



**JOHNSON COUNTY  
COMMUNITY COLLEGE**

# Cosmetology Program Information Packet

## **NOTICE OF NON-DISCRIMINATION**

Johnson County Community College does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, genetic information, marital status, veteran's status, sexual orientation, or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the college's compliance with its non-discrimination policies may be referred to the Dean of Student Success or Executive Director of Human Resources, Johnson County Community College, 12345 College Blvd., Overland Park, KS 66210, 913-469-8500; or to Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, 816-268-0550.

***Selective admission departments adhere to admission policies as outlined in the college catalog.***

## Information Sessions

Prospective students are encouraged to attend an information session to learn more about each of the Cosmetology Programs. Please check our webpage for information on our upcoming Information Sessions:

<https://www.jccc.edu/academics/credit/cosmetology/avco-how-to-apply.html>

## Selective Admissions

All programs in the Cosmetology Department are Selective Admission Programs and have a limited number of openings each year. Acceptance into these programs is competitive, therefore applicants are expected to have a full understanding of the program rules, guidelines, curriculum overview and current industry standards and expectations.

## Application Deadline

**March 1** – for programs beginning in the summer & fall semester

**October 1** – for programs beginning in the spring semester

## Application Process

Students must complete **all 3 steps** of the application process **by the application deadline** to be eligible for program consideration.

1. Complete the online application for JCCC general admission
2. Complete the online application for the Cosmetology Program
3. Submit a qualifying course prerequisite to the Admissions Office

## JCCC Admission

All applicants must complete a general admission application to JCCC. This can be done online at:

<http://www.jccc.edu/admissions/apply>. **Applicants cannot complete their Cosmetology Program application until they have completed a general admission application to JCCC.** Applicants who have taken classes within the last two years at JCCC are not required to reapply for general admission.

## Selecting a Major

Students will be unable to select **“Cosmetology”** as their major when applying to JCCC or when completing a Change of Major Form. To pursue a major in a selective admission program, you must be offered acceptance into the program by the department. Your major will be updated for you automatically if you are accepted into the program. Prior to being accepted, applicants may declare **“Liberal Arts”** as their major. A Liberal Arts major is a financial aid eligible major. Students who select **“Non-Degree-Seeking”** as their major will not be eligible for federal financial aid.

## Cosmetology Program Application

Program applications are completed online. Program applications are only available for a limited time prior to the application deadline date and can be accessed from the cosmetology department webpage. Please check the webpage frequently for updates on when the program application will be available.

<https://www.jccc.edu/academics/credit/cosmetology/avco-how-to-apply.html>

## Transcript Requirements **\*The Cosmetology Department is unable to accept transcripts.**

Students are required to send all high school transcripts or GED scores to the Admissions Office. JCCC may request that college transcripts also be submitted. All transcripts must be an official copy sent directly from the institution in which you received your education. Questions about transcripts should be directed to the Admissions Office at: 913-469-3803. Further information can be found online at: <http://www.jccc.edu/admissions/apply/transcripts.html>.

## Foreign Transcripts

All foreign transcripts must be evaluated by the (ECE) Educational Credential Evaluators, Inc. Kansas Board of Cosmetology will not accept evaluations from any other company. You may contact the ECE directly at: 414-289-3400 or [www.ece.org](http://www.ece.org).

## Course Prerequisites

**Applicants are encouraged to submit their qualifying course prerequisite prior to filling out their online program application. This ensures prerequisites are received prior to the online program application deadline.**

Course grades and placement exam scores taken at JCCC are automatically uploaded to each student account. If any of these courses or exams were completed at an accredited college *other* than JCCC, you must have your transcripts sent to the admissions office **prior to the application deadline**. To be considered for a program in the Cosmetology Department, all students must meet at least **one** of the following course prerequisites:

- › ACT Composite Score of 19 or higher
- › ACT sub score of 19 or higher in reading
- › ENGL 121, RDG 126, or LC 126 with a grade of a C or higher
- › ACCUPLACER Next Generation Reading Exam score of 227 or higher
- › ACCUPLACER Classic Reading Exam score of 40 or higher
- › ACCUPLACER-ESL (English as a Second Language) test score of 115 or higher
- › Compass Reading Exam score of 64 or higher

## Placement Exams

Only exams taken within the last 5 years can be considered. The ACCUPLACER Next Generation Reading Exam is offered in the testing center located on main campus. Appointments are required to take a placement exam. Students will be required to provide current photo identification such as a JCCC ID, driver's license, military ID or Kansas State ID prior to taking the test. Once the exam is complete, your score will be uploaded to your JCCC student account. **If you are sending ACT or other placement exam scores to JCCC, you must call testing services and request that these scores are added to your JCCC student profile. Testing Services: 913-469-4439**

The ACCUPLACER Classic Reading Exam and the Compass Reading Exam are no longer offered through JCCC Testing Services, however qualifying scores for those exams will be accepted if they were taken within the past 5 years. For more information about placement exams, please contact Testing Services directly at: 913-469-4439 or <http://www.jccc.edu/student-resources/testing-centers/testing/index.html>.

