



CERRITOS COLLEGE COSMETOLOGY DEPARTMENT RULES AND REGS

INTRODUCTION

Cerritos College is committed to providing you with the skills needed to achieve your educational goals and career success. Our instructors are industry professionals that will provide you with the best training available. Through our interactive learning model, we provide real world experience to students and prepare them to enter the professional workplace. Our hands-on approach and in-classroom learning prepares students for the real world. Our campus salon is open to the public. In the classrooms, you will learn theoretical and practical skills on the latest technology. In the salon, you will experience hands-on training by working directly on clients. Our students learn how to perform services on clients, provide excellent customer service, build clientele, retail products, and thrive in a salon environment. We are dedicated to student success and helping students reach their goals. Our students are highly sought upon graduation for their vast knowledge and skills in the industry. Once you complete the program, you will be ready to embark on a new and exciting career!

The field of cosmetology offers many exciting careers in hair, makeup, nail care, sales, and education. The field of Esthetics offers careers as a skin care professional, skin care research and product developer, makeup artist and sales. Possible careers: owning or managing a salon, make-up artist, hairstylist, manicurist, industry sales representative, and industry educator.

MISSION STATEMENT

Our mission in the Cosmetology Department is to provide students with the knowledge and experience necessary to enable them to proceed directly into the workplace with confidence. The Cosmetology Department is dedicated to reaching out to diverse social and economic communities. Thus, we provide comprehensive training programs in a diverse environment that is conducive to learning. The program prepares students for state examination and licensing. In conjunction with the college mission statement the Department provides career technical training that allows students to petition for a Certificate of Achievement and Associate of Arts Degree.

CONTENT DISCLAIMER

Cerritos College has made reasonable efforts to assure the accuracy of the information contained in this document at the time of publication. The college reserves the right to add to, amend, or repeal any of the rules, regulations, policies and procedures, or any other content, consistent with applicable regulations and laws. This student rules and regulations packet contains information and college policy that applies to all Cerritos College students enrolled in the cosmetology and esthetics program. Refer to the current schedule of classes and college catalog for further policy, procedures, and disclosures.

A digital copy of this document is on the Cerritos College Cosmetology Department website (<http://cms.cerritos.edu/cosmetology/resources-for-continuing-students.htm>)

EMERGENCY INFORMATION

In the event of an emergency, the Cerritos College Emergency Information web page (<http://www.cerritoscollege.us/>) may be used to secure updated information about any emergency event occurring on the Cerritos College campus. The college also offers an SMS-based emergency notification service for mobile phones. In the event of an emergency, Cerritos students, staff, faculty, and others will be alerted in real-time to important security information. You may sign-up for Emergency Text Alerts by texting the keyword "CCALERTS" to 888777.

ADDITIONAL PROGRAM COST

Additional supplies and equipment will be required throughout the program as necessary.

Broken Glass Electrodes: There's a fee of \$20 for any broken glass electrodes (high frequency or vacuum)

REMOTE AND ON CAMPUS DRESS CODE

- Uniform is required remotely and on campus.
- Name tag must be worn at all times (order from bookstore)
- Black non-slip tennis shoes for lab
- No crocs or shoes with open toe or heel.
- Shoes must be worn correctly not slipped on where heel is showing.
- Cosmetology: Black scrubs, top and bottom.
- Jackets and sweaters must be black with a front opening.
- No hats, beanies, or head dressings.
- Esthetics: Charcoal gray scrub top and black scrub bottoms.

ON CAMPUS LAB

- A uniform, name tag and black nonslip shoes (tennis shoes) with covered heels and toes are required.
- Class participation is required for all procedures.
- Short nails are required for any skin care service
- Students cannot decline a client
- If the student cannot participate the instructor will send the student home.

REQUIRED HOURS

To complete our program within the allowed certification and/or A.A degree options, students are required to be in full attendance in order to allow proper completion of clocked hours, technical and operations. Our program does not offer make-up hours.

The cosmetology curriculum consists of a minimum of **1000-clocked hours** of class work. Our program is 1200 hours.

The esthetician curriculum consists of a minimum of **600-clocked hours** of class work.

