



(Dirección y lugar donde se lleva a cabo la instrucción)

7209 Seville Ave #2986-2988

Parque de la nuez, CA 90255

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CATÁLOGO ESCOLAR 2024/2025

Instrucción en las Artes del Cuidado del Cabello, las Uñas y la Piel

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Nuestro sitio web de Internet proporciona lo siguiente: Un catálogo de la escuela, la hoja informativa del rendimiento escolar para cada curso ofrecido por nuestra Institución; folleto para el estudiante, el informe anual más reciente presentado a la Oficina (BPPE) y un enlace al sitio web de la Oficina: www.bppe.ca.gov.

Alentamos a **todos los prospectos, personas interesadas y estudiantes** a ver y revisar el catálogo, la hoja informativa sobre el rendimiento escolar y el informe anual **en nuestro sitio web**.

"Como estudiante potencial, se le anima a revisar este catálogo antes de firmar un acuerdo de inscripción. También se le anima a revisar la Hoja de Datos de Rendimiento Escolar, que se le debe proporcionar antes de firmar un acuerdo de inscripción".

"Cualquier pregunta que un estudiante pueda tener con respecto a este catálogo que no haya sido respondida satisfactoriamente por la institución puede dirigirse a la Oficina de Educación Postsecundaria Privada en"

BPPE:

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BIENVENIDO

Bienvenido al maravilloso mundo del cuidado del cabello, las uñas y la piel. La Academia de Belleza y Barbería Semiramis le ofrece una atención personalizada con atención a sus necesidades y habilidades. Si estás orientado a las personas y estás dispuesto a aprender y estudiar, Semiramis Beauty and Barbering Academy te ayudará a abrir la puerta a tu futuro.

Como posible estudiante, se le anima a leer este catálogo antes de firmar un acuerdo de inscripción. Se anima a los posibles inscritos a visitar las instalaciones físicas de la escuela y a discutir los planes personales educativos y ocupacionales con el personal de la escuela antes de inscribirse o firmar acuerdos de inscripción.

DECLARACIÓN DE OBJETIVOS

Nuestra misión es brindar un servicio único y promover la confianza y la autoestima. Nuestro objetivo es cambiar la forma en que piensas sobre la belleza, para hacerla más agradable y productiva.

Nuestra principal misión vocacional es formar y producir graduados con la formación necesaria para buscar y encontrar empleo en la industria de la belleza. Maximizar el desarrollo y crecimiento personal para ayudar a cada estudiante a descubrir su potencial y eventualmente funcionar como cosmetólogo o barbero. El estudiante exitoso debe ser capaz de funcionar de manera efectiva en una de las muchas áreas de especialidad, tales como: estilista, colorista de cabello, especialista en cuidado de la piel, maquillador o experto en cera. La progresión normal debería llevarlo a puestos como experto en salón de belleza, gerente, propietario de salón o instructor de cosmetología. Semiramis se esfuerza por proporcionar a los estudiantes que buscan profesionalismo en los campos de la cosmetología y la barbería la educación para prepararlos para el empleo. Esto incluye:

- Preparar a los estudiantes con el conocimiento y las habilidades para aprobar los exámenes de la Junta de Barbería y Cosmetología del Estado de California.
- Capacitarlos y graduarlos para que sean efectivamente Peluqueros, Estilistas, Especialistas en Color / Químicos, Propietarios de Salones y Maquilladores, Esteticistas, Especialistas en Cuidado de la Piel, Manicuristas y / o Pedicuristas.
- Promover el profesionalismo al tiempo que se proporciona una cultura positiva y un entorno para el aprendizaje divertido.
- Preparar a los estudiantes para ser comercializables en su campo.
- Mantener un programa actualizado y crear un entorno de aprendizaje que atienda a varios estilos de aprendizaje que proporcionen a los estudiantes el conocimiento para completar su campo de estudio.

La operación de capacitación diaria de la academia Semiramis está bajo la instrucción de instructores calificados que aportan muchos años de experiencias valiosas dentro de la industria de la belleza y creen en continuar su educación para mantenerse al lado de los grandes cambios en nuestra industria.

Nuestros instructores aportan muchos años de experiencia administrativa, así como conocimientos técnicos al programa.

NO hemos celebrado un acuerdo de articulación con ningún otro colegio o universidad.

OBJETIVO

Nuestro objetivo principal en Semiramis Beauty and Barbering College es preparar a nuestros estudiantes para convertirse en miembros exitosos de la profesión de cosmetología y aprobar con éxito el examen de la Junta Estatal. Para cumplir con nuestro objetivo, no solo enseñamos las técnicas y el arte de la cosmetología; También enseñamos aplomo, encanto, autosuficiencia, prácticas comerciales e higiene personal. Encuestamos continuamente la profesión para mantenernos al tanto de las tendencias, diseños y técnicas actuales requeridas por los empleadores. Los maestros dan instrucción "individual" así como "en clase". Esta combinación ayuda a los estudiantes serios a alcanzar sus metas

HISTORIA

La Academia de Belleza y Barbería Semiramis se estableció en 2024. El objetivo de la administración es brindar un servicio positivo a la comunidad. Los métodos de enseñanza reflejarán todas las necesidades étnicas.

FACILIDAD

La Academia de Belleza y Barbería Semiramis es una estructura moderna con todo el equipo necesario y las ayudas de entrenamiento. La comodidad de los estudiantes y los clientes se tuvo en cuenta al diseñar la escuela. Toda la instrucción se lleva a cabo en esta ubicación 7209 Seville Ave. #2986-2988 Walnut Park, CA 90255. La ubicación tiene un excelente acceso desde y hacia las autopistas y cuenta con un estacionamiento más que amplio. La instalación tiene 3600 pies cuadrados de espacio que incluye 1 sala de teoría (clase), una gran área de clínica (servicio al cliente) con 25 estaciones de trabajo, 6 secadores de cabello, 8 tazones de champú, 2 camas para el cuidado de la piel y equipo de manicura, 1 oficina para el personal y 2 baños. Se anima a los futuros estudiantes a recorrer las instalaciones y discutir sus metas personales antes de firmar un acuerdo de inscripción. Hay un área de clínica, un área donde se realizan servicios químicos, una sección de manicura, una sección de esteticista y un área de secado. El aula de primer año tiene su propio laboratorio y área de secado. El aula teórica está equipada con vídeo y otras ayudas visuales. Las clases de la Academia de Belleza y Barbería Semiramis se abrirán para la inscripción mensualmente.

