

**"KNOWING  
WHY ALLOWS FOR  
THE FREEDOM  
TO CREATE"  
-LEO PASSAGE**



**pivot point.**  
MEMBER SCHOOL

Prepare for Greatness...Texarkana College Cosmetology is a Pivot-Point Member School and CHI Environmental School, offering excellence through education in a state of the art facility designed to prepare students for a career in this rapidly expanding area. This program provides students with classroom study, demonstration, and practical work. Combining art and design, Pivot Point's Designer's Approach teaches students to see, think, create and adapt as designers. Pivot Point training not only teaches you the "how" but the "why". Pivot Point believes that training only the "how" limits the students to technical skills...the "why" fosters the students to create and adapt as hair designers. We also require students to complete at least four community service projects to teach students the importance of giving back to the community. A Pivot Point education stands apart from others, giving our graduates an advantage over other beauty school graduates. After graduation from the cosmetology program, students take the state licensing examination. The examination consists of a written test and a practical test in which applicants demonstrate their ability to provide the required services. Students in the cosmetology program are kept abreast of the latest fashions and beauty techniques and are ready for immediate employment upon graduation and passing the state test.

# CAREERS IN THE BEAUTY INDUSTRY

Careers in the beauty industry are not just professions but exciting opportunities. Professionals in the industry provide personal beauty services for their clients to improve and enhance their appearances. The industry offers a wide range of opportunities to suit a variety of interests and needs. It is a portable profession that affords one the opportunity to meet people and express creativity no matter where in the world they may find themselves.

Professionals in all areas of the industry should have a sense of form and artistry. They should enjoy dealing with the public and be sensitive and aware of their clients’ requests and preferences.

The skills and talents developed through a beauty education can be employed in a variety of ways, which are well suited to both scientific and creative minds. There is a high degree of flexibility that allows professionals to work part-time or full- time to accommodate individual needs. The environment also varies from working in a salon or spa, to working in motion pictures. The world of beauty is open to everyone and can be catered to the interests and skill level of the designer, esthetician and technician.

The list below is not intended to represent all of the career opportunities available.

Please note: Although placement assistance is provided, employment is not guaranteed.

<b>Salon &amp; Spa</b>	<b>Travel</b>	<b>Sales</b>
Hair Designer	Platform Artist	Retail Manager
Makeup Artist	Private Consultant	Advertising/Marketing Director
Esthetician	Salon or Corporate	Account Executive
Color Specialist		Manufacturer’s Representative
Nail Technician	<b>Education</b>	
Waxing Specialist	Salon Education Director	
Salon/Spa Manager	Retail Product Educator	
Salon/Spa Owner	Academy Educator*	
Salon/Spa Trainer	Corporate Educational Director*	
	Academy Educational Director	

\* May require additional certification or licensure

Those who choose to enter the professional beauty industry are taking the first step toward a rewarding and exciting future. But to really reach the top and make the best possible use of individual talent and artistry requires an exceptional education. A Pivot Point education is just that; it is an education that works for everyone.

# **JOB OUTLOOK**

The outlook for industry professionals is good. An increasing population and higher incomes are creating a growing demand for salon and spa professionals. At present, the demand for industry professionals is greater than the supply, and that trend is expected to continue.

According to the United States Department of Labor, the U.S. employment rates for hairdressers, hairstylists, cosmetologists, and shampooers are projected to grow by 14 percent through the year 2020. Employment of manicurists and pedicurists is expected to increase by 19 percent and skin care specialists are projected to have even more growth – up to 35 percent over the same period!

Source: U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 2012-13 edition.

The beauty industry is an ever-growing and changing field, which requires professionals to seek continuing education to maintain their licenses. Additional training or experiences may also be necessary or desired in some specialty areas in order to achieve all goals and meet the diverse needs of clients today. Students at Texarkana College Cosmetology are encouraged to participate in lifelong learning via continuing education or outside educational opportunities. Many classes are regularly publicized through the Pivot Point Network and Farouk Systems Network. Make an appointment with an instructor to gain information and advice on continuing education opportunities.

# **CONTINUING EDUCATION REQUIREMENTS / NEEDS**

The beauty industry is an ever-growing and changing field, which requires professionals to seek continuing education to maintain their licenses. Additional training or experiences may also be necessary or desired in some specialty areas in order to achieve all goals and meet the diverse needs of clients today. Students at Texarkana College Cosmetology are encouraged to participate in lifelong learning via continuing education or outside educational opportunities. Many classes are regularly publicized through the Pivot Point Network and Farouk Systems Network. Make an appointment with an instructor to gain information and advice on continuing education opportunities.



# INDUSTRY PHYSICAL & SAFETY DEMANDS

The beauty industry is best suited for persons who are generally in good to excellent health. Many products are used during the educational process and in the field that may contain chemicals to which a person may be sensitive. It is, however, a fundamental requirement of these programs to use and/or demonstrate the use of the products carried by the Cosmetology Department, both and for classroom as well as clinical work.

**Physical Demands:** Stylists and technicians, by the very nature of what they do, are required to spend long hours standing, sitting, bending, reaching and performing repetitive motions. As with other physically demanding vocations, these work activities can cause fatigue and/or pain in various parts of the body and serious injury can sometimes occur. Some aches, pains and/or injuries develop slowly over a long period.

In many cases, health challenges can be prevented through improved posture, better work habits, proper equipment and proper equipment use. An important part of one's education is to understand that developing good habits at the beginning of training will help prevent injury and/or health issues in the future.

**Safety:** In order to protect the public, state laws, rules, regulations, and/or standards apply to this field. All persons working in the field are responsible for maintaining a level of understanding and are required to practice according to current law as well as adhere to changes in law. The state is not required to directly notify any person or entity of changes in the law and/or changes to standards.

