

SOUTHEASTERN ILLINOIS
COLLEGE
SCHOOL OF COSMETOLOGY
HANDBOOK



SIC Cosmetology

2020/2021

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Cosmetology Program Outcomes

1. Perform hair care services for all types of hair including hair analysis, hair cutting, hairstyling, hair coloring and lightening, permanent waving and chemical relaxing.
2. Perform natural nail services including manicuring and pedicuring.
3. Perform basic skin care services including skin analysis, facials, makeup application and superfluous hair removal.
4. Demonstrate customer service skills, self-growth and personal and professional development.
5. Perform salon business skills such as front desk operations, dispensary inventory and loss prevention, resume building and interviewing skills, self-marketing and the basic knowledge of starting one's own salon business.
6. Demonstrate knowledge of infection and disease control, public hygiene and special sanitation procedures used for the protection of the client and the operator.
7. Possess the necessary skills to pass the Illinois State licensure written and practical exams required for a professional license to work in the Cosmetology industry.

CONTACT INFORMATION

Rachel Atkins Cosmetology Instructor

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Phone: 618-252-5400 ext. 2217

Office: B132

Southeastern Illinois College's toll-free telephone number is: 1-866-338-2742

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Harrisburg IL 62946
618-252-5400

Admissions

Ext. 4120

registrar@sic.edu

Financial Aid Office

Ext. 4110

fao@sic.edu

Academic Advisement

Ext. 4130

Advising@sic.edu



SOUTHEASTERN ILLINOIS COLLEGE

SCHOOL OF COSMETOLOGY

NOTICE

This handbook has been designed to provide information about the Southeastern Illinois College Cosmetology Program. The information contained in this handbook is subject to change, with changes communicated to the student. The students are required to meet the requirements that are currently in effect, revised and/or added during their enrollment period. Students are expected to familiarize themselves with the content of this handbook, including SIC policies and procedures contained herein, and are hereby notified that they may be subject to termination from the program for violation of these policies and procedures. **Students are required to meet the graduation requirements as stated by Southeastern Illinois College and the Cosmetology Program.**

PROGRAM ACCREDITATION

The Cosmetology program is approved by the Illinois Community College Board, the Illinois Board of Higher Education, and the Illinois Department of Financial and Professional Regulations. Southeastern Illinois College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

MISSION STATEMENT

Southeastern Illinois College enhances lifelong learning by providing quality accessible educational programs, cultural enrichment opportunities, and support for economic development.

In accordance with federal and state laws, Southeastern Illinois College will not tolerate discrimination or harassment against any student on the basis of gender, race, color, national origin, religion, age or disability. Any student who believes he/she is being subjected to unlawful discrimination or harassment should contact Southeastern Illinois College, Student Services – Executive Dean’s Office, E Bldg. Room # E 128 ext. 2401

PHILOSOPHY OF THE COSMETOLOGY PROGRAM

The Cosmetology Program's philosophy is consistent with Southeastern Illinois College's mission statement, which states: **"Southeastern Illinois College enhances lifelong learning by providing quality accessible educational programs, cultural enrichment opportunities, and support for economic development."**

These beliefs direct the Cosmetology faculty to assume an integral role in executing the mission and objectives of the College, particularly as it is the objective of Southeastern Illinois College to "empower students to achieve their educational goals, enabling them to successfully live and work in a culturally diverse global society, and to enhance learning by integrating educational opportunities in and out of the classroom." We also strive to "utilize existing and emerging technologies to equip students, enhance learning and provide services."

Educational efforts of the Cosmetology Program are directed toward responding to the needs of individuals and the community to enable students to acquire both theory and skill-based learning for an entry-level cosmetologist. Assessment of student learning is an integral component of our program to ensure that students successfully achieve established student learning outcomes.

As a member within the discipline of Cosmetology, the graduate maintains accountability for services given and delegated, and assures adherence to quality and ethical and legal standards of those services. The graduate recognizes the necessity for continued education in a society of rapid technological change and demands of public health and treatments. The graduate strives for professional growth and involvement in activities to promote the Cosmetology industry.

NOTE: Graduation from the Cosmetology Program is not a guarantee of a licensure to practice Cosmetology.

ADMISSION POLICY STATEMENT

Any applicant to the Southeastern Illinois College Cosmetology Program must follow all Southeastern Illinois College admission policies and procedures in addition to the approved admission procedure for the Cosmetology Program.

