

BEAUFORT COUNTY COMMUNITY COLLEGE

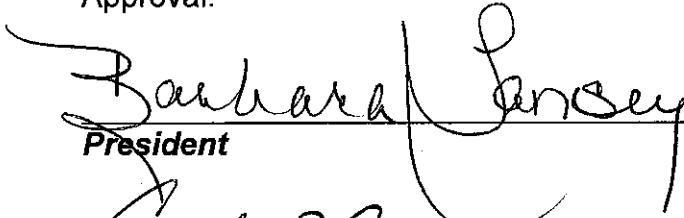
COSMETOLOGY PROGRAM HANDBOOK

2016-2017

The Cosmetology program is approved by the North Carolina Community College System and the North Carolina State Board of Cosmetic Art Examiners.

In addition to the Academic and Student Services Policies and Procedures outlined on the BCCC website, Cosmetology students are expected to follow the rules and regulations of the Cosmetology program, as stated in this handbook.

Approval:



President




Vice President of Academics



Vice President of Student Services



Dean, Allied Health and Public Services



Lead Instructor, Cosmetology

Welcome to Cosmetology!

You have chosen to pursue an education in an exciting career. Cosmetology can be a rewarding and fulfilling journey. Many career opportunities are possible once you have obtained a license to practice the art of Cosmetology.

The diversity of job possibilities include being a hair stylist, hair colorist, nail technician, educator, platform artist, or makeup artist. You may choose to work in a salon or day spa. You might decide to sell professional products, write articles for trade journals, become a stylist for the stars, or find yourself working with a chemist in a lab developing new products for the beauty industry. The future is limitless!

Your determination, work ethic, and ability to interact positively with others are keys to your success. Good luck as you begin this incredible journey. Your instructors are here to guide you and assist you in the accomplishment of your goals.

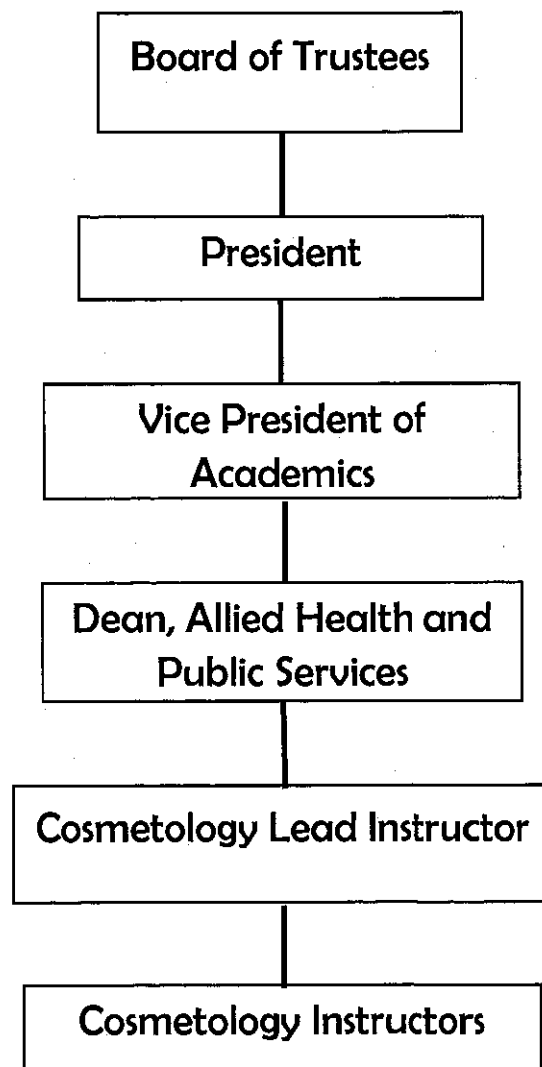
ORGANIZATIONAL STRUCTURE

The organization chart below is provided to assist the student in understanding the chain of command at the college. Students are encouraged to voice questions and concerns about grades directly with the instructor who provided the grade. The students should start at the bottom of the chart and work upward when concerns or grievances need to be addressed.

Students may also seek out Student Services for support, counseling, and concerns. All appeal processes are administered by the Vice President of Student Services.

The lead instructor and full-time faculty are identified on the next page and on each course syllabus. Part-time faculty will vary per semester.

