Minnesota School of Cosmetology

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

The National Accrediting Commission of Career Arts and Sciences, Inc.
3015 Colvin Street | Alexandria, Virginia 22314 | 703.600.7600
# TABLE of CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-2021 Calendar</td>
<td>4</td>
</tr>
<tr>
<td>Class Start Dates</td>
<td>4</td>
</tr>
<tr>
<td>Hours of Operation</td>
<td>4</td>
</tr>
<tr>
<td>Class Schedules</td>
<td>4</td>
</tr>
</tbody>
</table>

## INFORMATION AND POLICIES

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approvals, Accreditation, Licenses and Memberships</td>
<td>6</td>
</tr>
<tr>
<td>History and Physical Descriptions</td>
<td>6</td>
</tr>
<tr>
<td>Philosophy</td>
<td>6</td>
</tr>
<tr>
<td>Mission Statement and Objectives</td>
<td>7</td>
</tr>
<tr>
<td>Ownership and Governance</td>
<td>7</td>
</tr>
<tr>
<td>Policy Statement</td>
<td>7</td>
</tr>
</tbody>
</table>

## Admissions Information

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limits to Admission</td>
<td>7</td>
</tr>
<tr>
<td>Admissions Procedure</td>
<td>7</td>
</tr>
<tr>
<td>Admissions Requirements</td>
<td>8</td>
</tr>
<tr>
<td>Late Admissions</td>
<td>8</td>
</tr>
<tr>
<td>Re-Entry</td>
<td>8</td>
</tr>
<tr>
<td>Transfer of Hour Policy</td>
<td>8</td>
</tr>
<tr>
<td>Transfer of Hours to Other Institutions</td>
<td>9</td>
</tr>
<tr>
<td>Articulation Agreement</td>
<td>9</td>
</tr>
<tr>
<td>Transcripts</td>
<td>9</td>
</tr>
</tbody>
</table>

## Financial Information

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Costs</td>
<td>9</td>
</tr>
<tr>
<td>Minimum Terms for Payment of Tuition</td>
<td>9</td>
</tr>
<tr>
<td>Buyer’s Right to Cancel</td>
<td>10</td>
</tr>
<tr>
<td>Return of Title IV Funds</td>
<td>11</td>
</tr>
<tr>
<td>Post-Withdrawal Disbursement (PWD)</td>
<td>11</td>
</tr>
<tr>
<td>Return of Title IV Funds Distribution Policy</td>
<td>12</td>
</tr>
<tr>
<td>Title IV Verification Policy</td>
<td>12</td>
</tr>
</tbody>
</table>

## Foreign Student Information

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship Information</td>
<td>12</td>
</tr>
</tbody>
</table>

## Student Services/Career Services

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Assistance</td>
<td>14</td>
</tr>
<tr>
<td>Guidance</td>
<td>14</td>
</tr>
<tr>
<td>Family Education Rights and Privacy Act</td>
<td>15</td>
</tr>
<tr>
<td>Directory Information</td>
<td>16</td>
</tr>
</tbody>
</table>

## General Information

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct</td>
<td>16</td>
</tr>
<tr>
<td>Attendance Requirements</td>
<td>16</td>
</tr>
<tr>
<td>Refresher Classes</td>
<td>16</td>
</tr>
<tr>
<td>Leave of Absence Policy</td>
<td>16</td>
</tr>
<tr>
<td>Program/Curriculum Revisions</td>
<td>16</td>
</tr>
<tr>
<td>School Policies</td>
<td>16</td>
</tr>
<tr>
<td>Students with Disabilities</td>
<td>17</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>17</td>
</tr>
<tr>
<td>Criminal Background Check</td>
<td>17</td>
</tr>
<tr>
<td>Drop Period</td>
<td>17</td>
</tr>
<tr>
<td>Withdrawal from School</td>
<td>17</td>
</tr>
<tr>
<td>Dismissal by the School</td>
<td>17</td>
</tr>
<tr>
<td>Grievance Policy</td>
<td>17</td>
</tr>
<tr>
<td>Sexual Harassment/Sexual Assault</td>
<td>18</td>
</tr>
<tr>
<td>Bullying</td>
<td>18</td>
</tr>
<tr>
<td>Non-Discrimination Policy</td>
<td>18</td>
</tr>
</tbody>
</table>

## Academic Information

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of Instruction</td>
<td>19</td>
</tr>
<tr>
<td>Grading</td>
<td>19</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>19</td>
</tr>
<tr>
<td>Diploma/Certificate</td>
<td>20</td>
</tr>
<tr>
<td>Honors</td>
<td>20</td>
</tr>
</tbody>
</table>

## Satisfactory Academic Progress Policy

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Licensure</td>
<td>22</td>
</tr>
</tbody>
</table>

## PROGRAM DESCRIPTIONS

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology Program Overview</td>
<td>24</td>
</tr>
<tr>
<td>Program Objectives</td>
<td>24</td>
</tr>
<tr>
<td>Cosmetology Topics Covered</td>
<td>24</td>
</tr>
<tr>
<td>Clinical Instruction and Experience</td>
<td>27</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>27</td>
</tr>
</tbody>
</table>

## Esthiology Program Overview

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Objectives</td>
<td>28</td>
</tr>
<tr>
<td>Esthiology Topics Covered</td>
<td>28</td>
</tr>
<tr>
<td>Clinical Instruction and Experience</td>
<td>31</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>31</td>
</tr>
</tbody>
</table>

## Instructor Program Overview

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite(s)</td>
<td>32</td>
</tr>
<tr>
<td>Program Objectives</td>
<td>32</td>
</tr>
<tr>
<td>Instructor Program Course</td>
<td>32</td>
</tr>
<tr>
<td>Course Description</td>
<td>32</td>
</tr>
</tbody>
</table>

## Massage Therapy Program Overview

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Objectives</td>
<td>33</td>
</tr>
<tr>
<td>Massage Therapy Classes</td>
<td>33</td>
</tr>
<tr>
<td>Program Disclosures</td>
<td>33</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>33</td>
</tr>
</tbody>
</table>

## ADMINISTRATION AND FACULTY LISTINGS

<table>
<thead>
<tr>
<th>Subsection</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>34</td>
</tr>
</tbody>
</table>
CALENDAR
Both Minnesota School of Cosmetology campuses will be closed on the following holidays and faculty/staff in-service days:

Labor Day  
Saturday, September 5-7, 2020

Faculty/Staff In-Service  
Monday, October 5, 2020

Thanksgiving  
Thursday, November 26-28, 2020

Faculty/Staff In-Service  
Monday, December 14, 2020

Christmas  
Tuesday, December 24-26, 2020

New Year’s  
Wednesday, December 31, 2020-January 2, 2021

Faculty/Staff In-Service  
Wednesday, January 5, 2021

President’s Day  
Monday, January 18, 2021

Faculty/Staff In-Service  
Thursday, April 1, 2021

Memorial Day  
Monday, May 29-31, 2021

Faculty/Staff In-Service  
Wednesday, June 14, 2021

Independence Day  
Monday, July 5, 2021

Faculty/Staff In-Service  
Friday, August 20, 2021

Labor Day  
Monday, September 6, 2021

Thanksgiving  
Wednesday, November 24, 2021

Christmas  
Monday, December 26-28, 2021

New Year’s  
Wednesday, December 31, 2021-January 2, 2022

CLASS START DATES*

COSMETOLOGY PROGRAM

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 20, 2020</td>
<td>September 8, 2020</td>
<td>November 9, 2020</td>
</tr>
<tr>
<td>January 11, 2021</td>
<td>March 15, 2021</td>
<td>May 17, 2021</td>
</tr>
<tr>
<td>July 19, 2021</td>
<td>September 20, 2021</td>
<td>November 29, 2021</td>
</tr>
</tbody>
</table>

ESTHIOLOGY DAY PROGRAM

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 27, 2020</td>
<td>September 22, 2020</td>
<td>November 16, 2020</td>
</tr>
<tr>
<td>January 19, 2021</td>
<td>March 15, 2021</td>
<td>May 10, 2021</td>
</tr>
<tr>
<td>July 6, 2021</td>
<td>September 7, 2021</td>
<td>October 25, 2021</td>
</tr>
</tbody>
</table>

INSTRUCTOR PROGRAM

Please check with a campus for start date information

MASSAGE THERAPY DAY PROGRAM

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 17, 2020</td>
<td>September 12, 2020</td>
<td>February 1, 2021</td>
</tr>
<tr>
<td>March 29, 2021</td>
<td>July 12, 2021</td>
<td>September 13, 2021</td>
</tr>
</tbody>
</table>

MASSAGE THERAPY EVENING PROGRAM

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 29, 2020</td>
<td></td>
</tr>
</tbody>
</table>

*Campus locations may not offer both the day and evening program for all program start dates. Please check with a campus for start date information.

Students must enroll and complete their financial aid file by Friday of the week prior to the class start date of the program. Applications and financial aid documents received after the class start date will be retained on reserve status for the next class start date. Exceptions are made at the discretion of the campus director. When the minimum number of enrollments for the class is not met, the student will be retained on reserve status for the next class start date.

HOURS OF OPERATION

PLYMOUTH

OFFICE HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>8:30 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:30 a.m. – 4:00 p.m.</td>
</tr>
</tbody>
</table>

SCHOOL HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>9:00 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>Tuesday – Thursday</td>
<td>9:00 a.m. – 9:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00 a.m. – 4:30 p.m.</td>
</tr>
</tbody>
</table>

WOODSBURY

OFFICE HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:30 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>Tuesday – Thursday</td>
<td>8:30 a.m. – 7:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:30 a.m. – 4:00 p.m.</td>
</tr>
</tbody>
</table>

SCHOOL HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>9:00 a.m. – 9:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00 a.m. – 4:30 p.m.</td>
</tr>
</tbody>
</table>

VALLEY CREEK MALL HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Sunday</td>
<td>6:00 a.m. – 9:00 p.m.</td>
</tr>
</tbody>
</table>

CLASS SCHEDULES*

COSMETOLOGY

Full-Time (Day) = 35 hours per week
Monday through Friday 9:00 a.m. to 4:30 p.m.
(45 weeks are allowed to complete the cosmetology program)

Half-Time (Evening) = 16/23 rotating hours per week
Monday through Thursday 5:30 p.m. to 9:30 p.m., and every other Saturday 9:00 a.m. to 4:30 p.m.
(82 weeks are allowed to complete the cosmetology program)

Requests for schedule changes are not available during pre-clinic training. Students must see administration to request a schedule change during clinic hours; however, schedule changes are discouraged and must be approved. It is important students adhere to their schedule to successfully complete their program within the allotted timeframe.

