

South Orange County Community College District

**SADDLEBACK COLLEGE**

*Cosmetology  
&  
Cosmetician / Esthetician  
Program Handbook*



For an electronic copy of this handbook, please visit our website at  
[www.saddleback.edu/atas/cosmetology](http://www.saddleback.edu/atas/cosmetology)

For the Saddleback College Student Handbook, please visit  
[www.saddleback.edu/media/pdf/handbook.pdf](http://www.saddleback.edu/media/pdf/handbook.pdf)

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# INTRODUCTION

## About the Program

The Cosmetology and Cosmetician/Esthetician Program is provided for Saddleback College students by the South Orange County Community College District and has been operating successfully since 1978. These are certificate programs through which Saddleback College students may earn non-transferable college credits. Upon successful completion, a Certificate of Achievement can be issued to Cosmetology Program graduates. Cosmetician students who complete all 600 hours through the Saddleback College Cosmetician Program can be issued an Occupational Skills Award. Cosmetician students who have transfer hours prior to enrolling are not eligible for this award. The courses in this program may not be used to satisfy Associates degree major elective unit requirements.

Classes are taught off-campus at local contracted beauty schools. Please view the directory at the end of this handbook for information on the contracted beauty schools.

- **Summer Terms**

Summer terms for new student enrollment may or may not be offered. Please contact the Advanced Technology and Applied Science (ATAS) Division Office (see directory listing) to inquire about summer terms.

- **Cosmetology**

The Cosmetology Program is a 1600-hour program comprised of four courses to be taken in consecutive order. Each course is worth 12 college credit units. The full program is completed in approximately three terms for full-time students and approximately four to five terms for part-time students. Regular and consistent attendance is required. This program prepares Saddleback College students to take the State Board Exam to become a licensed Cosmetologist.

- **Cosmetician/Esthetician**

The Cosmetician Program is a 600-hour program comprised of one course (18 units). This program is completed in approximately one and a half terms for full-time students and approximately two to three terms for part-time students. Regular and consistent attendance is required. This program prepares Saddleback College students to take the State Board Exam to become a licensed Cosmetician/Esthetician.

## **State Board Licensing**

These programs prepare Saddleback College students for the California State Board Exam. This exam must be passed in order to receive a license. For more information on this exam, please contact the contracted beauty school.

For license eligibility information, please visit the website for the California Department of Consumer Affairs Board of Barbering and Cosmetology at [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov).

## **Employment Opportunities**

South Orange County, with its growing population, is a particularly good area for cosmetologists, cosmeticians and others connected with the hair care and beauty industry. With some experience and additional training, licensed cosmetologists and cosmeticians can move into management and ownership positions, teaching, sales, the entertainment industry and positions with the State Cosmetology Board.

For more information on the hair care and beauty industry, please visit the website for the American Association of Cosmetology Schools at [www.beautyschools.org](http://www.beautyschools.org).

## **BEFORE REGISTRATION**

These programs require all Saddleback College students to fulfill the prerequisite requirement. Depending upon the student's individual situation, the submission of several additional documents to fulfill the prerequisite requirement may be required. Please read the following sections for further details.

### **Saddleback College Application and Matriculation**

The student must be a Saddleback College student in order to apply for these programs. Please go to [www.saddleback.edu](http://www.saddleback.edu) to access and complete the online Saddleback College Application. The student must complete the Saddleback College Application process and obtain a Saddleback College student identification number before entry into the Cosmetology and Cosmetician Program.

The matriculation process is a requirement for college admission. Please go to [www.saddleback.edu/matriculation](http://www.saddleback.edu/matriculation) for more information about matriculation.

- **Irvine Valley College students**

If a student's college of record is Irvine Valley College, the student must complete a Student Information Change Form to update the college of record to Saddleback College.

Please go to

[www.saddleback.edu/uploads/admissions/documents/StudentInformationChangeForm.pdf](http://www.saddleback.edu/uploads/admissions/documents/StudentInformationChangeForm.pdf) to access and complete this form.

