

# McLennan

C O M M U N I T Y

# COLLEGE

## Cosmetology Programs

Programs  
Basic Operator  
Esthetician

## Student Handbook

2018

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# **Department of Cosmetology**

## **Policies and Procedures**

### **WELCOME**

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

This Student Handbook will provide you with an understanding of program expectations while enrolled in the program. The Handbook is a supplement to the McLennan Community College catalog and Highlander Guide. For general information relating to the college, please refer to the catalog.

We reserve the right to alter all or part of the Student Handbook at any time during the year with reasonable notice to the student. After reading through the Student Handbook, you will be asked to sign an agreement, located on the last page of the Handbook, acknowledging that you understand its contents.

If you have any comments or questions about the Student Handbook you are welcome to schedule a conference with the Program Director. All conferences are scheduled on arrangement.

# **MCLENNAN COMMUNITY COLLEGE**

## **Department of Cosmetology**

### **PROGRAM ACCREDITATION**

The Cosmetology Program at McLennan Community College is accredited by the Commission on Colleges of Southern Association of Colleges and Schools (SACS), and the Texas Department of Licensing and Regulation (TDLR).

### **PROGRAM PHILOSOPHY**

The faculty of the Cosmetology Program is committed to preparing graduates who can safely and effectively perform as an entry-level Cosmetologist / Esthetician based on stated competencies.

The program philosophy consists of the following principles.

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

### **COLLEGE MISSION STATEMENT**

McLennan Community College provides access to excellent workforce and transfer programs, student services, and continuing education that promotes student success including proficiency in identified student learning outcomes, successful course completion, graduation, employment and transfer to a senior institution. The college engages and strengthens its community through successful educational attainment, strong leadership, sustainability efforts, best practices, community service, and integrity.

### **CORE VALUES**

All choices, decisions and actions of McLennan Community College, and the individuals associated with it arise from and are consistent with the following core values.

1. Excellence requires a commitment to allocating the time, effort, and resources to ensure superior achievement.
2. Integrity is exhibited through principled leadership that continues to earn the public's trust and to achieve the highest levels of honesty and ethical behavior.
3. Innovation is to promote and affirm the spirit of invention and creativity.

4. Inclusion assures opportunity for accessible education to diverse learners by addressing financial environmental, social, and academic barriers.
5. Stewardship, Sustainability, Accountability, requires an efficient and effective use of human, physical, and financial assets. Allocation of these resources is based on the commitment to the efficient and effective use of the environment.
6. Collaboration is essential in partnering to development educational technical industrial and cultural support to improve the quality of life in the community.

## **PROGRAM MISSION STATEMENT**

Our mission is to consistently provide up-to-date, quality training to all students with optimal learning experiences in a diversity of settings which prepares a student in acquiring a license and entry level skills to be successful in the workforce.

## **PROGRAM GOALS AND OBJECTIVES**

- To provide up-to-date, hands-on training geared toward preparing students to become highly employable through their incorporation of knowledge and experiences.
- To provide knowledgeable and skilled Cosmetologist and Estheticians who will be an asset to any salon or spa.
- Aspect of the cosmetology industry the students wish to pursue.
- To maintain a program that is continually updated so that students will acquire a thorough knowledge of the latest professional techniques.
- To foster and promote the educational growth of the faculty and student through teaching traditional and current methods and techniques.

## **GRADUATION**

A Certificate of Completion is awarded upon completion of all program requirements. Students are encouraged to participate in commencement ceremonies in May, August, or December.

### Requirements for Graduation

- Students must satisfactorily complete all required classroom and clinical training with a 70% or higher academic / skills average.
- Student must complete the total course credit hours within the prescribed completion date.
- Student must meet all financial obligations due to the College. (See Terms and Condition form).
- Student must schedule and complete an exit interview prior to graduating.

## **CAMPUS SECURITY POLICY**

The security policy when entering the Cosmetology Department requires that all visitors report to the reception area located in the front office of building “B”.

## **ADMISSION POLICY**

McLennan Community College practices no discrimination on the basis of sex, race, color, age, creed, religion, ethnic origin, sexual orientation, financial status, country, origin, or residence in its admission, instruction and graduation policies.

