



Date application turned in \_\_\_\_\_

Prospective Student,

Congratulations! You have chosen to take the first step toward a fulfilling career in Cosmetology. We are honored and excited that you have chosen Panola College.

The Panola Cosmetology Program curriculum is created using the Milady Standard Cosmetology book. While in the Cosmetology Program, you will cover all aspects of the cosmetology industry. Our program is designed to give students all the skills and knowledge needed to pass both written and practical exams. These exams are set by the Texas Department of Licensing and Regulation. Students will also be equipped with all competencies for an entry level position as a licensed Cosmetologist.

As a student, you will also learn the many opportunities of your chosen field. The choices can be anything from owner/ operator of a small salon to a national franchise, or being a sales consultant for a hair care or cosmetics line. You might choose to further your education and become a Cosmetology Instructor. This would complete the circle of knowledge, and you would be able to pass on what you have learned and experienced to a new group of eager learners. Upon graduation of the Cosmetology Program, you will be qualified for employment in the fields of hair, nail, and skin care.

Our Cosmetology Program is a full-time program. It will consist of a Fall and Spring semester. Students will only enrolled in the Fall semester. Class times are as follows:

Fall and Spring Semesters:

Monday – Thursday      8:00 – 4:00 p.m.

Friday                      8:00 – 1:00 p.m.

Enclosed, you will find an application packet that will play a part in your acceptance into the Cosmetology Program. You will need to complete all forms, and return the packet to the Cosmetology Department by the pre-determined due date. After your packet is reviewed, a personal interview will be scheduled. If you have any questions, please feel free to contact the Center Campus at 936-598-6135 or the Carthage Campus at 903-693-1151, Fax # 903-693-1196.

Thank you,

Paula Fults, Shelby College Center Campus, Department Chair

Bobbie Smith, Carthage & Shelby College Center Campus

Patti Redmon, Carthage Campus

\*Students enrolling from a state other than Texas should check with your board of cosmetology due to the reduction on hours for this course.



# Panola College Cosmetology

## Application Packet

Please read carefully

**A completed Application Packet is required for enrollment in the Cosmetology Program.**

**For the Operator and Nail Technician you must:**

- Be 17 years of age
- Have a high school diploma or GED
- For students 21 years of age and under, you must have proof of a meningitis shot.

**For the Instructor Program you must:**

- Be a minimum of 21 years of age
- Have a high school diploma or GED
- For students 21 years of age you must have proof of a meningitis shot.
- Have a valid Operator License issued by the Texas Department of Licensing and Regulations.
- Have 2 years of verifiable experience as an operator

**The following requirements must be met to be considered for enrollment into the Cosmetology Program:**

- **Complete a Panola College Application.** The application can be found online at [www.applytexas.org](http://www.applytexas.org). This application must be completed and submitted by
- **Payment arrangements must be made in advance.** If you are filing for financial aid, you must complete all paper work necessary. Contact the Financial Aid Office at 903-693-2039 for any further questions. If you are not filing for financial aid, you should make arrangements with the business office for payment of your tuition.
- **Panola Cosmetology requires that you complete 2 reference forms.** These forms must be filled out by a non-relative who has known you for at least 3 years.
- **Panola Cosmetology requires that the WORK KEYS test be taken.** We require that a student make a 5 on the Reading and a 4 on the Math. You can schedule this exam through Student Services at 903-693-2000.
- **Complete the Cosmetology Application.**
  - Application must be complete, submitted, and all other requirements must be met before an interview can be scheduled. All interview dates and times are scheduled per instructor's discretion. These times are chosen after the application due date.
  - You will need to bring the completed application and all necessary forms to the Cosmetology Department that you choose to attend.

**Applications will not be considered unless all requirements have been met and all forms have been submitted on time. If any part of your application or requirements are lacking you will not be selected for an interview.**

Placement of new students will be based on the number of openings available per semester.

# Demands of Cosmetology Program

This is just a brief description of some of the demands you should expect during this program.

## Physical-

- ✓ Legs and feet – you will be standing for long periods of time.
- ✓ Hands, wrists, and arms – you will be rolling perms, cutting hair, blow drying, etc...
- ✓ Back- you will be bending at the shampoo bowl.
- ✓ Neck and shoulders - arms will be raised for majority of all procedures.
- ✓ Stamina – you will be at school for a total of approximately 41 hours per week, and are required to always be productive.

