



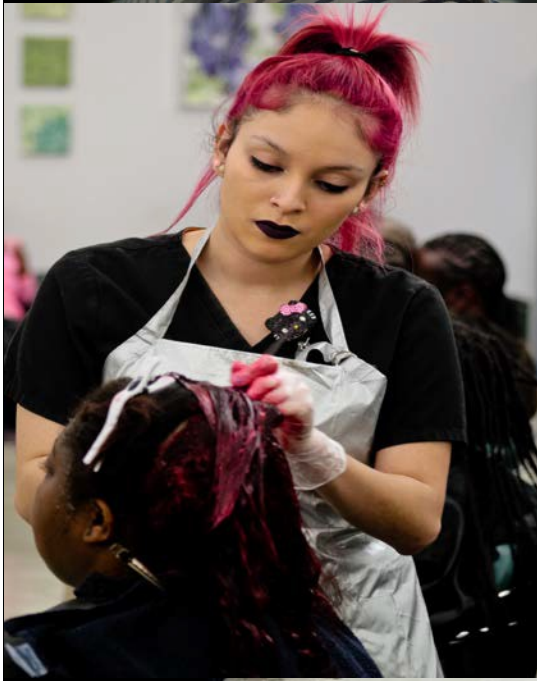
SHERRILL'S UNIVERSITY

**CHI** PARTNER  
SCHOOL

3601 Bastion Lane  
Raleigh, NC 27604

2021

School Catalog



[www.sherrillsuniversity.com](http://www.sherrillsuniversity.com)

## **ABOUT US**

<i>Mission</i>	1
<i>Vision</i>	1
<i>Purposes</i>	1
<i>Physical Address and Telephone A</i>	2
<i>Non-Discrimination Policy</i>	2
<i>Occupational Programs Offered</i>	2
<i>Licensing Agency</i>	2
<i>Facilities and Equipment</i>	2
<i>Student Services</i>	2
<i>FERPA</i>	3
<i>Employment Assistance</i>	3
<i>Student Grievance &amp; Appeal Policy</i>	3
<i>Access to Student Records Student</i>	3
<i>Teacher Ratio</i>	4

## **ADMISSIONS**

<i>Admissions Policy</i>	4
<i>Procedure and Requirements</i>	4
<i>Requirements for Requesting Transcript</i>	5
<i>Transfer Credit from Other Institutions</i>	5
<i>Students Transferring Between Programs</i>	5
<i>Re-Admission Policy</i>	5
<i>Ability to Benefit</i>	6
<i>Start Dates</i>	6
<i>Academic Holidays</i>	6

## **TUITION AND COSTS**

<i>Rights and Responsibilities</i>	7
<i>Tuition and Fees</i>	7
<i>Payment Options</i>	8
<i>Refund Policy</i>	
<i>Student Kit List</i>	11
<i>Where to go for Help</i>	
<i>Who's Who at Sherrill's</i>	

## **COSMETOLOGY CURRICULUM**

<i>Cosmetology Career Chart</i>	16
<i>Course of Study</i>	17
<i>Clinic Performance/Live Model</i>	18
<i>Class Hours</i>	19

<b>COSMETOLOGY INSTRUCTOR TRAINING</b>	
<i>Course of Study</i>	20
<i>Graduation Requirements</i>	20
<i>Cosmetology Course Description</i>	21
	22-26
<b>BARBER-STYLIST CURRICULUM</b>	
<i>Barber-Stylist Career Chart</i>	27
<i>Course of Study</i>	28
<i>Clinic Performance/Live Model</i>	30
<i>Class Hours</i>	30
<b>BARBER-STYLIST INSTRUCTOR TRAINING</b>	
<i>Course of Study</i>	31
<i>Graduation Requirements</i>	31
<i>State Board Review Class</i>	32
<i>Barber/Stylist Course Descriptions</i>	33-36
<b>NATURAL HAIRSTYLING</b>	
<i>Course of Study</i>	37
<i>Class Hours</i>	38
<i>Natural Hair-Stylist Course Descriptions</i>	39-41
<b>ACADEMIC POLICIES</b>	
<i>Standards of Satisfactory Academic Progress</i>	42
<i>Academic Progress</i>	42
<i>Determination of Progress</i>	42
<i>Determination Date/ Withdrawal Date</i>	42
<i>Reestablishment of Status</i>	43
<i>Reentry Students/Interruptions</i>	43
<i>Grading System</i>	44
<i>Final Grade Report</i>	44
<i>Grade Point Average</i>	44
<i>Grade Sheets</i>	44
<i>Repeating A Course</i>	44
<i>Graduation Requirements</i>	45
<i>Withdrawals, Incompletes, Makeup work</i>	45
<b>GENERAL GUIDELINES</b>	
<i>Your First Responsibility</i>	48
<i>Professional Standards</i>	48

<i>Attitude</i>	48
<i>Attendance Policy</i>	48
<i>Mandatory Attendance Days</i>	48
<i>Leaving School Early</i>	48
<i>Inclement Weather</i>	49
<i>Late Policy</i>	49
<i>Maximum Time Allowed for Absence</i>	49
<i>Returning Late From Lunch</i>	49
<i>Breaks</i>	49
<i>Leave of Absence</i>	49
<i>Conduct Policies</i>	50
<i>Clock Hours</i>	50
<i>Computer Log-On/Log Out</i>	50
<i>Uniforms</i>	51
<i>Authorized Products</i>	51
<i>Borrowing Equipment</i>	51
<i>Lending Equipment</i>	51
<i>Refusal of Clinic Assignments</i>	51
<i>Sanitation and Cleanup Responsibilities</i>	52
<i>Visitors</i>	52
<i>Phone Privileges</i>	52
<i>Addressing School Staff</i>	52
<i>Discipline</i>	52
<i>Permanent Suspension</i>	52
<i>Award for Excellence</i>	52
<i>Student Activities</i>	53
<i>Scholarships</i>	53
<i>Housing</i>	53
<i>Fines for not Following Rules</i>	53
<i>Salon Services for Students</i>	53
<i>Family Discounts</i>	54
<i>Discount Suspensions</i>	54
<i>Drug Free School Policy</i>	55
<i>Sex Offense Policy</i>	57
<i>Procedures for Victims of Sex Offenses</i>	57
<i>After an Alleged Sex Offense</i>	58
<i>Registered Sex Offenders</i>	58
<i>Jeanne Clery Act Compliance Policy</i>	59
<i>Academic Calendar</i>	67

This is the current catalog of this institution and it is certified to be true and correct in content and policy. The institution reserves the right to make changes in course content, equipment, materials, organizational policy, tuition, and curriculum as circumstances dictate subsequent to publication. Students are expected to have knowledge of the information presented in this catalog and in all other institutional publications.

## **About Us**

### **MISSION**

The Mission of Sherrill's University Etc. is to teach students the necessary technical skills, which will enable them to pass the North Carolina Board of Cosmetology or the North Carolina Board of Barber Examiners examination to obtain a license. The ultimate aim of the school is to prepare the students to be skilled technicians so that each graduating student may be licensed as a cosmetologist/barber stylist and obtain profitable employment in his/her field.

### **VISION**

It's the vision of Sherrill's University Etc. to be a leading provider of Cosmetology and Barber Education.

### **PURPOSES**

The following purposes are integral parts to the mission of Sherrill's University Etc.:

- To maximize educational opportunities through fundamental studies and financial support services.
- To recruit and retain highly qualified instructors who are effective in the classroom and are familiar with current business and technical needs.
- To maintain a dynamic organizational model, this is responsible to all its constituents.
- To provide educational courses which stimulate and develop each student's abilities in which enhance individual growth.
- To develop in students a professional attitude and awareness of contemporary business and technical practices through exposure to pragmatic course content and to faculty currently engaged in enterprise.
- To graduate students who are competent, both in their chosen job skills and in interpersonal skills.
- To assist graduates in finding satisfying positions. This goal is paramount for Sherrill's University and is met through an effective career development office.
- To provide support services for the academic endeavor of the students, faculty, and staff through the use of information resources in the library.

Sherrill's University Etc. was first licensed by the state of North Carolina in 1969 as a cosmetology school. Sherrill's began training barbers in 1996 and has produced fine, well-trained barber/stylists. Sherrill's has a proud tradition of producing highly employable cosmetologists, barbers and instructors and remains dedicated to that tradition.

## **PHYSICAL ADDRESS AND TELEPHONE**

3601 Bastion Lane  
Raleigh, NC 27604  
Telephone: (919) 791-6316

## **NON-DISCRIMINATION POLICY**

Sherrill's University Etc. does not discriminate on the basis of race, color, sex, age, religion, ethnic origin, marital status, personal appearance, sexual preference, physical or mental handicap, family obligation or political affiliation in admitting students.

## **OCCUPATIONAL PROGRAMS OFFERED**

- Cosmetology
- Cosmetology Instructor
- Barber-Styling
- Barber-Styling Instructor
- Natural Hair Styling

## **LICENSING AGENCY**

*North Carolina Board of Barber Examiners*  
5809-102 Departure Dr.  
Raleigh, NC 27616  
(919) 581-5210

*North Carolina State Board of Cosmetic Arts*  
*Practical Exam Center*  
3000 Industrial Drive  
Raleigh, NC 27609  
(919) 733-4117  
(888) 375-2020

## **FACILITIES AND EQUIPMENT**

Sherrill's University is housed in a clean, well-lit facility which is approximately 10,000 square feet. Modern heating and cooling equipment keep the University at a comfortable temperature year-round. Sherrill's University is a one-story building that is easily accessible to persons with or without disabilities. Sherrill's University is fully equipped with operational equipment and supplies required for educational purposes. The University is strategically located in east Raleigh and easily accessible by highways 64, 70, 401, and Interstate 40.

The goal of the University is to give its students experience on many types of equipment in order to prepare them for all types of shop situations. Sherrill's trains its students on both older equipment and the latest equipment available. All equipment is well-maintained and operable.

## **STUDENT SERVICES**

The staff and faculty of Sherrill's are here to help you succeed. This attitude is sincere and evident as a standard at Sherrill's. Sherrill's University provides academic advising to all students to ensure satisfactory progress is being made throughout the student's program. A student may schedule an advising session with the appropriate school official during business hours or as the staff's schedule permits.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Generally, FERPA requires Sherrill's University (the "University") to obtain written consent from students before disclosing personally identifiable information from such records. This form is intended to satisfy the requirements of FERPA, and assist the University to communicate with parents, guardians, and others, as authorized by its students.

## **EMPLOYMENT ASSISTANCE**

Upon successful completion of the course or sooner, the student may register for employment assistance with the placement officer and the school will use its best efforts to successfully assist the student with scheduling interviews, and other guidance job placement. The student is advised, however that the law prohibits any school, college, etc. from guaranteeing placement.

## **STUDENT GRIEVANCE & APPEAL POLICY**

Any student who feels that unjust treatment has occurred from any employee, instructor, or staff member with regard to any matter should first discuss the matter with that person. If no resolution is found, the following procedures should be followed:

1. Write a description of the situation or dispute and submit it to the immediate supervisor of the person in question. Information regarding a supervisor's name and title can be obtained at the reception desk. The written letter should be submitted to the school Director within three (3) days of the occurrence. The school Director will investigate the matter and attempt to resolve the situation. The student in all cases will receive a written reply within ten (10) working days from the date of the grievance.
2. If the grievance remains unsolved following inquiry and efforts, the student has the right to appeal to the school Director. The school Director will take whatever steps are deemed necessary with all parties involved. The decisions are both final and binding.
3. In the event that the situation involves the school Director or the Institution and that every effort has been done to resolve the problem, the student, instructor or employee should submit the Complaint Certification form with supporting documentation to:

## **ACCESS TO STUDENT RECORDS**

This institution keeps Records of Progress on all students, veteran and non-veteran alike. Grade reports are furnished all students at the end of each scheduled school term. Student records for DVA students are maintained for a three year period after completion of program. Public Law 93.300 (also known as the “Buckley Amendment”) permits only the release of “directory information” about the student without the student’s written consent.

This means that all agencies, prospective employers, and other pertinent parties must first procure a signed release from the student before the University can release any non-directional student information. Students may examine all files pertaining to them by a written request to the registrar during regular business hours. The information will be provided within 24 hours of the request. If the student wishes only to view the files, the Director of Education or University Director must be present during the inspection.

## **STUDENT TEACHER RATIO**

*COSMETOLOGY:*

1 Teacher to 25 Students

*BARBER-STYLING:*

2 Teachers to 40 Students

## **School Retention Rates:**

Completion Rate:	74.66%
Placement Rate:	93.00%
Graduation Rate:	61.00%

## **ADMISSIONS Policy**

**These admissions policies have been adopted as of 01/01/2012**

The admissions process is designed to emphasize the basic philosophy of Sherrill’s University Etc. It is important that each student be treated as an individual and that care and concern are demonstrated during the enrollment process.

***Sherrill’s University reviews applications and admits students on a monthly basis.***

To apply for admission, applicants must have a high school diploma, GED or its equivalent. Sherrill’s will accept as students, persons who do not have a high school diploma or GED Certificate, with approval of the Director of Education and School Director.

## **The Admissions Procedure and Requirements:**

- **Prior to Enrolment**
  - Each applicant is required to complete a career profile sheet, interview with an admissions counselor, and tour the facilities.
  - After interviewing with the Admissions office, students are to meet with the financial department for an interview



- **Enrolling**

- In order to qualify for admissions at Sherrill’s University, every applicant must be 16 years of age and submit the following to admissions:
  - Enrollment Application
  - Proof of earned HS Diploma, GED, or recognized equivalent;
  - North Carolina State ID (Drives license or Standard ID)
  - Social Security Card or Tax ID

***All students must attend orientation prior to starting classes.***

For teachers training, every applicant must follow the admissions procedure and also submit the following:

- a) Current Cosmetology/Registered Barber License
- b) Certification of High School Diploma/GED or equivalent

### **REQUIREMENTS for Requesting Transcript**

In order to receive hours, grades or achievements, any and all indebtedness to the School must be satisfied in full, and a written request must be made to the registrar.

