

# COSMETOLOGY PROGRAM

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## 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.

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## 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: M-8:00 – 3:30, T–Th 8:30 – 4:30 F 8:30-4:00

Part-Time Course Schedule: M-Th 5:00-9:00 and Sat 8:30-4:00

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## 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

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## 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.

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## 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.

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## 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

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## 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.

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## PROGRAM DESCRIPTION

Course hours: 750

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

Full-Time Course Schedule: M- 8:30 – 3:30 T –TH 8:30 – 4:30 F 8:30-4:00

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

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## 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

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## 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.

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## TRANSFER STUDENTS

No transfer hours are accepted.

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## 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.

### **Full Time 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.

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# NAIL TECHNOLOGY PROGRAM

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## 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 Nail Technology program.

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## PROGRAM DESCRIPTION

Course hours: 350

Occupational opportunities: Nail Technician, Manicurist, Pedicurist, Sales, Manufacturing, Salon Owner, Product Design, Distributor, Educator

Full-Time Course Schedule:

Part-Time Course Schedule: M-Th 5:00-9:00 and Sat 8:30-4:00

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## 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

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## 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.

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## 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.

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## ADDITIONAL LAB HOURS

Additional lab hours are available to help students make up hours. 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.

### **Nail Technology Students**

Additional lab hours may be started when a student has at least 85 clock hours. Students may not complete their hours prior to 15 weeks from their starting date.

## SCHOOL POLICIES

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# ACADEMIC PROGRESS

## **Practical Work**

Practical work is 0% of 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**

Attendance is 0% of a student's GPA. Attendance is taken on a daily basis. Attendance is taken for each class as well as monthly. In order to receive credit for attendance a student must be present when role is taken. For each day a student is absent or tardy a zero is given.

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# SATISFACTORY PROGRESS/PROBATION

Students must maintain a total cumulative GPA and attendance average of at least 82% in order to be considered making satisfactory progress.

## **Probation**

All students failing to meet minimum progress requirements will be placed on probation for thirty days. The student will be counseled on the steps to reach satisfactory progress by the next evaluation.

Students showing any improvements in the deficient area(s), but still fail to meet the minimum requirements, will be placed on a second probation. If, at the end of the second probation, a student is not showing an improvement, the student will be dismissed. **(3 Probations of not showing an improvement total, not consecutive)**

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# ABSENCES/TARDINESS

Day and Evening students must contact the school no later than 9:00am and 5:30pm 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 asked to leave or use a late pass. Consideration for emergencies will be at the discretion of the instructor.

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# 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 **15 consecutive 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.

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## 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 be comprised of the Vice-President, the Director and the Director of Admissions. This 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 9<sup>th</sup> 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.

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## TIME CLOCK

Time is recorded by a computerized time clock. **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 lunch. If a student is not on the student salon floor or in class, 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 will result in suspension or dismissal from the school.

Students must use their badge to clock in or out at the time clock. If the badge is lost, stolen, destroyed or otherwise not usable, it is the student's responsibility to replace it at a cost of \$5.00. A loss of time will occur until the student purchases another badge.

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.

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## Attendance

The Illinois Dept. 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. A student must be in attendance 50% to qualify to take the chapter test. If a student fails to attend 50% of class, they must repeat that chapter unit when it is offered again. This will affect a student's graduation date. An instructor has the authority to require a student to repeat a unit, if they feel it is necessary.

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## Breaks/Lunch

It is the student's responsibility to make sure a lunch is taken any day they are in attendance for 5 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.

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## Smoking

Smoking is only allowed according to city ordinance, in the designated compliance area outside of the building. 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 it from locking.

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## Professionalism

When dealing with other students, guests, visitors to the school and staff of the school, show respect, courtesy, and be professional. Discuss only ethical and professional subject matter while on Lincoln College-Normal grounds. Chew gum, eat or drink in the lunch room only. Refrain from using profanity, obscene gestures, fighting or yelling in or around school premises.