ESTHIOLOGY

Full-Time (Day) = 35 hours per week
Monday through Friday 9:00 a.m. to 4:30 p.m.
(18 weeks are allowed to complete the esthiology program)

INSTRUCTOR PROGRAM

Half-Time (Day) = 7.5 hours per day, 1 day per week
(6 weeks are allowed to complete the instructor program)

MASSAGE THERAPY

Full-Time (Day) = 35 hours per week
Monday through Friday 9:00 a.m. to 4:30 p.m.
(20 weeks are allowed to complete the massage therapy program)

Half-Time (Evening) = 10.5/17.5 rotating hours per week
Tuesday, Wednesday, Thursday 6:00 p.m. to 9:30 p.m., and every other Saturday 9:00 a.m. to 4:30 p.m.
(54 weeks are allowed to complete the massage therapy program)

Minnesota School of Cosmetology reserves the right at any time to make changes to improve the quality or content of the programs of study offered.
information & policies
APPROVALS, ACCREDITATION, LICENSES AND MEMBERSHIPS

APPROVALS
Minnesota School of Cosmetology is approved for participation in the following financial aid programs:
- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Federal Stafford Loan
- Minnesota State Grant
- Student Education Loan Fund (SELF)

Additional funds may be available through:
- Bureau of Indian Affairs (BIA)
- Division of Rehabilitation Services
- U.S. Department of Veterans Affairs (VA)

ACCREDITATION*
The Woodbury and Plymouth campuses are accredited to award diplomas and a certificate by:
- National Accrediting Commission of Career Arts and Sciences, Inc.
  3015 Colvin Street, Alexandria, Virginia 22314
  (703) 600-7600
  Website: naccas.org

LICENSES*
The Woodbury and Plymouth campuses:
- Board of Cosmetology
  1000 University Avenue West, Suite 100
  St. Paul, MN 55104
  https://mn.gov/boards/cosmetology/
  Phone: 651-201-2742
  Fax: 651-649-5702
  Email: cosmetology@state.mn.us

The Woodbury and Plymouth campuses:
Minnesota School of Cosmetology is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

MEMBERSHIPS**
- American Association of Cosmetology Schools
- American Massage Therapy Association
- Associated Bodywork & Massage Professionals
- Associated Skin Care Professionals
- Better Business Bureau
- Minnesota Association of Financial Aid
- Salon and Spa Professional Association (Plymouth)
- Woodbury Area Chamber of Commerce
- Valley Creek Mall Association

*Evidence of the institution’s accreditation and/or licenses are on display at the campuses.

**Minnesota School of Cosmetology campuses may not have the same memberships.

HISTORY AND PHYSICAL DESCRIPTIONS

HISTORY – MINNESOTA SCHOOL OF COSMETOLOGY
Minnesota School of Cosmetology is a Minnesota-based corporation doing business as a cosmetology school. Minnesota School of Cosmetology was founded in September of 2003 after acquiring the Minnesota Cosmetology Education Center located in South St. Paul.

PHYSICAL FACILITY DESCRIPTIONS

Woodbury Campus
The Woodbury campus is located at 1750 Weir Drive, Woodbury, Minnesota, a suburb of St. Paul. The school opened its present facility in 2007 and occupies 14,400 square feet of Valley Creek Mall. Its facilities and equipment comply with federal, state and local ordinances and regulations, including those related to personal safety, building safety and health. The school features a professional clinic setting that consists of cosmetology, esthiology, and massage related equipment for students to receive training that is current with existing professional practices.

Plymouth Campus
The Plymouth campus is located at 1425 County Road 101 North, Plymouth, Minnesota, a suburb of Minneapolis. The school opened in 2012 and occupies 12,750 square feet of Plymouth Plaza Mall. Its facilities and equipment comply with federal, state and local ordinances and regulations, including those related to personal safety, building safety and health. The school features a professional clinic setting that consists of cosmetology, esthiology, and massage related equipment for students to receive training that is current with existing professional practices.

PHILOSOPHY
Our goal is to provide students with programs that provide both the skills foundation and credentials to help them achieve their personal and professional goals in the beauty industry. We also believe we share in the responsibility of helping our students become informed citizens in today’s increasingly complex world.

We subscribe to the principles of affirmative action and do not discriminate in our admissions or employment practices on the basis of sex, age, race, color, religion, creed, ethnic origin, nationality, sexual orientation, physical disabilities, mental disabilities, or veteran status. In addition, we respect the dignity of each individual as a condition essential to the learning environment.
MISSION STATEMENT AND OBJECTIVES

Our mission is to educate, motivate and prepare our students for a career in cosmetology arts and sciences.

Our goals are to:
1. Train students to successfully pass the certification and state licensure exams.
2. Provide up-to-date training and industry-related information.
3. Provide career-seeking services to assist graduates in finding employment in their field of study.
4. Provide a learning environment that encourages and motivates students.
5. Instill a sense of professionalism in each student.

Our commitment to our students and employers will be accomplished through the following objectives:
1. Provide education and training leading to diplomas and provide academic and support services to serve the needs of the students.
2. Provide the knowledge and skills to support immediate employment goals.
3. Provide a foundation of knowledge to prepare students for future career advancement.
4. Provide a system of curriculum review to ensure appropriate and current programs for our students.
5. Maintain liaisons with industry leaders through program advisory boards to provide state-of-the-industry technology and current business practices.
6. Provide lifelong career-seeking skills for our graduates.
7. Provide an environment to empower our students to reach the limits of their potential in their field of study.

OWNERSHIP AND GOVERNANCE

Minnesota School of Cosmetology is a proprietary corporation based in the state of Minnesota and owned and governed by the Terry and Kaye Myhre family.

POLICY STATEMENT

Minnesota School of Cosmetology has established internal policies in accordance with standard educational practice and with state, federal and accrediting regulations to best serve our students. All internal policies are designed as guidelines to maintain high standards, remain compliant and provide opportunities for excellent outcomes for all students. The campus director or his/her designees may, at their discretion, make exceptions to policy. 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.

ADMISSIONS INFORMATION

We offer equal opportunities without distinction or discrimination because of sex, age, race, gender identity, color, religion, creed, ethnic origin, nationality, sexual orientation, physical disabilities, mental disabilities, or veteran status, in any academic program or activity. Minnesota School of Cosmetology, Inc. does not recruit students already attending or admitted to another school offering a similar program of study.

LIMITS TO ADMISSION

Minnesota School of Cosmetology, a member of the Broadview Education Consortium, is committed to the security and safety of the entire education 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 school. This includes entering upon Broadview Education Consortium (BEC) property, using any Broadview Education Consortium facility, or attending any Broadview Education Consortium event. If warranted by the particular facts, the office of the leadership of BEC may modify any aspect of this protocol.

Ability-to-Benefit

Minnesota School of Cosmetology does not admit Ability-to-Benefit students.

ADMISSIONS PROCEDURE

Written inquiries regarding enrollment at Minnesota School of Cosmetology should be addressed to:

Minnesota School of Cosmetology - Woodbury
Admissions Office
1750 Weir Drive, Woodbury, MN 55125
(651) 432-4635

Minnesota School of Cosmetology - Plymouth
Admissions Office
1425 County Road 101 North, Plymouth, MN 55447
(763) 548-1457

admissions@msccollege.edu

Interested students should schedule a personal interview at the school. The interview provides an opportunity to discuss career interests and become fully acquainted with the facility and the courses offered. The next step is to complete the enrollment application form in advance of the selected starting date. Class start dates are listed in the calendar.

An orientation is scheduled prior to each program start date. Students are notified of the date of orientation and are required to attend.
ADMISSIONS REQUIREMENTS
Minnesota School of Cosmetology admits only those students possessing a high school diploma or its equivalent (GED), and who meet program admission standards. All applicants must provide a copy of a high school diploma or its equivalent, proof of immunization prior to starting school, as well as acknowledgement of receipt of Hepatitis A, B and C information. If a student graduated from a foreign high school, the diploma must be translated. Students must demonstrate proficiency in English by completion of, or passing, one of the following:
- Secondary (i.e. high school) or post-secondary (i.e. college) education in an English-speaking country
- An ESL program from an accredited post-secondary institution
- A post-secondary English composition course at an accredited post-secondary institution
- Test of English as a Foreign Language (TOEFL)
- ACCUPLACER Test
- Michigan Test

LATE ADMISSIONS
Students must register for classes no later than one day prior to the first day of the class start. Applications received after the first day of the class start will be retained on reserve status for the next class start date. Exceptions may be made at the discretion of the campus director.

RE-ENTRY
Students who wish to re-enter the program must contact the director of financial aid for an interview. The student will be charged the current rate of tuition per hour for the number of hours left to complete. If the student left the program in a “non-satisfactory status,” the student will return in a “non-satisfactory status.” The student must meet Satisfactory Academic Progress standards in order to return to school. The student may have only one reinstatement, unless extenuating circumstances exist. The campus director, along with the corporate appeals committee, will assess individual circumstances and will make the final decision whether a student is allowed to re-enter a program.

TRANSFER OF HOUR POLICY
Approved Institutions
Hours for successfully completed courses at institutions accredited by agencies recognized by the United States Department of Education, or in some cases institutions recognized through state regulatory bodies may be transferred upon the approval of the designated school official at the receiving institution.

The student must provide an official transcript that includes the following information: actual clock hours completed and grades received. When the transfer evaluation process is complete the student will be notified in writing of the results of the evaluation and a new contractual end date will be completed.

Evaluation of course descriptions may be conducted electronically based on information from College Source. If information is not available through this resource, the student may be required to provide course descriptions and/or syllabi for consideration of transfer. The following conditions apply:
1. All transferable hours must have been earned with a grade of C-/P or better and be at the college level of 100/1000 or above.
2. A minimum of 25 percent of total program hours must be completed at Minnesota School of Cosmetology.
3. Decisions on transfer hours should be considered valid at the date of evaluation.
4. Transfer hours for courses may be subject to a verification of competency in an area included in the equivalent course or satisfy the requirement in some other way.

Cosmetology Program
At the discretion and approval of each Minnesota School of Cosmetology campus, students may transfer hours completed within the last three years from another accredited institution. Students who have attended a college level Cosmetology program at a Minnesota Board of Cosmetology approved high school will be eligible for transfer of hours consideration. Students will be evaluated by their transcripts and technical cosmetology certification. Transfer hours will be awarded based on both elements. The review will determine if any hours will be considered for transfer.

The student must provide an official transcript that includes the following information: actual clock hours completed, grades received, number of service quotas completed and the outcomes of any certifications completed at the previous school. The student must schedule and attend a 245-hour, 775-hour or 1,350-hour cosmetology practical certification prior to the desired start of class and pay a $100 fee for this service. After the certification, the transfer hours will be evaluated for the number that will be accepted. In addition, the following conditions apply:
- Only hours with grade C or better will be considered for transfer.
- A minimum of 25 percent of total program hours must be completed at Minnesota School of Cosmetology.
- Students completing hours to obtain a Minnesota State Cosmetology License who are licensed in another state and utilizing Minnesota state reciprocity benefits are exempt from the 25-percent Minnesota School of Cosmetology total program hours requirement stated above. Students must provide proof of a current cosmetology license from another state.
**Esthiology Program**
A licensed esthetician who completed licensure training within the last five years may receive transfer hours towards cosmetologist licensure. A maximum of 550 hours from Esthiology training may be credited towards the 1550 cosmetology hours.

**Instructor Program**
No hours will be accepted from another institution for the Instructor program.

**Massage Therapy Program**
The evaluation of transfer hours from other institutions to the Minnesota School of Cosmetology Massage Therapy program involves the following considerations:
- The educational quality of the institution from which the student transfers.
- The appropriateness and applicability of the hours earned to the massage therapy program.
- The requirement that a minimum of 25 percent of total program hours must be completed at Minnesota School of Cosmetology.