### **TRANSFER CREDIT**

#### **STUDENT’S FROM OTHER INSTITUTIONS**

Clock hours earned at other institutions are accepted by the University provided at least one of the following criteria is met:

- (1) The institution is licensed by the North Carolina State Board of Cosmetic Arts Examiners or the North Carolina Board of Barber Examiners.
- (2) The institution is licensed by an agency or has a state reciprocal agreement with the North Carolina State Board of Cosmetic Arts Examiners or the North Carolina Board of Barber Examiners.
- (3) A student desiring to transfer from another institution must first take an entrance exam to determine competency. Transfer students must submit a certified transcript from all schools in which they have attended to include hours, grades, and achievements/performances. Based on the results of the entrance exam, the School Director will determine how many hours/credits will be accepted.

### **STUDENT’S TRANSFERING BETWEEN PROGRAMS**

Students are able to transfer between programs at anytime during enrollment. Hours and achievements are non transferrable as neither board has such an equivalency policy between Barbering and Cosmetology. The school will grant you a refund of the unearned tuition and fees.

### **RE-ADMISSION POLICY**

Students may only be allowed (1) opportunity for re-admission into an eligible program at Sherrill’s University Etc. Students who withdraw or are terminated after will not be permitted to re-enter, unless approved by the Director of Education. Once the prospective student is accepted

for re-entry, the student will be tested to determine credit for hours previously earned. The student will be charged the current rate for tuition on any hours remaining. Re-enrolling students must purchase book(s), uniform(s), and equipment that are missing from the student kit or no longer in use.

## **START DATES**

### **Cosmetology, Barber, Teacher Trainee Day & Evening Classes**

#### **2020**

January  
February  
March  
April  
May  
June  
July  
August  
September  
October  
November  
December 7

#### **2021**

January 12  
February 09  
March 09  
April 13  
May 11  
June 08  
July 13  
August 10  
September 14  
October 12  
November 09

#### **2022**

January 11  
February 08  
March 08  
April 12  
May 10  
June 14  
July 12  
August 09  
September 13  
October 11  
November 08

Re-enrollments and transfers may enroll  
Monthly on the 2<sup>nd</sup> Monday of each month.

## **ACADEMIC HOLIDAYS**

*New Year's Day; Martin Luther King, Jr.'s Birthday; Memorial Day; Independence Day  
Labor Day; Thanksgiving; Christmas*

# **TUITION**

## **TUITION AND FEES**

<b>Cosmetology Program</b>	
Registration Fees	\$ 250.00
Lab & *Digital Fee	\$ 2,000.00
Tuition	\$ 7500.00
<b>Total Cost:</b>	<b>\$ 9,750.00</b>

<b>Barber-Styling Program</b>	
Registration Fees	\$ 250.00
Lab & *Digital Fee	\$ 2,000.00
Tuition	\$ 7640.00
<b>Total Cost:</b>	<b>\$ \$9890.00</b>

<b>Natural Hair Program</b>	
Registration Fees	\$ 250.00
Lab & Digital Fee	\$ 1,000.00
Tuition	\$ 2,400.00
<b>Total Cost:</b>	<b>\$ 3650.00</b>

<b>Instructor Program</b>	
Registration Fees	\$ 250.00
Lab & Digital Fee	\$ 1,000.00
Tuition	\$ 4,000.00
<b>Total Cost:</b>	<b>\$ 5,250.00</b>

The University will accept personal scholarships.

## **PAYMENT OPTIONS**

1. A student may pay for the full tuition amount at the time of registration via certified check or money order
2. Financial arrangements can be made on a monthly, weekly or bi-weekly basis. Through the institutions *our payment* system.

*Each student's contract will be extended by 150hrs to supplement for loss time due to sick days, unexpected emergencies, vacations, holidays etc. For attendance beyond the contracted graduation date, students will be required to pay the school's clock hour tuition rate.*

Hourly rate for tuition is **\$5.00 per clock hour**



# REFUND POLICY

This institution has a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the period of enrollment for which the student has been charged. All of the following are elements of the Universities fair and equitable plan:

- Any Student who is not accepted for enrollment will be refunded all monies paid to the school less the enrollment or re-enrollment fee.
- All refunds will be made:
  - (1) To applicant within (30) thirty days of cancellation or failure to appear for any classes;
  - (2) To student within thirty (30) days from the last date of attendance.
- **Enrollment time is defined as all hours scheduled from the first day of attendance to the last day of attendance.**
- Upon beginning classes and after the cooling-off period (if applicable), the following items are non-refundable:
  1. Enrollment fee
  2. Re-enrollment fee
  3. Books
  4. Kit (if purchased through the School)
  5. Lab fee
  6. Permit Fee
  7. Credit Report
  8. Name Badge (if received from School)
  9. Tuition
- **Books and kit become the property of the student upon early termination or program completion, only if tuition and fees are paid in full.**
  - *All property left in possession of the school (regardless of how property was purchased) will be discarded and or liquidated after 30 days of program termination. This institution will not be responsible for any property left in possession of the school after 30 days.*
- No tuition or fee increases will affect the student after he/she has begun classes. Only after a student drops and re-enrolls can a student be charged an increase.
- If a course is cancelled subsequent to enrollment, the student shall be entitled to a full refund
- In the event a student must transfer due to official military orders, a tuition refund will be made on a pro-rata basis. All fees and equipment cost will be retained.
- Any student receiving scholarship must follow scholarship guidelines in order to maintain eligibility status, 90% attendance and 90% GPA. Failure to do so will result in the loss of the scholarship.
- **Refunds for Classes Canceled by the Institution**
  - If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected.
  - Refunds will be made within 45 days of the planned start date.
- **Refunds for Students Who Withdraw on or Before the First Day of Class**
  - If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws the first day of classes, the institution retains no more than \$100 of the tuition and fees.
  - Appropriate refunds for a student who does not begin classes are made within 45 days of the class start date.
- **Refunds for Students Enrolled Prior to Visiting the Institution**
  - Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either

attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

- **Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction.**
  - Each course is subject to different refund policies please review your course manual/brochure.
- **Refunds for Withdrawal After Class Commences**
  - **(1) Refund Policy for Programs Obligating Students for Periods of 12 Months or Less**
    - The refund policy for students attending non-public institutions who incur a financial obligation for a period of 12 months or less is as follows:
      - During the first 10% of the period of financial obligation, the institution refunds 90% of the tuition.
      - After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution refunds at least 50% of the tuition.
      - After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution refunds at least 25% of the tuition
      - After the first 50% of the period of financial obligation, the institution shall retain all of the tuition.
- **Refund Policy for Programs obligating Students for Periods Beyond Twelve Months**
  - **(2) Refund Policy for Programs Obligating Students for Periods Beyond Twelve Months**
    - If the student withdraws from the program during the first twelve months, the student will no longer be financially obligated for the period beyond the twelve months.
    - The calculation of the refund for the unused portion of the first 12 months is based on section (1) Refund Policy for Programs Obligating Students for Periods of 12 Months or Less.



Post Graduate Kit Includes and is offered by the school the last term of the students program. Kit is subject to change without notice due to availability of the equipment company.

<b>BARBER KIT</b>	<b>COSMETOLOGY KIT</b>
<p>CHI Shear kit, 7 Piece with Bag  Stylist Brush Pack in Red Bag  14 Assorted Combs  CHI Matt (Bearded Mannequin)  Megan (Textured mannequin)  CHI Mega Clip 6 pack Black  Tint Bottle  Color Bowl  Color Brush Small and Large  CHI Mirror  CHI Medium  School Sub Kit  5oz CHI Silk Infusion  50z CHI Ionic Color Protector Shampoo  5oz CHI Ionic Protector Conditioner  Aristocrat 8 1/2 Clipper Comb White  Gold Magic 2-3/4" metal pick  3pc rubber color app set  Satin Edge 6 pc mani kit w/zipper  Andis Blade case  Aluminum barber case  Andis Superliner Trimmer w/shaver head  Andis Outliner II Trimmer mode go narrow  Wahl Icon Clipper  Wahl Color Coded cutting guides w/caddy  Diamond Edge w/5 replacement blades  Scalpmaster Collar Clips 6/bg  Andis MVP detachable blade clipper  Andis Improved master clipper ML powerful  7 pc clipper guide set  Diamond edge shaving razor w/replacements  Replacement blades for de-5000  Wahl Nose trimmer  Andis Ceramic edge blade size 1.5  Andis Ceramic edge blade size 2  Andis Ceramic edge blade size 3.5  Andis Ultra edge blade size OA  Andis Ceramic edge blade  Oster blade 3-3/4 for model 76 clipper  Speed o guide model #00-1/16  Speed of guide model #0-3/16  Nano titanium flat iron  Nano 2000 blow-dryer  Nu Expression Item</p>	<p>CHI G2 Digital Iron  CHI Dura Dryer  CHI Shear Kit, 7 piece with Bag  Dura Clipper  Stylist Brush Pack in Red Bag  CHI Nylon Small Round Brush –CB01  CHI Nylon Medium Round Brush –CB02  CHI Nylon Large Round Brush –CB03  CHI Nylon Jumbo Round Brush – CB04  Stylist Brush Pack 1 in Red Bag  Backcomb Brush  Vent Brush  9 Row Styling Brush  Detangling Brush  Turbo Ionic Comb Sub kit  14 Assorted Combs  CHI Silver Apron with Red CHI  CHI Black Color Cape With Silver CHI  CHI Vanessa (Med. Length Mannequin)  CHI Briana (Long Hair Mannequin)  CHI Matt (Bearded Mannequin)  CHI Vivian (4 quadrant Mannequin)  Megan (Textured mannequin)  CHI Mega Clip 6-pack Black  Tint Bottle  Color Bowl  Color Brush – Small  CHI Black Reusable Gloves – Latex  CHI Curl clips (100 per box)  Double Prong Clips  CHI Nail Brush  Nail Sub kit  CHI Stainless Steel Cuticle Nippers  CHI Stainless Steel Cuticle Scissors  CHI Stainless Steel Toe Nail Clipper  CHI Stainless Steel Finger Nail Clipper  CHI Crystal Nail File  CHI Stainless Steel Tweezers  CHI Black Duffel Bag  School Sub Kit  5oz CHI Silk Infusion  50z CHI Ionic Color Protector Shampoo  5oz CHI Ionic Protector Conditioner  CHI Brochure &amp; Drawstring Bag</p>

## **WHERE TO GO FOR HELP**

Absences	Student Services
Academic Counseling	Student Services
Academics	Student Services
Admissions	Admission Office
Advisors	Director
Books/ Supplies	Student Services
Change of Address/Telephone	Student Services
Change of Major	Admission
Course Changes	Admissions
Delinquent Accounts	Business Office
Student Accounts	Business Office
Grades	Student Services
Graduation	Student Services
Job Placement	Admissions
Library	Student Services
Lost and Found	Concierge
Student Activities	Student Services
Student Success Counseling	Student Services
Transcripts	Bursars Office
Intermediate/Transition	Student Services
Tutorial Services	Student Services
Technical Support	IT Team
Medical Services	IT Team
Custodial Care	Maintenance
Facility Maintenance	Maintenance
Tuition Payments	Business Office

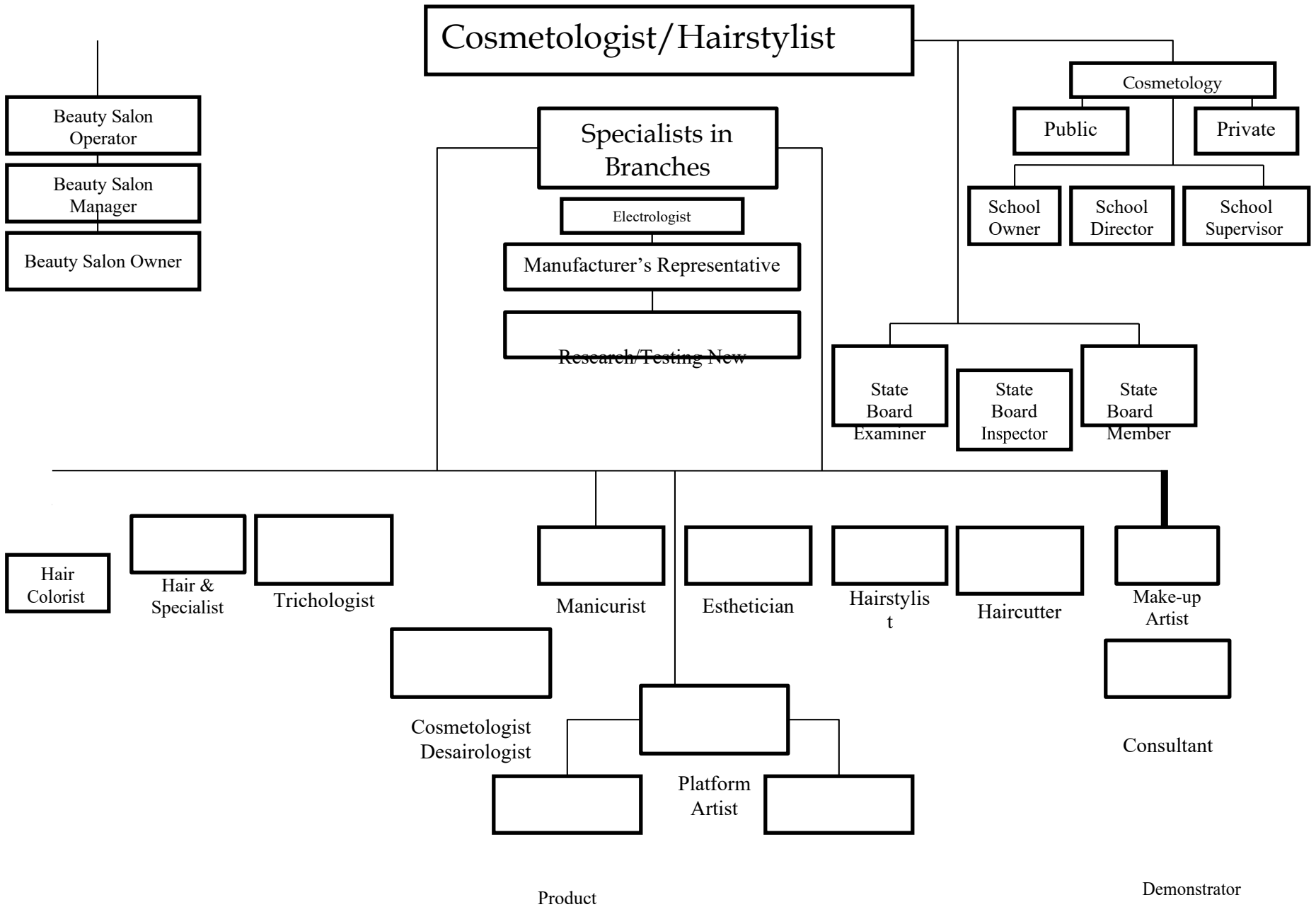
## WHO'S WHO AT SHERRILL'S

Mrs. Wanda Short  
Mr. Marcus Short  
Tomeka Mayfield  
Gail Boykin  
Aaliyah Everette  
Jackie McLean

Ms. Gail Boykin  
Mr. Ethan Adams  
Wendy Lucas  
Wendy Lucas  
Nya Hammond  
Rufus McKoy  
Jackie McLean  
Mr. Christopher Short

Director and Owner  
Business Manager  
Director's Assistant  
Student Services  
Admissions/Placement  
Instructors Liaison  
Human Resources Officer  
Media Service  
Technical Support  
Bookkeeping  
Business office  
Instructor  
Instructor  
Instructor  
Instructor  
Instructor

# Training You for Careers in Cosmetology



Competitio  
n Stylist

# COSMETOLOGIST

(1500 Hours)

The objective of the Cosmetology program is to teach each aspiring Cosmetologist the necessary technical skill which will enable him/her to pass the NC State Board of Cosmetic Arts Examination.

