

SADDLEBACK COLLEGE COSMETOLOGY & COSMETICIAN PROGRAM *General Information (Fall 2011)*

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>* GATHER AND REVIEW ALL INFORMATION: <u>Please be sure to retain copies of all documents for your own records before submission.</u> 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.</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>* MINIMUM REQUIREMENTS FOR QUALIFICATION: To enroll for the Cosmetology & Cosmetician Program, you MUST be either a high school graduate or 18 years old with a GED certificate. For more information on minimum requirements, please contact both the Admissions & Records Office AND the beauty school.</p>	Saddleback College Admissions & Records Office AND Beauty School	<input type="checkbox"/>
<p>* APPLY: To Saddleback College to receive your Student ID #. You MUST be a Saddleback College student before you can begin the pre-enrollment process. Please note all important dates and deadlines (http://www.saddleback.edu/admissions/documents/Fall2011Semester.pdf).</p>	Saddleback College Admissions & Records Office	<input type="checkbox"/>

Step 2: Begin the Pre-Enrollment process

REQUIRED FROM ALL APPLICANTS - The Pre-Enrollment Application Form and the partially completed Petition for Certificate/OSA Form are both required at the time of submission (these are both attached to the back of this packet):

<p>(1) The Pre-Enrollment Application Form must have all fields completed.</p>	Saddleback College Division of Advanced Technology & Applied Science	<input type="checkbox"/>
<p>(2) Complete and submit the Saddleback College Petition for Certificate/OSA Form (http://www.saddleback.edu/admissions/documents/PetitionforCertificateOSA.pdf) along with your completed Pre-Enrollment Application Form. [IMPORTANT: Complete ONLY 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"/>

Step 2: Begin the Pre-Enrollment process (REQUIRED FROM ALL APPLICANTS Cont'd)		
<p>* HANDBOOK: For Attendance Policy, Absences, Evaluation & Grading, Dress Code and other general policies, please see the Cosmetology or Cosmetician Handbooks available for download on our website (http://www.saddleback.edu/atas/cosmetology).</p>	<p>Saddleback College Division of Advanced Technology & Applied Science</p>	<input type="checkbox"/>
<p>* MATRICULATION: Contact the Saddleback College Matriculation Office for your Matriculation status. IMPORTANT: Failure to satisfy Matriculation requirements will result in the revocation of any hours, credits, grades earned, and graduate eligibility.</p>	<p>Saddleback College Matriculation Office</p>	<input type="checkbox"/>
<p>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>		
<p>* IRVINE VALLEY COLLEGE (IVC) STUDENTS:</p> <p>(1) If your College of Record is Irvine Valley College, you MUST complete a Student Information Change Form (http://www.saddleback.edu/admissions/documents/StudentInformationChangeForm.pdf) 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 & Records Office).</p>	<p>Saddleback College Admissions & Records Office and Irvine Valley College (IVC)</p>	<input type="checkbox"/>
<p>(2) You MUST have either (a) the Campus of Record Change Receipt Form (http://www.saddleback.edu/atas/Cosmetology/documents/COS_CRCReceipt_9-3-2010.pdf) 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>* STUDENTS WITH PREVIOUS COSMETOLOGY/COSMETICIAN COURSEWORK: 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>* CURRENT PRIVATE PAYING STUDENTS: 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>* FINANCIAL AID: 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 Pre-Requisite Requirement needed for Registration)		
<p>* COMPLETE & SUBMIT: Pre-Enrollment Application Form, Petition for Certificate/OSA Form, and all applicable required documents to our office. These will all be accepted BEGINNING Monday, June 27th, 2011. (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. Please allow 1 FULL business day for processing).</p>	<p>Saddleback College Division of Advanced Technology & Applied Science</p>	<input type="checkbox"/>
<p>* DIRECTIONS: Forms may be submitted in person, through e-mail, or fax (please view "Important Saddleback College Contacts" section). Completed electronic forms MUST be printed and signed before scanning and sending to our office. ALL additional required documents MUST 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

* **REGISTRATION:** By appointment. **Begins Monday, July 11th, 2011.** Please contact Admissions & Records for your registration date and time.

* **FEES:** Registration fees are payable to Saddleback College at the time of registration. Payments are made each semester (except for Cosmetician students). All fees are subject to change. Additional fees will be charged for non-residents.

Saddleback College
Admissions & Records
Office

Step 5: Orientation & Purchase Kit

* **RSVP:** Contact the beauty school administration to RSVP for **ONLY ONE** of the available dates ASAP. Refer to beauty school information section for detailed information.

