# COSMETOLOGY CATALOG

Publish Date January 1, 2024
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### Southern Careers Institute Locations Offering Cosmetology Operator, Esthetician, and Barber Programs

| PROGRAMS | Southern Careers Institute<br>Brownsville Branch Campus<br>935 N. Expressway<br>Brownsville, Texas 78520<br>Phone (956) 550-9962<br>Fax (956) 541-4890 | Southern Careers Institute<br>Corpus Christi Branch Campus<br>2422 Airline Road<br>Corpus Christi, Texas 78414<br>Phone (361) 994-3700<br>Fax (361) 994-3701 | Southern Careers Institute<br>San Antonio South Branch Campus<br>238 SW Military Drive, Suite 101<br>San Antonio, Texas 78221<br>Phone (210) 977-1000<br>Fax (210) 977-1001 |
|---|---|---|---|
| **Cosmetology Operator** | **X** | **X** | **X** |
| **Esthetician** | **X**** | **X** | |
| **Barber** | **X*** | | |

**not currently enrolling*
***projected start date 2025*

### Additional Southern Careers Institute Locations

Southern Careers Institute – Main Campus
1701 W. Ben White Blvd, Suite 100,
Austin, Texas 78704
Phone (512) 432-1400 Fax (512) 432-1401

Southern Careers Institute – Branch Campus
1122 Morgan Blvd.
Harlingen, Texas 78550
Phone (956) 364-7300 Fax (956) 412-0919

Southern Careers Institute – Branch Campus
1500 North Jackson Road
Pharr, Texas 78577
Phone (956) 632-2700 Fax (956) 632-2701

Southern Careers Institute – Branch Campus
6963 NW Loop 410
San Antonio, Texas 78238 (North Campus Location)
Phone (210) 706-1600 Fax (210) 706-1601

Southern Careers Institute – Branch Campus
3700 S IH-35, Suite A
Waco, TX 76706
Phone (254) 265-9700 Fax (254) 265-9701

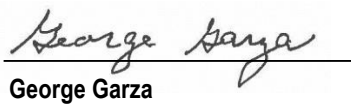
**Corporate Office**
1701 Directors Boulevard, Suite 800
Austin, Texas 78744
Phone: (512) 437-7500 Fax (512) 437-7501

## Mission Statement

*Southern Careers Institute is a student-centered institution of higher education with the mission of delivering accessible, industry-aligned training programs that foster academic achievement, career readiness, and lifelong success. SCI is committed to ensuring quality and integrity in all educational offerings through systematic assessment, continuous institutional improvement, and strategic partnerships with employers and community stakeholders. We prepare students to graduate with the competencies and professional skills necessary to meet current and emerging workforce demands and to contribute effectively to their communities.*

The information contained in this catalog is true and correct to the best of my knowledge.

**Delilah Olivares**
Campus Director
Austin Main Campus

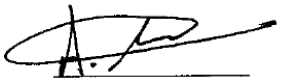


**George Garza**
Campus Director
Pharr Branch Campus

**Jeremie Baldwin**
Senior Campus Director
Brownsville Branch Campus

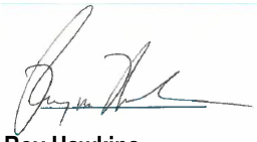
**Cheryl Lokey**
Senior Campus Director
San Antonio North Branch Campus

**Ronald Wright**
Campus Director
Corpus Christi Branch Campus



**Amardeep Singh**
Campus Director
San Antonio South Branch Campus

**April Fuller**
Campus Director
Harlingen Branch Campus



**Roy Hawkins**
Campus Director
Waco Branch Campus

*Southern Careers Institute ("SCI") reserves the right to modify, upon approval of the Texas Department of Licensing and Regulation, and the Council on Occupational Education, the offering of programs, individual courses of study, mode of delivery, curriculum, policies, procedures, tuition, hours of classes, the school calendar, and other materials listed in the publication or herein attached or inserted. The complete SCI catalog comprises this catalog and all addenda throughout the publication year. It is each student's responsibility to know the information presented in this school catalog, in any supplements and addenda to the catalog. By enrolling in SCI, students agree to accept and abide by the terms stated in this catalog and all school policies. If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding.*

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## ACCREDITATIONS, LICENSES, AND APPROVALS

*The Commission of the Council on Occupational Education accredits Southern Careers Institute.*

**Council on Occupational Education**
7840 Roswell Road, Building 300, Suite #325
Atlanta, Georgia 30350
Phone (770) 396- 3898
Toll Free (800) 917-2081
www.council.org

*Southern Careers Institute Cosmetology Operator programs are approved by the Texas Department of Licensing and Regulation:*

**Texas Department of Licensing and Regulation**
P. O. Box 12157
Austin 78711-2157
920 Colorado
Austin, Texas 78701
Phone (512) 463-6599
Toll free (800) 803-9202
http://www.twc.state.tx.us/svcs/propschools/career-schools-colleges.html

***This program is not approved or regulated by the Texas Workforce Commission.***

Southern Careers Institute locations are approved by the Texas Veterans Commission to train eligible veterans.

## TUITION AND CHARGES

Tuition includes textbooks and administrative fees, if applicable (programs may not include textbooks or administrative fees).

| Program | Clock Hours | Tuition | Other Fees | Registration | Total Cost |
|---|---|---|---|---|---|
| Cosmetology Operator | 1000 | $18,700.00 | $175.00* | N/A | $18,875.00 |
| Esthetician | 750 | $9,200.00 | $795.00** | N/A | $9,995.00 |
| Barber | 300 | $3,500.00 | $421.00^ | N/A | $3,921.00 |

* Mandatory Cosmetology Operator Kit – out-of-pocket pay for student – non-refundable

**Mandatory Esthetician Kit, Licensure fees, and Smocks – out-of-pocket pay for student

^ Mandatory Barber Kit, Licensure fees, and Aprons – out-of-pocket pay for student

| OTHER CHARGES PAID TO SCI (not included in tuition) | |
|---|---|
| Cosmetology Operator Course Break | $75.00 |
| Replacement student ID | $5.00 |
| Additional/Replacement Cosmetology Operator shirts | $10.00 |
| Additional/Replacement Esthetician smocks | $30.00 |
| Additional/Replacement Barber aprons | $20.00 |
| Official transcripts – additional copies after the first free copy | $2.00 |
| Replacement diploma | $5.00 |

## ADMISSION

The admissions process depends on a truthful exchange of information between the applicant and the school. SCI admits students without regard to race, gender, sexual orientation, gender identity and expression, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law. SCI reserves the right to deny admission to any person for any nondiscriminatory reason. Applicants are notified promptly of their admission status. Any applicant not accepted for admission will be notified and no charges will apply.

**Prior to the student's start date, the student must:**

- Visit the school and tour the campus (if enrolling in a program that will have on-campus classes); and
- Complete an interview with a licensed representative in the Admissions Department.

**To be considered for acceptance, potential students:**

- Be at least 16 years of age, however, graduates must be at least 17 years old to be eligible for state licensure by the Texas Department of Licensing and Regulations ("TDLR"). Any applicant who has not reached the age of 18 at the time of the admissions process must provide proof of a high school diploma or GED and have written permission from a parent or legal guardian (by virtue of co-signing the enrollment agreement).
- Must not have accumulated more than 750 hours (Cosmetology Operator) or 562.50 hours (Esthetician) at another institution toward a license.
- Provide SCI with verifiable official documentation of completion of secondary education within 21 days of starting school (see program exceptions below in Programmatic Requirements).
    - Graduates of a public high school recognized by the state of location will provide a copy of a verifiable diploma documenting successful completion of public high school. The diploma generally bears the seal and official signatures of either state or local school officials and includes the date of graduation. Graduates of a public high school may provide a high school transcript in lieu of a diploma. The specific graduation date (month/day/year of graduation) and that the individual is a graduate must be on the transcript. In either case, the high school graduation date MUST be prior to the date of enrollment.
    - Graduates of a non-public high school, including home schools, will provide a copy of a verifiable high school or home school transcript documenting successful completion of private school or home schooling at the high school level. The specific graduation date (month/day/year of graduation) and that the individual is a graduate must be on the transcript. The high school graduation date MUST be prior to the date of enrollment. Students who declare Texas home school graduation must complete and provide the SCI Home School Form.
    - A copy of a verifiable certificate denoting achievement of a recognized high school equivalency credential. The certificate generally includes a state seal and official signatures and includes the date the credential was awarded. The GED credential cannot be earned via the internet or through a correspondence program.
    - A verifiable original diploma document or official transcript indicating completion of an associate degree. The institution granting the degree must have been accredited by an agency recognized by the US Dept of Education at the time the degree was granted.
    - Foreign Credentials that must be evaluated for equivalency to a United States HS diploma. The credential must be an original document sent directly to the campus. The evaluation must be performed by an organization with membership in NACES (National Association of Credential Evaluation Services) OR listed on the Texas Education Agency website under Foreign Credential Evaluation Services.
- Prospective students must provide criminal history information. Any prospective student who has a convicted or pending felony violent crime, who has a convicted or pending felony drug crime of a serious nature (i.e., drug trafficking), who is a registered sex offender, and/or who has any sex offense convictions of any degree, or a pending felony sexual case is not eligible for enrollment in any program. SCI reserves the right to conduct criminal background checks on applicants or active students, notwithstanding programmatic requirements.
- (Grandfathered Students): Students without a high school diploma or its recognized equivalent, who were enrolled in an eligible program at a Title IV institution prior to July 1, 2012, are eligible for Title IV aid under the previous ATB alternatives. (Consolidated Appropriations Act of 2012 amended section 484(d) of the Higher Education Act.) Southern Careers Institute accepts these grandfathered students if the student can provide proof that an appropriate ATB process was followed; that the student withdrew after earning credits; and that the student received federal aid for those credits.

