

# Cosmetology

Fall 2017 | *Annual Bulletin*



*Coastal Carolina Community College*

444 Western Boulevard | Jacksonville, NC 28546  
[www.coastalcarolina.edu](http://www.coastalcarolina.edu) | 910.455.1221



# Coastal Carolina Community College

## **Equal Education Opportunity and Equal Employment Opportunity Policy**

No person shall on the basis of race, color, creed or religion, age, sex, national origin, political affiliation, or physical disability status, except where age or physical disabilities are found to be a bona fide occupational qualification, be excluded from employment or participation in, be denied the benefits of, or be subject to discrimination under any program or activity of this institution.

It is the policy of this institution not to discriminate on the basis of sex in the admission requirements, educational programs, activities, or employment policies as required by Title IX in the Educational Amendments of 1972.

In conformance with the provisions of the Rehabilitation Act of 1973, and other applicable laws and regulations, Coastal Carolina Community College will not discriminate against any student, employee, or applicant for admission or employment because of physical disabilities.

The main campus of Coastal Carolina Community College has been designed with the elimination of physical obstacles so that buildings, restrooms, laboratories, and classrooms are readily accessible to and usable by those with physical disabilities.

Any student or applicant for admission with a disability who wishes to request some accommodation must contact the Admissions Office and ask for the Coastal Carolina Community College Request for Accommodation form. If accommodation is not requested in advance in order to provide the College sufficient and adequate time to meet the student or applicant's needs, Coastal cannot guarantee the availability of a reasonable accommodation when it is needed.

Any student or prospective student who believes that discrimination has limited any educational opportunity, or any College employee who believes employment rights have been denied on the basis of discrimination, or any individual who desires information concerning this policy should contact the following designated responsible employee: Affirmative Action Officer and Title IX Coordinator, Henderson Administration Building, (910) 938-6788.



**Coastal Carolina Community College  
Cosmetology Program**

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## **General Program Information**

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The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Coursework includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts Examination. Upon successful passing of the State Board Exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

Coastal Carolina Community College offers a Diploma. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information.

# Cosmetology Program

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**Fall 2017**  
Diploma Program – D55140  
Full-time Day

			<b>Hours Per Week</b>		
			<b>Class</b>	<b>Lab</b>	<b>Credit</b>
<b>FALL SEMESTER</b>					
COM	101	Workplace Communication	3	0	3
COS	111	Cosmetology Concepts I	4	0	4
COS	112	Salon I	0	24	8
		<b>Total:</b>	<b>7</b>	<b>24</b>	<b>15</b>

			<b>Hours Per Week</b>		
			<b>Class</b>	<b>Lab</b>	<b>Credit</b>
<b>SPRING SEMESTER</b>					
COS	113	Cosmetology Concepts II	4	0	4
COS	114	Salon II	0	24	8
		<b>Total:</b>	<b>4</b>	<b>24</b>	<b>12</b>

			<b>Hours Per Week</b>		
			<b>Class</b>	<b>Lab</b>	<b>Credit</b>
<b>SUMMER SEMESTER</b>					
COS	115	Cosmetology Concepts III	4	0	4
COS	116	Salon III	0	12	4
COS	250	Computerized Salon Ops	1	0	1
		<b>Total:</b>	<b>5</b>	<b>12</b>	<b>9</b>

			<b>Hours Per Week</b>		
			<b>Class</b>	<b>Lab</b>	<b>Credit</b>
<b>FALL SEMESTER</b>					
CIS	110	Introduction to Computers	2	2	3
COS	117	Cosmetology Concepts IV	2	0	2
COS	118	Salon IV	0	21	7
		<b>Total:</b>	<b>4</b>	<b>23</b>	<b>12</b>

**Total Semester Hours: 48**

**Spring 2018**  
Diploma Program – D55140  
Full-time Day

			<b>Hours Per Week</b>		
<b>SPRING SEMESTER</b>			<b>Class</b>	<b>Lab</b>	<b>Credit</b>
COS	101	Workplace Communication	3	0	3
COS	111	Cosmetology Concepts I	4	0	4
COS	112	Salon I	0	24	8
<b>Total:</b>			<b>7</b>	<b>24</b>	<b>15</b>

			<b>Hours Per Week</b>		
<b>SUMMER SEMESTER</b>			<b>Class</b>	<b>Lab</b>	<b>Credit</b>
COS	113	Cosmetology Concepts II	4	0	4
COS	116	Salon III	0	12	4
COS	250	Computerized Salon Ops	1	0	1
<b>Total:</b>			<b>5</b>	<b>12</b>	<b>9</b>

			<b>Hours Per Week</b>		
<b>FALL SEMESTER</b>			<b>Class</b>	<b>Lab</b>	<b>Credit</b>
COS	114	Salon II	0	24	8
COS	115	Cosmetology Concepts III	4	0	4
<b>Total:</b>			<b>4</b>	<b>24</b>	<b>12</b>

			<b>Hours Per Week</b>		
<b>SPRING SEMESTER</b>			<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CIS	110	Introduction to Computers	2	2	3
COS	117	Cosmetology Concepts IV	2	0	2
COS	118	Salon IV	0	21	7
<b>Total:</b>			<b>4</b>	<b>23</b>	<b>12</b>

**Total Semester Hours: 48**

- A student must complete all required courses no later than the order listed in his/her catalog of record.
- If a student drops any course, he or she will not be permitted to advance in the Cosmetology program.

