



DAVIS TECHNICAL COLLEGE

COSM 0000 Cosmetology Orientation

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Room:	Salon 1001 and Basic Cosmetology Classroom 1025		
Advisement Hours:	Before and after class		

Introduction

Welcome to the Cosmetology program at the Davis Technical College (Davis Tech)! The purpose of this program orientation is to acquaint you with information specific to the program and its unique policies and procedures. You are required to read this document thoroughly and discuss any unclear sections with your instructor or a Career and Academic Advisor. You may also review college policies on the Davis Tech website (www.davistech.edu) or in Student Services.

Program Description

The Cosmetology program prepares students to enter the world of hair design by teaching the required skills for success in a competitive industry. Students will develop communication skills, professional behavior, and the core skills of working in or building a salon business. Students will work with salon guests in a modern, well-equipped salon and will perform these skills with the newest techniques, products and equipment in the industry. At the end of the program, students will be qualified to take the Utah State Cosmetology Licensing Exams.

Program Objectives

- Demonstrate effective communication skills with clients and co-workers.
- Demonstrate good study habits.
- Demonstrate how to be professional in hygiene, dress and communication.
- Review the science behind cosmetology, from the sterilization of equipment to the structure of cells, tissues, and hair.

- Develop skills in haircutting and hairstyling techniques, treatment of hair, wig and hair extensions, hair coloring, and chemical texture.
- Build the core skills of how to be part of a salon business.

General Information

You can access this orientation on the Davis Tech program web site, as well as current information on the following items:

- Admission Requirements
- Classroom Availability
- Training Location
- Graduation Requirements
- Course Descriptions
- Program Requirements
- Gainful Employment Disclosures
- Estimated Cost (*tuition, fees, program and course materials*)
- Financial Aid
- Credentials
- Job Outlook
- Transfer Options
- Academic Agreements
- Industry Licensing and Certification

Advisement

Teacher advisement is important for your success at Davis Tech. Students who receive regular advisement are more likely to achieve their goals and complete their training program on schedule. Your instructor is available to meet with you during the advisement hours listed in this orientation. These meetings are used for you and the instructor to accomplish the following tasks:

- Update contact information in Northstar and Guest Vision
- Review performance and attendance
- Define and clarify training and career goals
- Select appropriate courses according to interest and aptitude that achieve program completion requirements
- Discuss professional work ethic in performance, attendance, attitude, dress, behavior, and communication
- Discuss challenges with referral to appropriate institutional support systems that can help improve your success

While attending COSM 1150 Cosmetology I and COSM 1155 Cosmetology II, your classroom instructor will be your advisor.

Competency-Based Training

Davis Tech courses are competency-based, requiring you to demonstrate your knowledge and skill according to industry-based objectives and performance standards. Course lengths are based on actual clock-hours and are calculated on the average length students are expected to complete designated course work. At the beginning of each course, you will receive course curriculum which provides guided learning modules for you to follow. This includes the amount of time that should be spent on each learning activity.

Scheduling and Work-Based Activities

COSM 1150 Cosmetology I, COSM 1155 Cosmetology II, COSM 1160 Cosmetology Nails, and COSM1165 Cosmetology Esthetics have a defined-start/defined-end schedule. You must be finished with all course requirements before the end date. If you fail to complete a course by the end date, you will be required to re-enroll and repay for the course.

Students may start clinicals after successful completion of COSM 1150 Cosmetology I and COSM 1155 Cosmetology II. The Cosmetology Clinical Levels 01-08 courses have an extern-type schedule. Following course enrollment, you will receive a schedule that shows the date (4 months from date of purchase) for Clinical 01 and Clinical 02 by which you must complete the course. After those initial courses, you will only have four months from the date of purchase to complete Clinical 03 through Clinical 08.

Each clinical will have minimum service requirements that must be completed while you have attended the length of that clinical (100 or 150 hours). If you fail to complete these minimum requirements, you will have to repay for the clinical course again to allow you more time to complete these requirements. You must fulfill both the minimum required services as well as the attended hours to complete the course. You must attend a minimum of 15 hours per week and have the same schedule Monday-Friday. Davis Tech scheduling options for the clinic floor may be subject to change.

Campus Technology

Each time that you attend class, you will log in to and out of the Northstar Classroom Login Station using your 10-digit student number. You were given this number when you completed the Davis Tech enrollment process. You will use your student number to access the Student Portal as well. Your instructor will provide you with information on Canvas access.

