TABLE OF CONTENTS

General Information ........................................................................................................................................ 3 - 5
  ▪ State Board Requirement for Enrollment
  ▪ Transfers
  ▪ Required Hours
  ▪ Medical Insurance
  ▪ Standard Operational Procedure
  ▪ Blood Spill Procedure
  ▪ Lost or Stolen Items
  ▪ Pre-requisites
  ▪ Associate of Arts Degree
  ▪ Supplies

Station Assignments ....................................................................................................................................... 5 - 6
  ▪ Lockers
  ▪ Station Assignments
  ▪ Pictures on Stations
  ▪ Name Badges
  ▪ Visitors
  ▪ Clients
  ▪ Students Assisting Other Students with Clients
  ▪ Clients Grace Period

Personal Service ............................................................................................................................................... 7 - 8
  ▪ Clinic Floor Assignment
  ▪ Personal Service
  ▪ Computers and Homework Assignments
  ▪ Parking
  ▪ Telephone Calls and Messages
  ▪ Electronic Devices
  ▪ Attendance

Absences .......................................................................................................................................................... 8 - 11
  ▪ Absences
  ▪ Emergency Hours Allotted
  ▪ Hours Missed
  ▪ Technical’s and Operation’s
  ▪ Timecards
  ▪ Breaks
Pre-Application .............................................................................................................................. 11 - 13
- Pre-Application Criteria for State Board
- Completion Requirements
- Day of Completion Rules
- Food in the Department
- Eating in the Department
- Clinic Floor Grades

Dress Regulations .......................................................................................................................... 13 – 15
- Dress Regulations for Cosmetology Students
- Female – Dress Code Options
- Male – Dress Code Options

Books and Equipment .................................................................................................................. 15 – 16
- Student Kit
- Student Cost
- Mandatory for Freshman Students
- Students Are Held Accountable
- Failure to Comply With Department Rules

Contract .................................................................................................................................................. 17

Signature Page .................................................................................................................................... 18

Please note: The Student Information Packet is subject to change every semester.
GENERAL INFORMATION

Welcome to the Cerritos College Cosmetology Department. Your registration in this class entitles you to the best training in the cosmetology field available. This can only be accomplished by your complete participation in the program. You will be required to practice procedures on each other before you are qualified to work on the public. This will require you to make some personal sacrifices. Hair braids and extensions will be removed so scientific brushing can be learned. The length of fingernails effects most practices in the field (i.e., shampooing, massage, permanent waving etc.). However, removal of acrylic nails or braids will only be required at the time of training, after which you may replace the braids, extensions and fingernails to a reasonable length.

STATE BOARD REQUIREMENT FOR ENROLLMENT

A current California Driver’s License or California Identification Card
A registered Social Security Number
Cerritos College requirement – all students must have a Cerritos College ID card to be worn at all times while in the cosmetology department.

TRANSFERS

Students previously enrolled in another cosmetology school must bring a copy of their record of withdrawal. Transferring students from a private school will be placed in the freshman class for the entire first semester regardless of the number of hours acquired from another school. Students may be examined to demonstrate competency to be moved ahead when appropriate. Students from other community colleges with Pivot Point training will register into the correct class.

REQUIRED HOURS

The cosmetology curriculum consists of a minimum of 1600 clocked hours of class work. This requires a minimum of one calendar year to complete (two semesters and a summer school session without interruption).

Day students must enroll full time from 8:30 a.m. to 5:00 p.m. (8:00 a.m. to 4:30 p.m.) Monday through Friday continuously for at least one year.

Evening students attend classes from 5:30 p.m. to 10:30 p.m., (5:00 p.m. to 10:00 p.m.) Monday through Thursday which requires six to seven semesters to complete (including summer school) without interruption.

MEDICAL INSURANCE

Although basic health care is provided by the Student Health & Wellness Center, major illness and injury, as well as certain conditions requiring hospitalization, are beyond the scope of Cerritos care. A voluntary, supplemental health insurance plan is available for students and their dependents.

