

**SHAWNEE
BEAUTY
AND
BARBER
COLLEGE**

**2024 NORTH HARRISON
SHAWNEE, OK 74801**

CATALOG

February 1, 2026

SHAWNEE BEAUTY AND BARBER COLLEGE

Developing Cosmetology Professionals with Determination and a will to Succeed.

Shawnee Beauty and Barber College has earned an excellent reputation since opening its doors in June 1976.

Shawnee Beauty and Barber College is owned and operated by Leah Longest.

The school is conveniently located in the heart of downtown business district.

Shawnee Beauty and Barber College is licensed by the Oklahoma State Board of Cosmetology.

Shawnee Beauty and Barber College offers the community a well trained staff that can assist you in instruction, enrollment, and placement.

Shawnee Beauty and Barber College is located in one-story building with 5,800 square feet and can accommodate 60 students. The facility consists of 1 major clinic area, 35 workstations, 1 large classroom, 1 Demonstration and Mannequin area, Breakroom area, 3 restroom facilities, a library, and an Administrative office and counseling office.

Students will graduate with current techniques in the multifaceted field of Cosmetology and Barbering. Financial assistance may be available for those who qualify.

Shawnee Beauty and Barber College does not discriminate on the basis of sex, age, religion, race, color or ethnic origin.

All courses are taught in English

National Accrediting Commission of Career
Arts and Sciences
3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600 Fax (703) 379-2200

Oklahoma State Board of Cosmetology
2401 NW 23rd, Suite 84, Shepherd Mall
Oklahoma City, Oklahoma 73107
(405) 521-2441 Fax (405) 528-8310

Oklahoma Department of Veterans Affairs State Approving Agency
2132 NE 36th Street
Oklahoma City, OK 73111
(405) 879-9600 Fax: (405) 879-3400

Oklahoma Board of Private Vocational Schools
3700 N Classen Blvd #250
Oklahoma City, OK 73118
405-528-3370

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ADMINISTRATIVE STAFF

Leah Longest
Ericka Williams
Brandy Cluck
Zina Carter

Owner/ Admissions/ Financial Aid/Instructor
Instructor
Instructor
Substitute Instructor

MISSION STATEMENT

Shawnee Beauty and Barber College is dedicated to providing each student with a well-coordinated educational program that will prepare the student for employment in the fields of Basic Cosmetology, Nail Technician/Manicuring, Esthetician/Facialist, Instructor, and CrossOver Programs. Students will gain invaluable experience while attending school. Students will graduate Shawnee Beauty and Barber College with the latest techniques in the multifaceted fields of Cosmetology and Barbering. Shawnee Beauty and Barber College is dedicated to Developing Cosmetology, Nail Technicians/Manicuring, Esthetician/Facialist, Instructor, and Barbering Professionals with Determination and a Will to Succeed

SCHOOL CALENDAR

Shawnee Beauty and Barber College will be closed on the following days:

Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday of September
Thanksgiving Holiday	Thanksgiving Day, Following Friday and Saturday
Christmas Holiday	December 24th - January 7th

Students will be notified by television media of school closing due to inclement weather. Students may start class Tuesday of each week.

ADMISSION POLICY

- Have a High School diploma or High School transcript showing a graduation date.
- Have a recognized equivalent of a High School Diploma such as a home schooled certificate by the state where the student resided during home school or a General Education Diploma (GED)
- We do not accept the Ability to Benefit criteria
- Has a correct social security number.
- The Institution accepts transfer student from other Institutions if they have fully withdrawn and meet all other admission requirements.
- All hours logged with the State Board will be accepted. Transfer hours are only counted as attempted and completed hours for determining when the allowable maximum time-frame has been exhausted. These hours will be excluded when determining Satisfactory Academic Progress.
- Evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. Name and phone number of agency for verification.
- If attending under a training agreement with a government agency, school district, and/or other entity, meets the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations
- In order to determine eligibility for Title IV funds, student must:
- Must not have obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV, HEA loan program
- Is not liable for a grant from the Federal Perkins loan overpayment
- Be enrolled at least half time to receive assistance from the Direct Loan program. (The Pell Grant program does not require half time enrollment, but the student's enrollment status does affect the amount of Pell a student may receive).
- The college will count the transfer hours that apply towards the student current program in determining satisfactory academic progress.
- Instructor students must have State Issued license in the field they are enrolled in.
- Upon request for re-enrollment a check will be made to see if student is enrolled in any other school and a check about status. A check of any hours accrued at another school and a call to the State Board for the number of hours. All hours logged with the State Board will be accepted. A student who re-enrolls receives the same status they withdrew with.

Conviction for possession or sale of illegal drugs

The college is not required to confirm this unless there is evidence of conflicting information.

A conviction that was reversed, set aside or removed from the student’s record does not count, nor does not received when the student was a juvenile, unless he or she was tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of illegal drugs	Sale of illegal drugs
1 st offense	1 year from date of conviction	2 years from date of conviction
2 nd offense	2 years from date of conviction	Indefinite period
3 rd offense	Indefinite period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. A student regains eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him or her ineligible again.

When a student regains eligibility during the award year the college may award Pell for the current payment period

Standards for a qualified drug rehabilitation program:

A qualified drug rehabilitation program must include at least 2 unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company
- Be administered or recognized by federal, state or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor

Incarcerated Applicants:

An applicant is considered to be incarcerated if he or she is serving a criminal sentence in A federal, state or local penitentiary, prison, jail, reformatory, work farm or similar Correctional institution (whether it is operated by the government or a contractor).

An applicant is not considered to be incarcerated if he or she is in a half-way house or home detention or is sentenced to serve only weekends. Incarcerated applicants will not be admitted to Shawnee Beauty and Barber College. Applicants who have been convicted of a felony, but are not currently incarcerated can potentially be admitted after a review by the college. They may receive a license by the state of Oklahoma.

Selective Services Registration:

To be eligible to receive Title IV, HEA program funds, a male student who is subject to Registration with the Selective Services must register with Selective Service (a male Student does not have to register with the Selective Service if the student is below the age of 18 or was born before January 1, 1960).

Citizenship and residency requirements:

Except as provided in paragraphs (b) and (c) of section 668 of Title 34-Education, to be eligible to receive Title IV, HEA program assistance, a student must:

- Be a citizen or national of the United States or
- Provide evidence from the US Immigration and Naturalization Service that he or she is a permanent resident of the US or
- Be in the US for other than a temporary purpose with the intention of becoming a citizen or permanent resident or
- Be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau. (These students are eligible under FWS, FSEOG, and Pell programs.

These students must be enrolled as a regular student in an eligible program in order to Participate in Title IV.

An applicant must complete the entire admissions process as outlined in our catalog. To receive federal aid the applicant must meet the criteria outlined in this policy.

TRANSFER STUDENT

Students transferring to another cosmetology school may request a written release from Shawnee Beauty and Barber College. The student will be charged \$10.00 for the transfer.

Shawnee Beauty and Barber College accepts all students that are registered with the State Board of Cosmetology. All hours are accepted.

TUITION

Course	Application Fee	Books, Equipment & Supplies	Lab Fee	Tuition	Total Tuition
Basic Cosmetology:	\$100.00	\$ 750.00	\$2,500.00	\$15,266.00	\$ 18,516.00
Nail Technician/Manicuring:.....	\$100.00	\$750.00	\$650.00	\$7,393.00	\$ 8,893.00
Master Instructor	\$100.00	\$750.00	\$0.00	\$ 9,381.00	\$ 9,781.00
Basic Barber:	\$100.00	\$ 750.00	\$2,500.00	\$15,266.00	\$ 18,516.00
Esthetician/Facialist.....	\$100.00	\$ 750.00	\$650.00	\$ 7,393.00	\$ 8,893.00
Crossover	\$100.00	\$0.00	\$500.00	\$ 3,103.00	\$3,703.00

Other Fees:
Transfer Fee: \$10.00

The cost of tuition and all other charges are divided into payment periods according to hours of the program. The payment periods are as follows:

	Payment I	Payment II	Payment III	Payment IV
Basic Cosmetology	0-450	451-900	901-1075	1076-1250
Basic Barber	0-450	451- 900	901-1075	1076-1250
Instructor	0-450	451-600		
Nail Technician/Manicuring	0-300	301-600		
Esthetician/Facialist	0-300	301-600		
Crossover	0-300			

Convenient Terms Are Arranged For Students Who Wish To Make Payments. Cash, Check, Money Orders, and Title IV funding.

Should a student complete the program earlier than the estimated timeframe stated in the contract, the Student's financial aid package may be recalculated and that this may result in liabilities owed by the Student and/or the institution, if applicable.

The Basic Cosmetology course takes a total of 10 months or 42 weeks to complete. Students who are in school more than 11 months or 46 weeks will be charged \$9.31 per hour until course is completed.

The Nail Technician/Manicuring course takes a total of 5 months or 20 weeks to complete. Students who are in school more than 6 months or 24 weeks will be charged \$12.32 per hour until course is completed.

The Instructor course takes a total of 5 months or 20 weeks to complete. Students who are in school more than 6 months or 24 weeks will be charged \$9.15 per hour until course is complete .

