Saddleback College Cosmetology Department

- Located in Advanced Technology and Applied Science Building (ATAS), Room 207
- (949)582-4541
- Cosmetology Website is www.saddleback.edu/atas/cosmetology
- Handbooks available online, at Beauty College, or in the Saddleback ATAS Division office.
**Important Reminder!**

Warning: Financial Aid and EOPS need to be signed off at IVC before submitting form to Saddleback Admissions and Records.

- If you began your college career or have taken classes at IVC, you must **change your “Campus of Record”** in Saddleback Admission and Records office before you begin the cosmetology pre-enrollment process.

- Remember to keep a copy of the Change Form to submit with your pre-enrollment form to ATAS Division Office!
Pre-Registration and Enrollment

- Pre-registration IS required.
- Fill out pre-registration paperwork at ATAS office or online.
- Necessary documentation is required *before* pre-registration is allowed.
  - Proof of Training Document
  - Campus of Record change form
  - Certificate Request

- After you enroll in your Cosmetology Class, you must PAY for your class within 48 hrs or be dropped from the course.
- Be prepared to show your payment receipt to the Beauty College staff on the first day of class.
WARNING

Student is responsible:

- If you fail to complete registration INCLUDING payment, you may be responsible for all tuition costs.
- If you drop yourself from the course (purposefully or accidently), you may be responsible for all tuition costs.
- You should not be attending classes until the Saddleback College enrollment process is complete with payment.
Kits

KITS NEED TO BE PURCHASED (ONCE) AT THE BEGINNING OF THE PROGRAM

*PAYMENT PLANS ARE AVAILABLE UPON REQUEST THROUGH THE BEAUTY COLLEGE.
New Semesters

- Registration is due EVERY SEMESTER.
- It is the **students responsibility** to register each semester.
- Enrollment in the previous semester DOES NOT mean that a student is enrolled the following semester.
- Students must complete enrollment, including payment, before attending classes at the Beauty College **each new semester**.
- The *Pre*-registration Process is not required for continuing students.
Exception:
Cosmeticians register and pay once.

- Cosmeticians (only) will pay for the program once, at their first registration.

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

- Student 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 (ex. Spring and Winter Break).
Attendance and Absences

- Any 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 could result in the student being dropped from the program.
Advantages to being a Saddleback College Student

Take Advantage of these benefits!

- Student Health Center
- Financial Aid
- Child Development Center
- EOPS/CalWorks/CARE Programs
- Counseling/Advisement
Student Health Center

- Health Center offers affordable health care for $17 per semester.
  - See a doctor and get medication
  - Doctor’s note for absences.
- Must pay health fee separately in Admissions and Records office.
- Call Student Health Center at (949)582-4606 or visit their website at www.saddleback.edu/ss/shc.
Financial Aid

- Traditional Financial Aid may be available for Cosmetology students, depending on the Beauty School location.
- A student may qualify for a fee waiver.
- Call the Financial Aid office at (949)582-4860 or visit their website at www.saddleback.edu/fao.
Child Development Center

- Affordable rates for childcare.
- Available for children 2yrs through kindergarten.
- Priority registration is given to Saddleback College students.
- Call Child Development Center at (949)582-4582 or visit their website at www.saddleback.edu/cdc.
EOPS/CalWorks/CARE Programs

- Offers 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.
Counseling/Advisement

- Educational Planning
- Crisis Intervention Assistance
- Call Counseling Services at (949)582-4572 or visit their website at [www.saddleback.edu/counseling](http://www.saddleback.edu/counseling).
GRADES WILL BE POSTED FOUR WEEKS AFTER THE END OF THE SEMESTER.

IMPORTANT: IF YOU DROP THE COURSE, YOU WILL BE GIVEN A GRADE FOR THE HOURS YOU COMPLETED!
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<th>Full Refund/Clean Transcript</th>
<th>Partial Refund/Grade</th>
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| • Officially drop the course through Saddleback College within the first 3 days of class for a full refund and clean transcript. | • Officially drop the program **after** the first three days for partial refund.  
• Grade is issued for the hours you completed, whether or not you finish the course. |
Refunds

Refund Eligible

- Drop before refund deadline date (see your student MySite account)
- Fill out refund paperwork at ATAS Division office.
- Your refund will be prorated
- You **will** receive a grade for the hours you completed

Not Refund Eligible

- Drop after the refund deadline date (see your student MySite account)
- You **will** receive a grade for the hours you completed
Summary

This information and forms can be found on the Saddleback College Cosmetology Website.

- You should be completed with your Saddleback College registration, including payment.
- You should have read the student 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!
CONGRATULATIONS ON YOUR CAREER IN COSMETOLOGY AND COSMETICIAN SERVICES!

WE ARE HERE TO SUPPORT YOU IN YOUR SUCCESS!

PLEASE CALL US AT (949)582-4541 OR COME INTO THE OFFICE ANYTIME.