

# STUDENT CATALOG AND HANDBOOK

*Edition: July 2022*

## LOCATIONS:

*Phagans' School of Beauty* - Salem  
(Phagans' Cosmetology Colleges)

*Phagans' Central Oregon Beauty College* - Bend  
(Phagans' Cosmetology Colleges)

*Phagans' Medford Beauty School* - Medford  
(Phagans' Cosmetology Colleges)

*Phagans' Beauty College* - Corvallis  
(Phagans' Cosmetology Colleges)

*Phagans' Grants Pass College of Beauty* - Grants Pass  
(Phagans' Cosmetology Colleges)



## Preface

This catalog covers the following institutions:

- **Phagans' Beauty College** (Phagans' Cosmetology Colleges) and furthermore known in this document at "Phagans'"
- **Phagans' Central Oregon Beauty College** (Phagans' Cosmetology Colleges) and furthermore known in this document at "Phagans'"
- **Phagans' Grants Pass College of Beauty** (Phagans' Cosmetology Colleges) and furthermore known in this document at "Phagans'"
- **Phagans' Medford Beauty School** (Phagans' Cosmetology Colleges) and furthermore known in this document at "Phagans'"
- **Phagans' School of Beauty** (Phagans' Cosmetology Colleges) and furthermore known in this document at "Phagans'"



This logo represents the aforementioned institutions.

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**Separate Reference Documents**

- Admissions Packet & Supplemental Materials
- Required Supplies Lists
- Faculty Listing

**Additional Resources**

- College Navigator Website <https://nces.ed.gov/collegenavigator>
- Campus Crime & Security Report is posted on campus; can be found at <http://ope.ed.gov/security>

# History

The Phagans' school brand was originally founded by Wilma Lee Phagans-Harrington in the 1950's. Our five schools are owned and operated by I Phasion Inc., dba Phagans' Cosmetology Colleges. Our President & CEO, Mrs. Karen Dieckman, has been dedicated to the beauty industry for over 60 years.

Mrs. Dieckman first began her career in the professional beauty industry in 1960. She attended Phagans' School of Beauty when it was in downtown Salem, Oregon. After she completed her schooling, she moved and worked as a hair designer at a salon in downtown Portland. Karen traveled across the country participating in hair design competitions, as well as attending advanced education courses.

Karen then became a master educator for Phagans'. She worked for Phagans' for over 20 years as an educator and then a manager. In 1980 she purchased Phagans' Central Oregon Beauty College in Bend, Oregon. The following year, she purchased Phagans' School of Beauty. Throughout the eighties and early nineties she purchased or opened school locations in Medford, Corvallis and Grants Pass. These locations are respectively named Phagans' Medford Beauty School, Phagans' Beauty College and Phagans' Grants Pass College of Beauty.

Mrs. Dieckman remains incredibly passionate about cosmetology school education, not only the curriculum itself, but the manner in which the content is delivered to the student. To this day she assists with the development, design and pedagogy of the practical and academic subject matter. She truly believes in the potential the professional beauty industry has to offer those who are passionate and dedicated to having a career in the field cosmetology arts and sciences.

*(There is another "Phagans" branded school in Portland, Oregon. We do not own nor operate that location.)*

# About Us

We are privately owned by two women, Karen Dieckman and Kristie Davis. We employ a team of dedicated educators, administrators and professionals that want to see our students succeed. Our goal is to have our students complete their schooling, become licensed and fulfill their dream of becoming a professional in the cosmetology industry.

Our school team members are led by a campus Director. In addition, we have a support team of professionals that help foster an environment of educational excellence and a culture of accountability, empathy and respect. We focus on educator enrichment opportunities and continuing education for all of our team members. We look for ways in which we can enhance the student experience and improve our educational delivery systems in a robust, hands-on education model.

We believe in being caring and thoughtful members of our society. We give back to every community in which our schools operate. We emphasize a whole-student educational approach, believing that life and business skills are just as essential to our graduates' success as their technical skills.

# Our Culture

We have and continue to work very hard to create a culture of educational excellence – a culture where students are treated with respect and are respectful. We want our students to take risks and to understand feedback is an opportunity for growth. We want our students to believe that having characteristics like grit and determination will help them reach their full potential. This fosters a school culture that is not only safe, but builds our student’s self-confidence. At Phagans’, we believe that life skills, success skills and people skills are just as important as technical skills. This means that our students will understand the concept of what it means to be a pro-active person. It also means that they will be exposed to conflict resolution, problem solving and critical thinking skills. Ideally our students will graduate with an understanding of what it means to be socially and emotionally responsible members of their community. Given our commitment to our culture, one that we believe helps our students succeed in all aspects of their lives, we have created the following mission, vision and values as guiding principles behind all of the decisions we make.

## Mission Statement:

*Phagans’ Cosmetology Colleges creates professional excellence by educating employable cosmetologists that set the standard.*

### Mission Objectives:

- To educate and inspire our students to successfully complete their chosen program, after which they become licensed and placed in the field of cosmetology arts & sciences and/or placed in a related field utilizing skills such as customer service, professional product sales/promotion, media relations, regulatory oversight, education delivery, business management and/or ownership.

## Vision Statement:

*To be known as the best cosmetology college for improving the self-confidence of our guests, students and employees.*

## Our Core Values:

- **Integrity:** the quality of being honest, having strong moral principles, doing the right thing when no one is watching
- **Respect:** the feeling of deep admiration for someone elicited by their abilities, qualities or achievements
- **Pursuit of Knowledge:** the act of striving for facts, information and skills through experience or education
- **Rapport:** a harmonious relationship in which the people or groups concerned understand each other's feelings or ideas and communicate well
- **Communication:** the process of using words, sounds, signs or behaviors to exchange information and to express ideas, thoughts and feelings

# Admissions

Our team is here to help facilitate your journey towards enrollment. Our administrators are available to assist you with your application, admissions documents, financial aid, as well as answer questions you may have about attending our school. If you are ready for us to help you get started, just call or email the school you are thinking of attending and we'll help get you on your way.

We host on-going Admissions Workshops so you can learn more details about our school's culture, curriculum and schedule. We'll walk you through each step of admissions, tour the school and will give you an overview of our hands-on approach to our student centered learning model.

You can download our admissions packet directly from our website. If you are unable to download these documents from our website please let us know and we will provide them to you.

## **Step 1: In order to be eligible for admissions, we'll need you to gather the following documents:**

1. **Proof of Education:** (provide a copy of a. or b. in this section)
  - a. Official & Verifiable High School Diploma or High School Transcript (showing completion)
    - A diploma from an online High School that is/was regionally accredited at the time of graduation is acceptable
    - A diploma from an online High School that is part of an Oregon School District under the Oregon Department of Education system is acceptable
    - An **Oregon** Modified High School diploma is acceptable
  - b. A GED (General Equivalency Diploma)
    - **Please Note:** You will need to take and pass a GED test if you did not complete High School, have a Modified High School Diploma from a state other than Oregon, have an Oregon Extended High School Diploma or completed Home Schooling that wasn't provided as indicated in (a.) above.
2. **Proof of Age, Identification and Citizenship:** (provide copies of necessary documents for each category)
  - a. Proof of Identity:
    - Current Driver's License (or State DMV issued ID card) *or* Current US Passport *and*
    - Social Security Card
  - b. Proof of Age:
    - Current Driver's License (or State DMV issued ID card) *or* Current US Passport *or* US Birth Certificate
  - c. Proof of Citizenship:
    - Current Driver's License (or State DMV issued ID card) from a State that meets the Real ID Act requirements see <https://www.dhs.gov/current-status-states-territories> *or*
    - Official US Birth Certificate *or*
    - Current/Valid US Passport *or*
    - Current/Valid US Citizenship Certificate (or eligible non-citizen) documents

# Admissions, continued

**Step 2:** In order to be eligible for admissions, we'll need you to meet the following general prerequisites:

### 3. General Enrollment Prerequisites:

- Must be 18 years of age or older on the first day of enrollment
- Must be a United States citizen or eligible non-citizen, (see <https://studentaid.ed.gov/sa/eligibility/non-us-citizens>)
- All documentation must be current/valid, and the full names must be linkable together through other documentation which may be requested for verification purposes (including but not limited to SSN card, driver's license, and/or official marriage licenses).
- Notify the admissions department if you have been convicted of a felony. You may be ineligible for Title IV aid and/or disqualified from being able to obtain a license in the programs we offer in the State of Oregon.
- For the Cadet Instructor program only: required documentation also includes submitting proof of licensure/certification in Hair Design, Esthetics, and Nail Technology

**Step 3:** Complete the school application and admissions forms:

### 4. A completed Admission Packet:

- Application for Enrollment
- Life Skills Questions
- Health & Safety Form
- Estimated Budget Form

**Step 4:** Visit the school and get your questions answered:

### 5. Personal Interview & Pre-Admission Visits Example:

- Initial college visit(s):
  - Admission Workshop & School Tour
  - Review how to access important disclosure info, course costs and schedules
  - Personal financial planning interview & Review <https://studentaid.gov/> if applicable
  - Life Skills Q&A
  - Visit Classes (this is optional)
  - Receive Complimentary Service (this is optional)
  - Finalize all Financial Planning arrangements
  - Submit documentation, admissions packet and a \$50 non-refundable application fee

Please be certain to complete/submit all parts of the information required so your information can be considered by our admissions team. The admissions procedure is the same for any applicant and all courses/programs. Keep in mind that while your acceptance for enrollment is preferred, it is not guaranteed. The Admissions Specialist will notify you of your admission status within 14 business days after the application deadline. If you are denied admission you can re-apply one time within 30 days, and every 90 days thereafter. If you are denied enrollment more than 3 times in a 12 month period you may not reapply for another 12 months. **The school does not disclose specific reasons for denial or acceptance.**

## Credit for Prior Training

We want to help you finish what you started. So if you have previously attended another cosmetology school, or you are ready to re-enroll, the following will explain what steps you need to take next. This process is for the student who has prior training in Hair Design, Barbering, Esthetics and/or Nail Technology:

1. Complete the admissions process previously outlined within this catalog.
  - This is the policy for all re-enrolling and returning former Phagans' students/graduates, as well as students who are new to our schools.
  - Former students of our schools, see *Re-Admissions Policy & Transfer Hours policy* in this catalog.
2. Prior to admissions, provide an official transcript from the previous cosmetology college(s).
3. Complete a "show us what you know" competency evaluation (practical and/or written). This way we can properly place you within the program. These assessments are conducted by appointment, prior to acceptance. The evaluations are scheduled at the discretion of the campus Director.
4. If accepted:
  - Prior qualified hours will be accepted by Phagans' Cosmetology Colleges
  - Previous hours and competencies will be categorized according to the student's prior transcripts or allocated to the best of our ability after careful evaluation of the student's prior knowledge.
  - The student will be placed according to ability, on the first day of enrollment.
5. The student will be charged tuition for the remaining hours left to complete the program/course(s).
  - ~~Students receiving GI-BILL® education benefits while attending our schools are required to submit transcripts for any previous education or training for evaluation, granting of prior credit, and shortening of the length of the program.~~

We do not solicit students from other institutions. We encourage students enrolled in another school to complete their program with that school. If a student chooses to transfer they must complete the withdrawal procedure at the other school before we can begin our 'Credit for Prior Training' process.

## Consumer Information Resources

In addition to this catalog, our website and the college navigator website have more information about our schools. This includes material regarding student right to know disclosures, tuition/fees, financial aid, net price calculator, enrollment demographics, admissions, retention, completion, licensure and placement rates, programs, accreditation, campus security and cohort default rates.

- Our website: [www.phagans-schools.com](http://www.phagans-schools.com)  
[www.phagans-schools.com/consumer-information/](http://www.phagans-schools.com/consumer-information/)
- Our FaceBook page: [www.facebook.com/PhagansBeauty](http://www.facebook.com/PhagansBeauty)
- Our Instagram feed: [www.instagram.com/phagansbeauty](http://www.instagram.com/phagansbeauty)
- College Navigator website: <https://nces.ed.gov/collegenavigator/>
- Financial Aid Info: <https://studentaid.ed.gov/sa/>
- Accreditation Info: [www.naccas.org](http://www.naccas.org)
- Oregon Licensure Info: <http://www.oregon.gov/oha/ph/hlo>
- Oregon Occupational Info: [www.qualityinfo.org](http://www.qualityinfo.org)



# Employment Opportunities

The educational objective of the programs we offer is to prepare our students for entry level employment within the professional cosmetology industry. Graduates who become licensed in Hair Design, Esthetics, Nail Technology and/or Barbering have some of the following career opportunities available:

## SALON & SPA CAREERS

Stylist or Technician  
 Salon/Spa Owner  
 Salon/Spa Manager  
 Salon/Spa Chain Manager  
 Platform Artist  
 Cruise Lines or Resort Personnel  
 Guest Service Coordinator/Receptionist

## MERCHANDISING

Product Manufacturer Representative  
 Product Manufacturers Technician  
 Beauty Supply Representative  
 Beauty Supply Technician  
 Department store Retail Sales  
 Department store Cosmetic Buyer

## MEDIA OPPORTUNITIES

Stylist, Esthetician  
 Print/Social Media Contributor  
 Make-Up Artist, Nail Technician for:  
     Fashion Shows, Pageants  
     Plays, Videos, Movies, Television

## EDUCATION

College Owner  
 College Manager  
 College Educator  
 Teaching classes/seminars  
 Writing for Industry publications  
 Cadet Instructor Training/Internship

## PRODUCT DEVELOPMENT

Public Relations  
 Chemistry  
 Advertising  
 Promotions  
 Marketing  
 Guest Artist or Speaker

## REGULATION

State Licensing Agent  
 State Salon/ College Inspector  
 State Board Participant

## Standard Occupational Codes and Opportunities for:

- **Hair Designer: 39-5012.00, 39-5093.00.** Specialist in hair sculpture, texture, color, condition and other elements of Hair Design.
- **Barber: 39.5011.00, 39-5093.00.** Specialist in hair sculpture and beard/mustache trims.
- **Nail Technician: 39-5092.00.** Manicurist, nail artist, podiatrist assistant.
- **Esthetician: 39-5094.00.** Skin care therapist, make-up artist, dermatologist assistant, lash technician, spa esthetician.
- **Cadet Instructor: 25-1194.00.** Teach at a cosmetology school and/or build-up credentials for platform artist work.

Additional Standard Occupational Codes (SOC Codes) can be found at: [www.onetonline.org](http://www.onetonline.org)

# Earning and Compensation Opportunities

Salaries of cosmetologists depend upon a number of factors such as desired work hours, scheduled work hours, experience, ability, technical skills, clientele, customer service skills, location and/or compensation arrangements between the professional and the salon owner. It can take some time for a newly licensed cosmetology professional to build a complete clientele portfolio.

- Oregon wage and projections data for cosmetology related professions can be found by going to [www.qualityinfo.org](http://www.qualityinfo.org) and clicking on the “Occupational Info Center” tab.
- Research cosmetology related career occupations in the Occupational Outlook Handbook at <https://www.bls.gov/bls/occupation.htm>

## Employment Assistance

Phagans’ Cosmetology Colleges **does not** make any guarantees of employment or salary upon graduation. We do solicit feedback from our graduates and employers of our graduates in efforts to keep our curriculum relevant with current industry trends. We do provide placement assistance, which consists of identifying employment opportunities and communicating that information to our students. There is a bulletin board available at each college where placement opportunities are posted. In addition, current career openings can often be found by searching online.

We have thorough a Career Development module which includes classes in job search & résumé writing, completing a job application, professional appearance guidelines, and preparing for a job interview. The career development curriculum also includes success and life skills training such as clientele building, communication, guest experience, customer service, professional product recommendation, as well as elements of salon business planning.

**Career Day Activities** afford students the opportunity to visit with salon industry representatives. Students can ask specific career questions, inquire about potential openings, as well as the culture of the workplace being represented.

Employability standards such as stamina, the ability to be on-time, being respectful, dressing professionally, technical and customer service skills are set forth by future potential employers. We encourage you to do some research and learn about the abilities necessary for successful employment prior to and throughout your enrollment.

### **Student Consumer Information regarding Outcome Assessment:**

- *Annual NACCCAS (National Accrediting Commission of Career Arts & Sciences) Completion, Placement and Licensure report statistics are posted in the school.*
- *Further data can be located on the ‘Student Consumer Information’ section of the schools website at <http://www.phagans-schools.com/consumer-information/>*

# Programs We Offer

We offer programs in Hair Design, Esthetics, Nail Technology, Barbering and Cadet Instructor training. Our courses are available in English only.

Our schools have organized class schedules and curriculum. You will continue attending classes throughout your program, even after you have learned the necessary fundamentals. Our courses are divided into level units, which include classes and competencies that build on what you have already learned. Our educational model focuses on the whole student and their learning style in a safe and supportive environment. We believe that the academic and hands-on educational experience you receive at our college is very comprehensive. All of the courses are designed to be challenging and confidence building. In addition to the required books & supplies (see current kit, book, supply lists), students have access to general cosmetology publications, magazines and textbooks.