Southeastern Illinois College does not discriminate on the basis of handicap, race, and sex, and religion, source of national origin, or age in the recruitment and admission of students and adheres to a policy of equal opportunity/affirmative action in employment, educational programs, and activities. The College adheres to federal regulations such as the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Any student who believes he/she is being subjected to unlawful discrimination or harassment should contact Southeastern Illinois College, Student Services – Executive Dean's Office, E Bldg. Room # E 128 ext. 2401

ENTRANCE REQUIREMENTS

STUDENTS ARE ACCEPTED into the Cosmetology program in August of each year. Students are required to attend a mandatory orientation. Students must have a score of 20 or higher on the Reading portion of the ACT or a score of 54 or higher on the AccuPlacer reading test or a score of 236 on the NextGen AccuPlacer reading portion or a score of 480 on the evidence-based reading and writing portion of the SAT and/or a composite SAT score of 1020 or higher, (or complete ENG 109-4 at SIC with a grade of “C” or better) to begin the Cosmetology Program. Students purchase a textbook, two workbooks, and clinic journal and kit the first semester, and these are used for the whole curriculum.

*Students must complete CPR 112 Heartsaver 1st Aid w/ CPR prior to program completion. Please check with an advisor for CPR 112 class registration during spring enrollment.

CARDIOPULMONARY RESUSCITATION

Cosmetology students must be enrolled in the CPR 112 section that is specifically designated for them. The course is designed for the CPR instructor to cover Heartsaver CPR, as well as information pertinent to safety that the student can use in the Cosmetology clinic setting. The Cosmetology instructor will be present during the class to provide additional cosmetology related information pertinent to the clinic. This course is a 1 credit hour course. The students are required to complete the entire class, which typically is scheduled as two 8-hour days. The student **must** attend both days to receive the 1 credit.

STUDENTS WITH DISABILITES

Students with disabilities needing assistance or accommodation should maintain contact with the ADA Coordinator at 618-252-5400, Ext. 2430, and the instructor.

MEDICAL RELEASE/ACCIDENT INSURANCE FORM

1. The student must be physically capable of performing all functions and procedures common to cosmetology. All health conditions, prior to or occurring during the program, must be reported immediately.
2. A physician’s release must be presented to the faculty member after each **major** illness, injury, or hospitalization.
3. Any incident/injury that occurs in the lab or clinic **must** be reported **immediately** to the instructor, and an incident report form must be completed.

RETURNING STUDENTS

Students who achieve less than a “C” or who receive an “I” (incomplete) in any Cosmetology course, will **not** be permitted to continue to the next course/semester. The student will be permitted to re-enter the program to retake the course in which he/she received less than a “C” grade the next time it is offered, if there is sufficient space available. It is the student’s responsibility to register for the course. Upon satisfactory completion of that course, the student may continue with the program.

STANDARDS OF CONDUCT

See current College Catalog/Student Handbook

Refer to the Student Handbook

ACADEMIC GRIEVANCES

See current College Catalog/Student Handbook

Refer to the Student Handbook

DISCIPLINARY GRIEVANCES

See current College Catalog/Student Handbook

Refer to the Student Handbook

DISCIPLINARY GRIEVANCES PROCEDURE

See current College Catalog/Student Handbook

Refer to the Student Handbook

GENERAL PROGRAM INFORMATION

Cosmetology is a profession and students are expected to conduct themselves in a professional manner at all times, while in the classroom, in the clinic, and at the internship site.

A student's behavior directly reflects his or her success both in school and in one's career.

- **Foul language will not be tolerated.**
- **Inappropriate conversations (sex, drugs, etc.) will not be tolerated.**
- **Sexually explicit imagery, photos, videos, or text materials are not allowed on or off campus at any time you are representing Southeastern Illinois College or the Cosmetology industry. (This includes the cafeteria, student lounge, library, restrooms, parking lot, and internship site or community extension project).**
- **Any student making unfavorable remarks against the program, consistently complaining about school policies, being disrespectful to an educator or staff member, or disrupting class in any way, will result in a reduction of points from performance standards grade and possible expulsion from the program.**

EQUIPMENT AND MATERIALS

Each student must purchase a textbook, workbooks and kit from SIC Bookstore. Students will bring the required materials and equipment to class daily. Failure to have equipment in class will result in being sent home. The student has the choice to retrieve the items and return to class. No clock hours will be accrued during a student's absence. Upon exit of the Cosmetology Program for any reason, the student has 30 days from last date of attendance to retrieve equipment/supplies and personal belongings from the program area. Any items left after 30 days will be regarded as abandoned and will become property of the college.

