

Orange Valley College

Catalog Jan 1-Dec 31 2012

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**Approval
Disclosure
Statement**

California State Approval

Orange Valley College, as a for-profit corporation was granted institutional approval to operate by the Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code Section 94802. Approval to operate means compliance with state standards as set forth in this chapter. This approval does not mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operated indicates that the institution exceeds minimum state standards as set forth in this chapter.

Approved Courses:

Course	Clock Hours	Months	Inst. Weeks	Award
Cosmetology	1600	12	54	Diploma
Esthetician	600	7	30	Diploma
Manicuring	400	5	20	Diploma
Cosmetology Instructor Trainee	600	7	30	Diploma
Massage Therapy	500	6	25	Diploma
Floral Design	100	1.25	5	Diploma
Permanent Make-up Artist	40	0.5	2	Diploma
Make-up Artist	32	0.4	2	Diploma
Advanced Skin Care	20	0.25	1	Diploma

Course	CIP	SOC	O*NET	Occupations
Cosmetology	12.0401	39-5012	39-5012	Hairdressers, Hairstylists and Cosmetologists
Esthetician	12.0409	39-5094	39-5094	Skin Care Specialists
Manicuring	12.0410	39-5092	39-5092	Manicurists and Pedicurists
Cosmetology Instructor Trainee	12.0413	39-5010	39-5010	Cosmetology Instructors
Massage Therapy	51.3501	31-9011	31-9011	Massage Therapists
Floral Design	01.0608	27-1023	27-1023	Florist, Flower Arranger, Corsage Maker
Permanent Make-up Artist	12.0411	39-5091	39-5091	Makeup Artists
Make-up Artist	12.0406	39-5091	39-5091	Makeup Artists
Advanced Skin Care	12.0409	39-5094	39-5094	Skin Care Specialists

CIP Codes: US Department of Education regulations as of July 1, 2011, require the institution to identify programs by Classification of Instructional Programs (CIP) Code, with links to the US Department of Labor/Employment and Training Administration's Occupational Information network. For more information for CIP codes please visit web site at www.nces.ed.gov/ipeds/cipcode.

SOC Codes: NACCAS accrediting agency policies as of July 1, 2011, require the institution to identify programs by Standard Occupational Classification (SOC) Codes. The SOC system is used by Federal statistical agencies to classify workers into occupational categories. . For more information regarding SOC codes please visit internet web site at [www. Bls.gov/SOC/](http://www.Bls.gov/SOC/). Also visit at <http://www.onecenter.org/overview.html> regarding occupational title for course of

study.

O*NET: The O NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors. Utilizing the SOC Codes, O*Net provides easy to read career reports that include the most critical on-the-job tasks and skills. Job seekers can also find local salary information and training opportunities. For more information regarding O*Net please visit the website at <http://www.onetcenter.org/overview.html>

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov 888.370.7589(phone) or 916.253.1897(fax).
Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Website (www.bppe.ca.gov).

As a prospective student, you are encouraged to review this catalog. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Course Approval

Courses offered at Orange Valley College are approved by:
Board of Barbering and Cosmetology
2420 Del Paso Road Suite 100
Sacramento, CA 95834
1-800-952-5210

Candidate for Accreditation by:

National Accrediting Commission of Cosmetology Arts & Sciences (NACCAS)
4401 Ford Ave, Suite 1300
Alexandria, VA 22302-1432
703-600-7600

At the time of publication Orange Valley College does not participate in Federal Student Aid.

All information contained in this College Catalog is current and correct and is certified as true.

Kyu Choe
President

Published: November 10, 2011

Table of Contents

<i>About Orange Valley College</i>	6
Welcome	6
Mission and Philosophy	6
College Objectives	6
Statement of Non Discrimination	6
Instructional Facilities	6
School Calendar	7
Hours of Operation	7
Holidays	7
Pre-Enrollment Information and General Rules	7
Orientation	7
Administrative Staff	8
Faculty	8
<i>Admission Policy</i>	9
Admissions Requirements	9
Ability to Benefit Test Policy	9
Admissions Procedure	9
English as a Second Language	10
Transferability of Credits earned	10
Students Admitted to Other Schools	10
<i>Tuition / Refund Policy</i>	11
Tuition Charges	11
Extra Instruction Charges	11
Student's Right to Cancel	11
Student's Right to Withdraw	12
Effective Date of Cancellation or Withdrawal	12
Unofficial Withdrawal	13
Refund Policy	13
Refund Example	13
Student Tuition Recovery Fund	14
<i>School Policies</i>	15
Diplomas and Certificates	15
Attendance Policy	15
Make-Up Policy	15
Course Repetitions	15
Leave of Absence	16
Academic Counseling	16
Re-Entry	16
Probation	16
Rules and Regulations	17
Grounds for Disciplinary Action	18
Disciplinary Procedure and Dismissal	18
Appeals Policy	18
Class Cancellation	18
<i>Satisfactory Academic Progress Policy</i>	19
Maximum Time frame to Complete	19

Satisfactory Academic Progress	19
Grading System	20
Academic Probation	20
Appeal Procedure	21
Course Incompleteness	21
<i>Student Services</i>	22
Job Placement	22
Student Records	22
Referral Services	22
Student Complaint Procedure (Grievance Policy)	23
<i>Academic Programs</i>	
Cosmetology	24
Esthetician	27
Manicuring	29
Cosmetology Instructor Trainee	31
Massage Therapy	33
Floral Design	36
Make-up Artist	37
Permanent Make-up Artist	38
Advanced Skin Care	39

About Orange Valley College

Introduction	<p>We want to thank you for selecting us to assist you in obtaining your desired physical arts and cosmetology training. You will receive real field experience that will hopefully provide you with the opportunity for a successful future in the cosmetology industry. At Orange Valley College, we offer you the basic training to become make-up artists, tattooists, advanced skin care specialists or massage therapist. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work dedication and practice on your part. You will practice shop management, business concepts and the psychology of personal success. It is a pleasure to have you join us at Orange Valley College. Our Goal is to help you discover you ability to transform your life and others by your training. The degree of success will depend on the effort you are willing to apply during the entire course of your training.</p>
Mission Statement	<p>At Orange Valley College, the prime objective is to offer training that prepares students to become successful members of the cosmetology, esthetician, manicuring and massage therapy professions and to successfully pass the State Board Examination.</p>
College Objectives	<p>Our primary objective at Orange Valley College is to offer each of our students with high quality teaching and training so that they may be prepared to successfully pass the state board examination and become a successful professional in the cosmetology industry. In order to fulfill our objective, we not only teach the techniques and artistry of cosmetology; we also teach poise, charm, self-reliance, business practices, and personal hygiene. We continually survey the profession to keep abreast of current trends, designs and techniques required by employers. Teachers give “individual” as well as “class” instruction. This combination helps serious students realize their goals. In the process, the secondary objective is to maximize the development and personal growth of each student as a total person, to help each student discover his/her potential success. Our prime vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty and massage industry.</p>
Statement of Non Discrimination	<p>Orange Valley College is firmly committed to providing educational programs to otherwise eligible students regardless of age, race or color, creed, ethnic origin, religion, national origin, sex, disability, or medical condition, except under special circumstances that would constitute either an occupational limitation or a limitation in participation in the program offered.</p>
Instructional Facilities	<p>Orange Valley College occupies a floor space of approximately 3,200 square feet. The facility will include four large classrooms/practice rooms. Each classroom will accommodate up to 15 students. The total capacity of the facility will be</p>

