

College Catalog

Strand College of HAIR DESIGN

A Leader in Education

**423 - 79th Avenue North
Myrtle Beach, SC 29572
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www.strandcollege.com

**Accredited by National Accrediting Commission of
Cosmetology Arts Sciences
4401 Avenue, Suite 1300
Alexandria, Virginia 22302-1432**

**Licensed By the SC Department of Labor, Licensing and Regulations
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**Catalog revised August 2008
This catalog is certified true and correct by Nancy Poole**

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Message From the President

Strand College of Hair Design was founded because of our belief in quality education and bringing up the standards of the beauty industry. Our goal as staff and educators is to provide the education for you to become proficient and professional in your chosen career. Our primary goal is for your professional growth and success. What you become reflects on us here at Strand College of Hair Design. We want you to become the best you can be and to achieve your own personal and professional goals.

We are here to assist you and inspire you to achieve these goals. Our desire for you is to become a Leader in The Beauty Industry. We look forward to you having a rewarding educational experience with us at Strand College of HAIR DESIGN.

**Nancy Poole
President**

HISTORY / OWNERSHIP

Jo Jo Inc. of Myrtle Beach, D/B/A Strand College of Hair Design was founded in March, 1993 by Michael McQuaig and Nancy Poole. Mr. McQuaig sold his shares to Nancy Poole on April 1, 1997. Nancy Poole currently holds the position of the president of this corporation.

An advisory council consisting of professionals in all aspects of business meet annually to review the college's progression and make suggestions for improvements.

Strand College of Hair Design is a Redken Premier School as well as an OPI Premier School. Strand College of Hair Design uses various professional lines of products. To further increase the educational opportunities of the student, Strand College maintains a working relationship with various other manufacturers. These manufacturers also provide platform educators to the College in order to give the student a better perspective of what this industry has to offer. Whether your interest is focused on hair, nails, or skin, Strand College of HAIR DESIGN has it all waiting for you.

MISSION STATEMENT

The mission of Strand College of HAIR DESIGN is to provide a quality education in the area of cosmetic art so that the graduate is able to be successful in their chosen profession. Graduates will be knowledgeable in the methodology and have the practical skills necessary to be licensed by the South Carolina State Board of

Cosmetology. Strand College is dedicated to improving the overall standards of our profession through superior education.

EDUCATIONAL GOALS

- 1. To prepare the student for the State Licensure Exam**
- 2. To assist the student in discovering and developing the skills required to obtain a means of monetary support.**
- 3. To instill in the student a sense of competitiveness and professionalism.**
- 4. To impress upon students the need for continuing education at the advance level to insure upward mobility within the profession.**
- 5. To provide up-to-date information pertaining to the industry**
- 6. Provide support services for students through out the educational curriculum and past graduation.**

CAREER ISSUES: OPPORTUNITIES, PHYSICAL DEMANDS, AND SAFETY

A variety of professional opportunities are available in the beauty industry. Hair designers, nail technicians, make-up artists, estheticians, instructors, platform artists, and careers in sales are just a few of the positions available for the licensed professional. You can have a lifetime of opportunities and success. A more detailed list of career opportunities is available in the admissions office. A career in the beauty industry will allow you to be creative and expressive. You can stay on top of fashion, style, and trends, by attending workshops and seminars. After proper training in business and management principles, you may own and operate your own business. Your success will be up to you. Your income is usually based on commission or percentage, which enables you to determine how much money you make.

Like any other field you might think about, there are certain aspects of this industry you should consider before making your decision. You may be standing on your feet for long hours. you may have to work longer than 8 hours per day and Saturdays. Some salons are even open on Sundays and at night. You will have to do your own janitorial work, (i.e., sweeping, cleaning, washing towels, sanitizing implements). You must present a pleasant attitude at all times. You may or may not get a lunch break.

As with most industries that are physically demanding, you must practice safety measures and precaution. You will learn proper safety techniques associated with salon equipment. In addition, you will study ergonomics and the necessity to practice proper posture and body position to minimize any long-term effects of the physical aspect of being in the beauty industry, particularly issues such as carpal tunnel syndrome.

Our staff is available to discuss in detail all aspects of a career in the wonderful, exciting, and ever-changing beauty industry.

ADMISSION REQUIREMENTS

Individuals wishing to apply and enroll in any course offered by Strand College of HAIR DESIGN must fulfill the following requirements to be considered for

acceptance.

1. Fill out an application for admissions form. Return with all paperwork and Application Fee of \$50.00 (Application can be submitted from Strand web site).
2. Furnish proof of your former education. *Strand College* of HAIR DESIGN requires that each student provide a copy of their transcript or their high school diploma or GED. All applicants must be at least 17 years of age.
3. Schedule an appointment with an admissions officer. An interview is required with each applicant
4. Student must write an essay about why they want to become a professional in their chosen field. In addition, two (2) letters of personal recommendation must be received by the Admissions Office.

Once all these requirements are completed, the school will inform the applicant of their acceptance to the school by letter. Strand College of HAIR DESIGN does not discriminate on the basis of sex, race, ethnic origin, or religion or on any other prohibited basis. Due to the limited availability of class space, once the applicant has received notification of acceptance, the applicant must respond with their enrollment plans to the Admissions Office within 14 days. Enrollment fees shall be paid and enrollment contracts shall be completed during this same time span. Strand College of Hair Design does not recruit students already attending or admitted to another school which offers a curricula similar to that offered by Strand College.

NOTE: Candidates for the Instructor Training program must also have a current cosmetology, manicuring, or esthetics license issued by the S.C. State Board of Cosmetology and have taken or will take a Methods of Teaching Course (45 Hour) before completion of the Teacher Training Course.

TRANSFER HOURS FROM OTHER INSTITUTIONS

Prospective applicants wanting to transfer and receive credit hours from another cosmetology college to Strand College of Hair Design must submit a letter in writing during admission process. The letter should include information regarding college attended, dates attended, grades, and hours obtained. It is the responsibility of the applicant to contact prior college and obtain a certified grade and hour transcript is sent to Strand College of Hair Design. Appropriate practical and theory tests will be given to the applicant in accordance to the transcript received. The instructor who administers the test will be determined by the number of hours the applicant wishes to transfer. The Instructor, Admissions Representative, and President of the College will review the results of the test along with the grades and hour transcript from the precious school attended. Admissions will inform applicant of hours that will be transferable to Strand College of Hair Design. NO Hours will be transferred in after a student has enrolled and is attending classes.

