

STUDENT HANDBOOK

COSMETOLOGY PROGRAM



COPIAH ~ LINCOLN

COMMUNITY COLLEGE

Wesson Campus

2024-2025

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COSMETOLOGY POLICIES

Recognizing the need for competent, safe, and ethical members of the cosmetology profession, the cosmetology program at Copiah-Lincoln Community College formed the following policies. These rules and regulations were established to simulate the “real” working situations as closely as possible. In learning to adhere to these policies, the student will be better prepared to follow the policies of future employers. They will gain employability skills as well as occupational skills. The student will then be able to become a successful and productive part of the work force in the community.

I. Admission Policies

- A. Must have accredited high school diploma or GED
- B. Have an ACT score on file
- C. Complete and have on file a Copiah-Lincoln Community College official application
- D. Must have on file a transcript from an accredited high school showing graduation, or satisfactory scores on the GED test, and/or a transcript from previous college attendance showing graduation from accredited high school
- E. Complete a Co-Lin Cosmetology Application on testing date
- F. Take Cosmetology Aptitude Test (CSAT) at Co-Lin, Wesson campus
- G. After notification, applicant must attend required cosmetology orientation or selection is forfeited

II. Re-admittance

- A. Students must have been a former student in Copiah-Lincoln Cosmetology Program.
- B. Student must apply for re-admittance within 3 years of dismissal/withdrawal date or retest.
- C. Students wanting to re-enter program that have been out of the program longer than 3 years will be required to apply, retest and go through the same selection process as beginning students.

III. Transferring Students

- A. Any student wishing to transfer from another cosmetology school is required to:
 - a. Submit a copy of a transcript from previous school for review by cosmetology instructor.
 - b. Apply and test for the same selection process as a beginning student.

IV. Dress Code

- A. Uniform (Approved Co-Lin Blue Scrubs) clean and neat
- B. Lab Coat (No athletic looking coats)
- C. All black Duty Shoes or all black tennis shoes
- D. Name Tags
- E. Visible body piercings other than earrings must be **removed** during class/ laboratory/clinical periods.
- F. Students are expected to come to class looking professional (hair fixed, makeup and in uniform).

If a student is in violation of the dress code, they will be considered out of uniform and will not be allowed to sign in for class and get hour credit for either theory or lab.

V. Lunch and Break Times

- A. Students are responsible for their own meals.
- B. Thirty minutes is allowed for lunch.
- C. Classroom breaks will be given at the instructor's discretion.
- D. Lunch will be flexible during lab time and are assigned by the instructor.
- E. Students are required to leave the classroom and lab areas during breaks and lunch. **This is a must.**

VI. Program Completion

To be eligible to complete the cosmetology program, a cumulative grade average of 85 percent or above must be maintained with a minimum of 1500 hours of training. Upon program completion, the student will be eligible to take the Cosmetology Licensing Exam given by the State Board of Cosmetology.

VII. The Honor System

- A. Each student in the classroom or in the lab area is on the honor system and is responsible for his or her own actions.
- B. Any student aware of another student cheating must inform the instructor within 24 hours.
- C. Errors, mistakes or incidents in the lab area must be reported immediately to the instructors.
- D. Any student who is accused of cheating will be referred to the Dean of Career & Technical Education for disciplinary action. The most severe infraction could be dismissal from the program.
- E. Remember that actions in and out of school reflect not only the student but the school and classmates.
- F. All work performed on a client must be checked by an instructor before the client leaves the building.