After satisfying the admissions requirements, students will complete all required paperwork, including an Enrollment Agreement (to be signed by parent or guardian if the student is under the age of 18).

**PROGRAMMATIC REQUIREMENTS – BARBER PROGRAM**

Applicants to the Barber Program must provide a current Texas Department of Licensing and Regulation Cosmetology Operator license. The license cannot expire prior to completion of the Barber program. A photocopy of the current Cosmetology Operator license must be provided before the student starts.

**ENGLISH PROFICIENCY**

SCI does not provide English as a second language ("ESL") instruction. Students are required to read, write, and speak English in classes that are taught in English. Students whose primary language is not English are required to prove English proficiency by providing documentation of:

| |
|---|
| Graduation from an English-speaking secondary institution |
| Test of English as a Foreign Language (TOEFL) with minimum score of 61 on an Internet- Based Test (IBT), 500 on a Paper-Based, or 173 on a Computer- Based Test (CBT) |
| Advanced Placement International English Language (APIEL) with a minimum score of 173 |
| International English Language Testing System (IELTS) with a minimum level of 6 |
| A minimum grade of C in an intermediate ESL course |
| Evidence of having completed 12 semester hours or 18 quarter hours with at least a C (70%) average at a postsecondary institution in which English was the language of instruction |

**VETERANS AND SERVICE MEMBERS**

In accordance with Title 38 US Code 3679(e), this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. This educational institution will not:

- Prevent the student's enrollment,
- Assess a late penalty fee to the student,
- Require the student to secure alternative or additional funding, or
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fees owed to the institution.

However, in the first six weeks of enrollment (from start date) and to qualify for this provision, such students will:

- Provide confirmation that the student has applied for VA Benefits (which could be a copy of the Certificate of Eligibility {COE} or the confirmation screen from eBenefits.)

Students using military and VA education benefits are required to submit all post-secondary institution transcripts, a military transcript, or Joint Service Transcript ("JST"), and a DD214 (when applicable) no later than day 21 of their enrollment. The submitted documents will be used to conduct a mandatory evaluation of all potential transfer credits into any program for which the veteran or service member wishes to utilize his/her benefits.

Students must provide transcripts within six (6) weeks to continue to have their training certified for monthly housing allowance. This requirement does not apply to degree-seeking VA students.

**TECHNOLOGY/RESOURCE REQUIREMENTS**

To be admitted to a program that includes virtual (online) learning, **students must**:

| |
|---|
| Have regular, daily access to a computer (Minimum: PC/Laptop (Windows 8 or newer), or MacBook (OS X or newer), with 4GB ram, 256GB HD, and a Core i5 processor); |
| The computer must have:<br>• Speakers and a microphone – built-in, plug-in, or wireless Bluetooth<br>• A webcam or HD webcam |
| Have regular, daily access to the Internet - broadband wired or wireless (3G or 4G/LTE) |
| Possess the ability to use a computer, access e-mails, use a web browser (Firefox, Google Chrome, or Safari), and use the Moodle course management system; and |
| Have word processing software such as Microsoft Word or OpenOffice to apply APA format and save documents in PDF format for submission. |

**NEW STUDENT ORIENTATION**

Orientation supports a successful transition into SCI. Prior to beginning their programs, all new students will attend an orientation session during which students are acquainted with the campus and their new program. They are also introduced to the administrative staff, the faculty, and other students. The campus department directors explain available student support.

**ONLINE LEARNING ORIENTATION**

Students who are registered for courses that are delivered via distance education also will attend an online orientation. This orientation provides students with an introduction to the learning platform and skills necessary to be a successful online learner. Standards of behavior regarding postings, plagiarism, online etiquette, and attendance are covered. Students will gain access to online courses after passing the

required online orientation, which does not affect the student's grade point average (GPA) or satisfactory academic progress.

**RE-ENTRY / RETURN FROM PRIOR WITHDRAWAL**

Students who previously attended but withdrew prior to graduating, and who wish to return to the same program at the same campus, may re-enter upon review and approval by the Director of Education. Prior academic history, conduct history, and outstanding financial obligations will be reviewed. SCI reserves the right to refuse re-entry to any student based upon any of these factors, or space availability and program schedules. To qualify as a re-enter, the re-entry start date must be within 365 calendar days of the last date of attendance in the prior enrollment. Otherwise, the student will be a new start. A student dismissed for violating the attendance policy may apply for re-entry after sitting out of school a minimum of three (3) weeks, but at least one course period. Re-entry students must return to a scheduled module and not to a Course Break.

A student may attempt to re-enroll in the same or a different program at any SCI campus no more than twice (three total enrollments) in a six-month period defined as the six months from the first start date of the first enrollment. The student enrollment count includes **cancel** (pre-start), **cancel** (day 4), **reverse**, and **withdraw**.

After the third enrollment, the student must wait at least six months from the third enrollment start date to enroll a fourth time. All additional attempts after the fourth enrollment require waiting at least 12 months between enrollment start dates.

Re-entry students must meet all admission requirements in effect at the time of re-entry including any kit the student obtained that meets the standard of the current kit. Students re-entering within 180 days of the prior enrollment last date of attendance will be charged the tuition amount charged during the prior enrollment. Students re-entering outside of 180 days will be charged the tuition amount currently stated in the catalog. Tuition will be charged for remaining courses only; there will be no charge for credits already earned.

For students who return to a substantively revised version of the same program, a percentage will be applied for determining charges in the re-entry enrollment. Re-entry students who successfully completed at least 50% of the hours in the prior program version will not be charged more than 50% of the current program at the current tuition rate. Re-entry students who completed less than 50% of the credits in the prior program version will be charged for 100% of the remaining hours in the new program version (after appropriate credit for prior course completion is applied.)

Students who attended the prior 1000- or 1500-hour SCI Cosmetology Operator programs and accrued hours of attendance who wish to re-enter, will be assessed for scheduling in the current 1000-hour program. Once assessed, placement in the program will also identify the quantity of prior accrued hours that the student will retain in the new enrollment and program.

**READMISSION FOR MILITARY SERVICE MEMBERS**

Southern Careers Institute (SCI) acknowledges that students may be temporarily unable to attend classes or pause their studies to perform mandatory military service. Once the military obligation is concluded, SCI encourages such students to resume their education and ensures a timely readmission process.

This policy applies to Service members who are unable to attend classes for more than 30 consecutive days due to military service and Service members who are unable to attend classes for less than 30 days due to military service when such an absence would result in a withdrawal from school.

In accordance with federal regulations, 34 C.F.R. § 668.18, and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU), SCI will readmit servicemembers who seek readmission to a program that was interrupted due to a uniformed service obligation.

A student is eligible for readmission under this policy if, during an absence, the student performs uniformed service, voluntary or involuntary, in the Armed Forces, including the National Guard or Reserve, active duty, active duty for training or full-time National Guard (under federal authority). The cumulative length of all absences for uniformed service (service time only) must not exceed five years.

A returning student will be permitted to reenroll in the same academic program unless the student requests a later date of reenrollment or requests and agrees to a different program. If the exact program no longer exists, the student must be admitted to the program that is most similar, unless the student requests and agrees to admission to a different program. Returning students will be reenrolled with the same number of completed credits or hours if a clock hour program, and academic standing as the last academic year of attendance.

A returning student must be charged the same tuition and fees in effect during the last academic year the student attended unless veteran's education benefits or other service member education benefits will pay the amount in excess. For subsequent academic years, the returning student may not be charged tuition and fees exceeding what other students in the program are charged.