CONDITIONS FOR RE-ENROLLMENT

A student whose enrollment in school is interrupted for either voluntary, academic or disciplinary reasons may be considered for re-enrollment after a period of 30 days. The student must reapply to the college President for consideration of reinstatement on a space available basis. A \$150.00 re-enrollment fee is required in addition to any other fees that may be due to the school. The student will also be required to pay the difference between the original and the current rate per hour for the remaining hours needed for completion of the program.

ENROLLMENT

Classes begin every third Monday of the month (unless otherwise announced by Administration.) Orientation is held the Friday prior to class start date unless otherwise announced by Administration. An Enrollment fee of 150.00 is required to hold a place in the requested class.

CLASS SCHEDULE

The School is open Monday through Friday and Every Other Saturday. The college provides several class scheduling options.

Cosmetology:

30 hours a week: 8:30am - 3:00pm Monday through Friday

Nail Technology:

20 hours a week: 3:00pm - 8:00pm Monday & Wednesday

NOTE: Class schedules are subject to change due to enrollment/needs. 10 additional scheduled hours with instructor Monday – Friday 10:00am – 3:00pm

Esthetics:

16 hours a week: 8:30 am - 5:00 pm Wednesday & Thursday

NOTE: Class schedules are subject to change due to enrollments/needs.

Instructor Training:

Instructor training schedule will be determined by the type of instructor license (cosmetology, manicuring, or esthetics) the student is pursuing. The schedule will be based on individual basis.

NOTE: Class schedules are subject to change due to enrollment/needs.

The College is closed on the following holidays.

New Years Day	Good Friday &/or Easter Monday
Memorial Day	Independence Day
Labor Day	Thanksgiving Day/& Friday
Christmas Eve & Day	Martin Luther King Observed Birthday
Teacher workdays scheduled throughout the year.	

Inclement Weather Schedule

Strand College usually follows closure with other local area colleges. Closure will be posted on college web site, strandcollege.com. Students may call the College for any further information. Also closure announcements may be posted as on local radio and/or TV stations. During hurricane season Strand College follows state governed mandatory evacuations. The college will resume classes when conditions are announced by state officials for businesses to resume operations or as other local universities/college classes resume.

Students that have children attending public schools will have excused absences for times the public school system close due to inclement weather when the college continues to have regular class schedule.

TUITION AND FEES

Cosmetology Course:

1500 Hours	
Application Fee	\$ 50.00
Registration Fee	\$ 150.00
Tuition	<u>\$14,300.00</u>

Total **\$14,500.00**

Nail Technology Course:

300 Hours	
Application Fee	\$ 50.00
Registration Fee	\$ 150.00
Tuition (materials and supplies)	<u>\$ 4000.00</u>

Total **\$ 4,200.00**

Esthetics Course:

450 Hours	
Application Fee	\$ 50.00
Registration Fee	\$ 150.00
Tuition, books, supplies	<u>\$ 5,800.00</u>

Total **\$ 6,000.00**

Instructor Training Course

750 Hours	
Application Fee	\$ 50.00

Veterans Benefits

Strand College of HAIR DESIGN is approved for Veterans Benefits. Students enrolled in the Cosmetology program who qualify for veterans benefits will be eligible for such benefits for all training provided on the College's premises provided they are enrolled in at least 25 clock hours per week. The Veterans Administration ultimately determines student eligibility and it is the student's responsibility to apply for such directly with the Veterans Administration office. The student is responsible for paying the college the tuition according to their individual contract. The college is not paid directly by VA. The student will pay the payments.

Federal Financial Aid Programs

Strand College of HAIR DESIGN does participate in Federal Financial Aid Programs. Financial Aid is available for those students who qualify. Please contact the Admissions/Financial Assistance Office to obtain information regarding these programs.

Scholarship and Fee Waiver Policy

Any scholarships or waiver of fees is at the discretion of the President of the College and is considered on a case-by-case basis.

WITHDRAWAL, REFUND AND SETTLEMENT POLICY

The College maintains the following policies for the unused portion of the tuition fees.

1. The College will not release to any licensing board or other schools, any certified hours or transcripts unless all financial and contractual obligates have been met.
2. When a student withdraws and financial-aid is returned to the Department of Education only the hours paid for will be released. The hours earned will be released to the student licensing board or other schools within ten days of the receipt of the payment.
3. If the College is permanently closed and no longer offering instruction after the Student has enrolled, the Student may be entitled "pro-rata" refund of the tuition. Student will be notified of any existing teach-out agreement with another college and/or the related bond assigned to the State. The teach-out agreement and students' records retention and disposition plan will follow the NACCAS and South Carolina state guidelines.
4. Student will receive a certified transcript of hours for which the College has been Compensated within 10 working days of official withdrawal in writing received by the College from the Student. Any additional certified transcripts will cost \$10.00 (Ten) Dollars each.
5. _____ (initials) Student has received a copy of College Rules & Regulations included in the College Catalog. State Regulations are posted throughout the College. This is on the enrollment agreement.
6. Any monies due the applicant or student shall be refunded within 30 days of

official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier dates that:

