



## **SALON AND SPA** **(Cosmetology, Esthetician, Instructor, Nail Tech)**

### **PROGRAM STUDENT HANDBOOK** **2009-2010**

#### **WELCOME**

Our faculty wishes you success in achieving your career goals. We hope you, in a student capacity, will join faculty and administration in the ongoing efforts of establishing and maintaining an outstanding program. By doing so, you should be prepared to represent the salon and spa profession and to serve the needs of citizens and our community. This handbook is designed to assist you in areas of requirements, policies, and procedures during your course of study in the salon and spa program. This student handbook is a supplement to the Hill College Catalog (<http://www.hillcollege.edu/catalog/>) and the Hill College Student Handbook (<http://www.hillcollege.edu/StudentServices/?mdc=handbook>). For general information relating to the college and student information, please refer to the catalog and student handbook. The specific program rules and policies identified in this handbook must be followed to remain in good standing within the program. Should you have questions or need clarification regarding any content, please feel free to discuss it with your instructor, program director, program coordinator, or with the Dean of Instruction. After reading through the program student handbook, you will be asked to sign a statement (last page of the handbook) acknowledging that you understand its contents.

#### **PHILOSOPHY**

The faculty of the Salon and Spa Program is committed to the philosophy, mission and core values of Hill College. In keeping with this philosophy, the faculty is dedicated to the preparation of students to qualify as valuable members to serve the public in salon and spa.

We believe that the faculty has the responsibility to plan, implement and evaluate the teaching-learning process and to provide those experiences to ensure safe practice. The individual student accepts the responsibility for learning as the faculty serves only as facilitators in the learning process.

#### **ACADEMIC INFORMATION**

##### **ATTENDANCE AND PARTICIPATION POLICIES**

The faculty believes that experiences in the classroom and laboratory cannot be adequately duplicated if a student is absent excessively. In addition, the program is designed to teach good work habits, such as attendance. Regular attendance is mandatory in order to qualify to test for State Board Examination. Passing this exam allows one to become a licensed professional.

Any absences in the Fall, Spring and Summer Semesters exceeding three days (24 hours) is considered excessive and will place a student on departmental probation for the remainder of the semester. Students will receive a written warning for excessive absences.

If absences should exceed 10 days (80 hours) in one semester for full-time students or 3 days (12 hours) in one semester for part-time students, the student will be requested to withdraw from the program for excessive absences. Students may receive a class grade of "WF" or "F". If students are not in attendance for time stated above, all supplies left at Hill College become the property of Hill College. Students are responsible for contacting the program director and making arrangements to pick up their personal supplies.

Students are responsible for making up any work missed due to absences. Arrangements must be made with the instructor for make-up work. A missed test is to be taken the first day back to class. Workbook or other assignments are to be turned in the first day back to class. Tests and other work not completed or submitted the first day back will result in a "0" grade.

## **REPORTING ILLNESS OR ABSENCE**

### **1. ABSENCE/ILLNESS**

- a. Regular attendance is expected. Failure to attend regularly may result in a student being requested to withdraw from the program resulting in a "W" or an "F" in the course(s).
- b. Leave of absence for an extended period is not given in this program. Withdrawal is required.
- c. It is the responsibility of the student to notify an instructor when illness or absence occurs.
- d. A doctor's note must be submitted for dates missed due to illness in order for the time missed not to be considered for withdrawal.
- e. A student missing class for a school sponsored event must provide documentation from the activity sponsor listing the event date, event time, and contact information for the sponsor or designated school official.

### **2. STUDENT HEALTH SERVICES**

- a. Each student is responsible for his/her own medical care throughout the program year.
- b. If the student needs to make an appointment with his/her private physician, the student should try to schedule the time so that it does not conflict with the program schedule or class time.

## **STUDENT WITHDRAWALS AND DISMISSALS FROM PROGRAM**

1. Hill College reserves the right to request at any time the withdrawal or dismissal of any Salon and Spa student whose health, conduct, excessive absences, personal qualities and/or scholastic records indicate that it would make it inadvisable for the student to continue with the program.
2. If there is voluntary withdrawal from the program, he or she should withdrawal prior to the withdrawal deadline by submitting a request form from Enrollment Management. Withdrawal deadlines are published in the Hill College Academic Calendar (<http://www.hillcollege.edu/calendarset/index.php>). It is the student's responsibility to follow withdrawal procedures.
3. Withdrawal courses appear on the student's record with a grade of "W". Until a student has officially withdrawn, the student remains on the class roster and may receive a grade of "F" for the course. Students are responsible for understanding the impact of withdrawing from a course which may impact their financial aid, veterans' benefits, GI bill, international student status, and academic standing. Per state law, first time students enrolling after the fall 2007 semester at any Texas College or University may not withdraw (receive a "W" ) for more than six (6) courses during their undergraduate college career. Some exemptions for good cause could allow a student to withdraw from a course without penalty.