Program:	Hours	Schedule 30 hours/week	Schedule 40 hours/week
Hair Design	1168	M-F 9:00am to 3:30pm	M-F 9:00am to 5:30pm
Esthetics	500	M-F 9:00am to 3:30pm	n/a
Nail Technology	320	M-F 9:00am to 3:30pm	n/a
Barbering	820	M-F 9:00am to 3:30pm	M-F 9:00am to 5:30pm
Hair Design, Esthetics & Nail Technology	1893	M-F 9:00am to 3:30pm	M-F 9:00am to 5:30pm
Esthetics & Nail Technology	774	M-F 9:00am to 3:30pm	M-F 9:00am to 5:30pm
Cadet Instructor	1000	M-F 9:00am to 3:30pm	M-F 9:00am to 5:30pm

**Student Right to Know Information:** <http://www.phagans-schools.com/consumer-information/>

**Note:** the *'Student Salon'* is in reference to (has the same meaning as) the academic terminology of the *'Practical Learning Lab'*. We use the terminology *'Student Salon'*, for public communications. However, the student salon is considered a practical learning laboratory as part of the student's academic education. It is often where the student practices the criteria and skills of the program. **Students are not, nor are ever considered to be employees of the college.**

# Hair Design Program Outline

**Program Title:** Hair Design (Standard Occupational Codes: 39-5012.00, 39-5093.00, 31-1021.01)

**Program Length:** 1168 hours

**Description of the Program:** Hair design is the study of hair and its associated structures, hair and scalp disorders and diseases.

Hair design includes the related services of hair sculpture, coloring, decolorization, permanent waving, chemical relaxing, hair styling (wet and thermal styling), shampooing and conditioning, wigging and shaving.

## Program Goals and Objectives:

*Upon successful completion of this course, the graduate will be able to:*

- Qualify to take the Oregon Board of Cosmetology written exam on Hair Design and Laws and Rules.
- Know the safe and proper use of chemicals and products, how to prevent the spread of infection and disease, and the prevention of contamination of tools, equipment and supplies.
- Identify scalp diseases and disorders.
- Perform the skills of a Hair Designer in a proficient manner necessary for entry level employment within the Hair Design field.
- Have an awareness of the skills necessary to build upon their self-confidence, professionalism and client-building.
- Perform the tasks related to the business portion of their career in a proficient manner necessary for entry level employment within the professional beauty industry.
- Understand how to seek employment.

## Program Format

Phagans' Educators present the material to students by demonstrations, lectures, and student participation. The educator is supported by the use of textbooks, audio visual aids, videos, flip charts, games, white boards, DVD's, and guest speakers. Pivot Point LAB online learning management system is used as well. Hair Design is divided into four (4) units. The units are Pre-clinic/Freshman, Sophomore, Junior, and Senior. Each unit consists of academic, academic/lab and practical learning lab activities

Pre-Clinic Classes (See Daily Sign-Off Sheets for each unit for a detailed description of daily class content, activities and evaluations.) Chemical Unit: 3 weeks & Sculpture Unit: 3 weeks

Academic Classes: an hour a day for the first 6 weeks of the program, includes: Career Development, Salon Ecology and Safety & Sanitation

Lab Classes: 20 two hour classes after completion of pre-clinic (See Lab Class Sign-Off Sheets for a detailed list of Lab Classes, Electives, Business Classes and Life Skills Classes.)

Electives a minimum of 5 (of 9) two hour classes

Business & Career Development Classes: 7 one hour classes & 3 (of 5) electives; in-school career / day salon visits

Life Skills Classes: 20 thirty minute classes

Level Prep Review Classes: 1 per level (soph, junior, senior); students are assigned packets to complete for each level

Board of Cosmetology Preparation Review Classes

Program Evaluations: Written & Practical (See Level Evaluations Packets for detailed information about practical evaluations, testing schedule, model requirements and detailed practical grading criteria for each practical evaluation) Written and practical evaluations are given at the end of each Unit. Thirty-eight (38) hours have been designated for the Hair Design Program evaluations. The senior unit contains Phagans' Cosmetology Colleges Final Practical and Written Evaluations.

- Pre-Clinic/Freshman Level
- Sophomore Level
- Junior Level
- Senior Level

90's Advising Meetings: an advising meeting is held approximately every 7 weeks with the Campus Director to discuss progress, evaluations and requirements (see 90's advising sheets for further details)

**Consumer Information** Available Online: [www.phagans-schools.com/consumer-information/](http://www.phagans-schools.com/consumer-information/)

## Hair Design Program Outline, continued

Subjects of Instruction	Hours
<u>1. Anatomy &amp; Physiology</u> Trichology – melanin, hair diseases/disorders, hair growth, hair loss, hair structures, scalp diseases/disorders, hair & scalp analysis, general anatomy – skeletal, muscular, and nervous systems of the head and face	22.00
<u>2. Microbiology</u> Bacteria, viruses, parasites, immunity, salon ecology	4.00
<u>3. Implements, Tools &amp; Equipment</u> Capes & drapes, combs, brushes, razors, shears, clippers, perm rods, mirrors, chair	17.50
<u>4. Product Knowledge / Chemistry</u> Shampoo and conditioners, styling aids, hair colors and lighteners, developers, permanent wave solutions, chemical hair relaxers, the pH scale, chemistry of water and cosmetics	31.00
<u>5. Safe Usage / Devices / Fed. Regs (Safety)</u> Patch testing, UL rating, GFCI, OSHA, EPA	13.00
<u>6. Career Development</u> The salon industry, job search & résumé, professional relationships, salon ownership, salon retailing, communication, salon success, building a clientele, guest experience and life skills	38.00
<u>7. Oregon Laws &amp; Rules</u> OAR 331 & 817, ORS 676 & 690, inspections, violations	20.00
<u>8. Hair Sculpture (Cutting)</u> Form and texture, reference points & sectioning, projections/elevations, shear, razor and clipper hair cutting including blending, tapering & fading, texturizing, outlining, face shapes, profiles, balance & proportion	320.00
<u>9. Hair Styling</u> Wet styling including fingerwaving and pincurls, comb-outs and back-combing, thermal styling including blow drying, thermal curling, thermal straightening and pressing, braiding (elective), long hair design (elective), artificial hair	157.50

Subjects of Instruction	Hours
<u>10. Chemical Services</u> Permanent waving (rod size, wrapping), chemical hair relaxing, curl reformation, curl diffusion, hair color (temporary, semi, demi and permanent), de-colorization, toners, fillers, weaving, highlighting, balayage (freehand painting), test curls and strand tests	540.00
<u>11. Shaving</u> Types of razors, hair growth analysis, steaming & lathering, 4 positions & strokes, 14 areas/zones, finishing steps	5.00
<b>Total Clock Hours for Program</b>	<b>1168.00</b>

Operations	Minimum
Hair Sculpture .....	220
Hair Styling.....	115
Fingerwaving	
Wet/Braids	
Thermal	
Hair Chemical Services.....	180
Permanent Waves	
Chemical Relaxers	
Hair Color	
Weave/Highlights	
Decolorize/Bleach	
Shaves.....	10
<b>Total Operations:</b>	<b>525</b>

**Grading Procedures:**  
Reference Grading System & Satisfactory Academic Progress Policy pages

**Textbooks:**  
Reference Textbooks by Program pa

# Esthetics Program Outline

**Program Title: Esthetics** (Standard Occupational Codes: 39-5091.00, 39-5094.00, 31-1021.01)

**Program Length: 500 hours**

**Description of the Program:** Esthetics is the study of the skin and its associated structures, skin and scalp diseases and disorders. Esthetics Includes the related services of facials, skin treatments, make-up, temporary hair removal, lash and brown tinting, and artificial lash application.

## Program Goals and Objectives:

*Upon successful completion of this course, the graduate will be able to:*

- Qualify to take the Oregon Board of Cosmetology written exam on Esthetics and Laws and Rules.
- Know the safe and proper use of chemicals and products, how to prevent the spread of infection and disease, and the prevention of contamination of tools, equipment and supplies.
- Identify skin diseases and disorders.
- Perform the skills of an Esthetician in a proficient manner necessary for entry level employment within the Esthetics field.
- Have an awareness of the skills necessary to build upon their self-confidence, professionalism and client-building.
- Perform the tasks related to the business portion of their career in a proficient manner necessary for entry level employment within the professional beauty industry.
- Understand how to seek employment.

## Program Format

Phagans' Educators present the material to students by demonstrations, lectures, and student participation. The educator is supported by the use of textbooks, audio visual aids, videos, flip charts, games, white boards, DVD's, and guest speakers. Pivot Point LAB online learning management system is used as well. The program is divided into four (4) units. The units are Pre-clinic/Freshman, Sophomore/Junior, and Senior. Each unit consists of academic, academic/lab and practical learning lab.

Pre-Clinic Classes (See *Daily Sign-Off Sheets* for each unit for a detailed description of daily class content, activities and evaluations.)  
Esthetics Unit: 3 weeks

Academic Classes: 1 hour a day for the first 6 weeks of the program, includes: Career Development, Salon Ecology and Safety & Sanitation

Lab Classes: 8 2-hour classes after completion of pre-clinic (See *Lab Class Sign-Off Sheets* for a detailed list of Lab Classes, Electives, Business Classes and Life Skills Classes.)

Electives a minimum of 1 (of 2) 2 hour classes

Business & Career Development Classes: 7 1-hour classes & 3 (of 5) electives, in-school career / day salon visits

Life Skills Classes: 10 30-minute classes

Level Prep Review Classes: 1 per level (soph/junior and senior); students are assigned packets to complete for each level

Board of Cosmetology Preparation Review Classes

Program Evaluations: Written & Practical (See *Level Evaluations Packets* for detailed information about practical evaluations, testing schedule, model requirements and detailed practical grading criteria for each practical evaluation)

Written and practical evaluations are given at the end of each Unit. Approximately Seventeen (17) hours have been designated for the Esthetics Program evaluations. The senior unit contains Phagans' Cosmetology Colleges Final Practical and Written Evaluations.

- Pre-Clinic/Freshman Level
- Sophomore/Junior Level
- Senior Level

90's Advising Meetings: an advising meeting is held approximately every 7 weeks with the Campus Director to discuss progress, evaluations and requirements (see 90's advising sheets for further details)

**Consumer Information** Available Online: [www.phagans-schools.com/consumer-information/](http://www.phagans-schools.com/consumer-information/)

## Esthetics Program Outline, continued

Subjects of Instruction	Hours
1. <u>Anatomy &amp; Physiology</u>	18.00
Dermatology – melanin, skin diseases/disorders, structures of skin, hair growth, general anatomy –skeletal, muscular, and nervous systems of head and face	
2. <u>Microbiology</u>	4.00
Bacteria, viruses, parasites, immunity, salon ecology	
3. <u>Implements, Tools &amp; Equipment</u>	15.00
Capes & drapes, brushes, tweezers, extractors, electrical equipment, client chair, massage table	
4. <u>Product Knowledge / Chemistry</u>	17.00
pH scale, chemistry of water and cosmetics, toners, astringents & fresheners, masks, sunscreen, aromatherapy oils, exfoliants, make-up	
5. <u>Safe Usage / Devices / Fed. Regs (Safety)</u>	10.00
Patch test, UL rating, GFCI, OSHA, FDA, EPA, CDC	
6. <u>Career Development</u>	31.50
The salon industry, job search & résumé, professional relationships, salon ownership, salon retailing, communication, salon success, building a clientele, guest experience and life skills	
7. <u>Oregon Laws &amp; Rules</u>	20.00
OAR 331 & 817, ORS 676 & 690, Inspections, Violations	
8. <u>Skin Care</u>	280.00
Client consultations, client records, skin analysis, skin treatments, referral to physician, facial skin treatment, facial massage, exfoliants, microdermabrasion, light therapy, chemical treatments, electrotherapy	

Subjects of Instruction	Hours
9. <u>Make-Up</u>	40.00
Law of color, make-up procedures-daytime & evening, face shapes, make-up application – highlighting & contouring, eyelash & brow tinting, artificial eyelashes	
10. <u>Hair Removal</u>	64.50
Temporary hair removal procedures – waxing, tweezing, chemical depilatories, shaving, threading, & sugaring, soft wax, hard wax, contraindications	
<hr/>	
<b>Total Clock Hours for Program</b>	<b>500.00</b>

Operations	Minimum
Skin Care Services .....	140
Facials	
Exfoliation Treatments	
Microdermabrasion	
Light Therapy	
Chemical Treatments	
Electrotherapy	
Body Treatments	
Make-Up .....	20
Temporary Hair Removal .....	75
Tweezing	
Facial Waxing	
Body Waxing	
<hr/>	
<b>Total Operations:</b>	<b>235</b>

**Grading Procedures:**  
Reference Grading System & Satisfactory Academic Progress Policy pages

**Textbooks:**  
Reference Textbooks by Program page

# Nail Technology Program Outline

**Program Title: Nail Technology** (Standard Occupational Codes: 39-5092.00, 31-1021.01)

**Program Length: 320 hours**

**Description of the Program:** Nail Technology is the study of nails and their associated structures, disorders and diseases.

Nail Technology includes manicuring, pedicuring, reflexology, nail art, and artificial nail applications and removal, including: wraps, gels, and acrylic.

## Program Goals and Objectives:

*Upon successful completion of this course, the graduate will be able to:*

- Qualify to take the Oregon Board of Cosmetology written exam on Nail Technology and Laws and Rules.
- Know the safe and proper use of chemicals and products, how to prevent the spread of infection and disease, and the prevention of contamination of tools, equipment and supplies.
- Identify nail diseases and disorders.
- Perform the skills of a Nail Technologist in a proficient manner necessary for entry level employment within the Nail Technology field.
- Have an awareness of the skills necessary to build upon their self-confidence, professionalism and client-building.
- Perform the tasks related to the business portion of their career in a proficient manner necessary for entry level employment within the professional beauty industry.
- Understand how to seek employment.

## Program Format

Phagans' Educators present the material to students by demonstrations, lectures, and student participation. The educator is supported by the use of textbooks, audio visual aids, videos, flip charts, games, white boards, DVD's, and guest speakers. Pivot Point LAB online learning management system is used as well. The program is divided into four (4) units. The units are Pre-clinic/Freshman, Sophomore, Junior, and Senior. Each unit consists of academic, academic/lab and practical learning lab.

Pre-Clinic Classes (See *Daily Sign-Off Sheets* for each unit for a detailed description of daily class content, activities and evaluations.)

Nail Technology Unit: 3 Weeks

Academic Classes: 1 hour a day for the first 6 weeks of the program, includes: Career Development, Salon Ecology and Safety & Sanitation

Lab Classes: 5 2-hour classes after completion of pre-clinic (See *Lab Class Sign-Off Sheets* for a detailed list of Lab Classes, Electives, Business Classes and Life Skills Classes.)

Electives a minimum of 2 (of 4) 2 hour classes

Business & Career Development Classes: 7 1-hour classes and 3 (of 5) electives; in-school career / day salon visits

Life Skills Classes: 10 30-minute classes

Level Prep Review Classes: 1 per level (soph/junior, senior); students are assigned packets to complete for each level

Board of Cosmetology Preparation Review Classes

Program Evaluations: Written & Practical (See *Level Evaluations Packets* for detailed information about practical evaluations, testing schedule, model requirements and detailed practical grading criteria for each practical evaluation)

Written and practical evaluations are given at the end of each Unit. Approximately Twenty (20) hours have been designated for the Esthetics & Nail Technology Program evaluations. The senior unit contains Phagans' Cosmetology Colleges Final Practical and Written Evaluations.

- Pre-Clinic/Freshman Level
- Sophomore/Junior Level
- Senior Level

90's Advising Meetings: an advising meeting is held approximately every 7 weeks with the Campus Director to discuss progress, evaluations and requirements (see 90's advising sheets for further details)

**Consumer Information** Available Online: [www.phagans-schools.com/consumer-information/](http://www.phagans-schools.com/consumer-information/)



## Nail Technology Program Outline, continued

Subjects of Instruction	Hours
1. <u>Anatomy &amp; Physiology</u>	<u>18.00</u>
Ungiology – nail structures, nail growth, nail diseases/disorders, General Anatomy – skeletal, muscular, and nervous systems of the hands & feet, skin diseases/disorders	
2. <u>Microbiology</u>	<u>2.50</u>
Bacteria, viruses, parasites, immunity, salon ecology	
3. <u>Implements, Tools &amp; Equipment</u>	<u>6.00</u>
Foot spas, nippers, nail brush, nail clipper, cuticle pusher, curette, foot paddle, toe separator, nail rasp, UV light rays, finger bowls, orangewood stick, nail files and buffers, cotton products, electrical equipment	
4. <u>Product Knowledge / Chemistry</u>	<u>8.00</u>
Chemistry of water and cosmetics, polish remover, cuticle remover, nail conditioner, base & top coat, nail polish, nail dry, adhesive, dehydrator, accelerator, monomer & polymer, nail primer	
5. <u>Safe Usage / Devices / Fed. Regs (Safety)</u>	<u>9.50</u>
UL rating, GFCI, OSHA, FDA, EPA-	
6. <u>Career Development</u>	<u>27.50</u>
The salon industry, job search & résumé, professional relationships, salon ownership, salon retailing, communication, salon success, building a clientele, guest experience and life skills	
7. <u>Oregon Laws &amp; Rules</u>	<u>20.00</u>
OAR 331 & 817, ORS 676 & 690, inspections, violations	

Subjects of Instruction	Hours
8. <u>Manicuring</u>	<u>40.00</u>
Client consultations, client records, nail analysis, nail treatments, referral to physician, manicure procedures, paraffin wax treatments, hand and lower arm massage	
9. <u>Pedicuring</u>	<u>50.00</u>
Pedicure procedures, foot & lower leg massage, scrubs, intro to reflexology and aromatherapy (elective)	
10. <u>Artificial Nails</u>	<u>138.50</u>
Nail tip, nail wrap, gel nail and acrylic nail applications-overlay, tip & overlay, and free-forms, removal, repairs, fills, introduction to electric file, nail art	
<b>Total Clock Hours for Program</b>	<b>320.00</b>

Operations	Minimum
Manicures.....	20
Pedicures .....	30
Artificial Nails.....	30 sets (or 300 nails)
<b>Total Operations:</b>	<b>80</b>

**Grading Procedures:**  
Reference Grading System & Satisfactory Academic Progress Policy pages

**Textbooks:**  
Reference Textbooks by Program page

# Barbering Program Outline

**Program Title: Barbering** (Standard Occupational Codes: 39-5011.00, 39-5093.00, 31-1021.01)

**Program Length: 820 hours**

**Description of the Program:** Barbering is the study of hair and skin and their associated structures; hair, skin and scalp disorders and diseases.