If SCI determines that a returning student is not prepared to resume the program or is unable to complete the program, SCI must make reasonable efforts (refresher courses, remedial training, etc.) to enable the student to resume or complete the program at no additional cost to the student. If such efforts are unsuccessful or place an undue hardship on the school, SCI is not required to readmit the student.

Students who receive a dishonorable or bad conduct discharge from the Armed Forces (including the National Guard and Reserves), and who wish to return to their program, are not eligible for readmission under the requirements in this policy. However, service members who do not meet readmission requirements under this policy may remain eligible for readmission under general re-entry requirements.

### SCI-to-SCI CAMPUS TRANSFER

Students who previously attended an SCI campus, and who wish to change to a different SCI campus, are subject to all admissions requirements in place. If the student earned grades in any courses that associate to the program at the new campus, all earned grades will transfer. SCI reserves the right to refuse any student re-enrollment based upon the attendance, academic, financial, or conduct history of the student.

### VISITORS

The schools are not open to the public. Visitors are subject to the rules and regulations of the campus. Visitors must sign in at the reception desk and must be accompanied by an employee. Children under the age of 16 always must be accompanied by an adult. The schools are open only during posted business hours.

## FINANCIAL AID

Financial assistance may be a combination of grants and loans that supplement the student's contribution to funding their education. As an accredited post-secondary institution, SCI has various federal financial assistance programs available for qualified students enrolled in SCI programs. This does not apply to seminar students.

SCI participates in the following Federal Student Aid programs with eligibility determined by completing the Free Application for Federal Student Aid ("FAFSA"):

- Federal Pell Grant
- Iraq and Afghanistan Service Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- William D. Ford Direct Loan Program

Grant aid is available to students who qualify, and it does not have to be paid back.

SCI will assist students in developing financial plans to pay for their education through a combination of student/family contributions, financial aid, if eligible, and finance plans. Eligibility for financial assistance is determined by using standard, federally approved methods of needs analysis. Students will be interviewed individually to determine a financial arrangement that suits their needs and personal situation, and which meets the requirements of the school.

Students may be required to make monthly payments while attending school, amounts based on the program and the amount of financial aid the student may be receiving. Failure to keep all payments current may result in dismissal from school.

### VETERANS BENEFITS

SCI is approved for GI Bill® Chapters 30, 31, 32, 33, 35, 1606, and 1607 tuition payments from the U.S. Department of Veterans Affairs ("VA"). Students eligible for and receiving VA educational benefits are required to provide all previous post-secondary education transcripts for review, including JST military training records. More information about VA education benefits is available at the official U.S. government website at http://www.benefits.va.gov/gibill. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs.

It is the student's responsibility to notify the office of Financial Aid of any changes in course load. Students receiving VA benefits and requesting Leaves of Absence will experience an interruption of benefits and will be reported to the VA office. The VA office will be notified when the student returns from the Leave of Absence as scheduled.

### MILITARY TUITION ASSISTANCE

The Department of Defense (DoD) Tuition Assistance (TA) program provides financial assistance to Service members for voluntary off-duty education programs in support of professional and personal self-development goals. TA is available for courses that are offered in the classroom or by distance learning and are part of an approved academic degree or diploma program. Service members who are interested in using TA should begin the process by contacting their Educational Services Officer (ESO) or military counselor within their military service branch.

### LOAN DEFAULT PREVENTION

Making regular payments on student loans builds a strong credit record and helps avoid collection activities. Being in default has negative consequences including denial of new loans, poor credit reports, possible wage garnishment, seizure of tax returns, and refusal by the school to release transcripts.

During *entrance counseling*, financial aid staff explain how both federal student loans and the master promissory note function, emphasizes the importance of repaying all loans, describes the consequences of default, and shows borrowers sample monthly repayment amounts based on their program of study. Financial literacy is discussed to help students better understand how to manage debt.

*Exit counseling* is the opportunity to clear up any misconceptions that students may have about their loan obligations. During the exit counseling process, completers are educated on how to understand and repay loans, avoid default, and make finances a priority. Thorough exit counseling is a cornerstone of the institution's default prevention plan and is mandatory.

## SCHOLARSHIPS AND GRANTS

In keeping with the Institution's long-standing tradition of providing excellent educational programs while assisting students across Texas overcome the challenges of college affordability, financial literacy and completion, SCI may offer the *Student Success Grant* for specific start dates and programs. This Grant is only valid for those applicants who submit a complete application for the associated starts in 2022, commit to continuous enrollment, and abide by the program requirements. SCI makes available a limited amount of money each year for such grants. Once it is determined that available funding is exhausted, grants will not be available to otherwise eligible students.

Determination of award amount will be based on the student's initial funding level selection and matriculation of all transfer credits from other colleges, military and other SCI programs or campuses per the institution's catalog.

### HIGH SCHOOL BEST SCHOLARSHIP

SCI may offer a *High School Best Scholarship* to first-time SCI students who enroll and attend a SCI campus within six (6) months of their high school graduation with a high school GPA of 3.5 or higher on a 4.0 scale (or the equivalent). Students must have exhausted all federal and state funding and have an outstanding tuition balance. Each year, students at each applicable campus will be offered up to a $3,000 scholarship for their first academic year.

Students will be considered for the *High School Best Scholarship* once they complete the admissions application process, have a valid Free Application for Federal Student Aid (FAFSA) on file, submit the *High School Best Scholarship* application, and provide a copy of their high school transcripts. Applications are due by each start date; awards will be based on financial need as well as academic achievement. Scholarship applications will be evaluated as they are received. The *High School Best Scholarship* is not available for the Cosmetology Operator, Esthetician, and Barber programs, or seminars.

Once the maximum dollar amount of scholarship funds is awarded, no additional scholarships will be granted for the remainder of the calendar year. For 2025, a maximum of $420,000 in scholarship funding will be awarded in High School Best Scholarships.

### HIGH SCHOOL SCHOLARSHIP

SCI may offer a *High School Scholarship* to first-time students who enroll and attend a Southern Careers Institute campus within six (6) months of their high school graduation date. Students must have exhausted all federal and state funding and have an outstanding tuition balance.

Each year, students at each applicable campus will be offered up to a $1,500 scholarship for their first academic year. Students will be considered for the *High School Scholarship* once they complete the admissions application process, have a valid Free Application for Federal Student Aid (FAFSA) on file, and submit the *High School Scholarship* application and provide a copy of their proof of graduation showing graduation date. Applications are due by each start date.

Scholarship applications will be evaluated as they are received. The *High School Scholarship* is not available for the Esthetician and Barber programs, and seminars. Once the maximum dollar amount of scholarship funds is awarded, no additional scholarships will be granted for the remainder of the year. For 2025, a maximum of $275,000 in scholarship funding will be awarded in *High School Scholarships*.

### FINANCIAL LITERACY GRANT

In keeping with the Institution's long-standing tradition of providing excellent educational programs while assisting students across Texas overcome the challenges of college affordability, financial literacy and completion, SCI may offer the *Financial Literacy Grant* for specific start dates and programs. The grant is only available for those applicants who submit a complete application and commit to continuous enrollment. Determination of award amount will be based on matriculation of all transfer credits from all other colleges or military, including from other SCI programs or campuses per the institution's catalog.

### SOUTHERN CAREERS INSTITUTE MILITARY GRANT

To continue to serve our military members and their families, Southern Careers Institute has established a *Military Grant* of up to $1,100. The *Military Grant* is for military members (Active, Veteran, and Retired), their spouses, and dependents and provides funding to attend a program of study at SCI.

The student is eligible to participate if enrolled at SCI using benefits from one of the following programs:

1. MGIB Montgomery GI Bill®|, 9/11 GI Bill®|, Forever GI Bill®|
2. Vocational Rehabilitation & Employment Service Program
3. Tuition Assistance for Active Duty
4. My Career Advancement Account (MyCAA)
5. Survivors & Dependents Educational Assistance (DEA)
    - Education benefits eligibility paperwork (Certificate of Eligibility-COE, eBenefits, VA.gov printout, or Chapter 31 PO)
    - If the total amount of aid (minus Pell Grant) received exceeds the cost of tuition and fees, the scholarship amount will be reduced by the excess amount.

- Be actively attending at time of scholarship disbursement. Withdrawn students lose eligibility for future scholarship disbursements in the withdrawn enrollment. Additionally, a paid scholarship disbursement will be proportionally adjusted for current term in which a student withdraws.

[1]GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs ("VA"). More information about education benefits offered by the VA is available on the U.S. Government GI Bill® website (https://www.benefits.va.gov/gibill).

