



Navarro College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Navarro College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Navarro College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Navarro College Mission

Navarro College provides educational opportunities that empower students to achieve their personal, academic, and career goals and that promote life-long learning for all communities served.

Navarro College Vision

Navarro College will be nationally recognized as a higher education institution committed to providing innovative career pathways and student-centered learning opportunities that result in students capable of succeeding in local and global communities.

Navarro College Values

Integrity: actively building open relationships with students, employees, local business, and local communities. Serving all people we touch with a strong sense of ethics and personal and organizational responsibility.

Diversity: fostering acceptance, multi-dimensional thinking, and respect and understanding the different experiences of all people. We know we are stronger for who we are together—as a college, as a community, as a culture, as part of a global village.

Innovation: leadership invested in guiding and embracing change, seeking creative ways to tackle educational challenges. We encourage students and employees to be agents for change, championing new ideas informed by personal reflection, trends in education, and changes in local and global community.

Student Centeredness: placing students at the heart of all we do, with an emphasis not only on excellence and learning, but, also, with a profound appreciation of personal, familial, economic, and civic responsibilities impacting our students and communities.

Accountability: honoring commitments to students, educational partners, workforce partners, and the communities we serve. We intentionally foster respect, citizenship, civic responsibility, and humanitarianism as both individuals and an institution.



Welcome!

Congratulations! You have taken the first step toward a very exciting and rewarding career. The Department of Cosmetology believes in providing each student with the maximum possible support towards achieving their career goals. We strive to challenge, excite, and engage students by providing them with an experience that will be the foundation of their career. The beauty industry is in constant need of qualified, creative, well-trained professionals. The Department of Cosmetology is a complete educational environment with multiple ways of learning, including lecture, laboratory classrooms, and hands-on learning in our client salon. It is our objective to assist students to successfully pass the state licensure examination with entry level skills for employment in the workplace.

This student handbook will provide you with an understanding of program expectations while enrolled in the program. The handbook is a supplement to the Navarro College catalog and individual course syllabi. For general information relating to the college, please refer to the catalog.

If you have any comments or questions about the student handbook you are welcome to schedule a conference with the department chair.

Robyn Smith

PROGRAM PHILOSOPHY

The faculty of the Cosmetology Program are committed to preparing graduates who can safely and effectively perform as an entry-level Cosmetologist based on stated competencies. The program philosophy consists of the following principles:

1. Everyone has a right to respect and dignity. The physical, psychological, sociological, and spiritual needs of everyone must be considered.
2. Learning is the acquisition of knowledge, understanding, skills, and attitudes that lead to changes in the behavior of the learner. Education is a systematic process that assists the student in using what is learned.
3. Student-instructor interaction is vital to the learning process. The role of the faculty is to coordinate the entry level education of the student through a planned curriculum, and the responsibility of the student is to actively seek out new learning experiences.

PROGRAM MISSION STATEMENT

The Cosmetology department of Navarro College exists to provide our community with an opportunity to learn the art and science of the cosmetology industry from industry professionals in an interactive learning environment. We prepare students upon graduation to begin work as a professional cosmetologist and not only compete, but also succeed. We accomplish this by requiring high standards and consistency while instilling a solid foundation in both the theory and practice of cosmetology. At Navarro College, we are committed to a conducive, educational environment by acting with integrity, dignity, and respect in our service to the students and the college community.

PROGRAM CORE VALUES

All choices, decisions and actions of Navarro College Cosmetology, and the individuals associated with it arise from and are consistent with the following core values:

1. Excellence requires a commitment to allocating the time, effort, and resources to ensure superior achievement.
2. Integrity is exhibited through principled leadership that continues to earn the public's trust and to achieve the highest levels of honesty and ethical behavior.
3. Innovation is to promote and affirm the spirit of invention and creativity.
4. Inclusion assures opportunity for accessible education to diverse learners by addressing financial, environmental, social, and academic barriers.
5. Stewardship, sustainability, and accountability requires an efficient and effective use of human, physical, and financial assets. Allocation of these resources is based on the commitment to the efficient and effective use of the environment.
6. Collaboration is essential in partnering to development educational technical industrial and cultural support to improve the quality of life in the community.