Courses approved for transfer must be comparable in nature, content and level and match at least 75 percent of the content and objectives of the course for which the student is seeking equivalent credit. In consideration of a course for course transfer, the amount of transfer hours will not exceed the hour value for the comparable Minnesota School of Cosmetology course.

A student who attended a school not recognized by the United States Department of Education may have transfer hours considered through a review of an official transcript and completing a technical massage therapy certification.

**TRANSFER OF HOURS TO OTHER INSTITUTIONS**
The purpose of the Minnesota School of Cosmetology programs is to provide career-specific education that will lead to rewarding employment. Hours earned at Minnesota School of Cosmetology, Inc. are not universally transferable. Clock hour transfers are always determined at the sole discretion of the receiving institution. Minnesota School of Cosmetology cannot provide information on whether outside institutions will accept Minnesota School of Cosmetology hours. A student interested in transferring to another college or university should check with that institution prior to enrolling at Minnesota School of Cosmetology. It is not the mission or the intent of Minnesota School of Cosmetology to act as a transfer institution.

**ARTICULATION AGREEMENT**
Minnesota School of Cosmetology has an articulation agreement with National American University (NAU). NAU will recognize transfer credit for courses successfully completed at Minnesota School of Cosmetology in accordance with NAU’s policies and procedures. NAU will provide a tuition benefit for students and graduates of Minnesota School of Cosmetology who enroll in NAU undergraduate programs. Please contact an academic services staff member for further information.

**TRANSCRIPTS**
A copy of each student’s transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974. There is a processing fee of $5.00 for each official transcript.

**FINANCIAL INFORMATION**

**PROGRAM COSTS** (Effective March 30, 2020)

<table>
<thead>
<tr>
<th>Program</th>
<th>Hours</th>
<th>Overtime Charges</th>
<th>Tuition</th>
<th>Kit</th>
<th>Total Program Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cosmetology Program</strong></td>
<td>1550</td>
<td>$15 per clock hour</td>
<td>$21,700</td>
<td>$1,500</td>
<td>$23,200</td>
</tr>
<tr>
<td><strong>Esthiology Program</strong></td>
<td>600</td>
<td>$18 per clock hour</td>
<td>$10,200</td>
<td>$1,500</td>
<td>$11,700</td>
</tr>
<tr>
<td><strong>Instructor Program</strong></td>
<td></td>
<td></td>
<td>$800</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This program is not financial aid eligible. Payment plans are available. All payments are due by the completion of 28 hours.

<table>
<thead>
<tr>
<th>Program</th>
<th>Hours</th>
<th>Overtime Charges</th>
<th>Tuition</th>
<th>Kit</th>
<th>Total Program Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Massage Therapy Program</strong></td>
<td>700</td>
<td>$15 per clock hour</td>
<td>$9,800</td>
<td>$1,425</td>
<td>$11,225</td>
</tr>
</tbody>
</table>

**MINIMUM TERMS FOR PAYMENT OF TUITION**
For those students who are not eligible or do not wish to participate in any financial aid programs available from the U.S. Department of Education and/or State of Minnesota, tuition must be paid in advance.

Tuition and other program costs are due and payable on or before the first day of classes. Students who fail to fulfill the financial arrangements agreed upon may be dismissed from school and may re-enter only upon full payment of the delinquent portion of their account.

All students must sign an enrollment agreement prior to beginning classes. The enrollment agreement includes the total program cost, student’s schedule, contractual end date, and Buyer’s Right to Cancel (see the enrollment agreement for specific details). For any instruction beyond the contractual end date on the enrollment agreement, there will be an additional tuition charge of $15 per clock hour (cosmetology/massage) and
$18 per clock hour (esthiology) for each remaining program hour completed. The "overtime" tuition charges are due and payable immediately upon the contractual end date. After the charges are paid in full, the student may complete the necessary hours to graduate.

Students whose financial aid is insufficient to cover the total cost of the program must establish a satisfactory payment plan prior to starting classes. The first payment is due and payable on or before the first day of classes.

Students whose accounts are more than 30 days past due may not be able to return to class until satisfactory arrangements are made to bring their account to current status. Students who fail to fulfill the financial arrangements agreed upon will be dismissed from school and may re-enter only upon full payment of the delinquent portion of their account.

There will be a $30 fee for any insufficient funds checks received for tuition. A second insufficient funds check will result in payments made by credit card or money order only.

Students using Ch31 or Ch33 and waiting for the VA to make tuition and fee payments will not be penalized provided the student furnishes the campus with a certificate of eligibility for entitlement to educational assistance under Chapter 31 or Chapter 33 no later than the first day a covered student starts his/her program. Students will continue to have access to classrooms, the library, and school facilities and resources. Students do not need to borrow money to cover costs while waiting for payment, and students will not be charged a late fee or penalty.

BUYER’S RIGHT TO CANCEL

Any monies due to the applicant or student shall be refunded within 30 days of official cancellation, withdrawal or when the school expels a student.

Application Rejected

If your application is rejected (each student receives a written notice of acceptance or rejection), you will receive a full refund of all tuition, fees, and other charges.

Cancellation

You will be entitled to a full refund of tuition, fees, and other charges if you (or in the case of a student under legal age, the parent or guardian) give written, email, or phone call notice that you are cancelling your contract within five business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to be effective on the date the institution notifies you that you have been accepted into the institution and you have signed the contract or enrollment agreement. If the notification of acceptance into the institution is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter. This five-day refund policy applies regardless of when the program starts. Official cancels initiated by the student will post a cancellation date determined by the postmark on written notifications, or the date the notice is hand-delivered, or called in, to the school official.

If you give written, email, or phone call notice of cancellation more than five business days after you signed the enrollment agreement, but before the start of the program, you will receive a refund of all tuition, fees, and other charges minus 15%, up to $50, of the total cost of the program.

To notify your intent to cancel via email, please email: admissions@msccollege.edu.

To notify via phone or written letter, please utilize the following information based on your campus location:

Minnesota School of Cosmetology – Woodbury
Attention: Campus Director
1750 Weir Drive, Suite 3, Woodbury, MN 55125
(651) 432-4635

Minnesota School of Cosmetology – Plymouth
Attention: Campus Director
1425 County Road 101 North, Plymouth, MN 55447
(763) 548-1457

If a course is cancelled subsequent to a student’s enrollment, but before classes begin, the school shall provide a full refund of all monies paid.

The school will mail a notice of cancellation to the student’s last known address. If the cancellation was not the intent of the student, the student must contact the school.

Withdrawal

Official withdrawals initiated by the student will post a withdrawal date determined by the postmark on written notifications, or the date the notice is hand-delivered, or called in, to the institution. The school will mail a notice of withdrawal to the student’s last known address within 10 business days after receipt of the notice. If the withdrawal was not the intent of the student, the student must contact the school.

The date of determination of withdrawal from a student on an approved leave of absence who notifies the school that he/she will not be returning will be the earliest of the following: the date of expiration of the leave of absence or the date the student notifies the school they will not be returning.

If you do not withdraw in writing or contact the institution about your absence, and you have not attended your program for 21 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance.

To determine unofficial withdrawals, the school monitors students’ attendance through attendance tracking according to the attendance policy, as stated in this school catalog. An unofficial withdrawal happens when a student does not provide notification but has ceased attending for a period of 14 days. If there is no contact with the student, the school will
administratively withdraw the student indicating an unofficial withdrawal. The date of determination is defined as 14 days from the last date of attendance.

Students who are withdrawn after the program has begun (this includes official and unofficial withdrawals, as well as expulsions), but before 75% of the program has been completed, the amount charged for tuition, fees and all other charges shall be prorated. An additional 25% of the total cost of the program may be added, up to a $100 fee.

Students who are withdrawn after 75% of the program has been completed (this includes official and unofficial withdrawals, as well as expulsions) are not entitled to a refund of tuition, fees, and other charges.

If your program is 40 hours or less (Instructor program) and you withdraw, your refund will be prorated by the number of hours attended and the length of the program.

The school will not suspend or withdraw a student from class attendance or learning resources during a period of instruction due to an unpaid student account balance unless the student is eligible for a full tuition and fee refund.

In case of serious or prolonged illness, disabling accident or other mitigating circumstances, the school may make a settlement the student finds reasonable and fair. The student must provide the school with written notification of the mitigating circumstances.

School Closure
If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be notified individually in writing of the choice to either a pro-rata refund of tuition or the opportunity to complete the course at another institution geographically near Minnesota School of Cosmetology without additional tuition charge.

Equipment and Supplies
You may be entitled to a refund of your equipment and supplies costs if you return your equipment and supplies costs within 20 days of withdrawing if your equipment and supplies are in a condition suitable for resale. If you do not return your equipment and supplies or the equipment and supplies are not in a condition suitable for resale, this cost will be deducted from your tuition, fee, and other charge refund that you may be eligible for.

REFUND POLICY
RETURN OF TITLE IV FUNDS
The Return of Title IV Funds Policy applies to any student who receives Title IV funding and withdraws. The official withdrawal process is defined as occurring when a student notifies, in written or oral form, the education coordinator or financial aid department of his/her intent to withdraw. Whether it is an official withdrawal or unofficial withdrawal, no notification is given or the student did not begin the withdrawal process, the school will determine the date of withdrawal as the date the student ceased attendance. The Return of Title IV formula determines the amount of Title IV funds a student has earned at the time the student ceases attendance and the amount of Title IV funds a student must return. Refunds will be made to the federal programs within 45 days of the date of determination (14 days from the last date of attendance).

The amount of Title IV funds earned by a student is based on the percentage of scheduled hours completed. The amount of Title IV funds a student earns is calculated by dividing the number of hours the student was scheduled to complete in the period of enrollment, as of the day the student withdrew, by the total number of clock hours in the same period. A student withdrawing from school has earned 100 percent of their aid if the student’s withdrawal date occurs after the point they were scheduled to complete 60 percent of the scheduled hours in the period of enrollment. If the amount of Title IV grant or loan funds disbursed is greater than the amount a student earned, unearned funds must be returned. If the amount the student was disbursed is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement in the amount of the earned aid not received, but otherwise eligible.

If it is determined that unearned Title IV funds must be returned, the responsibility is allocated between the school and the student. The responsibility as to who will return the unearned Title IV funds is determined according to the portion of the Title IV aid that could have been directly disbursed to the student once institutional charges were covered.

POST-WITHDRAWAL DISBURSEMENT (PWD)
A PWD is due when the amount of Title IV aid earned is greater than the amount of Title IV aid disbursed. The actual amount of the PWD is the difference between the amount of Title IV aid earned and the amount of Title IV aid disbursed.

If outstanding charges exist on the student’s account, the school may credit the student’s account with all or a portion of the PWD from grant funds. However, if the student is due a PWD from Title IV loan funds, the school must notify the student/parent and confirm that the loan funds are still required by the student.