The Basic Barber course takes a total of 10 months or 42 weeks to complete. Students who are in school more than 11 months or 46 weeks will be charged \$ 9.31 per hour until course is completed.

The Esthetician/Facialist Course takes a total of 5 months or 20 weeks to complete. Students who are in school more than 6 months or 24 weeks will be charged \$12.32 per hour until course is complete.

The Crossover course takes a total of 3 months or 10 weeks to complete. Students who are in school more than 4 months or 14 weeks will be charged \$ 10.34 per hour until course is complete

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Progress in attendance and academic work is a requirement for all students. All students must maintain the required academic progress. The Satisfactory Academic Progress Policy is available online and also given to students prior to enrolling.

SAP includes both quantitative (attendance) and qualitative (academics) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the programs.

ATTENDANCE PROGRESS

Attendance is measured cumulatively at the established SAP evaluation periods. Attendance is measured in actual clock hours completed. All evaluations will be completed within seven (7) School Business Days following the established evaluation points.

MAXIMUM TIME: The maximum time a student has to complete this course, excluding any leave time, is 150% of the established program completion schedule.

NOTE: The Basic Cosmetology course takes a total of 10 months or 42 weeks to complete. Students who are in school more than 11 months or 46 weeks will be charged \$9.31 per hour until course is completed.

The Nail Technician/Manicuring course takes a total of 5 months or 20 weeks to complete. Students who are in school more than 6 months or 24 weeks will be charged \$12.32 per hour until course is completed.

The Instructor course takes a total of 5 months or 20 weeks to complete. Students who are in school more than 6 months or 24 weeks will be charged \$9.15 per hour until course is complete .

The Basic Barber course takes a total of 10 months or 42 weeks to complete. Students who are in school more than 11 months or 46 weeks will be charged \$ 9.31 per hour until course is completed.

The Esthetician/Facialist Course takes a total of 5 months or 20 weeks to complete. Students who are in school more than 6 months or 24 weeks will be charged \$12.32 per hour until course is complete.

The Crossover course takes a total of 3 months or 10 weeks to complete. Students who are in school more than 4 months or 14 weeks will be charged \$10.34 per hours until course is complete.

ACADEMIC PROGRESS

The following factors will be a measure to determine academic progress. The Institutions academic year is 900 hours per program.
Actual Hours

Course	Length	Satisfactory Reports at
Basic Cosmetology(42 weeks)	1250 hrs.	450 / 15 Weeks ,900/ 30 weeks
Master Instructor (20 weeks)	600 hrs.	450 / 15 weeks
Nail Technician/ Manicuring (20 weeks)	600 hrs	300/ 10 weeks ,600/ 20 weeks
Basic Barber(42 weeks)	1250 hrs	450/ 15 weeks,900/ 30 weeks
Esthetician/Facialist (20 weeks)	600 hrs	300/ 10 weeks,600/ 20 weeks
Crossover (10 weeks)	300 hrs	150/ 5weeks,300/ 10 weeks

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress at the completion of the following evaluations periods:

Basic Cosmetology	450 actual hours and 15 weeks 900 actual hours and 30 weeks
Basic Barber	450 actual hours and 15 weeks 900 actual hours and 30 weeks
Instructor	300 actual hours and 10 weeks
Esthetician/Facialist	300 actual hours and 10 weeks
Nail Technician/Manicuring	300 actual hours and 10 weeks
Crossover	150 actual hours and 5 weeks

SATISFACTORY ACADEMIC PROGRESS

Theory and Practical Work (test grades, homework, practical work, clinic floor, etc.)

Theory and Practical Work will be graded according to the following scale:

90% to 100%	A	Excellent
80% to 89%	B	Good
70% to 79%	C	Satisfactory
60% to 69%	D	Fair
59% or Below	F	Failure

STUDENTS MUST MAINTAIN A 70% AVERAGE IN THEORY AND PRACTICAL/CLINIC WORK IN ORDER TO BE CONSIDERED MAKING SATISFACTORY PROGRESS.

DETERMINATION OF PROGRESS:

Evaluations of progress will be conducted as shown in Academic Progress

SATISFACTORY:

Students with a minimum of 70% in theory work and 70% in practical/clinic work will be considered within satisfactory progress.

Students meeting minimum requirements at evaluation will be considered making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress as of course midpoint, the student must meet both attendance and academic minimum requirements on a cumulative basis on at least one evaluation by the midpoint of the course. The school will notify students of all evaluation results. Basic Cosmetology and Basic Barber students are making satisfactory academic progress are counseled at 450, 900, 1250 hours and are given academic progress results. Nail Technician/ Manicuring and Esthetician/Facialists, and Instructor students are counseled at 300 and 600 hours and given results. Crossover students are counseled at 150 and 300 hours

Students failing to meet minimum progress requirements will be placed on warning until next evaluation period with the opportunity to meet requirements for the next evaluation period. During the warning, students are considered to be making satisfactory progress and financial aid funds will be dispersed to eligible students.

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status or probation.

The Institution may allow a status of probation for students who are not considered meeting minimum standards for satisfactory academic progress if:

- The Institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and
- The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period.

APPEAL PROCESS

Students who's financial aid is terminated after failing to achieve minimum requirements may no longer receive financial aid may appeal this determination. Students may appeal for reasons such as death of a relative, an injury or illness of the student, or other allowable special circumstances. The student must submit documentation regarding why the student failed to make satisfactory academic progress and what has changed in the situation that will allow the achievement of satisfactory academic progress at the next evaluation. The student must submit a written appeal to the Director along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. This appeal must be received by the Director within five (5) business days of termination. Should a student fail to appeal this decision, the decision to terminate financial aid will stand.

An appeal hearing will take place within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parents/guardian (if the student is a dependent minor), the student's instructor, and the Director. A decision on the student's appeal will be made within three (3) business days by the Director and will be communicated to the student in writing. This decision will be final. The written appeal, appeal documentation, and a copy of the decision will be documented in the student's file.

Should a student prevail upon their appeal and be determined making satisfactory progress, the student will be placed on probation if the institution determines that satisfactory academic progress standards can be met by the subsequent evaluation period.

LEAVE OF ABSENCE

A student returning from a leave of absence or other official interruption of training must return to school in the same satisfactory progress status as prior to their departure. A Leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence. Service members re admitted to programs if they must interrupt or suspend training due to military service and that accommodations are otherwise made for short Absences resulting from service obligations.

WITHDRAWALS/COURSE INCOMPLETE

Any student who withdraws from their contracted course or fails to complete their training will have notice placed in their student file as to progress at point of withdrawal. Incomplete grades will convert to an F-Failure if work is not completed within the scheduled time and will impact their GPA.

REPETITION

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry. Students re-entering after a period of withdrawal will re-enter in the same progress status as when they left.

TRANSFER

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contract hours at the institution.

NON-CREDIT REMEDIAL COURSES

Non-Credit remedial courses have no effect upon the institution's satisfactory academic progress standards.

REFUND POLICY

The refund policy applies to all terminations for any reason, by either party, including student decision.

An applicant rejected by the school shall be entitled to a refund for all monies. A student or legal guardian cancel the contract and demand his/her money back in writing, within (3) three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by school are refunded except a non-refundable application fee of \$100.00. Refund calculations are based on actual hours.

The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator or owner in person. This policy applies regardless of whether the student has actually started.

If a student cancels enrollment (3) three days after the signed contract, but prior to classes regardless of whether the student has actually started training, the student shall be entitled to a refund for all monies paid to the school minus the non-refundable application fee of \$100.00 for all courses.

For student who enroll in and begin classes, the following schedule of refunds is authorized:

Percentage of time to total time of course	Amount of tuition school shall retain or receive
0.01 to 4.9 %	20% retained or received
5.0 to 9.9 %	30% retained or received
10.0 to 14.9 %	40% retained or received
15.0 to 24.9 %	45% retained or received
25.0 to 49.9 %	70% retained or received
50.0 % or more	100% retained or received

Return of Title IV Funds

90% of tuition, room, board, and other charges assessed the student if the student withdraws between one day and 10% of the period for which the student is charged.

80% if the student withdraws between 10.1% and 20% of the period charged.
70% if the student withdraws between 20.01% and 30% of the period charged.
60% if the student withdraws between 30.01% and 40% of the period charged.
50% if the student withdraws between 40.01% and 50% of the period charged.
40% if the student withdraws between 50.01% and 60% of the period charged.

Unofficial withdrawal for clock hour students is determined by the school through monitoring clock hour attendance at least every thirty (30) days.

The required date of refund is calculated based on the student's last date of attendance.

A student on an approved Leave of Absence notifies the school that he or she will not be returning the date of the withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

Any monies due to the applicant or student shall be refunded within (30) thirty days of formal cancellation by the student or formal termination by the school which shall occur no more than (30) thirty days from the last day of physical attendance or in case of leave of absence.

The cost of other items such as kits, books, and supplies or other fees shall not be considered in tuition adjustments. These items become property of the student when issued and are not refundable.