ORGANIZATIONAL CHART



COSMETOLOGY FACULTY

Dean, Allied Health & Public Services

Erica S. Caracoglia
Office: 12-23
252-940-6425

Lead Instructor

TBA

Full-Time Instructors

Kim Moulden
Office: 11-09
252-940-6469

Dora Scherer
Office: 11-08
252-940-6226

POLICIES FOR THE COSMETOLOGY PROGRAM

Formation and Approval of Policies and Procedures

The Cosmetology students are governed by the policies and procedures of Beaufort County Community College. In addition to the College's policies and procedures, specific rules and regulations are designated for students within the Cosmetology programs. Each student should familiarize himself/herself with all Academic and Student Services Policies and Procedures as outlined on the BCCC website, as well as the rules and regulations presented in this handbook.

The purpose of these Cosmetology rules and regulations is to provide consistency and fairness in implementing the Cosmetology programs.

Students will receive an orientation to the rules and regulations in the first Cosmetology course. Students will sign a statement attesting to their understanding and willingness to abide by the rules and regulations while in the Cosmetology program. This signed agreement carries through for the entire enrollment of the student in the Cosmetology program. Students may be asked to sign each semester of enrollment however, the first signed agreement is valid throughout the entire enrollment. Failing to comply with any rule or regulation will result in dismissal. The signed verification sheet indicating an understanding of the rules and regulations is placed in the student's North Carolina State Board of Cosmetic Art Examiner's file.

CURRICULUM DESIGN

Curriculum Foundation

The curriculum description found in the BCCC catalog is provided by the North Carolina Community College System and serves as a foundation for our curriculum design. This model allows for the integration of cosmetology specific concepts throughout the curriculum.

The overall purpose of the curriculum design is to prepare the student to master the program learning outcomes. These learning outcomes serve as the basis for the cosmetology program evaluation and are reflected in course level evaluations.

The placement of courses, cosmetology and non-cosmetology, are presented in the curriculum plan. The sequence of related courses and specific cosmetology content reflect the building of knowledge from simple to complex.

Cosmetology Associate in Applied Science (A55140)

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

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

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

Prefix & Number	Course Description	Class	Lab	Credit
General Education Courses				
ACA 111	College Student Success	1	0	1
ENG 111	Writing and Inquiry	3	0	3
ENG 114	Professional Research & Reporting ¹	3	0	3
MAT 110	Math Measurement & Literacy	2	2	3
PSY 118	Interpersonal Psychology ²	3	0	3
	Humanities/Fine Arts ³	3	0	3
	Total:	15	2	16
Major Courses				
CIS 111	Basic PC Literacy ⁴	1	2	2
COS 111	Cosmetology Concepts I	4	0	4
COS 112	Salon I	0	24	8
COS 113	Cosmetology Concepts II	4	0	4
COS 114	Salon II	0	24	8
COS 115	Cosmetology Concepts III	4	0	4
COS 116	Salon III	0	12	4
COS 117	Cosmetology Concepts IV	2	0	2
COS 118	Salon IV	0	21	7
COS 224	Trichology & Chemistry	1	3	2
COS 240	Contemporary Design	1	3	2
COS 250	Computerized Salon Ops	1	0	1
	Total:	18	89	48
Total Credit Hours Required for AAS Degree				64

¹COM 231 may be substituted.

²PSY 150 may be substituted.

³Humanities/Fine Arts: ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, MUS 210, REL 110, REL 211, REL 212

⁴CIS 110 may be substituted.

**Cosmetology Diploma
(D55140)**

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

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

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

Prefix & Number	Course Description	Class	Lab	Credit
General Education Courses				
ACA 111	College Student Success	1	0	1
ENG 111	Writing and Inquiry	3	0	3
PSY 118	Interpersonal Psychology	3	0	3
	Total:	7	0	7
Major Courses				
COS 111	Cosmetology Concepts I	4	0	4
COS 112	Salon I	0	24	8
COS 113	Cosmetology Concepts II	4	0	4
COS 114	Salon II	0	24	8
COS 115	Cosmetology Concepts III	4	0	4
COS 116	Salon III	0	12	4
COS 117	Cosmetology Concepts IV	2	0	2
COS 118	Salon IV	0	21	7
	Total:	14	81	41
Total Credit Hours Required for Diploma				48

**Cosmetology Instructor
C55160**

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina State Board of Cosmetic Art Examiner's.

Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business.

