

2022

ORIENTATION CATALOG



# STRAND COLLEGE OF HAIR DESIGN

**Strand College of Hair Design**

**423 79th Avenue North**

**Myrtle Beach, SC 29572**

**(843) 449-1017**

**Strand College of Hair Design**

**419 79<sup>th</sup> Ave. North, Suites 1-4**

**Myrtle Beach, SC 29572**

**(843) 467-2397**

**Fax: (843) 467-2597**

**[www.strandcollege.com](http://www.strandcollege.com)**

## A MESSAGE FROM OUR FOUNDER

Strand College of Hair Design was founded because of our belief in quality education and bringing up the standards of the beauty industry. Our goal as staff and educators is to provide the education for you to become proficient and professional in your chosen career.

Our primary goal is for your professional growth and success in our ever-changing cosmetology industry. What you become reflects on us here at Strand College of Hair Design. We want you to become the best you can be to achieve your own personal and professional goals.

We are here to assist you and inspire you to achieve these goals. Our desire is for you to become a Leader in the Beauty Industry.

We look forward to you having a rewarding educational experience with us at Strand College of Hair Design.

Sincerely,

Nancy Poole, Founder/CEO

College Catalog may also be accessed online at [WWW.STRANDCOLLEGE.COM](http://WWW.STRANDCOLLEGE.COM)

## HISTORY / OWNERSHIP

**Jo Jo Inc. of Myrtle Beach, D/B/A Strand College of Hair Design was founded in March, 1993. Nancy Poole currently holds the position of the President and Founder of this corporation. An advisory council consisting of professionals in all aspects of business meets annually to review the college's progression and make suggestions for improvements.**

**Strand College student experience combines national performing artistic talent with business training from Summit Salon Business center that raises the level of acumen and earning potential of its students. Strand College of Hair Design is also a Redken Premier School, as well as an OPI Premier School, and Cuccio Member School. Strand College of Hair Design uses various professional lines of products. To further increase the educational opportunities of the student, Strand College maintains a working relationship with various other manufacturers/professional lines. These manufacturers also provide platform educators to Strand College in order to give the student a better perspective of what this industry has to offer. Strand College uses technical tools, power points, DVDs, videos, lectures, demonstrations and discussions as various methods to educate the students. Strand College is currently using the Milady textbooks and various supplemental texts in our Cosmetology and Massage Therapy curriculums. Whether your interest is focused on hair, nails, or skin, or bodywork, Strand College of HAIR DESIGN has it all waiting for you.**

## MISSION STATEMENT

**The mission of Strand College of HAIR DESIGN is to provide a quality education in the area**

of cosmetic arts and wellness so that the graduate is able to be successful in their chosen profession. Graduates will be knowledgeable in the methodology and have the practical skills necessary to be licensed by the South Carolina State Board of Cosmetology and Massage/Bodywork Therapy. Strand College is dedicated to improving the overall standards of our profession through structured education.

1. To prepare the student for the State Licensure Exam
2. To assist the student in discovering and developing the skills required to obtain a means of monetary support.
3. To instill in the student a sense of competitiveness and professionalism.
4. To impress upon students the need for continuing education at the advance level to insure upward mobility within the profession.
5. To provide up-to-date information pertaining to the industry
6. Provide support services for students throughout the educational curriculum and past graduation.

#### ADMINISTRATIVE STAFF AND FACULTY



**Nancy J. Poole, RCI, BA, MA- Founder and President**



**Jordan Poole - Financial Aid Director**



**Laura Causey – RCI**



**Tandi Jones – RCI**



**Ashley Bonass – REI**

### **CAREER ISSUES: OPPORTUNITIES, PHYSICAL DEMANDS AND SAFETY**

**A variety of professional opportunities may be available in the beauty industry. Hair designers nail technicians, make-up artists, estheticians, instructors, platform artists, massage therapists and careers in sales are just a few of the positions available for the licensed professional. You can have a lifetime of opportunities and success. A more detailed list of career opportunities is available in the admissions office.**

**A career in the beauty and wellness industry will allow you to be creative and expressive. You can stay on top of fashion, style, trends, and bodywork wellness by attending workshops and seminars. After proper training in business and management principles, you may own and operate your own business.**

**Your success will be up to you. Your income is usually based on commission or percentage, which enables you to determine how much money you make. Visit websites [www.redken.com](http://www.redken.com), [www.summitsalon.com](http://www.summitsalon.com), and [www.opi.com](http://www.opi.com) for more information on careers in this occupation as well as [www.bls.gov/OES](http://www.bls.gov/OES), U.S. Bureau of Labor Statistics/Division of Occupational Employment Statistics for wage/salary information, and [www.llr.state.sc.us](http://www.llr.state.sc.us) Board of Cosmetology and Massage/bodywork therapy, regarding licensure and educational regulations.**

Like any other field you might think about, there are certain aspects of this industry you should consider before making your decision. You may be standing on your feet for long hours. You may have to work longer than 8 hours per day and Saturdays. Some salons/spas are even open on Sundays and at night. You will have to do your own janitorial work, (i.e., sweeping, cleaning, and washing towels, sanitizing implements). You must present a pleasant attitude at all times. You may or may not get a lunch break.

As with most industries that are physically demanding, you must practice safety measures and precaution. You will learn proper safety techniques associated with salon/spa equipment. Using the required salon equipment is the liability of the student as well as the professional. In addition, you will study ergonomics and the necessity to practice proper posture and body position to minimize any long-term effects of the physical aspect of being in the beauty industry, particularly issues such as carpal tunnel syndrome.

Our staff is available to discuss in detail all aspects of a career in the wonderful, exciting, and ever-changing beauty industry.

### EMPLOYMENT OPPORTUNITIES

Licensed cosmetologists provide a variety of personal services that help client’s look and feel their best. These services primarily include the care and treatment of hair, nails, and skin. It can also involve consultations on health and wellness. Personal appearance is not only a key factor in keeping one’s moral high; a well-groomed appearance is also a factor in enhancing one’s chances for a successful career. A career in cosmetology, esthetics and Massage and Bodywork means you will devote your talents to making others look and feel their best. An education and license are necessary for pursuing a career as a hair stylist/designer/barber, nail technician, esthetician, makeup artist, and massage therapist. Licensing requirements vary from state to state for each area of expertise. The primary goal of a successful licensed Cosmetologist, Esthetician or Massage Therapist is creating an experience for the client that he or she will enjoy and want to repeat. Cosmetologists, Estheticians and Massage Therapist keep pace with up-to-date trends and stand ready to meet the constantly changing career skills vital to success. Today’s licensees must possess, and continually upgrade and refine, a wide range of skills to meet the needs of a diverse clientele. Continuing education is a must! These fields of study offer opportunities for personal growth and many career options!

