We are proud to be home to many different types of students --- day, evening, recent high school graduates, not-so-recent high school graduates and new arrivals to our country. We meet the needs of this diverse group by offering a variety of courses, programs and career services.

Most of all, we are glad that you have chosen our college to help you realize your personal, professional, and educational goals. Every member of our team - administrators, directors, instructors, and staff - will strive to ensure your success.

One of the tools we provide is this student handbook. It is an important resource, so be sure to keep it somewhere handy. Take a few minutes to look through this guide and learn how you can get the most out of your education. A one-stop instruction manual for college life at Minnesota School of Cosmetology, the handbook covers a range of material including attendance, instructor responsibilities, academic standards and services available.

Of course, this publication does not answer all questions. Be sure to read your college catalog or ask our staff or instructors if an issue arises that this handbook does not address. They will promptly get you an answer.

We look forward to helping you achieve your educational and career goals.

**Woodbury campus**
1750 Weir Drive
Woodbury, MN 55125
651-432-4635

**Plymouth campus**
1425 County Road 101 North
Plymouth, MN 55447
763-548-1457

The Woodbury and Plymouth campuses are accredited by the National Accrediting Commission of Career Arts and Sciences, Inc., to award diplomas and a certificate.
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General Information

ACCESS TO FACILITIES (HOURS SUBJECT TO CHANGE)
The school is open during the following hours:

Monday 9:00 a.m. - 4:30 p.m.
Tuesday — Thursday 9:00 a.m. - 9:30 p.m.
Friday 9:00 a.m. - 4:30 p.m.
Saturday 8:00 a.m. - 4:30 p.m.

The offices are open during the following hours:

Monday 8:30 a.m. - 4:30 p.m.
Tuesday — Thursday 8:30 a.m. - 7:00 p.m.
Friday 8:30 a.m. - 4:00 p.m.
(Note: Valley Creek Mall hours: 6:00 a.m. - 9:00 p.m.)

ALUMNI
Regular input from recent graduates assists Minnesota School of Cosmetology to evaluate its programs, personnel and establish measures that improve outcomes. Alumni of Minnesota School of Cosmetology are encouraged to share information regarding employment opportunities and to refer prospective students to the school. Alumni are welcome to use the resources of the career services department at any time. Alumni of Minnesota School of Cosmetology are encouraged to come back to receive discounts on our services and retail products.

ANNOUNCEMENTS
All college announcements and notices are made through the school’s student portal or via student email. It is imperative that students check their Minnesota School of Cosmetology email account daily. In addition, students must also check their folder in the “student file cabinet” daily once they are on the clinic floor.

ATTENDANCE
In order to help you prepare for your career in the salon industry, Minnesota School of Cosmetology will operate in a professional salon environment. Tardiness, absences and any other interruptions in training will have a significant impact on student achievement and success. If a student has a medical condition that prevents him/her from performing services or could potentially cause harm to oneself or another, a medical clearance to return to school from a doctor will be required to actively participate in hands-on activities and perform services. The student may observe and receive course instruction during this time. By law, Minnesota School of Cosmetology must keep track of the training hours for each student preparing for his/her license. All students are expected to be in attendance for the time periods specified in their signed enrollment agreement. Our training is similar to an actual salon, day spa, or any other professional employment opportunity, where absences and tardiness interfere with daily work efficiency and overall employee record.

Any student absent during the first week of a new class start may be moved back to the next class start. Any cosmetology program student missing more than 24 hours during basic training may be withdrawn and may be considered for re-enrollment at the next class start date.

Students are expected to notify the school of any absence or tardiness at least 30 minutes prior to their scheduled start time. Students late for clinic may clock in at the time they arrive. Students late on theory day may clock in during the first class break. If a student that has an absence/tardiness has clients booked during the absence, the instructors or staff may move those clients to other students. Any students that do not notify the school of their absence/tardiness will be counseled and proper documentation will be completed.

Any student who is present for 5.5 hours or more in a day is required to take a 30-minute lunch break. Any student who attends class is eligible for a 15-minute break. Any student who is present for less than 5.5 hours in a day is eligible for one 15-minute break. All students scheduled on the clinic floor are required to sign out for breaks on the appropriate Student Break Sheet and must also notify their clinic instructor. All students must be present for at least two hours before clocking out for a lunch break and must be present for at least one hour before taking a 15-minute break. Disciplinary action is at the discretion of the campus director.

Any student who has 14 consecutive calendar days of absences will be administratively withdrawn from school (see Cancellation and Refund Policy in the school catalog).

Attendance Tracking System
CourseKey is the modality used for attendance recording for all students, effective January 1, 2019.

Cosmetology, Instructor, and Esthiology Programs
The Minnesota State Board of Cosmetology requires that all student hours are recorded, on a daily and monthly basis,
and accurately identifies actual attendance hours and lunch breaks. STARS, student information system, retains the student attendance records.

Students are required by the Minnesota State Board of Cosmetology to maintain a daily record of hours and nature of training, designating theory or practical experience. The record must be confirmed by the instructor who supervised the training and confirmed by the student. A summary of hours for the month must be maintained for each student and signed by the designated school manager.

Attendance records and time sheets are the property of the school and may not be removed from school premises. If the monthly record is removed from the school or is not legible it is considered invalid.

All Programs
Attendance is monitored for all class sessions and is recorded as actual time attended by the instructor within CourseKey, our computerized attendance system, and retained in STARS, our student information system. Any time missed from a scheduled class is considered time absent. All students scheduled for a lunch break are required to clock or punch in/out for the time taken. The lunch break time is at the discretion of the instructors, according to each student’s schedule.

In order to receive credit for their hours, all students are responsible for clocking or punching in, at or before, the beginning of their shifts, out/in for lunch breaks, and out at the end of their shift to receive full credit for their scheduled and attended hours.

Each person must clock or punch in/out themselves; any student who does so for another student may be expelled.

Make-Up Hours
Minnesota law prohibits a student from attending school for more than ten hours in one day. Students are required to complete a request and prior approval in order to put in extra hours outside of their scheduled hours. Approval will be based on the following: space availability and appropriate student-to-teacher ratios.

All missed or failed exams due to absence or tardiness must be made up within a two-week period. A failed exam may be retaken once and the highest score that can be achieved on a retake is 75 percent.

Certificates of Perfect Attendance
We recognize the hard work and dedication of students who maintain perfect attendance while they are enrolled.

A student who earns perfect attendance throughout their entire program will be recognized at graduation.

CAMPUS SAFETY & SECURITY REPORT
Visit the Minnesota School of Cosmetology’s website at https://www.msccollege.edu/consumer-information/ for the Campus Safety and Security Reports for each individual campus. Topics include, but not limited to, reporting a crime; emergency response, notifications and evacuation procedures; security procedures and crime prevention; drugs and alcohol policy and prevention; violence, sexual assault, stalking, and registered sex offender information, policy and prevention programs; FERPA, campus crime statistics; and crime categories and definitions.