Prefix & Number	Course Description	Class	Lab	Credit
COS 271	Instructor Concepts I	5	0	5
COS 272	Instructor Practicum I	0	21	7
COS 273	Instructor Concepts II	5	0	5
COS 274	Instructor Practicum II	0	21	7
	Total:	10	42	24
	Total Credit Hours Required for Certificate			24

**Manicuring/Nail Technology
C55400**

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina State Board of Cosmetic Art Examiner's Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

Prefix & Number	Course Description	Class	Lab	Credit
COS 121	Manicuring and Nail Technology I	4	6	6
COS 222	Manicuring and Nail Technology II	4	6	6
Total:		8	12	12
Total Credit Hours Required for Certificate				12

**Cosmetology Curriculum Requirements,
Academic Standards, Rules, and Regulations**

A. Cosmetology Curriculum Requirements and Academic Standards

1. Curriculum Co-Requisites

The required Cosmetology courses are grouped together as co-requisites. One cannot be taken without the other, unless one has previously been completed successfully. They are as follows:

COS 111 & 112
COS 113 & 114
COS 115 & 116
COS 117 & 118

2. Grading Scale 93-100 =A
 85-92 = B
 77-84 = C
 70-76 = D
 69 - 0 = F

Students are required to maintain a GPA of 2.0 to graduate from BCCC. Students making an F in any course will be required to repeat that course with a grade of D or higher prior to graduation and may not advance in COS coursework until the course has been repeated.

3. Program Hour Requirements

Cosmetology A.A.S. degree and diploma

Students entering Cosmetology (Associate's degree or diploma program) in the Fall Semester will take the following blocks of courses:

COS 111 & COS 112 (448 total hours)
COS 113 & COS 114 (448 total hours)
COS 115 & COS 116 (256 total hours)
COS 117 & COS 118 (368 total hours)

The four blocks of Cosmetology courses add up to a total of 1520 hours, therefore attendance is very important as 1500 hours are required by the North Carolina State Board of Cosmetic Art Examiner's to obtain licensure. If a student is absent excessively, the student will not receive the 1500 hours required by the North Carolina State Board of Cosmetic Art Examiner's. Every entering student will follow these sequences and remain with their cohort group unless they receive a failing grade in one or both courses within a specific block. Any student withdrawing from the program must pick up with the next cohort.

Additional COS classes are offered throughout the curriculum and are required to finish the Associate in Applied Science Degree. The hours accrued in these courses may apply towards a student's overall hours, helping them to reach the 1500 hours required by the North Carolina State Board of Cosmetic Art Examiner's to obtain licensure.

COS 224 (64 total hours)
COS 240 (64 total hours)
COS 250 (8 total hours)

Manicuring/Nail Technology

Manicuring/Nail Technology coursework totals 320 hours. A total of 300 hours must be obtained to complete the course and take the North Carolina State Board of Cosmetic Art Examiner's Manicuring licensing exam. If a student is absent excessively, the student will not receive the 300 hours required by the North Carolina State Board of Cosmetic Art Examiner's.

Cosmetology Instructor

Cosmetology Instructor coursework totals 832 hours. A total of 800 hours must be obtained to complete the course and take the North Carolina State Board of Cosmetic Art Examiner's Instructor certification exam. If a student is absent excessively, the student will not receive the 800 hours required by the North Carolina State Board of Cosmetic Art Examiner's.

4. Service Procedures

The required number of services for each course are given to students within each course syllabus. If any student has concerns about his or her time or service performances, please contact either Mrs. Worsley or Ms. Moulden. When student tickets are returned, please contact Mrs. Worsley or Ms. Moulden within a week regarding errors.

All clients receiving chemicals must be signed in no later than 9:30 AM for COS 116 and 10:30 AM for COS 114 and COS 118.

5. Lunch Schedule and Other Breaks

Each person is allowed, and must take, a 30-minute lunch. Students must sign out on the attendance form upon leaving the lab floor and sign in on the attendance form upon returning to the lab floor. The set time for lunch is 1:00-1:30 PM for advanced students and 12:00-12:30 PM for beginner students. No one is exempt from this rule for any reason.

Students are allowed two, 15-minute breaks each day. The first break is from 9:00-9:15 AM; the second break is from 11:00-11:15 AM. These breaks are allowed without clocking out. There will be no other breaks allowed. If you are working during these breaks, please clear it with your instructor to take a short break at another time. Points will be deducted from your lab grade for breaks taken without permission.

***There is no lunch break or 11:00 AM break for COS 116 students. If a student needs a break other than the 9:00 AM break, please see an instructor for permission. Nail students will take a 10-minute break at 3:00 PM.

