

COSMETOLOGY PROGRAM

ELIGIBILITY

Midwest College of Cosmetology requires proof that a student is at least 16 and has an education equivalent to the completion of high school for admission into the Cosmetology program.

PROGRAM DESCRIPTION

Course hours: 1500

Occupational opportunities: Cosmetologist, Nail Technician, Esthetician, Make-up Artist, Sales, Manufacturing, Salon Owner, Product Design, Platform Artist, Distributor

Full-Time Course Schedule: Tuesday –Thursday 9:00 – 5:00 Friday - Saturday 8:30-4:00

LICENSURE REQUIREMENTS

Basic Training – 150 hours of classroom instruction in general theory and practical application shall be provided that shall include a minimum of the following subject areas: tools and their use, shampoo, understanding chemicals and use, types of hair, sanitation, hygiene, skin diseases and conditions, anatomy and physiology, electricity, ethics, nail technology, and esthetics.

Practical Chemical Application/Hair Treatment – 500 hours of instruction, which shall be a combination of classroom instruction and hands on experience, shall be provided in the following subject areas: chemical safety, permanent waving, hair coloring, tinting and bleaching, hair relaxing, hair and scalp conditioning, shampooing, and toning and rinsing

Hair Styling/Hair Dressing – 475 hours of instruction in hair styling, which shall be a combination of classroom instruction and hands on experience, shall be provided in the following subject areas: Cutting, thinning, shaping, trimming, application of electrical/mechanical equipment, curling, hair treatments, and marcelling

Shop Management, Sanitation and Interpersonal Relations – 200 hours of classroom instruction shall be provided in the following subject areas: labor law, workers' compensation, client relations, bookkeeping, marketing and merchandising, emergency first aid, right-to-know laws,

pertinent State and local laws and rules, business ethics, sanitation, electrical devices, personal grooming and hygiene

Esthetics – 85 hours of instruction shall be provided

Nail Technology – 55 hours of instruction shall be provided

Electives – 35 hours

GRADUATION REQUIREMENTS

Students must successfully complete all units of study, complete the number of hours required by the Illinois Department of Financial and Professional Regulations, pass the written and practical final with an 85% average, complete all required exit paperwork and exit interview, and pay all debts owed to the institution.

TRANSFER STUDENTS

Midwest College of Cosmetology will not accept more than 250 clock hours from a transfer Cosmetology student. Transfer students must meet all entrance and registration requirements. The College expects students to attend all classes offered by the college. After completing all units of study, the Director will determine how many hours will transfer. Students need to submit an official transcript of hours and grades from the previous schools. Students are expected to purchase books and equipment as deemed necessary by the college prior to starting class.

ADDITIONAL LAB HOURS

Additional lab hours are available to help students make up hours or graduate early. Students must sign up to be eligible to stay. Additional lab hours are for practical practice only. No test taking or homework is allowed during these times. The hours available and guidelines are posted on the student salon floor.

Full-time Cosmetology

Additional lab hours may be started when a student has at least 150 clock hours and after shampooing class has been taken. Students may not complete their hours prior to 45 weeks from their starting date.

Part Time Cosmetology

Additional lab hours may be started when a student has at least 150 clock hours and after shampooing class has been taken. Students may not complete their hours prior to 70 weeks from their starting date.

ESTHETICS PROGRAM

ELIGIBILITY

Midwest College of Cosmetology requires proof that a student is at least 16 and has an education equivalent to the completion of high school for admission into the Esthetics program.