As a registered student at Cerritos College, the students are eligible for basic health services at the Student Health & Wellness Center with the presentation of their student ID card to verify eligibility.

For further information, please contact the Student Health and Wellness Center at (562) 860-2451 ext. 2321.
STANDARD OPERATIONAL PROCEDURE

The standard operational procedures for dealing with wounds, lacerations, lesions, and/or open sores are as follows:

1. Students and/or staff are not permitted to perform services for, or on, a patron if that student or staff member has an open wound, lesion, laceration, or infection.

2. Wounds, lacerations, lesions, or open sores must be fully covered by appropriate bandages while the student or staff member is in the department.

3. If the wound, laceration, lesion, or open sore is on a finger or any part of the hand, protective gloves must be worn over the bandage(s).

4. If the wound, laceration, or open sore cannot be covered appropriately, the student and/or staff member may not continue to work, or be present in, the Cosmetology Department until the wound, laceration, or open sore has healed or until it can be appropriately bandaged.

5. If an instructor/staff member has a concern about a wound, laceration, lesion, or open sore, the instructor/staff member may ask that an individual seek medical certification through Student Health Service or through the individual’s health care provider that the individual does not present a danger to herself/himself or those around her/him by working and/or being present in the Cosmetology Department.

BLOOD SPILL PROCEDURE (Clients)

If a blood spill occurs, use the following steps:

1. Stop the service and wash your hands.

2. Cover your hands with protective gloves.

3. Supply the injured party with septic powder or spray and the appropriate dressing to cover the injury. If you are injured, cover the area with a finger guard or glove, as appropriate.

4. Do not allow containers, brushes, nozzles or septic container to touch the skin or come in contact with the wound.

5. Disinfect the station with a broad spectrum disinfectant.

6. Double-bag all blood-soiled (contaminated) articles and label the bag as hazardous waste or as directed by your area’s regulating agency.

7. Remove your gloves and clean your hands with a liquid antibacterial soap.

8. Return to client and continue the service.

LOST or STOLEN ITEMS

It is STRONGLY recommended that students MARK all items with their name. Be sure to lock the locker before leaving the station. All equipment and personal items are the student’s responsibility. Do not bring anything of special meaning or value to school.
LOST or STOLEN ITEMS (continued)

We, as a department, are limited to the help we can offer to regain these items for the student. The department will contact Campus Police to file a police report; we may notify the students and staff of the incident and ask that items be returned with no questions asked. If an announcement needs to be made in regards to the incident, it should be done by a staff member.

PRE-REQUISITES

1. Students must qualify for general registration to the college (check college catalog or class schedule)

2. All students in this program must pass each class with a letter grade of “C” or better to enroll in the next level of training.

ASSOCIATE OF ARTS DEGREE

Units from Cosmetology can be applied toward an Associate of Arts Degree. Students are encouraged to continue their education. Refer to the College catalog.

SUPPLIES

There will not be a charge for supplies, for personal service to students, or models in the first 160 hours of training, except for special products other than those intended for instruction. Upon reaching 160 hours, when having personal service or models, the fee for products will be at student price.

All products used must be purchased from the front desk retail center. Students can bring hairspray for class styling sessions.

LOCKERS

Junior and senior students who have lockers in the student locker room must have combination locks and the combinations must be given to the dispensary staff. All lockers will need to be checked out with the dispensary staff. These lockers are for the overflow of students who do not have an assigned work station. The student can have one or the other. Only one locker per student.

“A” lockers on work stations belong to the day students and the “B” lockers belong to the evening students.

Locks and contents must be removed when students graduate or drop. Items left are not the responsibility of the Cosmetology Department and will be removed.

STATION ASSIGNMENTS

Freshman area:
At the end of the first class meeting, stations will be assigned on a first come/first served basis at the instructor’s discretion. Seating for the day and night class will be reassigned every 9 weeks.

