

# *Nova College Of Cosmetology*

## Student Catalog & Handbook

### **MEMBERSHIPS**

Michigan Cosmetology Schools Association

### **INSTITUTION'S LICENSING/ACCREDITATION**

Michigan State Board of Cosmetology  
Office of Commercial Services  
P.O. Box 30244  
Lansing, MI 48909  
1 (517) 241-8720

**NACCAS**  
4401 Ford Ave,  
Suite 1300  
Alexandra, VA 22302  
(703) 600-7600

## WELCOME LETTER FROM THE DIRECTOR

Dear Prospective Students:

On behalf of all our students and staff, we are pleased to welcome you to Nuvo College of Cosmetology. We are thrilled that you have elected to join us in pursuit of your dreams in the beauty industry.

Nuvo provides a unique college forum, with a strong educational team and a professional salon style atmosphere. We provide the latest state of the art equipment with spacious classrooms and clinic. You will flourish under the direction and guidance of our skillful staff, while receiving individual attention and personalized instruction, as you gain confidence and expertise.

Our goal is to combine your unique talents and abilities with the skills and knowledge specific to a career in cosmetology. Through lectures, demonstrations and hands-on experience, you will learn the practical and technical skills you need to be successful.

If you feel you have an artistic flair and enjoy working with people, the field of cosmetology could be the right career path for you. We are confident your experience at Nuvo College will be rewarding and provide a solid foundation for you to build your career.

Truly Yours,

*Rachelle Hufnagel*

Rachelle Hufnagel  
Owner / Financial Aid Director

## **Introduction**

This catalog is general information that will help you in your daily activities and responsibilities at Nuvo College of Cosmetology. Please read it carefully. Whenever you have questions about school rules or policies please use this handbook as your first source of information. It is your responsibility as a student to become familiar with all our policies. Because we believe that you will approach this learning opportunity as a responsible adult, we encourage you to be flexible and open to possible changes to policies in this catalog. If any changes occur, you will be informed in writing and the change in the policy will be posted on the Student Bulletin Board.

## **Ownership & Licensure**

Rachelle Hufnagel, Leigh Ann Holdings INC is the owner and Director of Nuvo College. The campus is located at 4236 Grand Haven Road in the city of Norton Shores. State regulation requires that Nuvo College of Cosmetology renew its license annually. The college's application for licensure was approved and issued by the Michigan State Board of Cosmetology.

## **History**

Nuvo College of Cosmetology was established by Marjorie Stewart on September 11, 2002. Rachelle Hufnagel assumed ownership of Nuvo College January 1, 2010. Rachelle graduated from Ludington High School in 1986. Attended Aquinas College from 1986-1991 and graduated with a Bachelors of Arts and Michigan Certified Teaching Degree. She started at Nuvo College of Cosmetology in 2004 as the Financial Aid Director.

## **Staff Bios**

*Emily Buchholz*

College Coordinator / Instructor

Graduated from Mona Shores High School in 2002. Attended Nuvo College of Cosmetology for Cosmetology from 2003-2004. She worked at Supercuts on Harvey Street from 2004-2005, JW & Co. Hair Studio from 2005-2006, and Supercuts on Henry Street from 2006-2009. She worked part time at Supercuts while attending Nuvo College for her Instructors License. She became a Licensed Instructor and started teaching at Nuvo College in October 2009.

*Kate Brock*

Instructor

Graduated from Holton High School in 1993. Attended Nuvo College of Cosmetology in 2002. She went to work for Panopoulos for four years and followed that by working at Euphoria for three years. She also went to Nuvo College for her Instructors License and started here as an Instructor in 2010.

*Heather Helms*

Instructor

Graduated from Orchard View High School in 2005. Attended Booker Institute from 2004-2005. Followed that by working at Hair Masters for four years and New Image for three years. Attended Nuvo College for her Instructors License in 2011 and started at Nuvo College immediately following graduation.

*Denise Suttorp*

Instructor/Title IX Coordinator

Graduated from East Kentwood High School in 1987. She attended Chic University and graduated from there in 1988 with her Cosmetology License. She has worked from 1989 to

the present at salons such as Meijer Hair Salons, A Perfect Touch and Designer's Touch Hair Salon. She graduated from Nuvo College of Cosmetology with her Instructor's License in 2013 and joined our team in January of 2014.