## **STUDENT ON DEPARTMENTAL PROBATION**

If it is apparent that a student is having difficulty with theory, practical application, code of student conduct, or excessive absences, the student will be counseled in order that there will be an improvement and subsequent retention in the program. If there is still a deficiency, the student will be requested to withdraw.

## **STUDENT CONFERENCE/EVALUATION**

Student conferences/evaluation will be held for probationary students during the program. There will be a complete set of records and data kept on each student. It is at this time that the student will be informed of his/her weak and strong points. All conferences/evaluations require signatures from both instructor and student.

## **STUDENT PROGRAM DISMISSALS**

1. It will be the discretion of the program Coordinator, Director, and/or Dean of Instruction to recommend dismissal of a student who has shown evidence of unsatisfactory practical performance, failure to follow the

code of student conduct while in the classroom or laboratory area, receipt of multiple written disciplinary forms, excessive absences, or flagrant violations of college or program policies.

2. If the student has an unresolved problem with his/her dismissal, then he/she may proceed with the academic grievance procedures. The guidelines for grievance procedures are outlined in the Hill College Student Handbook (<http://www.hillcollege.edu/StudentServices/docs/handbook/GRIEVANCES.06.08.pdf>).

### **SERVICES FOR STUDENTS WITH DISABILITIES**

The Counseling Center on each campus coordinates the physical and academic support services for any student who has special needs because of a temporary or permanent disability. Students with disabilities who are in need of accommodations in their course selection are encouraged to contact the Counseling Center as quickly as possible to ensure that such accommodations are implemented in a timely manner. The student is solely responsible for disclosing their needs to the Counseling Center if accommodations are required for the educational process. The student is advised to seek the counseling center on the campus that they plan on taking the majority of their courses (even though accommodations are to be made at all campuses). This process is recommended to start approximately three to four weeks prior to the start of each semester (<http://www.hillcollege.edu/StudentServices/docs/handbook/DEPARTMENT%20OF%20STUDENT%20SERVICES.06.08.pdf>).

### **SUPPORT SERVICES FOR TECHNICAL STUDENTS**

The Carl Perkins Vocational Education program is sponsored by Hill College. This program targets special populations and provides training, career guidance and support to students. Students should contact the Counseling Center if more information is needed (<http://www.hillcollege.edu/StudentServices/docs/handbook/DEPARTMENT%20OF%20STUDENT%20SERVICES.06.08.pdf>).

### **DISCRIMINATION PROHIBITED**

Access to Hill College's programs and activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability. All recruitment and admissions material complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Direct inquiries regarding compliance with Section 504 or ADA to: **U. S. Equal Employment Commission, Dallas, Texas (214) 253-2700.**

Hill College will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. Students who believe they have been discriminated against because of their race, religion, color, gender, age, national origin, disability, or sexual orientation or students who believe they have been denied an accommodation to which they are entitled should follow the appeals procedure outlined in the Hill College Student Handbook.

### **SACS ACCREDITATION**

Accreditation is awarded by the Commission on Colleges of Southern Association of Colleges and Schools to award the associate degree.

### **COUNSELING SERVICES**

Hill College has a staff of professional counselors and advisors to help students make educational and career decisions, select courses, adjust to college life, understand transfer requirements, improve study skills, and develop personally and socially. Counselors provide information on college resources and refer students to community resources when needed. Students may refer to the student handbook or visit the website at: <http://www.hillcollege.edu/StudentServices/docs/handbook/DEPARTMENT%20OF%20STUDENT%20SERVICES.06.08.pdf>.

### **FINANCIAL AID**

The Hill College Enrollment Management Office is available to assist you in locating resources to finance your education. <http://www.hillcollege.edu/StudentServices/docs/handbook/FINANCIAL%20AID.06.08.pdf>.

## **LIBRARY**

Hill College libraries offer a large selection of books, print materials, audiovisuals, electronic resources, and computer software available to students. Reference librarians are available at each campus or via e-mail or phone to assist students in finding resources and information. Library resource information and contact information is online at: <http://www.hillcollege.edu/library/>. For information about checking out material from the library contact the librarian.

