CAREER TECHNICAL CENTER
COSMETOLOGY & ESTHETICIAN

STUDENT HANDBOOK

1081 16th Street, San Diego, CA 92101
Ph: 619.388.3574 or Fax: 619.388.3630

http://www.sdcity.edu/cosmoserviceslservices.asp
DEPARTMENT CHAIR
Sudabeh Phillips

CONTRACT PROFESSORS
Constance Calhoun
Patricia Grooms-Jones
Sylvia Leon
Kim Shafer

Clerical Support
Rita Mason

Dean
Rose LaMuraglia
TABLE OF CONTENTS

Day and Evening Schedule 4
Admission Requirements and Enrollment Procedures 4
Uniform / Dress Code 5-6
Attendance 6
Time Card Etiquette 7-8
   Day Program 7
General Desk and Dispensary Duties 10-11
Guidelines for Patron Service 11
General Grading Criteria 11-12
General Department / Classroom Rules 13-14
Student's Rights and Responsibilities 14-16
Student Agreement Contract/ Zero Tolerance 17-19
SAN DIEGO CITY COLLEGE COSMETOLOGY PROGRAM

The Cosmetology Program is pre-employment training and job development program offered under the auspices of San Diego City College. The program is under the policies of both the California State Board of Barbering and Cosmetology and the San Diego Community College District.

### COSMETOLOGY PROGRAM SCHEDULE

<table>
<thead>
<tr>
<th>NEW CLASSES:</th>
<th>Begin every NINE (9) weeks:</th>
<th>Fall, Mid-Fall, Winter Intersession Spring, Mid-Spring, &amp; Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Esthetician Class:</td>
<td>Fall Session, consecutive sessions TBA</td>
<td></td>
</tr>
</tbody>
</table>

#### Monday, Tuesday, & Wednesday

**Theory & Lab**
- Clock in before 7:50 am
- Theory runs from 7:50 to 9:15 am
- Break from 9:15 to 9:30 am
- Morning lab runs 9:30 am to 11:30 am
- Lunch from 11:30 to noon
- Afternoon lab runs noon to 2:15 pm
- Break from 2:15 to 2:30 pm
- Afternoon lab concludes 2:30 to 4:15 pm

#### Thursday & Friday

**Lab**
- Clock in before 7:50 am
- Theory runs from 7:50 to 9:15 am
- Break from 9:15 to 9:30 am
- Morning lab runs 9:30 am to 11:30 am
- Lunch from 11:30 to noon
- Afternoon lab runs noon to 2:15 pm
- Break from 2:15 to 2:30 pm
- Afternoon lab concludes 2:30 to 4:15 pm

****HOURS SUBJECT TO CHANGE FROM DAY TO DAY****

Unless otherwise directed by your instructor, this is what your timecard should have at the end of the day:

*subject to change
ADMISSIONS ARE OPENING TO INDIVIDUALS BASED ON ONE OF FOLLOWING:

1. High school graduates are graduates with a "Certificate of Equivalency." Students must provide copies of certificates issued by a State Board Education.
2. Be 18 years of
3. Attend an orientation session. There are no transfer courses from other schools, licensure form other disciplines are acknowledged...

PROCEDURES FOR ENROLLMENT TO THE COSMETOLOGY PROGRAM

Step 1: Show up to one of our orientations for Cosmetology or Esthetician and keep in Contact with Enrolment coordinator Sylvia Leon via Email sleon@sdccd.edu

Step 2: Fill out the application to enroll in the college: you may access online application, http://www.city.sdccd.edu Go to the Admissions Office located in the building on the second floor in Room A112.

Step 3: Sign up for the Placement test: Go to the Counseling Office located in the "A” building on the second floor in Room “A110”.

Step 4: Financial Aid: Go to the "A” building in Room A113 and fill out the necessary application if you are interest in receiving financial aid. (NOTE: It is your responsibility to follow up in the financial aid process).

Step 5: After receiving add codes go to e-Reg to sign up, pay, & register for your classes.