### *Christina Brandenburg*

Instructor

Graduated from Fruitport High School in 1999. She attended Nuvo College of Cosmetology for both her Cosmetology License (2012) and Cosmetology Instructor's License (2014). She worked at Versatility Hair Salon and is now working at Trend Benders.

### *Mary Lulofs*

Instructor

Graduated from Reeths-Puffer High School in 1997. She attended Nuvo College of Cosmetology for both her Cosmetology License (2014) and Cosmetology Instructor's License (2015). She worked at Treasured Images as a stylist and make up artist.

## **Mission Statement**

At Nuvo College of Cosmetology our goal is to provide high quality education in the practical skills necessary for licensure and employment including business skills, customer service, retailing and communications in the field of cosmetology. We have created a unique college forum, and a professional salon style atmosphere. Our students learn by doing. Our environment promotes creativity, teamwork, personal and professional growth.

We strive to meet and provide our students with a strong background of information to prepare our graduates for State Board Licensing and careers in cosmetology arts and sciences.

We recognize that it is the success of our graduates that measures our own success and the success of the industry.

## **Educational Objective**

OUR OBJECTIVE IS THAT EVERY STUDENT BECOME LICENSED AND HAVE AN EQUAL OPPORTUNITY TO SEEK GAINFUL EMPLOYMENT IN THE FIELD OF COSMETOLOGY OR A RELATED FIELD.

Nuvo College of Cosmetology has specialized it's curriculum to meet the needs of students who are job and career oriented. Students receive training and practical experience which qualifies them as outstanding candidates for many cosmetology related careers. Our courses are also directed toward helping students develop desirable work habits and attitudes with respect to health, sanitation and safety. In addition, advanced technical, business and people skills, encourage self-reliance and readiness to assist others in an ethical approach to this profession.

## **EDUCATIONAL PROGRAM & PRODUCT LINE**

### **Multi-Method Training System**

Students at Nuvo College of Cosmetology participate in a unique curriculum that combines educational materials from a variety of resources. Every student has the opportunity to integrate theory, practical and communication skills from the most famous and trusted names in our industry by using techniques and concepts from Milady's Standard 2012 Edition. Milady understands that change is good as well as constant in this industry.

### **Milady Standard**

Milady Standard presents their material in a clear, user friendly format that helps students learn the common links between the concepts and principles of Cosmetology, Nail

Technology and Esthetics. This innovative instructional layout provides a visually exciting package, top names in the industry, student friendly text design, reliable and newly revised information.

### **Professional Product Lines**

Students gain experience by using a variety of professional brands and product lines at Nuvo College of Cosmetology. These include: Create, OPI, Bio Elements and other professional/salon only products. Product lines may change.

## **GENERAL INFORMATION**

### **Instructor Qualifications**

Our instructors are licensed by the Michigan Board of Cosmetology. All instructional staff members meet all requirements of Michigan state law. To become a Cosmetology Instructor in Michigan, you must first be a licensed cosmetologist. The state of Michigan requires 500 hours of instructional training. Nuvo College requires 600 hours of instructional training. We feel that 500 hours is not adequate to prepare Instructors so additional hours and advanced technical training is required.

### **Non-Discrimination Policy**

Nuvo College of Cosmetology, its admission, instruction and graduation policies, do not discriminate on the basis of age, race, color, ethnicity, creed, religion, sex, gender identity and expression, disability, veteran status or any other characteristic protected under Federal or State law.

## **STUDENT CLASSIFICATIONS**

Every student is classified based on progress through their program as follows:

### **Sapphire Level: 0 to 350 Hours**

- Theory and practical executed daily
- Participation required
- Must pass all tests with an 80% or better
- Must have all homework completed satisfactorily
- 350 Written and Practical Exams

\* Students are required to have procedural knowledge of services performed

### **Ruby Level: 351 to 700 Hours**

- Student takes clients on clinic floor
- Weekly chapter review
- Projects must be completed satisfactorily
- 750 Written Exam