You will learn more about Guest Vision, a salon management system during your time in this program. Your instructor will provide an orientation to this system in your first course.

You can access Canvas from any internet-connected computer at the following URL:

<https://davistech.instructure.com/login>. If you have problems logging in to Canvas, please see your instructor or email online.support@davistech.edu. If you encounter technical problems while in Canvas, use the Help button in Canvas and the "Report a Problem" link.

Learning Resources

Student Resource Center

The classroom includes a Student Resource Center where you will find industry publications, periodicals, manuals, media materials. In addition, you will be given opportunities to use equipment and materials, such as computers with Internet access and software applications that are currently being used in industry.

Electronic Student Resources

Your Canvas orientation course contains electronic learning resources that can be used throughout your time in the program. Each canvas course links to these resources, and they will be updated regularly. If you find a frequently used resource (website, video, tutorial, etc.) that you think would be helpful for other students in your program, consider sharing the link with your instructor.

Students with Disabilities

If you have a disability that may require accommodations, contact and work through the counseling service located in Student Services.

Performance Standards

Progress

Students are expected to complete course work according to a timeline in the course curriculum. The timeline shows the maximum number of hours it should take a student to complete each module of the course. Progress is calculated by the number of scheduled hours versus the amount of coursework completed. Progress must be maintained at 85% or better. If you have difficulty meeting the progress requirement, you are encouraged to talk to your advisor. Failure to maintain the required progress standard, or failure to complete a course by the end date will result in academic corrective action being taken.

You are responsible for printing your own progress report; you can do this at Student Services or on the web from any computer. The advisor will explain how to read a progress report and will provide feedback about your progress in the program. To schedule progress review times, please email your assigned advisor.

Attendance

Attendance is calculated by the number of scheduled hours versus the number of hours you are present in the classroom. The Cosmetology program requires that you maintain attendance of at least 85%. Attendance requirements may be higher depending on sponsorship or financial aid stipulations.

Per Department of Occupational and Professional Licensing (DOPL) guidelines, if you are absent during COSM 1150 Cosmetology 1, COSM 1155 Cosmetology 2, COSM 1200 Cosmetology Nails, or COSM 1300 Cosmetology Esthetics, you will be required to purchase additional clinicals to make up those absent hours at the end of the program. They are available in blocks of 20, 40, or 60 hours. DOPL requires students to be present for the full 1600 hours needed for licensure.

You are expected to notify the instructor on a daily basis if you are going to be absent. If you are unable to reach the instructors via email or the office phone 801-593-2496, you may

contact the receptionist at 801-593-2401 and/or Carol Anderson at 801-593-2351. You may also email us at salonspa@davistech.edu

The guidelines for attendance are based upon that of a working environment. If you were at your place of employment and you were continually late or leaving early, you probably would not have your job for long.

The following attendance guidelines apply:

- You are responsible to clock in and clock out each time you attend class, and when you leave for lunch.
- Clock-in window is five minutes after your scheduled time.
- If you clock in between 5 and 15 minutes late, you will be marked tardy.
- If you are more than 15 minutes late, you will be marked absent and/or written up.
- If you leave before your scheduled time is up, you will be marked absent and/or written up.
- When working in the classroom, if you leave for more than 10 minutes without clocking out, you will be marked as non-productive. If you are gone for more than 20 minutes without clocking out, you will be marked as absent.
- When on the clinic floor, you may leave for five minutes or less without clocking out. If you are going to be gone longer than five minutes, you must clock out and then clock in again when you return. Failure to comply with this is considered unprofessional behavior and is subject to disciplinary action.
- Poor attendance by high school students may result in a grade reduction from the high school. Your citizenship is based on your attendance on the following scale:
 - 95-100% Honorary
 - 85%-94% Satisfactory
 - 67%-84% Needs Improvement
 - 0-66% or lower Unsatisfactory
- If you have a job interview, a meeting with your caseworker, class-related absence or if you are a high school student with a school assembly or activity, please notify your instructor in advance and bring in an excuse form.
- Things do come up, and we will do our best to work with you, but remember, we cannot excuse absences in the system. All missed days will have to be “made up.” If your attendance drops below 85%, you will have to retake the course.
- **During a three hour block, your maximum number of absences allowed is seven. In an accelerated course, or a six hour block, your maximum number of absences allowed is three.**