Any PWD amount not credited to the student’s account must be offered to the student within 30 days of the date the school determined the student withdrew. The offer must be made in writing and will also notify the student that no PWD will be made if the student does not respond within 14 days of the date that the school sent the notification. The notification will also inform the student that they may accept or decline some or all of the PWD that is not credited to the student’s account.
The deadline for submission of verification documents is the first day of the class start. If the student fails to meet this deadline, no Title IV awards can be finalized, no disbursements will be made for the student.

FOREIGN STUDENT INFORMATION
FINANCIAL ASSISTANCE
Some foreign students may be eligible for Title IV student aid programs. A student must have one of the following in order to be eligible:
1. A U.S. permanent resident with a Permanent Resident Card (I-551).
2. A conditional permanent resident (I-551C).
3. A holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: "Refugee," "Asylum Granted," "Parolee" (I-94 confirms paroled for a minimum of one year and status has not expired), or "Cuban-Haitian Entrant."

A student who is in the United States on an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa (pertaining to international organizations) is neither a citizen nor an eligible non-citizen thus is not eligible for federal student aid.

SCHOLARSHIP INFORMATION
HIGH SCHOOL ADVANTAGE SCHOLARSHIP
Cosmetology Program
Minnesota School of Cosmetology is proud to have a partnership with college level Cosmetology programs offered through several Twin Cities school programs. Minnesota Board of Cosmetology approved high school program students are eligible for transfer of hours or high school advantage scholarship consideration. Students attending a non-Minnesota Board of Cosmetology approved high school program are eligible for high school advantage scholarship consideration, only.

Minnesota School of Cosmetology has two scholarships available for students who have successfully completed more than 100 hours of training through these partner institutions. Eligible students will receive a Monetary Scholarship.

Monetary Scholarship: Students who have completed 100-250 hours are eligible for $2000 towards tuition. Students who have completed 251+ hours are eligible for $3000 towards tuition.
1. Award amounts are designated for cosmetology tuition only and will be divided into two increments.
2. All funds are paid directly to the college.
3. Students must maintain a schedule of at least half-time and must maintain Satisfactory Academic Progress throughout the program or the award is forfeited.
4. Awards are discontinued if attendance is discontinued.
**DIRECTOR'S ACADEMIC SCHOLARSHIP**

**For Graduating Seniors**

Minnesota School of Cosmetology offers and opportunity for students to be awarded a scholarship towards their tuition fees. This scholarship requires the submission of a creative YouTube video that answers the following question:

*What are your career ambitions and how will they allow you to perpetuate the beauty and wellness industry?*

The video should not exceed 5 minutes and must be uploaded to YouTube with a link to mscollege.edu in the description. (Go to www.youtube.com. If you have never uploaded a video to YouTube, YouTube Help provides step-by-step instructions.) The title of the video must include "Mscollege.edu Director's Academic Scholarship."

**Award Amounts**

<table>
<thead>
<tr>
<th>Score</th>
<th>Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-76</td>
<td>$1000</td>
</tr>
<tr>
<td>75-51</td>
<td>$750</td>
</tr>
<tr>
<td>50-26</td>
<td>$500</td>
</tr>
<tr>
<td>25 and below</td>
<td>$250</td>
</tr>
</tbody>
</table>

**Eligibility Guidelines**

1. Eligible applicant must be a current-year graduating senior.
2. A student is limited to one director’s award scholarship by the college.
3. Submissions will be reviewed by a committee utilizing a standard rubric as measurement (0-100).
4. Award amount is designated for cosmetology tuition only and will be divided into two increments.
5. All recipients will be notified of the award in writing upon selection.
6. All funds are paid directly to the college.
7. Awards are forfeited if attendance is discontinued.
8. Students must maintain a schedule of at least half-time and must maintain Satisfactory Academic Progress throughout the program or the award is forfeited.

**ACCESS TO COSMETOLOGY EDUCATION GRANT**

**For New Students in the Cosmetology Program**

In partnership with American Association of Cosmetology Schools (AACS), the Access to Cosmetology Education (ACE) grant is designed to assist highly motivated and qualified individuals beginning their cosmetology educational journey.

**Award Amount**

$500 paid to Minnesota School of Cosmetology for tuition

**Eligibility Guidelines**

1. Eligible applicant must be a new student to the college.
2. Applicant must apply prior to enrollment to be eligible.
3. The ACE application is available from the admissions department.
4. Proof of high school diploma or GED required with ACE application.
5. Award amount is designated for cosmetology tuition only.
6. All recipients will be notified of the award in writing upon selection.
7. A completed ACE application must be on file to be eligible for the ACE grant.
8. All funds are paid directly to the college.
9. Awards are forfeited if attendance is discontinued.

**MS. JEANINE HINTON SCHOLARSHIP**

**For Students of Minnesota School of Cosmetology – Woodbury**

A student of the Minnesota School of Cosmetology – Woodbury campus whose essay has been selected by the scholarship committee will qualify for the scholarship.

**Award Amount**

- $1,000 Tuition Scholarship for August 2020 Class Start*
- $1,000 Tuition Scholarship for October 2020 Class Start*

Minnesota School of Cosmetology will match your scholarship with an additional $1,000 Tuition Scholarship.

**Eligibility Guidelines**

1. Write an essay explaining why you chose to attend cosmetology school and why you deserve the scholarship.
2. One to two-page essay, double spaced, 12 font type.
3. Scholarship will be awarded at 450 hours.
4. Must maintain active student status or the scholarship will be revoked.
5. Turn in your essay to your MSC-Woodbury admissions representative before the deadline.

*See your admissions representative for further information, including class start dates and essay deadlines.

**PROFESSIONAL CERTIFICATION SCHOLARSHIP**

**For Minnesota School of Cosmetology Graduates in Cosmetology, Esthiology & Instructor Programs**

A cosmetology or esthiology graduate from Minnesota School of Cosmetology who has fulfilled the following requirements will qualify for this scholarship:

**Awards**

$195 paid to the Board of Cosmetology for a Minnesota School of Cosmetology graduate's license.

**Eligibility Guidelines**

1. State Boards must be passed.
2. All certifications must be passed.
3. Graduate with an overall grade of 85 percent or higher.
4. Graduate with an attendance record of 85 percent or higher.
5. All state required quotas must be completed.
6. Eligible graduates must have their tuition paid in full and have signed off with financial aid.
7. Eligible applicants must graduate within the allotted maximum completion timeframe.
Award amounts are designated for license only and paid directly to the Board of Cosmetology. All eligibility requirements will be reviewed by the campus director and education coordinator.

Recipients will be notified in writing no later than their exit interview. Exit interviews must be completed within 30 days of the students last date of attendance.

**BEC MATCHING SCHOLARSHIP**

Broadview Education Consortium (BEC) wants to encourage and reward students for finding outside financial aid options to help fund their educational expenses. Since outside scholarships help reduce future indebtedness, BEC has established a matching scholarship for outside scholarships and grants.

**Award Amount**

$1,000 maximum annually

**Eligibility and Award Guidelines**

1. There is no deadline.

2. Anytime a student secures an eligible scholarship or grant and funds are applied to the student's account, BEC will match it. BEC will match multiple scholarships and grants in one year, but the total amount of the BEC Matching Scholarship will not exceed $1,000 in one year. This match may require an adjustment to the student's financial aid package. If an adjustment must take place, loans will be reduced first.

3. If the outside scholarship is incremental the BEC Matching will also be incremental. For example, if the outside scholarship covers two quarters the BEC Matching will be disbursed evenly into the same two quarters.

4. No essay or application is required. The BEC Matching Scholarship simply matches any outside eligible scholarships the student secures. The financial aid office at the student's home campus will automatically match the outside scholarships.

5. This BEC Matching Scholarship will be recurring as long as the outside scholarship is recurring or until $1,000 match has been reached each year.

6. The BEC Matching Scholarship must be refunded completely if the student withdraws completely from the college. This means a student who receives a BEC Matching Scholarship and then withdraws will have the BEC Matching Scholarship completely eliminated from the student's ledger card for the scheduled academic year disbursement period, which may result in the student owing additional funds to the college. If the student loses the outside scholarship, the student will also lose the BEC Matching Scholarship.

7. All funds will be paid directly to the college to cover educational expenses or will be used to reduce the student's loans.

8. BEC will only match scholarships obtained from outside sources that provide funding to the institution. Examples include, but are not limited to, the Rotary Club, foundations, high school scholarships, and business and association scholarships.

9. The BEC Matching Scholarship will not match federal funding, state funding, military funding, employer tuition reimbursement, or family payments, or any Minnesota School of Cosmetology or Institute of Production and Recording scholarship program.

10. A student will receive a maximum of $1000 per year. A year is defined as 12 consecutive months from the beginning of the term the award is first disbursed in.

**STUDENT SERVICES/CAREER SERVICES**

Students may contact administration for assistance locating resources such as daycare services, transportation and housing.

**EMPLOYMENT ASSISTANCE**

The institution offers employment assistance to its students and graduates; however, the school does not guarantee employment.

To ensure students are receiving the most from the available campus resources, we encourage all students to meet with administration early in their programs and maintain contact throughout their education. This will increase their chances for success in their chosen fields.

Students are advised of employment opportunities and are offered suggestions on preparing professional quality materials associated with their job search. Students should feel free to consult with administration for advice on networking and interviewing skills.

In addition, students participate in career development as part of the program curriculum, which focuses on job search tools and resources, and professionalism. Students develop career-planning strategies in preparation for entering or advancing within their chosen career fields.

In order to continue to supply employers with qualified graduates and to maintain the effectiveness of our training, surveys of graduates and their first employers of record are sent out after graduation.

Administration will release information specific to a student or graduate's career search when the student or graduate has, in writing, granted consent to release information to potential employers. For more information about the release of records, review the Family Educational Rights and Privacy Act section of this catalog.

**GUIDANCE**

The school provides both academic and financial guidance to students. Students seeking advice regarding personal concerns or needs related to housing, transportation or personal resources are encouraged to speak to a member of the student services department.
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students, or in the case of the student being a dependent minor, his/her parent or guardian, should submit to the education coordinator or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected. Minnesota School of Cosmetology only gives rights to students and parents or guardians of dependent minors. If a minor student is emancipated from his or her parent(s) or guardian(s), the parent or guardian may not have access to the student's educational records without written consent from the student.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the campus director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his/her right to a hearing. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the institution has contracted (such as an attorney, accrediting agency, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

4. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student’s education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of Title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student's file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment, it is not liable to any person for the disclosure of information.

5. The right to disclose – without the written consent or knowledge of the student or parent – information from a student's education records in order to comply with a “lawfully issued subpoena or court order” in three contexts:
   a) Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a federal grand jury subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution’s response. Neither notification requirements nor recordation requirements apply.
   b) Law Enforcement Subpoenas – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with federal grand jury subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution’s response. Neither notification requirements nor recordation requirements apply.
   c) All Other Subpoenas – The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.

6. The right to disclose – without the written consent or knowledge of the student or parent – information in education records to “appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.” Imminent danger or student or others must be present.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue Southwest, Washington, D.C. 20202-5920.
DIRECTORY INFORMATION

Directory information is information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. Minnesota School of Cosmetology requires such requests be made in writing to the campus director of the institution within 15 days after the student starts classes.