PROGRAM DESCRIPTION

Course hours: 750

Occupational opportunities: Esthetician, Medi-spa, Medical Esthetician, Make-up Artist, Sales, Manufacturing, Salon/Spa Owner, Product Design, Distributor, Educator

Day Course Schedule: Monday 8:30–3:30 Tuesday–Thursday 8:30–4:30 Friday 8:30-4:00

Part-Time Course Schedule: M-Th 5:00-9:30

LICENSURE REQUIREMENTS

Basic Training – 75 hours of classroom instruction in general theory and practical application shall be provided which shall be divided into the following subject areas: history of skin care, personal hygiene and public health, professional ethics, sterilization and sanitation, introduction to skin analysis and skin care and facial treatments

Scientific Concepts – 150 hours of classroom instruction shall be provided in the following subject areas: cells, metabolism and body systems, bacteriology, physiology and histology of the skin, human anatomy, chemistry – understanding chemicals and their use, disorders of the skin and special esthetics procedures

Practices and Procedures – 500 hours of instruction, which shall be a combination of classroom instruction and clinical application, shall be provided in the following subject areas: non-therapeutic massage, excluding the scalp, nutrition and health of skin, skin analysis, cleansing the skin, mask therapy and facial treatments, facial treatments without the aid of machines, electricity, machines and apparatus, facial treatments with the aid of machines, hair removal, including tweezer method, depilators, waxing and their use, professional makeup techniques, product knowledge as it relates to esthetics

Business Practices – 25 hours of classroom instruction shall be provided in the following subject areas: Illinois Barber, Cosmetology, Esthetics and Nail Technology Act and Rules management, OSHA standards relating to chemical use

GRADUATION REQUIREMENTS

Students must successfully complete all units of study, complete the number of hours required by the Illinois Department of Financial and Professional Regulations, pass the written and practical final with an 85% average, complete all required exit paperwork and exit interview, and pay all debts owed to the institution.

TRANSFER STUDENTS

No transfer hours are accepted.

ADDITIONAL LAB HOURS

Additional lab hours are available to help students make up hours or graduate early. Students must sign up to be eligible to stay. Additional lab hours are for practical practice only. No test taking or homework is allowed during these times. The hours available and guidelines are posted in the esthetics classroom.

Day Esthetics

Additional lab hours may be started when a student has completed 75 hours and basic facials. Students may not complete their hours prior to 33 weeks from their starting date.

Part Time Esthetics

Additional lab hours may be started when a student has completed basic facials. Students may not complete their hours prior to 44 weeks from their starting date.

SCHOOL POLICIES

ACADEMIC PROGRESS

Practical Work

Practical work is calculated into a student's GPA. Practical skills are evaluated according to printed procedures. A zero is given to any student absent on the day of practical grading,

however, a student is still required to show competency in that area to be eligible to service guests.

Attendance

Students are expected to attend classes as scheduled. Attendance is calculated into a student's GPA. Attendance is taken on a daily basis. In order to receive credit for attendance a student must be present when role is taken. For each day a student is absent a zero is given. Lunches and breaks are to be taken on a daily basis – students will be dismissed for lunches and breaks by an Instructor. When a student is scheduled in the student salon or in the esthetics spa/practical room, they will need permission from an Instructor to take a break or go to lunch when they are not with a customer. **Lunches are to last no longer than 30 minutes, and all students need to be clocked out when they are on lunch. Breaks are to last no longer than 15 minutes.** A lunch or break should be taken within every 6 hour period that the student is in attendance. Unapproved extended lunches or breaks are considered a violation of the attendance policy. Students will have to clock out and leave school if the lunch/break policy is abused.

One late pass is allowed per month.

SATISFACTORY PROGRESS/PROBATION

Students will receive monthly evaluations on their progress at Midwest College of Cosmetology. These evaluations will review the student's monthly and cumulative GPA and Attendance. Monthly evaluations must be signed by the student and their instructor, and will be filed in the student's personal file.

Students must maintain a total cumulative GPA of at least 82% in order to be considered making satisfactory academic progress. Students must meet the minimum attendance requirements (90%) in order to be considered making satisfactory progress for attendance.

Probation

Probations are a warning system for the students. Students will be placed on probation if they fail to meet minimum standards for academic progress or attendance. The student will be counseled on the steps to reach satisfactory progress by the end of the semester in either academics or attendance.

