

# *Student Handbook*



*Cosmetology Department*

*2024-2025*

*1401 Richmond Road*

*Texarkana, TX 75599*

*903.823.3399*

[www.texarkanacollege.edu](http://www.texarkanacollege.edu)

# Mission Statement

Texarkana College Cosmetology strives to provide the educational tools needed for students to become exceptionally trained, qualified professionals of cosmetology by providing each student with a comprehensive education 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. 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. 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 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 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 has affiliated training centers located around the world that form a network of communication for sharing educational concepts and the latest fashion trends. This information is the inspiration for Pivot Point’s *Trend*, a continuing education publication for salon professionals. Used in conjunction with basic design skills, *Trend* shows how to recreate the latest styles and techniques that are sweeping the fashion scene. *Trend* is part of the cosmetology curriculum and is the student’s link to what is happening in salons and spas worldwide.

# LICENSING BODY

*The Texas Department of Licensing and Regulation 920  
Colorado Austin, Texas 78701*

***(800) 803-9202***

All students are expected to complete 30 semester credit hours in two semesters for full-time day students and three semesters for part-time night students.

***NOTE: TC Cosmo will require students to participate in an online environment (TEAMS/LAB) for class on two scheduled virtual days each week based on semester.***

***Credit will not be awarded if virtual hours are not completed each semester.***

## Class Hours

Texarkana College Cosmetology holds classes 5 days a week, Monday through Friday.

### **Full-Time Days: Monday-Friday 8AM-3PM**

- Theory Class: Monday-Friday 8:15AM-9:20AM
- The Salon Business Class is held every Wednesday.
- Students are counted as tardy at 8:15AM
- Students are counted absent at 8:16AM
- Three tardies equal one absence.
- Only Four absences are allowed per semester.

**All hours MUST be made up per Texas Department of Licensing and Regulations. Documentation is required from the student.**

Day Class Makeup hours are Tuesday through Thursday 5:30PM-9:30PM during **NIGHT CLASS ONLY**. Max allowable per day is 10 hours. This is your responsibility as credit cannot be awarded until hours are made up.

**Attendance is posted daily in CSME 1453- Discovery; CSME 1254- Explore. It is your responsibility to monitor your attendance.**

### **Part-Time Evenings: Monday-Thursday 5:30PM-9:30PM**

- Theory Class is held every Monday from 5:45PM-9:30PM
- Students are counted as tardy at 5:45PM
- Students are counted absent at 5:46PM
- Evening Students have only one 15-minute break during class. Please eat dinner prior to arrival.

Night Class Makeup hours are to be completed during a day class.

# Client Hours

Texarkana College Cosmetology is open to the public 4 days a week, Wednesday-Friday, for walk-in and/or appointments.

## Day Class:

- Wednesday-Friday 9:30AM-2:30PM
- No chemicals scheduled after 10:30AM
- No other services scheduled after 11:30AM
- No chemicals scheduled on Friday without prior approval

## Evening Class:

- Wednesday & Thursday 5:30PM-8:00PM

# 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 on a timeclock to receive credit for the day.

Per the dress code policy:

- Students are expected to have hair and makeup on prior to clocking in for the day.
- Be in uniform including smock or a **CORRECTLY** worn Pivot Point apron for second semester students only.
- **VISIBLE** TC Student ID

# Lunch Breaks

A 30-minute lunch break is also provided (students must bring lunches because we **DO NOT** leave the building during the day). A vending machine, refrigerator, and microwaves are available in the student breakroom.

Part-time evening students receive one, 10-minute break and no lunch during the four-hour class.

- **Time Clock Use for Breaks & Lunches:** Students are required to punch in and out for breaks and lunches in addition to signing in and out on the clipboard.