If you leave the lab floor at any time, unless instructed by your instructor, you must clock out. You cannot accumulate hours while you are not on the floor. Any student who leaves without clocking out will face the following consequences:

1st offense: a verbal warning; recorded time changed; and points deducted from grade.

2nd offense: recorded time changed; points deducted from grade; and the student will be sent home, losing the remaining hours for that day.

3rd offense: recorded time changed; points deducted from grade; the student will be sent home, losing the remaining hours for that day; and the student will be referred to the VP of Student Services.

B. Uniform and Student Kit Requirements

Required Uniform

A black, washable uniform, black shoes, and a nametag must be worn at all times in classroom and lab. Students may wear a black cover-up, black apron, or black lab coat over their uniform while in the lab. No outer garments, such as coats, sweatshirts, or head coverings, may be worn by the student while in the lab. Shirts and tank tops should not be exposed. Black jeans, capri pants, uniform pants that are rolled up, or shorts do not comply with the uniform requirement and may not be worn. If socks are worn, they must be black. Non-compliance with these policies will result in the student being dismissed from class. The student must clock out and will lose hours until returning in proper attire.

The Manicuring program follows the same uniform requirements.

Uniforms and shoes will be checked on a regular basis for cleanliness. Failure to comply with these requirements will result in the student being sent home and a loss of daily hours. Refer to North Carolina State Board of Cosmetic Art Examiner's requirement below.

21 NCAC 14T .0613 UNIFORMS AND IDENTIFICATION

- (1) Each cosmetic arts school must define what constitutes a uniform for students and acceptable attire for teachers. Students and teachers shall wear the uniform or acceptable attire as defined by the school so that Board members or agents of the Board can identify by sight students and teachers.

- (2) Each school's definition of acceptable attire cannot change more than once per year.
- (3) Students must wear a nametag identifying student name, cosmetic art discipline and academic status. At no time shall a student fail to wear a nametag.
- (4) Each cosmetic art school may permit students to be out of uniform a maximum of four days per year. Notice to the Board must be submitted prior to any day uniforms will not be worn.

History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;

Eff. January 1, 2012;

Amended Eff. October 1, 2012;

Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest

Eff. January 13, 2015

Students are to project the image of a professional student while enrolled in the Cosmetology program. Students that do not comply with these policies regarding uniforms must clock out and will lose hours. Students are permitted to return to class after complying with uniform requirement.

Cosmetology Student Kit Requirements

Each student is responsible for his/her own kit. The North Carolina State Board of Cosmetic Art Examiner's requires the kit be complete AT ALL TIMES. It is required that you have all of these items in your kits. Everything should be clean and disinfected. Failure to comply will result in a lower lab grade each day until it is corrected. Random kit checks will be performed and students out of compliance will lose points. The Kit Check Grading Sheet can be found in the appendix of this handbook.

21 NCAC 14J .0303 STUDENTS' PERSONAL SUPPLIES

Each student shall have the following minimum supplies:

- (1) manicure supplies and implements for a complete manicure;
- (2) six combs;
- (3) six brushes;
- (4) sufficient pin curl clips;
- (5) sufficient smooth rollers;
- (6) hard rubber or nonflammable comb for heat protection used in thermal styling;
- (7) one electric curling iron, marcel;
- (8) one razor;
- (9) two scissors, one tapered and one straight;
- (10) one eyebrow tweezer;
- (11) one tint comb;
- (12) one blow dryer; and

- (13) one copy of "An Act to Regulate the Practice of Cosmetic Art in the State of North Carolina" and a copy of the course curriculum requirements, both of which shall be provided at no charge to the student for the first copy.

History Note: Authority G.S. 88B-4;

Eff. February 1, 1976;

Amended Eff. May 1, 2007; August 1, 1998; March 1, 1994;

January 1, 1989; April 1, 1988.

Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest

Eff. January 13, 2015

Manicuring Student Kit Requirements

21 NCAC 14T .0403 MANICURING STUDENT EQUIPMENT

Each manicuring school shall provide each manicurist student with the following:

- (1) a manicurist bowl;
- (2) nail brushes;
- (3) a tray for manicuring supplies;
- (4) one mannequin hand;
- (5) a manicuring kit containing proper implements for manicuring and pedicuring; and
- (6) implements for artificial nails, nail wraps and tipping.

History Note: Authority G.S. 88B-2; 88B-4; 88B-16; 88B-17;

Eff. January 1, 2012;

Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest

Eff. January 13, 2015.

