



**SOUTHERN CALIFORNIA COLLEGE  
OF BARBER AND BEAUTY**

614 N. Broadway Escondido, CA 92025

(760) 294-6405

[www.socalbarberbeauty.com](http://www.socalbarberbeauty.com)

Catalog

January 1, 2020 to December 31, 2020

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All information in this catalog is current and correct and is so certified as true by the CEO/President, M. Bondugjie.

## **INSTITUTIONAL MISSION**

Southern California College of Barber and Beauty is a family owned college. As owners of several barbershops in San Diego we realized a desire for recently graduated Barbers and Cosmetologists to not only receive comprehensive practical training, but as importantly, quality customer service skills and self-marketing proficiencies. We are firm believers that when you are armed with wide-ranging expertise in your field of study, you instantly become a commodity in which an employer would be confident in hiring. You also empower yourself with future accomplishments and upward movement in which there are no limitations to your success. SCCBB holds itself and its staff to the highest standards in order to successfully groom and empower our students to realize their full potential.

## **EDUCATIONAL OBJECTIVES**

Southern California College of Barber and Beauty will be referred to as SCCBB. As stated previously it is SCCBB mission to provide the student with the education necessary to pass the State Board exam, to be an asset to the profession and to become a success in whatever area the student desires. In order to achieve this mission, the College does the following:

1. Maintains a highly skilled and qualified teaching staff. We provide our students with frequent presentations from experts currently working in the field.
2. Provides the student with a comprehensive curriculum in the basics and advanced areas of the field of study and related subjects with emphasis on salon, barbershops, and spa techniques.
3. Teaches the value of professionalism, including high standards of workmanship and personal conduct enabling the student to acquire employment and be an asset to the salon of their choice.
4. SCCBB prides itself for conducting its business in an ethical and educational atmosphere that is an example of an exemplary environment.

## **DESCRIPTION OF FACILITY & TYPE OF EDUCATION USED FOR INSTRUCTION**

The Southern California College of Barber and Beauty is located at 641 N. Broadway, Escondido, CA 92025. The school occupies 5,000 square feet consisting of a practical training area with 52 individual stations one practical training classroom, one theory classroom, an Instructor's office and an administrative office. The school is air conditioned and has adequate rest room facilities. There is ample parking available.

Students will be issued minimal supplies covering instruction and practice during the first week of the program. A completed tool kit including all textbooks and equipment necessary for the satisfactory completion of the program will be issued as needed for the second week of attendance.

Each station consists of a chair and back-bar with mirror. Clean towels and linen are stored in clean rolling bins, and soiled materials are kept in receptacles. There are 5 shampoo units, 14 portable nail stations. 20 reclining and 20 non-reclining chairs placed at individual stations. The school provides 12 hair drying units, 4 facial steamers and 1 portable dermal lamp. All equipment and supplies are used in the profession.

### ***Instructional Location***

Southern California College of Barber and Beauty  
641 N. Broadway  
Escondido, CA 92025

## **ADMISSIONS, RE-ENTRY POLICIES & RECOGNITION OF CREDIT**

The College admits as regular students:

- (1) High school graduates and possess a high school diploma, or
- (2) Holders of high school graduation equivalency certificates, or its equivalent, or
- (3) Minimum of 10th Grade Education, and must be beyond the compulsory school attendance age of 18 years old, must PASS an Approved Ability to Benefit Test by Wonderlic Basic Skills Test (WBST) with a minimum score of 200 verbal and quantitative skills test of 210. Non-English speakers must take the Combined English Language Skills Assessment (CELSA) with a minimum raw score of 38.

If the high school diploma is from a foreign school (any institution outside of the United States), then you will need to have it translated to English. There are services that offers a foreign credential evaluation to evaluate your high school diploma or transcript for the credential awarded and the U.S. equivalency. Translation prices vary, please check the website for further information on cost. You should understand that you are still responsible for the evaluation fee and the translation fee, even if your diploma is not enough or does not meet U.S. equivalency. SCCBB does not offer any Visa services or sponsor students and the College will not vouch for a student's legal status in the United States.

The general criteria for admission are:

1. Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an Enrollment Agreement or make other arrangements acceptable to the school.
2. Must present a government photo identification and social security card.
3. Student must provide a valid high school diploma, high school official transcript that school high school completion or GED certificate. If the high school diploma is from a foreign school (any institution outside of the United States), then the transcript must be evaluated by a foreign credential evaluation service. The prospective student is responsible for the evaluation fee and the translation fee, even if the diploma is not sufficient or does not meet the U.S. equivalency.
4. For students without a high school diploma, an ATB, Wonderlic Exam must be passed.

Students enrolling in the Barber Crossover program (200 clock hours) are expected to meet the same criteria stated in the above Admissions policy. In addition, the program is only made available to licensed cosmetologist by the State of California, therefore, they are required to provide a copy of their valid California Cosmetology licensed upon enrollment.

A student who withdraws in good standing may be accepted for re-entry at the next class start date based on seating availability and at the discretion of a School Official.

### ***Vaccination Policy***

SBCC does not have an immunization requirement for admissions to this College.

### ***Learning Expectations***

Students must attend scheduled theory class, lectures, and demonstrations, read assigned chapters of text books, answer theory and practical workbook, prepare written procedures on practical operations, and perform practical operations on a patron and/or a mannequin.

### ***Recognition of Credit Policies***

1. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.

2. This institution does not award credit for experiential learning.
3. This College has not entered into an articulation or transfer agreement with any other College.
4. Students transferring from another cosmetology school will complete our Transfer Student Agreement and provide an official transcript from the previous school. The student will be charged a \$75.00 registration fee. The student will be required to purchase a Southern California College of Barber and Beauty student kit and a book if needed. Credits for previous training will be given only if certified transcript is presented from a licensed cosmetology school. Credit for out of state training must be submitted to the governing state board of cosmetology before being accepted by the school. All course work hours and tuition will be adjusted accordingly, and the proper agency notified. All record of previous education will be maintained in the student's record file. If a student wishes to transfer to another school, he/she must submit a written notice within 10 days prior to departure date. Transfers will not be approved until all financial agreements are current.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR COLLEGE**

The transferability of credits you earn at Southern California College of Barber and Beauty is at the complete discretion of a College to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the College to which you may seek to transfer. If the certificate that you earn at this College are not accepted at the College to which you seek to transfer, you may be required to repeat some or all of your coursework at that College. For this reason, you should make certain that your attendance at this College will meet your educational goals. This may include contacting a College to which you may seek to transfer after attending Southern California College of Barber and Beauty to determine if your certificate will transfer.

### **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

**All information in the student files would be available to any governing state agency, accrediting agency and federal agency during the process of reviewing the school's normal approvals, accreditations, eligibilities, and other matters conducted by those agencies without the specific consent of the student and/or parents.**

## **HOURS OF ATTENDANCE**

***SCCBB is open for class on the following schedules:***

<b><i>Program</i></b>	<b><i>Schedule</i></b>	<b><i>Days Offered</i></b>	<b><i>Hours Offered</i></b>
<b><i>Barber and Barber Crossover - Day</i></b>	<b><i>Full-time 40 hours per week</i></b>	<b><i>Tuesday through Saturday</i></b>	<b><i>8:30 a.m. to 5:00 p.m.</i></b>
<b><i>Barber and Barber Crossover- Day</i></b>	<b><i>Part-time 25 hours per week</i></b>	<b><i>Tuesday through Saturday</i></b>	<b><i>8:30 a.m. to 1:30 p.m.</i></b>
<b><i>Barber and Barber Crossover - Day</i></b>	<b><i>Part-time 30 hours per week</i></b>	<b><i>Tuesday through Saturday</i></b>	<b><i>8:30 a.m. to 2:30 p.m.</i></b>
<b><i>Barber and Barber Crossover - Evening</i></b>	<b><i>Part-time 25 hours per week</i></b>	<b><i>Monday through Friday</i></b>	<b><i>5:00 p.m. – 10:00 p.m.</i></b>
<b><i>Cosmetology - Day</i></b>	<b><i>Full-time 40 hours per week</i></b>	<b><i>Tuesday through Saturday</i></b>	<b><i>8:30 a.m. to 5:00 p.m.</i></b>
<b><i>Cosmetology - Day</i></b>	<b><i>Part-time 25 hours per week</i></b>	<b><i>Tuesday through Saturday</i></b>	<b><i>8:30 a.m. to 1:30 p.m.</i></b>

<i>Program</i>	<i>Schedule</i>	<i>Days Offered</i>	<i>Hours Offered</i>
<i>Cosmetology – Day</i>	<i>Part-time 30 hours per week</i>	<i>Tuesday through Saturday</i>	<i>8:30 a.m. – 2:30 p.m.</i>
<i>Cosmetology - Evening</i>	<i>Part-time 25 hours per week</i>	<i>Monday through Friday</i>	<i>5:00 p.m. – 10:00 p.m.</i>
<i>Esthetician (English, Vietnamese) - Evening</i>	<i>Part-time 25 hours per week</i>	<i>Monday through Friday</i>	<i>4:00 p.m. – 9:00 p.m.</i>
<i>Manicuring (English, Vietnamese)- Day</i>	<i>Full-time 40 hours per weeks</i>	<i>Tuesday through Saturday</i>	<i>8:30 a.m. – 5:00 p.m.</i>

\*Mandatory 30 Minute Lunch Break when daily attendance exceeds 6 hours. A second meal break is required when attendance exceeds 8 hours.