**Disciplinary action may occur for failure to complete the proper clock or sign in and out procedures.**

**Students will be assigned a lunch schedule.**

**\*\*\*\*\*NO FOOD OR DRINK MAY BE LEFT IN THE BREAKROOM FOLLOWING LUNCHES.  
DRINKS IN CUPS MUST BE THROWN AWAY IMMEDIATELY AFTER LUNCH AND NOT LEFT OUT  
OR PLACED IN THE REFRIGERATOR.**

**BOTTLES WITH SCREW CAPS ARE THE ONLY DRINKS ALLOWED TO REMAIN AFTER LUNCH.  
ALL FOOD ITEMS NOT SECURED IN LUNCH BOXES WILL BE THROWN AWAY.**

# EARLY DEPARTURE

A student who leaves the Cosmetology Department with permission must:

- Notify the instructor
- Sign out
- Clock out

# STUDENT PARKING

All cosmetology students are to park behind the building and around the outer perimeter on the side.

# 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 online content, online tests, and practical exams. Students are required to take all exams and complete all assignments within the course curriculum as described and/or assigned.

Each course grade will be based on the scale of 100 earned from daily work, tests/projects/final, and attendance averaged into each course grade. Letter grades will be assigned. 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 segments in order to move to the next segment. Exams (practical and/or online) may be timed in order to assess the student's timing and efficiency against the standards in the beauty industry.

# GRADING SCALE

The grading system is based on a scale of 100. Scores of 70% to 100% are considered satisfactory or passing. A student must maintain a cumulative grade average of 70% or higher at the time of official evaluation to be considered progressing in a satisfactory manner in the course.

# SEGMENT REQUIREMENTS

To pass a segment of the course, a student must complete all exams and assignments in the segment as applicable to the course. The student must also achieve a minimum cumulative grade average in that segment of at least 70 in practical and 70 in theory. A student who fails to pass a course will be required to repeat the course before advancing.

All exams and assignments are required to be completed by the end of the segment in which the exam and assignments are scheduled, as applicable. Failure to make up an exam may result in termination due to failure to pass the segment.

# EXAM MAKE-UP

If a student is absent on the day of an exam (online or practical), or on the day an assignment is due, he or she is required to turn in all assignments the next day of returning to class. Make-up exams must be scheduled in person on the next virtual day (i.e., rubrics, test) during times established by an instructor. 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 zero, which will be factored into the student's grade average and will therefore impact the student's satisfactory progress determination.

# ASSIGNMENTS

Students enrolled in the Cosmetology Program will be required to complete all assignments by the due date to receive a grade. **No late work will be accepted for any assignment.** Each course you are enrolled in has different assignments specific to that course. Please refer to Pivot Point LAB for a complete list of your assignments.

# COURSE INSTRUCTIONAL

Texarkana College:

- Coursework, Attendance, Syllabus, Gradebook, Email, myTC:
  - [my.texarkanacollege.edu](http://my.texarkanacollege.edu)

Pivot Point:

- Educational Materials, Textbooks, Videos, Forum, Handouts, LAB:
  - [www.pivotpointlab.com](http://www.pivotpointlab.com)

Stylebook:

- Pinterest

Joico:

- App Store

# **LEARN ABOUT BEAUTY (LAB)**

LAB is an interactive learning system provided by Pivot Point. You can view all content through videos, uploads, and forums.

## **ONLINE ASSIGNMENTS**

The Cosmetology Program consists of 2 semesters for day class enrollment and 3 semesters for night class enrollment. Each semester requires different assignments and projects to be completed and submitted online and in class by the required deadline to receive a grade.

## **SMARTNOTES**

Workbooks will be due the day prior to the assigned test. Smartnotes must be submitted in LAB to receive credit. No late work will be accepted.

## **LAB ONLINE COURSE EXAMS**

Within LAB, you will be enrolled in modules that coincide with courses you are enrolled in. You will need to view each video, download, and turn in assigned work and complete the lesson challenges. All modules must be completed to ensure competency of the procedure associated with practical rubrics that are to be tested over.

## **ONLINE PROJECT**

1<sup>st</sup> Semester students are required to complete a Stylebook using Pinterest. Students have access to rubrics and directions to be used as a guideline. The project will need to be completed in a digital format to be viewed by an instructor for a grade.

