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<http://www.saddleback.edu/atas/cosmetology>

## SADDLEBACK COLLEGE COSMETOLOGY & COSMETICIAN PROGRAM

### Information & Application

**Please read all information thoroughly and follow all directions carefully.**

**Cosmetology Program:** This is an off-campus 1600 hour program comprised of 4 courses (12 units each) to be taken in consecutive order. Each course is completed in approximately 1 semester. This program is completed in *approximately* 4 semesters for Full-Time students and 8 semesters for Part-Time students. Please note that summer sessions may or may not be offered. This program prepares you to take the State Board Exam to become a licensed Cosmetologist.

**Cosmetician Program:** This is an off-campus 600 hour program comprised of 1 course (16 units). This program is completed in *approximately* 1.5 semesters for Full-Time students and 3 semesters for Part-Time students. Please note that summer sessions may or may not be offered. This program prepares you to take the State Board Exam to become a licensed Cosmetician/Esthetician.

***Below you will find the steps you will need to take in order to enroll and be successful in this program.***

### Steps & Information

Steps, Information & Deadlines	Contact	Done
<p><b>* GATHER AND REVIEW ALL INFORMATION:</b> <i>Please be sure to retain copies of all documents for your own records before submission. Our office is not responsible for any lost or missing documents. You will be responsible for all information provided in our office, on our website and in the orientation. All documents are designed to answer frequently asked questions. If, after reading all information provided, your question(s) are still not answered, please let us know so that we may further assist you in your success.</i></p>	Saddleback College Division of Advanced Technology & Applied Science	Use these checkboxes to keep track of your progress.

#### Step 1: Apply to become a Saddleback College student

<p><b>* MINIMUM REQUIREMENTS FOR QUALIFICATION:</b> <i>To enroll for the Cosmetology &amp; Cosmetician Program, you MUST be either a high school graduate or 18 years old. For more information on minimum requirements, please contact both the Admissions &amp; Records Office AND the beauty school.</i></p>	Saddleback College Admissions & Records Office AND Beauty School	<input type="checkbox"/>
<p><b>* APPLY:</b> <i>Apply to Saddleback College to receive your student ID number. You MUST be a Saddleback College student before you can begin the pre-enrollment process. Please note all important Saddleback College dates and deadlines (<a href="http://www.saddleback.edu/admissions/index.html#datesanddeadlines">http://www.saddleback.edu/admissions/index.html#datesanddeadlines</a>) and important Cosmetology/Cosmetician Program dates and deadlines (<a href="http://www.saddleback.edu/atas/cosmetology">http://www.saddleback.edu/atas/cosmetology</a>).</i></p>	Saddleback College Admissions & Records Office	<input type="checkbox"/>

#### Step 2: Begin the Pre-Enrollment process

<p><b><u>REQUIRED FROM ALL APPLICANTS</u></b> - <i>The Pre-Enrollment Application Form and the partially completed Petition for Certificate/Occupational Skills Award Form are both required at the time of submission:</i></p>		
<p><b>(1) The Pre-Enrollment Application Form</b> <i>MUST</i> have all fields completed.</p>		<input type="checkbox"/>
<p><b>(2) The Petition for Certificate/Occupational Skills Award Form</b> (<a href="http://www.saddleback.edu/admissions/documents/PetitionforCertificateOSA.pdf">http://www.saddleback.edu/admissions/documents/PetitionforCertificateOSA.pdf</a>) <i>MUST</i> be partially completed and submitted along with your completed Pre-Enrollment Application Form. <b>IMPORTANT:</b> Complete <i>ONLY</i> the following highlighted fields: (1) Student ID Number, (2) Social Security Number, (3) Date of Birth, (4) Telephone Number, (5) Student's Name, (6) Other Names, (*) Student Signature, and (*) E-mail Address. Do NOT fill out the middle sections and do NOT date.</p>	Saddleback College Division of Advanced Technology & Applied Science	<input type="checkbox"/>
<p><b>* HANDBOOK:</b> <i>For Attendance Policy, Absences, Evaluation &amp; Grading, Dress Code and other general policies, please see the Cosmetology or Cosmetician Handbooks and Cosmetology Orientation presentation available for download on our website (<a href="http://www.saddleback.edu/atas/cosmetology">http://www.saddleback.edu/atas/cosmetology</a>).</i></p>	Saddleback College Division of Advanced Technology & Applied Science	<input type="checkbox"/>
<p><b>* MATRICULATION:</b> <i>You MUST contact the Saddleback College Matriculation Office for your Matriculation status at (949) 582-4970. IMPORTANT: Failure to satisfy Matriculation requirements will result in the revocation of any hours, credits, grades earned, and graduate eligibility.</i></p>	Saddleback College Matriculation Office	<input type="checkbox"/>