approximately 100 students at any one time. The facility will have an office space for student record keeping and admissions usage. Restrooms and private changing areas will be provided to students. The facility will be handicapped accessible for all students. There will be adequate parking located around the facility. Public transportation will be available to students through a bus stop located within one block of the school. Each theory classroom will have appropriate student tables and chairs for each student and will also have an appropriate whiteboard and teacher podium or desk.

School Calendar Classes begin EVERY MONDAY for all classes.

Hours of Operation Monday through Friday 9:30 am to 6:00 pm
Full and part-time schedules are available.

Bankruptcy Orange Valley College has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under federal law.

Holidays Orange Valley College observes the following holidays during which the school is closed:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Winter Break

*A "special" holiday may be declared for emergencies or special reasons. Holy days of all religious faiths are respected and allowed.

Pre-Enrollment Information and General Rules Each prospective student receives a catalog. Although general rules are reviewed during orientation, students are individually responsible for knowledge of all College rules and regulations including student conduct, attendance, make-up work, termination, etc. published in this catalog or communicated by the administration via written notices. Students must be aware that criteria for admission and/or graduation may differ depending upon the individual program. Some programs demand more stringent requirements than others. For more detailed information, contact the respective department. Each student receives a syllabus when class starts. The syllabus contains methods and practices used in each of the academic departments in order to facilitate the students' learning process.

Orientation Orientation classes for all students are held as follows:
 Day Students: Tuesday 8:30 am to 10:30 am

Administrative Staff College Director / Operations: **Mr. Kyu Choe**
 Assistant Director: **Timothy Choe**
 Financial Advisor: **Cindy Cho**
 Admission/Placement: **Van Nguyen**
 Registrar: **Leanne Pham**

Faculty

Instructor	Course	Instructor Qualifications
Diane Nguyen	Cosmetology Manicuring	BPPVE CERT# COAFS04377497 Licensed Manicurist for 19 years. Licensed Cosmetologist for 9 years. Cosmetology Instructor 9 years.
Hanh Nguyen	Cosmetician	Licensed Cosmetologist 10 years Cosmetician Instructor for 8 years

Admission Policy

Admission Requirements

1. Applicant must have one of the following:
 - a. High school diploma, or GED
 - b. Over the age of compulsory school attendance and has the ability to benefit from the training offered at the school
2. Applicant must submit completed application.
3. Payment of registration fee.
4. Interview by the school's director or admissions person.

Ability to Benefit

Ability to Benefit Students is someone who is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at an institution. In order to be admitted on the basis of his or her ability to benefit, a student must, prior to admission, take and pass Wonderlic ATB test.

Admissions Procedure

Applicants are advised to call the College for an appointment to discuss admission requirements and procedures. Each applicant will be interviewed individually, so that the College may better understand the career goals of the applicant, and the applicant can better understand the programs of the College.

As part of the admissions procedures, all applicants are required to:

1. Complete an application for admission;
2. Take and pass the SLE test (Scholastic Level Exam) Form IV which is designed to measure the applicant's aptitude to successfully complete the educational program for which the applicant has applied. Specific testing requirements are detailed in the Ability-to-Benefit policy sections of this catalog; Student must show English language proficiency. A passing score on either the SLE test (Scholastic Level Exam) Form IV or the Wonderlic Ability-to-Benefit test will be acceptable in showing English language proficiency.
3. Have an interview with a representative of the Admissions Department;
4. Have an interview with a Financial Advisor prior to completing the enrollment process to discuss payment plans;
5. Submit high school diploma or GED certificate if applicable
6. Complete all necessary paperwork for admission;
7. Receive a catalog and performance fact sheet
8. Take a tour of the facility.

Upon completion of the admission procedures, the student will be notified of the College's decision regarding admission.

English As Second Language

The College does not provide instruction for English as a Second Language, and neither does it provide services for obtaining visa. Students from foreign countries who apply to any of the vocational programs must be English proficient. All instruction is provided in the English language. The College reserves the right to refuse admission to any applicant who does not meet the College's established criteria for admission.

**Transferability
of Credits
Earned**

Students previously enrolled in an accredited school of Cosmetology may submit their academic records to Orange Valley College for review and possible transfer of credit. In lieu of accepting transfer credit, the College may:

- 1) Accept the transfer credit based upon a review of the official transcript from an accredited institution provided those courses are part of the College's approved curriculum for that program of study and/or
- 2) Administer a comprehensive exam for each course that measures and affirms the student's previous education and training experience. A score of 75% or better is required for each such exam in order to receive credit for that particular course. It may be necessary to administer a series of examinations both in theory and hands-on in order to validate the granting of credit for experiential learning, previous education, and work experience. If a satisfactory result is achieved, the student's training period may be reduced proportionately. Students who are granted such credit may have their tuition reduced proportionately.

**"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND
CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Orange Valley College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in Orange Valley College is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Orange Valley College to determine if your diploma or certificate will transfer."

The school has not entered into an articulation or transfer agreement with any other college or university.

**Students
Admitted to
Other Schools**

The College does not recruit students who are admitted or attending other schools offering similar program of study.

Tuition / Refund Policy

Tuition Charges

Tuition is disclosed and agreed upon at the time of enrollment. All terms and obligations are reflected in the enrollment agreement. The entire tuition and fees are due at the time of signing of the Enrollment Agreement. Installment payments are arranged for exceptional cases only. In addition, tuition cost may vary based on special promotions at the time of enrollment. The student is responsible for costs of transportation to and from school and any potential site practice or externships if required.