SANITATION DUTIES

A list of sanitation duties will be posted. The daily sanitation duty assigned to each student is that student's responsibility. All sanitation duties must be completed and checked before dismissal. Failure to complete sanitation will result in disciplinary action as well as loss of student service privileges. **PLEASE WORK TOGETHER AS A TEAM! HELP THOSE WHO MAY BE BEHIND DUE TO A CLIENT SERVICE RUNNING OVER TIME.**

ABSENCES/ATTENDANCE POLICY

- A cumulative record of attendance will be maintained for each course and for the program.
- If a student has more than one classroom absence per course, the instructor will evaluate the student's continuation in the program. The instructor may issue a "WA" as per the College's WA policy (see catalog for college WA policy).
- Excessive absences will result in probation. If a student is placed on probation, a meeting will be scheduled with the instructor and the Division Chair and/or Dean to establish a remediation plan.
- It is the student's responsibility to determine his/her ability to deliver safe, competent services in the clinic environment. If the student arrives at clinic and is unable to deliver safe, competent services, the instructor has the right to send the student home. If the student is sent home by the instructor, it will be counted as an absence.
- **Full-time attendance is mandatory for successful completion of the program.**
- The tentative schedule is Monday thru Friday 8:00 a.m. to 4:30 p.m. All students should be in seat at least 5 min. prior to class.
- Failure to be in seat by 8:00, **BE IN YOUR SEAT/CLINIC WILL** be counted as a tardy.
- Failure to be in seat by 8:20 will result in an **ABSENSE** for the class and you cannot be let in any later. **NOTE** you will still be **TARDY**.
- To promote professional behavior, students are required to call in for all absences prior to or the morning of the absence. **Sending a message with a classmate will not be considered a call in.** Please call (618)252-5400 ext.2217 or email the instructor prior to 8:00 a.m.
- Clinic is viewed as a necessary and vital component of Cosmetology. **If a student has more than one classroom absence or tardy per clinic course, the instructor will evaluate the student's continuation in the program. The instructor may issue a "WA" as per the College's WA policy (see catalog for college WA policy).**

- **The student is responsible for scheduling time with the clinic instructor to review material missed, including a demo or practice session as needed.** The instructor reserves the right to require written or other assigned work in the event of any tardiness, absence, early out or insufficiently completed assignment. If an assignment is turned in late it drops one letter grade every day until turned in, once turned in, regular grading still applies.

Note: Cosmetology classes are subject to change due to classroom availability, inclement weather, special events, professional development and etc.

The instructor will review the hours earned by each student monthly. Each month the instructor shall issue a signed monthly report to the student showing the actual number of hours earned by student. The report of hours earned will be provided to students on a monthly basis.

ACADEMIC DISMISSAL

Cosmetology students must achieve a minimum grade of “C” in all Cosmetology courses to advance from one course/semester to the next. Failure to do so will result in academic dismissal from the program. Failure to achieve a 2.0 GPA at any time during the semester will result in academic dismissal from the program. If the student does not pass courses that end prior to the end of the semester successfully with a C or better, the student *cannot* continue.

Additional reasons for dismissal include but are not limited to:

- Excessive absences
- Unprofessional conduct including: repeated loudness; disrupting class; disrespectful behavior towards clients, classmates and/or instructors; uncooperative behavior; failure to practice personal and public hygiene or follow sanitary standards; and refusal to comply with required dress code and other regulations set forth by both Southeastern Illinois College and the Illinois Department of Financial and Professional Regulations.
- Refusal of a clinic client for any reason.
- Repeated and deliberate failure to observe the rules of the College or the clinic salon/spa in which the student is affiliated with during internship.
- Violation of Southeastern Illinois College’s “Standards of Conduct” policy.

Returning Students

- Returning students must meet all current requirements in effect, revised, and/or added during their enrollment period.
- The appropriate dean will evaluate the students’ academic record and determine eligibility.

- Acceptance will be based on available space in the program and/or courses. If two years or more have lapsed from the initial start of the Cosmetology Program, the student must repeat the entire program. After two years, the student will be ranked for admittance with all other students and considered a new student. Out-of-district tuition may be required.
- The student will be permitted to re-enter the program (only upon having met the admission requirements) the immediate following year (based upon available seats) to retake the course or courses s/he received less than a “C” grade the next time it is offered.
- It is the student’s responsibility to notify the appropriate dean, in writing of his/her intent to re-apply to the program.
- Students who withdraw due to poor health and have a “C” or better at the time of their withdrawal, will be re-admitted only once with appropriate documentation the immediate following cohort. They must state their intention in writing as soon as possible or by the beginning of the next fall semester.