If a student is enrolled in any special programs — such as financial assistance or EOPS, DSPS or other special program indicated on the Student Information Change Form — the student must have this form signed at Irvine Valley College before submitting it to the Saddleback College Admissions and Records Office.

Students must retain a copy of the completed Student Information Change Form after it has been processed by the Saddleback College Admissions and Records Office. This copy must be included in the pre-enrollment submission.

Students can contact the Admissions and Records Office to inquire about the college of record.

## **Minimum Requirements for Qualification**

Students applying for the Saddleback College Cosmetology and Cosmetician Program must be at least 17 years of age.

## **Prerequisite Requirement and Pre-Enrollment Process**

The prerequisite requirement for this program requires the student to complete the pre-enrollment process. This process includes submission of the Pre-Enrollment Application Form, the Petition for Certificate form, and any other applicable required documents. Students who do not successfully complete the pre-enrollment process will be notified as to any additional information required.

Continuing students, those who have been in attendance of the previous term, are not required to complete the prerequisite requirement for the following term. Only new students, transfer students and students who wish to be readmitted into the program will need to complete the pre-enrollment process in order to clear the prerequisite requirement.

Pre-enrollment documents may be submitted in-person, by fax (949) 347-9004, or by email [scatas@saddleback.edu](mailto:scatas@saddleback.edu). Please contact the ATAS Division Office to verify receipt of your pre-enrollment documents. Additional contact information for the ATAS Division Office is available in the directory at the back of this handbook.

## **Transfer Students with Previous Training**

Students with previous training include those who have a Proof of Training document from another institution and a Positive Attendance Sheet reflecting grades and hours of attendance.

- **From Another Institution**

If a student is transferring previous cosmetology or cosmetician coursework from another institution to one of the contracted beauty schools, the student will need transcripts and a Proof of Training document to be reviewed and evaluated by the staff at the contracted beauty school the student wishes to attend. The contracted beauty school will then notify Saddleback College of the total hours credited toward the student's advanced placement in the Saddleback College Cosmetology or Cosmetician Program. The student must attach this Credit to the Proof of Training to be submitted with the Pre-Enrollment Form.

## **Previous Saddleback College Cosmetology and Cosmetician Students**

If a student has missed a term of training, the pre-enrollment process will be required for re-entry. Our office requires an up-to-date Proof of Training document before re-entry into the program is allowed. Having missed a term of classes includes discontinuation of attendance, withdrawal from classes or having dropped from the class during the previous term.

If a student has completed the Cosmetology Program and would like to apply for the Cosmetician Program, or vice versa, the student will need to complete the pre-enrollment process for entry. We will require a Proof of Training document at the time of application, or a copy of your valid licensure as some hours from one program will usually be credited toward the next program.

## **Current Students**

Current students include students who are currently attending one of the contracted beauty schools as a private-pay student and wish to continue their education through the Saddleback College Cosmetology and Cosmetician Program. This also includes students who wish to transfer between any of the contracted beauty schools after already having registered through the Saddleback College Cosmetology and Cosmetician Program and accumulating hours of training.

- **Private – Paying Students**

Current private-paying students who wish to enroll through the Saddleback College Cosmetology and Cosmetician Program to continue their education must contact our office for details on this process.

- **Saddleback College Cosmetology and Cosmetician Program Students**

Students who wish to transfer from one contracted beauty school to another are required to complete a new pre-enrollment process in order to register for a class at a different contracted beauty school. This is required even though the student previously had completed this process for the previous contracted beauty school. This can only be done during the pre-enrollment application acceptance period before the beginning of the next term. A Proof of Training document will be required for submission at the time of application.

## **REGISTRATION**

Students may register for the course after their prerequisite requirement is fulfilled by completing the pre-enrollment process. Please see the previous section for details. Students will be contacted once the prerequisites have been met.

Students must register for the class in the next available term according to the Saddleback College Academic Calendar. It is the student's responsibility to register each term. Enrollment in the previous term does not mean that the student is enrolled in the following term. A student must complete the registration and payment process for each term.

After registration, students are required to pay for the course within 48 hours or they will be dropped from the course. All students must keep a copy of their payment receipt with them at all times during attendance at the contracted beauty school.