## LICENSING BODY

**The Texas Department of Licensing and Regulation**  
**920 Colorado Austin, Texas 78701**  
**(512) 463-6599**  
**(800) 803-9202**

The United States requires cosmetologists, estheticians, and nail technicians to have a license in order to legally practice.

## PROFESSIONAL AFFILIATIONS

Texarkana College Cosmetology is a proud member and in good standing with the following agencies:





### **Mission Statement**

The objective of Texarkana College Cosmetology is to provide the educational tools needed for students to become exceptionally trained, qualified professionals in cosmetology. By providing each student with a comprehensive education, Texarkana College Cosmetology strives to provide opportunity for employment and advancement in the beauty industry.

### **What Can Be Expected**

Texarkana College Cosmetology offers more than just the education necessary to pass the state board examination to become a practicing cosmetologist, esthetician or nail technician. We offer an education far beyond the “how” and into the “why.” All course offerings stem from Pivot Point’s fundamental art and design concepts and principles and incorporate classroom instruction as well as practical client application. We also require students to complete at least four community service projects to teach students the importance of giving back to the community. A Pivot Point education stands apart from others, giving our graduates an advantage to gain the prestige of being associated with an educational institution that is known and respected throughout the world.

### **Pivot Point is Unique**

Pivot Point teaches design through its Designers Approach program. This approach has its roots in the Bauhaus Theory established by Walter Gropius in 1899. This theory is based on a unique harmony between science, technology and art. Originally directed toward architecture, Gropius broke tradition by blending scientific formulas and measurements with artistic visual effects. Decades later, Pivot Point’s founder, Leo Passage, used these same principles to create a curriculum based on a set of design principles that would bridge cultural and language barriers. This makes it possible for virtually anyone, anywhere, to learn through Pivot Point’s unique system of teaching.

As with any art form, cosmetology, esthetics, and nail technology can be broken down into basic elements. Design principles are universal plans of organization that can be effectively applied to hair, skin and nails as in music, poetry and other art forms. Pivot Point has developed and utilized an educational foundation based on timeless universal principles of art and science. These two disciplines blend to form a practical educational framework that has a scope beyond a beauty school. Vocational training centers worldwide have adopted our curriculum and teaching system—making our concepts internationally accepted.

### **Worldwide Education**

Pivot Point’s affiliated training centers located around the world form a network of communication for sharing educational concepts and the latest fashion trends. This information is the inspiration for Pivot Point’s Meta: a continuing education publication for salon professionals. Used in conjunction with basic design skills, Meta: shows how to recreate the latest styles and techniques that are sweeping the fashion scene. Meta: is part of the cosmetology curriculum and is the student’s link to what’s happening in salons and spas worldwide.





# COSMETOLOGY PROGRAM

## 42 SEMESTER CREDIT HOUR COSMETOLOGY PROGRAM

Students can expect to complete this program in three semesters if they attend full-time and six semesters if they attend part-time and are in satisfactory academic progress. Additional program information may be found online at [www.texarkanacollege.edu](http://www.texarkanacollege.edu)

### Course Objectives

The objective of the cosmetology course is to acquaint students with all aspects of cosmetology to receive the well-rounded educational foundation needed to successfully pass the state licensing examination and become successful designers. By incorporating Pivot Point's innovative philosophy of Seeing, Thinking, Creating, and Adapting as a Designer in A Designer's Approach curriculum, students are prepared for meeting and exceeding the demands of today's increasingly savvy salon clientele. In addition, Pivot Point has a complete Salon Success module integrated into the program, which helps students prepare for their career. Salon Success study addresses communication and business skills specifically designed for the salon or spa environment. With a strong technical background and strong communication skills, graduates will have the resources necessary to become successful cosmetologists.

# **COURSE DESCRIPTION**

## **Discover**

During Phase 1 students are introduced to the fundamentals of Sculpture, Hair Design, Texture, and Color. Study in these areas will explore sculpting and designing services for all types of hair, how to make permanent texture changes in hair including making curly hair straight and straight hair curly, and how to formulate hair color for any client while relating numerous color designs to the sculpted form.

In Phase 1 a focus is placed on learning how to see as a designer as students become familiar with the theory, tools and procedures used for providing sculpting, designing, texture, and color services. In addition, the theory and practice for manicuring, pedicuring, waxing, facial, and makeup are explored. Being able to determine the competency and complexities of the medium with which one will be working will be covered in Trichology (the study of hair). Students will put this information into practice by learning to shampoo and condition the hair. Additional areas of student include Professional Development, Salon Ecology, and Electricity. An introduction to Salon Success provides study in the areas of Life Skills and Guest Relations that are necessary for entry-level salon proficiency. Students are required to create a Salon Style Book.

## **Experience**

Students continue to Phase 2 of the course, which features A Designer's Approach advanced workshops for Sculpture, Hair Design, Texture, Color, and Nail Services. Focus during this phase is on the introduction of the Student Salon or Clinical portion of the course where students have the opportunity to practice the skills they have acquired to this point on guests visiting the student salon environment. Students will work on developing communication, technical skills, the practice of appropriate infection control, and safety procedures as they create as a designer under the supervision of licensed professionals. Students are required to create a Professional Portfolio that will be viewed by salon owners at our portfolio viewings for soon to be graduates.

## **Enrich**

In Phase 3 students review and prepare for final testing and the professional licensure exam. Students will be evaluated both theoretically and practically on all subjects/aspects they have studied since the beginning of the course. Continued practice of adapting, as a designer while scheduled for student salon sessions. Students will also be required to take the Texas State written exam prior to graduation.

## **Instructional Methods**

Within the course students will be taught through audiovisual presentations, lectures, demonstrations, practical hands-on experiences, question and answer sessions, discussions, and written and practical testing.

## **Grading and Evaluation Procedures**

Students are evaluated and tested based on their technical skills and theoretical knowledge. The evaluation of progress is administered through written tests and practical exams. Students are required to take all exams and complete all assignments within the course curriculum as described and/or assigned.



