

Important Cosmetology and Esthetics Information

Cosmetology Programs:

Live classes start in Fall & Spring Only. Can begin in Summer with an online class.

All classes are held Monday- Thursday

CARROLL CAMPUS

**500 Technology Parkway
Carrollton, GA 30117**

- Day- 8:00- 2:00pm, Traditional students
- Evening- 3:30- 9:30pm, Traditional students

Lead Instructor: Iris Andrews

Iris.Andrews@westgatech.edu

770-836-6825

FRANKLIN SITE

**13017 GA-34
Franklin, Georgia 30217**

- Day- 8:00- 2:00pm, Traditional students
- Evening- 2:15- 8:15pm, Traditional students

Lead Instructor: Artesha Reed

Artesha.Reed@westgatech.edu

706-948-0256

COWETA/CEC SITE

**160 Martin Luther King, Jr. Drive
Newnan, GA 30263**

- Day- 8:15- 3:10PM, Dual Enrolled (High School) Students
- Evening- 3:45- 9:45pm, Traditional students

Lead Instructor- Schurita Person:

Schurita.person@westgatech.edu

770-755-7423

LAGRANGE CAMPUS

**1 College Circle
LaGrange, GA 30240**

- Day- 8:00- 2:00pm, Traditional students
- Evening- 2:15- 8:15pm, Traditional students

Lead Instructor- ReBecca Knowles

Rebecca.knowles@westgatech.edu

706-756-4570

DOUGLAS/CCI CAMPUS

**4600 Timber Ridge Dr.
Douglasville, GA 30135**

- Day- 8:45- 2:45PM, Dual Enrolled (High School) Students
- Evening- 3:30- 9:30pm, Traditional students

Lead Instructor: Lola "Dale" Patterson:

Dale.Patterson@westgatech.edu

770-947-7357

MURPHY CAMPUS

**176 Murphy Campus Blvd
Waco, GA 30182**

- Day- 8:00- 2:00pm, Traditional students
- Evening- 2:15- 8:15pm, Traditional students

Lead Instructor- Cindy Robinson

Cindy.robinson@westgatech.edu

770-537-6052

Important Cosmetology and Esthetics Information

Esthetics Programs

Fall start- Days only & Spring start- Evenings only: All classes held Monday- Thursday

COWETA CAMPUS

200 Campus Drive,
Newnan, GA 30263

- Day- 8:00- 2:00pm, Traditional students
- Evening- 2:15- 8:15pm, Traditional students

Lead Instructor- Delaine Gann:

Delaine.gann@westgatech.edu

770-755-7802

MURPHY CAMPUS

176 Murphy Campus Blvd
Waco, GA 30182

- Day- 8:00- 2:00pm, Traditional students
- Evening- 2:15- 8:15pm, Traditional students

Lead Instructor- Judaya Love

Judaya.love@westgatech.edu

770-537-6052

*Due to high demand for our Cosmetology and Esthetics Programs, all **NEW STUDENTS**, once admitted to WGTC and accepted into the Cosmetology/Esthetics programs, are **REQUIRED TO ATTEND** our **MANDATORY PRE-ORIENTATION INFORMATIONAL MEETING** (which is held approximately a month prior to WGTC'S New Student Orientation every semester) to become part of the selection process to attend classes the following semester. All students will receive our "WGTC Cosmetology and Esthetics Pre- Orientation Form" through their WGTC student email address, which must be completed prior to attending the "Pre- Orientation Informational Meeting." This form will serve as your registration to attend the Informational Meeting and to determine your 1st and 2nd preferred choices of the campus and time frames that you would prefer to attend classes at. Upon arrival at the Pre-Orientation Informational meeting, all students will complete our "WGTC Cosmetology and Esthetics Pre-Registration Form" which gives each student attending, a date and time stamp to place them in order of eligibility at their preferred campus and time frame, that they choose on their form. This form **DOES NOT GUARENTEE** a seat at the students' preferred choice just by completing the form, but it does place them in numerical order to have the **OPTION** to qualify for a seat if there is an open seat available at their preferred campus and time. However, students must have all the **REQUIRED REGISTRATION PAPERWORK COMPLETED PRIOR TO OUR MANDATORY REGISTRATION MEETING TO BE ELIGIBLE TO REGISTER FOR CLASSES** at that meeting. If a student has qualified for and been given a seat to register for classes BUT has a hold on their account for ANY reason and/or can't register for classes at our Registration Meeting, the student **FORFEITS their seat for that semester** (we will contact the next student in line to register for classes instead that day) and you **must go through this same process again** the next semester. We will NOT reserve/save seats from one semester to the next or manage a waiting list. This will be our process for registration each semester and students will attend on a first come/first serve basis each semester. Our **REGISTRATION MEETING** will be held in the same week of WGTC's New Student Orientation each semester. It is **CRUCIAL** to be able to log into and receive all your **WGTC's student emails** so be diligent in checking your emails during these times if you're wanting to attend classes.*