*INSTRUCTORS HAVE THE RIGHT TO CHANGE ASSIGNED STATIONS for such reasons as disturbance in class or an individual needs to be moved to accommodate learning styles.
STATION ASSIGNMENTS (continued)

Junior/Senior area:
Junior students’ stations are assigned first to those who completed the prior semester (finals, and clean-up). As seniors graduate and stations become available, attendance will decide who will be next from those waiting from the prior semester to receive a station. Once all students who completed the prior semester have been assigned a station, then those who are returning from being out for any reason will be eligible based on attendance of the current enrollment.

Seniors will be assigned Mini-Salon stations when an application and practical test have been given to determine eligibility. Instructors decide student placement for Mini-Salon.

NOTE: Refer to the schedule of classes for attendance policy. Students maybe dropped from the class or the program for excessive absences, unsatisfactory progress.

PICTURES ON STATIONS
Pictures or little trinkets are not allowed on mirrors or stations.

NAME BADGES
All students must have a Cerritos College ID card worn on a lanyard at all times while in the Cosmetology Department.

VISITORS
All visitors MUST check in at the front desk. They should not be allowed in lab area unless a service is given.

If it is allowed, the student must clock out on the front of their timecard before seeing the visitor, then clock in on the front of their timecard when returning to class.

CLIENTS
CLIENTS COME FIRST. Students working on doll heads must stop what they are doing and take a client ticket when assigned. If students have all their minimum operations completed in any certain area, they are NOT excluded from servicing clients. The more practice students receive, the better their skills become.

Students are to have basic setup for client services before lunch. The Sanitary Maintenance Area (SMA) set up should be completed within 15 minutes of returning from lunch. All instructors are to inspect SMA.

Students will be clocked out for refusing tickets.

STUDENTS ASSISTING OTHER STUDENTS WITH CLIENTS
With an instructor’s approval, a Junior student may have another student assist them with a client.

CLIENT GRACE PERIOD
A client will have up to 15 minutes to be late for an appointment. After that, the student would be eligible to take the next client that comes in.
CLINIC FLOOR ASSIGNMENT

Students on the clinic floor will have four assignments (4) that they must complete daily. These assignments will most likely be taken out of the Pivot Point books. Students’ failure to bring books or equipment may result in being clocked out and sent home. Permission to receive personal service will depend on the completion of these assignments. Students need to be standing while performing their operations.

PERSONAL SERVICE

Personal service is a privilege. It may only be given with the permission of an instructor on the clinic floor. Students may give personal service twice (2 times) per week and receive once (1 time) per week. Students ARE NOT TO WORK ON THEIR OWN HAIR; credit will not be given. Personal service ends daily at 4:30 p.m. for day students and at 10:00 p.m. for evening students. During the summer semester, personal service will end at 4:00 p.m. for day students and 9:30 p.m. for evening students. PERSONAL SERVICE IS NOT ALLOWED ON FRIDAYS. STUDENTS WHO OWE THE LAB MONEY WILL NOT BE ALLOWED TO HAVE, OR PERFORM, PERSONAL SERVICE!!!

Full time students must have a minimum of four (4) operations during lab hours every day before receiving personal service OR permission to work on technical hours.

Part-time students must have a minimum of four (4) operations during lab hour’s everyday before personal service can be requested or permission to work on technical hours is granted. All students must ask the clinic floor instructor for permission prior to receiving personal service or to work on technical hours. Please remember to notify the front desk. No exceptions! The same rule applies about not achieving minimum operations per day/ evening.

All students receiving personal service need to put an “M” in the box for the service they are receiving. Have the “M” signed by an instructor to verify applied effort as a Model. (This is not carried over in operations, but does allow the student to receive their hours.)

REMEMBER TO GET A PRE-DISPOSITION (P.D.) TEST THE DAY BEFORE ANY HAIRCOLOR SERVICES. It must be signed off by a staff member when given. NO color services for ANYONE without a P.D. test.