Barbering includes the related services of wiggery, shaving, hair sculpture, hair styling (wet and thermal styling), shampooing and conditioning and facial treatments.

## Program Goals and Objectives:

*Upon successful completion of this course, the graduate will be able to:*

- Qualify to take the Oregon Board of Cosmetology written exam on Barbering and Laws and Rules.
- Know the safe and proper use of chemicals and products, how to prevent the spread of infection and disease, and the prevention of contamination of tools, equipment and supplies.
- Identify scalp diseases and disorders.
- Perform the skills of a Barber in a proficient manner necessary for entry level employment within the Barbering field.
- Have an awareness of the skills necessary to build upon their self-confidence, professionalism and client-building.
- Perform the tasks related to the business portion of their career in a proficient manner necessary for entry level employment within the professional beauty industry.
- Understand how to seek employment.

## Program Format

Phagans' Educators present the material to students by demonstrations, lectures, and student participation. The educator is supported by the use of textbooks, audio visual aids, videos, flip charts, games, white boards, DVD's, and guest speakers. Pivot Point LAB online learning management system is used as well. Barbering is divided into four (4) units. The units are Pre-clinic/Freshman, Sophomore, Junior, and Senior. Each unit consists of academic, academic/lab and practical learning lab.

Pre-Clinic Classes (See *Daily Sign-Off Sheets* for each unit for a detailed description of daily class content, activities and evaluations.)

Sculpture Unit: 3 weeks, Facial Unit: 1 week

Academic Classes: 1 hour a day for the first 6 weeks of the program, includes: Career Development, Salon Ecology and Safety & Sanitation

Lab Classes: 11 2-hour classes after completion of pre-clinic (See *Lab Class Sign-Off Sheets* for a detailed list of Lab Classes, Electives, Business Classes and Life Skills Classes.)

Electives a minimum of 2 (of 4) 2-hour classes

Business & Career Development Classes: 7 1-hour classes and 3 (of 5) electives; in-school career / day salon visits

Life Skills Classes: 20 30-minute classes

Level Prep Review Classes: 1 per level (soph, junior, senior); students are assigned packets to complete for each level

Board of Cosmetology Preparation Review Classes

Program Evaluations: Written & Practical (See *Level Evaluations Packets* for detailed information about practical evaluations, testing schedule, model requirements and detailed practical grading criteria for each practical evaluation)

Written and practical evaluations are given at the end of each Unit. Eighteen (18) hours have been designated for the Barbering Program evaluations. The senior unit contains Phagans' Cosmetology Colleges Final Practical and Written Evaluations.

- Pre-Clinic/Freshman Level
- Sophomore Level
- Junior Level
- Senior Level

90's Advising Meetings: an advising meeting is held approximately every 7 weeks with the Campus Director to discuss progress, evaluations and requirements (see 90's advising sheets for further details)

**Consumer Information** Available Online: [www.phagans-schools.com/consumer-information/](http://www.phagans-schools.com/consumer-information/)

## Barbering Program Outline, continued

Subjects of Instruction	Hours
<u>1. Anatomy &amp; Physiology</u>	<u>22.00</u>
Trichology – melanin, hair diseases/disorders, hair growth, hair loss, hair structures, scalp diseases/disorders, dermatology – melanin, skin diseases/disorders, structures of the skin, general anatomy – skeletal, muscular, and nervous systems of the head and face	
<u>2. Microbiology</u>	<u>8.00</u>
Bacteria, viruses, parasites, immunity, salon ecology	
<u>3. Implements, Tools &amp; Equipment</u>	<u>5.75</u>
Capes & drapes, combs, brushes, razors, shears, clippers, massage tools	
<u>4. Product Knowledge / Chemistry</u>	<u>9.00</u>
Shampoo & conditioners, styling aids, shaving products, the pH scale, chemistry of water and cosmetics	
<u>5. Safe Usage / Devices / Fed. Regs (Safety)</u>	<u>14.50</u>
UL rating, GFCI, OSHA, FDA, EPA, CDC	
<u>6. Career Development</u>	<u>35.50</u>
The salon industry, job search & résumé, professional relationships, salon ownership, salon retailing, communication, salon success, building a clientele, guest experience and life skills	
<u>7. Oregon Laws &amp; Rules</u>	<u>20.00</u>
OAR 331 & 817, ORS 676 & 690, inspections, violations	
<u>8. Hair &amp; Scalp Treatments</u>	<u>30.00</u>
Shampoo service, client consultation, Hair & scalp analysis, hair & scalp treatments including rinses, conditioners and tonics, scalp massage, referral to physician, tesla current,	
<u>9. Facial Massage &amp; Treatment</u>	<u>40.00</u>
Skin analysis, facial, skin treatments (masks, packs, exfoliants, skin tonics), facial massage, electrotherapy/electronic facial	
<u>10. Hair Sculpture (Cutting)</u>	<u>337.75</u>
Form and texture, reference points and sectioning, projections/elevations, shear, razor and clipper hair cutting including blending, tapering and fading, outlining/arching, texturizing, face shapes, profiles, balance & proportion	

Subjects of Instruction	Hours
<u>11. Hair Styling</u>	<u>157.50</u>
Barber styling, fingerwaving, thermal styling/blow drying, artificial hair, braiding (elective), long hair design (elective)	
<u>12. Shaving</u>	<u>80.00</u>
Types of razors, hair growth analysis, steaming & lathering, 4 positions & strokes, 14 areas/zones, finishing steps	
<u>13. Mustache &amp; Beard Design &amp; Detail</u>	<u>60.00</u>
Shaping beards, partial beards and mustaches, shear-over-comb, clipper-over-comb, free hand, clipper cutting with guards, outlining including sideburns (definition, cheek-line & neckline)	
<hr/>	
<b>Total Clock Hours for Program</b>	<b>820.00</b>

Operations	Minimum
Hair & Scalp Treatments.....	20
Facial Massage & Treatments .....	20
Hair Sculpture .....	310
Hair Styling (wet & thermal).....	105
Shaves.....	40
Mustache & Beard Design.....	120
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Total Operations:	615

**Grading Procedures:**  
Reference Grading System & Satisfactory Academic Progress Policy pages

**Textbooks:**  
Reference Textbooks by Program page

# Hair Design, Esthetics & Nail Technology Program Outline

**Program Title: Hair Design, Esthetics & Nail Technology** (Standard Occupational Codes: 39-5012.00, 39-5093.00, 31-1021.01, 39-5091.00, 39-5094.00, 39-5092.00)

**Program Length: 1893 hours**

**Description of the Program:** Hair design is the study of hair, its associated structures, hair/scalp disorders and diseases. Esthetics is the study of the skin, its associated structures, diseases and disorders. Nail Technology is the study of nails and their associated structures, disorders and diseases. Hair design includes the related services of hair sculpture, coloring, decolorization, permanent waving, chemical relaxing, hair styling (wet and thermal styling), shampooing and conditioning, wiggery and shaving. Esthetics includes the related services of facials, skin treatments, make-up, temporary hair removal, lash and brown tinting and artificial lash application. Nail Technology includes manicuring, pedicuring, reflexology, nail art, and artificial nail applications and removal, including: wraps, gels, and acrylic.

## Program Goals and Objectives:

*Upon successful completion of this course, the graduate will be able to:*

- Qualify to take the Oregon Board of Cosmetology written exam on Hair Design, Esthetics, Nail Technology and Laws and Rules.
- Know the safe and proper use of chemicals and products, how to prevent the spread of infection and disease, and the prevention of contamination of tools, equipment and supplies.
- Identify scalp diseases and disorders.
- Perform the skills of a Hair Designer in a proficient manner necessary for entry level employment within the Hair Design field.
- Identify skin diseases and disorders.
- Perform the skills of an Esthetician in a proficient manner necessary for entry level employment within the Esthetics field.
- Identify nail diseases and disorders.
- Perform the skills of a Nail Technologist in a proficient manner necessary for entry level employment within the Nail Technology field.
- Have an awareness of the skills necessary to build upon their self-confidence, professionalism and client-building.
- Perform the tasks related to the business portion of their career in a proficient manner necessary for entry level employment within the professional beauty industry.
- Understand how to seek employment.

## Program Format

Phagans' Educators present the material to students by demonstrations, lectures, and student participation. The educator is supported by the use of textbooks, audio visual aids, videos, flip charts, games, white boards, DVD's, and guest speakers. Pivot Point LAB online learning management system is used as well. The program is divided into four (4) units. The units are Pre-clinic/Freshman, Sophomore, Junior, and Senior. Each unit consists of academic, academic/lab and practical learning lab.

Pre-Clinic Classes (See *Daily Sign-Off Sheets* for each unit for a detailed description of daily class content, activities and evaluations.) Chemical Unit: 3 weeks, Sculpture Unit: 3 weeks, Esthetics Unit: 3 weeks, Nail Technology Unit: 3 Weeks

Academic Classes: 1 hour a day for the first 6 weeks of the program, includes: Career Development, Salon Ecology and Safety & Sanitation

Lab Classes: 33 2-hour classes after completion of pre-clinic (See *Lab Class Sign-Off Sheets* for a detailed list of Lab Classes, Electives, Business Classes and Life Skills Classes.)

Electives a minimum of 8 (of 15) 2 hour classes

Business & Career Development Classes: 7 1-hour classes and 3 (of 5) electives; in-school career / day salon visits

Life Skills Classes: 20 30-minute classes

Level Prep Review Classes: 1 per level (soph, junior, senior); students are assigned packets to complete for each level

Board of Cosmetology Preparation Review Classes

Program Evaluations: Written & Practical (See *Level Evaluations Packets* for detailed information about practical evaluations, testing schedule, model requirements and detailed practical grading criteria for each practical evaluation

Written and practical evaluations are given at the end of each Unit. Approximately Sixty (60) hours have been designated for the Hair Design, Esthetics & Nail Technology Program evaluations. The senior unit contains Phagans' Cosmetology Colleges Final Practical and Written Evaluations.

- Pre-Clinic/Freshman Level
- Sophomore Level
- Junior Level
- Senior Level

90's Advising Meetings: an advising meeting is held approximately every 7 weeks with the Campus Director to discuss progress, evaluations and requirements (see 90's advising sheets for further details)

**Consumer Information** Available Online: [www.phagans-schools.com/consumer-information/](http://www.phagans-schools.com/consumer-information/)

## Hair Design, Esthetics & Nail Technology Program Outline, continued

Subjects of Instruction	Hours
<u>1. Anatomy &amp; Physiology</u>	<u>58.00</u>
Trichology – melanin, hair diseases/disorders, hair growth, hair loss, hair structures, scalp diseases/disorders, hair & scalp analysis, dermatology – melanin, skin diseases/disorders, structures of skin, ungiology – nail structures, nail growth, nail diseases/disorders, general Anatomy – skeletal, muscular, and nervous systems of head, face, hands and feet	
<u>2. Microbiology</u>	<u>10.00</u>
Bacteria, viruses, parasites, immunity, salon ecology	
<u>3. Implements, Tools &amp; Equipment</u>	<u>38.50</u>
Cape & drapes, combs, brushes, razors, shears, hair clipper, perm rods, facial & make-up brushes, tweezers, extractors, electrical equipment, foot spas, nippers, nail brush, nail clipper, cuticle pusher, curette, foot paddle, toe separator, nail rasp, UV light rays, finger bowls, orangewood stick, nail files and buffers, cotton products, electrical equipment, brushes, tweezers, extractors, chair, massage table, mirrors	
<u>4. Product Knowledge / Chemistry</u>	<u>56.00</u>
Shampoo, conditioners, styling aids, hair colors and lighteners, developers, permanent wave solutions, chemical hair relaxers, the pH scale, chemistry of water and cosmetics, toners, astringents & fresheners, mask, sunscreen, aromatherapy oils, exfoliants, make-up, polish remover, cuticle remover, nail conditioner, base & top coat, nail polish, nail dry, adhesive, dehydrator, accelerator, monomer & polymer, nail primer	
<u>5. Safe Usage / Devices / Fed. Regs (Safety)</u>	<u>30.00</u>
Patch test, UL rating, GFCI, OSHA, EPA, CDC, FDA	
<u>6. Career Development</u>	<u>45.00</u>
The salon industry, job search & résumé, professional relationships, salon ownership, salon retailing, communication, salon success, building a clientele, guest experience and life skills	
<u>7. Oregon Laws &amp; Rules</u>	<u>20.00</u>
OAR 331 & 817, ORS 676 & 690, Inspections, violations	
<u>8. Hair Sculpture (Cutting)</u>	<u>320.00</u>
Form and texture, reference points & sectioning, projections/elevations, shear, razor and clipper hair cutting including blending, tapering & fading, texturizing, outlining, face shapes, profiles, balance & proportion	
<u>9. Hair Styling</u>	<u>157.50</u>
Wet styling including fingerwaving and pincurls, comb-outs and back-combing, thermal styling including blow drying, thermal curling, thermal straightening and pressing, braiding (elective), long hair design (elective), artificial hair	
<u>10. Chemical Services</u>	<u>540.00</u>
Permanent waving (rod size, wrapping), chemical hair relaxing, curl reformation, curl diffusion, hair color (temporary, semi, demi and permanent), de-colorization, toners, fillers, weaving, highlighting, balayage (freehand painting), test curls, strand tests	
<u>11. Shaving</u>	<u>5.00</u>
Types of razors, hair growth analysis, steaming and lathering, 4 positions & strokes, 14 areas/zones, finishing steps	
<u>12. Skin Care</u>	<u>280.00</u>
Client consultations, client records, skin analysis, referral to physician, skin care procedures, facial skin treatments, facial massage, exfoliants, microdermabrasion, light therapy, chemical treatments, electrotherapy	

Subjects of Instruction	Hours
<u>13. Make-Up</u>	<u>40.00</u>
Law of color, make-up procedures – daytime & evening, face shapes, make-up application – highlighting & contouring, eyelash & brow tinting, artificial eyelashes	
<u>14. Hair Removal</u>	<u>64.50</u>
Temporary hair removal procedures – waxing, tweezing, chemical depilatories, shaving, threading, & sugaring, soft wax, hard wax, contraindications	
<u>15. Manicuring</u>	<u>40.00</u>
Client consultations, client records, nail analysis, nail treatments, referral to physician, manicure procedures, paraffin wax treatments, hand and lower arm massage	
<u>16. Pedicuring</u>	<u>50.00</u>
Pedicure procedures, foot & lower leg massage, scrubs, intro to reflexology and aromatherapy (elective)	
<u>17. Artificial Nails</u>	<u>138.50</u>
Nail tip, nail wrap, gel nail and acrylic nail applications-overlay, tip & overlay, and free-forms, removal, repairs, fills, intro to electric file, nail art	
<b>Total Clock Hours for Program</b>	<b>1893.00</b>

Operations	Minimum
Hair Sculpture.....	220
Hair Styling .....	115
Fingerwaving	
Wet/Braids	
Thermal Styles	
Hair Chemical Services .....	180
Permanent Waves	
Chemical Relaxers	
Hair Color	
Weave/Highlights	
Decolorize/Bleach	
Shaves.....	10
Skin Care.....	140
Facials	
Exfoliation Treatments	
Microdermabrasion	
Light Therapy	
Chemical Treatments	
Electrotherapy	
Body Treatments	
Make-Up.....	20
Temporary Hair Removal.....	75
Manicures.....	20
Pedicures.....	30
Artificial Nails.....	30 sets (or 300 nails)
<b>Total Operations:</b>	<b>840</b>

**Grading Procedures:**  
Reference Grading System & Satisfactory Academic Progress Policy pages

**Textbooks:**  
Reference Textbooks by Program page

# Esthetics & Nail Technology Program Outline

**Program Title: Esthetics & Nail Technology** (Standard Occupational Codes: 39-5091.00, 39-5094.00, 31-1021.0139-5091.00, 39-5094.00, 31-1021.01, 39-5092.00, 31-1021.01)

**Program Length: 774 hours**

**Description of the Program:** Esthetics is the study of the skin and its associated structures, skin and scalp diseases and disorders. Nail Technology is the study of nails and their associated structures, disorders and diseases.

Esthetics includes the related services of facials, skin treatments, make-up, temporary hair removal, lash and brow tinting, and artificial lash application. Nail Technology includes manicuring, pedicuring, reflexology, nail art, and artificial nail applications and removal, including: wraps, gels, and acrylic.