Program	Regist- ration	Tuition	Kits & Supplies	Total Cost
Cosmetology	\$75	\$2,500	\$450	\$3,025
Esthetician	\$75	\$1,300	\$300	\$1,675
Manicuring	\$75	\$700	\$125	\$900
Cosmetology Instructor Trainee	\$75	\$1,300	\$300	\$1,675
Massage Therapy	\$75	\$1400		\$1,475
Floral Design	\$75	\$500		\$575
Permanent Make-up Artist	\$75	\$600		\$675
Make-up Artist	\$75	\$500		\$575
Advanced Skin Care	\$75	\$500		\$575

Extra Instruction Charges

If due to unexcused absences, the full time student does not complete the enrolled course in designed time period, following will be the cost for the necessary additional training:

- Cosmetology: \$2.00 / Hour
- Esthetician: \$3.00 / Hour
- Instructor Trainee: \$3.00 / Hour
- Massage Therapy: \$3.00 / Hour
- Manicuring: \$3.00 / Hour

Textbooks, Equipment and Supplies

Textbooks and a kit will be issued at the beginning of the course. Each student will be issued a complete kit of equipment with a carrying case. The kit contains equipment necessary for the satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

Student's Right to Cancel

All funds paid less the amount of the registration fee will be returned if the student is rejected for enrollment. If you cancel the contract within seven days from the date you signed it, all funds paid less the amount of the registration fee will be returned. If you cancel the contract after the seven days but before you start classes all funds less the amount of the registration fee will be refunded. You have the right to cancel the agreement for a course of instruction, including

any equipment such as books, materials and supplies or any other goods related to the instruction included in this agreement, through attendance at the first class session (**first day of classes**), or the seventh day after enrollment (**seven days from date when enrollment agreement was signed**), whichever is later

Cancellation shall occur when you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given two Notice of Cancellation forms for your use if you decide to cancel, however, you can use any written notice that you may wish. You do not cancel the contract by just not attending classes.

If the school has given you any returnable equipment, including books or other materials, you shall return it to the School within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in good condition within the 30-day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. As stated in the front page of the agreement, beauty supplies and equipment are not returnable items due to sanitary reasons. Therefore, once you have received any beauty equipment, its cost is charged to your account. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received.

Student's Right to Withdraw

After the end of the cancellation period, midnight of the fifth business day after the day on which the student attended the first class of the program of instruction, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Withdrawal will occur on the earlier of the dates that:

1. A student notifies the institution of his/her withdrawal.
2. A student on an approved leave of absence notifies the school that he or 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 institution that the student will not be returning.
3. A student is expelled by the school.

Effective Date of Cancellation or Withdrawal

When a student notifies the school of cancellation or withdrawal, the effective date of cancellation or withdrawal will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.

Unofficial Withdrawal

If a student who does not successfully complete the program and stops attending classes without notice for three consecutive weeks, the College will determine that the student has withdrawn. Also, if a student on an approved leave of absence does not return on the expiration of the leave of absence without notice, the College will determine that the student has withdrawn. Under these circumstances, the student will be classified as Unofficial Withdrawal.

Refund Policy**Cancellation**

Upon cancellation, the College will refund any consideration paid by the student, less the registration fee, STRF fee and the cost of kit received by the student.

Withdrawal (Official or Unofficial)

The College will refund tuition not earned by the College. The refund policy for students who have completed 60 percent or less of the period attendance shall be a pro rata refund. For the purpose of calculating the amount the College earned, the last date of attendance will be used.

Refund Policy for Kits and Supplies

When a student purchases books, and returns them in new condition within 30 days following the date of student withdrawal or termination, the school will refund the cost of the books paid by the student. If the student fails to return the books in good condition within 30 days, the school will add the cost of the books to the amount owed for tuition and registration fees.

Kits cannot be reused due to health and sanitary reasons. They are not returnable and no refund will be received.

Date of Refund

The College will make the refund within 45 days after the cancellation or the withdrawal date. In case of unofficial withdrawal, the refund will be made within 45 days of the date of determination that the student withdrew.

Refund Example

The following sample California State refund calculation is for a student who attempting 15 hrs of instruction for a 40 hr program and prepaying \$400.

- Total Cost: \$695 minus non-refundable registration fee \$100 = \$595
- Divide \$595 by 40 to find the cost per hour of instruction: \$14.88 per hour
- Multiply the amount in line above with the total hours attempted. \$14.88 x 15 hrs = \$223.13. This is the amount of tuition eared by the institution
- Subtract the amount in line above from the amount the student has paid, minus the non-refundable registration fee of \$100. If the total amount is a positive number, this is the amount to be refunded to the student. If the total amount is a negative number, this is the amount the students still owes the institution.

\$400 (paid) - \$100 (registration fee) = \$300-\$223.13 Tuition earned = \$76.87= Refund owed to student.

Withdrawing or dropping after completing 60% of the course will not result in a refund.

STUDENT TUITION RECOVERY FUNDS:

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- 1) You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and,
- 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- 1) You are not a California resident.
- 2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- 1) The school closed before the course of instruction was completed.
- 2) The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- 3) The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost
- 4) There was a material failure to comply with the Act of this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- 5) An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

*Residency Program means an educational program at an approved institution of which some portion of the instruction occurs as defined in section 71715(c). [Section 71715©-Direct instruction requires the physical presence of one or more students and one or more faculty members at the same location. Direct instruction includes instruction presented in a classroom, seminar, workshop, lecture, colloquium, laboratory, tutorial, or other physical learning settings consistent with the mission, purposes, and objectives of the institution]

Amount of STRF Assessment; § 76120. (a) Each qualifying institution shall collect an assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is two dollars and fifty cents (\$2.50).

. For further information or instructions contact:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
2535 Capital Oaks Drive, Suite 400
Sacramento, CA 95833
Tel (916)431-6959, Toll Free (888)370-7589, Fax (916)263-1897

School Policies

Diplomas and Certificates

Upon satisfactory completion of the required course hours, and the student has maintained a satisfactory grade on all subjects covered, a diploma will be given to the student. Also a proof of Training Record will be issued. This record will then become part of the application for examination for your State of California License.

Neither Diploma nor Certificate of Completion will be issued unless all monies have been paid in full.

Attendance Policy

- Students must complete all lessons and complete all clock hours before they are allowed to graduate
- Students have 1 ½ times the scheduled completion time to complete the program. Students who do not complete the program after this time will be dropped.
- If a student is absent from class, the student may make-up that class at no additional charge. The student should arrange make-up work with the instructor or director.
- Students who are tardy more than 30 minutes will be counted as absent. Students who leave class early will be counted as absent unless prior arrangements have been made with the instructor or director.
- Students who arrive late to class up to 30 minutes will be counted as tardy. Three tardies will be counted as one absence.
- At no time is any student allowed to attend class who is not on the attendance roster.

Attendance Status

Full time students are required to be enrolled to attend a minimum of 24 hours per week. Half-time enrolment requires a minimum of 12 hours per week. Part-time enrollment is defined as more than 12 but less than 24 hours per week. Less than 12 hours per week is less than half-time.