Re-Enrollment

Due to limited space in the department, students who have dropped from the program for reasons beyond their control, (eg: long term illness, hospitalization, death in the family, relocation, change in employment) may petition the Cosmetology Department for readmission. The department must receive a letter requesting to return to the program three weeks prior to the date the student wishes to re-enroll.

Those students who drop from the program two (2) consecutive times will have to wait one (1) year before re-petitioning to return to the program.

Re-enrollment is not guaranteed, but is based on space availability.
UNIFORM / DRESS CODE

All students are required to be in complete uniform at all times, Students not in correct uniform will be sent home for the day. Students with dirty or torn uniforms will also be sent home for that day.

UNIFORM COSMETOLOGY

TOP: 2 sets of Scrubs Black / 1 white scrubs
PANTS: 2 sets of Scrubs Black / 1 white scrubs

***Uniform must remain clean and free from all stains.

SOCKS: Black or nylon hosiery must be worn
SHOES: Black leather shoes must be polishable with laces, rubber soles, and closed toes., or black leather, athletic shoes may be worn (sketchers). No heels, No boots, No canvas, No Suede.
Underneath only: Solid black or white T-shirts. NO EXCEPTIONS.

(Black or white sweaters may be worn if cold).

UNIFORM ESTHETICAN

TOP: Scrubs solid White
PANTS: Scrubs solid white

(Uniform must remain clean and free from all stains.)

SOCKS: White socks must be worn
SHOES: White leather shoes must be polishable with laces, rubber soles, and closed toes. White leather, athletic shoes may be worn (sketchers). No heels, No boots, No canvas, No Suede.

Underneath only: Solid white T-shirts. NO EXCEPTIONS.

Undergarments for white wear must be white or flesh tone
No pattern or print (White sweaters may be worn if cold).

Accessories can be worn provided client service is taken into consideration. Students should refrain from dressing up uniforms, No scarves or hats, etc. for safety purposes.

(No excessive amount of jewelry to be worn. Facial piercing can be worn AT THE DISCRETION OF THE INSTRUCTOR;) nails must be manicured and appropriate nail length.

To maintain a professional appearance, the Cosmetology Department recommends current trends for hair and make-up. (For sanitation purposes, hair must be controlled so that it will not fall into the eyes of the student)

*Male students with Facial hair must maintain a well groomed appearance.

****Make-up is optional, if worn must be in a conservative daytime look

Accessories can be worn provided client service is taken into consideration. Students should refrain from dressing up uniforms, No scarves or hats, etc. for safety purposes. (No excessive amount of jewelry to be worn. Facial piercing can be worn THE DISCRETION OF THE INSTRUCTOR); nails must be manicured and appropriate nail length.

**Male students with Facial hair must maintain a well groomed

***Appearance. Make-up is optional, if worn must be in a conservative daytime look
ATTENDANCE

College enrollment assumes maturity, seriousness of purpose, and self-discipline in meeting the responsibilities of class attendance. Student is expected to attend each meeting all of the classes for which he/she registered. Students who decide to drop the program must drop themselves online or at the Admission's office before deadline or receive an "F" grade.

The Cosmetology Program is a time-based program and has a strict attendance policy. Therefore, a student's number of absences cannot exceed 6% or 19 hours for Lab 2.7 hours for Theory per nine week session. Absences should only be used extreme emergencies. **PLEASE NOTE IF YOUR ABSENCES EXCEED 6% YOU MAY DROPPE FROM PROGRAM AT THE DISCRETION OF THE INSTRUCTOR**

Since lab lecture require concurrent enrollment, students who are dropped from lecture will be automatically dropped from lab will automatically dropped from lecture.

EXTENUATING CIRCUMSTANCES

Emergencies of any nature are not to exceed 6% of the total hours for the nine week session. (YOU WILL BE DROPPED AND REQUIRED TO REDUCE THE (9) WEEKS)
That is: Critical injuries requiring hospitalization, jury or military duty, death in the immediate family.