General Expectations for Students

The Navarro College Cosmetology (NCC) rules of compliance and behavior are similar to those you will encounter during your career. If NCC expected anything less than the best from you at all times, we would be voiding our obligation to prepare you to become a top professional in the beauty industry. As adults, all students are individually and collectively responsible for their behavior and are fully accountable for their actions. Lack of acknowledgment of specific policies will not be an excuse for breaking any Navarro College or Texas Department of Licensing and Regulation (TDLR) laws and rules. *Students are required to demonstrate a professional attitude at all times.*

General classroom guidelines and rules will be reviewed on the first day of class. Violations of any rule, or combination of these rules, will lead to points deducted from the professionalism grade, and may incur warnings, probation, or permanent dismissal based upon Navarro College policy.

ADMISSION

Applicants must meet all admission criteria for Navarro College.

POLICIES AND PROCEDURES

LOCKERS

Lockers are assigned for textbooks and or personal items. Each locker must have a lock and MUST be always locked. Lockers are the property of Navarro College and are subject to search at any time without prior consent. Maintenance of the locker is the responsibility of the student. Upon completion or interruption of training all personal belongings must be removed. If contents are not removed, the department will attempt to contact the student to remove their property. If unsuccessful, the College will remove the contents of the locker within five (5) class days. Items remaining in the locker will become the property of Navarro College.

NON-COSMETOLOGY ITEMS

All non-cosmetology items such as, but not limited to, iPads, laptops, tablets, lunch items, purses, and makeup bags must be stored in the student's locker. Water is allowed in the classroom provided it is in a standard 12oz – 16oz water bottle. No exceptions. Food and drink (other than water) are only allowed in the classroom/lab during designated breaks.

CLIENT SERVICE

Clients may receive cosmetology services at reduced prices. All our clients must be treated with utmost courtesy. Should a problem occur, contact an instructor immediately. The student's appearance and decorum must be professional at all times. Gossiping with other students while assisting a client is unprofessional and unacceptable. All services are assigned and must be checked and approved by the instructor if credit is to be received. Students are not permitted to instruct other students. Only approved products are permitted to be used on the clinic floor and practical laboratory class. Non-participation in class or laboratory assignments will require a conference with an instructor along with receiving a reduction of points from their Performance Standard grade.

ATTENDANCE / ABSENCES

The department chair will maintain a complete record of attendance for the entire length of each course. Attendance in the Cosmetology Program is vital to the overall success of a student. A student is allowed to be absent no more than 5 days (35 hours) in a course module/semester. If a student exceeds the 5 days (35 hours) the student is subject to being dropped from the program. The student is responsible for scheduling a conference with the department chair to discuss the situation. The department chair has the prerogative to make decisions based on individual situations and needs.

1. Attendance of 90% is required to pass each class. All students are required to make up any hours if they fall below 90%.
2. The department chair has the right to drop a student from the program whose attendance falls below 90%
3. It is the student's responsibility to contact their designated instructor for that day when they will be absent or tardy. Failure to do so may result in point deductions from their professionalism grade.
4. It is the student's responsibility to ask instructors for any skills, assignment and/or test missed and make arrangements to complete per the instructor's schedule and allowances.
5. A student in attendance but not participating in any assigned activities, will be directed by the instructor to "clock out" and leave the school premises immediately and will result in point deductions from their professionalism grade.

CLOCKING OF HOURS AND MINUTES FOR ATTENDANCE

Cosmetology classes are in sessions as indicated below:

Full Time Program	Monday through Thursday	7:30 a.m. – 5:30 p.m.
High School Dual Credit	Monday through Thursday	2:30 p.m. – 7:00 p.m.