TESTING/CLASSROOM GUIDELINES

Refer to individual instructor course outlines for grading standards.

The course outline will provide specific directions for each course. Schedules are subject to change (i.e. bad weather, etc. which may require revision of class schedules and method of delivery of course material.)

- Students have 1 week** from the date the exam is administered to discuss possible discrepancies of test questions. Written documentation with sources cited must be provided to instructor when presenting potential discrepancies.
- Exams are considered property of the college and NO EXAM may be taken from the testing room when the exam is finished. Students may review exam results per faculty instructions; however, students are NOT ALLOWED to keep copies of exams. Students are NOT ALLOWED to write on the test booklet. It is the students’ responsibility to ensure that the coding sheets are completed properly. For test security, exam booklets are shredded immediately after the exam is administered.**
- Desks will be cleared. Nothing will be on the desk except the test booklet, answer sheet, as well as a pen or pencil.**
- Phone, smart watch use, and talking during the test is prohibited.**
- ZERO tolerance cheating policy is in place, if caught cheating appropriate action will be taken.**
- Exams should be taken when scheduled by the instructor. A make-up exam may be given by the instructor for one missed exam per course.**
- Definition: Make-up exam is any exam restructured by the administering instructor when a student fails to attend class the date of scheduled exam. Makeup exams still follow missed assignments guidelines and are still subject to a drop in letter grade for every day past due, regular points off also still apply.**

- h. If an exam is being given and if any student in the class has completed the exam, turned it in to the instructor and has left the classroom, then the student arriving late will not be able to take this exam, but must take a make-up exam. If a student misses the final exam, an incomplete will be issued until the exam has been completed. A final grade will then be issued.
- i. It is the responsibility of the student to schedule make-up exams in the Student Success Center. Exams that are missed must be made up within a week of the date of the missed exam. If a make-up exam is not taken within this required time frame, a grade of “0” will be issued for the missed exam.
- j. Refer to the individual course outlines for grading standards.

CLASSROOM CLINIC GUIDELINES

1. Please be prompt. Late arrival and leaving class early create serious disruptions to the learning environment, and may be regarded as an infringement on the rights of others. Tardiness and leaving early will be considered attendance problems. No hours will be earned if a student leaves the lab or classroom and returns late unless prior approval was received by the instructor.
2. Class **STARTS** at 8:00, use the restroom and have necessary items ready for class prior to 8:00 or you will be counted as tardy. Later than 8:20 a.m. is an absence.
3. Sleeping in class will not be permitted. Students will not receive clock hours and time will be docked in ½ hour increments. Laying head down on a desk or back in a chair would be considered sleeping.
4. Cell phones, headphones, radios, CD players, televisions or computers are not to be used for personal use in the classroom, clinic, or internship sites.
5. **All coats, sweaters, purses, backpacks and etc. should be placed in the student’s locker and locked. These items are not allowed on the tables or work stations. Students are responsible for their own personal belongings.**
6. Lockers are assigned for textbooks and or personal items. Non-cosmetology items should be kept in lockers at all times. Students must supply their own lock for their lockers.
7. Students must bring their kits, books and all supplies to the classroom or clinic and be on time for roll call daily.
8. **All students must follow the Cosmetology Program dress code.**
9. All containers must have a content label affixed at all times. Only approved products are permitted to be used on clinic floor and practical lab class.
10. Student work stations must be kept clean and orderly at all times.
11. Students are responsible for sanitizing their stations, mirrors, hydraulic chairs, trashcans, facial beds, and manicure tables, and completing sanitation duty every night. **Unauthorized items (pictures, decals, etc.) are not allowed.**
12. Each student is responsible for maintaining and following the individual receptionist and dispensary clerk rules.
13. All students must check with the instructor before leaving the lab for any reason.
14. **Students cannot bring food or drinks into the classroom or lab area.** Gum chewing is not allowed. Hard candy in the form of breath mints is permitted. Candy mints shall not be left out on work station; they should be stored in a closed labeled container.
15. **Each student must sign himself/herself in and out daily in their hour book.** This includes lunch break, end of day, or any time one leaves the campus.