## **ENTRANCE REQUIREMENTS**

- Must have a high school diploma or equivalent (state mandated)
- Must be at least 18 years of age
- Apply to MCC
- Apply to the Cosmetology Basic Operator or Esthetician Program. Applications available in the Cosmetology Department.
- Reading Assessment Test required through the Cosmetology Department. No TSI required. Based on score, remediation may be an admission requirement.
- Acceptance will be based on the above criteria.

## **FINANCIAL AID**

MCC has many forms of financial aid available for students needing assistance with school expenses and is approved for Veteran’s training.

## **ADVISORY COMMITTEE**

The Department of Cosmetology has an Advisory Committee committed to assisting the college in documenting the need for a workforce education program that insures that the program has both adequate resources and a well-designed curriculum to provide students with the skills, knowledge, and behaviors necessary to successfully meet the needs of business and industry.

Other functions included but not limited to;

- evaluating the goals and objectives of the program curriculum
- establishing workplace competencies for the program occupation (s)
- suggesting program revision as needed, evaluating the adequacy of existing college facilities and equipment
- advising college personnel on the selection and acquisition of new equipment
- identifying local business / leaders who will provide students with external learning experiences, employment and placement opportunities
- assisting in professional development of the faculty
- assisting in promoting and publicizing to the community and to the business and industry
- representing the needs of students from special populations



## **POLICIES AND PROCEDURES**

### **LOCKERS**

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

### **NON COSMETOLOGY ITEMS**

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

### **PERFORMANCE STANDARD FORM**

The Performance Standard Form is designed to hold an individual accountable for their professional actions. We not only prepare the student with skills and knowledge, but also place great emphasis on professionalism. A professionalism grade is averaged with theory and skills grades. All infractions will incur a deduction in points. A copy of the Performance Standard Form will be given to each student upon enrollment.

### **CLIENT SERVICE**

Clients may receive cosmetology services at reduced prices. All of our clients must be treated with utmost courtesy. Should a problem occur, contact an instructor immediately.

The student's appearance and decorum must be professional at all times. Gossiping with other students while assisting a client is unprofessional and unacceptable.

All services are assigned and **must** be checked and approved by the instructor if credit is to be received. Students are not permitted to instruct other students. Only **approved** products are permitted to be used on the clinic floor and practical laboratory class.

Non participation in class or laboratory assignment will require a conference with an instructor along with receiving a reduction of points from their Performance Standard grade.

## **STUDENT SERVICES**

Student must receive permission from their instructor for personal services and the use of personal products.

## **WORKPLACE SANITATION**

Work space and laboratory area must be sanitized prior to and after completion of a client service. All products and / or supplies must be returned to the dispensary. At the conclusion of class, sanitation procedures will be assigned by the instructor.

## **TEXTBOOK / SUPPLIES / EQUIPMENT**

Student must have all textbook (s), supplies, and equipment available at all times. Failure to have these supplies will result in a deduction of points from the Performance Standards grade. The student may receive a zero for assignments given with no supplies to perform the assignment.

## **HARRASSMENT**

The department will not tolerate harassment of any nature. Consequences for harassment will be imposed according to the college policy regarding harassment as stated in the MCC Highlander Guide.

## **PROFESSIONAL POLICY**

MCC Cosmetology Program strives to provide students, clients, and visitors with a positive, enjoyable, and professional atmosphere. Students must maintain proper decorum in the department and at school functions at all times. Any student making unfavorable remarks against the program, consistently complaining about school policies, being disrespectful to an educator or staff member, or disrupting class in any way, will result in a reduction of points from Performance Standards grade and possible referral to a conduct advisor.