Nuestra Institución NO ofrece dormitorios; Sin embargo, si lo solicitan, ayudamos a los estudiantes a encontrar viviendas asequibles en el vecindario cercano; El apartamento de un dormitorio ronda alrededor de \$1000.00/mes; una casa de tres habitaciones, cuesta alrededor de \$2,600.00/mes.

DECLARACIÓN DE QUIEBRA

Semiramis Beauty and Barbering Academy NO tiene una petición de bancarrota pendiente, NO está operando como un deudor en posesión, NO ha presentado una petición dentro de los cinco años anteriores y NO ha tenido una petición de bancarrota presentada en su contra dentro de los cinco años anteriores que resultó en una reorganización bajo el Capítulo 11 del código de bancarrota de los Estados Unidos (11 U.S.C. Sec 1101 et seq.)

DECLARACIÓN DE NO DISCRIMINACIÓN

Semiramis Beauty and Barbering Academy no discrimina por motivos de raza, color, religión, sexo, edad, discapacidad, estado financiero u origen étnico en sus políticas de admisión, instrucción o graduación.

Somos una institución privada aprobada por la oficina y esta aprobación para operar significa el cumplimiento de los estándares estatales establecidos en la CEC y 5, CCR.

ADMINISTRACIÓN

La Academia de Belleza y Barbería Semiramis está dirigida por Rosa María Bohon-Meza

Rosa María Bohon-Meza	Director de la escuela, CEO/CFO/COO
Nicanor Meza	Administrador
Virginia Hernández	Supervisor Académico CAO

INSTRUCTORES

Todos los instructores tienen conocimientos avanzados y experiencia en su campo y comprenden la importancia de la formación teórica y práctica necesaria para que un estudiante tenga éxito en cualquier programa de estudio en el que esté inscrito. Todos los instructores están autorizados por la Junta de Barbería y Cosmetología de California.

Rosa Maria Bohon-Meza Directora/Cosmetología/Esteticista/Instructora de manicura

Ha estado en el campo de la cosmetología y la barbería con más de 30 años de experiencia.

Virginia Hernandez Instructora de Cosmetología/Esteticista/Manicura, más de 4 años de experiencia

Nelida --Instructor de Barbería Salazar/más de 3 años de experiencia

REQUISITOS DE ADMISIÓN PARA TODOS LOS PROGRAMAS

Los estudiantes son admitidos bajo los siguientes criterios:

Los siguientes son los requisitos para la admisión a la Academia de Belleza y Barbería Semíramis:

- El solicitante debe tener al menos 18 años de edad. 17 años de edad es aceptable si el estudiante tiene un diploma de escuela secundaria o el equivalente. **No se acepta la posibilidad de beneficiar a los estudiantes de ATB.**
- El solicitante debe pagar una tarifa de inscripción no reembolsable de \$ 100.00.
- Tener una tarjeta de identificación válida emitida por el gobierno (licencia de conducir de cualquier estado)
- El solicitante debe tener un diploma de escuela secundaria o su equivalente (GED). Esta institución no ofrece servicios de inglés. Todos los diplomas de escuela secundaria extranjeros deben ser traducidos, evaluados y certificados como equivalentes a un diploma de escuela secundaria de EE. UU. por un servicio de traducción de terceros (como USCES, entre otros).
- Una tarjeta de Seguro Social o ITIN válida
- Al ingresar, los estudiantes deben asistir a una orientación obligatoria establecida por el personal administrativo.
- Nuestra Academia no ofrece programas de estudio en el extranjero y no ofrece servicios de visa ni avala el estado del estudiante, ni ningún cargo asociado.
- Los solicitantes que emigraron a los Estados Unidos y que no puedan proporcionar una copia real de un diploma de escuela secundaria o su equivalente, tendrán que obtener un GED.

POLÍTICA Y PROCEDIMIENTOS DE TRANSFERENCIA A SEMIRAMIS BEAUTY and BARBERING Academy

Además de los requisitos de admisión enumerados anteriormente, las personas que deseen transferirse a Semiramis Beauty and Barbering Academy **deben presentar una prueba de capacitación o una transcripción con la solicitud completada de Semiramis Beauty and Barbering Academy**. Los estudiantes que se transfieran deberán realizar una prueba de evaluación para determinar la ubicación adecuada del curso y la cantidad de horas que Semiramis Beauty and Barbering Academy aceptará para transferirse a la Academia. Será necesario comprar un kit de estudiante nuevo o complementario si sus suministros y / o equipo no cumplen con el contenido requerido del kit de estudiante para completar su programa.

TRANSFERENCIA DE CRÉDITOS SOLICITANTES

Además de los requisitos de admisión mencionados anteriormente, las personas que deseen inscribirse en un programa en el que se haya realizado una capacitación previa al obtener una licencia de California, la Academia puede aceptar créditos y horas de capacitación previa de otro programa según lo permita la Junta de Barbería y Cosmetología de California. El solicitante debe tener una licencia válida de Cosmetólogo/Esteticista (Cosmetólogo)/Barbero/Manicurista de California y presentar una copia con la licencia con la solicitud de Academia de Belleza y Barbería Semiramis completada.

DIVULGACIONES:

Semiramis Beauty and Barbering Academy no acepta estudiantes extranjeros. (Estudiantes con visa M-1). Semiramis Beauty and Barbering Academy no ofrece Título IV, Ayuda Financiera en ningún momento. Semiramis Beauty and Barbering Academy no tiene acreditación en este momento.

POLÍTICA DE RETIRO Y REINGRESO

Los estudiantes con buena reputación, que deben retirarse debido a circunstancias atenuantes y que deseen regresar, deben notificar al Director / Administración antes de ausentarse diez (10) días consecutivos de clase. Se le aconsejará al estudiante que determine si un permiso de ausencia sería más apropiado. Si el estudiante y el personal de la escuela acuerdan un retiro, se otorgará y el estudiante puede regresar a la escuela dentro de los seis meses posteriores al último día de asistencia del estudiante, siempre que se hayan pagado todas las tarifas y cargos, según la política de reembolso, para la inscripción actual.