### OFFICIAL STATISTICS PER ACCREDITING AGENT

#### NACCAS

(The National Accrediting Commission of Career Arts & Sciences)

<u>YEAR</u>	<u>COMPLETION</u>	<u>PLACEMENT</u>	<u>LICENSURE</u>
2019	70%	69%	96%
2018	71%	73%	93%
2017	65%	87%	100%

## CLASS SCHEDULE

Strand College Administration is open Monday through Friday 8:30 – 4:00pm. The college provides several class scheduling options. Below is listed the standard class schedule. Admissions office will provide other available class schedule options, such as part time hours if available:

### Cosmetology: 1500 hours

30 hours a week: 8:45am - 3:15pm Monday through Friday  
Approximate program length: 52 weeks

### Esthetics: 600 hours

30 hours a week: 8:45 - 3:15pm Monday through Friday  
NOTE: Class schedules are subject to change due to enrollments/needs.  
Approximate program length: 25 weeks

### Massage Therapy and Bodywork: 650

24 hours a week: Mon & Tues 8:45-3:15, Wed-Thurs 5pm-9pm, Fri 4pm-8pm  
NOTE: Class schedules are subject to change due to enrollments/needs.  
Approximate program length: 28 weeks

### Teacher Training: 750 hours

28 hours a week : Tuesday-Friday 8:30am – 4:00pm  
NOTE: Class schedules are subject to change due to enrollments/needs.  
Approximate program length: 27 weeks

## HOLIDAYS

Strand College is closed on the following holidays:

New Year's Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day/& Friday	
Christmas Week	Martin Luther King Observed Birthday	
Thursday, Good Friday, Easter/Monday (Spring break)		

*Additional holidays may be announced and posted.*

## Inclement Weather Schedule

Strand College usually follows closure with other local area colleges. Closure will be posted on college web site, [www.strandcollege.com](http://www.strandcollege.com) [and our Facebook page](#). Students may call Strand College for any further information. During hurricane season Strand College follows state governed mandatory evacuations. The college will resume classes when conditions are announced by state officials for businesses to resume operations or as other local universities/college (Coastal Carolina) classes resume.

Students that have children attending public schools have makeup time availability to accommodate times the public-school system closes due to inclement weather if the college continues to have regular class schedule.

## SATISFACTORY ACADEMIC PROGRESS POLICY

This satisfactory progress has been established for all students at Strand College of Hair Design, and in accordance with NACCAS and Title IV guidelines as revised in Federal Regulations dated October 29<sup>th</sup> 2010. The students in each curriculum, cosmetology, esthetics, massage therapy and bodywork, and teacher training will adhere to same standard in their program, to ensure their successful educational progress. Every student is provided with the SAP policy prior to enrollment.

A student must have a minimum cumulative of 80% in attendance and 80% academics, as well as the practical grading sheet.

Calculation will be as follows:

Attendance -actual hours divided by hours the student could have received.

Academic -average of the written tests and practical work

Theory and practical tests are given on all phases of the curriculum. These tests are graded numerically based on a 100-point grading system, (A 100-93 / B 92-86/ C 85-80 / D 79-70 / F 69 and Below). All practical work is performed according to progress sheet, mannequins, and customers. Some work may be graded Pass or Fail. Students have access to their evaluation of Satisfactory Progress at any time during their tenure as a student.

The cosmetology, esthetic, massage therapy and bodywork, and teacher training curriculums/programs are eligible to receive Title IV funds. Cosmetology students are assessed at periods/increments 450, 900, 1200 actual clock hours in their educational program regarding maintaining Satisfactory Academic Progress. Esthetics students are assessed at periods/increments 300, 600 actual clock hours in their educational program regarding maintaining Satisfactory Academic Progress. Massage Therapy and Bodywork students are assessed at periods/increments 325, 650 actual clock hours in their educational program regarding maintaining Satisfactory Academic Progress. Teacher Training students are assessed for satisfactory progress at 375, 750 actual clock hours in their educational program regarding maintaining Satisfactory Academic Progress. Pell Grant disbursements correlate with the student's satisfactory progress assessment for those receiving Title IV Financial-Aid. Students are notified in writing of any evaluations that impact a student's financial aid. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. Students not in satisfactory progress at any payment period/increment review will be placed on Satisfactory Progress Warning until the next pay period/increment review. Students may re-establish successful Satisfactory Progress by either increasing their GPA and/or attendance to the required 80%. If the student exceeds the maximum time

frame, they will not be eligible for more Title IV funding and will be permitted to continue on a cash pay basis. Students can receive Title IV funding while on warning status.

A comprehensive theory and practical examination will be given in all curriculums. For further information review Level Exam/Final Exam.

All practical and theory work for each increment must be completed with a minimum academic average of 80% and a minimum of chapter tests of a grade of 75 in order to take a Level Examination, Mid-term Exam, or Final Exam.

**Incomplete course status, repetitions, non-credit or remedial courses do not apply and have no effect on satisfactory progress standards. Students who drop, are terminated, or on an approved leave of absence and return to the college will return in the same status as when they left.**

**The on time completion rate is based on the date on each student's contract, which has incorporated a 06% allowance for absences; which calculates to 90 hours, or 15 days on a 6 hour class day schedule. Five days or a total of thirty hours is the suggested maximum absences for each section of 500 hours.** Students are allowed to make up hours missed due to absences based upon Strand College Make up Policy (See Make up Policy). If a student is absent 14 consecutive days without notification or LOA documentation, the student will be terminated from the college by written notice. The Maximum Time Frame (125%) in which a student must complete the educational course for which he/she is enrolled must be no longer than 1875 Lapsed Hours for Cosmetology, 937.5 Lapsed Hours for Teacher Training, 750 Lapsed hours for Esthetics, and 812 Lapsed hours for Massage Therapy and Bodywork. Transfer hours accepted from another institution are included in this calculation. Transfer hours are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluations periods are based on actual contracted hours at the institution. The contract period will be extended by the same number of days contained in any applicable leave of absence and maximum time frame by the same number of days.

### **CALCULATION OF HOURS**

When a student is dismissed either voluntary or involuntary, a calculation of the student's account and hours are made. This calculation is based upon the return of Title IV funds, guidelines, South Carolina Law and student's signed contract. Only the hours paid for after the return of Title IV funds will be released to the students. Any hours NOT paid for at that will remain with the school until the student pays for them. It is important for each student understands the process and that because your monthly hour report states you have a certain number of hours, does not mean they are student's at that point of their education. Each student will receive a copy with contract and with their dismissal notice.

## GRADUATION REQUIREMENTS/DOCUMENTS

1. Student must complete the required hours pertaining to their chosen program.
2. Student must complete all practical and theory work with a cumulative GPA of 80% or higher as prescribed by Strand College of HAIR DESIGN by the contracted completion date. **If all graduation requirements are not met by contracted completion date, student must re-contract to complete all educational requirements, which includes a Final Exam. *The over contract must be PAID IN FULL must be in place at the time of execution of contract.***
3. Massage Therapy Licensure Requirements: must have completed a 500-hour course of supervised study at an approved school. Must have received a passing grade on an approved examination. (Section 40-30-110, SC Code of Laws, 1976, as amended (the Massage/Bodywork Practice Act, Act 387 of the 1996 General Assembly). For additional information and an application for licensure, contact the SC Department of Labor, Licensing and regulation (LLR), Office of Business and Regulations Services, P.O Box 11329, Columbia, SC 29211-1329; telephone (803) 896-4588 [www.llr.state.sc.us/POL/MassageTherapy/](http://www.llr.state.sc.us/POL/MassageTherapy/). LLR accepts for licensing the Federation of State Massage Therapy Boards' (FSMTB) Massage and Bodywork Licensing Exam (MBLEx) [www.fsmtb.org](http://www.fsmtb.org). Conviction, guilty plea, or nolo contendere plea involving a crime involving drugs, moral turpitude, or other criminal charges may prohibit licensure or employment.
4. Other requirements for graduation include: An Exit Interview with Financial Aid Department and a Salon Business Plan (minimum grade of 80%).
5. **All financial obligations to the school must be satisfied before a student is given the Final Exam and/or an application to attend the state board exam.**