- While on the clinic floor, or in your Clinical courses, you may take up to 10 personal days per fiscal year without affecting your grade. Each personal day must be approved and excused by notifying your advisor and then the front desk.
- If you are in the hallway, visiting, violating web privileges or refusing to take appointments, you will be written up, which can result in probation.
- If you are in attendance during your scheduled block but are non-productive (not performing a service or working on an assignment), you may be marked absent and/or given a write up.
- Failure to meet attendance requirements will result in one-month probation.
- Repeated periods of attendance related probation may result in termination from the program.
- If you forget to clock out at the end of the day, you may not get progress for the hours you attended.
- All the absent hours that you acquire in your core courses must be made up at the end of your training and before graduation. To make these up, you will need to purchase the elective Cosmetology Clinicals.

Grading

You must maintain an 80% or better cumulative average on all theory tests and assignments and you must receive a comprehensive score of 100 percent on any skill demonstrations (this means that you must have 100 percent comprehension of the task, not 100 percent perfection) before you will receive credit for module completion. Tests and labs are closed book. You cannot proceed to the next assignment or activity in the class until you pass the test at the required proficiency level. If you do not pass skill demonstrations or tests with the required proficiency level, you may be required to retake the course.

Your grade for this course will be calculated by weighting your work according to the following scale:

5%= Attendance

5%= Preparedness

50% = Skills Demonstration

35%= Tests

5% = Assignments

The grading scale used throughout this program will be:

A	94 – 100%	A-	90 – 93%		
B+	87 – 89%	B	85 – 86%	B-	80 – 84%
C+	77 – 79%	C	74 – 76%	C-	70 – 73%

All students who fail to complete the minimum requirements of a clinical and have to purchase it again in order to complete the minimum requirements will receive 50% progress on that clinical course.

**Please note that some high schools do not use a letter grade from our program and will only accept a pass or fail. See your CTE Coordinator at your high school for questions.*

Testing

You will be required to take a test after each chapter and at the end of each module in the core courses. You must be in class on the dates of the scheduled tests. Make sure you are aware of those dates; they will be posted by your instructor. To pass the course, your test scores must average 80% or better. If in the last week of your course, your average test score is below 80%, your instructor will select three tests that you may retake in order to raise your test average. If your test scores are still below 80%, you will then need to retake the entire basic course.

If you are absent on a test day, you must coordinate with your instructor in advance. You may make up the test within one week. If you do not complete the test within that week, you must take it as one of your retakes at the end of the course. **Note: Tests may only be retaken on a day designated by your instructor.** If you miss that day, you may be required to retake the course.

The final test is taken during Clinical 8 before you take the State Board theory exam. This test will be taken on the computer and must be passed with a score of 80% or higher. You will have three chances to pass this test.

Skill Demonstration

Throughout your first four courses of the program, an instructor will demonstrate each skill to you. As you observe, practice and then master a skill, you will demonstrate it to the instructor. **Skills must be demonstrated at required competency.** If you demonstrate the skill at a low competency, it will be considered practice. You will not have your modules signed off until competency level is reached. If you miss days during the time we do practical/hands-on work and you fall behind the class schedule, it will be your responsibility to find time to make up the practical missed. Each practical prepares you for the next one and is necessary for your progress. You may be required to purchase another mannequin that you can practice on to catch up. These mannequins can be purchased from the receptionist. All practical/hands-on work must be signed off before you can complete the live model requirement in your modules.

Once you are on the salon floor, there will be two skills demonstrations - mock state board exams throughout your clinical courses. You will be responsible for providing all the supplies needed to complete the mock state board exams. You should schedule these exams by the time you reach your fifth clinical course. Attendance, however, is mandatory once you schedule a mock exam.

A Certificate of Program Completion is awarded for those who complete the entire Cosmetology program (1600 hours). A Verification of Graduation will also be given, which is necessary to obtain your license with DOPL (Division of Occupational and Professional Licensing). When you are near completion, please see your advisor for assistance with documentation and the process required to receive the certificates.

Academic Probation and Termination

Your success in this program is important to us. We will work with you to help you succeed, but if you are not meeting the minimum standards as described in this orientation, we are committed to taking appropriate actions to help you improve.

Probation, termination or retaking of a course is based on the following:

- **Academic:** Failure to maintain 80% or better on test scores.
- **Progress:** Failure to achieve 70% monthly progress.
- **Attendance:** Failure to achieve 85%.