16. **Students shall fill out his/her time card daily. Each person/student is responsible for his/her timecard. Failure to fill out one's time card daily can potentially lead to missed hours.** No other student has the authority to fill out or review another student's time card. **Students found altering time cards or falsifying hours of themselves or others will be removed from the program.**
17. Any **unethical, unprofessional behavior or violation of the Southeastern Illinois College Standards of Conduct policy will not be allowed** on the lab floor and will be grounds for dismissal this includes any theft of tools or product.
18. All assignments, tests, projects, and time cards should indicate first and last name, course and date.
19. Students are allowed to receive services during approved exchange times only. Students must sign-up for the desired service, pay the required student service fee and obtain instructor's signature of approval prior to proceeding with service. No services are given to students for free. No project sheet credit will be given without approval. Failure to comply with all three requirements could lead to the student being denied future services.
20. No sitting in the hydrologic chairs on the clinic floor unless stated otherwise.
21. All the above guidelines are to be followed unless otherwise approved by the instructor.
22. Adherence to the college's smoke-free policy is mandatory. (No chewing tobacco or e-cigarettes are allowed in class.) Please refer to page 73 of the student handbook https://www.sic.edu/files/uploads/global/Catalog/Talon_2018-2019.pdf.
23. **NO CHILDREN** are allowed to attend classes and/or labs, or to be left unattended on college premises.
24. Anyone not registered for the class must have permission from the instructor and College Administration to attend a lecture, etc.
25. Cell phones are to be turned to silent mode and are not to be removed from book bag or purse during class, lab and/or clinical. Smart watches are not allowed in the classroom or in the clinic.
26. Lectures may be recorded only with instructor permission. No in-class lecture may be posted on any internet or social media site.
27. No photos of classroom and/or clinic work may be posted on social media sites without client and instructor approval.
28. There shall be no talking or working on other assignments during lecture or clinic class time.
29. Refusal to take a client will result in the student being sent home, and no additional hours will be earned for that day.
30. It is the students responsibility, not that of the instructor or other students to clean up ones items or sanitation duties.
31. All students are expected to complete all work as assigned. If a student does not understand what the assignment is to include, or requirements established by the instructor, it is the **student's responsibility** to clarify questions or concerns with the instructor **before** the assignment is due. An incomplete grade may be issued only if the conditions in the SIC incomplete grade policy are met. The student must initiate the request for an "I". Refer to the "I" grade policy in the current SIC college catalog or student handbook. Please refer to the Student Handbook.

To graduate from the Cosmetology program, the student must have a grade of "C" (2.0) or higher in all courses required in the cosmetology curriculum. Failure to follow any of these rules can result in being sent home and an absent being given.

DRESS CODE/UNIFORM (COSMETOLOGY STUDENTS)

- Students are expected to present a professional appearance and maintain appropriate personal hygiene, such as daily baths, good oral hygiene, daily use of deodorant, shampoo hair frequently, and shaving as necessary.
- **Students are expected to come to class with hair neat and styled;** No hats or bandanas are allowed. No messy buns or unkempt hair.
- Men must be clean-shaven or facial hair neatly groomed. Facial piercings can be kept open with the use of clear studs or small rhinestones. No hoops or bars are permitted. ***Hair and makeup must be complete before clocking in!***
- Hands and nails shall be manicured with cuticles pushed back with the free-edge smooth. Polish must be either completely on, or off, no chipped polish.
- **SIC COSMETOLOGY PROGRAM UNIFORMS ARE MANDATORY: Shirts must be black, white, or black and white (no other color is acceptable). 75% black and 25% white clothing is acceptable for class. Pants, skirts, or capris must be black;** they should be properly hemmed and should not drag the floor. **No shorts, tube tops, cold shoulder tops, crop tops, miniskirts, leggings, jeggings, or sweatpants.**
- Skirts must be knee- length or longer without dragging the floor.
- No denim is allowed.
- No scrubs are allowed.
- **NO SWEATSHIRTS OR HOODIES ARE PERMITTED IN THE CLINIC OR CLASSROOM AREAS.**
- No tee shirts, tank tops or sleeveless shirts.
- No printing or writing is allowed on shirts, skirts, or pants.
- **ONLY black-covered toe shoes** may be worn. Toes must be completely covered. Shoe must cover the entire foot. No open back shoes allowed.
- **Black solid socks** should be worn.
- **Black apron-** (included in kit) must be worn in the clinic lab for all services and sanitation. **Please remove when leaving the lab for breaks and etc.**
- **ID tag** must be affixed to the top of the apron or smock. ID tag will be provided; however, tag holders are available for purchase in the bookstore.