Navarro Cosmetology is a credit hour program and tracks your attendance through discovery pro login and canvas. Regular and punctual class attendance is expected at Navarro College

Cosmetology, and as a key element for student success and to gain the most out of your education, a 100% attendance is recommended.

Disciplinary action will be taken for any student who does not adhere to the following rules. Up to 100 points may be deducted from the student's professionalism grade. Refer to the Cosmetology Disciplinary Point System for details.

1. A student must personally clock in / out for himself / herself. If a student fails to clock in or out time will not be corrected, and this will apply towards the attendance policy. Students are responsible for their attendance.
2. Student clocking another student in or out will be in violation of TDLR Rule 83.72 (j) and will be subject to disciplinary action and deduction of professionalism point.
3. Students will clock in or out at the assigned area assigned by the instructor.
4. Tardy - If the student is 15 minutes late to class which is 7:45 a.m., they will be asked to leave and return the following day.
5. Time clocks will be turned off at 7:45am.
6. If leaving the department for any reason, the student must clock out except when an instructional area on a campus is located outside the approved facility that has been approved by TDLR and is supervised by an instructor. Students will not remain in the department unless clocked in.
7. Students are required to clock out for breaks and lunch. Morning or afternoon breaks are subject to change according to class / lab schedule changes.
8. Students must personally clock in or out of the department for lunch. Students returning from lunch must return to class / lab by 1:00 p.m., otherwise students are late, and will not be permitted to clock in as classes or labs have begun.
9. Students cannot exit the school building without telling the instructor other than during specified break times, failure to do so may result in point deductions from their professionalism grade.
10. Human timeclock failures will result in a loss of time clock hours or can be input manually with a loss of professionalism points from the students' quota card (See Disciplinary Point System)

ELECTRONIC DEVICES

Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the building. Such devices will also be kept in the student's locker and not accessed during the class period. The student will not interact with these devices at any time during classroom instruction unless the device is being used within the instruction with the permission of the instructor.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the instructor's request, the student will be dismissed from class and at the instructor's discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from

class, counted absent and have points deducted for work missed, if appropriate and referred to the Dean of Workforce, Career, and Technical Education.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

BREAKS

All students are required to take a minimum 40-minute lunch off the clock.

Two 10-minute off the clock breaks are required and will be allowed during the day at 10 a.m. and 3 p.m. If a student needs to excuse themselves for a restroom break or personal matter at a time other than the designed break time, they will need to clock out.

Navarro College is a smoke-free campus. Smoking and vaping are not permitted anywhere on campus.

Be conscious of bad breath due to food or smoking. It is advised that you brush your teeth, use mouth wash and/or mints and wash hands after each smoke break. Failure to do so may result in point deductions from the student's professionalism grade. Chewing gum is not allowed when dealing with clients. Mints are acceptable.

SANITATION & CLIENT PROTECTION

All sanitation/client protection is a TDLR state law and a vital part of curriculum and must be completed daily. The curriculum consists of 200 hours for sanitation and client protection.

Each student will be assigned specific cleaning tasks or duties (sweeping, washing towels, folding towels, cleaning mirrors, etc.) and is expected to maintain them all day and do a thorough cleaning at the end of each day during appropriate duty time, approximately 5:15 pm.

Failure to complete sanitation and client protection will result in loss of points from the students' Job Duties and Sanitation Grade.

Leaving early or being absent will result in a minimum of 15 points deductions from your hours, job duties and sanitation grade.

If you leave early or plan to be absent, check with your team leader to make sure that someone will do your job duty for you. If you fail to do this and it does not get done, you will lose double points of your job duty.

DRESS CODE

NCC reserves the right to maintain an aesthetic standard for all students, including professional personal hygiene and grooming, including makeup, hair, and facial hair.

Uniform consists of all black scrubs with the exception of piping.

Uniforms must be clean, free from stains, not wrinkled, neat, and well groomed.