\* Students will be expected to have polished procedural skills

### **Emerald Level: 701-1050 Hours**

- Student takes clients on clinic floor

- Weekly chapter review
  - Projects must be completed satisfactorily
  - 1500 Written and Practical Exam
  - Advance techniques will be explored
- \* General mastery of cosmetology theory and practical are required

**Diamond Level: 1051-1500 Hours**

- Student takes clients on clinic floor
- Weekly chapter review
- Projects must be completed satisfactorily
- Desk Training
- Licensure preparation

**STUDENT RIGHT TO KNOW**

According to Nuvo College of Cosmetology and the Michigan State Board of Cosmetology, our Licensure, Completion and Employment Rates for 2013 were:

Completion Rate:	68.09%
Licensure Rate:	96.43%
Employment Rate:	66.67%

**Job Demand in the Cosmetology Field**

The following information was obtained from the Bureau of Labor Statistics [www.bls.gov](http://www.bls.gov)

Overall employment of barbers, hairdressers, cosmetologists, and shampooers is expected to grow 14 percent from 2010 to 2020, as fast as the average for all occupations. Growth rates will vary by specialty.

Employment of hairdressers, hairstylists, and cosmetologists is projected to grow 16 percent, about as fast as the average for all occupations. Demand for hair coloring, hair straightening, and other advanced hair treatments has increased in recent years, a trend that is expected to continue over the coming decade.

Overall job opportunities for barbers, hairdressers, and cosmetologists are expected to be good. A large number of job openings will stem from the need to replace workers who transfer to other occupations, retire, or leave the occupations for other reasons. However, workers should expect stiff competition for jobs and clients at higher paying salons, of which there are relatively few and for which applicants must compete with a large pool of experienced hairdressers and cosmetologists.

Barbers, hairdressers, and cosmetologists work mostly in a barbershop or salon, although some work in a spa, hotel, or resort. Some lease booth space in other people's salons. Some manage salons or open their own after several years of experience.

- 57% of salon employees work full time, 33% are part time (25-35 hours), and 10% are low time (less than 20 hours).
- The average salon income, including tips, is about \$30,000-\$50,000/year.

**Physical Demands and Working Conditions**

Nuvo College of Cosmetology believes that students interested in pursuing a career as a Cosmetologist, Nail Technician or Esthetician should be aware of the requirements for success.

- Good manual dexterity with both hands and arms with a sense of form and artistry.
- The ability to stand or sit and walk for an extended period of time while working.
- Enjoy dealing with the public and be able to follow a client's direction.
- Work long hours while building a personal clientele in order to earn the desired income.
- Keep abreast of the latest fashions and beauty techniques.
- Make a strong commitment to educational process and complete training.
- Cosmetology instructors and Nail Technicians also spend part of their day working at a desk or work station.

Barbers, hairdressers, and cosmetologists usually work in pleasant surroundings with good lighting. Physical stamina is important, because they are on their feet for most of their shift. Prolonged exposure to some chemicals may cause irritation, so they might wear protective clothing, such as disposable gloves or aprons.

### **Salon Safety**

Salon safety and client protection are emphasized in all of our courses. Students learn all the proper safety requirements including sanitation, handling salon chemicals and the use of protective clothing.

### **Course of Study - Cosmetology (1500 Hours)**

#### Course Description

The Cosmetology course trains students in the theory and practical aspects of Cosmetology. The goal is to prepare students for immediate employment opportunities. Special emphasis is placed on enhancing technical skills with practical communication and people skills. The course is designed to help the students develop proper habits of sanitation, health and safety in the practice of cosmetology. A positive attitude and ethical business practices are also emphasized throughout the cosmetology course.

Course Teaching Methods include lecture, guest speakers, demos, worksheets, games.

Course Grading Methods include practical, theory, projects and tests.

#### Course Goals

1. To give student and education in the theory and practical aspects of Cosmetology.
2. To prepare students to successfully complete and pass the State Board of Cosmetology licensing examination.
3. To prepare students to work in a professional (licensed) hairstyling salon as a licensed cosmetologist.
4. To prepare students to work in other cosmetology related occupations.
5. To provide students with business, success and communication skills that will complement their technical ability.