Important Cosmetology and Esthetics Information

Cosmetology/Esthetics Policies and Procedures

Dress and Appearance:

- **Cosmetology students:** Solid colored **Black scrubs**, both top and bottom.
- **Esthetics students:** Solid colored **Dark Gray scrubs**, both top and bottom.
- On occasion, an instructor may give pre-approval for students to wear scrub bottoms with a WGTC or program-related T-shirt.
- **Required shoes:** laced tennis shoes or non-slip, black nursing shoes are **mandatory**. No other footwear will be allowed.
- Jewelry that does not present a potential hazard may be worn. If the instructor deems any jewelry a potential hazard, the student agrees to comply when asked to remove it.
- Students are responsible for arriving groomed and prepared prior to the start of class, including having their hair styled and makeup completed (when applicable). This is very important when servicing clients.
- **Esthetics students:** Students are required to always adhere to professional hygiene and safety standards. Students are expected to maintain **clean, short, and neatly groomed nails** throughout the duration of the program. Failure to comply with this policy may result in disciplinary action. **Long nails, whether natural or artificial—are not permitted while participating in Esthetics classes.** This policy is in place due to important **sanitation, hygiene, and client safety concerns**. Long nails can harbor bacteria and interfere with the safe, professional delivery of skin care services. They may also increase the risk of injury to both the student and the client during hands-on procedures.
- Hats, scarves, and other types of head coverings **are not allowed**. (Exceptions are considered for medical conditions.)
- **Do Not Wear-** The following types of clothing are not allowed: Hoodies, Shorts, halters, tank tops, spaghetti straps, mid-drifts, and any other clothing that inappropriately exposes skin, front or back.

General Policies and Procedures:

1. All students must sign in and out daily on the computer designated for this purpose and/or on the instructor's sign-in/out sheet.
2. Students may **NOT** sign in/clock in and out for one another. An automatic Code of Conduct Violation will be submitted if a student is caught signing in/clocking in another student.
3. Students must notify the instructor any time they leave the Cosmetology/Esthetics department.
4. It is the student's responsibility to notify their instructor if they will be tardy or missing class. (See Hours Requirements Section)
5. Students re-taking a failed Cosmetology/Esthetics class will not be allowed to carry over or turn in any work completed in the previously failed class. All work must be completed anew for classes that have previously been taken.

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6. Eating and/or drinking is **not allowed** in the classroom or labs of the Cosmetology/Esthetics departments.
7. **Cell Phones** and/or other electrical devices are **NOT allowed** on the lab floor or in the classroom.
8. Scheduled client appointments are not to be changed or canceled without prior approval from the instructor.
9. Cosmetology/Esthetic students must obtain instructor approval and pay a \$7.00 fee before receiving a chemical service. Lab credits will **NOT** be given to a student performing chemical services on a student who is not pre-paid. **NO EXCEPTIONS.**
10. Cosmetology/Esthetic are hands-on programs that requires you to perform tasks/services on each other and/or clients from the community. Students **may not refuse** to perform a task/service.
11. Students who are available but decline to perform a service will receive a documented discipline warning. A second occurrence will result in a documented Work Ethics violation disciplinary write-up.
12. Sanitation and safety procedures are to be observed in classrooms and lab areas. Cleaning, sanitizing, and disinfecting must be carried out daily as often as needed. Each student is responsible for cleaning, sanitizing, and disinfecting their work area and tools throughout the day and at the end of the day.
13. A salon/spa chore list will be posted each week, assigning specific chores for students to perform throughout and at the end of each day.
14. Students are to maintain a professional attitude and conduct themselves accordingly. Unprofessional, disruptive behavior, including foul language, profanity, rude mannerisms and/or gestures, or conversations of a lewd nature will not be tolerated. Students who fail to maintain their professionalism will receive a Work Ethics Violation.
15. **Field trips are not optional.** If a field trip is planned and more than 50% of students are unable to attend, it will be canceled. Each student must fill out a field trip request form (name, age, date, and signature) and turn it in by the deadline date to release WGTC from any liability if a problem arises.
16. **Graduation Deadlines:** A student wishing to receive a copy of their certificate and/or walk in the graduation ceremony **MUST** fill out and submit the online graduation application. If a student does not wish to walk in the graduation ceremony but still wishes to receive a cap and gown, the student must still fill out the height/weight area of the **graduation application by the following dates: Fall/December Completers- application due by July 15, Spring/May Completers-application due by Oct 15, Summer/July Completers-application due by Mar 15.**
17. **Syllabus & Course Agreement:** Students must view and sign a Course Agreement form in Blackboard for every CRN (Course) they are registered for by the last day of drop/add. Failure to complete the Course Agreement will result in the student being dropped from the course.
18. **Lab Skill Sheets:** Each course in Cosmetology (except for COSM 1000 and COSM 1120) and Esthetics (except for ESTH 1000, 1010, and COSM 1120) have a specific set of hands-on skills that the State Board of Cosmetology and Barbers requires. Labs must be performed daily. Each lab/skill requires a specific number of repetitions to be completed. The lab skill competencies for each course must be satisfactorily completed for a student to be eligible to