## **TEXTBOOK AND SUPPLIES**

Required textbooks may change without notice. Contact the Hill College bookstore for a current list of required materials prior to purchasing any book. Additional supply information may be found on the program website (<http://www.hillcollege.edu/Cosmetology/>).

## **GRADUATION/COMMENCEMENT**

Each student who has completed the certificate and/or Associate in Applied Science requirements will be allowed to participate in graduation. Commencement exercises are held in May of each year. Students should work with their advisor to complete the graduation application and for application deadline information. Students not meeting hour requirements and practical application requirements will not be recommended for graduation by the faculty advisor.

## **SPECIFIC RULES AND REGULATIONS**

1. Students will be neatly groomed and must wear the required uniform.
  - Fresh laundered lab jackets.
  - Closed toe shoes (no house shoe type shoes to be worn).
  - No flannel type pants, jeans with holes, or shorts to be worn.
  - No shirts that are considered inappropriate by program faculty (i.e. excessively low cut or too short to cover abdomen)
2. Clean-up duties are assigned on a rotation basis and must be maintained throughout the day and before leaving the lab for the day. Students not completing clean-up duties will obtain a written warning either on the day of non-completion or the following morning.
3. An instructor must check all work. All projects are performed under supervision of an instructor and evaluated for a grade in order to monitor student's progress.
4. Students will be expected to do assigned practical work on patrons. Refusal will result in the student being clocked out for the remainder of the day.
5. Students are expected to be friendly and polite when servicing the patrons. Absolutely no arguing in front of patrons. Any patron disputes are to be handled by an instructor.
6. Socialization is not permitted between students while servicing patrons: friends and relatives are not permitted to visit during class time.
7. The receptionist on duty will be responsible for the appearance of the desk, reception area, and greeting the patrons.
8. There will be no smoking or eating in the lab. TDLR regulations dictate this. Students may have 1 beverage per station. Beverages must be in closed containers.
9. Students are expected to keep workstations sanitized, clean, attractive and free of clutter.

- Sweep hair after haircuts, before advancing to the next procedure.
- Follow sanitation rules and regulations set by TDLR, sanitizing before and after each client.
- All implements in proper containers.

10. Handle equipment and tools with respect and safety. Mishandling, breaking, or destruction of equipment of school property will result in the students being clocked out for the remainder of the day.

- Sanitize before and after each client.
- If at any time a student notices that equipment is damaged or in need of repair, advise an instructor immediately.

11. Students are prohibited from removing the patron's jewelry.

12. Students not busy with a patron or in lecture will be expected to work on requirements or assignments.

13. During scheduled laboratory time services on patrons will be first priority.

14. Students are not to use the office or receptionist telephones. The receptionist will take a name and phone number, and the student should return the phone call on the student's own time (i.e., breaks or after class).

15. Electronic Devices – Cell phones should be on silent at all times. Students may not use cell phones/MP3's/iPods/Computers or any other electronic device during class or lab times. This includes calls, texting, bluetoothing, emailing or any other electronic device function. Phone calls should be taken during breaks or lunch. In case of emergency, students are to take calls at the front desk. Students who do not comply with electronic device guidelines will receive a written warning.

16. No student will record more than forty (48) hours per week at Hill College.

17. Attendance – Students are expected to attend all classes, both theory and laboratory. Attendance is part of each course grade. If a student is not in attendance for 10 days for full-time students or 3 days for part-time students, all supplies left at Hill College become the property of Hill College.

18. Tardiness – Program hours officially begin at 8:00 a.m. for morning session and 1:00 p.m. for afternoon session during the fall and spring semesters. The instructor will counsel students with excessive tardiness. Habitual tardiness will affect professionalism grades. Students not clocked in by 8:10 a.m. or 1:10 p.m. will not be allowed to clock in for that day.

19. Conduct – Considerate conduct is expected in order to maintain an environment conducive to learning. Students are required to follow the Hill College Code of Student Conduct, which is found in the Student Handbook. Profanity, complaining, gossiping, undermining or arguing with an instructor will not be tolerated. The student will meet with the instructor to discuss the situation and/or resolve the difference. A written warning will be given to the student. If the student's misconduct warrants, the student will be required to clock out for 1 to 3 days.

20. Each student is responsible for clocking in and out each day. Any student allowing another to clock in or out for him/her, along with the student clocking in or out for someone else will be dismissed from the program. The time clock is the official record of hours required by the Texas Department of Licensing and Regulations. No student may leave the facility without clocking out.