Make-Up Policy

All lesson assignments which were missed during any period of absence must be made up. Make-up work will not be permitted during class hours. A record of make-up work is maintained for each student who is required to perform this type of work. Excessive tardiness will result in dismissal or suspension until such time that the student can continue without tardiness. In case of tardiness a student is required to make up any and all prescribed work.

Course Repetitions

If a student is required to repeat a course, both the original and the repeated course are counted toward the Maximum Time Frame to complete the program. In computing the grade point average, the credits for the course with the higher grade will be counted. The student may be charged for courses that they must repeat.

Leave of Absence	Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The college may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for up to 180 days in a 12 month period. The LOA must be requested in writing by the student and must be approved by the school officer. The LOA request form must be filled out and the date of leave and return must be stated on the form prior to the officer approving the LOA. Do not request a Leave of Absence unless you absolutely need one. Students on LOA's will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have his/her maximum time frame to complete the course extended by the same number of days as the leave of absence. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 45 days.
Academic Counseling	The College assists students by providing them with access to programs outside of the classroom. Academic counseling is available to all students at the College. However, students are referred to community professionals for personal, non-academic counseling. The College does not find or assist students in finding housing.
Re-Entry	Any student who requests re-entry to The Orange Valley College must first obtain and complete a Re-entry Clearance Form from the Registrar's Office which will be processed and reviewed for approval prior to the re-entry. Students may only re-enter the College once. Additionally, students who are dismissed or terminated must present a written appeal demonstrating evidence that the condition(s) that caused the dismissal/termination has been rectified before re-entry to the College may be considered.
Student Conduct	Students are required to conduct themselves at all times as if they were working in the industry. Professional behavior is a must for all students. Any student not conducting him/herself in an orderly and professional manner can be dismissed from the institution. Students who attend class intoxicated or under the influence of drugs will be immediately dismissed. Students who are found to be unruly, disorderly, engaging in sexual harassment, or creating a hazardous environment for other students or stealing of school or other students' property will be immediately dismissed.
Probation	At the discretion of the school director a student may be placed on probation for violation of student conduct policies or attendance violations. The length of the probation period is left to the discretion of the director.

Rules and Regulations

The school reserves the right to modify these rules and regulations at any time. All students must comply with the school rules and regulations as a condition of enrollment.

1. Personal Calls - Pay phones are available in front of the College and other locations throughout the shopping center as a convenience to students. Students are not allowed to use the College telephones for personal use. If a student receives a call at Orange Valley College, a message will be given to the instructor. If the call is an emergency, every effort will be made to find the student and relay the message.
2. Cell phones and pagers are not permitted to be used in the school by students.
3. Breaks - Students are allowed one break every four hours during the school day. Students taking a lunch break must clock out and back in, in accordance with State and school regulations. For this reason students are not allowed to leave the building or go to the break/lunch room, in their lunch break, unless they are clocked out on their time cards.
4. Personal conversations should be kept to a minimum. Personal visitors should wait outside the school.
5. The use of or being under the influence of any intoxicants, drugs, or narcotics is strictly forbidden and is cause for student dismissal. All such substances are not permitted on the premises.
6. Smoking – Orange Valley College maintains a smoke-free environment. Smoking areas are designated outside the school premises. No smoking is permitted in front of any doorway or in any other area around the College, except in those specific areas so designated.
7. Food and Drinks - No food or drinks are allowed in any classroom, unless so designated.
8. You will have an assigned locker for personal possessions. Orange Valley College is not responsible for any personal items or possessions left in the school.
9. Just as would normally be the case in most salons, every student will be assigned specific daily clean-up duties.
10. Time cards are a matter of strict State regulations and must be accurate. Students are to record on their time card, in the area provided, the activities of their classes, assignments, operations performed, etc. All entries and computations are to be made, in pencil, by the student on his or her own individual card.
11. Students clocking time cards, other than their own, or falsifying time cards are subject to immediate expulsion. Students who leave the building while clocked in are subject to immediate suspension, up to and including expulsion.
12. To thoroughly prepare you for your professional future, we ask that all duties and assignments given to the student by an instructor must be complied with. Should a student refuse any duty or assignment, he/she will be clocked out immediately for at least the balance of the day. If a student is not physically able to perform assignments, he/ she will not be allowed to attend school.
13. Students are not allowed to sell any type of merchandise to anyone on school premises.
14. A student may be suspended or terminated for unsatisfactory progress, misconduct, disrupting classes, or for infraction of the rules. In the event of a problem, a personal conference is held with the student so that there can be an opportunity for discussion and resolution of the problem.
15. Physical altercations, aggressive arguments, threats theft or intentional abuse of another person is grounds for immediate expulsion.
16. Please notify the school registrar immediately in writing of any changes of address or phone number.
17. Tuition payments or processing fees are to be made the first day of attendance of every week unless other arrangements have been made on the date of enrollment. The school is not permitted to have a student attend who is

delinquent in tuition or processing fees. Students should get validated receipts for all monies paid to the school for tuitions. The student should verify they received proper credit against their month student status reports.

18. Any student discontinuing, transferring or completing training is requested to check with the school registrar so that appropriate records maybe prepared.
19. Theft or Damage to Equipment – Students are required to maintain cleanliness and orderliness in the classrooms. Students who misappropriate or misuse any equipment or instructional devices may be subject to dismissal and may be billed for damaged or stolen equipment. Equipment mishaps must be reported immediately to the respective department.

**Grounds for
Disciplinary
Action**

1. Unsatisfactory academic performance,
2. Unsatisfactory attendance,
3. Frequent tardiness or leaving early,
4. Unprofessional behavior such as academic dishonesty and/or conduct that disrupts the learning process in the classroom or reflects unfavorably upon the school and/or its students. Consult your administration department for additional information.

**Disciplinary
Procedure and
Dismissal**

All disciplinary matters will come before the Administration, which will review the written complaint, interview the parties involved, and make a determination of the action to be taken. This may result in the dismissal of the charge, probation, suspension for a particular length of time, dismissal of the student, or other appropriate action. Termination may also be the result of a student violating the following policies: a) satisfactory academic progress, b) attendance, and/or c) the student conduct and regulations policy.

**Class
Cancellation**

Administration reserves the right to cancel any class if the number of students falls below the minimum acceptable to the College. Class cancellations may occur during the first week of the scheduled class days, in which case the College will refund all monies due if applicable.

Satisfactory Academic Progress Policy

If a student is determined to be making satisfactory academic progress at one of the evaluations, the student is deemed to be making satisfactory academic progress until the next scheduled evaluation. A Student found not to be making satisfactory academic progress will remain in that status even after a temporary break in their attendance through LOA or drop-and-reentry.