In order to graduate, the student must complete 1500 hours of course study and score 70% or better on the written final examination. He/she must also satisfy all financial obligations to the University. After completing this program, the student will receive a diploma and is eligible to take the North Carolina State Board Exam for Licensing as a Cosmetologist and is certified to obtain profitable employment in a beauty salon or any other related field.

## COURSE OF STUDY (FRESHMEN)

	<b>Hours</b>
<b>History and Career Opportunities</b>	
<b>Life Skills</b>	
<b>Your Professional Image</b>	
<b>Communicating for Success</b>	<b>32</b>
<b>Infection and Control: Principles and Practices</b>	<b>32</b>
<b>Properties of the Hair and Scalp</b>	<b>32</b>
<b>Shampooing, Rinsing and Conditioning</b>	<b>32</b>
<b>Haircutting</b>	<b>32</b>
<b>Hairstyling</b>	<b>32</b>
<b>Braiding and Braid Extensions</b>	
<b>Wigs and Hair Enhancements</b>	<b>32</b>
<b>Chemical Texture Services</b>	<b>32</b>
<b>Haircoloring</b>	<b>64</b>
<b>Hair Removal</b>	
<b>Facials</b>	<b>32</b>
<b>Manicuring</b>	
<b>Pedicuring</b>	
<b>Nail Tips, Wraps and No Light Gels</b>	
<b>Acrylic (Methacrylate) Nails</b>	
<b>UV Gels</b>	<b>64</b>
<b>Freshmen Finals</b>	<b>16</b>
<b>Total</b>	<b>432 Hrs.</b>

## COURSE OF STUDY (ADVANCED)

	Hours
<b>Infection Control: Principles and Practices</b>	<b>32</b>
<b>General Anatomy and Physiology</b>	<b>64</b>
<b>Skin Structure and Growth</b>	<b>32</b>
<b>Nail Structure and Growth</b>	<b>32</b>
<b>Properties of the Hair and Scalp</b>	<b>32</b>
<b>Basics of Chemistry</b>	<b>32</b>
<b>Basics of Electricity</b>	<b>32</b>
<b>Principles of Hair Design</b>	<b>32</b>
<b>Shampooing, Rinsing and Conditioning</b>	<b>32</b>
<b>Haircutting</b>	<b>128</b>
<b>Hairstyling</b>	<b>64</b>
<b>Braiding and Braid Extensions</b>	
<b>Wigs and Hair Enhancements</b>	<b>32</b>
<b>Chemical Texture Services</b>	<b>64</b>
<b>Haircoloring</b>	<b>128</b>
<b>Skin Diseases and Disorders</b>	<b>32</b>
<b>Hair Removal</b>	<b>32</b>
<b>Facials</b>	
<b>Facial Makeup</b>	<b>32</b>
<b>Nail Diseases and Disorders</b>	<b>32</b>
<b>Manicuring</b>	
<b>Pedicuring</b>	<b>32</b>
<b>Nail Tips, Wraps and No Light Gels</b>	
<b>Acrylic (Methacrylate) Nails</b>	
<b>UV Gels</b>	<b>32</b>
<b>Seeking Employment</b>	
<b>On The Job</b>	
<b>The Salon Business</b>	<b>32</b>
<b>Clinic Performances</b>	
<b>State Board Review</b>	
<b>Total</b>	<b>960 Hrs.</b>

## CLINIC PERFORMANCE/LIVE MODEL

### PERFORMANCE: ADVANCE

	Live	Mann.
Scalp and hair treatments w/manipulations	10	
Fullhead fingerwave and style	5 OR	5
Fullhead pincurl and style	5 OR	5
Hair Styling – sets, blowdrying, thermal press/flat iron, artificial hair	100	70
Haircuts	75	10
Chemical reformation or permanent waving and relaxers	20	15
Temporary Color	5	
Color Application – semi, demi, permanent color, and hair lightening	30	10
Multidimensional color, low/high lightening techniques	5	10
Brow Tinting	4	
Nail Care – manicures and pedicures	15	
Artificial Nails	4 OR	4
Facials	10	
Hair Removal	5	
<b>Total</b>	<b>108 Hrs.</b>	

### CLASS HOURS

#### DAY: FULL-TIME

Mon. – Fri.: 8:30 a.m. – 5:00 p.m.

Saturday: 9:00 a.m. – 4:00 p.m.

#### EVENING: PART-TIME

Mon. – Fri.: 6:00 p.m. – 10:00 p.m.

Saturday: 9:00 a.m. – 4:00 p.m.



## INSTRUCTOR TRAINING (COSMETOLOGY)

(800 hours)

Upon completion of this course, the student will receive a diploma and be prepared to take the North Carolina State Board Exam for Teachers. Most of this course will involve student preparation and student teaching. The student should have a desire to teach others and be willing to advance his/her own education by keeping abreast of new methods and technologies in cosmetology.

### COURSE OF STUDY

The Career Education	40
The Teaching Plan and Learning Environment	40
Basic Learning Styles and Principles	40
Effective Classroom Management and Supervision	40
Program Review, Development, and Lesson Planning	40
Educational Aids and Technology in Classroom	40
Effective Presentations	40
Assessing Progress and Advising Students	40
Making the Student Salon an Adventure	40
Career and Employment Preparation	40
Educator Relationships	40
Achieving Learner Results	40
Learning is a Laughing Matter	40
Teaching Study and Testing Skills	40
Teaching Success Strategies for a Winning Career	40
Teams at Work	40
Communicating Confidently	40
The Art of Retaining Students	40
Evaluating Professional Performance	40
Instructor Discretion-Assignment	40
<b>TOTAL</b>	<b>800 Hrs.</b>

### GRADUATION REQUIREMENTS

- Score 85% or higher on the written final
- Complete the teacher workbook
- Complete 10 transparencies
- Complete lesson plans for State Board competencies
- Submit 5 teacher-made tests
- Submit 5 self-evaluations
- Log 100 hours in Student Teaching Level I
- Log 50 hours in Student Teaching Clinic
- Complete 500 hours over and above a licensed cosmetologist
- Be 18 years of age and a high school graduate or equivalent
- Satisfy all financial obligations to the University



# **COSMETOLOGY COURSE DESCRIPTIONS**

## **HISTORY & CAREER OPPORTUNITIES**

Describe the origins of appearance enhancement. Describe the advancements made in cosmetology during the 19<sup>th</sup>, 20<sup>th</sup>, and early 21<sup>st</sup> centuries. List the career opportunities available to a licensed beauty practitioner.

## **LIFE SKILLS**

List the principles that contribute to personal and professional success. Explain the concept of self-management. Create a mission statement. Explain how to set long- and short-term goals. Discuss the most effective ways to manage time. Describe good study habits. Define ethics. List the characteristics of a healthy, positive attitude.

## **YOUR PROFESSIONAL IMAGE**

Understand professional hygiene. Explain the concept of dressing for success. Use appropriate methods to ensure personal health and well-being. Demonstrate an understanding of ergonomic principles and ergonomically correct postures and movement.

## **COMMUNICATING FOR SUCCESS**

List the golden rules of human relations. Explain the importance of effective communication. Conduct a successful client consultation. Handle delicate communications with your clients. Build open lines of communication with co-workers and salon managers.

## **INFECTION CONTROL/PRINCIPLES & PRACTICES**

Understand state laws and rules. List the types and classifications of bacteria. List the types of disinfectants and how they are used. Define hepatitis and HIV, and explain how they are transmitted. Describe how to safely clean and disinfect salon tools and equipment. Explain the differences between cleaning, disinfection and sterilization. Discuss Universal Precautions and your responsibilities as a salon professional.

## **ANATOMY AND PHYSIOLOGY**

Explain the importance of anatomy and physiology to the cosmetology profession. Describe cells, their structure, and their reproduction. Define tissue and identify the types of tissues found in the body. Name the 10 main body systems and explain their basic functions.

## **SKIN STRUCTURE**

Describe the structure and composition of the skin. List the functions of the skin.

## **NAIL STRUCTURE & GROWTH**

Describe the structure and composition of nails. Discuss how nails grow.

## **PROPERTIES OF THE HAIR & SCALP**

Name and describe the structures of the hair root. List and describe the three layers of the hair shaft. Describe the three layers of the hair shaft. Describe the three types of side bonds in the cortex. List the factors that should be considered in a hair analysis.

Describe the process of hair growth. Discuss the types of hair loss and their causes. Describe the options for hair loss treatment. Recognize hair and scalp disorders commonly seen in the salon and school, and know which cosmetologists can treat.

### **BASICS OF CHEMISTRY**

Explain the difference between organic and inorganic chemistry. Discuss the different forms of matter – elements, compounds, and mixtures. Explain the difference between solutions, suspensions, and emulsions. Explain pH and the pH scale. Describe oxidation and reduction (redox) reactions.

### **BASICS OF ELECTRICITY**

Define the nature of electricity and the two types of electric current. Define electrical measurements. Understand the principles of electrical equipment safety. Define electric modalities used in cosmetology. Explain electromagnetic radiation and the visible spectrum of light. Describe the types of light therapy and their benefits.

### **PRINCIPLES OF HAIR DESIGN**

List the five elements of hair design. List the five principles of hair design. Identify different facial shapes. Demonstrate how to design hairstyles to enhance or camouflage facial features. Explain design considerations for men.

### **SHAMPOOING, RINSING, & CONDITIONING**

Explain the importance of pH in shampoo selection. Explain the role of surfactants in shampoo. Discuss the uses and benefits of various types of shampoos and conditioners. Perform proper scalp manipulations as part of a shampoo service. Demonstrate proper shampooing and conditioning procedures.

### **HAIRCUTTING**

Identify reference points on the head form and understand their role in haircutting. Define angles, elevations, and guidelines. List the factors involved in a successful client consultation. Demonstrate the safe and proper use of the various tools of haircutting. Demonstrate mastery of the four basic haircuts. Demonstrate mastery of other haircutting techniques.

### **HAIRSTYLING**

Demonstrate finger waving, pin curls, roller setting, and hair wrapping. Perform blow-dry styling techniques. Perform thermal curling and straightening techniques.

### **BRAIDING & BRAID EXTENSIONS**

Perform a client consultation and hair analysis with respect to hair braiding. Explain how to prepare the hair for braiding. Demonstrate the procedures for the invisible braid, rope braid, and fishtail braid. Demonstrate the procedures for single braids, with and without extensions. Demonstrate the procedures for corn rowing, with and without extensions.

### **WIGS & HAIR ENHANCEMENTS**

List the elements of a client consultation for wig services. Explain the differences between human hair and synthetic wigs. Describe the two basic categories of wigs. Demonstrate the procedure for taking wig measurements. Demonstrate the procedure for putting on a wig. Describe the various types of hairpieces and their uses. Explain the various methods of attaching extensions.

## **CHEMICAL TEXTURE SERVICES**

List the factors of hair analysis for chemical texture services. Explain the physical and chemical actions that take place during permanent waving. List and describe the various types of permanent waving solutions. Demonstrate basic wrapping procedures: straight set, curvature wrap, brick lay wrap, weave wrap, double-rod wrap, and spiral wrap. Describe the procedure for chemical hair relaxing. Understand the difference between hydroxide relaxers and thio relaxers. Understand the difference between hydroxide neutralizers and thio neutralizers. Explain the basic procedure for a curl re-forming service.

## **HAIRCOLORING**

Identify the principles of color theory and relate them to hair color. Explain level and tone and their role in formulating hair color. List the four basic categories of hair color, explain their chemical effects on the hair, and give examples of their use. Explain the action of hair lighteners. Demonstrate application techniques for temporary colors, semi permanent colors, permanent colors, semi permanent colors, and lighteners. Demonstrate special-effects hair coloring techniques.

## **SKIN DISEASES & DISORDERS**

Describe the aging process and the factors that influence aging of the skin. Define important terms relating to skin disorders. Discuss which skin disorders may be handled in the salon, and which should be referred to a physician.

## **HAIR REMOVAL**

Describe the elements of a client consultation for hair removal. Name the conditions that contraindicate hair removal in the salon. Identify and describe three methods of permanent hair removal. Demonstrate the techniques involved in temporary hair removal.

## **FACIALS**

List and describe various skin types and conditions. Understand contraindications and the use of health screening forms to safely perform facial treatments. Identify the various types of massage movements and their physiological effects. Be able to describe different types of products used in facial treatments. Understand the basic types of electrical equipment used in facial treatments. Demonstrate the procedure for a basic facial.

## **FACIAL MAKEUP**

Describe the various types of cosmetics and their uses. Demonstrate an understanding of cosmetic color theory. Demonstrate a basic makeup procedure for any occasion. Identify different facial types and demonstrate procedures for basic corrective makeup. Demonstrate the application and removal of artificial lashes. List safety measures to be followed during makeup application.