For more information or assistance with the registration process, please view the Saddleback College Student Handbook at [www.saddleback.edu/media/pdf/handbook.pdf](http://www.saddleback.edu/media/pdf/handbook.pdf) or contact the Saddleback College Admissions and Records Office.

### **Cosmetology**

Cosmetology students are responsible for completing their registration process, including payment, EACH TERM.

### **Cosmetician/Esthetician**

Cosmetician students will register only once for the course, provided that the student has consistent and regular attendance in the term. The ATAS Division Office will reregister Cosmetician students until graduation or up to four consecutive terms, whichever comes first. After the limit has been reached, any students who were unable to complete the program within five terms and wish to continue training will need to complete the pre-enrollment process and re-pay for the program.

## FEES

Program tuition is a set fee for both full-time and part-time students. Fees will not be prorated.

Registration fees are payable to Saddleback College at the time of registration. Students are not guaranteed registration for a class until they have completed their payment of fees. If a student does not complete the payment process for registration, the student is liable to pay full tuition costs at the private tuition rates set by the contracted beauty school.

All fees are subject to change at any time.

To view the current information and details on tuition rates and other applicable fees, please visit the Saddleback College Student Payment Office website at [www.saddleback.edu/spo/Fees](http://www.saddleback.edu/spo/Fees).

## KIT

Students must purchase a kit and have it with them on the first day of class. The kit contains all items necessary to complete the program. Students will be provided with three sources from which to purchase a kit. There are no returns/refunds for a kit

## FINANCIAL ASSISTANCE

Students may be eligible for financial assistance. For more information on financial assistance, please view the Saddleback College Student Handbook at [www.saddleback.edu/media/pdf/handbook.pdf](http://www.saddleback.edu/media/pdf/handbook.pdf) or contact the Saddleback College Financial Aid Assistance Office.

## ATTENDANCE AND ABSENCES

Attendance is crucial to the quality of education students receive. Attendance is recorded and monitored daily by the contracted beauty school staff and administration. Students will attend classes as scheduled by the contracted beauty school and adhere to their rules and regulations for attendance.

Please note that the students of the Cosmetology and Cosmetician Program do not abide by the Saddleback College Academic Calendar in terms of class attendance. If a class at the contracted beauty school is being held during a Saddleback College holiday or break, students are required to attend the class. Students may not attend class until registration for that term has been completed.

Students who attend class unregistered are liable to pay full tuition costs at the private tuition rates set by the contracted beauty school. Students will be required to keep a copy of their proof of payment, available for print in their MySite account. Students will be required to present the payment receipt on the first day of attendance at the contracted beauty school. A student may be asked to show this proof at any time by the contracted beauty school staff and administration.

Requests for time-off (Leave of Absence) must be arranged directly through the contracted beauty school. Any absences must be confirmed via telephone to the contracted beauty school, not Saddleback College. Unexcused absences may result in the student being discontinued from the program.

Students who withdraw or drop from the program, whether it is intentional or unintentional, may be liable to pay full tuition costs of the private tuition rates set by the contracted beauty school. Please contact the ATAS Division Office before withdrawing or dropping from the program.

Please direct all inquiries and concerns about schedules, class attendance and absences to the contracted beauty school staff and administration.

## **GRADES**

Grades will be posted approximately four weeks after the end of the term. A student can view grades in the student MySite account.

If a student drops the course through MySite, grades and units cannot be credited on their transcript for that term. If a student stops attending, but does not drop the course, the student will be given a grade and units for any hours completed.

## **DROPS AND REFUND ELIGIBILITY**

### **Official Drops and Unofficial Drops**

Due to the contracted nature of the Cosmetology and Cosmetician Program, drops through MySite are NOT RECOMMENDED. To successfully complete an official drop, the student must contact the ATAS Division Office and complete the necessary refund form to obtain a refund. If a student drops through MySite, the student will be liable to pay the instruction fees directly to the contracted beauty school at their current private-pay rate. Please see the deadline information in the following paragraphs.

## **Full Refund and Clean Transcript**

If within the first week of the semester start, if a student has NOT accumulated any hours / portion of units at the contracted beauty school, the student is eligible to receive a tuition refund and clean transcript. Student will need to contact the ATAS Division Office within the first week of the semester start for instructions.