El estado de un estudiante que reingresa a la escuela es el mismo estado de progreso que cuando se fue. El estudiante debe pagar una cuota de reinscripción de \$150.00 que se cobrará por las pruebas escritas y los materiales. El estudiante es responsable de todos los materiales que se entregaron el primer día de clase (libros/kit/etc.). Se requiere que el estudiante tenga estos elementos todos los días para estar listo para completar todas las tareas teóricas y prácticas. Se respetarán los cargos totales de matrícula que aparecen en el acuerdo de inscripción original (contrato). No se perderán créditos por horas u operaciones.

Todos los estudiantes que se retiren pueden volver a ingresar al programa sin la pérdida de horas de reloj, siempre que sea dentro de DOS (2) años a partir de la fecha de retiro. Todos los registros de los

estudiantes se almacenan durante seis (6) años. La institución se reserva el derecho de evaluar la matrícula previa y de verificar que el estudiante estaba al día con la institución antes de que el estudiante sea aceptado para la reinscripción. Si se solicita la reinscripción después de seis (6) meses a partir de la fecha oficial de retiro, se cobrarán la matrícula actual, las tarifas y los costos de suministros durante el proceso de reinscripción.

HORARIO DE OFICINA

La Academia de Belleza y Barbería Semiramis está abierta de lunes a sábado en el siguiente horario:

Lunes – Viernes	8:30 – 14:30
Sábado	9:00 a.m. – 2:00 p.m.

Semiramis Beauty and Barbering Academy ofrece los siguientes horarios de clases:

Lunes – Viernes (turno mañana)	8:30 – 14:30
Lunes – Viernes (turno tarde)	4:00 a.m. – 8:00 p.m.
Sábado para TODOS los estudiantes	9:00 a.m. – 2:00 p.m.

IDIOMA DE INSTRUCCIÓN Y REQUISITO DE COMPETENCIA

Todos los programas se imparten en inglés y español.

El dominio del inglés se basa en los estándares de comprensión lectora de^{10º} grado de las escuelas públicas.

EVALUACIÓN CREDITICIA

Si por alguna razón imprevista un estudiante debe interrumpir el curso de estudio, la Junta de Barbería y Cosmetología de California (BBC) establece que las horas de esfuerzo aplicado acumuladas serán válidas para siempre a partir de la fecha de retiro. Se otorgará el crédito apropiado por la capacitación previa después de la revisión y verificación por parte de los funcionarios de la Academia de su validez bajo la Ley de la BBC y las Reglas y Regulaciones. Ocasionalmente, la aceptación de un estudiante por parte de la Academia dependerá completamente de una evaluación por parte de la BBC.

AVISO SOBRE LA TRANSFERIBILIDAD DE LOS CRÉDITOS Y CREDENCIALES OBTENIDOS EN NUESTRA INSTITUCIÓN

La transferibilidad de los créditos que obtenga en Semiramis Beauty and Barbering Academy queda a la completa discreción de la institución a la que desee transferir. La aceptación del diploma que obtiene en el programa educativo también queda a la completa discreción de la institución a la que desea transferirse. Si los créditos o diplomas que obtiene en esta institución no son aceptados en la institución a la que desea transferirse, es posible que deba repetir algunos o todos sus cursos en esa institución. Por esta razón, debe asegurarse de que su asistencia a esta institución cumpla con sus objetivos educativos. Esto puede incluir ponerse en contacto con una institución a la que desee transferirse después de asistir a Semiramis Beauty and Barbering Academy para determinar si sus créditos o diploma se transferirán.

HORARIO DE CLASES

Cada curso tiene inscripción abierta. Dado que los cursos se ofrecen de forma continua, todos los futuros estudiantes pueden comenzar las clases el primer lunes de cada mes. Para obtener información específica, comuníquese con el administrador de la escuela.

Ofrecemos programas diurnos y nocturnos en la Academia de Belleza y Barbería Semíramis. Su horario específico se desarrollará durante su reunión con el Administrador de Admisiones. Llegue a la escuela 15 minutos antes de la hora programada en su primer día para ser fichado y presentado al personal y a los estudiantes.

CALENDARIO ESCOLAR

La Academia de Belleza y Barbería Semiramis funciona de forma continua durante todo el año, excepto los siguientes días festivos:

Año Nuevo (31 de diciembre y 1 de enero)	Día del Trabajo
Día de los caídos	Día de Acción de Gracias
4 de julio	Día de Navidad (24 y 25 de diciembre)

Cuando se considere necesario, la escuela se reserva el derecho de convocar fechas de cierre adicionales. Luego, la escuela extenderá la fecha de graduación del estudiante por el número de fechas de cierre adicionales tomadas.

La escuela puede programar días libres adicionales con el debido aviso a los estudiantes y al personal.

ORIENTACIÓN

La orientación es obligatoria para todos los estudiantes y se lleva a cabo antes del primer día de clase. Todos los estudiantes inscritos deben asistir a la orientación el viernes anterior al primer día de clase. El miembro del personal que lleva a cabo la orientación proporcionará información general sobre el curso junto con los objetivos educativos del curso, las expectativas de la escuela, las reglas y regulaciones. Los estudiantes nuevos deben tener su catálogo, papel de notas y lápiz o bolígrafo para tomar notas.

CLASIFICACIÓN

Los estudiantes son calificados regularmente en teoría, trabajo práctico y asistencia. Las evaluaciones se miden sobre una base de percentil estándar y el porcentaje equivale a una calificación con letras. Los estudiantes deben mantener un promedio de "C" para un estado académico satisfactorio.

Periódicamente se entrega al estudiante una copia del informe de progreso. El sistema de calificación es el siguiente:

90% - 100%	Un	Excelente
80% - 89%	B	Bien
70% - 79%	C	Pasajero
Por debajo del 70%	D	Insatisfactorio

REQUISITOS DE GRADUACIÓN/DIPLOMA

Para graduarse, el estudiante debe cumplir con todos los requisitos de su programa de acuerdo con nuestra Política de Progreso Académico Satisfactorio y aprobar los exámenes finales (exámenes escritos), pagar toda la matrícula y las tarifas requeridas y completar las horas requeridas para el programa. En ese momento, el estudiante que se gradúe recibirá un diploma de la Academia de Belleza y Barbería Semiramis.