In case of student illness or disabling accident, death in the immediate family or other medical circumstances beyond the control of the student, Shawnee Beauty and Barber College will make a settlement which is reasonable to both, if authorized documents are presented by the student or are in the students file and payment arrangements have been made by the student with the administration office prior to the collection proceeding being initiated.

If a course is canceled subsequent to a student enrollment and before instruction has begun, the institution will, at its option, provide a full refund of all monies paid or provide completion of the course.

If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option: provide a Pro-Rata Refund for all students transferring to another school based on the hours accepted by the receiving school; or Provide completion of the course and/or programs; or participate in a Teach-Out Agreement; or Provide a full refund of all monies paid.

If the school is permanently closed and no longer offering instruction after a student has enrolled and instruction has begun, the student shall be entitled to a pro-rata refund of tuition; or Participate in a Teach-Out Agreement.

If a student becomes terminated or expelled by the institution, the institution will follow the institutional refund policy retention percentages to determine the amount of tuition that will be retained based on time spent enrolled in the course.

Shawnee Beauty and Barber College collection policy requires that arrangements be made for payment of accounts before a student may graduate.

EXPENDABLE SUPPLIES

Shawnee Beauty and Barber College furnishes all expendable supplies to the student, excluding supplies for personal use. Students are charged for the use of personal expendable supplies at a reduced rate.

UNIFORMS

Students must look professional. Black smock, hose or socks, and closed toe, low-heeled rubber soled shoes are permitted. Shirts must be tucked in. No sweat shirts, knit material, or sleeveless tops will be allowed.

RECORD OF ATTENDANCE

A time sheet with the student's name is used for general attendance records. Attendance records are kept in a permanent file by the school. Any records promulgated by the Oklahoma State Board of Cosmetology will also be kept by the school.

ATTENDANCE POLICY

1. Students are expected to attend school Tuesday-Saturday, 9:00-4:00 p.m. Students are allowed a 1-hour lunch period.
2. Students are expected to check in by 8:59 a.m. and be in class before 9:00 a.m.
3. Students are expected to notify the school personnel before roll call in the event of expected tardiness or being absent.
4. Students who miss 2 unexcused academic class periods (9:00-10:00 a.m.) in 1 week will be suspended 1 day as decided by school personnel.
5. If 5 calendar days are missed in 1 month, the student will be suspended from school 3 consecutive days as decided by the school personnel.
6. Students absent from school on Thursday or Friday, the day before or after a holiday, will be suspended for 3 consecutive days as decided by the school personnel. Half days missed will follow the same policy.
7. Students who know in advance that they will need to be absent from school must work out some type of arrangement prior to being absent.
8. The Basic Cosmetology course takes a total of 10 months or 42 weeks to complete. Students who are in school more than 11 months or 46 weeks will be charged \$9.31 per hour until course is completed. The Nail Technician/Manicuring course takes a total of 5 months or 20 weeks to complete. Students who are in school more than 6 months or 24 weeks will be charged \$12.32 per hour until course is completed. The Instructor course takes a total of 5 months or 20 weeks to complete. Students who are in school more than 6 months or 24 weeks will be charged \$9.15 per hour until course is complete. The Basic Barber course takes a total of 10 months or 42 weeks to complete. Students who are in school more than 11 months or 46 weeks will be charged \$ 9.31 per hour until course is completed. The Esthetician/Facialist Course takes a total of 5 months or 20 weeks to complete. Students who are in school more than 6 months or 24 weeks will be charged \$12.32 per hour until course is complete. The Crossover course takes a total of 3 months or 10 weeks to complete. Students who are in school more than 4 months or 14 weeks will be charged \$ 10.34 per hour until course is complete

EXCUSED ABSENCE

The only excused absence is for medical reasons, jury duty, military duty, and death in immediate family.

TARDY POLICY

At 9:05 a.m. a student is tardy and may not return to class until 10:00 a.m. Three (3) tardies will equal 1 absence. Students must maintain minimum SAP attendance rate at all times.

MAKE UP WORK POLICY

All students are given the opportunity to make-up any missed test on Thursday of each week after school.

STUDENT RIGHTS

Shawnee Beauty and Barber College guarantees the rights of the students to have access to their records. The school will provide proper supervision and interpretation of records. Information about a student is released only by written instruction from the student or parent or guardian of a dependent minor student. Students are informed of all calls or requests for information. Students or parents or guardians of a dependent minor student must provide a signed release if they want information released to third parties. The school provides and permits access to students and other school records as required for an accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission or other government agencies.

GRADUATION REQUIREMENTS

Completion of the course, the required clock hours are earned, and a final exam with a grade of no less than 70% will earn the student a diploma. The graduate will then be eligible to register with the Oklahoma State Board of Cosmetology to take the state exam for a license to practice in the state of Oklahoma.

RETURN TO TITLE IV

The Office of Financial Aid calculates the return of Title IV funds using federal formulas, in writing to complete recovery of Title IV funds to specific program funds, notifies the student of his or her obligation to repay funds if applicable tracks the repayment and refers overpayments to ED. It also offers the student any earned post-withdrawal disbursement and follow procedures and policies pertaining to this indicated in the award notification part of the manual.

The date of Shawnee Beauty and Barber College determination that a student withdrew is identified through faculty input, student's failure to return from an approved leave of absence, student's verbal or written notification to any office.

In the event of any unofficial withdrawals, Return to Title IV refund must be done within 45 days from the date of determination of such withdrawal. The date of determination must occur within two weeks from the last day of attendance.

All students are notified through Shawnee Beauty and Barber College orientation about the withdrawal process and the student's rights and responsibilities including how a student reports the intent to withdraw and how the student begins the withdrawal process.

WITHDRAWAL DATE

The office monitors attendance of all enrolled students. It will contact student via email, phone call and letter. If no response is received within the following week, the school will assume the student has unofficially withdrawn. The office will determine the withdrawal date which would be no later than two weeks from the last day of attendance. However, if the student responds, the official withdrawal date will be the date on which the student notifies the school via any mean of communication. A student who wishes to withdraw from school for compelling personal reasons should notify the college in writing stating the reasons for withdrawal and whether or not the student intends to return at a later date to pursue a program of study. For all clock hours programs attendance roster is mandatory. All documentations for a withdrawn student will be kept on student's file in the office of financial aid.

Shawnee Beauty and Barber College grants Leave of Absence (LOA) as per regulation of Higher Education Reconciliation Act (HERA) 2006. Students who requires a leave of absence from the program must do so in writing and be approved by the Director prior to leave of program. If a student does not return from his/her LOA, the office will notify the Office of Financial Aid. The school will assume the student has unofficially withdrawn on the following day of the date of return from his or her LOA. This begins the withdrawal process. The office of Financial Aid will complete the Return to Title IV process as per regulations as described in the manual.

FORMULA CALCULATION

Shawnee Beauty and Barber College Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the college prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of aid earned = the number of scheduled hours in the payment period completed up to the student's last date of attendance as per the school's attendance records, divided by the total clock hours in the payment period.

If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

Funds are returned to the appropriate federal program based on the percent of Percentage of aid earned = the number of scheduled hours in the payment period completed unearned aid using the following formula:

Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.

When Title IV funds are returned, the student may owe a balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution must send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date that the school determines that the student withdrew. The institution is required to make a post-withdrawal disbursement within 45 days of the student's date of determination that they withdrew for grants and 180 days of the student's date of determination that they withdrew for loans.

Refunds are allocated in the following order:

Unsubsidized Federal Stafford Loan
Subsidized Federal Stafford Loan
Federal Parent (PLUS) Loan
Federal Pell Grant
Federal Supplemental Opportunity Grant
Other Title IV assistance
State Tuition Assistance Grants (if applicable)
Private and institutional aid
The student

The following is a step-by-step process that is followed in all Return to Title IV funds calculations

- Step 1:** Determine the percentage of aid earned by calculating the percentage of the scheduled hours that the student completed.
- Step 2:** Determine the amount of earned aid by applying the percentage to the total Title IV aid that was or could have been disbursed.
- Step 3:** Determine the amount of unearned aid by subtracting earned aid from disbursed aid *or* determine the amount of a post-withdrawal disbursement by subtracting disbursed aid from earned aid.
- Step 4:** If unearned funds must be returned, determine the schools and the student's shares; *or* if a post-withdrawal disbursement is due, determine the sources from which it will be funded.
- Step 5:** If unearned funds must be returned, allocate unearned aid to programs from which student was funded; *or* if a post-withdrawal disbursement is due, send student applicable notification.
- Step 6:** Return the institution's share and any funds repaid by the student or refer the student to ED; *or* make the post-withdrawal disbursement.

The department of Education provides return of Title IV funds worksheets in Volume 2, Chapter 6 of the FSA Handbook. It has also developed software that automates the calculation. This software can be downloaded via <http://www.sfadownload.ed.gov/ReturnT4Funds.htm>. These are used to calculate all R2T4 calculations. A copy of the worksheet in the event of manual calculation and a computer printout in the event of automated calculation is placed in student's file for records. The office of financial aid performs all R2T4 calculations as it has all Title IV award and institutional charges information which are required in the calculations.