Below is a table with all classes offered this fall semester, section number, days and times they meet, total hours per day and number of minutes for break. The instructor will determine and list how breaks will be observed in the class syllabus.

| Class/section | Days/Time | Total hours/day | # of min/break |
|---|-------------------|------------------------|-----------------------|
| COS 100A / 34162 | Mon 8-12:50 | 4.83 | 40 |
| COS 100B / 34163 | Tues/Thurs 8-1:50 | 5.83 | 50 |
| COS 101A / 34164 | Mon 1-5:50 | 4.83 | 40 |
| COS 101B / 34165 | Wed/Fri 8-2:10 | 6.17 | 50 |
| COS 102 | | 2 | |
| COS 103 | | 2 | |
| COS 104A / 34166 | Mon 8-11:50 | 3.83 | 30 |
| COS 104B / 34167 | Tues/Thurs 8-1:50 | 5.83 | 50 |
| COS 105A / 34168 | Mon 1-4:50 | 3.83 | 30 |
| COS 105B / 34169 | Wed/Fri 8-1:50 | 5.83 | 50 |
| COS 106 | | 2 | |
| COS 107 | | 2 | |
| COS 108A / 33843 | 8-3:25 | 7.42 | 70 |
| COS 108B / 33844 | 8-1:50 | 5.83 | 50 |
| COS 109A / 33845 | 8-1:50 | 5.83 | 50 |
| COS 110A / 33847 | 2-4:50 | 2.83 | 20 |
| COS 110B / 33848 | 8-11:10 | 3.16 | 20 |
| COS 111A / 33849 | 8-1:50 | 5.83 | 50 |
| COS 111B / 33850 | 8-1:50 | 5.83 | 50 |
| COS 112A / 33851 | 8-1:50 | 5.83 | 50 |
| COS 112B / 33852 | 8-1:50 | 5.83 | 50 |
| COS 113A / 33853 | 2-4:50 | 2.83 | 20 |
| COS 113B / 33854 | 2-4:50 | 2.83 | 20 |
| COS 114 | | 2 | |
| COS 115A / 34064 (First nine weeks) | Mon 8-12:50 | 4.83 | 40 |
| COS 115A / 34065 (Second nine weeks) | Mon 8-11:50 | 3.83 | 30 |
| COS 115B / 34066 (First nine weeks) | Tues/Wed 8-1:50 | 5.83 | 50 |
| COS 115B / 34067 (Second nine weeks) | Tues/Wed 8-1:50 | 5.83 | 50 |
| COS 116A / 34068 (First nine weeks) | Mon 1-5:50 | 4.83 | 40 |
| COS 116A / 34069 (Second nine weeks) | Mon 12:30-4:20 | 3.83 | 30 |
| COS 116B / 33856 (First nine weeks) | Thurs/Fri 8-2:10 | 6.17 | 50 |
| COS 116B / 33857 (Second nine weeks) | Thurs/Fri 8-1:50 | 5.83 | 50 |
| COS117A / 33858 (First nine weeks) | Fri 8-12:15 | 4.25 | 30 |
| COS 117A / 33859 (Second nine weeks) | Fri 8-11:50 | 3.83 | 30 |
| COS 117A / 34070 (Regular) | Tues 8-9:50 | 1.83 | 10 |
| COS 117B / 33860 (First nine weeks) | Mon/Tues 8-2:30 | 6.50 | 50 |
| COS 117B / 33861 (Second nine weeks) | Mon/Tues 8-1:50 | 5.83 | 50 |

| | | | |
|---|------------------|------|----|
| COS 117B / 34071 (Second nine weeks) | Sat 8-1:50 | 5.83 | 50 |
| COS 118A / 33862 (First nine weeks) | Fri 12:30-4:45 | 4.25 | 30 |
| COS 118A / 33863 (Second nine weeks) | Fri 12:30-4:20 | 3.83 | 30 |
| COS 118A / 34072 (Regular) | Wed 10:30-12:20 | 1.83 | 10 |
| COS 118B / 33864 (First nine weeks) | Wed/Thurs 8-1:50 | 5.83 | 50 |
| COS 118B / 33865 (Second nine weeks) | Wed/Thurs 8-1:50 | 5.83 | 50 |
| COS 118B / 34073 (Regular) | Fri 8-2:10 | 6.17 | 50 |
| COS 119 | | 2 | |



Warning – students that are unable to complete their program of study within the provided available hours offered by the Cerritos College Cosmetology Department will have to wait a full semester to retake a course. A petition to repeat a course will need to be completed by the student and requires approval from the office of Admissions and Records before the student is allowed to retake the class. The approval of petitions is beyond the control of the Cosmetology Department. Students are encouraged to complete within their program of study as detailed above. This enables students to maintain retention of course material and practical application to assist them passing the California Board of Barbering and Cosmetology licensing exam.

TRANSFER STUDENTS

Cerritos College Cosmetology Department does not accept transfer hours, operations or technical from other training programs. Students must complete our program(s) from start to finish.

