



*ODESSA COLLEGE
COSMETOLOGY
STUDENT
HANDBOOK*

TABLE OF CONTENTS

I. PREFACE

HOW TO CONTACT US	4
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COSMETOLOGY GUIDELINES

II. PROGRAM FOUNDATION

MISSION STATEMENT	5
PROGRAMMATIC CONCEPTS	5
PROGRAM OBJECTIVES/OUTCOMES	5
CURRICULUM PLAN	5 - 7
PROGRAM EXPENSES	8-9
PROFESSIONAL RESPONSIBILITIES	9

III. GENERAL ADMISSION INFORMATION

PROGRAM ADMISSION	9 - 10
SPECIALIZED ADMISSIONS CRITERIA	10 - 11

IV. STUDENT CONDUCT AND PERFORMANCE

STUDENT-INSTRUCTOR COMMUNICATION	11
AVAILABILITY OF PERSONAL CONTACT INFORMATION	11-12
ABSENCE AND TARDY POLICY	12 - 14
CONTINUING EDUCATION POLICY	15

V. EVALUATIONS AND GRADING

GRADING POLICY	16 - 28
• GRADE SCALE	16
• ATTENDANCE AND PROFESSIONALISM	17
• PROFESSIONAL ATTIRE	17-18
• THEORY ASSIGNMENTS	18
• LAB ASSIGNMENTS	18 - 19
• PRESENTATIONS AND PROJECTS	19
• SAFETY AND SANITATION	20
• SAFETY IN THE LAB SETTING	21
• STUDENT ILLNESS OR INJURY	21
• PREGNANCY	21
• STATE BOARD PRACTICE	21
• SEMESTER EXAMS	21
• STATE BOARD WRITTEN EXAM CRITERIA	22 - 23
• STATE BOARD PRACTICAL EXAM CRITERIA	23 - 27

ACADEMIC PROGRESS	27- 28
GRADE POINT AVERAGE	27

READMISSION	27 - 28
INELIGIBILITY FOR RE-ADMISSION	28
REASONS FOR DISMISSAL FROM THE COSMETOLOGY PROGRAM	28
ACADEMIC DISMISSAL	29
PROGRAM EVALUATION.....	29
STUDENT INPUT INTO THE EDUCATIONAL PROCESS	29

TEXAS DEPARTMENT OF LICENSING AND REGULATION GUIDELINES

VI. TEXAS DEPARTMENT OF LICENSING AND REGULATION

ACCREDITATION STATUS	29
TDLR APPROVED CURRICULUM	30
SCOPE OF PRACTICE	30 - 31
CRIMINAL BACKGROUND CHECK	31 - 32
GUIDELINES TO PREVENT TRANSMISSION OF INFECTIOUS DISEASE	33

ODESSA COLLEGE GUIDELINES

VII. ODESSA COLLEGE CATALOG INFORMATION

COSMETOLOGY COURSE DESCRIPTIONS	34 - 37
OPTIONS / TRACKS FOR THE COSMETOLOGY STUDENT	37 - 38
OC STANDARDS of CONDUCT	38 - 43
VEHICLES ON CAMPUS	44
CELL PHONE / ELECTRONIC DEVICE POLICY	44
SOCIAL MEDIA/SOCIAL NETWORKING	45
ACADEMIC HONESTY – UNPROCTORED EXAMS	45
PROCEDURE FOR REQUESTING SPECIAL ACCOMODATIONS	45 - 46
GRADE DISPUTES	47
GRIEVANCE PROCEDURES	47

VIII. RESOURCES / MISCELLANEOUS

STUDENT RESOURCES FOR SUCCESS	47
COMPLIANCE AGREEMENT	48

I. PREFACE

HOW TO CONTACT US

Welcome to the Odessa College Cosmetology Program!

This handbook is a supplement to the Odessa College Catalog and current OC Student Policies. The Odessa College Student Handbook can be accessed through the link [2020-2021 Student Handbook](#).

This handbook is a publication of the Odessa College Cosmetology Department and contains helpful resource information to facilitate your success in the Cosmetology Program. It is important that you refer to the most current term iteration of this handbook throughout your enrollment in the Cosmetology Program. The policies, rules, regulations and the general information provided in this handbook are reviewed at the Department Chair's discretion and are subject to change. The current revision may be found online at the Cosmetology Home Page link: [Cosmetology Home Page](#).

If you have questions or problems or need any assistance, please do not hesitate to contact any of the cosmetology faculty or the Director of the Cosmetology Program. Our primary goal is your success, both during school and ultimately as a member of our great industry.

Our offices are located in the Cosmetology Building across University Blvd from the main Odessa College Campus.

OC Mailing Address: 201 W. University Odessa, TX 79764

Cosmetology Front Desk Phone: 432-335-6452

Cosmetology Office Fax: 432-335-6489

Website: [Cosmetology Home Page](#).

Office Hours:

Fall and Spring Semesters: Monday -Thursday 8:00 a.m.-5:30 p.m. (closed for lunch from 12:00 p.m. – 1:00 p.m.) and Fridays 8:00 a.m. - 1 p.m.

Summer Semesters: Monday -Thursday 7:30 a.m. – 6:00 p.m. (closed for lunch from 12:00 p.m. – 1:00 p.m.)
Closed Fridays.

Director of Cosmetology:

Cheree Shepardson

Office: 105 / [Phone: 432-335-6451](#)

Email: cshepardson@odessa.edu

Cosmetology Professor:

Machelle Bright

Office: 106 / [Phone: 432-335-6662](#)

Email: mbright@odessa.edu

Cosmetology Professor:

Donna Kilgore

Office: 108 / [Phone: 432-335-6888](#)

Email: dkilgore@odessa.edu

Cosmetology Professor:

Jessica Galindo

Office: 103A / [Phone: 432-335-6434](#)

Email: jgalindo@odessa.edu

Dual Credit Cosmetology Professor:

LaNeishia Taylor

Office: 110 / Phone: 432-335-6450

Email: ltaylor@odessa.edu

Student Support hours for faculty are posted on office doors and on-line.

Receptionist:

Rebecca Talamantes

Phone: 432-335-6452

Email: rtalamantes@odessa.edu

THE ODESSA COLLEGE COSMETOLOGY PROGRAM DOES NOT DISCRIMINATE IN REGARD TO RACE, COLOR, AGE, ETHNIC/NATIONAL ORIGIN, RELIGION/CREED, GENDER/SEX, MARITAL STATUS, VETERAN STATUS, OR DISABILITY.

COSMETOLOGY GUIDELINES

II. PROGRAM FOUNDATION

MISSION STATEMENT

Cosmetology courses at Odessa College seek to provide students with the skill and knowledge required to pass the Texas Department of Licensing and Regulation examination for licensing in Texas and for successful entry into the cosmetology profession. All aspects for the profession are presented, and training is available for the cosmetologist seeking an instructor’s license and nail technician.

PROGRAMMATIC CONCEPTS

Concepts are taught from a simple to an advanced level throughout the curriculum.

PROGRAM OBJECTIVES/OUTCOMES

Upon completion of the program, the graduate will demonstrate competency in the following roles:

- Demonstrate professionalism and leadership skills reflective of the cosmetology industry.
- Utilize best practices judgment based on current evidence to provide safe and effective quality services.
- Demonstrate teamwork and inter-professional collaboration.
- Effectively utilize informatics and technology in a variety of settings.
- Appropriately incorporate knowledge of cultural diversity in the practice of client centered practices.

CURRICULUM PLAN

COURSE OF STUDY FOR ASSOCIATE IN APPLIED SCIENCE DEGREE – COSMETOLOGY OPERATOR

<i>CORE REQUIREMENTS</i>	<i>SEMESTER</i>	<i>HOURS</i>
BCIS 1305 Business Computer Applications	3	
ENGL 1301 Composition I	3	
MATH 1332 Contemporary Math	3	
Social/Behavioral Sciences (from OC Core)	3	
KINE 1164 Introduction to Physical Fitness & Sport	1	
Language, Philosophy, & Culture, or Creative Arts (from OC Core)	3	

MAJOR REQUIREMENTS Level I Certificate (TDLR 1000 hour requirement for licensure)

CSME 1405 Fundamentals of Cosmetology	4
CSME 1451 Artistry of Hair, Theory, and Practice	4
CSME 1443 Manicuring & Related Theory	4
CSME 1447 Principles of Skin Care/Facial & Related Theory	4
CSME 2439 Advanced Hair Design	4
CSME 1453 Chemical Reformation and Related Theory	4
CSME 2401 Principles of Hair Coloring & Related Theory	4
CSME 2441 Preparation for the State Licensing Examination	4

Level II Certificate

CSME 1335 Artistry of Hair Design II	3
CSME 2410 Advanced Haircutting and Related Theory	4
CSME 2237 Advanced Cosmetology Techniques	2

RELATED REQUIRED COURSES

HRPO 1311 Human Relations or	3
MRKG 1311 Principles of Marketing	3

Total Semester Hours - 60

NOTE: Student not desiring the Associate in Applied Science Degree may receive a Certificate of Completion – Operator Option.

COURSE OF STUDY FOR ASSOCIATE IN APPLIED SCIENCE DEGREE – COSMETOLOGY INSTRUCTOR

CORE REQUIREMENTS

	<i>Semester Hours</i>
ENGL 1301 Composition I	3
ITSC 1191 Special Topics in Computer	1
MATH 1332 Contemporary Math	3
KINE 1164 Introduction to Physical Fitness & Sport	1
SPCH 1318 Interpersonal Communication or	
SPCH 1321 Business & Professional Communication	3
Language, Philosophy, & Culture, or Creative Arts (from OC Core)	
Social/Behavioral Sciences (from OC Core)	3

MAJOR REQUIREMENTS

	<i>Semester Hours</i>
CSME 1534 Cosmetology Instructor I	5
CSME 1535 Orientation to the Instruction of Cosmetology	5
CSME 2514 Cosmetology Instructor II	5
CSME 2549 Cosmetology Instructor III	5
CSME 2544 Cosmetology Instructor IV	5
CSME 2545 Instruction Theory and Clinic Operation	5

RELATED REQUIRED COURSES

ACNT 1403 Introduction to Accounting I	4
BUSI 2301 Business Law	3

HRPO 1311 Human Relations	3
MRKG 1311 Principles of Marketing or	
BUSG 2309 Small Business Management	3

Total Semester Hours -60

COURSE OF STUDY FOR CERTIFICATES OF COMPLETION

LEVEL I CERTIFICATES ARE TEXAS SUCCESS INITIATIVE (TSI) WAIVED.

LEVEL I - OPERATOR

MAJOR REQUIREMENTS

	<i>Semester Hours</i>
CSME 1405 Fundamentals of Cosmetology	4
CSME 1443 Manicuring & Related Theory	4
CSME 1447 Principles of Skin Care/Facial & Related Theory	4
CSME 1451 Artistry of Hair, Theory, and Practice	4
CSME 1453 Chemical Reformation and Related Theory	4
CSME 2401 Principles of Hair Coloring & Related Theory	4
CSME 2439 Advanced Hair Design	4
CSME 2441 Preparation for the State Licensing Examination	4
Total Semester Hours	-32

LEVEL II- OPERATOR

CSME 1335 Artistry of Hair Design II	3
CSME 2410 Advanced Haircutting and Related Theory	4
CSME 2237 Advanced Cosmetology Techniques	2
Total Semester Hours	-9

LEVEL I - INSTRUCTOR

MAJOR REQUIREMENTS

CSME 1534 Cosmetology Instructor I	5
CSME 1535 Orientation to the Instruction of Cosmetology	5
CSME 2514 Cosmetology Instructor II	5
CSME 2549 Cosmetology Instructor III	5
CSME 2544 Cosmetology Instructor IV	5
CSME 2545 Instruction Theory and Clinic Operation	5
Total Semester Hours	-30

LEVEL I - MANICURIST

MAJOR REQUIREMENTS

CSME 1330 Orientation to Nail Technology	3
CSME 1431 Principles of Nail Technology	4
CSME 1441 Principles of Nail Technology II	4
CSME 2430 Nail Enhancement	4
Total Semester Hours	-15

PROGRAM EXPENSES

All costs are the responsibility of the student. The approximate cost of the Cosmetology program is \$7,000 to \$10,000 for in district students and \$10,000 to \$12,000 for out of district students. This includes items such as tuition and fees for the Cosmetology courses and required expenses. Professional liability insurance is required each semester and is managed by the college. The cost of the insurance is included in the tuition and fees of each course.