COURT APPEARANCES- Only subpoenas are accepted as an excuse. A maximum of three (3) days is allowed. A copy of the subpoena must be submitted to the department.
**Other court proceedings (child custody, traffic court, etc) are NOT EXCUSABLE.**
**TIME CARD ETIQUETTE**

The California State Board of Cosmetology Rules and Regulations states that:

1. Each school shall maintain a time clock for registering the hourly attendance of all students and shall require each student to register on his/her daily record when starting and completing daily instruction and training, when leaving and returning to school premises, at the commencement and termination of lunch periods, and when performing extracurricular duties for which credit is given.

2. The daily record is a recapitulation of the student's applied effort for each day, certified daily by the signatures, under the penalty of perjury, of the student and the school.

3. Credit for attendance will be granted to a student only on registered hours of applied effort substantiated by a certified daily record. 950.2 Curriculum for Cosmetology Course. Cosmetologist Course shall consist of 1600 clock hours of instruction and practice operations covering all practices of the art of cosmetology.

**Hours are divided into quarters as follows**

<table>
<thead>
<tr>
<th>Time</th>
<th>Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45 AM</td>
<td>.00</td>
</tr>
<tr>
<td>8:00 AM</td>
<td>.25</td>
</tr>
<tr>
<td>4:00 PM</td>
<td>.75</td>
</tr>
<tr>
<td>4:15 PM</td>
<td>.75</td>
</tr>
</tbody>
</table>

**CONVERSION TABLE**

- 15 minutes = .25
- 30 minutes = .50
- 45 minutes = .75

**NOTE:** Your hours can only end with .00, .25, .50, or .75.

**USE PENCIL NOT INK. STUDENTS WILL TIME**

It is important that students clock in and out on their timecards correctly, as the timecards are the proof that students were in attendance. To clock in and out incorrectly will mean loss of time.

- Do not clock someone else in. It is illegal, and as a result can lead to termination.
- You must take a lunch by law.
- You must clock in by 7:45AM.
- Your time card is a State Board Document therefore stamps and signature must be neat and legible. Students must refrain from any defacing (drawings, use of markers or highlighters).

**STUDENTS WHO DO NOT CLOCK IN AND OUT CORRECTLY WILL LOSE TIME!**
LEAVING BEFORE CLASS IS OVER
If you leave before the end of the class, be aware that our time rounds down to the nearest quarter hour, not up. For example, if you clock out at 3:50pm, that counts as 3:45pm, not 4:00pm.

LEAVING IN THE MIDDLE OF THE DAY
When you leave in the middle of the day, be aware that your time ROUNDS DOWN to the nearest quarter hour, not up. For example, if you clock out at 1:59pm, this does not count as 2:00pm; it counts as 1:45pm. REMEMBER, EVERY MINUTE COUNTS!!

If you leave [eg appointment, emergency] then come back, you don’t get credit for the time you were gone. Time will be rounded up. For example, if you were gone for 1 hour and 52 minutes, it will be counted as 2 hours.

AUDITING YOURSELF
Auditing yourself keeps you more accurate. For example:

• If you don’t get to the department on time in the morning and the door's already closed, accept the fact that you may lose Theory time. This means that you do not get 8 hours for the day.
• If you’re late coming back from lunch, please dock yourself accordingly.
• If you forget to clock in or out for lunch, adjust your timecard accordingly.
STUDENT DESK / DISPENSARY DUTIES

As part of the Cosmetology Department's curriculum, all students are required to serve desk and dispensary duties for the purpose of learning customer service, telephone etiquette, familiarity with chemicals, etc.

Desk and dispensary duties are considered classroom assignments, which are assigned by the office manager.

GENERAL DESK DUTIES
1. You are the first person that customers see when they enter the department; therefore, you need to look and act professionally. All students’ uniforms must be neat clean and in order.

2. Your hours at the desk begin at the discretion of the Senior Instructor for the day. (Breaks will be given at a convenient time when the desk is not busy.)

3. Your duty is confined to the desk, except when giving tickets to the instructor(s). (Do not visit in the lab area.)

4. Keep all other students out of the reception area with the exception of those who are buying services or getting clients. (Do not allow students to socialize or loiter the waiting area.)