# **CLASSROOM ASSIGNMENTS**

As part of your training to become a licensed professional, you will be engaged in repetitious training to develop and sharpen your skill set for knowledge, speed, and accuracy to match that of a professional. For this type of training, you will be required to consistently repeat the same procedures continuously to gain the skills needed. We employ this training type through weekly repetitious assignments and two monthly model calls. Daily assignments are posted, and MUST be completed each day in addition to continual practice on practical procedures.

## **MODEL CALLS**

As part of your training, you are required to become engaged with the public so that it becomes second nature in the field. For this assignment, you will be asked to hand out Model Calls, which are vouchers for a free haircut and basic style, to people you normally would not become engaged with in public. As a disclaimer, if a person seems to be dangerous, do not approach them. Use your best judgement when approaching strangers.

You will be required to bring in (2) Model Calls each month (no more). An instructor must sign the voucher and verify that they have not received services from TC in the past. You will need to keep the voucher and turn it in to receive a grade. Take before and after pictures of your work.

## **PRACTICAL & COURSE REPETITIOUS TRAINING**

This assignment is tailored for each semester to cover practical rubrics pertaining to the courses you are enrolled in. This will need to be completed and turned in no later than the assigned due date before the end of the semester. You will be responsible for accessing the content to complete practical assignments. Assignments can be viewed in LAB.

## **COURSE RUBRIC TESTING**

All course related work in LAB will need to be completed by the deadlines given. Rubrics will be assessed as a class to demonstrate proficiency in each course rubric. Please keep in mind if help is needed, ask in advance. If for some reason you do not complete the required modules for each course prior to the testing date, you will not be allowed to test. You will be required to schedule a virtual day to make up any exam(s) and the highest grade you will be able to make is a 70.

## **DISCOVERY-TEST OUT TO CLINIC FLOOR**

At the end of the first semester, students will be tested over practical procedures learned thus far. This exam will be graded on skill, proficiency, timing, and accuracy. Students must make an 80 or better to pass this exam and advance to the student salon.

## **STATE WRITTEN EXAM**

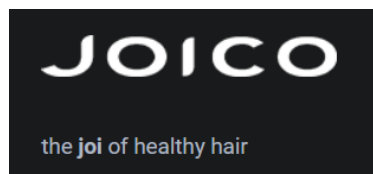
You are required to take and pass this exam by the required due date of the second semester. This will count as a major course exam grade.

## **STATE PRACTICAL MOCK BOARD EXAM**

Each student will be required to participate in this exam. This provides the opportunity to see the format of the state practical exam. This will count as a major exam and course grade.

***The Program Coordinator reserves the right to make changes when deemed necessary.***

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





# 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 access the myTC portal and use TC email address.
- 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.
- **STUDENTS MAY NOT GET KEYS FROM THE CABINET FOR TROLLEYS (ZERO TOLERANCE).**
- Trolleys may be unlocked if key is lost or missing but will not be relocked.
- Trolley key replacement is \$10.
- Clean up duties are assigned upon entry into the program and are required to complete daily.
- 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.
- Clients are not allowed to sit in reception area while their chemical is processing.
- Texas Department of Licensing and Regulations prohibits the practice of performing services of any type without supervision of our College Instructors.
- Visitors are not allowed to eat in the breakroom or in the guest services area. In addition, visitors may not go beyond the desk without signing in as a client.
- Students must collect all items from the breakroom at the end of each day or it will be thrown away. No uneaten food or drinks with lids may be left after lunch breaks. Bottles with screw on lids are allowed and **ALL** food must be contained in a lunch box regardless of location; both inside the refrigerator or left out in the breakroom.
- Every Friday the refrigerator will be cleaned out and any items left will be thrown away.
- Students should email an instructor when going to be absent in the event clients have been scheduled.
- Students will not be allowed to use office computers.
- Mini Boards will be scheduled for 2<sup>nd</sup> semester students enrolled.
- No large bags or backpacks on the clinic floor, dispense, or at the desk.
- No children allowed in building except when receiving services. Adult must be present.
- A student may not, for any reason, bring a child to school with them. NO EXCEPTIONS.