## **Partial Refund**

During the first week of the semester start, if a student has accumulated hours / portion of units in the Cosmetology or Cosmetician Program, but then decides to stop attending, please contact the ATAS Division Office and complete the refund form to receive a prorated refund based on units accumulated. If a student drops through MySite, the student will be liable to pay the hourly instruction fees directly to the contracted beauty school student attended at the beauty school's current private-pay rate. Additionally, if the student has a balance owed to the beauty school due to unofficially dropping from the course or failing to register for classes, the beauty school may decide to withhold course completion information which may affect student's ability to obtain a cosmetology or cosmetician license.

# **SADDLEBACK COLLEGE POLICIES, RULES AND REGULATIONS**

Students must adhere to the policies, rules and regulations of both Saddleback College and the contracted beauty school.

For detailed information on Saddleback College policies, rules and regulations, please view the Saddleback College Student Handbook at [www.saddleback.edu/media/pdf/handbook.pdf](http://www.saddleback.edu/media/pdf/handbook.pdf).

# **CONTRACTED BEAUTY SCHOOL POLICIES, RULES AND REGULATIONS**

For detailed information on the contracted beauty school policies, rules and regulations, please contact the contracted beauty school for a copy of their student handbook.

# SADDLEBACK COLLEGE STUDENT SERVICES

Saddleback College students of this contracted program share the same student services as other Saddleback College students, such as utilization of the Student Health Center, financial assistance, the Child Development Center, EOPS/CalWorks/CARE Programs, as well as counseling and advisement services.

For detailed and updated information for Saddleback College student services, please visit the Saddleback College website at [www.saddleback.edu](http://www.saddleback.edu).

## IMPORTANT NOTES

### Documentation

Students must be sure to retain copies of all documents for their own records before submission. Our office is not responsible for any lost or missing documents. The student will be responsible for all information provided to our office. All documents are designed to answer frequently asked questions. If, after reading all of the information provided, a student's question(s) has not been answered, the student must contact the ATAS Division Office so that we may provide further assistance.

### Submissions

Forms may be submitted in-person, through email or by fax to the ATAS Division Office. 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 at the time of submission. Students who do not successfully complete the pre-enrollment process will be notified as to any additional information required.

## FAQs

### **Q: I want to get in the program. What do I do?**

A: This Cosmetology & Cosmetician/Esthetician Program Handbook goes into detail about the programs offered and should answer most, if not all, of your questions. We also include a Jumpstart Checklist, which is a summary of what you need to complete in order to fulfill the prerequisite requirement for registration into any of the classes. If you want to get started right away, start with the Jumpstart Checklist. Should you need further assistance, please contact our office.

**Q: How old do I need to be to enroll in the program and do I need a high school diploma?**

A: 17 years old.

**Q: I have been attending the contracted beauty school through my high school's ROP program. How do I begin attending through Saddleback College?**

A: You must apply to become a Saddleback College student, complete matriculation, the Pre-Enrollment process, and then register for the class.

**Q: How much does the program cost?**

A: The cost will depend on the program and is based on a per unit fee (per unit fee x program total units = total tuition fee). Cosmetology students pay for 12 units per semester registration, until program completion of 1600 hours, and Cosmetician students generally pay once for 18 units at their first registration. Please visit [www.saddleback.edu/spo/fees](http://www.saddleback.edu/spo/fees) to see which other Saddleback College fees may apply to you, such as the health fee, non-resident tuition, etc. It may cost less for you if you are eligible for any form of financial assistance. Please visit [www.saddleback.edu/fao](http://www.saddleback.edu/fao) for more information from the Financial Assistance Office. If you have transfer hours, this may reduce the amount of semesters for which you may need to pay registration.

These programs also require the purchase of a kit, available through the contracted beauty school. Kit prices may vary depending upon the program and the contracted beauty school you wish to attend. Please contact the contracted beauty school directly regarding any questions about the kit. Please see the directory in this handbook for the contracted beauty schools' contact information.