POST WITHDRAWAL DISBURSEMENTS

In the event a student is eligible for a post-withdrawal disbursement based on student's budget, awarded financial aid and Title IV funds and R2T4 calculations, a post-withdrawal disbursement must be made only after the following conditions are met.

Student and parents were in most cases verbally notified of the availability of post-withdrawal disbursements by the Office of Financial Aid within one week from the date of R2T4 calculation was performed.

Student and parents in most cases verbally notified the Office of Financial Aid within a reasonable time indicating their acceptance of available post-withdrawal disbursement amounts. The reasonable time refers to allowing sufficient time to school to process a post-withdrawal disbursement within the deadlines set by the Department of Education.

Student has outstanding institutional charges that are due and wants to pay off those charges by applying his/her post-withdrawal disbursement.

Student/Parents completed all necessary paperwork related to such post-withdrawal disbursement within a reasonable time.

SHAWNEE BEAUTY AND BARBER COLLEGE

COURSE TITLE: BASIC COSMETOLOGY
INSTRUCTOR: Master Cosmetology Instructors
TEXT: Milady Standard Textbook of Cosmetology
Milady Publishing Company
2016
TOTAL COURSE HOURS 1250 HOURS—30 CLOCK HOURS PER WEEK

COURSE DESCRIPTION:

A study of the basic principles of Cosmetology, which include a basic understanding of the science of beautifying and improving the complexion, skin, hair and nails, and the products used in their care. This program will prepare the students for an entry level position as a Cosmetologist.

COURSE OBJECTIVES:

Upon completion of this course, the student shall have demonstrated competencies required to pass the State Board Examination and the ability to:

1. Understand the basic principles of hygiene and good grooming, posture, personality and the Cosmetologists Code of Ethics.
2. Basic understanding of various types of bacteria and their relationship to the spread of disease.
3. Sterilization and Sanitation, their differences, various methods used.
4. Understand the proper draping methods of shampooing, various types of rinses, the purpose of scalp and hair care, and various scalp and hair disorders.
5. Basic understanding of hair shaping, its foundation for hair styling, proper hair sectioning, guidelines, and use of all implements.
6. Basic understanding of reasons for finger waving, lotions used, techniques employed.
7. Basic knowledge of the difference between hand-made wigs and machine-made wigs, wig measurements, blocking, cleaning and conditioning, setting, combing, coloring various types of hair pieces and precautions used in their handling.
8. Basic knowledge of hair coloring, various products and their effects on the hair, differences between temporary, semi-permanent and permanent hair coloring, one and two-step hair coloring, theory of hair lightening, problems encountered in hair coloring, procedures involved in lash and brow tinting.
9. Basic knowledge to successfully recognize and deal with the differences in hair texture, porosity, elasticity, and scalp flexibility for hair pressing, methods of thermal waving and curling techniques used in thermal waving.
10. Basic knowledge of hair styling, hair partings, formations of shaping, various curl bases, use of rollers, back combing, and various facial types.
11. Analyze the patron's hair and apply the techniques of permanent wave.
12. Knowledge of the hands and feet and their care.
13. Identify the composition of the skin to provide the client with professional skin care services.
14. Knowledge of chemistry as related to the hair and products use
15. Business management skills, business law and employment information.

COURSE FORMAT:

The course will be a combination of lecture, demonstration and student participation. Students will demonstrate their knowledge of the cosmetology theory and application ability through their completion of the required practical and clinic activities. Instruction will be supplemented by guest artists, visual aids, and other instructional techniques

COURSE CONTENT:

Unit Outline)	Hrs
I. Hygiene and Good Grooming, Visual Poise, Professional Ethics, Personality	25
A. Definition of Cosmetology.	
B. Personal and Public Hygiene.	
C. Good Posture.	
D. Desirable qualities to cultivate.	
E. Rules of good ethics.	
II. Bacteriology, Sterilization and Sanitation.	50
A. Types of bacteria.	
B. Classification of bacteria.	
C. Growth and reproduction.	
D. Physical and chemical agents.	
E. Methods of Sterilization and Sanitation.	
III. Shampoo and Rinses.	100
A. Procedure for shampooing.	
B. Chemistry of shampoo.	
C. Types of shampoo and rinses.	
IV. Scalp and Hair Treatment.	25
A. Purposes of scalp and hair care.	
B. Benefits.	
C. Type of treatment.	
D. Techniques.	

V.	Hair Shaping.	200
	A. Definition.	
	B. Techniques.	
	C. Guidelines.	
	D. Sectioning.	
	E. Proper use of implements.	
VI.	Hair Styling, Finger Waves, Dressing of Wigs, Thermal Blow Drying.	285
	A. Definition of hair styling.	
	B. Purpose of fingerwaves.	
	C. Types of wigs and their care.	
	D. Types of thermal curling irons and their use.	
	E. Techniques.	
	F. Implements used in hair Styling.	
	G. Curl and stem direction.	
VII.	Hair Coloring Tints and Bleaches.	13
	A. Definition.	
	B. Classification of hair color.	
	C. Theory of lightening.	
	D. Methods of application.	
	E. One and two-step colors.	
	F. Lash and brow tinting.	
	1. Types of dye used.	
	2. Procedure used.	
VIII.	Permanent Waving, Chemical Hair Relaxing.	225
	A. Definition.	
	B. Physical and chemical action.	
	C. Sectioning and blocking.	
	D. Wrapping techniques.	
	E. Application.	
	F. Types of relaxers.	
IX.	Thermal Hair Pressing. (Straightening)	100
	A. Definition.	
	B. Procedure.	
	C. Products required.	
X.	Manicuring, Pedicuring and Artificial Nails.	50
	A. Procedure.	
	B. Technique.	
	C. Disorders and diseases.	
	D. Techniques.	
	Artificial Nails.	
	1. Products Used.	
	2. Application.	
XI.	Nails and Nail Disorders	25
	A. Structure.	
	B. Growth.	
	C. Disorders, irregularities, disease.	
XII.	Facials, Make-up and Massage	40
	A. Procedure.	
	B. Product used.	
	C. Technique.	
	D. Massage.	

	1. Manipulations used.	
	2. Motor nerve points.	
	3. Physiological effects.	
	4. Make-up techniques.	
XIII.	False Eye Lashes.	10
	A. Application.	
	B. Materials used.	
XIV.	Superfluous Hair Removal.	10
	A. Definition.	
	B. Methods of removal.	
	C. Products used.	
XV.	Cells.	25
	A. Growth and reproduction.	
	B. Structure and composition.	
	C. Functions of cells tissue organs and systems.	
XVI.	Skin and Disorders of the Skin.	25
	A. Definition.	
	B. Structure and composition.	
	C. Functions of disorders of the skin.	
XVII.	Hair and Scalp Disorders.	25
	A. Composition of the hair.	
	B. Growth and distribution.	
	C. Disorders of the scalp.	
	1. Types of disorders.	
	2. Treatment.	
XVIII.	Anatomy.	70
	A. Systems.	
	B. Functions of systems.	
XIX.	Electricity and Light Therapy.	10
	A. Forms of electricity.	
	B. Types of current.	
	C. Application.	
	D. Safety Practices	
	E. Light Therapy.	
	1. Definition.	
	2. Application and effects.	
XX.	Chemistry.	25
	A. Definition.	
	B. Forms of matter.	
	C. Elements of compound.	
	D. Properties of common elements, compounds and mixtures.	
	E. Chemistry of water.	
	F. Chemistry of shampoos	
	G. Chemistry as applied to cosmetics.	
XXI.	Salon Management.	25
	A. Business principles.	
	B. Business law.	
	C. Marketing.	
	D. Employment payroll deductions.	
	E. How to seek employment.	
	F. Preparation of employment application.	
	G. Resume Building	
	H. Interviewing	
	I. Professionalism	

- XXI. Salon Management. 25**
- A. Business principles.
 - B. Business law.
 - C. Marketing.
 - D. Employment payroll deductions.
 - E. How to seek employment.
 - F. Preparation of employment application.
 - G. Resume Building
 - H. Interviewing
 - I. Professionalism

- XXII. Rules and Regulations. 15**
- A. Definitions.
 - B. Requirements.
 - C. Penalties and Fees.
 - D. First Aid.

COURSE EVALUATION:

Weekly exams are given on Friday. Students will be assigned a minimum number of requirements on each patron. Students will be given weekly grades based on practical experiences as well as mannequin and actual services performed on patrons in the clinic. Students will be given an exam one week before the completion of hours required by the State Board of Cosmetology for graduation.

Students must have a grade of 70% or higher to be approved for taking the State Board exam.

ATTENDANCE:

All student are expected to attend classes and to be involved in the learning process. Students with an excess of (5) five absences will meet with the counselor to determine their future in the class. Students must bring their books and be prepared to take notes each day while in the theory class.

Full time students must attend at least 67% of all scheduled class time per month in order to be considered making satisfactory progress and to complete the course within the maximum time frame.

All students enrolled in this program will be evaluated twice during enrollment.