### Step 2: Begin the Pre-Enrollment process (Cont'd.)

**REQUIRED IF APPLICABLE** - Depending upon your personal situation, you may need to secure and attach the following additional documents to your submission: **Student Information Change Form, Campus of Record Change Receipt Form, and Proof of Training.** Please read the following for details:

<p><b>* IRVINE VALLEY COLLEGE (IVC) STUDENTS:</b></p> <p>(1) If your College of Record is Irvine Valley College, you <b>MUST</b> complete a Student Information Change Form (<a href="http://www.saddleback.edu/admissions/documents/StudentInformationChangeForm.pdf">http://www.saddleback.edu/admissions/documents/StudentInformationChangeForm.pdf</a>) to change your College of Record to Saddleback College (Note: If you are in any special programs indicated on the Student Information Change Form, you must have this form signed at Irvine Valley College before submitting to the Saddleback College Admissions &amp; Records Office).</p>	<p>Saddleback College Admissions &amp; Records Office and Irvine Valley College (IVC)</p>	<input type="checkbox"/>
<p>(2) You <b>MUST</b> have either (a) the Campus of Record Change Receipt Form (<a href="http://www.saddleback.edu/atas/Cosmetology/documents/COS_CRCReceipt_9-3-2010.pdf">http://www.saddleback.edu/atas/Cosmetology/documents/COS_CRCReceipt_9-3-2010.pdf</a>) completed by an Admissions and Records Representative after your Student Information Change Form is processed, OR (b) a copy of the processed Student Information Change Form.</p>		<input type="checkbox"/>
<p><b>* STUDENTS WITH PREVIOUS COSMETOLOGY/COSMETICIAN COURSEWORK:</b> Re-enrolling in the Cosmetology Program will require a Proof of Training document before re-entry is allowed. If you are transferring from another institution to a beauty school we contract with, you will need your transcripts and/or Proof of Training document reviewed and evaluated by the staff at the beauty school you wish to attend. The beauty school will then provide you with a Transfer of Credit document with the total hours credited toward your advanced placement in the Saddleback College Cosmetology Program. Please attach your Transfer of Credit document to your Pre-Enrollment Form along with your transcripts and/or Proof of Training document.</p>	<p>Institution of previous training AND Beauty School</p>	<input type="checkbox"/>
<p><b>* CURRENT PRIVATE PAYING STUDENTS:</b> The Proof of Training document is required to complete the Pre-Enrollment Application process. In order to obtain this document, you may choose one of the following options (1) A student may choose to "drop" from the beauty school at such time as they are ready to register and pay for the following semester as a Saddleback College student. "Dropping" makes the student eligible to collect a Proof of Training. (2) A student may choose to continue as a private pay student up until the day before classes begin at Saddleback College. Commencing on the first day of class for Saddleback College, a student would complete the above option 1. The student would then be eligible for Pre-Enrollment and registration if classes are open and Saddleback College is accepting students.</p>	<p>Institution of current training</p>	<input type="checkbox"/>
<p><b>* FINANCIAL AID:</b> If you wish to receive financial assistance, you must contact the Saddleback College Financial Assistance Office at (949) 582-4860.</p>	<p>Saddleback College Financial Assistance Office</p>	<input type="checkbox"/>