## UNIFORMS REQUIREMENTS / HYGIENE

- |        |  |
|--------|--|
| 2 each | Scrub top will consist of:<br>A V-neck, washable black fabric with armpits covered without a collar. Scrub tops should be basic with no zippers, buttons, or accessories. For clarification on specifics, an example will be shown to student prior to purchasing.               |
| 2 each | Uniform pants, washable black fabric. Must not be too tight fitting, too long, frayed, or touching the floor.  |
| 1 each | Lab Coat of washable black fabric, with long sleeves.  |
| 1 pair | Shoes must be solid black in color, closed toe and heel. Shoes should be comfortable and professional. No boots. No Crocs. An example will be shown to student prior to purchasing.  |
| 1 each | Long sleeve cotton tee is optional. Sweat shirts, jersey type fabric other than cotton is <b>not</b> permitted. Tee-shirt will be of a long sleeve, cotton washable fabric, and black in color. Must be worn underneath the uniform top and cannot be longer than the scrub top. |

Undergarments must be black in color. (Instructor will explain)

Uniforms may not be altered in any way which includes wearing sweaters, jackets / coats, or hoodies during class. This apparel has not been approved as part of the departmental uniform.

If student is not in required uniform, the student will be **dismissed from class until the uniform is corrected, and will receive a deduction in points from the Performance Standard grade. The time missed will count toward the attendance policy.**

As part of the uniform requirement, students must maintain proper personal hygiene at all times. Hair must be clean, with a professional appearance. Makeup must be applied prior to class. Bad breath or body odors are unacceptable.

**Failure to maintain proper hygiene, clean and styled hair, and makeup will result in deduction of points from Performance Standard grade and dismissal from class until corrected. The time missed will count towards the attendance policy.**

## TELEPHONE

The Departmental telephone is for incoming or outgoing business calls or emergencies. The Emergency number is (254) 299-8701.

## ELECTRONIC DEVICES

Cell phones or other personal communication devices such as I-Pads, computers, etc. should be in a silent mode and put away during lecture and clinical hours. They may be used only during designated breaks and lunch. If you are expecting a very important telephone call, or requiring to make a call, you must notify the instructor prior to class regarding the nature of the situation. Keep phone on vibrate and if you receive a call, leave the room quietly. Cell phones must be out of sight during test and must be turned off or silent. If disruptions from devices become a distraction the instructor is authorized to require the student to remove the device from class or lab and a deduction of points on the Performance Standards grade may occur. Student may not charge cell phones during class time. Break time is acceptable. Students using a cell phone other than break time or without permission will have points removed from the Performance Standard grade. This will occur each time student is using cell phone unauthorized.

## PARKING

- Parking is approved in parking lots M, N O, P, & S.  
A decal must be affixed to a vehicle
- Parking is not permitted in parking lot Q.
- **Illegal parking will result in the Department notifying MCC Campus police.**

## STUDENT EVALUATION

### Calculation of grade for Full Time Cosmetology (Sem. I & Sem. II), Esthetician I

Theory	60%
Skills	25%
Professionalism	15% (Performance Standards Form)

### Calculation of grade for Cosmetology III and Esthetician II

Theory	25%	
Skills	10%	
Mock Licensure Test	50%	(25% Written Exam, 25% Practical Exam)
Professionalism	15%	

## Grade Reporting

The following percentage system for letter grade assignment will be utilized for reporting grades.

GRADE	GPA	GPA
A= Excellent	4.0 (90-100)	I= Incomplete 0.0
B=Good	3.0 (80-89)	W= Withdrew 0.0
C=Average	2.0 (70-79)	
F=Failed	0.0 (69 or below TDLR)	

To be eligible to take the State Licensure Examination requires a passing grade of 70 or above on the written and the practical. Students must follow the department grading policy to receive credit for course/semester/module. Receiving a grade of 69 or less means a student will not receive credit for the completion of their course/semester/module. To receive credit for a course /semester/ module, the student must repeat the course/semester/module at the next course offering providing space is available and the student is in good standing with the College. Failure of any Cosmetology course indicates the possibility of failure in the Sate Licensure Examination.

**Withdrawal (W)** This grade is given for an instructor or a student initiated course withdrawal through the 60 percent point in the semester or term. After the 60 percent point, an Instructor may authorize a course withdrawal and assign either a W if passing work was being accomplished or a F if a student was failing work. In extenuating circumstances, the Instructor may assign a W to a student who is not passing through the last regular class day of a semester or term. **No credit will be earned if student withdraws for any reason.**

**Withdrawal Limitation** Section 51.907 of the Texas Education Code was enacted by the state of Texas during spring 2007 semester. This law applies to students who are enrolled in a public institution of higher education as a first time freshman in the fall 2007 or later.