Directory information includes: student’s name; date of birth; mailing address; email address; course of study; extracurricular activities; degrees and awards received; last school attended; dean’s list or equivalent; attendance status (full-time, half-time); and dates of attendance (the period of time a student attends or attended the institution, not to include specific daily records of attendance).

Students may restrict the release of directory information except to school officials with legitimate educational interests and others as outlined in the Family Educational Rights and Privacy Act section. To do so, a student must make the request in writing to Minnesota School of Cosmetology, Inc., at the student’s home campus:

- **Minnesota School of Cosmetology-Woodbury**
  1750 Weir Drive, Woodbury, MN 55125
- **Minnesota School of Cosmetology-Plymouth**
  1425 County Road 101 North, Plymouth, MN 55447

Once filed, this becomes a permanent part of the student’s record until the student instructs the institution, in writing, to have the request removed.

GENERAL INFORMATION

CONDUCT

A student must establish and maintain a record of good standing throughout the program. Good standing includes satisfactory attendance and academic performance as well as courteous personal behavior. Any conduct that disrupts the learning environment may result in permanent dismissal. The institution reserves the right to dismiss a student when personal conduct, attendance or academic progress is considered to be unsatisfactory. The student will only be re-admitted to school with the approval of the campus director. Minnesota School of Cosmetology is committed to providing an open, diverse and insightful learning environment. Communication should at all times be professional, courteous and respectful of the diversity of the community.

ATTENDANCE REQUIREMENTS

In order to help prepare students for careers 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 the 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. 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.

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

Minnesota law prohibits a student from attending school for more than ten hours in one day. 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.

Details regarding the attendance tracking system can be found in the Minnesota School of Cosmetology student handbook.

REFRESHER CLASSES

Any graduate of Minnesota School of Cosmetology may return and audit any previously completed class. Any graduate who wishes to exercise this option should contact the school manager. Graduates will be assigned classes on a space-available basis. Students may attend these classes for the cost of books, fees, and/or supplies only; no tuition will be charged.

LEAVE OF ABSENCE POLICY

Effective January 1, 2020, Minnesota School of Cosmetology no longer offers leaves of absences.

PROGRAM/CURRICULUM REVISIONS

The school reserves the right to vary the sequence of courses and to revise curriculum content for the purpose of upgrading program material at any time. Students who withdraw from school will be required to re-enter the program under the current catalog requirements.

SCHOOL POLICIES

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.
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.

HEALTH AND SAFETY
Classrooms and laboratories comply with the requirements of the various federal, state and local building codes and Board of Health and fire department regulations. In case of emergency, the school will obtain the services of medical professionals as required; however, Minnesota School of Cosmetology, Inc. does not provide health care services to its students.

CRIMINAL BACKGROUND CHECK
Students who are entering and completing career programs should be aware that future employers may elect, or be required, to do background investigations on prospective employees to determine if any criminal records exist. This most frequently occurs when a prospective employee will be involved in “direct contact services” with clients or residents.

DROP PERIOD
A student may drop from the program prior to the end of the fifth business day of the first week of class without penalty. No hours will be calculated and no grades will be recorded.

WITHDRAWAL FROM SCHOOL
Students who withdraw from school after the fifth business day of enrollment will have all attended hours recorded on their transcript and they will be charged for their enrollment time.* Students who wish to withdraw from a program must request in writing to withdraw with administration in advance of withdrawal. Exceptions are at the discretion of the campus director. *The cancellation and refund policy applies to expelled and withdrawn students.

DISMISSAL BY THE SCHOOL
The school reserves the right to dismiss any student who fails to maintain passing grades; shows tardiness or absences in excess of school policy; fails to pay school financial account; engages in theft from the school, staff, or students; destroys or damages any property of the school (the student may also be held liable for repair or replacement of the damaged property); engages in unlawful or improper conduct, including academic dishonesty, contrary to the best interest of the school or any conduct that reflects discredit upon the school; or demonstrates behavior disruptive of normal classroom conduct.

Any student who has 14 consecutive days of absences may be dismissed from school. 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; the final decision is left to the basics educator and the campus director.

There is no fee for dismissal or withdrawal; however, tuition for time attended will be billed.

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 attempt 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
   Phone: (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.

**SEXUAL HARASSMENT/SEXUAL ASSAULT**

Minnesota School of Cosmetology considers sexual harassment, including sexual assault, of others by employees or students as unacceptable behavior, which is just cause for disciplinary action. It is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, the Minnesota Human Rights Law, and Title IX of the Education Amendments, and is punishable under both federal and state laws.

Students who believe they have been sexually harassed should issue complaints to the individual listed below and follow the procedures outlined in the Title IX Grievance Policy within the Campus Safety & Security Report located on our school website at: https://www.msccollege.edu/consumer-information/.

**Angie Norbeck, Title IX Coordinator/Campus Director**

Broadview Education Consortium
8147 Globe Drive, Suite 250, Woodbury, Minnesota 55125
(651) 447-8287 / anorbeck@msccollege.edu

Complaints shall remain confidential. If a complaint alleges facts that may constitute sexual harassment on-campus or during an off-campus school event or activity, the complainant and/or an individual on the behalf of the complainant must immediately contact the Title IX Coordinator/Campus Director for assistance.

The Title IX Coordinator/Campus Director shall have available the names and contact numbers of local law enforcement agencies to be called for immediate help, as appropriate.

**BULLYING**

Minnesota School of Cosmetology regards bullying of others by employees or students as unacceptable behavior and is just cause for disciplinary action. A student who experiences bullying is encouraged to inform the education coordinator and, if appropriate, register a complaint.

**NON-DISCRIMINATION POLICY**

The school offers equal opportunities without distinction or discrimination because of sex, age, race, color, religion, creed, gender identity, national origin, ethnic origin, nationality, sexual orientation, physical disabilities, mental disabilities, or veteran status in any of their academic programs or activities.

In accordance with U.S. Department of Education Title IX of the Education Amendments of 1972, 29 U.S.C. §§ 1681 et seq. (Title IX) and its implementing regulations, 34 C.F.R. Part 106, Minnesota School of Cosmetology, Inc., strictly prohibits discrimination on the basis of sex in any education programs or activities by students and employees.

Additionally, in accordance with Title VI, Section 504, and the Age Discrimination Act, the following individual is designated to handle inquiries regarding the non-discrimination policies for both the Woodbury and Plymouth campus locations:

**Angie Norbeck, Title IX Coordinator**

(651) 447-8287 / anorbeck@msccollege.edu

Broadview Education Consortium
8147 Globe Drive, Suite 250, Woodbury, Minnesota 55125

Minnesota School of Cosmetology - Woodbury
1750 Weir Drive, Woodbury, Minnesota 55125

Minnesota School of Cosmetology - Plymouth
1425 County Road 101 North, Plymouth, Minnesota 55447
The individual has been adequately trained and is responsible for investigating complaints of non-compliance. General procedures for the resolution of grievances can be found in the General Information section of the catalog under Grievance Policy. Prompt and equitable resolution will be provided.

For further information on notice of non-discrimination, see the information below, or call (800) 421-3481.

**The OCR Office for Minnesota:**
Midwestern Division
Office for Civil Rights, Chicago Office
U.S. Department of Education
500 West Madison Street, Suite 1475, Chicago, IL 60601
Phone: (312) 730-1560  TDD: 312-730-1609  Fax: (312) 730-1576
OCR.Chicago@ed.gov

**The OCR National Headquarters:**
U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue Southwest, Washington, D.C. 20202-1100
Phone: (800) 421-3481  TDD: (800) 877-8339  Fax: (202) 453-6012
OCR@ed.gov

**ACADEMIC INFORMATION**

**MODE OF INSTRUCTION**

**Cosmetology and Esthiology students:** Courses are taught in a residential format and include theory, practical and clinic floor training.

**Instructor Program students:** Courses are taught in a residential format and include theory and practical.

**Massage Therapy students:** Courses are taught in a residential format.

**Mobile Devices and Technology in the Classroom**

**All students:** The management of personal mobile devices is a professional skill, and our policy is meant to reflect what you are likely to find in the workplace. The use of mobile devices and other technologies will be supported to the extent that such use is relevant to the content and/or activities at hand. All students are expected to own a device that provides access to their instructors, learning resources, and CampusConnect/STARS. This device will be used as part of the learning experience in class and online. Use of mobile devices is one way to actively participate in discussions and activities. System requirement: Any device purchased new within two years of your start date.

**GRADING**

The purpose of training is to prepare graduates for entry-level employment and success in their chosen career. Grading is administered to correlate the student’s progress in terms related to employee proficiency expected by business and industry. Grading is based on daily performance in class and in clinic and the student’s level of achievement on tests, clinic projects, and final exams.

A = 93–100% Indicates a superior grasp of material earned through excellent performance on assignments and examinations and is a strong indication of career success.

B = 84–92% Indicates a good level of proficiency and is a strong indication of career success.

C = 75–83% Indicates a satisfactory level of achievement to enable successful employment and completion of further coursework.

Below 75% Indicates unsatisfactory performance.

**GRADUATION REQUIREMENTS**

To graduate from the **cosmetology** program, the following are required:

1. Complete documented legal hours of 1550 clock hours in the specific areas of training required by the State of Minnesota.
2. Complete all state required quotas.
3. Pass the school practical certification exam with a score of 75 percent or higher.
4. Meet satisfactory academic progress requirements for attendance with a minimum of 85% and GPA minimum of 75% and be within 118 percent of the actual program length.

To graduate from the **esthiology** program, the following are required:

1. Complete documented legal hours of 600 clock hours in the specific area of training required by the State of Minnesota.
2. Complete all state required quotas.
3. Pass the school practical certification exam with a score of 75 percent or higher.
4. Meet satisfactory academic progress requirements for attendance and grades within the maximum timeframe.

To graduate from the **instructor** program, the following are required:

1. Complete documented legal hours of 38 clock hours in the specific area of training required by the State of Minnesota.
2. Pass the school practical certification exam with a score of 75 percent or higher.
3. Meet satisfactory academic progress requirements for attendance with a minimum of 85% and GPA minimum of 75% and be within 118 percent of the actual program length.

To graduate from the **massage therapy** program, the following are required:

1. Complete documented hours in the specific areas of training required within 118 percent of the actual program length.
2. Complete all school skill requirements and examinations with a score of 75 percent or higher.
3. Meet satisfactory academic program requirements for attendance and grades within the maximum time frame.
DIPLOMA/CERTIFICATE
Upon successful completion of requirements for graduation, Minnesota School of Cosmetology will award a diploma.

Cosmetology Program: 1,550 Total Hours
- Cosmetology Basics - 280 hours
- Cosmetology Intermediate - 770 hours
- Cosmetology Advanced - 500 hours

Esthiology Program: 600 Total Hours
- Esthetics Pre-Clinic - 140 hours
- Esthetics Intermediate - 140 hours
- Esthetics Advanced - 140 hours
- Esthetics Advanced Clinic – 180 hours

Massage Therapy Program: 700 Total Hours
Upon successful completion of requirements for graduation, Minnesota School of Cosmetology will award a certificate.

