Saddleback College
Cosmetology Program Orientation
2015
• At Saddleback College, the Cosmetology Department is located in the Advanced Technology and Applied Science (ATAS) Division Office – TAS Room 207
• Mary Celeste ~ Cosmetology Coordinator and Liaison
  Office Hours: Tues & Thurs 9:00am – 2:00pm
  Office Phone: (949) 582-4229 or (949) 582-4541 option 1
  Cell Phone: (714) 422-5917 (text option)
  Email: mceleste@saddleback.edu
• Leslie Haugen ~ Senior Administrative Assistant
  Office Hours: Monday-Friday 8:30am-5:30pm
  Office Phone 9419-582-4990
  Email: lhaugen@saddleback.edu or scatas@saddleback.edu
  Cosmetology Website www.saddleback.edu/atas/cosmetology
• Program Handbook is available online, at the Beauty Colleges, or in the Saddleback ATAS Division Office.

Saddleback College
Cosmetology Department
Important Reminders!

If you began your college career or have taken classes at IVC, you must submit a “Student Information Change Form” to change your Campus of Record, please see: http://www.saddleback.edu/uploads/admissions/documents/StudentInformationChangeForm.pdf

If you began your cosmetology/cosmetician course at another community college, you must submit a “Campus of Record Change Receipt Form”, please see: http://www.saddleback.edu/uploads/atas/documents/Cosmetology/CRCReceiptForm.pdf

Please submit these forms to the Saddleback Admission and Records Office before you begin the Cosmetology Program pre-enrollment process. Keep a copy of these forms and submit them with your pre-enrollment forms to the ATAS Division Office!

IMPORTANT!:
Financial Aid and EOPS need to be signed off at IVC before submitting form to Saddleback Admissions and Records.
Apply, Pre-Enrollment and Registration

- **APPLY**
  - To become a Saddleback College student and obtain student ID number

- **MATRICULATION**
  - Complete any required assessment testing (math and English).

- **READ**
  - The Cosmetology Program Handbook
  - The Cosmetology Orientation Presentation

- **SUBMIT PRE-ENROLLMENT DOCS**
  - Submit a completed pre-enrollment form to the ATAS Office.
  - Submit a completed Petition for Certificate of Achievement form to the ATAS Office.
  - Submit any additional required documents to the ATAS Office, i.e., Proof of Training, Student Info Update, Campus of Record Receipt.

- **REGISTRATION**
  - Go to your MySite Account, register for the class, and pay the tuition fees.
  - After you Register for your Cosmetology/Cosmetician class, you must **PAY** your tuition within 48 hours or you may be dropped from the course.

- **ORIENTATION**
  - Takes place at the beauty school, approximately one week before the start of each semester.

- **BEAUTY SCHOOLS**
  - Advance Beauty College – Laguna Hills
    - [www.advancebeautycollege.com](http://www.advancebeautycollege.com)
  - Hair California Beauty Academy – Orange
    - [www.hairca.com](http://www.hairca.com)

- **DAY 1 OF CLASS**
  - Be prepared to show/provide:
    - Valid Picture ID issued by State agency
    - Social Security number
    - Tuition Payment Receipt/Proof of Enrollment
    - Payment for Material Kit Fee ($1,800)

In-person: TAS Room 207
Email: scatas@saddleback.edu
or Fax: (949) 347-9004

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**Apply, Pre-Enrollment and Registration**
If a student fails to complete registration, INCLUDING payment, you may be responsible to the beauty school for all private-pay tuition costs.

Because of the contracted nature of the Cosmetology Program, if a student drops from the course via MySite (purposefully or accidently), student will be responsible for all private-pay tuition costs to the beauty school for hours logged at the beauty school.

If a student needs to drop the course or stop attending for any reason, you may be eligible for a partial refund. Student must contact the ATAS Division Office for instructions.

Student should not be attending classes until the Saddleback College enrollment process is complete with payment.
• EACH STUDENT WILL NEED TO PURCHASE A KIT (ONE TIME) AT THE BEGINNING OF THE PROGRAM.

• PAYMENT PLANS FOR THE KIT MAY BE AVAILABLE UPON REQUEST THROUGH THE BEAUTY COLLEGE.