**A Graduation ceremony may be requested with the Administration office from the student by a written request or email two (2) weeks prior to graduation. The student must include the number of guest attending.**

*A Graduation ceremony may be requested with the Administration office from the student by a written request or email two (2) weeks prior to a determined graduation date in order to schedule the ceremony.*

## LEAVE OF ABSENCE

Leave of absence's, hereafter referred to as LOA, are available for extreme and unusual personal or medical reasons only. It is required for students to follow Strand College of Hair Design's leave of absence policy. A minimum time frame for a LOA is 30 days. An approved LOA is based on extreme reasons that prevent the student from attending classes. The reasons must be documented in writing. All LOA's must be applied for in advance and the request must include the student's signature, unless unforeseen circumstances prevent the student from doing so. The beginning date of the unforeseen LOA will be the first day the student was unable to attend school. Strand College of Hair Design may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision. The student who has an unforeseen LOA will be required to provide the necessary documentation to administration at a later date. A student granted a LOA in accordance with this policy, is not considered to have

withdrawn and no refund calculation is required at that time. All LOA's are approved by the discretion of Instructor, Financial Aid, and Administration. The contract will be changed when the student returns from the LOA. There is no additional charge for the contract change. A Leave of Absence will extend the Student's enrollment agreement by the number of days and maximum time frame in which the LOA was taken for. The maximum time allowed for a LOA in any 12-month period is 180 days. The enrollment agreement will be amended to extend the contract by the number of days taken in the LOA. Changes to the contract period and the enrollment agreement will include an addendum to the enrollment agreement and is signed by all parties. If the student takes an unapproved LOA or fails to return by the documented date on the LOA form or the 181<sup>st</sup> day, the student will be dropped from the college. As this institution is required to take attendance, the withdrawal date for the purpose of calculating a refund is always student's last day of attendance. All student contractual school payments must be paid during the LOA. No Financial Aid from the US Department of Education can be drawn during a LOA period. Students who have been on a LOA are not guaranteed certain theory classes will revolve again when they return from the LOA. The curriculum/practical and theory is designed according to regular schedule of class attendance.

## **COVID-19 LOA Policy**

**Effective January 12, 2022**

Due to the ever changing variants and guidance by SC Health Dept. and CDC this policy will change accordingly. **Current Policy:** If exposed to Covid 19/variant, you must quarantine for 5 days. If you test positive to Covid 19 you can not return to class unless you have a negative Covid test or 2 weeks. You can take a Covid LOA with the positive test results. If you have any symptoms related to Covid (fever, chills, cough, loss/change of taste or smell, headache, unusual tiredness, sore throat, runny nose, sneezing, chest pain, shortness of breath, diarrhea, abdominal pain) you **MAY NOT** attend not attend class. Please stay home and protect others from the possibility you have Covid. Test as soon as possible with these symptoms. Continue to wear a mask for additional time after you have been exposed for others protection. Please email your Instructor for any thing related to your attendance, illness, as well as a copy of any documentation relating to your illness. Masks will be worn when doing clients, to again protect yourself and others. All staff are striving to continue positive and safe educational environment during this unprecedented time.

### **WARNING STATUS:**

**SEE SATISFACTORY ACADEMIC PROGRESS FOR FULL INFORMATION IN CATALOG**

Warnings are given for up to the next increment level in actual time (450hr, 900hr, 1200hr Cosmetology; 300hr Esthetics, 325hr Massage Therapy and Bodywork, and 375hr Teacher Training.) for the student to return to Satisfactory Progress. If student fails to obtain 80%

in attendance and 80% academics (cumulative) at the end of the Warning period (next increment level), student will be dismissed from the college. Title IV monies may continue to be received for student's educational costs during the Warning period. Student may not appeal dismissal based upon failure to meet Satisfactory Academic Progress.

#### **MAKE-UP POLICY:**

Students may make-up time until actual time is equivalent to lapse time, with approval of their Instructor. Students are given .06% (90hrs/Cosmetology, 36hrs/Esthetics, 39 hrs/Massage Therapy and Bodywork, 45hrs/Teacher Training) in their contractual agreement for absences. Anything beyond that which is not made up will result in non-completion of the program in the contractual allotted time. A new contract will be written applying the over contract fees in order to continue as a student at the college. In some instances, there are no Title IV funds to pay for overage/additional hours on contracts due to lack of attending regular scheduled class. In these incidences, the student will have to arrange personal payments to pay for the cost of attending overage prior to attending the additional contractual time to complete the course. Class absences may be made up on Tues, Wed, & Thurs. Make-up Time is for client or project work.



#### **STUDENT RULES AND REGULATIONS: Overview:**

The following Student Rules, Regulations and Procedures are part of the Enrollment Contract.

**SATISFACTORY PROGRESS:** All students must maintain a minimum 80% attendance and 80% cumulative academic average. See Satisfactory Progress Policy for further details.

**LUNCH/FOOD/BEVERAGE:** Students will have 30 minute break off the clock for their lunch/dinner. The students with clients will schedule their break with their instructor. No food or drinks allowed in classroom or on Salon/Spa Clinic Floor per South Carolina State Board of Cosmetology. Students are required to take break unless performing a client service as required by curriculum and their instructor.

**TARDY POLICY:** Punctuality for class is expected and required. Classes start at the contracted time 8:45am. A student may not enter class after 8:45am/4:30pm without a timed excuse from official entity, i.e.: Doctor's office, court, etc. Student is responsible for any materials that are missed due to absences or tardies.

**NOTIFICATION of Absence:** Students must notify their instructor if they are going to be tardy or absent from class. EMAIL should be received by 8:30am/4:00pm. Relaying the

message through another student is not permissible. For further information see Make-Up Policy.

**ABSENT ON TEST DAY:** If a student is absent the day of a test without proper documentation, the student should plan to take the test on the first makeup day student returns to class. The student will be given a O for the test until it is made up.

**ABSENT FROM THEORY:** The student is held responsible for all information missed while absent from classes. Students who have been on a LOA are not guaranteed certain theory classes will revolve again when they return from a LOA.

**THEORY POLICY:** During the educational process the student may complete some theory twice. The second theory class on a topic will only be as a review if you have a test grade of 93% or higher on that chapter. You will be required to take the test a second time if your previous chapter theory test is below 93%. Determination of testing will be determined by prior grades and the instructor's conference.

**CONSECUTIVE ABSENCES:** If a student is absent for 10 consecutive days or 14 calendar days the student will be dropped from the roll, as per Federal – US Dept. of Education guidelines. Students are required to communicate with their instructors. Students receiving Veterans Benefits: Upon the 7<sup>th</sup> consecutive day of absences, the college has to notify Veterans Administration.

**LEAVE of ABSENCES:** The student is responsible for submitting the proper paperwork to support the request for the L.O.A., as dictated by the Federal guidelines. During a leave of absence the student is responsible for communicating with their instructors. No station or workspace is saved for a student while they are on a leave of absence. If a student does not return from their LOA the date designated and does not notify the college the student will be dropped. Procedures for requesting leaves are listed in the catalog under the LOA section. The College does not guarantee certain theory will revolve again upon student returning from LOA. (See Leave of Absences for further information in this catalog).