**DREAM GRANT**

In keeping with the Institution's long-standing tradition of providing excellent educational programs, while assisting students across Texas overcome the challenges of college affordability, SCI may offer the *DREAM Act Grant* for specific start dates and programs. This grant is only valid for those applicants who submit a complete application for the associated starts in 2025 and who commit to continuous enrollment. The Institute makes available a limited amount of money each year for such grants. Once it is determined that available funding is exhausted, grants will not be available to otherwise eligible students.

**SPONSOR'S GRANT**

If requested, SCI will match a sponsor's contribution with an additional grant for a student who is sponsored by another organization. If the student is eligible for the Pell Grant, SCI will match up to the sponsor's contribution after the Pell Grant is applied. Total contributions cannot exceed the cost of the program. If the student is not eligible for the Pell Grant, the institution will match half (½) of the sponsor's contribution, not to exceed the cost of the program. Any portion of the program cost which is not covered by grants, sponsor, or scholarship, will be paid by the student while in school.

**DEBT FORGIVENESS GRANT**

To help change more lives, SCI may offer the *Debt Forgiveness Grant* for specific start dates and programs. The purpose of this program is to assist our prior students to continue their educational journey while supporting and encouraging them to improve their marketability in today's job market. Students who withdrew from class within the last 365 days and meet SAP requirements are eligible for the grant.

**CAREER OPPORTUNITY GRANT**

To help change more lives, SCI may offer the *Career Opportunity Grant* for specific start dates and programs. The *Career Opportunity Grant* makes going back to school easier by lowering the overall cost of tuition by as much as $4,000 for grant recipients. The grant is available to those who qualify.

**NEED BASED GRANT**

To help change more lives, SCI may offer the *Need Based Grant* for specific start dates and programs. The *Need Based Grant* makes going back to school easier by lowering the overall cost of tuition. The grant is reserved for applicants with high expected family contribution and willing to invest in their career at enrollment. The grant is available only for those applicants who submit a complete application and commit to continuous enrollment. Determination of award amount will be based on matriculation of all transfer credits from all other colleges or military, including from other SCI programs or campuses per the institution's catalog. Some programs may not qualify. Grant recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog to remain eligible for the grant. See the Financial Aid department for all requirements and parameters for institutional grants.

**VOCATIONAL REHABILITATION**

Vocational Rehabilitation (VocRehab) has several programs to assist individuals pursuing new career paths. The purpose of VocRehab is to align employment opportunities for persons who, because of accident, disease, or congenital deformity, have an impairment that constitutes a barrier to employment or preparation for it. For detailed information concerning these programs contact the local vocational office, which can be found via https://webp.twc.state.tx.us/services/VRLookup/.

## REFUND POLICY

Refund computations will be consistent with the Texas Workforce Commission, Career Schools and Colleges ("TWC") refund policy guidelines and are based on scheduled clock hours of attendance through the last date of attendance. The determination of refunds will be calculated based on the most advantageous refund to the student.

**REVERSE START POLICY**

A 21-day reverse start may be applied to students enrolling in SCI programs. If during the first 21-days of the student's enrollment, the student decides to discontinue enrollment, or fails to confirm intent to continue enrollment by attending any class on calendar day 22 or beyond, the student may do so without incurring any tuition-related expense or Federal Student Loan debt. If the student confirms intent to continue enrollment by attending any class within or beyond the 21- day period, the student may be subject to all tuition charges on the enrollment agreement.

On calendar day 25 or beyond, the minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been

charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. Any class attended during the reverse start period would receive a grade of "RS."

**CANCELLATION POLICY**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight (local time) of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than $100 in any administrative fees charged (up to $50 for asynchronous online programs), as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement (does not apply to Seminars).

To cancel the Enrollment Agreement after it has been signed, the student must provide the Admissions Office of SCI with a Notice of Cancellation which can be provided by mail or delivered in person. If the notice is deposited in the mail, it is deemed effective as of the date of the postmark, if it is properly addressed with proper postage. If it is delivered in person, it is deemed effective as of the date it is delivered in person.

**REFUND OF FEDERAL TITLE IV AID POLICY**

SCI participates in federal financial aid. For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation (R2T4) will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to SCI. If a balance is owed to SCI, a student will have to make arrangements to pay it.

In compliance with Federal regulations, SCI will determine how much Federal student financial assistance that the student has earned or not earned when a student who is a Title IV recipient withdraws from SCI. The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by SCI and/or student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. The Return of Title IV Funds calculation may result in the student owing a balance to the Federal Government and, in some cases, to SCI. If the amount received from federal funds is more than the amount earned, then a return will be made within forty-five (45) days of the date of determination, which is the date SCI has determined that the student has officially or unofficially withdrawn.

For the purpose of determining the amount to be returned, if any, the student shall be deemed to have withdrawn from the program when any of the following occurs: (a) The student notifies SCI of your withdrawal or the actual date of withdrawal; (b) SCI terminates the student's enrollment; (c) The student fails to attend classes for 14 consecutive calendar days (excluding scheduled breaks and holidays); (d) The student fails to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance. Provisions (a) and (b) are considered official withdrawals, provisions (c) and (d) are considered unofficial withdrawals.

Withdrawal Before 60%: SCI must perform a R2T4 calculation to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of termination or withdrawal. After the 60% point in the payment period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

Withdrawal After 60%: For a student who is terminated or withdraws after the 60% point-in-time, there are no unearned funds. However, SCI will still calculate the Institutional Refund and RT24 for financial aid recipients.

To calculate the amount earned for a clock-hour program, SCI will determine the percentage by dividing the clock hours scheduled to have been completed as of the last day of attendance in the payment period by the total clock hours in the period. If this percentage is greater than 60% the period will be considered 100% earned for that period. If a return results from the calculation, federal policy requires that these unearned funds be returned to the applicable Title IV financial aid fund source. Funds are returned to the Title IV Programs in the following federally mandated order: (1) Unsubsidized Federal Direct Loan; (2) Subsidized Federal Direct Loan; (3) Federal Direct PLUS loan; (4) Federal Pell Grants; (5) Federal Supplemental Education Opportunity Grant (SEOG); (6) other grant or loan assistance authorized by Title IV of the HEA, as amended.

If more Federal Title IV student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. SCI will notify the student within 30 days of the date of determination of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal Title IV financial assistance funds to be received. The student or parent, in the case of Federal Direct PLUS Loans, needs to provide permission before any loan funds may be disbursed on the student's account or disbursed to the student or parent. However, SCI may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees, and with the student's authorization, SCI may automatically use the grant funds for other educationally related charges. Any balance of grant funds that may be available will be offered to the student. SCI will make a post-withdrawal disbursement of any loan funds the student accepts within 180 days from the date SCI determined the student withdrew.

If the Federal Title IV student financial assistance funds need to be returned, the institution must return a portion of all the unearned funds equal to the lesser of the institutional charges multiplied by the percentage of unearned Federal Title IV student financial assistance funds;

or the entire amount of unearned funds. If there are remaining unearned Federal Title IV financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. SCI will notify the student as to the amount owed and how and where it should be returned.

**SUMMARY**

Federal Law specifies how the school must determine the amount of federal financial assistance that a student earns when the student withdraws. The law requires that when a student withdraws during a payment period, the amount of student financial aid program assistance that is earned will be determined by a specific formula. If a student received (or the school received on the student's behalf) less assistance than the amount that is earned, the student may be able to receive additional funds. If more assistance was received than was earned, the excess funds must be returned. This process must be completed within 45 days of the date of determination and returns will be made according to federal guidelines. The amount of assistance that is earned is determined on a pro rata basis. That is, if a student completes 30 percent of the payment period, the student earns 30 percent of the assistance originally scheduled to be received. Once a student completes more than 60 percent of the payment period, all of the assistance for the period is earned. Refunds are processed automatically, and students are not required to request a refund for the refund to be made.

**INSTITUTIONAL REFUND POLICY**

1. Refund computations will be based on the scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and SCI holidays will not be counted as part of the scheduled class attendance.
2. The effective date of determination will be the earliest of the following:
    a. The last day of attendance if the student is terminated by SCI;
    b. The date of the receipt of written notice from the student; or
    c. Fourteen (14) consecutive calendar days following the last date of attendance excluding scheduled breaks and holidays.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter SCI, not more than $100 in nonrefundable administrative fees shall be retained by SCI for the entire residence program or synchronous distance education course ($50 for asynchronous online programs).
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, SCI may retain not more than $100 in nonrefundable administrative fees for the entire program ($50 for asynchronous online programs). The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for asynchronous distance education courses or programs will be computed on the basis of the number of lessons in the course or program.
6. The effective date of determination in asynchronous distance education courses or program will be the earliest of the following:
    a. the date of notification to the student if the student is terminated;
    b. the date of receipt of written notice of withdrawal from the student; or
    c. the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that the student wishes to remain enrolled.
7. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain $50 of the tuition and fees and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees, and other charges that the number of lessons completed and serviced by the school or college bears to the total number of lessons in the program. Refund computations will be based on the number of lessons in the program.