Suspension

If, at the end of the semester, a student has not met the minimum requirements for attendance or GPA, they will be suspended from the institution. Student’s re-admittance to the institution will be determined by the Dean of Academic Affairs and the Director of Midwest College of Cosmetology.

Student cumulative attendance must meet the minimum requirements for Satisfactory Progress at the end of each semester. If a student does not meet the minimum requirements at the end of the set time period, the student may be suspended from the institution. Satisfactory Progress for Attendance is as follows:

Program	Start Date	Weeks/Semester		Minimum Hours Required to Attend
	June Starting Semester	8		
	Fall Semester	17		
	Spring Semester	17		
	Final Summer	7		
	Fall Semester	17		
	Spring Semester	17		
	Summer Semester	15		
January Esth 2012	Spring Semester	17		375
	Summer Semester	15		375
	Fall Semester	17		

ABSENCES/TARDINESS

Day and Evening students must contact the school no later than 9:00am and 5:00 pm respectively if late or absent. All students must be clocked in and in their scheduled room when attendance is taken in order to stay in school for the day. Any student arriving later than their scheduled starting time will be told to leave or use a late pass. Consideration for emergencies will be at the discretion of the Instructor.

Consequence for tardiness from lunches and breaks is explained further in the Attendance section under Academic Progress.

Students are required to attend classes as scheduled. One late pass per month is allowed.

WITHDRAWAL POLICY

Students not receiving Title IV funds who are attending Midwest College of Cosmetology: Any applicant not accepted by the school will receive a refund of all tuition and fees paid.

When written notice of cancellation is given to the director within 5 days of signing the enrollment agreement, all charges, except books and materials received by the student, will be refunded.

When written notice of cancellation is given after 5 days of signing the enrollment agreement, but before the completion of the student's first day of attendance; the school will retain the application and registration fees, plus the cost of all books and materials received by the student.

When written notice of cancellation is given to the Director after the completion of the student's first day of attendance the following tuition adjustment shall be followed:

<u>PERCENTAGE OF TIME TO TOTAL LENGTH OF COURSE</u>	<u>AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL</u>
.01% - 4.9%	10%
5.0% - 9.9%	30%
10.0% - 14.9%	40%
15.0% - 24.9%	45%
25.0% - 49.9%	70%
50.0% AND OVER	100%

A student must give notice of cancellation to the Director in writing. The unexplained absence of a student from school for more than 7 days will constitute constructive notice of cancellation to the school.

For purposes of cancellation, the cancellation date will be the last day of attendance. If the school cancels or discontinues a course, the student will be entitled to receive from the school a refund or partial refund of the tuition, fees and other charges paid by the student as is provided under the rules above.

INTERNAL SCHOOL COMPLAINT PROCEDURE

A student, teacher, or interested party may file a complaint against the school. This complaint must be in writing addressed to the school Director. It must outline the allegation or nature of the complaint with information or documentation supporting the complaint. A school representative will meet with the complainant within 10 calendar days of receipt of the written complaint.

If, after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school's Complaint Committee. The school will document the meeting between the school representative and complainant in writing. The complainant will receive a copy of this written record at the time of the meeting.

The school's complaint committee will meet within 21 calendar days of receipt of the complaint and review the allegations. Should the committee need additional information from the complainant, a letter will be written outlining the additional information needed. If no additional information is needed, the Complaint Committee will send a written letter within 15 calendar days to the complainant stating the steps that need to be taken to resolve the problem, or information to show that the allegations were not warranted or based on fact.

At any time prior to filing a complaint, or while a formal proceedings are in progress, a complainant may file his or her charge with the Illinois Department of Financial and Professional Regulation, 320 W. Washington St., Springfield, IL 62786 or 100 W. Randolph 9th floor, Chicago, IL 60601. As most resolutions can be made at the school level, a complainant is encouraged to try to resolve the problems through the school's complaint process.