REFERENCES:

- 1. Standard Textbook of Cosmetology.
- 2. Van Dean Manual.
- 3. Keystone Guide to Beauty Culture.
- 4. Cosmetology Dictionary.

PERIODICALS:

- 1. Modern Salon.
- 2. American Salon.
- 3. Hair Style of the Month.

GRADING POLICY

Students are graded according to the following system:

90% to 100%	Excellent
80% to 89%	Good
70% to 79%	Satisfactory
60% to 69%	Fair
59% or Below	Failure

Diploma will be awarded upon completion of this course.

All courses are taught in English

SHAWNEE BEAUTY AND BARBER COLLEGE

COURSE TITLE:	NAIL TECHNICIAN/MANICURING
INSTRUCTORS:	Master Cosmetology Instructors
TEXT:	Art and Science of Manicuring Milady Publishing Company 7th Edition, 2015
TOTAL COURSE HOURS	600 HOURS- 30 CLOCK HOURS PER WEEK

COURSE DESCRIPTION:

The study of the basic principles of Manicuring, which includes pedicuring and artificial nails. This course will prepare the students for an entry level career as a Nail Technician/ Manicuring.

COURSE OBJECTIVES:

Upon completion of our manicure course, the student will be able to enter a salon or professional nail salon with the skills needed to successfully service the public and shall demonstrate the competencies required to pass the State Board Examination.

1. To develop a knowledge, understanding, skill and appreciation as well as an orderly manner, while performing the service of a manicure or pedicure and artificial nails.
2. To impart ideals and attitudes of willingness to cooperate with the public, fellow workers and employers. To instill in each student good grooming habits, proper conduct and professional ethics.
3. To develop habits of doing things properly in the interest of safety and sanitation for ones self as well as other. To understand the importance of sanitation and sterilization.
4. To encourage growth and the desire to keep abreast of the new and unique developments in the practice of nail care.
5. To develop knowledge of the structure and to develop technical skills required for the area one must treat.
6. To develop knowledge and ability to recognize nail disorders that can or cannot be treated by a cosmetologist.
7. To develop knowledge, understanding skill and appreciation of the composition and growth of the nail.
8. To develop habits of doing things properly in the interest of safety. One must know safety measures for the benefit of others in case of accidents.
9. To learn to select wisely, care for and use properly, the commercial products that are related to the application of cosmetic treatment.
10. To foster and appreciation and respect for the different currents of electricity used in the salon today.

COURSE FORMAT:

The course will be a combination of lecture, demonstration and student participation. Students will demonstrate their knowledge of theory and application ability through their completion of their practical and clinic activities. Instruction will be supplemented by guest artists, visual aids, and other instructional techniques.

UNIT OUTLINE: (Course Outline)

	Hrs
I. NAIL TECHNOLOGY FOUNDATIONS	220
A. History and Career Opportunities	
B. General Anatomy and Physiology	
C. Skin Structure, Disorders, and Diseases	
D. Nail Structure, Disorders, and Diseases	
E. Nail Product Chemistry	
F. Rules and Regulations	
G. Salon Development	
II. NAIL SERVICES	380
A. Manicuring	
B. Pedicuring	
C. Electric Filing	
D. Nail Tips and Forms	
E. Nail Resin Systems	
F. Monomer Liquid and Polymer Powder Nail Enhancements	
G. Gel Nail Enhancements	
H. Nail Art	

COURSE EVALUATION:

Weekly exams are given on Friday. Students will be assigned a minimum number of requirements on each patron. Students will be given weekly grades based on practical experiences as actual services performed on patrons in the clinic. Students will be given an exam on week before the completion of hours required by the State Board of Cosmetology for graduation. Students must have a grade of 70% or higher to be approved for taking the State Board Exam.

REFERENCES:

1.Standard Book of Cosmetology
2.Milady Standard Nail Technology.
3.Van Dean Manual.
4.Oklahoma State Board of Cosmetology Rules and Regulations Book

PERIODICALS:

1.Modern Salon.
2.American Salon.
3.Mainly Manicuring.

GRADING POLICY

Students are graded according to the following system:

90% to 100%	Excellent
80% to 89%	Good
70% to 79%	Satisfactory
60% to 69%	Fair
59% or Below	Failure

ATTENDANCE:

Full-time students must attend at least 67% of all scheduled class time per month in order to be considered making satisfactory progress and to complete the course within the maximum time frame.

All students enrolled in this program will be evaluated twice during enrollment.

Diploma will be awarded upon completion of this course.

All courses are taught in English

SHAWNEE BEAUTY AND BARBER COLLEGE

COURSE TITLE:	MASTER INSTRUCTOR
INSTRUCTORS:	Master Instructors
TEXT:	Training Manual Milady Publishing Company
TOTAL COURSE HOURS	600 HOURS—30 CLOCK HOURS PER WEEK

COURSE DESCRIPTION:

The Instructors Course is designed to instruct a teacher trainee in basic methods and techniques. It is anticipated for the effective implementation of this course that the trainee is proficient in the art and practice of Cosmetology/Barbering/Nail Technician/Manicuring. This program will prepare the student for an entry level position as a Instructor.

COURSE OBJECTIVES:

This course of study is planned to present a program for training of personnel required to supply well-trained qualified teachers for the Cosmetology profession.

1. Develop the ability to teach the theory and practices of cosmetology using various teaching methods.
2. Use of various teaching aids such as textbook, workbook, audio visual aids, etc., to the best advantage of the classroom.
3. To provide information about specific teaching techniques to be used in the classroom.
4. The principles of psychology as applied to teaching.
5. Personal qualities of a good teacher.
6. To develop an appreciation of professional competency as a teacher.
7. To develop those personal characteristics that contribute to success in teaching.

COURSE FORMAT:

The successful cosmetology teacher must possess habits of orderly and constructive thinking and analysis in order to help guide the educational process in the classroom, on the clinic floor, and in the teacher-student relations. The basic elements involved for an instructor training program are as follows:

	Hrs
I. The Career Education Instructor	100
A. Desired Performance Goals	
B. Qualities and Characteristics of a Master Educator	
II. The Teaching Plan and Learning Environment	50
A. Desired Performance Goals	
B. The Teaching Plan	
C. Managing the Atmosphere	
D. Learning Facilities Checklist	
E. Teaching Materials	
F. Textbook Evaluation Checklist	
G. Administrative Responsibilities	
H. Welcoming New Students	
III. Teaching Study and Testing Skills	75
A. Desired Performance Goals	
B. Learning Is Lifelong	
C. Developing Reading and Study Skills	
D. Study Groups	
E. Fitness Is a Must	
F. Teaching Testing Skills	
IV. Basic Learning Styles and Principles	50
A. Desired Performance Goals	
B. Why Learning Styles Are Important	
C. The Role of the Educator	
D. Learning Styles Defined	
E. Learning-Style Profiles	
F. Four Steps in Learning	
G. Multiple Intelligences	
H. The Benefits and Importance of Identifying Learning Styles	

V.	Basic Methods of Teaching and Learning A. Desired Performance Goals B. About Teaching and Learning C. Teaching and Learning Methods	100
VI.	Communicating Confidently A. Desired Performance Goals B. Effective Communication Skills C. Barriers to Communication D. Getting the Message Across E. Effective Listening F. Communication Styles G. Tips to Communicating Confidently H. In-School Communication	80
VII.	Effective Presentations A. Desired Performance Goals B. Communication Skills C. C-R-E-A-T-E D. What Makes a Powerful Presentation	50
VIII.	Effective Classroom Management and Supervision A. Desired Performance Goals B. Promoting a Positive Environment C. Managing Difficult Learner Behavior D. Conflict Management	60
IX.	Achieving Learner Results A. Desired Performance Goals B. Special Learning Needs C. Learning Disabilities D. Chronic Behaviors E. Barriers to Learning F. Teaching Fast-Paced Learners	50
X.	Program Development and Lesson Planning A. Desired Performance Goals B. Planning Concepts and Preliminary Analysis C. Curriculum Development D. Lesson Plan Development	50
XI.	Educational Aids and Technology in the Classroom A. Desired Performance Goals B. The Master Educator's Role C. Why Use Educational Aids and Technology? D. What To Consider E. Educational Materials	50
XII.	Assessing Progress and Advising Students A. Desired Performance Goals B. What's in a Grade C. Grading Styles D. Grading Methods: The Test Plan E. Project-Oriented Evaluation F. Descriptive Performance Evaluations G. Academic Advisement and Counseling	40
XIII.	Making the Student Salon an Adventure A. Desired Performance Goals B. Practical Skills Training C. The Student Salon Philosophy D. The Essence of Teamwork E. The Profitable Student Salon F. What Does the Public See? G. The Warm Reception H. High-Tech, High-Touch Safety I. Record-Keeping Requirements J. The Efficient Dispensary K. Cultivating Satisfied Clients L. Building a Successful Clientele M. The Professional Portfolio N. Making the Student Salon and Adventure O. Student Salon Teaching P. Supervising Multiple Students Q. Tools of the Educator	40