**Client service hours Monday – Closed to the public, Tuesday 12:00PM – 8:00PM, Wednesday through Friday 10:00AM to 8:00 PM, on Saturday 10:00 AM – 5:00 PM.**

#### **CLASS START DATES**

Barber part-time evenings, Barber crossover part-time evenings, and Esthetician English and Vietnamese programs start on Mondays each week. Cosmetology full and part-time, Barber full and part-time day schedule, Barber crossover full and part-time day schedule, Manicuring English and Vietnamese start on Tuesday each week. Check with the Administration office for the next available class start date.

SCCBB will be closed for the following days in 2019 and 2020:

<b>Holiday</b>	<b>Date</b>	<b>Date</b>
New Year’s Day	January 1, 2019	January 1, 2020
Memorial Day	May 27, 2019	May 25, 2020
Independence Day	July 4, 2019	July 4, 2020
Labor Day	September 7, 2019	September 7, 2020
Thanksgiving Break	November 28 – 29, 2019	November 26-27, 2020
Christmas	December 24 – 25, 2019	December 24-25, 2020
New Year’s Eve	December 31, 2019	December 31, 2020

#### **STUDENT RIGHT TO CANCEL**

The student has the right to cancel the Enrollment Agreement without penalty for any program of instruction, through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when the student gives a notice of cancellation in writing to the school’s administrative office at:

Southern California College of Barber and Beauty  
 Attn: Mohammed Bondugjie, School Director  
 641 N. Broadway  
 Escondido, CA 92025

If enrollment is cancelled, SCCBB will refund all monies paid by the student, less the non-refundable registration fee of \$75.00, and any fees for your student kit/textbook. All money will be refunded to you within 45 calendar days.



## CHARGES: TUITION & FEES

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee (Non-refundable)	STRF	Books	Kits	Total Program Charges
Barber	\$7,500.00	\$75.00	\$0	\$324.00	\$790.00	\$8,689.00
Cosmetology	\$10,150.00	\$75.00	\$0	\$313.00	\$825.00	\$11,363.00
Manicuring Vietnamese	\$2,005.00	\$75.00	\$0	\$73.00	\$247.00	\$2,400.00
Manicuring English	\$2,072.00	\$75.00	\$0	\$206.00	\$247.00	\$2,600.00
Esthetician (English, Vietnamese)	\$3,357.00	\$75.00	\$0	\$348.00	\$220.00	\$4,000.00
Barber Crossover	\$1,800.00	\$75.00	\$0	\$167.00	0	\$2,042.00

Additional Fees	Fees
Overtime fees after 7day grace period charged	\$8.00 per hour
Transcript fee (2 certified copies)	\$25.00
Duplicate Proof of Training	\$25.00
State Board Charge (BBC fee) /Barber & Cosmetology	\$125.00
State Board Charge (BBC fee)/ Esthetician	\$115.00
State Board Charge (BBC fee)/Manicuring	\$110.00
Pre-Application Fees (BBC fee)	\$134.00 Barber/Cosmetology
Pre-Application Fees (BBC fee)	\$124.00 Esthetician
Pre-Application Fees (BBC fee)	\$119.00 Manicuring
T-Shirt	\$20.00
Name Tag Replacement	\$3.00

### Tuition Payment Methods

SCCBB accepts the following payment methods, cash, check and/or credit card. Credit card payments only accepted for intial payment after that monthly payments are to be made by cash or check.

### Course Cancellation

If a course is cancelled before instruction or ceases after a student's enrollment, the school shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at schools in the neighborhood.

### School Closure

If the school closes subsequent to a student's enrollment the school shall at its option: 1) Provide a pro rata refund of all money paid; or 2) Provide for completion of the program at schools in the neighborhood.

### Collection Policy

- Balances of unpaid charges are the responsibility of the student.
- Delinquent accounts will be assigned to collection agencies.
- Collection costs will be added to any outstanding balance.
- Proof of training will only be issued to a student after all balances/fees due to the school are paid.

## RESOURCE CENTER

Our Resource Center is comprised of learning resources that consist of Hair color & Technique perioicals, periodicals on Haircutting, Manicuring, Facials, Make-up Techniques, Hairstyles, etc... . An Ipad is available at all times with preloaded links to on-line resources pertaining to their course of study. Students will have access to all resource materials during school hours. The Resource Center is located in the rear of the barber section at the College.

### *Online Cosmetology Resources Available to Our Students*

## Web Sites

### • Salon Channel

Resources for cosmetologists, estheticians, nail technicians, massage therapists, cosmetologists, hairstylists, makeup artists, manufacturers, distributors, and salon and day spa owners.

<http://www.salonchannel.com/>

### • Beauty Site

Hair styles, beauty how-to's, skin, makeup, and style from About.com. Check out the Beauty Library for lots of tips and articles.

<http://beauty.about.com/index.htm>

### • Beauty Tech

Networking site for beauty professionals. Lots of links for nails, skin care, salons, trade magazines, beauty products and suppliers, articles and news, and information on state licensing boards.

<http://www.beautytech.com/>

### • BeautyLink

News, experts' tips, answers to beauty questions.

<http://www.beautylink.com/>

### • Beauty.net

Articles and tips from beauty professionals and experts and links to products and services, for both professionals and customers.

<http://www.beautynet.com/>

### • Behind the Chair

Products, trends, job search, trade shows, training, articles, and industry news for cosmetologist's salon professionals.

<http://www.behindthechair.com/>

### • Lipstick Page

Many links to cosmetics companies, make-up tips, and, of course, a wealth of information about lipstick. From Madeleine Endre.

<http://broadroom.net/lp/blogs/>

### • Milady

A leading publisher of beauty education materials.

<http://www.milady.com/>

Created by David W. Rash Page 2 5/20/2009

### • Barbers, Cosmetologists, and Other Personal Appearance Workers

Job opportunities and descriptions, *Occupational Outlook Handbook*

<http://www.bls.gov/oco/ocos169.htm>

### • National Cosmetology Association

NCA's membership includes more than 25,000 salon owners, hairdressers, nail technicians, estheticians, educators, and students - and is the world's largest association of salon professionals.

<http://www.ncacares.org/>

## **Vietnamese Website Information**

<http://www.vietnamesenailsupply.com/NewProducts.php>

<http://nailsexam.com/home/>

<http://nailstest.nailsolution.us/>

[http://vietditru.org/wp-content/uploads/Nail\\_Exam.html](http://vietditru.org/wp-content/uploads/Nail_Exam.html)

<http://www.delmarlearning.com/eCourses/xltCourseShellV1/MiladyNailTech2014/QuizMenu.aspx?Pageid=1388>

<https://quizlet.com/class/1684068/>

<https://quizlet.com/class/1686417/>

<https://quizlet.com/class/1683484/>

## **Books**

Vietnamese Study Summary

- Summarized content from Textbook and Exam Review

ISBN:13-9781285080567

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the Southern California College of Barber and Beauty (SCCBB). This policy is discussed and given to students prior to enrollment during the enrollment and orientation. This policy complies with guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States.

SCCBB requires all students attending to be making satisfactory progress as determined in the guidelines. The student must:

- Maintain a cumulative academic average of "C" (70%) or better at the end of the evaluation period.
- Maintain a cumulative average attendance level of at least two-thirds (2/3), (67%) of the scheduled hours indicated on their enrollment contract at the end of the evaluation period.
- Complete the course within a maximum time frame 150% time the length of the course as stated on the enrollment agreement.
- Students meeting the minimum requirements at any evaluation point is making satisfactory progress until the next scheduled evaluation.
- The following factors will be measured to determine Academic Progress:
  - Theory test grades, the completion of work assignments, assigned projects, chapter outlines, and practical work (including mannequin and patron work).

## **Academic Year Definition**

The academic year at SCCBB is 900 clock hours and 26 weeks.