CHANGE OF ADDRESS
All address and telephone number changes must be reported to the financial aid department.

CHILDREN
Children of students are welcome to the school if they are here for appointments on the clinic floor. If the child is here while the student is clocked in, the child will need to be accompanied by another adult. This is an educational environment where children might be in harm’s way and may alter the focus of the student’s education.

CLINIC FLOOR
All services performed on the clinic floor (on a client, Minnesota School of Cosmetology staff member, fellow student, etc.) are required by state regulations to have a consultation by an instructor before the service, checked during the service, and upon completion of the service before the client leaves the clinic area. As this is regulated by the State of Minnesota, students failing to have services checked will receive a written violation.

- All services or work performed by a student must be supervised and evaluated by an instructor within the educational process.
- Students who are assigned to the clinic floor and are not performing on clients are required to work on quotas or other assigned projects.
- Cosmetology & Esthiology: A student is to stay with or near the client during a chemical service. If an emergency occurs and you need to leave your client, notify your clinic floor instructor immediately so another student may be assigned to take over the client and continue with the service in progress.
- Students are not to discuss religion, politics, sex, and other controversial topics as well as school policy with
clients or fellow students while on campus. These sensitive subjects are not considered professional work environment topics.

- If students need assistance, they are to ask an instructor.
- Students are asked to seek the help of the receptionist or an instructor if having difficulty with clients. Students are not allowed to turn a client away.
- Students on the clinic floor will have the opportunity to work on a variety of different hair, skin, body and nail types. Students are encouraged to use this opportunity to enhance their skills and customer service level by accepting all clients assigned to them. Students who refuse a client or assigned service may be required to clock out for the day.
- To be blocked out in the appointment book, see the front desk.
- Students on the clinic floor are striving to perfect the quality of their performance and improve the time it takes to complete the service. A student falling behind on the timing of performing a service must notify the instructor. Adjustments by the instructor may be made to ensure efficient service delivery for the benefit of the client. Any student challenged with efficient service delivery is expected to improve this skill to better prepare for certification and employment.
- All kit items not in use are to be stored inside the students’ locker or clinic floor station. Any equipment left out at the end of the day/evening will be deposited in the lost and found.
- The lobby is used for receiving clients who have appointments for services. Students are asked to stay on the clinic floor until the front desk notifies them of a client arrival. At that time, the student may enter the lobby area to greet and guide the client to the clinic floor.

CLOSING
In the event of a closing due to weather or other emergency, an announcement will be made on television station KARE CHANNEL 11 and on the campus Facebook page, the school's voicemail greeting will be changed to reflect the closing, or students can opt into receiving text messages from the school. All other scheduled closings (in-services and holidays) are located in the calendar section of the school catalog. If the school is closed due to bad weather, the day will be added to the student’s contractual end date if the student was scheduled to be in school that day. All adjustments will be made at one time at the end of the student’s program.

COMPUTER SOFTWARE FAIR USE
Use or copying of any software product in violation of the applicable license agreement is strictly prohibited by Minnesota School of Cosmetology. All computers purchased and used by Minnesota School of Cosmetology are supplied with licensed packages of software programs.

Fair Use Policy Overview
Minnesota School of Cosmetology will not tolerate any student making unauthorized copies of software. Any student found copying software other than for backup purposes is subject to expulsion from Minnesota School of Cosmetology. Additionally, any student who gives software to any other person is also subject to expulsion.

Consequences of Fair Use Law Violations
Illegal duplication of computer software may constitute criminal copyright infringement, which is punishable by a fine of up to $250,000 and imprisonment for up to five years.

Federal civil penalties allow the recovery of actual damages based upon the number of copies produced or statutory damages ranging up to $100,000 for willful copyright infringement. If you know of any illegal copying of software within Minnesota School of Cosmetology, please contact the campus director immediately.

What are the Details of Fair Use at MSC?
Minnesota School of Cosmetology has developed standards of behavior when using computing equipment and networks. In general, it asks that you obey the law and be considerate of others. Specifically, with regard to Minnesota School of Cosmetology computing facilities, you may not:

- Enter, without authorization, into another user's network account or file space to use, read, transfer, or change contents therein for any purpose.\(^1\)
- Use another individual's network account or password.
- Grant another individual access to your network account.\(^2\)
- Use Minnesota School of Cosmetology computing facilities to interfere with the work of other students.
- Use Minnesota School of Cosmetology computing facilities to send obscene, abusive, derogatory, or harassing messages.
- Use Minnesota School of Cosmetology computing facilities to display, transmit, distribute or make available information that expresses or implies discrimination or an intention to discriminate.

1. Additional information on this can be found in the school catalog.
2. Additional information on this can be found in the school catalog.
• Use Minnesota School of Cosmetology computing facilities to interfere with the normal operation of company’s computing facilities, including such things as flooding the network with messages, sending commercial solicitations, or sending chain or pyramid letters.
• Use Minnesota School of Cosmetology computing facilities for personal profit or commercial gain.
• Use Minnesota School of Cosmetology computing facilities to gain unauthorized access to any computing facilities of Minnesota School of Cosmetology or any other commercial, non-commercial, or government entity.
• Use Minnesota School of Cosmetology computing facilities to interfere with the operation of any other commercial entity.
• Use Minnesota School of Cosmetology facilities to display obscene or otherwise offensive images.
• Place any software or data that is illegal for any reason anywhere on Minnesota School of Cosmetology computing facilities.
• Use Minnesota School of Cosmetology computing facilities in any way that violates the intellectual property rights of Minnesota School of Cosmetology or of any other commercial or non-commercial entity. This provision specifically prohibits the use of any unlicensed software on Minnesota School of Cosmetology computing facilities.
• Use or develop programs such as viruses and Trojan horses that harass other users, modify the system or account or cause damage to system resources; or knowingly transmit any such destructive program.

1 An exception to this rule is that IT personnel may enter another user’s account for the purpose of necessary maintenance or if directed to do so by executive management for investigation of suspected violations of school policy and/or criminal wrongdoing. In the latter case, a record of any such access will be kept.

2 You may grant IT personnel access to your account for the purpose of repair or maintenance to your system. You should change your password at the completion of these activities.

CONSUMER INFORMATION
Visit the Minnesota School of Cosmetology’s website at https://www.msccollege.edu/consumer-information/ for information on the following:
• Annual Report
• Student-Right-to-Know
• Campus Safety & Security Reports
• National Center for Education Statistics
• Student Catalog and Handbook
• Professional Licensure
• And More!

COPYRIGHT AND INTELLECTUAL PROPERTY
Minnesota School of Cosmetology requires staff and faculty members to abide by the 1978 Copyright Law, Title 17 US Code, and the Off- Air Guidelines, H.R. 97-495. The internal Copyright and Fair Use policy is available to all staff and faculty and clearly outlines guidelines for copyright and fair use at Minnesota School of Cosmetology.