Students who do not arrive in compliance with above dress code including hair, make-up, and uniform requirements will not be permitted to clock /sign in until standards are met. If unsure, ask before you wear it or you could be subjected to being sent home. If a student refuses to comply they will accrue an absence and be sent home.

Cosmetology instructors will make periodic inspections of uniforms and professional appearance. If the student does not comply with standards, he/she will be required to leave class/clinic. If the student is sent home, it will result in an absence. The student will be required to meet with the instructor before returning to class.

Professional appearance inspections will be included on all practical hands-on testing.

NOTE:

- ***Instructor's discretion will be implemented in all areas***
- Daily bath/shower is mandatory for our profession. Please be careful with over-powering perfumes.
- Basic hygiene (showers, brushing teeth, etc) is mandatory.

- Make sure all garments are freshly laundered.
- Proper undergarments will be required at all times. Women will wear bras and underwear at all times. Print bras and panties are not permitted under light colored fabrics. Men should also comply with proper undergarments, such as undershirts and underwear. Wearing pants below waistline will not be permitted.
- Black must be maintained. Helpful tips to maintaining black uniforms: wash blacks separately in cold water with a gentle detergent such as Woolite for darks; hang to dry. Do not store or dry in direct sunlight.
- T-shirts turned inside out are not permitted.
- Undershirts are not permitted as an outer layer or as the main uniform shirt.
- **Modesty is ESSENTIAL**- remember we are working very closely with the public. Bending, leaning over and working closely with our clients requires appropriate attire. The instructor's discretion will be implemented.
- If layering for warmth use only white or black. No tank tops will be permitted as an outer layer.

INTERNSHIPS

Students may be assigned in cosmetology businesses throughout the College district only. The cosmetology instructor will make the internship assignments. Students may complete the internship class at the College clinic as assigned. All standards of conduct rules apply when students are in the internship clinic. Students who commit violations of academic integrity which include falsifying clinical hours will receive a failing grade for the course. Per IDFPR guidelines, students may not be paid in an internship course as part of the cosmetology curriculum of the College.

GRADUATION

To graduate from the Cosmetology Program, the student must successfully complete a **minimum** of 1500 clock hours and maintain a grade point average of "C" or higher in all courses required in the cosmetology curriculum. (This includes every course listed on the curriculum guide.) A student repeating a class will be required to clock additional clock hours in accordance with the class needed for continuation or completion (student must clock 1500 hours). Cosmetology students are encouraged to participate in the graduation exercises held in May of each year. Students must apply for graduation through enrollment service office to receive transcript for licensure testing.

STATE BOARD TESTING

The Illinois Department of Financial and Professional Regulations (IDFPR) requires passage of a mandatory practical and written examination prior to obtaining a legal license to practice as a cosmetologist within the state.

The written examination is comprehensive over the entire program. A grade of **80%** or higher is required. The practical state board examination will be conducted on campus under the lead instructor during the course COS 270 with less than 175 clock hours remaining. Student skills will be assessed over the entire Cosmetology content. Students are required to score an average of 80% to pass. Three attempts to pass the final state board testing exam is permitted according to the IDFPR. The state board doll is given in the spring semester kit and CANNOT

be used until state board testing time. If used the student is responsible and required to purchase another in time for state testing.

If the student exam(s) score in either written, practical or both shows less than a "C", a failing grade will be given for COS 270.

THE WRITTEN STATE BOARD EXAMINATION FOR LICENSURE

Upon successful completion of the Cosmetology Program a minimum of 1500 clock hours, and all tuition and fees have been paid, the student will make application to the IDFPR to sit for the licensing exam. The student applying will need a valid e-mail and a credit card or debit card to apply. The fee is currently \$185.00 and this amount is due at time of filing. The cost is subject to change. This exam will be conducted by Continental Testing Service at an approved site. The comprehensive exam will be a 100-question exam requiring an 80% for successful passage. Each applicant will also be required to truthfully answer the questions below.

- Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? If yes, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge, if applicable, as well as a statement from the probation or parole office.
- Have you been convicted of a felony? If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board? If yes, attach a copy of the certificate
- Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession? If yes, attach a detailed statement, including an explanation whether or not you are currently under treatment.
- Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? If yes, attach a detailed explanation
- Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? If yes, attach a detailed explanation.
- In accordance with 5 Illinois Compiled Statutes 100/10-65(c), applications for renewal of a license or a new license shall include the applicant's Social Security number, and the licensee shall certify, under penalty of perjury, that he or she is not more than 30 days delinquent in complying with a child support order. Failure to certify shall result in disciplinary action, and making a false statement may subject the licensee to contempt of court.