POLÍTICA DE PROGRESO ACADÉMICO SATISFACTORIO (SAP)

La Política de Progreso Académico Satisfactorio (SAP, por sus siglas en inglés) se aplica consistentemente a todos los estudiantes inscritos en la escuela. Se imprime en este catálogo para garantizar que todos los estudiantes reciban una copia antes de la inscripción.

El tiempo máximo (que no excede el 150% de la duración del curso) permitido para que los estudiantes completen cada curso con un progreso académico satisfactorio es:

Mañana	TIEMPO MÁXIMO ASIGNADO		Noche	
CURSO	SEMANAS	HORARIO PROGRAMADO	SEMANAS	HORARIO PROGRAMADO
Cosmetología – 1000 horas	28.5 semanas	M – F = 8:30 AM – 2:30 PM (35 HORAS SEMANALES)	40 semanas	M - F = 16:00 - 20:00
Barbería – 1000 horas	28.5 semanas	M – F = 8:30 AM – 2:30 PM (35 HORAS SEMANALES)	40 semanas	M - F = 16:00 - 20:00
Esteticista – 600 horas	17.5 semanas	M – F = 8:30 AM – 2:30 PM (35 HORAS SEMANALES)	40 semanas	M - F = 16:00 - 20:00
Manicura – 400 horas	11.5 semanas	M – F = 8:30 AM – 2:30 PM (35 HORAS SEMANALES)	40 semanas	M - F = 16:00 - 20:00
Para TODOS los horarios		Sábado 9:00 AM – 2:00 PM		Sábado 9:00 AM – 2:00 PM

PERÍODOS DE EVALUACIÓN Los estudiantes son evaluados para el Progreso Académico

Satisfactorio en los siguientes puntos de las horas "programadas" de finalización:

Cosmetología Programas de 1000 horas: 450 y 900 horas programadas.

Programas de barbería de 1000 horas: 450 y 900 horas programadas.

Esteticista Programas de 600 horas: 300 y 600 horas de horas programadas.

Manicura Programas de 400 horas: 200 y 400 horas de horas programadas.

*Estudiantes transferidos - Punto medio de las horas contratadas o de los periodos de evaluación establecidos, lo que ocurra primero. Las evaluaciones determinarán si el estudiante ha cumplido con los requisitos mínimos para un progreso académico satisfactorio. La frecuencia de las evaluaciones garantiza que los estudiantes hayan tenido al menos una evaluación a mitad del curso.

EVALUACIÓN DEL PROGRESO DE LA ASISTENCIA

Se requiere que los estudiantes asistan a un mínimo del 70% de las horas posibles según el horario de asistencia aplicable para que se considere que mantienen un progreso satisfactorio de la asistencia. Las evaluaciones se llevan a cabo al final de cada período de evaluación para determinar si el estudiante ha cumplido con los requisitos mínimos. El porcentaje de asistencia se determina dividiendo el total de horas acumuladas por el

número total de horas programadas. Al final de cada período de evaluación, la escuela determinará si el estudiante ha mantenido al menos un 70% de asistencia acumulada desde el inicio del curso, lo que indica que, dada la misma tasa de asistencia, el estudiante se graduará dentro del período máximo permitido.

EVALUACIONES DE PROGRESO ACADÉMICO

El elemento cualitativo utilizado para determinar el progreso académico es un sistema razonable de calificaciones determinado por el aprendizaje académico asignado. A los estudiantes se les asigna un aprendizaje académico y un número mínimo de experiencias prácticas. El aprendizaje académico se evalúa después de cada unidad de estudio. Las tareas prácticas se evalúan como completadas y se cuentan para la finalización del curso solo cuando se califican como satisfactorias o mejores (el sistema informático reflejará la finalización de la tarea práctica como una calificación del 100%). Si la actuación no cumple con los requisitos satisfactorios, no se cuenta y se debe repetir la actuación. Se llevarán a cabo al menos dos evaluaciones integrales de habilidades prácticas durante el curso de estudio. Las habilidades prácticas se evalúan de acuerdo con los procedimientos de texto y se establecen en los criterios de evaluación de habilidades prácticas adoptados por la escuela. Los estudiantes deben mantener un promedio de calificaciones escritas del 70% y aprobar un examen FINAL escrito y práctico antes de la graduación. Los estudiantes deben compensar los exámenes reprobados o perdidos y las tareas incompletas. Las calificaciones numéricas se consideran según la siguiente escala:

90% - 100%	Un	Excelente
80% - 89%	B	Bien
70% - 79%	C	Pasajero
Por debajo del 70%	D	Insatisfactorio

FACTORES A EVALUAR

- Teoría
- Trabajo práctico

ADVERTENCIA

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation. Students will be considered making Satisfactory Academic Progress.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next

evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for determining when the allowable maximum time frame has been exhausted.

TUITION AND FEE SCHEDULE

Total charges are for both the entire educational programs and period of attendance.

FEES and CHARGES

	Barbering 1000 Hours	Cosmetology 1000 Hours	Esthetician 600 Hours	Manicuring 400 Hours
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# of Weeks to Complete (morning shift)	29 Weeks/35 Hours per week	29 Weeks/35 Hours per week	29 Weeks/35 Hours per week	29 Weeks/35 Hours per week
# of Weeks to Complete (evening shift)	40 Weeks/25Hours per week	40 Weeks/25 Hours per week	40 Weeks/25 Hours per week	40 Weeks/25 Hours per week
Tuition	\$7500.00	\$7500.00	\$4500.00	\$3000.00
Application Fee (non-refundable)	\$100.00	\$100.00	\$100.00	\$100.00
STRF (non-refundable)	\$0.00	\$0.00	\$0.00	\$0.00
Books and Kit	\$800.00	\$1000.00	\$600.00	\$400.00
Hourly	\$7.50	\$7.50	\$7.50	\$7.50
TOTAL	\$8400.00	\$8600.00	\$5200.00	\$3500.00

FINANCIAL AID: (No financial aid is offered at this time: NO Title IV)

Financial Assistance: Payment Plans are accepted with a down payment. Monthly payments will be calculated according to the scheduled completion date of the enrollment agreement.