Maximum Time Frame to Complete

All students must complete their program of study in a period of time not to exceed one and one-half times the period specified on their enrollment agreement. At scheduled times the College will assess the quantitative progress of each student. At the time of these assessments, the College will determine whether a student has successfully completed the minimum percentage of work allowing completion of the program within the established time frames not exceeding the 150% timeframe. The scheduled evaluation times are outlined in each program description.

A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence.

Satisfactory Academic Progress (SAP)

Students must maintain Satisfactory Academic Progress (SAP) as established by this institution. The student must:

1. Maintain a cumulative academic average of "C" (70 or better on all tests, work projects (operations) and other required course work.
2. Maintain cumulative average attendance level of at least two-thirds (2/3) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ($2/3 \times 30 = 20$).

Regardless of the average level of attendance, students who have more than three consecutive weeks of absences (21 calendar days) will be dismissed. This standard shall apply to all students except those on an approved leave of absence policy (see LOA policy). Students who expect to be absent more than 21 days are encouraged to request a leave of absence.

In addition to attendance standards relating to SAP students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the student attendance and conduct policy section of this catalog.

Exceptions to the above policy are applicable to the Permanent make-up program and Advanced skin care program. Students must complete all hours prior to graduation. Students can make-up absences but all hours must be completed in these programs

3. Complete the course within 1 1/2 times the length of the course as defined

in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.

- 4. Student must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the course to be considered as meeting satisfactory progress at the end of an evaluation period will be considered to be making satisfactory progress until the next evaluation.

Grading System

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at 25%, 50%, 75%, and 90% of the course hours completed. This evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a “C” (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized by this school.

90% - 100%	A	Superior Performance
80% - 89%	B	Above Average
70% - 79%	C	Average
60% - 69%	D	Unsatisfactory
59% - Below	F	Failure
	W	Withdrawal
	I	Incomplete

An incomplete grade designation will automatically be converted to a failing grade on the last day of the maximum time frame for a particular program. If a student has not returned from a leave of absence, an incomplete grade will convert to a failing grade.

Academic Probation

Students who fail to meet SAP standards during a given evaluation period will be placed on academic probation for one additional evaluation period. Students are expected to make SAP progress during the probationary period. Probationary students who fail to meet Sap by conclusion of probationary period will be deemed not to be making SAP and /or Attendance progress, may be terminated at the discretion of the institution. In the event such students are allowed to continue with instruction, will only be reinstated after the student has reestablished SAP in accordance with the grading standards as indicated above. In the event a student is terminated due to not making SAP, all policies regarding the institution’s refund policy will apply. Probationary students who meet SAP by the conclusion of the probationary will be removed from academic probation.

**Appeal
Procedure**

Students who wish to appeal the decision that they are not making SAP must submit a written request to the institution's administrator. The letter should be received within (5) days of termination and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The administrator shall evaluate the appeal within a reasonable time frame (5-10 days) and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame (5-10 days). The decision of the committee shall be final. Students that prevails upon the appeal process, re-entering the program after an interruption of training or having re-established satisfactory progress, and determined as making satisfactory progress will be re-entered in the course and will be reinstated.

**Course
Incompleteness**

Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction.

Student Services

Counseling and Advising	Students are counseled individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful salon owners and stylists are scheduled into the school regularly to give demonstrations, discuss career goals, etc with the students. This activity supplements the daily counseling carried out by the instructors and directors. Students may request additional counseling sessions at any time.
Job Placement	Job placements assistance is provided to graduate and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process of follow-up begins. When students take the licensing exam, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. The placement director assists students in placements as often as needed; however, the school does not guarantee placement to any students. Office hours are Wednesday and Thursday between 10 am – 12 pm.
Student Records	Official school records are maintained for all students from their original start date. Students are advised and cautioned that Federal and state laws require the College to maintain institutional and student records for a six-year period only. All students and parents of tax-dependent students have the right to inspect information contained in their records. Orange Valley College observes the "Right to Privacy Act" and will not release any information to any student without the student's written consent. Government agencies and accrediting agencies, including the BPPE and the BBC may inspect, review and copy the student's records without the student consent. One set of student's transcript will be provided for free. Thereafter, there will be a \$20 charge for each additional set.
Referral Services	Students are referred to community professionals for personal, non-academic counseling. The College does not find or assist students in finding housing.
Drug Abuse Prevention Program	The college makes the following information available to its students, staff and instructors. Any individual associated with the Orange Valley College who is seeking information, counseling or assistance concerning drug abuse prevention may call or visit the Charter Hospital, 6060 Paramount Blvd, Long Beach, CA 90805, (562) 220-1000.

**Grievance Policy:
Student Complaint
Procedure**

It is the policy of the institution to handle grievances in the following manner:

1. Fill out grievance form and list all grievances.
2. Hand deliver or mail all forms to the school director to the address listed on the front of this catalog.
3. All grievances regardless of the nature will be turned over to the owners and reviewed.
4. The director will evaluate the grievance and set up an appointment with the person within 5 days from the receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours.

Any grievance that the student cannot work out with the institution may be forwarded to:

**Bureau for Private Postsecondary Education (BPPE)
2535 Capital Oaks Drive, Suite 400
Sacramento, CA 95833 (916) 431-6959**

**Board of Barbering & Cosmetology (BBC)
2420 Del Paso Road Suite 100
Sacramento, CA 95834 (800) 952-5210**

**NACCAS
4401 Ford Ave. Suite 1300
Alexandria, VA 22302 (703) 600-7600**

Academic Programs

Cosmetology (1600 Clock Hours)

This program prepares the student for the State Board Examination and for employment in the field of Cosmetology. This program is offered as a Clock-Hour program.

POTENTIAL OCCUPATION AFTER COMPLETION

Hair Stylist, Hair Colorist, Manicurist, Make-Up Artist, Facial Expert, Wig and Hairpiece Specialist, Skin-Hair-Scalp Specialist, Beautician on an ocean liner.

INSTRUCTIONAL METHODS

This program is taught using a combination of following methods:

1. Classroom lectures on theory
2. Demonstrations by the instructor
3. Supervised practices during clinical sessions
4. Practices on clients

PERFORMANCE OBJECTIVE

1. Acquire knowledge of laws and rules regulating California's cosmological establishments' practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to cosmetology.

SKILLS TO BE DEVELOPED

Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicure, learn the application of brush-on nails, nail wraps, and nail tips.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

GRADING PROCEDURE

Student's academic performance is graded four times throughout the program, at the completion of: 450, 900, 1,250, and 1,600 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 40% toward the grade
2. Practical Operations scores count 40% toward the grade
3. Professionalism count 20% toward the grade

For the second grading period and beyond, the average grade is cumulative, i.e., scores from previous grading periods will be included in the calculation.

REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

At each grading period, a student must meet or exceed the minimum average grade as outlined below.

Grading Period	Minimum Average Grade
450 hrs	65
900 hrs	67
1,250 hrs	69
1,600 hrs	70

In addition, a student must successfully complete the minimum percentage of work at a scheduled

evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
400	267
800	534
1,200	800
1,600	1,067
2,000	1,334
2,400	1,600

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Cosmetology with a final grade of 70 or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate state licensure Examination.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

SUBJECT OF TECHNICAL INSTRUCTION

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Total Theory Hours: 465
 Total Practical Hours: 1,135
 Total Hours: 1,600

	Subject	Minimum Hours Theory	Minimum Operations
1	Cosmetology Act and Board Rules	20	
2	Cosmetology Chemistry	20	
3	Theory of Electricity in Cosmetology	5	
4	Bacteriology, Sterilization & Sanitation, Safety Precautions, Anatomy and Physiology	65	10
5	Wet Hairstyling	25	200
6	Thermal Hairstyling	20	40
	Health Safety/Hazardous Substance	20	
	Chemical Skin Peels, Masks, etc.	10	
	Press & Curl		20
7	Permanent Waving	20	80
8	Chemical Straightening	20	25
9	Hair Cutting	20	80
10	Hair Coloring and Bleaching	40	
	A. Bleaching		20
	B. Hair Coloring		50
11	Scalp and Hair Treatments	5	20
12	Facials		
	A. Manual	5	10
	B. Hair Coloring	10	15
13	Eyebrow Arching and Hair Removal	10	20
14	Make-Up	15	10

15	<p>Manicuring and Pedicuring</p> <p>A. Water Oil Manicure</p> <p>B. Complete Pedicure</p> <p>C. Artificial Nails</p> <p> 1. Liquid & Powder Brush-Ons</p> <p> 2. Artificial Nail Tips</p> <p> 3. Nail Wraps and Repairs</p>		
		5	15
		5	10
		25	
			50 nails
			50 nails
			20 nails
16	<p>Additional Training</p> <p>(A). May include professional ethics, personal hygiene, good grooming, salesmanship, normal cleanup duties, required keeping of student daily records, modeling, desk, and reception. May also include not more than eight (8) hours credit for field trips. Such field trips shall be under the direct supervision of a licensed cosmetology instructor. Date, time and description of field trip shall be recorded on Student's daily record.</p> <p>(B). All Students shall have completed the specified minimum required hours and operations upon completion of sixteen hundred (1600) hours course. A Proof of Training record shall be issued.</p>	100	

Esthetician (600 Clock Hours)

This program prepares the student for the State Board Examination and for employment in the field of Esthetician. This program is offered as a Clock-Hour program.

POTENTIAL OCCUPATION AFTER COMPLETION:

Esthetician, Facial Specialist, Make-Up technician for T.V./Modeling, Agency, Make-Up Specialist, Chemical Peel Specialist, Hair Removal Specialist, Facialist for Doctors in the field of Reconstructive and Plastic Surgery.

INSTRUCTIONAL METHODS

This program is taught using a combination of following methods:

1. Classroom lectures on theory
2. Demonstrations by the instructor
3. Supervised practices during clinical sessions
4. Practices on clients

PERFORMANCE OBJECTIVE:

Acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the Knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Esthetics.

SKILLS TO BE DEVELOPED:

Learn the proper use of implements relative to all Esthetician services, acquire the knowledge of analyzing the skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Esthetician services, will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facials.

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED:

Be able to appreciate good workmanship common to Esthetician, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

GRADING PROCEDURE

Student's academic performance is graded four times throughout the program, at the completion of: 300 and 600 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 40% toward the grade
2. Practical Operations scores count 40% toward the grade
3. Professionalism count 20% toward the grade

For the second grading period and beyond, the average grade is cumulative, i.e., scores from previous grading periods will be included in the calculation.

REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

At each grading period, a student must meet or exceed the minimum average grade as outlined below.

Grading Period	Minimum Average Grade
300 hrs	65
600 hrs	70

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
300	200
600	400
900	600

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Esthetician with a final grade of 70 or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the state licensure Examination.

LICENSING REQUIREMENTS:

Applicant must be 17 years of age or older and have completed the 10th grade, A Esthetician license will be granted by the State of California only after the student has successfully completed and graduated from the Esthetician course as described above and passed the licensing exam with an overall average of 75%.

SUBJECT OF TECHNICAL INSTRUCTION

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Total Theory Hours: 290
 Total Practical Hours: 310
 Total Hours: 600

	Subject	Minimum Hours Theory	Minimum Operations
1	Cosmetology Act and Board Rules and Regulations	10	
2	Chemistry	10	
3	Health and Safety/Hazardous Substances	20	
4	Electricity	10	
5	Disinfection and Sanitation	10	10
6	Bacteriology	15	
7	Facials - Manual	20	40
8	Facials - Electrical	30	60
9	Chemical Skin/Peels, Masks, Packs, and Scrubs	20	40
10	Eyebrow Arching/Tweezing	5	10
11	Hair Removal/Waxing and Depilatories	20	40
12	Make-up/Skin Analysis/False Eyelash Application	20	40
13	Additional Training May include professional ethics, personal hygiene, good grooming, salesmanship, and normal clean-up duties, required keeping of student daily records, modeling, desk and reception. May also include not more than sixteen (16) outside field trip hours. Such field trips shall be under the direct supervision of a licensed instructor. Date, time, and description of field trip shall be recorded on Student's daily record.	100	

Manicuring (400 Clock Hours)

This program prepares the student for the State Board Examination and for employment in the field of Manicuring. This program is offered as a Clock-Hour program.

POTENTIAL OCCUPATION AFTER COMPLETION:

Manicurist, Pedicurist, Nail Art Specialist.

INSTRUCTIONAL METHODS

This program is taught using a combination of following methods:

1. Classroom lectures on theory
2. Demonstrations by the instructor
3. Supervised practices during clinical sessions
4. Practices on clients

PERFORMANCE OBJECTIVE:

Acquire knowledge of laws and rules regulating California Cosmological establishments' practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicurist.

SKILLS TO BE DEVELOPED:

Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:

Be able to appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

GRADING PROCEDURE

Student's academic performance is graded four times throughout the program, at the completion of: 200 and 400 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 40% toward the grade
2. Practical Operations scores count 40% toward the grade
3. Professionalism count 20% toward the grade

For the second grading period and beyond, the average grade is cumulative, i.e., scores from previous grading periods will be included in the calculation.

REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

At each grading period, a student must meet or exceed the minimum average grade as outlined below.

Grading Period	Minimum Average Grade
200 hrs	65
400 hrs	70

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
200	134
400	267
600	400

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Manicuring with a final grade of 70 or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate state licensure Examination.

LICENSING REQUIREMENTS:

Applicant must be 17 years of age or older and have completed the 10th grade, a manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring course as described above and passed the Manicurist Licensing Exam with an overall average of 75%.

SUBJECT OF TECHNICAL INSTRUCTION

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Total Theory Hours: 135
 Total Practical Hours: 265
 Total Hours: 400

	Subject	Minimum Hours Theory	Minimum Operations
1	Cosmetology Act and Board Rules and Regulations	10	
2	Cosmetology Chemistry	10	
3	Bacteriology, Sanitation, and Sterilization, Safety Precautions, Anatomy, and Physiology	20	10
4	Water and Oil Manicures including Hand and Arm Massage	15	40
5	Complete Pedicure, including Foot and Ankle	10	20
6	Application of Artificial Nails A. Liquid and Powder Brush-On B. Nail Tips C. Nail Wraps and Repairs	15 10 5	80 nails 60 nails 40 nails
7	Additional Training May include professional ethics, personal hygiene, good grooming, salesmanship, and normal clean-up duties, required keeping of student daily records, modeling, desk and reception. May also include not more than sixteen (8) outside field trip hours. Such field trips shall be under the direct supervision of a licensed instructor. Date, time, and description of field trip shall be recorded on Student's daily record.	25	
8	Health and Safety/Hazardous Substances	15	

Cosmetology Instructor Trainee (600 Clock Hours)

This program prepares the student for the profession of Cosmetology Instructor. This program is offered as a Clock-Hour program.

The curriculum for students enrolled in a teacher trainee course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Cosmetology Instructor. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the trainee demonstrating his/her abilities as Teacher in a classroom environment.

POTENTIAL OCCUPATIONS AFTER COMPLETION:

Instructor of Cosmetology, Master educator, supervisor of school, potential owner of school or company demonstrator.

INSTRUCTIONAL METHODS

This program is taught using a combination of following methods:

5. Classroom lectures on theory
6. Demonstrations by the instructor
7. Supervised practices during practical sessions

PERFORMANCE OBJECTIVE:

Acquire knowledge of laws and rules regulating California Cosmetology establishment's practices and understand sterilization procedures. Acquire the knowledge of general theory relative to teaching methodology and development of lesson planning.

SKILLS TO BE DEVELOPED:

Be able to teach all areas of Cosmetology to students in all areas of the cosmetology field.

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED:

Be able to appreciate good workmanship common to Teachers, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

GRADING PROCEDURE

Student's academic performance is graded four times throughout the program, at the completion of: 200 and 400 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

4. Theory exam scores count 40% toward the grade
5. Practical Operations scores count 40% toward the grade
6. Professionalism count 20% toward the grade

For the second grading period and beyond, the average grade is cumulative, i.e., scores from previous grading periods will be included in the calculation.

REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

At each grading period, a student must meet or exceed the minimum average grade as outlined below.

Grading Period	Minimum Average Grade
300 hrs	65
600 hrs	70

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
300	200
600	400
900	600

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Cosmetology Instructor Trainee with a final grade of 70 or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers.

LICENSING REQUIREMENTS *:

Effective January 1, 2005 the California Board of Barbering and Cosmetology will no longer have the authority to issue new or renewal licenses for barber instructor or cosmetology instructors. Therefore, the Instructor Trainee course is no longer necessary to obtain an instructor's license.

SUBJECT OF TECHNICAL INSTRUCTION

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Total Theory Hours:	390
Total Practical Hours:	210
Total Hours:	600

	Subject	Theory Hours	Practical Hours
1	The Barbering and Cosmetology Act and the Bureau's Rules and Regulations	10	
2	Preparatory Instruction: A. Instructional Techniques: Methods of Instruction, lecture, demonstrations, performance, communication skills, instructional aids, and use of questions to promote learning. B. Organization Techniques: 4 step teaching method, performance objectives and learning domains, etc. C. Lesson Planning: Subject, title, outlines, development and visual aids. D. Techniques of evaluation: purpose of test. Types of test, text administration, scoring and grading, etc.	40 30 60 10	110 100
3	Conducting classroom and technical instruction and demonstration for three (3) or more students on all practices of cosmetology.	140	
4	Supervising and Training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory.	100	

Massage Therapy (500 Clock Hours)

This program prepares the student for the profession of Massage Therapist. This program is offered as a Clock-Hour program.

POTENTIAL OCCUPATION AFTER COMPLETION:

Massage Therapist Specialist, product representative and company demonstrator.

INSTRUCTIONAL METHODS

This program is taught using a combination of following methods:

8. Classroom lectures on theory
9. Demonstrations by the instructor
10. Supervised practices during clinical sessions
11. Practices on clients

PERFORMANCE OBJECTIVE:

Acquire knowledge of laws and rules regulating California establishment practices and understand procedures. Acquire the knowledge of general theory relative to anatomy, physiology, chemistry, and theory relative to practical procedures, perform and acquire business management techniques common to massage therapists.

SKILLS TO BE DEVELOPED:

Uses of proper implements relative to all massage procedures. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders.

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED:

Appreciate good workmanship common to massage therapists, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

GRADING PROCEDURE

Student's academic performance is graded four times throughout the program, at the completion of: 200 and 400 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

7. Theory exam scores count 40% toward the grade
8. Practical Operations scores count 40% toward the grade
9. Professionalism count 20% toward the grade

For the second grading period and beyond, the average grade is cumulative, i.e., scores from previous grading periods will be included in the calculation.

REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

At each grading period, a student must meet or exceed the minimum average grade as outlined below.

Grading Period	Minimum Average Grade
300 hrs	65
600 hrs	70

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
300	200
600	400
900	600

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Massage Therapy with a final grade of 70 or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers.

LICENSING REQUIREMENTS:

There is No State Licensing Requirement. Every city has an application process that varies from city to city.