Students are expected to be in uniform when “clocked in”.

Solid colored shirts may be worn under scrub tops.

Makeup and hair must be styled before you clock in.

Solid black jackets (not gray) are the only jackets that can be worn while clocked in, no hoods or pullovers. Logos or words, such as Navarro Bulldogs, are ok.

Colorful aprons are acceptable on client days.

Head coverings such as hats, beanies, “doo-rags”, hoodies, toboggans etc. are not acceptable while clocked in.

Keep your fingernails manicured and at a sport length. Acrylic nails/tips are not allowed during CSME 1505 and CSME 1474 for training purposes. Failure to participate in these nail activities will result in loss of professionalism points.

Closed toed shoes are the only acceptable shoes (slides, Crocs, house shoes are not permitted).

PERSONAL PROPERTY

Navarro College does not assume responsibility for any loss or damage of personal property whether by theft, fire, vandalism, flooding etc. Any missing items should be reported to the instructor and/or campus police immediately.

A student who drops out of the program or withdraws has 48 hours to claim supplies. If a student does not collect personal items, kits and kit contents within 48 hours, it will be deemed as “abandoned” and become the property of the college.

For personal property protection it is recommended to keep all personal items locked in your locker, roll-a-bout, and/or car at all times.

Only clear purses or bags are acceptable in the facility. Small wallet size purses are also allowed in the building but please gain approval before carrying. Regular purses and or bags are not permitted in the building.

Teachers may allow cell phones to be used as a learning tool as long as the privilege is not abused. Students must acquire permission from their immediate instructor to get cell phones out during class times for instructional purposes only.

Per TDLR rules any inspector as well as Navarro staff has the right to go through a student's kits and/or lockers at any time for any reason.

Students are responsible for keeping his/her locker and roll-about locked at all times.

A student's kit/equipment/supplies must remain in the school, at all times, unless specified by the instructor.

All kit items and manikins must be labeled with product name and student's name and remain labeled throughout the school year.

Students are expected to have all necessary items for class and lab. If a student is missing any items, they will be dismissed, and points deducted from their Professionalism grade.

If equipment or supplies have been lost, stolen or broken, the student must replace items within 24 hours. (They may be purchased from a beauty supply store or through NCC department.).

Personal items are not allowed to be kept in your kit (i.e. food, mints, cell phones, purses.) You may have a small airtight container labeled personal items that you can only keep personal items in, such as mints, etc.

Headphones are not allowed and considered a distraction to the learning process.

SALON/LAB FLOOR

If a student has a visitor, the visitor must remain in the reception area. If you are going to visit for more than 2 minutes, you must clock out.

Students must not disclose any medical or personal information they learn about clients unless it is in a professional situation. This is privileged information and subject to all state and federal laws which protect the rights of clients (HIPPA).

All clients must remain in the waiting room until the students are ready for their service. Group congregation of multiple clients waiting in the salon area can interrupt the education process.

Clients must not bring their children into school unsupervised; this is a college classroom, and we also use a lot of very dangerous chemicals that can be harmful.

Family members of the student, including children, are not allowed to hang out at the school unless receiving services. Children receiving services must have supervision from an adult other than the student.

Customers cannot bring outside products into school for use. i.e.... color, perms, relaxers (rinses or special priming treatments are acceptable if approved by instructor).

Students are not allowed to congregate at the reception desk or dispensary. Students will receive a verbal warning; the second warning will result in point deductions from the student's professionalism grade.

Any student refusing to perform an assigned service or participate in legitimate learning activities will: be dismissed for the day and receive a major loss in professionalism points per instructor's advisement.

There will be a charge for all services and products provided to clients unless otherwise approved by an instructor.

Students must obtain all their quota grades at the time they perform the task, or they will lose the grade. It is the responsibility of the student to obtain quota grades and hours/job/duty stamps by the end of each class day. Instructors will not award stamps the next class day for work completed on days prior. The instructor can make an exception if the salon is overly busy.