*Charges for a period of attendance and the estimated schedule of total charges for the entire educational program are the same.

*Books & Kit – Please allow 2 weeks for the kit & supplies to be provided and it is **non-refundable** once the student receives the kit & supplies.

EXTRA INSTRUCTIONAL CHARGES

Semiramis Beauty and Barbering Academy will charge additional tuition for hours remaining after the enrollment agreement end date at the rate of \$7.50 per hour, payable in advance until graduation.

METHODS OF PAYMENT

School may arrange a mutually agreeable payment plan. Payments are acceptable by cash, check, credit card and or cashier check.

STUDENT TUITION RECOVERY FEE. (STRF) The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be repaid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225 Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to -have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
 3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
 4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
 5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
 6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
 7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.
- To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

REFUND POLICY – STUDENT’S RIGHT TO CANCEL

All refunds are based on scheduled hours.

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due, the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. A student must notify the institution of his/her withdrawal in writing.
3. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
4. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
5. In types 2 and 3, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person. For students who enroll and begin classes but withdraw prior to course completion (after seven business days of signing the contract), the following schedule of tuition earned by the school applies:

All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

Students who drop, withdraw, or terminate prior to course completion are charged a termination fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges that the students may have incurred at the institution (extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

Determination of Withdrawal from School

The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the Registrar office of your intent to withdraw. Only the Registrar office would be authorized to accept a notification of your intent to withdraw.

The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.

The date you fail to attend classes for a two-week period (14 days) and fail to inform the school that you are not withdrawing. (Unofficial withdrawal) The college monitors attendance at least once in every fourteen (14) days.

The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA. If a student on an approved LOA notifies the college that he or she will not be returning, the date of withdrawal determination is the earlier of the scheduled date of return from LOA or the date the student notifies the college that the student will not return.

COURSE CANCELLATION

If a course is canceled after a student's enrollment and before instruction in the course has begun, the school shall at its option:

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at schools in the neighborhood.

SCHOOL CLOSURE

If the school closes after a student's enrollment and before instruction in the course has begun, the school shall at its option:

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at schools in the neighborhood.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid funds.

STUDENT SERVICES AND POLICIES DISCLOSURE & MAINTENANCE OF EDUCATIONAL RECORDS

Adult students and parents/guardians of dependent minor students have the right to inspect, review, and challenge information contained in the student's educational records. The files are in a safe, locked area of the administrative office and are inaccessible to the student unless the student requests to review the file. During this review, a staff member must provide supervision and interpretation of the records. Educational records are defined as files, materials, and documents which contain information directly related to the students. These records will be maintained for a minimum of five years after graduation or the last day of attendance. Transcripts are maintained forever. Students are not entitled to inspect the financial records of their parents. Written consent is required from a student or guardian before educational records, or any other information may be disclosed to third parties except for accrediting commissions or governmental agencies so authorized by law.

PRIVACY POLICY

Students and parents/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. Any third-party request for information will require written authorization from the student or parent/guardian of a dependent minor. Semiramis Beauty and Barbering Academy requires a release form be completed for each third-party request of information. Semiramis Beauty and Barbering Academy provides access to student records without written consent to its accrediting agency, the United States Department of Education, the State Licensing Agency, and other school officials. The institution maintains a record of all release forms and requests for information.

ADVISING POLICY/PROCEDURE

Students will be advised on an individual basis for matters pertaining to education and professional growth. The types of advice will vary according to each student's evaluation. Students' strengths and weaknesses are assessed. In cases of unsatisfactory progress, a formal advising session must be documented. Referral to appropriate agency is available at the Academy Office.

PLACEMENT & EMPLOYMENT

Once a diploma has been awarded for Cosmetology or Barbering, the graduate must pass the California exam to receive the license to work in California. Once all requirements are met for your chosen field, Semiramis Beauty and Barbering Academy will assist you in securing employment. Although we cannot guarantee placement, we offer employment referrals and placement assistance upon graduation and at any time thereafter by posting requests from salons for graduates interested in employment. Training in preparation for employment is an integral part of our curriculum.

LIBRARY

There is an area with computers and internet access as well as reference books, videos to support the educational programs at Semiramis Beauty and Barbering Academy.

Students have access to our resources with the instructor's approval.

DRUG AND ALCOHOL ABUSE POLICY

The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include

suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

ABUSE PREVENTION PROGRAMS

Any individual associated with the Academy who is seeking information, counseling or assistance concerning Drug/Alcohol/Adult/Child Abuse and/or Domestic Violence Prevention may call or visit the individual/agency:

Southern California Alcohol & Drug Programs - Heritage House Village
405 South Rose Street Unit 102 Anaheim, CA 92805
(714) 999 - 5960

California Hispanic Commission Casa Elena
832 South Anaheim Blvd. Anaheim, CA 92805
(714) 772 - 5580 12

Adult Abuse Service 1-800-451-5155
Child Protective Services 1-800-442-4918
Domestic Violence Hotline (714) 992 - 1931

SEXUAL HARASSMENT POLICY

Sexual harassment will not be tolerated. Any incident of harassment should be immediately reported to the instructor and to the school director. Disciplinary action(s) including suspension through expulsion and referral to local law enforcement will take place if harassment and/or stalking is occurring or has happened. The accused and the accuser are entitled to the same opportunities to have others present during a disciplinary proceeding and both the accuser and the accused will be informed of the outcome of all disciplinary proceeding brought alleging a sex offense. A victim has the option to change her/his schedule after an alleged sex offense.

Harassment is any unwanted sexual attention, verbal or non-verbal or written, touching or innuendo by male or female. This includes stalking and other predatory behaviors. Stalking is defined as "a course of conduct directed at a specific person that involves repeated (two or more occasions) visual or physical proximity, non-consensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person fear." (from the National Institute of Justice) Stalking can be conducted in person or via electronic mechanisms (phone, fax, GPS, cameras, computer spyware, or the Internet). Cyberstalking—the use of technology to stalk victims—shares some characteristics with

real-life stalking. It involves the pursuit, harassment, or contact of others in an unsolicited fashion initially via the Internet and e-mail.