- A. An applicant is not accepted by the COLLEGE. The applicant shall be entitled to a refund of all monies paid with the exception of the application fee.**
 - B. A student (or in the case of a student under the age of 18, his/her parent or guardian) cancels his/her enrollment contract and demands refund, in writing or in person, within three working days of the signing of an enrollment contract, all monies collected shall be refunded with the exception of the application fee. This policy applies regardless of whether or not the student has actually started training.**
 - C. A student cancels his/her enrollment contract after three business days after signing, but prior to entering classes. The student shall be entitled to a refund of all monies paid less the application and enrollment fees of \$200.00.**
 - D. A student notifies the College of his/her withdrawal.**
 - E. A student on an approved leave of absence notifies the College 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 College that he/she will not be returning.**
 - F. A student is expelled by the College.**
- 7. For any cancellations or withdrawals reflected in #6 above, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the College administrative staff or owner in person.**
 - 8. Any monies due a student who unofficially withdraws from the College shall be refunded within 30 days of determination by the College that the student has withdrawn without notifying the College. To determine unofficial withdrawals, the school will monitor each student's completion of class participation in learning activities (attendance, assignments, exams, etc.) Unofficial withdrawals are monitored according to US Department of Education which is based on absences for 14 consecutive calendar days.**
 - 9. When situations of mitigating circumstances are in evidence, the College may choose to consider refund calculations where, as a result, the student may receive a larger refund or the school may be entitled to a lesser amount of tuition. This calculation is rarely considered and by no means will ever conflict with the US Department of Education guidelines.**
 - 10. The College reserves the right to cancel classes due to reduced enrollment at any time. If class is in progress and further classes are canceled due to Instructor availability, monies will be refunded as on contracted basis.**
 - 11. For students who enroll in and begin classes, the following schedule of Tuition adjustments will apply:**

<u>Time</u>	<u>Amount of Total Tuition</u>
<u>% Of Enrollment Time of Course</u>	<u>Owed to the College</u>

.01% to 4.9%	20%
5.00% to 9.9%	30%
10.00% to 14.9%	40%
15.00% to 24.9%	45%
25.00% to 49.9%	70%
50.00% or over	100%

11. Title VI recipients may be subject to a “pro-rata” refund in compliance Federal guidelines.
12. “Enrollment Time” is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the college. Any monies due the applicant or student shall be refunded within 30 days of formal cancellation by the student or formal termination by the school, which shall occur no more than 30 days from the last day of physical attendance.
13. If the College is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of the tuition.
14. If a course is canceled subsequent to a student's enrollment, the school shall at its option:
 - (1) Provide a full refund of all monies paid or,
 - (2) Provide completion of the course.

The student's rights hereunder may not be assigned, but the school may sell, assign or transfer its rights to payment hereunder. Both parties hereto are bound to the faithful and earnest performance of the enrollment contract.

VETERANS ADMINISTRATION

Refund policy for students under Title 38, US Code: Strand College of HAIR DESIGN has and maintains a policy for the refund of the unused portion of tuition fees and other charges in the event a veteran or eligible person fails to enter the program (course), withdraws, or is discontinued from the program at any time prior to completion. Such policy provides that the amount charged to the veteran or eligible person for fees, kit, books, supplies and the tuition for the portion of the program completed shall not exceed the approximate "pro-rata" portion of the total charge for fees, kit, books, supplies, and tuition that the length of the completed portion of the program bears to the total length of the program enrolled in.

NOTE: Once a student begins classes, the enrollment fee and the kit, books, and

supplies charges are not refundable.

SATISFACTORY PROGRESS POLICY

This satisfactory progress has been established for all students at Strand College of Hair Design, and in accordance with NACCAS and Title IV guidelines. The student in each curriculum, cosmetology, esthetics or nail technology will adhere to same standard in their program, to ensure their successful educational progress.

A student must have a minimum of 67% in attendance, 75% in academics, as well as the practical test (see grading criteria), and current with their contractual responsibilities.

Calculation will be as follows:

Attendance -actual hours divided by hours the student could have received.

Academic -average of the written unit test.

Practical -based on the NACCAS grading criteria.

Contractual -the students account reflects the contract agreement.

Nail technology and the esthetics program will have a mid-term and a mock board to track their progress, as well as their monthly counseling meetings. Currently only the cosmetology students are receiving Title IV funds, and all cosmetology students are accessed at these points of training. PELL disbursements correlate with the student's progress report, for those receiving Financial-aid. Progress reports are completed at 451 / 901 / 1200 hours for the cosmetology students.

Level tests are taken at the 500 hrs Lapsed time / 1000 hrs actual time / and 1400 hours actual time, this includes written and practical topics studied to that point of training.

Students not in satisfactory progress will be placed on probation for thirty days. The student is required to sign documentation to assure, the student's understanding of the skills that need to be improved. A time period of sixty consecutive days for probation is the maximum allowed. A student is not considered in satisfactory progress while on probation.

The student must correct the area of dependency to return to satisfactory progress. The instructor will advise the student if he/she returns to satisfactory progress before the end of probation period. If the student does not return to satisfactory progress the instructor will dismiss the student with the approval of Strand College administration.

Students cannot receive Title IV money if not in satisfactory progress. Re-instatement of Title IV privileges will occur when student returns to satisfactory progress.

Incomplete course status, repetitions, non-credit or remedial courses do not apply and have no effect on satisfactory progress standards. Students who drop, are terminated, or on an approved leave of absence and return to the College will return in the same status as when they left.

Teacher training will be reviewed monthly as required by their monthly reports that must be submitted to the Board Office, which includes hours and curriculum documented for that month. If the student is not in satisfactory progress of 75% for academics and 67% attendance, they will be placed on 30-day probation and reviewed again the following month. Maximum probation time will be 60 days. If still not in progress at that time, the student will be terminated from the College.

The expected completion date on each student's contract, has a 04% allowance for absences. Only excused absences (documented) will the student be allowed to make up. This will be worked out with the student's instructor. All excused absences must be made up prior to the next evaluation of satisfactory progress written evaluation. If a student is absent 5 consecutive days without notification or LOA documentation, the student will be terminated from the college by written notice. The maximum time frame in which a student must complete the educational course for which he/she is enrolled must not be longer than 150% of the published length of the program measured in clock hours. The maximum time frame and contract period may be extended by the same number of days contained in any applicable leave of absence.

Any student has the right to appeal any negative progress report, probation, or termination. The student must submit in writing within 15 working days the appeal to the President of Strand College. A hearing or review will be scheduled with Administration, instructor and the student to review the decision.

