures.

**HrCr-314 Haircutting**

66 clock hours

Upon completion of the lesson, the student will be able to identify reference points on the head form and understand their role in haircutting. Define angles, elevations, and guidelines. List the factors involved in a successful client consultation. Demonstrate the safe and proper use of the various tools of haircutting. Demonstrate mastery of the blunt haircut. Demonstrate mastery of the graduated, 45-degree elevation

haircut. Demonstrate mastery of the uniform layered (90-degree) haircut. Demonstrate mastery of the long-layered (180-degree) haircut. Demonstrate mastery of a men's basic clipper cut.

**HrCr-315      Hairstyling** 24 clock hours

Upon completion of the lesson, the student will be able to explain the importance of learning the various wet hairstyling techniques. Demonstrate the techniques of finger waving, pin curls, roller setting, and hair wrapping. Demonstrate two basic techniques of styling long hair. Demonstrate mastery of various blow-dry styling techniques. Demonstrate the proper use of thermal irons. Demonstrate various thermal iron manipulations and explain how they are used. Describe the three types of hair presses.

Demonstrate the procedures involved in soft pressing and hard pressing. List the safety precautions that must be observed in thermal styling and hair pressing.

**HrCr-316      Braiding & Braid Extensions** 5 clock hours

Upon completion of the lesson, the student will be able to perform a client consultation with respect to hair braiding. Explain how to prepare the hair for braiding. Demonstrate the procedures for the invisible braid, rope braid, and fishtail braid. Demonstrate the procedures for single braids, with and without extensions. Demonstrate the procedures for cornrowing, with and without extensions.

**HrCr-317      Wigs & Hair Enhancements** 5 clock hours

Upon completion of the lesson, the student will be able to list the elements of a client consultation for wig services. Explain the differences between human hair and synthetic wigs. Describe the two basic categories of wigs. Demonstrate the procedure for taking wig measurements. Demonstrate the procedure for putting on a wig. Describe the various types of hairpieces and their uses. Explain the various methods of attaching extensions.

**HrCr-318      Chemical & Texture Services** 71 clock hours

Upon completion of the lesson, the student will be able to list the factors of a hair analysis for chemical texture services. Explain the physical and chemical actions that take place during permanent waving. List and describe the various types of permanent waving solutions. Demonstrate basic wrapping procedures: straight set, curvature wrap, bricklay wrap, weave wrap, double rod wrap, and spiral wrap. Describe the procedure for chemical hair relaxing. Understand the difference between hydroxide and thio relaxers. Understand the difference between hydroxide and thio neutralizers.

Explain the basic procedure for a soft curl permanent.

**HrCr-319      Haircoloring** 74 clock hours

Upon completion of the lesson, the student will be able to identify the principles of color theory and relate them to haircolor. Explain level and tone and their role in formulating haircolor. List the four basic categories of haircolor, explain their chemical effect on the hair, and give examples of their use. Explain the action of hair lighteners. Demonstrate the application techniques for temporary colors. Demonstrate the application techniques for traditional semipermanent colors. Demonstrate the application techniques for demipermanent colors. Demonstrate the application techniques for permanent colors. Demonstrate the application techniques for lighteners. Demonstrate special effects haircoloring techniques: the cap technique; foil technique; balayage technique. Understand special problems encountered in haircoloring. List safety precautions in haircoloring.

**SknCr-420 Skin Disease & Disorders**

4 clock hours

Upon completion of the lesson, the student will be able to describe the aging process and the factors that influence aging of the skin. Define important terms relating to skin disorders. Discuss which skin disorders may be handled in the salon and which should be referred to a physician.

**SknCr-421 Hair Removal**

6 clock hours

Upon completion of the lesson, the student will be able to describe the elements of a client consultation for hair removal. Name the conditions that contraindicate hair removal in the salon. List the two main classifications of hair removal and give examples of each. Identify and describe three methods of permanent hair removal. Demonstrate the techniques involved in temporary hair removal. List the safety and sanitation precautions for hair removal.

**SknCr-422 Facials**

6 clock hours

Upon completion of the lesson, the student will be able to list and describe different skin types and skin conditions. Understand contraindications and the use of health-screening forms to safely perform facial treatments. Identify the various types of massage movements and their physiological effects. Describe different types of products used in facial treatments. Understand the basic types of electrical equipment used in facial treatments. Demonstrate the procedure for a basic facial.

**SknCr-423 Facial Make-up**

6 clock hours

Upon completion of the lesson, the student will be able to describe the different types of cosmetics and their uses. Demonstrate an understanding of cosmetic color theory. Demonstrate a basic makeup procedure for any occasion. Identify different facial types and demonstrate procedures for basic corrective makeup. Demonstrate the application and removal of artificial lashes. List safety measures to be followed during makeup application.

**NICr-524 Nail Disease & Disorders**

3 clock hours

Upon completion of the lesson, the student will be able to list and describe the various disorders and irregularities of nails. Recognize diseases of the nails that should not be treated in the salon.