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pass the course. Students will **NOT** receive credit for work not checked by the instructor. ***An incomplete lab sheet will result in an 'F' as the student has not met the competencies required by the State Board of Cosmetology and Barbers***

19. **Transfer policy:** Due to limited space and State Board of Cosmetology and Barbers requirements, students may not transfer campuses or time frames without prior approval. Students who register for courses outside of their assigned campus or time frame will be dropped from the course. If a student wants to transfer from one campus or time frame to another, they must request approval by completing [our Cosmetology/Esthetics Transfer Form](#). The student is required to state their extenuating circumstance and include verification of that circumstance when completing the form. Once the form has been submitted, the Director of Cosmetology and Esthetics, DeeDee Patterson, will review the request. The student will be notified via their WGTC student email with approval or denial within 7-10 days. **NOTE: A transfer can only be considered or approved if an open seat is available at the desired campus location/program. Only 1 transfer is allowed per program unless extenuating circumstance with documentation provided. *Click on the words "Cosmetology/Esthetics Transfer Form" above to be directed to the form***
<https://forms.office.com/r/KZJF1UnFRU>
20. Esthetic's students are required to complete ESTH1000, 1010, 1020, and 1030 **BEFORE** moving to their 2nd semester classes, ESTH1040, 1050, and 1060.
21. Cosmetology students are required to complete COSM1000, 1010, 1020, 1030, and 1040 **BEFORE** moving to their 2nd semester classes, COSM1050, 1080, 1090, and/or 1100.
22. The State Board of Cosmetology and Esthetics has a **cap of 4 years** for students to gain their license once they complete our program. Due to the time limit that the state has set in place, we also have a 4-year limit for students to complete all the classes within their major or they will have to re-take the entire program. If a student has been out 2- 4 years without completing all the classes within their major, we will complete an evaluation to determine how many classes need to be re-taken for the student to be successful in passing their state exams and in the industry. At a minimum, we will require the student to re-take one full Fall or Spring semester (4 Practicum classes for Cosmetology, 2 Practicum classes for Esthetics) to prepare them to pass the state board exams.
23. **STUDENT ACADEMIC CONCERN:** We have an "Open Door" Policy in our Cosmetology/Esthetics programs. If a student has a concern, we do require the student to follow the following procedure (Chain of Command) to resolve their concern, just as an employee at a business would need to do:
 - **Step 1:** State your concern with your instructor (preferably, ask to meet with your instructor in a private meeting in person) If student doesn't feel comfortable to meet with instructor in person, then student must email instructor with their concern or ask for a meeting with a neutral person to be in the meeting as well.
Our desire is for the student concern to be resolved at this level
 - **Step 2:** If concern is not resolved or continues after completing step 1, the student will call, email or speak with the lead instructor at their campus to request a meeting with them to state their concern.
 - **Step 3:** If concern is not resolved or continues after completing step 2, the student will email the Director of Cosmetology/Esthetics to request a meeting with them to state their concern. The student must provide/include previous attempts to resolve concerns in email.

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- **Step 4:** If concern is not resolved or continues after completing step 3, the student will email the Dean of Public Safety and Professional Services to state their concern. The student must provide/include previous attempts to resolve concerns in email.
- **Step 5:** If concern is not resolved or continues after completing step 3, the student will call, email or speak with If concern is not resolved or continues after completing step 3, the student will email the VP of Academic Affairs to state their concern. The student must provide/include previous attempts to resolve concerns in email.

