

# ***COSMETOLOGY STUDENT HANDBOOK***



**Pensacola State College  
Department of Professional Service Careers  
Cosmetology Program**

**Pensacola Campus (850) 484-2567  
Milton Campus (850) 484-1397  
Century Center (850) 484-1695**

# ***Welcome to the Cosmetology Program***

## **GENERAL OBJECTIVES**

As a successful Cosmetology student you will:

- Acquire the ideals, attitudes, and personality traits which are desirable for working with the public, employer and co-workers.
- Learn the scientific facts and artistic principles relative to the technical skills employed in the professional practice of cosmetology.
- Become proficient, through practice, in the manipulative skills employed in the practice of Cosmetology to the degree of speed and accuracy necessary to pass the State Board of Cosmetology for the State of Florida.
- Develop habits of professional work ethics combined with the safe and organized performance of work.
- Learn the fundamentals involved in Salon Management and the appropriate selection, care, and use of equipment and supplies.
- Cultivate enthusiasm toward the art and science of Cosmetology and develop personal growth and desire to keep abreast with the new and unique advances within the Cosmetic Arts industry.
- Practice safety and sanitation methods at all times.

## **GENERAL INFORMATION**

**SMOKING:** Pensacola State College is a non-smoking campus. This applies to all clinics, classrooms, restrooms, reception areas, and hallways. If you wish to smoke, you must do so in a designated smoking area during your break or lunchtime. The designated smoking area at the Pensacola Campus is located in the Gazebo, to the left of the Cosmetic Arts building. Benches and/or tables are provided. The Florida Clean Indoor Air Act prohibits smoking in areas that are not designated smoking areas.

**LOCKERS:** Students will be provided with a locker at the beginning of their first term. This will be your locker for the entire program. It is your responsibility to provide a lock. Your locker must be kept locked at all times. Lockers may be searched at the discretion of the Department Head and/or Public Safety.

**EQUIPMENT/SUPPLIES:** It is your responsibility to be prepared for class, this includes books, kits, manikins, and all supplies you may need for class. If you need to return to your car or locker after class begins you will be considered tardy and that will be a loss of at least 30 minutes. Equipment and supplies must be cleansed and disinfected after every use. Do not lend your belongings to others.

**CLINIC/CLASSROOM:** No one will be allowed to enter a classroom that they are not assigned to without permission from their instructor and the instructor in the other classroom. If you are in class you must remain until your break or class is dismissed. If you are missing from the classroom, you will be counted absent at the time the instructor realizes you are gone. Please notify your instructor, if you need to step outside during class time.

At no time is there to be any food or beverage in the classrooms or clinics. Water is allowed if it is in a spill proof container. There are designated areas at the College for eating. The Student Center is located in building 5 at the Pensacola Campus and in 4200 at the Milton Campus. Check with your instructor for other areas.

**ATTENDANCE:** In order for a student to be successful in achieving their academic goals, regular and punctual attendance is required. The Cosmetology Program is a clock hour's program. For students to fulfill the minimum requirements of the State Board of Cosmetology for hours and services, 1200 total clock hours must be fulfilled during the program. This requires regular attendance in class. Additionally, absences may affect your financial aid.

College policy allows for 1 more absence than the class meets per week before being considered excessively absent. For example, if the class meets 4 days a week, only 5 absences are permitted during the term. Absences in excess of the number permitted may result in withdrawal from the Program.

Pensacola State College recognizes the following as excused absences:

- Jury Duty or required court appearance.
- Documented illness.
- Established, recognized religious holiday.
- College sponsored activity.
- Death of an immediate family member.

Refer to the college catalog for additional information regarding excused absences.

**TARDY:** Students will scan their fingerprints to clock in and out. You must arrive early in order to scan in and get to your class on time. Students not in their class at its beginning time will be counted as tardy.

## **PENSACOLA STATE COLLEGE COSMETOLOGY DRESS CODE**

Dress Code is for all classes, both Theory and Clinic.

You must present a professional look at all times. This Dress Code will be enforced. Failure to report to class in proper attire will result in your dismissal from class.

1. All students must wear Black Scrubs. This includes top and bottom! NO sport-type pants, NO shorts, and NO jeans. NO EXCEPTIONS. Tops must have a full sleeve. No sleeveless tops.
2. Scrub pants must be no higher than 3 inches from the floor. No saggy pants. Pants must be belted or tied at the natural waistline. Visible shirts, if worn under scrubs, must be black or white. Students may wear stylist aprons over Black Scrubs.
3. For safety purposes, shoes must cover the top of the foot as well as the back of the heel. Shoes must be rubber soled and enclosed and should be non-porous upper (leather or vinyl). No slip-on or slide-on shoes will be allowed.
4. College ID Badge must be worn at all times. The student's name must be visible on the name tag.
5. Hair, make-up, and jewelry must be clean, neat, and professional. No dangling bracelets or necklaces.
6. No hats or other head coverings are to be worn in Theory Classes or on the Clinic Floor.

I have received a copy of the Cosmetology Student Handbook. I agree to abide by all rules and regulations of the Cosmetology Program and Pensacola State College. I understand that if I have any questions regarding any provision in this Handbook, I will contact the Cosmetology Program Coordinator.

Student \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_