

VGCC COSMETOLOGY PROGRAM INFORMATION SHEET~July 2021

(All students are required to wear their uniforms, nametags, and shoes everyday)

Name Tags: You will need 2 hard engraved name tags with Your Name and Your Status under the name (we suggest that you purchase an extra name tag for each in case you lose one. It typically takes about 5-7 days to replace and you cannot attend class without it).

Example: Jane Doe Jane Doe
 Beginner Advanced

Purchase at: any trophy or engraving shop. Approximate cost \$12-\$18.

Uniforms: **Nursing scrub uniforms required.** Entire uniform must be **SOLID BLACK** except nametag. Only regular uniform Tops, Pants, or dresses are allowed. No uniform leggings, crop pants, shorts or anything outside of the above allowed. The style of uniform is your choice but it must be a clean, washable, solid color nursing uniform that fits you appropriately & professionally, continually covering your body from neck to ankles. **NO shorts allowed. No sleeveless, short midriff or low cut uniforms allowed.** No panties or underwear, back, sides, nor belly can show when bending, squatting, stooping etc. Solid black socks, undershirts, tank tops, & long sleeve t-shirts are allowed under the uniform but must be solid in color with no writing.

You will need at least 3-4 uniforms for day classes. Uniforms that become torn, excessively faded, stained or discolored cannot be worn and must be replaced.

A long sleeve uniform smock /jacket may be needed when the weather turns cold so please plan accordingly. Regular jackets/sweaters, regardless of the variety, cannot be worn during class time while clocked in as they are not a part of the uniform.

Purchase at: Walmart, Rose's, City Trends or any uniform store.

COMPLETE required uniform includes top, bottom, socks, shoes and nametag. **NO Head Coverings allowed in any form** (no caps, hats, doo rags, wraps, extra- large earrings, neck decorations -other than small short chains, Bows, headbands or anything of this sort). Flat clips or hair ties to hold the hair back are allowed but only if they are black, brown, silver, or gold in color -not a safety hazard. Small to med earrings are allowed as long as they do not extend past the chin and are not a safety hazard.

Shoes: The style of shoe **must be a tennis shoe or a nursing/work shoe.** Shoe must be completely closed in with no holes or openings. **NO OPEN TOES ALLOWED.** Shoes must be solid in color without other colors, stripes, designs and etc. on them. Socks are required to be worn with shoes at all times. **NO** casual boots, babydoll shoes, slip-on dress/casual shoes etc allowed.

Be sure to get a good pair of shoes because you will be on your feet for long periods of time.

Uniform and Shoe Colors for each campus:

Franklin Campus:	Uniform – Black	Shoes – Black
Warren Campus:	Uniform – Black	Shoes – Black

Kit Cost: Approx. \$800.00 (a one-time purchase). The kit contains a majority of everything that is required for this class except the books. You will have to replace supplies as needed if they are broken or lost. (Purchase kit from VGCC Bookstore).

A new uncut 100% human hair manikin is required at the start of every advanced class-may be purchased in the VGCC bookstore (if available) or elsewhere. Please check with the bookstore near the end of each semester to inquire about availability.

Book Costs: Milady Book Bundle-w/ mindtap approx. cost \$450. (VGCC Bookstore) & *USB Flash Drive*. The books are hardback books. Mindtap is an access code to the software. ALL are required daily to participate in this program. Required for class daily.

Material: Writing material including paper, pens/pencils and notebook/binder required for class. Students will purchase on this on their own.

Supplies: Lock with 2 keys for locker use and storing kit items; small first aid kit; 1 hard plastic shoebox container; 2 med-large gift bags or paper grocery bags that will stand on their own.

Tuition: Approximate cost per semester \$1,100.00-\$1,400.00 per semester.

Malpractice Insurance: Approximately \$16.00, student must pay this insurance the first semester of enrollment and renew it each fall.

Paperwork: A copy of your social security card and driver's license (or government issued picture ID) is **required by the NC State board of Cosmetic Art Examiners to enroll in and attend this program.** You cannot be enrolled without a copy of both of these verification forms. This is placed in the state permanent file in a lockable file cabinet for state and instructor use only.

ATTENDANCE: Attendance is critical and cumulative throughout the program therefore you must come to classes every day in order to complete this program.

Theory class: Start of class is generally 8am. Students are present if in class at or before 8am and must be in class no later than 8:15am. 8:01-8:15 is tardy with 2 tardy days equaling 1 absence. After 8:15 students are absent and will not be permitted into class.

Salon class: NO LATE SALON CLASS ATTENDANCE-NO TARDYS-PRESENT OR ABSENT. Salon class generally starts at 9am. Students are either due to service clients or are being trained to service clients in the salon class. Customers (and instructors) rely on students to be present and on time as they will be required to do so on the job. If student is not in salon class early or on-time they will not be allowed to attend class that day and will be counted absent.

There is a maximum number of absences allowed per semester before withdrawal from class. The attendance policy will be reviewed with you by the instructor at the beginning of the program. Students not in attendance as needed during the semester will not acquire the necessary contact hours for completion of the program.

***Diploma program is highly recommended for efficient completion of state required hours and practice. General Ed. classes required and included with schedule for Diploma program.**

POS: The Cosmetology POS or program of study is located on the VGCC website for review of classes required for completion of the program chosen.

Diploma or Certificate Requirements:

Diploma: Successful completions of the required Cosmetology courses 111-118, plus the required 1200-1500 hours & services and maintain an “80” or higher on theory chapter tests as well as take and pass the following related courses:

(1) Success and Study Skills **(ACA 115)**
(Approx. tuition cost \$100.00/plus book)

(2) Applied Communications **(ENG 110)**
(Approx. tuition cost \$250.00/plus book)

(3) Interpersonal Psychology **(PSY 118)**
(Approx. tuition cost \$250.00/plus book)

****ALL PRICES ARE APPROXIMATE AND MAY FLUCTUATE****

The completion of all requirements for the diploma allows you receive a one year vocational diploma and participate in graduation, as well as be eligible to take the state exam to become certified as fully licensed cosmetologist.

Certificate: Successful completion of the required Cosmetology courses COS 111-116 and COS 223 as well as the required 1200 hours & services and maintain an “80” or higher on theory chapter tests. The completion of all requirements will allow you to receive a certificate of completion and be eligible to take the state exam to become certified as a licensed cosmetology apprentice only. This will require working under a licensed cosmetologist for an additional 6 months before becoming eligible to be fully licensed.

****ALL OF THE ABOVE ARE REQUIRED TO ATTEND CLASSES****