If all required technical hours and operations are completed prior to 1600 hours, the students are still responsible to service clients until they have completed the entire 1600 hours.

NOTE: Any student coming on another shift for service will pay full client price (example: a day student coming in the evening, or an evening student coming during the day). If the student elects to have personal service done on another shift, the student is required to wait for their turn the same as other clients.

COMPUTERS AND HOMEWORK ASSIGNMENTS

Students must clock in/out on back and at the top of the timecard for computer time with the instructor on the floor. Technical hours will be allowed for time spent taking the computer test with instructor’s initials.
PARKING

Students must obey traffic and parking laws on the campus. Students are required to buy a parking permit if parking on-campus.

Patron parking stalls are only for Cosmetology clients, not students.

Anyone leaving class after they are clocked in to move their car, or for any other reason, will have time docked from their timecard.

TELEPHONE CALLS AND MESSAGES

Personal phone calls will not be accepted, nor messages taken. EMERGENCIES may be called into the Cosmetology Office (562) 860-2451, ext. 2950.

Outgoing personal calls during class are not allowed.

Cell phones should not be brought into the department. They are a distraction and are not needed for instruction. They must be turned off or on vibrate.

Cell phones may be removed from the students at staff discretion.

ELECTRONIC DEVICES

Electronic devices are a distraction to the instructor and the learning process for the students in the classroom. Please abide by this policy or disciplinary action will take place.

ATTENDANCE

Students are required to demonstrate good attendance habits. Refer to the Schedule of Classes under ATTENDANCE for more information.

Students attending the Friday lab class will take lunch before 2:30 p.m. If a student forgets to clock out or in from lunch and an instructor can verify the student was busy with clients, the instructor can request that the student not have any time docked from their timecards. Hours for the day stop at the last timecard stamp for the day.

Students must be sent home by an instructor if they report to class with a contagious disease (State Board reference #972 Infectious Diseases). Example: pink eye, mumps, measles, chicken pox, fever blister, or any communicable disease. Those hours do not count against allowable emergency hours missed with a Doctor’s excuse and students must see the school nurse first.

The Cerritos College Schedule of Classes states the attendance rules under "ATTENDANCE & GRADING".

It is the student's responsibility to keep track of the total hours missed which may or may not be posted or available on a daily basis. NO EXCEPTIONS!

ABSENCE

At the beginning of each semester or module, a student is allowed a specific number of hours to be used for personal necessity. The numbers of hours for such absences have been calculated using the formula stated in the College class schedule.
ABSENCE (continued)

Should a student exceed the allotted number of personal necessity hours for the module or semester, the student is considered to be excessively absent and will be subject to exclusion from class as stated in the College class schedule. Students dropped three times from the cosmetology department will result in permanent dismissal from the program and college. See dismissal from class or college in the Cerritos schedule of classes (page 9).

The absence that the cosmetology program will recognize to excuse hours missed is a subpoena to appear in court and/or a judgment from a prior case. Paperwork to validate the subpoena and court appearance must be submitted to the Cosmetology office. An example of judgment might be a requirement to report to a parole officer, etc.

Jury duty, death in the family, major hospitalization, major car accident will be waived with valid documentation.

Appearance in court for a traffic violation is considered part of the allotted personal necessity hours.

PERSONAL NECESSITY HOURS ALLOCATED

Full-time Students
- 30 hours per each eight week session
- 36 hours per each nine week session
- 72 hours per each eighteen week session

Part-time Students
- 14 hours per each eight week session
- 18 hours per each nine week
- 36 hours per each eighteen week

This is from page 24 of the summer schedule of classes. Student is subject to exclusions from class when they hours of absence exceed is 10% of the total class hours.

HOURS MISSED

Once the student is "excessively absent or tardy" and has exceeded the allotted time in the 6, 8, 9 or 18 week period, they will be notified and dropped. All absences and tardiness must occur within the limits previously stated. The student may or may not be notified periodically to the hours they have missed. Students who are dropped for excessive absences in the three different modules will be dropped permanently from the cosmetology program. Copies of the notifications will be kept in student files.