ACCOUNTABILITY AND RESPONSIBILITY

The Cosmetology Department does not keep program of completion or withdrawal files for more than 5 years, so it is each student's responsibility to retain a permanent copy of their proof of training or withdrawal documentation.

The Cosmetology Department will not file completion forms for Cosmetology or Esthetician students prior to the completion of a course. A student must complete the class, session, module and/or semester to receive a college grade and have the California State Board completion forms submitted. You are enrolled in a community college and must follow all college policies and rules. If a student wishes to leave in the middle of a semester, the grade will most likely reflect an "F" on his/her transcripts.

Financial Aid WARNING! – If a student fails to complete any class, session, modules, or semester the student may be required to repay funds allotted for the semester. See the Financial Aid Office for more information.

ATTENDANCE

NO CREDIT WILL BE GIVEN FOR A CLASS IN WHICH A STUDENT IS NOT OFFICIALLY ENROLLED. A student is provided credit for clocked hours, operations and technical starting on the day the student is officially enrolled in the correct course on Roster Plus. Students must attend the first class meeting or their names may be removed from the roll to allow another student seeking admission to enter. If a student is unable to attend the first class meeting, the instructor must be notified.

Students not in attendance or late for the first class meeting will be dropped. Introductory students need to attend their virtual class no later than 8:30am on the first day to remain on the roster.

Students who are absent more than 10% of the total class hours are subject to drop. Certain academic and career technical education areas may have stricter attendance requirements.

It is the responsibility of students to attend classes regularly and apply themselves to the college studies in which they are enrolled. When students have been absent due to illness, they should report to their instructor to explain the absence. Absence for illness, injury or quarantine may permit the making up of work missed, if the work is of such a nature that it can be made up.

See your instructor's syllabus for make-up opportunities, drop policy and for more details.

Running errands, driving or lying-in bed while being logged in to zoom will not be allowed. Student must be prepared in a sitting or standing position to participate during remote lecture and lab.

Students who do not log in to zoom for their final exam will not get the credit for taking the exam. Please note that CIMA will allow you to take it but the grade will not be counted if you do not log into your zoom class. You must always be present in class to receive credit for any assignment unless otherwise stated by your instructor. Please see the class syllabus for more information regarding attendance.

SAFETY DISCLAIMER

The College will not be held accountable for any injuries to themselves or family members while performing practical's with sharp, hot, or any other tools that can cause injury in a virtual environment. When working with chemicals students can only work on models over the age of 18. A PD test must be performed. Please keep all tools and equipment away from minors.

STUDENT CONTRACT

- I agree to be responsible and to return any item(s) or equipment(s) issued to me by the Cerritos College Cosmetology Department. If I DO NOT return the item(s) or equipment(s), I am responsible for replacement cost(s) of the item(s) or equipment(s).
- I understand that the removal of tools, equipment, products, supplies, or anything else from the Cerritos College Cosmetology Department constitutes theft and I will be prosecuted to the fullest extent of the law.
- I have acknowledged that I, as a Cerritos College student in the Cosmetology Department, will be monitored via video surveillance for safety and security reasons.
- I understand that failure to wear all required personal safety clothing, equipment, safety glasses, or other deemed personal protective equipment (PPE), as required by Cerritos College, the Cosmetology Department or other entity will be grounds for dismissal from the program.
- I acknowledge that I have read, understood, and agree to follow the Cerritos College Cosmetology and Esthetics program Technical Standards. I have been provided a link where I can read the full document on this form <https://www.cerritos.edu/cosmetology/Technical-Standards.htm>
- I acknowledge that I have read, understood, and agree to follow the Cerritos College Cosmetology Department Student Rules and Regulations, Cerritos College Governing Rules, Regulations, and Policies as stated in the class schedule and college catalog. I have been provided a link where I can read the full document on this form <https://www.cerritos.edu/cosmetology/resources-for-continuing-students.htm> and <https://www.cerritos.edu/admissions-and-records/catalogue-schedule/>
- I also understand that Cerritos College has made reasonable efforts to assure the accuracy of the information contained in this document at the time of publication. The college reserves the right to add to, amend, or repeal any of the rules, regulations, policies and procedures, or any other content consistent with applicable regulations and laws.
- I acknowledge that the program was created to provide you with the hours needed to take your board exam while attending full time. Repeated absences will prevent you from succeeding. More details will be provided to you in the syllabus.

By completing and signing this page, I am certifying that I fully understand and that I will abide by the Cosmetology Department Student Rules and Regulations, Cerritos College and all Governing Rules and Regulations as stated in the class schedule and college catalog.

This page is for the student to reference and kept in their Cerritos College Rules and Regulations packet. The signed copy we receive will be placed in the student's file and kept on record.