



*UA Cossatot embraces diversity and is committed to improving the lives of those in our region by providing quality education, outstanding service, and relevant industry training.*



# **Cosmetology**

## **Student Handbook**

## **Student Hours**

### **Fall and Spring Semesters**

Monday – Friday 8:00am – 4:30pm

### **Summer Semester**

Monday – Thursday

8:00am – 5:00pm

(Theory Class - 8:00am – 9:30am M-F)

## **School Calendar**

The Cosmetology Program will operate on a schedule consistent with UA Cossatot's academic calendar. All federal holidays will be observed in accordance with the academic calendar at UAC. Semesters may be extended to ensure that a minimum of 1500 clock hours will be available over the course of three semesters.

## **Attendance Policy**

UA Cossatot Cosmetology will strictly enforce the attendance policy. These are your hours and this is your career! Make the most of your training and the time you have at school. Missing days only serves to hold you back, delay completion of the program and possibly cost you more money.

- Students are expected to complete the required 1500 clock hours in no more than three (3) semesters.
- Over the course of three semesters UAC will guarantee that there are a minimum of 1500 possible clock hours. Students should not assume extra hours will be available to make up absences.
- Students who miss excessive hours and need to attend extra semesters beyond 3 to complete 1500 clock hours will follow the chart included to calculate the additional cost.
- Students will be expected to clock in at 8:00am. Students are not permitted to clock in before 7:50am or after 8:05am.
- Theory will be held from 8:10 – 9:30 Monday – Friday. Students arriving after 8:05 will not be permitted to clock in until after class at 9:30 am.
- If a student must be absent they must notify the instructor no later than 9:00am.
- If a student must leave early and will be gone for the day, the student must notify the instructor before clocking out.

## Time Clock

Each student will clock only themselves in and out at all times. Any student caught clocking another student will be automatically terminated from the program. Time clock punches must also be documented in the sign-in/out sheet.

- Failure to clock in at time of arrival and/or returning from lunch break may result in loss of verifiable hours.
- Failure to clock out for required lunch break and/or at the end of the day may result in loss of verifiable clock hours.
- It is the student's responsibility to maintain proper procedures when clocking in/out to insure all allowable clock time is credited.

## Breaks

You must clock out to leave the building for any reason.

- Students are required to take a 30 minute lunch break daily. Lunch breaks will be staggered to ensure there is coverage on the floor at all times.
- A maximum of two (2) five minute breaks may be taken each day. A break area with vending machines is provided for students.

***Please note UA Cossatot is a smoke free campus. Beginning August 2010, all public premises are smoke free, this includes outdoor areas.***

## Professional Behavior

- Students are expected to conduct themselves in a professional manner at all times.
- Clients, Instructors and other students are to be treated respectfully.
- Students will not disparage the school or products to clients.
- No swearing or gossiping on the clinic floor.
- Students will not criticize one another's work in the presence of clients.
- Students will not instruct other students unless directed by the instructor to do so.
- A student's refusal to perform services for a client will result in the student being clocked for the equivalent of one class day.

## Cell Phones

Cell phones may be used for educational purposes, research, posting and sharing student work on social media and student portfolios. They may **not** be used for playing games during class time, excessive phone calls and texting or excessive time on social media. There will be times when taking or making a call or text may be necessary. Please be considerate of your clients, instructor, and other students and limit these distractions. UAC Cosmetology students are adults and therefore are expected to conduct themselves as such.

## **Privacy**

Students will be working closely with each other and customers. However, each other's privacy should be respected at all times.

- Students are not to look thru other students' personal belongings or cosmetology assigned kits or cabinets without permission.
- Taking supplies from each other without permission will result in a written warning and possible termination.
- Personal information heard or overheard from customers and/or other students while at school is not to be repeated either in school to other students or customers, or outside of school to anyone. The confidentiality of our students and customers must be respected.
- Students are not to enter the instructors' office at any time without permission.

## **Service Cards**

Students may earn service cards each week based on attendance, theory grades and practical work. These cards will be required for the student to receive services for themselves. They may also be given to friends or relatives to receive discounted or free services.

## **Services for Students and Family**

- Students may receive free services with permission of the instructor if the student has earned a Service Card.
- Immediate family members living in the home of the student may receive free or reduced priced services. The services must be performed by the related student.
- Students may give services cards to other friends or relatives for free or reduced priced services.