ACCESS / RELEASE OF STUDENT RECORDS

Strand College of Hair Design abides by the US Dept of Education Family Education Rights and Privacy Act of 1974. In accordance with the Family Education Rights and Privacy Act of 1974, students have the right to review, inspect, and challenge the accuracy of the information kept in a cumulative file by the school unless the student waives this right. This act also insures that records cannot be released to any third party without the written consent of the student, or the parent/guardian of a dependent minor. The release form is available from the Instructor or Administration. Senior students wanting release of information or

recommendation for future employment should sign a release prior to having potential employers contact the college. This Act allows for information to be released without the student's consent to government agencies such as US Dept of Education, accrediting commissions (NACCAS), SC State Board of Cosmetology and their representatives, as well as any College employee in need of student records. The FERP Act of 1974 is accessible on the Student Bulletin Board, in the Admissions Office as well as the US Department of Education website.

TRANSCRIPTS OF STUDENT RECORDS

Request for copies of a student's record should be made in writing to the Admission Office and be accompanied by a remittance of \$10 for each copy. No transcripts will be issued without the authorization of the student. No transcript will be issued for a student who has a financial obligation to the college. No transcript older than three (3) years will be released. A copy of the Students transcript should be received in 10 (Ten) working days after withdrawing or being dismissed from the College. This transcript will reflect hours the College has been compensated for financially. The transcript will be mailed to the last address provided to College by the student.

GRADING PROCEDURE

Theory tests are given on all phases of the curriculum. These tests are graded numerically based on a 100 point grading system, (A 100-92 / B 91-83 / C 75-83 / D 74-67 / F Below 67). All practical work is performed according to progress sheet, mannequins, and customers, based on the NACCAS approved criteria.

A – Excellent, no errors (all steps followed exact)

B – 1-2 procedures incorrect (student is making good progress)

C – 3 procedures incorrect (satisfactory progress)

D – 4 procedures incorrect (return student to mannequin for developing skills)

E –All procedures were done incorrectly (student returned to freshman class)

GRADUATION REQUIREMENTS

Students must complete the required hours pertaining to their chosen program. Each student must also complete all practical and theory work with a grade average of 75% or higher as prescribed by Strand College of HAIR DESIGN. A final practical and theory exam must be completed with a passing score of at least 85%. All financial obligations to the school must be satisfied before a student is given College Final Exam or an application to sit for the state board exam.

DOCUMENTS

Upon completion of the required hours, settlement of all financial obligations, satisfactory completion of all academic and practical requirements the student will receive a Strand College of HAIR DESIGN course diploma and a notarized copy of the cosmetology school training affidavit necessary for licensure exam application.

CURRICULUMS

COSMETOLOGY COURSE

(1500 Hrs.)

COURSE DESCRIPTION

Cosmetology is a 1500 clock hour educational course, which provides systematic instruction, training, and demonstrations in all areas of the industry. The topics covered include Hair Designing (shaping and styling), Braiding, Updos, Chemical Reformation (permanent waving and straightening), Hair Color and Lightening, Lowlighting, Scalp and Hair Care Treatments, Shampoos and Rinses, Manicuring, Pedicuring, Artificial Nails, Skin Care (facials and make-up), Professional Ethics, and Salon Management.

COURSE OBJECTIVES

The student will obtain knowledge through theory lectures, demonstrations, audio, visuals, & practice on mannequins, then clients.

The student will be able to demonstrate proficiency in all phases of cosmetology. The student will be able to understand, analyze, and combine their theory knowledge with practical skills, which will be performed in a controlled and supervised environment, on the general public. Evaluation of the student's progress will be judged by regularly scheduled theory exams and practical skills grading. Also, as the student completes each incremental level of the course (500hrs-lapsed hours, 1000 actual hrs, 1400 actual hrs), they will be given a cumulative incremental level exam in both theory and practical skills. Upon successful completion of the curriculum, the student will be qualified to apply to the State Board of Cosmetology for the licensing exam and a successful career in the cosmetology industry. In order to take any incremental level exam, a student must have completed all tests and assignments and all tuition fees paid in accordance with the enrollment agreement.

COURSE OUTLINE

SCIENCE OF COSMETOLOGY

I. Sanitation and Sterilization

(45 Hours)

A. Bacteriology

B. Chemicals

C. Methods

- II. Hygiene and Good Grooming (30 Hours)**
 - A. Personal Hygiene**
 - B. Public Hygiene**
 - C. Poise**
 - D. Personality Development**

- III. Professional Ethics (35 Hours)**
 - A. Conduct**
 - B. Attitude**
 - C. Courtesy and Customer Relations**

- IV. Public Relations and Salesmanship (50 Hours)**
 - A. Psychology**
 - B. Techniques**
 - C. Principles**

- V. Anatomy (45 Hours)**
 - A. Cells**
 - B. Body Systems**
 - C. Functions**

- VI. Dermatology (25Hours)**
 - A. Skin Functions**
 - B. Skin Structure**
 - C. Skin Glands**
 - D. Skin Disorders and Diseases**

- VII. Trichology (25 Hours)**
 - A. Composition of Hair**
 - B. Hair Structure**
 - C. Hair Analysis**
 - D. Disorders and Diseases**

- VIII. Nails (15 Hours)**
 - A. Composition**
 - B. Structure**
 - C. Disease and Disorders**

- IX. Chemistry (100 Hours)**
 - A. Matter**
 - B. Bonds**
 - C. PH Scale**
 - D. Shampoos, Conditioners, Rinses**
 - E. Permanent Waves**
 - F. Relaxers**

- G. Hair Color**
- H. Nail Products**
- I. Skin Care Products**

- X. Safety Precautions (30 Hours)**
 - A. Public Safety**
 - B. First Aid**
 - C. Chemical**

PRACTICE OF COSMETOLOGY

- I. Shampoos and Rinses (45 Hours)**
 - A. Effects on Hair**
 - B. Types**
 - C. Draping**
 - D. Procedures**
 - E. Safety**

- II. Scalp and Hair Care Treatments (30 Hours)**
 - A. Massage**
 - B. Moisturizers**
 - C. Reconstructors**
 - D. Types of Treatments**
 - E. Safety**

- III. Hair Shaping (150 Hours)**
 - A. Terminology**
 - B. Implements**
 - C. Analysis**
 - D. Procedures**
 - E. Safety**