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## 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 asked to leave until such time as they are willing to accept assignments. 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, 85 for Nail Technology, and 75 for Esthetics.

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## 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 Finance 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.

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## 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. Remember the student salon floor is a classroom.

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## 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.

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## Parking

Park only in designated areas for student parking as shown in orientation. If a student needs to leave their car in the parking lot past 10:00 pm they will need to call security to get an overnight permit. These are free. Failure to do so will result in the towing of the car.

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## 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 asked to leave until they have replaced the missing item.

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## Lockers

Personal belongings and purses must be kept in a student locker. The school will not be responsible for personal items. Back packs, duffel bags, any personal items etc. are not allowed on the lab floor and must be removed from school premises daily.

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## Equipment & Supplies

Equipment and supplies not issued by the school must be approved by the Director 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 60 days from the last day of attendance. After that date, they will be disposed of.

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## 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.

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## Tests

All chapter tests must be passed with a 75%. Chapter tests under a 75% must be retaken. Make up tests need to be taken at the LRC. They cannot be taken during additional lab hours. To qualify for a written and practical final exam, all chapter tests for that unit must be passed. Practical exams must be passed with an 85%. The comprehensive written exam must be passed with an 85% average. All graduation requirements must be completed prior to the last day of attendance.

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## Student Services

Each student will receive one punch card with 12 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 instructor 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. For students who do not qualify to receive a service but want to receive one, they must clock out and pay for the service. 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.

On the last day of school, a student is able to receive whatever services they would like and have time to receive, at NO CHARGE. These services must be Monday, Tuesday, or Thursday only. If a student would like to have a spa partner, the spa 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 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.

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## Client Services

All clients are to check in with the receptionist and receive a ticket. Clients are served on a first come, first serve basis. 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.

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## Dress Code

### **Blouses/shirts/tops**

Must be the MCC issued color t- shirt for Cosmetology and Nail technology. Esthetic students and Massage Therapy students must wear their designated scrubs. A student may wear a black or white long sleeve shirt or camisole underneath the MCC shirt. MCC yoga jackets are allowed. **No sweaters or sweatshirts allowed.** Midriff, bust, and rear midriff must be covered.

### **Slacks/skirts/skorts/shorts**

Plain black only, no designs or stripes. No jean or jean look alike material. Skirts, skorts, or shorts must be dressy black and an appropriate professional length. No legging type pants that

are skin tight. No oversized pants. Esthetics and massage therapy students must wear their scrubs.

### **Apron**

One is included in the kit cost for Cosmetology and Nail Technology. The apron should be kept clean and closed.

### **Shoes**

Plain black only, no designs or stripes. White for Esthetic students only. Must be tennis shoes or dress shoes. No open toes or open heel. Shoes must be kept clean and polished. Bare feet are not allowed. Hose or socks (white, black, or tan) must be worn.

### **Underclothing**

Female students must wear bras. This does not include t-shirts or camisoles as a substitute. Be sure no bikini or thong line can be seen. A solid color white or black turtleneck or long sleeve shirt may be worn over underclothes but under a shirt for warmth. It is not a substitute for underclothes or shirts/blouses. Undergarments or bras must not be seen.

### **Hair**

Hair is to be clean and neat at all times. Hair care 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/finished. Hair ornaments should be in good taste. No bandanas or hats.

### **Make up**

Make up should be worn in the daytime make up category. At times an instructor may suggest some correction in application of make up to enhance a student's appearance. Make up application is to be done before arriving at school.

### **Nails**

Nails should be well trimmed and manicured. Artificial nails are acceptable in trimmed to a practical length. Any nail color, design, or art is acceptable if done in good taste, at the discretion of an instructor.

### **Note**

MCC has dress code inspections daily and will send any student home to change that is not in compliance. Students must clock out on break and may return after changing. Dress code is at the discretion of the instructor. Repair of hair, make up or nails must be done in the restroom

during breaks or lunch. Student teachers will adhere to the same dress code as all staff members. This is shown during the initial interview.

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## 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.