**DISMISSAL:** Strand College reserves the right to dismiss a student for: (1) Failure to adhere to the attendance or academic policy; more than four (2) failures on any Level Examination; (3) Breach of the Rules, Regulations and Procedures; (4) Failure to make tuition payments when due; (5) Three written violations from staff; (6) Failure to adhere to college Code of Conduct; (7) For any cause Strand College deems necessary in order to maintain order and discipline, and preserve the educational process.

**CODE of CONDUCT:** Students must conduct themselves in a professional, alert, and orderly manner at all times. Loud talking, abusive language, profanity, disrespectful behaviors/speech, stealing, slander or detrimental remarks regarding staff or institution on social medias or verbally, fighting, attending class under the influence of alcohol or drugs or use of either on college campus or premises, or any other act causing disruption will not be tolerated. Students are expected to be professional, polite and respectful. Gossip or other negative actions against any staff member or the college as a whole will not be tolerated. Disrespect to any staff is NOT Tolerated. Our staff will maintain a positive educational environment at the risk of dismissing students.

**OFF-CAMPUS EVENTS:** The Rules, Regulations and Procedures of *STRAND COLLEGE of HAIR DESIGN* is in effect whenever a student participates in an off-campus event representing Strand College. Students are expected to be professional and follow college Code of Conduct when representing themselves as students of Strand College. Any breach of professional behavior will result in suspension or dismissal. All educational events scheduled outside of the contracted class schedule will be issued at the end of the last month prior to contract completion date.

**SMOKING POLICY:** STRAND COLLEGE IS A SMOKE FREE CAMPUS.

**SOLICITATION:** Solicitation is prohibited in the college or on the premises.

**ALCOHOLIC BEVERAGES, ILLEGAL DRUGS** are prohibited in the college or on the premises. A student under the influence of alcoholic beverages or drugs, or suspected of being under the influence, will not be admitted to class or client area and will be suspended or dismissed from the College, (See Policy for Drug Free Campus). **FIREARMS, KNIVES, OR WEAPONS OF ANY KIND ARE NOT ALLOWED ON THE PREMISES. REPERCUSSION – IMMEDIATE DISMISSAL.**

**CLEANUP ASSIGNMENTS/DUTIES:** Student assignment regarding clean up, sanitation, and disinfection duties are based upon the same requirements in maintaining a clean and acceptable salon as required by Statutes of the Cosmetology Board of South Carolina; which includes sweeping hair, mopping, maintaining a clean and sanitary station/work area, general pick-up, empty trash, etc. Additional duties may be assigned as needed. Sanitation practices/procedures are part of the state requirement in each curriculum. These assignments (Sanitation and Disinfection) are a required aspect of all curriculums. **Failure to adhere to assignment a student is given a warning. Three warnings/write-ups may be grounds for dismissal from college.**

**TELEPHONE CALLS:** A student cannot use the college's telephone to return a personal call unless it is an emergency and the student does not have their own cell phone. **THE USE OF CELL PHONES AND/OR IPODS ARE NOT ALLOWED DURING CLASS HOURS. Cell phones are not to be visible in classroom or clinic areas. Cell phones MUST be kept on vibrate/silent at all times.** Cell phone usage is limited to a student's break or lunch times. Students under NO circumstances may use their phone while working on a client or in the student salon area of the college. Class hours are defined by the student's contracted time.

**EMERGENCY TELEPHONE CALLS:** **A consistent misuse of cell phones may be obtained by staff and kept in office until class is over. Repeat violations regarding cell phones may result in suspension and/or dismissal.**

**ASSIGNMENT REFUSAL OF GUEST/CLIENT SERVICES:**

After successfully completing/passing increments of the curriculum, the student will advance to perform those services/procedures on the public. These services provide the student an opportunity to improve their client relations and technical abilities for their future in the industry of choice. Students are encouraged to bring in models/clients to perform the

required services. Refusal of an assigned guest/client service will result in student being written up and sent home for the rest of the day. Actions of refusal by the student may result in additional suspension of time and written warning reports to student. Continued violation of refusing to perform any assignment may result in dismissal from college.

**VISITORS:** Students are not allowed to have visitors in the classroom or in the clinical areas without prior authorization. Visitors will be permitted to wait for a student in the reception area for a brief time only.

**CLASS PREPARATION:** Students must be prepared for class with the proper equipment/kit, textbooks, notebooks/paper, pens and pencils and clean in required uniform when they clock in for class. Failure to participate in the class may result in loss of class time/hours. Students who are not in required uniform or do not have all supplies will be clocked out and sent home. Being professionally dressed, looking your best every day with a positive attitude and a smile on your face is a basis for becoming a professional in the beauty industry. Remember that you represent the beauty industry; be a great example of the industry you have chosen as well as our school.

**DRESS CODE: EFFECTIVE: September 1, 2011**

1. College assigned embroidered scrubs **ONLY** or College issued T-Shirts with Black scrub pants.
2. **ONLY** solid black crewneck/turtleneck shirt allowed under scrub top.
3. **ONLY** solid black or white cardigan or hoodie allowed.
4. Shoes must be black or white tennis shoes or enclosed toe/heel nursing shoes **ONLY**.
5. Student name tag.
6. **NO** hats, bandanas, wrap.
7. **NO** visible large piercings (nose, lips, eyes, etc.) **NO** large gauges.
8. Students must be present a professional neat and clean image when attending class and/or working on client floor.
9. Student **MUST** adhere to legal gender as documented on FAFSA (Dept of Ed) and SC Board of Cosmetology enrollment/application.

**STUDENTS NOT IN PROPER UNIFORM OR HAVE REQUIRED SUPPLIES WILL BE SENT HOME.**

**CLINICAL/SALON TRAINING:** Students will be assigned client services on a non-discriminatory basis and cannot refuse services assigned by the staff or the student receptionist. Refusal of assignments will result in student being sent home for rest of day. Students will also be assigned to the dispensary and reception desk in the student guest/client salon.

**STUDENT SERVICES:**

Student services are a privilege. Students may request a service under the following conditions:

1. Obtain the Student Salon Supervisor's permission

2. Prepayment of service at the front desk.
3. Students will be charged student prices and the Student Salon/Spa Supervisor must initial before beginning the service.
4. No responsibility is assumed by Strand College for negligence, carelessness or lack of skill by one or more students or instructors while practicing any part of course upon one another.
  
5. No responsibility is assumed for injury or loss.
6. Misuse of obtaining services may result in NO SERVICES until completion of student's program.

**SALON/SPA READY:** Every effort is made by our staff to prepare you for success in the salon/spa throughout your curriculum. Success in the industry for our graduates is part of our mission at Strand College. Therefore, the instructors may assign your last 100 hours of cosmetology training based upon you needs for graduation and industry preparedness.

**INSPECTIONS:** Strand College reserves the right to inspect at any time the student's work areas, bags, lockers, or container of items to be used on the public.

**GRADUATION CEREMONY:** A Graduation ceremony may be requested with the Administration office from the student by a written request or email two (2) weeks prior to a determined graduation date in order to schedule the ceremony. A student is limited to 4 guests attending the ceremony unless provisions are pre-arranged. All other requirements for graduating students refer to section – Graduation.