Books and supply kits are REQUIRED. Books and kits are purchased for the first semester and are utilized during the entire program for the most part. There are some instances where students will be required to purchase specific items for classes.

CSME 1405: Fundamentals of Cosmetology

- Purchases
 - Kit = \$800.00 + tax
 - Books = \$350.00 + tax
 - Scrub Uniforms (per sets) = \$30 + tax
 - Student permit = \$25.00 money order or credit card
 - Shears \$120
 - Basic Cleaning Supplies, including but not limited to: = estimated cost of \$300.00
 - Paper towels
 - Windex
 - Trash bags
 - Disposable containers
 - Ziploc baggies (quart, gallon and 2-3 gallon sizes)
 - Salon Towels

CSME 1443: Manicuring and Related Theory

- Purchases
 - Acrylic Nail Kit
 - Replace items as necessary

CSME 1447: Principles of Skin Care / Facial and Related Theory

- Purchases
 - Replace items as necessary

CSME 1451: Artistry of Hair, Theory and Practice

- Purchases
 - Replace items as necessary

CSME 1453: Chemical Reformation and Related Theory

- Purchases
 - Replace items as necessary
 -

CSME 2401: Principles of Hair Coloring and Related Theory

- Purchases
 - Replace items as necessary

CSME 2439: Advanced Hair Design

- Purchases
 - Replace items as necessary

CSME 2441: Preparation for the State Licensing Examination

- Purchases
 - Replace items as necessary

LEVEL II

CSME 1335: Artistry of Hair Design II

- Purchases
 - Manikins 3 \$120.00
 - Replace items as necessary

CSME 2410: Advanced Haircutting and Related Theory

- Purchases
 - Replace items as necessary

CSME 2237 Advanced Cosmetology Techniques

- Purchases
 - Replace items as necessary

PROFESSIONAL RESPONSIBILITIES

Students are required to have current immunizations which include but may not be limited to:

- Bacterial meningitis vaccine

Transportation related expenses are the responsibility of the student. Multiple sites in the Permian Basin are utilized. Odessa College may not be held responsible for any accident, vehicular or otherwise, that occurs associated with student assignments.

II. GENERAL ADMISSION INFORMATION

PROGRAM ADMISSION

The number of students admitted each semester depends upon TDLR regulations, faculty availability and lab resources. Because of limited enrollment, students are urged to apply as early as possible before the student's chosen date of proposed admission. A student may not always be able to enroll in the same semester in which they fill out an application. The application window is from May 1st to June 1st for Fall admission and October 1st to November 1st for Spring admission.

Applicants must satisfy all of the following Admissions criteria per TDLR Regulation Sec. 1602.254

- Be at least 17 years of age
- Have obtained a high school diploma, GED, or an equivalent certification of completion.
- <https://www.tdlr.texas.gov/crimHistoryEval.htm> Background clearance (Every individual who applies for a license with the Texas Department of Licensing and Regulation ("TDLR") is subject to a criminal background check to determine his or her suitability for the license. In 2009, the Texas Legislature enacted new provisions to allow a person to find out *before* applying whether he or she would likely be denied a license due to his or her criminal history. This was due to the time and expense involved in applying for a license, which in some cases includes completing required education and taking an examination. See [Section 51.4012](#) and [Chapter 53, Subchapter D, of the Occupations Code](#), which allow a person to request a criminal history evaluation letter from the Department, prior to actually applying for a license.)

Applicants must satisfy all of the following Admissions criteria per Odessa College Requirements

- Applied for General Odessa College Admission Requirements
- Immunization clearance
- Official high school or college transcript
- Complete the requirements for the college’s Success Initiative Plan, which usually includes passing scores on the TSI exam unless an exemption has been earned.

Applicants must satisfy all of the following Admissions criteria per Cosmetology Requirements

- Have turned in a completed application:
 1. Please call our receptionist, Rebecca Talamantes at 432-335-6452, to ask about the application process
 2. Complete an application during May 1st-June 1st & October 1st- November 1st which includes:
 - a. Applying to Odessa College
 - b. Turning in college and high school official transcripts to the records office
 - c. Filling out Cosmetology application
 - d. Turning in unofficial transcript with cosmetology application
 - e. Copy of driver’s license
 - f. Transfer hours (if you have previous Cosmetology hours)
 - g. Recommendation letter from previous school
 - h. License ineligibility form filled out
 - i. Cosmetology questionnaire
 - j. TSI score (reading only) add bonus points

- Formal Interview Process
 1. The department chair will begin scheduling interviews approximately 2 months prior to the start of the next semester. The receptionist will call students according to completed applications
 2. Arrive at the interview in a professional manner.
 3. Upon completion of all interviews, the department chair will tally all prospective students ranking system points and will fill the allotted number of spots in the program with those students who meet the highest ranking system points first (see following criteria), working down the list until all vacancies are full.

SPECIALIZED ADMISSIONS CRITERIA

RANKING SYSTEM

As part of the admission criteria, the point values for all cosmetology applicants will be totaled. A rank ordered list of applicants by point total will be developed. The applicants with the highest number of points will be admitted into the program each semester. Students must have an overall cumulative GPA of 2.0. Points will be calculated based on the following criteria.

1. Grade Point Average (GPA) will be based on general education courses completed prior to entering the cosmetology program. Points awarded based on GPA will be determined in the following manner:

GPA	Points Awarded
3.7 – 4.0	20

3.5 – 3.69	19
3.3 – 3.49	18
3.1 – 3.29	17
2.9 – 3.09	16
2.7 – 2.89	8
2.0 – 2.69	4
<2.0	0

Students who have not taken any college courses would not be awarded any points based on GPA.

2. Students who take the Reading portion of the TSI test will earn points based on their TSI Scores as follows:

- Score of 342 or higher = 10 points
- Score ranging from 332 to 341 = 8 points
- Score ranging from 322 to 331 = 6 points
- Score ranging from 312 to 321 = 4 points
- Score of attempted to 312 = 2 points

3. A student who completes the Interview Process with the Department Chair = 20 points

4. A student who completes classes towards the Cosmetology Associate in Applied Science Degree plan will be awarded 2 points for each course completed with a 2.0 GPA. The courses to be considered are as follows:

- **ENGL 1301**
- **BCIS 1305**
- **Human Relations / Marketing**
- **Language, Philosophy & Culture or Creative Arts**
- **MATH 1332**
- **Social and Behavioral Sciences**
- **KINE 1164 Introduction to Physical Fitness & Sport**

IV. STUDENT CONDUCT AND PERFORMANCE

STUDENT-INSTRUCTOR COMMUNICATION

Instructors have faculty mailboxes in the Cosmetology Office. All instructors have scheduled student support hours which are posted outside their office doors and on-line. Instructors may also be contacted via email, office phones and if provided by the instructor, a cell phone or text message. Students are encouraged to contact their instructors if they wish to discuss their progress, a problem, or need other help related to their role as a student. Contact the Director of Cosmetology if further assistance is needed. All official communications must take place through Odessa College email.

AVAILABILITY OF PERSONAL CONTACT INFORMATION

Students must keep their most current address and phone number(s) on file with Odessa College, Odessa College Cosmetology, and with the Texas Department of Licensing and Regulation. Chapter 83.70:

(g) Licensees shall notify the department in writing of any name change within 30 days of the change.

(h) Licensees must notify the department not later than thirty (30) days following any change of address. The department may send all notices on other information required by applicable laws and rules to any licensee's last known mailing address on file with the department.

A routine update of pertinent student information will be made at the beginning of each fall and spring semester. Inform the Cosmetology Instructors for any changes to your contact information.

ABSENCE AND TARDY POLICY

Students are expected to attend all scheduled theory and laboratory classes. Because of the large volume of material covered each day, and because laboratory experiences validate learning objectives, it is extremely important that absences and tardiness be kept to a minimum. Good attendance helps ensure success in the Odessa College Cosmetology Program.

Per TDLR requirements, the Odessa College Cosmetology Program is now a credit hour program.

What does this mean to you as a student?

- Each course in the Cosmetology Program has a specific number of clock hours attached to it. For example:

CSME 1405 Fundamentals of Cosmetology = 125 clock hours / 3.34 Credit Hours

CSME 2237 Advanced Cosmetology Techniques = 75 clock hours / 2 Credit Hours

CSME 2343 Salon Development = 112.5 clock hours / 3 Credit Hours

- For credit hours to be awarded for each course, a student must:
 - Complete the course material with a **minimum of a 70** and
 - The grading for every Cosmetology course is broken down as follows:
 - Theory 20%
 - State Board 10%
 - Skill Sheets 20%
 - Attendance/Professionalism 30%
 - Final Exams 20%
 - Complete the attendance requirements for each course per 8-week term, missing no more than 8 total hours (6 total hours for Secondary students). Missing time may be made up by attending scheduled makeup sessions.
 - This means each student must attend class on a regular basis.
 - Attendance is recorded at **8am** and again at **1pm** each day. If a student is not at their assigned station at the time attendance is recorded, that student will be counted as absent for the day.
 - Credit hours are based on an 8 hour class day. 3 hour class day for Secondary students.
 - 8am to 5:00 pm with a 1 hour lunch break from 12 to 1 pm.

- If a student misses an entire day, that day is equal to 8 hours that must be made up on designated makeup days
 - If a student misses only a morning or afternoon class, that student has lost 4 hours and must make up those 4 hours on a designated makeup day.
- A student arriving late for any reason, will be sent home until the following class time, unless the student has a doctor's note for that day. For instance if a student arrives at 8:01 the student will be asked to leave and return at 1 pm for the afternoon classes. The missed time will have to be made up.
- Recording of time and maintenance of time is the STUDENT'S responsibility. Please plan accordingly. **The student will have 5 work days to contest any discrepancies between the students personal time sheets and the school's.**
- **If you do not make a minimum of a 70 for the course you will not receive any hours for the course according to TDLR rule 83.72 (l). If you do not maintain the attendance policy of owing less than 8 hours in an 8 week period you will also not receive any hours for that 8 week period. Which means you will have to retake the course to obtain the grade and the hours needed to complete the program.**

Attendance and punctuality are considered important professional responsibilities. In the event of illness or family crisis, the instructor(s) should be notified as soon as possible. Upon return to school, the student must see the instructor whose class was missed to discuss the missed material and make plans for make-up of time lost.

- **Students who miss more than 8 cumulative hours of class time, whether it be in lab or theory, may be required to make up that time missed by participating in community and makeup events.**

ABSENCE FROM CLASS: The instructor should be notified as soon as reasonably possible. If the instructor cannot be reached, a message may be left on the instructor's voice mail or in the Cosmetology Office. Follow the guidelines set by each instructor. (See contact information on page 4)

Attendance policy for Cosmetology students will follow the same guidelines as listed in the college catalog and as set forth by TDLR state law. This policy states that any student who misses as much as 8 hours (6 hours for secondary students) of scheduled class time in any 8 week period should review his or her standing in the class with the instructor and determine whether to continue in class or withdraw. Cosmetology students are held to the standards for curriculum and contact hours as approved by the TDLR. Individual contact hours are listed in the course descriptions for each course in the handbook and Course Catalogue. The ability to meet course objectives are seriously jeopardized by any absence.

