

# *Student Handbook*



**TEXARKANA COLLEGE**

*Barber Program*

*2025-2026*

*1401 Richmond Road*

*Texarkana, TX 75599*

*903.823.3399*

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

# Mission Statement

The Texarkana College Barber program strives to provide the educational tools needed for students to become exceptionally trained, qualified professionals for the barbering industry by providing each student with a balanced education of new and classical techniques, business development, marketing, and applicable laws, rules and regulations.

## What Can Be Expected

The Texarkana College Barber program offers more than just the education necessary to pass the state board exams. 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, barbering 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 school. Vocational training centers worldwide have adopted this curriculum and teaching system—making it’s 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 industry 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 program curriculum and is the student’s link to what is happening in salons and shops worldwide.

# LICENSING BODY

*The Texas Department of Licensing and Regulation*

*920 Colorado St.*

*Austin, Texas 78701*

*(800) 803-9202*

All barber students are expected to complete 30 semester credit hours in two semesters, unless enrolled in the Cosmetology to Barber program. If enrolled in our transition program you will complete 15 credit hours in 1 semester.

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

*Anyone that has any form of criminal*

## Class Hours

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

### **(1000 Hour) First Semester:**

**Wednesday-Friday 10:00AM-3:00PM; Virtual Monday & Tuesday**

- Theory Class Wednesday-Friday 10:15AM-11:30AM
- Students are counted as tardy at 10:15AM
- Students are counted absent at 10:16AM
- Three tardies equal one absence.
- Only Four absences are allowed per semester.

### **Cosmo to Barber and Second Semester Students:**

**Monday-Wednesday 10:00AM-3:00PM; Virtual Thursday & Friday**

- Theory Class Monday-Wednesday 10:15AM-11:30AM
- Students are counted as tardy at 10:15AM
- Students are counted absent at 10:16AM
- 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.**

If an absence occurs, the hours will be made up at the college on your typically online days. (i.e. If you are 1<sup>st</sup> semester you will make your hours up during normal class hours on Monday or Tuesday.) The maximum number of

hours that can be awarded per day is 10. This is your responsibility as credit cannot be awarded until hours are made up.

**Attendance is posted daily in BARB1440- 1<sup>st</sup> Semester(1000Hr); BARB2431-C2B/2<sup>nd</sup> Semester(1000hr). It is your responsibility to monitor your attendance.**

## Client Hours

### Full Barber Program:

- Monday & Tuesday 11:30AM-1:30PM

### Cosmetology to Barber Program:

- Monday & Tuesday 11:30AM-1:30PM

## Clocking Procedures

The Texarkana College Barber Program 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:

- All students are expected to have hair (head and facial) neat and styled prior to clocking in for the day.
- Be in proper uniform.
- **VISIBLE** TC Student ID

## Lunch Breaks

A 30-minute break is also provided for both Full and Transition students. Students must bring all food and drinks because we **DO NOT** leave the building during class hours. A vending machine, refrigerator, and microwaves are available in the student breakroom.

- **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.**

**\*\*\*\*\*NO FOOD OR DRINK MAY BE LEFT IN THE BREAKROOM OVER NIGHT. 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 YOUR BREAK. 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 students are to park behind the building and around the outer perimeter of the parking lot. Students are prohibited from parking in front of the Cosmetology/Barber building.

# 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 Barber/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 barber 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 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 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 Barber 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 your syllabus on myTC and the coursework tab in myTC 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

Syllabus:

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

# LOCATING ASSIGNMENTS IN myTC

Each course you are enrolled in has assignments and due dates that must be completed. It's your responsibility to keep track of any work that is required. Log in to myTC → click on the student tab → scroll to the bottom and look for a section titled "ATTENDANCE & GRADES- JENZABAR LMS" → under this header you will find all the courses you are enrolled in → click on each course → when you click on each course, you will need to locate the light blue box on the top left hand side and select "COURSEWORK" → this is where you will find all the assignments due for the semester. Note that myTC is where you find your assignments, and LAB has the content for each assignment.

# **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 Barber Program is a Hybrid program. Online assignments and discussions are tracked and must be completed by the given deadline to receive a grade. Failure to keep up with the online assignment will result in failure of the program.

## **CHAPTER TESTS**

We will cover chapters from the Cosmetology Fundamentals textbook. You will be tested periodically over the chapters with a 50-100 question test during the semester and a comprehensive Final Exam at the end of the semester with 200 questions. All tests will be taken in person through LAB.

## **SMARTNOTES/WORKBOOK**

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 the courses you are enrolled in. You will need to view each video, download, and turn in assigned work and take the lesson challenges, which will be your course test. 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 can access rubrics and directions to be used as a guideline. The project will need to be completed in digital format viewed by an instructor to receive 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 constantly repeat the same procedures continuously to gain the skills needed. We employ this training type through Weekly Repetitious Training assignments and Model Calls. Daily assignments are posted and MUST be completed each day in addition to continuous 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 (4) Model Calls each month (no more). An instructor must sign the voucher and verify that they have not received any barbering services from TC in the past. You will need to keep up with 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 and myTC.

## **COURSE RUBRIC TESTING**

All course related work in LAB will need to be completed by the deadline given by the instructors. Rubrics will be assessed as a class to demonstrate proficiency in each course rubric. This will count as a substantial portion of your grade. 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 rubric prior to the testing date, you will not be allowed to test that day. You will have to schedule a 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 go to the clinic floor.

## **STATE WRITTEN EXAM**

You are required to take and pass this test soon after mid-term of the second semester. This will count as a course grade.

## **STATE PRACTICAL MOCK BOARD EXAM**

Each student will be required to participate in this exam. This will give you the opportunity to see the format of the practical exam and ask questions. This will count as a major test and course grade.

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

**Texarkana College Barber Program 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.
- Kits will be purchased by each student. TC will not be liable for lost or stolen items.
- ALL student items must be taken each day unless otherwise instructed.
- 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.
- 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 call the school or email their 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.

## SERVICES FOR BARBER 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 the barber jacket. Cold natured students must layer using black only. Jacket should ALWAYS be on top of all clothing.
- Colored accessories are permitted.
- Close toed shoes (crocs are not considered closed 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.
- No Sagging Pants. Must wear a belt if your pants are loose.

## DROPS & WITHDRAWAL

Withdrawal or termination shall be defined by the number of hours scheduled according to the enrollment agreement or contract the student has signed with the school or other document acceptable to the department and not the clock hours the student has earned during class attendance.

Any items left at school following a drop, withdrawal or graduation will become property of Texarkana College after 30 days.

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

Students must receive 30 SCH by completing all courses and days of attendance each semester in full before graduating, regardless of reaching 1000 clock hours.

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

The Texarkana College Barber program reserves the right to make changes as deemed necessary to the department's policies and procedures.

**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.**

## EXPECTATIONS

Texarkana College Cosmetology/Barber faculty and staff determine the disciplinary action(s) taken once an incident has occurred. Four violations of the program policies may result in termination. Students can be dropped on the 4<sup>th</sup> disciplinary action.

# Criminal Background

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.

**More information can be found at:** [Criminal History Evaluation Information \(texas.gov\)](#)

# PROGRAM CONTACTS

Denice Collier- Barber Program Coordinator/ Lead Cosmetology Instructor

[carol.collier@texarkanacollege.edu](mailto:carol.collier@texarkanacollege.edu)

903-823-3102

JaQui Cranor- Lead Barber Instructor

[jaqualyn.cranor@texarkanacollege.edu](mailto:jaqualyn.cranor@texarkanacollege.edu)

903-823-3089