## Mental-

- ✓ Study skills – we have fast paced lessons, and are moving through and testing on several chapters per week.
- ✓ Reading comprehension –We have a fast paced course schedule. You will need to be able to read a chapter and retain the information needed.
- ✓ Social skills – You must be open to different personality traits, and lifestyles. People skills are a necessity in this profession.
- ✓ Work ethic – We have daily salon business, and you will need to take part. You

# Panola College Cosmetology

## Enrollment Contract

### Attendance

**Attendance is a very critical part of this program. Please pay close attention to section to avoid any confusion on how attendance is graded and how absences are handled.**

- Attendance is 30% of your grade.
- Class begins at 8:00 a.m. and ends at 4:00 p.m. Monday through Thursday and begins 8:00 a.m. and ends at 1:00 p.m. on Friday.
- Students are required to be in proper uniform in order to attend class.
- As a student, you must acquire a set number of hours in each semester. During the Fall and Spring semesters, each student must obtain 500 hours. This will make a total of 1000 hours for the entire program. Manicurist students will need to obtain 600 in one semester. Instructor students will need to obtain 375 each semester.
- If the total number of hours, for each semester, is not met, the student will fail one or possibly more courses.
- Students can clock in any time between 8:00 and 8:15. If they have not clocked in before 8:00, they will not be allowed to clock in until 9:00. If they miss that time, they will not be allowed to clock in until 12:00. Any time after that and they will not be allowed to clock in for the remainder of the day.
- A student will receive an infraction for two absences in theory class.
- Students must inform the instructor in the event they will be absent from class. Lack of doing so will result in the student receiving an infraction.
- If a student leaves, before the end of a class day, they are to inform the instructor. Lack of doing so will result in the student receiving an infraction.
- It is a student's responsibility to inquire about assignments or exams that have been missed during an absence. If missed assignments or exams are not made up, the student will receive a zero.
- If for some reason you are not able to complete a semester, you will need to withdraw from the remainder of the courses. If courses are not dropped by the official drop date, the student will receive an "F".

### Rules of Attendance for Instructor

- All of the above rules apply except for days of attendance. Class begins at 8:00 a.m. and ends at 4:00 p.m. Monday through Wednesday.
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## Uniforms

**Students will be entering the beauty industry! They will be on their way to becoming a professional, and that is why they will be required to act and look professional at all times. Proper hygiene and excellent grooming habits are a requirement in this industry.**

### **Operator and Nail Technician:**

- Students will come to class every day in proper uniform. Failure to do so will result in the student being asked to clock out and not return until dressed correctly.
- Student's hair must be clean and neatly styled.
- Uniforms are to be any color **SCRUB** top and black **SCRUB** pants. (Must be clean, pressed, and in good condition. No holes, tears, rips, cuts or severe stains.)
- Students will be permitted to wear a **Scrub** jacket. **No** hoodies, sweatshirts, or jackets are permitted on lab floor. Students may wear the previously mention in the classroom only.
- Shoes need to be tennis shoes. Any color you choose. (Shoes must be clean and in good condition.)

### **Instructor:**

- Students will be required to wear business casual attire. (Must be clean, pressed, and in good condition. No holes, tears, rips, cuts or stains. **ABSOLUTELY NO** jeans, leggings, or t-shirts.)
- Students will be required to wear closed toe/ closed heel shoes.
- Students will be required to have clean and neatly styled hair.
- Students will be required to be professionally dressed every day. Failure to do so will result in the student being asked to clock out and not return until dressed correctly.

## Conduct & Disciplinary

**Students will be held responsible for their own actions and behavior. They will also be held responsible for interactions with other students, faculty and patrons.**

Any behavior such as:

- Disrespect toward instructors, faculty, or clients
- Stealing
- Fighting
- Use of profanity
- Cheating or plagiarism
- Inappropriate interactions with students, faculty, or clients
- Possession or being under the influence of drugs or alcohol
- Possession of an illegal substance
- Possession of a deadly weapon
- Defacing school property in any way is unacceptable and the student will be subject to immediate dismissal from the Cosmetology Program.

### **Course Progression for Operator**

- ❖ First Semester
  - CSME 1401 – Orientation to Cosmetology
  - CMSE 1405 – Fundamentals of Cosmetology
  - CSME 1443 – Manicuring and Related Theory
  - CSME 1354 – Artistry of Hair Design I
  - CSME 2204 – Introduction to Theory and Chemistry of Hair Color
  - EDUC 1100 – Learning Frameworks
- ❖ Second Semester
  - CSME 1248 – Principles of Skin Care
  - CSME 1453 – Chemical Reformation
  - CSME 2401 – Principles of Haircoloring and Related Theory
  - CSME 2439 – Advanced Hair Design
  - CSME 2441 – Preparation for State Exam

### **Course Progression - Nail Technician**

- CSME 1430 - Orientation to Nail Tech
- CSME 1431- Principles of Nail Tech I
- CSME 1441- Principles of Nail Tech II
- CSME 2430- Nail Enhancement
- EDUC 1100 - Learning Frameworks

### **Course Progression - Cosmetology Instructor**

- ❖ First Semester
  - CSME 1435 - Orientation to Instructor
  - CSME 1434- Cosmetology Instructor I
- ❖ Second Semester
  - CSME 2414- Cosmetology Instructor II
  - CSME 2449 - Cosmetology Instructor III
- ❖ Summer Semester
  - CSME 2444- Cosmetology Instructor IV

### **Grading System**

**Students must maintain a grade average of 70 or above. Grades are calculated by using the following equation:**

- 35% = Daily grades (weekly sheets, projects, etc...)
- 35% = Exams
- 30% = Attendance (students should acquire a set number of hours per course( 4 weeks). Grades will be given accordingly.)