    Refunds/returns due to or on behalf of the student will be refunded to the following programs/sources in the following prioritized order:

    1. Unsubsidized Federal Direct Student Loan
    2. Subsidized Federal Direct Student Loan
    3. Federal Direct Plus Loan
    4. Federal Pell Grant
    5. FSEOG
    6. Other federal, state, private, or institutional sources of aid
    7. The student

Examples of common refund situations/comparisons are available at the campus financial aid office. Students who have questions about Title IV program funds may call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730- 8913. Information is also available at www.studentaid.ed.gov.

8. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once required books, kits, and fees are provided or utilized, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
9. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
10. A full refund of all tuition and fees is due and refundable in each of the following cases:
    a. An enrollee is not accepted by SCI,
    b. If the course of instruction is discontinued by SCI and this prevents the student from completing the course, or
    c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of SCI, or representations by the owner or representatives of SCI.

    A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

**REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE**

11. A student of SCI who withdraws from SCI as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
    a. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
    b. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the programs; or
    c. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
        1. Satisfactorily completed at least 90 percent of the required coursework for the program; and
        2. Demonstrated sufficient mastery of the program material to receive credit for completing the program.
12. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

**REFUND POLICY FOR TUITION ASSISTANCE (TA) FOR ACTIVE-DUTY MILITARY STUDENTS**

In accordance with the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU), this policy sets forth the stipulations by which the institution will adhere to return any unearned tuition assistance (TA) funds on a proportional basis through the 60% point of an academic course. TA funds are earned proportionally during an enrolled period with the unearned funds returned to the military branch from which the funds were provided if the student's last day of attendance is on or before the 60% attendance date. Unearned TA funds will be returned on a prorated basis, depending on the length of the course.

To determine the amount of TA that needs to be returned, the institution determines the number of days attended based on last date of attendance and then divides that by the number of days in the course to determine the percentage of TA that was earned by the student. 100% of the TA will have been earned by the institution should the student's last date of attendance pass the 60% completion mark. If the student completed less than the 60% completion rate, Southern Careers Institute (SCI) determines how much TA the student has earned and for how much the military branch may be invoiced.

Any remaining TA funds prior to the 60% period of a course will be reimbursed directly to the military branch from which the funds were provided, not to the student. SCI will begin the Return of Unearned Tuition Assistance Funds calculation process when a TA recipient withdraws from a course. In some cases, this process may result in a student owing the school for unpaid tuition and fees.

**COUNCIL ON OCCUPATIONAL EDUCATION REFUND POLICY**

The Council on Occupational Education (COE) refund policy for students attending non-public institutions who incur a financial obligation for a period of 12 months or less shall be as follows:

(i) During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition

(ii) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition

(iii) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition

(iv) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

Students will be held responsible for any monies still owed to SCI and will be billed accordingly. The effective date of termination is stated above.

If tuition is collected in advance of entrance and if after expiration of the 72-hours cancellation privilege the student does not begin class, not more than $100 shall be retained by SCI.

The student will be issued instructional supplies, books, or materials at the time these materials are required by the program. However, if a student does not qualify for any tuition assistance, enrolls in individual courses and/or withdraws from the institution before payment has been made, books will be billed accordingly to the student. Once these materials have been issued "used," no refund will be granted.

A refund of tuition and fees is due and refundable in each of the following cases:

- An applicant is not accepted for enrollment.
- If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of SCI, or misrepresentations by the owner or representative of SCI.
- The program of study is discontinued by SCI, and this prevents the student from completing the program.

## ACADEMICS

**TRANSFER OF PROGRAM HOURS TO SCI**

Students must submit transcripts to request transfer hours from other beauty schools. In addition, the student must complete an assessment to determine re-entry with transfer hours. Hours earned in a high school program will be accepted as transfer credits if they meet TDLR criteria. The maximum allowable transfer for Cosmetology Operator hours from a non-SCI school is 750 hours. The maximum allowable transfer for Esthetician hours is 562.5 hours. There are no allowable transfer hours for Barber.

Transfer hours may be provisionally granted for financial aid packaging purposes using unofficial transcripts but verified only upon receipt of official transcripts no later than the 21st calendar day of the student's enrollment. If official transcripts are not received, the transfer hour determination will be revoked. Students may be required to provide the previous institution's course syllabus or school catalog containing course descriptions. Transfer credit evaluation determinations are final.

**TRANSFER OF HOURS TO OTHER INSTITUTIONS**

Acceptance of hours earned at SCI is determined solely by the receiving institution. Students who may wish to transfer after attending SCI are encouraged to contact the school they wish to attend to determine if their hours will transfer. **SCI does not guarantee the transferability of hours earned at SCI.**

**CLASS SCHEDULES**

The Cosmetology Operator Program is scheduled for 25 hours per week, Tuesday through Saturday at 9:00 a.m. to 2:30 p.m. This schedule includes 30 minutes of lunchtime during which the student clocks out then back in, resulting in five (5) hours of attendance each day. Cosmetology students may make up attendance time for absences each class day after 2:30 p.m. by coordinating with the Program Director or Director of Education. As early as November 11, 2025, COS Amethyst, Ruby, Sapphire, Emerald, Turquoise, Onyx and Diamond will be offered at 12:30 – 6:00 p.m. only. Students will be notified in advance of a schedule adjustment.

The Esthetician Program is scheduled for 25 hours per week, and runs Monday through Wednesday from 9:00 a.m. to 6:00 p.m. This schedule includes 40 minutes of lunch time during which the student clocks out then back in, resulting in eight and a half (8.5) hours of attendance each day. Esthetician students may make up attendance time for absences on Thursday, Friday, or Saturday, with approval of the Program Director or Director of Education.

The Barber Program is scheduled for 20 hours per week and runs Monday through Friday at 6:00 p.m. to 10:00 p.m. Barber program students may make up attendance time for absences may be scheduled on Tuesday through Friday prior to scheduled class time, and on Saturdays, with approval of the Program Director or Director of Education.

**CAMPUS ADMINISTRATIVE SCHEDULE**

| | |
|---|---|
| Monday - Thursday | 8:00am – 8:00pm |
| Friday | 8:00 am – 5:00pm |
| Saturday | 9:00am – 1:00pm (may vary by location) |
| Sunday | CLOSED |

## 2025 COURSE START & END DATES

The program may not be offered for every start. Check with the campus for availability.

| COSMETOLOGY OPERATOR PROGRAM | |
|---|---|
| **Course Start Date** | **Course End Date** |
| 1/14/2025 | 2/3/2025 |
| 2/4/2025 | 2/24/2025 |
| 2/25/2025 | 3/24/2025 |
| 3/25/2025 | 4/14/2025 |
| 4/15/2025 | 5/5/2025 |
| 5/6/2025 | 5/26/2025 |
| 5/27/2025 | 6/16/2025 |
| 6/17/2025 | 7/7/2025 |
| 7/8/2025 | 7/28/2025 |
| 7/29/2025 | 8/18/2025 |
| 8/19/2025 | 9/8/2025 |
| 9/9/2025 | 9/29/2025 |
| 9/30/2025 | 10/20/2025 |
| 10/21/2025 | 11/10/2025 |
| 11/11/2025 | 12/1/2025 |
| 12/2/2025 | 12/22/2025 |
| | |

| ESTHETICIAN & BARBER PROGRAMS | |
|---|---|
| **Course Start Date** | **Course End Date** |
| **1/13/2025** | 2/2/2025 |
| 2/3/2025 | 2/23/2025 |
| **2/24/2025** | 3/23/2025 |
| 3/24/2025 | 4/13/2025 |
| **4/14/2025** | 5/4/2025 |
| 5/5/2025 | 5/25/2025 |
| **5/26/2025** | 6/15/2025 |
| 6/16/2025 | 7/6/2025 |
| **7/7/2025** | 7/27/2025 |
| 7/28/2025 | 8/17/2025 |
| **8/18/2025** | 9/7/2025 |
| 9/8/2025 | 9/28/2025 |
| **9/29/2025** | 10/19/2025 |
| 10/20/2025 | 11/9/2025 |
| **11/10/2025** | 11/30/2025 |
| 12/1/2025 | 12/21/2025 |
| **New student start dates** | |