Copying which does not comply with Copyright and Fair Use policy is prohibited on school premises and will not be used in the classroom or placed on course reserve.

Any person who willfully infringes copyright law or who requests that another person do so will be held liable for his or her actions.

Intellectual Property Rights
Respect for intellectual labor, creativity and property rights is vital to any enterprise. This principle applies to works of all authors and publishers in all media. All use of Minnesota School of Cosmetology computing resources shall be in conformance with applicable copyright and trademark laws and licensing agreements for all software used in conjunction with Minnesota School of Cosmetology computing resources.

File Access
Users must grant specific permission to IT staff to inspect their accounts and computers for suspected infractions of company policies or as needed for maintenance functions. Users understand that if they do not grant this permission they will not be able to access their network accounts on the system.
See also Computer Software Fair Use.

**CRIMINAL BACKGROUND CHECK**

Students should be aware that future employers may elect, or be required, to conduct background investigations on prospective employees. This most frequently occurs when a prospective employee will be involved in direct contact services with clients or residents.

**DRESS CODE**

As part of your education, Minnesota School of Cosmetology recognizes appearance standards as an important element of preparation for salon life. Portions of this dress code are used by a vast number of salons.

For more information about program-specific dress code requirements, review the material in the appendices.

**EATING AND DRINKING**

Students are only allowed to have water on the clinic floor as long as it is in a covered container. No other beverages, food or gum is allowed. Breath mints are allowed and encouraged when working in close range with clients.

**EMAIL**

Minnesota School of Cosmetology will send important information and official communication to the students via email. Therefore, students must check their student email often. The student is responsible for knowing school information distributed via email.

**Student Email Accounts**

All students receive an email address provided by the college. The email address will be assigned at the time of enrollment, and students will be notified of their username and password. Log into your email via the student portal. Official school communications will be sent to that email address.

**Acceptable Use**

All use of your Minnesota School of Cosmetology’s email must be consistent with the school’s policies, as well as with federal, state and local law.

**Content**

Minnesota School of Cosmetology’s email is to be used for school-related communications only. Non-school related communications include outside business or personal ventures and political or religious causes. Inappropriate or offensive messages, such as those including racial or sexual slurs, are prohibited. Abuse of the email policy will subject the student to discipline.

**EMERGENCY INFORMATION**

Minnesota School of Cosmetology follows the emergency guidelines in situations such as severe weather, fire, or intruder. There are two basic rules to follow: (1) remain calm and (2) walk, don't run.

If weather looks threatening, a radio should be kept on for the latest weather information. If a tornado warning is issued, take cover immediately. Instructors and staff members will be present to assist students while they wait in a secure location. Sit with your knees drawn to your chest, rest your head on your knees, and cover your head with your arms. If the fire alarm sounds, the building should be evacuated immediately and once outside keep moving away from the building. Stay with your group; this makes it easier to account for everyone. Students will be advised when it is safe to re-enter the building. Refer to posted floor plans and procedures for evacuation at each campus location.

**Emergency Meeting Place after Building Evacuation**

**MSC – Plymouth:** Under the Minnesota School of Cosmetology sign by County Road 101 and 14th Ave N

**MSC – Woodbury:** Outside, in front of the main entrance on the sidewalk

Attendance will be taken at emergency meeting places to ensure that everyone has left the building.

**Security Phone Numbers**

Emergency 911

Plymouth Police Department 763-509-5160

Woodbury Police Department 651-439-9381

A record of all reported crimes will be maintained in the office of the campus director. This record will appear on the student website for anyone seeking information.

**FELONY DISCLOSURE**

Minnesota School of Cosmetology is committed to the security and safety of the entire college community. To safeguard the well-being of its campuses, applicants convicted of a predatory offense or offenders required by the courts to register are prohibited from admission to the college. This includes entering upon Minnesota School of Cosmetology property, using any Minnesota School of Cosmetology facility or attending any Minnesota School of Cosmetology events.

If warranted by the particular facts, the office of the Chief Executive Officer may modify any aspect of this protocol.
A prospective student in a health science field who has been found guilty of a felony or anyone who has plead guilty to a felony, may not be eligible to take certification examinations and may not be employable. This rule also applies to a list of misdemeanor convictions as determined by each state. Certifying boards and employing agencies may occasionally grant waivers to applicants. Moreover, different states have different laws regarding felonies and the impact on professional qualifications. Specifically, felony convictions, multiple convictions for similar offense, theft convictions, and individuals still on probation, parole, or conditional/supervised release will provide the most restrictions on employment opportunities.

FINANCIAL AID/STUDENT ACCOUNTS
Financial aid is available to those students who qualify. Students should contact the financial aid department with questions. For maximum benefit, students should remember the following:

- Students are responsible for providing the financial aid department with requested forms, documentation and transcripts in a timely manner.
- Students are responsible for notifying the financial aid department of any changes.
- Students are responsible for making satisfactory academic progress and maintaining continuous attendance.

Preferred payment methods for school payments is either credit card or electronic check through the student portal.

All financial aid awards will be disbursed directly to the student’s account beginning the second week of the program and subsequent disbursements as hours are completed.

1098T tax forms are mailed out to all eligible students by January 31st each year. Please make sure we have your correct mailing address to ensure you receive your form. Additional copies of the 1098T tax form can be requested through your Financial Aid department at your campus.

GRIEVANCE POLICY
It is important for each Student to be satisfied with the School’s services. Part of achieving this satisfaction requires the quick and amicable resolution of any dispute between a Student and the School. The best way this can be accomplished is through informal discussion between the parties or by using the School’s internal dispute resolution procedures. A student always has the right to contact the State office of higher education, state board of cosmetology, the accrediting agency regulating the school, or the federal department of education to request assistance in resolving a dispute.

Minnesota School of Cosmetology has established the following policy and procedure to assist students with grievances:

1. A student is encouraged to make every effort to resolve a grievance directly with the staff or faculty member involved.
2. If the student feels unable to resolve the difference in that way, the student may state the grievance to the department supervisor or the education coordinator.
3. An appeal and/or grievance not resolved to the student’s satisfaction at that level may be submitted in writing to the campus director for resolution.
4. If resolution cannot be reached at this level, the student may submit an appeal to the school ownership:
   Broadview Education Consortium
   8147 Globe Drive, Suite 250, Woodbury, MN 55125
   (651) 432-4624
   The issue will be resolved promptly and equitably.

Minnesota School of Cosmetology students may also address concerns to: Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, Saint Paul, MN 55108-5227. Phone: 651-642-0533. A complaint must be in writing, be signed by a student, and state how the school’s policies and procedures or sections 136A.61 to 136A.71 were violated.