## Program Goals and Objectives:

*Upon successful completion of this course, the graduate will be able to:*

- Qualify to take the Oregon Board of Cosmetology written exam on Esthetics, Nail Technology and Laws and Rules.
- Know the safe and proper use of chemicals and products, how to prevent the spread of infection and disease, and the prevention of contamination of tools, equipment and supplies.
- Identify skin diseases and disorders.
- Perform the tasks of an Esthetician in a proficient manner necessary for entry level employment within the Esthetics field.
- Identify nail diseases and disorders.
- Perform the skills of a Nail Technologist in a proficient manner necessary for entry level employment within the Nail Technology field.
- Have an awareness of the skills necessary to build upon their self-confidence, professionalism and client-building.
- Perform the tasks related to the business portion of their career in a proficient manner necessary for entry level employment within the professional beauty industry.
- Understand how to seek employment.

## Program Format

Phagans' Educators present the material to students by demonstrations, lectures, and student participation. The educator is supported by the use of textbooks, audio visual aids, videos, flip charts, games, white boards, DVD's, and guest speakers. Pivot Point LAB online learning management system is used as well. The program is divided into four (4) units. The units are Pre-clinic/Freshman, Sophomore, Junior, and Senior. Each unit consists of academic, academic/lab and practical learning lab.

Pre-Clinic Classes (See *Daily Sign-Off Sheets* for each unit for a detailed description of daily class content, activities and evaluations.) Esthetics Unit: 3 weeks, Nail Technology Unit: 3 Weeks

Academic Classes: 1 hour a day for the first 6 weeks of the program, includes: Career Development, Salon Ecology and Safety & Sanitation

Lab Classes: 13 2-hour classes after completion of pre-clinic (See *Lab Class Sign-Off Sheets* for a detailed list of Lab Classes, Electives, Business Classes and Life Skills Classes.)

Electives a minimum of 3 (of 6) 2 hour classes

Business & Career Development Classes: 7 1-hour classes & 3 (of 5) electives, in-school career / day salon visits

Life Skills Classes: 20 30-minute classes

Level Prep Review Classes: 1 per level (soph, junior, senior); students are assigned packets to complete for each level

Board of Cosmetology Preparation Review Classes

Program Evaluations: Written & Practical (See *Level Evaluations Packets* for detailed information about practical evaluations, testing schedule, model requirements and detailed practical grading criteria for each practical evaluation)

Written and practical evaluations are given at the end of each Unit. Approximately Thirty-four (34) hours have been designated for the Esthetics & Nail Technology Program evaluations. The senior unit contains Phagans' Cosmetology Colleges Final Practical and Written Evaluations.

- Pre-Clinic/Freshman Level
- Sophomore Level
- Junior Level
- Senior Level

90's Advising Meetings: a private advising meeting is held approximately every 7 weeks with the Campus Director to discuss progress, evaluations and requirements (see 90's advising sheets for further details)

Consumer Information Available Online: [www.phagans-schools.com/consumer-information/](http://www.phagans-schools.com/consumer-information/)

## Esthetics & Nail Technology Program Outline, continued

Subjects of Instruction	Hours
<u>1. Anatomy &amp; Physiology</u>	<u>36.50</u>
Dermatology – melanin, skin diseases/disorders, structures of skin, ungiology – nail structures, nail growth, nail diseases/disorders, general anatomy – skeletal, muscular, and nervous systems of head, face, hands and feet	
<u>2. Microbiology</u>	<u>6.00</u>
Bacteria, viruses, parasites, immunity, salon ecology	
<u>3. Implements, Tools &amp; Equipment</u>	<u>21.00</u>
Drapes, facial & make-up brushes, tweezers, extractors, foot spas, nippers, nail brush, nail clipper, cuticle pusher, curette, foot paddle, toe separator, nail rasp, UV light rays, finger bowls, orangewood stick, nail files and buffers, cotton products, electrical equipment, massage table	
<u>4. Product Knowledge / Chemistry</u>	<u>25.00</u>
The pH scale, chemistry of water and cosmetics, toners, astringents & fresheners, mask, sunscreen, aromatherapy oils, exfoliants, make-up, polish remover, cuticle remover, nail conditioner, base & top coat, nail polish, nail dry, adhesive, dehydrator, accelerator, monomer & polymer, nail primer	
<u>5. Safe Usage / Devices / Fed. Regs (Safety)</u>	<u>17.00</u>
Patch test, UL rating, GFCI, OSHA, FDA, EPA, CDC	
<u>6. Career Development</u>	<u>35.50</u>
The salon industry, job search & résumé, professional relationships, salon ownership, salon retailing, communication, salon success, building a clientele, guest experience and life skills	
<u>7. Oregon Laws &amp; Rules</u>	<u>20.00</u>
OAR 331 & 817, ORS 676 & 690, inspections, violations	
<u>8. Skin Care</u>	<u>280.00</u>
Client consultations, client records, skin analysis, skin treatments, referral to physician, facial skin treatment, facial massage, exfoliants, microdermabrasion, light therapy, chemical treatments, electrotherapy	
<u>9. Make-Up</u>	<u>40.00</u>
Law of color, make-up procedures – daytime & evening, face shapes, make-up application – highlighting & contouring, eyelash & brow tinting, artificial eyelashes	

Subjects of Instruction	Hours
<u>10. Hair Removal</u>	<u>64.50</u>
Temporary hair removal procedures – waxing, tweezing, chemical depilatories, shaving, threading, & sugaring, soft wax, hard wax, contraindications	
<u>11. Manicuring</u>	<u>40.00</u>
Client consultations, client records, nail analysis, nail treatments, referral to physician, manicure procedures, paraffin wax treatments, hand and lower arm massage	
<u>12. Pedicuring</u>	<u>50.00</u>
Pedicure procedures, foot & lower leg massage, scrubs, intro to reflexology and aromatherapy (elective)	
<u>13. Artificial Nails</u>	<u>138.50</u>
Nail tip, nail wrap, gel nail and acrylic nail applications- overlay, tip & overlay, and free-forms, removal, repairs, fills, introduction to electric file, nail art	
<b>Total Clock Hours for Program</b>	
<b>774.00</b>	

Operations	Minimum
Skin Care.....	140
Facials	
Exfoliation Treatments	
Microdermabrasion	
Light Therapy	
Chemical Treatments	
Electrotherapy	
Body Treatments	
Make-Up.....	20
Temporary Hair Removal .....	75
Manicures.....	20
Pedicures.....	30
Artificial Nails.....	30 sets (or 300 nails)
<hr/>	
Total Operations:	315

**Grading Procedures:**  
Reference Grading System & Satisfactory Academic Progress Policy pages

**Textbooks:**  
Reference Textbooks by Program page

# Cadet Instructor Program Outline

**Program Title:** Cadet Instructor (Standard Occupational Codes: 25-1194.00)

**Program Length:** 1000 hours

## Description of the Program:

The instructor course consists of theoretical and practical instruction in the field of teaching. Learners demonstrate their knowledge of all subject matter in theory and application, through the completion of required written and practical applications. This curriculum and course of study are designed to instruct a student in basic teaching methods using the *Mindful Teaching* approach and the latest in interactive education and technology. It is anticipated, for the effective implementation of this program, that the student is proficient in the art and practice of cosmetology from their undergraduate vocation.

Following sound educational principles, the program allows each student to observe and assist experienced instructors in performing their duties and skill demonstrations, to have supervised teaching practice and to thoroughly study the principles of teaching. The program permits the learners to apply, in a classroom atmosphere, the practices and theories to which they are exposed in the program while under the supervision of a licensed educator.

This course prepares the licensed practitioner for a career in training and supervising Hair Design, Esthetics, Nail Technology and/or Barbering Students.

## Program Goals and Objectives:

*Upon successful completion of this course, the graduate will be able to:*

1. Qualify to take the school final written exam for the Cadet program in Oregon.
2. Perform the skills of an educator in a proficient manner necessary for entry level employment as a Hair Design, Esthetics, Nail Technology and/or Barbering Instructor.
3. Utilize the elements of Pivot Point's Mindful Teaching philosophy.
4. Understand how to review a lesson plan for a laboratory or academic class.
5. Properly prepare a classroom for teaching, including but not limited to A/V aids, materials, equipment, anticipatory sets, lecture notes, activities.
6. Comprehend and participate in the daily operations of the school.
7. Conduct student written and practical evaluations as required by the school and the State of Oregon governing authorities.
8. Assist with supervising practical learning lab criteria, with awareness of the student and guest.

## Program Format:

Phagans' Educators present the material to students by demonstrations, lectures, and student participation. The educator is supported by the use of textbooks, audio visual aids, videos, flip charts, games, white boards, DVD's, and guest speakers. Pivot Point LAB online learning management system is used as well. The program is divided into four (4) units. The units are Pre-clinic/Freshman, Sophomore, Junior, and Senior. Each unit consists of academic, academic/lab and practical learning lab. The program consists of: (1) online and classroom sessions in the science of teaching; (2) teacher assistance and observation; (3) performance of demonstrations; (4) supervised practice teaching; and (5) specialized theory and technical education. Within the Cadet Instructor course, the learners will learn from audio-visual presentations, interactive education through the use of online delivery, lectures, demonstrations, practical hands-on experience, and written and practical testing.

## Program Evaluations:

Learners are evaluated and tested based on their technical skills and theoretical knowledge. The evaluation of progress is administered through written tests and practical exams. Learners are required to take all exams and complete all assignments within the course curriculum as described and/or assigned.

**Consumer Information** Available Online: [www.phagans-schools.com/consumer-information/](http://www.phagans-schools.com/consumer-information/)



## Cadet Instructor Program Outline, continued

### Areas of Study

#### 1. Answering the call – Mindful Teaching and You

This introductory unit provides information on the qualities and responsibilities of a mindful teacher, the challenges of modern teaching, the qualifications for teaching, and employment opportunities that all meld together to begin the process of forming meaningful and productive relationships with learners, colleagues, clients and other professionals.

#### 2. Brain Basics and Learning

The Brain Basics and Learning unit spotlights attention, retention, memory and transfer as four brain functions that have crucial implications for teaching and learning, and introduces four phases of interactive teaching that set the stage for learning, engage student thinking, support student ability and adapt learning for future use.

#### 3. Preparing to Teach

Focus within this unit is on how a course is developed, the process for determining important curriculum, the use of performance-based objectives to identify what the student will be able to do upon completion of the lesson, the purpose of lesson planning and the key parts of a lesson plan.

#### 4. Classroom Management

Managing the physical space, dealing with classroom disruptions, recognizing student achievement, and promoting cooperation and responsibility serve as the guideposts that are designed to help educators minimize disruptions and maximize self-discipline.

#### 5. Instructional Methods

The art of assisting learners as they discover content through the use of interactive instructional methods and support materials is at the core of this important unit. Activating learner interest, connecting to prior knowledge, communicating expectations and framing the content during the introduction or readiness phase; exchanging ideas, probing with questions and affirming understanding during the lecture, discussion and demonstration or Delivery phase; applying and assessing during the performance phase; and validating learner achievement during the closing or Transfer phase are identified as the foundations for instruction. Instructional practices are presented that link the purposeful exchange of ideas with the practical use of knowledge to help educators build an effective presentation of information and enhance student learning.

#### 6. Assessing Learner Progress

The purposes for assessment, how assessment works and various assessment methods are featured within this unit on assessing learner progress. In addition, feedback, scoring and grading, and a look at the connection between standardized achievement tests and licensure is presented.

#### 7. The Art of Teaching

Knowing when to use the appropriate instructional method and for which student is commonly referred to as the art of teaching. This unit combines the science of teaching from Units 1– 6 and unites it with the art of putting what the educator knows into action. Presented in a somewhat different format, this unit contains a set of helpful checklists, organizational prompts and a repertoire of instructional strategies to help educators get through the early years of teaching.

Subjects of Instruction	Hours
<b>Academic Instruction</b>	<b>500 hours</b>
Educational Psychology	20 hours
Learning Philosophy	10 hours
Lesson Planning and curriculum	10 hours
Classroom Management	20 hours
Instructional Methods	30 hours
Assessment Methods	10 hours
The Art of Teaching	10 hours
Core Life Sciences	40 hours
Business Methods	20 hours
Theory related to Technical Skills	80 hours
Observation of online class recordings	250 hours
<b>Technical Skill Instruction</b>	<b>500 hours</b>
Supervised Student Teaching in Classroom	250 hours
Supervised Practical Learning Lab Teaching	250 hours
<b>Total Required Hours:</b>	<b>1,000 hours</b>

### Grading Procedures:

Reference Grading System & Satisfactory Academic Progress Policy pages

### Textbooks:

Reference Textbooks by Program page

# Textbooks by Program

**Digital Textbooks built into Pivot Point LAB:** for all Programs

**Pivot Point Fundamentals Cosmetology Core Series**

- 101 Life Skills ISBN 978-1-940593-40-1
- 102 Science ISBN 978-1-940593-41-8
- 103 Business ISBN 978-1-940593-42-5
- 104 Client-Centered Design ISBN 978-1-940593-43-2

**Print Textbooks:** for all Programs

- The Edge Manual; written & published by I Phasion Inc.
- Student Study Guide ISBN 978-1-940593-52-4 (print & digital)

**Digital Textbooks built into Pivot Point LAB:** for Programs that include **Hair Design**; & the **Cadet Instructor** program

**Pivot Point Fundamentals: Cosmetology**

- 105 Sculpture/Cut ISBN 978-1-940593-44-9
- 106 Men's Sculpture/Cut ISBN 978-1-940593-44-9
- 107 Hair Design ISBN 978-1-940593-45-6
- 108 Long Hair ISBN 978-1-940593-46-3
- 109 Wigs & Hair Additions ISBN 978-1-940593-47-0
- 110 Color ISBN 978-1-940593-48-7
- 111 Perm & Relax ISBN 978-1-940593-49-4

**Digital Textbooks built into Pivot Point LAB:** for Programs that include **Esthetics**

**Pivot Point Salon Fundamentals Esthetics**

- ISBN 978-1-936349-47-0

**Pivot Point Fundamentals: Cosmetology**

- 112 Skin ISBN 978-1-940593-50-0

**Digital Textbooks built into Pivot Point LAB:** for Programs that include **Nail Technology**

**Pivot Point Fundamentals: Cosmetology**

- 113 Nails ISBN 978-1-940593-51-7

**Digital Textbooks built into Pivot Point LAB:** for the **Barbering** program

**Pivot Point Fundamentals: Barbering Package**

- 105 Sculpture/Cut ISBN 978-1-940593-44-9
- 106b Tapered Cuts ISBN 978-1-940593-85-2
- 107 Hair Design ISBN 978-1-940593-45-6
- 108b Shaving & Beard Design ISBN 978-1-940593-87-6
- 109b Hair Replacement ISBN 978-1-940593-88-3
- 112 Skin ISBN 978-1-940593-91-3

## Textbook & Digital Technology Requirements

**Email access:** a current working email address to access Pivot Point LAB, as well as send and receive communications.

- **Device to access digital textbooks in Pivot Point LAB:** a device that is able to connect to the internet. This could be a desktop or laptop computer, a tablet and/or a smart phone.

**Consumer Information** Available Online: [www.phagans-schools.com/consumer-information/](http://www.phagans-schools.com/consumer-information/)

# Educational Costs

Programs	Hours	Tuition	Kits	Manual	Uniform	Lab Seat/ Books	App/Efee*	<u>TOTAL</u>
Hair Design	1168	\$13,400	\$967	\$30	\$102	\$520	\$150	\$15,169
Esthetics	500	\$7,300	\$603	\$30	\$102	\$520	\$150	\$8,705
Nail Technology	320	\$5,500	\$352	\$30	\$102	\$520	\$150	\$6,654
Barbering	820	\$10,400	\$832	\$30	\$102	\$520	\$150	\$12,034
Esthetics & Nail Technology	774	\$10,200	\$955	\$30	\$102	\$520	\$150	\$11,957
Hair Design, Esthetics & Nail Technology	1893	\$17,800	\$1922	\$30	\$102	\$520	\$150	\$20,524
Cadet Instructor	1000	\$7,700	Optional	Optional	\$102	Optional	\$150	\$7,952

All above programs, except Cadet Instructor, include Career Development and Safety & Sanitation hours.

Required supplies lists will be issued for each course prior to enrollment. These lists include all of the kit, book, manual and uniform items that will need to be purchased. The books, manual, uniform and many kit items are not available for purchase elsewhere. Any kit items not purchased through Phagans' Cosmetology Colleges must be equivalent to the one(s) available for purchase through Phagans' Cosmetology Colleges.

The student Enrollment Agreement includes charges for tuition and the enrollment fee, if applicable (\*App = application fee of \$50 which is non-refundable and due with your admissions packet; Efee = enrollment fee of \$100). Separate Purchase Agreements include the charges for kits, books, manual, and uniform charges if applicable. Tuition cost for over normal contract time is \$10.00 per hour.