**Admission Information**

In order to qualify for enrollment to Coastal Carolina Community College’s Cosmetology diploma program, prospective candidates must complete the following steps:

**Step 1** – Submit an application for admission to Coastal Carolina Community College to the Admissions Office.

**Step 2** – Submit all official transcript(s) to the Coastal Carolina Community College Admissions Office. Official transcripts must be secured from:

- Previous high school/high school equivalency and
- All post-secondary schools attended

**Step 3** – Receive the following minimum placement test scores on the NC DAP, COMPASS, ASSET, SAT, ACT, or Accuplacer/CPT test, or complete the appropriate courses to substitute for the placement test.



NC DAP		COMPASS		ASSET		SAT (taken prior to 3/2016)		SAT (taken after 3/2016)		ACT		Accuplacer/ CPT	
Reading/ English	136	Writing	40	Writing	35	Writing	520	Reading and Writing	480	Writing	21	English	66
DMA 010	2	Reading	75	Reading	38	Reading	520	Mathematics	530	Reading	22	Reading	58
		Pre- Algebra	37	Numerical	32	Mathematics	540			Mathematics	23	Mathematics	27

- Any prospective candidate may be exempt from taking the placement test if they meet multiple measures. To qualify for multiple measures, a candidate must meet the following four qualifications:
  - Graduated from a North Carolina public high school.
  - The graduation date is 2012 or after.
  - Unweighted grade point average (GPA) of 2.6 or higher.
  - Completion of a 4<sup>th</sup> math higher than Algebra II or Math III.
- Only test scores which have been earned within the past five (5) years from the start of the program will be considered. A prospective candidate may retake the entire placement test twice within a twelve (12) month period.
- Any prospective candidate who does not receive the necessary minimum placement test scores in the identified areas listed above should: (1) review in the Academic Studies Center or (2) take the appropriate remedial course(s) suggested based on the test results before retesting.
- Placement test waivers may be granted by an Academic Counselor for the reading and writing portions of the placement test if the prospective candidate has successfully completed DRE 097 Integrated Reading Writing II, or a higher level English course. The math portion of the placement test may be waived if the student has successfully completed MAT 050 Basic Math Skills, or a higher level Math course.
- Completion of college composition, ENG 111 Writing and Inquiry (or equivalent), and a college level math course (100 level or higher), will replace the placement test requirement.

**Step 4** – After completing steps 1 through 3, visit an Academic Counselor to fill out an interest form for the Cosmetology program.

- Qualified candidates will receive an acceptance or alternate letter and agreement form for the Cosmetology diploma program and will be required to respond by the deadline date indicated in the letter.
- Candidates who do not complete and return the accepted or alternate agreement form by the designated date will be placed at the bottom of the alternate list.
- Alternates not enrolled in the Cosmetology program must complete a new interest form with a counselor if they wish to be considered for a future class.
- Qualified candidates may apply for the Cosmetology program beginning in either the fall or spring semesters.
- There are 20 seats available for the Cosmetology program. Enrollment for qualified candidates is on a first come/first served basis.

### Readmission Process

- Readmission is based on space availability
- All students seeking readmission will need approval from the Cosmetology Department Head.

## Transfer Students

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- All transfers are based on space availability.
- All transfer students are required to complete a minimum of 500 clock hours with Coastal Carolina Community College's Cosmetology program.

### **In-state Cosmetology Programs:**

- Candidates may receive credit for equivalent courses taken at Coastal Carolina Community College or another accredited institution.
- If a candidate has already taken the related courses (CIS 110 Introduction to Computers and COM 101 Workplace Communication) at an accredited institution, the Registrar's Office will make the determination as to what credit, if any, can transfer to the current Cosmetology program. Related courses must be completed before enrollment in the second semester Cosmetology courses.
- Candidates with Cosmetology transfer credits/hours from an accredited North Carolina Community College or other in-state accredited Cosmetology program will need to submit official sealed documents that have the accumulated hours and performances (services performed on people) to the Department Head of the program for evaluation.
- Candidates will be required to complete a department entrance exam given by the Department Head of the Cosmetology program.

### **Out-of-state Cosmetology Programs:**

- Candidates may receive credit for equivalent courses taken at an accredited institution.
- If a candidate has already taken the related courses (CIS 110 Introduction to Computers and COM 101 Workplace Communication) at an accredited institution, the Registrar's Office will make the determination as to what credit, if any, can transfer to the current Cosmetology program. Related courses must be completed before enrollment in the second semester Cosmetology courses.
- Candidates with Cosmetology transfer courses from an accredited out-of-state Cosmetology program will need to submit official sealed documents that have the accumulated hours and performances (services performed on people) to the North Carolina State Board of Cosmetology for approval.