All practical work is to be done on the student's own manikin. Sharing completed manikins is considered academic dishonesty. All manikins MUST have the student's name visible on the forehead of each manikin.

All quota cards will be turned in daily and never taken out of the building. The quota cards are state documents confirming course completion and must be kept by the institution for 4 years.

It is the student's responsibility to record information on their quota cards. If this is not done, the instructor has the right to increase the amount of negative professionalism points from each course. If cards are lost quotas will have to be re-done.

Checking in clients: All color/chemical service will be paid after the student/instructor consultation. All other services, the client will pay prior to receiving the service.

Never start working on a client without an instructor starting the process. The student must check in throughout the entire service with the same instructor. The client must be checked by the instructor before leaving or the student will not receive a grade.

CLASSROOM/THEORY

Each instructor may assign additional classroom rules and procedures.

Late work will be accepted on the day the student returns to class and will receive 10 point deduction per day from the assignment due date.

Quizzes and in-class activities cannot be made up.

It is the student's responsibility to find out what they missed in class.

To ensure that each student receives consistent and comprehensive instruction in the classroom and clinical environments, students need to remain in assigned areas or receive instructor permission to be in unassigned areas. No wandering or inactivity is permitted.

If a student wonders or is missing at any time during the day for more than 10 minutes, the student will be clocked out and lose time for attendance. The student will receive point deductions from their professionalism grade also.

PERSONAL SERVICES – Personal services on students will not be permitted if the student is currently failing a class or below 90% attendance. No exception. Personal Service permission will be granted at the instructor's discretion. Personal services are not allowed on client days.

EXAMS

All chapter exams will be given during normal class hours. If a student is absent on the day of an exam, it is the student's responsibility to schedule an appointment with the testing center within 10 days of the original exam date to make up missed exam. The student must provide their instructor with the scheduled date and time to ensure the exam will be available when the student arrives at the testing center. If the student has not taken the exam within 10 days, a grade of zero will be given. Testing Center numbers are provided below:

Testing Center	Corsicana	903-875-7457
Testing Center	Mexia	254-562-3848
Testing Center	Midlothian	972-775-7208
Testing Center	Waxahachie	972-923-6429

MIDTERM & FINAL EXAMS

Students are required to take midterm and final exams during the posted exam week and should not make travel reservations or other plans which would require them to request a rescheduled final. Cosmetology midterm and final exams can only be taken when the exam is administered on the scheduled date and time of the examination (examination dates are provided on course outline that is covered during program orientation and can be found in Canvas). Requests to take exams early, or at a time other than indicated on the final exam schedule, must be approved by the appropriate Dean and are granted only in exceptional circumstances. Personal or family travel plans are not deemed as exceptional circumstances.

ADDITIONAL SUPPLIES

Additional supplies may need to be purchased by students to complete lab activities/assignments. A list of additional supplies may be found in Canvas.

Cosmetology Disciplinary Point System

Major Violations	Offenses	Deduction of professionalism points from grade	Additional consequences
Assault (fighting)/Disruptive or Violent	1 st	100 points	Reported for academic discipline
Theft or vandalism of student or school property	1 st	100 points	Reported for academic discipline
Drugs/Alcohol/Paraphernalia	1 st / 2 nd	100 / 100 points	Reported for academic discipline
Verbally Aggressive/Threatening Conduct toward others	1 st / 2 nd	50 / 100 points	Reported for academic discipline
Academic dishonesty (Grading/Timeclock/Projects/Quotas)	1 st / 2 nd	50 / 100 points	Reported for academic discipline
Harassment or bullying	1 st	100	Reported for academic discipline
Refusal of client/service/assignment	1 st / 2 nd / 3 rd	25 / 50 / 75	Refer to Dean on 3 rd violation
Disrespect to instructor/administrator/client/student	1 st / 2 nd / 3 rd	20 / 40 / 60	Loss of point & student will be required to leave for the day
Cell phone misuse (seen or heard without instructor permission)	1 st / 2 nd / 3 rd / 4 th	25 / 50 / 75 / 100	Refer to Dean on 4 th violation