VIII. Dismissal from the Program

- A. Inability to function in the cosmetology occupational setting, classroom or laboratory.
- B. Failure to pass each semester of study with an 85% or better average.
- C. Violation of Co-Lin's Drug-Free School Policy as listed in the Co-Lin's student handbook.
- D. Falsification of any part of the student's application to the school or to the program.
- E. Neglect or abuse of any patron while in the lab.
- F. Evidence of cheating or plagiarism on assignments or time sheets. (See Student handbook)
- G. Excessive absences and/or tardies. (See attendance policies)
- H. Actions that are abusive or disrespectful in nature, that are directed towards college officials and/or other students. This includes harassment, intimidation, or bribery of any student, faculty, or staff. Harassment is considered to be words, behaviors, and/or actions which intentionally inflict serious mental or emotional distress on others and/or distress the educational environment.
- I. Theft or damage to property of the college or to property of a member of the college community or of a visitor to the college.
- J. Violation of dress code.
- K. Any other violation deemed inappropriate by the Dean of Career & Technical Education.

IX. General Discipline

- A. Repeated Breach of Program Policies. Students will be subject to dismissal for violation of program policies. All violations will be recorded on the teacher/student conference form and reviewed by teacher and student. The student will make any desired comments and sign. The information will then be placed in the student's file.
- B. Students must follow general school guidelines listed in Copiah-Lincoln Community College the Student Handbook.

X. Tobacco Free Campus

In order to promote a healthy environment for students, faculty, staff and visitors, Copiah-Lincoln Community College is tobacco-free in all locations, Wesson, Natchez, and Simpson County Center. The use of tobacco and smoking products which include vape products, E-cigarettes, E-liquid, and other non-tobacco inhalants are not permitted on any property owned by the college, which includes but is not limited to buildings, grounds, parking areas, walkways, recreational and sporting facilities, and college-owned vehicles.

XI. Phone Calls

- A. Cell phones are prohibited. Students may use departmental phone number for emergencies only. The nature of the emergency must be explained to the instructor. Violation of cell phone policy will result in a \$25.00 fine. Multiple offenses will result in increased fine amounts and possible dismissal of the program.

XII. Attendance

- A. 1500 clock hours is required for completion of the program. A maximum of (21 hours) per semester for emergency will be allowed with prior approval.
- B. An absence must be reported before 7:20 a.m. to the instructor by phone or text. It is mandatory that the student notify the instructor. Do not send word by a classmate or have someone else call for you. Failure to notify is a breach of policy.
- C. If the student exceeds 10 hours absence, they must meet with a counselor.
- D. The student will be cut out after receiving 21 hours of absence. The student may appeal by following the attendance appeal process in the student handbook.
- E. Students with extenuating circumstances will be allowed make up work/hours if they have not completed the required 1500 contact hours in a three-semester period. The following charges will be applied as follows:

0 – 12 days (84 hrs)	-	no charge
12 days and over (84 hrs)	-	Full Tuition

- F. Tardies will not be tolerated in the classroom or lab. A tardy is defined as anytime later than the assigned time to begin class or lab. Example: If class is scheduled to begin at 8:00, then at 8:01 you are tardy.

1st-3rd Tardies - A verbal warning will be issued by the instructor.

4th Tardy - A conference with the instructors will be required.

5th Tardy - The student will be given a final warning.

6th Tardy - The student will be referred to the Dean of Career and Technical Education for possible dismissal from the program.

XIII. Exemption Policy

No exemptions from final examination will be granted.

XIV. Classroom Decorum

1. Appropriate Conduct

The classroom is an educational setting; conduct in the classroom is to be conducive to the atmosphere of learning. Instructor discretion will be used to deal with violations in conduct that deviated from this norm. A serious offense or an offense that is repeated after notice to correct such conduct may be cause for the instructor to temporarily dismiss a student offender from the classroom setting. This decision will be made by the instructor when it is felt to be in best interest of the instructional setting.

2. Disciplinary Action – Classroom

Upon being dismissed from a class, a student will be sent directly to the appropriate administrative office: Career-Technical student will be sent to the Dean of Career & Technical Education/Assistant Dean of Career & Technical Education.

3. Grading Policy

The following point system will be assigned to grades:

A=95-100 C=83-88 F=76 and below
B=89-94 D=77-82

If a student fails any class during the first, second, or third semester, they must repeat the entire semester over.