North Carolina State Board of Cosmetic Art Examiners  
1207 Front Street  
Suite 110  
Raleigh, NC 27609  
Office (919) 733-4117, Fax (919) 733-4127

- Candidates will be required to complete a department entrance exam given by the Department Head of the Cosmetology program.

## Approximate Expenses

### Fall 2016

	Fall Semester	Spring Semester	Summer Semester	Fall Semester	Total
Tuition and Fees	\$1,140.00	\$912.00	\$684.00	\$912.00	\$3,648.00
Professional Liability Insurance	\$16.00	N/A	N/A	N/A	\$16.00
Cosmetology Kit/Supplies	\$623.00	\$75.00	\$70.00	N/A	\$768.00
Cosmetology Books	\$310.00	N/A	N/A	N/A	\$310.00
Related Books (COM 101/CIS 110)	N/A	N/A	N/A	\$140.00	\$140.00
Uniforms (3-5 sets)	\$300.00	\$100.00	N/A	N/A	\$400.00
Name Tags (2)	\$10.00	N/A	N/A	N/A	\$10.00
Black Leather Shoes	\$50.00	N/A	N/A	N/A	\$50.00
Cosmetology Seminars	Varies	Varies	Varies	Varies	Varies
<b>Total</b>	<b>\$2,449.00</b>	<b>\$1,087.00</b>	<b>\$754.00</b>	<b>\$1,052.00</b>	<b>\$5,342.00</b>

### Spring 2017

	Spring Semester	Summer Semester	Fall Semester	Spring Semester	Total
Tuition and Fees	\$1,140.00	\$684.00	\$912.00	\$912.00	\$3,648.00
Professional Liability Insurance	\$16.00	N/A	N/A	N/A	\$16.00
Cosmetology Kit/Supplies	\$623.00	\$75.00	\$70.00	N/A	\$768.00
Cosmetology Books	\$310.00	N/A	N/A	N/A	\$310.00
Related Books (COM 101/CIS 110)	N/A	N/A	N/A	\$140.00	\$140.00
Uniforms (3-5 sets)	\$300.00	N/A	\$100.00	N/A	\$400.00
Name Tags (2)	\$10.00	N/A	N/A	N/A	\$10.00
Black Leather Shoes	\$50.00	N/A	N/A	N/A	\$50.00
Cosmetology Seminars	Varies	Varies	Varies	Varies	Varies
<b>Total</b>	<b>\$2,449.00</b>	<b>\$759.00</b>	<b>\$1,082.00</b>	<b>\$1,052.00</b>	<b>\$5,342.00</b>

- All of the costs listed are estimates and subject to change. **The tuition listed above is based on the in-state rate of \$76.00 per credit hour plus a Student Fee.** The out-of-state tuition rate is \$268.00 per credit hour plus a Student Fee.
- The Professional Liability Insurance fee is included in the bill for tuition and related fees.
- **Tuition and fees do not include payments required for the licensing exam.** Students will be responsible for examination fees and related expenses. It is the student's responsibility to purchase any additional tools or supplies required for the state licensing exam.
- Methods of payment: check, cash, money order, credit or debit cards (VISA, Master Card, American Express or Discover), financial aid, VA educational entitlements, and MyCAA.
- Candidates must secure any financial aid and/or scholarship awards prior to enrolling in the program.
- Students should be prepared to purchase additional items associated with end of semester exams that simulate the state board exam.
- Candidates should consider miscellaneous expenses such as childcare, meals, gas, notebooks, pens, planner, etc.

## Notes

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- In accordance with the North Carolina State Board of Cosmetic Art Examiners, students must provide both of the following **on the first day of class** in order to begin training:
  - Social Security card, Tax ID card, or Student Visa information and
  - Current Government-issued ID and proof of date of birth.
- Uniforms of plain black scrubs and black leather shoes are required.
- Candidates admitted to the Cosmetology program must wear their clean uniforms, name tags, and black leather shoes at **every class meeting**, beginning the **first class meeting**.
- Facial piercings are not permitted while in uniform.
- Once accepted in the Cosmetology program, students must adhere to the Satisfactory Academic Progress policy as defined in Coastal Carolina Community College's 2017-2018 Catalog.

### Training in Infection Control Procedures

No candidate will be allowed to deliver client services in any setting until he/she has been instructed in infection control (as per OSHA guidelines) and has mastered material on safety/universal precautions with satisfactory accuracy.

Following mastery of infection control skills and under faculty supervision, each candidate will be expected to provide services for clients with health deviations, including clients with HIV/HBV and other blood borne/infectious diseases, as part of routine clinical/lab curriculum experiences.

Also, it is recommended that candidates entering the Cosmetology program receive a flu shot and Hepatitis series in order to safeguard their own health while working with the public in the clinic setting.

### Communicable Disease Statement

At the first class meeting, a candidate who enters the Cosmetology program will be required to read and sign a communicable disease statement and waiver of liability form. This form will become a part of each candidate's permanent record and will state that the candidate:

1. Has been informed of his/her risk for exposure to blood and body fluids.
2. Understands the potential for transmission of blood borne diseases during client care activities.
3. Agrees to service all clients that are assigned to him/her.

## Notes

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