Beauty School

Step 6: Attend Classes

* **ATTEND:** You **MUST 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. **Classes begin Monday, August 22nd, 2011 or Tuesday, August 23rd, 2011.** Refer to beauty school information section for detailed information. Please contact the beauty school administration directly in regards to any and all schedule conflicts and concerns.

Beauty School

Important Saddleback College Contacts

Saddleback College
*Division of Advanced Technology
& Applied Science*

Location: TAS Building, Room 207 (close to Parking Lots 13 & 14)
Office Hours: Mon-Fri 9:00 a.m. - 5:00 p.m.
Phone #: (949) 582-4541
Fax #: (949) 347-9004
Website: <http://www.saddleback.edu/atas/cosmetology>
E-mail: edubois@saddleback.edu

Saddleback College
Admissions & Records Office

Location: Student Services Center, Room 102
Office Hours: Mon-Thu 9:00 a.m. - 6:00 p.m. & Fri 9:00 a.m. - 12:00 p.m.
Phone #: (949) 582-4555
Fax #: (949) 347-8315
Website: <http://www.saddleback.edu/admissions>
E-mail: scadmissions@saddleback.edu

Saddleback College
Matriculation Office

Location: Student Services Center, Room 225-B
Office Hours: Mon-Thu 8:00 a.m. - 4:30 p.m. & Fri 8:00 a.m. - 12:00 p.m.
Phone #: (949) 582-4970
Fax #: (949) 582-4789
Website: <http://www.saddleback.edu/matriculation>
E-mail: matric@saddleback.edu

Saddleback College
Financial Assistance Office

Location: Student Services Center, Room 106
Office Hours: 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.
Phone #: (949) 582-4860
Fax #: (949) 364-9115
Website: <http://www.saddleback.edu/fao>
E-mail: finaid@saddleback.edu

Athena College of Beauty (Fall 2011)

Contact Information

Location: 23565 Moulton Pkwy., #A&B, Laguna Hills, CA 92653
Phone #: (949) 951-8883
Website: <http://www.athenacollege.edu>
E-mail: adm@athenacollegeofbeauty.com

Registration Information

COSMETOLOGY

Course #	Ticket #	Hours	Units & Fees*	Done
COS 400A	14360A	1-400 hours	12 Units x \$36/Unit = \$432	<input type="checkbox"/>
COS 400B	14360D	401-800 hours	12 Units x \$36/Unit = \$432	<input type="checkbox"/>
COS 400C	14360G	801-1200 hours	12 Units x \$36/Unit = \$432	<input type="checkbox"/>
COS 400D	14360J	1201-1600 hours	12 Units x \$36/Unit = \$432	<input type="checkbox"/>

COSMETICIAN

Course #	Ticket #	Hours	Units & Fees*	Done
COS 440	14355	1-600 Hours	16 Units x \$36/Unit = \$576	<input type="checkbox"/>

Orientation Information

Location:	Athena College of Beauty	
Day & Time: (RSVP to ONLY ONE meeting)	<input type="checkbox"/>	Tuesday, August 16th, 2011 @ 1:30 p.m.
	<input type="checkbox"/>	Tuesday, August 16th, 2011 @ 5:30 p.m.
Bring:	<input type="checkbox"/>	1. Copy of Saddleback College Enrollment in the Cosmetology/Cosmetician course
	<input type="checkbox"/>	2. Current Driver's License or State Issued ID
	<input type="checkbox"/>	3. High School Diploma or GED Certificate
	<input type="checkbox"/>	4. Social Security Card
	<input type="checkbox"/>	5. Payment for the kit which contains items needed to complete the course. This fee is payable to the Athena College of Beauty at the time of orientation. Payment plans are available upon request through the Athena College of Beauty.
	<input type="checkbox"/>	Cosmetology Kit: \$1,200.00
	<input type="checkbox"/>	Cosmetician Kit: \$1,000.00