| COSMETOLOGY OPERATOR - 2025 HOLIDAY CALENDAR | | | |
|---|---|---|---|
| **Holiday** | **Start** | **End** | **Make up Day** |
| Spring Break | 3/9/2025 | 3/17/2025 | Spring Break – San Antonio, Corpus Christi |
| Spring Break | 3/16/2025 | 3/24/2025 | Spring Break - Brownsville |
| Good Friday | 4/18/2025 | 4/19/2025 | Mondays, 4/21/25 & 4/28/25 |
| Independence Day | 7/4/2025 | | Monday, 6/23/25 |
| Thanksgiving | 11/27/2025 | 11/30/2025 | Mondays, 11/17/25, 11/24/25, 12/1/25 |
| Winter Break | 12/21/2025 | 1/5/2026 | Winter Break |

| ESTHETICIAN - 2025 HOLIDAY CALENDAR | | | |
|---|---|---|---|
| **Holiday** | **Start** | **End** | **Make up Day** |
| MLK Day | 1/20/2025 | | Thursday, 1/23/25 |
| Presidents Day | 2/17/2025 | | Thursday, 2/20/25 |
| Spring Break | 3/7/2025 | 3/16/2025 | |
| Memorial Day | 5/26/2025 | | Thursday, 5/29/25 |
| Labor Day | 9/1/2025 | | Thursday, 9/4/25 |
| Winter Break | 12/19/2025 | 1/4/2026 | |

| BARBER - 2025 HOLIDAY CALENDAR | | | |
|---|---|---|---|
| **Holiday** | **Start** | **End** | **Make up Day** |
| MLK Day | 1/20/2025 | | Saturday, 1/25/25 |
| Presidents Day | 2/17/2025 | | Saturday, 2/22/25 |
| Spring Break | 3/15/2025 | 3/23/2025 | |
| Memorial Day | 5/26/2025 | | Saturday, 5/31/25 |
| Independence Day | 7/4/2025 | | Saturday, 6/28/25 |
| Labor Day | 9/1/2025 | | Saturday, 9/6/25 |
| Thanksgiving | 11/27/2025 | 11/28/2025 | Saturdays, 11/15/25 & 11/22/25 |
| Winter Break | 12/19/2025 | 1/4/2026 | |

**SCHOOL CLOSINGS**

When the school is closed due to extreme weather, utilities issues, or emergency situations, the Campus Director will communicate the school closure using one or more of the following: text, email, PSAs on TV, social media, website updates, etc. The resumption of operations will be communicated using the same means. Class days and times will be subject to change, and make-up time for closures or holidays may be scheduled on Mondays.

In the event of any weather condition that could cause hazardous or risky travel conditions, students should use good judgment concerning whether to attend class at the campus.

## ATTENDANCE

Attending school consistently leads to greater success in a program. The goal for Cosmetology Operator, Esthetician, and Barber program students is to attend hours as they are scheduled and to minimize absences. Students are expected to attend each class meeting for every class in their schedule, and to call their instructor in advance if they are going to be absent. Students are expected to clock in and out as required, and failure to consistently do so may result in negative consequences. Students who clock in for others, or who ask others to clock in for them, may be dismissed from school. The following attendance requirements apply:

- Attendance records reflecting time present and absences are maintained by the school. Any agency that provides educational financial assistance to a student will receive accurate and complete student attendance and progress information.
- Students are expected to return on time from scheduled class breaks and to remain in class until dismissed by the instructor.
- Absence from school does not excuse program obligations required for satisfactory academic progress.
- All attendance will be reported directly to TDLR for tracking against licensure requirements.
- School closures for holidays or unexpected events will be rescheduled.
- Attendance will be monitored **every 75 scheduled hours**, cumulatively as the student moves through the program. Students are required to achieve the percentage attendance at each scheduled hour checkpoint (75, 150, 225, etc.)
- Based on attendance percentage at each checkpoint, one of three things will occur: the student will be in good standing, the student will be advised about making up makeup attendance during the next module, or the student will be dismissed from the program. At each checkpoint, if the student is below 70% attendance, the student will be dismissed from the program.
- At the end of the final mod of each level (the third Novice mod, the third Junior mod, and the fifth Senior mod), Cosmetology Operator students below the 85% benchmark will have the option to take a three-week Course Break or be withdrawn. After the COS Onyx module, students who are below the 95% attendance benchmark will have the option to either take a Course Break or be withdrawn. Students who choose to take the Course Break will pay a $75.00 charge before entering the Course Break. In a Course Break, the student will make up attendance to achieve the benchmark percentage or be withdrawn. The Course Break make up time availability will align with the Cosmetology Operator regular Tuesday – Saturday schedule. Instructors will assign activities during the Course Break makeup time; work will not be self-determined by the student.
- Esthetician students below the 90% attendance benchmark after the EST final Senior module have the option to be placed in a three-week Course Break. Students who choose to take the Course Break will pay a $75.00 Course Break charge before entering the Course Break. During the Course Break, the student will make up attendance to achieve the benchmark percentage or be withdrawn. Instructors will assign activities during the Course Break makeup time; work will not be student-determined.
- Cosmetology Operator students who have attended at least 900 hours will not be dismissed for not achieving benchmark but will be placed on a Bubble attendance contract. Esthetician Program students who have attended at least 675 hours will not be dismissed for not achieving benchmark but will be placed on a Bubble attendance contract.
- Students dismissed for violating the attendance policy who wish to return to school must sit out for a minimum of three (3) weeks, no less than one entire module, then apply and qualify for re-entry to school, which is not guaranteed.

## COSMETOLOGY OPERATOR PROGRAM - ATTENDANCE CHECKPOINTS

(Attended hours percentage evaluated at cumulative scheduled hours)

Effective starting with the January 14, 2025 module

- Charge for each course break - $75.00.
- Course Breaks will focus on content/skills each student requires (based on LMS grades, skills checkoffs, etc.) Faculty must direct students what to work on during a course break and provide each student with a plan for the three weeks.
- Dismissed and withdrawal if below 70% attendance at any mod-end (excluding the first mod) that does not lead into a course break.

| LEVEL | SCHEDULED HOURS | ATTENDANCE % | ACTION |
|---|---|---|---|
| **NOVICE** | **75** | 85 - 100% | Good standing |
| | | Below 85% | Advising |
| | **150** | 85 - 100% | Good standing |
| | | Below 85% | Advising |
| | **225** | 85 - 100% | Good standing |
| | | Below 85% | **DISMISSAL or COURSE BREAK (form)** |
| **COURSE BREAK** – failure to achieve 191.25 hours attended at CB end - **DISMISS** | | | |
| **JUNIOR** | **300** | 85 - 100% | Good standing |
| | | Below 85% | Advising |
| | **375** | 85 - 100% | Good standing |
| | | Below 85% | Advising |
| | **450** | 85 - 100% | Good standing |
| | | Below 85% | **DISMISSAL or COURSE BREAK (form)** |
| **COURSE BREAK** – failure to achieve 382.5 hours attended at CB end - **DISMISS** | | | |
| **SENIOR** | **525** | 85 - 100% | Good standing |
| | | Below 85% | Advising |
| | **600** | 85 - 100% | Good standing |
| | | Below 85% | Advising |
| | **675** | 85 - 100% | Good standing |
| | | Below 85% | Advising |
| | **750** | 85 - 100% | Good standing |
| | | Below 85% | Advising |
| | **825** | 85 - 100% | Good standing |
| | | Below 85% | **DISMISSAL or COURSE BREAK (form)** |
| **COURSE BREAK** – failure to achieve 701.25 hours attended at CB end - **DISMISS** | | | |
| **ONYX** | **900** | 95 - 100% | Good standing |
| | | Below 95% | **DISMISSAL or COURSE BREAK (form)** |
| **COURSE BREAK** – failure to achieve 855 hours attended at CB end - **DISMISS** | | | |
| **DIAMOND** | **975 / 1000** | Below 95% | Bubble Contract - must average attending at least 30 hours per week until completed (measured every 3 weeks)* |

## ESTHETICIAN PROGRAM - ATTENDANCE CHECKPOINTS

(Attended hours percentage evaluated at cumulative scheduled hours)

- Charge for a course break - $75.00.
- The Course Break will focus on content/skills each student requires (based on LMS grades, skills checkoffs, etc.) Faculty must direct student what to work on during a course break and provide each student with a plan for the three weeks.
- Dismissal if below 70% attendance at any mod-end (excluding the first mod) that does not lead into a course break.

| LEVEL | SCHEDULED HRS | ATTENDANCE % | ATTENDANCE STATUS |
|---|---|---|---|
| NOVICE | 75 | 85 - 100% | Good standing |
| | | Below 85% | Advising |
| | 150 | 85 - 100% | Good standing |
| | | Below 85% | Advising |
| JUNIOR | 225 | 85 - 100% | Good standing |
| | | Below 85% | Advising |
| | 300 | 85 - 100% | Good standing |
| | | Below 85% | Advising |
| | 375 | 85 - 100% | Good standing |
| | | Below 85% | Advising |
| | 450 | 85 - 100% | Good standing |
| | | Below 85% | Advising |
| SENIOR | 525 | 85 - 100% | Good standing |
| | | Below 85% | Advising |
| | 600 | 85 - 100% | Good standing |
| | | Below 85% | Advising |
| | 675 - 1 | 90 - 100% | Good standing |
| | | Below 90% | **DISMISSAL or COURSE BREAK (form)** |
| **COURSE BREAK**– failure to achieve 607.5 hours attended at CB end - **DISMISS** | | | |
| ONYX | 675 – 2 (post-CB) | BELOW 95% | **Make-up attendance Bubble Contract** - must average attending at least 30 hours per week until completing 750 hours attended (checked every 3 weeks while on Bubble Contract) |
| | 750 | | |

### MAKE UP ATTENDANCE

In the Cosmetology Operator, Esthetician, and Barber clock hour programs, students must attend 100% of the required program hours. If students are absent, they must make up attendance outside of the regular class schedule. Students may not intentionally make up attendance beyond the total absent time accrued. Students may not "bank" positive time attendance in advance of being absent. Make-up hours are used to determine the last day attended except for the purpose of calculating return to Title IV.