Are you more than 30 days delinquent in complying with a child support order?
(NOTE: If you are not subject to a child support order, answer "no.")

- In accordance with 20 Illinois Compiled Statutes 2105/2105-(5), "The Department shall deny any license or renewal authorized by the Civil Administrative Code of Illinois to any person who has defaulted on an educational loan or scholarship provided by or guaranteed by the Illinois Student Assistance Commission or any governmental agency of this State; however, the Department may issue a license or renewal if the aforementioned persons have established a satisfactory repayment record as determined by the Illinois Student Assistance Commission or other appropriate governmental agency of this State." (Proof of a satisfactory repayment record must be submitted.)

Are you in default on an educational loan or scholarship provided/guaranteed by the Illinois Student Assistance Commission or other governmental agency of this State

If answering yes to any of the questions please be prepared to provide legal documentation to the IDFPR; they will determine if the applicant is eligible for a professional license.

If you fail a written or practical state board exam 3 times you will be required per IDFPR to attend school further before another attempt will be given.

GRADING

1. The grading scale for Cosmetology courses will be as follows:
A= 93-100 B= 86-92 C= 80-85 D= 75-79 E= 74-below
2. If a student receives less than a "C" in a Cosmetology course, he/she may not advance to the next course in the sequence and must drop the program. The student may enter the next available class, pending available seats.
3. All students are expected to do their very best work on every assignment. If a student does not understand what the assignment is to include, or what the instructor wants, it is the **student's responsibility** to clarify questions or concerns with the instructor before the assignment is due.
4. The graduation final exam will be included in the Cosmetology 270 or 271 course. Student must pass all Cosmetology course work (COS 170,171,172, 173, 174,175, 176, 177, 178) prior to COS 270/271 to be eligible to take graduation exams. Students must maintain an 80% or higher to enter the internship portion of the Cosmetology Program.
5. Cosmetology students are required to pass the graduation practical and graduation written final exams as mandated by the Illinois Department of Financial and Professional Regulations with scores at or above 80%. The student may retake the final state board practical exam a maximum of 3 times, if the scores indicate a score below 80%. If after the three attempts, the student exam score shows less than a "C" a failing grade will be given for COS 270/271.
6. Due to the incremental nature of the program, incomplete grades will not be issued unless approved by administration.

STUDENT SERVICES

Students are allowed to receive services only with the instructor's permission and under direct supervision. Students are required to pay the fee associated with the service. Students wishing to receive services must meet the academic and clock hour requirements of the program. If excessive absences, late assignments, failing grades, or otherwise reasoned by the instructor, no service may be given or received.

CONFIDENTIALITY

The student will be aware of, and understand, that maintaining confidentiality in all information that the student obtains from the client, the client's records and/or the staff is of utmost importance. If the student is determined to be in violation of the confidentiality requirement, the student will be dismissed from the program. The administration and faculty of Southeastern Illinois College will not tolerate the violation of the confidence of the client. This is a very serious offense and warrants appropriate discipline.

SOCIAL NETWORKING

Students should use caution in regard to posting classroom information on Social Network sites, especially pertaining to any client information. Please refer to FERPA guidelines in the Student Handbook.

TECHNOLOGY IN CLASSROOM/CLINICAL/LAB

Use of cell phones during class or clinical is prohibited. All students should have access to a computer with internet access. All Cosmetology students must sign in and check their SIC student email account regularly. The instructor will communicate with students by email. In addition, college offices will communicate with students through the student's SIC email account.

TRANSPORTATION

Students must assume personal responsibility and liability for transportation to classes, internship sites and assigned workshops. A decal must be affixed to a vehicle and can be purchased in the SIC bookstore.

WORKING AS A STUDENT

(225 ILCS 410/1-7) (from Ch. 111, par. 1701-7)

Sec. 1-7. Licensure required; renewal; restoration.

(a) It is unlawful for any person to practice, or to hold himself or herself out to be a cosmetologist, esthetician, nail technician, hair braider, or barber without a license as a cosmetologist, esthetician, nail technician, hair braider or barber issued by the Department pursuant to the provisions of this Act and of the Civil Administrative Code of Illinois.

Taken from ilga.gov legislation acts.