**FAILURE TO COMPLETE THE TRAINING BY THE CONTRACTED COMPLETION DATE OR AMENDMENT TO THE CONTRACT:** The contract allows for holidays and .06% of curriculum hours added determining contract end date (ex. .06% = 90 hrs. in 1500 hrs. curriculum= 15 absences for entire program/5 days/30 hours each 500-hour segment is recommended for successful educational process and learning). **If the student has not completed all graduation requirements by the original (or amended due to approved LOA or change of schedule) contract, the student will be required to complete a new contract for the number of hours required to complete their program.** There will be a \$150.00 charge for the new enrollment contract. The student will also incur additional tuition based fees as stated at initial contract date. This charge is in addition to the full previous tuition charged. **These charges must be paid in full at the signing of the new contract.** A student may request changes to the original contract during their course of study with Administration. Strand College reserves the right to deny any request for an amending the student's hours outside of regular class schedules. Amendment fee of \$100.00 is due at the time the contract is amended.

**RE-ENROLLMENT:** A student whose enrollment in school is interrupted for either voluntary, academic or disciplinary reasons may be considered for re-enrollment after a period of 30 days. The student must reapply to the President for consideration of reinstatement on a space available basis. A \$100 application fee is required plus any other fees due to the school. The perspective re-enrollee must write a statement as to how the problem that caused the withdrawal to occur has been resolved prior to the re-Admission

appointments/interviews. The student will also be required to pay the difference between the original and the current rate per hour for the remaining hours needed for completion of the program.

**NOTE:** If a student is terminated for behavioral reasons from the college, they may not be allowed to reapply for Admission. The President will make the final determination on a case-by-case basis.

**GRIEVANCE PROCESS:** A student may file a grievance with the college by completing a grievance form. A decision on that grievance will be answered within 14 days. A hearing for the grievance may be necessary and the student will be notified of the date/time of the hearing.

**APPEALS PROCESS:** If a student is terminated from the college for not maintaining Satisfactory Progress the student does not have the right to appeal. If the student is terminated due to any other reason, they may appeal the decision in writing within 48 hours of the termination. The letter should explain the student's version of what caused their termination and why they should be allowed to continue in school. The college will consider all appeals within 14 days. A personal interview may be required prior to ruling on an appeal.

**GRADUATION/COMPLETION REQUIREMENTS:** Once all educational and financial obligations to the college are satisfied, the student will be awarded a diploma verifying program completion and graduation. Strand College will issue the student a completed cosmetology/esthetic/massage/bodyworks school training affidavit to attach with the South Carolina State Board of Cosmetology exam application ([www.nicesting.org](http://www.nicesting.org)). Any and all fees incurred with the South Carolina State Board of Cosmetology and Massage/Bodyworks, LLR or PCS, MBLEX by the student are the sole responsibility of the student.

**WITHDRAWAL:** *A student may withdraw from Strand College at any point.*

### **REPERCUSSION/DISMISSAL POLICY**

If a student violates the Rules or Regulations of *STRAND COLLEGE of HAIR DESIGN* a repercussion will occur. The Educational Director and/or President will determine the repercussion based on the severity of the infraction.

#### **DISMISSAL FROM Strand College - NO EXCEPTIONS:**

- 1. Satisfactory Progress is not maintained in Academics or Attendance, according to SAP guidelines.**
- 2. Student is involved in fighting, which includes but not limited to: bullying, aggressive arguing, implied or spoken threats, loud outbursts, abusive/foul language, cussing, stealing, disrespect of any kind to Instructors/Staff or institution on social medias or verbally.**
- 3. Student brings or uses alcohol, illegal drugs, firearms, knives, or weapons of any kind onto**

the college premises or during hours of operation of college.

4. Any actions that may cause disruption regarding staff or STRAND COLLEGE in a negative manner that will interrupt the educational process for the other students.

5. Four failures on any part of Level exams or final exams.

**STRAND COLLEGE of HAIR DESIGN reserves the right to make any changes or additions to the Rules, Regulations, Procedures and Repercussions at any time. Strand College will notify the student by posting in the school area any changes or additions.**

### **FACILITIES**

Strand College of Hair Design occupies 2 buildings with offices, classrooms, practical clinic stations, client reception and waiting area, dispensary, student lounge, supply storage rooms, administrative offices, financial aid office, and a conference room at 423 79<sup>th</sup> Ave. North, Myrtle Beach, SC 29572 and at 419 79<sup>th</sup> Ave North, Suites 1-4, Myrtle Beach, SC 29572. The college maintains an inventory of modern and up-to-date equipment, including state of the art digital audio-visual training aids.

### **CAMPUS SAFETY AND SECURITY**

Strand College of Hair Design has implemented a phone system that alerts all phones when a 911 phone call is dialed. This alerts administration to an emergency and locks down the building as well as the secondary building (419) until the emergency has been identified and/or resolved. The College alarm system is connected to call Myrtle Beach Police Department.

**VAWA – Violence Against Women Act** - in accordance with the Violence Against Women Act, campus victims of sexual assault, domestic violence, dating violence and stalking are afforded additional rights and prompt institutional action. For exact definitions of the types of violence listed above, please see administration. Strand College of Hair Design will comply with a student's request in notifying authorities and can advise in the steps for filing a police report.

A student or employee who reports to Strand College of Hair Design that he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking—even if the offense occurred off campus has the right to a prompt, fair and impartial disciplinary proceeding in which the following apply:

- Proceeding is consistent with Strand College of Hair Design's policies and transparent to the accuser and the accused.
- Officials are appropriately trained and do not have a conflict or bias for or against the accuser or the accused.
- The accuser and the accused have equal opportunities to have others present, including an advisor of their choice in any meeting or Strand College of Hair Design disciplinary proceeding. *An advisor is any individual who provides the accuser or accused support, guidance or advice.* Strand College of Hair Design does not limit the choice of advisor or presence for either the accuser or the accused in

any meeting or institutional disciplinary proceeding. Strand College of Hair Design may remove or dismiss advisors who become disruptive.

- The accuser and the accused receive simultaneous notification, in writing, of the result of the proceeding and any available appeal procedures.
- The proceeding is completed in a reasonable prompt timeframe. The process allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.
- The accuser and the accused are given timely notice of meetings at which one or the other or both may be present
- The accuser, the accused and the appropriate officials are given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings.

The proceeding must be one that lacks hidden agendas and conditions, makes appropriate information available to each party, and is fair and clear to all parties.

“Proceeding” is defined as all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

All parties will be informed of their rights during an investigation. Generally, sexual misconduct investigations will be completed within 60 days and protected class discrimination and harassment investigations will be completed within 90 days. Should any delay occur, all parties will be informed in writing as soon as is practical, and will be notified when the results of the resolution process become final. The results will also be included in the college's annual crime report if necessary.

If the student feels they could benefit from counseling services from this type of event, Strand College of Hair Design will provide information to local support centers in the area.

#### **TITLE IV CODE OF CONDUCT**

##### **Title-IV Loan School Code of Conduct**

No employee or staff member of Strand College of Hair Design is or will be paid directly or indirectly based on revenue sharing.