Student complaints shall be limited to complaints that occurred within six years from the date the concern should have been discovered with reasonable effort and after the student has utilized the school’s internal complaint process. Students do not have to utilize a school’s internal complaint process before the office has authority when the student is alleging fraud or misrepresentation. The office shall not investigate grade disputes, student conduct proceedings, disability accommodation requests, and discrimination claims, including Title IX complaints.

Concerns may also be addressed to the following:

Board of Cosmetology, 1000 University Avenue West, Suite 100, St. Paul, MN 55104, Phone: 651-201-2742, Email: cosmetology@state.mn.us

National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA 22314, Phone: (703) 600-7600
If the institution is found to be in violation of state, federal, and/or accreditation regulations and a final judgment is rendered against the institution, the institution’s accreditor may take an adverse action against the institution, its State authorization may be denied, suspended or revoked; and/or its Title IV participation may be limited, suspended, or terminated.

**HOUSING**
The school makes every effort to help students identify resources to locate suitable accommodations. Students needing housing should contact campus staff, who will help identify resources to locate listings and direct students to other resources. Minnesota School of Cosmetology does not own, maintain or approve housing facilities.

**LEARNING ASSIGNMENTS AND/OR SERVICES**
State regulation industry related oversight boards specify the minimum number of services required by each student to be eligible to graduate from the cosmetology, esthiology and massage therapy programs. In order to acquire the knowledge necessary to complete the program, students may be required to complete additional assignments and/or service requirements as established and scheduled by the school. All required hours, quotas, tests and assignments must be reached by each skill certification interval. To be eligible to graduate, all school required services and assignments must be complete.

**LOCKERS**
Lockers are available for students to store their personal items during their scheduled class time. Lockers will be assigned. The assigned locker is yours to use while you are in school. All students will need to provide their own lock to secure their locker. All of the items on your kit list may not fit into your locker and may need to be taken with you at the end of your scheduled day.

If a student graduates, withdraws, takes a leave of absence, or is expelled from school, all personal belongings and kit items must be picked up within seven days from the date of the determination or they become property of the Minnesota School of Cosmetology.

**LOST AND FOUND**
A found item should be given to the front desk staff and a lost item should be reported to the front desk staff. Minnesota School of Cosmetology is not responsible for losses resulting from theft or damage to students’ personal belongings. Photo I.D. must be presented to recover an item from the lost and found.

**ORIENTATION**
Orientation sessions are mandatory. These sessions provide students with information about Minnesota School of Cosmetology policies, procedures, and available services.

Students are responsible for the information provided at orientation and the policies and procedures published in the student handbook and college catalog.

**PARKING AND TRANSPORTATION**
Free parking is available at Minnesota School of Cosmetology campuses. Students are required to park in parking spots furthest away from the building’s main entrances. Violators parked in reserved spots will be towed at the owner’s expense.

- Plymouth campus - Students are required to park in the last 5 spots of each row in the front and side parking lots (furthest away from the building).
- Woodbury - Students are required to park in the back row along Weir Drive or in the last 4 spots of each row (furthest away from the building).

**Transportation Resource:**
Minnesota: www.dot.state.mn.us

**PERSONAL SERVICES**
Receiving personal services while in school is a privilege and allowed based on availability. Criteria established by the front desk must be met in order to receive a personal service. A minimal product charge is required to be paid before receiving personal services. Students receive discounts on regular priced services and retail products.

Students who have not successfully completed basic training hours will be required to have personal services performed on them outside of course hours, unless service is part of the course assignment/projects.

**PREREQUISITES**
Some courses offered at Minnesota School of Cosmetology require students to complete one or more prerequisite courses. These prerequisite courses contain material that will be essential for success in the subsequent course. In order to take a course requiring completion of a prerequisite, a student must have received a passing grade in the prerequisite course.

**PRODUCTS USED IN SCHOOL**
Only professional products purchased by the school may be used in the school unless otherwise approved by the school manager. All products used are required to have an SDS sheet on file.
PROFESSIONAL LICENSURE
Licensure requirements vary from state to state and are subject to change. If you are considering enrolling in a program with Minnesota School of Cosmetology (MSC) that leads to professional licensure, we highly recommend that you contact the appropriate state licensing agency in your state or the state where you intend to work to seek the most up-to-date information about state licensure requirements prior to, and during, enrollment. The U.S. Department of Labor has provided this resourceful website: License Finder. If you would like assistance in finding your state’s licensure requirements, please contact your program chair or campus staff at MSC.

Programs
The Cosmetology program does lead to professional licensure in the state of Minnesota, upon passing the state board examination. Licensure is required to be a cosmetologist in all states.

The Esthiology program does lead to professional licensure in the state of Minnesota, upon passing the state board examination. Licensure is required to be an esthetician in all states with the exception of Connecticut.

The Instructor program does lead to professional licensure, upon passing the state board examination. Licensure is required to be a licensed instructor in the state of Minnesota.

The Massage Therapy program does lead to professional licensure, upon passing the MBLEx licensing exam offered by the Federation of State Massage Therapy Board (FSMTB). Licensure is required to practice massage therapy in the state of Wisconsin. Licensure requirements in Minnesota are determined within cities, counties, and municipalities and students need to research local requirements to ensure compliance. For state requirements outside of Minnesota or Wisconsin, please visit the state regulations page on the FSMTB website: https://www.fsmtb.org/consumer-information/regulated-states/

SANITATION
In accordance with state regulations, each student is required to complete sanitation practices each day. This may include, but is not limited to, sanitation of the student’s station and general sanitation of other areas of the school and/or equipment. Sanitation requirements include returning equipment and tools in an orderly fashion after proper sanitation, handling linens appropriately for laundering, and returning product containers to their proper location refilled and cleaned. Classes will not be dismissed until all cleanup has been satisfactorily completed. Failure to participate in daily sanitation will result in disciplinary action.

SATISFACTORY ACADEMIC PROGRESS
In order to be considered to be making satisfactory academic progress toward a diploma in a program offered at Minnesota School of Cosmetology, a student must maintain a specified cumulative grade point average as well as proceed through the program at a pace leading to completion of the program in the specified time frame. Evaluation points and standards of satisfactory academic progress are described in the college catalog and apply to all students.

Honors
In order to stress the importance of academic performance, Minnesota School of Cosmetology recognizes students whose overall grade is 95% or higher at the end of their program. These exceptional students will receive cords at graduation and will be announced as an Honors student.

SMOKING
Smoking is not permitted anywhere within the educational facilities or near any front entrance. Designated smoking areas outside of the buildings are posted or within 50 feet from any back entrance. Chewing tobacco and E-cigarettes should only be used during breaks and in the designated smoking areas.

STUDENT LOUNGE
Students are expected to be respectful and professional when using the student lounge. When working in a career after graduation, a student may encounter a company lunchroom. The college expects students to behave as they would in the facilities of their future employers. Students are reminded to keep their language and conversations appropriate for a general audience. It is also important for students to clean up after themselves so everyone may enjoy the student lounge.