Subject	Hours
History, Requirements, Ethics and Business	32
Historical Overview of Massage	4
Requirements for the Practice of Therapeutic Massage	4
Professional Ethics for Massage Practitioners	8
Business Practices	16
Anatomy, Physiology, Kinesiology, and Pathology	168
Overview	8
Cells and Tissues	8
Anatomical Positions, Terms, and Meanings	8
Integumentary System	8
Skeletal System	8
Muscular System	20
Circulatory System	8
Lymph-vascular System and the Immune System	8
Nervous System	12
Endocrine System	8
Respiratory System	8
Digestive System	8
Excretory System	8
Human Reproductive System	8
Pathology	40
Massage Assessment, Theory and Application	216
Effects, Benefits, Indications, and Contraindications of Massage	12
Equipment and Products	12
Sanitary and Safety Practices	12
Consultation	12
Classification of Massage Movements	12
Application of Massage Technique	12
Procedures for Complete Body Massages	24
Face and Scalp Massage	12
Hydrotherapy	24
Massage for Nursing and Healthcare	12
Athletic/Sports Massage	24
Specialized Massage	24
Therapeutic Exercise	24
Massage Techniques	184
Basic Traditional Massage	16
Basic Swedish Massage	20
American Techniques	20
Basic Shiatsu/16 Movements	60
Aromatherapy	8
Patterns of KI/QUI/CHI	20
Front/Back/Side Channels (Acupressure)	20

	Introduction System Massage	8	
	Introduction Holistic Therapy	12	
Total			600

Floral Design (100 Clock Hours)

I. Description

The purpose of this course will be to provide the student with entry level skills in the area of floral design. The student will be shown skills of how to accomplish basic floral designs for use in weddings, funerals and general seasonal usage. Student should be familiar with the basic skills to work in the retail floral industry.

II. Course Length

The course is 100 clock hours in length. Weeks are determined by the hours offered each day and each week. The course program should be able to be completed in 5 weeks by attending 20 hours each week during week days. The course should be completed in 6 to 7 weeks by attending 16 hours each weekend.

III. Course Objectives

The student should be able to demonstrate the following at the completion of the course program

1. Skills needed for basic floral design to include color, balance and proportion
2. Knowledge of basic types of flowers used and their basic qualities for display
3. Skills for making and creating wedding arrangements.
4. Skills for making and creating basic funeral arrangements.
5. Skills for use of silk and other synthetic floral materials
6. Skills for creating and making seasonal arrangements.

IV. Sequence and Frequency of Classes

Classes meet Monday through Friday, or Saturday/Sunday time schedules except for holidays which are listed in the catalog.

V. Textbooks

Pryke, Paula and Summers, Kevin, Flowers: The Complete Book of Floral Design Rizzoli October 2004.

VI. Course Outline

- | | |
|----------------------------|----------------|
| 1. Basic Floral Design | 20 Clock Hours |
| 2. Advanced Wedding Design | 20 Clock Hours |
| 3. Advanced Floral Design | 20 Clock Hours |
| 4. Advanced Funeral Design | 20 Clock Hours |
| 5. Advanced Silk Design | 20 Clock Hours |

VII. Instructional Modes and Methods

Students will learn the skills through demonstration and lecture. The instructor will then reinforce most of the skills that will be demonstrated through practice and critique of student work.

Make-Up Artist (32 Clock Hours)

I. Description

The purpose of this course will be to provide the student with entry-level skills in the area of make-up artistry. The student will be shown skills of how to accomplish basic make-up artistry will be used to retail settings and for photography work or fashion work.

II. Course Length

The course is 32 clock hours in length. Weeks are determined by the hours offered each day and each week. The course program should be able to be completed in 2 weeks by attending 4 hours each day for four days a week during the week. The course should be completed in 2 weeks by attending 16 hours each weekend.

III. Course Objective

The student should be able to demonstrate the followings at the completion of the course program.

1. Skills for application of basic day time make up
2. Skills for application of evening make up
3. Skills for make up for wedding events
4. Skills for make up for fashion shows and photography

IV. Sequence and Frequency of Classes

Classes meet Monday through Friday or Saturday/Sunday time schedules except for holidays which are listed in the catalog.

V. Textbooks

Kehoe, Vincent J-R The Technique of the Professional Make-up Artist Focal Press. 1998.

VI. Course Outline

1. Basic Make-up artistry – 16 clock hours
Day and Night Fashion
2. Advanced Make-up Artistry – 16 clock hours
Wedding and Photography

VII. Instructional Modes and Methods

Students will learn the skills through demonstration and lecture. The instructor will then reinforce most of the skills that will be demonstrated through practice and critique of student work.

Permanent Make Up Artist (40 Clock Hours)

I. Description

This program is designed to give the student the skills to be a practitioner in permanent make-up artistry. The course will include hygienic requirements and skills needed to be successful in the industry.

	Subject	Instruction Min Hrs	Practice Min Hrs
1	History of the Art	2	
2	Skin histology	2	
3	Sterilization and Sanitation	4	4
4	Needles and Machine usage	2	2
5	Color Mixing Chart	2	2
6	Client Preparation	2	2
7	Natural Enhancements	2	2
8	Eyebrow, Ear Piercing, Body Tattoo, Eyeliner, Lip	4	6
9	Permanent Make-up Removal Techniques	2	6
10	Home Treatments	2	2
11	Legal Issues	2	

II. Permanent Make-up Practitioner Performance Objectives

Develop skills to practice as a permanent make-up artist to include sanitation, health issues, removal issues and legal issues.

III. Skills to be developed

Proper use of needles, artistic development, skin health care and make-up enhancements and client relationship skills.

IV. Attitudes to be developed

Proper customer relations in a caring community and for development of proper business relationships.

V. Graduation Requirements

Complete all modules with a minimum grade of 70% including skills to be learned. Attend all class sessions and attend all practice sessions.

Advanced Skin Care (20 Clock Hours)

I. Description

The curriculum for students enrolled in the Advanced Skin Care course shall consist of twenty (20) clock hours of technical instruction and practical operations in teaching of advanced skin care. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the technician of all techniques and principles.

Subject	Instruction Min Hrs	Practice Min Hrs
Acne and Oily Skin Treatment	1	1
Skin care massage	1	1
Acupressure massage	1	1
Skin Analysis	1	1
Masking Techniques	1	1
Machine Skin Care	3	3
Eyebrow, Eyelash Care	1	1
Ear Piercing	1	1

II. Advanced Skin Care Performance Objective

Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of advanced skin. In addition to acquiring the knowledge of general theory relative to skin care.

III. Skills to be developed

Learn the proper use of implements relative to all services; acquire the knowledge of skin care prior to all services to determine any disorders, injuries. Will also learn the procedures and terminology used in performing all advanced skin care services.

IV. Attitudes and Appreciations to be developed

Be able to appreciate good workmanship common to the field of skin care, possess a positive attitude towards public and fellow workers, appreciate honesty and integrity, and improve personality to better deal with patrons and colleagues.

V. Graduation Requirements

When a student has completed the required theory hours and practical operations in Advanced Skin Care with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation.

Additionally, the student is encouraged to come into the institution and practice their production skills to enhance their employability. Upon completion of the program and meeting all graduation requirements, the student will be issued a Certificate of Completion.