Class Schedule

* All hours are subject to change. *

COSMETOLOGY - Full-Time Students							Classes begin Tuesday, August 23rd 2011
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
OFF	8:30am-5:00pm	8:30am-5:00pm	8:30am-5:00pm	8:30am-5:00pm	8:30am-5:00pm	OFF	
COSMETOLOGY - Part-Time Students							Classes begin Monday, August 22nd, 2011
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
OFF	6:00pm-10:00pm	6:00pm-10:00pm	6:00pm-10:00pm	6:00pm-10:00pm	OFF	8:30am-5:00pm	
COSMETICIAN - Full-Time Students							Classes begin Tuesday, August 23rd 2011
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
OFF	OFF	9:00am-5:00pm	9:00am-5:00pm	9:00am-5:00pm	9:00am-5:00pm	8:30am-5:00pm	
COSMETICIAN - Part-Time Students							Classes begin Monday, August 22nd, 2011
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
OFF	6:00pm-10:00pm	6:00pm-10:00pm	6:00pm-10:00pm	6:00pm-10:00pm	OFF	8:30am-5:00pm	

Hair California Beauty Academy (Fall 2011)

Contact Information

Location: 1110 North Tustin, Orange, CA 92867
Phone #: (714) 633-7170
Website: <http://www.hairca.com>
E-mail: hairca@aol.com

Registration Information

COSMETOLOGY

Course #	Ticket #	Hours	Units & Fees*	Done
COS 400A	16145A	1-400 hours	12 Units x \$36/Unit = \$432	<input type="checkbox"/>
COS 400B	16145D	401-800 hours	12 Units x \$36/Unit = \$432	<input type="checkbox"/>
COS 400C	16145G	801-1200 hours	12 Units x \$36/Unit = \$432	<input type="checkbox"/>
COS 400D	16145J	1201-1600 hours	12 Units x \$36/Unit = \$432	<input type="checkbox"/>

COSMETICIAN

Course #	Ticket #	Hours	Units & Fees*	Done
COS 440	16140	1-600 Hours	16 Units x \$36/Unit = \$576	<input type="checkbox"/>

Orientation Information

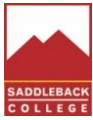
Location:	Hair California Beauty Academy			
Day & Time: (RSVP to ONLY ONE meeting)	<input type="checkbox"/>	Tuesday, August 2nd, 2011 @ 4:00 p.m.		
	<input type="checkbox"/>	Tuesday, August 16th, 2011 @ 4:00 p.m.		
Bring:	<input type="checkbox"/>	1. Copy of Saddleback College Enrollment in the Cosmetology/Cosmetician course		
	<input type="checkbox"/>	2. Current Driver's License or State Issued ID		
	<input type="checkbox"/>	3. High School Diploma or GED Certificate, or contact beauty school for Ability to Benefit Test (ABT)		
	<input type="checkbox"/>	4. Social Security Card		
	<input type="checkbox"/>	5. Payment for the kit which contains items needed to complete the course. This fee is payable to the Hair California Beauty Academy at the time of orientation.		
	<input type="checkbox"/>	Cosmetology Kit: \$1,500.00.		
	<input type="checkbox"/>	Cosmetician Kit: \$1,500.00.		

Class Schedule

* All hours are subject to change. *

FULL-TIME STUDENTS - Cosmetology/Cosmetician							Classes begin Monday, August 22nd, 2011
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
OFF	8:30am-5:00pm	8:30am-5:00pm	8:30am-5:00pm	8:30am-5:00pm	8:30am-5:00pm	OFF	

PART-TIME STUDENTS - Cosmetology/Cosmetician							Classes begin Monday, August 22nd, 2011
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
OFF	6:00pm-10:00pm	6:00pm-10:00pm	6:00pm-10:00pm	6:00pm-10:00pm	OFF	8:30am-5:00pm	



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>

Saddleback College Cosmetology/Cosmetician Program Pre-Enrollment Application Form

*** You MUST complete ALL fields of this form. We will NOT accept any incomplete forms. Please write clearly. ***

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	<input type="checkbox"/> Hair California Beauty Academy
Program:	<input type="checkbox"/> Cosmetology	<input type="checkbox"/> Cosmetician
Status:	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time
Semester:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring
	<input type="checkbox"/> Summer	Year:
		Course Number:
		Ticket Number:

College of Record Section C

Previous Irvine Valley College (IVC) Student	
* IMPORTANT: If "YES," see information sheet 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 sheet 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

Petition for Certificate of Achievement/Occupational Skills Award Form Section E

* IMPORTANT: If "YES," see information sheet for detailed instructions on how to complete this form.	<input type="checkbox"/> Yes, my document is attached. * <input type="checkbox"/> No
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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"/>
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Permission Section G

By checking this box, I am giving permission to Saddleback College to sign my name on future Cosmetology enrollment documents.	<input type="checkbox"/>
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Confirmation Section H

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