# COSMETOLOGY COURSES

## COSMETOLOGY ASSOCIATE OF APPLIED SCIENCE

First Semester	Hours
CSME 1401 Orientation to Cosmetology	4
CSME 1310 Introduction to Haircutting	3
CSME 1453 Introduction to Chemical Reformation	4
CSME 1405 Fundamentals of Cosmetology	4
Total	15
Second Semester	Hours
CSME 1254 Artistry of Hair Design I	2
CSME 1255 Artistry of Hair Design II	2
CSME 1443 Manicuring	4
CSME 2343 Salon Development	3
CSME 2401 Principles of Hair Coloring	4
Total	15
Third Semester	Hours
CSME 2310 Advanced Haircutting	3
CSME 1348 Principles of Skin Care	3
CSME 2344 Preparation for State Licensing Written Examination	3
CSME 2345 Preparation for State Licensing Practical Examination	3
Total	12
Academic Semester**	Hours
ENGL 1301 Composition I	3
SPCH 1315 Public Speaking	3
BCIS 1305 Business Computer Science	3
Social Science Elective	3
College Level Math or Natural Science	3
Visual/Performing Arts	3
Total	18

Total Hours: 60 SCH

\*\*Academic Semester is only for those students who choose to obtain an Associate of Applied Science.Students who choose to only obtain a certificate for the Cosmetology Program only have to complete three semesters

\*Please note that the courses may be subject to change and re-order at the discretion of Texarkana College and in consultation with the Education Department.

\*Students must receive 42 SCH by completing all courses and attending each semester in full before graduating.

# COSMETOLOGY

## NIGHT PROGRAM

### FIRST YEAR

First Semester	Hours
CSME 1401 Orientation to Cosmetology	4
CSME 1405 Fundamentals of Cosmetology	4
<b>Total</b>	<b>8</b>
Second Semester	Hours
CSME 1310 Introduction to Haircutting	3
CSME 1453 Introduction to Chemical Reformation	4
<b>Total</b>	<b>7</b>
Third Semester	Hours
CSME 1254 Artistry of Hair Design I	2
CSME 1255 Artistry of Hair Design II	2
CSME 1443 Manicuring	4
<b>Total</b>	<b>8</b>

**Total Hours: 23 SCH**

### SECOND YEAR

First Semester	Hours
CSME 2343 Salon Development	3
CSME 2401 Principles of Hair Coloring	4
<b>Total</b>	<b>7</b>
Second Semester	Hours
CSME 2310 Advanced Haircutting	3
CSME 1348 Principles of Skin Care	3
<b>Total</b>	<b>6</b>
Third Semester	Hours
CSME 2344 Preparation for State Licensing Written Examination	3
CSME 2345 Preparation for State Licensing Practical Examination	3
<b>Total</b>	<b>6</b>

**Total Hours: 19 SCH**

\*Please note that the courses may be subject to change and re-order at the discretion of Texarkana College and in consultation with the Education Department.

\*Students must receive 42 SCH by completing all courses and attending each semester in full before graduating.

## COSMETOLOGY INSTRUCTOR PROGRAM

First Semester	Hours
CSME 1435 Orientation of the Instruction of Cosmetology	4
CSME 1534 Cosmetology Instructor I	5
CSME 2414 Cosmetology Instructor II	4
<b>Total</b>	<b>13</b>

Second Semester	Hours
CSME 2515 Cosmetology Instructor III	5
CSME 2445 Instructional Theory & Clinic Operation	4
CSME 2544 Cosmetology Instructor IV	5
<b>Total</b>	<b>14</b>

**Total Hours: 27 SCH**

\*Please note that the courses may be subject to change and re-order at the discretion of Texarkana College and in consultation with the Education Department.

\*Instructor students must receive 27 SCH by completing all courses and attending each semester in full before graduating.

## COSMETOLOGY DUAL-CREDIT PROGRAM

### COSMO I

First Semester	Hours
CSME 1435 Orientation of the Instruction of Cosmetology	4
<b>Total</b>	<b>4</b>

Second Semester	Hours
CSME 1310 Introduction to Haircutting	3
<b>Total</b>	<b>3</b>

**Total Hours: 7 SCH**

### COSMO II

Third Semester	Hours
CSME 1453 Introduction to Chemical Reformation	4
<b>Total</b>	<b>4</b>

Fourth Semester	Hours
CSME 1405 Fundamentals of Cosmetology	4
<b>Total</b>	<b>4</b>

**Total Hours: 8 SCH**

\*Please note that the courses may be subject to change and re-order at the discretion of Texarkana College and in consultation with the Education Department.



# EDUCATION

## **Look at Hair, Skin and Nails in a Whole New Way**

Hair, skin and nails are an artist's media much like textile fibers or a paintbrush and canvas. These are the media students explore at Texarkana College Cosmetology. One important aspect of any artistic medium is its ability to take on various textures and forms. Pivot Point's techniques, student evaluation system, and the use of quality training aids allow students to discover the capacity for change and the full range of expression within the beauty industry.

## **Instructional Methods**

All courses employ teaching methods that allow the student to discover how science and art come together. Programs are divided into phases. Each phase builds on the next in order to allow the student to develop his or her knowledge and skill in a manner and at a pace that reaches all learner styles. All courses use a blend of audio-visual presentations, interactive education through the use of DVD technology, lectures, demonstrations, practical hands-on experiences, question-and-answer sessions, open discussion, as well as written and practical testing. All courses include theory and hands-on lessons.

# EDUCATIONAL MATERIALS

Texarkana College Cosmetology offers a highly interactive system that allows students to move from simple to complex. Our modular training aid and conceptual tools offer students unique and creative methods of discovery. These tools help create a foundation for the student to be able to predict and to clearly visualize the desired outcome. This step-by-step process is one reason why Pivot Point graduates are so successful.