TIME CLOCK

Time is recorded by a Biometric computerized time clock which reads the fingerprint of the student. **It is the student's responsibility to use the time clock correctly. Failure to do so will result in a loss of time.** According to state law, no student, teacher or any other person shall clock the time of another student. If a student forgets to clock in or out, a loss of time will occur. Staff members, other students or other person(s) cannot verify a student's attendance.

In order for students to receive full clock hour credit, students must clock in and out at the beginning and end of each day, as well as the beginning and end of lunches. If a student is not on the student salon floor, in class, or taking their break, a student must be clocked out. The maximum time a student may be in attendance on any day is 11 hours.

Any student found intentionally misusing the time clock will be written up on a guidance form, which will be kept in the student's file. More than one write up can result in suspension or dismissal from the school.

In the case of a student refusing to clock out when asked to for a violation of any school policy, the ending time of the day will be at the exact time a staff member asked the student to leave. This will be recorded on a guidance form that will be kept in the student's file.

Credit Hours Away From School

Credit hours earned away from school premises where the time clock cannot be used shall be awarded only if students are supervised by a licensed instructor employed by the school. These hours are recorded on forms provided by the school that includes a school seal. Credit hours earned in the case of a time clock malfunction shall be recorded on a sign in/out sheet provided by the school.

Attendance

The Illinois Department of Finance and Professional Regulation require that students complete a minimum number of clock hours to apply for the state board exam. Therefore, attendance is very important. **All students must attend classes according to the assigned schedule.** Sleeping in class will not be tolerated. If a student is found sleeping in class, they will be asked to clock out for the remainder of the day. An instructor may require a student to repeat a unit if they feel it is necessary.

Breaks/Lunch

It is the student's responsibility to make sure a lunch is taken any day they are in attendance for 6 or more hours. When servicing guests, it is the student's responsibility to notify an instructor that they need to take lunch. At an appropriate time of the service, the instructor will find another student to take over the service. Lunches are to last no longer than 30 minutes and breaks are to last no longer than 15 minutes. Students must be clocked out for lunch.

Smoking

Smoking is only allowed according to city ordinance, in the designated compliance area outside of the building. Please do not smoke out by the front of the building. The back area of the main building has smoking stations for student convenience. The city of Normal requires smokers to be a distance of 15 feet away from any public building entrance. Dispose of butts in provided receptacles. Backdoors are locked during certain times for the student's protection. Do not place anything in doorway to prevent the door from locking.

Professionalism

When dealing with other students, guests, visitors to the school and staff of the school, show respect, courtesy, and professionalism. Discuss only ethical and professional subject matter while on Lincoln College-Normal grounds, in a classroom, or on the student salon floor. Any unethical conversations, abusive or offensive language or topics, or inappropriate behavior will result in the students being dismissed for the day. Chew gum, eat, or drink on breaks or lunches only. Food and drinks are not allowed in the classroom or on the salon floor. Refrain from using profanity, obscene gestures, fighting or yelling in or around school premises. Inappropriate conversations and actions will be determined by the Instructor. The Instructor and Midwest College of Cosmetology staff members have the right to dismiss a student for the day if their actions or conversations are deemed inappropriate or threatening. Multiple offenses will result in suspension from school.

State Regulations

Follow all state laws and regulations at all times during school. State regulations forbid a student to practice cosmetology/esthetics/nail technology without a license unless under the direct supervision of a licensed instructor. Violators will be reported to the State Department of Financial & Professional Regulation. Students must be involved in curriculum related

activities at all times when clocked in. All students must be clocked out to be allowed in the student lounge. Students not clocked in may not linger in the facility and distract other students from training responsibilities. Inactive students will be warned once, and then asked to leave. No student may refuse an assignment in either their practical work or on a guest. Students are expected to accept guest tickets graciously and with a professional positive attitude. A student refusing an assignment will be dismissed for the day. All work must be checked by an instructor for credit to be given. All students must take the theory class prior to performing the service on a guest. Students must also have the minimum required hours; 150 for Cosmetology and 75 for Esthetics.