Any student showing up for class without proper equipment, or not in proper uniform, could be sent home. Any hours missed will not count toward class and board hours.

Should a student exceed the allotted number of hours to miss during the semester or module, and the last official drop date has passed, the student will still be removed from class and the grades that they have earned to this point will be averaged with the missed instruction. If the student maintains a “C” or better as stated in the requirements of prerequisites, they may register in the next level of instruction. If this is not the case, then the student will have to repeat the level in which they were dropped.
Student Information Packet for the Cosmetology Program

TECHNICAL’S AND OPERATION’S

Credit for technical instruction is given for: Lectures from instructors or guest speakers, for working in workbook, tests, outlining chapters, and watching video tapes with written explanation. These are reflected in HOURS. Therefore, students CANNOT receive more hours than what they are present in school on a given day.

To ensure proper credit, students are to clock out on the page of the workbook or on the test when they start and clock in on the page finished. Credit given as follows: 100 questions should be completed in 1 hour, 50 questions should be completed in 30 minutes. If not completed within this time frame, credit will reflect.

Operations are given for the hands on, practical work that a student does on a client, mannequin, or on another student during personal service hours. Credit is based on completed services. (See proper credit for applied effort sheet).

TIMECARDS

All students must clock in and out on their own timecard. Upon arrival students will pick up their timecard from the front desk. When leaving, students will put clocked out timecard in a basket at the front desk.

DO NOT TAKE TIMECARDS HOME. If the student needs to go out of the double glass doors after they’re clocked in, they need to clock out and take care of their needs. If they fail to clock out, they are subject to having their hours docked for that time. (This applies to any time under applied effort).

Students clocking other students in at the beginning of class, lunch, or after class WILL BE SUBJECT TO DISCIPLINARY ACTION; Instructors are to remove the student and clock them out for remainder of the day, document the incident and send the student to the office of judicial affairs. The student MAY BE SUSPENDED OR REMOVED PERMANENTLY from the department or school. Should the student forget to clock in for the day, but remember later, their time starts from the time they remember and clock in. (If an instructor can verify that the student was present in the classroom, the student’s personal necessity hours will not be deducted).

Students must have their own timecard signed:
1. At the end of each theory class
2. After each manipulative practice has been completed and checked
3. At the end of the day, when clean-up duty has been completed and checked
4. Before clocking out

If a time is incorrect or if the student needs access to past timecards for any reason, the student must attach a slip of paper with the request to the front of the day's card. The requested information will be available from the office after 12:30 p.m. the following day.

If the student has an appointment across campus or needs to go to the Health & Wellness Center, they need to clock out (on front of timecard). Verification of time spent at the appointment allows the time not to be counted against their emergency hours. Therefore, this time missed will be reflected in the daily hours allotted.
TIMECARDS (continued)

An instructor has the authority to request in writing that the student clock out for the remainder of the day, or suspend a student, any time that an infraction of the rules occur. A copy of the written infraction will be placed in student file.

The following are some possible infractions:
1. Disturbance in class (loud, boisterous conduct)
2. Talking at inappropriate times
3. Belligerence, foul language
4. Verbally or physically attacking a student, client, or any staff of the school
5. Disrespect of another student or instructor and/or their possessions
6. Failure to wear the proper uniform or shoes (see dress regulations)
7. Refusing client work tickets
8. UNAPPLIED EFFORT-(919.4 of Rules and Regulations). No timecard credit with blank operations or hours.

NOTE: After one (1) or more warnings, a student may be suspended from the class for a specified time, or the student may have to go through disciplinary action with the Office of Judicial Affairs and be removed permanently from the department or school. The code of conduct for students is published in the college schedule and catalog.