## **Textbooks**

Pivot Point International, Inc. publishes many of the textbooks students receive during their course of study. These books are filled with step-by-step photographs and illustrations. Supporting audio-visual programs, which relate directly to these textbooks, are used within the classroom. This helps to ensure a consistent education. Textbooks not only give a solid educational foundation but also create a reference library that can be used throughout one's education and career.

In addition to educational text's issued, student have access to a wide variety of educational resource materials including industry journals, magazines, DVDs and other items.

## **Educational Tools and Equipment**

The educational tools provided are professional, state-of-the-art items designed by artists and educators who believe in precision workmanship. As cosmetology students progress through each phase or segment of education, they will receive an extensive set of equipment that has been designed for optimum learning.

When taken care of properly, most tools will transition with the graduate as they progress into a future in the industry. Educational materials, once issued, are non-refundable.

Textbooks and/or other educational materials are fundamental to the learning process. All tools should be present and are required to be maintained in a clean and sanitary manner at all times. Texarkana College Cosmetology is not responsible for lost, damaged or stolen materials. Textbooks and educational tools and equipment are distributed to students on the first day of class.

Note: In the event that a phase must be repeated the student will be responsible for the purchase of additional educational materials.

## **Texts, Workbooks & Required Materials (purchased in TC Bookstore)**

- Pivot Point Designer's Approach Textbook Package
- Pivot Point Snap Cap Hair Components Package
- Pivot Point Essentials Kit / Electrical Styling Kit / Shears Kit
- Burmax Supplemental Kit
- SMOCKERS Black Smock (Purchase in TC Bookstore)
- Name Tag (Purchased at Pre-Enrollment Agreement)
- Student ID (Purchased in Admissions Office)
- Scantrons (Minimum of 3 packages) Purchase in TC Bookstore
- 3 Ring Binder
- Date Planner or Calendar
- Pens
- Pencils
- Paper
- Redken Art of Consultation Kit (Order from State Beauty Supply)

# EDUCATIONAL FACULTY & STAFF

Texarkana College Cosmetology employs a highly trained and educated staff of individuals who are always willing to use their expertise to assist the student.

## **Ronda Dozier – Dean of Workforce & Continuing Education**

Teresa Benton – Program Coordinator / Instructor

Denice Collier – Instructor

Brandon Dixon – Night Instructor / Part-time Day Instructor

Heather Beck – Part-time Instructor

## **Stephanie Stokes – Coordinator of Dual Credit**

Gena Edgar – Dual-Credit Instructor





# COSMETOLOGY PROGRAM HOURS

All students are expected to complete 42 SCH in three semesters for full-time day students and six semesters for part-time night students. There is no financial aid for additional time needed to complete the program.

## **Class Hours**

Texarkana College Cosmetology is open 5 days a week Monday through Friday.

### **Full-Time Days: Monday - Friday 8:00 a.m. - 4:00 p.m.**

- Theory Class: Monday - Thursday 8:15 a.m. – 9:15 a.m.
- Salon Success held every Monday at 2:30 p.m.
  - Students are tardy at 8:15 a.m.
  - Students will be counted absent at 8:16 a.m.
  - Students who are tardy will not be allowed to clock in until 9:15 a.m.

### **Part-Time Evenings: Monday - Thursday 5:30 p.m. - 9:30 p.m.**

- Theory Class held every Monday from 5:45 p.m. – 9:30 p.m.
  - Students are tardy at 5:45 p.m.
  - Students will be counted absent at 6:00 p.m.

## **Client Hours**

Texarkana College Cosmetology is open 5 days a week Monday through Friday.

### **Day Class**

Monday – Thursday 9:15 a.m. – 2:30 p.m.  
Friday 8:15 a.m. – 2:30 p.m.

### **Night Class**

Tuesday – Thursday 5:30 p.m. – 9:30 p.m.

# ABSENTEEISM POLICY

## Workforce Classes

Day Classes	Evening Classes
<p>Class meets:</p> <p>5 days a week (MTWRF)</p> <p>Instructor may withdraw a student from a course if absences exceed:</p> <p>5</p> <p>Three tardies count as one absence.</p> <p>You are considered tardy from 8:01 a.m. through 8:15 a.m. You will be counted absent after that.</p>	<p>Class Meets:</p> <p>4 evenings a week (MTWR)</p> <p>Instructor may withdraw a student from a course if absences exceed:</p> <p>5</p> <p>Three tardies count as one absence.</p> <p>You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.</p>

### Absenteeism

Students are required to complete a “**Reason for Absentee**” form upon returning to class following an absence.

### Clocking Procedures

Texarkana College Cosmetology expects students to be punctual and prepared to begin class on time. Students are required to punch in and out in order to receive hours/credit for the day.

- Students must have hair and makeup done
- Be in uniform including smock
- Name-tag
- TC Student ID

### Lunches and Breaks

Full-time students will be given two 10-minute breaks (one in the morning and one in the afternoon). A 30-minute lunch break is also taken. Part-time students may take one 10-minute break.

**Time Clock Use for Breaks:** Students are required to break in & out for breaks.

**Time Clock Use for Lunch:** Students are required to punch in & out for lunch.

Students will be assigned lunch schedule.

Students exceeding time for breaks and lunch may receive an absent if seven hours have not been meet.

## **Early Departure**

A student who leaves the Cosmetology Department must:

- Notify an instructor
- Sign the book
- Punch out

## **Attendance Monitoring/Participation Grade**

Students will receive a participation grade based on attendance for both the day and night programs. Ten points will be deducted for each day a student is absent and the accumulation of three tardies is equal to one absence.

1st Absence = 10 pts.    2nd Absences = 20 pts.    3rd Absences = 30 pts.    4th Absences = 40 pts.    5th Absences = 50 pts.