XV. Financial Aid

Federal Student Aid Programs include Pell Grants, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Stafford Loans, Parent PLUS Loans, and Work-Study. The FAFSA, Free Application for Federal Student Aid is the primary application and can be completed online at <https://fafsa.ed.gov>.

Mississippi grant programs include MTAG, MESH, and HELP. These can be applied for at <http://www.riseupms.com>.

XVI. Non-Discrimination Statement

Copiah-Lincoln Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Copiah-Lincoln Community College Career and Technical Education department does not discriminate in enrollment or access to

any of the programs available including business and computer, construction and manufacturing, engineering, health sciences, human sciences and transportation pathways. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. Covich-Lincoln Community College also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Questions, complaints, or requests in regard to Title IX directives should be made to the Title IX Coordinator/Compliance Officer, Tiffany Perryman, Ewing Administration Building, 1001 Co-Lin Lane, Wesson, MS 39191, (601) 643-8411.

Questions, complaints, or requests in regard to Section 504 directives should be made to: Wesson Section 504 Coordinator, Amber Bowman, Henley Building, Lester R. Furr Dr., Wesson, MS 39191, (601) 643-8342; or Natchez Section 504 Coordinator, Rukiya Abston, Redd-Watkins Career Technical Building or Tom-Reed Academic Building, 11 Co-Lin Circle, Natchez, MS 39120, (601) 446-1225; or Simpson Section 504 Coordinator, Nicole Cheramie, Sidney Parker Academic Building, 151 Co-Lin Dr., Mendenhall, MS 39114, (601) 849-0123

XVII. Disability Statement

If you are a student that has a disability which qualifies under the Americans with Disabilities Act (ADA) and requires accommodations, you should contact the Office of Disability Support Services.

Disability Support Services contacts on all campuses:

Wesson Campus – Amber Bowman
Phone: 601-643-8342
Email: Amber.Bowman@colin.edu

Natchez Campus – Rukiya Abston
Phone: (601) 446-1225
Email: Rukiya.Abston@colin.edu

Simpson County Center – Nicole Cheramie
Phone: (601) 849-0123
Email: Nicole.Cheramie@colin.edu

XVIII. Cosmetology Teacher Trainee

The Cosmetology Teacher Trainee course is a special course designed to prepare a person to become a cosmetology instructor. Instruction will be given in development of instructional method, development of visual aids, development of effective evaluation, practical applications of cosmetology instructions, classroom management techniques, cosmetology laws, rules, and regulation, and practical application of cosmetology instruction.

Based on 1000 hours for those applicants with two or more years of active experience, 16 hours Theory Observation, 90 hours Skill Observation, 218 hours The Professional Teacher, 132 hours Student Motivation and Learning, 429 hours Method, Management and Materials, 90 Testing and Evaluation, and 25 Cosmetology Laws, Rules and Regulations.



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I have read and do fully understand the COPIAH-LINCOLN COMMUNITY COLLEGE COSMETOLOGY PROGRAM STUDENT HANDBOOK. I further agree to abide by all rules and regulations contained in this handbook. Failure to abide by the rules and regulations is grounds for dismissal from the program.

STUDENT'S SIGNATURE

DATE

Received by:

CO-LIN COSMETOLOGY STAFF

DATE

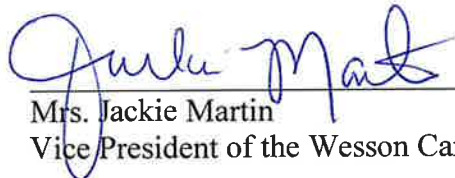
THE ABOVE POLICIES FOR THE COPIAH-LINCOLN COMMUNITY COLLEGE
COSMETOLOGY PROGRAM HAVE BEEN READ AND APPROVED BY:



Dr. Sharolyn Magee
Dean of Career & Technical Education

7/25/24

Date



Mrs. Jackie Martin
Vice President of the Wesson Campus

8/14/24

Date



Dr. Dewayne Middleton
President
Copiah-Lincoln Community College

8/14/24

Date