**Incomplete (I)** is assigned when a course is incomplete due to absences caused by illness or other reasons acceptable to the Instructor. To be eligible for this grade, the student must have essentially completed the course. If the work is not made up within the following long semester, the "I" will change to an F and credit hours will not be given for the course/semester/module. The course/semester/module must be repeated if credit is to be given.

## RE-ENTERING STUDENT

Acceptance into the Cosmetology and Esthetician programs is contingent on course offering, space availability, and the scheduling of an appointment with the Program Director for advising, possible theory remediation and any diagnostic or skills testing as required. Student will be notified in writing if reinstated in the Program. Student will be required to purchase any textbooks, supplemental material, tool kit, or mannequins required. **Discipline issues will require the student to wait one full semester before reinstatement will be granted. Possible counseling may be required based on individual circumstances.**

## **TRANSFER STUDENT POLICY**

Transfer students are accepted after careful evaluation and review. All transfer students are required to schedule an appointment with the Program Director. Both written and skills testing is mandatory prior to acceptance into the program. Before testing, the student must provide the Department with an official transcript of hours from TDLR, a valid student permit number, and a copy of skills and theory from previous school. This policy applies to Cosmetology only. Transfer students will not be accepted in the Esthetician program.

## **COURSE SESSIONS**

Cosmetology Program	8:00 a.m. to 4:00 p.m. Monday - Friday
Esthetician Program	8:00 a.m. to 12:00 p.m. Monday - Wednesday
Esthetician Program (TBA)	8:00 a.m. to 4:00 p.m. Thursday & Friday

## **LUNCH / BREAKS**

Lunch Break	12:00 p.m. to 1:00 p.m. Monday-Friday
Morning Break	Assigned by Instructor
Afternoon Break	Assigned by Instructor

Students who are late returning from break will incur a deduction of points from the Performance Standard grade.

## **ATTENDANCE / ABSENCES**

Each Instructor will maintain a complete record of attendance for the entire length of each course. Each student is counted absent from class meetings missed, beginning with the first official day of class. Attendance in the Cosmetology Program is vital to the overall success of a student. A student is allowed to be absent no more than 5 days (35 hours) in a course module/semester. If a student exceeds the 5 days (35 hours) the student is subject to being dropped from the program. The student is responsible to schedule a conference with the instructor to discuss the situation. The instructor has the prerogative to make decisions based on individual situations and needs.

See Instructor Plans for making up missed assignments due to absences.

Student will receive an Attendance Warning Notification regarding their attendance status. Each absence will count toward attendance requirements of each course as shown on the Attendance Chart below.

## CLOCKING OF HOURS AND MINUTES FOR ATTENDANCE

Cosmetology classes are in sessions as indicated below:

Full Time Program	Monday through Friday	8:00 a.m. – 4:00 p.m.
Esthetician	Monday through Wednesday	8:00 a.m. – 12:00 p.m.
Esthetician	Thursday - Friday	8:00 a.m. – 4:00 p.m.

1. Student must personally clock in / out for himself / herself. If student fails to clock in or out time will not be corrected and this will apply towards the attendance policy. Students are responsible for their attendance.
2. Student clocking another student in or out will be in violation of TDLR Rule 83.72 (j) and will be subject to disciplinary action.
3. Student will clock in or out at the assigned area assigned by the Instructor.
4. Student may begin clocking at 7:45 a.m. Monday through Friday, however, time does not begin until 8:00 a.m.
5. Time clocks will be turned off at 8:00am. Student arriving after 8:00 am may not clock in until morning break period is over. Student may not remain in the Cosmetology department unless clocked in. Student arriving after break is over and misses clock in time, student may not clock in until 1:00 p.m. This does not apply to the afternoon session (cannot clock in at 2:00). Student scheduled for the clinic lab must be clocked in by 8:00 a.m., due to the assigning of client services. If late, the student may not clock in until 1:00 p.m. Remember breaks are assigned by the Instructor. No breaks will be given on assigned clinic lab days.
6. If leaving the department for any reason, the student must clock out except when an instructional area on a campus is located outside the approved facility that has been approved by TDLR and is supervised by an Instructor. Student will not remain in the department unless clocked.
7. Student will not clock for breaks, therefore breaks must be taken in their designated labs. Morning or afternoon breaks are subject to change according to class / lab schedule changes. Students may not clock out to smoke or to go to the café.
8. Student must personally clock in or out of the department for lunch. Student returning from lunch must return to class / lab by 1:00 p.m., otherwise student is late, and will not be permitted to clock in as classes or labs have begun.
9. Student is dismissed at 4:00 p.m. and all time clocks are turned off at 4:05 p.m. unless arrangements have been made with the Instructor. This accommodation is on a limited basis.