## **Evaluation Periods**

Evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Students who meet minimum requirements for attendance and academic performance are making

Satisfactory Academic Progress until the next scheduled evaluation. All evaluations are completed and documented within seven (7) School Business Days of the due date of the evaluation, thus based on and completed for the published evaluation point.

Students will be advised in writing of failure to meet Satisfactory Academic Progress and any impact on the student's eligibility to continue.

Students are evaluated for Satisfactory Academic Progress as follows:

<b>Program</b>	<b>First Evaluation Period</b>	<b>Second Evaluation Period</b>	<b>Third Evaluation Period</b>	<b>100% of Program</b>	<b>125% of Program</b>	<b>150% of Program</b>
<b>Barber (Scheduled Hours)</b>	450 hrs.	900 hrs.	1200 hrs.	1500 hrs.	1875 hrs.	2250 hrs.
Attendance Rate (67% of clock hours attempted)	301 hrs.	603 hrs.	804 hrs.	1005 hrs.	1256 hrs.	1507 hrs.
Cumulative GPA	70%	70%	70%	70%	70%	70%
<b>Barber Crossover (Scheduled Hours)</b>	100 hrs.	N/A.	N/A	200 hrs.	300 hrs.	400 hrs.
Attendance Rate (67% of clock hours attempted)	67 hrs.	N/A	N/A	134 hrs.	201 hrs.	268 hrs.
Cumulative GPA	70%	N/A	N/A	70%	70%	70%
<b>Cosmetology (Scheduled Hours)</b>	450 hrs	900 hrs	1250 hrs	1600 hrs	2000 hrs	2400 hrs
Attendance Rate (67% of clock hours attempted)	301 hrs.	603 hrs.	837 hrs.	1072 hrs.	1340 hrs.	1608 hrs.
Cumulative GPA	70%	70%	70%	70%	70%	70%
<b>Esthetician (English and Vietnamese) (Scheduled Hours)</b>	300 hrs.	N/A	N/A	600 hrs.	750 hrs.	900 hrs.
Attendance Rate (67% of clock hours attempted)	201 hrs.	N/A	N/A	281 hrs.	502 hrs.	603hrs.
Cumulative GPA	70%	N/A	N/A	70%	70%	70%
<b>Manicuring (English and Vietnamese) (Scheduled Hour)</b>	200 hrs.	N/A	N/A	400 hrs.	500 hrs.	600 hrs.
Attendance Rate (67% of clock hours attempted)	134 hrs.	N/A	N/A	268 hrs.	335 hrs.	402 hrs.
Cumulative GPA	70%	N/A	N/A	70%	70%	70%

All evaluations are based on scheduled hours of attendance. SAP evaluation periods are based on actual contracted hours at the College.

***Attendance Progress Evaluations***

Students are required to attend a minimum of 67% of the scheduled hours based on their attendance schedule to maintain satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance

percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that given the same attendance rate the student will graduate within the maximum time frame allowed.

***Maximum Timeframe***

The maximum timeframe is defined as the period, no longer than 150 percent (150%) of the published length of the program as measured by cumulative number of clock hours in which the student is required to complete and expressed in calendar time. If a student goes beyond the 150 percent of the published length, the student may still continue to attend on a cash basis only.

Maximum timeframes are as follows:

<b>Barber</b>	1500 hours X 150% = 2250	maximum hours
40 hours per week	9 months X 150% = 14	maximum months
30 hours per week	12 months X 150% = 18	maximum months
25 hours per week	15 months X 150% = 23	maximum months
<b>Barber Crossover</b>	200 hours X 150% = 300	maximum hours
25 hours per week	2 months X 150% = 3	maximum months
<b>Cosmetology</b>	1600 hours X 150% = 2400	maximum hours
40 hours per week	9 months X 150% = 14	maximum months
25 hours per week	15 months X 150% = 23	maximum months
30 hours per week	12 months X 150% = 18	maximum months
<b>Esthetician (English and Vietnamese)</b>	600 hours X 150% = 900	maximum hours
25 hours per week	6 months X 150% = 9	maximum months
<b>Manicuring (English and Vietnamese)</b>	400 hours X 150% = 600	maximum hours
40 hours per week	3 months X 150% = 5	maximum months

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled hours.

Any approved transfer hours from another College that are accepted toward the student’s educational program are counted as both attempted and completed hours for determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on scheduled hours.

***Academic Progress Evaluations***

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. Students must maintain a written grade average of 70%.

## GRADING SCALE

Students are examined regularly in theory and practical work. Marking and grading are as follows:

Written Exams/Practical		
90-100%	A	(Excellent)
80-89	B	(Above Average)
70-79	C	(Average)
60-69	D	(Below Average)
0-59	F	(Fail)

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

**(I) Incomplete** “I” grades are not issued.

**(W) Withdraw** “W” grades are not issued.

### *Determination of Progress Status*

Students meeting the minimum requirements for academics and attendance at the evaluation period are making Satisfactory Academic Progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Hours accepted as Transfer Hours from another school are counted toward the student's current program. The hours are considered as both attempted and completed. Incompletes, withdrawals, repetitions, and remedial coursework have no effect on satisfactory progress status.

### *Warning*

Students enrolled in programs of 900 clock hours or more who fail to meet minimum requirements for attendance or academic (qualitative or quantitative) progress are placed on Warning status. Provisions for Warning do not apply to students enrolled in programs of less than 900 clock hours. The student placed on Warning will be advised in writing of the actions required to attain Satisfactory Academic Progress by the next evaluation. If at the end of the warning period, the student has not met both the attendance and academic requirements enrollment for the student may be terminated or if a determination is made that the student still has an opportunity to achieve Satisfactory Academic Progress (both qualitative and quantitative) the student may be placed on Probation with a successful appeal (Appeals Procedure below).

A student who does not meet Satisfactory Progress at the time of evaluation will be placed on a “Warning” status. Warning is defined as a status the school assigns to a student who is failing to make satisfactory Academic Progress. During the Warning period, the student remains eligible to continue classes.

### *Appeals Procedures*

An appeal is defined as a process by which a student who is not meeting standards of Satisfactory Academic Progress petitions the school for reconsideration for continued enrollment. The appeal must be approved ten (10) calendar days of notification of not meeting SAP after the Warning period. Reasons for which students may appeal a negative determination include but not limited to death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. The decision will be final.

### ***Probation***

For students enrolled in programs of 900 clock hours or greater, probation may be assigned to students who have not achieved Satisfactory Academic Progress by the end of a previous Warning period. Students in programs less than 900 clock hours, will be evaluated at the scheduled hours of the program and subject to the probation provisions stated below.

Probation status for students not considered meeting the minimum standards stated above for satisfactory academic progress applies to:

1. The student whose progress did not meet the satisfactory academic progress provisions after the warning evaluation period; and
2. The student prevails upon appeal of a negative satisfactory academic progress determination prior to being placed on probation; and
3. The student's progress was not met by the end of the subsequent evaluation period; or
4. The student is on an academic plan that will ensure the satisfactory academic progress can be met at a specific point within the maximum timeframe.

A student who does not achieve the minimum requirements at the time of next evaluation period, may no longer be eligible to attend unless successfully appealed. A student on Probation must meet with the school official to discuss a written academic plan to be achieved by the next evaluation period. The written academic plan is a written action to ensure that the student can meet satisfactory academic progress within the student's maximum time frame.

A student who has been placed on Probation and fail to meet the requirements, as noted above, can continue on Probation, however, the impact of extended probation could significantly impact the student charges (Over-Contract Charges). Refer to Appeals section above.

### ***Re-Establishment of Satisfactory Academic Progress***

Students may re-establish Satisfactory Academic Progress, by meeting minimum attendance and academic requirements by the end of the probationary period.

### ***Interruptions, Course Incompletes, Withdrawals***

If enrollment is temporarily interrupted for a Leave of Absence the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and the maximum timeframe will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal.

### ***Non-Credit and Remedial Courses***

Non-Credit and remedial courses do not apply to this College. Therefore, these items have no effect upon the school's Satisfactory Academic Progress standards.

### ***Transfer Hours***

A student's transfer hours that are accepted towards by the College are counted as both attempted and completed hours for the purpose of determining when the allowed maximum timeframe has been exhausted. Transfer hours are not included in the attendance percentage when evaluating satisfactory academic progress for a transfer student. Transfer hours are not included in the attendance percentage calculation when evaluating SAP for a transfer student.