# BEHAVIOR MODIFICATION PROCEDURES

Any combination of four (4) incidents during the two-semester, 1000-hour program, that requires a student to be written up may serve as just cause for the student to be dropped from the program. All incidents listed below, or included in the classroom policies and procedures, are in no way a complete list. Incidents are handled case by case at the discretion of an instructor. For disciplinary reasons, the attendance policy will apply if a student is sent home.

<b>LEVEL 1 WRITE-UP</b>
Failure to clock and/or sign in or out for lunch.
Taking excessive lunch and break times.
Violation of the Acceptable Use Policy for Electronic Devices; including excessive personal cell phone use.
<b>LEVEL 2 WRITE-UP &amp; SEND HOME</b>
Refusing to serve a patron or showing any form of disrespect towards a patron.
Disruptive/Unprofessional behavior or disrespecting instructors.
Not being always engaged in some type of learning. i.e., textbook, workbook, repetitious training, computer testing, or additional assignments.
Improper dress and personal appearance guidelines. Out of dress code, hair/makeup unacceptable. Students will be sent home and can return upon correction. Attendance policy applies.
Failure to bring necessary tools or supplies to class.
Head down/sleeping during theory or anywhere in the building.
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.
<b>LEVEL 3 AUTOMATIC TERMINATION</b>
Academic Dishonesty (see TC Student Handbook)
Stealing other students' property, school property, instructor's property, or providing additional services a client has not paid for.
Consumption, possession, or distribution of alcohol, prescription drugs, or illicit drugs. TCPD will be notified.
Bullying, threatening verbal or non-verbal, demonstrating aggressive, volatile behavior, or sexual harassment to instructor(s) or other student(s).

# SERVICES FOR COSMETOLOGY STUDENTS AND FAMILY MEMBERS

- Students are not allowed to receive any services on Thursdays or Fridays.
- Students will pay \$10 for chemical services, pedicures, and facials.
- Students will be charged an extra \$10 for each additional box of color used. Additional charges will be applied for density and length. Tickets will be checked for payment. Signing the Student Services book to receive a service is required in advance.
- Immediate family members living in the home with students may receive services at reduced prices.

## DRESS CODE

This is the image industry; makeup and hair styling are part of the industry and should be performed by all.

You are “Professionals in Training”. Random dress code checks will be performed.

## PROFESSIONAL APPEARANCE

- Black scrubs and smock (no logos). Cold natured students must layer using black only. Smock should ALWAYS be on top of all clothing.
- Colored accessories are permitted.
- Close toed shoes
- No hats, caps, or rags.
- TC Student ID must be worn at ALL TIMES and be visible.
- Students must always look professional.
- Hair must be clean and styled.

**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.**

**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 deciding. If you drop or withdraw from the program, upon re-entry, you will be charged \$150 for the seat in Pivot Point Lab online, again.**

**\*\*\*TDLR 83.74 ruling: If you do not complete the semester, you earn no hours.**

# **TDLR CRIMINAL HISTORY REQUIREMENTS**

Every individual who applies for a license with the Texas Department of Licensing and Regulation (“the Department”) is subject to a criminal background check to determine his or her suitability for the license. In 2009, the Texas Legislature enacted new provisions to allow a person to find out before applying whether he or she would likely be denied a license due to his or her criminal history. This was due to the time and expense involved in applying for a license, which in some cases includes completing required education and taking an examination. See Section 51.4012 and Chapter 53, Subchapter D, of the Occupations Code, which allow a person to request a criminal history evaluation letter from the Department, prior to actually applying for a license.

The Department has issued Criminal Conviction Guidelines for each occupation the Department licenses. These guidelines list the crimes which are considered to relate to each occupation, as well as other factors that affect the decisions of the Department. When a request for a criminal history evaluation letter is filed, the Department will review the requestor’s criminal history with reference to these guidelines, the same as if an actual license application had been filed.

If you feel this may pertain to you, please follow the link below for additional guidance.

<https://www.tdlr.texas.gov/crimHistoryEval.htm>

# PROGRAM CONTACTS

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