LEAVE OF ABSENCE POLICY

Students may experience extended personal, medical, or other problems which make it difficult to attend class. This institution may allow a student under such circumstances to take a Leave of Absence (LOA), from the program. Students needing a LOA for medical, health, welfare or travel must do so in writing and signed and submit it in advance of the leave. Occasionally, unforeseen circumstances prevent the student from requesting a LOA in advance (i.e., an injury in a car accident which requires extended hospitalization). When certain exceptions apply, as with the example given, notification to the administration office by phone text, email or fax must be done as soon as possible for documentation purposes. The beginning date of the approved LOA is determined by the institution to be the first date that the student was unable to attend the institution because of the event.

In such cases, upon return, documentation to verify the need for the LOA may be requested, and signatures will be required in order to extend the anticipated completion date equally to absences. There must be a reasonable expectation that the student will return from the LOA in order for a LOA to be approved. Students who are granted LOAs will not be assessed any additional charges while they are on LOAs. No refund calculations will be performed during the LOA. Additionally, the student's contract will be extended by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initiated by all parties or an addendum must be signed and dated by all parties. The maximum allowed time on LOA cannot exceed 180-days.

A student who fails to return from a LOA will be considered dismissed (dropped), as of the class of last attendance prior to the start of the LOA.

GRIEVANCES/COMPLAINTS/STUDENT RIGHTS POLICY

All complaints will be taken seriously. They are to be addressed first to your instructor in a calm and courteous manner. If the matter is not resolved, it should then be taken directly to the school Administrator. If the student feels that the complaint is of a serious nature, it should be put in writing and submitted to your instructor and the school administrator. It need only be handwritten neatly enough to be legible. Please detail the exact nature of the problem, citing specific concerns. The complaint will then be resolved as quickly and as fairly as possible.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the **Academy Director, Mrs. Rosa Maria Bohon-Meza**.

A student or any member of the public may file a complaint about this institution with the: Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form which can be obtain on the Bureau's internet website: www.bppe.ca.gov

TOOLS AND EQUIPMENT

Students will ensure that all property of the school remains on the premises at all times. Books and working supplies must be paid for before commencing the course and the student is required to have these each day to be ready to do all practices assigned.

COURSES OF STUDY

Currently Semiramis Beauty and Barbering Academy is approved to offer Cosmetology for 1000 Clock Hours; Barbering for 1000 Clock Hours; Esthetician for 600 Clock Hours and Manicuring for 400 Clock Hours

Each course of study consists of the state mandated technical instructional and practical operations covering all practices constituting the art & science of Cosmetology or Barbering.

GAINFUL EMPLOYMENT DISCLOSURES

PROGRAM	COSMETOLOGY	BARBERING	ESTHETICAN	MANICURING
CIP Code + Level	12.0401-001	12.0402-001	120409-001	12.0410-001
RELATED OCCUPATIONS	39-5012 Hairdressers, Hairstylists, and Cosmetologists 39-5093 Shampooers 39-5091 Makeup Artists, Theatrical and Performance 39-5092 Manicurists and Pedicurists 39-5094 Skin Care Specialists 25-1194 Vocational Education Teachers, Postsecondary 11-9033 Education Administrators, Postsecondary 41-2031 Retail Salespersons 43-4051 Customer Service Representative	39-5012 Hairdressers, Hairstylists, and Cosmetologist and Barbers 39-5093 Shampooers 39-5094 Skin Care Specialists 25-1194 Vocational Education Teachers, Postsecondary 11-9033 Education Administrators, Postsecondary 41-2031 Retail Salespersons 43-4051 Customer Service Representative	39-5094 Skin Care Specialists 39-5091 Makeup Artists, Theatrical and Performance 25-1194 Vocational Education Teachers, Postsecondary 11-9033 Education Administrators, Postsecondary 41-2031 Retail Salespersons 43-4051 Customer Service Representative	39-5092 Manicurists and Pedicurists 25-1194 Vocational Education Teachers, Postsecondary 11-9033 Education Administrators, Postsecondary 41-2031 Retail Salespersons 43-4051 Customer Service Representative

COSMETOLOGY 1000 CLOCK HOURS

COSMETOLOGY CURRICULUM DESCRIPTION

Completing 1000 hours of applied effort and the following technical and operational requirements, a student will learn the art and science of cosmetology which includes hair cutting, styling, coloring and chemical services, skin, and nail care.

Graduates, once licensed, can secure positions as a hairstylist, chemical specialist, color specialist, make-up artist, skin care or manicuring specialist. Successful graduates will have the knowledge and skills needed to pass the required California State Board examination for Cosmetology licensure.

COURSE GOALS

- Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of cosmetology practices.
- Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Cosmetology and principles of hair design and styling, hair enhancements, nail care, skin care, hair change, and hair color.
- Demonstrations by students that they have met all the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

COURSE MATERIALS

- Milady Standard Cosmetology, 13th Edition - Milady Publishing Corporation
- 2021 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs
- Cosmetology kit
- Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT

Required by the California Board of Barbering and Cosmetology in preparation to take the licensing exam:

SUBJECT	Minimum Hours of Technical Instruction	Minimum Practical Operations
Cos. Act. Rules, and Regulations, Laws	20	
Cosmetology Chemistry	20	
Health and Safety/Anatomy	30	
Electricity	5	
Disinfection and Sanitation	20	80
Infection Control/Biology	25	
Hair Styling	30	75
Permanent Waving	15	30
Chemical Straightening	15	30
Hair Cutting	20	100
Hair Coloring/Bleaching	60	100
Facials – Manual	15	25
Facials – Electrical	15	25
Chemical Facials	10	25
Eyebrow Arching and Hair Removal & Lash Beautification	25	25
Make-Up	15	25
Manicuring	5	10
Pedicuring	5	10
Artificial Nails, Wraps, and Acrylics	20	50

TOTAL HOURS:**370 THEORY****630 PRACTICAL**

LEARNING METHODS

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor practice with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours (250 hours: depending on instructor's recommendations could be between 250 – 300 hours) and the associated practical and written tests.