## **REQUIRED PRACTICAL OPERATIONS**

Policy and Regulatory Agencies require student to complete an established number of practical operations for satisfactory skills development and graduation. Operations may be completed on mannequins, models or clients. The requirements listed are minimum operations that each student must successfully complete prior to graduation. Additional operations may be scheduled by the instructor, based on training needs and clientele volume. Practical assignments are evaluated as completed and counted toward course completion only when rated at satisfactory or better. The instructor will indicate the grade, the month and year it was completed, and the instructor initials in the applicable category.

This criterion shall be explained to the students and used uniformly when giving practical grades according to the following scale:

4 = EXCELLENT	No Errors	(All steps followed correctly)
3 = GOOD	1 to 2 Procedures incorrect,	student is making GOOD satisfactory progress.
2 = FAIR	3 to 4 Procedures incorrect,	student is making FAIR progress.
1 = POOR	5 to 6 Procedures incorrect,	student is not making progress.

## **ATTENDANCE POLICY**

An on-time graduation date includes a grace period of 7 calendar days. Additional training time beyond this date will cost you \$ 8.00 per hour to complete the course. The grace period for transfer students is determined on a case-by-case basis and at the sole and absolute discretion of the School Director. Additional training time beyond this date will cost the student the standard hourly rate as described in the Tuition and Fees section contained herein. The College considered all absences as unexcused.

### ***Review of Attendance***

Attendance is reviewed every 30 days. Any student not in attendance for 10 scheduled class days without notification will be considered voluntarily withdrawn. To make up work or classes missed, check with your instructor or with the Administration. See the Withdrawal Section of this Catalog.

### ***Pre-Application for Exam***

Students can pre-apply for their California state examination when at 1125 clock hours for Barber programs, 1200 clock hours for the Cosmetology program. Students enrolled in the Esthetician program may pre-apply at 450 clock hours and 24 clock hours for the Manicuring program. In addition to meeting the clock hours, the attendance percentage must be at least 70% or higher. All financial obligations must be current, and SAP of 70% or higher must be maintained. The student must also be prepared to pay any fees associated with the pre-application. (See Tuition and Fee Schedule)



### ***Tardy***

Unless there are extenuating circumstances acceptable to the instructor, any student late for class by 15 minutes or more will not be permitted to attend for the day.

### **PROFESSIONS – REQUIREMENT FOR ELIGIBILITY FOR LICENSURE**

- You have no outstanding fines with the Board of Barbering and Cosmetology.
- You were trained in an approved California School.
- Have submitted a valid, completed proof of training document (proof of training must be submitted to the Board of Barbering and Cosmetology at P.O. Box 944226 Sacramento, CA 94244-2260.
- The Registered Barber, Cosmetology License, Manicuring or Esthetician license will be granted by the Barbering & Cosmetology Board only after the student has successfully completed and graduated from either of the Barber courses or Cosmetology course described previously and passed the Barber or Cosmetology Examination with an overall average score of 75%.

### **SCHOOL MANAGEMENT AND STAFF**

#### ***HISTORY & OWNERSHIP***

Southern California College of Barber and Beauty was founded in by Emmmpower LLC in January 2017. The Officers of Emmmpower, LLC. are Mohammed Bondugjie (Chief Executive Officer), Mohmoud Bondugjie (Chief Operations Officer), and Mustafa Bondugjie (Chief Academic Officers).

#### **Administrative Staff:**

School Director	Mohammed Bondugjie
Assistant Director	Mohmoud Bondugjie
Chief Academic Officer	Mustafa Bondugjie
Chief Finance Manager/Business Officer	Abdullah Shamari
Office Administrator	Brittany Meusz

#### **Instructional Staff:**

<b><i>Programs</i></b>	<b><i>Name</i></b>	<b><i>Schedule</i></b>
Cosmetology Instructor	Brandy Martin	Daytime
Cosmetology/ Manicurig Instructor	Vanessa Littlefield	Daytime
Barber/Barber Crossover Instructor	Carina Santa	Evening
Barber/Barber Crossover Instructor	Ken Mayor	Daytime
Manicuring Instructor <b>(English and Vietnamese)</b>	Dao Anh Le	Daytime
Esthetician Instructor	Azadeh Motamedi	Evening

Our Instructors are licensed cosmetologists or estheticians and they are experienced educators. Instructors may substitute from one shift to another: (i.e., Day-time shift to Evening-time shift and vice-versa.)

Classroom Ratio per Bureau for Private Postsecondary Education is 25:1.

**PROGRAM NAME: BARBER (CIP Code 12.0402) – 1500 Clock Hours**

<b>Name of Program</b>	<b>Barber</b>
Program Description	The Barber Program consists of lessons addressing the treatment of hair and scalp. Topics include hair styling, , hair cutting, hair coloring and bleaching, permanent waving, chemical straightening, facial massage and treatments, shaving, sanitation procedures, and salon management. Students successfully completing this program will be eligible to sit for the exam for state licensure in California which is administered the California Board of Barbering and Cosmetology.
Program Mission & Objectives	<p>The mission of the program is to help contribute to the workforce training needs of the area by successfully training motivated adult students in their acquisition of skills as required to be licensed as a barber in California. Upon successful completion, graduates are ready to pass the required state test and be licensed as barbers in the State of California.</p> <p>EDUCATIONAL GOALS: The Barber course is designed to prepare students for the state licensing examination and for profitable employment as a Barber. The knowledge and skills will prepare licensed students for work as a barber/stylist, shop manager, shop owner, colorist, and product demonstrator. (SOC 39-5011)</p> <p>BARBER PERFORMANCE OBJECTIVE: Acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation, disinfection as related to all phases of hair, acquire the knowledge of general theory relative to Barbering including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Barbering.</p> <p>SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all Barbering services, acquire the knowledge of analyzing the hair, skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Barbering services, will learn the haircuts, shaving, application of hair coloring, hair relaxer and also learn the proper procedure of shaving.</p>
Graduation Requirements	<p>All barber students are required to complete 1500 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (1500), with a minimum grade of “C”. The College assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations. All student workbooks must be completed and turned into their instructor. At this point, all institutional charges and fees are either paid in full or otherwise accounted for. Upon successfully passing the examination the graduate can obtain a Registered California Barber License. With this license the registered barber may be employed in a Barber/Styling establishment, a Beauty/Styling salon or own and operate his/her own Barber establishment.</p> <p>The College has all Tools and Equipment available for purchase needed to</p>

	successfully graduate.
Total Clock Hours	This program is 1500 hours in length
Final Tests or Exams	A final skills exam is administered
Mode of Instruction	Traditional Classroom
Textbooks	Milady's Standard Professional Barbering 5th Edition, 2011, Mind Tap (Milady Online) ISBN 9781337196901, Barber Student Workbook ISBN 9781305100664, Barber Exam Workbook ISBN 9781305100671, BBC Laws and regs, Health & Safety Workbook
Required Internship or Externship	None Required
Faculty Number & Qualifications	One instructor is required to teach this educational program. The instructor must be licensed by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in the Barbering field.

### Required Courses

#### Hair Dressing

**The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of 1100 hours of technical instruction and practical operations for each subject-matter as described below.**

Module	Description	Technical Instruction	Required Operations/Hours
Hairstyling	This module will provide technical and practical instruction in the following techniques and procedures: hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs, and hot curling irons and blower styling.	65 hours	240 operations/473 Hours
Permanent Waving and Chemical Straightening	This module will provide technical and practical instruction in the following techniques and procedures: hair analysis, acid and alkaline permanent waving, chemical	40 hours	105 operations/207 Hours

	straightening, including the use of sodium hydroxide and other base solutions.		
Hair Coloring and Bleaching	This module will provide technical and practical instruction in the following techniques and procedures (also including, the use of semi-permanent, demi-permanent, and temporary colors): hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers	60 hours	50 operations/99 Hours
Hair Cutting	This module will provide technical and practical instruction in the following techniques and procedures: use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20 hours	80 operations/158 hours
<b>Shaving</b> <b>The required subjects of instruction in Shaving shall be completed with the minimum hours of 200 hours of technical instruction and practical operations for each subject-matter as described below.</b>			
Preparation and	This module will	100 hours	40 operations/78 Hours

Performance	provide technical and practical instruction in preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.		
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**Technical Instruction in Health and Safety**  
**The required subjects of instruction in Health and Safety shall be completed with the minimum 200 hours of technical instruction for each subject-matter as described below.**

Laws and Regulations	This module will provide technical instruction in the, The Barbering and Cosmetology Act and the Board's Rules and Regulations.	50 hours	
Health and Safety Considerations	This module will provide technical instruction in the following techniques and procedures: Health and Safety/Hazardous substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and	50 hours	

	preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases, including HIV/AIDS and Hepatitis B.		
Disinfection and Sanitation	This module will provide technical in the following techniques and procedures: disinfection and sanitation, including proper procedures to protect the health and safety of the consumer, as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	50 hours	
Anatomy and Physiology	This module will provide technical instruction in Human Anatomy and Human Physiology.	50 hours	

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be

responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

- The minimum combined total clock hours of 1500 include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.
- Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.
- Practical Operations means the actual performance by the student of complete services on another person or a mannequin.