## **NAIL DISEASES & DISORDERS**

List and describe the various disorders and irregularities of nails. Recognize diseases of the nail that should not be treated in the salon.

## **MANICURING**

Identify the four types of nail implements and/or tools required to perform a manicure. Demonstrate the safe and correct handling of nail implements and tools. Exhibit proper setup of a manicuring table. Demonstrate the necessary three-part procedure requirements for nail services. Identify the basic nail shapes. Perform a basic and conditioning oil manicure incorporating all safety, sanitation, and disinfection requirements. Demonstrate the correct technique for the application of nail polish. Perform the five basic nail polish applications. Perform the hand and arm massage movements associated with manicuring. Perform paraffin-wax hand treatment. Display all sanitation, disinfection, and safety requirements essential to nail and hand care services. Define and understand aromatherapy. Identify carrier oils and understand their use. Understand how aromatherapy can be incorporated into a service.

## **PEDICURING**

Identify the equipment and materials needed for a pedicure and explain. List the steps in the pedicure pre-service procedure. Demonstrate the proper procedures and precautions for a pedicure. Describe the proper technique to use in filing toenails. Describe the proper technique for trimming the nails. Demonstrate the ability to perform foot massage properly. Understand proper cleaning and disinfecting of pedicure equipment.

## **NAIL TIPS, WRAPS, & NO-LIGHT GELS**

Identify the supplies needed for nail tips and explain why they are needed. Identify the three types of nail tips. Demonstrate the proper procedure and precautions to use in applying nail tips. Demonstrate the proper removal of tips. List four kinds of nail wraps and what they are used for. Explain benefits of using silk, linen, fiberglass, and paper wraps. Demonstrate the proper procedures and precautions used in fabric wrap application. Describe the maintenance of fabric wrap. Include a description of the 2-week and 4-week rebalance. Explain how to use fabric wrap for crack repairs. Demonstrate the proper procedure and precautions for fabric wrap removal. Define no-light gels. Demonstrate the proper procedures for applying no-light gels.

## **ACRYLIC (METHACRYLATE) NAILS**

Explain acrylic (methacrylate) nail enhancement chemistry and how it works. List the supplies needed for acrylic (methacrylate) nail enhancements application. Demonstrate the proper procedures for applying acrylic (methacrylate) nail enhancements using forms over tips, and on natural nails. Practice safety precautions involving the application of nail primers. Describe the proper procedure for maintaining healthy acrylic (methacrylate) nail enhancements. Perform regular rebalance procedures and repairs. Implement the proper procedure for removing acrylic (methacrylate) nail enhancements. Explain how the application of odorless acrylic (methacrylate) products differs from the application of traditional acrylic (methacrylate) products.

## **UV GELS**

Describe the chemistry and main ingredients of UV gels. Identify the supplies needed for UV gel application. Demonstrate the proper procedures for maintaining UV gel services using forms over tips and on natural nails. Describe the one-color and two-color methods for applying UV gels. Explain how to safely and correctly remove UV gels.

### **SEEKING EMPLOYMENT**

Discuss the essentials of becoming test-wise. Explain the steps involved in preparing for employment. List and describe the various types of salon businesses. Write an achievement-oriented resume and prepare an employment portfolio. Explain how to explore the job market and research potential employers. Be prepared to complete an effective employment interview.

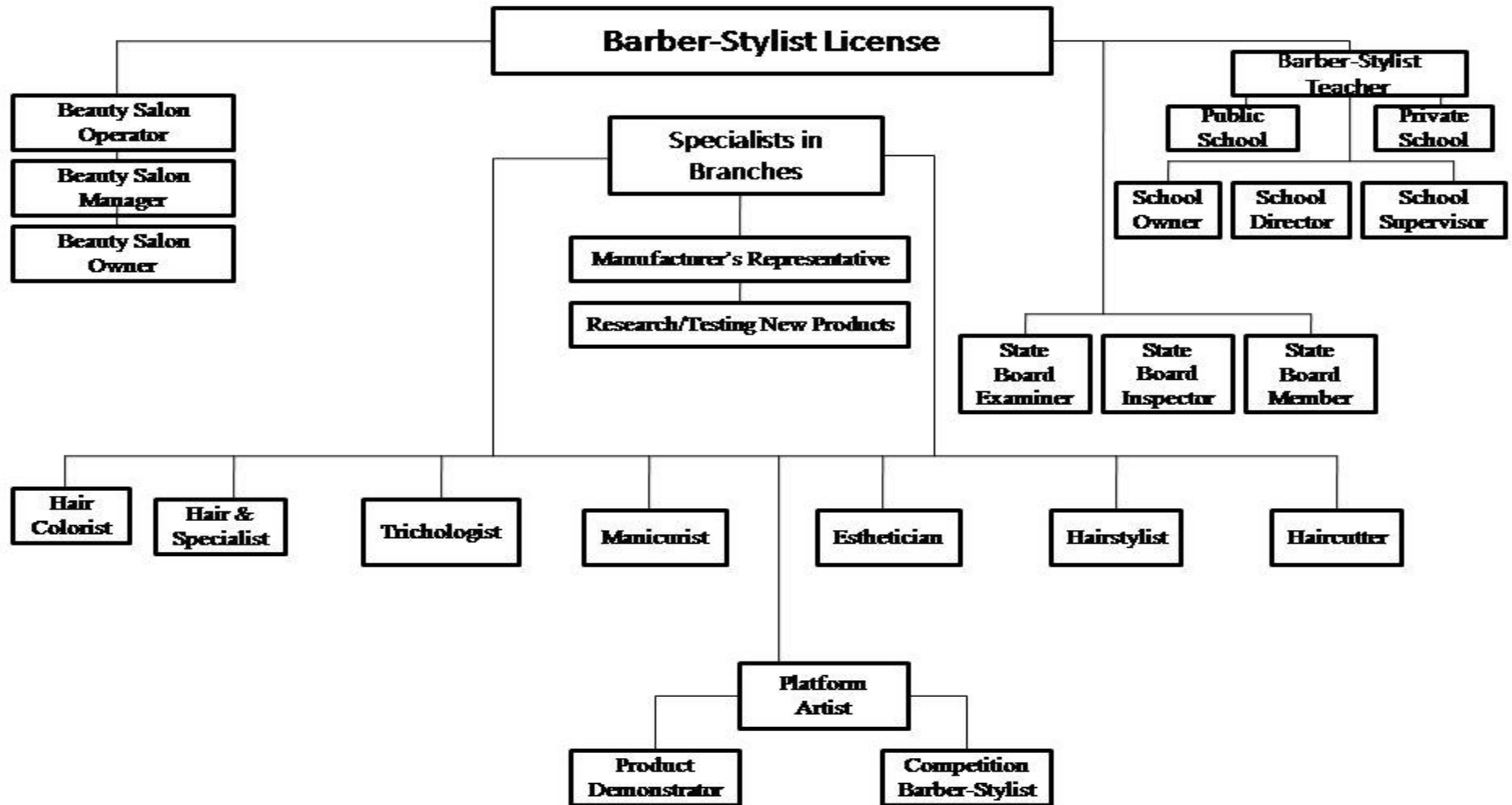
### **ON THE JOB**

Describe the qualities that help a new employee succeed in a service profession. List the habits of a good salon team player. Explain the function of a job description. Describe three different ways in which salon professionals are compensated. Create a personal budget. List the principles of selling products and services in the salon. List the most effective ways to build a client base

### **THE SALON BUSINESS**

List the two ways in which you may go into business for yourself. List the factors to consider when opening a salon. Name and describe the types of ownership under which a salon may operate. Explain the importance of keeping accurate business records. Discuss the importance of the reception area to a salon's success. Demonstrate good salon telephone techniques. List the most effective forms of salon advertising.

*Training You for Careers in Barbering*





# **BARBER/STYLIST**

## **(1528 Hours)**

The objective of the Barber-Stylist program is to teach each aspiring Barber-Stylist the necessary technical skill, which will enable him/her to pass the NC State Board of Barber Examiners Test.

In order to graduate, the student must complete 1528 hours of course study and score 70% or better on the written final examination. The student must also satisfy all financial obligations to the University. After completing this program the student will receive a diploma and is eligible to take the North Carolina State Board Exam for Licensing as a Barber/Stylist and is certified to work in or own and manage his/her own barber-styling shop.

### **NOTICE:**

**State law requires Sherrill's to file an up-to-date list of its students along with hours with the Board of Barber Examiners at least once a month.**

## **COURSE OF STUDY (FRESHMEN)**

	<b>Hours</b>
<b>Study Skills</b>	
<b>The History of Barbering</b>	
<b>Your Professional Image</b>	<b>32</b>
<b>Infection Control: Principles and Practices</b>	<b>32</b>
<b>Properties of the Hair and Scalp</b>	<b>32</b>
<b>Shampooing, Rinsing and Conditioning</b>	<b>32</b>
<b>Implements, Tools, and Equipment</b>	<b>32</b>
<b>Haircutting/Men and Women</b>	<b>32</b>
<b>Men and Women Hairstyling</b>	<b>32</b>
<b>Chemical Texture Services</b>	<b>32</b>
<b>Haircoloring</b>	<b>64</b>
<b>Hair Removal/Shaving</b>	<b>32</b>
<b>Facials</b>	
<b>Manicuring</b>	<b>32</b>
<b>Freshmen Finals</b>	<b>16</b>
	<b>Total 400 Hrs.</b>

**COURSE OF STUDY (ADVANCED)**  
**BARBER/STYLIST**

	<b>Hours</b>
<b>Microbiology</b>	<b>32</b>
<b>Infection Control and Safe Work Practices</b>	<b>32</b>
<b>Implements, Tools, and Equipment</b>	<b>32</b>
<b>Anatomy and Physiology</b>	<b>64</b>
<b>Chemistry</b>	<b>32</b>
<b>Electricity and Light Therapy</b>	<b>32</b>
<b>Properties and Disorders of the Skin</b>	<b>32</b>
<b>Properties and Disorders of the Hair and Scalp</b>	<b>32</b>
<b>Treatment of the Hair and Scalp</b>	<b>32</b>
<b>Men's Facial Massage and Treatments</b>	<b>32</b>
<b>Shaving and Facial Hair Design</b>	<b>32</b>
<b>Men's Haircutting and Styling</b>	<b>128</b>
<b>Men's Hair Replacement</b>	<b>32</b>
<b>Women Haircutting and Styling</b>	<b>32</b>
<b>Chemical Texture Services</b>	<b>64</b>
<b>Haircoloring and Lightening</b>	<b>128</b>
<b>Nails and Manicuring</b>	<b>32</b>
<b>State Board Preparation &amp; Licensing Laws</b>	
<b>The Job Search</b>	
<b>Barbershop Management</b>	<b>64</b>
<b>Total</b>	<b>864 Hrs.</b>

**CLINIC PERFORMANCES/LIVE MODEL PERFORMANCES  
(ADVANCED)**

	<u>Live</u>		<u>Mannequin</u>
Haircuts, Tapering, Razor	150		
Shaving	6		
Wigs, Hairpieces			1
Permanent Waves, Soft Curl Permanents	3	or	3
Mustache, Beard Trim	25		
Chemical Relaxer, Texturizing	5	and	10
Temporary Rinses	5		
Semi-Permanent Colors	3		
Permanent colors	3		
Hair Bleaching, Frosting	3	or	3
Manicures	10		
Facials	10		
Eyebrow Arching	10		
Scalp Treatments	15		
Shampoo and Hairstyling	150		
		<b>Total</b>	<b>264 Hrs.</b>

## INSTRUCTOR TRAINING (BARBER-STYLIST)

(800 hours)

Upon completion of this course, the student will receive a diploma and be prepared to take the North Carolina State Board Exam for Teachers. Most of this course will involve student preparation and student teaching. The student should have a desire to teach others and be willing to advance his/her own education by keeping abreast of new methods and technologies in cosmetology.

### COURSE OF STUDY

The Career Education	40
The Teaching Plan and Learning Environment	40
Basic Learning Styles and Principles	40
Effective Classroom Management and Supervision	40
Program Review, Development, and Lesson Planning	40
Educational Aids and Technology in Classroom	40
Effective Presentations	40
Assessing Progress and Advising Students	40
Making the Student Salon an Adventure	40
Career and Employment Preparation	40
Educator Relationships	40
Achieving Learner Results	40
Learning is a Laughing Matter	40
Teaching Study and Testing Skills	40
Teaching Success Strategies for a Winning Career	40
Teams at Work	40
Communicating Confidently	40
The Art of Retaining Students	40
Evaluating Professional Performance	40
Instructor Discretion-Assignment	40
<b>TOTAL</b>	<b>800 Hrs.</b>

### GRADUATION REQUIREMENTS

- Score 85% or higher on the written final
- Complete the teacher workbook
- Complete 10 transparencies
- Complete lesson plans for State Board competencies
- Submit 5 teacher-made tests
- Submit 5 self-evaluations
- Log 100 hours in Student Teaching Level I
- Log 50 hours in Student Teaching Clinic
- Complete 500 hours over and above a licensed cosmetologist
- Be 18 years of age and a high school graduate or equivalent
- Satisfy all financial obligations to the University



# **BARBER/STYLIST COURSE DESCRIPTIONS**

## **PART I: ORIENTATION TO BARBERING**

### **STUDY SKILLS:**

Discuss study skills that can enhance your understanding of new information. Discuss methods for mind-mapping a topic. Identify the four steps of the writing process. Identify your preferred learning style. Discuss effective study habits.

### **THE HISTORY OF BARBERING:**

Define the origin of the word barber. Discuss the evolution of barbering. Describe the barber-surgeons and their practices. Explain the origin of the barber pole. Identify some organizations responsible for upgrading the barbering profession. Explain the importance and function of state barber boards.

### **PROFESSIONAL IMAGE:**

Define professional image. Discuss the ways in which life skills, values, and beliefs influence your professional image. Explain the relationship between personality and attitudes and the demonstration of professional behavior. List the guidelines to maintaining personal and professional health. Demonstrate an understanding of effective human relations and communication skills. List the rules of professional ethics. Discuss the basic principles of personal and professional success. Explain the concepts of motivation and self-management. Create short-term and long-term goals. Discuss time-management skills.