Instructor Program: 38 Total Hours

HONORS
In order to stress the importance of academic performance, the school awards honors cords to qualifying students. A student must achieve a cumulative grade of 95 to 100 percent to achieve the honors recognition. The school also recognizes perfect attendance.

SATISFACTORY ACADEMIC PROGRESS POLICY
In order to be considered making Satisfactory Academic Progress (SAP) at Minnesota School of Cosmetology, a student must maintain a specified cumulative grade percentage as well as progress through the program at a pace leading to completion of the program in the specified time frame to remain eligible to receive Title IV financial assistance. A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds unless the student is on warning or on an appeal that has resulted in the status of probation. Evaluation points and standards of Satisfactory Academic Progress are described in the following policy and apply to all students attending Minnesota School of Cosmetology.

ATTENDANCE PROGRESS
The maximum timeframe a student has to complete the program is 118 percent of the actual program length. The maximum timeframe is calculated for each student and is reduced or increased to reflect transfer hours. Regardless of whether a student is receiving Title IV funding or not, all attended hours will be counted in the maximum timeframe calculation. Attendance progress is calculated by dividing the total actual hours of attendance by the total scheduled hours of the program to date. Students must maintain at least an 85 percent cumulative attendance average in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

ACADEMIC PROGRESS
The following factors will be measured to determine academic progress for all actively enrolled students:
- Theory work
- Practical work

Students receive a percentage grade according to the grading system outlined in Grading section of this catalog. Grades are calculated on the basis of a combination of the grades earned that month on tests, competencies, skill requirement quotas, and theory. The instructor or campus director monitors this progress using the Academic Advising Form. Students must maintain a minimum overall grade average of 75 percent in theory and practical work in order to be considered making Satisfactory Academic Progress.

DETERMINATION OF PROGRESS
The director of financial aid will conduct an evaluation of the student's academic and attendance progress for the day the student has completed 450, 900, and 1225 hours for the cosmetology program, 300 and 450 for the esthiology program, 19 for the instructor program, and 350 and 450 hours for massage therapy. Students are notified by the financial aid director when Satisfactory Academic Progress is not achieved at each evaluation point, regardless if financial aid was received.

Students will be reviewed per the evaluation points and standards indicated below:

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<tr>
<th>Cosmetology Program Evaluation Points</th>
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<tr>
<td>Hours Attended</td>
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<table>
<thead>
<tr>
<th>Esthiology Program Evaluation Points</th>
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<tbody>
<tr>
<td>Hours Attended</td>
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Students meeting the minimum evaluation point requirements will be considered making Satisfactory Academic Progress until the next scheduled evaluation point. In order for a student to be considered making Satisfactory Academic Progress, he/she must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the program or the midpoint of the academic year, whichever is shorter.

Students with a minimum of 75 percent overall grade average and 85 percent attendance will be considered making Satisfactory Academic Progress. Students with an attendance progress rate of 70 to 84.9 percent, at an evaluation point, will be placed on warning. Students with an attendance progress rate below 70 percent, at an evaluation point, will be expelled. Students who are not meeting SAP standards will be on warning status and will only have until the next evaluation point to meet the minimum academic standard. If the student does not meet the standard by the next evaluation point, the student will be expelled.

SAP is run for all students in the first week of each month in order to check for students below the 70 percent attendance requirement. Students with less than 70 percent attendance may be expelled at any time; regardless if the student is at an evaluation point or not.

### Warning

Students failing to achieve the minimum progress requirements will be placed on warning with the opportunity to meet requirements for the next evaluation period. The warning period will not extend past the next required evaluation point per the evaluation points and standards chart.

During the warning period, the student will be monitored for Satisfactory Academic Progress every month. At the next evaluation point, students meeting both the academic and attendance minimum cumulative requirements as determined in the evaluation points and standards chart above will be removed from warning and will be considered to be making Satisfactory Academic Progress. A student who does not achieve the minimum standards is no longer eligible for Title IV financial aid. Any student on warning status who fails to meet the minimum requirements at the next evaluation point will be expelled. A student may only be granted one consecutive warning period. Students who are expelled have the ability to appeal. If the appeal is granted the student would be in a probationary status. Students on warning are eligible for Title IV financial aid.

### Expulsion

Students who have been expelled will be ineligible to return unless they submit an appeal in writing that is approved by the appeals committee. Title IV financial aid is not available to students in an expelled status.

### RE-ENTRY

Students who wish to re-enter the program must contact the director of financial aid for an interview. The student will be charged the current rate of tuition per hour for the number of hours left to complete. If the student left the program in a “non-satisfactory status,” the student will return in a “non-satisfactory status.” The student may have only one reinstatement, unless extenuating circumstances exist. The campus director, along with the corporate appeals committee, will assess individual circumstances and will make the final decision whether a student is allowed to re-enter a program.

### WITHDRAWALS

The cosmetology program does not have individual courses; therefore, a student who withdraws from the program is processed as a withdrawal from school and has no effect upon a student’s Satisfactory Academic Progress.

### INCOMPLETES, COURSE REPETITIONS AND NON-CREDIT REMEDIAL COURSES

Minnesota School of Cosmetology does not allow for incompletes, course repetitions, and non-credit remedial courses; therefore, these items have no effect upon the student’s Satisfactory Academic Progress.

### TRANSFER HOURS

Students who receive transfer hours will have them counted as hours completed. Transfer hours will not count in attendance or GPA calculations. Transfer hours from another institution that are accepted toward the student’s educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

### MITIGATING CIRCUMSTANCES AND APPEALS PROCEDURE

A student who disagrees with the application of Satisfactory Academic Progress (SAP) standards, or feels there are mitigating circumstances may
appeal in writing to the education coordinator. The appeals committee will determine if the student has the ability to meet the satisfactory academic progress standards by the end of the subsequent evaluation period. When an appeal is granted, the institution will develop an academic plan that, if followed and met, will ensure that the student will meet the satisfactory academic progress requirements by a specific point that is within the maximum timeframe. An appeals committee comprised of a school management team will determine if the documentation provided meets the requirements and will send all eligible appeals to a corporate appeals committee to determine if a change in status is justified. The decision will be made within 10 business days and will be conveyed in writing to the student. The student’s appeal paperwork and supporting documentation, along with the review committee’s approval, are maintained in the student’s financial aid file.

Mitigating circumstances may consist of personal injury, poor health, family crisis, employment obligations or other unusual and significant occurrences outside the control of the student. Mitigating circumstances must be documented, and the student must demonstrate that such circumstances had an adverse impact on the student’s Satisfactory Academic Progress in the academic program. No waivers will be granted for graduation requirements.

A student who is granted an appeal will be placed on probation and will sign a consultation form stating the academic plan that must be met in order to remain in school. The student will be eligible for financial aid as long as the conditions on the consultation form are met. At the next SAP evaluation point, if the student has not earned a minimum of 85 percent attendance percentage and 75 percent grade percentage, he/she will be expelled. If the student has met the minimum requirements as determined in the SAP academic plan, he/she will be considered making Satisfactory Academic Progress and will be allowed to continue in school. No waivers will be granted for graduation requirements.

Students who have their appeal denied will be notified via writing. The student will remain withdrawn from school and have a school status of expulsion. The student’s appeal paperwork and supporting documentation, along with the review committee’s denial will be maintained in the student record.

REINSTATEMENT

Students who have been granted an appeal due to mitigating circumstances will be eligible for Title IV financial assistance (see Mitigating Circumstances and Appeals Procedure section for probation guidelines). At the next evaluation point, students who have been granted an appeal who are making Satisfactory Academic Progress will remain eligible for Title IV financial assistance. Students deemed not to be making Satisfactory Academic Progress will be expelled without the option to return. An expelled student may not request to enter an appeal status and cash pay in order to meet SAP requirements and regain eligibility to receive financial aid.

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. Please refer to the Cosmetology program page in this school catalog for further information on licensure eligibility. For more information on state requirements, please visit our website at: https://www.msccollege.edu/consumer-information/.

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. Please refer to the Esthiology program page in this school catalog for further information on licensure eligibility. For more information on state requirements, please visit our website at: https://www.msccollege.edu/consumer-information/.

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. Please refer to the Instructor program page in this school catalog for further information on licensure eligibility. For more information on state requirements, please visit our website at: https://www.msccollege.edu/consumer-information/.

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). Please refer to the Massage Therapy program page in this school catalog for further information on 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. For state requirements, please visit the state regulations page on the FSMTB website at: https://www.fsmtb.org/consumer-information/regulated-states/ or on our website at https://www.msccollege.edu/consumer-information/.
program descriptions
COSMETOLOGY PROGRAM OVERVIEW

Minnesota School of Cosmetology offers a complete 1,550-hour course in cosmetology, which is the art and science of beauty care. It involves the study and care of the skin, hair, scalp and nails. Students receive classes in theory, which provides a basic scientific knowledge of various subjects such as chemistry, anatomy, physiology, haircutting, hair styling, permanent waving, hair coloring, manicuring, facials, pin curling, roller placement, and salon management. In addition, practical classes are given prior to clinic floor training. After successful completion of the course and passing the state board examination, several career options become open to the licensed cosmetologist, such as nail or cosmetic technician, competition or platform stylist, salon owner, salon manager, or school instructor. This course is designed with the individual in mind, keeping up with the current trends in the field of cosmetology.

PROGRAM OBJECTIVES

The goal of Minnesota School of Cosmetology’s program is to prepare graduates who are able to:

1. Observe Minnesota laws and rules as they apply to the field of Cosmetology.
2. Demonstrate all sanitation laws and rules.
3. Demonstrate industry-appropriate haircutting techniques.
4. Demonstrate industry-appropriate hairstyling techniques.
5. Demonstrate industry-appropriate chemical service techniques.
6. Demonstrate industry-appropriate manicuring techniques.
7. Demonstrate industry-appropriate esthetics techniques.