**PROGRAM NAME: BARBER CROSSOVER (CIP Code 12.0402) – 200 Clock Hours**

<b>Name of Program</b>	<b>Barber Crossover</b>
Program Description	The Barber Crossover Program consists of instruction in shaving. Topics include shaving, assessing the condition of the clients skin, shaving techniques, and facial services after shave. Students successfully completing this program will be eligible to sit for the exam for state licensure in California which is administered the California Board of Barbering and Cosmetology.
Program Mission & Objectives	<p>The mission of the program is to help contribute to the workforce training needs of the area by successfully training motivated adult students in their acquisition of skills as required to be licensed as a barber in California. Upon successful completion, graduates are ready to pass the required state test and be licensed as barbers in the State of California.</p> <p><b>EDUCATIONAL GOALS:</b> The Barber Crossover program is designed to prepare students for the state licensing examination and for profitable employment as a Barber. The knowledge and skills will prepare licensed students for work as a barber/stylist, shop manager, shop owner, colorist, and product demonstrator. (SOC 39-5011)</p> <p><b>BARBER CROSSOVER PERFORMANCE OBJECTIVE:</b> Acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation, disinfection as related to all phases of shaving.</p> <p><b>SKILLS TO BE DEVELOPED:</b> Learn the proper use of implements relative to all Barbering services, acquire the knowledge of analyzing the hair, skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing shaving services, will also learn the proper procedure of shaving.</p>
Graduation Requirements	All barber crossover students are required to complete 200 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (200), with a minimum grade of "C". The College assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations. All student workbooks must be completed and turned into their instructor. At this point, all institutional charges and fees are either paid

	<p>in full or otherwise accounted for. Upon successfully passing the examination the graduate can obtain a Registered California Barber License. With this license the registered barber may be employed in a Barber/Styling establishment, a Beauty/Styling salon or own and operate his/her own Barber establishment.</p> <p>The College has all Tools and Equipment available for purchase needed to successfully graduate.</p>
Total Clock Hours	This program is 200 hours in length
Final Tests or Exams	A final skills exam is administered
Mode of Instruction	Traditional Classroom
Textbooks	Milady's Standard Professional Barbering, 5th Edition , 2011, BBC Laws and regs, Health & Safety Workbook
Required Internship or Externship	None Required
Faculty Number & Qualifications	One instructor is required to teach this educational program. The instructor must be licensed by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in the Barbering field.

### **Shaving**

**The required subjects of instruction in Shaving shall be completed with the minimum hours of 200 hours of technical instruction and practical operations for each subject-matter as described below.**

Preparation and Performance	This module will provide technical and practical instruction in preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100 hours	40 operations/100 Hours
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**PROGRAM NAME: COSMETOLOGY (CIP Code 12.0401) – 1600 Clock Hours**

<b>Name of Program</b>	<b>Cosmetology</b>
<b>Description of Program</b>	This program covers all aspects of cosmetology, skin care, manicuring and pedicuring. Successful completion of the State Board of Barbering & Cosmetology licensure, will allow the cosmetologist to perform all skills of Hair styling, Manicuring and Pedicuring Services, Makeup artistry, eyebrows beautification, and waxing.
<b>Program Mission and Objectives</b>	The Cosmetology course is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator Acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of hair, acquire the knowledge of general theory relative to Cosmetology and theory and acquire business management techniques common to Cosmetology. (SOC 39-5012.00)
<b>Graduation Requirements</b>	All cosmetology students are required to complete 1600 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (1600), with a minimum grade of “C”.
<b>Program Length in Hours</b>	1600 clock hours
<b>Final Tests or Exams</b>	A final skills exam is administered
<b>Mode of Instruction</b>	Traditional Classroom
<b>Textbooks</b>	Milady Standard Cosmetology, 13th Edition, Mindtap (Milady Online) ISBN 9781305721937, Study Guide: The Essential Companion ISBN 9781285769639, Exam Review ISBN 9781285769554. BBC Laws and Regs, Health & Safety Workbook
<b>Faculty Number &amp; Qualifications</b>	One instructor is required to teach this educational program. The instructor must be currently licensed by the Board of Barbering and Cosmetology, and have a minimum three years of experience, education and training in the field.
<b>Required Internship or Externship</b>	None Required

**Hair Dressing**

**The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of 1100 hours of technical instruction and practical operations for each subject-matter as described below.**

Module	Description	Technical Instruction	Required Operations/Hours
Hairstyling	This module will provide technical and practical instruction in the following techniques and procedures: hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs, and hot curling irons and blower styling.	65 hours	240 operations/390 Hours

Permanent Waving and Chemical Straightening	This module will provide technical and practical instruction in the following techniques and procedures: hair analysis, acid and alkaline permanent waving, chemical straightening, including the use of sodium hydroxide and other base solutions.	40 hours	105 operations/171 Hours
Hair Coloring and Bleaching	This module will provide technical and practical instruction in the following techniques and procedures (also including, the use of semi-permanent, demi-permanent, and temporary colors): hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers	60 hours	50 operations/81 Hours
Hair Cutting	This module will provide technical and practical instruction in the following techniques and procedures: use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20 hours	80 operations/130 Hours

**Technical Instruction in Health and Safety**

**The required subjects of instruction in Health and Safety shall be completed with the minimum 200 hours of technical instruction for each subject-matter as described below.**

Laws and Regulations	This module will provide technical instruction in the, The Barbering and Cosmetology Act and the Board's Rules and Regulations.	50 hours	
Health and Safety Considerations	This module will provide technical instruction in the following techniques and procedures: Health and Safety/Hazardous substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases, including HIV/AIDS and Hepatitis B.	50 hours	
Disinfection and Sanitation	This module will provide technical in the following techniques and procedures: disinfection and sanitation, including proper procedures to protect the health and safety of the consumer, as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	50 hours	
Anatomy and Physiology	This module will provide technical instruction in Human Anatomy and Human Physiology.	50 hours	

**Esthetics**

**The required subjects of instruction in Esthetics shall be completed with the minimum hours of 200 hours of technical instruction and practical operations for each subject-matter as described below.**

Module	Description	Technical Instruction	Required Operations/Hours
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Manual, Electrical, and Chemical Facials	Facials (A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.) (B) Electrical (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes.) however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.) (C) Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layer of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.)	25 hours	40 operations/65 Hours
Eyebrow Beautification and Make-up	Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.) Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.)	25 hours	30 operations/49 Hours

### **Manicuring**

**The required subjects of instruction in Manicuring shall be completed with the minimum hours of 100 hours of technical instruction and practical operations for each subject-matter as described below.**

Module	Description	Technical Instruction	Required Operations/Hours
Manicuring and Pedicuring	Water and Oil Manicure, including nail analysis, and hand and arm massage. Complete Pedicure, including nail analysis, and foot and ankle massage.	10 hours	25 operations/41 Hours
Artificial Nails and Wraps	Artificial Nails: Liquid and Powder Brush-on Artificial Nail Tips Nail Wraps and Repairs	25 hours	120 nails/203 Hours

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

- The minimum combined total clock hours of 1600 include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.
- Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.

- Practical Operations means the actual performance by the student of complete services on another person or a mannequin.