C. BCCC Cosmetology Rules & Regulations

1. Follow the Golden Rule: "Do unto others, as you would have them do unto you."
2. The current BCCC dress code for all Cosmetology students will be enforced at all times. Please refer to Section B of this handbook for the current uniform requirements. Points will be deducted if the student is wearing anything other than the required attire. Students must clock out prior to changing into street clothes at the end of class, or you will forfeit those hours/minutes.
3. Nametags are also a requirement as part of your uniform. If you do not have your nametag visible, points will be deducted. If you do not have your nametag at school, you are not permitted to be in class and must clock out immediately with loss of remaining hours.

4. Students must be well-groomed and presentable to the public at all times. Students must maintain good hygiene. Any issues with body odor, bad breath, etc. will be addressed by instructors on an individual basis, as needed. Students are to come to class prepared to work. Students will not be allowed to do his/her own hair and makeup at the beginning of class.
5. Professionalism: The professional image consists of more than wearing the appropriate uniform. The Cosmetology faculty members are committed to helping students grow in both skills and professionalism. Presenting a positive professional image is a significant factor in career success and advancement for many in this field. Students are encouraged to build habits that enhance their professional image from the beginning of the program. Consequently, the student is expected to ensure that the uniform is neat, clean, and wrinkle-free at all times. Shoes should be neat and clean. Hair and make-up will be appropriate for a business setting. Jewelry will be modest in design, size, and color. When a student fails to meet appropriate standards for professionalism, points will be deducted from weekly lab grade and faculty will talk with the student to identify needed changes.
6. Kits should be clean and free of hair and contain only sanitized tools and implements.
7. Kits should only contain cosmetology related items.
8. Kits should be well organized and easily accessible.
9. On a rotating basis, two advanced students will be assigned to front desk duty and one advanced student to dispensary duty. This is to ensure that each student receives experience in these vital areas. During this period you will be required to stay in your assigned area and be fully responsible for that area. The student will not, under any circumstance, be allowed to leave that assigned area or trade with another student. These assignments will be made well in advance so that booking appointments will not be an issue. Beginners will be trained to work in both areas as well.
10. Attendance: All COS classes will adhere to the Cosmetology Attendance Rule and Class Attendance Rule listed in your syllabus. Students are permitted to clock in Monday at 8:55 AM (no earlier) and Tuesday-Friday at 7:55 AM (no earlier).
11. Each student is assigned a number with which to clock in and out. No one else is allowed to clock another student in or out. If this occurs, on the first offense, the student will be sent home and immediately referred to the VP of Student Services. Loss of daily hours will be documented. This is considered cheating. The same consequences apply for clocking in and not being in class. If a student is clocked in, he/she must be in their designated class or

lab. If a student is clocked in and cannot be found, he/she will immediately lose hours for that day and be referred to the VP of Student Services. Students must also sign in on their designated attendance sheets each day. This is a North Carolina State Board of Cosmetic Art Examiner's policy.

12. In conjunction with the attendance rule and class hour requirements, students must call their instructor's office phone or email their instructor if they will not be attending school that day or if they will be late. If the student's instructor does not hear from the student who is absent, points will be deducted from the class participation grade in theory and from the lab grade in the categories of "quality of work", "time management", and "lab duties". See the class syllabus for instructor phone numbers and email addresses.
13. Sanitation: Students must clean their work area each day. We must always be ready to stand inspection by our North Carolina State Board of Cosmetic Art Examiner's Inspector. Each team member is held responsible for doing his/her own part in keeping our facility safe for the public.
14. Stations may be checked at any point throughout the day. Remember, when going to lunch or on a break, stations must be clean. If a station is found dirty at any time, points will be deducted. *If a student's station is found out of compliance with North Carolina State Board of Cosmetic Art Examiner's regulations at the time of an inspection, they must pack up their belongings and clock out for the remainder of the day losing hours and 25 points from his/her lab grade.*
15. Sanitation (clean-up) should be done in the last 30 minutes of lab time. There is no exception to this rule. All services should be completed and signed off by the instructor 30 minutes before the class ends. This sanitation period is everyone's responsibility. Students are to have their instructor follow up to ensure that their job duty is complete. Otherwise, points will be deducted for that day. Leaving early does not excuse a student from doing assigned sanitation duties. If a student leaves early without notifying the instructor and/or taking care of the assigned lab duty, points will be lost for that day. Students must also pack up and clean their stations every day. Students will not be allowed to leave their belongings in a given station each day.
16. Sanitation/Disinfection includes:
 - Wiping down mirror with glass cleaner.
 - Wiping seat and base of chair.
 - Wiping out and keeping drawer free of hair.
 - Wiping down the whole station including the base.
 - Keeping appliance holders clean and free of hair and other materials.
 - Keeping your area swept and free of hair at all times.