<b>COURSE CONTENT</b>	<b>Theory Hours</b>	<b>Practical Hours</b>	<b>Total Hours</b>	<b>Minimum Practical Applications</b>
<b>Sanitation/Patron Protection</b> (Must be included in all services.) Laws & Rules, Personal Hygiene, Salon Management, Mechanical & Electrical Equipment Safety	<b>90</b>	<b>40</b>	<b>130</b>	<b>585</b>
<b>Facials</b> (Minimum of 5 services in each category) Skin Analysis Care Manipulation, Massage, Electricity Hair Removal Makeup & Eyebrow Arch	<b>35</b>	<b>80</b>	<b>115</b>	<b>40</b>
<b>Hairdressing</b> (Minimum of 20 services in each category) Arranging, Cutting, Dressing Curling, Pressing, Artificial Hair Finger Waving, Natural Hair Cultivation	<b>125</b>	<b>400</b>	<b>525</b>	<b>300</b>
<b>Scalp &amp; Hair Treatments</b>	<b>10</b>	<b>15</b>	<b>25</b>	<b>30</b>
<b>Hair Coloring</b> Temporary (Minimum of 8 services in each category) Temporary, Semipermanent, Bleaching & Dimensional Color & Color Mixing	<b>40</b>	<b>170</b>	<b>210</b>	<b>80</b>
<b>Chemical Hair Restructuring</b> (Minimum of 15 services in each category) Permanent Waving & Chemical Hair Restructuring	<b>40</b>	<b>180</b>	<b>220</b>	<b>80</b>
<b>Applied Chemistry/Occupational Safety &amp; Health Administration</b> as related to Skin, Hair, Scalp, Nails	<b>20</b>	<b>10</b>	<b>30</b>	<b>5</b>
<b>Applied Anatomy, Physiology, Histology</b> Of Human Head, Hands, Hair, Scalp, Nails	<b>45</b>	<b>0</b>	<b>45</b>	<b>0</b>
<b>Manicuring/Pedicuring</b>	<b>15</b>	<b>55</b>	<b>70</b>	<b>35</b>
<b>Artificial Nails</b>	<b>5</b>	<b>15</b>	<b>20</b>	<b>5</b>
<b>Unassigned Hours</b>	<b>0</b>	<b>0</b>	<b>110</b>	<b>0</b>
<b>TOTAL HOURS</b>	<b>425</b>	<b>965</b>	<b>1500</b>	<b>1160</b>

### **Graduation Requirements**

A student who has successfully completed a prescribed course of study will be recommended by the faculty for a diploma and will be eligible to take state board exams upon completing the following:

1. Completion of all the necessary hours for a prescribed course of study.
  2. Pass all written and practical exams with a score of 80% or higher.
  3. Pay all charges due or make suitable arrangements for payment of any balance due.
- These requirements apply to all courses offered by Nuvo College.



## **Licensing Requirements**

All cosmetology related fields in Michigan are required to attend and graduate from a Cosmetology school, be of Good Moral Character and be licensed by the State. The following rules apply:

### **Cosmetology**

- Is at least 17 years of age.
- Is of good moral character.
- Has had an education equivalent to the completion of the ninth grade.
- Has completed at least a 1500 hour course in a licensed-school of cosmetology.

As a cosmetologist, you'll devote your talents to making others look their best. It's a chance to express your individuality. A chance to share your unique outlook with others.

Cosmetology offers many channels for personal growth, with limitless career paths from which to choose :

Salon Professional/Artist  
Salon Owner/Manager  
Platform Artist  
Educator/Major Manufacturer  
Beauty & Fashion Writer  
Color Specialist/Nail Tech  
Private Consultant  
Cosmetology Instructor  
Etc.

### **Job Placement**

Nuvo College of Cosmetology maintains a free lifetime job placement service to assist currently enrolled and former graduates in locating employment. Many area salons contact the placement office regularly because of the college's reputation for referring highly qualified graduates.

At the student's request, the Nuvo College will contact prospective employers to make job interview appointments. Students' should be aware, however, that responsibility for the outcome of the interview and for securing employment rests solely on the student and state/accrediting laws prohibit any college from guaranteeing job placement.