5. When necessary to leave the desk, notify the office clerk(s). (Break, lunch, restroom, etc).

6. DO NOT ALLOW OTHER STUDENTS BEHIND THE FRONT DESK. (They are not to answer the phone, make change, or take tickets to an instructor.)

7. All personal belongings (lunch, purses, sweaters, etc) will be kept in your locker at all times.

8. Keep waiting area clean and organized (e.g. straighten magazines, dust counter, etc).

9. During slow periods, students may read their textbooks.

10. No eating or drinking in the desk area.

11. No personal service allowed in desk or dispensary areas.

12. No cell phones or personal phone calls.

13. No unsupervised children in the reception or dispensary areas.

14. Check for proper discounts, i.e. ID’s.

CASH REGISTER POLICY
1. The Cosmetology Department operates on a cash only basis (NO PERSONAL CHECKS ARE ACCEPTED OR CREDIT CARDS.)

2. The clerical support will explain cash register procedures.

DO NOT ACCEPT DAMAGED CURRENCY (Taped together or missing a corner of the bill)
Refunds are not given; A credit slip will be issued for services not rendered.
PHONE CALLS
1. Do not call students to the phone. Messages may be taken if it is an emergency. In an emergency, refer the call to the Office Manager or the Instructor in charge of the student. The staff will determine if the student is to be called to the phone.

2. Instructors may take calls if they are available. Find out who is calling, excuse yourself, and give the information to the instructor. If the instructor is busy, take a message.

3. NO CELL PHONES & EAR PHONES FOR STUDENTS OR CLIENTS (discretion of instructor)

4. No dark sunglasses allowed during class time.

PARKING PERMITS
Parking permits are required to park in the City College lots. Clients may park in any Student Lot provided they have a permit. They cannot park in Faculty/Staff lots. If they park at a meter, they must pay the meter or park at assigned spaces with permits.

CHILDREN POLICY
- Children under the age of 7 years can not receive services.
- Children must be 10 years old or older for any chemical services accompanied by an adult

NO CHILDREN ARE ALLOWED IN THE COSMETOLOGY DEPARTMENT UNLESS THEY ARE GETTING A SERVICE

GENERAL DISPENSARY DUTIES
- Make sure all bottles are filled and labeled properly.
- Make sure correct chemicals are given out.
- Students must have a ticket signed by the instructor before they can receive any products.
- Towels are for demonstrations or client use only.

(Do NOT issue towels to students, as students must have their own colored towels.)
- Make sure that all items that are supposed to be returned are returned.
- Keep dispensary clean and organized.
- During slow periods, students may read their cosmetology textbooks.
- Must wear uniform
- No food or drinks
- No cell phones
- No personal items, only book bag/purse
- No personal service

Predisposition Test:
A Predisposition Test (PD test) must be given 24 hours prior to any of the following services: tinting, Color Services: aniline Derivative tints or toners. Please remind the patron that it will be necessary for him/her to have the test and leave it for us to observe when they come in for their service.
GENERAL GUIDELINES FOR PATRON’S SERVICE

RULES AND REGULATIONS EXCERPT 974: THE UNIFORM OF AN INDIVIDUAL SERVING A PATRON MUST BE NEAT AND CLEAN AT ALL TIMES.

1. Cosmetologists must greet patron by name and lead patron to the workstations before going to the dispensary for needed materials.

2. Before mixing and applying tints, bleaches and cold waves; check with your instructor because record cards may be incorrect.

3. Do not discuss what you do not know over the patron’s head.

4. To make a good impression on the patron, be courteous and act efficiently.

5. Have your instructor to check all work after the completion of each service and before the patron leaves in order to receive proper credit for all time spent performing client service.

6. If any product is dropped on customers clothing or skin, immediately check with your instructor as to what to do.

7. Before to the dispensary, sign your name on all patron work orders. No supplies will be issued without the teacher and student signatures.

8. Conversation should be restricted to Cosmetology and Hair Trend topics of interest to the patron. Do not discuss personal affairs while working on patrons.