17. Advanced students will be expected to perform any service (client) assigned. If for any reason (including illness) a student is unable to function in an assigned area, he/she must immediately contact the instructor and clock out. If any student refuses a client, he/she must clock out and lose hours for the remainder of the day. Clients are a privilege, the future of our program, and key to everyone's success. They must be treated well. Please remember our department depends on clients in order for students to achieve the required Live Model Completions per the North Carolina State Board of Cosmetic Art Examiner's. It is the responsibility of all students to assist our department in encouraging clients to return here for services. (Every student must ensure client services are satisfactory and that clients are treated with all consideration.)
18. Keep conversations in the lab professional at all times. Never discuss being assigned services that are not needed in front of a client; a client may mistake statements regarding unneeded services for a student not wanting to work on them. Clients do not come to the salon to listen to student problems. If this occurs, points will be deducted from your daily lab grade.
19. Students are never to leave a client to go on a break; a client is the assigned student's responsibility from start to finish. Schedule breaks according to workload with permission from the instructor. If a student leaves a client to go on a break without notifying your instructor, he/she will lose 50 points.
20. Students will only be allowed to receive services from each other on Wednesdays. A student can only receive chemical services every 4 to 6 weeks. This includes relaxers, permanent waves, color, and highlights/lowlights. All chemical services must be documented on the student's client intake form.
21. If a student's lab grade is below an 80, that student forfeits the right to receive services until the lab grade is brought back up to an 80.
22. Beginner students are to work on mannequins only. Once a student has reached 300 hours, he/she may be permitted to work on another beginner student at the instructor's discretion.
23. Beginner students may clock out to receive services from advanced students only if their lab grade is 100, their hours are not in jeopardy, and permission is given by the beginner instructor.
24. Food and drinks are only allowed in the breakroom. No food or drinks are allowed in the lab, classrooms, or the reception area. This rule applies to clients as well.

25. Students are responsible for maintaining their own purse/personal belongings. *Keep these items at assigned work stations or assigned lockers for safety reasons.*
26. Theft or destruction of property will not be tolerated and disciplinary action will occur according to the BCCC Student Incident Procedure.
27. Cell phone use is prohibited in the cosmetology department. No phone calls will be made or received unless they constitute a family emergency. There will be no exceptions to this rule. Students must have permission from their instructor to make or receive phone calls in the Cosmetology Department. Please inform friends, boyfriends, girlfriends, husbands, wives, relatives, children, and parents that this rule will be strictly enforced. Messages will be taken at the front desk if the situation warrants. If any student is seen using or looking at a cell phone for any reason, without permission, he/she will be sent home with a loss of remaining hours, and will have 50 points deducted from your weekly lab grade. Cell phone use is permitted at breaks in the break room or outside only.
28. Students must follow rules for using school products. Students must never use any products that have been brought from home because of the requirement to have SDS sheets. This is a North Carolina State Board of Cosmetic Art Examiner's policy. If a student refuses to abide by this rule, 50 points will be deducted from your grade.
29. Profanity will not be tolerated. If a student is heard by an instructor or client using profanity, that student must clock out and will lose the remaining hours of the day.
30. Students are not allowed to sit in the instructor's office unless it is an appointment during scheduled office hours.
31. No visitors will be allowed in the Cosmetology classrooms or lab in accordance with the North Carolina State Board of Cosmetic Art Examiner's rules and regulations. The classrooms and lab make up a learning environment and the North Carolina State Board of Cosmetic Art Examiner's does not allow visitors in the cosmetology department, unless submitted and approved by the instructor for educational purposes. This rule goes for anyone. If guests come to see the instructors, please notify the instructor first and have her come to the front to greet the guest. Never allow a guest to come back before obtaining permission from an instructor!

****Students are expected to follow all rules of Beaufort County Community College, BCCC Cosmetology Department, and the North Carolina State Board of Cosmetic Art Examiner's. North Carolina State Board of Cosmetic Art Examiner's rules and regulations are posted in each classroom.*

Thank you in advance for following these rules and representing our school and the Cosmetology industry in a professional way! Enjoy your semester!