**All students are to park in back of the building and around the outer perimeter on the side.**

**NOTE: Pivot-Point International is a community service based organization. Cosmetology students are required to participate in a minimum of four community services while enrolled in the program.**

# **GRADING & EVALUATION PROCEDURES**

Throughout all courses students are evaluated by qualified instructional staff and guided to the highest level of their potential. Students are evaluated and tested based on their technical skills and theoretical knowledge. The evaluation of progress is administered through written tests and practical exams. Students are required to take all exams and complete all assignments within the course curriculum as described and/or assigned.

Students will be graded on the accumulation of 1000 points each semester, providing students an easy way to track progress and determine their grade. Each course grade will be based on the number of points earned from daily work, tests/projects/final, and attendance averaged into each course grade. Letter grades will be assigned on a straight percentage of total points possible. Practical exams are graded with a pass/fail system consisting of specific criteria, known as “Elements.” Each passed Element within a practical exam will receive a point. Points are then tallied and issued a score based upon total number of Elements covered. Practical exams are performed on practice mannequins,



student-provided models, clients/guests of the Cosmetology Department, and/or a combination of all the above. Note: All students are required to pass all phases/segments in order to move to the next phase/segment. Exams (practical and/or written) may be timed in order to assess the student's timing and efficiency against the standards in the beauty industry. Bonus points can be earned for completion of student advanced organizer and Artist Access online test.

**Note: Each semester students begin with zero points. Bonus points max out at 50 points.**

### **Grade Scale**

The grading system is based on 1000 points. Scores of 70% to 100% are considered to be satisfactory (Passing). A student must maintain a cumulative grade average of 70% or better at the time of official evaluation to be considered to be progressing in a satisfactory manner in the course.

### **Phase Requirements**

In order to pass a phase/segment of the course, a student must complete all exams and assignments in the phase/segment as applicable to the course. The student must also achieve a minimum cumulative grade average in that phase/segment of at least 70% practical and 70% theory. Failure to pass a phase/segment of the course will result in termination from the course.

All exams and assignments are required to be completed by the end of the phase/segment in which the exam and assignments are scheduled, as applicable. Failure to make up an exam by the end of the phase/segment may result in termination due to failure to pass the phase/segment. In case of mitigating circumstances, a student may request an extension from the Program Coordinator. Documentation is required and must be submitted with a request for extension.

### **Exam Make-Up**

If a student is absent on the day of an exam (written or practical), or on a day an assignment is due, he or she is required to make up all exams and/or turn in all assignments the same day of returning to class, and during times established by an educator. To maintain the credibility of the exam an alternate exam will be used.

Failure to make up an exam or turn in assignments in accordance with the make-up policy requirements will result in a recorded grade of 0%, which will be factored into the student's grade average and will therefore impact the student's satisfactory progress determination.

**Phase 1 students must complete a Style Book.**

**Phase 2 students must complete a Portfolio for CSME 2343 Salon Development.**

**Each course, in addition to the above, has a rubric and/or written test.**

**Mid-Term & Exit Interviews**

Interviews will be conducted for each student during mid-terms to inform students about grades, attendance and participation in the program. Exit interviews will be conducted to gather contact information for state reporting and finish any necessary paper work. Graduates will schedule a date to come back and register for the practical exam as well.

**DRESS CODE**

This is the Beauty Industry; makeup and hair styling is part of that industry and should be performed by all “**Professionals in Training.**” Random dress code checks will be performed.

**Professional appearance**

- Black or white scrub pants, shirt, & jacket.
- Colored accessories are permitted.
- Closed toed shoes.
- Black smock must be worn over all clothing types at all times.
- Name-tags and TC Student ID’s **MUST BE WORN AT ALL TIMES.**
- Students may not perform services on themselves.

**Evaluation Methods**

	Weight	Points
Daily Work	21%	210
Tests/Projects/Final	45%	450
Attendance	5%	50
<b>Base Total</b>	<b>710 points</b>	

Grade	Points	Percentage
A	900 - 1000	90% - 100%
B	800 - 899	80% - 89%
C	700 - 799	70% - 79%
F	699 - 0	69% - 0%

**WECM Course Grades will be added to base total to determine total points.**

- Students must look professional at all times.

# CLASSROOM POLICIES & PROCEDURES

- Texarkana College is a Tobacco Free Campus.
- Students must adhere to the Acceptable Use Policy for electronic devices.
- All students will be required to use their myTC account to log in to campus computers and set up their student email & email faculty one time each week.
- Trolleys will be assigned to each student. TC will not be liable for lost or stolen items.
- ALL student items must be locked up inside trolleys.
- Trolley key replacement will be \$10.00.
- Clean up duties are assigned upon entry into the program.
- The facility is to look new at the end of every day. Students will clean all areas after each use.
- Stations must be cleaned and sanitized before leaving the building for any reason.
- State law requires hair to be swept immediately and disposed of after every cut, prior to styling procedures.
- Congregating at the desk, Instructor offices, in dispense or in groups is not allowed.
- Students are not allowed to sit in reception area.
  - o Clients are not allowed to sit in these areas while processing chemicals.
- Texas Department of Licensing and Regulations prohibits the practice of performing services of any type without supervision of our College Instructors.
- Mini Boards will be scheduled for those students enrolled in CSME 2345 Prep for Licensing Exam/Practical.
- Visitors are not allowed to eat in the break room.
- Students must collect all items from the break room at the end of each day or it will be thrown away.
- Every Friday the refrigerator will be cleaned out and any items left will be thrown away.
- Students should call the school when going to be absent in the event clients have been scheduled.
- Students will not be allowed to use office computers.
- Students who are in CSME 2344 Texas State Board Written Exam, will be required to schedule and pass the exam for a course grade.
  - o Senior students will be allowed scheduled practice testing time for the Texas Written Exam.
- Graduates will be required to setup an appointment with an instructor to schedule the Texas State Board Practical Exam.
- Students will be allowed to use the designated student computers for one hour after permission has been given from an instructor, and that student has signed the book. Only three students at the computer area.
- **No personal items on the clinic floor, dispense, or at the desk.**
- **No children allowed except when receiving services.**
- **A student may not for any reason bring a child to school with them. NO EXCEPTIONS.**
- **Texarkana College has a Zero Tolerance Policy for Bullying.**