## Interview Process

In addition to the application process, students are required to complete an interview with the Program Facilitator prior to admissions. Only applicants who have completed the program application process in full are eligible for an interview. Qualifying applicants will receive information regarding program interviews shortly after the application deadline. It is the responsibility of the applicant to verify that the contact information on file with the Cosmetology Department is accurate. Only applicants who schedule and complete the program interview can be considered for acceptance. The interview process involves a review of industry knowledge and personal characteristics relevant to success both in the program and post-graduation.

## Selection Process

The Cosmetology Department accepts a maximum of 16 students into each Cosmetology Program. The Cosmetology Department reserves the right to accept fewer applicants per program. The applicants with the highest interview scores will be accepted into the program. Shortly after all interviews have been completed, acceptance letter packets and waiting list letters will be sent via email to those who interviewed. Instructions for paperwork, program deposit, enrollment, tuition payments, purchasing the required books, kit and uniform will be included in the acceptance letter packet. Accepted students are required to complete the following items by their given deadline date:

- › Sign and return the required paperwork to the Cosmetology Department
- › Place a \$150 program deposit down with the Bursar's Office

If a student fails to complete all requirements by the given deadline dates, we will assume they are forfeiting their spot in the class and the next applicant on the waiting list will be issued an acceptance letter. Students who decline their offer, or who are not accepted into the program must reapply and interview again to be considered for a future semester. Program applications are not carried over from one semester to the next.

## Payment Deadlines

Students are responsible for making sure that payment is set up for their tuition, books, kit and uniform items by the payment deadlines for Johnson County Community College and for the program that they are starting. Program deadline dates are outlined in the program acceptance letter packets. JCCC payment deadline dates are posted online and can be found at: <http://www.jccc.edu/admissions/tuition/deadlines.html>.

## Payment Options

**Financial Aid** \*Not all applicants may qualify for financial aid

For eligibility requirements please visit: <http://www.jccc.edu/admissions/financial-aid/eligibility.html>.

Financial aid is available for the Cosmetology Program. Applicants are strongly encouraged to complete the financial aid application process prior to acceptance into the program. Financial Aid applications that are submitted late or incomplete could cause a delay in receiving your award and beginning your education.

You may apply for financial aid online at: <https://fafsa.gov>. Use **008244** as the JCCC school code when you complete the online application. For more information about financial aid, please contact the Financial Aid office at: 913-469-3840 or <http://www.jccc.edu/admissions/financial-aid/index.html>.

## Payment Plans

Students can enroll in a payment plan to help with tuition through the Bursar's Office. Payment plans cannot be used for books, uniforms or kit items. Students enrolling in a payment plan must do so by the JCCC payment deadline dates for that semester. More information about payment plans can be found online at: <http://www.jccc.edu/admissions/tuition/financial-assistance/payment-plan-credit.html> or by calling the Bursar's Office at: 913-469-2567.

## Scholarships

Students are encouraged to apply for scholarships through JCCC. Please call Financial Aid for more information or visit [www.jccc.edu/admissions/financial-aid/aid-types/scholarships/index.html](http://www.jccc.edu/admissions/financial-aid/aid-types/scholarships/index.html).

## Excel in CTE Initiative

The Excel in CTE Initiative (Senate Bill 155) was passed to stimulate growth in Career and Technical Education in the secondary and post-secondary level in Kansas. Current high school students to enroll in eligible programs will be waived of their tuition fees for courses taken prior to high school graduation. Books, kit and uniform items will need to be paid for out of pocket by the student. Programs in the Cosmetology Department are eligible for the SB 155. More information can be found online at: [https://www.kansasregents.org/workforce\\_development/excel\\_in\\_career\\_technical\\_education\\_initiative\\_senate\\_bill\\_155](https://www.kansasregents.org/workforce_development/excel_in_career_technical_education_initiative_senate_bill_155)

# Cosmetology Program Estimated Cost Sheet

Students Beginning Fall Semester

Tuition Based on Residence	1 <sup>st</sup> Semester Tuition 19 Credit Hours	1 <sup>st</sup> Semester Books & Supplies Books, Uniform & Kit	1 <sup>st</sup> Semester Total Tuition + Supplies	2 <sup>nd</sup> Semester Tuition 19 Credit Hours	3 <sup>rd</sup> Semester Tuition 7 Credit Hours	Estimated Total Program Cost
<b>Johnson County Residents</b> \$94/credit hour	\$1,786	\$2,607 + tax	\$4,393 + tax	\$1,786	\$658	<b>\$6,837 + tax</b>
<b>Kansas Residents</b> \$112/credit hour	\$2,128	\$2,607 + tax	\$4,735 + tax	\$2,128	\$784	<b>\$7,647 + tax</b>
<b>Metro Area Residents</b> \$138/credit hour	\$2,622	\$2,607 + tax	\$5,229 + tax	\$2,622	\$966	<b>\$8,817 + tax</b>
<b>Out of State Residents</b> \$223/credit hour	\$4,237	\$2,607 + tax	\$6,844 + tax	\$4,237	\$1,561	<b>\$12,642 + tax</b>

