



Due Date for application_____

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 3 semesters. These semesters will include Fall, Spring, and Summer. Students are only enrolled in the Fall and Spring semesters. Class times are as follows:

Fall and Spring Semesters:

Monday – Thursday 7:30 a.m. to 5:00 p.m.

Friday 7:30 a.m. to 12:30 p.m.

Summer Semester:

Monday - Thursday 7:30 a.m. to 5:30 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.

Thank you,

Paula Fults, Center Campus, Department Chair
Bobbie Smith, Carthage Campus



Panola College Cosmetology

Admissions Packet

Please read carefully

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

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.

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. 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. The cost of this exam is \$20. 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.



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 7:30 a.m. and ends at 5:00 p.m. Monday through Thursday and begins 7:30 a.m. and ends at 12:30 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 600 hours and during the Summer semester a total of 300 hours must be accumulated. This will make a total of 1500 hours for the entire program.
- 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 7:30 and 8:00. 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".



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.

- 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 printed **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.)

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 use 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.



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. 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.