XIV.	Career and Employment Preparation A. Desired Performance Goals B. Preparing for Employment C. How to Get the Job You Want D. Targeting the School E. Success on the Job F. Fundamentals of Business Management G. Types of School Ownership H. Special Skills Needed I. The Importance of Record Keeping J. Service Records K. Operating a Successful School L. The Front Desk M. Selling the School Promoting the Student Salon in the Community	50
XV.	The Art of Retaining Students A. Desired Performance Goals B. The Importance of a Sound Retention Plan C. Establishing the Vision and Mission D. Sound and Ethical Administrative Policies E. Defining the Institution's Culture F. Admissions Policy G. New-Student Orientation H. Instilling Student Ownership I. The Creative Curriculum J. Energized Educators K. Delivering Outstanding Customer Service L. Investing in Your Educators M. The P-R-A-I-S-E Policy N. Rules and Regulations	25
XVI.	Educator Relationships A. Desired Performance Goals B. Relationships of a Master Educator C. Communication Basics D. Human Relations	25
XVII.	Learning Is a Laughing Matter A. Desired Performance Goals B. The Best Conditions for Learning C. Learning and Laughter Defined D. Laughter Enhances Creativity E. Integrating Humor into the Workplace F. Integrating Humor into the Classroom	25
XVIII.	Teaching Success Strategies For a Winning Career A. Desired Performance Goals B. Success Is A Choice C. Value Yourself D. Motivate Yourself E. Expect to Win F. Effective Goal Management G. Develop a Strong Work Ethic H. Value the Client	25

XIX.	Teams at Work A. Desired Performance Goals B. The Concept of Teamwork C. The Team-Building Process D. Think Like Geese	25
XX.	Evaluating Professional Performance A. Desired Performance Goals B. Performance Assessment C. General Standards of Evaluation D. Educator Position Description E. Sources of Performance Assessment F. Professional Development	30

COURSE EVALUATIONS:

Exams are given on Friday. Students will be required to teach in the classroom and work the clinic a minimum number of hours. Student will be given an exam one week before the completion of hours required by the State Board of Cosmetology for graduation.

Students must have a grade of 70% or higher to be approved for taking the State Board Exam.

REFERENCES:

1. Standard Textbook of Cosmetology.
2. Van Dean Manual.
3. Cosmetology Hair Styling Teacher Training Manual.
4. Workbook for Cosmetology Teacher Training Manual.
5. The Performance-Based Curriculum and the Course of Study for Cosmetology.
6. Lesson Planning for Cosmetology Training.

PERIODICALS:

1. Modern Salon.
2. American Salon.
3. National Beauty School Journal.

GRADING POLICY

Students are graded according to the following system:

90% to 100%	Excellent
80% to 89%	Good
70% to 79%	Satisfactory
60% to 59%	Fair
59% or Below	Failure

ATTENDANCE:

Full-time students must attend at least 67% of all scheduled class time per month in order to be considered making satisfactory progress and to complete the course within the maximum time frame.

Diploma will be awarded upon completion of this course.

All courses are taught in English

SHAWNEE BEAUTY AND BARBER COLLEGE

COURSE TITLE	BASIC BARBER
INSTRUCTOR	MASTER INSTRUCTORS
TEXT	STANDARD TEXTBOOK OF BARBERING MILADY PUBLISHING COMPANY, BRONX 2021
TOTAL COURSE HOURS	1250 HOURS—30 CLOCK HOURS PER WEEK

COURSE DESCRIPTION:

The Barber Program consists of 1,000 hours of instruction. The course includes a combination of theory classes, practical mannequin work, and actual hands on clientele practice. The program will ensure that basic skills to more advanced skills are gained, as individuals proceed through the course. The course also ensures that students are also trained and prepared in State Board licensing applications and evaluations. This course will prepare the student for an entry level position as a Barber.

COURSE OBJECTIVES:

Upon completion of this course, the student shall have demonstrated competencies required to pass the State Board Examination and the ability to:

1. Understand the basic principles of hygiene and good grooming, posture, personality and the Barbering Code of Ethics.
2. Basic understanding of various types of bacteria and their relationship to the spread of disease.
3. Sterilization and Sanitation, their differences, various methods used.
4. Understand the proper draping methods of shampooing, various types of rinses, the purpose of scalp and hair care, and various scalp and hair disorders.
5. Basic understanding of hair shaping, its foundation for hair styling, proper hair sectioning, guidelines, and use of all implements.
6. Basic understanding facial massage treatments
7. Basic understanding of hair cutting and Styling
8. The use of electricity and light therapy
9. Basic knowledge to successfully recognize and deal with the differences in hair texture, porosity, elasticity, and scalp flexibility.
10. Understanding techniques of Men's hairpieces
11. Analyze the patron's hair and apply the techniques of permanent wave.
12. Knowledge of Shaving, Mustache and Beard Design
13. Identify the composition of the skin to provide the client with professional skin care services.
14. Knowledge of chemistry as related to the hair and products use.
15. Business management skills, business law and employment information.

COURSE FORMAT:

The course will be a combination of lecture, demonstration and student participation. Students will demonstrate their knowledge of the cosmetology theory and application ability through their completion of the required practical and clinic activities. Instruction will be supplemented by guest artists, visual aids, and other instructional techniques

	HRS
I. Sanitation & Sterilization	75
A. Why Study Infection Control: Principles and Practices	
B. Meet the Current Regulations for Health and Safety	
C. Understanding the Principles of Infection	
D. Prevent the Spread of Disease	
E. Follow Standard Precautions to Protect You and Your Clients	
F. Follow Safe Work Practices and Safety Precautions	
II. Licensing Laws	20
A. Why Study Preparing for Licensure and Employment	
B. Prepare for Licensure	
III. Salesmanship & Job Search	100
A. Prepare for Employment	
B. Arrange for a Job Interview	
C. Why Study Working Behind the Chair?	
D. The Expectations of Moving from School to Work	
E. Understanding the Real World	
F. Manage Your Money	
G. Discover the Selling You	
H. Keep Current Clients and Expand Your Client Base	
I. On Your Way	

IV.	Shop Management A. Why Study the Business of Barbering? B. Review Types of Business Options C. Understand Booth Rental D. Understand the Elements of Successful Barbershop E. Know How to Build Your Business	100
V.	History of Barbering A. Why study the History of Barbering? B. Understand the History of Barbering C. Trace the Rise of the Barber-Surgeons D. Understand Modern Barbering Organizations and State Boards E. Consider The State of Barbering Today	35
VI.	Facial Massage Treatment A. Review Subdermal Systems B. Understand the Theory of Massage C. Know the Purpose of Facial Equipment D. Learn about Facial Treatments	40
VII.	Hair Cutting & Styling A. Understanding the Importance of the Client Consultation B. Know Basic Principles of Haircutting and Styling C. Describe Haircutting Techniques D. Recognize Basic Haircut Styles E. Explain Haircut Finish Work F. Identify Styling Techniques G. Discuss Safety Precautions For Haircutting and Styling	555
VIII.	Electricity & Light Therapy A. Understand Electricity B. Practice Electrical Equipment Safety C. Understand Terminology Associated with Electrotherapy D. Explain Light Energy and Light Therapy	25
IX.	Chemistry A. Understand Basic Chemistry B. Discuss the Properties of Water and pH C. Identify Cosmetic Preparations Used in Barbering	15
X.	Properties & Disorders of Skin, Scalp, & Hair A. Know The Anatomy of the Skin B. Identify Disorders and Diseases of the Skin C. Discuss Disorders of the Sebaceous and Sudoriferous Glands D. Recognize Pigment Disorders and Hypertrophies of the Skin E. Understand Skin Cancer F. Know How to Maintain the Health of Your Skin	35
XI.	Hair & Scalp Treatment A. Discuss the Shampoo Service B. Know How to Drape C. Understand the Shampoo Service D. Learn About Scalp and Hair Treatments	60

XII.	Chemical Hair Relaxing & Soft Curl Permanents A. Discuss Client Consultation and Analysis B. Understand the Chemistry of Chemical Texture Services C. Know About Chemical Hair Relaxers D. Know About Chemical Curl Reformations	40
XIII.	Men's Hairpieces A. Mastering the Art of the Consultation B. Selling Hair Replacement Systems C. Understanding Alternative Hair Replacement Methods D. Learning About Hair Replacement E. Obtaining Hair Replacement Systems F. Cleaning and Styling Hair Replacement Systems	35
XIV.	Shaving A. Understand the Fundamentals of Shaving B.. Shaving-Related Infection Control and Safety Precautions	5
XV.	Mustache & Beard Design A. Understand Facial –Hair Design	15
XVI.	Bacteriology A. Types of bacteria. B. Classification of bacteria. C. Growth and reproduction.	15
XVII.	Professional Image A. Why Study Professional Image? B. Apply Healthful Habits in Your Daily Routine C. Follow Image-Building Basics D. Employ Proper Ergonomics E. Practice Effective Human Relations and Communication Skills	50
XVIII.	Anatomy & Physiology A. Systems. B. Functions of systems.	40
XIX.	Implements, Tools, & Equipment A. Why Study Implements, Tools, & Equipment? B. Learn About Implements and Tools Used in Barbering C. Identify Different Types of Combs and Brushes D. Know About Haircutting Shears E. Show How to Hold the Shears and Comb F. Know About Clippers and Outliners G. Show How to Hold Clippers and Outliners H. Know About Straight Razors I. Show How to Hold Straight Razor J. Learn About Equipment and Supplies Used in Barbering K. Learn How to Remove Hair Clippings	70
XX.	Hair Coloring A. Why Study Haircoloring and Lightening? B. Identify The Characteristics and Structure of Hair C. Understand Color Theory D. Identify Haircoloring Products E. Understand Procedure and Application Terms F. Understand Product Selection and Application G. Discuss Haircoloring and Lightening Safety Precautions.	150
XXI.	Permanent Waving A. Discuss Client Consultation and Analysis B. Know About Permanent Waving	20

COURSE EVALUATIONS:

Exams are given on Friday. Students will be required to teach in the classroom and work the clinic a minimum number of hours. Student will be given an exam one week before the completion of hours required by the State Board of Cosmetology for graduation.