D. Attendance/Tardy Rule

Students are permitted to clock in at 7:55 AM for an 8:00 AM class; 8:55 AM for a 9:00 AM class; and 1:55 PM for a 2:00 PM class.

It is the student's responsibility to be in class every day. If the student fails to inform his/her instructor that he/she will be absent, the absence will be reflected in a 10-point deduction from the student's lab grade in the categories of "Quality of Work", "Time Management", and "Lab Duties" totaling a loss of 30 points for the day. Ten points will be deducted from the student's class participation grade for each absence, as well, unless the instructor is notified.

The same concept applies for being tardy. If a student is late for theory class without previously notifying his/her instructor, 10 points will be deducted from his/her class participation grade. If a student is late to lab or late coming back from a break during lab without previous notification, 10 points will be deducted from the "Time Management" category of the lab grade.

Ultimately, each student is responsible for completing the total number of hours required for his or her Cosmetology program of study by the end of that program.

- Cosmetology Diploma and Associate Degree students are required to complete 1500 hours.
- Cosmetology Instructor Trainee students are required to complete 800 hours.
- Manicuring Technology students are required to complete 300 hours.

If a student in the Associate in Applied Science or Diploma in Cosmetology program does not reach the required 1500 hours, he or she must enroll in an extra semester (at the cost of the student) to complete those hours. The student will not be able to graduate or receive final North Carolina State Board of Cosmetic Art Examiner's paperwork to receive his/her license until those hours are complete.

E. Campus Regulations

Electronic Devices in Classroom Procedure (Cell Phones, iPods, Bluetooth Headsets, etc.)

All personal electronic devices (cell phones, iPods, Bluetooth headsets, etc.) must be turned off and put away during class. If there is a compelling reason why you must have access to your cell phone or other device during class, you must obtain prior permission from the instructor. Students who disregard this rule may be asked to leave the classroom, and continued abuse of this rule may lead to being dropped from the class. Refer to the Electronic Devices in Classroom Procedure on the BCCC website.

Children on Campus

Children under age sixteen (16), unless enrolled as BCCC students, must not be left unattended on campus at any time. Children under age sixteen (16) are not allowed in classrooms, labs, shops, or other instructional areas, without prior authorization from a college administrator (i.e. vice president, dean, or director). This procedure also applies to BCCC off-campus sites operated by the College. Refer to the Children on Campus Policy and the Children on Campus Procedure on the BCCC website.

Conduct

All persons are expected to conduct themselves as responsible adults while on the College campus. Failure to do so may result in discipline, up to and including expulsion, or other legal action. The campus police will make initial investigations of all breaches of proper conduct and violations of state, federal, and local law that jeopardize the academic mission of the College. Refer to the Campus Conduct Policy on the BCCC website.

Faculty and staff members are reminded that it is their first responsibility to take such actions as are necessary to avoid or eliminate disruptive, aggravating, difficult, or dangerous situations. Argumentative and threatening statements shall not be made. No action should be taken which is prejudicial to the rights of the student or which may restrict the course of action that may later be taken by the college. Procedures for the handling of student disciplinary matters are listed on the Student Incident Procedure on the BCCC website.

Alcohol/Controlled Substance Policy

Beaufort County Community College is committed to providing its employees and students with a safe and healthy environment. Beaufort County Community College also recognizes the use of alcohol and illegal use of controlled substances on campus grounds is detrimental to the health and safety of students, staff, faculty, and visitors. Beaufort County Community College also recognizes that it has the legal authority to establish policies addressing drug and alcohol use pursuant to 23 NCAC 02C.0210. Refer to the Alcohol/Controlled Substance Policy on the BCCC website.

Therefore, Beaufort County Community College has set the following campus policies, to be implemented effective immediately:

Illegal use or possession of controlled substances is prohibited by students, employees, and visitors:

- on all campus properties or grounds including buildings, facilities and vehicles owned by or representing Beaufort County Community College;
- at College-sponsored, conferences, meetings, activities, cultural events, trips or activities representing the College.

Use of alcohol is prohibited by employees, and visitors except as outlined in the provisions of the Facility Use Policy:

- on all campus properties or grounds including buildings, facilities and vehicles owned by or representing Beaufort County Community College;

Use of alcohol is prohibited by students:

- on all campus properties or grounds including buildings, facilities and vehicles owned by or representing Beaufort County Community College;
- at College-sponsored conferences, meetings, activities, cultural events, or trips.