No employee or staff member of Strand College of Hair Design will accept a gift cash, material, or any other consideration that could be considered of monetary value) from any outside source that could be viewed as a bribe or an enticement to enter into an arrangement with any company or secure influence in financial aid matters, such as securing or selecting any bank or servicer, etc.

Strand College of Hair Design does not and will not enter into consulting or contracting arrangements based on recruitment or revenue sharing.

Strand College of Hair Design is a Direct Loan Lender school and has not nor will not enter into any other lender arrangements so no lender other than through the Direct Loan Program is assigned to first time borrowers

**Strand College of Hair Design only certifies loans through the Direct Loan Program and thus does not engage nor will it engage in any refusal to certify or delay certification based on lender choice.**

**Strand College of Hair Design will not accept assistance in staffing or any other form that it has not paid a fair market price.**

**No employee or staff member will enter into an advisory board service for which compensation is exchanged.**

**Any and all loan funds made available through Stand College of Hair Design are solely for postsecondary expenses related to attending Strand College of Hair Design. No outside private educational loans are made outside of the Direct Loan program and an internal finance plan arranged when the student enrolls. Any internal loan is issued in compliance with the terms of the Truth in Lending Act and must be completely paid prior to the student being certified as a graduate.**

**No employee or staff member of Strand College of Hair Design will accept any offer of funds from private lenders related to any of the activities of Strand College of Hair Design that could be viewed as a bribe or enticement.**

**Strand College of Hair Design has not entered into any preferred lender arrangements.**

### **CRIMINAL OFFENSES REPORTED**

**\*Statistics are compiled in accordance with the Provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.**

**\*Strand College of Hair Design does not offer on-campus housing for students**

**\*\*"On Campus" refers to any building owned and operated by Strand College of Hair Design and used to fulfill the institutions educational purposes.**

**"Public Property" refers to any close geographic area to the institution such as a street, sidewalk or parking lot, which may be used staff or students of the institution for the institutions educational purposes.**

**\*All statistics for this report are retrieved from all crimes and events reported to the Myrtle Beach Police Department during the respective calendar years.**

**\*Paper copies of this report are available if requested.**



## **CURRICULUMS**

### **COSMETOLOGY COURSE** **(1500 Hrs.)**

**COURSE DESCRIPTION**

Cosmetology is a 1500 clock hour educational course, which provides systematic instruction, training, and demonstrations in all areas of the industry. The topics covered include Hair Designing (shaping and styling), Braiding, Updos, Chemical Reformation (permanent waving and straightening), Hair Color and Lightening, Lowlighting, Scalp and Hair Care Treatments, Shampoos and Rinses, Manicuring, Pedicuring, Artificial Nails, Skin Care (facials and make-up), Professional Ethics, and Salon Management.

**Grading Scale**

Theory and practical tests are given on all phases of the curriculum. These tests are graded numerically based on a 100-point grading system, (A 100-93 / B 92-86/ C 85-80 / D 79-70 / F 69 and Below). All practical work is performed according to progress sheet, mannequins, and customers.

The following constitutes the grading scale:

Excellent	5 points	No Errors in procedure
Very Good	4 points	1-2 Errors
Good	3 points	3-4 Errors
Needs Improvement	2 points	5-6 Errors
Failing	1 point	Major Errors

**COURSE OBJECTIVES**

The student will obtain knowledge through theory lectures, demonstrations, audio, visuals, & practice on mannequins, then clients.

The student will be able to demonstrate proficiency in all phases of cosmetology. The student will be able to understand, analyze, and combine their theory knowledge with practical skills, which will be performed in a controlled and supervised environment, on the general public. Evaluation of the student's progress will be judged by regularly scheduled theory exams and practical skills grading. Also, as the student completes each increment level of the course, they will be given a cumulative incremental level exam in both theory and/or practical skills. Upon successful completion of the curriculum, the student will be qualified to apply to the State Board of Cosmetology for the licensing exam and a successful career in the cosmetology industry. In order to take any incremental level exam, a student must have completed all tests and assignments and all tuition fees paid in accordance with the enrollment agreement.

**COURSE OUTLINE**

**SCIENCE OF COSMETOLOGY**

- I. Sanitation and Sterilization (45 Hours)
  - A. Bacteriology
  - B. Chemicals
  - C. Methods
  
- II. Hygiene and Good Grooming (30 Hours)
  - A. Personal Hygiene
  - B. Public Hygiene

C. Poise	
D. Personality Development	
<b>III. Professional Ethics</b>	<b>(35 Hours)</b>
A. Conduct	
B. Attitude	
C. Courtesy and Customer Relations	
<b>IV. Public Relations and Salesmanship</b>	<b>(50 Hours)</b>
A. Psychology	
B. Salon Business	
1. Principles	
2. Business Law	
3. Advertising/Marketing	
<b>V. Anatomy</b>	<b>(45 Hours)</b>
A. Cells	
B. Body Systems	
C. Functions	
<b>VI. Dermatology</b>	<b>(25 Hours)</b>
A. Skin Functions	
B. Skin Structure	
C. Skin Glands	
D. Skin Disorders and Diseases	
<b>VII. Trichology</b>	<b>(25 Hours)</b>
A. Composition of Hair	
B. Hair Structure	
C. Hair Analysis	
D. Disorders and Diseases	
<b>VIII. Nails</b>	<b>(15 Hours)</b>
A. Composition	
B. Structure	
C. Disease and Disorders	
<b>IX. Chemistry</b>	<b>(100 Hours)</b>
A. Matter	
B. Bonds	
C. PH Scale	
D. Shampoos, Conditioners, Rinses	
E. Permanent Waves	
F. Relaxers	
G. Hair Color	
H. Nail Products	
I. Skin Care Products	
<b>X. Safety Precautions</b>	<b>(30 Hours)</b>
A. Public Safety	
B. First Aid	
C. Chemical	

**PRACTICE OF COSMETOLOGY**

<b>I. Shampoos and Rinses</b>	<b>(45 Hours)</b>
A. Effects on Hair	
B. Types	

- C. Draping
  - D. Procedures
  - E. Safety
- II. Scalp and Hair Care Treatments (30 Hours)**
- A. Massage
  - B. Moisturizers
  - C. Reconstructors
  - D. Types of Treatments
  - E. Safety
- III. Hair Shaping (150 Hours)**
- A. Terminology
  - B. Implements
  - C. Analysis
  - D. Procedures
  - E. Safety
- IV. Hair Styling (325 Hours)**
- A. Designing Principles
  - B. Molding
  - C. Roller Placement
  - D. Pin Curls
  - E. Finger Waving
  - F. Thermal Curling
  - G. Thermal Pressing
  - H. Backbrushing and Backcombing
  - I. Blow drying and Air Waving
  - J. Wiggery
  - K. Styling Aids
  - L. Safety
- V. Manicuring (25 Hours)**
- A. Equipment, Implements, and Supplies
  - B. Procedures
  - C. Massage
  - D. Nail Repair
  - E. Artificial Nails
  - F. Pedicuring
  - G. Safety
- VI. Chemical Reformation (225 Hours)**
- A. Chemistry
  - B. Products
  - C. Hair Analysis
  - D. Procedures
    - 1. Techniques
    - 2. Processing
    - 3. Neutralizing
  - E. Special Problems
  - F. Safety
- VII. Hair Coloring and Lightening (225 Hours)**
- A. Chemistry
  - B. Classifications
  - C. Products
  - D. Procedures
  - E. Special Problems