## Services for Students and Family Members

- Students will not be allowed to receive any services on Thursdays or Fridays.
- Students will pay \$10.00 for chemical services, pedicures and facials. Additional charges will be applied for multiple colors or chemicals being used. Tickets will be checked for payment. Instructor approval must be granted prior to service.
- Immediate family members living in the home with students may receive services at reduced prices. (I.e. mother/father of dependent student, husband/children of independent student.)

**ATTENTION! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or Federal Government. Please check with the Financial Aid Office before making a decision. If you drop or withdraw from the program, upon re-entry you will be charged the \$147.00 for Artist Access again.**

Any items left at school will become the property of Texarkana College after 10 business days following a drop, withdrawal or graduation.

Failure to maintain passing grades will result in students being dropped from the program.

Students must receive 42 SCH by completing all courses and attending each semester in full before graduating, regardless of reaching 1500 clock hours.

Instructor's office hours are on Monday, Tuesday, and Wednesday from 4:00 p.m. - 5:00 p.m. Appointments may be made to discuss grades, attendance, or assignments.

If hot or cold natured please dress appropriately. Maintaining the dress code stands. Temperature of building WILL NOT be adjusted.

For additional information on College policies see the Texarkana College Student Handbook.

Texarkana College Cosmetology reserves the right to make changes as deemed necessary to the policies and procedures of the department.

## DISCIPLINARY LEVEL SYSTEM

Texarkana College Cosmetology uses the following chart to determine the disciplinary action taken once an incident has occurred. Incidents are categorized in levels ranging from level one to level three, or (minor to serious).

Note: All incidents listed on the following chart is in no way a complete list. Incidents are handled case by case at the discretion of an instructor. All conferences between students and instructors will be recorded for the sole purpose of documentation.

- Students who receive (6) level 1, (2) level 2, (1) level 3 or a combination of write-up's must meet with the Dean of Workforce.
- Students receiving (12) level 1, (4) level 2, (1) level 3 or a combination of level 1 and level 2 write-up's equaling four level 2 write-up's while enrolled in the cosmetology program will be dropped from the program. In the event a student receives (1) level 3 the TCPD will be called.
- Students who wish to re-enroll in the program must make an appointment with the Dean of Workforce prior to registering.
- Certain instances will result in TCPD being notified and criminal charges may be filed.



Conduct that Violates Expectations or Policies & Procedures	LEVEL 1	
	Failure to break in or out for breaks and punch in or out for lunch.	<b>BREAKDOWN</b> (3) LEVEL 1 = (1) LEVEL 2  <b>MEETING WITH DEAN</b> (6) LEVEL 1 = (2) LEVEL 2  <b>MEETING WITH TCPD</b> (12) LEVEL 1 = (4) LEVEL 2
	Failure to bring necessary tools or supplies to class.	
	Failure to sign when leaving early for any reason. Instructor must be informed.	
	No smock or appropriate shoes. Student can return when corrected.	
	Eating/Drinking/Chewing Gum anywhere in the building except break room.	
	Failure to get required tools the following day after own tools break.	
	Congregating anywhere inside or outside of the building.	
	Not being engaged in some type of learning at all times. i.e. textbook, workbook, repetitious training sheet, computer testing or additional	
	Getting on computer without permission or before required times.	
	Taking excessive lunch and break times.	
	Improper dress and personal appearance guidelines. Out of dress code, hair/makeup unacceptable.	
	Leaving items on top of trolley.	
	Head down/sleeping during theory or anywhere in the building.	
	Charging electronic devices anywhere in the building.	
	LEVEL 2	
	Refusing to serve a patron or showing any form of disrespect towards patron.	<b>MEETING WITH DEAN</b> (2) LEVEL 2  <b>MEETING WITH TCPD</b> (4) LEVEL 2
	Disruptive/Unprofessional behavior or disrespecting instructors.	
	Violation of the Acceptable Use Policy for Electronic Devices	
	No profanity on campus or in any building on campus.	
	Loaning or borrowing tools or supplies applies to both individuals.	
	Violation of safety and sanitation guidelines. i.e. sanitizing shampoo bowls, sweeping hair clippings, client protection, cleaning station, duty etc.	
	Soliciting for tips.	
	LEVEL 3	
	Academic Dishonesty (see TC Handbook)	<b>MEETING WITH TCPD</b> (1) LEVEL 3
	Stealing. Other students property, school property, instructors property or providing additional services that client has not paid for.	
	Bullying, threatening verbal or non-verbal, demonstrating aggressive, volatile behavior, or sexual harassment to instructor or other students.	
ACTION LEVEL KEY: LEVEL 1 - Conference/Instructor LEVEL 2 - Conference/Dean of Workforce LEVEL 3 - TCPD		

**Meeting with Dean of Workforce:** (6) Level 1 / (2) Level 2 / (1) Level 3

**Drop from the Program:** (12) Level 1 / (4) Level 2 / (1) Level 3

**(3) Level 1 are equal to (1) Level 2**

Students who wish to re-enroll in the program must make an appointment with the Dean of Workforce prior to registering.  
Certain instances will result in the TCPD being notified.

The above incidents are in no way a complete list and will be handled case by case.

# GENERAL INFORMATION

Students are expected to attend orientation and the first day of class to inform and advise students of their rights and responsibilities while attending Texarkana College. Students are encouraged to keep this catalog for reference throughout their enrollment. Policies and procedures may be changed/modified as deemed appropriate.