At each checkpoint, if a student's attendance percentage places them in the "Advising" tier, they will be advised about academic deficiencies and a quantity of make-up time to be achieved during the subsequent module.

Near the end of each program, a student may be placed on a Bubble Make-up Attendance Contract that will require a quantity of make-up attendance each week of the subsequent three-week module (see applicable attendance benchmark chart above). Failure to make up attendance identified in an advising or a Bubble Contract could lead to the student falling into the "Dismissal" tier at the next checkpoint.

### ATTENDANCE VIOLATIONS

**Consecutive Days Absent**

A student will be dismissed from school if absent for 14 consecutive calendar days (excluding scheduled Spring and Winter breaks).

A student dismissed for an attendance violation must sit out for at least three weeks (one full grading period.)

The U.S. Department of Veterans Affairs will be notified if students using veteran's education benefits fail to attend five [5] consecutive class days or miss 20% of their total program.

### LEAVE OF ABSENCE ("LOA")

A student may request an LOA (in writing) for specific and extreme circumstances. The requested LOA will be considered for approval only if submitted on or before the beginning date of the leave, if the student is not in a course break, and if the school is offering a course needed by the student on the proposed return date. The student must return to a scheduled course (not a course break). A student is limited to two leaves of absence (including military leaves), to a total of not more than 75 calendar days in a 12-month period (starting on the first day of the first LOA).

A student who fails to return from an approved LOA on or before the scheduled return date will be dismissed from the school.

Taking an LOA may alter the student's course sequence and will extend the time in the program. If an LOA extends beyond 30 days, or is taken for a non-medical reason, taking the LOA will reduce a student's grant eligibility. In most cases, it will increase indebtedness to the school due to the reduced grant eligibility. The financial aid eligibility will not only be affected for the period in which the leave is taken but in most cases for subsequent grading periods also. The student must continue making in-school payments while on LOA.

### VOLUNTARY WITHDRAWAL FROM SCHOOL

Students who wish to withdraw from school will notify the Director of Education (or designee), or Registrar, either verbally or in writing. The withdrawal will be effective as of the date of the verbal request, the postmark date on a mailed request, or the send date of an electronic notification. Only the student may request to be withdrawn unless express written authorization is provided to a third-party representative.

### NAME AND CONTACT INFORMATION UPDATES

At the time of application for admission, individuals must provide their legal name as it appears on their official state government-issued identification. After submission of the application for admission, any name changes must be reported in writing to the helpdesk or the Registrar. In the case of a legal name change, a copy of the court order for the change must be provided to the Registrar. It is the student's responsibility to inform SCI of any change in address or contact information, or to update address or contact information.

## GRADES

This program is delivered in modules to organize the material into manageable segments for attendance and skills monitoring. LUs are not classes and do not receive grades or appear on a student's transcript.

| Grade | Definition |
|---|---|
| **P** | *The student has completed the learning unit.* |
| | *The accrued attendance (at least 15 hours) will remain up to three years if the student re-enters* |
| **L** | *The student took a leave of absence during this class. The accrued attendance of at least 15 hours will remain* |
| **W** | *The student is no longer enrolled. The accrued attendance (at least 15 hours) will remain up to three years if the student re-enters.* |
| **RS** | *The student is a reverse start having discontinued enrollment during the first 21 days of enrollment* |
| **INC** | *The student withdraws for a non-academic reason and falls under the TWC rule below** |

** When the student withdraws for non-academic reason: The grade of "I" (INC) may be awarded if, under Texas Education Code, Section 132.061(f), a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. Under Title 40, Texas Administrative Code, Section 807.171-175, a student receiving a grade of "I" is permitted to re-enroll in the program during the 12-month period following the date the student withdraws to complete incomplete subjects without payment of additional tuition.*

Students whose enrollments are cancelled prior to posting attendance do not receive a grade.

**REPEATING A COURSE**
When a student takes the same course more than once due to withdrawal prior to course completion, the student will not be charged.

**SATISFACTORY ACADEMIC PROGRESS ("SAP")**
Title IV financial aid recipients must maintain satisfactory academic progress in their program. In this program, maintaining an acceptable rate of attendance defines the student's progress in the program (see Attendance Checkpoints chart above).

In addition, Cosmetology Operator students will be evaluated for attendance at the following points in the program:

| Cosmetology Operator Program |
|---|
| 450 hours attended (at maximum of 562.5 hours scheduled) |
| 900 hours attended (at maximum of 1125 hours scheduled) |

**MAXIMUM TIME FRAME ("MTF")**
Maximum time frame (MTF) is defined as 1.5 times the program length in calendar time required to complete the program. Maximum time frames are defined below:

- Cosmetology Operator - students may not exceed 60 weeks or 1500 scheduled hours (not including leaves of absence).
- Esthetician – students may not exceed 45 weeks or 1125 scheduled hours (not including leaves of absence).
- Barber – students may not exceed 22.5 weeks or 450 scheduled hours (not including leaves of absence).

If at any time, it becomes mathematically impossible for a student to complete their program within these limits, the student has exceeded the maximum time frame and will be dismissed from school.

**APPEAL DUE TO EXCEEDING MAXIMUM TIME FRAME**
At the point at which a student cannot complete a program within the MTF, the student will be dismissed from school and lose Title IV financial aid eligibility. A student dismissed for exceeding MTF may appeal to re-enter the program using the SAP appeal process. They must sit out for at least six (6) weeks (two full course periods), then submit the appeal to re-enter to complete the program using the re-entry SAP appeal process. If the campus approves the student's re-entry appeal and the student agrees to an academic plan, the campus will then submit an escalated appeal request on behalf of the student.

If the escalated appeal request is approved, the student will be allowed to re-enter and complete the program. The student will be responsible for working with the financial aid department to determine program payment. If the student fails to meet any academic plan requirement, the student will be dismissed from school with no further appeals. An escalated appeal denial is final, and the student may not return to complete the program.

**STUDENT CODE OF CONDUCT**
The SCI Student Code of Conduct (Code) standards promote individual and social responsibility and establishes the school's authority to fairly enforce responsive disciplinary actions. The goal of the Code is to maintain the highest standards of a safe campus environment and promote a positive, professional learning experience for all students, faculty, and staff. Students are expected to behave professionally, courteously, and in a manner consistent with the Code.

Students who commit misconduct or exhibit inappropriate behaviors will be subject to disciplinary action. A committee of no less than the Director of Education and one other Director or instructor will determine the outcome of the consideration. The determination will be documented in the student's permanent academic file. If the student disagrees with the determination, he/she may follow the grievance procedure in this catalog (starting with step 3).

The committee's determination may lead to suspension or dismissal of the student. Suspension is temporary and for a relatively short, defined timeframe during which absences from class will be tracked and included in the calculation of absence percentage. A student who is dismissed is withdrawn from school and will have to appeal to be considered for re-entry to school.

All Code of Conduct requirements apply to all SCI students, whether attending on-campus, online or externship classes. Additionally, every student is subject to federal and state laws, as well as county and city ordinances.

**An offense related to a person is committed when a student:**

- Acts in a manner to interfere with another student's right to gain an education.
- Fails to respect the privacy of other members of the class and other students.
- Fails to respect the diversity of opinions among the instructor and members of the class and respond to them in a courteous manner.
- Intentionally or knowingly, and without authority or consent, limits and/or restricts the freedom of a person to move about in a lawful manner.