The student lounge is available for Minnesota School of Cosmetology students on breaks and lunches. Anyone other than a Minnesota School of Cosmetology student, faculty, or staff member is prohibited from entering the student lounge.

STUDENT PORTAL
Students may view their email, final grades, financial aid information, student account information, library resources, make payments on their account, receive messages from
STUDENTS WITH DISABILITIES
The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 guarantee students with disabling conditions equal access to educational opportunities. All students with physical or mental disabling conditions seeking academic adjustments and/or other modifications because of a disabling condition are eligible to receive academic adjustments in the educational environment and for participating in programs, services, and activities offered by Broadview Education Consortium member schools. Academic adjustments and/or modifications include, but are not limited to, auxiliary aids, changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, adaptation of the manner in which specific courses are conducted, and/or modification of school policies and procedures. Minnesota School of Cosmetology, Inc., is not required to make adjustments and/or modifications that are essential to the instruction being pursued or would fundamentally alter the nature of the service, program, or activity; those that represent a personal service; or those that would result in a violation of accreditation or regulatory requirements.

A student wishing to request reasonable accommodation must submit a Disclosure of Disabling Condition and Request for Academic Adjustment to the campus director, including acceptable documentation concerning the disability, so that reasonable accommodations can be made. Some important considerations follow:
1. Accommodations are not granted on a retroactive basis. Academic work that has been submitted prior to a request cannot be resubmitted with the accommodations granted and will remain graded as originally submitted.
2. Applicants requesting accommodations must acknowledge that the school is afforded an appropriate amount of time to determine and secure reasonable accommodations. Accommodations that require the acquisition of equipment, software/hardware, or additional resources will require additional time to secure and will not be immediately available upon request.

It is the student’s responsibility to self-disclose a disabling condition and to request reasonable accommodation as soon as the student determines a need or desire for such accommodation. For more information about required documentation or to request academic adjustments, please contact the campus director.

TELEPHONE CALLS, CELL PHONES, AND OTHER COMMUNICATION DEVICES
Students should remember these policies regarding the use of cell phones and other devices while on campus:
• The staff at the school will deliver messages to students if it is an emergency.
• Cell phones or personal communications devices are not allowed to be used in the classroom or on the clinic floor for non-educational purposes. Students may use their personal communication devices in the student lounge while on break or lunch. Students who are seen using their cell phone or another device for non-educational use while clocked in may be clocked out for the day and sent home.

VIOLENCE AND CRIME PREVENTION
Minnesota School of Cosmetology is committed to preventing workplace violence and to maintaining a safe and secure campus. Given the increasing violence in society in general, we have adopted the following guidelines to deal with intimidation, harassment, threats of violence or actual violence that may occur during business hours or on its premises.
• All employees and students should be treated with courtesy and respect at all times.
• Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from all school buildings. Employees and students becoming aware of the presence of these items in the building should report it to their supervisor, instructor, or another member of management immediately.
• Employees and students are expected to refrain from fighting, horseplay, or other conduct that may be dangerous.
• Conduct that threatens intimidates or coerces another employee, student, or member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including, but not limited to harassment that is based on an individual’s sex, race, national origin, gender identity, age, or any characteristic protected by federal, state, or local law.
• All threats of violence or actual violence, direct or indirect, should be reported as soon as possible to the immediate supervisor, instructor or any other member of management. This includes threats by employees,
students, visitors or other members of the public. When reporting a threat of violence, be as specific and detailed as possible.

- All suspicious individuals or activities should be reported as soon as possible to a supervisor, instructor or another member of management. Minnesota School of Cosmetology will promptly and thoroughly investigate all reported threats of violence or actual violence, suspicious individuals, and activities of concern. The identity of the individual making the report will be protected as much as is practical.

- In order to maintain employee and student safety and the integrity of its investigation, Minnesota School of Cosmetology may suspend the employee(s) or student(s) allegedly involved, pending investigation.

- Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment or expulsion from school.

Minnesota School of Cosmetology encourages an employee or student to bring a dispute or difference with another to the attention of a supervisor or instructor before the situation escalates into potential violence. Minnesota School of Cosmetology is eager to assist in the resolution of employee and student disputes, and will not discipline employees or students for raising such issues.

See also the Grievance Policy section of this handbook for information and grievance procedures.

For more information about reporting a crime and responding to a crime report, security phone numbers, law enforcement authority, campus security programs, monitoring and recording of criminal activity and occurrences of crimes on campus, refer to Minnesota School of Cosmetology’s Campus Safety and Security Report on the website at:

https://www.msccollege.edu/consumer-information/

This information is also available at any time upon request, including in paper format.

SUMMARY
A successful learning experience is dependent upon both students and instructors understanding their responsibilities and relationships. Training cannot take place without the active participation of both. Minnesota School of Cosmetology expects both students and faculty to be aware of the role of all participants in the learning process and to fulfill their responsibilities in order to ensure the success of the institution, the instructor and above all, the student. This requires cooperation between students and instructors. The key to this cooperation is for all parties to communicate with each other.
## RESOURCES

### WHERE TO GO FOR ANSWERS

<table>
<thead>
<tr>
<th>Question</th>
<th>Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions about missed assignments, homework, or to develop a social network.</td>
<td>Classmates</td>
</tr>
<tr>
<td>Questions about homework, tests, grades, etc.</td>
<td>Instructors</td>
</tr>
<tr>
<td>Questions on how to search the Internet for research projects, resume preparation, career opportunities, and questions about part-time jobs.</td>
<td>Campus Staff</td>
</tr>
<tr>
<td>Questions about your schedule, grades, program changes, attendance, etc.</td>
<td>Campus Staff</td>
</tr>
<tr>
<td>Need someone to talk to about classroom concerns or instructor concerns.</td>
<td>School Manager</td>
</tr>
<tr>
<td>Questions about how to pay for school, grants or loans (financial assistance).</td>
<td>Financial Aid Staff</td>
</tr>
<tr>
<td>Questions about your bill, to make a payment or to set up a payment plan.</td>
<td>Financial Aid Staff</td>
</tr>
<tr>
<td>Need someone to talk to or ask questions about the school or regarding program choices, refer others looking for career training options, etc.</td>
<td>Admissions Staff</td>
</tr>
<tr>
<td>Questions about Student Council/Ambassadors, daycare, housing transportation, student advising, tutors, etc.</td>
<td>Campus Staff</td>
</tr>
<tr>
<td>Questions pertaining to clinic floor services, client scheduling, where your class is being held.</td>
<td>Front Desk Staff</td>
</tr>
<tr>
<td>If you are not able to get the answers you need or your concerns are not met by the above people.</td>
<td>Campus Director</td>
</tr>
<tr>
<td>Questions about completion, graduation, transfer, retention or placement rates; security policies, and crime stats.</td>
<td></td>
</tr>
</tbody>
</table>
COUNSELING AND SUICIDE RESOURCES
If you feel you need mental health services or are feeling suicidal, you are not alone; help is available.