COSMETOLOGY TOPICS COVERED

History and Career Opportunities
- Brief History of Cosmetology
- Career Paths for Cosmetologists

Life Skills
- Life Skills
- The Psychology of Success
- Managing Your Career
- Goal Setting
- Time Management
- Study Skills
- Ethics
- Personality Development and Attitude

Your Professional Image
- Beauty and Wellness
- Looking Good
- Your Physical Presentation

Communicating for Success
- Human Relations
- Communication Basics
- The Client Consultation
- Special Issues in Communication
- In-Salon Communication

Infection Control: Principles and Practice
- Regulation
- Principles of Infection
- Principles of Prevention
- Universal Precautions
- The Professional Salon Image
- Procedures

General Anatomy and Physiology
- Anatomy, Physiology, and You
- Cells
- Tissues
- Organs and Body Systems
- The Skeletal System
- The Muscular System
- The Nervous System
- The Circulatory System
- The Lymphatic/Immune System
- The Endocrine System
- The Digestive System
- The Excretory System
- The Respiratory System
- The Integumentary System
- The Reproductive System

Skin Structure, Growth and Nutrition
- Anatomy of the Skin
- Nutrition and Maintaining Skin Health

Skin Disorders and Diseases
- Disorders and Diseases of the Skin
- Disorders of the Sebaceous (Oil) Glands
- Disorders of the Sudoriferous (Sweat) Glands
- Inflammations and Common Infections of the Skin
- Pigment Disorders of the Skin
- Hypertrophies of the Skin
- Skin Cancer
- Acne and Problem Skin
- Aging Skin Issues
- The Sun and Its Effects
- Contact Dermatitis
Nail Structure and Growth
The Natural Nail
Nail Anatomy
Nail Growth
Know Your Nails
Nail Disorders and Diseases
Nail Disorders
Nail Diseases
Properties of the Hair and Scalp
Structure of the Hair
Chemical Composition of Hair
Hair Growth
Hair Loss
Disorders of the Hair
Disorders of the Scalp
Hair and Scalp Analysis
Basics of Chemistry
Chemistry
Matter
Potential Hydrogen (pH)
Basics of Electricity
Electricity
Electrical Equipment Safety
Electrotherapy
Other Electrical Equipment
Light Energy and Light Therapy
Principles of Hair Design
Philosophy of Design
Elements of Hair Design
Principles of Hair Design
Influence of Hair Type on Hairstyle
Creating Harmony between Hairstyle and Facial Structure
Designing for Men
Scalp Care, Shampooing, and Conditioning
Scalp Care and Massage
Hair Brushing
Understanding Shampoo
Understanding Conditioner
Draping
Three-Part Procedure
Procedures
Haircutting
Basic Principles of Haircutting
Client Consultation
Haircutting Tools
Posture and Body Position
Safety in Haircutting
Basic Haircuts
Other Cutting Techniques
Clippers and Trimmers
Procedures
Hairstyling
Client Consultation
Wet Hairstyling Basics
Finger Waving
Pin Curls
Roller Curls
Comb-Out Techniques
Hair Wrapping
Blow-Dry Styling
Thermal Hairstyling
Thermal Hair Strengthening (Hair Pressing)
Styling Long Hair
The Artistry of Hairstyling
Procedures
Braiding and Braid Extensions
Understanding the Basics
Braiding the Hair
Procedures
Wigs and Hair Additions
Human versus Synthetic Hair
Wigs
Hairpieces
Hair Extensions
Chemical Texture Services
The Structure of Hair
Permanent Waving
Chemical Hair Relaxers
Curl Re-Forming (Soft Curl Permanents)
Hair Coloring
Why People Color Their Hair
Hair Facts
Identifying Natural Hair Color and Tone
Types of Hair Color Consultation
Haircolor Formulation
Hair Color Applications
Using Lighteners
Using Toners
Special Effects Hair Coloring
Corrective Solutions
Hair Coloring Safety Precautions
Procedures
Hair Removal
Client Consultation
Contraindications for Hair Removal
Permanent Hair Removal
Temporary Hair Removal
Procedures

**Facials**
- Skin Analysis and Consultation
- Determining Skin Type
- Skin Care Products
- Client Consultation
- Facial Massage
- Facial Equipment
- Facial Treatments
- Aromatherapy

**Facial Makeup**
- Cosmetics for Facial Makeup
- Makeup Color Theory
- Basic Professional Makeup Application
- Special Occasion Makeup
- Corrective Makeup
- Artificial Eyelashes

**Manicuring**
- Nail Technology Tools
- Professional Cosmetic Products
- The Basic Manicure
- A Man's Manicure Service
- Massage
- Spa Manicures
- Aromatherapy
- Paraffin Wax Treatments
- Nail Art
- Only the Beginning

**Pedicuring**
- Pedicure Tools
- About Pedicures
- Disinfection

**Nail Tips and Sculpted Nails**
- Nail Tips
- Nail Wraps
- Nail Wrap Maintenance, Repair and Removal

**Monomer Liquid and Polymer Powder Nail Enhancements**
- Monomer Liquid and Polymer Powder Nail Enhancements
- Monomer Liquid and Polymer Powder Nail Enhancement Supplies
- Monomer Liquid and Polymer Powder Nail Enhancement Maintenance, Crack Repair and Removal
- Odorless Monomer Liquid and Polymer Powder Products
- Colored Polymer Powder Products

**UV Gels**
- UV Gels
- UV Gel Supplies
- When to Use UV Gels
- Choosing the Proper UV Gel
- UV Light Units and Lamps
- UV Gel Polish
- UV Gel Maintenance and Removal

**Seeking Employment**
- Preparing for Licensure
- Preparing for Employment
- The Job Interview

**On the Job**
- Moving from School to Work
- Out in the Real World
- Managing Your Money
- Discover the Selling You
- Keeping Current Clients and Expanding Your Client Base
- On Your Way

**The Salon Business**
- Going into Business for Yourself
- Operating a Successful Salon
- Building Your Business

**Minnesota Laws and Rules**
- Chapter 2105
- Chapter 2110
- 155A
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 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 six 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</td>
<td>200</td>
<td>144</td>
</tr>
<tr>
<td>(Column II consists of 60 Facials, 40 Make-up, 40 Waxing Body and Face, 4 Eyelash Extensions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manicures (including ten applications of artificial nails, three of which are sculptured on the nail)</td>
<td>150</td>
<td>50</td>
</tr>
</tbody>
</table>

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

COSMETOLOGY COURSE DESCRIPTIONS

Cosmetology Basics Pre-Clinic: Theory 245 Hours, Practical 35 Hours, Total 280 Hours
This course involves the instruction in applied science and skills in the art and science of beauty care. The course will provide the student with the fundamentals in scalp care, shampooing, conditioning, haircutting, hairstyling, properties of the hair and scalp, infection control, chemical texture services, manicuring and pedicuring, hair color, chemistry, and electricity. Certifications of technical skills are conducted upon completion of these fundamentals to ensure students have met the minimum standards of proficiency.

Cosmetology Intermediate: Theory 165 Hours, Practical 605 Hours, Total 770 Hours
During this course, the student will study anatomy & physiology, skin growth & structure, skin diseases & disorders, nail structure & growth, nail diseases & disorders, hair design, braiding & braid extensions, wigs & hair additions, hair coloring, facial makeup, hair removal, nail tips/wraps, acrylic nails, and light cured gels. Theory and lab time will include safety and infection control procedures pertaining to the course.

Cosmetology Advanced: Theory 10 Hours, Practical 490 Hours, Total 500 Hours
In this final course of the program, theory time will be devoted to information on the salon and spa business, enhancing skills in selling products and services, and career planning. Clinic time is devoted to enhancing technical and customer service skills and to completing state and school required quotas. Theory and clinic will include safety and sanitation procedures pertaining to the course. Students will prepare for and take their 775 and 1350 hour skill certifications. During this course, students will prepare for and take the MN Laws and Rules test, final exam, as well as begin to prepare for their state boards.
ESTHIOLOGY PROGRAM OVERVIEW

Minnesota School of Cosmetology offers a complete 600-hour course in esthiology, which is the art and science of skin care. This program involves the instruction in applied science and skills in the procedure of cosmetic care of the skin, application of facials, treatments, makeup, massage, nutrition and hair removal. The program will provide the student with the fundamentals in infection control, dermatology, anatomy and physiology, chemistry, electricity, histology, skin analysis, skin disorders and diseases. Skin care history, career opportunities, professional image, and safety and infection control procedures pertaining to the program are included. A hands-on certification of technical skills as well as a final written exam is conducted upon completion of the program to ensure students are prepared to sit for their state licensure board exams and be prepared to enter the professional skin care industry. This program is designed with the individual in mind, keeping up with the current trends in the field of Esthetics.

PROGRAM OBJECTIVES

Upon completion of this course the student will be able to:
1. Demonstrate infection control procedures
2. Know the importance of a professional image
3. Analyze different skin types
4. Describe the functions of the skin
5. Describe and demonstrate methods in basic waxing, skin care techniques and makeup application
6. Understand the chemical reactions of cosmetics and skin care products on the skin
7. Understand the history and opportunities of the industry
8. Demonstrate intermediate skills in various skin enhancement techniques
9. Explain the importance of nutrition, anatomy and physiology
10. Describe skin maintenance routines to clients
11. Recommend esthetic services and products to enhance client’s needs and concerns
12. Become well versed in Minnesota laws and rules pertaining to the esthetics industry
13. Observe Minnesota Laws and Rules as they apply to the field of esthetics
14. Demonstrate all sanitation laws and rules
15. Demonstrate skin health techniques
16. Demonstrate makeup techniques
17. Demonstrate waxing service techniques
18. Demonstrate professional interview skills

ESTHIOLOGY TOPICS COVERED

HISTORY AND CAREER OPPORTUNITIES IN ESTHETICS

Brief history of skin care
Style, skin care, and grooming throughout the ages
Career paths for an esthetician
A bright future
Life skills

LIFE SKILLS

The psychology of success
Study skills
Managing your career
Goal setting
Time management
Maintaining professional standards
Personality development and attitude

YOUR PROFESSIONAL IMAGE

Beauty and wellness
Appearances count
Your physical presentation
Professional conduct

COMMUNICATING FOR SUCCESS

Human relations
Communication basics
The client consultation
Special issues in communication
In-salon communication

INFECTION CONTROL: PRINCIPLES AND PRACTICES

Regulation
Principles of infection
Principles of prevention
Universal and stand precautions
The professional salon image
Procedures

GENERAL ANATOMY AND PHYSIOLOGY

Cells
Tissues
Organs and body systems
The skeletal system
The muscular system
The nervous system
The circulatory system
The lymphatic/immune system
The endocrine system
The digestive system
The excretory system
The respiratory system
The integumentary system
The reproductive system

** BASICS OF CHEMISTRY**

Chemistry
Matter
Potential hydrogen
Chemical reactions
Chemistry as applied to cosmetics

** BASICS OF NUTRITION**

Nutrition Recommendations
Nutrition for the skin
Macronutrients
Micronutrients: Vitamins and minerals
Nutrition and Esthetics
Water and the skin
Self-Care and Esthetician

** PART 3 SKIN SCIENCES**

** PHYSIOLOGY AND HISTORY OF THE SKIN**

Skin Facts
Skin functions layers of the skin
Hair anatomy
Nail anatomy
Nerves
Glands
Skin health

** DISORDERS AND DISEASES OF THE SKIN**

Dermatology and Esthetics
Lesions of the skin
Disorders of the sebaceous (oil) glands
Disorders of the Sudoriferous (Sweat) Glands
Inflammations of the skin
Pigmentation disorders
Hypertrophies of the skin
Contagious diseases
Skin cancer
Acne

** SKIN ANALYSIS**

Skin types are genetically determined
Sensitive skin
The Fitzpatrick scale

Diverse skin pigmentation
Skin types versus skin conditions
Factors that affect the skin
Healthy habits for the skin
Contraindications
Client consultations
Performing a skin analysis
Procedures

** SKIN CARE PRODUCTS: CHEMISTRY, INGREDIENTS, AND SELECTION**

Cosmetic Chemistry
Product safety
Ingredients
Aromatherpy
Ingredients for mature skin
Product selection
Home-care products
Choosing a product line

** PART 4 ESTHETICS**

** THE TREATMENT ROOM**

The esthetician’s presentation
Creating a professional atmosphere
Furniture, equipment, and room setup
Treatment room supplies, disposables, and products
Three-part procedure
Room preparation
After the facial: decontamination procedures
Saving resources and money with the green practices
Procedures