Students must have a grade of 70% or higher to be approved for taking the State Board Exam.

REFERENCES:

1. Standard Textbook of Barbering
2. Van Dean Manual.
3. Barbering Teacher Training Manual.
4. Workbook for Barbering Teacher Training Manual.
5. The Performance-Based Curriculum and the Course of Study for Barbering.
6. Lesson Planning for Barbering Training.

PERIODICALS:

1. Modern Salon.
2. American Salon.
3. National Beauty School Journal

GRADING POLICY

Students are graded according to the following system:

90% to 100%	Excellent
80% to 89%	Good
70% to 79%	Satisfactory
60% to 59%	Fair
59% or Below	Failure

ATTENDANCE:

Full-time students must attend at least 67% of all scheduled class time per month in order to be considered making satisfactory progress and to complete the course within the maximum time frame.

Diploma will be awarded upon completion of this course.

All courses are taught in English

SHAWNEE BEAUTY AND BARBER COLLEGE

COURSE TITLE:	ESTHETICIAN/FACIALIST
INSTRUCTOR:	INSTRUCTORS
TEXT:	Standard Textbook Milady Fundamentals Esthetics Fundamentals, Eleventh Edition 2016
TOTAL COURSE HOURS:	600 HOURS—30 CLOCK HOURS PER WEEK

COURSE DESCRIPTION:

A study of the basic principles of Esthetics, which include a basic understanding of the science of beautifying and improving the complexion and skin and the products used in their care. This course will prepare the student for an entry level position as an Esthetician/Facialist.

COURSE OBJECTIVES:

Upon completion of this course, the student shall have demonstrated competencies required to pass the State Board Examination and the ability to:

1. Understand the basic principles of hygiene of Esthetics Code of Ethics.
2. Basic understanding of various types of bacteria and their relationship to the spread of disease.
3. Sterilization and Sanitation, their differences, various methods used.
4. Basic foundations of facial manipulations
5. Basic foundations of facial waxing
6. Basic foundations of eyebrow and lash lift and tinting
7. Basic foundations of Microdermabrasion
8. Successful Management of Salon business

COURSE FORMAT:

The course will be a combination of lecture, demonstration and student participation. Students will demonstrate their knowledge of the Esthetics theory and application ability through their completion of the required practical and clinic activities. Instruction will be supplemented by guest artists, visual aids, and other instructional techniques

COURSE CONTENT:	(Unit Outline)	Hrs
I.	History and Career Opportunities in Esthetics	10
	A. History of Skin Care B. Style, Skin Care and Grooming Throughout the Ages C. Career Paths for Esthetician/Facialist	
II.	Life Skills	15
	A. Life Skills B. Psychology of Success C. Study Skills D. Managing Your Career E. Goal Setting F. Time Management G. Maintaining Professional Standards H. Personality Development and Attitude	
III.	Your Professional Image	15
	A. Beauty and Wellness B. Appearances Count C. Your Physical Presentation	
IV.	Communicating for Success	15
	A. Human Relations B. Communication Basics C. The Client Consultation D. Special Issues in Communication E. In Salon Communication	

V.	Infection Control: Principles and Practices	40
	A. Regulation	
	B. Principles of Infection	
	C. Principles of Prevention	
	D. Universal and Standard Precautions	
	E. The Professional Salon Image	
	F. Disinfecting Nonelectrical Tools and Implements	
	G. Aseptic Procedure	
	H. Proper Hand Washing	
VI.	General Anatomy and Physiology	40
	A. Cells	
	B. Tissues	
	C. Organs and Body Systems	
	D. The Skeletal System	
	E. The Muscular System	
	F. The Nervous System	
	G. The Circulatory System	
	H. The Lymphatic/Immune System	
	I. The Endocrine System	
	J. The Digestive System	
	K. The Excretory System	
	L. The Respiratory System	
	M. The Integumentary System	
	N. The Reproductive System	
VII.	Basics of Chemistry	30
	A. Chemistry	
	B. Matter	
	C. Potential Hydrogen	
	D. Chemical Reactions	
	E. Chemistry as Applied to Cosmetics	
VIII.	Basics of Electricity	30
	A. Electricity	
	B. Electrical Equipment Safety	
	C. Electrotherapy	
	D. Light Energy, Lasers, and LED	
IX.	Basics of Nutrition	30
	A. Nutrition Recommendations	
	B. Nutrition for the Skin	
	C. Macronutrients	
	D. Micronutrients: Vitamins and Minerals	
	E. Nutrition and Esthetics	
	F. Water and the Skin	
	G. Self-Care and the Esthetician/Facialist	
X.	Physiology & History of the Skin	30
	A. Skin Facts	
	B. Skin Functions	
	C. Layers of the Skin	
	D. Hair Anatomy	
	E. Nail Anatomy	
	F. Nerves	
	G. Glands	
	H. Skin Health	

XI.	Disorders and Diseases of the Skin	30
	<ul style="list-style-type: none"> A. Dermatology and Esthetics B. Lesions of the Skin C. Disorders of the Sebaceous Glands D. Disorders of the Sudoriferous Glands E. Inflammation of the Skin F. Pigmentation Disorders G. Hypertrophies of the Skin H. Skin Cancer 	
XII.	Skin Analysis	30
	<ul style="list-style-type: none"> A. Skin Types are Genetically Determined B. Sensitive Skin C. The Fitzpatrick Scale D. Diverse Skin Pigmentation E. Skin Types versus Skin Conditions F. Factors that Affect the Skin G. Healthy Habits for the Skin H. Contraindications I. Client Consultations J. Performing a Skin Analysis 	
XIII.	Skin Care Products: Chemistry, Ingredients, and Selection	30
	<ul style="list-style-type: none"> A. Cosmetic Chemistry B. Product Safety C. Ingredients D. Aromatherapy E. Ingredients for Mature Skin F. Product Selection G. Home-Care Products H. Choosing a Product Line 	
XIV.	The Treatment Room	25
	<ul style="list-style-type: none"> A. The Esthetician/Facialist's Presentation B. Creating a Professional Atmosphere C. Furniture, Equipment, and Room Set Up D. Treatment Room Supplies, Disposables, and Products E. Three-Part Procedure F. Room Preparation G. After the Facial: Decontamination Procedures H. Saving Resources and Money with Green Practices I. The Green Facility 	
XV.	Facial Treatments	30
	<ul style="list-style-type: none"> A. Facial Treatment Benefits B. Esthetician/Facialist Skills and Techniques C. Treatment and Client Preparation D. Key Elements of the Basic Facial Treatment E. The Mini-Facial F. Treatments for Different Skin Types and Conditions G. Acne Facials H. Men's Skin Care 	
XVI.	Facial Massage	25
	<ul style="list-style-type: none"> A. The Benefits of Massage B. Incorporating Massage during the Facial Treatment C. Massage Contraindications D. Types of Massage Movements E. The Dr. Jacquet Movement F. Alternative Massage Techniques G. The Basic Facial Massage Technique 	
XVII.	Facial Machines	30
	<ul style="list-style-type: none"> A. Electrotherapy B. Magnifying Lamp C. Wood's Lamp D. Rotary Brush E. Steamer 	