Student leaving the department for personal reason (s) and desiring to return to class or lab may do so by providing the Instructor the following:

- (a) Student must receive **PRIOR approval** from the Instructor (notification must be as early as possible).
- (b) Student must provide the Instructor documentation upon return to class.

## **DRUG FREE**

McLennan Community College is committed to fostering a drug-free environment for its students and employees. Except for drugs prescribed by a physician, no student may use, possess, sell, or distribute alcohol or other types of “illegal” or controlled substances, or use or possess drug paraphernalia on the College premises. Additionally, the illegal use of prescribed drugs and the inappropriate use of over-the-counter drugs are also prohibited.

## **SMOKING**

In order to be respectful of everyone’s right to a smoke free environment, the use of tobacco products are prohibited in all MCC buildings and within 30 feet of all building entrances. The use of tobacco products is only permitted at designated smoking areas on the MCC campus. This policy is intended to allow everyone the opportunity to enter all MCC facilities without encountering a smoke-filled environment.

Smoking is not permitted during class hours.

## **REFUND OR WITHDRAWAL / DROP POLICY**

Students withdrawing from the College or dropping a portion of a semester hour enrollment will receive a refund of tuition and mandatory fees in accordance with the refund schedule and other provisions shown below. Class day refers to the number of classes in a regular semester.

### **Fall and Spring Semester**

1. Prior to the first academic class day 100 %
2. During the first 15 class days 70 %
3. During the 16<sup>th</sup> through 20<sup>th</sup> class day 25 %
4. After the 20<sup>th</sup> class day NONE

Before withdrawing from one or all classes or being withdrawn from a course, we advise checking with financial aid and how this may affect your current and future financial aid eligibility and payments. Even if you have not received financial aid in the past and are not currently receiving financial aid, course withdrawals or being withdrawn from classes may keep you from receiving financial aid in the future. The complete Satisfactory Academic Progress policy is in the MCC’s General Catalog, located on the College Web site at [www.mclennan.edu](http://www.mclennan.edu), or at the Office of Financial Aid. Students are subject to repaying all Financial Aid that has been used.



## AMERICANS WITH DISABILITIES ACT (ADA)

### Disabilities/ADA Statement

Any student who may require special arrangements in order to meet course requirements because of a disability should contact Disability Services as soon as possible to make necessary arrangements. Once that process is completed, appropriate verification from Disability Services will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification from Disability Services has been provided. For additional information, please visit [mclennan.edu/disability](http://mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

Jana Zuehlke Bennette  
[jzuehlkebennette@mclennan.edu](mailto:jzuehlkebennette@mclennan.edu)  
254-299-8122  
Student Service Center, Completion Center

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinators at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or to call Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

*\* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*

## **ACADEMIC DISHONESTY POLICY**

The center of Academic integrity, defines academic integrity as a commitment, even in the face of adversity, to five fundamental values. These values show principle of behavior that enables academic communities to translate ideas into action. Individual faculty members determine their class policies and behavioral expectations for the students. Students who commit violations of academic integrity should expect serious consequences. For further information about student responsibilities and rights, please consult the McLennan website and the Highlander Guide.

Cheating includes but not limited to;

1. Copying the work of another student.
2. Text messaging or otherwise messaging test information to other students.
3. Photographing any test material.
4. Plagiarism (Plagiarism is a serious offense in communication of any kind whether intentional or not intentional, the result is the same). Plagiarism is grounds for expulsion from the program. The Department has a zero tolerance for those students who participate in such activities. Consequences for dishonesty will be enforced as stated in the College policies located in the Highlander Guide.