**Q: When does class start?**

A: The schedule for next term is available on the contracted beauty school information sheet(s), available at [www.saddleback.edu/atas/cosmetology](http://www.saddleback.edu/atas/cosmetology). Schedules vary depending upon the program you choose, which contracted beauty school you attend, and if you plan to attend full-time or part-time.

We provide information on classes for the next available term only. This information is posted in the Saddleback College online class schedule at [www.saddleback.edu/atas/cosmetology](http://www.saddleback.edu/atas/cosmetology).

**Q: Is there a waitlist?**

A: No, there is no waitlist for any of the classes in these programs. Registration is on a first-come, first-served basis. You must complete the Pre-Enrollment process to clear your prerequisite requirement before you can register. During the registration process you must have the payment completed to confirm your seat in the class. Please note that adding the class in your Saddleback College MySite Shopping Cart does not hold your seat, nor does it mean that you are registered.

**Q: I tried to register for the class, but it says I need a prerequisite. What do I need to do?**

A: In order to fulfill the prerequisite requirement, you need to complete the pre-enrollment process. This process includes, but is not limited to, the successful completion and submission of all required steps listed in the Jumpstart Checklist. The Jumpstart Checklist is a simple list of what you need to include in your pre-enrollment submission. For details on each form and other applicable requirements, please read the relevant section(s) in this handbook.

Once you have prepared your Pre-Enrollment submission, submit all paperwork to our office via email, fax or in-person. If your submission is complete, it will be processed within three business days and you will be notified. If, after the three full business days, you have not been notified and you are unable to register for the class, please contact the ATAS Division Office for further information.

**Q: When and how do I apply for Saddleback College?**

A: You can apply at any time for Saddleback College by visiting [www.saddleback.edu](http://www.saddleback.edu). Follow the instructions during the application process. You will need to complete this step, obtain your student ID number, and complete the matriculation process before you can register for classes at Saddleback.

**Q: When do I submit all of my paperwork for the pre-enrollment submission?**

A: We generally begin accepting pre-enrollment submissions about two months before the classes begin. For the exact date, please call our office. It is advisable to complete your submission as soon as possible as registration for classes in these programs are on a first-come, first-served basis; the sooner your pre-enrollment submission is processed, the sooner you can register for the class. Students are not allowed to attend class until registration and payment is completed.

You should complete your pre-enrollment submission allowing enough time for the three full business day processing period. Should any questions or issues arise in regards to your submission, you will want to allow enough time to correct, resubmit, and register before classes begin.

**Q: How do I know if my pre-enrollment submission was received and approved?**

A: Pre-enrollment processing may take up to three business days once a pre-enrollment submission is received. You may attempt to register for your class during the three business day processing period. If after the third full business day, you are unable to complete registration, please contact the ATAS Division Office for further assistance.

**Q: What is the prerequisite requirement?**

A: The successful completion of your pre-enrollment submission fulfills the prerequisite requirement and allows you to move onto the registration process. Without this requirement fulfilled, you will be unable to register for any of the classes in these programs.

**Q: I have already completed the pre-enrollment submission, but I still can not register for the class. What do I do?**

A: There may be several reasons for this. First, be sure that you are attempting to register for the class on or after the registration appointment assigned to you by Saddleback College. This date and time should have been provided to you when you received your student ID number and is available for viewing in your MySite account. If, after checking these two sources, you are still unsure of your registration appointment, please contact the Saddleback College Admissions and Records Office.

Second, be sure that you have allowed three business days for the processing of your pre-enrollment submission. If the three full business day processing period has passed, please have your student ID number ready and contact the ATAS Division Office.

Third, you may have a hold on your student account. This information should appear in your MySite when you attempt to continue the registration process. Please contact the Saddleback College Admissions and Records Office to find out how to have the hold cleared.

**Q: Is there financial aid available?**

A: Depending upon your eligibility and which contracted beauty school you apply for, you may be able to obtain financial assistance. For details, please visit the Saddleback College Financial Assistance Office website at [www.saddleback.edu/fao](http://www.saddleback.edu/fao).

You may also contact the contracted beauty school for information on any payment plans they may offer for the required kit.