F. Safety	
<b>VIII. Skin Care</b>	<b>(30 Hours)</b>
A. Electricity and Light Therapy	
B. Theory of Massage	
C. Facial Procedures	
D. Packs and Masks	
E. Cosmetic Products	
F. Application	
G. Sanitation	
H. False Eyelashes	
I. Superfluous Hair Removal	
J. Safety	
K. Threading	<b>(10 Hours)</b>
<b>STATE LAW</b>	
<b>I. Rules and Regulations</b>	<b>(15 Hours)</b>
A. State Board	
B. Local and State	
C. Institution	
Unspecified	<b>(20 Hours)</b>
	<b>TOTAL (1500 Hours)</b>

## **Strand College of Hair Design**

### **PHASE I - Fundamentals Syllabus**

#### **Cosmetology Theory and Performance Requirements**

##### **Freshman/Sophomore**

The first part of your curriculum consists of basic fundamentals in the all areas of skin, nails, hairstyling and haircutting, along with preparation for client safety and consultation techniques for your future salon performance. Along with these topics are preparation for your state board licensure exam. You will have a cumulative theory at approximately 540 scheduled hours. You will level up to sophomore status upon successful passing 2 curriculums and passing all exams with a minimum grade of 80.

##### **Milady Textbook Chapters Covered:\***

###### **General Sciences:**

Chpt. 5 Infection Control – taught in all curriculums

Chpt. 7 Skin Structure

Chpt. 8 Skin Diseases/Disorders

Chpt. 9 Nail Structure

Chpt. 10 Nail Disorders/Diseases

Chpt. 11 Properties Hair & Scalp

**Hair Care:**

Chpt. 14 Principles of Design

Chpt. 15 Scalp Care, Shampooing, Draping

Chpt. 16 Haircutting - Ladies

Men's Cuts

Chpt. 17 Hairstyling

Chpt. 18 Braiding and Extensions

Chpt. 19 Wigs & Hair Additions

**Skin Care:**

Chpt. 22 Hair Removal

Chpt. 23 Facials

Chpt. 24 Facial Makeup

**Nail Care:**

Chpt. 25 Manicuring

Chpt. 26 Pedicuring

Chpt. 27 Nail Tips & Wraps

Chpt. 28 Nail Enhancements

Chpt. 29 Light Cured Nails

**Maximum Phase I Theory Rotation/Curriculum**

**(\*Total Theory Rotation - approximate - 18 Weeks 30 hrs/week 540 hours total)**

**Chapter 5 Infection Control taught in all curriculums**

**Skin Curriculum**

**4 Weeks**

**120 hours**

**Chapter 7 Skin Structure**

**Chapter 8 Skin Diseases/Disorders**

**Chapter 23 Facials**

**Chapter 22 Hair Removal**

**Chapter 24 Makeup**

**Skin Curriculum/Practicals:**

Room Setups, client preparation, massage techniques, procedures for Basic Facial, Extractions techniques and procedures, applying masks, exfoliation, steaming techniques, infection control.

Hair Removal Techniques - waxing/ tweezing, threading, infection control.

State Board Facial w/ exfoliation -On exam

Waxing/Tweezing - On exam

(Soft and Hard Wax)

**Nail Curriculum**

**3 Weeks**

**90 hours**

**Chapter 9 Nail Structure**

**Chapter 10 Nail Diseases/Disorders**

**Chapter 25 Manicuring**

**Chapter 26 Pedicuring**

**Chapter 27, 28 & 29 Artificial Nail techniques**

**Nail Curriculum/Practicals:**

Table Set ups, filing techniques, procedures for manicures & pedicures, french manicure techniques, Gel Polish manicures/pedicures techniques, spa treatments, infection control,

Nail tip/blending, sculpts, acrylic techniques, client consults and client safety.

State Board Manicure - On exam

Nail Tip w/Blending - On exam

**Hairstyling Curriculum**

**4 Weeks**

**120 hours**

**Chapter 11 Properties of Hair and Scalp**

**Chapter 14 Principles of Hair Design**

**Chapter 15 Scalp Care, Shampooing, & Conditioning**

**Chapter 17 Hairstyling**

**Chapter 18 Braiding and Extensions**

**Chapter 19 Wigs & Hair Additions**

**Hairstyling Curriculum** - Sectioning, roller control, thermal styling, flat iron styling, blowdry styling, pressing, braiding, updos, extensions, wigs, backcombing, brushing, infection control, styling/finishing techniques, pin curls, ridge curls with C & S shapings, fingerwaves, Tricology, draping, scalp massage, shampooing, hair treatments, basic client consultations techniques, face shapes, professional image, client relations, industry/business skills,

Comb out Style – on exam

Thermal style technique - on exam.

State Board Roller Placement technique - on exam.

Blow Dry Styling - on exam.

**Haircutting Curriculum**

**7 Weeks**

**210 hours**

**Chapter 16 Haircutting**

**Men's Haircutting**

**Haircutting Curriculum/Services:**

Fundamentals and principles of design, face shapes in relation to haircutting, client consultations, tools, sectioning, 90 degree Uniform layer haircut - shears and razor, (State Board cut), Blunt/solid cut, layer cutting, graduation cutting, combination cuts, Men's haircutting, clipper cuts, razor cuts, shears. infection control.

State Board Cut - uniform level on exam .

Men's Clipper Cut – on exam

**\*Total - (approximate)**

**18 Weeks**

**540 hours**

\* The Theory classes continue in rotation.

Theory Classes will be posted with time of class a month in advance with Instructor's name.

**Academic Satisfactory Progress is a minimum of 80% or average of 3 on all mannequin required performance.**

**Satisfactory Attendance Requirement - 80%.** Please review catalog on SAP for more details. SAP is checked at 450 hours, 900 hours, and 1200 hours.

Attendance is mandatory for the successful completion of Phase I curriculum. Excessive absences in this foundation class may be grounds for dismissal. Lapse time is not to exceed 10% or 60 hours without being placed on warning.

All Chapter Tests and Practical must be completed with a minimum cumulative grade of 80 or 3 to be scheduled to take the Phase I Exam. This Exam must be passed with a minimum grade of 80 in order to progress to Phase II/Student Salon. Level Exam counts double the chapter tests; therefore a level exam can improve or decrease the academic average which effects SAP.

**Phase I** Theory will be completed by Student in approximately 20 weeks based upon 30 hr/week schedule. Theory lecture will be held at a minimum of 12 hrs/week. Any theory classes missed by a student is the responsibility of the student to get notes, handouts, etc. The student will be expected to take chapter test as scheduled regardless of days missed. **If student is absent on test date, the student will receive a 0 for that chapter.** Make up tests only given on Wednesday after 3pm, will be arranged by instructor. Theory and practical continues on rotation and new classes will start at the beginning of a chapter/curriculum.

A student may not enter Theory class once lecture has begun or after 8:45. Only late admittance can be arranged in advance due to Court appearances or doctors office with a timed note.

Demos by Instructors will primarily be performed in the mornings. However, some demonstrations may be performed throughout the day. Theory chapters may not necessarily correlate with the Practical Topics/Demos that occur during a class day.

**Lunch Break is 30 minutes and will be determined by Instructor.** The Break will occur either 12:00 - 12:30 or 12:30 -1:00 based upon Lecture/Demonstrations.

