

School of Cosmetology

Johnson County Community College

Full-time class meets 40 hours per week

Monday through Friday, 8 a.m.-5 p.m.
Salon hours include Thursdays, 11 a.m.-8 p.m.
during the second semester (Clinical Cosmetology)
and third semester (Advanced Cosmetology).
Courses begin January (spring semester), June
(summer semester), and August (fall semester).

Deadline to Apply

- We accept 12 new Cosmetology students each semester (spring, summer, and fall).
- Priority deadlines: October 17 for the spring semester; February 15 for the summer semester; April 15 for the fall semester
- Applications accepted after priority deadline are based on availability.
- Cosmetology students are encouraged to apply for financial aid at least *two months* before the semester begins.

If you have a current Esthetics or Nail Technology license there will be a reduction in your Advanced Cosmetology course hours and tuition.

JCCC WEST PARK CENTER, COSMETOLOGY

9780 W. 87th STREET

OVERLAND PARK, KANSAS 66212

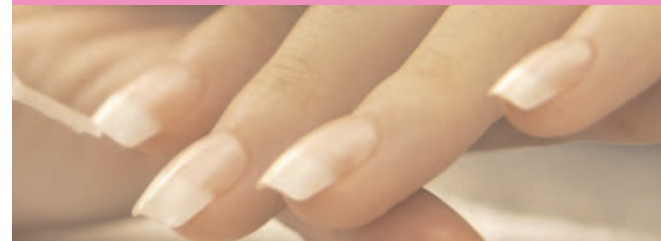
www.jccc.edu/home/depts/1244/site

If you would like us to mail you an information packet on our Esthetics, Nail Technology, or Instructor Training programs, please call 913-469-2390.

Hair



Nails



Skin Care



Contacts

AVS Admissions: 913-469-8500, ext. 4722

JCCC Salon: 913-469-2390

Table of Contents

	<u>Page #</u>
School of Cosmetology Program	3
Application Process	3
Selection Process	4
Tuition Deposit	4
Physician's Report	4
Transferability of Credits	4
Cosmetology, A.A.S.	5
Missouri Hours	5
Student Orientation	5
Attendance	5
Dress Code	5
Enrollment, Tuition, and Payment Information	6
Frequently Asked Questions	7

Notice of Nondiscrimination

JCCC is committed to a policy of nondiscrimination involving equal access to education and employment opportunity to all regardless of sex, race, age, religion, color, national origin, handicap or veteran status.

The administration further extends its commitment to fulfilling and implementing the federal, state and local laws and regulations as specified in Title IX and Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. For assistance in these areas, contact the office of the dean of Student Services, Johnson County Community College, 12345 College Blvd., Overland Park, KS 66210-1299, 913-469-8500, or director, Office of Civil Rights, HHS, Washington, DC 20201.

JCCC provides a range of services to allow persons with disabilities to participate in educational programs and activities. If you desire support services, contact the office of Access Services for Students with Disabilities at 913-469-8500, ext. 3521, or TDD 913-469-3885. The Access Services office is located in the Success Center on the second floor of the Student Center. If you feel you need these services, please contact the Access Services office prior to the first day of class.

SCHOOL OF COSMETOLOGY CERTIFICATION PROGRAM

The Johnson County Community College School of Cosmetology is a PIVOT POINT member school. The PIVOT POINT cosmetology curriculum is internationally recognized for the abilities and quality of its graduates. To complement this curriculum, JCCC's School of Cosmetology provides students with an exceptional instructional and salon facility. JCCC graduates are well prepared for the Kansas State Board of Cosmetology licensure examination and for successful work in the industry.

The Cosmetology Program (full-time)

One-year course of 1,500 clock hours divided into three semesters. Salon hours will begin upon completion of the first semester, 500 classroom hours. Provides theory and skill development in hair services (shampooing, cutting, shaping, curling, and coloring), nail services (manicures and artificial nails), and esthetics (skin care, facials, makeup, and waxing). Upon successful completion of the Cosmetology Course, students are prepared to take the Kansas State Board of Cosmetology examination, leading to professional licensure.

APPLICATION PROCESS

Submit the following documents to the mailing address listed **below**:

Completed Cosmetology application – there is no application fee.