Minor Violations	Offenses	Deduction of professionalism points from grade	Additional consequences
Profanity or inappropriate/offensive conversation	Each time	20	Points may compound per offense
Unprofessional behavior/Breaking handbook rules	Each time	10-50	Points may compound per offense
Leaving school early without checking out with instructor	Each time	10	Points may compound per offense
Missing supplies for class or lab (salon)	Each time	10	Students that cannot participate in assignments due to missing supplies and will be asked to leave for the remainder of the day.
Sitting in salon chairs without permission	Each time	10	Points may compound per offense
Failure to meet safety and sanitation requirements	Each time	10-50	Points may compound per offense
Non-compliance for dress code	Each time	20 / 40 / 60	Points may compound per offense; after 3 violations student cannot return to class until compliant
Timeclock failures	1 st / 2 nd / 3 rd	20 / 40 / 60	Points may compound per offense
Tardy	Each time	10	
Late assignments	Each day late	10	

MAJOR VIOLATIONS

Please refer to the Navarro College student code of conduct located on the Navarro college website.

ADDITIONAL INFORMATION

Watch Dog Alert System

An emergency notification system whereby you will be contacted by telephone, e-mail, and text message in the event of a weather-related or other emergency should develop on any of our four locations.

Holidays

Navarro College Cosmetology follows the academic calendar posted in the Navarro College Catalog. Holidays can be found online at

<https://catalog.navarrocollege.edu/current/general-information/index.html>.

Parking permits

Parking permits can be picked up, free of charge, at the Navarro College location near you. Parking permits are valid for one full academic year. Students **must** obtain a parking permit to park on any Navarro College location. The college has an assigned parking area where all students are required to park their vehicles. If a student fails to park in the designated parking areas, they will receive a written warning and must move their vehicle. Each Cosmetology location has a designated parking lot that will be monitored by Navarro College Police.

Cosmetology Graduation Requirements

It is the students' responsibility to apply for graduation by the deadline. To participate in graduation exercises, the student must submit an application for graduation. More information regarding graduation can be found at

<https://www.navarrocollege.edu/registrar/graduation.html>.

Placement Assistance

Navarro College cannot guarantee student employment. We will counsel and assist individuals in finding employment upon graduation. Area salons are encouraged to call the school to obtain information on recent graduates. Currently, 85% of all students that have passed their state board exams are employed in the hair industry.

TDLR State Board Exam

After completing 1,000 clock hours, you are eligible to take the TDLR State Board Written

Examination. After completing 1,000 clock hours, you are entitled to apply and take the TDLR State Board Practical Examination (If student is in compliance with graduation requirements)

It is the student's responsibility to register, schedule and pay for tests and license.

Test Costs:

- **Written Test- \$55 (1st attempt is included in with cost of course.)**
- **Practical Test Cost - \$76**
- **License Fee - \$50**

CRIMINAL BACKGROUND

For students in this program who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas, guidelines can be found at www.tdlr.texas.gov/crimconvict.htm. If you have a question about your background and licensure, please contact the Texas Department of Licensing and Regulation (TDLR) at 512-463-6599. You also have the right to request a criminal history evaluation letter from TDLR, www.tdlr.texas.gov/crimhistoryeval.htm.

STUDENT COMPLIANCE AGREEMENT

I have read and understand the entire cosmetology handbook and course syllabi. I agree to adhere to all rules and regulations set forth by Navarro College, the cosmetology department, and Texas Department of Licensing and Regulation.

Student Name (Printed): _____

Student Signature: _____

Date _____

Robyn Smith
Cosmetology Department Chair

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Robyn Smith
Cosmetology Department Chair