*National Suicide Prevention Hotlines:*
National – 1.800.273.TALK (8255)

POLICY STATEMENT
Minnesota School of Cosmetology has established policies in accordance with standard educational practices; state, federal, and accrediting regulations; and to help best serve our students. All policies are designed as guidelines to assist the college to continue to maintain high standards, remain compliant, and to provide the opportunity for excellent outcomes for all students. Exceptions to policy that are not in violation of regulatory or accreditation requirements and standards may be made at the discretion of campus directors or their designees. However, any exception to established internal policy may not violate local, state, or federal rules, regulations, or statutes, and must maintain compliance with accreditation standards.

The school reserves the right at any time to make policy changes. Notice of policy changes will be given at least 10 days prior to implementation. Notice is given by email to all students and staff, in addition to postings and announcements.
APPENDIX A:

Cosmetology

Clinical Instruction and Experience

Each student shall be required to complete the following number of clinical hours in Column I as well as exercises (quotas) listed in Column II.

<table>
<thead>
<tr>
<th>Clinical Instruction</th>
<th>Column I Hours</th>
<th>Column II Service Exercises</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shampooing</td>
<td>50</td>
<td>300</td>
</tr>
<tr>
<td>Scalp and Hair Conditioning</td>
<td>80</td>
<td>150</td>
</tr>
<tr>
<td>Hair Design Shaping</td>
<td>150</td>
<td>75</td>
</tr>
<tr>
<td>Chemical Hair Control (Including 6 chemical relaxing exercises)</td>
<td>200</td>
<td>60</td>
</tr>
<tr>
<td>Hair Coloring</td>
<td>100</td>
<td>50</td>
</tr>
<tr>
<td>Hair Styling</td>
<td>200</td>
<td>300</td>
</tr>
<tr>
<td>Facials and Makeup (Column II consists of 60 Facials, 40 Make-up, 40 Waxing Body and Face, 4 Eyelash Extensions)</td>
<td>200</td>
<td>147</td>
</tr>
<tr>
<td>Manicures (Including 10 applications of artificial nails, of which 3 are sculptured on the nail)</td>
<td>150</td>
<td>50</td>
</tr>
</tbody>
</table>

Skill Hours 1,130
Related Theory and Lab Hours 420
Total Clock Hours 1,550

Licensure

Each student must complete all services, quotas, tests, examinations, hours and assignments required by the school before the school releases necessary documentation for licensing. Each student must have proof of earning a high school diploma or its equivalency written in English in order to be eligible to obtain a license from the state of Minnesota.

For state licensing, Minnesota state written exams are given at an independent testing site. The current testing charge is not included in tuition. Students will also need to submit an application to the Board of Cosmetology. The licensing fee is not included in tuition.

Physical Demands

The cosmetologist physical stamina is important due the majority of shifts conducted while standing. Physically elevating arms for extended periods of time, including the ability to reach and operate equipment are standard practices of the cosmetologist.

Professional Demands

Cosmetologists must effectively interact with peers and clients, verbally communicate client concerns and desired services, appropriately monitor progress toward client goals, and adapt to the workplace environment to deliver services and treatments.

Safety Demands

Protective clothing, including gloves and aprons, is often required due to prolonged exposure to some chemicals that may cause skin irritation. Safe movement and appropriate use of equipment and supplies with sharp edges is critical of the cosmetologist.
APPENDIX B:

COSMETOLOGY DRESS CODE

At Minnesota School of Cosmetology, the following requirements are mandatory for cosmetology students:

- Students may only wear black. No other colors may be worn. Only new black jeans may be worn.
- Students must wear black closed toe shoes. Shoes may not have any other color on them besides black.
- Minnesota School of Cosmetology black apron/smock must be worn at all times, be in good repair, clean and wrinkle free.
- Your name badge is to be worn at all times, visibly outside of your smock. This is required by the Minnesota Board of Cosmetology.
- *If a student’s badge is missing, even for just that day, a temporary badge must be worn. Replacement cost for a permanent badge is $10.00
- The dress code for the school is categorized as professional dress.
- Skirts and dresses are at least knee length (to allow for comfortability and professionalism when giving pedicures). Skirts and dresses must be paired with leggings.
- Pant hemline should not drag on the floor (pants that are way too long and drag hair on the bottom of their pants, etc.).
- Athletic wear does not meet our professional appearance standards and is not allowed. Hooded jackets, sweatshirts, track pants, Ugg boots, Crocs, and baseball caps are examples of athletic wear that is not allowed.
- Clothing with writing or large logos does not meet our professional appearance standard.
- Clothing items that are low cut or short tops that show midriff/lower back do not meet our appearance standards.
- Fashion hats, scarves, belts and any type of head coverings are allowed to be worn by students as long as they are professional and fashionable.
- Jewelry may be worn and may be any color(s).
- To be a positive representative of the cosmetology industry, your hair must be styled and makeup applied (if student chooses to wear makeup) prior to clocking in for the day.

All students are required to be dressed in accordance with this policy PRIOR to clocking in. Any student not following dress code may be asked to clock out and change before clocking back in.
APPENDIX C:

Esthiology

Clinical Instruction and Experience

Each student shall be required to complete the following number of service hours:

<table>
<thead>
<tr>
<th>Clinical Instruction</th>
<th>Service Exercises</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facials</td>
<td>60</td>
</tr>
<tr>
<td>Make-up</td>
<td>40</td>
</tr>
<tr>
<td>Body Wax (Hard)</td>
<td>10</td>
</tr>
<tr>
<td>Body Wax (Soft)</td>
<td>10</td>
</tr>
<tr>
<td>Facial Wax (Hard)</td>
<td>10</td>
</tr>
<tr>
<td>Facial Wax (Soft)</td>
<td>10</td>
</tr>
<tr>
<td>Eyelash Extensions</td>
<td>4</td>
</tr>
</tbody>
</table>

| Esthetics Pre-Clinic         | 140               |
| Esthetics Intermediate       | 140               |
| Esthetics Advanced           | 140               |
| Esthetics Advanced Clinic    | 180               |

**Total Clock Hours** 600

Licensure

Each student must complete all services, quotas, tests, examinations, hours and assignments required by the school before the school releases necessary documentation for licensing. Each student must have proof of earning a high school diploma or its equivalency written in English in order to be eligible to obtain a license from the state of Minnesota.

For state licensing, Minnesota state written exams are given at an independent testing site. The current testing charge is not included in tuition. Students will also need to submit an application to the Board of Cosmetology. The licensing fee is not included in tuition.