Students are charged for the tuition cost of the academic year in which they are currently enrolled and for the required supplies as they are received. Federal Title IV Financial Aid is available, for most programs, to those who qualify. Please see the Financial Aid Advisor for further information. (We accept monetary forms of payment except cash)

### Research scholarships available for cosmetology students at:

- <https://www.phagans-schools.com/paying-for-school/>

### I Phasion Inc., dba Phagans' Cosmetology Colleges owns and operates these locations:

Phagans' School of Beauty: Salem, Or.	503-363-6800	salem@phagans-schools.com
Phagans' Central Oregon Beauty College: Bend, Or.	541-382-6171	bend@phagans-schools.com
Phagans' Medford Beauty School: Medford, Or.	541-772-6155	medford@phagans-schools.com
Phagans' Beauty College: Corvallis, Or.	541-753-7770	corvallis@phagans-schools.com
Phagans' Grants Pass College of Beauty: Grants Pass, Or.	541-479-6678	g_pass@phagans-schools.com

## Contact Us @ 833-723-7733

All prices are effective July 1<sup>st</sup> 2022 and are subject to change without notice.

# Grading System

We use a criterion-referenced grading system. This means that there is a set of competencies (things we will teach you to do) that you will need to successfully complete in order to graduate. Reference the program outline for a description of the time and skills you will complete to meet these competencies. You will be graded on a set of criteria and the grade will be based upon your performance of the criteria, and will not be compared to the performance of other students.

## Academic Progress: *Qualitative Factors ~ these are equally weighted*

- Academic: Written Test Scores
- Clinic: Practical Learning Lab Grade
- Lab: Practical Unit Evaluations

*Academic Grading Example: for a student enrolled in the Hair Design, Esthetics & Nail Technology Program:*

	Unit 1 0-473hrs	Unit 2 474-947 hrs	Unit 3 948-1421 hrs	Unit 4 1422-1893 hrs
1. Written Test(s)	87%	91%	94%	96%
2. Practical Learning Lab Grade	89%	92%	90%	98%
3. Practical Unit Evaluations	<u>88%</u>	<u>90%</u>	<u>92%</u>	<u>94%</u>
Average Academic Grade:	88%	91%	92%	96%
<b>Cumulative Academic Grade:</b>	<b>88%</b>	<b>89.50%</b>	<b>90.33%</b>	<b>91.75%</b>

## Attendance Progress: *Quantitative Factors*

*Attendance Grading Example: 426 completed hours attended / 473 scheduled hours possible = 90.00%*

**Make-Up Policy for Absences:** All absences are considered “unexcused” and the time missed must be made up accordingly.

**Absences consume part of the student’s grace period of contracted time.** If the absence caused the student to miss a test or evaluation, the student must make up the activity prior to graduation or as otherwise noted below.

### Due to absences from Pre-Clinic Laboratory Classes:

- Missing 2 hours during the first 5 days of a student’s contracted start date will result in termination of enrollment. Students will have to follow the ‘Re-Admission Policy.’
- Beyond the first 5 days of enrollment a student shall not be allowed to miss more than 12 hours in any section of any pre-clinic class without being required to retake said sections and/or be requested to withdraw from the said course, (at the discretion of the Director and Financial Aid Advisor), due to scheduling or timely completion of course requirement conflicts.

### Due to absences from Unit Progression Written & Practical Evaluations:

- Students must take and pass, with a 75% or better, both the written and practical sections of the end of unit evaluations in order to appropriately progress through and graduate from the contracted program.
- Make-up test times are scheduled by the Director. A grade of ‘I’=incomplete will be in place of a test grade until the test is taken. If the unit test is not made up prior to a report card, the grade of 0% will be used to factor into the average for that section(s) of the written and/or practical unit progress evaluation grade.
- Our unit evaluations are on a rotational schedule, it is critical that the student takes their evaluations as they are scheduled. Missing scheduled evaluations could lead to a student going beyond their maximum time frame which would cause a loss of financial aid.

### Due to absences from Laboratory Classes:

- Students are scheduled to attend laboratory classes throughout their enrollment. Please see the specific lab classes that are necessary to satisfy graduation requirements for the program of enrollment.
- Our lab classes are on a rotational schedule, it is critical that the student attend these classes as they are scheduled. Missing scheduled lab classes could lead to a student going beyond their maximum time frame which would cause a loss of financial aid.

# Satisfactory Academic Progress Policy

This policy is included in our student catalog & handbook which is provided to students prior to enrollment. In order to be considered to be making satisfactory progress toward a certificate in the enrolled program, the student must maintain minimum qualitative and quantitative grades. **Evaluation Periods:** Satisfactory progress evaluations are based upon the breakdown of unit hours for each program, see chart below. Evaluations (SAP report card dates) are determined by the date the student was **scheduled** to have reached the hours as indicated in the table below. SAP report card results, including the impact upon the student's eligibility for financial aid, will be reviewed with the student within 7 business days of the scheduled report card date. Unit time frames vary for students transferring in or re-enrolling in school. Therefore, at least one evaluation will be conducted by the mid-point of the contract hours remaining or at established evaluation points, whichever occurs sooner. See the school Director & Financial Aid Advisor for specifics.

Scheduled Hours Evaluation Units by Program:

PROGRAM(S)	Unit 1	Unit 2	Unit 3	Unit 4	Total
Hair Design, Esthetics & Nail Technology	473	947	1421	1893	1893
Hair Design	292	584	876	1168	1168
Barbering	205	410	615	820	820
Esthetics & Nail Technology	193	387	580	774	774
Nail Technology	n/a	160	n/a	320	320
Esthetics	n/a	250	n/a	500	500
Cadet Instructor	n/a	500	n/a	1000	1000

Hours in Each Academic Year by Program:

PROGRAM(S)	AcYr1	AcYr2	Total
Hair Design, Esthetics & Nail Technology	0-947	948-1893	1893
Hair Design	0-900	901-1168	1168
Barbering	0-820	n/a	820
Esthetics & Nail Technology	0-774	n/a	774
Nail Technology	0-320	n/a	320
Esthetics	0-500	n/a	500
Cadet Instructor	0-900	901-1000	1000

## Academic Progress Evaluation

The student meets the qualitative factor of satisfactory academic progress if he/she meets the minimum standing requirement. **The minimum qualitative standing requirement is 75% cumulative academic progress throughout the program measured at each evaluation unit.** It is determined by the average of the written test grades, practical learning lab grade and practical unit evaluations. Factors considered for the academic, laboratory class and practical learning lab grades are:

**Academic Grade is the equally weighted average of:**

- Academic: Written Test Scores
- Clinic: Practical Learning Lab Grade
- Lab: Practical Unit Evaluations

**Grades:** Students receive numeric grades. The following represents the descriptive equivalent of the grades assigned:

- 95-100 = Mastery
- 89-94 = Advanced
- 82-88 = Proficient
- 75-81 = Emerging
- 74-below= Not Yet (unsatisfactory)
- I = Incomplete

**Retake & Failed Exam Policy:** Students are permitted to retake any failed exam over, one time, with the 2<sup>nd</sup> grade substituting for the 1<sup>st</sup> grade. In the case of unit evaluations a score of 75% or better is mandatory. If a student has failed an exam (practical or written) for a second time they **may** be required to retake part of the course in order to prepare them to retake the exam for a third time. After the 1<sup>st</sup> retake exam, the student can only receive a maximum of an 81% score on a subsequent retake exam. If the student continues to fail an exam, the procedure will continue until the student passes the exam. At no time shall a campus Director and/or Educator unduly impede the progress of a student.

# Satisfactory Academic Progress Policy, continued

## Attendance Progress Evaluation

The student meets the quantitative factor of satisfactory progress if they meet the minimum standing requirement. **The minimum quantitative standing requirement is 75% cumulative attendance progress throughout the program measured at each evaluation unit.** It is determined by dividing the hours completed in the unit time period by the hours scheduled in the unit time period. Students that are transferring in, re-enrolling or changing contract course(s) or schedules will need to see the college Director and Administrator for minimum and maximum contract weeks.

**Student Schedules:** We offer a 40 hour/week schedule (M-F 9:00am to 5:30pm) and a 30 hour/week schedule (M-F 9:00am to 3:30pm). The time frame for completing on a based upon the students schedule is listed below for each program. For the 40 hours/week schedule, students attend 30 hours per week for the first 3 weeks, then 40 hours per week for the remaining hours. (\*we are not offering the Hair & Esthetics program at this time)

Schedule of 40 hours per Week, M-F 9:00am to 5:30pm

Program	Program Hours	Minimum Contracted Weeks (100% attendance)	Normal Time for Completion in Contracted Weeks (87% attendance)	Maximum Time Frame for program completion (75% attendance)	Midpoint in Hours
Hair Design, Esthetics & Nail Technology	1893	49	56	64	946
Hair Design	1168	30	35	40	850
Barbering	820	22	25	29	410
Esthetics & Nail Technology	774	21	24	27	387
Nail Technology	320	n/a	n/a	n/a	n/a
Esthetics	500	n/a	n/a	n/a	n/a
Cadet Instructor	1000	26	30	35	500

Schedule of 30 hours per Week, M-F 9:00am to 3:30pm

Program	Program Hours	Minimum Contracted Weeks (100% attendance)	Normal Time for Completion in Contracted Weeks (87% attendance)	Maximum Time Frame for program completion (75% attendance)	Midpoint in Hours
Hair Design, Esthetics & Nail Technology	1893	64	73	84	946
Hair Design	1168	39	45	52	850
Barbering	820	28	32	37	410
Esthetics & Nail Technology	774	26	30	35	387
Nail Technology	320	11	13	15	160
Esthetics	500	17	20	23	250
Cadet Instructor	1000	26	30	35	500

# Satisfactory Academic Progress Policy, continued

## Attendance Progress Evaluation, continued

**Normal time for Completion in Contracted Weeks** is as stated on previous page. It is based upon the student maintaining cumulative attendance of 87% throughout the length of their program. The school includes a 13% absenteeism grace period as a reasonable provision regarding temporary interruptions in schooling within the student's contract/enrollment agreement. This is the additional time between the minimum contracted weeks (equivalent to 100% attendance) and the normal time contracted weeks (equivalent to 87% attendance). The grace period accounts for unforeseen school holiday/event closures, student doctor appointments, illness, personal days, or other events in the student's life that may cause absences. Students should be aware that contracted end dates do not change if classes/exams are failed or missed. This sometimes extends the time it takes the student to complete the requirements of the course(s) which could result in over contracted time charges.

**Overtime Contract Charges:** Students must maintain 87% cumulative attendance to avoid overtime contract charges. If the student has not satisfied the program quantitative and qualitative requirements by the end of the normal time for completion (last contract date), then a subsequent overtime contract will be created based upon the hours/criteria necessary to complete the program, with an end date at 100% scheduled attendance and at a cost of \$10 per hour.

**Tardiness Policy:** Our objective is to prepare you for employment in the professional beauty industry, therefore, tardiness is unacceptable. Excessive tardiness, more than 3 times in a month, could lead to advising and eventually poor SAP status. It could also lead to overtime contract charges. Put first things first, be proactive, and get to school on-time every morning.

**Maximum Time Frame for Program Completion & Cumulative Attendance:** The student must meet a minimum cumulative attendance standard of 75% of the program in order to complete within the maximum allowable timeframe. Therefore, the maximum time frame for program completion is 133% of the contracted program length. Program length is defined as the contracted hours necessary to complete the requirements for graduation from the program given the student's schedule. As soon as the school determines that the student will fail to complete by the maximum time frame allowed, the student will lose their Title IV Aid eligibility and will need to make payments to the school, if applicable, for remaining program costs. If the student is able to pay for remaining program costs, the school will evaluate the remaining program requirements and determine whether it is feasible for the student to complete the program. These determinations will be made on a case by case basis, and judicious academic plan. In addition, these students will be on unsatisfactory progress status. If the student is unable to pay for remaining program costs, they will need to withdraw.

### How SAP status is Determined

Only students who maintain both the qualitative and quantitative minimum standing requirements of satisfactory progress are eligible to receive Title IV (Financial Aid) assistance. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making satisfactory progress until the next scheduled evaluation period. A student must meet both the attendance and academic progress requirements on at least one evaluation by the mid-point of the program to be considered making satisfactory progress as of the mid-point of the program.

### Warning Status

If, at the end of the unit evaluation, the student's cumulative academic progress is not at least 75% or cumulative attendance progress is not at least 75%, the student will be on warning status for one unit. Students who are on warning status are still considered to be making satisfactory progress and are still eligible for Title IV aid, if applicable. After the warning unit ends, the warning status will be lifted if the student's progress is at the minimum cumulative academic and cumulative attendance standards. If not, see unsatisfactory progress and probation status below.

### Unsatisfactory Progress Status

If the student does not meet the minimum satisfactory progress standards at the end of the warning unit, the student will be on unsatisfactory status for one unit, (unless the student prevails upon appeal of an unsatisfactory progress determination, see SAP Appeal and Probation). Students who do not appeal their determination of status or who do not prevail upon appeal will be considered to be on unsatisfactory progress. Students on unsatisfactory progress will lose their Title IV eligibility and must pay the school via other means in order to remain enrolled. Students on unsatisfactory progress will be determined as not making satisfactory progress for one unit. When the student's unsatisfactory progress unit ends, a student must be meeting minimum satisfactory cumulative academic and cumulative attendance progress standards or they will be terminated from school.

# Satisfactory Academic Progress Policy, continued

## Probation Status

If the student does not meet the minimum satisfactory progress standards at the end of the warning unit, and the student has been placed on unsatisfactory status, the student may appeal the unsatisfactory SAP determination, see appeal process. If the student prevails upon appeal, and the institution determines that satisfactory academic progress standards can be met by the end of the next evaluation unit, the student will be placed on probation status for one unit. Only students who are on probation, after having prevailed upon appeal, will be eligible to have their Title IV assistance reinstated. When the student's probation status unit ends, a student must be meeting minimum satisfactory academic and attendance progress standards or they will be terminated from school.

## Appeal Process, Academic Plan & Probationary Terms

- a. In **extreme** circumstances the student may appeal the determination of the unsatisfactory progress status. Reasons such as the death of a relative, an injury or illness of the student or other allowable special circumstances will be considered. The student must submit a written appeal to the College Director, along with any supporting documentation.
  - i. **The appeal must include:** 1.) specifics as to what has changed that will allow the achievement of satisfactory academic progress at the next evaluation 2.) reasons why the appeal should be considered 3.) a specific plan for improvement and/or a request for re-evaluation of progress.
- b. This appeal must be received by the College Director within five (5) business days of the student being informed of the unsatisfactory status determination.
- c. An appeal review will take place within five (5) business days of the receipt of the written appeal. This review will be conducted by member(s) of the corporate support team, the school financial aid advisor and Director. A decision on the student's appeal will be made within three (3) business days of the review (unless further documentation is requested).
- d. The student will be informed of the outcome of the appeal review team and the details of the academic plan, if applicable. The appeal, the outcome and academic plan will be placed in the students permanent file.
- e. If the appeal is decided in the student's favor, and the plan is approved, the student's Title IV financial aid will be re-instated, if applicable. The student will also be determined to be on probation status. In accordance with federal regulations (34 CFR 668.34(a)(8)(ii)), an academic plan will be developed by the appeal review team. The individual academic plan will be designed to ensure the student is able to meet the required satisfactory academic progress standards for program completion within the maximum allowable time frame. This will be monitored on a regular basis during the probation unit.
- f. If the appeal is denied, the student will remain on unsatisfactory progress status.
- g. If at the end of the probation unit the student has maintained the requirements of the academic plan, they will be considered to be making satisfactory progress.
- h. If the student fails to meet the academic plan requirements during the probation unit, the student will be terminated.

## Withdrawals/Course Incompletes

Any student who withdraws from the school or fails to complete their training will have a transcript placed in their student file as to their progress at the point of withdrawal. See Re-Admission Policy. Course incompletes, repetitions and non-credit remedial courses have no effect upon the school's satisfactory progress standards.

## Re-Entering Students & Transfer Hours

Re-entering students will be enrolled on the same SAP status as when they left the school. Transfer hours from another institution that are accepted towards the students enrollment in a program are counted as both attempted and completed hours for the purpose of determining the maximum allowable time frame for program completion. SAP evaluation periods are based on the actual remaining contracted hours with the school.



## Re-Admissions Policy

Re-Admission under any circumstance is not guaranteed.

- **Students that are terminated:** may apply to be re-enrolled to the institution following termination after a 90 day waiting period. Previously terminated students will need to pay any balance due the school prior to being considered for re-enrollment.
- **Students that withdraw:** may apply to be re-enrolled after a 180 day waiting period from their last day of attendance. These students will need to pay any balance due the school prior to being considered for re-enrollment.
- **Students that withdraw due to an extreme unforeseen medical circumstance:** and the student provided the school with all requested specified documentation prior to the last date of attendance (or as soon as physically possible in the case of an emergency/accident), the school will consider these students for re-enrollment before the 180 day waiting period. In addition, the school will hold the balance due until the student re-enrolls or for a maximum of 180 days, whichever occurs first. Finally, these re-entering students would not be required to pay the full balance due the school prior to re-enrollment consideration.

All re-entering students will be charged at the current tuition rate for the hours remaining for program completion. The college, at its own discretion, may request the student to complete an evaluation prior to re-admission.

## Changes in Enrollment Classifications

A student may change their program of enrollment and/or their scheduled hours of attendance on the date they were scheduled to reach the end of the unit for current program. Students are allowed one program change and one schedule change during their entire enrollment. Changing programs and/or scheduled hours can result in lost financial aid monies and added tuition costs.