If you are put on probation for academic or attendance violations, you will have 30 days to improve (with the exception of cheating and stealing, in which case immediate action will take place). If you meet the required performance standards during that time, you will be taken off probation. If you are unable to comply with the required program performance standards, you will remain on probation and a Student Improvement Plan will be developed. The plan will include details of the unsatisfactory performance, outline a plan and timeframe for performance improvement and describe the process that will be used to monitor and evaluate future performance. This Plan will be submitted to Student Services to become part of your student record. The Plan will be signed by you and the instructor. The instructor and counselor may also evaluate what barriers might prevent your success in the program and whether or not other training options should be considered.

If you fail to meet the performance standards outlined in the Student Improvement Plan, you will be required to participate in a Committee Review in order to continue as a student at Davis Tech. The committee will be composed of you, the instructor, the program director, an impartial program director, and a college counselor. The committee will evaluate the corrective actions taken by the college, the Cosmetology program and you to determine a mutually beneficial course of action. Possible options may include but are not limited to: continued academic probation, additional assessment, recommended change to another educational program, suspension, or termination from the program.

If conditions do not improve, you may be terminated from the program. Termination will be a minimum of ten (10) weeks. After that period, you will be eligible to re-enter the Cosmetology program subject to the availability of an opening in the class. Only one termination will be allowed.

If you fail to appear for the Committee Review, you may be considered for disciplinary termination. If you have received a Student Improvement Plan or have been placed on academic probation and subsequently leave the institution, you may be considered for disciplinary termination. If you are terminated for academic performance, you must meet with a Career and Academic Advisor to discuss a plan for correction before being permitted to re-enroll at Davis Tech.

Students who are on academic probation may lose federal financial aid, scholarship eligibility, or sponsorship and benefits, as determined in accordance with college Financial Aid requirements and Department of Education regulations.

Any documented episode of cheating/stealing will result in a write-up and a Committee Review.

Problem Resolution

If you are not satisfied for any reason with classroom management, grading or academic disciplinary actions taken, discuss your concerns with your instructor. If this does not resolve your concerns, please contact Student Services.

Off Campus Learning

During the clinical course work, you will be required to complete one or more hands-on activities off campus in the following salon experiences:

- **Cutting Crew:** Students and instructors go to different elementary schools every Wednesday and give free haircuts to children. We try to find lower income schools to help benefit those in need.
- **Davis Hospital Davis Tech Salon:** Advanced students can go Tuesday- Friday to a Davis Tech Cosmetology salon located at Davis Hospital and perform various services to gain a “salon” experience and provide care for our community. To participate in this experience, Davis Hospital & Medical Center requires that Cosmetology students present immunization records for chicken pox, whooping cough (DTaP), and influenza.
- **One off-campus event:** The Davis Tech Fashion Show or the Davis Tech Halloween contest.

The same Davis Tech performance/attendance rules apply to all of our "off-campus" learning opportunities. For your protection, we strongly recommend immunization records for all “off-campus” activities.

Placement Services

Placement services are available to you when you complete your program. These services include resume review, interview skills and job placement assistance.

Student Policies and Procedures

You may find further information on institutional student policies and procedures here:
<http://www.davistech.edu/student-policies>

Student Follow-up

Your success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify us of your employment status. If you are already employed, become employed, or if your employment status changes, please notify your instructor. You may also report current military service, the pursuit of additional education, or indicate reasons that may prevent you from completing your program or finding employment. If we don't receive a response from you, a Davis Tech employee will contact you to request your employment status.

Program Safety

You will learn about industrial safety in COSM 1150 and are expected to comply with the following safety standards while in the program:

- If you cut yourself or a client with clippers, a razor or scissors you will be required to do a

blood spill procedure. You are required to have a **complete** blood spill kit in your cart/bag at all times. You can purchase your own blood spill items or you can buy them from Davis Tech Cosmetology for a minimal cost.

- You must always maintain control of your implements, taking care to notice your surroundings and do everything possible to ensure you are not endangering yourself or those around you.
- If a client has permanent solution or color in his/her hair while it is necessary to evacuate, we can go to a back-up salon where we will be allowed to rinse out the hair color.

Instructor Response Time

Your instructor will respond to any question regarding the program, assignments, or assessments in 24 hours within the Davis Tech operational schedule.