**PROGRAM NAME: MANICURING (CIP Code 12.0499) – 400 Clock Hours**

<b>Name of Program</b>	<b>Manicuring</b>
Program Description	This is a specialty course covers all aspects of Manicuring and Pedicuring. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the Manicurist to perform such skill as, Manicuring, Pedicuring, Acrylic Nails, Nail Tip Applications, Nail wraps and Repairs.
Program Mission & Objectives	The mission of the program is to help contribute to the workforce training needs of the area by successfully training motivated adult students in their acquisition of skills as required to be licensed as a Manicurist in California. (SOC code 39-5092). Upon successful completion, graduates are ready to pass the required state test and be licensed as a Manicurist in the State of California.
Graduation Requirements	The manicuring student shall complete theory and operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better. Students are evaluated through written and performance assessments. When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better he or she is awarded a Certificate of Completion of his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination. This educational program is designed to prepare students for employment as a Manicurist, Nail Technician, Pedicurist (SOC 39-5092).
Total Clock Hours	This program is 400 hours in length
Final Tests or Exams	None Required for Graduation
Mode of Instruction	Traditional Classroom
Textbooks	Milady's Standard Nail Technology, 6th Edition, 2011 Mindtap (Milady Online, English manicuring class only) ISBN 9781337582834, BBC Laws and Regs, Health & Safety Workbook
Required Internship or Externship	None Required
Faculty Number & Qualifications	One instructor is required to teach this educational program. The instructor must be currently licensed as a Manicurist by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in this field. Vietnamese language instructors are fluent in both English and Vietnamese.
List the skills or competencies to be acquired by the student.	At the completion of this program the student will be able to <ul style="list-style-type: none"> <li>▪ Clean and sanitize tools and work environment.</li> <li>▪ Schedule client appointments and accept payments.</li> <li>▪ Remove previously applied nail polish, using liquid remover and swabs.</li> <li>▪ Clean customers' nails in soapy water, using swabs, files, and orange sticks.</li> <li>▪ Shape and smooth ends of nails, using scissors, files, and emery boards.</li> <li>▪ Apply undercoat and clear or colored polish onto nails with brush.</li> <li>▪ Advise clients on nail care and use of products and colors.</li> <li>▪ Assess the condition of clients' hands, remove dead skin from the hands</li> </ul>

and massage them.

- Soften nail cuticles with water and oil, push back cuticles, using cuticle knife, and trim cuticles, using scissors or nippers.
- Brush powder and solvent onto nails and paper forms to maintain nail appearance and to extend nails, then remove forms and shape and smooth nail edges using rotary abrasive wheel

**Modules of Instruction**

Module	Module Description	Technical Instruction (Hours)	Minimum Required Practical Operations (actual operations) and Hours
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**300 Hours of Technical Instruction and Practical Training in Nail Care**

Manicures and Pedicures	The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-on, nail tips, nail wraps and repairs, and nail analysis.	60 hrs	60 180 nails/235 hours
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**100 Hours of Technical Instruction and Practical Training in Health and Safety**

Laws and Regulations	The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10 hrs	
Health and Safety Considerations	The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	25 hrs	
Disinfection and Sanitation	The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980.	20 hrs	10 operations/ 40 Hours

	Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.		
Bacteriology, Anatomy and Physiology	The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and condition	10 hrs	

Professionalism will be covered with the students where they will learn about communication skills that include professional ethics, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers.

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

**PROGRAM NAME: ESTHETICIAN (CIP Code 12.0491) – 600 Clock Hours**

<b>Name of Program</b>	<b>Esthetician</b>
Program Description	The Esthetician program offers a complete 600-hour course in the science and art of esthetics. The program is designed to prepare and educate each student in the fundamentals of the basic esthetic education set forth by the California Board of Barbering and Cosmetology. It will also prepare each student for the practical and theory examination for a California Esthetician License. In addition, the course will incorporate the knowledge needed for entry level employment in salons, spas, or clinical esthetics.
Program Mission & Objectives	The mission of the program is to help contribute to the workforce training needs of the area by successfully training motivated adult students in their acquisition of skills as required to be licensed as an Esthetician in California. Upon successful completion, graduates are ready to pass the required state test and be licensed as an Esthetician in the State of California.
Graduation Requirements	The esthetician student shall complete theory and operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better. Students are evaluated through written and performance assessments. When a student has completed the required theory hours and practical operations in Esthetician with a GPA of "C" (70%) or better he or she is awarded a Certificate of Completion certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination. This educational program is designed to prepare students for employment as an Esthetician, Facialist, Lead Esthetician, Skin Care Specialist, Skin Care Technician, (SOC 39-5094).

Total Clock Hours	This program is 600 hours in length
Final Tests or Exams	None Required for Graduation
Mode of Instruction	Traditional Classroom
Textbooks	Milady's Standard Esthetics Fundamentals, 11th Edition, 2012 Mindtap (Milady Online) ISBN 9780357255148, Workbook and Exam Review ISBN 9780357482841. BBC Laws and Regs, Health & Safety Workbook
Required Internship or Externship	None Required.
Faculty Number & Qualifications	One instructor is required to teach this educational program. The instructor must be currently licensed as an Esthetician by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in this field. Vietnamese language instructors are fluent in both English and Vietnamese.
List the skills or competencies to be acquired by the student.	At the completion of this course the student will be able to <ul style="list-style-type: none"> <li>• Analyze customer’s skin care needs.</li> <li>• Able to discuss treatments and products with clients.</li> <li>• Perform facials to cleanse pores and improve skin tone.</li> <li>• Apply chemical peels to reduce fine lines and age spots.</li> <li>• Perform simple extractions to remove blackheads.</li> <li>• Remove unwanted facial hair using depilatory wax.</li> <li>• Tint eyebrows.</li> <li>• Instruct customers on skin care and makeup techniques.</li> <li>• Sterilize equipment and clean work area.</li> <li>• Massage the face.</li> <li>• Select and apply cosmetic products such as creams, lotions, and tonics.</li> </ul>

<b>Required Course 600 Hours of Technical Instruction and Practical Training as Follows</b>		<b>Technical Instruction</b>	<b>Required Operations/Hours</b>
<b>350 Hours of Technical Instruction and Practical Training in Facials</b>			
Manual, Electrical and Chemical Facials:	In this module the student will learn the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All	70 hrs	140 operations/240 Hours

	practical operations must be performed in accordance with Section 992 regarding skin peeling.		
Preparation	The subject of Preparation shall include but not be limited to the following issues; Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills	15 hrs	
<b>200 Hours of Technical Instruction and Practical Training in Health and Safety</b>			
Law and Regulations	In this module the student will learn the about The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10 hrs	
Health and Safety Consideration	In this module the student will receive training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.	40 hrs	
Disinfection and Sanitation	In this module the student will learn the procedures to protect the health and safety of the consumer as well as the technician including proper disinfection procedures.  Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10 hrs	
Anatomy and Physiology	In this module the student will learn Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	15 hrs	
<b>50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up</b>			
Eye Brow Beautification	In this module the student will learn and have practical training in eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25 hrs	50 operations/86 Hours
Makeup	In this module the student will learn about and have practical training in skin analysis, basic and corrective application, application of false eyelashes.	20 hrs	40 operations/69 Hours



Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

## **REQUIRED DISCLOSURES**

- This College does not admit students from other countries, so no visa related services are offered.
- For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain qualifying raw score of 38 on the CELSA. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic College which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level. English speaking students who did not graduate from high school and/or cannot provide proof of high school graduation from an accredited High School or its equivalent, must pass an Ability-to-Benefit exam.
- Instructions in all programs will be provided in English. Additionally, the Manicuring and Esthetician programs will also be provided in Vietnamese. Language proficiency for those students who request instruction in Vietnamese is determined by student interview in Vietnamese with one of the bi-lingual members of our staff or the submission of a high school diploma earned in Vietnam.
- This College does not provide ESL instruction.
- This College is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do lead to licensure in California or other states.
- The policy of this College is to update the official school catalog annually, in January of each year. Annual updates may be made using supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
- This College makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the College may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 Fax (916) 263-1897
- This College is a private College approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the College is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations.
- SCCBB has applied for initial accreditation with National Accrediting Commission of Career Arts & Sciences (NACCAS). NACCAS is located at 3015 Colvin Street, Alexandria, VA 22314.
- This College has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- Policies and Procedures Regarding Financial Aid. The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited College is not eligible for federal financial aid programs.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- Financial Aid Disclosures: SCCBB does not offer financial aid.
- This College is approved the Veteran Administration for the Barber and Cosmetology programs only. SCCBB has approval for the following programs: Chapter 33, 30, and 35. Additional policies and procedures for veteran benefits is covered in the Veerans Information Bulletin.

### **STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURES**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying College, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the College, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The College, a location of the College, or an educational program offered by the College was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at a College or a location of the College within the 120-day period before the closure of the College or location of the College or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at a College or a location of the College more than 120 days before the closure of the College or location of the College, in an educational program offered by the College as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The College has been ordered to pay a refund by the Bureau but has failed to do so.
5. The College has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the College in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by a College or representative of a College, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollecting may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

### **PRIVACY ACT**

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

### **NON-DISCRIMINATION POLICY**

SCCBB does not discriminate based on age, color, sex, gender, sexual orientation, ethnic origin, race, religion, creed, physical handicap, political affiliations or beliefs in its educational programs, admissions, instruction, graduation policies or any other areas in which it operates and is prohibited from such discrimination by law. This practice of non-discrimination also extends to employment by the school and the administration of students engaged in programs and activities operated by the school. Federal sexual harassment guidelines have been adopted as a part of school policies.