### *To change your enrollment status:*

- a. Notify the college administrative office in writing of your desire to change course or schedule.
- b. If your request is approved, the administrative and financial aid advisor(s) will re-calculate the enrollment contract so that proper tuition fees and hours (if applicable) may be applied.
- c. All monies paid will be credited to the student's account. However, please note that some course changes require a refund of Title IV and other aid to be returned to the source of the aid.
- d. Meet with the college administrators for documentation review, new SAP unit scheduled dates, course scheduling, revised expected graduation dates, and other helpful advice.

## Reasonable Accommodation Policy

**Services for Students with Disabilities:** Students are responsible for identifying themselves to the Admissions Specialist and/or the campus Director as having a valid and documentable disability requiring reasonable accommodation. Please request a copy of 'Reasonable Accommodation Policy' which is available in the administrative office. After reading the policy, prospective and current students can make their reasonable accommodation request at any time during admissions or enrollment. It is important to follow all of the steps and, if requested, provide current and relevant documentation in order to arrange the most appropriate plan. Accommodation requests are not guaranteed. Keep in mind that the school is not required to offer an accommodation or modification that would cause an "undue hardship" to the school. "Undue hardship" means significant difficulty or expense that would tax the resources of the school and circumstances of the school in relationship to the cost or difficulty of providing a specific accommodation. Undue hardship refers not only to financial difficulty, but to reasonable accommodations that are unduly extensive, substantial, or disruptive, or those that would fundamentally alter the nature or operation of the school.

# Graduation Requirements

Phagans' Cosmetology Colleges recognizes graduation as a momentous occasion. We celebrate graduation with ceremonies, guests and a reception for the graduates. We welcome students to invite friends and family members to graduation night. We take great pride in seeing our students accomplish the goal of graduating. Official school diplomas are distributed to the student after all the below are met:

To be eligible to receive an official school diploma and to be considered a *graduate* a student must:

1. Complete and pass the minimum academic requirements of the course(s).
2. Complete all college criteria and competencies of the course(s).
3. Complete assigned lab classes of the course(s).
4. Complete all hourly requirements of the course(s).
5. Pass the college's final written and practical exams with a 75% or better.

(Please note: a Diploma is not an official school transcript and cannot be used to take the state licensure examination. See licensing and registration requirements for taking the state board examination below.)

## Oregon Licensing Requirements

To receive an official college **transcript** a student must: (transcripts are distributed directly to the Health Licensing Office (HLO), not the student)

1. Have met all the requirements listed above to be considered a graduate.
2. Pay all monies owed to the college.
3. Complete a Loan Counseling Exit Interview, (for those students who received Title IV Financial Aid).
4. Receive clearance from the Financial Aid & Administrative office that all required documentation is completed.

To become licensed in Oregon, the requirements of the HLO are:

1. Complete and graduate from a course in Barbering, Hair Design, Esthetics and/or Nail Technology.
2. Receive Official College Transcript for course(s) completed.
3. Pass the Oregon Board of Cosmetology Exam(s).
  - Please note: If you are on parole or probation, you must provide a letter of release from your probation or parole officer authorizing you to obtain an authorization to practice. If you are on bench probation, or probation with the court, you must provide documentation of your conditions of the probation

To register for the Oregon Board of Cosmetology Exam(s) a student must:

- a. Meet the requirements of OAR 331 division 30
- b. Complete an application for the Oregon Board of Cosmetology examination. A fillable application and other forms are available at:  
<http://www.oregon.gov/OHA/PH/HLO/Pages/Board-Cosmetology.aspx>
- c. Pay a fee via money order, check (no 3<sup>rd</sup> party checks) or credit card (no amex). Check with the Oregon Health Licensing Office for current fee information.
- d. Two forms of current identification issued by a federal, state or local government agency of the United States. **One form must be photographic. For example:** US passport, driver's license, Social Security card, original or certified copy of birth certificate. See OAR 331-030-0000(8) and 331-303-0000(10)
- e. The state licensing examinations are currently available to be taken in English, Spanish & Vietnamese.
- f. For more detailed information, including special accommodation requests, testing times/days, testing methods, and other questions visit the Oregon Health Licensing Office at:
  - i. [hlo.info@state.or.us](mailto:hlo.info@state.or.us)
  - ii. Phone 503-378-8667 or Fax 503-370-9004
  - iii. <http://www.oregon.gov/OHA/PH/HLO/Pages/Board-Cosmetology.aspx>

# Inter-School Transfer Policy

I Phasion Inc. owns and operates five Phagans' Cosmetology Colleges which include locations in Salem, Bend, Medford, Corvallis and Grants Pass, Oregon. An Inter-School transfer is when a student enrolled at one of these campuses makes a written request to transfer to another campus listed above. **However, a student is not guaranteed admissions into the "transfer to" campus.** There are many determining factors that the Director and Administrative staff evaluate before a student transfers to their campus, including, but not limited to:

- a. Satisfactory Progress at the time of the transfer request
- b. Capacity
- c. Reason for the request, reasons would include but are not limited to:
  - i. Unforeseen Relocation (i.e. spouse must move for job purposes)
  - ii. Unforeseen Family Medical Emergency
  - iii. Personal safety or restraining order requirement

The student must present the Director and Financial Aid Administrator of their current campus, a written letter specifically outlining their reason(s) for wanting to transfer to another campus. The current campus administrators will then contact the "transfer to" campus Director, on the student's behalf. They will discuss the possibility of the transfer and provide any additional information to the "transfer to" campus Director that they may need or request. Once the transfer request has been accepted by the "transfer to" campus, the current campus will notify the student as well as do the following:

1. Return to Title IV funds calculation
2. State Refund Calculation
3. Notify the Bank and/or any other Title IV Funding program necessary
4. Conduct an Exit Interview with the student, emphasizing that the student has only 29 days to commence attendance at the "transfer to" campus before they are considered a withdrawal student.
5. Complete a Transcript to be placed in the student's file.
6. Provide the "transfer to" campus with a copy of the student's transcript, contract, ledger sheet, purchase agreements, lab class attendance sheet, Satisfactory Progress Form, ISIR, Award Letter of aid received to date, Financial Aid Transcript and/or NSLDS notice at least 1 week prior to the student's start date.

The student must then contact the "transfer to" campus Admissions Specialist and schedule a commencement date, which cannot exceed 29 days from the date of last physical attendance in the current campus. The student may be requested, by the "transfer to" campus Director, to repeat all or part of the Admissions process, attend orientation and go through an evaluation of their cosmetology skills at the "transfer to" campus.

The student's balance of account will remain the same from the current campus to the "transfer to" campus. However, it is important for the student to keep in mind that there are some instances when they may lose hours and/or financial aid monies when enrolling in the "transfer to" campus. The student will be requested to sign a new contract for the hours remaining that will be completed at the "transfer to" campus. New contract ending dates and report card dates will be figured and review with the student for satisfactory progress.

It is recommended that the student takes all necessary kits, books, manuals and uniforms to the "transfer to" campus so no additional charges will be incurred.

A student who does not show up on the scheduled commencement date at the "transfer to" campus, and /or 29 days after the last day of physical attendance at the previous campus, will be considered a withdrawal by the previous campus. All said monies due from the Refund Calculation will immediately be billed to the student. See Termination, Refund & Return to Title IV sections of this catalog.

# School Culture Standards

Our goal is to provide a safe learning environment for our students. It is important to us that we cultivate an atmosphere of respect, kindness, empathy and accountability. Many of the rules in place help foster a place of educational excellence. We are a school community that succeeds most when everyone is mindful of their actions, words and behavior. So here are a few guidelines to keep things fair, consistent and flowing smoothly.

## What to Wear to School:

Keep it Respectful. We are letting you know our dress code requirements. We really do not want to send students home for the day because they are out of dress code but we will. This is college, you are an adult, let's all follow the dress code below.

**Dress Code:** Students are issued two school aprons as part of their required supplies. The apron helps protect the student's clothing. Students also receive a name badge that needs to be worn at all times. Students may wear **SOLID black** tops, sweaters, sweatshirts, pants/leggings, dresses, shorts, skirts. Tights under skirts and shorts must be **SOLID black**. Dresses, Skirts and shorts need to be no more than 3 inches above the top of the knee, see school team members for an explanation. Shoes, belts, socks, scarves, hair accessories can be any color. Common sense topics: Altering the issued apron is not okay. Shoes should be both comfortable and sensible, and must be closed toed.

**General appearance:** Hair, nails and make-up (if applicable) should be fashionable and up-to-date. Students may clock-in for attendance as soon as they are in proper dress code.

**Hygiene:** Students practice on the public and should be mindful about their overall hygiene. This includes general cleanliness, remembering to wear deodorant, keeping up fresh breath, and if a student smokes, making sure they do not smell as such.

## Getting Credit for Attendance

- Check in and out with your school issued time card:
  - Upon arrival and departure from the college campus.
  - When leaving and returning from lunch, or for extenuating circumstances (i.e. doctor, dentist appointments).
- Notify an Educator or Guest Service Coordinator when leaving the building for any length of time.
- Credit for hours will be given from 9:00am to 5:30pm, Monday through Friday. Actual time between these hours is electronically computed.
- We want you to receive credit for all the hours you attend, so be certain to clock in and out as indicated above. Time card corrections will only be made by a team member. Corrections are made on a weekly basis. The maximum time a time card correction request can be made is 30 days from the date in question. This keeps time accurate and up to date.
- In order to avoid time cards being misplaced or lost, they need to remain in the time card slot when not in use. School team members are the only persons allowed to remove the time cards away from the time clock area.
- We have built a 30 minute lunch break into your daily school schedule. If you have been in attendance for more than a 5 hour period, and you have not had your student lunch break, please notify an Educator.

## Absenteeism, try to keep it to a minimum, we want to see you graduate ASAP!

- If you are going to be late or absent, call the school (not a fellow student) preferably by 8:30am and prior to 9:00am. Notify all relevant staff of your presence when you arrive on campus. Hint: your timecard will probably be in the office.
- Understand that tardiness and absenteeism do significant harm to your proper pace of progress, so make good choices, be accountable, be pro-active and get to school on-time every day!
- Excessive absences and/or tardiness (more than 3 times in any one month) can lead to unsatisfactory progress, over contracted time charges and possible enrollment termination, oh no! You may be placed on a 30 day interim progress contract by a school administrator in order to increase your rate of attendance. If your attendance does not significantly improve you could be terminated from the college, and we sure don't want that to happen!

## Things we wish we didn't have to say but unfortunately must:

- We have all sorts of privacy laws we have to follow, so students need to refrain from entering an office, supply room or otherwise 'employee only' area without being in the presence of a college employee.
- Most everyone has a cell phone these days, so our landline phones are for school business purposes only. Of course if there is a true emergency, pick up the school phone and use it!
- For obvious reasons, we can't have students using school office and computer equipment without permission.

# School Culture Standards, continued

## More things we wish we didn't have to say but unfortunately must:

- Each student will be assigned a locker for storage of personal belongings. Please lock your locker at all times. The only person responsible for lost, misplaced or stolen items is you, the student.
- There is absolutely no smoking in the campus, including the use of electronic or vapor cigarettes. State Law says that no person is permitted to smoke within 10 feet of any building. And because we care about our community, our school image, and the other tenants that are near to our business, we cannot have students smoking in front of the buildings. For obvious health reasons we'd prefer students didn't smoke at all, but if you must, please do so out of public view.
- **Here is a Big Rule:** Our school culture does not allow for foul, abusive, threatening or quarrelsome language...period. If you get frustrated or feel misunderstood, take a deep breath or walk away for a bit, meditate, ask for a moment to gather yourself, whatever it takes to not react in a manner that is going to do more harm than good. We really do not want to suspend or terminate our students, but we will if they are being volatile.
- Cell phones usage will be allowed for educational purposes at the discretion of our team members. Personal cell phone usage should be kept to a minimum, use a common sense approach. Unless it is a true emergency, please avoid personal cell phone usage during school hours. In doing so, we foster a community of respect and excellent customer service.
- Again, for super obvious reasons...we do not allow drugs, alcohol, weapons or unauthorized visitors on the college premises. Please refer to the 'Drug and Alcohol Policy' and all sections of the 'Safety Policy' outlined in this catalog.
- We reserve the right to create or modify a policy that is in the best interest of the school community. Such policies will be promptly communicated and posted on the student bulletin boards.

## Socially Acceptable Behavior

- As we have stated several times throughout this catalog, a safe learning environment is our number one priority. Therefore, violations of socially acceptable behavior have no place in our schools. These include, and are not limited to, behaving in a way that is unwanted by the recipient, has the purpose of violating a person's dignity and/or creating an intimidating, hostile, degrading, humiliating or offensive environment.
- If you need to know more types of actions which violate socially acceptable behavior, please review the Non-Discrimination & Non-Harassment policy and definitions that are available at the school and online at our website.
- We believe in following the principles of Stephen Covey's 7 Habits of Highly Effective People which include:
  1. **Be Pro-Active:** I am responsible, I do not blame others for my actions, I am accountable for my choices
  2. **Begin with the End in Mind:** I plan ahead and set goals, I do things that have meaning and make a positive difference
  3. **Put First Things First:** I prioritize and make a schedule, I spend time on priorities first
  4. **Think Win-Win:** I consider how to achieve consensus for what I want in collaboration with what others want
  5. **Seek First to Understand then Be Understood:** I listen to others, and try to understand their point of view
  6. **Synergize:** I value the strengths of others and try to learn from them, even when they are different than me
  7. **Sharpen the Saw:** I make good choices about taking care of my body, mind, soul and community.

## Online Code of Conduct

- Be sure that you understand your educator's expectations for the online portion of the course. It is important to note due dates of activities, quizzes, and assignments. If you have any questions about what you are expected to do in the course, contact the school so that a member of the education support team can assist you.
- Students have the right to express themselves and participate freely in the online portion of their program. However, they are expected to treat each other and the educator with courtesy and respect. Offensive or inappropriate language is not to be used in any form of communication e.g., emails, discussion postings, group chats, submitted assignments, etc.
- LAB is reserved for postings related to course work only. Postings of a personal or non-academic nature are not permitted and may be removed by the school should they appear. Grades and personal issues should be handled by private email or chat to the instructor/school.
- Academic honesty is incredibly important, after all you are the one who wants a professional career in the beauty industry, so you must do the work to make that happen. Students are expected to submit work which is their own. Plagiarism or cheating will lead to termination of enrollment.
- All other school culture standards apply. In short, be patient, kind, supportive, respectful, polite and courteous to your peers and educators at all times regardless of the method of interaction.

Do Something today that your future self will thank you for.  
*Our actions and decisions today will shape the way we will be living in the future.*

# School Culture Standards, continued

## Classroom Environments

- Be Respectful, Kind and Considerate.
- Be Prepared.
- Be On Time; classes will be closed for entry 5 minutes after they were scheduled to start. Students who are more than 5 minutes late will need to be rescheduled.
- Many of our classes do not repeat for several weeks, so be pro-active and attend your required classes. This way you don't miss your earliest opportunity for graduation.
- Classroom cleanliness helps contribute to a safe and sanitary learning process. Therefore, salon ecology will be practiced at the completion of every class by the students in attendance.
- We allow water in our classrooms and on the P.L.L. All other food and beverages should be kept in the student's locker and school lunch area.
- Sometimes things get tough, and frustration and doubt can get the best of us. Just remember demonstrating qualities like Grit, Determination and Perseverance will help you reach your goals.

## Practical Learning Lab Rules & Behavior

- Be Respectful, Kind and Considerate.
- Our practical learning lab, aka the P.L.L. is our largest classroom. Use the time to practice your technical skills as often as possible. The service may be the same, but each guest is unique and offers a new learning opportunity.
- Remember, our guests are allowing you to practice on them so you can enhance your educational experience. Therefore, take the opportunity to practice success skills; look the part, act the part, deliver exceptional customer service.
- Give the guest your undivided attention. Your cell phone needs to remain tucked away. You may not engage in personal cell phone usage while on the P.L.L.
- We want your self-confidence to flourish, so this is a time for learning excellent communication, problem-solving and critical thinking skills all while making others feel and look their best.
- In order to graduate, it is essential to complete all practical criteria that fulfill the competencies of the course.
- Safety and sanitation practices are dictated by Oregon Law. These procedures will be conducted by the student during and upon completion of every service. These are part of the competencies for completing the safety and sanitation elements of our programs.
- Students are responsible for keeping their assigned P.L.L. station safe, sanitary and orderly.
- Students will need to clean their stations at the end of each school day.
- Please refer to the student program tracking booklet for practical learning lab criteria and other graduation requirements.
- We like to maintain learning labs that are welcoming, friendly and closely mimic a professional environment, therefore:
  - Unless a student is with a guest, or practicing skills on a mannequin, they should be in a study area and refrain from sitting in the PLL
  - Guest appointments are made through the school Guest Service Coordinator and assigned Student Hostess. Students may not inappropriately change or alter appointments without consent from a school staff member
- For safety reasons, we only allow products from the school to be used on our guests.

## Academic Student Advising

Advising is provided for the following:

- a. To review each SAP report card which helps communicate the student's academic standing
- b. During level progression advising sessions to help students stay on track towards graduation
- c. Financial commitment information during Financial Aid advisory appointments
- d. If necessary, as a first step to preventing monitoring, warning, probation, suspension, or termination.

“We Rise By Lifting Others”

-Robert Ingersoll

# School Culture Standards, continued

## Monitoring

A student may be placed on monitoring status for the following reasons:

1. Violations of the School's Culture Rules
2. Poor academic and/or attendance progress during any calendar month. This is a first step to assist a student in reaching the requirements to maintain satisfactory academic progress.