## **PART II: THE SCIENCE OF BARBERING**

### **MICROBIOLOGY:**

Identify the two types of bacteria. Identify the classifications of pathogenic bacteria. Describe the growth and reproduction of bacteria. Explain how blood borne pathogens can be transmitted. Understand the differences between bacterial and viral infections. Discuss hepatitis transmission and prevention. Discuss HIV/AIDS transmission and prevention. Discuss plant and animal parasites. Understand immunity and related terms.

### **INFECTION CONTROL AND SAFE WORK PRACTICES:**

Discuss the ways in which infectious materials may be transmitted in the barbershop. Understand the reasons for maintaining an MSDS notebook. Discuss federal and state agencies associated with infection control and safe work practices. Define decontamination and list three levels used for the prevention and control of pathogen transmission. Identify the chemical decontamination agents most commonly used in barbershops. Demonstrate proper decontamination procedures for tools, equipment, and surfaces. Discuss standard precautions and blood-spill disinfection. Discuss disinfecting rules, decontamination safety precautions, and rules of sanitation. Define safe work practices. Recognize potential safety hazards in the barbershop.

### **IMPLEMENTS, TOOLS, AND EQUIPMENT:**

Identify the principal tools and implements used in the practice of barbering. Identify the parts of shears, clippers, and razors. Demonstrate the correct techniques for holding combs, shears, clippers, and razors. Demonstrate honing and stropping techniques.

### **ANATOMY AND PHYSIOLOGY:**

Explain the importance of anatomy and physiology to the barbering profession. Describe the structure and reproduction of cells. Describe the structure of the skull, face, and neck and their relationship to barbering. Identify important muscles of the head, face, and neck that relate to barbering services. Identify important nerves of the head, face, and neck that relate to barbering services.

### **CHEMISTRY:**

Define organic and inorganic chemistry. Define matter and its states. Define pH and understand the pH scale. Explain the characteristics of emulsions, suspensions, and solutions. Understand how the pH level of hair products affect the hair and scalp. Discuss cosmetic preparations used in barbering including shampoos, conditioners, rinses, and tonics.

### **ELECTRICITY AND LIGHT THERAPY:**

Identify and define common electrical terms. Discuss and recognize electrical safety devices. Explain different electrical modalities and their uses. Explain the effects of ultraviolet and infrared light on the skin.

### **PROPERTIES AND DISORDERS OF THE SKIN:**

Describe the structure and divisions of the skin. List the functions of the skin. Identify recognizable skin disorders.

### **PROPERTIES AND DISORDERS OF THE HAIR AND SCALP:**

Name and describe the structures of the hair root. Name and describe the layers of the hair shaft. Describe the structure of hair protein. Describe the growth cycle of hair. List the characteristics of hair important to hair analysis. Identify different types of hair loss and treatments. Identify common scalp disorders. Identify common hair disorders.

## **PART III: PROFESSIONAL BARBERING**

### **TREATMENT OF THE HAIR AND SCALP:**

Identify services associated with the treatment of the hair and scalp. Demonstrate proper draping procedures for hair services. Demonstrate the shampoo service. Demonstrate scalp massage techniques and treatments.

### **MEN'S FACIAL MASSAGE AND TREATMENTS:**

Describe the benefits of facial massage and treatments. Discuss the location and stimulation of facial muscles. Discuss the location and stimulation of facial nerves. Name and demonstrate massage manipulations. Demonstrate the use of facial treatment equipment. Discuss products used in facial treatments. Identify skill types and appropriate facial treatments and products.

### **SHAVING AND FACIAL HAIR DESIGN:**

Discuss sanitation and safety precautions associated with straight razor shaving. Demonstrate the ability to perform straight razor-holding positions and cutting strokes. Identify the 14 shaving areas of the face. Demonstrate a facial shave. Demonstrate a neck shave. Demonstrate a mustache and beard trim.

### **MEN'S HAIRCUTTING AND STYLING:**

Discuss the art and science of men's haircutting and styling. Discuss the term envisioning and the importance of the client consultation. Discuss facial shapes and anatomical features. Identify and name the sections of the head as applied to haircutting. Understand the fundamental terms used in haircutting. Demonstrate basic cutting techniques: fingers-and-shear, shear-over-comb, freehand shear cutting, freehand clipper cutting, clipper-over-comb, and razor cutting. Demonstrate shaving the outline areas. Demonstrate disinfection procedures. Demonstrate basic hairstyling techniques. Discuss safety precautions used in haircutting and styling.

### **MEN'S HAIR REPLACEMENT:**

Discuss reasons why men may purchase a hair replacement system. Recognize supplies needed to service hair replacement systems. Demonstrate how to measure a client for a hair replacement system. Explain how to create a hair replacement template. Explain how to apply and remove a hair replacement system. Describe how to fit and cut in a hair replacement system. Describe how to clean and service a hair replacement system. Discuss selling hair replacement systems. Discuss alternative hair replacement methods.

## **PART IV: ADVANCED BARBERING SERVICES**

### **WOMEN'S HAIRCUTTING AND STYLING:**

Perform four basic women's haircuts. Demonstrate mastery of texturizing techniques. Perform basic wet styling techniques. Perform basic blow-dry styling techniques. Perform thermal curling and straightening techniques.

### **CHEMICAL TEXTURE SERVICES:**

Explain the effects of chemical texture services on the hair. Identify the similarities and differences between chemical texture services. Discuss hair and scalp analysis for chemical texture services. Perform a permanent wave service. Perform a reformation curl service. Perform a hair-relaxing service.

### **HAIRCOLORING AND LIGHTENING:**

Discuss the principles of color theory and their importance to hair coloring. Identify the classifications of hair color products and explain their actions on the hair. Explain the action of lighteners on the hair. Identify the products used in hair coloring and lightening. Demonstrate the correct procedures for applying hair color and lighteners. Identify products used to color facial hair. Discuss safety precautions used in hair coloring and lightening.

### **NAILS AND MANICURING:**

Describe the composition of the nail. Identify and describe nail irregularities and diseases. Demonstrate the proper use of manicuring implements, equipment, and



products. Recognize the five general shapes of nails. Demonstrate manicure and hand massage procedures.

## **PART V: THE BUSINESS OF BARBERING**

### **STATE BOARD PREPARATION AND LICENSING LAWS:**

Discuss how to prepare for written state board examinations. Discuss barber board laws, rules, and regulations in your state. Discuss how to prepare for practical state board examinations. Explain what information may be found in candidate information booklets/materials. Identify the primary objectives of state barber board rules and regulations.

### **THE JOB SEARCH:**

Discuss industry positions available for barbering students. Explain the guidelines of goal setting. List and discuss personal characteristics important for employment. Discuss employment classifications and wage structures. Write a résumé and perform a job search.

### **BARBERSHOP MANAGEMENT:**

Discuss self-employment and barbershop ownership. Understand responsibilities associated with business development and ownership. Discuss types of business ownership. Explain the difference among employment classifications. Discuss the features of a business plan. Design a floor plan. Discuss different types of advertising. Identify the types of records that barbershop owners must maintain. Demonstrate services and retail product sales techniques.

# Natural Hairstyling

## (300 Hours)

The objective of the Natural Hairstyling program is to teach each aspiring Natural Hair-Stylist the necessary technical skill which will enable him/her to pass the NC State Board of Examiners Test.

In order to graduate, the student must complete 300 hours of course study and score 70% or better on the written final examination. The student must also satisfy all financial obligations to the University. After completing this program the student will receive a diploma and is eligible to take the North Carolina State Board Exam for Licensing as a Natural Hair-Stylist and is certified to work in or own and manage his/her own salon.

### COURSE OF STUDY (FRESHMEN/Advance)

<b>Study Skills</b>	<b>Hours</b>
<b>History and Career Opportunity</b>	<b>12</b>
<b>Life Skills</b>	<b>3</b>
<b>Your Professional Image</b>	<b>3</b>
<b>Communicating for Success</b>	<b>2</b>
<b>Infection Control</b>	<b>21</b>
<b>Anatomy and Physiology</b>	<b>21</b>
<b>Skin Structure</b>	<b>12</b>
<b>Properties of the Hair and Scalp</b>	<b>12</b>
<b>Principles of Hair Design</b>	<b>12</b>
<b>Shampooing Rinsing &amp; Conditioning</b>	<b>5</b>
<b>Hairstyling</b>	<b>45</b>
<b>Braiding and Extensions</b>	<b>38</b>
<b>Skin Diseases and Disorders</b>	<b>48</b>
<b>Seeking Employment</b>	<b>12</b>
<b>Haircutting</b>	<b>15</b>
<b>On the Job</b>	<b>9</b>
<b>Implements and Tools</b>	<b>9</b>
<b>Basics of Electricity</b>	<b>12</b>
<b>The Salon Business</b>	<b>9</b>
<b>TOTAL</b>	<b>300 HRS.</b>

## **CLASS HOURS**

### **DAY: FULL-TIME**

Mon. – Fri.: 8:30 a.m. – 5:00 p.m.

Saturday: 9:00 a.m. – 4:00 p.m.

### **EVENING: PART-TIME**

Mon. – Fri.: 6:00 p.m. – 10:00 p.m.

Saturday: 9:00 a.m. – 4:00 p.m.

# NATURAL HAIRSTYLING COURSE DESCRIPTIONS

## **HISTORY & CAREER OPPORTUNITIES**

Describe the origins of appearance enhancement. Describe the advancements made in cosmetology during the 19<sup>th</sup>, 20<sup>th</sup>, and early 21<sup>st</sup> centuries. List the career opportunities available to a licensed beauty practitioner.

Blow-dry styling techniques. Demonstrate three basic techniques of styling long hair. Demonstrate the proper use of thermal irons, demonstrate various thermal iron manipulations, and explain how they are used. Describe the three types of hair pressing, Demonstrate the procedures involved in soft pressing and hard pressing.

## **LIFE SKILLS**

List the principles that contribute to personal and professional success. Explain the concept of self-management. Create a mission statement. Explain how to set long-and short-term goals. Discuss the most effective ways to manage time. Describe good study habits. Define ethics. List the characteristics of a healthy, positive attitude.

## **YOUR PROFESSIONAL IMAGE**

Understand professional hygiene. Explain the concept of dressing for success. Use appropriate methods to ensure personal health and well-being. Demonstrate an understanding of ergonomic principles and ergonomically correct postures and movement.

## **COMMUNICATING FOR SUCCESS**

List the golden rules of human relations. Explain the importance of effective communication. Conduct a successful client consultation. Handle delicate communications with your clients. Build open lines of communication with co-workers and salon managers.

## **INFECTION CONTROL/PRINCIPLES & PRACTICES**

Understand state laws and rules. List the types and classifications of bacteria. List the types of disinfectants and how they are used. Define hepatitis and HIV, and explain how they are transmitted. Describe how to safely clean and disinfect salon tools and equipment. Explain the differences between cleaning, disinfection and sterilization. Discuss Universal Precautions and your responsibilities as a salon professional.

## **ANATOMY AND PHYSIOLOGY**

Explain the importance of anatomy and physiology to the cosmetology profession. Describe cells, their structure, and their reproduction. Define tissue and identify the types of tissues found in the body. Name the 10 main body systems and explain their basic functions.

## **SKIN STRUCTURE**

Describe the structure and composition of the skin. List the functions of the skin.

## **PROPERTIES OF THE HAIR & SCALP**

Name and describe the structures of the hair root. List and describe the three layers of the hair shaft. Describe the three layers of the hair shaft. Describe the three types of side

bonds in the cortex. List the factors that should be considered in a hair analysis. Describe the process of hair growth. Discuss the types of hair loss and their causes. Describe the options for hair loss treatment. Recognize hair and scalp disorders commonly seen in the salon and school, and know which can be treated by cosmetologists.

### **BASICS OF ELECTRICITY**

Define the nature of electricity and the two types of electric current. Define electrical measurements. Understand the principles of electrical equipment safety. Define electric modalities used in cosmetology. Explain electromagnetic radiation and the visible spectrum of light. Describe the types of light therapy and their benefits.

### **PRINCIPLES OF HAIR DESIGN**

List the five elements of hair design. List the five principles of hair design. Identify different facial shapes. Demonstrate how to design hairstyles to enhance or camouflage facial features. Explain design considerations for men.

### **SHAMPOOING, RINSING, & CONDITIONING**

Explain the importance of pH in shampoo selection. Explain the role of surfactants in shampoo. Discuss the uses and benefits of various types of shampoos and conditioners. Perform proper scalp manipulations as part of a shampoo service. Demonstrate proper shampooing and conditioning procedures.

### **IMPLEMENTS, TOOLS AND EQUIPMENT**

Identify the principals of tools and implements used in the practice of natural hair styling. Have the ability to identify the parts of the tool. Be able to demonstrate the correct techniques for holding the tools and implements.

### **HAIRSTYLING**

Demonstrate finger waving, pin curls, roller setting, and hair wrapping. Perform blow-dry styling techniques. Perform thermal curling and straightening techniques.

### **BRAIDING & BRAID EXTENSIONS**

Perform a client consultation and hair analysis with respect to hair braiding. Explain how to prepare the hair for braiding. Demonstrate the procedures for the invisible braid, rope braid, and fishtail braid. Demonstrate the procedures for single braids, with and without extensions. Demonstrate the procedures for corn rowing, with and without extensions.

### **WIGS & HAIR ENHANCEMENTS**

List the elements of a client consultation for wig services. Explain the differences between human hair and synthetic wigs. Describe the two basic categories of wigs. Demonstrate the procedure for taking wig measurements. Demonstrate the procedure for putting on a wig. Describe the various types of hairpieces and their uses. Explain the various methods of attaching extensions.

### **SKIN DISEASES & DISORDERS**

Describe the aging process and the factors that influence aging of the skin. Define important terms relating to skin disorders. Discuss which skin disorders may be handled in the salon, and which should be referred to a physician.

## **SEEKING EMPLOYMENT**

Discuss the essentials of becoming test-wise. Explain the steps involved in preparing for employment. List and describe the various types of salon businesses. Write an achievement-oriented resume and prepare an employment portfolio. Explain how to explore the job market and research potential employers. Be prepared to complete an effective employment interview.