Sanitation

Training involves sanitation, cleanliness and care of equipment. Students are responsible for personal work stations and work area. All students are assigned sanitation duties on a rotating basis. The Department of Financial and Professional Regulation requires that all students follow sanitation rules and regulations. All sanitation duties must be completed and checked before the Instructor will dismiss students for the day. Students will receive a daily grade for sanitations.

Personal Visitors

Refrain from having personal visitors to the school. If it is absolutely necessary, the visitor must enter through the front entrance and register with the receptionist. They are allowed in the reception room only. They may be asked to leave unless they are here for a service. The student salon floor is considered a classroom.

Telephone

Students must use the student lounge area to make any type of phone call only during breaks or lunch. Incoming calls to students will be forwarded only in the case of an emergency. For other incoming calls, messages will be given to the student. No beepers or cellular phones are allowed on the student salon floor or in classrooms.

Parking

Students should park in the designated areas for student parking as shown in orientation. If a student needs to leave their car in the parking lot past 10:00 p.m. they will need to call security

to get an overnight permit. These permits are free. Failure to obtain the overnight permit will result in the car being towed.

Preparedness

All students must be prepared for class and lab work. Students must have ALL equipment, books, and supplies issued to them at all times in school. If any items are missing, the student is considered unprepared and will be dismissed until they have replaced the missing item.

Lockers

Personal belongings and purses must be kept in a student locker at all times that the student is clocked in. Students will be assigned a locker in the different buildings. Students must supply their own locks. The school will not be responsible for personal items. Back packs, duffel bags, any personal items etc. are not allowed on the lab/salon floor and must be placed in a locker or removed from school premises.

Equipment & Supplies

Equipment and supplies not issued by the school must be approved by their Instructor BEFORE the student will be allowed to use them. The school is not responsible for lost or stolen items. All cases must be kept closed and locked at all times. The school will hold any books, equipment, or supplies left at the school for 30 days from the last day of attendance. After that date, they will be disposed of.

Radios/Tape Recorders/Computers

Playing of radios, computers, IPOD's or MP3 players is not allowed on school premises. A student may be allowed to record a theory class lecture with the permission from the instructor.

Tests

Students will be taking chapter tests and cumulative written and practical tests. The testing policies are as follows:

- Chapter tests are scheduled by the Instructor. If a student does not pass with a 75%, they will need to schedule a retake in the Learning Resource Center. Students will need to inform Instructors 24 hours prior to retaking the test.
- Chapter tests are weighted as 20% of your grade.
- If a student is absent on the day of the test they will receive a zero for that test. Written notice of a professional appointment, such as a doctor appointment, may be considered an excused absence and the test may be rescheduled with their instructor. Students will have to schedule an appointment in the Learning Resource Center to take the test.
- The Senior Final and the Senior Practical must be passed with a score of 85 or higher.
- The student must maintain an 82% overall GPA for satisfactory academic progress. Low test scores will impact a student's ability to maintain an 82% overall average.

Basic Written and Practical Exam

The Basic Written Exam must be passed with an 85%. Three attempts are allowed for passing the Basic Written Exam. If the student cannot pass after three attempts, they will need to schedule 12 hours of tutoring in the Learning Resource Center before they can retake the exam. The Basic Practical Exam must be passed with an 85%. Students will be given a preparation list prior to the practical.

Senior Final Written Exam

The Final Written Exam is 40% of the student's grade. The passing grade for the Final Written Exam is 85%. Tutoring at the Learning Resource Center will be recommended for students who need to retake the Final Written Exam.

Senior Final Practical Exam

All students are required to provide a model for the Senior Final Practical Exam. If the student fails to provide a model for the Practical Exam the student will receive a ZERO and may be required to wait until the next scheduled Final Practical Exam. A current student is not allowed to act as a model for another current student. Students will be given a preparation list prior to the practical exam.