- IV. Hair Styling (325 Hours)**
 - A. Designing Principles**
 - B. Molding**
 - C. Roller Placement**
 - D. Pin Curls**
 - E. Finger Waving**
 - F. Thermal Curling**
 - G. Thermal Pressing**
 - H. Backbrushing and Backcombing**
 - I. Blow drying and Air Waving**
 - J. Wiggery**
 - K. Styling Aids**
 - L. Safety**

- V. Manicuring (25 Hours)**

- A. Equipment, Implements, and Supplies
- B. Procedures
- C. Massage
- D. Nail Repair
- E. Artificial Nails
- F. Pedicuring
- G. Safety

VI. Chemical Reformation (225 Hours)

- A. Chemistry
- B. Products
- C. Hair Analysis
- D. Procedures
 - 1. Techniques
 - 2. Processing
 - 3. Neutralizing
- E. Special Problems
- F. Safety

VII. Hair Coloring and Lightening (225 Hours)

- A. Chemistry
- B. Classifications
- C. Products
- D. Procedures
- E. Special Problems
- F. Safety

VIII. Skin Care (30 Hours)

- A. Electricity and Light Therapy
- B. Theory of Massage
- C. Facial Procedures
- D. Packs and Masks
- E. Cosmetic Products
- F. Application
- G. Sanitation
- H. False Eyelashes
- I. Superfluous Hair Removal
- J. Safety

STATE LAW

I. Rules and Regulations (15 Hours)

- A. State Board
- B. Local and State
- C. Institution

II. Salon Management (30 Hours)

- A. Business Laws
- B. Planning
- C. Regulations
- D. Insurance
- E. Advertising
- F. Bookkeeping

TOTAL (1500 Hours)

MANICURING / NAIL TECHNICIAN COURSE

(300 Hours)

COURSE DESCRIPTION

The Manicuring / Nail Technician is a 300 hour course which provides theory instruction, demonstration, and practical training in Manicuring and Pedicures, Artificial Nails, Nail Art, Professional Practices, Sanitation and Sterilization, Safety, Salon Management, Anatomy and Physiology.

COURSE OBJECTIVES

The student will have the knowledge and practical skills obtained through theory lectures, demonstrations, audio-visuials, practice on mannequin hands, and assignments on clients. Evaluation of the learning process will be determined by scheduled theory testing and practical skills grading. Also, as the student completes each increment level of the course (150hrs, 250hrs), they will be given a cumulative incremental level exam in both theory and practical skills. In order to take any cumulative incremental exam, a student must have completed all required tests and assignments, and all tuition and fess must be paid in accordance with the enrollment agreement. The student will be able to recognize both healthy nails, disorders of the nail and related skin areas. The student will be able to follow required regulations regarding sterilization and sanitation in procedures and equipment. The student will also be able to perform manicuring, pedicures, nail repair, and artificial nail services. Upon successful completion of the course, the student will qualify for graduation and an application for the State licensure exam. This exam is required by the State in order to be employed as a Manicurist/Nail Technician.

COURSE OUTLINE

I. DECONTAMINATION AND SAFETY MEASURES (65 Hours)

- A. Sanitation, Safety & First Aid
 - 1. Bacteriology
 - 2. Chemical Agents
 - 3. Methods & Procedures
 - 4. Grooming, Hygiene & Personality

5. Decontamination Methods and Procedures

II. ANATOMY & PHYSIOLOGY (50 Hours)

A. Nail Shapes, Structures & Growth

- 1. Nail Irregularities**
- 2. Nail Diseases**

B. Bones, Muscles & Nerves

- 1. Bones of Arm, Hand & Foot**
- 2. Muscles of Arm, Hand & Foot**
- 3. Nerves of Arm, Hand & Foot**

C. Skin

- 1. Histology**
- 2. Functions**

D. Blood Circulation

- 1. Blood Vessels**
- 2. Blood Supply**

II. NAIL SERVICES (185 Hours)

A. Manicuring

- 1. Preparation**
- 2. Equipment, Implements & Supplies**
- 3. Procedures**
 - a. Nail Analysis**
 - b. Basic Manicure**
 - c. Hand & Arm Massage**
 - d. Oil Manicure**
 - e. Nail Repair Services**
- 4. Polish Application**
 - a. Selections**
 - b. Procedure**

B. Pedicuring

- 1. Preparation**
- 2. Equipment, Implements & Supplies**
- 3. Procedure**
 - a. Analysis**
 - b. Foot & Leg Massage**

C. Artificial

- 1. Sculptured (liquid and powder brush ons)**

- 2. Nail Tips
- 3. Nail Wraps & Repairs
- 4. Maintenance
- D. Power Equipment
- E. State Law

TOTAL (300 Hours)

ESTHETICS / SKIN CARE COURSE
(450 Hours)

COURSE DESCRIPTION

Esthetics/Skin Care is a 600 hour course which provides theory, practical, and clinical experience in skin analysis, massage techniques, facial treatments, makeup techniques, removal of unwanted hair, aromatherapy, color analysis, body wraps, skin disorders, and salon business.

COURSE OBJECTIVES

Students will obtain knowledge and practical skills through theory lectures, demonstrations, audiovisuals and practical experience. Evaluation of the learning process will be determine by scheduled theory testing, practical skills testing. Also, as the student completes each increment level of the course (225 hrs, 400 hrs), the student will be given increment level exams in theory and practical skills. In order to take any cumulative incremental exam, a student must have completed all required tests and assignments, and all tuition and fess must be paid in accordance with the enrollment agreement. The student will be able to recognize both healthy skin and skin disorders. The student will be able to follow required regulations regarding sterilization and sanitation in procedures and equipment used. The student will also be able to perform basic skin care, facial massage, makeup application, hair removal, and body wraps. Upon successful completion of the course, the student will qualify for graduation and an application for the state licensure exam. This exam is required by the State in order to be employed as an esthetician