## **Salon Duties**

It is the expectation of students to assist in the cleanup of the salon at the end of the business day/training day. All students will be assigned a weekly duty which must be completed and signed off by the instructor by the end of the day to receive credit. Repeated occurrences of a student leaving before the end of the day and skipping on their salon duties will result in disciplinary actions.

## Sanitation

Students are responsible for maintaining their work areas on compliance with the Arkansas State Board of Cosmetology regulations.

- Locker storage is provided for each student. All books, personal affects and implements not in use must be stored in the student locker. Students may lock their items up at their discretion. UA Cossatot will not be responsible for stolen or lost items.
- No food may be stored in the student lockers.
- Eating and drinking on the clinic floor by students or clients is strictly prohibited.
- Students are responsible for sanitizing all soiled implements and their work stations.
- Work stations must be kept organized and sanitary at all times
- Hair must be swept from the floor and cleaned from the workstation and styling chair immediately upon completion of services.
- Students will be assigned a weekly housekeeping duty that must be done by the end of the work day.
- Students are required to maintain a high level of personal hygiene.

## Dress Code

Students are expected to demonstrate good judgment and professional taste. Courtesy to fellow students, staff and your professional image to customers should be the factors that are used to assess that you are dressing in attire that is appropriate. Students who wear attire that is deemed inappropriate in this school will be handled on an individual basis and potentially sent home if deemed necessary. Instructors will verify that each student is within the guidelines of the below stated dress code.

### Hair and make-up

- Make-up and hair are to be done before you can clock in.
- Female students must wear a minimum of three types of makeup. (example: lip gloss, mascara, powder)
- Hair must be clean and well-groomed and styled.
- School time and supplies will not be used to get ready for the day.

### Uniform

- **Solid black pants** - (skirt or shorts of appropriate length, **no leggings**. Shorts or skirt must be at least 6 inches from top of knee.)
- **A shirt of your choice** (no vulgar graphics, no sleeveless or cap sleeves, no low cut or cleavage showing, no hoods or hoodies.)
- **Comfortable shoes** (rubber soles recommended, shoes must be closed heeled and closed toe.)
- **Smock/Vest** (school issued smocks must be worn at all times.)

Consequences for not following dress code are as follows:

- **First offense** – student will clock out until dress code standards are met.
- **Second offense** – student will clock out and be dismissed for the equivalent of one class day.
- **Third offense** Student will be suspended for one semester.

## Additional rules and regulations

For information on grievances, inclement weather, drug-free policy, weapons etc. see the UA Cossatot catalog.

Students with transfer hours, concurrent hours or lacking hours for state board testing or sufficient clock hours to articulate Cosmetology III, may be enrolled in one or more sections of Cosmetology A, B, or D

Needed clock/credit hours	Register for:	Approximate cost:	
50 or less clock hours	COOS-1001 Cosmetology A	Tuition and fees for 1 credit hour plus \$100 Cosmetology fee	
51-150 clock hours 2 or less credit hours	COOS-1002 Cosmetology B	Tuition and fees for 4 credit hours plus \$300 Cosmetology fee	
151-300 clock hours 4 or less credit hours	COOS-1004 Cosmetology D	Tuition and fees for 8 credit hours plus \$600 Cosmetology fee	



## Student Contract

I \_\_\_\_\_ have received a copy of and have read the student handbook. An instructor or school official has also verbally explained and I understand all of the rules and regulations as they apply. I agree to all of the terms and conditions therein.

I have received a copy of the Arkansas State Board regulations and sanitation rules and agree to strictly abide by all said rules and regulations

I have also received a copy of the UA Cossatot student catalog and understand that all rules therein also apply.

I understand that prior to attending the UAC Cosmetology program all of my financial obligations must be met.

I understand that I am expected to attend on a consistent and ongoing basis until I complete the course.

I agree to conduct myself in a professional and respectful manner in regard to my fellow students, instructors and clients and UAC personnel.

I understand that supplies and equipment in the school are property of UA Cossatot and may not be removed from the premises. I also understand that my student kit may not be removed from the premises until I have completed or formally withdrawn from the program.

I understand that I am bound by the UAC code of student conduct and the rules set forth in the Cosmetology handbook. If I fall below the minimum attendance requirements, fail to exhibit proper safety and sanitation procedures, fail to meet my financial obligations or otherwise breach any of the terms set forth in the student handbook or catalog that I may be suspended for a length of time deemed appropriate by my instructors or expelled from the program without reimbursement.

---

Student signature

Date Spring Semester 2019