BREAKS

Breaks are to be clocked out and clocked in on the back of the students’ timecard for that day. No more than 15 minutes in the morning and 15 minutes in the afternoon are allowed for breaks (This also applies to part-time floor students).

If no break has been taken because the student was busy with a client or they forgot to clock out for break or forgot to clock in (because of a client), it must be verified by an instructor for that reason or it will be deducted from their personal necessity hours.

EVENING students will be allowed a 20-minute break.

PRE-APPLICATION CRITERIA FOR STATE BOARD

Students must have completed 1200 hours, 75% of all technical’s, and operation’s, to pre-apply on the day they hit 1200 hours. Not the next day.

Students who are dropped for excessive absences in the three different modules will be dropped permanently from the cosmetology program.

The student will need to have the “Required Hours and Operations” check off sheet a week or minimum of 3 days prior to attaining 1200 hours. Then make an appointment with the timecard auditor (562-860-2451 ext. 2963) or front office staff to complete the forms that are required by the Board.

THESE FORMS MUST BE COMPLETED AND MAILED WITHIN (7) SEVEN CALENDAR DAYS OF REACHING THE 1200 HOURS.
PRE-APPLICATION CRITERIA FOR STATE BOARD (continued)

The student is required to have one money order in the amount of $134 as well as 4 postage stamps.

The student will need an estimated date of completion. Allow yourself an additional two weeks for unexpected personal necessities.

The student will also need a valid ID and social security card to verify the correctness of information that will be sent to State Board. The name that appears on the student’s social security card and driver’s license must be the same as their pre-application paperwork.

COMPLETION REQUIREMENTS

The student must have attended the “Super Senior” class for a minimum of 6 weeks.

The student must fill out the “Required Hours and Operations” check-off sheet showing that they have completed all their technicals and operations prior to graduation. This means that the student does not stop attending class just because they have reached 1600 hours. The student must complete ALL the hours, operations, and technical’s prior to graduation or on their graduation day.

The student must complete the 200 question test and pass by 80% (160) or better. Before completing the “Proof of Training” document that confirms that the student has completed the required training.

The student must make an appointment with the timecard auditor or front office staff to complete the Proof of Training form. This form needs to be in Sacramento seven (7) days prior to their test date. Otherwise, the student might not be able to take their test, or get their results.

DAY OF COMPLETION RULES

On the day of completion, the student has permission to come to school in “free dress”. This attire and shoes must meet the requirement given on any other “free dress day”. We require that their attire be respectable and not revealing.

On the last day of applied effort, the student must be available to take clients in order to receive credit for the day. One operation per hour of attendance is required at the end of the day; all equipment must be taken out of the station. If the student does not take their equipment with them and the station is reassigned to another student, the lock will be cut and items and equipment will be bagged for club auction. Remember, the department/college will not be responsible for any equipment or personal items left behind.

Decorations must be minimal! 2-3 balloons, NO confetti or tape on stations. No decorations on adjoining stations. NO tape on the walls. NOTHING hanging from the ceiling. NO standing on stations for any reason. Station and chair must be operational.

Students decorating stations are to be off the clock (CLOCKED OUT). NO visitors or ex-students will be allowed on the clinic floor or Mini Salon to decorate! No exceptions.
FOOD IN THE DEPARTMENT

No food items are allowed on any station. NO MORE than 15 minutes will be allowed for any celebration and a limit of three guests. Students participating in any celebration must be clocked out. They must clean up completely when they are done. Celebrating, cake etc. is to be on the back balcony or in the senior theory room with the door closed.

EATING IN THE DEPARTMENT

No eating in the classrooms! Any items must be immediately thrown in the trash if seen in classroom. The student may have a bottle of water with a lid at their station for drinking purposes. Soft drinks or cups with plastic lids are not allowed in the classroom. SIGNS ARE POSTED IN ALL CLASSROOMS. The school district mandates that there is no eating or drinking in classrooms. Please abide by this policy.