Student Services

Each student will receive the opportunity to earn services. Services are to be done during school hours, only as time allows, at the discretion of the Instructor(s) and the front desk

personnel. To qualify to receive a service, refer to the guidelines. Students receiving a service must have the service approved and signed off by their Instructor. Students may be prohibited from receiving services for poor attitude, if they are behind in any work, policy violations, or probation. There are no services allowed for over contract students.

Receiving a service is not a required part of training. It is a privilege. CLIENTS ARE ALWAYS SERVED FIRST. The service will be charged at full price with the student discount. No other discounts will apply. All student services are to be finished by scheduled sanitation time.

MCC students will only pay ½ of the current listed price for the following services: facial, body wraps, hydrotherapy, spa manicure, spa pedicure, artificial nails, perm, relaxer, color, highlighting and body waxing. The other services are free. Services must be paid for before the service begins. No student is allowed to service themselves.

Near their last day of school, a student is able to receive 4 services they would like and have time to receive, at NO CHARGE. These services must be Tuesday through Friday only. If a student would like to have a spa partner, the partner would have to pay full price for any services they receive.

Student service procedure:

1. Students must have attended their scheduled hours for the previous time period required by their Instructor. The student must ask their Instructor and front desk personnel if it is an ideal time to receive a service.
2. If approved by the Instructor and front desk personnel, students must get a service ticket from the front desk prior to receiving the service. The service must be paid for at this time.
3. The ticket must be brought to the Instructor to have it signed off on the service board.

Client Services

All clients are to check in with the receptionist and receive a ticket. Appointments will be assigned at the beginning of the clinical. All requests need to wait their turn. All client tickets, even request tickets, are to be given to an Instructor so the client can be assigned to a student. All students must take class and show practical competency prior to performing the service on a guest.

Dress Code

Esthetics students must wear their designated scrubs. Esthetic students may wear a long sleeved white shirt underneath their scrubs as they feel necessary for warmth. Midriff, bust and rear must be covered at all times. Esthetics students must wear white or black tennis/athletic shoe with a closed toe and closed heel. The MCC black Yoga Jacket may be worn.

Cosmetology students must wear clothing in **black and white**. Prints and patterns in black and white are acceptable.

- **Pants** must not drag on the floor. Capri pants covering the knee are allowed. No sport/athletic type pants are allowed. No cut off pants are allowed. If legging/skin hugging type pants are worn, the student's shirt must be long enough to fall 2 inches above the knee. Jeans of any color are allowed **ONLY** on specified days and must be in good condition – no holes or tears are allowed.
- **Skirts** must fall no shorter than 2 inches above the knee, with slits no higher than 2 inches above the knee. (Students bend and move often – clothing may shift during the day).
- **Shorts** are not allowed.
- **Shirts and/or sweaters** must be black or white with no hoods, and have at least a “cap” length sleeve. Clothing must cover chest, stomach, back and bottom at all times.
- No plastic **shoes**, such as jellies or croc's may be worn. No sandals may be worn. Shoes must be black/white combinations (with no other colors), and be closed toe and closed heel, as per state regulations. **Socks or stockings**, black or white, must be worn with shoes at all times. No bare feet are allowed. The floors are subject to spray, hair product, skin care product, and water. Any shoe that is considered 'dangerous', such as high heels, will need to be changed. Check with your instructor if you have any questions.
- No **hats or head gear** that cover the head is allowed. Headbands and scarves are allowed if they cover no more than ¼ of the head.
- Clothing must be wrinkle free and unstained.
- Colored jewelry may be worn.

Students in violation of the dress code will be asked to go home to change. Repeated violations will result in dismissal for the day.