**The Student will be required to complete PHASE I, pass a cumulative theory exam as well as the practical exams prior to advancing to PHASE II.**

**Practical techniques and rotations are determined by Instructor.**

**Students will be assigned clients for practical performance once they have successfully completed the subject/curriculum and released by Instructor for the student salon work on**

**the public. Student will be assigned manniken or client work based upon individual progression and practical performance capabilities.**

**Extra week in a practical area is determined by Instructor on the needs of the student's successful educational progression. The Exam is given monthly and the student will be scheduled based upon completion of all 6 curriculums being completed. All tests and practical work for each area must be totally completed to advance. Upon successful completion of the cumulative exam the student will level up to Junior Status and move forward to PhaseII/Student Salon.**

Holidays/School closures may cause slight variation to rotation/timeframe.

## **ESTHETICS** **(600 Hours)**

### **COURSE DESCRIPTION**

Esthetics is a 600-hour course which provides theory, practical, and clinical experience in skin analysis, massage techniques, facial treatments, makeup techniques, removal of unwanted hair, aromatherapy, color analysis, body wraps, skin disorders, and salon business.

### **Grading Scale**

Theory and practical tests are given on all phases of the curriculum. These tests are graded numerically based on a 100-point grading system, **(A 100-93 / B 92-86/ C 85-80 / D 79-70 / F 69 and Below)**. All practical work is performed according to progress sheet, mannequins, and customers.

The following constitutes the grading scale:

<b>Excellent</b>	<b>5 points</b>	<b>No Errors in procedure</b>
<b>Very Good</b>	<b>4 points</b>	<b>1-2 Errors</b>
<b>Good</b>	<b>3 points</b>	<b>3-4 Errors</b>
<b>Needs Improvement</b>	<b>2 points</b>	<b>5-6 Errors</b>
<b>Failing</b>	<b>1 point</b>	<b>Major Errors</b>

### **COURSE OBJECTIVES**

Students will obtain knowledge and practical skills through theory lectures, demonstrations, audiovisuals and practical experience. Evaluation of the learning process will be determined by scheduled theory testing, practical skills testing. Also, as the student completes each increment level of the course (300 hrs, 500 hrs), the student will be given increment level exams in theory and/or practical skills. In order to take any cumulative incremental exam, a

student must have completed all required tests and assignments, and all tuition and fees must be paid in accordance with the enrollment agreement. The student will be able to recognize both healthy skin and skin disorders. The student will be able to follow required regulations regarding sterilization and sanitation in procedures and equipment used. The student will also be able to perform basic skin care, facial massage, makeup application, hair removal, and body wraps. Upon successful completion of the course, the student will qualify for graduation and an application for the state licensure exam. This exam is required by the State in order to be employed as an esthetician.

## **COURSE OUTLINE**

### **I. PROFESSIONAL PRACTICES (100 Hours)**

#### **A. BACTERIOLOGY AND SANITATION**

1. Personal hygiene
2. Public health
3. Methods
4. Procedures

#### **B. BUSINESS PRACTICES**

1. Management practices
2. Salon development
3. Insurance
4. Client records
5. Salesmanship

### **II. SCIENCES (120 Hours)**

#### **A. Histology of Skin**

1. Cell
2. Tissue

#### **B. Dermatology**

1. Structure of the skin and glands
2. Functions of the skin and glands
3. Conditions and disorders of the skin
4. Characteristics of the skin
  - A. Elasticity
  - B. Color
  - C. Skin types
5. Nutrition
  - A. Nourishment of skin
  - B. Healthful diet

#### **C. Structure and Functions of Human Systems**

1. Skeletal
2. Muscular
3. Nervous
4. Circulatory
5. Cosmetic Chemistry

### **III. FACIAL TREATMENTS (175 Hours)**

#### **A. Facial Massage**

1. Benefits
2. Analysis

3. Preparation	
4. Types of Massage	
5. Manipulations	
6. Safety measures	
B. Electrical Current-facial treatments	
1. Types of current	
2. Purpose and effects	
3. Procedures	
4. Safety measures	
5. Equipment	
C. Other kinds of Facial treatments	
1. Purpose and effects	
2. Types and treatments	
3. Preparation	
4. Procedures	
5. Safety measures	
IV. HAIR REMOVAL	(75 Hours)
A. Depilatories	
B. Tweezing	
C. Waxing	
D. Threading	
V. MAKEUP	(75 Hours)
A. Purpose and effects	
B. Supplies and implements	
C. Preparation	
D. Procedures	
E. Safety measures	
VI. BODY WRAPS	(40 Hours)
A. Purpose and effects	
B. Types or treatments	
C. Supplies and instruments	
D. Preparation	
E. Procedure	
F. Safety measures	
VII. STATE Law/Rules Regulations/codes	(15 Hours)
	Total (600 Hours)

**RATIONALE FOR ADDITIONAL HOURS**

**ESTHETICS – Strand College of Hair Design reflects the additional hours in the following categories due to the nature of our area having a good number of medical spas and doctors needing advanced training on their incoming personnel. In addition, the additional hours are following the neighboring states. There are a great number of states whose requirements for licensing in Esthetics is 600 hours.**

**Our additional hours of 50 in professional practices includes additional sanitation for microdermabrasion and myotonology machines cleaning and maintenance. Further, due to MERSA and other viral risks, we spend the additional hours going over specific**

requirements of recognizing the need to keep higher infection control standards. Facial treatments were increased by 50 hours to include myotonology as well as microdermabrasion treatments as we possess these machines and most of our medical spas and doctor offices are asking that incoming personnel have at least a working knowledge of microdermabrasion. In addition, advances in facial peels and other advanced facial treatments are covered within these 50 hours. Hair removal has been increased to 25 additional hours to reflect the newest types of hair removal and practices now being used in salons and spas. Facial makeup has been increased by 25 hours to allow for advanced knowledge of makeup products, practice and fantasy/bridal makeup. As our area is known for destination weddings, the current esthetician/makeup artist must have the skills and knowledge to be able to offer the bride and her party the best makeup application available.

### **ELITE PROGRAM/HONORS PROGRAM**

We have implemented a NEW honors program for our A students. A student must have a minimum of 1100 actual hours for Cosmetology, 350 actual hours for Esthetics, and 400 actual hours for Massage Therapy and Bodywork; have a minimum of 93% attendance as well as a minimum of 93% in practical and theory performance/grades. Other criteria evaluated by the staff for this program includes a student's chair side manner, communication techniques, conversations, attitude, leadership skills and obtaining required educational goals.

Strand College's E.L.I.T.E. stands for Excellence, Leadership, Integrity, Technical, and Exceeding Expectations. This will be offered as special hands-on classes by Redken and other professionals as well as local successful salon/spa owners and stylists that are on our Advisory Council. These students will be given clients and practical assignments in all areas of the curriculum in a higher technical and performance criteria to prepare them for beyond entry-level salon ability.

The first students in this program actually chose the name for the program as "E.L.I.T.E." and the definition of each letter.

The staff is excited about the opportunity to encourage and work with those students who want to excel in performance and ability in an advanced educational approach. As this is a new addition to our educational curriculum, any input you may have to ensure success of our Honor student and this aspect of our educational program is greatly appreciated.



**NOTES:**