24. **STUDENT NON-ACADEMIC CONCERN:** We have an “Open Door” Policy in our Cosmetology/Esthetics programs. If a student has a concern, we do require the student to follow the following procedure (Chain of Command) to resolve their concern, just as an employee at a business would need to do:

- **Step 1:** State your concern with your instructor (preferably, ask to meet with your instructor in a private meeting in person) If student doesn't feel comfortable to meet with instructor in person, then student must email instructor with their concern or ask for a meeting with a neutral person to be in the meeting as well.
Our desire is for the student concern to be resolved at this level
- **Step 2:** If concern is not resolved or continues after completing step 1, the student can submit a formal grievance form that can be found on:
<https://www.westgatech.edu/knightcomplaints/> to request a meeting with the Dean of Students to state their concern. The student must provide/include previous attempts to resolve concerns on the form. Here's the direct link to the form: <https://www.westgatech.edu/knightcomplaints/>

*Students are responsible for all schedule changes announced in class, via email, or through Blackboard announcements. *

There are **NO** exceptions to the above policies without proper documentation of an extenuating circumstance. Students are highly encouraged to communicate with their instructors. Non-compliance from a student of any of these policies and procedures will be documented using our WGTC Work Ethic Form. Once a student has displayed a habitual non-compliance with any of the above policies and procedures, a Student Code of Conduct will be submitted to the Dean of Students for review and investigation, which can result in probation or suspension from our program and/or WGTC.

Cosmetology/Esthetics Hour Requirements

The Georgia State Board of Cosmetology and Barbers Rules and Regulations mandates the number of credit/clock hours a student must earn within the designated time frame for each

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Cosmetology/Esthetics course. Classroom and laboratory experiences cannot be adequately duplicated, and the number of credit/clock hours cannot be achieved when a student is not in class on a regular basis. Students are responsible for attending classes on a good-faith basis, demonstrating the students' desire to be genuine partners in the educational process.

- Instructors will keep an accurate record of hours earned through the daily clocking-in and out process.
- **Traditional students (attending class for 6 hours a day):** are only allowed to be absent from each individual Cosmetology/Esthetics class for **1 full day/NON-EMERGENCY DAY** (or the total hours of 1 class period/6 hours). Traditional students are also allowed **1 full day/ EMERGENCY DAY** (or the total hours of 1 class period/6 hours) but only if documentation is provided immediately when returning to class, and the student will be required to make up the missed day of 6 hours during the opposite class time, prior to the end of class. The students' instructor will email the instructor of the opposite class time with the student's name, the documentation and daily lab sheet from the extenuating day. Once that email is sent, it is the students' responsibility to email the instructor of the opposite class time (copy their instructor on the email as well) to arrange the days and times that they will make up their time based on the days that the instructor designates as "make up days."
- **Dual enrolled/high school students (attending class 2.5- 3 hours a day):** are only allowed to be absent from each individual Cosmetology/Esthetics class for **2 full days/NON-EMERGENCY DAYS** (or the total hours of class periods/max of 6 hours). Dual enrolled/high school students are also allowed **2 full days/ EMERGENCY DAYS** (or the total hours of class periods/max of 6 hours) but only if documentation is provided immediately when returning to class, and the student will be required to make up the missed days of a max of 6 hours during the evening or opposite class time, prior to the end of class. The students' instructor will email the instructor of the evening or opposite class with the student's name, the documentation and daily lab sheet from the extenuating day. Once that email is sent, it is the student's responsibility to email the instructor of the evening or opposite class time (copy their instructor on the email as well) to arrange the days and times that they will make up their time based on the days that the instructor designates as "make up days."
- **IF A TRADITIONAL STUDENT EXTENDS THEIR ALLOWED 1 NON-EMERGENCY AND 1 EMERGENCY DAYS (WITH DOCUMENTATION) OR DUAL ENROLLED/HIGH SCHOOL STUDENT EXTENDS THEIR ALLOWED 2 NON-EMERGENCY AND 2 EMERGENCY DAYS (WITH DOCUMENTATION), THEY ARE REQUIRED TO WITHDRAW FROM THE COURSE OR THEY WILL RECEIVE A FAILING GRADE BECAUSE THEY WILL NOT MEET THE COMPETENCIES OF THE COURSE. UNFORTUNATELY, THIS POLICY APPLIES EVEN WITH SPECIAL CIRCUMSTANCES SUCH AS, BUT NOT LIMITED TO; MEDICAL SITUATIONS, DEATH OF A FAMILY MEMBER OR FRIEND, OTHER FAMILY ISSUES, CAR PROBLEMS, AND/OR VACATIONS (EVEN WHEN SCHEDULED PRIOR TO BEGINNING THE PROGRAM).**
- Arriving late for class or leaving early *results in a tardy*.
 - **Three (3) tardies are equal to one (1) absence,**
 - If a student misses the *total* of their class time in two (2) tardies, they will receive an absence.
- All students are **REQUIRED to participate in class**, according to the instructions given by their instructor, to be counted present for the day. If a student attends class but chooses not to participate in their daily assignments, the instructor will ask the student to leave for the day and this will be considered the students **1 full day/NON-EMERGENCY DAY** absence.
- If a student misses too many hours to qualify for passing a course, the student is advised to withdraw from the course before the withdrawal deadline, or they will receive a failing grade.