COURSE OUTLINE

I. PROFESSIONAL PRACTICES (65 Hours)

A. BACTERIOLOGY AND SANITATION

- 1. Personal hygiene**
- 2. Public health**
- 3. Methods**
- 4. Procedures**

B. BUSINESS PRACTICES

- 1. Management practices**
- 2. Salon development**
- 3. Insurance**
- 4. Client records**
- 5 Salesmanship**

II. SCIENCES (150 Hours)

- A. Histology of Skin**
 - 1. Cell
 - 2. Tissue
- B. Dermatology**
 - 1. Structure of the skin and glands
 - 2. Functions of the skin and glands
 - 3. Conditions and disorders of the skin
 - 4. Characteristics of the skin
 - A. Elasticity
 - B. Color
 - C. Skin types
 - 5. Nutrition
 - A. Nourishment of skin
 - B. Healthful diet
- C. Structure and Functions of Human Systems**
 - 1. Skeletal
 - 2. Muscular
 - 3. Nervous
 - 4. Circulatory
 - 5. Cosmetic Chemistry

III. FACIAL TREATMENTS

(160 Hours)

- A. Facial Massage**
 - 1. Benefits
 - 2. Analysis
 - 3. Preparation
 - 4. Types of Massage
 - 5. Manipulations
 - 6. Safety measures
- B. Electrical Current-facial treatments**
 - 1. Types of current
 - 2. Purpose and effects
 - 3. Procedures
 - 4. Safety measures
 - 5. Equipment
- C. Other kinds of Facial treatments**
 - 1. Purpose and effects
 - 2. Types and treatments
 - 3. Preparation
 - 4. Procedures
 - 5. Safety measures

IV. HAIR REMOVAL

(25 Hours)

- A. Depilatories**

- B. Tweezing
- C. Waxing

V. MAKEUP (50 Hours)

- A. Purpose and effects
- B. Supplies and implements
- C. Preparation
- D. Procedures
- E. Safety measures

Total (450 Hours)

TEACHER TRAINING CURRICULUM
(750 Hours)

COURSE DESCRIPTION

Teacher Training is a 750 hour course of study which provides theory instruction, lectures, demonstrations, practical, and student teaching under direct Instructor supervision in Instructional Methods, Teaching Analysis, Program Development, Class Presentations, Clinic Supervision, Professional Development, and School Administration.

ADMISSION REQUIREMENTS

Current South Carolina license in hair, nails or skin; has taken or will take before completion of Course (proof required), the 45 hour Methods of Teaching Course as required by SC State Law (Reg. 35-4 A (4)). An interview with the President or Educational Director is required of all applicants. Written notification of acceptance will be mailed to applicant.

COURSE GOALS

The Student Instructor will obtain knowledge through lectures, demonstrations, and practical applications, formulating lesson plans, and student teaching.

The Student Instructor will be able to understand and utilize course, curriculum, and subject outlines in order to prepare class schedules and content, and to prepare lesson plans. The student instructor will also acquire the professional and personality disciplines that will assist in successful class control through proper planning and preparation techniques. The student instructor will be capable of performing class lectures and presentations, demonstrations, clinic supervision, student counseling and motivation, maintaining class records and reports, sanitation and sterilization procedures, utilizing equipment and resources and performing some administrative duties.

Evaluations will be determined by scheduled theory and practical exams along with cumulative incremental level exams at the end of each level of the course (400hrs, 750hrs). Upon successful completion of the course and required hours, the student instructor will receive an application of the State license exam, and subsequently eligible for employment as an Instructor.

COURSE OUTLINE

Theory/Lectures - Assignments - Examinations (150 Hours)

This part of the curriculum will be taught from the Milady book "Cosmetology Hairstyling Teacher-Training Manual." Student will complete the book and the Practical Workbook. Student will be tested on each chapter.

Lesson Planning (150 Hours)

During this time the student will be required to write a lesson plan for each chapter in the Milady Standard Textbook of Cosmetology (Nail Tech. Book depending on the area of expertise to be teaching). Each lesson plan will be reviewed and critiqued by Instructor with the student.

A. Writing plans

B. Assignments and testing procedures for each chapter in book.

Supervised Teaching of Practical Work (150 Hours)

The Student will observe other Instructors then participate in the following:

A. Clinic Supervision - Cutting/Styling, Chemical Services

- 1. Public Relations Students with their Clients**
- 2. Sanitation and Sterilization - State Board guidelines**
- 3. Practical Demonstrations Observe/Assist**

Supervised Teaching of Theory (150 Hours)

- A. Classroom presentation of theory observation.**
- B. Preparation of theory i.e., visual aids, handouts, notes etc.**
- C. Practice Teaching/Presentation of assigned theory chapters.**

School Management and Record Keeping (150 Hours)

- A. Inventory - Observe/Assist in ordering inventory, maintaining, and keeping count of inventory.**
- B. Posting of Student's hours and procedure for sending to the Board.**
- C. Maintaining all student records.**
- D. Enrolling Students**
 - 1. All forms to be completed.**
 - 2. Orientation of new students.**
- E. S. C. Cosmetology Laws, Rules and Regulations.**
- F. Public Relations in Community.**

TOTAL (750 Hours)

LEAVE OF ABSENCE

The College follows the guidelines of the Federal Dept. of Education regarding L.O.A. The maximum time that can be taken is 180 (one hundred and eighty) consecutive days. A LOA is not recommended during the first 450 hours in attendance. A student should be satisfactory progress in both academic and attendance for a LOA to be granted. A student requesting a LOA not in satisfactory progress must request the LOA with Administration instead of their Instructor. Student should request an appointment to discuss reasons for the leave with Administration. A student requesting an LOA should schedule an appointment with the student's instructor. The student should present request with additional documentation for medical or judicial LOAs to their Instructor.

The contract will be changed when the student returns from LOA. There is no additional charge for this change.

If the student fails to return by the documented date on the LOA form or the 181st day, the student will be dropped from the college. All student contractual school payments must be paid during the LOA. No Financial Aid can be drawn during a LOA.

PROBATION

Students who do not achieve an academic grade average of at least 75% at the end of each increment level will be placed on probation for a period of one month. During that period of time, the student may continue in school. If the student's grade average at the end of the probationary period is not 75% or better, the student will be dismissed from the college. The Instructor and Administration may allow a second 30 day probationary period in certain circumstances.