### **ACADEMIC FREEDOM**

Southern California College of Barber and Beauty is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

Southern California College of Barber and Beauty encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, if they believe it would advance understanding in their specialized discipline or sub-disciplines.

### **SEXUAL HARRASSMENT**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

## **LEAVE OF ABSENCE (“LOA”) POLICY**

Students must follow this LOA policy when requesting a leave of absence. To request a leave of absence, the student must adhere to this LOA Policy. Students may request a Leave of Absence (LOA), not limited to, serious illness, death in the family or other emergency circumstances.

A LOA may not exceed 180 days. A LOA may only be granted once the student has been enrolled for at least 90 days (3 months) unless mitigating circumstances exist. If more than one LOA is granted within any given 12-month period, the combined length of all LOA's within the 12-month period may not under any circumstances exceed 180 days.

The student must submit the LOA in advance unless unforeseen circumstances prevent the student to do so. When unforeseen circumstances occur, the school may grant a LOA to a student who did not provide a request in advance and document the reasons for their decision. In addition, the School will collect the completed LOA request form for signature upon. The start date of the approved LOA is the first date the student failed to return.

No additional institutional charges are assessed during an approved LOA and the expected Completion Date must be extended for the same number of approved days in the leave of absence.

Students must submit a written request outlining the reason for the requested leave, duration of leave including the requested return date and any applicable documentation to support the request at:

Attn.: Administrative Office  
Southern California College of Barber and Beauty  
641 N. Broadway, Escondido, CA 92025

If unforeseen circumstances exist where the student is unable to sign the Leave of Absence form, the student may contact the college by email or by phone.

LOA requests for medical purposes require medical documentation. All requests for LOA must be signed and dated by the student and should be submitted to the Administration Office for evaluation. Written requests are reviewed on an individual basis with consideration given to the following criteria:

- (1) Student eligibility for the Leave of Absence,
- (2) Complete and compliant written and signed request,
- (3) Reason for LOA request,
- (4) Any other applicable factors or considerations, and
- (5) Reasonable expectation that the student will return upon completion of the LOA.

While on a leave of absence, the student is not considered withdrawn, therefore no refund calculation will be performed. An unofficial LOA or a student's failure to return from a LOA and/or upon the expiration of the requested LOA, the student will be considered dismissed. The withdrawal date for purposes of calculating a refund will be the student's last date of attendance.

A student who has taken an approved Leave of Absence will require to sign an addendum to their existing Enrollment Agreement. The graduation date will be extended by the same number of days taken in the LOA period. The addendum must be signed and dated by the student and the School administrative staff. The contract date on the addendum will be extended by the same number of days taken in the LOA period.

### ***Failure to Return From LOA***

Students who fail to return to class as scheduled following a LOA will be terminated from the program. As required by federal statute and regulation the students last date of attendance prior to the LOA will be used to determine the amount of tuition earned.

### **STUDENT GRIEVANCE PROCEDURES – STUDENT RIGHTS**

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for any further action may be made in writing by completing the Grievance form and sending it to the School Director.

- (1) Complaints must be in writing and addressed to School Administrator:

Southern California College of Barber and Beauty  
Attn: Mohammed Bondugjie, School Director  
641 N. Broadway  
Escondido, CA 92025

- (2) A school representative will meet with complainant within 10 days.
- (3) If problem is not resolved, the complainant will be referred to the complaint committee.
- (4) The committee will meet with the complainant and document the meeting. The complainant will receive a copy of the documentation. If additional information is required, the complainant must write this information and present to the committee.
- (5) Within 15 days the complainant will receive the committee's written response outlining the steps to correct the problem or state that the complaint was not warranted nor based on fact.
- (6) Any questions a student may have regarding this catalog or any complaints that have not been satisfactorily answered by the institution may be directed to the:

**Bureau for Private Postsecondary Education  
(Physical Address)**

**1747 North Market, Ste 225  
Sacramento, CA 95834**

**Or**

**(Mailing Address)**

**Bureau for Private Postsecondary Education  
P.O. Box 98018**

**West Sacramento, CA 95798-0818  
Toll Free (888) 370-7589 Fax 916-263-1897**

[www.bppe.ca.gov](http://www.bppe.ca.gov)

### **STUDENT SERVICES**

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problem which interfere with his or her ability to complete coursework, this institution will aid in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

When needed, advising is available to all students. Instructors or advisors will meet with each student to discuss any classroom or financial problem. Each student will have his/her progress monitored at least four (4) times during the course, as stated in Grading Policy & Progress System. Those students

experiencing academic or other problems will be counseled by an Instructor and/or advisor to help overcome whatever difficulty is being experienced. Students are encouraged to take advantage of this service. Students may request, and will be granted, additional advising sessions if desired.

Any personal problems of any nature that the Colleges staff can be of assistance by listening and/or advising will be conducted by a designated staff member. Our student services can provide a list of outside services available in the area to support the student's needs. The list of services includes, doctors, lawyers, and other community support services.

Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student's progress. The results of these evaluations are discussed with each student and remedial assignments are made when required.

### ***Placement Services***

While SCCBB will make every effort to place students in suitable positions, **NO guarantee of employment or salaries can be made or implied.** Graduates may make an appointment with the School Director or other Administrative Staff for consultation and assistance in obtaining employment. The College provides a "Job Listing" bulletin board for students to review employment opportunities.

The College offers career, academic and individual advisement to all students. Advisement sessions are regularly scheduled, but students may request counseling at any time.

### ***Student Housing***

#### **This institution has no responsibility to find or assist a student in funding housing.**

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance, nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one-bedroom unit is approximately \$1,200 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

### **STUDENT RECORDS AND TRANSCRIPTS**

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. If a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution is paid and current.

### **WITHDRAWAL POLICY**

For determining the amount, you owe for the time you attended you shall be deemed to have withdrawn from the course when any of the following occurs:

- (1) You notify the school of withdrawal or the actual date of withdrawal.
- (2) The College terminates enrollment or expels you.

- (3) The student fails to attend classes for 10 scheduled class days (14 calendar days). In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance. (Unofficial withdrawals will be determined by monitoring attendance every 30 days)
- (4) If an approved Leave of Absence (LOA) is allowed and you tell the school that you will not be returning, the withdrawal date shall be the earlier of the scheduled date of return from the LOA or the date the student notifies the school of not returning.

### ***Institutional Refund Policy (State Mandated)***

The College shall issue a refund for unearned institutional charges, less the non-refundable registration fee, if the applicant cancels an enrollment agreement or withdraws during a period of attendance a fair and equitable settlement will apply. The following policy applies to all termination for any reason, by either party, including student decision, course or program cancelled or school closure. The refund policy for students who have completed 60 percent of the scheduled clock hours has elapsed or less of the period of attendance shall be a pro rata refund. The College shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

A pro rata refund pursuant to Section 94910(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of clock hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

No refunds are due once the student has received 60% of the scheduled clock hours of instruction in any given period of attendance, up through the last date of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this College catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the College has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. The College does not participate in federal financial aid at this time.

This College shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

The National Accrediting Commission of Career Arts and Sciences policy is not used in this refund policy nor in any of its collection efforts.

### ***Refund Distribution Order***

If any refunds are due based on the Institutional Refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order:  
The order of payment of refunds is,

- (1) Agency payment(s)
- (2) Student

## **DISCIPLINARY/CONDUCT POLICY**

### ***STUDENT RULES, REGULATIONS AND DISCIPLINARY ACTION***

Students are always expected to behave professionally and respectfully. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending SCCBB.

***The Following can lead to Disciplinary action which include either suspension (From One-Day to Two-Weeks) or Immediate Withdrawal (Termination). This is at the discretion of the School Director.***

- (1) Theft
- (2) Altering or forging time cards.
- (3) Causing extreme or willful disruption of the school.
- (4) Use of drugs or alcohol in school.
- (5) Physical abuse of another person.

***The Following May Result in a Suspension (From One-Day to Two-Weeks). This is at the discretion of the School Director.***

- (1) Leaving school without permission of instructor.
- (2) Failure to have proper equipment when needed.
- (3) Use of foul language, ethnic, racial or sexual slurs.
- (4) Receiving personal services without instructor's permission.
- (5) Gossiping or causing discord in the school.
- (6) Smoking outside of designated areas,
- (7) Refusing to perform an assignment, patron or otherwise.
- (8) Removing time cards from school premises.
- (9) Using products or performing services not on patron ticket.
- (10) Modifying customer services without consulting instructor.
- (11) Improper uniform.
- (12) Dirty uniform or unsatisfactory personal cleanliness.
- (13) Failure to observe sanitary rules and regulations.
- (14) Shouting.
- (15) Use of cell phone inside the school or outside without clocking out.
- (16) Eating or drinking outside of designated areas.
- (17) Entering offices or being behind desk without permission.
- (18) Failure to clean up work area or perform assigned cleanup duties.
- (19) Leaving class or clinic without permission.
- (20) Failure to clock in or out properly.
- (21) Failure to take lunch break at proper time.
- (22) Showing discourtesy to anyone in school.
- (23) students must call by 8:30 am or 5:00 pm/5:30 pm if they are going to be late or absent.