*Tuition rates are based on 2020 academic year. JCCC tuition rates can be found here: <https://www.jccc.edu/admissions/tuition/rates.html>*

*Metro rate applies to students residing in zip codes beginning with 640 & 641.*

## Required Books & Supplies

Required books, kit & uniforms for the Cosmetology Program are a one-time purchase at the beginning of 1<sup>st</sup> semester.

**All items must be purchased from the JCCC Bookstore prior to the first day of class.**

All amounts are subject to change without notice. Kit prices may vary as they are based on product availability.

<b>Apprentice License:</b>	<b>\$15</b>
<b>Cosmetology Kit:</b>	<b>\$2,060 + tax</b>
<b>Cosmetology Books:</b>	<b>\$454 + tax</b> *Includes Pivot Point LAB
<b>Cosmetology Uniform:</b>	<b>\$78 + tax</b> *Includes price for 3 sets of scrubs
<b>Estimated Total Supply Cost:</b>	<b>\$2,607 + tax</b>

# Cosmetology Program Estimated Cost Sheet

Students Beginning Spring Semester

Tuition Based on Residence	1 <sup>st</sup> Semester Tuition 19 Credit Hours	1 <sup>st</sup> Semester Books & Supplies Books, Uniform & Kit	1 <sup>st</sup> Semester Total Tuition + Supplies	2 <sup>nd</sup> Semester Tuition 7 Credit Hours	3 <sup>rd</sup> Semester Tuition 19 Credit Hours	Estimated Total Program Cost
<b>Johnson County Residents</b> \$94/credit hour	\$1,786	\$2,607 + tax	\$4,393 + tax	\$658	\$1,786	<b>\$6,837 + tax</b>
<b>Kansas Residents</b> \$112/credit hour	\$2,128	\$2,607 + tax	\$4,735 + tax	\$784	\$2,128	<b>\$7,647 + tax</b>
<b>Metro Area Residents</b> \$138/credit hour	\$2,622	\$2,607 + tax	\$5,229 + tax	\$966	\$2,622	<b>\$8,817 + tax</b>
<b>Out of State Residents</b> \$223/credit hour	\$4,237	\$2,607 + tax	\$6,844 + tax	\$1,561	\$4,237	<b>\$12,642 + tax</b>

*Tuition rates are based on 2020 academic year. JCCC tuition rates can be found here: <https://www.jccc.edu/admissions/tuition/rates.html>*

*Metro rate applies to students residing in zip codes beginning with 640 & 641.*

## Required Books & Supplies

Required books, kit & uniforms for the Cosmetology Program are a one-time purchase at the beginning of 1<sup>st</sup> semester.

**All items must be purchased from the JCCC Bookstore prior to the first day of class.**

All amounts are subject to change without notice. Kit prices may vary as they are based on product availability.

<b>Apprentice License:</b>	<b>\$15</b>
<b>Cosmetology Kit:</b>	<b>\$2,060 + tax</b>
<b>Cosmetology Books:</b>	<b>\$454 + tax</b> *Includes Pivot Point LAB
<b>Cosmetology Uniform:</b>	<b>\$78 + tax</b> *Includes price for 3 sets of scrubs
<b>Estimated Total Supply Cost:</b>	<b>\$2,607 + tax</b>

## Cosmetology Program

Johnson County Community College is a Pivot Point member school. The Pivot Point curriculum is internationally recognized for the abilities and qualities of graduates. To complement this curriculum, the JCCC Cosmetology Program provides exceptional high-tech instructional classrooms and salon facilities. JCCC graduates are well prepared for the Kansas Board of Cosmetology's written and practical exams which lead to the professional licensure and a successful career.

## Curriculum

The curriculum provides theory and skill development in hair, nail and esthetic services. Hair services are the primary focus of the Cosmetology Program. During clinic, students perform services on the public in the student salon. The salon has a full-service menu which serves as a great guide for prospective students, so they can preview the services they will be offering throughout the program.

## Upon Completion

With the successful completion of 1,500 contact hours, students will take a written and practical exam through Kansas Board of Cosmetology. KBOC will issue a professional license to those who pass both exams with a 75% or higher. Additional information regarding state board exams can be found on the KBOC website: [www.kansas.gov/kboc](http://www.kansas.gov/kboc).