## **ON THE JOB**

Describe the qualities that help a new employee succeed in a service profession. List the habits of a good salon team player. Explain the function of a job description. Describe three different ways in which salon professionals are compensated. Create a personal budget. List the principles of selling products and services in the salon. List the most effective ways to build a client base

## **THE SALON BUSINESS**

List the two ways in which you may go into business for yourself. List the factors to consider when opening a salon. Name and describe the types of ownership under which a salon may operate. Explain the importance of keeping accurate business records. Discuss the importance of the reception area to a salon's success. Demonstrate good salon telephone techniques. List the most effective forms of salon advertising.

# **ACADEMIC POLICIES**

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

All students must remain in satisfactory progress with grades in practical completion, clinic completion, lecture material and attendance. This policy applies to all students enrolled in a COE approved program whether receiving Federal Title IV funds, partial funding assistance, or self-pay. Students must maintain Satisfactory Progress to continue eligibility for funding. To determine Satisfactory Progress, all students are evaluated based on qualitative and quantitative measures. Qualitative satisfactory progress is defined as carrying a Cumulative Grade Average of seventy percent (70%). Quantitative satisfactory progress is achieved by attending at least 67% of all scheduled clock hours.

## **ACADEMIC PROGRESS**

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a grade average of 70% as described above and pass a FINAL written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

<b><u>Letter Grade</u></b>	<b><u>Definition</u></b>
A	(90% - 100%)..... Excellent
B	(80% - 89%)..... Above Average
C	(70% - 79%)..... Average
D	(69% - below) .....Failing

**DETERMINATION DATE / WITHDRAWAL DATE (OFFICIAL / UNOFFICIAL WITHDRAWAL)**

The actual last date of attendance would be the last day the student was physically in attendance and will be considered as the students "withdraw date". A determination date on a student who had been previously attending could be up to, but not to exceed 14



calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

### **REENTRY STUDENTS/INTERRUPTIONS**

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), will pay a \$100 non-refundable re-enrollment fee, \$25 non-refundable ID badge, \$35 Permit fee (Barbers Only) and will be charged for contracted hours at the current tuition rate.

All re-enrolling students will be provided the school's Re-enrollment Policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status. A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy.

Elapsed time during a Leave of Absence or withdrawal does not affect Satisfactory Progress and will extend the contract period and max time frame by the same number of days as the Leave of Absence or withdrawal period. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

### **GRADING SYSTEM**

It is the Instructor's responsibility, under the supervision of the Director of Education, to maintain up-to-date and well documented grades for each student.

1. Justification and documentation for final grades. Final grades **MUST** be justified on the basis of tests, quizzes, projects, class exercises, etc., as outlined on the course syllabus. The Instructor is to have input into the determining of grading and once the determination has been agreed upon by

the Instructor and the Director of Education, the grading system is not to be changed without revising the course syllabus.

2. In no case shall grades be based upon factors which are not documented in some manner.
3. The results (letter grades, numeric scores, etc.) of each evaluation measure must be recorded on the Instructor's grade sheet.
4. In general, there should never be less than three (3) measures for a subject.

When determining the measure to be used, the weighing of those measures must also be indicated.

Example:	Class Participation... ..	10%
	Practical Work... ..	45%
	Tests .....	45%
	Total .....	100%

### **FINAL GRADE REPORT**

A final grade report is to be prepared by all Instructors for each student at the end of each grading term. Entries on the final grade report for each grading term may be handwritten and must contain the following:

- a. Student's Name
- b. Ending Dates of the Grading Term
- c. Subjects Listed
- d. GPA for the Term

The final grade report is to be given to the Time Keeper for posting of hours. The Time Keeper will give the final grade report to the Director of Education for review. The Director of Education returns the final grade report for all students maintaining satisfactory progress to the Instructors for distribution to each student for their signature. The student retains the white copy and the yellow copy returned to the Director of Education for filing. The Director of Education will counsel students who are not in satisfactory progress and appropriate action will be taken.

### **GRADE POINT AVERAGE (GPA):**

The sum of all chapter scores earned for the term divided by the total number of tests attempted for the term.

Example:	Test 1 = 80
	Test 2 = 90
	Test 3 = 70
Total	240 divided by 3 = 80 GPA for term

If a student's GPA for a term drops below seventy (70), the student must be put on academic probation for the next term.

## **GRADE SHEETS**

All students are required to have grade sheets. The grade sheet should be thoroughly documented so that anyone looking at it would understand how you arrived at the final grade for each student. You should include:

1. Date of Each Test
2. Name of Test
3. Grade

When computing grade averages during the term, all work missed or not turned in should be counted as zero ("0") and included in the average.

## **REPEATING A COURSE**

A student must repeat a required course in which he receives an "F". Both the original and the repeated grade are recorded in the student's academic record and are reflected in the student's average.

## **GRADUATION REQUIREMENTS**

In order to graduate students must have a minimum GPA of 70%, complete the minimum number of classroom hours required in the course of study, be free from all debt, and achieve all performance completions

## **WITHDRAWALS, INCOMPLETES, REPEATED AREAS, LEAVE OF ABSENCE AND MAKEUP WORK**

- Please be advised that students may only be allowed (1) opportunity for re-admission into an eligible program at SBCU. Students who withdraw or are terminated will not be permitted to re-enter, unless approved by the Director of Education.
- Students who withdraw from the program prior to completion and return, will return without any academic penalty.
- Incompletes must be completed within one term or be graded zero ("0").
- A student must repeat those areas that he fails. When an area is repeated, both grades are used to determine the final average.
- An official leave of absence is not considered in calculating the maximum time for completing the program.
- Makeup work must be submitted within one term of when it was originally due or be graded zero ("0").



# **GENERAL GUIDELINES**

The following rules and policies that are expected to be maintained by Barber, Natural Hair, Teacher Trainee and Cosmetology students and will be rigorously enforced by the faculty and staff for the mutual benefit of everyone at Sherrill's University Etc..

## **YOUR FIRST RESPONSIBILITY**

As a student, you are responsible for your personal contribution to your education. You should arrive at School, leaving all personal matters outside the School. We discourage gossip and burdening personal problems on fellow students. Each of the hours required for graduation (1500 for Cosmetology, 1528 for Barbering, 800 Teacher Trainee 300 Natural Hair) should be dedicated to studying, experiencing and practicing Barbering or Cosmetology.

## **PROFESSIONAL STANDARDS**

Only when a student complies with all the following rules and regulations are they eligible to receive credit hours towards their Barber or Cosmetology diploma. A student who breaks a rule is subject to the appropriate reprimand. Your first responsibility as a professional is to totally meet the standards set forth in this catalog.

## **ATTITUDE**

A student who is distracted by personal matters, upset by personality conflicts in the School or is unable to maintain a professional prospective of the participation in the School is unable to assimilate the required information needed to earn credit hours. As a professional, you will be expected to provide your services consistently with order and discipline and without personal or emotional involvement.

## **ATTENDANCE POLICY**

Students are expected to attend all scheduled classes as per their enrollment agreement. Students are required to clock in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system. Any student who is missing for ten (10) consecutive days without communicating with the school may be terminated on the 11<sup>th</sup> consecutive school day. Students with poor attendance will be counseled and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school. Students who do not meet the minimum standard of satisfactory attendance requirements will be dismissed. Instructors develop their own student tardiness policy. It is the student's responsibility to check with the Instructor concerning missed class work and to follow instructions given concerning making up class work.

## **MANDATORY ATTENDANCE DAYS**

Due to the importance of Saturdays and test days, students are required to make a special effort not to be absent or late on these days. Students who miss these days will have difficulty meeting requirements for graduation and completing skill achievements.

## **LEAVING SCHOOL EARLY**

Students who repeatedly leave School early will be scheduled for a Director's conference to determine an appropriate reprimand.

## **INCLEMENT WEATHER**

Weather-related school closings will be announced on WRAL and WTVD television stations, or call the School's voice mail.

## **LATE POLICY**

*One (1) Saturday missed in any month – Next schedule day suspension*

*Two (2) or more Saturdays missed in any month – -Three (3) days suspension*

### **DAY CLASSES**

9:00 a.m.- 10:00a.m.

Can enter class.

10:01a.m.

LATE. Cannot enter unless approved by Administrator

### **EVENING CLASSES**

5:30 p.m. to 6:00 p.m.

Can enter class.

6:01 p.m.

**LATE. Cannot enter until 6:55 p.m. to 7:00 p.m.**

7:01 p.m.

LATE. Cannot enter unless approved by Administrator

### **SATURDAY CLASSES**

7:45 a.m. to 8:30 a.m.

Can enter class.

8:31 a.m.

**LATE. Cannot enter until 9:25 a.m. to 9:30 a.m.**

9:31 a.m.

LATE. Cannot enter unless approved by Administrator

**ALL TIME STARTS WHEN STUDENT CLOCKS IN.**

## **MAXIMUM TIME ALLOWED FOR ABSENCE**

The maximum time frame is equal to 1.5 times the published length of the course. Authorized leaves of absences will not be considered in the maximum time frame evaluation; LOAs will extend the student's contract period and max time frame by the same number of days taken in the LOA. Maximum time frame for transfer students needing less than full course requirements will be determined based on 67% of the scheduled hours. Transfer hours accepted by the school are counted as both attempted and completed hours. Students will be notified of SAP Evaluation results.

## **REPRIMAND FOR RETURNING LATE FROM LUNCH**

First Late Return – Written Warning

Second Late Return – Three (3) Days Suspension

## **BREAKS**

Students are allowed two (2) 10-minute breaks and a one hour lunch per eight (8) hours. Students are required to clock out during their lunch period. One 10-minute break will be provided for each four (4) hours of attendance. Students are not permitted to leave School during breaks. Each student is responsible for cleaning up and clearing away his debris in the break room and School areas.

## **LEAVE OF ABSENCE**

The University realizes that extenuating circumstances may arise which would make it a disadvantage for a student to remain enrolled. In such instances, a leave of absence will be granted. The student must request a leave of absence in writing to the Director of Education. A leave of absence indicates that the student sincerely intends to resume his/her education. The student will be dropped from the University if he/she does not reenroll on the agreed upon date. The student will be granted only one leave of absence.

A leave of absence will be for a maximum of 45 days for personal sickness or military purposes only.

Students may request an excused leave of absence for a serious medical problem or military matters. The leave time will be excused if the student shows reasonable evidence that the leave of absence is or was necessary. The enrollment time will be extended for the length of the excused leave. Maximum time for a leave of absence is sixty (45) days.

### **CONDUCT POLICIES**

- (1) Cheating in any form on academic work is a violation of the University's policy.
- (2) The use of indecent or profane language, the possession, use or sale of alcoholic beverages (whether of legal age or under legal age) or drugs is prohibited at all times on School property. If caught the student may face criminal charges, and suspension/expulsion from the University.
- (3) It is the responsibility of each student to familiarize himself with the posted regulations pertaining to fire exits, warnings, and drills.
- (4) Smoking, eating, and drinking are not permitted in classrooms at any time.
- (5) The University reserves the right to dismiss any student when his attitude, conduct, attendance, or academic progress is not consistent with University requirements. The actual termination of a student is based upon the recommendation of the Instructor along with the approval of the Director of Education or University Director.
- (6) A list of University rules and regulations will be presented to each student on the first day of classes.
- (7) A student who has been dismissed from the University and desires to re-enter must apply for readmissions. The application for re-entry must be approved by the Director of Education or the University Director.

### **CLOCK HOURS**

A clock hour is defined as 60 minutes with 50 minutes of instructional training.

### **COMPUTER LOG-ON/LOG OUT**

- (1) Each student will be responsible for the operation of logging on and off the computer. Anyone found logging on/off for someone else will be suspended from School.
- (2) Once you log on, you must be in the building ready for class. This means:
  - (a) You are ready and willing with tools, mannequin, and text books.
  - (b) You are in a clean, pressed uniform (Cosmetology students) or a black barber jacket, white shirt, tie and appropriate color slacks (Barber students) and have on a nametag – no sweat pants, hats of any kind, scarves, etc.
  - (c) You must have a clear book bag.
- (3) If it becomes necessary for you to leave School at any time other than at your normal time, see your Instructor before clocking out.
- (4) Remember North Carolina State Board Regulation, Subchapter 145, 0103:
  - (a) The maximum time a student is allowed to stay in School in any one day is Eight (8) hours.
  - (b) The maximum time a student is allowed to stay in School in any one week is forty (40) hours.

(5) Students are responsible for the daily recording of their time on the approved School form. Students should have an up-to-date record of their hours at all times

***IF YOU DO NOT MEET THE ABOVE REQUIREMENTS, DO NOT LOGIN.***

### **UNIFORMS**

All cosmetology students are required by North Carolina State Board of Cosmetic Arts to wear a uniform type attire including shoes. Uniform should consist of black scrubs, black shoes and a black lab jacket. Style and design should be simple and without frills. Students are permitted to wear under garments (must be black or white).

Barber students are required to wear black barber jackets, white shirts and a tie. There is no color restriction for the tie. Slacks should be navy or black. Barbers and barbers only may dress down on Saturdays. Any color slacks are allowed along with oxford type shirts and a black lab jacket. No jeans are allowed.

### **AUTHORIZED PRODUCTS**

The School encourages the student to learn and be aware of various products on the market. The School endorses no particular products and seeks to prepare the student to make judgments regarding products in a knowledgeable and professional manner.

The School provides access to all products required for use in the School. Students may not bring in products for use in the School unless the School authorizes the products. Students are not encouraged to bring in products; however, it is acceptable if the student brings in products, such as hairspray, setting lotion or styling mousse. These items are available to the student at the supply desk for use in the School. All kits must remain in the School in the kit closet or in a locker. Kits cannot be taken in and out of the School.

### **BORROWING EQUIPMENT FROM OTHER STUDENTS**

Going into another student's station to borrow equipment or into their equipment bag is strictly prohibited. Students are required to maintain an inventory of required equipment. The equipment must be in good working condition. A student who does not have the required equipment may not participate in the School's clinic until such equipment is obtained and is in good working condition.

### **LENDING EQUIPMENT**

Students may not lend equipment unless authorized by an Instructor. Lending equipment without authorization is subject to the same reprimand as for unauthorized borrowing of equipment or unauthorized entry into another student's station or equipment bag.

### **AUTHORIZED EXCEPTIONS FOR LENDING AND BORROWING**

In the event an item is broken, lost or misplaced during School hours, the student may request that an Instructor assist in making arrangements. Under such circumstances, students may lend as authorized.