You can also visit: [www.nuvocollege.com/jobs](http://www.nuvocollege.com/jobs) or [www.BeautyJobs.com](http://www.BeautyJobs.com)

### **Drug & Alcohol Abuse Prevention**

Nuvo College of Cosmetology has a policy of maintaining a drug-free workplace. All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is strictly prohibited at Nuvo College of Cosmetology.

Students must comply with the policy while on or off-site if they are participating in any activities with, for, or on behalf of Nuvo College of Cosmetology in any capacity. Any student or employee found in violation of this rule will be referred to the local law enforcement authorities for prosecution. Enrollment will be terminated immediately.

## **STANDARDS OF PROFESSIONALISM**

### **Dress Code**

The Michigan State Board of Cosmetology requires all students to be in uniforms with name badges. Students must wear a uniform at all times while on the school premises and must comply with every part of the Dress Code Policy. Solid black pants, capris or skirts are required. If a skirt is worn, it must come down below the knees. Fleece, scrubs, yoga pants, jeans, overalls, corduroys, spandex or exercise clothing is strictly prohibited. A solid black shirt that is a professional updated style should be worn. Tank tops, spandex, tube tops, halter tops, exposed midriiffs, or exposed cleavage are strictly prohibited or other clothing unsuitable as determined by the school will not be allowed. The State of Michigan requires closed toe, closed heel shoes for your safety and they need to be in good condition. Shoes may be any color. Students are expected to arrive at school with appropriate makeup and hair styled. Body piercings must be kept to a minimum. Students must refrain from excessive jewelry, head wraps and hats. Students are preparing for a career in the beauty industry and image is everything. We are expected to be well-groomed and professionally attired during school hours. The Dress Code Policy is subject to change at the discretion of the school director, at any time. Variations to the Dress Code Policy may be granted on special occasions at the discretion of the director.

### **Code of Conduct**

Nuvo College sets forth a specific code of conduct for the purpose of promoting a positive learning environment that will lead to student success. All students must comply with the following:

1. Attend classes according to the assigned schedule including theory classes even if all required tests are completed.
2. Arrive for all classes on time. Excessive tardiness may result in suspension.
3. You are responsible for tracking your own hours and minimum practical applications. All Hour/MPA sheets are required to stay on the college grounds.
4. Complete all assigned theory, practical and clinical assignments (i.e. annual hair show) in the allotted time frame. Any assignments required to establish eligibility to retake failed tests/exams or missed tests/exams is the responsibility of the student to contact an instructor regarding makeup tests/exams. No graduation paperwork will be given if the graduation requirements have not been met.
5. Follow the time clock procedures by clocking in and out to accurately reflect hours in attendance. The student has signed a contract to be in attendance a particular set of hours.
6. Comply with Dress Code Policy, including nametag and proper hygiene and grooming at all times. Students not in compliance with the dress code will not be allowed to clock in until coming in compliance with the dress code standards.  
Not smoke, chew gum, eat or drink except in designated areas. There will be no smoking anywhere in the building or on the property. Comply with scheduled lunch breaks and breaks. Students must notify a staff member in advance if they are not returning from lunch. Failure to do so will result in a written citation.
7. Students are not allowed to perform services on clients until they have reached 350 hours, completed all assigned work, tests and exams, both written and practical.
8. We have given you one of the most comfortable clinics in the institutional setting and your respect and professional attitude at all times is expected. This is your career so treat it accordingly. Practice courtesy and professionalism at all times when dealing with other students, clients, visitors to the college and staff members. Nuvo College has a NO tolerance policy regarding activities creating a safety hazard to other

persons at the college, but not limited to, bullying, cyber-bullying, slander of Nuvo College and its staff members, verbal abuse, sexual harassment, threats of violence, possession and/or use of drugs, alcohol or weapons on the college property. Any violation may be grounds for suspension or expulsion.