Be sure to retain the PIN you indicate on your application.

Official High School Transcript or G.E.D. scores.

All foreign transcripts **must** be translated by Educational Credential Evaluators, Inc. (ECE) before priority deadline.

Kansas State Board of Cosmetology will **not** accept translation from any other company.

Contact ECE *direct* at 414-289-3400 or on the Web at www.ece.org

Official College Transcripts of all other colleges or universities you have attended.

Official transcripts **must** be sent directly from the school, college, or university. Hand-carried or faxed transcripts will **not** be accepted.

Mailing Address for application and transcripts:

JCCC/AVS Admissions

12345 College Blvd, Box 41

Overland Park, KS 66210

Take the COMPASS Test, which is a reading test with no time limitations. There is no cost for the test. The passing test score is 64 or higher. **After you submit your application you will receive a REFERRAL CARD in the mail. The card is required to take the test.**

Financial aid is only available for Cosmetology students. The short-term Nail Technology and Esthetics courses are not eligible for financial aid. Contact the Financial Aid Office at 913-469-3840 or go to the Student Services Center on the main campus for more information. Students are encouraged to apply as early as possible, so the process can be completed by the time of enrollment. **Late applicants must be prepared to pay tuition and fees by the payment deadline.**

Meet priority deadlines of October 17 for the spring semester; February 15 for the summer semester; April 15 for the fall semester. Applications *may* be accepted after these dates only on a space-available basis. If spaces become available, JCCC will contact the students with files that were *completed* after the deadline.

Only applicants who have a complete application file (application + COMPASS score + required official transcripts) will be granted an interview. **You will be called** to schedule an interview with the JCCC staff within one month **after** the priority deadline date.

Students who have previously applied must submit a new application and are considered a first time applicant. The student will then be notified of any information missing from his/her file.

Selection Process

All application documents, transcripts and the COMPASS test score must be received before a potential student will be interviewed. The applicants will be interviewed by staff member(s). The interview will last approximately 20 minutes.

Each applicant will be asked the same questions and the interviewer will assign a score. Questions will cover knowledge of the field, full-time student challenges, teamwork, communication, and specific situational issues. To be considered, you must meet the minimum score for the interview of 26 (out of 40 possible points). Students receiving the minimum score or higher will be ranked according to interview scores and COMPASS scores and will be admitted according to their ranking.

A maximum of 12 students will be accepted into the Cosmetology program each semester. The remaining interviewed candidates will be placed on a possible waiting list for available openings until the first day of class, at which time if you were not accepted you would be required to submit a new application for the next semester.

The letter of acceptance will be mailed by registered mail with a Student Acceptance/Decline Letter to be signed by the student and returned to the school within 10 (ten) working days of receipt of the letter. If your acceptance letter is not received within 10 (ten) working days of receipt, the next student on the waiting list will be offered the spot. Those not selected will also be notified by mail.

Tuition Deposit

A \$150 tuition deposit is due in the Business Office (115 GEB) on the main campus with the signed acceptance letter. This deposit holds your place in class and applies towards tuition.

Physician's Report

Students are required to have a physician's report completed and signed by a M.D. or D.O. for Hepatitis B (optional), and communicable diseases. This physician's report, with further instructions will be mailed to you with the acceptance letter.

Transferability of Credits

JCCC does not accept credits from nor transfer credits to other cosmetology schools or programs.

Cosmetology, A.A.S.

This degree may be earned only by a student who has completed the JCCC Cosmetology program. A student must have 19 additional credits from JCCC in order to receive a degree from Johnson County Community College. The 45 hours of documented transfer credit will be placed on the student's record when the student applies for graduation. Students must also meet JCCC admissions, residency, and graduation requirements.

Interested students should contact the JCCC Student Success Center for further information prior to enrollment in the completion of courses.

Associate of Applied Science Degree

Sequence of Courses

Completion of JCCC Cosmetology program	45
ENGL 121 Composition I*	3
Communications Elective	3
Humanities Elective	3
Social Sciences and/or Economics Elective	3
Science and/or Math Elective	3
Electives	3
Health and/or Physical Education Elective	1
TOTAL PROGRAM CREDIT HOURS	64

*Prerequisite/Corequisite required

Missouri Hours

The 1,500 contact hours offered at JCCC for Cosmetology will also satisfy the Missouri licensure requirements.