9. Students are not allowed to use personal products on clients.

10. Any student found guilty of altering service to clients, aside from the ticket charge, will be dropped from the Cosmetology Program for defrauding an innkeeper.

11. A student refusing a customer assignment will be required to clock out for the remainder of the day. The student will lose that time missed.

12. Any clients with questionable nature please check with your instructor before or during a service.

13. Do not try to handle unruly clients, please contact your instructor.
GENERAL GRADING CRITERIA

PERSONAL PROFESSIONAL APPEARANCE & ATTITUDE

• Observation of self-cleanliness; hair neatly styled.
• Correct uniform worn at all times.
• Maintenance of good attitude.

TESTS
All students will be given a nine-week laboratory performance test, which will constitute towards their grades. The points will be evaluated according to State Board Criteria.

Related theory grades will be computed according to the following scale:

A= 92-100
B= 84-91
C= 75-83
D= 70-74 Unsatisfactory for completions of course

ATTENDANCE
As Cosmetology is a time-driven program, your attendance is critical.

Specific grading criteria are included in each instructor's syllabus.

GENERAL DEPARTMENT/CLASSROOM RULES

1. No loitering in the classrooms (this includes guests, relatives, and clients who are not receiving services) or at the front desk/waiting area.

2. No children are allowed in the classrooms unless they are receiving services. The Cosmetology Department does not provide services for children under age seven (7) years of age. Chemical services are not given to children, must show proof of age.

3. Clean uniforms are to be worn at all times. Uniforms must be in good condition and free of stains.

4. Students must be prepared for classroom instruction at all times.

5. Students are to professionally service clients under instructor's supervision at all times.

6. No high heel or open toe shoes. (Safety codes prevent unsafe shoes for the Cosmetology environment).

7. Environmental and student safety are the foremost priorities in the Cosmetology program.

8. Students are under instruction at all times and must perform practical operation according to the California State Board Policies and directives from classroom instructors.

9. Students are responsible for keeping a daily record of applied effort. Timecards will only be audited by request once per nine-week session.

10. Non-applied effort and non-compliance will result in disciplinary action, suspension or dismissal.

950.2 Curriculum for Cosmetology course, 1600 clocked hours of teaching instruction and practical operation covering all practices of the art of Cosmetology.
11. No food or drinks are allowed in the classroom.

12. Using personal products of any kind (including chemicals) on clients is prohibited.

13. Students are not allowed to use office phones at anytime. Emergency messages will be handled through your instructor.

14. Do not leave the department without notifying your instructor and clocking out. If you do not comply with this, you will lose time.

15. Everyone is expected to keep their own station clean, including and chairs. Sanitation and sterilization duties are for the cleanliness of the department as a whole.

16. Immediately upon the completion of an assignment, workstations must be cleaned and straightened up and unused supplies returned to the dispensary.

17. **NO CELL PHONES**

*Any student found in violation of these rules will be suspended, dropped from the program, or referred to the dean of Student Affairs for disciplinary proceedings.*

**MODELING**

Students are required to exchange services such as in cosmetology Students may exchange Cosmetology services within their own labs.

**Disabled Student Programs and Services:** Visit room A115 or call (619) 388-3513

**Career/Transfer Center (Counseling Services):** Visit room A111 or website at www.city.sdccd.net/transfer

**DISABLED STUDENTS INSTRUCTIONAL TOOLS**

Tape recorders are permitted if required by a disabled student with appropriate forms through DSPS.

Students that may be aware of disabilities should contact their counselor to assess need and availability prior to the required session.

Students that require the assistance of service animals must keep them in their assigned area. Make sure hey are clean and free of pests prior to participating in the instructional process. Should the use of an interpreter be necessary to facilitate instruction, please remind the interpreter they must observe the rules and regulations set forth in the student handbook.
STUDENTS' RIGHTS AND RESPONSIBILITIES

Institutions of higher learning have determined that certain behaviors and conditions are supportive of the academic process and the climate at the community in which the process takes place. This philosophy is supported by District Policy 3100: "Student Rights and Responsibilities", which describes:

(1) Standards of Conduct
(2) Administration of Discipline
(3) Administrative Due Process
(4) Student Grievances
(5) Student Discrimination Appeals

Policy 3100 prescribes procedures by which the student or the District may formally initiate action to resolve disputes.