**Panola College is a Non-Smoking Campus**

**Tobacco products and/ or smoking are not allowed in classrooms, break areas, bathrooms, parking lots, or any surrounding Panola properties.**

If you fail to comply with any of the above mentioned rules, guidelines, or any regulations mentioned in the student handbook, your actions will be documented in an infraction sheet. If a student acquires three infractions, they will be subject to dismissal from the Cosmetology Program. In the event of a severe offense, (possession of alcohol, drugs, or deadly weapon, etc...) student will be immediately dismissed.

If for any reason you, as a student, will not be able to comply with the above mentioned rules and guidelines, please notify us in your application.



# Criminal Conviction Acknowledgement

For students interested in this course who may have a criminal background, please be advised that your background could potentially keep you from being licensed by the State of Texas. If you have any questions about your background and potential licensure, please speak with a faculty member or the department chair. You also have the right to request a criminal history evaluation through the Texas Department of Licensing and Regulation. A Criminal Evaluation form is available upon request.

## What crimes will prevent me from getting my license?

There is no specific crime which will result in the automatic denial of a license. However, certain crimes are more likely to result in the Department recommending the denial of a license. There are two general categories of crimes that the Department must seriously evaluate and consider before a decision can be made.

1. Crimes which relate to the occupation and have a victim of some type. For example, someone was hurt in some manner or had something stolen from them. This is in keeping with one of the Department's main goals when issuing licenses: protecting the citizens of Texas.
2. The Department must seriously evaluate any crime which is a felony or state jail felony and could result, or has resulted, in you being incarcerated. This is because Chapter 53 of the Texas Occupations Code states that no one who is incarcerated in a felony penal institution may hold a license.

Although the majority of crimes which would result in a denial fall into these two main categories, the Department can deny for **any** conviction, deferred adjudication or other information that indicates a lack of honesty, trustworthiness, or integrity to hold a license.

I, \_\_\_\_\_, have read and been informed of the potential denial of licensure for any of the above listed felony convictions. I am aware that I can have a Criminal History Evaluation through the Texas Department of Licensing and Regulation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



# Panola College Cosmetology Application

Name: \_\_\_\_\_  

Last
First
M.I.

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Date of Birth \_\_\_\_ - \_\_\_\_ - \_\_\_\_      \_\_\_ Male \_\_\_ Female

Address: \_\_\_\_\_  

Number & Street
City
State
Zip Code

Phone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work)

Email address: \_\_\_\_\_      Right-Handed    or    Left-Handed

Which campus do you want to be considered for? \_\_\_ Carthage \_\_\_ Center

Which Program are you applying for? \_\_\_ Operator \_\_\_ Instructor \_\_\_ Nail Technician  
 (Nail Tech is only offered on Carthage Campus, and Instructor is only offered on Center Campus)

### Academic History

You must provide an official transcript of your academic history. Please list the names of the High School, colleges and/or university you have attended.

Institution Name & Address	Dates Attended	Major	Degree Received

Have you applied to Panola College? \_\_\_ Yes \_\_\_ No When did you apply? \_\_\_\_\_

Have you filed for Financial Aid? \_\_\_ Yes \_\_\_ No

Have there been payment arrangements made for tuition? \_\_\_ Yes \_\_\_ No

Do you have any health limitations that will affect your ability to handle the physical demands of the Cosmetology Program?

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Do you have any documented Learning Disabilities that will affect your ability to learn and comprehend any theory assignments?

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I hereby certify that all of the information given in this application is complete and correct to the best of my knowledge. I understand that there will be no determination made on my application until all required documents have been received.

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Student Signature

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Date

**\*Due to the reduction in hours, for the cosmetology program in Texas, you should check with the board of cosmetology for the state in which you are going to work. You will need to ask about reciprocity or the need to complete more education hours to obtain your license.**

Date of application\_\_\_\_\_

# Panola College Cosmetology Reference Form

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

May we call you about potential student? \_\_\_\_\_ Yes \_\_\_\_\_ No

Potential Student's Name

\_\_\_\_\_

How long have you know the individual? \_\_\_\_\_

What is your relationship to potential student? \_\_\_\_\_

How would you describe the individual's ability to work with or relate to others? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you feel are the individual's strengths? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In what areas do you feel the individual's weaknesses or areas that need improvement?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there a unique skill that the individual will bring to the program? \_\_\_\_\_

\_\_\_\_\_

Why do you feel the individual is qualified for the Cosmetology Program? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Panola College Cosmetology Reference Form

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

May we call you about potential student? \_\_\_\_\_ Yes \_\_\_\_\_ No

Potential Student's Name

\_\_\_\_\_

How long have you know the individual? \_\_\_\_\_

What is your relationship to potential student? \_\_\_\_\_

How would you describe the individual's ability to work with or relate to others? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you feel are the individual's strengths? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In what areas do you feel the individual's weaknesses or areas that need improvement?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there a unique skill that the individual will bring to the program? \_\_\_\_\_

\_\_\_\_\_

Why do you feel the individual is qualified for the Cosmetology Program? \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date