Student Orientation

Student must attend orientation on the first day of class. This session will enable students to meet the staff and learn more about the program. Student expectations will be reviewed as written in the Student Handbook. The actual date of the orientation will be listed in the acceptance letter.

Attendance

Students must successfully complete all required curriculum and hours for a semester before advancing to the next semester or graduating. Cosmetology students must complete 500 hours in both the fall and spring semesters, plus 500 hours in the summer semester. Students must maintain a 75-percent academic level to complete the program.

If required hours are not completed, the student will receive an "F" for that semester. Students must retake the course at the current rate of tuition. *Hours already taken will not be credited to the next semester or sent to the Kansas State Board of Cosmetology.*

There is a *maximum* 40-hour absence policy per semester. Once a student exceeds this limit they are removed from the program and hours will *not* be credited to the next semester or sent to the Kansas State Board of Cosmetology.

Dress Code

The Student dress code includes black slacks or below-the-knee black skirt; solid (no prints or stripes) black, white, or gray short-sleeved or long-sleeved top that does **not show the midriff or underarms**; closed-toe shoes. No jeans, logo t-shirts, hats, or sleeveless tops. This code was established to follow the Kansas State Board of Cosmetology and JCCC's School of Cosmetology guidelines.

Enrollment and Payment Information

Estimated tuition, fees, books, and kit are: (subject to change without notice)

Cosmetology	500 hrs. first semester:	In-state tuition and fees = \$970
Total 1,500 hrs.		Out-of-state tuition and fees = \$4,070
		Books = \$475 and Kit = \$1,500 + tax
	500 hrs. second and third semesters:	In-state tuition and fees = \$955 each
		Out-of-state tuition and fees = \$4,055 each

Cosmetology in-state tuition, books, and kit will be approximately \$3,000 + tax on kit for the first semester. If the financial aid process has not been completed by you signing and returning an award letter, you will be required to pay by the deadline indicated on acceptance letter and be reimbursed when the financial aid process is completed. The maximum amount for a short-term loan is \$350, or you may apply for payment plan enrollment as indicated below. See "My Finances" for more details. Please stay in contact with the Financial Aid department on the main campus in the Student Center to ensure a smooth process.

START YOUR FINANCIAL AID PAPERWORK EARLY! Call 913-469-3840.

Tuition includes course fees plus:

- Lab fee for supplies used during class time.
- Insurance fee for liability insurance.

Cosmetology students with financial aid will be required to pay on their own unless they have "accepted" federal financial aid by signing and returning an award letter. Keep in mind your total available aid amount and your total costs for this program. You may also be eligible for a Pell Grant. If you are awarded less than the maximum amount, your aid may not pay for all of your program costs and your kit and books.

Kits and all books are purchased in the JCCC Bookstore with your business office receipt for tuition and fees paid. Cosmetology financial aid recipients may have to pay for kit and books before receiving financial aid payment. Cosmetology kit prices may vary each semester, so it is suggested budgeting up to \$2,000 plus \$500 for books. Cosmetology students who are not able to purchase all their books and kits on their own may talk with a financial aid advisor prior to the beginning of classes to determine eligibility for a book voucher or a short-term loan. Book vouchers will not exceed \$350.

JCCC now has a payment plan option

It is critical that you retain the PIN you indicate on your cosmetology application.

Log on to www.jccc.edu and click on "My JCCC" in the upper right hand corner, then click on "My Finances." The following are available through My Finances:

- Enroll in a payment plan. Payment plans are available for students with at least \$750 in net charges. A \$30 nonrefundable enrollment fee applies. Other restrictions may apply. Contact the Business Office at businessoffice@jccc.edu for more information.

To view your JCCC "My Finances":

After you have completed the admissions process, been accepted and enrolled in class, here are additional services available through My Finances:

- Make payments
- Save Payment Methods (bank account or credit card information) for future payments
- Designate a "saved payment method" for future electronic refunds
- Authorize someone to pay for you
- Click on E-bill to view your bills. Choose your most recent statement date. Each time you add or drop a class, a new bill will be created in the next run. When a new bill is available for you to view online, an e-mail will be sent to your student e-mail account.
- JCCC will no longer mail paper bills.