• CURRENTLY, A KIT FOR THE COSMETOLOGY AND FOR THE COSMETICIAN COURSES ARE $1,800 EACH. KIT PRICING IS SUBJECT TO CHANGE.
• Registration is due **EVERY SEMESTER**.
• It is the **student’s responsibility** to register each semester.
• Enrollment in the previous semester DOES NOT mean that a student is enrolled the following semester.
• Students must complete registration, including payment, before attending classes at the Beauty College **each new semester**.
• The *Pre-Enrollment* process is not required for continuing students.

**New Semesters ~ Cosmetology**
Cosmeticians register and pay once.

- Cosmeticians / Estheticians (only) will pay for the program once, at their first registration as long as the student has continued attendance. All 16 units are paid in full at registration.

- Each semester, Saddleback College will re-enroll cosmetician students until graduation (limit 4 semesters).

**New Semesters ~ Cosmetician**
• Student classroom schedule will be that of the Beauty College, **NOT** the Saddleback College Academic Calendar.

• Breaks and holidays will be that set forth by the Beauty College, not those observed by Saddleback College (e.g., Spring and Winter Break).
• Requests for time-off will need to be arranged with Beauty College administration.

• Absences will need to be confirmed by telephone to the Beauty College, not Saddleback College.

• **Attendance is very important!** Unexcused absences or absence in excess of 10% may result in the student being discontinued from the program.

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**Attendance and Absences**
Advantages to being a Saddleback College Student

Take Advantage of these benefits!

- Student Health Center
- Financial Aid
- Tutoring
- Child Development Center
- EOPS/CalWorks/CARE Programs
- Counseling/Advisement
• Health Center offers affordable health care ($16-19 per semester).
  • See a doctor and get medication
  • Doctor’s note for absences

• Student must pay health care fee for each semester at Admissions and Records office.

• For more information, call the Student Health Center at (949) 582-4606 or visit their website at http://www.saddleback.edu/shc.
• Traditional financial aid may be available to Cosmetology students, depending on the beauty school location.

• Another type of financial assistance is the BOG tuition fee waiver.

• Call the Financial Aid office at (949) 582-4860 or visit their website at www.saddleback.edu/fao.
• Offers affordable rates for childcare.

• Available for children 2yrs through kindergarten.

• Priority registration is given to Saddleback College students.

• Call the Child Development Center at (949)582-4582 or visit their website at www.saddleback.edu/cdc.
• Offering support programs for both academic and personal assistance in many different areas.

• Serving students coming from educational and socio-economically disadvantaged backgrounds.

• Call EOPS at (949) 582-4620 or visit their website at www.saddleback.edu/eops.
• Educational Planning

• Crisis Intervention Assistance

• Call Counseling Services at (949) 582-4572 or visit their website at www.saddleback.edu/counseling.
• Grades will be posted within two-four weeks after the end of the semester.

IMPORTANT: If student discontinues the program, do NOT drop the course through MySite; student will be given credit and grade for the hours completed!
Drops/Discontinuation

Full Refund/Clean Transcript

• If student has not attended beauty school training and have NO hours accumulated at the beauty school, student may officially drop the course through Saddleback College within the first week of class for a full refund and clean transcript.

Partial Refund/Grade

• If student has attended some training at the beauty school and then decides to discontinue the course, contact the ATAS Division Office for instructions. You may be eligible for a partial refund. If student drops the course through MySite, student will be liable to pay private tuition rates directly to the beauty school.
### Refund Eligible

- Contact the ATAS Division Office at (949) 582-4990 for instructions.
- Complete the refund request form and return it to ATAS.
- Student’s tuition refund will be prorated based on partial units earned.
- Student **will** receive a grade for the hours completed.
- Students in COS 410D who only need a few more hours at the new semester may also be eligible for a prorated tuition refund. Contact us at the number above!

### Not Refund Eligible

- Discontinuing after the first two weeks of the official academic start day of Spring/Fall semester, or the first week of the Summer semester.
- Student **will** receive a grade for the hours completed.
• Students must complete the Saddleback College registration process, including payment.
• If for any reason student needs to discontinue the course, contact the ATAS Division Office first!
• You must read the Cosmotology/Cosmetician Program Handbook. You are responsible for all of the information.
• If you have questions about anything covered in this Orientation, now is the time to get those questions answered!

All information and forms can be found on the Saddleback College Cosmetology Website!
• Congratulations on your career in Cosmetology and Cosmetician Services!

• We are here to support you in achieving your academic goals and success!

• Please call the ATAS Division Office at (949) 582-4990 or come by Monday – Friday 8:30am – 5:30pm.

THANK YOU!