21. Lockers are provided for each student's use. It is the student's responsibility to bring a lock and extra key for the student file. Lockers are to be cleaned out at the end of each semester. Items left in lockers at the end of the semester will become the property of Hill College.

22. Students are responsible for their own equipment and supplies. Using another student's kit and/or supplies without permission is prohibited. Students who do so will receive a written warning. Hill College is not responsible for lost or stolen equipment.

23. Breaks - Breaks will be permitted twice a day, one 15-minute break in the morning and one 15-minute break in the afternoon. Abuse of the break time will result in the student being clocked out for the remainder of the day. Students who leave the building without permission, except for break times, will be required to clock out for the remainder of the day.

24. Lunch – Each student is required to clock out for a lunch break. Students who fail to clock out for lunch will be clocked out for the remainder of the day.

25. Parking:

- Parking stickers should be obtained during the registration/enrollment process or from the Student Services Office. Parking stickers should be visible at all times. Students should park in the appropriate areas for Salon and Spa students at each campus/center.
- Students should not be in the parking lot or in their vehicles during class/lab times without permission. Students, who are in the parking lot or in their vehicles, except during break or lunch times, will be clocked out for the remainder of the day.

26. Written Warnings – Accumulation of three (3) written warnings in a semester will result in the student clocking out for a period of up to three (3) days.

27. Disciplinary Clock Out - Students who are required to clock out for a period of time due to disciplinary reasons will not be allowed to attend any courses the student is enrolled in through the department.

# ACKNOWLEDGEMENT

I HAVE READ THE HILL COLLEGE SALON AND SPA PROGRAM STUDENT HANDBOOK. BY SIGNING BELOW, I INDICATE MY UNDERSTANDING OF AND WILLINGNESS TO COMPLY WITH HILL COLLEGE'S, SALON AND SPA PROGRAM, AND THE TEXAS DEPARTMENT OF LICENSING AND REGULATIONS POLICIES, RULES AND REQUIREMENTS.

I AM AWARE THAT IT IS MY RESPONSIBILITY TO READ THE HILL COLLEGE CATALOG AND THE HILL COLLEGE STUDENT HANDBOOK AND TO ABIDE BY ALL OF THE RULES AND GUIDELINES SET FORTH IN THESE DOCUMENTS.

IN ADDITION, IT IS MY RESPONSIBILITY TO ABIDE BY ALL OF THE RULES AND GUIDELINES SET FORTH IN THE PROGRAM HANDBOOK AND SET FORTH BY TDLR.

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STUDENT SIGNATURE

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DATE

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SEMESTER & YEAR



**TEXAS DEPARTMENT OF LICENSING AND REGULATION**  
 P.O. Box 12088 - Austin, Texas 78711-2157  
 1-800-803-9202 - (512) 463-6599 - FAX (512) 475-2871  
<http://www.license.state.tx.us> - [cosmetologists@license.state.tx.us](mailto:cosmetologists@license.state.tx.us)

APPLICATION FOR:

# Texas Cosmetology Student Permit

PURSUANT TO TITLE 9, OCCUPATIONS CODE, CHAPTER 1602

Do Not Write in the Fee Area Immediately Below					
FEE	RECEIPT NUMBER	EVENT CODE	FEE AMOUNT	PMT. AMOUNT	MONEY TYPE
Permit Fee			\$25.00		
<b>Payments must be in the form of a cashiers check or money order.</b>					
<b>DO NOT WRITE ABOVE THIS LINE</b>					
<i>NOTE: ALL INFORMATION MUST BE TYPED OR PRINTED IN INK.</i>					
<b>1. Student's Full Name:</b>					
_____		_____		_____	
Last (Family Name)		First (Given Name)		Middle	
<b>2. Do you have a Social Security Number (SSN)?</b> (circle one) <b>YES</b> <b>NO</b>					
<b>If yes, provide your SSN here:</b> _____ - _____ - _____					
<small>Note: If you have a Social Security Number, Section 231.302 of the Texas Family Code REQUIRES all applicants to disclose their Social Security Number (SSN) when filing an application. The SSN that is provided is confidential and is required to enforce Child Support orders.</small>					
<b>3. Date of Birth:</b> _____			<b>4. Gender:</b> <b>MALE</b> <b>FEMALE</b>		
Month      Day      Year			(circle one)		
<b>5. Student Mailing Address and Contact Information:</b>					
_____		_____		_____	
Number, Street and Apt. No. - OR - P.O. Box Number		City		State      Zip Code	
_____			( _____ )		_____
E-mail Address (johndoe@aol.com for example)			Area Code		Phone Number
<b>6. Cosmetology School Information:</b>					
Hill College Cosmetology				_____	
School Name				School Permit Number	
_____		_____		_____	
Number and Street		City		State      Zip Code	
<b>7. Course Type:</b> _____			<b>8. Enrollment Date:</b> _____		
<b>9. If you would like to take the exam in a language other than English, indicate which language you prefer:</b> (circle one) <b>VIETNAMESE</b> <b>SPANISH</b>					
<b>10. Are you enrolling in a high school cosmetology program?</b> (circle one) <b>YES</b> <b>NO</b>					
<b>11. Have you graduated high school or obtained your G.E.D?</b> (circle one) <b>YES</b> <b>NO</b>					
<b>If yes:</b>					
_____		_____		_____	
School Name		City		State      Date	