Frequently Asked Questions

What method is used to train students? We offer small classes taught by licensed cosmetology instructors. Students are trained in basic methods of hair, nail, and skin care. The first semester of the program, students are taught through lecture, demonstration, working on mannequins and/or other students, reading textbook(s), completing workbooks, and taking tests. Cosmetology students are required by the Kansas State Board of Cosmetology to complete 320 hours before working on the general public; JCCC will provide 500 hours of training before working on clients to ensure a solid foundation. During the second and third semester while working on clients, additional classes and assignments will occur weekly.

What if I am only interested in one program area? Students can choose to focus on Cosmetology, Esthetics (skin care), or Nail Technology and pursue state licensure in that area alone. Those wanting credentials in nail and skin with a broader base experience in hair should consider the cosmetology area. If you would like more information on the Esthetics or Nail Technology programs, please call 913-469-2390 and request for these specific packets to be mailed to you. If you receive your Esthetics licensure and wish to continue on to Cosmetology, the Kansas State Board of Cosmetology and JCCC will apply 150 hours towards your Cosmetology course as well as a lower cost in tuition for your last semester in Cosmetology. If you receive your Nail Technology licensure and wish to continue on to Cosmetology, the Kansas State Board of Cosmetology and JCCC will apply 180 hours towards your Cosmetology course as well as a lower cost in tuition for your last semester in Cosmetology.

How many students apply and how many are admitted? Presently there are 12 students admitted to the Cosmetology program each semester. It is important to the quality of the program that students have appropriate workspaces, access to equipment and significant student/teacher contact, so it is necessary to limit the number of students admitted. Presently there are also 12 students admitted to the full time Esthetics, eight students admitted to the part time Esthetics, six students admitted to the Full-time Nail Technology programs, and six students admitted to the Part-time Nail Technology program. The total number of applicants varies, but has consistently increased and now exceeds the number of spaces available each semester.

Is there a deadline for application materials? **Yes**, there is a deadline date. Please refer to the "Deadline to apply" on the cover page of this document for more details, as well as the "Application Process" on page 3 of this document. We encourage you to complete all steps as *early as possible*.

I have already taken the JCCC assessment test. Do I have to take the COMPASS? If you obtained the appropriate score of 64 on the reading portion of the COMPASS test you will not be required to retake the test. However, if you did not achieve this score or you took the ASSET assessment test you will need to take the COMPASS test. If you need to take the test you will receive a referral form after your application has been received by the admissions department.

What will be expected of me in the interview process? Generally, the interview is an opportunity for both you and staff to become familiar with each other. Questions range from your general interest and knowledge of the field to specific situational issues. Cosmetology faculty/staff will interview and rank potential students as to their knowledge, personal/professional ethics and communication skills. Students are then offered admission based on their ranking.

Are all of the programs eligible for financial aid? The Cosmetology Program is the only program eligible for financial aid. Please complete all applications for aid ***as soon as possible***. The Nail Technology and Esthetics program are eligible for alternative loans indicated in their packets.

At the conclusion of the program will I become certified? Provided you have completed your required 1,500 hours and received a 75 percent grade or higher, you will receive a JCCC Certificate of Completion. Necessary documents are sent to the Kansas State Board of Cosmetology to make you eligible to take the written and practical exams.

What level of commitment will be expected of me? You will be expected to attend class/clinic 40 hours per week, which are longer hours than is expected in high school or college. You will be challenged to study numerous new concepts and accurately demonstrate those skills. Classroom hours are 8 a.m.-5 p.m. first semester. Once you begin working on clients, you will attend on Thursdays from 11 a.m.-8 p.m. second and third semester. Some outside classroom study and projects are expected. The Kansas State Board of Cosmetology does limit the number of weeks training is to be received.

Is job placement assistance available? Throughout the program, many local speakers are invited to share information about their salon, their expertise and job opportunities. Additionally, job postings are available onsite. Students receive training in professional protocol, interviewing, and resumé development. Students are always welcome to visit with counselors to further strategies for successful job hunting.