If a student decides to withdraw from a class, he or she must comply with the deadlines published in the college calendar. Withdrawal from the course will be the responsibility of the student. The student should talk to the Program Director regarding readmission policies for the Cosmetology Program.

FAILURE TO NOTIFY: Failure to notify the instructor of an absence will result in a grade of Unsatisfactory for the lab day and a loss of Professionalism points. Absences will be made up to meet course objectives and contact hours. Initial plans for make-up work must be made with the instructor within one week after the absence and is the responsibility of the student. Make up must be completed prior to final examinations or the student will receive a grade of incomplete (I) as long as 75% of coursework and time are completed and will not be allowed to progress to the next course until the incomplete is resolved.

Contact the Program Director for guidance. Make up assignments will not remove the absence from the student's attendance record. It is required that students meet the approved number of contact hours for the course per the curriculum plan that has been approved by the TDLR in order to complete the course.

TARDIES: Students are tardy if they are not in their assigned station at the time class begins. Classes begin at 8:00 am and 1:00 pm for post secondary students and 8:00 am and 1:00 pm for Secondary students. Tardiness is not acceptable. Any student who arrives late to class, will be asked to leave and return on time for the next class. Attendance will be marked accordingly.

Tardiness is disruptive to the learning of others and is not acceptable for professionals.

BREAKS:

Post Secondary: Students will be allowed two 15 minute breaks during the day (**Do not leave clients unattended during these breaks**).

Secondary: Students will be allowed one 10 minute break.

(In compliance with The Texas Department of Licensing and Regulation: 16 Texas Administrative Code, Chapter 83.72)

- 83.72 j.1- Each student must sign in / out for him / herself
- 83.72 j. 3 – If a student is in / out of the facility for lunch, he / she must sign out.
 - Students eating anything considered a meal must sign out and leave the facility.
 - Items such as yogurt and oatmeal that are eaten with utensils are considered meals, not snack items.
 - Items such as French fries, chicken strips, and burritos are also considered meals.
 - During breaks students may eat snacks but not full meals.
 - Snacks are limited to the size of something that would come out of the vending machine or a small package of food or a single piece of fruit.
 - Snacks are individual bite sized items.
 - Snacks are limited to break times only.
 - No Food of any kind shall be permitted in the Laboratories.
- 83.72 j. 4 – Students leaving the facility for any reason, including smoke breaks, must sign out, except when an instructional area is approved by the department on a campus is located outside of the approved facility, that is approved by the department and students are under the supervision of a licensed instructor.
 - Frequent breaks or prolonged breaks will lead to disciplinary actions.

Some things you should know about BlackBoard:

- Blackboard was designed to work in the Mozilla Firefox web browser. Search Mozilla Firefox in your app store or go to www.mozilla.com to download the desktop version. While some aspects of Blackboard may work in other internet browsers, we have learned that it is always best to use Firefox to complete tasks and assignments.

- Some tasks and assignments may be compatible with mobile devices such as cell phones and tablets, while others may not be. Please make sure to use an appropriate device for the assigned tasks.
- Students should always log in and out of Blackboard properly in order for the time to be calculated accurately
- Students completing assignments within Blackboard are encouraged to remain within the blackboard system.
- Students should not have additional web browser windows or tabs open while working on blackboard. Blackboard can many times mistake these additional open tabs and windows as being complete with Blackboard and will log off automatically.

CONTINUING EDUCATION POLICY

Continuing Education is limited to those students with clock hour or credit hour discrepancies. Students must complete 200 theory based questions for every 36 hours of time owed. These questions will be found in the student's Blackboard continuing Education Courses coursework. There will be 20 questions per each module segment. The number of modules will be determined by the number of hours a student owes.

Students will also be responsible for a completed skill sheet for every 72 hours of time owed.

A student who is enrolled in a continuing education course must effectively demonstrate a consistent display of completing the hours and assignments required for course completion. A student owing 12 hours should have completed the hour requirements and assignments within the first 20 hours of the course and not prolong the course requirements any longer than truly necessary.

Students who do not complete all assignments and time requirements, will not pass the continuing education course, will not receive hours for TDLR, and will not be allowed to register for any further credit courses.

Students will be required to sign in / out in the daily log book for time tracking purposes.

Continuing Education Course Calculations

These rates apply for courses for which we pay adjunct instructors; not those for which we pay third- party vendors.

Because we have so many start-up courses for spring, costs are calculated based on a minimum of seven students, rather than eight.

Tuition rates will be the same, regardless of whether the class is fundable or non-fundable.

Unless you are paying for premium instruction (approved by executive director), tuition should be as follows:

Tuition

\$4 per hour

VII. EVALUATIONS AND GRADING

GRADING POLICY

Students must maintain a 2.0 to stay in the Cosmetology Program.

GRADE SCALE

Attendance and Professionalism	30%
Theory	20%
Lab Skills	20%
State Board Practice	10%
Semester Exams	20%

ATTENDANCE AND PROFESSIONALISM 30%:

Attendance is of the utmost importance. In order for each student to be considered complete in the cosmetology program, they must complete 1000 clock / contact hours of time in the program. The following is a breakdown of how many hours are required in each cosmetology course in order to complete the program.

Post Secondary & Secondary

CSME 1405 – Fundamentals of Cosmetology	125 clock hours
CSME 1451 – Artistry of Hair and Related Theory	125 clock hours
CSME 1443 – Manicuring and Related Theory	125 clock hours
CSME 1447 – Principles of Skin Care	125 clock hours
CSME 2439 – Advanced Hair Design	125 clock hours
CSME 1453 – Chemical Reformation and Related Theory	125 clock hours
CSME 2401 – Principles of Hair Coloring and Related Theory	125 clock hours
CSME 2441 – Preparation for State Licensing	125 clock hours

Level II

CSME 1335 Artistry of Hair Design II	112 clock hours
CSME 2410 Advanced Haircutting and Related Theory	125 clock hours
CSME 2237 Advanced Cosmetology Techniques	75 clock hours

If a student misses over 8 clock hours, in an 8 week term, the student will fail the course, receive no credit hours and will have to retake the course, permitting the student's GPA is a 2.0 or higher. If the student's GPA falls below a 2.0, the student will be required to reapply for the program after bringing their GPA up to the 2.0 standard.

If a student misses more than 8 clock hours in an 8 week term, the student may:

- Be put on academic suspension
- Lose their position in the program.
- Be required to pass other Odessa College classes to regain standing in the cosmetology program.

If a high school student misses more than 6 clock hours in an 8 week term, the student will lose their position in the program.

Students will keep a weekly time sheet and upload a photo of time sheet to BlackBoard each week. This time sheet will be reported as an attendance grade. Not uploading a photo of this weekly time sheet will result in a loss of all points for that attendance grade. This assignment will be due by the Sunday of the following week, each week. Absolutely no Late submissions of this assignment will be accepted.

Only absences in which a doctor's note is provided, will be considered excused. However, the excused absence time must still be made up. The doctor's note provided will only excuse the exception of the daily attendance grade, not the time missed.

PROFESSIONALISM :

Professionalism grades, taken daily will include work ethic, language, cell phone usage, food or drinks, sanitation, and professional responsibility relating to calling in when going to be absent. Students need to make sure that they have the tools required for ALL services EVERY day. Assignments may change at a moment's notice and walk-in clients are always welcome. If a student does not have the tools required for the days' tasks, they will be asked to leave class. Emphasis will be placed on good work ethics as well as cosmetology skills.

Calling in to notify the instructor when a student is going to be absent is part of the student's professionalism grade. If a student calls in to notify the instructor of their absence, the student will receive partial credit for their daily professionalism grade, whereas a student who does not call in to report their absence will not receive any credit for that day's professionalism grade.

Calling in is not considered an excused absence. Only doctor's notices are considered an excused absence.

Professionalism Points: Students will begin each day with a total of 20 professionalism points. Students professionalism will be marked accordingly with tally marks throughout the day. Absent students will lose all professionalism points for the day. One to two tally marks per day will lose 1/3 of the days professionalism points. Three or more tally marks results in the complete loss of day's professionalism points and the student will be asked to leave for the remainder of the day. Students may be marked off for any of the following unprofessional violations.

Students will lose points in these categories for the following:

W: Work Ethic – for not working when they should be or working on yourself.

L: Language – for using profanity, vulgar language or discussing non-professional topics.

P: Phone – unauthorized use of cell phone

E: Food or Drink- for having any food or drink items in the labs or while not on break.

S: Sanitation – For leaving stations dirty and not performing assigned duties.

R: Professional Responsibility relating to absences. – Not informing instructors of absences prior to class time.

PROFESSIONAL ATTIRE

Projecting a professional image is a responsibility of all cosmetology students. Appearance reflects not only on the individual but also upon the Odessa College Cosmetology Program. The student dress code applies to all students enrolled in the program. Instructors enforce the dress code and will explain any exceptions to the dress code as deemed appropriate. Odessa College Cosmetology's dress code is established to teach grooming and hygiene, prevents disruptions, and minimizes safety hazards.

(In compliance with The Texas Department of Licensing and Regulation: 16 Texas Administrative Code, Chapter 83.102)

- (83.102(a)) All licensees shall clean their hands with soap and water or use a hand sanitizer prior to performing any services and as necessary during the service to ensure a client health and safety. **All cosmetology establishments and licensees shall utilize clean and disinfected equipment, tools, implements, and supplies in accordance with this chapter, and shall employ good hygiene habits while providing cosmetology services.**
- Our program requires all students to wear scrub uniforms. Each lab will be designated a particular color, and the Odessa College Cosmetology logo will be affixed to the back of the scrub uniform top. Scrub uniforms must be completely visible at all times. Students may wear long sleeve shirts under their scrub uniforms in the cooler temperatures if desired.
- **Hoodies, and other attire that infringe upon the dress code are not permitted.** Students may wear jackets as long as they are button or zip closure fronts and are left open so that the complete uniform is visible at all times.
- All students must wear closed toe / closed heel leather or canvas running shoes at all times that the student is receiving contact hours. This includes both theory and lab times. Any student not wearing proper shoes will be asked to leave class. Specifically prohibited footwear is bathroom slippers, shoes equipped with roller blades/wheels, dance slippers, taps, metal plates, or cleats, UGG boots, Flip flops, and sandals are not acceptable.
- Students not in proper attire, will be asked to leave for the remainder of that class period.
- Sunshades may not be worn in the building or classroom; unless prescribed by a physician for indoor use. **(This means sunglasses cannot be worn on the head.)**

THEORY ASSIGNMENTS 20%: Theory work consists of reviews, vocabulary and other assignments as well as multiple choice tests, covering the text book material. All theory assignments will be typed and / or submitted into the blackboard system. You **MUST** have reliable internet access, and it is recommended that you have use of Microsoft Office or some similar program in which to complete many of these assignments with ease. All theory assignments are due on the due date each are assigned. If you are absent it is your responsibility to ask the instructor for those assignments. Late work will be accepted only upon the Instructor's discretion. Work must be turned in on time. Notice of progress that is unsatisfactory will be reported. Unsatisfactory work ethic will result in the loss of daily professionalism points. **Work later than 5 days will not be accepted. PERIOD!**

LAB ASSIGNMENTS 20%: Students will practice on manikins, each other, and customers. Clients come first, meaning if a student refuses a client the student will be asked to leave for the day and will lose the hours and lab grade for the day. Students must wait until all clients have been taken care of to ask to have themselves worked on and be **prepared to quit practice on a fellow student in order to take care of a client.** Clients are how students get their real world experience so they are valuable to the student's education process.

Students are never permitted to perform any work on themselves. This includes, but is not limited to; doing their own hair, makeup, manicure or pedicures. The students are not permitted to do their hair or make up or any other task on themselves while they are in class. The students are not permitted to use the restroom to do their hair or makeup. Any service that a student requires should be done during the student's own time either before or after class. Working on self, or doing hair in the restroom will result in disciplinary action as defined by excessive break times.