Course Evaluations

At the end of each course your curriculum will guide you to an online evaluation with questions about instructional content and your primary instructor. We appreciate and value your feedback. Although you will be asked to enter your student number, this is simply to verify the evaluation is completed only once per student. Feedback is used for program improvement and professional development.

Student Conduct/Program Policy

Professionalism

Cosmetology is a social and creative environment that allows us to become more personal with each other than most businesses. This closeness makes our industry special, but it also makes it challenging for stylists to maintain professionalism; yet it is an absolute must in the salon work place. We have a unique opportunity in our industry to make a large impact on society. You must understand that professionalism is as important as learning cosmetology techniques. The rules we have in place are here to help you become a professional in the workplace when you graduate. The most important part of professionalism is to accept others, even those who are different than us. We need to avoid behaving negatively and show respect to clients, students, instructors, and ourselves. It is important to remember that healthy relationships are not based on judging or ridiculing people when they are different or seem unfriendly. Instead, it is our responsibility to find a way to create a healthy relationship with all people we associate with.

Dress Code

Why do we need a dress policy?

There is a direct correlation between how one dresses and how one thinks, feels, acts or behaves, and how others react or respond. According to Dr. Jeffrey Magee, a consulting research psychologist who, in 1997 and 1998, surveyed 500 firms ranging from small businesses (100+ employees) to Fortune 500 companies, businesses that lowered the dress standard reported:

- Relaxed attitudes lead to relaxed performance.
- An increase in tardiness, absenteeism, and early departures.

- An increase in foul language and inappropriate conversation.
- An increase in provocative actions, which leads to more complaints to HR, and consequently, to more litigation.
- A decrease in polite, mannerly behavior.
- A decrease in productivity and overall quality of work.
- A decrease in commitment and company loyalty.

What is our dress policy?

Our policy is to dress professionally--to look sharp and well groomed. Our objective is to maintain a professional work/study environment and to promote clean and appropriate dress for employment and increase clientele by appealing to all categories of people. As a professional in training it is your responsibility to reflect your career choice in your dress standard. Dress to impress!

What to wear

- Always attend class looking clean and professional and observe all the rules of good hygiene. Hair and nails should always be neat and fashionable.
- Aprons must be kept clean with nametag visible at all times while on campus. Aprons and nametags must be purchased from the Davis Tech Bookstore.
- All clothing must be solid black. This is an industry standard that is timeless, classy, professional, and keeps the focus on your salon guest.
- You may wear professional slacks, skirts, shorts or dresses. **No exercise pants, sheer leggings, or worn out articles.** If you are uncertain about a particular garment, check with your instructor *before* wearing it to class.
- **Shorts and skirts/dresses can be worn only if they are at knee length, even in a sitting position.**
- Professional “dress shirts” must be worn. No tank tops, spaghetti straps, hooded shirts, or tee shirts with obscenities or letter printings are allowed. There should be enough of a sleeve that your armpits are covered.
- You are allowed to wear jeans on Friday in the Davis Tech Salon by donating one dollar to SkillsUSA. Denim blue jeans must be professional looking--no holes, frays, and/or odd colors.
- You may accessorize with any color. Excessive jewelry and make up are not appropriate. Your accessories should not affect your ability to perform services. Accessories include shoes, jewelry, headbands, belts, scarves, etc.
- No hats or bandannas are allowed.
- You must wear closed-toe, professional shoes. These can be any color. They must be clean with no writing on them. Shoes that are too worn are not acceptable. Please keep safety in mind as you choose your shoes, and choose a quiet shoe while you are in the spa area.

- Remember the four **B's**: no **b**osom, **b**ottom, **b**elly or **b**ack should be seen. They need to be covered up at all times to maintain a professional standard.
- Body art and piercings must not be overly distracting or offensive. If your body art contains anti-political features, vulgarity, and/or nudity you will be asked to keep it covered. You will be asked to remove excessive piercings.

There may be days where you will be allowed to wear items not in the dress code as a fundraiser or special event. Your instructors will give details.

Failure to adhere to the dress code will result in a written warning. You will be sent home to change and will be marked absent.

Food and Drink Policy

In keeping with federal guidelines, OSHA (Occupational Safety and Health Administration) standards and CLIA (Clinical Laboratory Improvement Amendments) regulations, **no food or drinks will be allowed in the salon area** except on those days when we have a special event. You are not allowed to leave food or drinks anywhere in the classroom. A water bottle with a tightly closed lid is acceptable. Arrangements may be made with an instructor in case of special circumstances.