	F. Vacuum Machine	
	G. Galvanic Current	
	H. High-Frequency Machine	
	I. Spray Machines	
	J. Paraffin Wax Heater	
	K. Electric Mitts and Boots	
	L. Purchasing Equipment	
XVIII.	Hair Removal	30
	A. Morphology of the Hair	
	B. Hair Growth Cycle	
	C. Characteristics and Differences in Hair Growth	
	D. Methods of Hair Removal	
	E. Temporary Hair Removal Methods	
	F. Waxing Techniques and Products	
	G. Room Preparation and Supplies	
	H. Contraindications for Hair Removal	
	I. Client Consultations	
	J. General Waxing Procedures	
XIX.	Advanced Topics and Treatments	30
	A. Chemical Exfoliation	
	B. Microdermabrasion	
	C. Laster Technology	
	D. Light Therapy	
	E. Microcurrent Machines	
	F. Ultrasound and Ultrasonic Technology	
	G. Spa Body Treatments	
	H. Cellulite	
	I. Manual Lymph Drainage	
	J. Medical Aesthetics	
XX.	The World of Makeup	25
	A. Color Therapy	
	B. Makeup Products and Formulations	
	C. Makeup Brushes	
	D. Products, Tools and Supplies	
	E. Infection Control	
	F. Client Consultations	
	G. Selecting Makeup Colors	
	H. Makeup Application Techniques	
	I. Face Shapes and Proportions	
	J. Corrective Makeup	
	K. Special-Occasion Makeup	
	L. Makeup Application for the Camera and Special Events	
	M. Camouflage Makeup	
	N. Artificial Eyelashes	
	O. Lash and Brow Tinting	
	P. Other Eyelash Services	
	Q. Permanent Cosmetic Makeup	
	R. A Career as a Makeup Artist	
	S. Freelance Makeup Artistry	
	T. Retailing	
XXI.	Career Planning	20
	A. Preparing for Licensure	
	B. Preparing for Employment	
	C. Preparing Your Resume	
	D. The Job Search/Interviewing	
	E. On the Job	
	F. The Job Description	
	G. Employee Evaluation	
	H. Compensation	
	I. Independent Contractors	
	J. Managing Money	
	K. Finding the Right Role Models	
	L. Continuing Your Education	
	M. Planning Your Success	

XXII.	The Skin Care Business	20
	A. Going into Business for Yourself	
	B. The Importance of Keeping Good Records	
	C. Operating a Successful Skin Care Business	
	D. Public Relations	
	E. State Board Rules and Regulations	
XXIII.	Selling Products and Services	20
	A. Selling in the Skin Care Salon	
	B. Know Your Products and Services	
	C. Merchandising	
	D. Marketing	
	E. Client Value	
	F. Building a Clientele	
	G. Client Retention	
	H. Closing the Sale	
	I. Tracking Your Success	

COURSE EVALUATION:

Weekly exams are given on Friday. Students will be assigned a minimum number of requirements on each patron. Students will be given weekly grades based on practical experiences as well as mannequin and actual services performed on patrons in the clinic. Students will be given an exam one week before the completion of hours required by the State

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LICENSING REQUIREMENTS

All graduates are required to pass the Oklahoma State Board of Cosmetology exam to receive a license to practice in the state of Oklahoma. The exams are administered in Oklahoma City, Oklahoma as scheduled by the Oklahoma State Board of Cosmetology. The registration form is completed by the school certifying the graduation requirements are complete. The graduate is responsible for all costs related to the licensing requirements

SCHOOL RULES

1. All instruction will come from the instructor. One student is not to advise another in any phase of his/her training.
2. Students must not leave the school at any time without first notifying the school personnel and checking out.
3. Students may not check in and out for each other.
4. Students are assigned weekly duties. Students will perform all duties specified by school personnel.
5. Students must comply with all instruction, direction, and responsibilities at all times.
6. The lunch period is for 1 hour. Students must check in and out. Lunch time is from 11:30-1:00 pm.
7. Gum chewing, eating, etc., is permitted only in the break room.
8. Students must keep work stations and other areas clean and sanitary at all times.
9. School phones are for business purposes only. Personal calls should be limited. Messages will be taken for incoming calls.
10. Students may visit with each other in the break room and not in the presence of patrons.
11. Students may not take anything from the school without permission from the school personnel.
12. Personal items must be kept in your locker. The school is not responsible for stolen items.
13. Students must have hair neatly styled and make-up on before class.
14. Students are allowed one permanent wave or tint free of charge while in school.
15. Students will pay student prices for products used on their hair. Services must be paid for the same day.
16. Absolutely no PROFANE or VULGAR language at any time.
17. Students' children will be allowed in school for services only. Any family member will be expected to pay full prices for any services.
18. Personal items will be kept for 6 weeks after the student has left school. After that period they will be disposed of.
19. Professional ethics shall be practiced at all times.
20. The use of illegal drugs or alcohol before or during school hours is strictly prohibited. Students found in violation of this rule will be terminated immediately.
21. Smoking is allowed in designated area only.

CODE OF ETHICS

1. This school has as its principal objective the training of qualified cosmetologists, barbers, and nail technician/Manicuring to render the best possible service to patrons.
2. This school strives continuously to improve its operations in order to keep abreast with the ever-changing developments and new techniques in cosmetology.
3. This school observes all rules and regulations issued by the State Board of Cosmetology and Health Department.
4. This school encourages its instructors to keep abreast of the latest teaching methods in cosmetology in the way of reading educational books and attending teachers' refresher or advanced courses, workshops, and instructor's seminars.
5. This school takes part in educational conferences and regional meetings in order to advance the cosmetology profession.
6. This school makes use of acceptable teaching techniques and training aids (such as textbooks, workbooks, films, and other audio-visual aids) in order to provide the best possible training for its students.
7. This school purchases only high grade standard equipment, cosmetics, and supplies to be used for the instruction of its students.
8. This school maintains honest and fair relationships with its staff, students, patrons, state board and other schools.
9. This school advertises truthfully, and makes honest representation to its students.
10. This school refrains from any criticism, which reflects unfavorably on other schools and the cosmetology profession.

PRIOR CREDIT

Students utilizing VA education benefits must provide all transcripts and records of previous education and training. Shawnee Beauty and Barber College will evaluate these records and, when possible, grant appropriate credit for the previous education and/or training, shorten the length of the training program, and notify the student regarding the amount of credit being granted for previous training. The fees for books and supplies are included in tuition. Tuition for transfer or reentry students will be prorated based on current tuition price

STUDENT SERVICES

Counseling, group tutoring sessions, private tutoring sessions, referral to available service help organizations or substance abuse counseling

RE-ENROLLMENT PROCEDURE

Upon request for re-enrollment a check will be made to see if student is enrolled in any other school and a check about status. A check of any hours accrued at another school and a call to the State Board for the number of hours. All hours logged with the State Board will be accepted. A student who re-enrolls receives the same status they withdrew with.

SETTING GOALS

These are some of your educational objectives! What you choose to do with your vast education will be up to you and your goals in life. As a cosmetologist you could qualify for most any of these positions.

As a Manicurist, your choices relate directly to the hands and feet, as a facialist, your career moves are very versatile.

As an Instructor, teaching, supervising, and possibly owning your own school, are only a few of the many choices in the Cosmetology and Barber field.

If you love working with people and are willing to devote the time and energy necessary for real success, then this is the field for you!

Knowledge combined with determination, devotion, and energy will make your dreams come true!

PLACEMENT

Shawnee Beauty and Barber College offers placement assistance for graduates. The graduate is responsible for providing the school personnel office with current information as long as placement assistance is necessary. There is no guarantee of employment provided by this service.

TERMINATION POLICY

If a student fails to attend class, without notification, within a 14 calendar day period, he/she will be considered a withdrawal and terminated from the program. Any student that has two or more violations of the school rules or is in any violation of the anti-drug abuse policy may be terminated from Shawnee Beauty and Barber College.

OPPORTUNITIES FOR GRADUATES

Basic Cosmetology

Hair Stylist Self-Employed Cosmetologist Wig Stylist Owner or Manager of Salon Chain
Manicuring Artificial Nail Specialist Skin Specialist Retail Makeup Department Stores
Facialist Manufacturer Representative Salon Owner Beauty Products Salesperson
Color Analyst Permanent Wave Technician Nail Salon Owner Wig Salon Owner
Salon Supervisor Salon Manager Platform Artist Chromotologist
Styles Director Wig Specialist Make-up Beauty School Owner
Pedicurist Instructor for Manufacturer Demonstrator of Beauty Products
Manufacturer of Diversified Beauty Products Manager or Owner of Beauty Supply Store

Nail Technicia/Manicuring

Manicuring Artificial Nail Specialist Nail Salon Owner Styles Director
Sales Manager for Beauty Products Pedicurist Instructor for Manufacturer Manufacturer of Diversified Beauty Products

Basic Barber

HAIR STYLIST
SELF-EMPLOYED BARBER
WIG STYLIST
OWNER OR MANAGER OF SALON CHAIN
SALON MANGAGER
MANUFACTURER REPRESENTATIVE
COLOR ANALYST
PERMANENT WAVE TECHNICIAN
WIG SALON OWNER
PLATFORM ARTIST
SALON SUPERVISOR
STYLES DIRECTOR
WIG SPECIALIST
MAKE-UP ARTIST
SALON OWNER
BEAUTY PRODUCTS
SALESPERSON
SALES MANANGER FOR BEAUTY
PRODUCTS DEMONSTRATOR OF BEAUTY PRODUCTS
MANUFACTURES OF DIVERSIFIED BEAUTY PRODUCTS
MANANGER OF OWNER OF BEAUTY SUPPLY ESTABLISHMENT

Esthetician/Facialist

Facialist
Skin Specialist
Makeup Specialist
Hair Removal Specialist
Eyelash and Brow Specialist
Spa Esthetician/Manager/Owner

Master Instructor

Instructor and all the above