Students may be required to practice on each other during the course as assigned. There are some services such as manicures and pedicures that cannot be performed on manikins and therefore the students must be willing to let other students practice on them as well as they should be prepared to practice on other students. Students will never be assigned to practice any damaging chemical services on each other. If the students

choose to elect another student to color their hair or provide any other damaging chemical service, that is done at the student's discretion and the student should be aware of any risk involved before making such decisions.

If a student elects a service to be performed from another student and it is not an assigned assignment, then the student wishing to receive the service needs to gain explicit permission from the lab instructor of what day and time is acceptable for that service to take place so that neither student misses important instructional material. Those students should also book that service through Rebecca (the receptionist) at 432-335-6452 at least one day in advance and the student receiving the service will have to pay for those services at the time of service.

Students are welcome to invite friends and family to come in to be worked on while being supervised however the appointments need to be booked through Rebecca (the receptionist) at 432-335-6452 at least one day in advance and will have to pay for services at the time of service. Students should not bring or allow their clients to bring in their own products. There will not be any discounted prices other than those already assigned for persons of qualification, for those who choose to bring their own products as per use of the school's facilities as well as the additional school products that are being used for those services.

Students will upload a photo of their weekly application log to Blackboard by the following Monday of each week. This application log is an assigned lab grade each week. Not uploading this photo will result in a loss of all points for that lab grade.

Students will be required to complete the TDLR recommended number of applications as follows:

POST SECONDARY STUDENTS

Haircutting / Styling Applications	700	Shampooing Applications	400
Haircoloring Applications	150	Chemical Hair Relaxing Applications	75
Cold (Permanent) Waving Applications	50	Facial Applications	30
Manicuring Applications	50	Hair and Scalp Treatment Applications	20

SECONDARY (HIGH SCHOOL) STUDENTS

Haircutting / Styling Applications	500	Shampooing Applications	100
Haircoloring Applications	100	Chemical Hair Relaxing Applications	100
Cold (Permanent) Waving Applications	30	Facial Applications	30
Manicuring Applications	30	Hair and Scalp Treatment Applications	30

PRESENTATIONS AND PROJECTS: Students will have PowerPoint, manikin challenges or other types of oral assessment presentations covering theoretical and / or skilled material as assigned. All students must participate in the presentation and project work and will be graded according to the student's individual participation as well as the overall participation of the group.

SAFETY AND SANITATION:

Per TDLR a student may only practice services within the scope of practice:

Sec 1602.002 (a-1) in this section, "safety razor" means a razor that is fitted with a guard close to the cutting edge of the razor that is intended to:

- (1) Prevent the razor from cutting too deeply; and
- (2) Reduce the risk and incidence of accidental cuts.

Personal Tools and Equipment:

- Students will clean all of their own tools and equipment as well as any school equipment used, at the end of each day according to The Texas Department of Licensing and Regulation (TDLR) standards.
- Students need to limit the amount of personal tools and equipment to the confines of their assigned station. Excessively large toolboxes and drawer sets take up limited space and are not permitted.

Mirrors & Stations:

- Mirrors should be clean – free of water spots and product residue.
- Station tops, drawers and cabinets must be clean of any hair, trash or other debris.
- No beverages or snacks of any kind are allowed in the lab, especially not in your station.
- Everything should be labeled: Product bottles, all combs, brushes, clips, rollers, scissors and other implements need to have a labeled clean and dirty zip-lock bags designation.
- Personal items need to be separated from other items and labeled as such.

Chairs:

- Need to be clean from hair and other debris. Check between the arms and seat cushion as hair builds up there as well.
- Backs, seat cushions and bases need to be wiped down after each client.

Duties:

- Students will be responsible for the duties they are assigned. Please make sure your duties are done daily. Perm rods and rollers need to be free of hair, end papers and such. Dispensary needs to be clean and prepared for use at all times. Dryers, shampoo bowls and chairs should be disinfected before and after each use. The wax machine and area needs to be clean, well maintained and ready for use at all times. If you are not sure how to address your duties, ask, Instructors will be glad to assist you.

These stations are the property of Odessa College and when it comes time for inspections all stations will be inspected whether you are here or not.

If a student is absent for more than a week their items will be boxed up from their station by the department chair and held for one month. After this time period, the items abandoned then become the property of Odessa College Cosmetology and may be utilized as the Department Chair deems fit.

There is always something to be done, whether it is working on a client, working on a skill sheet, finishing theory work, studying for the examinations, working on other instructionally assigned material or completing duties. If you are not working on these tasks you will be asked to leave. No sitting, chit chatting, or excessive break times- No Exceptions.

SAFETY IN THE LAB SETTING

Students are expected to provide appropriate service and care to all assigned clients during lab learning experiences. These assignments may include clients with medical diagnoses of tuberculosis, hepatitis, AIDS, and other communicable diseases, which may pose potential risks to students. The student is responsible for implementing standard precautions and adhering to all TDLR and Odessa College Cosmetology Program policies when providing care. The student should consult with the instructor, TDLR policies ([TDLR Laws and Rules Book Section 1602.406, Infectious and Contagious Diseases](#)), and/or staff when questions of safety or infection control arise.

Students are expected to present themselves in a professional manner at all times. No horseplay or joking around in the lab at any time is permitted.

STUDENT ILLNESS OR INJURY

Illness denotes an unhealthy condition in which physical, emotional, or intellectual function is diminished or impaired. Injury results from either internal or environmental factors. Injury may be biological, chemical, physiological or psychological in nature.

When a student receives an injury or becomes acutely ill at the lab site, the instructor shall be notified.

The faculty will not assume responsibility for students in the lab area who are excessively fatigued, emotionally unstable or labile, physically ill, or who exhibit behaviors indicative of drugs or alcohol use.

The student will be dismissed from the lab if any of these problems occur, and in the professional judgment of the instructor, the student is potentially unsafe to render proper salon services.

Instructor Responsibility:

1. A determination shall be made if the student is incoherent, unconscious, or has a seizure. An ambulatory service will be called at the student's expense. A student, who becomes coherent after an ambulance has been called, has the right to deny the ambulatory service.

PREGNANCY

The health and well-being of the pregnant student and her unborn child are paramount. Women who are pregnant, or who plan to become pregnant, should discuss their cosmetology school status with their health care provider. The Cosmetology Program requires that the health care provider provide written notice for the student if the student should need to be excused from any portion of providing cosmetology services.

STATE BOARD PRACTICE 10%: Each 8 week period students will have time to gather and prepare the needed supplies and equipment needed to rehearse the State Board Practice Test.

SEMESTER EXAMS 20%: Students will be prepared to pass both a written exam over the terminology and theoretical information presented as well as a practical exam covering hands on skills introduced in each course. These semester exams are given in preparation for the State Licensing Exams.

The Criteria for the State Operator's Licensing Exams (other exam's criteria are available through the websites) are as follows:

State Board Written Exam as found on [Candidate Information Bulletin](#)

TEXAS OPERATOR EXAMINATION

100 Scored Items - 120 Minutes - 70% Correct to Pass

10 Non-Scored Items - 10 Minutes

1. Licensing and Regulation -20%; 20 questions

Health and Safety

Responsibilities of the Licensee

2. Infection Control - 28%; 28 questions

Cleaning and Disinfecting

Implements

Equipment

Work Environment

Safety Procedures

Exposure Incidents

Patch Test

Strand Test

Skin Analysis

Diseases

Disorders

Nail Analysis

Diseases

Disorders

Hair Analysis

Disorders

Scalp Analysis

Diseases

Disorders

3. Hair and Scalp Care - 40%; 40 questions

Physiology

Products

Cleansing

Conditioning Treatments

Haircutting

Hairstyling

Braids, Extensions, and Wigs

Thermal

Wet

Chemical Texture Services

Chemical Theory

Relaxer

Permanent Wave

Soft Curl Reformation

Haircoloring

Color Theory

Types of Hair Color and Lightener

Application

4. Nail Care - 6%; 6 questions

- Manicuring
- Pedicuring
- Nail Enhancements
 - Acrylic and Gel
 - Tips and Wraps
- 5. Skin Care - 6%; 6 questions
 - Facials
 - Treatments
 - Massage
 - Hair Removal
 - Contraindications
 - Methods of Hair Removal
 - Artificial Lashes

REFERENCE LIST

This examination is CLOSED BOOK.

The reference materials listed below are used to prepare the questions for this examination.

Milady Standard Cosmetology, 2016 - www.milady.cengage.com/cosmetology.asp

Salon Fundamentals Cosmetology (2nd Edition), 2011 - Pivot Point International, Inc., 1560

Sherman Avenue, Suite 700, Evanston, IL 60201 - www.pivot-point.com

www.tdlr.texas.gov / Texas Administrative

Code: Chapter 83 / Texas Occupations Code, Title 9: Chapters 1602 and 1603

WRITTEN SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

On screen

Your results will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results. If you pass, you will immediately receive a successful notification.

If you do not pass, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses.

On paper

An official score report will be printed at the examination site.

State Board Practical as found on [Candidate Information Bulletin](#)

Pre-Examination Set Up and Disinfection-Time Allowed: 10 minutes

Safety Criteria (1 point each):

1. Disinfect work surfaces
2. Properly dispose of waste material
3. Kit remains sanitary
4. Avoid cross contamination

Monomer and Polymer Over Tip Service.

Monomer and Polymer Over Tip - Time Allowed: 32 minutes

Procedure Criteria (1 point each):

1. Set up manicure table
2. Sanitize/clean hands
3. Prepare nail for service
4. Select and adhere nail tip
5. Trim nail tip
6. Blend nail tip
7. Apply monomer and polymer to nail
8. Finish nail surface

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Replace contaminated items
4. Ensure containers remain closed when not in use
5. Kit remains sanitary
6. Avoid cross contamination

Blood Exposure Incident – Time Allowed: 12 minutes

Procedure Criteria (1 point each):

1. Wear gloves
2. Apply pressure to simulated cut
3. Clean simulated cut
4. Bandage simulated cut
5. Properly dispose of used materials
6. Sanitize/clean hands

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Replace contaminated items
4. Ensure containers remain closed when not in use
5. Kit remains sanitary
6. Avoid cross contamination

Eyelash Strip Application -Time Allowed: 14 minutes

Procedure Criteria (1 point each):

1. Sanitize/clean hands
2. Prepare the mannequin for service
3. Prepare the strip lash
4. Apply the strip lash

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary

3. Ensure draping is maintained throughout service
4. Replace contaminated items
5. Ensure containers remain closed when not in use
6. Kit remains sanitary
7. Avoid cross contamination

Facial - Time Allowed: 17 minutes

Procedure Criteria (1 point each):

1. Sanitize/clean hands
2. Remove eye makeup and lipstick
3. Cleanse face
4. Remove cleansing cream
5. Apply massage cream
6. Demonstrate effleurage manipulations
7. Demonstrate petrissage manipulations
8. Demonstrate tapotement manipulations
9. Remove massage product
10. Apply astringent, freshener, or toner
11. Apply moisturizer

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Ensure head draping is maintained throughout service
4. Replace contaminated items
5. Ensure containers remain closed when not in use
6. Kit remains sanitary
7. Avoid cross contamination

Waxing with Soft Wax – Time Allowed: 14 minutes

Procedure Criteria (1 point each):

1. Wear gloves
2. Prepare area of one eyebrow for service
3. Demonstrate proper application of wax
4. Demonstrate proper application of fabric strip
5. Demonstrate proper removal of wax
6. Apply post-wax product

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Ensure head draping is maintained throughout service
4. Replace contaminated items
5. Ensure containers remain closed when not in use
6. Kit remains sanitary
7. Avoid cross contamination

Haircut – Time Allowed: 42 minutes

Procedure Criteria (1 point each):