Physical Demands

The esthetician physical stamina is important due the majority of shifts conducted while standing. Physically elevating arms for extended periods of time, including the ability to reach and operate equipment are standard practices of the esthetician.

Professional Demands

Esthetician must effectively interact with peers and clients, verbally communicate client concerns and desired services, appropriately monitor progress toward client goals, and adapt to the workplace environment to deliver services and treatments.

Safety Demands

Protective clothing, including gloves and aprons, is often required due to prolonged exposure to some chemicals that may cause skin irritation. Safe movement and appropriate use of equipment and supplies with sharp edges is critical of the esthetician.
APPENDIX D:

ESTHIOTOLOGY DRESS CODE

At Minnesota School of Cosmetology, the following requirements are mandatory for esthiology students:

- Effective February 2020, esthiology students are required to wear self-purchased black scrubs.
- Students must wear black closed toe shoes and black socks. Shoes may not have any other color on them besides black.
- Your name badge is to be worn at all times, visibly outside of your smock. This is required by the Minnesota Board of Cosmetology.
- *If a student’s badge is missing, even for just that day, a temporary badge must be worn. Replacement cost for a permanent badge is $10.00
- Pant hemline should not drag on the floor (pants that are way too long).
- Athletic wear does not meet our professional appearance standards and is not allowed. Hooded jackets, sweatshirts, track pants, Ugg boots, and baseball caps are examples of athletic wear that is not allowed.
- Hats, scarves, and any type of head coverings are allowed to be worn by students as long as they are professional and fashionable.
- Jewelry may be worn and may be any color(s).
- To be a positive representative of the industry, your hair must be styled and makeup applied (if student chooses to wear makeup) prior to clocking in for the day.

All students are required to be dressed in accordance with this policy PRIOR to clocking in. Any student not following dress code may be asked to clock out and change before clocking back in.
APPENDIX E:
Instructor Program

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor Education</td>
<td>38</td>
</tr>
<tr>
<td><strong>Total Clock Hours</strong></td>
<td><strong>38</strong></td>
</tr>
</tbody>
</table>

**Prerequisite(s)**
Current operator or salon license (Cosmetologist, Esthetician, Nail Technician, Eyelash Technician) and 2700 hours of licensed practice within the past three years.

**Licensure**
Each student must complete all tests, examinations, hours and assignments required by the school before the school releases necessary documentation for licensing. Each student must have proof of earning a high school diploma or its equivalency written in English in order to be eligible to obtain a license from the state of Minnesota.

For state licensing, Minnesota state written exams are given at an independent testing site. The current testing charge is not included in tuition. Students will also need to submit an application to the Board of Cosmetology. The licensing fee is not included in tuition.

**Physical Demands**
The physical stamina is important due the majority of shifts conducted while standing. Physically elevating arms for extended periods of time, including the ability to reach and operate equipment are standard practices of the instructor.

**Professional Demands**
Instructor must effectively interact with peers and clients, verbally communicate client concerns and desired services, appropriately monitor progress toward client goals, and adapt to the workplace environment to deliver services and treatments.

**Safety Demands**
Protective clothing, including gloves and aprons, is often required due to prolonged exposure to some chemicals that may cause skin irritation. Safe movement and appropriate use of equipment and supplies with sharp edges is critical of the instructor.
APPENDIX F:

INSTRUCTOR PROGRAM DRESS CODE

At Minnesota School of Cosmetology, the following requirements are mandatory for instructor students:

- Students may only wear black. No other colors may be worn. No jeans may be worn.
- Students must wear black closed toe shoes and black socks. Shoes may not have any other color on them besides black.
- Minnesota School of Cosmetology black aprons must be worn at all times, be in good repair, clean and wrinkle free.
- Your name badge is to be worn at all times, visibly outside of your smock. This is required by the Minnesota Board of Cosmetology.
- *If a student’s badge is missing, even for just that day, a temporary badge must be worn. Replacement cost for a permanent badge is $10.00*
- The dress code for the school is categorized as professional dress.
- It’s recommended that skirts and dresses are at least knee length (to allow for comfortability and professionalism when giving pedicures). Skirts and dresses cannot be shorter than mid-thigh. Skirts and dresses must be paired with leggings.
- Pant hemline should not drag on the floor (pants that are way too long and drag hair on the bottom of their pants, etc.).
- Athletic wear does not meet our professional appearance standards and is not allowed. Hooded jackets, sweatshirts, track pants, Ugg boots, and baseball caps are examples of athletic wear that is not allowed.
- Clothing with writing or large logos does not meet our professional appearance standard.
- Clothing items that are low cut or short tops that show midriff do not meet our appearance standards.
- Hats, scarves, belts and any type of head coverings are allowed to be worn by students as long as they are professional and fashionable.
- Jewelry may be worn and may be any color(s).
- To be a positive representative of the industry, your hair must be styled and makeup applied (if student chooses to wear makeup) prior to clocking in for the day.

All students are required to be dressed in accordance with this policy PRIOR to clocking in. Any student not following dress code may be asked to clock out and change before clocking back in.
APPENDIX G:
Massage Therapy

Massage Therapy Classes

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MY100</td>
<td>Introduction to Anatomy, Physiology Medical Terminology</td>
<td>140</td>
</tr>
<tr>
<td>MY110</td>
<td>Introductory Massage Techniques</td>
<td>140</td>
</tr>
<tr>
<td>MY150</td>
<td>Kinesiology and Pathology for Massage</td>
<td>140</td>
</tr>
<tr>
<td>MY180</td>
<td>Professional Business Practices</td>
<td>70</td>
</tr>
<tr>
<td>MY210</td>
<td>Advanced Massage Techniques</td>
<td>140</td>
</tr>
<tr>
<td>MY250</td>
<td>Clinical Lab and Practicum</td>
<td>70</td>
</tr>
</tbody>
</table>

Total Clock Hours 700

Licensure
Acceptance and successful progression through the Massage Therapy program does not ensure licensure eligibility. Licensure is required to practice massage therapy in the state of Wisconsin. Licensure requirements in Minnesota are determined within cities, counties, and municipalities and students need to research local requirements to ensure compliance. Applicants who have been convicted of a felony or have a history of mental illness or drug abuse should contact the Bureau Manager for Massage Therapy at DOPL to discuss their eligibility to be licensed.

Physical Demands
The massage therapist must have the ability to use both hands, single digits, forearms, elbows, knees, and feet to apply massage techniques and adjunctive therapies, including kneading, gliding, compressing, grasping, pushing, pulling, shaking, lifting, rubbing, holding, stretching, tapping, and twisting tissue at various frequencies and pressure over the full range of the body. Massage therapists will need to maintain proper body mechanics, including foot placement, leaning, leveraging body weight, supported digits and safety practices, for up to one and half hours without interruption.

Professional Demands
Massage Therapists must effectively interact with peers and clients, verbally communicate client concerns and desired services, collect and assess client coordination, and be able to communicate the rationale for client treatment plan.