CLINIC FLOOR GRADES

For day students this applies to their FRIDAY grades. Two grade sheets will remain on the desk. The student is required to fulfill the grade requirements for each instructor. The grade that the student receives is your responsibility. An “F” results in the student’s lack of applied effort. The grades are not difficult to obtain and may be received from work on a mannequin head or client. This practical work is graded according to the Performance Criteria. Grades are necessary to insure students of passing the Licensing examination.

This rule also applies to Evening students on WEDNESDAY AND THURSDAY evenings on the clinic floor.

DRESS REGULATIONS FOR COSMETOLOGY STUDENTS

The Cerritos College Cosmetology Department strives to be a leader in the training of future cosmetologists. As we are involved routinely in working with the public, it is imperative that students and staff demonstrate a commitment to comply with department dress regulations. The requirements below have been designated to provide an atmosphere of professionalism and cleanliness to visiting clients, students, and staff. Uniforms and shoes will be checked randomly. All instructors are responsible if a student is out of uniform, Instructors are to require students to clock out, go home and return in proper uniform. If a student is unable to go home and return, then the student is to clock out for remainder of the day.

FEMALE – DRESS CODE OPTIONS

1. Black lab coat top that is at least HIP length. Any colored top may be worn under uniform top. Cerritos College Black Lab Coat may be worn over shirt, sweater, or blouse. Or a student may wear the cosmetology t-shirt.

2. Students must wear clean black slacks similar in style to “Dickies”. Or a student may wear the cosmetology t-shirt. Polyester or polyester/cotton blend work best because they do not fade, react to chemicals or wrinkle. Skirts are to be knee length, black crop pants are allowed.

3. The required shoes must be black. All shoes must have safety soles (crepe or soft rubber) and polishable, NO hard or soft plastic and no hard rubber soles or heels are allowed, due to the safety issues to the student. The shoe's heel must not be larger or higher than 2 inches. Shoes must be closed-toe and heel. (Students may wear Doc Martins ankle high only with pants). NO CANVAS SHOES.
FEMALE – DRESS CODE OPTIONS (continued)

4. When wearing pants, ankle or regular socks must be worn, “PED’s” are allowed. Socks must be visible without taking shoes off. No socks over nylons are allowed when wearing skirts. Socks must be white. Nylons or tights must be worn when wearing skirts, no bare legs. Skirts are to be knee length, black crop pants are allowed.

5. Hair style should be professional-looking and suitable for the individual. If long hair is worn, it must be done in a professional looking style. NO hats are allowed. Knitted scarfs (around the neck) are not to be worn in class for safety issues. Moderate accessories are acceptable such as hair band (1½” width or smaller), barrettes, small bows. Accessories require approval of the Cosmetology Department Instructional Staff.

6. Nails must be short and well manicured. Free edge must not be any longer than nail bed. Students must be able to function in all aspects of cosmetology curriculum without limitations.

7. Only moderate jewelry is allowed such as a watch, engagement or wedding rings or other small rings.

8. If students must change clothes before or after class, they will have to do so on their own time. The time a student gets credit for is APPLIED EFFORT ONLY.

MALE - DRESS CODE OPTIONS

1. Students must wear a black lab coat top that is at least HIP length. Any colored top may be worn under uniform top. Sleeves must not extend beyond the sleeve of the uniform. Or a student may wear the cosmetology t-shirt.

2. Students must wear clean black slacks similar in style to “Dickies”. Polyester or polyester/cotton blend work best because they do not fade, react to chemicals or wrinkle. Or a student may wear the cosmetology t-shirt

3. The required shoes must be black leather oxford or slip-on style All shoes must have a safety soles (crepe or soft rubber), NO hard or soft plastic and no hard rubber soles or heels are allowed, due to safety issues. The shoe’s heel must not be larger or higher than 2 inches. Shoes must be closed toe and heel. Socks need to be worn with shoes, short or regular length.