**Q: How long will it take for me to complete the program?**

A: The Cosmetology Program is a 1600-hour program comprised of four courses to be taken in consecutive order. The full program is completed in approximately three terms for full-time students and four to five terms for part-time students.

The Cosmetician Program is a 600-hour program comprised of one course (18 units). This program is completed in approximately one and a half terms for full-time students and two to three terms for part-time students.

**Q: I want to go part-time. Do I have to pay full price?**

A: The way the program is offered is such that the fee is set, although an option to attend part-time is available. While a reduced rate is not available for part-time students, Saddleback College is pleased to offer this program at a significantly reduced rate compared with a private education cost.

**Q: Can I attend classes part-time in the mornings?**

A: Our contracted beauty school(s) set the class schedules each term. Please contact the contracted beauty school if you have scheduling conflicts or questions.

**Q: Can my parents call to obtain information on my behalf when I am too busy?**

A: According to FERPA (Family Educational Rights and Privacy Act), parents or guardians do not have the right to inspect a student's records or gain access to information related to their attendance at Saddleback College. It is our policy that all students (including minors) act on their own behalf. Persons, other than the student, including parents and guardians, are not permitted to enroll, add/drop classes, request transcripts, submit forms or records on behalf of the student, unless the student provides appropriate authorization. Saddleback College will remain compliant with FERPA law by not disclosing student information to anyone other than the student.

**Q: The online class schedule says that these classes are open-entry open-exit. What does this mean?**

A: This program is unique in that a student can, in some circumstances, fulfill the hour requirements for one course section (i.e., 400 hours completed for COS410A) and be ready to begin fulfilling the hourly requirements for the next course section (i.e., begin the next 400 hours for COS 410B) before the term ends. Saddleback College does not require that a student stop attending class once the hours have been fulfilled for the current course section before the term ends. Allowing the class to be open-entry/open-exit allows a student to continue on into the next course section during the same term. This does not require additional registration or payment as it applies to the same term.

**Q: The online class schedule says “students are required to attend 20-40 hours per week.” What does this mean for me?**

A: This statement reflects a typical part-time and full-time hourly weekly schedule. Each contracted beauty school location has different schedules for part-time and full-time students. These schedules are available on the Information Sheets at [www.saddleback.edu/atas/cosmetology](http://www.saddleback.edu/atas/cosmetology). Please contact the contracted beauty school for further details and inquiries.

## DIRECTORY

### Saddleback College

- **Advanced Technology and Applied Science (ATAS) Division Office**

Location: Village 7 (close to Parking Lot 1)

Office Hours: Mon-Fri 8:00 a.m. – 5:00 p.m.

Phone: (949) 582-4541 Option 1

Fax: (949) 347-9004

Website: [www.saddleback.edu/atas/cosmetology](http://www.saddleback.edu/atas/cosmetology)

Email: [scatas@saddleback.edu](mailto:scatas@saddleback.edu)

Mary Celeste, Cosmetology Coordinator/Liaison

Phone: (949) 582-4229

Leslie Haugen, Sr. Administrative Assistant

Phone: (949) 582-4990

- **Admissions and Records Office**

Location: Student Services Center, Room 102

Office Hours: Mon-Thu 9:00 a.m. – 6:00 p.m. & Fri 9:00am – 12:00pm

Phone: (949) 582-4555 Option 0

Fax: (949) 347-8315

Website: [www.saddleback.edu/admissions](http://www.saddleback.edu/admissions)

Email: [scadmissions@saddleback.edu](mailto:scadmissions@saddleback.edu)

- **Financial Assistance Office**

Location: Student Services Center, Room 106

Office Hours: Mon & Thu 8:00a.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 Option 0

Fax: (949) 364-9115

Website: [www.saddleback.edu/fao](http://www.saddleback.edu/fao)

Email: [scfinaid@saddleback.edu](mailto:scfinaid@saddleback.edu)

- **Matriculation Office**

Location: Village 8-5

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: [www.saddleback.edu/matriculation](http://www.saddleback.edu/matriculation)

Email: [scmatric@saddleback.edu](mailto:scmatric@saddleback.edu)