**NICr-525 Manicuring**

8 clock hours

Upon completion of the lesson, the student will be able to identify the four types of nail implements and/or tools required to perform a manicure. Demonstrate the safe and correct handling of nail implements and tools. Exhibit the proper set up of a manicuring table. Demonstrate the necessary three-part procedure requirements for nail services. Identify the five basic nail shapes. Perform a basic and conditioning hot oil manicure incorporating all safety, sanitation, and disinfection requirements. Demonstrate the correct technique for the application of nail polish. Perform the five basic nail polish applications. Perform the hand and arm massage movements associated with manicuring. Perform a paraffin wax hand treatment. Display all sanitation, disinfection, and safety requirements essential to nail and hand care services. Define and understand aromatherapy. Identify carrier oils and understand their use. Understand how aromatherapy can be incorporated into a service.

**NICr-526 Pedicuring**

8 clock hours

Upon completion of the lesson, the student will be able to identify the equipment and materials needed for a pedicure and explain. List the steps in the pedicure pre-service procedure. Demonstrate the proper procedures and precautions for a pedicure. Describe the proper technique to use in filing toenails. Describe the proper technique for trimming the nails. Demonstrate the ability to perform foot massage properly. Understand proper cleaning and disinfecting of pedicure equipment.

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**BusSkl-630 Seeking Employment**

5 clock hours

Upon completion of the lesson, the student will be able to discuss the essentials of becoming test-wise. Explain the steps involved in preparing for employment. List and describe the different types of salon businesses. Write an achievement-oriented resume and prepare an employment portfolio. Explain how to explore the job market and research potential employers. Be prepared to complete an effective employment interview.

**BusSkl-631 On The Job**

5 clock hours

Upon completion of the lesson, the student will be able to describe the qualities that help a new employee succeed in a service profession. List the habits of a good salon team player. Explain the function of a job description. Describe three different ways in which salon professionals are compensated. Create a personal budget. List the principles of selling products and services in the salon. List the most effective ways to build a client base.

**BusSkl-632 Salon Business in Closing**

6 clock hours

Upon completion of the lesson, the student will be able to describe the two ways in which you may go into business for yourself. List the factors to consider when opening a salon. Name and describe the types of ownership under which a salon may operate. Explain the importance of keeping accurate business records. Discuss the importance of the reception area to a salon's success. Demonstrate good salon telephone techniques. List the most effective forms of salon advertising.

**ClnC-701 Clinic Floor**

1118 clock hours

The students will be reviewing the chapters for an hour on a daily basis in order to prepare for the Theory State Board exam when they reach 1000 hours. After the theory review is complete the students will be working on the clinic floor to perfect their practical skills. If the students are not working on a client then they are required to work on their mannequins in order to prepare for the State Board Practical exam which will be given once they complete the 1500 hours.

**CME – 801 Master Educator**

500 clock hours

This is an instructor training course designed to provide students with the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and competency in entry-level employment as an instructor or a related position.



## Attachment 2: Acknowledgement & Review of Cosmetology Student Handbook

Reviewed:	Initials
Mission Statement	
Vision Statement	
Institutional Philosophy	
Philosophy of Cosmetology Program	
Accreditation	
Introduction	
Program Objectives	
Program Costs	
Program Calendar	
Class Schedules	
Financial Assistance	
Campus Safety	
Student Housing	
Student Guidance	
Confidentiality	
Request for Information	
Employment Policy	
Career Development	
Admission	
Students with Disabilities	
Health Status	
Pregnancy	
HIV/HBV	
Criminal Background Check	
Reporting of Subsequent Arrests	
Student Insurance	
Liability Student Insurance	
Drug and Alcohol Policy	
Search and Seizure Policy	
Falsification of Documents	
Notification of Changes	
Violence in the Work Place	
Firearms	
Conduct	
Suspension/Dismissal	
Re-Entrance	
Student Parking	
Student Breaks	
Cell Phone Policy	
Smoking	
Grievance/Complaints/Appeals	
Academic Honesty	
Test Taking Policy	
Attendance	
Tardiness	
Withdrawals	
Program Orientation	
Program Scheduling	
Cosmetology Course Information	
Transfer Credits	
Grading	
Make-Up Work	
Academic Appeals	
Media Services	
Dress Code	
Clinic Floor Policies and Procedures	
Completion Requirements	
Certificate of Completion	
Student of the Month	
Attachment 1 – AH Curricula and Course Descriptions	
Attachment 2 - Acknowledgement /Signature Page	

**Acknowledgement and Receipt of the  
Cosmetology Student Handbook**

The Cosmetology Student Handbook is an important document intended to help the student achieve his/her highest potential for the duration of enrollment at Compass Career College.

The contents of the Cosmetology Student Handbook may be changed at any time at the discretion of the College due to the ever changing general business and educational atmosphere of the College and economic regulatory conditions. Compass Career College will take reasonable steps to inform all students and employees of any changes.

Please read the following statements and sign below to indicate acknowledgement and receipt of the Cosmetology Student Handbook.

- **I have accessed an electronic copy of the Cosmetology Student Handbook via the institutional website. I have read, and understood, the Cosmetology Student Handbook. I understand that the policies, rules and benefits described in it are subject to change at any time at the sole discretion of the college.**
- **I understand that my initials on the previous page and signature below indicates that I have accessed a copy of, read, and understand the Cosmetology Student Handbook.**

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date