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- Students are responsible for withdrawing from a class if they choose to no longer attend.
- For a student to be eligible to pass the course, it is mandatory that the lab skill competencies for this course be completed in their entirety.
- An incomplete lab sheet will result in an 'F' as the student has not met the competencies required by the State Board of Cosmetology and Barbers.

Late/Makeup Requirements

All individual course grades (assignments, quizzes, tests, etc.) will be calculated as part of the final grade in accordance with the syllabus course weights (see Course Weights section). Academic penalties for past-due assignments and options for make-up are at the discretion of the instructor and may require proper documentation. Availability of make-up opportunities are outlined below:

- Cosmetology/Esthetics has a **no makeup work allowed policy**:
 - Missed tests will not be re-opened; late assignments will not be accepted
- If a student has an extenuating circumstance or emergency and provides documentation for their absence, the missed assignments must be made up during the next class meeting.
- Make-up requests are due upon arrival at the next class period. Any missed assignment will receive a zero (0).
- No make-up opportunity will be allowed if a student cannot provide documentation for their absence.
- Make-up work or time will be scheduled at the instructor's convenience.

Dual Enrollment Students:

- School-led activities that require the student to miss class: Students are required to submit a written note from their parent/guardian. The high school teacher must send an email or letter to the Cosmetology/Esthetics instructor. The email must include the date, time, activity, and any other information they consider important. The email must be received from an official high school email address. Letters must be on the high school's letterhead.
- Missing class due to an official high school activity is considered an extenuating circumstance. Only tests, exams, finals, and exit exams can be made up. Students will coordinate with their Cosmetology/Esthetic Instructor to schedule a date and time to make up the missed class time. Upon returning to class, students will be given three (3) days to schedule their makeup dates and times with the instructor. Make-up dates and times will be scheduled at the instructor's convenience.

Note: Documentation may be from hospitalization, jury duty, bereavement, accidents, etc.

Cosmetology and Esthetic's Textbook (when taking COSM1120 online):

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Successful Salon and Spa Management
13-9781435482463
Edward Tezak
Cengage
6th Edition
(\$112.00 + tax at WGTC bookstore)

Cosmetology and Esthetic's Computer Requirements



Microsoft Office
Description/Material Requirements
Provided for free from WGTC
(Speak with WGTC bookstore)

Cosmetology Textbook Bundle (Required for traditional students when taking COSM1000- 1115 & 1125):

Milady Standard Cosmetology- **BUNDLE**/includes digital CIMA code

ISBN: 9798214359922

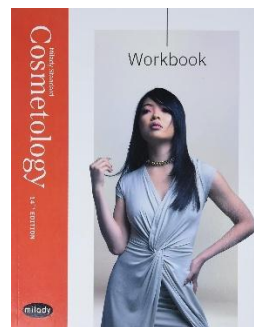
Authors: Milady

Publisher: Cengage

Edition: 14th Edition

Additional Information

2 textbooks and 2 workbooks: Black- Foundations, Red-Cosmetology and digital CIMA code required. (\$741.27 + tax at WGTC Bookstore)



Cosmetology Supply Requirement (Kit required when beginning LIVE/In-Person classes, COSM1010-1040):

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- Cosmetology Kit- purchased in the WGTC bookstore at the campus that you will be attending for your “In-Person” classes- **approximately (\$767.58 + tax at WGTC Bookstore)**

Cosmetology Dress Requirements: Solid Black Scrubs, top and bottom



And



OR



Lace-up Tennis Shoes OR Solid black non-slip nurses' shoes

Esthetics Supply Requirement (Kit required when beginning LIVE/In-Person classes, ESTH1000):

- Esthetic's Kit- purchased in the WGTC bookstore at the campus that you will be attending for your “In-Person” classes- **approximately (\$364.36 + tax at WGTC Bookstore)**



AND



OR



Lace-up Tennis Shoes OR Solid black non-slip nurses' shoes