### **REFUSAL TO ACCEPT CLINIC ASSIGNMENTS**

Students are required to accept clinic assignments without comment and to demonstrate a professional attitude toward the client at all times. If the student is concerned about the assignment, he should ask the Instructor for assistance. A student who demonstrates hesitation or disagreement during the assignment or in the presence of the client will be given an automatic three (3) days suspension.



## **SANITATION AND CLEANUP RESPONSIBILITIES**

The State Board requires that each student maintain his area and equipment in a clean and sanitary manner. Throughout the student's career as a Barber or Cosmetologist, the State Board sanitation requirements must be upheld.

All students must join together to help keep the School clean and must participate in the end-of-the-day cleanup program. Each student must have his/her area checked by an Instructor before clocking out of School. Hair should be swept immediately after the service is completed. Failure to abide by this policy could cause the school to take actions that may include a 3 day suspension.

## **VISITORS**

Students are encouraged to invite relatives and friends to the School. Tours of the School can also be arranged for the students' family by notifying the School Administrator.

Unexpected personal visits in the School are prohibited. A visitor may request to see a student momentarily by asking for the student at the reception desk. The student will be excused to meet with the visitor briefly in the lobby area only. Such interruptions are discouraged and should be kept to a minimum. A personal visitor may not walk into the School without staff authorization. Personal visitors will not be allowed to loiter around the School lobby.

## **PHONE PRIVILEGES**

In case of a serious emergency, a student may be reached through the School business phone. A message will immediately be given to the student. Personal calls to the student, however, will not be accepted through the school business phone and students are not permitted to use the business phone for personal calls. Only essential personal calls should be received or made at the student's phone. A student who is distracted by the use of the phone will be restricted from phone use in the School. A student may not leave a client during the performance of a service to answer a phone call. Students are limited to five (5) minutes on the phone. Any student who violates this rule will be suspended from School for at least the rest of the day, if not more. Students must pay required fee to use the phone.

## **ADDRESSING SCHOOL STAFF**

All members of the staff should be addressed as Miss, Ms., Mrs., or Mr.

## **DISCIPLINE**

The School reserves the right to take appropriate measures for insubordination, refusal to cooperate with Instructors, failure to maintain class schedules or in any incidence where the staff feels the student is not appearing or conducting themselves in a manner that is a credit to this School or profession.

## **PERMANENT SUSPENSION**

Fighting, using drugs or alcohol, and stealing are grounds for permanent suspension from the University, and could also include criminal charges. Sherrill's University does not tolerate unprofessional behavior.

## **AWARD FOR EXCELLENCE**

Students are recognized for:

- (1) Attending classes regularly and on time

- (2) Making the honor roll

### **STUDENT ACTIVITIES**

Extracurricular activities, such as social functions and field trips are initiated and organized by student committees and vary from year to year. The Administration encourages participation and provides support and guidance for the students.

### **SCHOLARSHIPS**

The University may offer full or partial scholarships at certain times of the year.

### **HOUSING**

Housing is not provided for non-local students. The University has found this unnecessary since all recruiting efforts are currently conducted within a commutable radius of the site.

## **FINES FOR NOT FOLLOWING SCHOOL RULES/REGS**

There are fines for not following School rules and regulations. If fines are not paid, student will be suspended. A staff person will decide suspension. Fines must be paid before the student can re-enter class. Normal fines are \$5.00 unless otherwise specified. If the student is caught committing the same offense in the same day, the fine will be double plus the original fine. You are subject to the fine and the suspension. The following are examples of violations that will be fined. Violations are not limited by this list.

1. Not doing cleanup duty
2. No name tag
3. Horse playing
4. No books, school supplies, pens, paper, etc.
5. Exchanging tickets without Instructor's approval
6. Returning late from break/lunch
7. Hair not groomed
8. Performing student services without a ticket and/or authorization
9. Not in proper uniform
10. Refusing client (\$20.00 fine)
11. Outside and not clocked out (\$20.00 fine)
12. Not signed in at the Front Desk
13. No tissue paper when marceling
14. Chewing gum on Clinic Floor
15. Eating or drinking on Clinic Floor
16. No mat on floor when doing color service (\$20.00 fine)

17. Profane language (\$20.00 fine)

18. Talking on cell phones in the building (\$20.00 fine)

### **SALON SERVICES FOR STUDENTS**

Student service is a privilege and must be done on after receiving permission from the Instructor. Any student giving or receiving a service without following the proper procedure will be charged the full price of the service, and if unable to pay full price, the offending students will be suspended until such fees have been paid. Student service times are as follows:

Freshmen students will be permitted only on Saturday after 1:00 p.m. Advance students are permitted to receive services during the week day after 2:00 p.m. and after 3:00 p.m. on Saturday.

**50% off any service offered if in current financial standing with the School.**

### **FAMILY DISCOUNTS**

Five (5) members of your family or friends may receive 20% off the regular service price. Family discounts become effective when a student transitions into the advance program. The clinic floor manager must approve any changes or updates to this list.

### **DISCOUNT SUSPENSIONS**

Effective immediately, no persons who are delinquent in their tuition shall be eligible for privileges of Sherrill's. Only those individuals who are in good standing financially will be allowed to receive the following:

Family Discounts  
Student Service Discounts  
1200 hour Discounts

If you are interested in being eligible for these services, you must be current in your tuition. An updated list of delinquent students will be provided by the Finance Administrator weekly to the front desk person and kept in a binder.

# **DRUG FREE SCHOOL POLICY**

## Philosophy:

Sherrill's University of Baber & Cosmetology is committed to the concept of compliance to the Drug-Free Communities Act Amendment of 1989. In this pamphlet we will endeavor to outline to employees and student Sherrill's standards of conduct as the relate to alcohol and illegal drugs; local, state and federal statues for the possession and/or distribution of illegal drugs; health risked of "mind-altering" substances; and the availability of local drug/alcohol counseling and/or treatment.

## Standards of Conduct:

The sanctions below apply to all employees and students whose violation occurs on school property or as part of a school activity.

Employees and students will not be allowed on school property under the influence of any type of mood-altering substance. Alcohol should not be ingested at least eight hours prior to arrival to school. Any employee/student taking prescription drugs that have mood-altering side effects should inform the teacher or supervisor immediately upon their arrival at school and be able to provide prescription documentation on request. Any employee/student found to be under the influence of alcohol or prescription mood-altering drugs (without proper notification) will be given a written notification or their violation will cause the person to be suspended until the employee/student can provide proof that he/she has enrolled in an appropriate counseling/treatment program. A third violation will result in permanent suspension.

Any employee/student found in possession of illegal drugs will be permanently suspended and local police will be notified. We reserve the right to notify the authorities should we suspect any employee/student to be in possession of illegal narcotics and to suggest search of same.

## State and Federal Statutes:

There are state and federal laws dealing with possession and the possession to sell controlled substances. Here and in other sections of this program, we will refer to the predominantly abused controlled substance of marijuana and cocaine/crack.

## North Carolina Statutes:

Anyone convicted for possession of .5 ounce or less of marijuana may be sentenced to no more than 30 days imprisonment, \$100 fine, or both.

Anyone convicted for possession of small amount of cocaine/crack may be sentenced to no more than 2 years imprisonment, \$2,000 fine, or both. Anyone convicted for "trafficking" while in the possession of 4 grams or more of cocaine will be sentenced for no less than 14 years minimum 50,000 fine.

## U.S. Statutes:

It is unlawful to participate in the use, distribution, or manufacture of a controlled substance while receiving federal financial aid.

The sentence for conviction of the possession of marijuana is for no more than 5 years imprisonment, \$15,000 fine, or both.

Anyone convicted for the possession of cocaine/crack will receive a sentence of no more than 15 years in a federal penitentiary, \$25,000 fine, or both

#### Health Risk of Alcohol and Drug Abuse:

Alcohol abuse is drinking that harms or endangers the drinker and/or others. It is the number one drug problem in the United States. Continued excessive drinking can damage:

- Body organs (leading to liver, heart, and digestive tract problems)
- Physiological processes (leading to impairment of brain activity, digestion, and blood circulation)
- Mental and emotional health (leading to loss of memory and impaired judgment contributing to personality disorders)

Cocaine is one of the most powerfully addictive of the drugs of abuse. Health dangers are:

- Accelerated heart rate while blood vessels constrict. This can cause seizures, cardiac arrest, respiratory arrest, or stroke.
- Nasal Problems with heavy use, possibly causing collapse of the nasal septum.
- Mental and emotional health (leading to loss of memory and impaired judgment contributing to personality disorder)
- Anxiety leading to paranoia.
- Possible depression when deprivation occurs
- Leading Counseling/Treating Centers

# **SEX OFFENSE POLICY**

## **Educational Programs to Promote Awareness and Prevention of Sex Offenses**

There are on-going programs, workshops, and seminars sponsored by the University, student organizations, and administration that are designed to promote awareness of rape, acquaintance rape, and other sex offenses.

Additionally, the Department of Public Safety has periodic lectures conducted by investigators from the Raleigh Police Department's Sex Crimes Squad and issues Sexual Awareness bulletins and disseminates any current information on sex abuse offenses. Students should look for notices of such events on the universities website or bulletin board or the universities calendars of events.

The university and Public Safety Department encourage students to take advantage of these programs and seriously consider the information provided.

## **Procedures for Victims of Sex Offenses**

- (1) Know the definition of sex crimes and what they encompass. *A sex crime is any unwanted sexual act without consent.*
  - a. Sexual assault includes rape, attempted rape, sodomy, molestation and fondling.
  - b. Sex crimes don't occur just by force, they can also occur by tricks, manipulation or pressure.
- (2) Find a safe place away from an attacker after being assaulted sexually.
  - a. Contact a trusted friend. It is often easier to tell a friend about crimes such as rape.
    - i. The moral support of a friend tends to make reporting to the legal system a little easier.
  - b. Contact a university Campus Security Authority (CSA)
    - i. The student has the option to notify appropriate law enforcement authorities if it is his/her desire. The university will extend all resources available to assist the student in notifying these authorities if the student requests the assistance of the universities personnel.
- (3) Preserve evidence in order to prosecute a sexual assailant. The urge to bathe and throw away clothing is strong, but your body and clothing contain evidence. It is recommended that victims of a sex crime not:
  - a. Change clothing or throw away clothing from the time of the attack.
  - b. Shower, bathe or douche.
  - c. Brush teeth or hair.
  - d. Eat or drink anything.
  - e. Clean or straighten up the scene of the attack.
- (4) Immediately write down all the details you can remember about the sexual assault and the attacker. Trauma and time sometimes affect memory.

- a. Recall details about the attacker's appearance, way of speaking and any odors.
- b. Important details to recall about the attack are anything that was said, sexual activities, any weapons and unique traits.
- c. Taking a role in the investigation of the sex crime often gives a victim a feeling of empowerment.
- d. The university will make available on and off campus counseling, mental health or other student services for victims of sex offenses.

### **After an Alleged Sex Offense**

- (1) The university will change a victim's academic situation after an alleged sex offense, and the options for those changes if those changes are requested by the victim and are reasonably available.
- (2) Disciplinary action will immediately proceed the report of a Sex Offense occurring on campus. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding to be conducted by the school's director at an immediate yet appropriate time following the occurrence of a sex offense.
  - a. During the disciplinary proceedings the accuser and accused will have an opportunity to present a statement regarding the circumstances around the alleged sex offense.
  - b. The schools director will take into consideration both statements, statements from university CSA's, the police report if necessary, and any eyewitnesses to the offense. A decision will be rendered and both the accused and the accuser will be informed of the outcome of the institutional disciplinary proceeding.
  - c. Each student will be notified of any sanctions the school has decided to impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape or other forcible or non-forcible sex offenses.

### **Registered Sex Offenders**

State law does not prohibit the acceptance of registered sex offenders into local universities; therefore the school will keep an open enrollment policy. Information concerning registered sex offenders may be obtained from the Raleigh Police Department.

# Jeanne Clery Act Compliance Policy

**Policy Number:**  
**Classification:**  
**Responsible University Official**

**Version Number:001**  
**Effective Date: 12/1/2013**  
**University Director**

## **1.0 INTRO**

The Jeanne Clery Disclosure of Campus Crime Security Policy and Campus Crime Statistics Act of 1998, a part of the Higher education Act of 1965, was extended by the Higher Education Opportunity Act of 2008 (collectively known as the “Clery Act”) and requires colleges and universities receiving federal financial assistance to gather and make public information about certain crimes on or near their campuses and publish policy statements concerning campus safety and security.

## **2.0 POLICY**

Sherrill’s University of Barber and Cosmetology shall comply with all requirements of the Clery Act. This policy sets forth guidelines and procedures intended to ensure the University’s ongoing compliance with the Clery Act’s Crime and fire reporting and disclosure obligations, and its obligation to make available to the campus community and the public, campus security and safety policy statements as prescribed by law.

## **3.0 PURPOSE**

The purpose of this policy is to ensure the University’s compliance with the Clery Act. Compliance requires that the University:

- Compile and disclose statistics of reports of the types of crimes specified in the Clery Act (“Clery Crimes”) for its campuses, the immediately adjacent public areas and certain non-campus facilities;
- Collect reports of Clery Crimes made to security, local law enforcement, school officials, and others associated with the University who have “significant responsibility for student and campus activities”;
- Make an annual report to the Department of Education with statistics of Clery crimes for the last three years and University policy statements addressing campus security and safety (“Clery Report”)
- Issue warnings of Clery Crimes that may be an ongoing threat to the campus in a timely manner, so that individuals may take steps to protect themselves and to aid in the prevention of similar crimes;
- Maintain a daily crime log, available to the public, of all crimes reported to campus security;
- Maintain a daily fire log available to the public, of all incidents occurring on campus
- Conduct educational programs to promote awareness

## **4.0 PERSONNEL AFFECTED**

This policy applies to all University personnel who have responsibility for an aspect of campus security, and offices and individuals with “significant responsibility for student and campus activities.” Individuals responsible for student and campus activities and



others who, as a result of their role at the University, may be classified as Campus Security Authorities (“CSA”) under the Clery Act have specific crime reporting obligations under the law.