## Texarkana College Cosmetology Club (TCCC)

### Mission Statement

The mission of the Cosmetology Club is to encourage, develop, and promote professionalism and leadership development. We will ensure unity, respect, honesty and integrity among students.

### Motto

Continued Education is the Key to Continued Success.

### Graduation Requirements

Prior to the start of the student's final phase or during the student's final phase of education an "exit interview" form will be distributed. All students must complete the exit interview, which will be collected prior to the student's last date of attendance. It is the student's responsibility to ensure that all of his or her exams, curriculum, and other assignments are completed and to ensure that his or her financial obligations have been met prior to the completion of his or her hours and exams. Outstanding balances must be paid or a hold will be placed on a student's account. **Students are encouraged to participate in TC graduation ceremony in May or December following completion of the program.**

To graduate and receive a certificate from Texarkana College the following are required:

1. Complete 42 SCH, three full semesters for days and six full semesters for nights.
2. Complete all examinations, both written and practical and complete all assignments.
3. Passed the Texas State Board Written Exam.
4. Achieve a minimum cumulative average of 70% in practical and in theory.
5. Fulfill all financial obligations to the College as stipulated in the enrollment agreement (contract), payment schedules, and addendum's as outlined by satisfactory payment agreement.
6. Complete an application for a program certificate.

### Career Placement Assistance

Although Texarkana College Cosmetology provides placement assistance, career guidance and opportunity referrals, it is primarily an educational institution, not a job service, and therefore may not guarantee employment. However, the Cosmetology Department attempts to assist students and graduates in job-seeking skills and interview assistance, including but not limited to guidance on professional expectations, including conduct and appearance.

Texarkana College Cosmetology is dedicated to the success of its students as professional designers. The Cosmetology Department will provide assistance to current students and graduates seeking employment within the beauty industry. In addition, Texarkana College Cosmetology provides advising opportunities, reciprocity and endorsement information during regular business hours. Students and graduates may contact the Program Coordinator for more information.



## **State Board Examination**

In order to legally practice cosmetology, esthetics or nail technology in Texas a person must complete and pass all portions of the Texas state board examination. A separate fee is charged for state examination and licensing. Failure of the exam or subsequent exams (retakes) will result in additional fees. All licensing and testing fees are the responsibility of the person filing for the exam or license. Licensing and testing fees are not included in the tuition and fees of the College.

**Licensure Notes:** Some states prohibit persons from taking the licensure exam and/or practicing in the field if they have been convicted of a felony. Persons that have a prior conviction are encouraged to contact the state prior to enrollment to determine if his or her conviction prohibits their participation in the industry in any way.

## **Clock to Credit Hours**

Effective January 14, 2013, Texarkana College Cosmetology has been approved by TDLR to use credit hours instead of clock hours to report to TDLR. Students will now be required to receive 42 semester credit hours, equaling three semesters for day and six semesters for night students to graduate. Students will still be required to clock in and out as usual as a means to track student attendance. Students are required to pass each course and attend each semester in full before students can graduate and/or have hours released to TDLR to schedule testing for licensing. Students that are dropped for attendance or disciplinary reasons will not receive clock hours nor college credit hours for the courses they are enrolled in,

## **Statement of Non-Association**

At times, flyers and/or other announcements may appear on bulletin boards and/or other public venues in and around the department for opportunities for students to participate in outside events or classes. The appearance of such notices or announcements does not in any way imply that Texarkana College Cosmetology promotes or sanctions such an event or class. Texarkana College Cosmetology shall not be responsible for the content, format or activities related to such events or classes.

## **Emergency Closures**

Texarkana College does not typically close for weather-related conditions. However, when there is a serious weather or other emergency that causes retail businesses and government offices to close, we may temporarily close.

Students will be notified by email and/or text messaging through the RAVE system.

Closings will be established through TISD and passed on through local television and radio stations.

Note: Scheduled hours (absent hours) will not be assessed to students for official closures. Students who choose not to attend on days when the College is officially open will be assessed scheduled hours (absent time).

## **Records Privacy, Access and Release of Information (FERPA)**

All student files are maintained in a secure location/office that is available to authorized personnel only and is locked when not occupied/in use. All students are guaranteed access to their academic and/or financial aid file by scheduling an appointment with the respective office personnel during regular business hours. For more information please contact the Office of Admissions.

## **Drug and Alcohol Use/Abuse**

Texarkana College requires a drug and alcohol-free educational/workplace environment. The unlawful possession, use, sale, distribution, or manufacture of controlled substances or alcohol is prohibited at or on the properties related to College operations or as part of College activities. Students are required to abide by the Drug-Free Workplace and Drug-Free Schools and Communities acts. A complete copy of the College Drug and Alcohol Abuse and Prevention Handbook is available upon request and may be obtained by contacting an Advisor during regular business hours or by visiting [www.texarkanacollege.edu](http://www.texarkanacollege.edu)

## **Duty to Warn**

In order to provide a safe environment, students have a duty to warn College staff of any violations of company policies, College rules and regulations, laws and/or to advise staff of any threat to the occupants of the College and/or company-owned properties. Timely warnings in a case of imminent danger will not constitute a violation of FERPA as allowed under the Campus Security/Crime Act.

## **Educational Environment Needs**

Texarkana College Cosmetology is an institution of higher education and cultivates an environment that is conducive to learning. Disruptive conversation, excessive noise and other disturbances that may hinder the learning process will not be allowed. The use of abusive language and/or controversial topics deemed, as offensive by others may not be expressed. This would include topics of a sexual, religious, ethnic and/or racial nature.

## **Educational Honesty**

Cheating or allowing cheating is not acceptable at any time, nor is theft of test data or materials related to the preservation of academic quality and/or integrity. Alteration of academic records or data will not be tolerated and will be subject to disciplinary action.