MUST BE PERFORMED IN ORDER

1. Sanitize/clean hands
2. Prepare mannequin for service
3. Perform a scalp analysis

DOES NOT NEED TO BE PERFORMED IN ORDER

4. Use razor with a guard during the haircut

5. Follow a guideline throughout the haircut
6. Use shears during haircut
7. Haircut is blended
8. Cut a minimum of 1 inch throughout the entire head
9. Remove hair off workstation and sweep hair from floor

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Ensure draping is maintained throughout service
4. Replace contaminated items
5. Kit remains sanitary
6. Avoid cross contamination

Permanent Wave – Time Allowed: 22 minutes

Procedure Criteria (1 point each):

1. Sanitize/clean hands
2. Prepare mannequin for service
3. Subsection hair and wrap a minimum of six rods
4. Place bands in the proper position
5. Demonstrate saturation on all rods
6. Demonstrate a test curl

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Ensure draping is maintained throughout service
4. Replace contaminated items
5. Kit remains sanitary
6. Avoid cross contamination

Blow Drying and Thermal Curling – Time Allowed: 22 minutes

Procedure Criteria (1 point each):

1. Sanitize/clean hands
2. Prepare mannequin for service
3. Blow dry wet hair in one section
4. Establish a base using thermal iron
5. Place curl #1 on-base
6. Place curl #2 off-base

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Ensure draping is maintained throughout service
4. Replace contaminated items
5. Kit remains sanitary
6. Avoid cross contamination

Chemical Service

Mannequin Preparation – Time Allowed: 10 minutes

Procedure Criteria (1 point each):

1. Sanitize/clean hands
2. Prepare mannequin for service
3. Divide hair into four uniform sections
4. Apply protective cream

5. Wear protective gloves (throughout chemical services; same pair is acceptable)

Foil Highlights – Time Allowed: Not timed

Procedure Criteria (1 point each):

1. Slice or weave hair strands
2. Apply high lift product

Hydroxide Virgin Relaxer – Time Allowed: 10 minutes

Procedure Criteria (1 point each):

1. Apply relaxer product for virgin application
2. Demonstrate smoothing hair on one subsection

Hydroxide Relaxer Retouch – Time Allowed: 10 minutes

Procedure Criteria (1 point each):

1. Apply relaxer product for retouch application

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Ensure draping is maintained throughout service
4. Replace contaminated items
5. Kit remains sanitary
6. Avoid cross contamination

End of Examination Disinfection – Time Allowed: 10 minutes

Safety Criteria (1 point each):

1. Dispose of used materials
2. Disinfect workstation and clean work area
3. Remove all supplies, materials, and/or personal belongings

ACADEMIC PROGRESS

Most Odessa College degree and certificate plans require that students have a GPA of 2.0 or higher for graduation (one exception is the Cosmetology Program, which requires a 2.0 GPA); therefore, students are considered to be in good standing as long as they maintain a GPA of 2.0 or higher on a semester or cumulative basis.

Students must maintain a 2.0 GPA and complete all required clock hours for each course during each 8 week term to remain in good standing with the cosmetology program. Any student who does not meet the 2.0 GPA or clock hour requirement for any course, will be required to repeat said course in the continuing education program prior to being re-enrolled in any credit cosmetology course.

GRADE POINT AVERAGE

Your grade point average is calculated by dividing the number of grade points earned by the number of hours attempted. To be a student in good standing you must maintain a grade point average of 2.0 or higher.

Generally, a student must have a grade point average of 3.0 or higher to be eligible for scholarships or scholastic honors.

READMISSION

A student not maintaining continuous enrollment in the Cosmetology Program per assigned Plan of Study for one or more semesters is defined as Withdrawn from the Program and must apply for readmission consideration from the Director of Cosmetology.

TDLR Rule Chapter 83.72 (p) Except for a documented leave of absence, schools shall electronically submit a student's withdrawal or termination to the department within 10 calendar days after the withdrawal or

termination. Except for a documented leave of absence, a school shall terminate a student who does not attend a cosmetology curriculum for 30 days.

A student who has withdrawn or been terminated from the Cosmetology Program and wishes to re-enter must write an essay stating what is different in their life that will make this time successful as opposed to the previous time. Students wishing to re-enter at the first semester must reapply during the application period for the Fall or Spring semester and be ranked with that semester's applicant pool.

Evidence of competency in previously completed cosmetology courses will be required prior to readmission. This will be accomplished through an acclimation period in the beginning lab to determine placement in the big lab.

Re-entering students must abide by the current admission, curriculum and program requirements of the department.

Students are readmitted only when space is available.

Following a second (2nd) withdrawal or termination from the program, a student will not be readmitted. Students may petition for readmission when a withdrawal occurs because of a catastrophic event. The student must have had a passing grade in the course previous to the time of withdrawal. Petition will be considered by a faculty review committee.

The department reserves the right to deny readmission to a student who discontinued the program due to academic dishonesty or exhibited unsafe and/or unprofessional behavior. The decision to deny or accept readmission will be made by a faculty review committee and the Director of Cosmetology.

INELIGIBILITY FOR RE-ADMISSION

Students are not eligible for readmission if they fail the same course twice, or have withdrawn or been terminated from the program twice. This means that upon the second failure, the student cannot continue in the series of courses in the curriculum. Students who have been observed demonstrating unsafe practices (see Safety in Lab Setting on page 19) or unprofessional conduct (see professionalism on page 16; see also Standards of Conduct on pages 45 - 50) on more than 2 occasions will also not be re-admitted into the Cosmetology Program.

REASONS FOR DISMISSAL FROM THE COSMETOLOGY PROGRAM

[\(As per the rules set forth by the Texas Dept. of Licensing and Regulation\)](#)

Evidence of actual or potential harm to clients or the public. Criminal behavior whether violent or non-violent, directed against persons, property or public order and decency. Intemperate use, abuse of drugs or alcohol, or diagnosis of or treatment for chemical dependency, mental illness, or diminished mental capacity. Lack of good professional character as evidenced by a single incident or an integrated pattern of personal, academic and/or occupational behaviors which, in the judgment of TDLR, indicates that an individual is unable to consistently conform his or her conduct to the requirements of the Cosmetology Practice Act, TDLR's rules and regulations, and generally accepted standard of Cosmetology practice including, but not limited to, behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity.

ACADEMIC DISMISSAL

Earning a “D” or “F” in cosmetology courses in one semester is cause for program probation. The student will be given one chance to repeat the failing course regardless of cumulative GPA.

Earning less than a cumulative GPA of 2.0 for two consecutive semesters is cause for academic dismissal.

Students earning a “D” or “F” in the same cosmetology course twice is cause for academic dismissal from the program.

Failure to meet expected standards may result in academic dismissal at any time. This includes but is not limited to unsafe practices or student misconduct.

PROGRAM EVALUATION

The Cosmetology Program welcomes student feedback. Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, lab experience, or course. Faculty seriously considers student evaluations in making modifications in the course, specific classes, and lab assignments. Evaluations of theory class, and lab teaching effectiveness are used by individual faculty in identifying areas of strength and areas for needed improvement. The faculty values student evaluation of teaching effectiveness (SEI’s) as a means of improving teaching skills.

Students are encouraged to evaluate classroom and lab instruction using the forms and methods provided. At the end of each course, students will have the ability to complete an end of course survey and students in fourth semester will complete an end of course survey and end of program survey. Students in the Cosmetology Program are expected to complete the end of course surveys as part of a professional expectation. These surveys are critical reporting requirements for our Advisory Board, and our accrediting agency. It is mandatory that each student fulfill this professional responsibility.

STUDENT INPUT INTO THE EDUCATIONAL PROCESS

You, the student, are the most important part of the Cosmetology Program. Your suggestions and ideas aid us in strengthening the program and student input is encouraged. Mechanisms for input may be through student government, ad hoc student at monthly Departmental Meetings called faculty committees, student representation on the Advisory Committee, course and program evaluations, or in person to faculty, the Director of Cosmetology, the Associate Dean, or the Director of Student Services.

TEXAS DEPARTMENT OF LICENSING AND REGULATION GUIDELINES

VI. TEXAS DEPARTMENT OF LICENSING AND REGULATIONS POLICIES

ACCREDITATION STATUS

The Odessa College Cosmetology Program is approved by the Texas Department of Licensing and Regulation (TDLR). TDLR may be reached at **TDLR Cosmetology Program P.O. Box 12157 Austin, Texas 78711.**

Telephone: (512) 463-6599

Fax: (512) 463-9468

Toll-Free (in Texas): (800) 803-9202

Relay Texas-TDD: (800) 735-2989

Website: [Texas Dept. Of Licensing and Regulation](http://www.tdlr.state.tx.us)

TDLR APPROVED CURRICULUM

The cosmetology curriculum plan is approved by the Texas Higher Education Coordinating Board (THECB). THECB may be reached at 1200 E. Anderson Lane, Austin, TX 78752. Phone: 512-427-6101.

Texas Department of Licensing and Regulations Law states in Section 1602.254. Eligibility for an Operator License.

(b) To be eligible for an operator license, an applicant must meet the requirements of Subsection (c) or:

(1) be at least 17 years of age;

(2) have obtained a high school diploma or the equivalent of a high school diploma or have passed a valid examination administered by a certified testing agency that measures the person's ability to benefit from training; and

(3) have completed:

(A) 1,000 hours of instruction in a licensed beauty culture school; or

(B) 1,000 hours of instruction in beauty culture courses and 500 hours of related high school courses prescribed by the commission in a vocational cosmetology program in a public school.

SCOPE OF PRACTICE

Section 1602.002. Definition of Cosmetology.

(a) In this chapter, "**cosmetology**" means the practice of performing or offering to perform for compensation any of the following services:

(1) Treating a person's hair by:

(A) providing any method of treatment as a primary service, including arranging, beautifying, bleaching, cleansing, coloring, cutting, dressing, dyeing, processing, shampooing, shaping, singeing, straightening, styling, tinting, or waving;

(B) providing a necessary service that is preparatory or ancillary to a service under Paragraph **(A)**, **including bobbing, clipping, cutting, or trimming a person's hair or shaving a person's neck with a safety razor; or**

(C) cutting the person's hair as a separate and independent service for which a charge is directly or indirectly made separately from charges for any other service;

(2) Servicing a person's wig or artificial hairpiece on a person's head or on a block after the initial retail sale and servicing in any manner listed in Subdivision (1);

(3) Treating a person's mustache or beard by arranging, beautifying, coloring, processing, styling, trimming, or shaving with a safety razor;

(4) Cleansing, stimulating, or massaging a person's scalp, face, neck, or arms:

(A) By hand or by using a device, apparatus, or appliance; and

(B) With or without the use of any cosmetic preparation, antiseptic, tonic, lotion, or cream;

(5) Beautifying a person's face, neck, or arms using a cosmetic preparation, antiseptic, tonic, lotion, powder, oil, clay, cream, or appliance;

(6) Administering facial treatments;

(7) Removing superfluous hair from a person's body using depilatories, preparations, or tweezing techniques;

(8) Treating a person's nails by:

(A) Cutting, trimming, polishing, tinting, coloring, cleansing, or manicuring; or

(B) Attaching false nails;

(9) Massaging, cleansing, treating, or beautifying a person's hands or feet;

(10) Applying semi-permanent, thread-like extensions composed of single fibers to a person's eyelashes; or

(11) Weaving a person's hair.

(a-1) In this section, "safety razor" means a razor that is fitted with a guard close to the cutting edge of the razor that is intended to:

- (1) Prevent the razor from cutting too deeply; and
- (2) Reduce the risk and incidence of accidental cuts.

(b) The commission by rule may amend the definition of cosmetology to eliminate a service included in that definition under Subsection (a).