Students who fail to attend at least 67% of their contracted scheduled time will be placed on probation for a period of one month. During that period of time, the student may continue in school. If, by the end of the next month, the student has not raised her/his over-all attendance rate to 67% or better, the student will be dismissed from the college.

MAKE-UP POLICY:

Students with an excused absence will be allowed to make the missed time up, pending approval of their instructor. Student must provide proper documentation to include court order, doctor's excuse, government agency report, towing bill, etc. to their instructor upon return from the absence. These excused hours are allowed to be made up by signing up to stay from 3;00 to 5;00 p.m. on Tuesday, Wednesday, and/or Thursday with the instructor's approval.

WEBSITE

Strandcollege.com offers potential students and current students information regarding their Admission process, financial aid, curriculums, as well as the college.

STUDENT RULES AND REGULATIONS

The following Student Rules, Regulations and Procedures are part of the Enrollment Contract.

SATISFACTORY PROGRESS: All students must maintain a minimum 67% attendance and 75% academic average. See Satisfactory Progress Policy for further details.

LUNCH: Students will have 30 minutes off the clock for their lunch. After swiping their card to clock out, the students will leave Strand College of Hair Design building for their lunch. The students with clients will schedule their lunch with their instructor. No food or drinks allowed in class or salon area as per regulations. Students are required to take lunch unless performing a client service as required by curriculum and their instructor.

TARDY POLICY: Punctuality is expected. Eight minutes late for a class will be considered tardy and your daily attendance will be adjusted accordingly. Each student will be responsible to their individual instructors for failure to start class as contracted.

NOTIFICATION: Students must notify their instructor if they are going to be absent from school. Relaying the message through another student is not permissible. All excused absences are at the discretion of the instructor.

ABSENT ON TEST DAY: If a student is absent the day of a test without proper documentation, the student must make arrangements with their individual instructor regarding required work and taking the test.

ABSENT FROM THEORY: The student is held responsible for all information missed while absent from school.

THEORY POLICY: During your educational process you will actually complete the theory twice. The second class on a topic will only be as a review if you have a test score of 85% or higher. If you have the required 85% test score you may sit quietly and study for the next topic, otherwise you will be required to take the test a second time. Determination of testing will be determined by prior grades and the instructor's conference.

CONSECUTIVE ABSENCES: If a student is absent for 14 consecutive days (excused or unexcused), on the 15th day the student will be dropped from the roll, as per Federal guidelines. Students must keep in touch with their instructors.

LEAVE of ABSENCES: The student is responsible for submitting the proper paperwork to support the request for the L.O.A., as dictated by the Federal guidelines. During a leave of absence the student is responsible for communicating

with their instructors. No station or workspace is saved for a student while they are on a leave of absence. If a student does not return from LOA the date designated and does not notify the college the student will be dropped. Procedures for requesting leaves are listed in the catalog under LOA section.

DISMISSAL: The COLLEGE reserves the right to dismiss a student for 1) failure to adhere to the attendance or academic policy; 2) breach of the Rules, Regulations and Procedures; 3) failure to make tuition payments when due; 4) Three written violations from staff, and 5) for any cause the COLLEGE deems necessary in order to maintain order and discipline, and preserve the educational process.

CONDUCT: Students must conduct themselves in a professional, alert, and orderly manner at all times. Loud talking, abusive language, profanity, disrespects, stealing, fighting, or any other act causing disruption will not be tolerated. Students are expected to be professional, polite and respectful. Gossip, or other negative actions against any staff member or the College as a whole will not be tolerated. Our staff will maintain a positive educational environment at the risk of dismissing students. This is cause for permanent termination from the COLLEGE without further availability of enrollment.

OFF-CAMPUS EVENTS: The Rules, Regulations and Procedures of *STRAND COLLEGE of HAIR DESIGN* are in effect whenever a student participates in an off-campus event representing the COLLEGE. Students are expected to be professional. Any breach of professional behavior will result in suspension.

SMOKING POLICY: Smoking will be permitted only in the designated area of the building (at the drink machines). Littering (cigarettes butts) will not be tolerated. Everyone is responsibility for the area.

SOLICITATION: Solicitation is prohibited in the COLLEGE or on the premises.

ALCOHOLIC BEVERAGES, ILLEGAL DRUGS are prohibited in the COLLEGE or on the premises. A student under the influence of alcoholic beverages or drugs, or suspected of being under the influence, will not be admitted to class and will be suspended for the remainder of the day. **FIREARMS, KNIVES, OR WEAPONS OF ANY KIND ARE NOT ALLOWED ON THE PREMISES.**

CLEANUP DUTIES: Students are required to assist in maintaining clean, neat, and orderly classroom, restroom, clinic areas, and the general premises of the COLLEGE. Duties will include mopping, general pick-up, cleaning, empty trash, etc. Additional duties will be assigned as needed.

TELEPHONE CALLS: Students will not be called away from a client, a class project, or lecture class in order to answer a personal telephone call. A message will be taken and given to the student. The student may return the call during break time using a cell or public phone. A student cannot use the College's telephone to

return a personal call. The use of cell phones and/or beepers are not allowed during class hours. Class hours are defined by the student's contracted time.

EMERGENCY TELEPHONE CALLS: A staff member will answer all emergency telephone calls for students. If an emergency exists, the student will be called to the telephone immediately. The student will be allowed to use the College's telephone to make or return an emergency call. **NO CELL PHONES or BEEPERS ALLOWED IN CLASS OR CLINIC.**

TIME CARDS: All students are required to use a time card in order to determine attendance. If a student fails to clock in/clock out or makes any notations or alterations on the time card without the Instructor's approval, hours could be forfeited. At no time are time cards to be taken out of the building.

VISITORS: Students are not allowed to have visitors in the classroom or in the clinic area without prior authorization. Visitors will be permitted to wait for a student in the reception area for a brief time only.

CLASS PREPARATION: Students must be prepared for class with the proper equipment, textbook, uniform, etc. Failure to participate in the class will result in loss of class time.