## **Food and Drink**

Due to health and safety standards and in order to prevent damage to personal or College property and to facilitate a learning environment, eating, drinking and chewing gum are prohibited in classrooms during periods of educational instruction (class time) and in the clinic at all times.

## **Guest Service/Student Salon**

As a part of the learning process students are required to participate in a variety of student salon/guest services. Failure to perform or refusal of assigned services and/or failure to participate in assigned learning experiences will result in disciplinary action.

- Model Requirements: Students are required as part of their professional development to bring a designated number of models into the school for various aspects of the educational process, particularly during the student salon portion of education.

## **Incident/Accident Reports**

In situations where damage and/or an injury occurs on College property staff may document the occurrence on an incident report. Students who are involved in the occurrence and/or who may have witnessed the occurrence may also be asked to issue documentation on an incident report.

## **Health and Welfare of Others**

All students are expected to conduct themselves in a manner that will limit the potential for harm, damage or injury of another and/or to property. Gross negligence, abuse, or endangering the health and welfare of another is prohibited. This would include but is not limited to the use of verbal or written (including electronic/Internet) threats, intimidation, coercion, verbal or non-verbal abuse or harassment, discriminatory behavior, inappropriate physical conduct, contact or behavior and/or other behavior deemed inappropriate by the College. Students participating or displaying these behaviors or actions are subject to disciplinary action up to and including termination and subsequent legal action.

## **Phone and Electronics Use**

Texarkana College Cosmetology has established an Acceptable Use Policy for Electronic Devices, students need to sign and turn back in.

## **Record Keeping**

In an effort to protect fellow students, staff, and clinic guests, all students are required to conduct proper client consultation, and are further expected to document services rendered on client cards and/or other available record systems. Hold Harmless Client Release Forms are required for all clients, models and/or other persons receiving services of any kind.

## **Sanitation**

Students are responsible for the cleanliness and sanitation of their tools and equipment throughout the day. All students are required to participate in general sanitation and patron protection before, during, and following each service. At the end of the class/day all students are required to participate in the general sanitation of the building. General sanitation is instituted throughout the entirety of the program in order to facilitate the learning of general health and safety requirements required by the state and/or as mandated by TDLR and Texarkana College Cosmetology.

## **Solicitation**

No outside solicitation is permitted without approval from the Director of Cosmetology.

## **Theft and Misuse of Property**

Texarkana College is not responsible for lost, damaged or stolen property.

Theft of, destruction or misuse of another's property will subject the student to disciplinary action up to and including termination. Destruction of or defacing College property will result in disciplinary action including charges for the full replacement cost of the item(s) in addition and up to termination. Equipment or supplies that are not returned by students shall be the financial responsibility of the student who last checked the item(s) out and full replacement is expected.

## **Weapons**

The use or possession of any item(s) that is, or bears resemblance to a weapon, firearm or explosive, is prohibited and will result in immediate termination. This policy applies to all persons on College property or at College-sponsored events and activities (including off-site educational events/field trips).

Any person threatening (verbally or otherwise) the use of a weapon against any person related to the College is subject to disciplinary action up to and including expulsion from the program. Violators of this policy are also subject to prosecution under the law. Any person with knowledge of weapons on College property shall inform an appropriate authority immediately. See the duty to warn policy.



## **Other Conduct-Related Issues**

Texarkana College Cosmetology reserves the right to amend or establish additional policies in order to maintain and facilitate an educational environment and/or to meet the goals and mission of the College and its programs. Students are required to maintain compliance with all conduct standards, rules and regulations as stated in a catalog, memorandum(s), and other notice(s) currently in existence and/or as adopted during their enrollment period.

## **Withdrawal Policy**

Any student wishing to voluntarily withdraw from the Cosmetology Program must contact the Program Coordinator during regular business hours. Requests for withdrawal are ideally made in writing and via an appointment. However, verbal communication of a withdrawal will be accepted and documented by the Program Coordinator. The student's date of withdrawal will be recorded based on the date of the notice to withdraw or his or her last date of attendance, whichever is later.

## **Unofficial Withdrawals**

Students who do not officially withdraw will be subject to termination for failure to attend (who are absent).

## **Termination and Withdrawal Fees**

Please contact the Office of Financial Aid and/or Business Office.

## **Incomplete**

Students who surpass midterm and exceed attendance policy may receive an incomplete in courses they are enrolled in. All work must be completed and days made up with in the following semester. Failure to do so will result in an "F".

## **Vaccinations**

Texarkana College does require vaccinations; please contact the Office of Admissions.

## **Annual Events**

Students will be required to participate in two annual events hosted by the Cosmetology Department; Shear Madness and the Hair-Ath-Alon. Students will also be expected to make a financial investment including but not limited to t-shirts and group shared expenses for hair, makeup and costume.

## **Community Service & Fundraising**

Texarkana College Cosmetology participates in numerous events supporting the community and various fundraising events throughout the year. Students will be required to participate in the Cut-A-Thon for the National Center for Missing & Exploited Children. Night students will be required to work Friday night and day students will be required to work Saturday day. Students will also be required to attend four mandatory Saturday's for Haircuts for Humanities. Students will be scheduled by instructors for this event.

Attendees of Texarkana College are preparing for a career in the professional beauty industry. Certain professional standards are to be adhered to at all times. In addition to the basic standards of professionalism, the College must maintain policies that are necessary for the efficient operation of the College and for the benefit and safety of students and staff. Therefore, inappropriate behavior and/or negative conduct that interferes with operations, discredits the College, and/or is offensive or harmful to customers, students, or staff will not be tolerated and may be grounds for suspension or termination from the Cosmetology Program.

Texarkana College Cosmetology reserves the right to make changes as deemed necessary to the policies and procedures of the department.

For additional information on college policies see the Texarkana College Student Handbook