## **Contracted Beauty Schools**

- **Advance Beauty College**

Location: 25322 McIntyre Street, Laguna Hills, CA 92653

Phone: (949) 951-8883

Website: [www.advancebeautycollege.com](http://www.advancebeautycollege.com)

Email: [taylor@advancebeautycollege.com](mailto:taylor@advancebeautycollege.com)

- **Hair California Beauty Academy**

Location: 1110 North Tustin Street, Orange, CA 92867

Phone: (714) 633-7170

Website: [www.hairca.com](http://www.hairca.com)

Email: [hcbacollege@gmail.com](mailto:hcbacollege@gmail.com)

- **Saddleback Beauty Academy**

Location: 23565 Moulton Pkwy Suite B, Laguna Hills, CA 92653

Phone: (949) 455-4908

Website: [www.saddlebackbeautyacademy.com](http://www.saddlebackbeautyacademy.com)

Email: [saddlebackba@gmail.com](mailto:saddlebackba@gmail.com)

# GLOSSARY

**Application (Saddleback College)** – The online application to become a Saddleback College student; required to receive a Saddleback College student identification number; see [www.saddleback.edu](http://www.saddleback.edu).

**Campus of Record Change Receipt Form** – A form accepted in lieu of a copy of a processed Student Information Change Form; this form must be completed by the student and a representative of the Saddleback College Admissions and Records Office.

**Contracted beauty school** – A beauty school with which Saddleback College has a contracted agreement; a beauty school through which Saddleback College students may earn college credits if enrolled in the Cosmetology and Cosmetician Program.

**Cosmetician (aka Esthetician) Program** – In-depth instruction in skin care.

**Cosmetology Program** – Instruction in hair, make-up, nails and skin care.

**Current students** – Students currently enrolled in the Saddleback College Cosmetology and Cosmetician Program or private-pay students.

**Payment receipt** – Record of student payment available for print in student MySite account.

**Petition for Certificate of Achievement/Occupational Skills Award Form** – A form which must be partially completed by all students who wish to enroll in the Saddleback College Cosmetology and Cosmetician Program (highlighted sections only) and must be included in the pre-enrollment submission.

**Pre-Enrollment Form (Cosmetology and Cosmetician Program)** – A form which must be completed in full and included in the pre-enrollment submission.

**Pre-enrollment period** – Beginning approximately two months before the start of a new term.

**Pre-enrollment process** – This process includes applying to become a Saddleback College student, matriculation, and successful completion of the student's pre-enrollment submission. The successful completion of the pre-enrollment process is required to fulfill the prerequisite requirement.

**Pre-enrollment submission (complete)** – The submission of all necessary documents required by the Saddleback College Cosmetology and Cosmetician Program. Processing may take up to three full business days. Students may attempt to register for the class during the three full business days. If, after the third full business day, the student is unable to complete registration, the student must contact the ATAS Division Office.

**Prerequisite requirement (Cosmetology and Cosmetician Program)** – The successful completion of the pre-enrollment submission fulfills the prerequisite requirement. Once this is completed, a prerequisite code is placed in the student's Saddleback College student account, allowing the student to move onto the registration process. Without this requirement fulfilled, the student will be unable to register for any of the classes in these programs.

**Previous students** – Previous Saddleback College Cosmetology & Cosmetician Program students.

**Private-paying students** – Students attending a contracted beauty school privately.

**Proof of Training (POT)** – An official document, obtained from a beauty school, showing proof of the total hours accumulated at a particular institution.