### Step 3: Complete Pre-Enrollment Process (fulfills the prerequisite requirement needed for registration)

<p><b>* COMPLETE &amp; SUBMIT:</b> Pre-Enrollment Application Form, Petition for Certificate/OSA Form, and all applicable required documents to our office. <b>Important dates and deadlines are listed on the information sheets of each beauty school.</b> (NOTE: You will NOT receive a personal confirmation that your documents have been processed. Your confirmation is your ability to register for your course through your MySite account. <b>Please allow 3 FULL business days for processing</b> ).</p>	<p>Saddleback College Division of Advanced Technology &amp; Applied Science</p>	<input type="checkbox"/>
<p><b>* DIRECTIONS:</b> Forms may be submitted in person, through e-mail, or fax (please view "Important Saddleback College Contacts" section of this packet). Completed electronic forms <b>MUST</b> be printed and signed before scanning and sending to our office. ALL additional required documents <b>MUST</b> be presented and attached to the Pre-Enrollment Application Form and Petition for Certificate/OSA Form at the time of submission. For your protection and due to student privacy laws, we will NOT hold any documents or incomplete submissions. Any incomplete submissions will be shredded or deleted and will need to be resubmitted once you can make a complete submission.</p>		

### Step 4: Registration & Payment

<p><b>* REGISTRATION:</b> By appointment. Registration appointments are posted in your Saddleback College MySite. For further details, please view the "Cosmetology Orientation" PowerPoint presentation available on our website (<a href="http://www.saddleback.edu/atas/cosmetology">http://www.saddleback.edu/atas/cosmetology</a>).</p>	<p>Saddleback College Admissions &amp; Records Office</p>	<input type="checkbox"/>
<p><b>* FEES:</b> Registration fees are payable to Saddleback College at the time of registration. Payments are made each semester (except for Cosmetician students). For further details, please view the "Cosmetology Orientation" PowerPoint presentation available on our website. <b>All fees are subject to change at any time without notice.</b> Additional fees will be charged for non-residents. Please visit <a href="http://www.saddleback.edu/spo/Fees.html">http://www.saddleback.edu/spo/Fees.html</a> for information and details on current tuition rates.</p>		



Saddleback College  
 28000 Marguerite Parkway  
 Mission Viejo, CA 92692  
 (949) 582-4500

Division of Advanced Technology & Applied Science  
 Monday - Friday 9:00 a.m. - 5:00 p.m. | TAS 207  
 Phone (949) 582-4541 | Fax (949) 347-9004  
 Website: <http://www.saddleback.edu/atas>

<b>Step 5: Orientation &amp; Purchase Kit</b>		
<i>* <b>RSVP:</b> Contact the beauty school administration to RSVP for ONLY ONE of the available dates ASAP. Kits will be purchased at the time of Orientation. Refer to the beauty school information sheet(s) for detailed information.</i>	Beauty School	<input type="checkbox"/>

<b>Step 6: Attend Classes</b>		
<i>* <b>ATTEND:</b> You <b>MUST</b> complete the full registration process to attend class. If you attend classes prior to registration through Saddleback College, you will be subject to private tuition costs by the beauty school. Refer to the beauty school information sheet(s) for detailed information. Please contact the beauty school administration directly in regards to any and all schedule conflicts and concerns.</i>	Beauty School	<input type="checkbox"/>