Clean-up

At the end of each service you will sanitize your work area and implements. When you are signed off at the end of the day, you are required to follow the general cleaning schedule. Plan your time so you have ten minutes to do a general clean up before you leave. We take pride in providing a clean, relaxing environment for our salon guests and may assign additional cleaning/organization projects as needed.

Student-to-Student Services

When performing a student-to-student service, both students must have a ticket. The student performing the service will get a service ticket from the front desk and the student receiving the service must get a student-to-student service ticket from the instructor on the floor. In order to accommodate the flow of our salon guests, there may be days that student-to-student services are limited or are not allowed. Please check with your instructor prior to performing these services. Please note that if your progress is not maintained at the minimum standard, you will not be allowed to participate in student to student services. Student-to-student services may be performed thirty minutes after the scheduled beginning of your block to accommodate salon guests.

Children/Visitors in the Classroom

Uninvited guests in the classroom are not accepted. Friends, family and children can come and receive a service, but cannot be here to "visit or hang out."

Cellphone/ Portable Electronic Devices Use

With the growing use of technology in all aspects of life, it is vital that we learn to use these technologies in an appropriate and professional manner. Cellphones/tablets/computers may be utilized in our Business Technology Center to do research for class projects, continuing education,

turning in assignments, etc. Cellphones may be allowed on the salon floor only in times deemed appropriate by your instructor. This includes but is not limited to: timing chemical processes, showing your guest your portfolio, looking at pictures during the consultation, taking before and after photos, etc. **Note: Texting, playing games, taking phone calls, or any other unprofessional behavior is never appropriate or allowed while on the salon floor or in the classroom.** Should you need to take a phone call or text message, you may step into the hallway. Failure to comply with this policy will result in a write up and a meeting with your advisor for disciplinary action and/or success planning.

Parking

In the west parking log there are parking stalls designated for our salon guests. They are marked "Cosmetology Patrons Only." **You are not allowed to park in these stalls**—they are there for the convenience of our salon guests. We lose these guests due to poor parking availability. If your car is found in one of these parking stalls or anywhere else on campus where parking is not allowed, your car may be towed.

Restroom

The restroom located in the Cosmetology Salon is for instructor and salon guest use only. You must go down the hall to use the public restroom.

Special Events

The Davis Tech Salon and Spa hosts a variety of special events throughout the year. These events are designed to give you the opportunity to experience some of the possibilities in your career as well as ideas and training for your salon success. We host an annual fashion show, Halloween Competition. Other opportunities present themselves within the community and the school throughout the year. In order to create success at these events, your participation is required. You will be given dates for these events by your instructor in advance to help you get coverage in your home life so you can be present for these events.

Social Media

One of our favorite methods of communication is through our social media sites! Please be sure to follow us on Facebook, Instagram, and Pinterest. Invite your friends to follow us as well! This is a great way to promote yourself, build your clientele, and keep up with what is happening in the program. We love to show off your work and give credit where credit is due! The more you interact with us on social media the better the experience becomes, and you will have greater exposure to create a name for yourself prior to graduation. We also have opportunities to participate in videos on YouTube and blog posts for your enjoyment and education. See your instructors for a list of our Facebook pages and other social media sites.

Your online presence is an extension of your personal self. Therefore it is important that you adhere to the school policies and procedures and remain professional in your social media interactions just as you would in person. *Please note that any form of online bullying will not be tolerated.* If you are having problems please take appropriate actions with your instructor or Carol Anderson. If you are unprofessional in our social media interactions, you will need to meet with your advisor for disciplinary action/success planning.

Transferring Between Cosmetology Related Programs

If you transfer between cosmetology related programs (Cosmetology, Hair Designer, Esthetician, Advanced Esthetician, or Nail Technician) your courses, transcripts and/or skill demonstrations will be evaluated individually, and plans will be developed individually for graduation. Courses in your program may not transfer to your new program. You may need additional clinical(s) to ensure your skill level and total training time matches the licensure of your new program.

Transferring into a different program may also impact your financial aid. Before transferring, take time to meet with a financial aid advisor to determine if your costs will increase or decrease, additional dollars can be distributed, or you will need to pay back dollars to the financial aid program due to changes.

Statement of Responsibility

Must be reviewed and signed WITH instructor.