The following is a list of some University offices and individuals with an obligation to assist with the University’s Clery Act compliance: Administrative officers, Instructional staff, Maintenance Personnel, and all support staff on or off duty. Details may be found in the “Who’s who section” of the universities catalog.

## 5.0 DEFINITIONS

**Clery Reports-** The Clery Act requires the University to annually submit a report to the Department of Education containing the following: statistics for Clery Crimes by type location and year; statistics of fires in on-campus student housing; campus safety and security related policy statements that address crime reporting and prevention; law enforcement data bases of registered sex offenders; drug, alcohol and sex offenses; procedures for issuing timely warning to the campus of potentially dangerous criminal and emergency situations; and campus evacuation procedures.

Crimes that must be reported are:

- Criminal homicide
  - Murder and non-negligent manslaughter
  - Negligent Manslaughter
- Sex Offenses
  - Forcible sex offenses
  - Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests for liquor law violations, drug law violations, and illegal weapons possession
  - Include persons who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

**Arrest-** Persons processed by arrest, citation or summons. The University shall compile Statistics for and specifically disclose arrests related to weapons and drug and alcohol abuse. If an individual is both arrested and referred for disciplinary action for an offense, only the arrest will be disclosed.

**Referral for Disciplinary Action** – The University shall compile statistics for and specifically disclose students’ referrals for disciplinary action related to weapons’ and drug and alcohol abuse. If an individual is both arrested and referred for disciplinary action for an offense, only the arrest will be disclosed.

**Emergency Notification** – Requirement to make emergency notifications of emergency events and dangerous conditions then occurring on campus or that present an imminent threat to the campus..

**Campus Security Authority (“CSA”)** – Used in the Clery Act to identify persons at the University who, as a result of their functions at the University, have an obligation under the law to notify the LCSA of alleged Clery Crimes that are reported to them, which they conclude have been made in good faith. Such persons need not be an employee of the University, such as students and outside volunteers. CSA’s are defined by their University function; not by job title. While an individual’s ordinary responsibilities and functions at the University would not classify them as a CSA, for example, if an employee or volunteer who organizes or helps lead a student trip or outing.

There are four general categories of CSA:

1. Campus Police or Security Department – The Department of Public Safety and Security Services is the University’s Campus Security Department and all of its members are CSA’s.
2. Any individual(s) who is responsible for an aspect of campus security but who does not constitute or is not a the LCSA – These individuals are responsible for monitoring access to University property including, without limitation; front desk workers; parking facility attendants; persons monitoring access to University events, Safety Escorts and ELU Ride.
3. Any individual or organizational unit at the University identified in a University campus safety or security policy as an individual or organizational unit to which students and employees should report criminal offenses. Only representatives of the LCSA that have been so designated.
4. University officials who have significant responsibility for students and campus activities. The Clery Act broadly Defines the term “official” as “any person who has the authority and duty to take action or respond to a particular issue on behalf of the institution.”

**Clery Crimes** – The University must compile statistics of reports made to DPSS, CSA’s and local law enforcement of the following types of crimes: aggravated assault; arson; burglary, motor vehicle theft, murder and non negligent manslaughter, negligent manslaughter, robbery, forcible an non-forcible sex offenses, and hate crimes.

**Daily Crime Log** – The LCSA maintains for public inspection a Daily Crime Log of any and all alleged criminal incidents that are reported to the LCSA. Incidents are recorded in the Daily Crime Log with the date and time the alleged crime is reported, the date and time the alleged crime occurred , the nature of the alleged crime, and general location.

**Fire Log** – The LCSA maintains for public inspection a fire log. Any report to a University official of a fire occurring in on-campus student housing must be documented in the Daily Fire Log with the following information: date the incident was reported; time and date of the incident; nature of the fire, and general location.

**Hate Crime** – Clery Crimes and any incidents of larceny-theft, simple assault, intimidation, of destruction/damage/vandalism of property that are motivated by bias toward race, gender, religion, sexual orientation, ethnicity/national origin, and disability.

**Missing Student Notification** – If a student who resides in on-campus student housing is determined to have been missing for 24 hours, the University has 24 hours following the receipt of a report of a missing student to initiate specified notification procedures to notify the student’s designated contact, parent or legal guardian, and the law enforcement agency with jurisdiction. The University is not precluded from initiating Missing Student Notification Procedures if the student has missing less than 24 hours or as soon it determines the student is missing.

**Non Campus Property** – Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

**On Campus Property** – Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to that described in the first part of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**Pastoral Counselor** – A person, who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor. Pastoral Counselor, when acting within the scope of the official responsibilities are not Campus Security Authorities.

**Professional Counselor** – A person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification. Professional Counselors, when acting within the scope of the official responsibilities are not Campus Security Authorities.

**Public Property** – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**Reported Crime** – The University shall compile and publish statistics of “reported” Clery Crimes. For purposes of the Clery Act a crime is reported when it is brought to the attention of a CSA or local law enforcement by a victim, witness, other third party or even the offender. Information about the crime does not need to be explicit. It does not matter whether the persons involved with the crime or making a report are associated with the University. If a CSA believes that there is a reasonable basis to conclude the information is not just rumor or hearsay (the information about the crime was provided in “good faith”) he or she should document the reported information pursuant to University procedure.

**Sex Offenses (Forcible)** – Any sexual act directed against another person, forcibly and /or against that person’s will, or not forcibly or against the person’s will where the victim is incapable of giving consent (e.g. forcible rape, forcible sodomy (oral or anal intercourse), sexual assault with an object, and forcible fonding (touching of the private body parts of another person for the purpose of sexual gratification). Disclosure of reported offenses is required.

**Sex Offenses (non-forcible)** – Unlawful non-forcible sexual assault (e.g. incest, statutory rape). Disclosure of reported offenses is required.

**Timely Warning** – The University must timely alert the campus community to Clery Crimes. Even if all of the facts surrounding the criminal incident(s) are not yet available a warning will be issued as soon as pertinent information is available, to enable individuals to take precautions to protect themselves and to prevent similar crimes from occurring. The LCSA will notify students and staff through verbal communication, email, text message, when necessary flyers.

## **6.0 RESPONSIBILITIES**

### **Lead CSA (LCSA):**

LCSA Compiles statistics of Reported Crimes from CSA’s and local law enforcement for the University’s annual crime report to the Department of Education. LCSA provides copies of the annual report to Human Resources , Student Life and individuals to identify individuals whose functions qualify as a CSA and informs the University and information about Reported Crimes

LCSA maintains the Daily Crime Log and Fire Log.

LCSA issues Timely Warnings and Emergency Notifications to the campus community.

LCSA assists in the development of procedures for the University community to follow when a sex offense or alleged sex offense occurs and assists the administration in notifying students of on and off campus counseling and other services available to victims of sex offenses. LCSA may assist appropriate University divisions to develop and present educational programs to promote the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses.

LCSA provides University officials information concerning the State of North Carolina’s registered sex offender database for them to disseminate to the campus community.

LCSA directly supports and advise appropriate University officials in developing procedures to disclose Missing Student Notification procedures pertaining to the University's students residing in on campus student housing facilities.

### **Campus Security Authorities (CSA):**

The University Campus Security Authorities must record information about Reported Crimes and submit the information to the Department of Public Safety and Security Services in accordance with University procedure for inclusion in the annual security report. The University encourages all students, employees, volunteers and guests of the University to report promptly any and all crimes to the Department of Public Safety and Security Services and/or local law enforcement as soon as possible.

CSA's are required to notify the Department of Public Safety and Security Services in writing (e.g. e-mail, memo or letter) of all reports of Clery Act Crimes. Notice to the Department should be made orally where circumstances demand but shall be followed with written notice.

University Vice Presidents, deans and department shall assist the Department of Public Safety and Security Services in identifying persons within their areas who may be characterized as a CSA for purposes of the Clery Act.

Professional and Pastoral Counselors are exempt from disclosing offenses reported to them for the purposes of Clery Act compliance. The Professional and Pastoral Counselor exemptions are intended to ensure that these individuals can provide appropriate counseling services without an obligation to report crimes about which they may have learned.

**Student Development:**

Student Development is responsible for the publication and disclosure of Missing Student Notification procedure. Student Development coordinates with the LCSA to establish and support educational programs to promote awareness of sex offenses, establish procedures to follow when a sex offense or alleged sex offense occurs, and notify students of on-campus and off campus counseling and other services available to victims of sex offenses.

Student Development ensures that required supporting records used in compiling the Clery Report are maintained for three years from the latest publication of the report to which they apply. Records to be kept include referrals for disciplinary action.

**7.0 PROCEDURES**

**CSA Identification:**

Because personnel and job positions change, someone who is a CSA one year may not be a CSA the following year. To determine which individuals are CSAs, the function served by that individual must be considered. If someone has significant responsibility for student and campus activities, he or she is a CSA. To ensure, that the University maintains its list of CSA's current, LCSA will conduct an annual review of job duties and post in the school catalog a current list of CSA's.

**CSA Reporting:**

CSA's shall make written reports to the LCSA all Reported Crimes. CSA's who are unsure whether an incident is a Clery Act crime should report it. CSA's are not

responsible for determining authoritatively whether a crime took place. The University will allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual security report.

**CSA Training:**

CSAs shall receive Clery Act training on a regular basis from the LCSA.

**Gathering and Compiling Statistics of Clery Crimes:**

The LCSA will collect and compile statistics regarding Clery Crimes.

**Clery Report:**

The Clery Report will be published and distributed by **October 1st** of each year. The Clery must be distributed to all currently enrolled students and all employees in one of two ways: 1) Directly by publications and mailings via the US Postal Service; campus mail, email, or a combination of these methods; or 2) Posting the Annual Security and Fire Safety Report on an Internet or Intranet website that is reasonably accessible to enrolled students and to current employees. This method may be used only if individual notices about the Clery Report are distributed to each student and employee by October 1. The notice should include: a statement of the report's availability; a list and brief description of the information contained in the report; the exact address (URL) of the Internet or Intranet website at which the report is posted (a direct link to the annual security report must be provided); and a statement that the school will provide a paper copy of the annual security report without fee upon request, written or otherwise.

The Clery Report must also be provided to prospective students and prospective employees upon request. If the Annual Security and Fire Report is provided to prospective students and prospective employees by posting the report on an Internet site, the notice provided to each individual must include: the exact URL where the report is posted; a brief description of the report; and a statement that the institution will provide a paper copy of the report upon request.

**Records Retention:**

The supporting records used in compiling the report shall be retained for three years from the latest publication of the report to which they apply. Records to be kept include, but are not limited to, copies of crime reports; the daily crime logs; records for arrests and referrals for disciplinary action; timely warning and emergency notification reports; documentation, such as letters to and from local police having to do with Clery Act compliance; letters to and from Campus Security Authorities; correspondence with the Department of Education regarding Clery Act compliance; and copies of notices to students and employees about the availability of the annual security report. All documentation should be dated.

**Submitting Crime Statistics to the Department of Education (DOE):**

Sherrill's University is not required to send the Clery Report to the DOE; the University is required to submit the crime statistics from the Clery Report. During late

summer, DOE conducts the annual Campus Safety and Security Survey. This Web-based survey is used to collect the statistical data from the Annual Security and Fire Safety Report. The data is then posted on the DOE public website for use by higher education consumers. The site is located at <http://www.ope.ed.gov/security>. Each year a few weeks prior to the collection, DOE sends a letter and a registration certificate to the Chief Executive Officer of Sherrill's University. The certificate contains information necessary to access the survey and enter data. The letter and registration certificate will be routed to the person in charge of Public Safety and Security Services, for appropriate handling.

## **8.0 REFERENCES**

Handbook for Campus Safety and Security Reporting, Department of Education,  
February 2011  
Higher Education Act  
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act  
Higher Education Opportunity Act

## **APPROVAL SIGNATURES**

---

**WANDA B. SHORT**  
**DIRECTOR**

**Academic Calendar**  
**Sherrill's University of Barber & Cosmetology**  
**(2020-2022)**

<b>WINTER QUARTER</b>			<b>2020</b>	<b>2021</b>	<b>2022</b>
Registration/Orientation (new students)			January 13	January 12	January 10
Classes Begin			January 13	January 12	January 10
Martin Luther King, Jr. Day			January 19	January 18	January 16
Registration/Orientation (new students)			February 10	February 09	February 14
Classes Begin			February 10	February 09	February 14
Registration/Orientation (new students)			March 10	March 08	March 14
Classes Begin			March 10	March 08	March 14
End of Term			April 7	April 6	April 12
Easter Sunday			April 5	March 27	April 16
<b>SPRING QUARTER</b>			<b>2020</b>	<b>2021</b>	<b>2022</b>
Registration/Orientation (new students)			April 14	April 12	April 11
Classes Begin			April 14	April 12	April 11
In-Service Training			April 16	April 15	April 21
Registration/Orientation (new students)			May 12	May 10	May 09
Classes Begin			May 12	May 10	May 09
Memorial Day			May 25	May 30	May 29
Registration/Orientation (new students)			June 09	June 14	June 13
Classes Begin			June 09	June 14	June 13
Independence Day Observed			July 4	July 4	July 4
Independence Day			July 4	July 4	July 4
End of Term			July 7	July 6	July 12
<b>SUMMER QUARTER</b>			<b>2020</b>	<b>2021</b>	<b>2022</b>
Registration/Orientation (new students)			July 14	July 12	July 11
Classes Begin			July 14	July 12	July 11
In-Service Training			July 16	July 15	July 21
Registration/Orientation (new students)			August 11	August 09	August 08
Classes Begin			August 11	August 09	August 08
Labor Day			September 7	September 5	September 4
<b>FALL QUARTER</b>			<b>2020</b>	<b>2021</b>	<b>2022</b>
Registration/Orientation (new students)			September 08	September 13	September 12
Classes Begin			September 08	September 13	September 12
End of Term			October 6	October 5	October 11
Registration/Orientation (new students)			October 13	October 11	October 10
Classes Begin			October 13	October 11	October 10
In-Service Training			October 15	October 21	October 20
Registration/Orientation (new students)			November 10	November 08	November 14
Classes Begin			November 10	November 08	November 14
Thanksgiving Day			November 22	November 24	November 23
Christmas Eve			December 26	December 24	December 24
Christmas Day			December 25	December 25	December 25
New Year's Day			January 1	January 1	January 1