## **STUDENT GRIEVANCE**

Grievance procedures are established on the student's behalf for the purpose of allowing an individual student an opportunity to be heard in alleged violations that pertain to college law or college policies. (See Highlander Guide).

## **STUDENT CONFERENCE**

Depending on the nature of an issue, a student must schedule a conference with their instructor to discuss and resolve the issue. The Program Director may be present at this conference.

Repeated issues will be reported/documented via MCC's Insight Program.

When an issue is conduct related and the instructor and student cannot reach a resolution, a meeting will be scheduled with an Advising Specialist. Outside parties will not be permitted to attend this conference.

## **RELEASE OF STUDENT RECORDS / INFORMATION**

According to the Family Education Rights & Privacy Act (FERPA) public posting of student's grades is not permitted. The Program Director, Instructor, or Staff may not discuss student records/information with anyone unless a FERPA Consent Waiver is signed by the student. The FERPA Consent Waiver is located on Web Advisor.

## **PROHIBITED CONDUCT**

Good conduct is expected of all students. Any violation of the school's rules of conduct and policies may incur a reduction of points in student's grade (Performance Standard Form), a referral to the Advising Specialist in Student Development, and possible dismissal from class. The following are examples of unacceptable behavior:

- Insubordination
- Intoxication
- Cheating, copying, or offering or receiving unauthorized assistance in examinations, quizzes, or projects
- Stealing
- Disruption of classes
- Lack of cooperation
- Disrespecting Instructor, Students, or Administrator
- Use, possession, sale of drugs / alcohol
- Inflammatory statements, obscenities, malicious remarks, or threats to clients, Instructors, staff members, visitors, or other students
- Interference with any Instructor or Administrator in connection with carrying out duties
- Use, possession, or sale of illegal firearms, weapons, or dangerous objects
- Activities that involve holding, pushing, tackling, wrestling, or any other type of physical contact or threat of physical contact
- For additional examples of unacceptable behavior see Performance Standard form

## **COUNSELING / SUPPORT SERVICES**

The College takes a personal interest in each student; every student at McLennan Community College is extended the privilege of consulting with the Student Support Services. Student will need to schedule an appointment at (254) 299-8161 or with a Student Success Coach at (254) 299-8226. The College offers individual counseling and drug counseling referral services.

## **INCLEMENT WEATHER and/or EMERGENCY CLOSURE**

In the event the College needs to be closed for any situation, student, and employees should check the College website [www.mclennan.edu](http://www.mclennan.edu) for the most immediate and current information. The College will engage the My Alert emergency notification plan which alerts student and employees of any health or safety-related situations on campus, which includes Campus closings for inclement weather. The system allows MCC to send text messages or E-mails with up-to-the-minute information. To receive this information students are encouraged to register for this service. It is a safe, quick way to stay informed about campus conditions. In the event the college is open for classes, students are expected to attend. If the student feels unsafe traveling but classes are in session time will be deducted from the 35 hours attendance policy. If the college is officially closed, the department will provide time to make up the missed hours.

## **EXIT INTERVIEW**

At the conclusion of or interruption of a student program, the student is to schedule an appointment with an Instructor for the purpose of gathering information for student State Licensure Examination and for collecting data for the Departmental Placement Report of Technical Graduates.

## **HEALTH AND SAFETY STANDARDS**

All cosmetology students shall utilize, clean, and disinfect equipment, tools, implements, and shall employ good hygiene habits while providing cosmetology services. Therefore, a student may not perform services on a client that have head lice, nits, ringworm, and conjunctivitis; or inflamed, infected, broken, raised, swollen skin or nail tissue; or an open wound or sore in the area to be serviced. Students appearing for class with a contagious condition such as, temperature, influenza, common cold, strep throat, etc. may not attend class until student's condition has improved. Documentation may be required. See TDLR Laws and Rules Book 83.102.

## **CRIMINAL HISTORY**

For students in this program who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. This information will be given to each student accepted into the Cosmetology Programs. A signed acknowledgement will be placed in the students file. It is the students responsibility to follow the guidelines issued by The Department of Licensing and Regulation to ensure a license may be obtained.