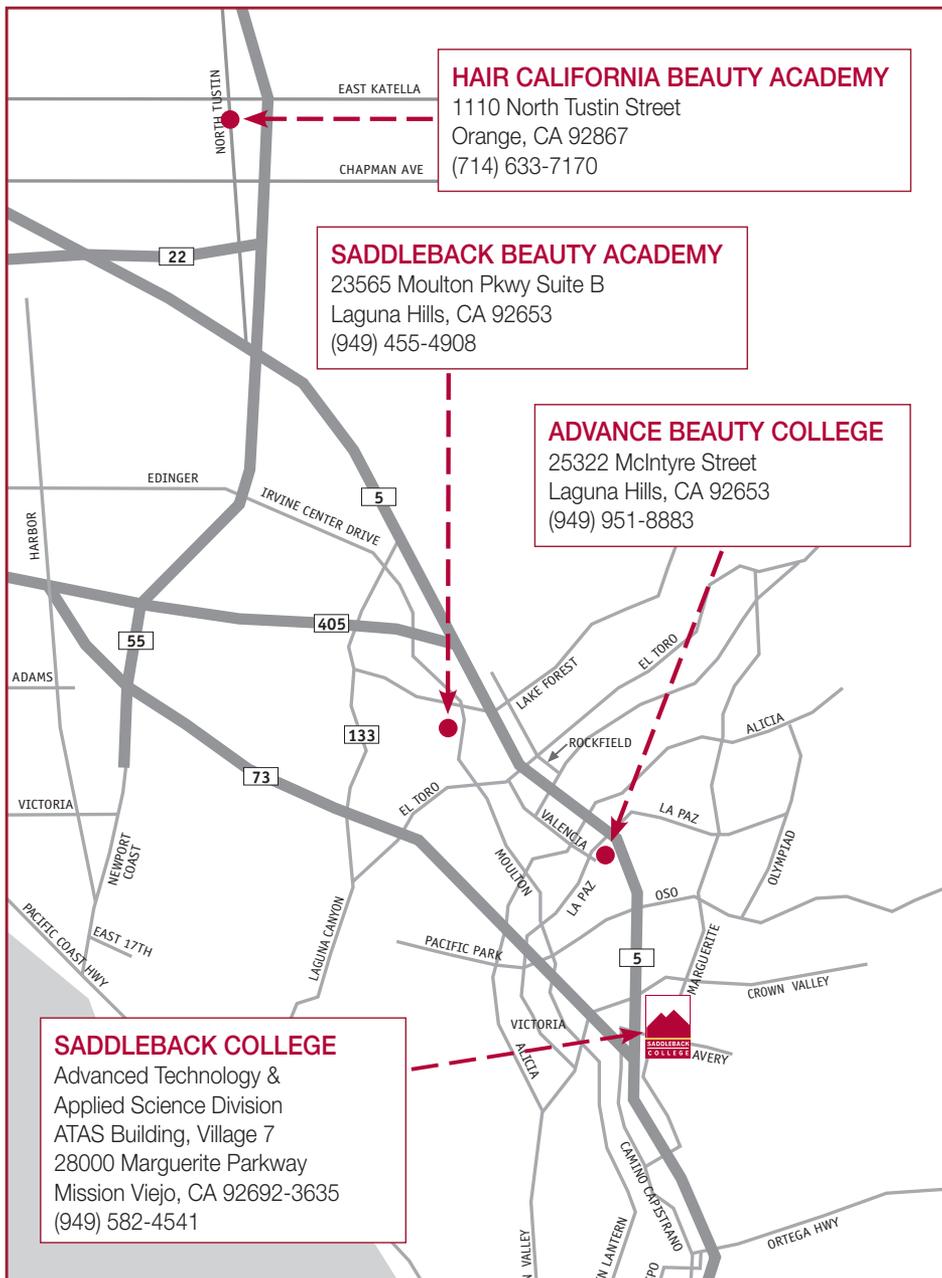
**Registration** – The process through which a student officially adds the course through the Saddleback College MySite account. This process is not complete until payment is completed.

**Student Information Change Form** – A form required for the pre-enrollment process if any student planning to enroll into the Saddleback College Cosmetology and Cosmetician Program is listed with Irvine Valley College as the college of record.

**Transfer of Credit** – The document provided to a student showing the total hours that will be credited from a Proof of Training for advanced placement.

**Transfer students** – Students with previous training from another institution.

# SADDLEBACK COLLEGE AND BEAUTY COLLEGE LOCATION



**ADVANCED TECHNOLOGY & APPLIED SCIENCE DIVISION**

**28000 Marguerite Parkway**

**Mission Viejo, CA 92692**

**949.582.4541**

**5/2016**

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