**Procedure:**

- a. The student will be informed in writing the reason they are being placed on monitoring status and the length of the monitoring period. At the end of the monitoring period, the conditions that led to the monitoring will be evaluated. If improvements have been achieved, the monitoring conditions will be removed.

## Suspension

A student may be suspended from school for violation of the School Culture Rules. The student may be suspended for a maximum of 29 consecutive days depending upon the severity of the cultural infraction. Suspensions consume part of the student's grace period and do not extend the contract ending dates on the student's enrollment agreement.

**Procedures:**

- a. The student will be informed, in writing, the reason they are being suspended and the length of suspension period. The student will be allowed to place their personal articles in a locker for safe keeping during the suspension period. Any items that don't fit in the locker should be removed from the campus.
- b. The student will not be allowed on the college premises during the suspension period.
- c. At the end of the suspension period the student will meet with the school administration, this will determine if the student is ready to return to school or, if the student's enrollment should end. A returning student from suspension will be on monitoring status for at least one month.
- d. The student will make an appointment with the school administration to re-review all financial and educational commitments.

## Termination

If a student has not attended college for 14 consecutive days, without checking in with the school's administration, the school will begin termination procedures. In all cases, if a student has not attended for 29 consecutive calendar days) the student is considered terminated.

1. A student may terminate their training, in person and with written notification, including the reason, to the college at any time during their enrollment period.
2. The college may terminate a student for the following reasons:
  - a. Advising, monitoring, warning, probation and/or suspension have been deemed ineffective.
  - b. By behaving in a manner that is deemed unsafe by the college Director or staff. This includes, but is not limited to, disturbing or disrupting the educational environment and culture of the school.
  - c. Violation of the school's culture rules.
  - d. Not maintaining satisfactory progress while on probation. See Satisfactory Progress policy.

**Procedures**

- a. The date of termination will be the last day of physical attendance in the college.
- b. The college will notify the student, in writing, of his/her termination.
- c. All tuition and fees charges will cease as of the termination date. See Refund Policy.
- d. The student must:
  - i. Pay all outstanding bills within 30 days of the notice of termination.
  - ii. Complete all requirements of the Financial Aid Department if applicable, such as Exit Interview requirements for Title IV aid Loans, etc. within 5 days of the termination
  - iii. Remove all personal items and kits (if paid for) from the college premises. The college will not be responsible for the loss or theft of any items left at the college.

**Transcript Release:**

A transcript of hours **and** operations completed at the time of termination/withdrawal will not be issued/transferred until all financial obligations and termination procedures are fulfilled.

# Refund and Cancellation Policy

**In accordance with Oregon Administrative Rule 715-045-0036:** A student may cancel enrollment by giving written notice to the school. The cancellation date will be determined by the postmark of written notification or the date the said information is delivered to the college administrator in person. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:

1. Any student not accepted for enrollment will be entitled to a full refund of all monies paid, less the application fee.
2. If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded, less the application fee. If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the application and enrollment fee.
3. If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. (Published Class Schedule (for the purpose of calculating tuition charges) means the period of time between the commencement of classes and the student's last date of attendance as offered by the school and scheduled by the student.) **\*See Refund Policy example below.**
4. Any monies due will be refunded within forty (40) days which shall occur no more than thirty (30) days from the last date of physical attendance.
5. If withdrawal or termination occurs after scheduled completion of 50% or more of the program, the student shall be obligated for the total tuition charges for the entire program and shall not be entitled to any refund.
6. In addition to the pro-rated tuition, the school may also retain the book, kit, uniform and other legitimate charges owed by the student to the school outlined on the student's Purchase Agreement(s). The student will also owe the application and enrollment fee.
7. If the college is permanently closed and no longer offers instruction after a student has enrolled, the student will be entitled to a pro rata refund of tuition if the college has made provisions for students enrolled at the time of default to complete a comparable program at another institution. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the closing college. If the college does not make such a provision, a refund of all tuition shall be made by the college to the student.
8. If a course is canceled subsequent to a student's enrollment, the college will either provide a full refund of all tuition monies paid, or will provide for completion of the course, see #7 above.

**\*State of Oregon Refund Policy Example: in accordance with Oregon Administrative Rule 715-045-0036**

1893 hour program: Hair Design, Nail Technology and Esthetics

Start Date 10/15/2022 Last date of Attendance 01/20/23, Hours Student Completed 373.5, Hours the Student was Scheduled to Complete 390

**Program Charges:** Total Tuition=\$ 17,800.00  
 Application Fee =\$ 50.00  
 Enrollment Fee =\$ 100.00  
 Kit/Books/Supplies/LAB Seat=\$ 2574.00

**Payments to School:** Federal Pell Grant\$3050.00  
 Personal Check\$ 150.00  
 Subsidized Federal Loan\$1750.00

**\$4950.00**

390 divided by1893=20.60%

Scheduled hoursTotal hours in the program Percentage% of tuition due (IF more than 50%, then 100% due college)

\$17800 multiply by20.60%=\$3666.80

Total Program Tuition Percentage% of tuition dueTuition due College

Tuition Due College \$3666.80  
 Non-Refundable Application Fee+\$ 50.00  
 Non-Refundable Enrollment Fee+\$ 100.00  
Non-Refundable Kit/Books/Supplies/LAB Seat+\$ 2574.00

**Total Due the College:=\$ 6390.80**

Total Paid to the College: - \$ 4950.00

Return of Title IV Aid: +\$ 0.00 (Federal: Return of Title IV Aid calculation by the college on the students behalf)

**\$ 1440.80** Amount Due the School

**Please Note:** Our refund policy is calculated based upon *scheduled* hours not the students completed hours, which complies with the Oregon Administrative Rules for Private Career Schools OAR 715-045-0036. **The enrollment agreement/contract you sign for your program constitutes a binding contract.**



# Return of Title IV Financial Aid

Federal regulations require the return of portions of Title IV financial aid “unearned” by students who withdraw from classes or are terminated by the school. If the hours scheduled to complete by the student on his or her last date of attendance are less than 60 percent of the program hours in the payment period, a portion of aid awarded to the student is considered unearned and must be returned to its source.

To determine the basic amount that must be returned, the formula divides the number of hours the student was scheduled to complete by the total program hours in the payment period. The amount of financial aid awarded is multiplied by this percent and the result is subtracted from the Title IV aid awarded to determine the dollar amount to be refunded.

If 60 percent or more of the hours were scheduled to be completed, the student is considered to have earned 100 percent of the aid awarded for the period.

There may be a gap between what the school may charge the student and the financial aid that is available to pay the charges after the Title IV funds are returned. Because of this, the student may be required to repay some of the funds received in addition to the amount the school must return.

## Example of Return of Title IV Funds Calculations

(There are 2 payment periods per academic year)

**Example:** Total hours for the academic year were 947. The hours in the payment period were 473. The number of scheduled hours the student could have completed in the payment period at the time of withdrawal was 390, the student’s completed hours were 373.5. Total Title IV aid disbursed in the payment period amounted to \$4800, the total Title IV aid that could have been disbursed amounted to \$4800.

Step 1:            Divide 390 (scheduled hours) by 473 (payment period hours) = 82.40% (percent of payment period scheduled to complete).

Therefore, because the student was scheduled to complete more than 60% of the hours in the payment period the student earned all of the Title IV aid that was disbursed at the time of withdrawal. In this case there is no aid that needs to be returned to the Title IV aid programs.

However, the student may still owe the college monies, see ‘Refund Policy’ example located on the previous page of this catalog.

# Student Grievance Policy

A student or students aggrieved by action of the college should attempt to resolve these problems with the appropriate college officials. See Internal Complaint Procedure below. Should this procedure fail, (and if the allegation asserts that the school has violated an Oregon law), students may contact the Higher Education Coordinating Commission, Private Career Schools Licensing Unit.

## Internal Complaint Procedure

### For Students and Staff Team Members:

1. Complaints must be in writing on the grievance form, and emailed to the school of enrollment **AND** to **studentservices@phagans-schools.com**
2. In the proper location on the grievance form include:
  - a. An outline of the allegations.
  - b. Nature of the complaint.
2. Within 10 business days of receipt of the complaint a school official will meet with individual filing the complaint. All considerations will be undertaken to resolve the complaint.
  - a. If the complainant is satisfied, the matter will be considered to be resolved.
  - b. If complainant is not satisfied, the complainant may request that the grievance be reviewed by a complaint committee comprised of at least three of the following: school personnel, corporate support team members, an enrolled student, an educator, and/or a member of the public.
    - i. A meeting between the complainant and the school will be documented in writing, and a copy given to the complainant. The complaint committee will meet within 21 days of receipt of the complaint and review the allegations. The complaint committee can request more information by letter from the complainant. The complaint committee will send the complainant the results of their finding within 15 days after they have met, addressing the steps taken to correct the problem or show that the allegations were not warranted or factual.
  - c. All complaints will be kept on file for 2 accreditation cycles.

Students aggrieved by action of the school should attempt to resolve these problems with the appropriate school officials. Should this process fail, the student may contact the Oregon Higher Education Coordinating Commission at the address below. After consultation with appropriate Commission staff and if the complaint alleges a violation of the Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023. Should that process fail, the student may contact the National Accrediting Commission of Career Arts and Sciences:

1. Higher Education Coordinating Commission  
Private Career Schools Unit  
3225 25th Street SE  
Salem, Oregon 97302  
503-947-5719
2. National Accrediting Commission of Career Arts and Sciences  
3015 Colvin Street  
Alexandria, Virginia 22314

## External Complaint Procedure

For complaints, grievances or matters unresolved by the internal complaint procedure the student and the college agree to waive the rights of a jury trial and may submit any and all claims to the decision of an arbitrator instead of a court. See "Agreement to Binding Arbitration and Waiver of a Jury Trial" form signed prior to enrollment.

# Disclosure of Student Records

The **Family Educational Rights and Privacy Act (FERPA)** affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. A student should submit to the appropriate school official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the School to amend a record should write the School official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the School discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The School discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School. In addition, the school also provides access to student and other school records to its accrediting agency or otherwise required by law. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

Students are **not** entitled to inspect the financial records of their parents. During orientation students are given a 'Privacy Release Form' and 'Social Security Number Disclosure Statement' to read and sign, both of which refer to the use and third party disclosure of their records. Please also refer to the FTC 'Safeguarding Rule' posted on the student bulletin board. **Educational records are defined as:** Files, materials, and documents which contain information directly related to a student and are maintained by the college. Including the student's admission packet, orientation sign-off sheet, financial aid applications and verification documents, student loan information, attendance records, grades, progress reports and may contain copies of the student's driver's license, social security card and proof of education.

## Student Personal Property & Supplies

The majority of students decide to purchase kits, books, and other supplies from the college necessary for their program of enrollment. These items are clearly detailed on every 'Purchase Agreement' a student signs when purchasing them from the school. The refund policy is clearly explained on the 'Purchase Agreement' signed by the student. Students should leave the items from their 'Purchase Agreement' in the school until they have been fully paid for by the student.

If a student's enrollment ends for any reason, the student is still responsible for the cost of the items outlined on the 'Purchase Agreements' they have signed. Please keep in mind that a 'Refund Calculation' may result in a Return of Funds to the Title IV aid programs, so an item previously paid for may become a debt again if the grant or loan money is required to be returned. See the financial aid advisor for further details.

The school will make every effort to allow the student to retrieve personal property left at the school after a student's enrollment has ended. However, items not retrieved within 45 days will be recycled, reused or discarded.

It is important that you keep your belongings securely stored as the school is not responsible for the student's personal property. Integrity is an integral part of our core values. Our school community frowns upon theft of any kind. Ask before you borrow and item and return it promptly once you are done using it.

# Physical Demands of the Cosmetology Industry

A cosmetologist must have good hand eye coordination and be able to stand for long periods of time with limited leg movement. Nail Technologists and Estheticians require good finger dexterity and coordination, as well as have the ability to sit for long periods of time. All cosmetology professionals must be able to work long hours while building a clientele, listen and communicate well, problem solve and enjoy working with the public. Developing the skills necessary to operate their own business is a crucial element in establishing a successful career. There are numerous physical and mental conditions that may limit the ability of an individual to overcome the demands of the industry. It is recommended that all persons consult with a physician in order to properly assess their mental and physical motivation, stamina and endurance prior to pursuing a career in the field of cosmetology. (The US Department of Labor states, "Good health and stamina are important because these workers are on their feet for most of their shift. Because prolonged exposure to some hair and nail chemicals may cause irritation, special care is taken to use protective clothing, such as plastic gloves or aprons. Most full-time barbers, cosmetologists, and other personal appearance workers put in a 40-hour week, but longer hours are common in this occupation, especially among self-employed workers.)

## Safety Policies

The purpose of these policies is to assure a safe college environment for students, staff and the public. Every campus Director will maintain an orderly school that adheres to these policies. Therefore, anyone who creates a situation that is deemed "unsafe," by a member of the college staff could face immediate expulsion from school. Students should immediately report any criminal activity or emergency situation to the nearest school employee. In many emergency situations, common sense must come into play. Emergency action plans and fire evacuation procedures are reviewed and practiced annually. **School officials will make an immediate announcement and/or notify all students in attendance if a significant emergency arises that threatens personal safety.** While each emergency situation would have its own procedures to best assure a safe environment there are some basic recommendations from law enforcement that are as follows:

1. Call 911, at the same time, an announcement should be given by the school personnel if possible
2. If the threat is outside the school, lock all doors and stay away from all windows.
3. If the threat is inside the school, attempt to leave the threatened area, leave the building and/or retreat to a safe location, like an office or classroom. Lock and barricade the doors, stay away from all windows.
4. Attempt to remain calm and wait for emergency services to arrive.

Annual campus crime and security reports for each location can be accessed by visiting: <http://ope.ed.gov/security/>

The report includes information on certain types of criminal offenses that occurred on campus and on public property around the campus; including hate crimes, arrests and disciplinary actions.

We encourage all students to be aware of their surroundings when walking to and from their chosen form of transportation when arriving to and departing from school. We encourage all of our students to walk in pairs/groups. Please inform the school Director if you have been a victim of a crime on or near the school premises.

Many student safety resources can be found on our website at: <https://www.phagans-schools.com/safety-resources/>

If you are sexually assaulted, being stalked or in a violent relationship please call 911 immediately, then report the incident to your school Director. You can also contact the sexual assault resource center in Oregon at 1-888-640-5311. The **Oregon Sexual Assault Task Force** website has an abundance of resources for survivors by county listed at <http://oregonsatf.org/help-for-survivors/>

For national service information:

**Rape, Abuse and Incest National Network Safe Horizon National Domestic Violence Hotline**

National Sexual Assault Hotline at Domestic Violence Hotline:1.800.799.7233

1.800.656.HOPE (4673) 1.800.621.HOPE (4673)

# Safety Policies, continued

## Visitor Policy

While our campuses welcome family and friends of enrolled students to come in for various cosmetology services, and graduation, it is not permissible to have them randomly visit the school for other reasons. This is strictly enforced to assure a safe environment for all students, employees and guests. The student should inform all family and friends of this policy and make them aware that there is a high likelihood that they will not be allowed to visit the student during school hours. Please take the following steps if you would like to schedule a visitor to come to the school for anything other than to receive cosmetology service/graduation:

1. The day prior to the requested visit, make a request with the school Director or administrator. Permission must be granted in order for the visit to take place.
2. Provide the Director/Administrator with the reason for the visit, the visitor's name, and relation to the student.
3. If permission is granted, the visitor must enter through the main front door and check-in with the Guest Service Coordinator to receive their visitor pass badge.
4. The Guest Service Coordinator will then notify the student the visitor has arrived.
5. If the student is not in class, doing a service or occupied, they may meet their visitor in the Reception Area.
6. The visit cannot exceed more than 5 minutes and the visitor is not allowed in any other sections of the campus besides the Reception Area or outside of the building unless otherwise authorized by the campus Director/Administrator.

If student visitors violate this policy they will be prohibited from entering the campus and the surrounding area during the students enrollment.

## Weapons Policy

No student, employee, guest or visitor shall possess, use or distribute a weapon when in and around a campus location. The college will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, college employee, volunteer or member of the public who violates this policy. A "Weapon" by definition means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air-guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num-chucks; throwing stars; explosives; fireworks; mace and other propellants; stun-guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, razors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon. While the college takes a firm "Zero Tolerance" position on the possession, use or distribution of weapons by students, and a similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional, equipment and/or tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

## Sexual Violence Policy

Sexual Violence is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). All acts of sexual violence are forms of sex discrimination prohibited by Title IX. Sexual Violence also includes Domestic Violence, Dating Violence and Stalking. Please report incidents of sexual violence to the college Director, who is your Title IX Director, or the corporate Director of Team Development, Ms. Tracy Straub. For further assistance you can contact helpful resources such as: [www.loveisrespect.org](http://www.loveisrespect.org) and **sexual assault resource center** 24 hour hotline in Oregon at **1-888-640-5311**. In addition, we highly recommend downloading the Circleof6 app at: [www.Circleof6app.com](http://www.Circleof6app.com)

## Safety Policies, continued

### Protective Orders Policy

If a student, prior to enrollment or during their enrollment period, has a protective or restraining order against a non-student, they should immediately notify all campus staff in writing with a copy of the restraining order. A full description of the individual should be kept at the guest service reception desk and if the person attempts to enter the campus law enforcement should be immediately notified. If a student, during their enrollment period, has a restraining order against another student, the restraining order takes precedent over the enrollment status of the student for which the order is against. The directions of the order would be enforced. The **domestic violence hotline** is **1-800-799-SAFE** (1-800-799-7233), another resource is [www.oregon.gov/dhs](http://www.oregon.gov/dhs). You can also contact the Sexual Assault Resource Center 24 hour hotline in Oregon at 1-888-640-5311.