** FACIAL TREATMENTS**

Facial treatment benefits
Esthetician skills and techniques
Treatment and client preparation
Key elements of the basic facial treatment
The mini-facial
Treatments for different skin types and conditions
Acne facials
Men’s skin care
Procedures

** FACIAL MASSAGE**

The benefits of massage
Incorporating massage during the facial treatment
Massage contraindications
Types of massage movements
The Dr. Jaquet movement
Alternative massage techniques
The basic facial massage technique
Procedures

**HAIR REMOVAL**
- Morphology of the hair
- Hair Growth cycle
- Characteristics and differences in hair growth
- Methods of hair removal
- Temporary hair removal methods
- Waxing techniques and products
- Room preparation and supplies
- Contraindications for hair removal
- Client consultations
- General waxing procedures
- Procedures

**ADVANCED TOPICS AND TREATMENTS**
- Spa body treatments
- Cellulite

**THE WORLD OF MAKEUP**
- Color theory
- Makeup products and formulations
- Make up brushes
- Products, tools, and supplies
- Infection control
- Client consultations
- Selecting make up colors
- Makeup application techniques
- Face shapes and proportions
- Corrective makeup
- Special-occasion makeup
- Makeup for the camera and special events
- Camouflage makeup
- Artificial eyelashes
- Lash and brown tinting
- Other eyelash services
- A career as a makeup artist
- Freelance makeup artistry
- Retailing
- Procedures

**PART 5 BUSINESS SKILLS**

**CAREER PLANNING**
- Preparing for licensure
- Preparing for employment
- Preparing your resume
- The job search
- On the job
- The job description
- Employee evaluation
- Compensation

**INDEPENDENT CONTRACTORS**
- Managing money
- Finding the right role models
- Continuing your education
- Planning your success

**THE SKIN CARE BUSINESS**
- Going into business for yourself
- The importance of keeping food records
- Operating a successful skin care business
- Public relations

**SELLING PRODUCTS AND SERVICES**
- Selling in the skin care salon
- Know your products and services
- Merchandising
- Marketing
- Client value
- Building a clientele
- Client retention
- Closing the sale tracking your success
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>
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</table>

**Esthiology**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES105 Esthetics Pre-Clinic</td>
<td>140</td>
</tr>
<tr>
<td>ES115 Esthetics Intermediate</td>
<td>140</td>
</tr>
<tr>
<td>ES125 Esthetics Advanced</td>
<td>140</td>
</tr>
<tr>
<td>ES135 Esthetics Advanced Clinic</td>
<td>180</td>
</tr>
<tr>
<td><strong>Total Clock Hours</strong></td>
<td><strong>600</strong></td>
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</tbody>
</table>

**ESTHIOLOGY COURSE DESCRIPTIONS**

**ES105 Esthetics Pre-Clinic, 140 Clock Hours**
This course involves the instruction in applied science and skills in the procedure of cosmetic care of the skin and application of facials. The course will provide the student with the fundamentals in infection control, chemistry, anatomy and physiology, nutrition, histology of the skin, disorders and diseases of the skin, skin analysis, facials, and client consultation. Minnesota Laws and Rules pertaining to the course are included.

**ES115 Esthetics Intermediate, 140 Clock Hours**
During this course, the student will learn signature facial treatments, spa treatments, warm stone therapy, Thai herbal compress treatments, and body wraps. Theory and lab time will include safety and infection control procedures pertaining to the course.

**ES125 Esthetics Advanced, 140 Clock Hours**
In this course, theory time will be devoted to information on eyelash extensions, makeup, and hair removal. Clinic time is spent enhancing technical and customer service skills and completing state and school required quotas. Theory and clinic will include safety and sanitation procedures pertaining to the course.

**ES135 Esthetics Advanced Clinic, 180 Clock Hours**
In this final course of the program, clinic time is devoted to enhancing technical and customer service skills, career planning, and completing state and school required quotas. During this course, students will prepare and take the hands-on Practical Skills Certification after completing 500-hours of their program. Clinic will include safety and sanitation procedures pertaining to the course.
INSTRUCTOR PROGRAM OVERVIEW
Minnesota School of Cosmetology offers a complete 38-hour course in instructing. During this course theory will include principles of teaching and learning such as classroom management, teaching methodology, learning and communication, course and/or program development; academic advising; career and employment information such as professional ethics, communication skills, licensing or certification requirements, state rules, laws, and regulations, and record keeping. After successful completion of the course and passing the state board examination (general theory, state exam, and practical exam) an individual will be eligible to apply for their instructor license with the Minnesota Board of Cosmetology.

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

PROGRAM OBJECTIVES
Upon completion of this course the student will be able to:
1. Demonstrate classroom management; including conflict management and professionalism
2. Demonstrate organizational skills in the educational environment
3. Demonstrate sequential steps and procedures in lesson planning
4. Demonstrate the outcomes of instruction; goals and objectives
5. Demonstrate academic advising; including student performance feedback delivery and improvement plan development
6. Demonstrate the use of instructional aids and materials
7. Demonstrate oral presentation methods
8. Observe Minnesota Laws and Rules

INSTRUCTOR PROGRAM COURSE

<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>

INSTRUCTOR PROGRAM COURSE DESCRIPTION
Instructor Education, 38 Hours Total
This course includes principles of teaching and learning such as classroom management, teaching methodology, learning and communication, course and/or program development; academic advising; career and employment information such as professional ethics, communication skills, licensing or certification requirements, state rules, laws, and regulations, and record keeping.
MASSAGE THERAPY PROGRAM OVERVIEW

Minnesota School of Cosmetology offers a complete 700-hour course in massage therapy, which is the art and science of bodywork therapy. The objective of the Massage Therapy diploma program is to emphasize skills and knowledge for entry-level employment as a massage therapist. After successful completion of this program, students will be eligible to take the MBLEx licensing exam offered by the Federation of State Massage Therapy Board (FSMTB). Students will be eligible for professional membership in such associations as the American Massage Therapy Association (AMTA) and the Association of Bodywork and Massage Professionals (ABMP).

PROGRAM OBJECTIVES

The goal of Minnesota School of Cosmetology's Massage Therapy program is to prepare graduates who are able to:

1. Demonstrate industry appropriate entry-level massage and bodywork techniques through hands-on application.
2. Identify appropriate client condition for massage or bodywork.
3. Assess client movement and behavior and develop industry appropriate massage and bodywork treatment plans.
4. Exhibit industry specific personal and professional boundaries in the work setting.
5. Identify the massage therapy licensing laws, rules and regulations specific to the student's state of residence.
6. Explain compliance rules in regards to health regulatory agencies and universal health precautions.
7. Analyze basic anatomy, physiology, pathology and kinesiology concepts in relation to massage and bodywork.

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

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.

MASSAGE THERAPY COURSE DESCRIPTIONS

MY100 Introduction to Anatomy, Physiology & Medical Terminology, 140 Clock Hours
Prerequisite: None. In MY100, students receive 140 hours of classroom theory instruction in anatomy, physiology and medical terminology. Students will study the terminology commonly used in a health care setting along with mechanisms by which the human body functions. Topics include anatomical and physiological processes of the skeletal, muscular, endocrine, special senses, cardiovascular, lymphatic, respiratory, digestive, urinary, reproductive and nervous systems.

MY110 Introductory Massage Techniques, 140 Clock Hours
Prerequisite or Concurrent: MY100. In MY110, students receive 140 hours of classroom theory and practical instruction in basic massage techniques pertinent to entry into the massage profession. Students will study and practice the techniques of Swedish Massage, Chair Massage, Prenatal Massage and Hot Stone Massage, while also learning how to adjust techniques for special populations. Topics include the history of massage, equipment, safety practices, basic musculoskeletal identification, benefits and contraindications of massage, technique application, client consultation, assessment, and basic documentation.

MY150 Kinesiology and Pathology for Massage, 140 Clock Hours
Prerequisite: MY110. In MY150, students receive 70 hours of classroom theory instruction in kinesiology as it relates to massage therapy, as well as 70 hours of classroom theory instruction in pathology. Students will study human movement and function in kinesiology. Pathology studies will focus on an introduction to postural analysis and disease conditions for the body systems and their relation to massage therapy.

MY180 Professional Business Practices, 70 Clock Hours
Prerequisite: None. In MY180, students receive 70 hours of classroom theory instruction in the business and ethical practices in the massage therapy profession. Students learn scope of practices, ethical standards, policies and regulations that affect a massage business. Topics include establishing self-care strategies and successful therapeutic relationships; forming professional alliances; attracting target markets using sales, marketing and retention strategies; and how to apply financial, administrative and insurance processes to the massage profession. Students create business plan outlines for massage practices.

MY210 Advanced Massage Techniques, 140 Clock Hours
Prerequisite: MY110. In MY210, students receive 140 hours of classroom theory and practical instruction in advanced massage techniques pertinent to entry into the massage profession. Students will study and practice the techniques of Deep Tissue, Sports Massage and Myofascial Release Massage. Topics include assessment of the client's condition in order to effectively manage treatment planning based on each client.

MY250 Clinical Lab and Practicum, 70 Clock Hours
Prerequisite or Concurrent: MY110, MY250. In MY250, students receive 70 hours of clinical laboratory practice and off-site practical hours. 35 hours will be completed on campus in a supervised lab with instructors present. 30 hours will be completed off-site, supervised by a licensed massage therapist. 5 hours of CPR will be completed. The student experiences a variety of body types and interactions with the public through activities including client interviews and assessments, creating client files, reviewing documentation, consulting and debriefing the client, recording accurate S.O.A.P notes, and providing client education. Students will use this experience to master clinical skills, perform clerical functions, marketing skills, and customer service skills such as scheduling, re-booking, and following-up with clinic clients.
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MOLLY KAMMERER, Front Desk Associate

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M.H.A., Capella University
M.B.A., Augsburg College
B.S., Metropolitan State University
A.A.S., Century College

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NHOUKUJA TRAN, Front Desk Associate

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LYNN COLBURN, Licensed Cosmetologist Instructor

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TARA KEALY NELSON, Licensed Cosmetologist Instructor, Licensed Cosmetology School Manager

JOSHDUA LUMMANN-WOODBURY, Licensed Cosmetologist Instructor, Licensed Salon Manager, Licensed School Manager

HEIDI MINKE, Licensed Cosmetology Instructor

CHRISTINE MRUZ, Licensed Cosmetologist Instructor, Licensed Cosmetology Salon Manager, Licensed Cosmetology School Manager

SARAH O’NEIL, Massage Therapy Instructor

MELISSA OSHANKA, Licensed Cosmetologist Instructor

RESA ROBY, Licensed Cosmetologist Instructor

JENNY VANCE, Licensed Cosmetologist Instructor

PAIGE WALSH, Licensed Cosmetologist Instructor

LOIS WATTERS, Licensed Cosmetologist Instructor, Licensed Cosmetology Salon Manager

MATTHEW WILLIAMSON, Massage Therapy Instructor
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MINNESOTA SCHOOL OF COSMETOLOGY

PLYMOUTH CAMPUS

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