Students Rights and Responsibilities (Policy 3100)
The Board of Trustees of the San Diego Community College District has adopted this statement of student rights and responsibilities and these instructions for administrative due process.

1.0 Student Rights: Those student rights enumerated herein are accorded only when such rights are within the dominion and control of the San Diego Community College District and only to the extent that corresponding rights are accorded to within the framework of the society. Rights not enumerated are retained.

They are neither diminished nor disparaged by their omission.

1.1 Students shall have the right to impartial objective evaluation of their academic performance and to receive in writing at the beginning of each course, information obtaining the method of evaluating student progress toward, and achievement of course goals and objectives including the method by which the final grade is determined.

1.2 Students shall be free from acts or threats of intimidation, harassment, or physical aggression.

1.3 Students shall be free from the imposition of sanctions without proper regard for due process.

1.4 Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course for which they are enrolled.

1.5 Students shall be encouraged to and may participate in the formation of policy affecting them.

1.6 Students shall have the right to petition to organize interest groups pursuant to District procedures.

1.7 Students shall have the right to join student associations approved pursuant to District policies.

1.8 Students shall have the right to invite and hear speakers in accordance with current District policy.

1.9 Students shall have the right to develop student publications in accordance with standards established by current District policies and procedures.

1.10 Students shall have the right to exercise freedom of expression and inquiry consistent with District policy and in conformity with federal, state, and local laws.

2.0 Students Responsibilities-District Publications

2.1 Students are responsible for reading and adhering to the policies and procedures as outlined in catalogs, schedules, and other official printed materials.

3.0 Student Responsibilities-Code of Conduct

Students are subject to the same federal, state, and local laws as non-students, as well as to the authority of the San Diego Community College District. Students are subject to charges of misconduct concerning, but not limited to the following acts when committed on District-owned or controlled property or at District-sponsored activities.

3.1 Academic cheating or plagiarism-to take and pass off as one's own work or ideas of another.

3.2 The physical or verbal disruption of instructional activities, administrative procedures, public service functions, authorized curricular or co-curricular activities, or prevention of authorized guests from carrying out the purpose for which they are on campus.
3.3 Use, possession, or distribution of alcoholic beverages except as permitted by law.
3.4 Alteration or misuse of campus District documents including acts of forgery and furnishing false information.
3.5 Threats of damage to or theft of property belonging to or located on District-controlled property or facilities.
3.6 Violation of campus/District policies concerning the registration of student organizations and the use of campus/District facilities.
3.7 Disorderly, lewd, indecent or obscene conduct or expression or habitual profanity or vulgarity.
3.8 Assault or battery upon a student upon college/center premises or while under the authority of the college/center personnel, or continued abuse of college/center personnel, assault or battery upon college/center or any threat of force of violence directed toward college/center personnel at any time or place provided such conduct is related to college/center activity or college/center attendance.
3.9 Student membership in any secret fraternity, sorority, or club wholly or partly formed from the membership of students attending the community colleges/centers or taking part in the organization or formation of any fraternity sorority or secret club. Participation in hazing constitutes a misdemeanor pursuant to California Education Code Section 32050 through 32052 which impose additional penalties as well upon any participating person, corporation or association, etc.
3.10 Possession of or assault with weapons, explosives, dangerous chemicals, or objects which may be used as weapons or to threaten bodily harm as specified in the California Penal Code or other applicable laws.
3.11 Participation in activities which are in violation of state or federal laws, San Diego County or San Diego City ordinances while on college/center premises or at college/center sponsored or supervised activities.
3.12 Failure to comply with directions of staff members of the college/center who are acting within the scope of their employment; continued and willful disobedience or open and persistent defiance of the authority of the college/center attendance.
3.14 Whether on community college/center premises or elsewhere: use, possession, or distribution of narcotics or other hallucinogenic drugs or substances of inhaling or breathing the fumes of or ingesting any poison classify as such by California Business and professions Code Section 4160, Schedule "D" excerpt as provided by law.