CRIMINAL BACKGROUND CHECK

<https://www.tdlr.texas.gov/crimconvict.htm>

Every individual who applies for a license with the Texas Department of Licensing and Regulation ("TDLR") is subject to a criminal background check to determine his or her suitability for the license. In 2009, the Texas Legislature enacted new provisions to allow a person to find out *before* applying whether he or she would likely be denied a license due to his or her criminal history. This was due to the time and expense involved in applying for a license, which in some cases includes completing required education and taking an examination. See [Section 51.4012](#) and [Chapter 53, Subchapter D, of the Occupations Code](#), which allow a person to request a criminal history evaluation letter from TDLR, prior to actually applying for a license.

TDLR has issued [Criminal Conviction Guidelines](#) for each occupation the Department licenses. These guidelines list the crimes which are considered to relate to each occupation, as well as other factors that affect the decisions of the Department. When a request for a criminal history evaluation letter is filed, the Department will review the requestor's criminal history with reference to these guidelines, the same as if an actual license application had been filed.

Upon acceptance to the program, students will be given specific instructions from the program concerning how to obtain the background check. Background checks are required for the Odessa College Cosmetology Program as determined by the Texas Department of Licensing and Regulation.

Background checks will be honored for the duration of the student's enrollment in the program if the participating student does not have a break in the enrollment (non-attendance of 30 consecutive days or more).

Criminal background checks must be completed and the results submitted to the Cosmetology Director's office no later than the first day of class for the first semester (or the first semester a transfer student is attending).

Any criminal activity during school must be reported to the program director, and may lead to dismissal from the program and may impede the licensing process.

The following histories will disqualify an individual for admission/continuation in the program because the student would not be eligible for salon placement (including but not limited to):

- Registered sex offenders
- Felony convictions
- Felony deferred adjudications involving crimes against persons (physical or sexual abuse)
- Observed or proven theft
- Convictions of violent acts (misdemeanor or felony)
- Violence in the workplace

- Securing execution of a document by deception

Disclaimers:

- Successful completion of a criminal background check for the cosmetology program does not guarantee eligibility for licensure or future employment.

- Cost of the criminal background check will be the responsibility of the student.

Criminal Background Check Procedure:

<https://www.tdlr.texas.gov/crimHistoryEval.htm>

To request a criminal history evaluation letter, an individual must:

submit a request form,

complete a criminal history questionnaire for each crime for which he or she was convicted or placed on deferred adjudication, and

pay a fee (\$25.00).

When a complete request is received, the Department will review the requestor's criminal convictions, deferred adjudications, and any other aspect of his or her criminal history that may have bearing on a license application. This review may include looking at court records, reviewing police records, interviewing the requestor, and interviewing any other person with knowledge of the requestor's criminal background, such as a parole officer, probation officer, police officer, or counselor.

The Department will issue a criminal history evaluation letter within 90 days of receiving a complete request. The letter will state that the Department would or would not recommend granting a license to the requestor, based on all of the information available to the Department at that time.

Any recommendation stated in an evaluation letter is not binding on the Department, should the requestor later proceed with applying for a license. The letter is intended only to provide guidance and information, to assist an individual in making an informed decision about whether or not to pursue a particular license. The Department's view of the requestor's criminal background may be different at the time of an actual license application, due to a change in the requestor's circumstances, discovery of additional information not previously known to the Department, or a change in the Department's policies relating to applicants' criminal backgrounds.

The Department's recommendation in the evaluation letter is not a final decision and cannot be appealed. If the requestor believes he or she should be granted a license despite the Department's recommendation to the contrary, the requestor may apply for the license at any time, and will be subject again to a full investigation of his or her criminal background. If, after the requestor applies for an actual license, the Department then recommends denying the license, the requestor may ask for a hearing at the State Office of Administrative Hearings (SOAH). The final decision following a SOAH hearing will be made by the Commission of Licensing and Regulation.

GUIDELINES TO PREVENT TRANSMISSION OF INFECTIOUS DISEASE

Section 1602.406

The management of issues related to infectious diseases is of primary concern to students, faculty and administration. The rapid increase of blood borne diseases has caused an awareness of the need for policies and guidance. This policy is designed to balance the protection from risk for students, faculty, and clients, with the individual rights of privacy and equal opportunity. As part of the curriculum, students are provided with information regarding protection from infectious diseases common in the salon environment.

Control of microorganisms which cause disease in humans is vital in the salon environment. Although the risk of infection transmission exists, that risk can be minimized by appropriate education and actions taken to avoid transmission. It is the policy of the Cosmetology Program that:

- All students will receive specific information regarding the chain of infection and measures which prevent the transmission of infection before engaging in clinical experiences. Instruction in Standard Precautions and CDC recommended infection control measures will be provided and skills reinforced in the laboratory setting.

Guidelines:

1. Routine use of Standard Precautions for all clients will reduce the risk of disease transmission.
2. Clients suspected of having a condition requiring Airborne, Droplet, or Contact Precautions require the use of enhanced precautions.

Infection Control Precautions:

- Handle the blood of all clients as potentially infectious.
- Use hand sanitizer when soap and water are not available.
- Wash hands before and after all contact with clients.
- Wear gloves for potential contact with non-intact skin, blood, or body fluids.
- Wear mask if airborne transmission of microorganisms is possible.
- Immediately place used razor blades in nearby impermeable container.
- Ask questions regarding infection control policies and their application in each agency or unit where assigned.
- Be informed; practice proper procedures with every client situation, and be safe.

OSHA Guidelines Following Percutaneous or Mucosal Exposure:

A significant occupational exposure is defined as:

A mucous membrane exposure to blood or body fluids (i.e. splash to eyes, nose, mouth).

A cutaneous exposure involving any amount of body fluid or prolonged contact with body fluid — especially when the exposed skin is chapped, abraded, or afflicted with dermatitis.

The student will immediately notify the instructor of an injury or exposure (or potential exposure) to an infectious disease while in the lab setting.

Procedure following exposure:

1. Wound care/first aid

- a. All wounds shall be vigorously cleansed with soap and water immediately.
- b. Mucous membranes shall be flushed with water or normal saline. Use eye wash stations when needed.
- c. Other wound care shall be rendered as indicated.

2. Notification of responsible parties

- a. The student will report to the lab instructor any incident that constitutes an exposure.
- b. The lab instructor will complete a report and submit to the Director.

ODESSA COLLEGE GUIDELINES

Cosmetology Course Descriptions

CSME 1405 Fundamentals of Cosmetology

4 Credit Hours / 125 Contact Hours

Fundamentals of Cosmetology is a course providing students with the basic fundamental skills of cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out. Students will be able to identify fundamental concepts related to skills required by the Texas Department of Licensing and Regulation (TDLR); and demonstrate basic required skills by TDLR standards.

CSME 1443 Manicuring and Related Theory

4 Credit Hours / 125 Contact Hours

Manicuring and Related Theory presents the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services. Students will be able to define terminology related to nail services; demonstrate the basic procedures of nail services; and practice safety and sanitation, according to the laws and rules of the state licensing agency, and exhibit workplace competencies in nail services.

CSME 1447 Principles of Skin Care/Facials and Related Theory

4 Credit Hours / 125 Contact Hours

Principles of Skin Care/Facials and Related Theory provides in-depth coverage of the theory and practice of skin care, facials, and cosmetics. Students will be able to define the terminology related to the skin, products, and treatments; demonstrate the proper application related to skin care and cosmetics; practice safety and sanitation according to the laws and rules of the state licensing agency; and exhibit workplace competencies in skin care and cosmetics.

CSME 1451 Artistry of Hair, Theory and Practice

4 Credit Hours / 125 Contact Hours

Artistry of Hair, Theory and Practice includes the instruction of the artistry in hair design. Topics include theory, techniques, and application of hair design. Students will practice basic competencies related to the artistry of hair design; demonstrate use of tools; exhibit basic manipulative skills; and follow safety and sanitation laws and rules according to the state licensing agency.

CSME 1453 Chemical Reformation and Related Theory

4 Credit Hours / 125 Contact Hours

Chemical Reformation and Related Theory presents the theory and practice of chemical reformation including terminology, application and workplace competencies. Students will define terminology related to chemical reformation; follow safety and sanitation laws and rules according to the state licensing agency; and exhibit workplace competencies related to chemical reformation.

CSME 2401 The Principles of Hair Coloring and Related Theory

4 Credit Hours / 125 Contact Hours

The Principles of Hair Coloring and Related Theory course presents the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color. The student will be able to define terminology; demonstrate hair color application; practice safety and sanitation according to the laws and rules of the state licensing agency; and practice workplace competencies related to hair color.

CSME 2439 Advanced Hair Design

4 Credit Hours / 125 Contact Hours

Advanced Hair Design provides advanced concepts in the theory and practice of hair design. The student will utilize correct terminology related to hair design; demonstrate advanced techniques related to hair design; and exhibit workplace competencies.

CSME 2441 Preparation for the State Licensing Examination

4 Credit Hours / 125 Contact Hours

Preparation for the State Licensing Examination will prepare the student for the Texas Department of Licensing and Regulation Cosmetology Operator's written and practical examinations. Students will Review for written state licensing exam; prepare for the practical state licensing exam; and practice safety, and sanitation according to the laws and rules of the state licensing agency.

Level II Course Descriptions

CSME 1335 Artistry of Hair Design II

3 Credit Hours/ 112.5 Contact Hours

Artistry of Hair Design II will be a continuation of hair design. Topics include the additional theory and applicatinos of current trends in hair design. The student will demonstrate mastery of workplace competencies related to hair design; and follow safety and sanitation laws and rules according to the state licensing agency.

CSME 2410 Advanced Haircutting and Related Theory

4 Credit Hours/ 125 Contact Hours

Advanced Haircutting and Related Theory will provide advanced concepts and practice of haircutting. Topics include utilizing scissors, razor, and/or clippers. The student will utilize correct terminology related to advanced haircutting techniques; and demonstrate workplace competencies related to advanced haircutting techniques.

CSME 2237 Advanced Cosmetology Techniques

2 Credit Hours/ 75 Contact Hours

Advanced Cosmetology Techniques is the mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies. The student will utilize a variety of hair techniques; perform professional cosmetology services; and demonstrate workplace competencies.

Instructor Course Descriptions

CSME 1535 Orientation to the Instruction of Cosmetology

5 hours / 187.5 Contact Hours

Orientation to the Instruction of Cosmetology presents the student an overview of the skills and knowledge necessary for the instruction of cosmetology students. The student will identify teaching methodologies; observe lesson plan implementation; and monitor various learning settings.

Prerequisite: Valid Texas Department of Licensing and Regulation license and high school diploma or GED.

CSME 1534 Cosmetology Instructor I

5 hours / 187.5 Contact Hours

Cosmetology Instructor I provides the student the fundamentals of instructing cosmetology students. The student will demonstrate classroom/clinic management; differentiate teaching methodologies; identify different learning styles; and assess lesson plans.

Prerequisite: Valid Texas Department of Licensing and Regulation license and high school diploma or GED.

CSME 2514 Cosmetology Instructor II

5 hours / 187.5 Contact Hours

Cosmetology Instructor II is a continuation of the fundamentals of instructing cosmetology students. Students will demonstrate effective classroom/clinic management, and implement teaching methodologies and develop lesson plans.

Prerequisite: Valid Texas Department of Licensing and Regulation license and high school diploma or GED.

CSME 2549 Cosmetology Instructor III

5 hours / 187.5 Contact Hours

Cosmetology Instructor III will present student with lesson plan assignments and evaluation techniques. Students will present lesson plans and with the use of multi-media technology as well as develop evaluation techniques used in a cosmetology program and demonstrate practical applications in a classroom setting.

Prerequisite: Valid Texas Department of Licensing and Regulation license and high school diploma or GED.

CSME 2544 Cosmetology Instructor IV

5 hours / 187.5 Contact Hours

Cosmetology Instructor IV presents the students with advanced concepts of instruction in a Cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation and assessment techniques. Students will practice instructional skills; develop assessment and evaluation techniques that promote student learning; and implement evaluation tools to measure student outcomes.