DRESS CODE:

1. Black slacks for both female and male students
2. School issued t-shirt or a plain black or white shirt. Shirt must have absolutely nothing printed on it.
3. Shoes are Black or White tennis shoes ONLY
4. A lab jacket or apron will be worn while on the time clock. This will be the students' choice.

CLINICAL TRAINING: Students will be assigned client services on a non-discriminatory basis and cannot refuse services assigned by the staff or the student receptionist. Students will also be assigned to the dispensary and reception desk.

SALON READY: Every effort is made by our staff to prepare you for success in the salon. Therefore the instructors based on your individual need will assign your last 100 hours of cosmetology training.

STUDENT CLINICAL SERVICES: On the assigned service day, a student may receive clinic services when they have received their Instructor's permission, and have paid for the service (receipt required). Students who abuse this policy will lose the right to receive clinic services at student prices.

INSPECTIONS: The COLLEGE reserves the right to inspect at any time the student's work areas or container of items to be used on the public.

GRADUATION: The COLLEGE may hold a graduation ceremony for each

student. The student will request ceremony in advance with the Strand College President, Nancy Poole. A student requesting a particular date should request the date in writing.

FAILURE TO COMPLETE THE TRAINING BY THE CONTRACTED COMPLETION DATE OR AMENDMENT TO THE CONTRACT: If the student has not completed all graduation requirements by the original (or amended) contract, the student will be required to complete a new contract for the number of hours required to complete the program. There will be a \$150.00 charge for the new enrollment contract. The student will also incur additional tuition based fees as stated at initial contract date. This charge is in addition to the full previous tuition charged. These charges must be paid in full at the signing of the new contract.

A student may request changes to the original contract during their course of study with Administration. The COLLEGE reserves the right to deny any request for an amending the student's hours. Amendment fee of \$100.00 is due at the time contract is amended.

RE-ENROLLMENT: A student whose enrollment in school is interrupted for either voluntary, academic or disciplinary reasons may be considered for re-enrollment after a period of 30 days. The student must reapply to the director for consideration of re-instatement on a space available basis. A \$150.00 re-enrollment fee is a required plus any other fee due to the school. The student will also be required to pay the difference between the original and the current rate per hour for the remaining hours needed for completion of the program.

NOTE: If a student is terminated from the College, they may not be allowed to reapply for Admission. The President will make the final determination on a case-by-case basis.

APPEALS PROCESS: If a student is terminated from the College, they may appeal the decision in writing within 48 hours of the termination. The letter should explain the student's version of what caused their termination and why they should be allowed to continue in school. The College will consider all appeals within 14 days. A personal interview may be required prior to ruling on an appeal.

COMPLETION REQUIREMENTS: Each student must complete the required hours pertaining to their chosen program. Each student must also complete all practical and theory credit with a grade average of 75% or higher as prescribed by Strand College of HAIR DESIGN. A final practical and theory exam must be completed with a passing score of 85%. Once all educational and financial obligations to the school are satisfied, the student will be awarded a diploma verifying program completion and graduation. Also, the College will issue the student a completed South Carolina State Board of Cosmetology exam application. Any and all fees incurred with the South Carolina State Board of Cosmetology by the student are the sole responsibility of the student.

REPERCUSSION POLICY

If a student violates the Rules or Regulations of *STRAND COLLEGE of HAIR DESIGN* a repercussion will occur. The College administrator will determine the repercussion based on the severity of the infraction.

DISMISSED FROM THE COLLEGE - NO EXCEPTIONS:

- 1. Satisfactory Progress is not maintained in Academics or Attendance.**
- 2. Student is involved in fighting.**
- 3. Student brings alcohol, illegal drugs, firearms, knives, or weapons of any kind onto the COLLEGE premises.**
- 4. Student has three written violations by Staff.**
- 5. Any actions that may cause problems regarding staff or STRAND COLLEGE in a negative manner that will interrupt the educational process for the other students.**

***STRAND COLLEGE of HAIR DESIGN* reserves the right to make any changes or additions to the Rules, Regulations, Procedures and Repercussions at any time. The COLLEGE will notify the student by posting in the school area any changes or additions.**

FACILITIES

Strand College of HAIR DESIGN occupies approximately 3,600 square feet with offices, classrooms, practical clinic stations, client reception and waiting area, dispensary, student lounge, and supply storage rooms at 423-79th Ave. N., Myrtle Beach, SC. The college maintains an inventory of modern and up-to-date equipment, including state-of-the art digital audio-visual training aids. All cosmetology theory classes and practical training are conducted at this location. The College maintains an additional administrative office at 413B 79th Avenue North, Myrtle Beach, SC.

STUDENT SERVICES

Counseling

Students are encouraged to request counseling with the staff as often as needed. The staff is available for advising in areas where they are qualified (school finance, attendance, progress, housing, job placement, etc.). If further counseling is needed, the student will be referred to the appropriate agency.

Student housing is not offered by Strand College, but the staff will assist any student when necessary to find appropriate housing while attending the college.

Job Placement Services

Strand College of HAIR DESIGN cannot and does not guarantee employment upon graduation from the college; however, the College does have an excellent placement record for its graduates. The College maintains a network of salons, both locally and nationally. All graduates are encouraged to request our staff to assist them in securing employment in their respective field.

Policy for DRUG-FREE COLLEGE

The intent of this policy is to make certain that the college is in compliance with the Drug-Free Workplace Act and Section 86.210 of the Education Department General Administrative Regulations. This policy is stated in Rules & Regulations, Repercussion Policy, and the Employee Manual. The student/staff are prohibited from using, possessing, or distributing any illicit drugs or alcohol on the premises or any college sponsored activity. Any employee or student violating this policy will be dismissed from the college and given a list of counseling, rehabilitation, or re-entry programs available in the area.

Staff and Faculty:

Nancy Poole, President/Instructor
Briley Altman, Business Manager/Financial Aid
Pam Barr, Admissions/Financial Aid
Katricee Vereen, Instructor
Angel Sutfin, Instructor
Kyea Sturkin, Instructor
Susie Jackson, Substitute Instructor