GRADED ACTIVITIES

Written objective examinations

Practical demonstrations and evaluations of student performance

Practical Assessments

GRADE CHART

95% - 100%	A	Excellent
85% - 94%	B	Good
75% - 84%	C	Passing
Below 70% -	D	Unsatisfactory

BARBERING 1000 CLOCK HOURS

BARBERING CURRICULUM DESCRIPTION

Completing 1000 hours of applied effort including the following technical and operational requirements set forth by BBC, successful graduates will have the knowledge and skills needed to pass the required California state board examination for licensure and secure employment as a barber. Clipper, shears and razor cuts for men & women, shaves, color and chemical services are taught and practiced.

COURSE GOALS

- Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of barbering and barber shop management
- Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Barbering and principles of hair design and styling, hair goods, and hair coloring

- Demonstrations by students that they have met all the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

COURSE MATERIALS

- Milady Standard Professional Barbering, 5th Edition - Milady Publishing Corporation
- 2021 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs
- Barbering kit
- Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT

SUBJECT	Minimum Hours of Technical Instruction	Minimum Practical Operations
Laws, Rules, and Regulations	20	
Chemistry	20	
Health and Safety/Anatomy	30	
Electricity	5	
Hairstyling	30	125
Hair Cutting	20	175
Shaving	40	100
Microbiology/Infection Control	25	
Disinfection and Sanitation	20	80
Hair Waving and Straightening (chemical)	30	60
Hair Coloring, Tinting, and Bleaching	60	100
Men's Skin Analysis	10	
Men's Facials	10	40
TOTAL HOURS:	320 THEORY	680 PRACTICAL

LEARNING METHODS

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor practice with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours (250 hours: depending on instructor's recommendations could be between 250 – 300 hours) and the associated practical and written tests.

GRADED ACTIVITIES

Written objective examinations

Practical demonstrations and evaluations of student performance

Practical Assessments

GRADE CHART

95% - 100%	A	Excellent
85% - 94%	B	Good
75% - 84%	C	Passing
70% - 74%	D	Unsatisfactory
Below 70%	F	Fail

ESTHETICIAN 600 CLOCK HOURS

ESTHETICIAN CURRICULUM DESCRIPTION

Completing 600 hours of applied effort and the following technical and operational requirements, a student will learn the art and science of skin care which includes all skin care procedures.

Graduates, once licensed, can secure positions as a skin care specialist, spa technician, make-up artist. Successful graduates will have the knowledge and skills needed to pass the required California State Board examination for Esthetician licensure.

COURSE GOALS

- Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of cosmetology practices.

- Assimilation of knowledge in skin care, principles of electricity as they apply to all Skin care treatments.
- Demonstrations by students that they have met all the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

COURSE MATERIALS

- Milady Standard Skin Care, 10th Edition - Milady Publishing Corporation
- 2024 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs
- Esthetician kit
- Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT

Required by the California Board of Barbering and Cosmetology in preparation to take the licensing exam:

SUBJECT	Minimum Hours of Technical Instruction	Minimum Practical Operations
Cos. Act. Rules, and Regulations, Laws	20	
Cosmetology Chemistry	20	
Health and Safety/Anatomy	30	
Electricity	5	
Disinfection and Sanitation	20	100
Infection Control/Biology	25	
Facials – Manual	15	75
Facials – Electrical	15	75
Chemical Facials	10	50
Eyebrow Arching and Hair Removal & Lash Beautification	25	50
Make-Up	15	50
TOTAL HOURS:	200 THEORY	400 PRACTICAL

LEARNING METHODS

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor practice with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours (150 hours: depending on instructor's recommendations could be between 150 – 175 hours) and the associated practical and written tests.

GRADED ACTIVITIES

Written objective examinations

Practical demonstrations and evaluations of student performance

Practical Assessments

GRADE CHART

95% - 100%	A	Excellent
85% - 94%	B	Good
75% - 84%	C	Passing
Below 70% -	D	Unsatisfactory

MANICURING 400 CLOCK HOURSMANICURING CURRICULUM DESCRIPTION

Completing 400 hours of applied effort and the following technical and operational requirements, a student will learn the art and science of manicuring which includes all related to nail care procedures.

Graduates, once licensed, can secure positions as a manicuring specialist and nail technician. Successful graduates will have the knowledge and skills needed to pass the required California State Board examination for Manicuring licensure.

COURSE GOALS

- Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of cosmetology practices.
- Assimilation of knowledge in nail chemistry, principles of electricity as they apply to manicuring and principles of hand and feet skin composition care, nail.
- Demonstrations by students that they have met all the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

COURSE MATERIALS

- Milady Standard Nail Care, 8th Edition - Milady Publishing Corporation
- 2024 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs
- Manicuring kit
- Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT

Required by the California Board of Barbering and Cosmetology in preparation to take the licensing exam:

SUBJECT	Minimum Hours of Technical Instruction	Minimum Practical Operations
Cos. Act. Rules, and Regulations, Laws	20	
Cosmetology Chemistry	20	
Health and Safety/Anatomy	30	
Electricity	5	
Disinfection and Sanitation	20	100
Infection Control/Biology	25	
Manicuring	5	40
Pedicuring	5	20
Artificial Nails, Wraps, and Acrylics	20	100
TOTAL HOURS:	140 THEORY	260 PRACTICAL

LEARNING METHODS

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor practice with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours (80 hours: depending on instructor's recommendations could be between 80– 100 hours) and the associated practical and written tests.

GRADED ACTIVITIES

Written objective examinations

Practical demonstrations and evaluations of student performance

Practical Assessments

GRADE CHART

95% - 100%	A	Excellent
85% - 94%	B	Good
75% - 84%	C	Passing
Below 70% -	D	Unsatisfactory

SCHOOL RULES AND REGULATIONS

The following set of rules and regulations have been designed to help ensure your success and define the areas of obligation to which both the student and staff must adhere. Any violation of the rules and regulations will result in disciplinary action, up to and including suspension, probation, and/or termination.

I. ATTENDANCE POLICY/TIMECARDS

- A. Regular attendance plays a vital role in the successful operation of the academy and the development of our students. It is an important aspect to maintain professionalism and customer service.
- B. Students must notify their instructor if they will be unable to attend for the day, or if the student will be tardy.
- C. Students are expected to attend all sessions of the program in which they are enrolled as per their class schedules. 75% of attendance is required.
- D. Under no circumstance shall a student clock in or out for another student.
- E. Students may not leave class without the permission of the instructor.
- F. No student is allowed to leave the building unless clocked out. Any student clocked in and is not present within the building may lose credit for the entire day and may be subject to disciplinary action at the discretion of the instructor or school director.