9. Understand that training involves sanitation, cleanliness and care of equipment that students are responsible for each day. The Michigan State Board of Cosmetology requires students to follow sanitation and safety rules at all times. This part of your training will help you to develop skills and habits that will contribute to your future success when you go out into the salon. In addition, please observe the guidelines that follow:
  - Keep your equipment intact, clean and sanitized.
  - Keep your workstation and the break room clean. After designated break times please dispose of all waste. Do not leave drinks in cans, cups, etc. on the table to "save" for later.
  - Everything should be cleared away at the end of each break and lunch time. The break room table is to be cleared of all items at 3:30 PM daily.
  - All items left in fridge, freezer or break room will be thrown away on SaturdaysAny equipment, books, personal items, etc. left out at the end of the day will be put in our general store. You may retrieve any of these items at a charge of \$1.00 per item.
  - After 30 days the items not retrieved will become property of Nuvo College of Cosmetology.
10. Discuss only ethical and professional subject matter during school hours and refrain from using profanity and vulgarity.
11. Any student found STEALING OR CHEATING will be referred to Mr. Hill at the CTC. Nuvo College is NOT responsible for lost or stolen personal items and/or equipment. Provide a lock for personal locker. Keep your locker locked at all times, do not loan your equipment to others. You must also keep your lockers clean and maintain them during your time here.
12. Kit items must be in good working order and all items must be brought to school daily. Random kit inspections can be expected. Failure to have the required items in the school can result disciplinary action.
13. All students need to be involved in curriculum-related activities at all times when clocked in. Excessive time in the break room is not allowed. Students who are not clocked in may not linger in the facility and distract other students from their training responsibilities.
14. Refrain from using the business phone, personal cell phones (calls or texts) for incoming or outgoing calls without the permission of a staff member if not on a designated break or lunch. Emergency phone calls must go through the front desk. In an emergency situation you will be advised via an instructor. Personal calls must be limited to three minutes and may not prevent proper use of the business phone at the front desk. The cell phone policy is as follows:
  - This is job training, and you are considered unavailable for Job Training when you are on the phone during school hours. All cell phones will be turned off upon entering the building. The student will receive one verbal warning; the second offense will result in the student being asked to leave the clinic/classroom for the day. This infraction will be documented and becomes part of the student's permanent file. Any subsequent infractions will result in the student being put on suspension. The student will be required to meet with the Administrative Team to discuss the continued educational path of the student.
15. Students may only park in the designated areas for student parking, in the parking spaces provided. Student parking is at the side of the building adjacent to the student entrance. Students are to enter and exit the building on a daily routine through the Student entrance. The front door is not to be used by the students.

16. Know all pricing and service policies of the school and the name, purpose, benefits, procedures and cost of products used. Have every service performed on a client checked before starting the service and after by an instructor.
17. Keep all Client Profile cards up to date.
18. Students may not make changes to the appointment books unless they have express permission from an instructor. All clients must call the college to make appointments.
19. Notify an instructor if/when additional product or materials are needed to complete a service and apply the appropriate charges to the client ticket.
20. Nuvo College of Cosmetology has a policy of maintaining a professional relationship between MACTC students and Nuvo adult students. All students are hereby notified that any interactions deemed as inappropriate, and/or unlawful/illegal behavior shall be grounds for immediate termination of enrollment. Each incident will be reviewed and decided accordingly and collaboratively; by MACTC Administration and Nuvo Administration.

## **MISCELLANEOUS POLICIES**

1. Money may be collected for graduation gifts or special occasions if approved by the Nuvo College's Director.
2. Cell Phones, MP3 Players, iPods or Blue Tooth Devices are not allowed on the clinic floor or in the classroom. Failure to follow this policy results in a Verbal Warning; the second infraction will result in being dismissed for the day. The student will receive a written warning that will be put in their permanent file. Any subsequent infraction will result in suspension and require the student to meet with the Academic Director.
3. DO NOT pour acetone into sinks; there is proper disposal for this liquid in the back.
4. Styling chairs need to be handled properly; hydraulics MUST be locked before moving.
5. Students are not permitted to gossip or cause discord or disrupt classroom activities at any time, doing so may be grounds for termination of enrollment.
6. Surveillance cameras are on the premises and used daily.
7. Do not enter the office at any time without permission from an instructor. If you have a question or concern for the office staff, please write your name and question or concern on a sheet of paper and give it to an instructor. Your question/concern will be addressed in a timely manner.

## **Our Clinic**

We at Nuvo College have designed our clinic with a salon type atmosphere. Please know all pricing and service policies of the college and the name purpose, benefits, procedures and cost of products used. Have every service performed on a client checked by an instructor. Notify an instructor if/when additional services, product or materials are needed to complete the service and apply the appropriate charges to the client ticket.