### Vaccination Policy

Students are highly encouraged to keep all vaccinations current. However, the school does not require proof of vaccinations for enrollment.

### Copyright Materials & Infringement Policy

It is the policy of Phagans' Cosmetology Colleges to comply with all copyright laws. This includes, but is not limited to, copying textbooks, manuals, periodicals, as well as peer to peer file sharing. All employees and students are expected to be aware of and follow these laws. Any member of the school practicing unauthorized use or distribution of copyrighted material will be subject to sanctions by the school up to dismissal from school or termination of employment. Individuals would also be subject to Federal criminal offenses for copyright law violations.

## Safety Requirements

**Hazardous Chemicals:** The cosmetology industry uses hazardous chemical products in the performance of some services and educational activities. The chemical products require usage of proper procedures for safety. **Material Safety Data Sheets** are located in each college for reference at all times. The Oregon Administrative Rules; division 817.015-0010, will be distributed during Oregon Law review class and reviewed throughout enrollment.

**Pregnancy Release:** If a student is pregnant or becomes pregnant during their enrollment they must notify the admissions office, then read and sign the 'Pregnancy Release Form' and provide a 'Physicians release' in order to continue with their enrollment in the college.

**Criminal Convictions:** If you have been convicted of a misdemeanor or felony prior to or during enrollment notify the school administrators as soon as reasonably possible. You may be ineligible for licensure and/or ineligible to receive Title IV assistance.

## Basic School Safety Awareness

Never walk alone to your car at night  
Don't let Technology make you unaware of your surroundings  
Always have emergency contacts on your device  
Carry a whistle and take a self-defense class  
If you see something, say something  
Be mindful of the image you project on social media platforms

# Drug and Alcohol Abuse Policy

Our schools are committed to providing an environment that fosters excellence in learning for its students and in work performance for all of its employees. The misuse and illegal use of alcohol and/or other illegal drugs is contrary to this effort. In keeping with State and/or Federal laws and statutes, the illegal use, possession, distribution, manufacture or sale of alcohol and/or other drugs and/or being under the influence of alcohol and/or other drugs, including prescription drugs, that impair one's ability to function properly are not permitted on school grounds, on college controlled property or while representing the college on business or other college sponsored activities. This is also true for individuals with State issued medical marijuana cards. The use of tobacco products inside the college building is prohibited. Smoking tobacco is only allowed in outside designated smoking areas, in accordance with state law, 10 feet away from any public building. There shall be no consumption of alcohol on the premises. Any paraphernalia resembling alcohol, tobacco or drug use will be treated as such and is not allowed anywhere near the school premises as described above.

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-69), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 code of Federal regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free college and workplace. To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, termination of employment (for employees), referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

Students, be it known for your safety, that this institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the US Dept. of Education. Consistent with these regulations, employees, as a condition of employment, are required to provide written notice to this institution of the conviction of or a criminal drug offense occurring at the workplace within five (5) days after that conviction.

In addition to institution sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties, fines, imprisonment and the seizure of drug related assets. Drug prevention and awareness programs, counseling, treatment, rehabilitation and other related services are available to students and employees through a number of national hot-lines as well as local agencies. Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact one of these organizations. You can also search the internet to receive additional information. Speaking with your family doctor, your church leader, and/or reaching out to your local chapter of Alcoholics Anonymous or Narcotics Anonymous is suggested for gathering treatment or referral information. The physical effects of drug abuse are extremely harmful to the user's health. For example, health problems associated with alcohol and drug abuse/addiction include, but are not limited to, a decrease in mental abilities, damage to vital organs, memory loss, social issues, loss of consciousness, respiratory arrest, as well as death. For additional information regarding referrals, please see a school administrator:

**Where you can find assistance:** Alcohol & Drug Help Line  
206-722-3700 or [www.adhl.org](http://www.adhl.org)

Substance Abuse and Mental Health Services Administration  
1-800-662-4357 [www.samhsa.gov](http://www.samhsa.gov) or [www.findtreatment.samhsa.gov](http://www.findtreatment.samhsa.gov)

Suicide Prevention Lifeline  
1-800-273-8255 [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

## Federal Student Financial Aid Penalties for Drug Law Violations

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants or loans). If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) or go <https://studentaid.ed.gov/sa/eligibility>, then click on "Students With Criminal Convictions" to find out how this law applies to you. If you have lost federal student aid eligibility due to a drug conviction, you can regain eligibility if you pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education.

# Non-Discrimination & Non-Harassment Policy

Phagans' Cosmetology Colleges, in compliance with Title VI and VII of the Civil Rights of 1964, Executive Order 11246, Title IX of Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1972, **does not discriminate on the basis of race, color, national/ethnic origin, sex, religion, age or handicap in any of its policies, procedures or practices.** This non-discrimination policy covers and pertains to all students of the college, all employees of the college and all activities of the college.

It is the policy of this institution to maintain a learning environment that is free from harassment because of an individual's race, color, sex, ethnic origin, religion, age or disability. The college prohibits any and all forms of harassment because of race, color, sex, national/ethnic origin, religion, age or disability. It shall be a violation of Phagans' Cosmetology Colleges policy for any student or employee of the college to discriminate against another individual with regards to race, color, sex, age, religion, ethnic origin or disability. It shall also be a violation of Phagans' Cosmetology Colleges policy for any student or employee of the college to tolerate sexual harassment, in any form, that occurs to anyone during college hours of operation and/or at off-campus college events.

During orientation every student will receive the harassment policy definitions. Upon employment every staff member of the college will receive the harassment policy definitions. Students and employees should follow the college's 'Internal Complaint Procedure' to report incidents of discrimination and/or harassment.

A harasser may be a student, employee of the college or a college guest. Harassment may include the following when related to of race, color, sex, national/ethnic origin, religion, age or disability:

- name calling
- graffiti
- notes or cartoons
- unwelcome touching of a person or clothing
- offensive or graphic posters or book covers; or
- violent acts

A summary of this policy can be found on the Student Bulletin Board at each college campus. Everyone at Phagans' Cosmetology Colleges has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent discrimination and harassment in our schools.

Students: if any words or actions make you feel uncomfortable or fearful, you need to tell a school instructor or administrator immediately. You may also make a written report by following the Internal Grievance procedure, you should turn it into the college Director immediately. To report allegations of sexual harassment, the **Title IX Coordinator at each campus is your school Director.** Your right to privacy will be respected as much as possible.

We take seriously all reports of harassment based on an individual's race, color, sex, ethnic origin, religion, age or disability and will take all appropriate action to investigate such claims, to eliminate that harassment, and to discipline any persons found to have engaged in such conduct. The college will also take action if anyone tries to intimidate you or take action to harm you because you made such a report. Students, be it known that employees found guilty of discrimination and/or harassment will be dealt with according to the procedures outlined in the employee manual. Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.

In addition to this policy we believe our schools should focus on inclusion and community. If a student ever feels bullied because someone is making threats, spreading rumors, or otherwise feeling harassed, please notify a school official and fill out an internal grievance form if necessary. Our priority is creating a safe learning environment.



## Voter Registration

In the United States, voter registration is the responsibility of the people, and only 70 percent of Americans who are eligible to vote have registered. Register to vote today and start exercising your right to make a difference.

<http://sos.oregon.gov/voting/Pages/voteinor.aspx>

“Nobody will ever deprive the American people of the right to vote except the American people themselves and the only way they could do this is by not voting.” – Franklin D. Roosevelt, 32<sup>nd</sup> President of the United States

## Facilities

On campus housing is not available at any of the college locations.

**Phagans’ Central Oregon Beauty College:** is located in Bend, the heart of Central Oregon. The two story 14,595 sq ft facility includes a practical learning lab and guest reception area on the lower level. The upstairs level consists of 4 classrooms, administrative offices, a conference room, a student & employee lounge and an educator resource area.

*Director & Title IX Coordinator:*  
Debbie Patrick

**Admissions Specialist:** Mandy Palmer  
**Financial Aid Advisor:** Debbie Hatch

Phagans’ Central Oregon Beauty College  
1310 NE Cushing  
Bend, Oregon 97701  
541.382.6171 phone  
541.385.0782 fax  
[bend@phagans-schools.com](mailto:bend@phagans-schools.com)

**Phagans’ School of Beauty:** has approximately 5000 square feet of space on one floor, located in Northeast Salem with easy access to Interstate-5. The facilities include a practical learning lab, three classrooms, administration office, student lounge, an educator resource area and a guest reception area.

*Director & Title IX Coordinator:*  
Amy Geiger

**Admissions Specialist:** Tasia Maravilla  
**Financial Aid Advisor:** Mary Beth Reed

Phagans’ School of Beauty  
622 NE Lancaster Dr.  
Salem, Oregon 97301  
503.363.6800 phone  
503.363.5097 fax  
[salem@phagans-schools.com](mailto:salem@phagans-schools.com)

## Facilities, continued

On campus housing is not available at any of the college locations.

**Phagans' Medford Beauty School:** is approximately 6700 square feet located in Northeast Medford. The facilities include a practical learning lab, three classrooms, administration office, student lounge, an educator resource area and a guest reception area.

*Director & Title IX Coordinator:*  
Kindra Willits

**Admissions Specialist:** Pam Marchington  
**Financial Aid Advisor:** Pam Marchington

Phagans' Medford Beauty School  
2320 Poplar Dr.  
Medford, Oregon 97504  
541.772.6155 phone  
541.779.4365 fax  
medford@phagans-schools.com

**Phagans' Beauty College:** is located in the Sunset Shopping Center, heading West on Hwy 20. The college has approximately 5600 sq ft of space. The facilities include a practical learning lab, three classrooms, administration office, student lounge, an educator resource area and a guest reception area.

*Director & Title IX Coordinator:*  
Amy Geiger

**Admissions Specialist:** Nichole Patterson  
**Financial Aid Advisor:** Mary Beth Reed

Phagans' Beauty College  
1565 SW 53<sup>rd</sup> Street  
Corvallis, Oregon 97333  
541.753.6466 phone  
541.752.2647 fax  
corvallis@phagans-schools.com

**Phagans' Grants Pass Beauty College:** is located just off I-5 in south Grants Pass. The college has approximately 5700 square feet of space on one floor. The facilities include a practical learning lab, three classrooms, administration office, student lounge, an educator resource area and a guest reception area.

*Director & Title IX Coordinator:*  
Tracy Straub

**Admissions Specialist:** Pam Marchington  
**Financial Aid Advisor:** Pam Marchington

Phagans' Grants Pass College of Beauty  
304 NE Agness, Suite F  
Grants Pass, Oregon 97526  
541.479.6678 phone  
541.479.5585 fax  
g\_pass@phagans-schools.com

# Calendar & Hours of Operation

## Phagans' Cosmetology Colleges are open Monday through Friday

- Phagans' Central Oregon Beauty College (Bend) 9:00 am to 5.30 p.m.
- Phagans' School of Beauty (Salem) 9:00 am to 5.30 p.m.
- Phagans' Medford Beauty School (Medford) 9:00 am to 5:30 p.m.
- Phagans' Beauty College (Corvallis) 9:00 am to 5:30 p.m.
- Phagans' Grants Pass College of Beauty (Grants Pass) 9:00 am to 5:30 p.m.

## The colleges are closed during the following times in Jul 22-Dec22:

July 1-5<sup>th</sup>; Aug 19<sup>th</sup>; Sep 5<sup>th</sup> Oct 3<sup>rd</sup>, Nov 24-25<sup>th</sup>; Dec 24-31<sup>st</sup>

In the event the colleges should be closed for any extenuating circumstance, notification of the closure will be announced on a social media and/or via the school text system. The campuses are also sometimes closed for employee training and/or seminars, these closures rarely occur and are always posted at least 30 days prior to the date of closure.

## New Class Start Dates: July – Dec 2022

	8/1	8/22	9/19	10/10	11/7	11/28	Jan 2023	Feb 2023
HFN		✓	✓			✓	✓	
FN	✓	✓			✓	✓		
H			✓	✓*			✓	
R				✓				✓
F		✓				✓		
N	✓				✓			

\*Only if space. Barber and current students take precedent

### Course Codes:

- H = Hair Design
- R= Barbering
- F= Esthetics
- N= Nail Technology

**Please note:** The Cadet Instructor course start dates are determined by space availability in each school, so please see the college Director for enrollment opportunities for this program.

# Ownership

Chief Executive Officer: Karen Dieckman

## I Phasion Inc., owns & operates:

Phagans' Central Oregon Beauty College, Bend  
Phagans' School of Beauty, Salem  
Phagans' Medford Beauty School, Medford  
Phagans' Beauty College, Corvallis  
Phagans' Grants Pass College of Beauty, Grants Pass

## Corporate Headquarters:

1310 NE Cushing Drive  
Bend, Oregon 97701  
541-382-6171

## Headquarters Administration

### Corporate Officers:

President & Chief Executive Officer	Karen Dieckman
Vice President & Chief Fiscal Officer	Kristie Davis
Secretary	Karen Dieckman
Treasurer	Kristie Davis

### Corporate Administration: our Support Team

Financial Aid Officer	Mary Beth Reed
Director of Quality Assurance	Cindy Curran
Director of Education & Team Development	Tracy Straub
Administrative Assistant	Debbie Hatch

Great Leaders are **not** the  
best at everything.  
They find people who are  
**best** at **different** things  
and get them all on the same  
**team.**~Eileen Bistrisky

# Memberships and Affiliations

## We are members of the:

Pivot Point Legacy Member School Program  
Association of Oregon Cosmetology Colleges; AOCC  
American Association of Cosmetology Schools; AACS

## Accreditation

### We are accredited by the:

National Accrediting Commission of Career Arts and Sciences  
3015 Colvin Street  
Alexandria, Virginia 22314  
(703) 600-7600  
www.naccas.org

Students interested in information on tuition and fees at other NACCAS accredited institutions within the state, may obtain this information by writing and sending a stamped, self-addressed envelope to NACCAS at the above address.

## State Licensure

### We are licensed by the:

Higher Education Coordinating Commission (HECC)  
Private Career Schools Unit  
3225 25<sup>th</sup> Street  
Salem, OR 97302  
503-947-5719

## Oregon Administrative Rules

The Oregon Health Licensing Office Board of Cosmetology regulates the operations of the professional cosmetology industry within the State. The Administrative Rules are covered in chapters 817-005-0005 through 817-120-0005 and can be found at:

[http://arcweb.sos.state.or.us/pages/rules/oars\\_800/oar\\_817/817\\_tofc.html](http://arcweb.sos.state.or.us/pages/rules/oars_800/oar_817/817_tofc.html)

## Faculty & Staff

Phagans' School of Beauty - Salem
<b>Educators:</b> Carter, Jessie Farnam, Lori <b>Geiger, Amy - Director</b> Urrutia, Freddy
<b>Guest Services Coordinator:</b> Jozi Kirtland
<b>Admissions/Admin:</b> Amy Geiger - Admin Tasia Maravilla - Admissions
<b>Financial Aid Officer:</b> Mary Beth Reed

Phagans' Central Oregon Beauty College- Bend
<b>Educators:</b> Baltadono, Lindsay <b>Patrick, Debbie - Director</b> Shaffer, Tracy Sutterfield, Crystal Tyler, Ryot Uriz, Jessica
<b>Guest Services Coordinator:</b>
<b>Admissions/Admin:</b> Amy Lees - Admin Mandy Palmer - Admissions
<b>Financial Aid Administrator:</b> Debbie Hatch

Phagans' Medford Beauty School - Medford
<b>Educators:</b> Allen, Robert Aguilera, Jennifer DeVlaeminck-Wright, Brandee Fullbright, Allison Rodriguez-Rivera, Mindy Straub, Tracy <b>Willits, Kindra - Director</b>
<b>Guest Services Coordinator:</b> Reba Bishop
<b>Admissions/Admin:</b> Pam Marchington
<b>Financial Aid Administrator:</b> Pam Marchington

Phagans' Beauty College - Corvallis
<b>Educators:</b> Ayers, Tracy <b>Geiger, Amy - Director</b> King, Heidi Lenhart, Jessica Urrutia, Freddy
<b>Guest Services Coordinator:</b> Nici Carter
<b>Admissions/Admin:</b> Nicole Patterson
<b>Financial Aid Officer:</b> Mary Beth Reed

Phagans' Grants Pass College of Beauty - Grants Pass
<b>Educators:</b> Case, Carrie Gillig, Rande Haynes, Kayleen Lenhart, Cheri Maldonado, Randi Straub, Tracy - Director
<b>Guest Services Coordinator:</b> Carrie Case
<b>Admissions/Admin:</b> Pam Marchington
<b>Financial Aid Administrator:</b> Pam Marchington

SUPPORT TEAM
President & CEO/Educator Karen Dieckman
Vice President & CFO - Kristie Davis
Financial Aid Officer - Mary Beth Reed
Director of Quality Assurance Cindy Curran
Director of Team Development & Educator Tracy Straub
Updated 6/24/22