Weapons on College Property Policy

With the passage of amendments to NCGS 14-269.2, it is no longer illegal to carry a concealed handgun on College property so long as the following requirements are met:

1. The firearm may be a handgun only. The amendment does not apply to any other weapon or firearm.
2. The person must have a valid concealed handgun permit issued in accordance with Article 54B of Chapter 14 of the North Carolina General Statutes or a permit considered valid under NCGS 14-415.24.
3. The handgun must be in a closed compartment or container within that person's locked vehicle.
4. The person may unlock the vehicle for purposes of entrance/exit, but the vehicle must be locked immediately after entrance/exit.

All individuals in possession of a concealed handgun must comply with all other applicable state and federal regulations, including carrying proof of identification and providing same to law enforcement upon request.

Academic Dishonesty Procedure

Students enrolled at Beaufort County Community College are expected at all times to uphold standards of integrity. Students are expected to perform honestly and to work in every way possible to eliminate academic dishonesty by any member of the institution.

Academic Dishonesty consists of any deliberate attempt to falsify, fabricate or otherwise tamper with data, information, records or any other material that is relevant to the student's participation in any course, laboratory, or otherwise academic exercise or function. Attempts at academic dishonesty will be viewed as an attempt to defraud the College and may result in permanent expulsion.

Cheating is an attempt to deceive the instructor in the effort to evaluate fairly an academic exercise. Cheating includes copying another student's homework, classwork, or required project (in part or in whole) and handing it in as one's own work; giving, receiving, offering, and/or soliciting information on a quiz, test, or exam; or plagiarism.

Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films, or copying the theme or manuscript of another student. It is plagiarism when one uses direct quotations without proper credit and when one uses the ideas of another without giving proper credit. When three or more consecutive significant words are borrowed, the borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations.

If upon investigation the administrator or instructor determines that a student is guilty of cheating or plagiarism, the following penalties will apply:

- The student will receive a penalty of no less than zero on the work.
- The instructor will submit a written report of the incident to the Vice President of Student Services.
- The Vice President of Student Services will determine whether further disciplinary action is warranted.
- All decisions may be appealed for review by the Student Appeals Committee.

Appendix

Kit Check Grading Sheet

Date _____ Instructor _____ Section _____

	<u>Student Name</u>	<u>Grade</u>		<u>Item Deducted by Number</u>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Each Item is worth 10 points. If a student is not prepared (i.e., does not have tools, books, clippers, rollers or other items in their station or in their locker) *20 points* will be deducted.

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 1. Proper uniform/badge/socks 2. Proper station set-up 3. Personal items in / on the station 4. <i>First Aid kit</i> not visible 5. No visible Hand Sanitizer on station 6. Soiled Implements...combs, brushes, clips 7. Dirty tools; flat irons, rollers, blow dryer vent 8. No "SOILED IMPLEMENTS" bag or container 9. Clippers stored improperly 10. What are the Wet Disinfectant Procedures? 11. What does "SDS" represent, the purpose & how is it used? | <ol style="list-style-type: none"> 12. Razor stored improperly 13. Hair strands in drawers/ containers 14. Clippings left in Clippers/ Shears 15. Broken lids/ containers 16. The <i>Blood Exposure</i> procedures
 _____ Client _____ Yourself 17. Knows how to dispose a razor 18. Knows how to disinfect clippers 19. Over all cleanliness of work area 20. What is a Dry Storage? |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

DAILY LAB GRADES

Name: _____

Week of: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Kit Compliance 10 pts.					
Uniform Compliance (uniform, shoes, nametag) 10 pts.					
Professional Appearance (hair, makeup, nails, body odor, breath) 10 pts.					
Work Area 10 pts.					
Professional Conduct (clients, instructors, fellow students) 10 pts.					
Sanitation (draping, hand sanitizer, barbicide jars, drawers closed, spatulas, other) 10 pts.					
Cell Phone; Food/Drink 10 pts.					
Quality of Work (mannequins, students, clients) 10 pts.					
Time Management (late, wasting time) 10 pts.					
Lab Duties 10 pts.					
Total					

COSMETOLOGY AGREEMENT Effective Fall 2016

I have read and understand policies and rules outlined in the Cosmetology Program Handbook. I agree to abide by these policies and rules. I understand that if I do not abide by these policies and rules, I will be dismissed from the Cosmetology program.

I have been given the opportunity to ask questions, and they have been answered.

Student's Signature

Date