Prerequisite: Valid Texas Department of Licensing and Regulation license and high school diploma or GED.

CSME 2545 Instructional Theory & Clinic Operation

5 hours / 187.5 Contact Hours

Instructional Theory & Clinic Operation presents an overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination. Students will demonstrate the skills required for the completion of the instructor's state licensing exam; manage the lab/clinic in a cosmetology program; and practice safety and sanitation according to the laws and rules of the state licensing agency; and execute classroom management skills.

Prerequisite: Valid Texas Department of Licensing and Regulation license and high school diploma or GED.

Manicurist Course Descriptions

CSME 1330 Orientation to Nail Technology

3 hours / 150 Contact Hours

Orientation to Nail Technology presents the students with an overview of the fundamental skills and knowledge necessary for the field of nail technology. Students will demonstrate nail technology skills; practice safety and sanitation according to the laws and rules of the state licensing agency; and practice professional ethics.

Prerequisite: None.

CSME 1431 Principles of Nail Technology I

4 hours / 150 Contact Hours

Principles of Nail Technology I is a course in the theory, practices and principles of nail technology. Topics include anatomy physiology, theory, and skills related to nail technology. Students will be able to explain the basic anatomy and physiology of the hands, arms, and feet. Students will also practice the related skills of manicuring, pedicuring, and nail enhancement.

CSME 1441 Principles of Nail Technology II

4 hours / 150 Contact Hours

Principles of Nail Technology II is a continuation of the concepts and principles of nail technology. Topics include professional ethics, salon management, client relations, and related skills of nail technology. Students will perform nail enhancements; practice professional ethics; and demonstrate safety and sanitation practices according to state licensing agency.

CSME 2430 Nail Enhancement

4 hours / 150 Contact Hours

Nail Enhancement provides instruction in the theory, application, and related technology of nail enhancement. Students will demonstrate product knowledge; apply nail enhancement; and practice competencies as related to the state licensing examination.

OPTIONS/TRACKS FOR THE COSMETOLOGY STUDENT

The curriculum of the Odessa College Cosmetology Program prepares graduates to assume beginning staff cosmetology positions as members of the Cosmetology profession. Upon successful completion of the licensing examinations, the graduate becomes a Licensed Cosmetologist.

Cosmetology Operator Level I Certificate Option

Cosmetology students are enrolled in classes Monday through Thursday from the hours of 8 am to 5 pm.

Full time students can complete the required courses in two semesters.

Odessa College Cosmetology admits 30 to 35 students into the Traditional Option track each fall and spring semester as space allows.

Odessa College Cosmetology part time students are enrolled in classes Monday through Thursday from the hours of 5 pm to 9 pm.

Cosmetology Operator Level II Certificate Option

Cosmetology students are enrolled in classes Monday through Thursday from the hours of 8 am to 5 pm to complete higher level skills than the basic requirements for licensure.

Cosmetology Operator Associate Degree Option

Cosmetology students are enrolled in classes Monday through Thursday from the hours of 8 am to 5 pm. Full time students can complete the required courses in five 16 week semesters.

Odessa College Cosmetology admits 30 to 35 students into the Traditional Option track each fall and spring semester as space allows.

Odessa College Cosmetology admits students into the part time option each fall and spring semester as space allows.

Cosmetology Instructor Level I Certificate Option

Cosmetology students are enrolled in classes Monday through Thursday from the hours of 8 am to 5 pm.

Full time students can complete the required courses in two 16 week semesters.

Odessa College Cosmetology admits 10 students into the Traditional Option track each fall and spring semester.

Cosmetology Instructor Associate Degree Option

Cosmetology students are enrolled in classes Monday through Thursday from the hours of 8 am to 5 pm.

Full time students can complete the required courses in five 16 week semesters.

Odessa College Cosmetology admits 10 students into the Traditional Option track each fall and spring semester.

Cosmetology Manicurist Level I Certificate Option

Cosmetology manicurist students are enrolled in classes Mondays, Tuesdays and some Wednesdays, from the hours of 8 am to 5 pm.

Students can complete the required courses in four 8 week terms.

Odessa College Cosmetology admits 6 students into the part time option each fall semester.

Note: Student liability insurance is required for all students enrolled in cosmetology. The standing procedure for those individuals who currently hold a valid Texas Cosmetology License, which did not result from completion of the Cosmetology Program at Odessa College, who wish to pursue an Associate Degree, must fulfill the requirements outlined in the Associate Degree course of study in the following manner:

- (1) By providing proof of licensure to the college registrar and/or to the director of the Cosmetology Program;
- (2) By successfully completing CSME 1401, CSME 1451, and CSME 2441 for a total of 12 semester hours credit;
- (3) by successfully completing a comprehensive examination for 29 of the 41 required hours of cosmetology listed in course of study, the examination to be administered and evaluated by the Department of Cosmetology; and
- (4) By satisfying all other requirements in the course of study for an Associate in Applied Science Degree in cosmetology. Any deviation from these stipulations must be petitioned for in writing and approval must be received in advance from the Cosmetology Department chair and the Division Dean.

ODESSA COLLEGE STANDARDS OF CONDUCT (as found in the OC handbook)

The Four Student Commitments

Odessa College students are committed to being successful in life and career. Part of the preparedness for a successful life after Odessa College involves self-commitments that ensure the path to graduation or other identified academic goal is possible. Therefore, students at Odessa College have endorsed the following four commitments:

1. Commit to completing what you start.

2. Commit to attending class and attempting each assignment.
3. Commit to asking questions and using support resources.
4. Commit to developing well organized and disciplined work habits. Students are expected to observe the following guidelines for classroom behavior:

These policies and regulations shall apply to any currently enrolled or former student who has been accepted for admission or readmission to Odessa College, to any registered student organization, or to any prospective student while he or she is on the campus or any off-campus facility designated for college use.

Under no circumstances are children to accompany you to class, the skills laboratory, or scheduled conferences with instructors. If this occurs, you will be asked to leave. You will need to talk with your instructor about your absence and any make-up time required.

Children must not be left unattended in any area of the Cosmetology Building.

Smoking is not permitted in the buildings at Odessa College. Outdoor smoking areas are designated.

Students are expected to be seated by the designated starting time for classes.

Student Responsibilities:

Each student shall be charged with notice and knowledge of the contents and provisions of the District's rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct.

Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;
6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;
7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist College District staff in maintaining safety, order, and discipline.

In addition to activities prohibited by law, the following types of behavior shall be prohibited:

1. Gambling, dishonesty or the possession or use of intoxicating liquors.
2. The illegal use, possession, control, manufacture, transmission, and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, on campus.
3. The use, possession, control, manufacture, transmission, and/or sale of paraphernalia related to any prohibited substance.
4. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating" shall include:

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an un-administered test.

- Forging the initials or signature of an instructor.
- The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an un-administered test or information about an un-administered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

5. Owing a monetary debt to the College District that is considered delinquent or writing/authorizing an "insufficient funds" payment to the District.

6. Violations of the Penal Statutes of Texas or of the United States occurring on District property or in connection with District-sponsored activities may also constitute violations of the District's rules and regulations when such violations affect the educational process and goals of the District.

7. Possession or use of firearms on District-controlled property except for educational purposes that have the prior approval of the vice president.

8. Interference with teaching, research, administration, or the District's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior."

9. Use of alcoholic or intoxicating beverages and use of drugs not prescribed by a physician.

10. Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline.

"Hazing" means any intentional, knowing or reckless act occurring on or off school property directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include other students. The term includes, but is not limited to:

- Any type of physical brutality, such as whipping, beating, striking, branding, electrical shocking, placing of a harmful substance on the body or similar activity.
- Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism that subjects the student to extreme mental stress, shame or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.
- Any activity that induces causes or requires the student to perform a duty or task that involves a violation of the Penal Code.

11. Initiations by organizations may include no feature that is dangerous, harmful or degrading to the student; a violation of this prohibition renders the organization subject to appropriate discipline.

12. Threatening another person, including a student or employee.

13. Intentionally, knowingly, or negligently causing physical harm to any person.

14. Engaging in conduct that constitutes harassment, bullying, dating violence, stalking, or sexual abuse directed toward another person, including a student or employee.
15. Violating policies, rules, or agreements regarding the use of technology resources.
16. Attempting to access or circumvent passwords or other security-related information or the College District, students, or employees.
17. Attempting to alter, destroy, or disable College District technology resources.
18. Using the Internet or other electronic communications to threaten College District students, employees, or volunteers.
19. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
20. Endangering the health or safety of members of the District community or visitors to the campus.
21. Damaging, defacing or destroying college property, property of a member of the college community or property of a campus visitor.
22. Stealing from the College District or others.
23. Knowingly giving false information in response to requests from the college.
24. Forging, altering or misusing college documents, records or ID cards.
25. Violating college policies or regulations concerning parking; registration of student organizations; use of college facilities; or the time, place and manner of public expression.
26. Failure to comply with directions of college officials acting in the performance of their duties, including failure to provide identification when requested.
27. Ignoring a summons to the office of the Director of Student Life.
28. Engaging in any conduct that College District officials might reasonably believe will substantially disrupt the College District programs or incite violence.

Problem Behaviors

If an instructor identifies a student who is behaving in an unacceptable manner in the classroom or laboratory environment, the instructor will:

1. Consult with the Director, Dean, or Vice President for Student Services as needed.
2. Meet with the student to discuss the behavior or deficiency.
3. Document the interaction and file in the permanent student record.

Areas that constitute unacceptable behavior include, but are not limited to:

1. Using a razor without its properly functioning safety guard attachment.
2. Interfering with the learning of others.
3. Excessive tardiness.
4. Horseplay or "joking" type behavior in the lab.
5. Intimidation of students or faculty.
6. Inappropriate dress that is distracting to the learning process.
7. Pagers or cell phones disturbing others.
8. Dishonesty.
9. Any other behavior deemed by the instructors as unacceptable for the learning environment
10. Using Cell phone while working on a client.

Failure of the student to correct the deficiency and/or meet the stated objectives may result in failure of the course.

Continuation of infractions could result in enforcement of the Cosmetology Code of Conduct and possible removal from the program.

Disciplinary Process

Any student violating this policy shall be subject to discipline up to suspension/expulsion, in accordance with College policy. Under supervision of the Vice President of Student Services & Enrollment Management, the Director of Student Life serves as the chief conduct officer and investigator for non-academic and general code of conduct violations. In certain instances the College may refer cases to law enforcement authorities for prosecution under criminal code. In cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure.

Reporting a Violation Incident of unacceptable student behavior where disciplinary action may be appropriate are to be reported to the Director of Student Life. In the case where such student behavior is a violation of public law or is causing a threat to the safety of the student, any other person, or to property, campus and/or local police officials should be notified immediately.

Student Conduct Investigation & Summoning a Student

A preliminary review of the facts of the case will be conducted to determine if sufficient evidence exists to require a meeting with the student(s) involved. If it is determined that further explanation is warranted, the student(s) involved will be summoned by email to a meeting where the alleged violations will be reviewed with the Director of Student Life or another appropriate conduct official.

It is the student's responsibility to open, read, and act on all emails and correspondence related to a conduct investigation. Failure to comply with a summons and other attempts to contact the student may result in the student forfeiting his/her right to the disciplinary process. In most cases, failure to comply will result in the student being found in violation of the original violation. The student may also be found in violation of 'Failure to comply with directions of college officials acting in the performance of their duties,' which may result in further disciplinary action.