Safety Demands
The massage therapist must be able to use massage equipment and supplies without assistance, move around clinical rooms and treatment areas, setup and adjust massage tables, and reach and operate massage equipment.
APPENDIX H:

MASSAGE THERAPY DRESS CODE

At Minnesota School of Cosmetology, the following requirements are mandatory for massage therapy students:

- Students may only wear black. Black pants can be yoga pants or dress pants. Black shirts must be hip length at a minimum. No low-cut shirts are allowed and shoulders and/or lower back should not be exposed.

- Students must wear black closed toe shoes and black socks.

- Nails should be cut short and kept clean. No fingernail polish.

- As a professional, your hair must be pulled back and good hygiene should be maintained.

- Jewelry must be removed while giving or receiving a massage.
What You Need to Know About the College Immunization Law

When you enroll in college in Minnesota, be prepared to show proof that you’ve been vaccinated against these five diseases or have a legal exemption: measles, mumps, rubella, tetanus, and diphtheria.

The Minnesota College Immunization Law applies to anyone who was born after 1956. However, students who graduated from a Minnesota high school in 1997 or later are exempt from these requirements (because they will already have met them).

Information About Vaccine-Preventable Diseases

Measles is very contagious and can be very serious. Symptoms include high fever and rash. It can cause life-threatening pneumonia, brain swelling, middle-ear infections, severe diarrhea, and seizures. The risk of death from measles is higher in adults than in children.

Mumps causes swelling of the glands behind the jaw. It can cause hearing loss, and about one out of four teenage or adult men who have mumps may experience swelling of the testicles. In rare cases, it can cause sterility.

Rubella is another disease that has a rash. It is usually a mild disease in children, but if a pregnant woman gets rubella, it can cause serious birth defects including glaucoma, cataracts, deafness, and mental retardation.

Tetanus or “lockjaw” can cause muscle spasms so severe that a person may stop breathing. The tetanus germ is commonly found in dirt.

Wounds, small burns, or scratches can be a source of infection, and deep puncture wounds are especially dangerous.

Diphtheria is a serious bacterial disease that can lead to breathing problems, heart failure, and sometimes death. Human Papillomavirus (HPV) is very common and spreads through sexual activity. In most cases, HPV goes away on its own, but it can cause health problems like genital warts and cervical and other cancers. All boys and girls are recommended to get vaccinated starting at age 11-12 years old; however, older teens and young adults should still catch up on this vaccine. Talk to your health care provider.

Meningococcal disease is a serious illness caused by bacteria. It causes meningitis, an infection of the lining of the brain and the spinal cord. It can also cause blood infections. Anyone can get meningococcal disease, but college students living in dorms or close quarters are at increased risk. There are two different vaccines that protect against meningococcal disease.

Information About Hepatitis A, B and C

Hepatitis A is an infection in the liver caused by the hepatitis A virus. It is spread by close contact with an infected person or by eating/drinking contaminated food and water. Symptoms include severe nausea, tiredness and weakness, and yellowing of the skin and eyes. Symptoms are more severe in adults than in children. Symptoms may last for several weeks resulting in missed school and work. There is a vaccine to prevent hepatitis A.

Hepatitis B is an infection in the liver caused by the hepatitis B virus. Hepatitis B infection can be life-long and can lead to cirrhosis, liver cancer, and even death. Hepatitis B virus is easily spread through contact with an infected person’s blood or body fluids, including sexual contact. Many people do not have symptoms until many years later.

Vaccination is the best way to prevent hepatitis B infection. Treatment may help in later stages of chronic illness but cannot help when the initial infection occurs.

Hepatitis C is a liver infection caused by the hepatitis C virus. The infection is spread by contact with the blood of an infected person. Most persons who get hepatitis C carry the virus for the rest of their lives.

There is no vaccine to prevent hepatitis C. Like hepatitis B there is treatment available to help in later stages of chronic illness.
Should I Still Get Hepatitis A, HPV, and Meningococcal Shots If They’re Not Required?

Yes.

- The meningococcal ACWY vaccine is recommended for all persons through age 21 years. Also, talk to your health care provider about the meningococcal B vaccine.
- Hepatitis B is highly contagious, and the highest rate of disease occurs in persons age 20-45 years. This vaccine is recommended for all infants so it is possible you have already received this vaccine. If you will be going into a health care profession, your employer will probably require that you show proof of vaccination.
- Hepatitis A is still common in the U.S. and traveling outside of the U.S. is a risk factor for getting hepatitis A infection.
- HPV is very common. Getting vaccinated offers protection against cancer and genital warts.
- If you will be traveling internationally, it’s likely you’ll need even more shots. Talk to your health care provider.

What Do I Have To Do?

Under Minnesota law, you have to submit an immunization record to your college or meet one of the legal exemptions (see below). You might be automatically exempt if you graduated from high school in Minnesota since 1997 or you were previously enrolled in another college in Minnesota.

Are There Other Legal Exemptions?

Yes. You don’t have to get a vaccine if you are already immune to the disease it prevents. For combination vaccines, like MMR vaccine, you would need to get it if you had measles, but not mumps or rubella.

Your doctor can sign an exemption if you have a medical reason not to be vaccinated.

You can get a non-medical exemption if you object to an immunization. You will need to submit a notarized statement that your conscientiously held beliefs prevent you from getting the vaccines you specify.

What If I Can’t Find My Shot Record?

Try to remember where you were immunized and see if your doctor or clinic still has the records.

- If you attended school in Minnesota (before college) your former school district may have your records.
- If you grew up in Minnesota, you can call the Minnesota Immunization Information Connection (MIIC) at 651-201-5207 or 1-800-657-3970 to request your immunization record.
- If you still can’t find your records, you’ll probably have to repeat the shots and start a new record.

Are The Shots Safe?

The vaccines are safe and effective. There can be mild side effects (e.g., slight fever, sore arm). It’s very rare for more severe side effects to occur. If you are unimmunized, your chances of becoming ill and suffering serious complications are much higher. Extra doses usually do not increase the chance of side effects.

Where Can I Get The Shots?

Your health care provider can give you the shots you need. If you don’t have a health care provider, or don’t have health insurance, you may be able to get free or low-cost shots. If you’re 18 years of age or younger, you may qualify for the Minnesota Vaccines for Children Program. If you’re 19 years of age or older, you may qualify for the Uninsured and Underinsured Adult Vaccine program.

Go to Vaccine Clinic Look-Up for more information [www.health.state.mn.us/divs/idepc/immunize/vaxfinder.html](http://www.health.state.mn.us/divs/idepc/immunize/vaxfinder.html)

Your local public health agency may be able to direct you to services.
Woodbury campus
1750 Weir Drive
Woodbury, MN 55125
651-432-4635

Plymouth campus
1425 County Road 101 North
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