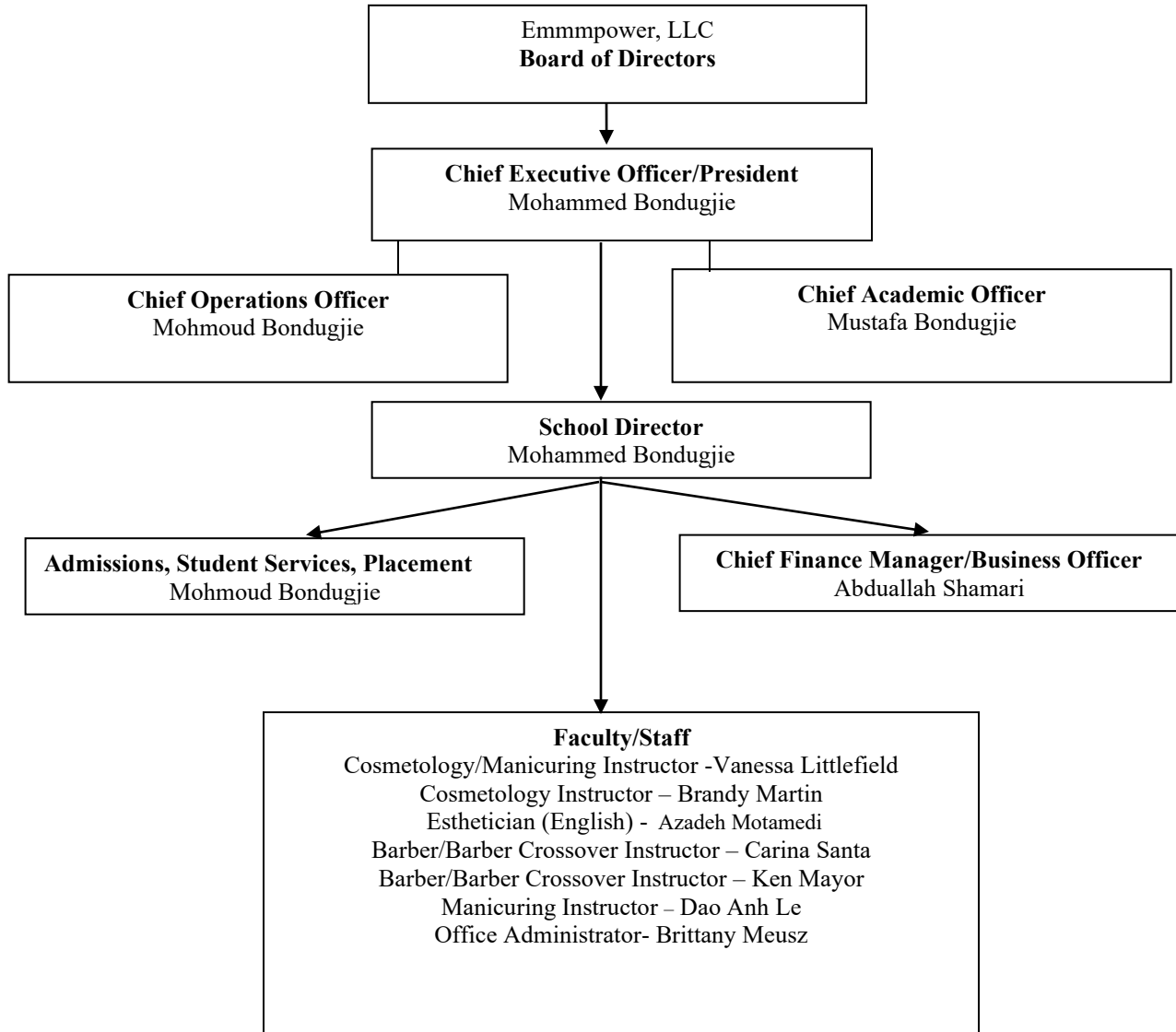
### **General**

A third suspension or a third violation of the above school rules may result in termination from the SCCBB. These guidelines are not all inclusive, as there may be other situations that may require action of the school. These guidelines may be revised at any time. They will then be posted on the bulletin board.



# ORGANIZATIONAL CHART

Southern California College of Barber and Beauty



## NACCAS Statistics

School Name		
Southern California College of Barber and Beauty		
Report Year: 2018		
Item 1 - Number of students scheduled to graduate	156	
Item 2 - Number of students from Item 1 who actually graduated as of submission of Annual Report	154	
Item 3 - Number of students from Item 2 who are eligible for employment	151	
Item 4 - Number of eligible individuals (from Item 3) employed in a field for which training prepared them	128	
Item 5 - Number of individuals from Item 2 who took all portions of their licensing exam	141	
Item 6 - Number of individuals (from Item 5) who passed all portions of licensing exam	119	
Item 7 - Length of longest NACCAS approved program taught in 2018 or 2019 (P/T or F/T) in weeks	64	
Graduation Rate	98.72 %	Meets
Placement Rate	84.77 %	Meets
Licensure Rate	84.40 %	Meets

Program Name		
<b>Barber</b>		
Report Year:2018		
Item 1 - Number of students scheduled to graduate	5	
Item 2 - Number of students from Item 1 who actually graduated as of submission of Annual Report	5	
Item 3 - Number of students from Item 2 who are eligible for employment	5	
Item 4 - Number of eligible individuals (from Item 3) employed in a field for which training prepared them	3	
Item 5 - Number of individuals from Item 2 who took all portions of their licensing exam	5	
Item 6 - Number of individuals (from Item 5) who passed all portions of licensing exam	0	
Graduation Rate	100 %	
Placement Rate	60 %	
Licensure Rate	0 %	

Program Name	
<b>Cosmetology</b>	
Report Year:2018	
Item 1 - Number of students scheduled to graduate	2
Item 2 - Number of students from Item 1 who actually graduated as of submission of Annual Report	2
Item 3 - Number of students from Item 2 who are eligible for employment	2
Item 4 - Number of eligible individuals (from Item 3) employed in a field for which training prepared them	0
Item 5 - Number of individuals from Item 2 who took all portions of their licensing exam	2
Item 6 - Number of individuals (from Item 5) who passed all portions of licensing exam	0
Graduation Rate	100 %
Placement Rate	0 %
Licensure Rate	0 %

Program Name	
<b>Barber Crossover</b>	
Report Year:2018	
Item 1 - Number of students scheduled to graduate	5
Item 2 - Number of students from Item 1 who actually graduated as of submission of Annual Report	4
Item 3 - Number of students from Item 2 who are eligible for employment	4
Item 4 - Number of eligible individuals (from Item 3) employed in a field for which training prepared them	4
Item 5 - Number of individuals from Item 2 who took all portions of their licensing exam	4
Item 6 - Number of individuals (from Item 5) who passed all portions of licensing exam	3
Graduation Rate	80 %
Placement Rate	100 %
Licensure Rate	75 %

Program Name	
<b>Esthetician</b>	
Report Year:2018	
Item 1 - Number of students scheduled to graduate	0
Item 2 - Number of students from Item 1 who actually graduated as of submission of Annual Report	0
Item 3 - Number of students from Item 2 who are eligible for employment	0
Item 4 - Number of eligible individuals (from Item 3) employed in a field for which training prepared them	0
Item 5 - Number of individuals from Item 2 who took all portions of their licensing exam	0
Item 6 - Number of individuals (from Item 5) who passed all portions of licensing exam	0
Graduation Rate	0 %

Placement Rate	0 %
Licensure Rate	0 %

Program Name	
<b>Manicuring</b>	
Report Year:2018	
Item 1 - Number of students scheduled to graduate	144
Item 2 - Number of students from Item 1 who actually graduated as of submission of Annual Report	143
Item 3 - Number of students from Item 2 who are eligible for employment	140
Item 4 - Number of eligible individuals (from Item 3) employed in a field for which training prepared them	121
Item 5 - Number of individuals from Item 2 who took all portions of their licensing exam	131
Item 6 - Number of individuals (from Item 5) who passed all portions of licensing exam	120
Graduation Rate	99.31 %
Placement Rate	86.43 %
Licensure Rate	91.6 %