During the meeting with the Director or representative(s), the student will be given an opportunity to provide their account of the events in questions. The Director or representative(s) will meet with the student (and a translator if necessary). The student is allowed to bring one advisor of the student's choosing to discipline meetings or hearings; however the advisor may not speak on behalf of the student. Following all necessary investigation and meetings, a decision will be made. In deliberating a response the Director of Student Life or representative will make a decision based on what he/she considers reasonable evidence, including, but not limited to, testimony from witnesses, written statements and other relevant information. When evaluating conflicting accounts or statements, the Director of Student Life or representative will determine in good faith which version is more credible. A student may be found responsible or not responsible for a violation. Responsibility is determined by preponderance of the evidence (more likely than not determination).

Sanctioning a Student

Authority for determining disciplinary responses, requirements or conditions rests with the Director of Student Life and/or the Vice President for Student Services & Enrollment Management, although other college officials may make decisions in particular cases. Disciplinary sanctions will be made at the lowest level possible. Repeated or aggravated violations may result in further disciplinary sanctions, especially in cases where violations occur while a student is on probation. A student's entire disciplinary record will be considered when decisions related to sanctions are made.

Possible Sanctions

The sanctions listed below may not be all encompassing, but represent typical outcomes. The Director of Student Life and/or representative are given discretion to assign sanctions not listed, as deemed necessary and appropriate.

Formal Warning: A student served with a formal warning is given an official written notice, which carries the message that continued or repeated violations may result in more severe sanctions.

Fine: A financial penalty assessed and recorded in an official written notice. A charge will be made to the student's account in the amount of a fine determined at the discretion of the Director of Student Life or other college official.

Administrative Probation: A student placed on administrative probation is given an official written notice that defines the terms of the probation period. Terms of probation may include other sanctions, including, but not limited to loss of privilege to participate in college programs, organizations, or activities for a specified period of time. Probation carries the message that continued or repeated violations, during or after the probation period, may result in additional discipline up to suspension/expulsion.

Loss of Privilege: A student may be restricted from participating in college-sponsored activities, including, but not limited to social clubs and organizations, participation in or attendance at athletic competitions, and use of campus facilities.

Suspension: A student placed on suspension is given an official written notice of termination of his/her status as a student. Suspensions are for a specified period of time (usually for one long semester and/or up to a full academic year). A student living on campus who has been suspended will be informed by written notice of the time within which the student is expected to leave campus residence halls. Notification of suspension will also be sent via certified mail to the permanent address on file.

Summary Suspension: A suspension may be immediately enforced if it is determined that the student creates a continuing disturbance to the learning process or creates a safety hazard to himself, herself or others. In these circumstances, the student must leave campus immediately and remain off campus during the investigation phase and/or while an appeal is pending. The student may be permitted to return to campus only to participate in the appeal process, reporting directly to the meeting location at the specified time.

Expulsion: Expulsion from the College is a permanent termination of student status. Expelled students will be granted an automatic appeal with the disciplinary appeals committee. Notification of expulsion will also be sent via certified mail to the permanent address on file.

Additional Conditions: The College reserves the right to impose additional requirements and conditions on students in the disciplinary process as determined by the Director of Student Life or, upon appeal by the Vice President or Appeals Committee. Medical or psychological counseling treatment and/or assessment by off-campus professionals, including but not limited to drug and alcohol testing, will be at the student's expense.

VEHICLES ON CAMPUS: The student understands that driving to school and parking on the Odessa College Campus is a **PRIVILEGE** and not a right. Parking Permits are included in the price of tuition and all students must have a parking permit displayed in any vehicle parked on the Odessa College Campus.

Parking Permits (stickers or hang-tags) must be displayed with the front facing outwards on the rearview mirror or windshield as designed. Students may not transfer permits to any other car. Permits must ONLY be displayed in the vehicle that is registered.

Lost permits must be replaced at full cost and will require a valid driver's license, OC Student ID, and valid insurance card.

Students are not allowed to loan or sell permits to others or to be possession of more than 1 permit. Violations will result in the loss of parking privileges for up to the remainder of the school year.

OC parking lots will be subject to inspection and searches by school personnel, local authorities and drug canines. The following items are never allowed on campus:

- Weapons, including guns, knives or any type of ammunition.
- Illegal drugs or paraphernalia and / or alcohol.
- **Students are not allowed to park in any instructor "blue" parking space, "white" visitor parking space, or handicapped parking space.**
- **Students should only park in "yellow" student parking and should make absolutely certain they are parked within the lines of the space.**
- Students should make sure that their vehicle is locked at all times. Students are responsible for all items in their vehicle.
- Parking for the Cosmetology students can be found on the north and south sides of the main cosmetology parking lot, in the parking lot located to the north of the cosmetology building, in the dirt parking lot north of the main parking lot and in the parking lot for the G. D. Williams Hall building.

CELL PHONES / ELECTRONIC DEVICES:

The term electronic device includes, but is not limited to cell phones, laptops, iPads, tablets, CD players, radios, cassette players, iPods, MP3 players, video game systems, video or still cameras, and headphones.

Students are restricted at all times within the building from using the device to make or receive phone calls, Skyping, or any other two-way or group conversation or video chatting including the use of the phone/device's internal speaker, external speakers and cameras. Phones should not be in position to make or receive calls (not up to the ear). No Bluetooth Devices.

Students are allowed to use their device to play music using ear buds **only with the instructor's permission**. When this privilege is utilized, the student must use the **one in/one out** practice meaning only one ear bud is in the ear, allowing the student to still be able to hear directions from the instructor or other staff members. The music is too loud if those around the student can hear the music. The one in / one out policy will be enforced as limited auditory perception on the students behalf could easily become a safety issue.

Instructors may choose to allow students to use cell phones or other electronic devices in the classroom for educational purposes.

Cell phones and other communication devices must be turned off or put on the vibrate mode during Theory class unless otherwise specified by an instructor for a specific activity. Messages received during class must be returned only during breaks UNLESS an emergency exists. Students must request permission from the individual instructor of each course before using a tape recorder in class.

SOCIAL MEDIA/SOCIAL NETWORKING

Social media is any website or medium (including video) that allows for communication in the open. It includes but is not limited to e-mail, text messaging, instant messaging, blogs, podcasts, discussion forums, personal Web sites, “Wikis”, video or picture sharing sites, interactive sites, and social networks like Facebook, Instagram, Snapchat, MySpace, Twitter, Pinterest, and YouTube.

A social network service is a communication portal, usually Internet-based, which provides a variety of ways, such as email, text messaging and instant messaging, for users to interact with online communities or groups of people who share interests.

Guidelines:

1. Students shall follow all Student Handbook guidelines regarding the use of cell phones and electronic media in the clinical setting. (See cell phone / electronic device policy on page 51)
2. Students are not allowed to use the computers or other resources to participate in social networking unless used to access Instructor-approved sites; meeting the guidelines of the specific activity
3. Students shall not use the name, trademark, logos, or copyright-protected material of Odessa College on any social media or social network service without permission of Odessa College.
4. Students shall make it clear in any online activity that their views and opinions about school related matters are their own, and are not the views of the Odessa College cosmetology faculty.
5. Students shall not list their school e-mail address on any social networking site or any website unless the social networking site is used solely for Odessa College business or professional purposes.
6. “A private” social media site does not exist. Search engines can turn up posts years after the publication date. Comments can be copied or forwarded. Archival systems save information even if the post was deleted. Cosmetology students are encouraged to think carefully about what they post and whether it reflects a professional demeanor. Students should assume that the electronic communication may be circulated to important constituencies, such as their instructors, current and future employers, clients, and family members.
7. Students are expected to respect the privacy of other cosmetology students and refrain from posting photos, opinions, or other information which may portray the student or faculty member in a negative light.

Reporting:

Cosmetology students and faculty have a duty to report students who violate the Social Media/Networking Policy. Any policy infractions and or abuse should be sent to the Director of Cosmetology.

Disciplinary actions:

Failure to follow this policy and its conditions may result in disciplinary action up to and including termination from the cosmetology program. If a student’s conduct on and off Odessa College campus adversely affects his or her performance as a student, the performance of another student, or performance of a faculty member, the student may be subject to disciplinary action, including termination.

ACADEMIC HONESTY-UNPROCTORED EXAMS

Academic integrity is important for the individual student and the program. Students taking un-proctored exams must adhere to the following rules:

Leave personal items such as book bags and handbags in a secure location assigned by the faculty.

Do not talk to anyone who might come into the testing area.

Should the testing area become noisy or in any way inhibits your ability to concentrate on the test, inform your instructor or the department secretary immediately.

Students acknowledge an understanding and willingness to comply with these standards of academic honesty.

As a student, I understand that I am responsible for keeping up with the course. To help with this, I will identify alternative computer and internet access in case my primary computer crashes or my internet service is unavailable; recognize that the college provides free Wi-Fi and computer labs during regular campus hours to help me with accessing my course; and, understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.

As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to getting “kicked off” of the system during tests or quizzes; having trouble submitting assignments; and dealing with a traumatic personal event.

As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will seek out help from my instructor and/or from tutors; ask questions if I don’t understand; and access my course several times during the week to keep up with assignments and announcements.

As a student, I understand that I will have the opportunity to provide feedback on my experience in this course through an end-of-course Student Evaluation of Instruction (SEI).

PROCEDURE FOR REQUESTING SPECIAL ACCOMODATIONS

Special Populations/Disability Services/Learning Assistance

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity. Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at <https://www.odessa.edu/future-students/support-and-services/other-resources/students-with-disabilities/index.html>. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433.

GRADE DISPUTES

OC faculty encourages students to review exam questions and results quickly after each exam. The method and procedure for exam review is determined by the individual instructor. If exam questions are challenged, students must follow the informal process outlined in the Odessa College Student Handbook for Informal Grade Disputes by first appealing to the instructor and then to the Dean of Career and Technical Workforce Education.

GRIEVANCE PROCEDURES

If a resolution to a grade dispute or other issue cannot be reached through an informal process, then a formal policy for Grievances and Grade Disputes is also outlined in the OC Student Handbook and begins with the Executive Director of Administration and Human Resources who can be reached at 432-335-6606.

VIII. RESOURCES / MISCELLANEOUS

STUDENT RESOURCES FOR SUCCESS

It is the goal of the Cosmetology Program for every student to be successful. There are numerous resources to help students improve skills and knowledge, as well as decrease stress, improve retention, and enhance learning.

Early intervention for academic problems is important for success. Cosmetology faculty encourage students to visit during office hours or by appointment. Instructors can assist students to target solutions for identified problems, such as developing test taking skills, prioritization strategies, and study skills specific to cosmetology content. Instructors may refer students to other sources for assistance.

Counseling: Odessa College's counselor can assist students with academic issues as well as offer short-term crisis counseling. The counselors can be reached at: 432-335-6121

Student Success Center: Student Success Center (SCC) is a valuable resource. The SCC is located in the LRC. Phone number is 335-6673. Please call or check on-line for current operating hours.

Tutoring: Tutoring assistance is available for a variety of subjects including math, science, writing, speech, and developmental work. Arrangements for tutoring are best made by appointment by calling Student Support Services at 432-335-6673. Walk-ins are welcome and are served as quickly as possible. On-line tutoring is available and interested students should contact the SLC Director for specific information.

<http://www.odessa.edu/dept/ssc/index.htm>

Computer Lab: Computer lab assistants can provide assistance with application of a variety of software programs. They can assist OC students to open email accounts. The open access lab is available to any OC student. In periods of heavy use, the lab prioritizes students who are working on course assignments. The student's work must be saved on a self-provided flash drive.

Other Assistance: The Student Success Center can assist students with a variety of educational issues including: test anxiety, math anxiety, stress management, time management, note taking skills, and critical skill development. The SCC Director provides numerous workshops throughout the year as well as works with individual students. The workshop schedule can be viewed by accessing the SCC department from the Odessa College Web site.

Cheree Shepardson – OC Cosmetology Department Chair

Phone: (432) 335 - 6451

Email: cshepardson@odessa.edu

I have read, understand and will remain in compliance with the above Cosmetology information and requirements.

Students Signature

Date

Instructors Signature

Date