- G. Lunch breaks are 30 minutes when the student schedule exceeds 6 hours. Each student may get a 15-minute break after 2 hours, and a second 15 minute-break at the 6th hour of an 8-hour day.

II. DRESS CODE /UNIFORMS

- A. No student will be allowed to remain in school without the proper uniform.
- B. School uniform (black) must be worn at all times while clocked in.
- C. Additional clothing such as sweaters, sweatshirts, and jackets should be black, preferably. Clothing must be clean, pressed, black pants (no leggings) without any holes, and solid black shirts.
- D. Full-coverage shoes must be worn at all times.
- E. Lab coats must be worn at all times.

III. PERSONAL CONDUCT

1. Students must complete the required hours of their program and pass all tests before being allowed to work on paying clients.
2. Any student who refuses customer service will be sent home.
3. All services must be paid for according to the institution's prices and approved by an instructor prior to beginning the service.
4. School products used by students during personal services must be paid for in advance and approved by the instructor.
5. Students are responsible to return all equipment and materials to the school after all services.
6. Refer any unsatisfied client to an instructor to resolve the situation.
7. Eating, drinking and chewing gum in work areas and classrooms are not allowed.
8. SMOKING is prohibited anywhere in the building. Smoking is not allowed within 20 feet of a building entrance.
9. No alcohol or illegal drugs are allowed on campus. Any student under the influence of such substance must clock out and seek a safe ride home. Violation of this rule may result in a student being reported to local authorities.
10. Sexual harassment will not be tolerated. Any incident of harassment should be immediately reported to the instructor and/or to the school director.
11. There is no personal phone calls allowed either while in class or working on a client.
12. No students are allowed behind the front desk unless they are assigned by the instructor.
13. Abusive, vulgar, profane language by a student is not allowed.
14. Tools, equipment and working areas must be clean and sanitary at all times.
15. Soiled towels are not to be left in the salon area.
16. Practice towels will be issued with kits and students are responsible for laundering and bringing towels to class. Towels are to be kept in a clean, covered container/bag.
17. The floor must be swept immediately after cutting hair.
18. Students will refrain from gossiping, vulgarity, profanity or discussing personal matters while in school.
19. All operations must be checked and signed by an instructor upon completion to receive credit.

20. It is the student's responsibility to replace kit items that are lost, stolen, or deficient.
21. Students' tools and equipment must be at the school and available to work on clients at all times.
22. Students must conduct themselves in a courteous professional manner and shall not create discord among other students or staff.
23. All homework must be turned in on time for credit towards your grade.
24. Re-tests are to be done within three days at the discretion of the instructor.
25. The school is not responsible for any personal items, equipment, or any other property that the student may have on the premises. All property belonging to the student that is on school premises is there at the sole risk of the student whether left in lockers or anywhere else on school property.
26. A student cheating on assignments or on a test may be terminated at the discretion of the instructor or director.
27. Cell phone usage is not allowed while on the clock and it must be on vibrate mode.
28. Social media: You are welcome to "friend" Semiramis Beauty and Barbering Academy on Facebook and Instagram. Please do not post comments about or pictures of fellow students, instructors, clients or any others affiliated with Semiramis Beauty and Barbering Academy on your Social Media accounts without written permission.
29. Parking Lot Disclaimer: Semiramis Beauty and Barbering Academy is not responsible for damages to, loss of, or thefts from vehicles parked on school premises.
30. No visitors will be permitted in the school except at the discretion of the supervisor. Persons dropping off or picking up a student are to wait outside of the school.

IV. DISCIPLINARY ACTION (Probation and Dismissal Policy) Any violation will be addressed to the student, documented, and kept in the student file.

1. A student may be sent home(dismiss) and may lose credit for the entire day at the discretion of the instructor or school director.
2. A student may be dismissed and/or placed on probation for a length of time at the discretion of the instructor or school director.
3. A student may be terminated(dismiss) at the discretion of the school director. Rules and regulations are intended to prepare the student for the workforce, enable the student to grow and conduct themselves in a professional manner, successfully compete in the job market, maintain an active employment status, and meet deadlines that are necessary for every day's life tasks and responsibilities.

BARBER AND COSMETOLOGY BOARD LICENSURE PROCEDURE

CAREERS IN BEAUTY & BARBERING

Mastering the art of these careers will qualify you to specialize in hair styling and designing, coloring, chemical services, skin care, make-up, manicuring, salon management, instructing and/or platform artistry. In choosing beauty or barbering as a career, you are assured of a rewarding, creative and innovative future by using your talents to reach and achieve your highest goals. If the student has

reached 17 years of age and has at least a 10th grade education, he/she is eligible to apply for the California Board of Barbering and Cosmetology examination.

SALARIES

A beginning careerist in the personal services industry can realize a comfortable income and the professional with more experience can increase his/her salary substantially.

PHYSICAL DEMANDS IN BEAUTY, BARBERING, and TEACHING

Although these professions are artistic and challenging careers in which one's talent can be nourished and expanded, it is attitude and desire which are most important for success. Dependability and ability to interpret a client's desires are most important and these traits should be emphasized.

A career in these fields requires physical demands that include:

- Standing for lengthy periods of time – Cosmetologists, Barbers, Cosmeticians, Teachers
- Walking throughout your workday
- Sitting for periods of time – Manicuring, Pedicuring, Facials
- Lifting supplies
- Bending – Shampooing, Facials, Pedicures
- Reaching for supplies
- Talking with clients
- Seeing, Reading & Comprehending written instructions, directions and observing clients

BACKGROUND CHECK

The Board of Barbering and Cosmetology requires a license for your chosen profession. After completing the required hours, passing the required exams, and paying all required costs and fees at Semiramis Beauty and Barbering Academy an application for the required examination, must be executed. Once you pass the state exam, you will receive your license to work in California in your chosen career.

**ACKNOWLEDGEMENT OF RECEIPT OF SCHOOL CATALOG PRIOR TO
SIGNING THE ENROLLMENT AGREEMENT**

I, _____, have read all the school rules and regulations and agree to abide by them. I have also received a copy of the school catalog.

(Student's Signature)

(Instructor's Signature)

(Date)