## Program Layout

Our program consists of five courses which are completed within three semesters. Cosmetology programs begin each Spring and Fall semester. Students will meet the requirements for KBOC after completing 1,500 contact hours.

Course layout and class schedule for students beginning **Fall** semester:

### First Semester:

CO 110 - 400 contact hours (August - October)  
CO 111 - 240 contact hours (October - December)

### Second Semester:

CO 112 - 340 contact hours (January - March)  
CO 113 - 300 contact hours (March - May)

### Third Semester:

CO 114 - 220 contact hours (June - July)

### First Semester:

Monday - Thursday, 8:00 a.m. - 5:00 p.m.  
Friday, 8:00 a.m. - 4:30 p.m.

### Second Semester:

Monday - Wednesday, 8:00 a.m. - 5:00 p.m.  
Thursday, 11:00 a.m. - 8:00 p.m.  
Friday, 8:00 a.m. - 4:30 p.m.

### Third Semester:

Monday - Wednesday, 8:00 a.m. - 5:00 p.m.  
Thursday, 11:00 a.m. - 8:00 p.m.  
Friday, 8:00 a.m. - 4:30 p.m.

Course layout and class schedule for students beginning **Spring** semester:

### First Semester:

CO 110 - 400 contact hours (January - March)  
CO 111 - 240 contact hours (March - May)

### Second Semester:

CO 114 - 220 contact hours (June - July)

### Third Semester:

CO 112 - 340 contact hours (August - October)  
CO 113 - 300 contact hours (October - December)

### First Semester:

Monday - Thursday, 8:00 a.m. - 5:00 p.m.  
Friday, 8:00 a.m. - 4:30 p.m.

### Second Semester:

Monday - Thursday, 8:00 a.m. - 5:00 p.m.  
Friday, 8:00 a.m. - 4:30 p.m.

### Third Semester:

Monday - Wednesday, 8:00 a.m. - 5:00 p.m.  
Thursday, 11:00 a.m. - 8:00 p.m.  
Friday, 8:00 a.m. - 4:30 p.m.

## Attendance Requirements

Cosmetology students must successfully complete all required curriculum and contact hours for each course. Students must also maintain an 82% academic level to complete the program. Students who exceed the absence policy limit are removed from the program; hours will not be credited to the next course. Absence policies are as follows:

CO 110: **32** contact hours  
CO 112: **24** contact hours  
CO 114: **16** contact hours

CO 111: **16** contact hours  
CO 113: **24** contact hours

## Theory, Lab and Clinic

Students spend their first semester of class receiving curriculum and practical experience through both theory and lab in courses CO 110 & CO 111. During courses CO 112 & CO 113, theory and lab will continue every Monday with students offering services on the clinic floor Tuesday through Friday. In course CO 114, theory and lab will be held on Monday & Tuesday, clinic services will continue Wednesday through Friday. To properly prepare students to work on the public, students must practice their technical skills in a classroom setting. To achieve this experience, students must give and receive services and may not opt out of receiving services in a classroom setting.

## Clinic Services

All services provided in the salon are performed by the students. Consultation and guidance are provided by the clinic instructor throughout each service. Clients are provided for the students; however, friends and family are welcome to request services with particular students. To book an appointment at the JCCC Salon, please call: 913-469-2390.

## Dress Code

The student dress code includes JCCC scrubs which are purchased at the JCCC Bookstore and close-toed shoes. This code was established to follow the KBOC and JCCC's School of Cosmetology guidelines.

## Apprentice License Requirements

JCCC School of Cosmetology must follow the rules and guidelines set by the Kansas Board of Cosmetology. Students who are enrolled in a Cosmetology, Esthetics or Nail Technology program **must** hold a current apprentice license issued by KBOC to earn the required contact hours for professional licensure. Apprentice license applications are completed during orientation on the first day of class. The following items are required on the first day of class:

1. \$15 application fee payable by check, credit card or money order
2. Current government issued photo ID (driver's license, state issued ID or military ID)
3. Social Security **CARD** (the name on your application, ID and Social Security card must match exactly)

**Students who fail to provide all required documents and valid forms of ID by the first day of class will be dismissed from the program.** Additional information regarding apprentice license requirements can be found online at:

[www.kansas.gov/kboc](http://www.kansas.gov/kboc).

## Green Circle Salon

JCCC Cosmetology is proud to be an Award Winning Certified Green Circle Salon. As members of the Green Circle Salon organization, we strive to make environmentally conscious decisions regarding product usage, waste, repurposing and recycling. To learn more about how Green Circle Salons are creating positive and social environmental changes, please visit their website at: [www.greencirclesalons.com](http://www.greencirclesalons.com). **In alignment with our Green Circle Salon initiatives, all communication regarding program information, applications, interviews, & acceptance is done via email.**