- ✂ Take clients promptly
- ✂ Meet and Greet clients with a smile
- ✂ Products on the floor are community property, property of Nuvo College
- ✂ Expect more than one chemical service a day
- ✂ Do NOT start a chemical service without consulting an instructor
- ✂ Do not quote prices without consulting an instructor, extra charges may be required
- ✂ You MUST have all services checked by an instructor before client leaves your chair
- ✂ Students will not alter appointments for any reason, without the consent of an Instructor.
- ✂ No hanging out at the front desk
- ✂ CLIENT PROFILES- must be filled out for all chemical services and the client must

sign the back in the space provided.

- ✂ This includes: perms, colors, relaxers, facials, and waxing services
- ✂ **Neck strips / towels must be in place at all times.** This is a state board requirement.

**If any fine is incurred from breaking a state board rule, it will be the responsibility of the student to reimburse Nuvo College. ( i.e. food or drink on the floor, no name tag, etc.)**

There are to be no personal belongings on the clinic floor. No bags, purses, cell phones or coats on the clinic floor. No drinks or food at your station! Also, please refrain from having personal effects on your station.

### **Personal Services**

1. Students must be in Satisfactory Academic Progress – an average of 80% or more.
2. Student must be on time the day of the service request and must have had perfect attendance the previous week.
3. All testing/assignments/worksheets must be completed and checked by an instructor.
4. ALL PERSONALS must be cleared through an instructor. Students involved in personals without permission will be excused for the day.
5. No personals for students on probation.
6. MPAs need to be completed and checked by an instructor.
7. All personal services will be paid for in advance and have a signed personal slip.

Personals are a privilege, requesting one is not a guarantee that it will be issued. Client flow and student availability will be taken into consideration at the time of request. Personals are designated by an instructor. Any other day is on a special request and will be done at the end of the day with proper approval from Nuvo College staff. (special events, wedding etc.)

## **MUSKEGON AREA CAREER TECH CENTER**

### **Attendance**

The students are expected to be in school all of the scheduled hours. Please be prompt for all scheduled classes and activities. The students are expected to be in the classroom at all times unless the students are performing assigned clinic work or are on an assigned break. The student break room is off limits at all other times.

Any hours not covered in these policies need to be pre-approved by the home school guidance counselor.

### **Saturday Policy**

CTC students may attend Nuvo College on Saturday as long as they are senior level students. Students must follow current attendance policies for Saturdays which means they need to arrive be and ready to clock in at 8:30 am and stay until 4:00 pm.

### **Week Day Senior Level Policy**

CTC students may attend Nuvo College on weekdays as long as they follow current attendance policies for the week. Students may choose to attend a full time day which is 8:30 to 4:00 or a part-time day which is 8:30 am to 1:30 pm with no lunch.

### **Week Day Junior Level Policy**

CTC students may attend Nuvo College on weekdays as long as they follow current attendance policies for the week. Students may choose to attend a full time day which is 8:05 am to 3:35 pm or a part-time day which is 8:05 am to 1:05 pm with no lunch.

### **WIN Days**

WIN Days are the first Monday of every month. All CTC students will be required to report to the CTC Building. Students will not be required to be in Dress Code but you will be required to wear your nametag. There is NO food allowed in the computer lab and you will be allowed to have a drink as long as it has a top that closes completely. You will be required to keep your drinks on the floor.

Any hours not covered in these policies need to be pre-approved by the home school guidance counselor.

### **Summer Attendance Policy**

CTC Students may attend Nuvo College on week days and Saturdays during the summer with prior approval from the CTC an Nuvo College. Students are required to be in attendance and follow the schedule below:

Tuesday, Wednesday & Friday from 8:30 am – 4:00 pm

### **Continuing your education at Nuvo College**

Students from the Muskegon Area Career Tech Center will be required to meet the published admissions requirements and should refer to the Michigan Cosmetology Laws for current registration procedures. Any MACTC student who maintains continuous enrollment or plans on being back in attendance within 90 days of your scheduled MACTC program end date, any amount of hours will be accepted. MACTC students will not be required to take a transfer test. Students will be required to purchase the necessary kit and/or book items to meet Nuvo College's kit and book bundle standards, if necessary.