<b>Important Saddleback College Contacts</b>	
<b>Saddleback College</b> <i>Division of Advanced Technology &amp; Applied Science</i>	<i>Location:</i> TAS Building, Room 207 (close to Parking Lots 13 & 14) <i>Office Hours:</i> Mon-Fri 9:00 a.m. - 5:00 p.m. <i>Phone #:</i> (949) 582-4541 <i>Fax #:</i> (949) 347-9004 <i>Website:</i> <a href="http://www.saddleback.edu/atas/cosmetology">http://www.saddleback.edu/atas/cosmetology</a> <i>E-mail:</i> <a href="mailto:edubois@saddleback.edu">edubois@saddleback.edu</a>
<b>Saddleback College</b> <i>Admissions &amp; Records Office</i>	<i>Location:</i> Student Services Center, Room 102 <i>Office Hours:</i> Mon-Thu 9:00 a.m. - 6:00 p.m. & Fri 9:00 a.m. - 12:00 p.m. <i>Phone #:</i> (949) 582-4555 <i>Fax #:</i> (949) 347-8315 <i>Website:</i> <a href="http://www.saddleback.edu/admissions">http://www.saddleback.edu/admissions</a> <i>E-mail:</i> <a href="mailto:scadmissions@saddleback.edu">scadmissions@saddleback.edu</a>
<b>Saddleback College</b> <i>Matriculation Office</i>	<i>Location:</i> Student Services Center, Room 225-B <i>Office Hours:</i> Mon-Thu 8:00 a.m. - 4:30 p.m. & Fri 8:00 a.m. - 12:00 p.m. <i>Phone #:</i> (949) 582-4970 <i>Fax #:</i> (949) 582-4789 <i>Website:</i> <a href="http://www.saddleback.edu/matriculation">http://www.saddleback.edu/matriculation</a> <i>E-mail:</i> <a href="mailto:matric@saddleback.edu">matric@saddleback.edu</a>
<b>Saddleback College</b> <i>Financial Assistance Office</i>	<i>Location:</i> Student Services Center, Room 106 <i>Office Hours:</i> Mon & Thu 8:00 a.m. - 4:30 p.m., Tue & Wed 8:00 a.m. - 6:00 p.m., Fri 8:00 a.m. - 12:00 p.m. <i>Phone #:</i> (949) 582-4860 <i>Fax #:</i> (949) 364-9115 <i>Website:</i> <a href="http://www.saddleback.edu/fao">http://www.saddleback.edu/fao</a> <i>E-mail:</i> <a href="mailto:finaid@saddleback.edu">finaid@saddleback.edu</a>

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## Saddleback College Cosmetology/Cosmetician Program Pre-Enrollment Application Form

**INSTRUCTIONS:** You **MUST** complete ALL fields of this form. We will **NOT** accept any incomplete forms. Please write clearly. All information can be found in this packet and the beauty school information sheet(s).

Student Information				Section A
Student ID#	Last Name	First Name	M.I.	
Street Address		City	State	Zip Code
Home Phone #	Cell Phone #	E-mail Address		

Registration Information				Section B
Beauty School: <input type="checkbox"/> Athena College of Beauty				
<i>Those applying for FAFSA must attend one of the following:</i> <input type="checkbox"/> Hair California Beauty Academy				
Program:	<input type="checkbox"/> Cosmetology	<input type="checkbox"/> Cosmetician	Course Number:	COS _____
Status:	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	Ticket Number:	_____
Semester:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year: 20__

College of Record		Section C
Previous Irvine Valley College (IVC) Student		
* IMPORTANT: If "YES," see information packet for detailed instructions for additional required documentation to be submitted along with this form.		<input type="checkbox"/> Yes, my documents are attached. * <input type="checkbox"/> No

Transfer Hours		Section D
Previous Cosmetology or Cosmetician coursework		
* IMPORTANT: If "YES," see information packet for detailed instructions for additional required documentation to be submitted along with this form.		<input type="checkbox"/> Yes, my documents are attached. * <input type="checkbox"/> No
Name of Institution/Program	Number of Hours	
If you are transferring between beauty schools listed in the above choices, BRIEFLY indicate the reason:		

Petition for Certificate of Achievement/Occupational Skills Award Form		Section E
* IMPORTANT: If "YES," see information packet for detailed instructions on how to complete this form.		<input type="checkbox"/> Yes, my document is attached. This form is required. *

Handbook		Section F
By checking this box, I am confirming that I have read and understand the General Information and the Cosmetology/Cosmetician Handbook.		<input type="checkbox"/>

Permission		Section G
By checking this box, I am giving permission to Saddleback College to sign my name on any future Cosmetology forms when necessary.		<input type="checkbox"/>

Confirmation		Section H
Signature (Please sign here to confirm that all of the above information is correct and true)	Date	