### STATEMENT OF APPLICANT

I certify that I will comply with all applicable provisions of the Texas Occupations Code, Title 9, Chapter 1602 and 1603; Tex. Admin. Code, Chapter 60; and the Cosmetology Administrative Rules, Tex. Admin. Code, Title 22, Chapters 83, 85 and 89. I understand that providing false information on this application may result in revocation of the license I am requesting and the imposition of administrative penalties.

_____	_____	_____
Date Signed	Student Signature	
_____	_____	_____
Date Signed	Instructor Signature	License Number

TDLR Form 001COS (8/2006)

This document is available on the TDLR website at [www.license.state.tx.us](http://www.license.state.tx.us)

## CRIMINAL HISTORY QUESTIONNAIRE

If you have been convicted of a criminal offense, the Department must review your criminal history to determine if you are eligible to obtain a license. Please list all convictions and provide all other information requested below. You should be very specific and provide exact details. Questions regarding this form may be addressed to the Department's Enforcement Division at [enforcement@license.state.tx.us](mailto:enforcement@license.state.tx.us), or by phone at (512) 463-2906.

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PART ONE:** If you have been convicted of a felony or misdemeanor, **other than a minor traffic violation**, or pleaded guilty or no contest (*nolo contendere*) to any such offense, please complete this section. If you have more than one conviction, please provide the requested information as to each conviction. Attach additional pages if necessary.

County where convicted: \_\_\_\_\_  
(Example: Brazoria County, Texas)

Court where convicted: \_\_\_\_\_  
(Example: 300th District Court)

Date of conviction: \_\_\_\_\_

Exact crime of which you were convicted: \_\_\_\_\_  
\_\_\_\_\_

Sentence imposed by court, or other action taken by court: \_\_\_\_\_  
\_\_\_\_\_

Specific actions or events leading to conviction: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you currently on probation or parole? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, what are the terms and conditions of your probation or parole?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide name and phone number of your reporting officer:

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**PART TWO:** If you are renewing your license, please complete this section.

Have any of these convictions occurred since your license was last issued:

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Failure to provide full and accurate information could result in delay of issuance or denial of your license.

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

# Disciplinary Clock Out Form

## 2009-2010

As allowed by the State Board of Texas Department of Licensing and Regulations, a student may be clocked out and sent home if an Instructor deems it necessary for any form of misconduct and/or failure to follow the policies, rules and requirements set forth by the Texas Department of Licensing and Regulations, Hill College and/or the Salon and Spa Department.

**Reason for Clock Out:**

\_\_\_\_\_ Not completing clean-up duties (Rule #2)

\_\_\_\_\_ Failure to do an assignment (Rule #3)

\_\_\_\_\_ Refusal of a patron (Rule #4)

\_\_\_\_\_ Destroying Equipment or School Property (Rule #10)

\_\_\_\_\_ Electronic Devices (Rule #15)

\_\_\_\_\_ Arguing/Disrespecting an Instructor (Rule #19)

\_\_\_\_\_ Profanity (Rule #19)

\_\_\_\_\_ Clocking another student in or out for **any** reason (Rule #20)

\_\_\_\_\_ Being outside the Building except for Break Time without permission (Rule #23)

\_\_\_\_\_ Being caught in the Parking Lot or in a Vehicle without permission (Rule #25)

\_\_\_\_\_ Other \_\_\_\_\_

Your signature acknowledges this discussion. It does not indicate agreement or disagreement with this disciplinary action.

\_\_\_\_\_  
SIGNATURE OF STUDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF INSTRUCTOR

\_\_\_\_\_  
DATE