### **Disciplinary Procedures/Citations**

Students may receive a disciplinary citation by an Instructor and/or Administrator when a student violates college guidelines, policies and /or procedures. When a student receives 3 citations, they will be put on a three (3) day suspension; 3 more citations and they will receive their 2<sup>nd</sup> three (3) day suspension; the final 3 write-up's will result in a final notice and possible termination.

#### **What constitutes a citation?**

- |                   |   |
|-------------------|---|
| <b>General:</b>   | Unacceptable Language<br>Classroom/Clinic Disturbance<br>Refusal to do assigned work<br>Personal Appearance (dress code violation)<br>Leaving class without permission<br>Tardiness/ Absenteeism<br>Leaving school without permission<br>3 <sup>rd</sup> call in late in one month = 1 citation<br>Sleeping during school hours |
| <b>Practical:</b> | Not equipped for class<br>Does not attend Class<br>Absent day of testing  |
| <b>Theory:</b>    | Does not attend class<br>Not prepared for tests<br>No books for class<br>Absent day of testing  |

**Special assignments:** Assignments not turned in on Due Date.

Failure to attend special classes

1<sup>st</sup> offense: 3 citations = 3 day suspension

2<sup>nd</sup> offense: 6 citations = 3 day suspension

3<sup>rd</sup> offense: 9 citations = Possible termination from Nuvo College of Cosmetology

### **Campus Security Policy**

Nuvo College is committed to providing safety to all of its students, faculty and staff. We provide a new yearly campus security report to all students, faculty and staff by October 1 of each new year. Be sure to LOCK YOUR CAR. Put your purse in your locker and LOCK YOUR LOCKER. These steps will go a long way in preventing theft.

### **The Building Emergency Plan**

The building Emergency Plan establishes the procedure for all students and employees in case of an emergency that occurs at Nuvo College of Cosmetology. This plan is simple and should be followed by everyone in the building to ensure safe evacuation from the building.

#### **Fire or Other Indoor Emergency**

The following steps must be followed in sequence.

1. Alert students, employees and clients that there is a fire or other emergency.

2. The clinic supervisor should dial 911 immediately. Advise that you have a fire (or other emergency). State

“This is Nuvo College of Cosmetology located at 919 W. Norton Ave. reporting a fire (or other emergency).” If time allows describe the nature and location within the building.

3. Make sure ALL clients, students and employees evacuate the building safely, if deemed necessary. Use all four (4) doors, the main entrance, fire exit on clinic floor, student entrance & office entrance.

4. If the fire is small use a portable ABC Fire Extinguisher.

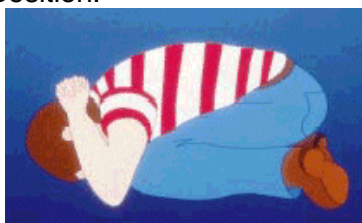
5. If the fire is large, and time permits, shut down all electrical equipment and appliances. Close all interior and exterior doors as you exit do not lock them.

6. Exit the building and move to the tree line of the south parking lot so the person in charge can determine that everyone has exited the building safely. The person in charge will respond to any needs of the emergency department keys, information etc.

#### **Tornado/Storms or Other Outdoor Emergency**

1. Electrical storm: the person in charge will make any decisions as to whether electrical equipment and appliances should be turned off and/or unplugged. All employees, clients and students should stay away from faucets or plumbing and avoid contact with any electrical equipment appliances.

2. Tornado: assuming there is sufficient warning, shut off all electrical equipment and appliances and evacuate clients, students and employees to the basement via the storage closet by the shampoo bowls assume the tornado position once in the basement. If there are NOT sufficient warnings take shelter immediately! If time allows evacuate to the basement. If that is no longer safe, take shelter in any of the four (4) restrooms. Line up along the walls in the following position:



## **tornado position**

### **Chemical Spill**

1. Close down all operations and ask all persons in the building to evacuate. Remain calm and do not unnecessarily alarm clients.
2. If time permits (based on hazard) perform an orderly shut down of all electrical equipment.