Acting as a cosmetologist and accepting payment for services outside of school while in school could revoke your right to licensure by the IDFPR upon graduation.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

According to the Family Education Rights & Privacy Act (FERPA) public posting of student's grades are not permitted. The Instructor may not discuss student records/information with anyone unless a FERPA Consent Waiver is signed by the student. Please refer to the SIC Catalog/Handbook for complete information.

LEGAL STATUS

Students are liable for their actions, including services provided by student stylists. If a student feels that an assignment is too complex, it is the students' responsibility to discuss this with the clinic instructor or intern mentor.

MALPRACTICE INSURANCE

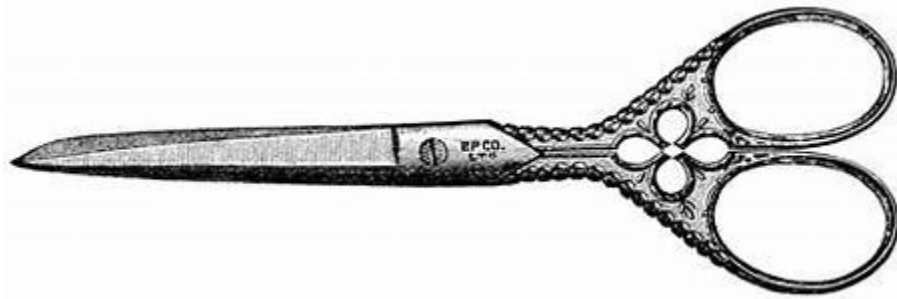
The student must carry liability insurance to cover malpractice occurrences. This insurance must be paid for prior to beginning clinic courses. Malpractice coverage will be included as a fee to a designated course in the School of Cosmetology programs. A returning student who is not taking the designated course will be required to pay the fee upon returning to the program. The student is responsible for keeping malpractice insurance current.

REGISTRATION

Registration for each course must be completed prior to attending. If registration is canceled for any reason (i.e. library dues not paid, fees/tuition not paid, etc.), the student will not be allowed to attend classes/clinical until registration for the course(s) is confirmed.

It is the student's responsibility to provide the Cosmetology instructor with current telephone number and address changes.

**Southeastern Illinois College
Cosmetology Program
Signature Pages**



Return signature pages to the Cosmetology Instructor once completed

Printed Name: _____

**SOUTHEASTERN ILLINOIS COLLEGE
LETTER OF RECOMMENDATION
STUDENT PERMISSION FORM**

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), I, the undersigned, hereby authorize Southeastern Illinois College Cosmetology faculty to write a letter of recommendation in which he/she may reference the following educational records and information:

- Grades
- Grade Point Average
- Major field of study
- Dates of attendance
- Degrees/honors earned and dates
- Classification (freshman, sophomore)
- Enrollment status (full-time, part-time, etc.)

_____	Institution/Company
_____	Address

This document provides permission to issue letters of recommendation for admission to a university or college, scholarship or honors applications and employment applications.

I understand further that (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of such records upon request; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to Southeastern Illinois College, but that any such revocation shall not affect disclosures previously made by Southeastern Illinois College prior to the receipt of any such written revocation.

_____ I waive my right to review a copy of this letter at any time in the future.

_____ I do not waive my right to review a copy of this letter at any time in the future.

_____/_____
Student's Signature / Date

SOUTHEASTERN ILLINOIS COLLEGE

COSMETOLOGY PROGRAM

1. I have received a Cosmetology Program Student Handbook. I have carefully read and understand the general information and policy statements and agree to abide by these as a student in the Cosmetology Program.

_____/_____
Student's Signature / Date

2. I have read the Cosmetology Information Sheet and I have answered all questions honestly.

_____/_____
Student's Signature / Date

3. I understand that I must abide by the policies, procedures, and agreements of all Internship sites and off campus field trips that I might attend as a student. I am aware that it is absolutely mandatory that I comply with all rules and regulations of Southeastern Illinois College and of the Cosmetology Program of SIC.

_____/_____
Student's Signature / Date

4. I understand that to successfully complete the Cosmetology Program at SIC, I must successfully pass the graduation practical and graduation written final exams as mandated by the Illinois Department of Financial and Professional Regulations with scores at or above 80%. I further understand that I must retake these exams if the scores indicate either failing or below 80%. After failing the exam three times, a failing grade will be assigned for the course.

_____/_____
Student's Signature / Date

5. I understand that I must take CPR 112 at Southeastern Illinois College as part of the Cosmetology curriculum. I understand without this class I will not meet the required credit hours needed for graduation.

_____/_____
Student's Signature / Date