No sweatshirts may be worn. (This includes MCC logo wear)

Underclothing

Female students must wear bras. This does not include t-shirts or camisoles as a substitute. A long sleeve black or white shirt may be worn under designated scrubs for warmth. It is not a substitute for underclothes or shirts/blouses. Undergarments must not be seen through clothing or instead of clothing.

Hair and Makeup

Cosmetology students - Hair is to be clean and neat at all times. Hair is to be done before arriving at school. Long hair should be secured to avoid hanging in the client's face. Ponytails should be stylish and finished. Hair ornaments should be in good taste. No bandanas or hats. Make up application is to be done before arriving at school.

Esthetics students should wear makeup and have their hair in a finished style while working on clients and for classroom activities. The instructor will notify students if they will be working on each other and if other rules apply.

Nails

Nails should be well trimmed and manicured. Artificial nails are acceptable if trimmed to a practical length. Nails must be kept short, well-trimmed, and filed.

Jewelry

No rings, necklaces, or bracelets are to be worn during application of massage techniques and during clinical work. Please be prepared to remove all jewelry prior to these classes. The school is not responsible for lost or stolen articles.

Note

MCC has dress code inspections daily and will dismiss a student for the day if the student is not in compliance. MCC may require a student who is not in compliance to purchase a new set of scrubs, or go home and change their outfit.

Student teachers will adhere to the same dress code as all staff members. This is shown during the initial interview and at orientation.

Disclaimer

The school reserves the right to change or add to any of the school policies or rules whenever deemed necessary. All changes will be posted prior to their enforcement.

As outlined in the Lincoln College Student Handbook:

Student Conduct Regulations

Lincoln College-Normal is a community of individuals working together for the advancement of knowledge. In this purpose, the members of this community must live in reasonable harmony with one another and with the larger community of which the College is a part. Students at Lincoln College-Normal are expected to abide by the academic regulations set forth in the Student Code of Conduct as outlined by the Student Handbook as well as by applicable federal, state, and local laws. College regulations are clearly outlined in the *Student Code of Conduct* which is available online at <http://www.lincolncollege.edu/normal/stulife/handbook.php> . Failure to abide by the College regulations may result in disciplinary action including, but not limited to, a verbal warning, fines, disciplinary probation, suspension, and dismissal from the College.

Disciplinary action may result from:

1. **Academic dishonesty.** Each of the following are considered academic dishonesty and are prohibited: plagiarism, cheating, knowingly

supplying false or misleading information to the College or on official college records.

2. **Obstruction or disruption of college activities.** A student may not knowingly or willfully interfere with the normal educational activities of the College including teaching, research, administration, disciplinary procedures or other college activities.

3. **Failure to abide by regulations governing the use of college premises and facilities.** Unauthorized entry to or use of college facilities is prohibited. No student shall remain in a college facility after normal closing hours.

4. **Theft and damage.** A student may take no action which damages or which as a probable consequence could damage the property of the College and/or private property of others.

5. **Physical abuse of persons.** A student may take no action which disrupts the public peace or which endangers the safety, health, physical or mental well-being or life of any person.

6. **Dangerous and narcotic drugs.** A student may not use, possess, sell or distribute any of the narcotic, dangerous or hallucinogenic drugs, any controlled substance or related paraphernalia in any form.

7. **Firearms.** A student may not have or keep any firearm on their person, in their motor vehicle or anywhere else on College property or at any College sanctioned event.

8. **Alcoholic beverages.** Delivery, sale, possession and use of alcoholic beverages on College property are prohibited.

9. **Instructions from College officials.** A student must follow the oral and/or written instructions regarding College regulations or public law given by any authorized College official.

10. **College regulations.** Students are responsible for knowing and abiding by College regulations and policies, including those not specifically enumerated in these general regulations, concerning such matter as the meeting of financial obligations to the College, as well as specific rules governing the use of particular facilities such as the residence halls, the computer labs, the Learning Resource Center, and the Student Commons. A complete listing of the social policies is available in the *Student Code of Conduct* in the Student Handbook.