Cosmetology Code of Conduct

- I understand that I need to show all instructors courtesy and respect. If I disagree with an instructor, I will talk directly to her in a respectful manner to solve my issue or talk to Carol Anderson.
- I agree to be respectful and courteous of others by not using foul language, having inappropriate conversations or spreading rumors.
- I agree to not use, possess, distribute, or be under the influence of alcohol or controlled substances.
- I understand the confidentiality I have toward my clients, and I will not repeat any information they give me.
- I will not spread “rumors” that I hear in the salon/classroom about other students/instructors since this causes a hostile atmosphere. If I have any issues or hear something that is of concern, I will talk to my instructor or Carol Anderson.

Customer Service Conduct

As a student, I realize that customer service is related to my training and is necessary for me to become proficient in all skills pertaining to cosmetology licensure.

All students must follow these Customer Service Rules:

- I will accept all salon guests. Declining to provide a service without an instructor’s approval is inappropriate and will be written up.
- I will not change or move any appointments without an instructor’s approval; it is inappropriate and will be written up.
- I will be in class at my scheduled date and time and arrive fifteen minutes before my appointment.
- I will make arrangements to stay and finish my appointments if they take longer than I expected.
- I will keep my station and chair clean and orderly for each salon guest I serve.
- I will always try to exceed any salon guest's expectations by treating him/her as a 5-star guest.
- I will always educate my guest about what products work for their hair/skin/nails. I will provide them with written instructions and product recommendations for their home maintenance routine.
- I will always greet the salon guest in a friendly manner.
- I will always do a complete consultation with an instructor before I begin and end a service and make sure I have my ticket signed. If I fail to get signed off for a service, I will not

receive credit for that service and may be referred to my advisor for disciplinary action/success planning.

- I will always sanitize my station after each salon guest and clean up after myself. If I fail to do so, I may not receive credit for that service.
- I am committed to always providing my personal best and working hard to meet and exceed my educational goals. I am part of a hard working team and will support those around me in achieving their goals.

Utah Rules and Regulations

Pursuant to Section 58-11a-301 of the Barber, Cosmetologist/Barber, Esthetician, Electrologist and Nail Technician Licensing Act, a license is required to engage in the practice of cosmetology/barbering.

Practice of cosmetology/barbering means:

- styling, arranging, dressing, curling, waving, permanent waving, cleansing, singeing, bleaching, dyeing, tinting, coloring, or similarly treating the hair of the head of a person;
- cutting, clipping, or trimming the hair by the use of scissors, shears, clippers, or other appliances;
- arching eyebrows, or tinting eyebrows or eyelashes, perming eyelashes, applying eyelash extensions, or a combination of these procedures;
- removing hair from the face, neck, shoulders, arms, back, torso, feet, bikini line, or legs of a person by the use of depilatories, waxing, or shaving equipment;
- cutting, curling, styling, fitting, measuring, or forming caps for wigs or hairpieces or both on the human head; and
- practicing hair weaving or hair fusing or servicing previously medically implanted hair.

Persons engaging in unlawful conduct, which includes practicing or engaging in or attempting to practice or engage in, activity for which a license is required (Section 58-11-502), are subject to the penalties outlined in Section 58-11-503 of the act. If a citation is issued, the failure of an applicant for licensure to comply with a citation after it becomes final is a ground for denial of license.

Pursuant to R156-11a-503, the following fine schedule shall apply to citations issued under Title 58, Chapter 11a.

The fine for practicing or engaging in, or attempting to practice or engage in activity for which a license is required is:

- First Offense: up to \$1,000
- Second Offense: up to \$2,000
- Any subsequent offense: up to \$2,000 for each day of continued offense

The full text of the Barber, Cosmetologist/Barber, Esthetician, Electrologist and Nail Technician Licensing Act may be accessed at: <http://dopl.utah.gov/laws/58-11a.pdf>.

The full text of the Barber, Cosmetologist/Barber, Esthetician, Electrologist, and Nail Technician Licensing Act Rule R156-11a may be accessed at:

<http://www.rules.utah.gov/publicat/code/r156/r156-11a.htm#T8>.

This program leads to a Utah state licensure that requires a valid Social Security Number (SSN). You will not be able to work in this profession in Utah, unless you have a SSN. For more information, you may visit the following government websites:

- https://www.ssa.gov/ssnvisa/Handout_11_1.html (Social Security Numbers for U.S. Permanent Residents)
- <https://www.ssa.gov/pubs/EN-05-10096.pdf> (Social Security Numbers for Noncitizens)