4. Socks must be worn, “PED’s” are allowed.

5. Hair style should be professional looking and suitable for the individual. If long hair is worn, it must be done in a professional looking style. No hats, scarfs, etc.

6. Students must be clean-shaven or if a beard is worn, it must be neat and well groomed.

7. Only moderate jewelry allowed such as a watch, wedding ring or other small rings.

8. Fingernails must be short and clean. Students must be able to function in all aspects of cosmetology curriculum without limitations.
MALE - DRESS CODE OPTIONS (continued)

9. Students who must change clothes before or after class must do so on their own time. The time a student gets credit for is for APPLIED EFFORT ONLY.

BOOKS AND EQUIPMENT

STUDENT KIT

STUDENTS ARE REQUIRED TO PURCHASE A KIT BY THE SECOND DAY OF CLASS. The kit must be purchased in the Cosmetology Department (approximate cost is $1205). Books and uniforms are required for the class immediately. The regulations are listed on the following pages. Additional books, supplies and equipment will be required at a later date. Details will be explained at a later date.

If a student is currently waiting for financial aid, they are still responsible to purchase the kit by the second day of class. NO EXCEPTIONS.

FINANCIAL AID may be available through the Financial Aid Office at ext. 2397, and E.O.P.S. at ext. 2398, which is located by the Admission Building. (Reminder: It could take 3 to 4 months to process the financial aid papers.). Please note that the Cerritos College does drop students for lack of payment.

The Cosmetology Department will not be responsible for any of the students' personal equipment or belongings.

NOTE: Due to constant changing of prices and equipment, we are not quoting individual prices of each item. ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE

STUDENT COST (APPROXIMATE)

Approximately $26.00 per unit, (subject to legislative changes) maximum of $507.00 for a full time student; $260.00 part-time (subject to legislative changes) parking fees of $30.00, student health fee of $16.00 and college services, ID fee of $10.00

Approximately $1205 includes tax for initial start up kit

Approximately $40 for State Board books purchased at the college's bookstore

Additional equipment required throughout course but not limited to: Minimum purchase of a new mannequin at the beginning of each semester

Smock cost $19.49 includes tax

MANDATORY FOR FRESHMAN STUDENTS

Health and Safety for Hair Care and Beauty Professionals
State of California Consumer Affairs Cosmetology Performance Criteria
Rules and Regulation, Cosmetology Acts Booklets
Pivot Point Book Package (provided with purchase of a Cosmetology Kit)
STUDENTS ARE HELD ACCOUNTABLE

Students are held accountable for any equipment checked out from the lab. If equipment is returned broken while checked out to the student, a replacement fee will be charged. If any unpaid fees exist, withdrawal papers or completion papers will not be completed until all outstanding fees are paid.

NP: Revise 01/2010
CERRITOS COLLEGE  
TECHNOLOGY DIVISION  
COSMETOLOGY DEPARTMENT  

CONTRACT  

I, ____________________________ have read the student attendance policy and information sheet for the Cosmetology Program and I understand and agree to abide by all rules and regulations that are stated in this information sheet. I understand that any infraction of these rules could result in being suspended from the department for a specific amount of time or permanently. I can be dropped from the program for the remainder of the semester or permanently for excessive absences or tardiness or failure to make academic progress. Policies are subject to change and I am responsible for reading and abiding by any new policies/rules which occur during my enrollment as a student.

__________________________________________  
Student's Signature  

__________________________________________  
Date

THIS COPY TO BE PLACED IN THE STUDENT’S FILE.

COMMENTS:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Copy for student  
Copy for student’s file
CERRITOS COLLEGE
TECHNOLOGY DIVISION
COSMETOLOGY DEPARTMENT

Student’s Name

Student Number

Address

Phone Number

E-mail Address

I am acknowledging that I have read the packet titled “Student Information Packet for the Cosmetology Program”. By signing this page, I am verifying that I understand and that I will abide by this document.

Student’s Signature  ________________________________  Date  ____________________