4.0 Instructions for Due Process as listed below are available in the Student Affairs Office:
Policy 3100-1 Student Grievance Instruction
  3100-2 Administration of Discipline Instruction
  3100-3 Disciplinary Hearing Instruction-Campus Body
  3100-4 Appeal to the Board of Trustees Instruction
  3100-5 Expulsion Proceedings Instruction
San Diego City College  
Cosmetology/Esthetician  
Student Agreement Contract

Dear Student,
San Diego City College Cosmetology and Esthetician Programs and California State Board Rules and Regulations for professionalism can be found in your student handbook or literature published by the Consumer Affairs Agency (Cosmetology Act and Rules and Regulations). The State Board requires that all students demonstrate applied effort in daily practical and technical training while in enrolled in the appropriate program.

Students are expected to actively participate in classroom discussion during Theory and Practical laboratory sessions. Failure to do so will result in the loss of clock hours and/or dismissal from the classroom for up to two days. Students are expected to comply with classroom expectations, standards and instructions necessary to facilitate the learning process.

1. Attendance is a vital part of your grade. If the student exceeds 6% (2.4 lecture and 17.0 hrs, laboratory) he/she can be dismissed by the discretion of the instructor. Please allow yourself ample time to clock in.

2. Workmanship should be the best quality, effort and the highest standard.

3. Communication is essential. All students must demonstrate the ability to respect each other, work as a team, follow through with individual assignments and learn to co-exist without disruptive behavior in accordance with Policy 3100. Please remember cell phones are not permitted in the classroom and can be used during breaks or lunch times. The use of ipods, mp3 players or other listening devices (i.e. head phones) is not permitted during the instructional day.

4. Appearance is first and foremost. It is also a part of your final grade. Students must wear a clean uniform. He/she is also expected to comply with departmental dress code. No short pants or shirts/blouses, outer wear such as sweaters or sweat shirts must be black or white and worn under your smocks. You will be dismissed if you fail to comply!

Student Agreement

Assignments/Projects
All assignments must be TYPED and submitted to the standards set forth by the instructor. When submitting any project, it must meet the basic standard guidelines for submitting college level reports, projects and assignments (your instructor will provide you with the specifications of the assignment).

Guidelines for Disruptive Behaviors
Threats that are directed to students, faculty staff or clients will be referred to the Campus Police and will result in immediate suspension. A Policy 3100 will be issued; the incident will be documented and filed with the Dean of Student Affairs. The student will not be allowed to return to class until he/she has conferred with the Dean of Student Affairs and has been cleared for re-admission to class. In extreme situations, a disciplinary hearing or expulsion form the program is the consequence of disruptive behavior.

Academic Dishonesty
Students who plagiarize information from the internet; bring unauthorized materials to an examination; copy the work of another student; is the provider of an assignment with the intent to misrepresent or distribute work of another student will receive an "F" for the assignment. A Policy 3100 will be issued and a suspension will incur.
The Zero Tolerance Policy Always in Effect

I have carefully read and understand this student agreement and will comply with the standards and expectations of the Cosmetology/Esthetician Department, State Board of California and the Community College District Policies that governs my training. Failure to do so will lead to suspension and termination of enrollment from the Program.

Student's Signature_____________________________ Date__________________

Instructor's Signature_____________________________ Date__________________

Cc:  student's file
Acknowledgement and Signature Page

I (print your name) __________________________________________ have read and understand the rules and regulations that the San Diego City College School of Cosmetology/Esthetician have outlined in this student handbook. I understand that the Cosmetology/Esthetician Department operates under the auspices of the California State Board of Barbering and Cosmetology and the Community College District. An adult student my enrollment in this time based curriculum affirms my commitment to successful completion of this program. Therefore, I submit my signature to acknowledge the rules and regulations set forth by this program and the State of California State Board of Barbering and Cosmetology.

On this month, day and year-______________________________________________

Student's Signature____________________________________________________ Date__________________

Cc: cosmo file