- Threatens by any means, intimidates, or uses physical or sexual force in a manner that endangers the health or safety of another person, or which reasonably causes another person to be fearful of physical or emotional harm.
- Engages in harassing or bullying behavior toward another person.
- Engages in any activity related to other persons that are prohibited by law or court order.
- Engages in vulgarity, foul language, and/or lack of respect for peers, instructors, and/or SCI staff members.

**An offense related to the operation of SCI is committed when a student:**

- Does not follow attendance clock-in and clock-out procedures in a manner that obscures or misrepresents attendance accuracy.
- Engages in illegal, obscene, or indecent conduct on SCI property, in a SCI virtual classroom, or at a SCI-sponsored event.
- Forges, alters, possesses, duplicates, or uses documents, records, keys or identification without consent or the authorization of appropriate SCI officials.
- Knowingly and without consent or authorization possesses, removes, uses, misappropriates, or sells the property or services of another person or SCI.
- Intentionally or negligently damages or destroys property owned by, or in the possession of, another person or SCI.
- Engages in solicitation in or on SCI property, or involving the use of SCI property, unless such solicitation is approved by appropriate SCI officials.
- Intentionally acts to impair, interfere with, or obstruct the orderly conduct processes and functions of SCI.
- Violates the Internet Access and Usage policy.
- Enters or uses SCI facilities, property or equipment without consent or authorization.
- Commits a computer-related offense.
- Acts in a manner that brings the name or reputation of SCI into disrepute.
- Smokes/uses e-cigarettes or tobacco dip in the building or within 25 feet of any entrance.

**An offense related to welfare, health or safety is committed when a student:**

- Misrepresents their criminal conviction history to SCI.
- Uses, possesses, or manufactures firearms, explosives, weapons, unregistered fireworks, illegal chemical or biological agents or other dangerous articles or substances injurious to persons or property.
- Falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives or hazardous materials on SCI property.
- Abuses, removes, or damages fire and safety equipment or fails to vacate a building or facility when a fire alarm is activated.
- Fails to comply with directions of School personnel acting in the performance of their duties.
- Fails to leave a building, streets, walks, driveways, or other facilities of SCI when directed to do so by a SCI official having just cause to do so.
- Uses, possesses, distributes, sells, or is under the influence of alcohol, narcotics, hallucinogens, dangerous drugs, or controlled substances, except as permitted by law.
- Is charged with, or convicted of felony violent criminal or sex offenses such that the school administration determines that the continued presence of the student would constitute a threat or danger to the students, faculty, or staff of SCI.
- Doesn't report such a conviction to the school within ten (10) days of receiving the conviction.
- Is charged with, or convicted of, a violation of the SCI Alcohol and Drug policy.

**DRUG & ALCOHOL-FREE SCHOOLS**

All campuses are designated as drug- and alcohol-free. Upon enrollment and annually, the school will provide each student with the SCI Drug and Alcohol Prevention Program policy containing information on the penalties associated with drug-related offenses. The possession, sale, furnishing, or use of alcohol or controlled substances on campus is prohibited.

In compliance with the Drug Free Schools and Communities Act of 1989, SCI provides the following information regarding the use of illicit drugs and the abuse of alcohol in its Policy on Alcohol and Drugs:

1. SCI disciplinary actions (internal sanctions),
2. Applicable local, state, and federal laws (external sanctions),
3. Health risks associated with the use of drugs and abuse of alcohol, and
4. Drug/alcohol counseling and rehabilitation programs.

A student that violates the SCI prohibition on controlled substances or alcohol is subject to disciplinary action up to and including immediate suspension or dismissal from SCI, and legal implications including criminal prosecution, fine and/or imprisonment. Potential readmission is subject to the Campus Director's approval.

The Student Code of Conduct specifically prohibits the following:

Alcohol - Use, consumption, possession, furnishing, manufacturing, or distribution of alcoholic beverages, open containers, or public intoxication is prohibited. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.

Drugs - Use, transmission, possession, or attempts to do any of these previous acts, or be under the influence of any controlled substance or dangerous drug as defined by law, abusable glue, aerosol paint, or any other volatile chemical substance for inhalation, performance-enhancing substance including steroids, any designer drug, or any intoxicant or mood-changing, mind-altering, or behavior-altering drug, is prohibited on campus or off premises at an SCI-sponsored activity, function, or event. The transmittal, sale, or attempted sale of what is represented to be any of the before-listed substances shall also be prohibited under this policy.

Illegal Substances/Drugs - Use, possession, sale, manufacturing, or distribution of narcotics or other controlled substances except as expressly permitted by law. Any drugs and or paraphernalia found to be in the students' possession will be the student's possession whether he or she has purchased or furnished the items in question. Items confiscated will not be returned. Illegal use includes:

a. Illegal or improper use of prescription medicines including steroids. All prescription medicines must be kept in their original bottle and must have the prescription from the doctor noted on the bottle.
b. Possession of drug paraphernalia, including but not limited to water pipes, scales, needles, clips, rolling papers, bongs etc.; any device that may be associated with drug use, regardless of whether it is purchased or handmade, even as props for filming.
c. Legal substances used in an improper manner (e.g., ingesting a cleaning chemical, inhaling other chemical substances for the purpose of intoxication).

## PLAGIARISM POLICY

Plagiarism is defined as the act of using words and/or ideas from another person or source without giving proper acknowledgement to that person or source.

A student plagiarizes by:

- Submitting someone else's work as their own,
- Copying words or ideas from someone else without giving credit by using proper in-text citations and a works cited page,
- Failing to put a quote in quotation marks, change words, but copy the sentence structure of a source without giving credit by using proper in-text citations and a work cited page, or
- Submitting work in which the student's ideas and content contribution constitute less than 40% of the work, even when including proper in-text citations.

Plagiarism is against the law and will result in a failing grade for the assignment and may result in dismissal from school.

## ACADEMIC ADVISING

Students' educational progress, including grades, attendance, and conduct, are reviewed on a regular basis. The school provides tutoring and academic advising for students who are experiencing academic difficulties. These students receive advising that helps them to identify their obstacles and challenges and provides strategies to support improvement and success.

## DRESS CODE

### On-Campus Classes

Students must practice good personal hygiene habits and maintain a clean, neat, and professional appearance that would be expected in the student's career field. All students will wear their ID badges while on campus.

Students found in violation of the dress code will be subject to disciplinary action.

| **ALLOWED** (program-specific) | **NOT ALLOWED** |
|---|---|
| Shirts issued by the school | Any other shirt |
| Neat, clean, and free of wrinkles | Wrinkled, dirty, stained, torn |
| Solid black, non-faded pants | Baggy pants, exposed underwear, sweatpants, jeans, black leggings |
| Aprons when on the salon floor and while performing practicals | N/A |
| Pants must be clean, fit properly and appropriate length, and be in good condition | Extra-long or sagging pants, shorts, ripped/torn jeans |
| Closed-toe shoes or tennis shoes | Sandals, flip-flops, Crocs with holes |

| Adornments | |
|---|---|
| Jewelry – not excessive and does not impede performing services | Large hoop or dangling earrings, spike, bar or extreme pierced cartilage jewelry, necklaces, bracelets |
| Jewelry in piercings, including gauges, which are not excessive and do not impede performing services | Jewelry in piercings (oral and dermal) that may impede salon safety, or the student's ability to academically perform, must be removed |
| Tattoos | Tattoos that include images or words that may be offensive or vulgar to others (at the discretion of the Campus Director) |
| **Personal Hygiene** | |
| Fingernails – clean, smooth, unchipped polish | Extreme false/enhanced (length/pointy) nails |
| Hair – clean and neatly styled | Head coverings such as hats, caps, or bandanas |
| Beards/mustaches neat and trimmed | N/A |
| Clean, fresh-scented | Offensive body odor, cigarette smells, heavy cologne, or after-shave |

Additional programmatic dress code requirements may apply. All student attire must be tasteful in appearance and conducive to the educational and public-facing environments. Students on externship must comply with the dress code requirements at the site.

**Online Synchronous Classes**

Students must practice good personal hygiene habits and maintain a clean, neat, and professional appearance on camera.

| ALLOWED | NOT ALLOWED |
|---|---|
| Neat and clean appearance and grooming | Unkempt hair, wrinkled/torn clothing |
| T-shirts: solid color, short- or long-sleeve | T-shirts: embellished, no text (words) or images, tank top |
| Shirts/Blouses/skirts/dresses/pants: business attire | Unprofessional attire, no loungewear, or pajamas |

Additional programmatic dress code requirements may apply. All student attire must be tasteful in appearance and conducive to the educational and public-facing environment.

### GRADUATION REQUIREMENTS

Students must meet the following requirements to graduate from the program:

- Students must successfully complete all hours in their program within the allowable maximum time frame.
- Students must be in good SAP standing.

Graduation ceremonies are typically held twice per year. Students complete an application to graduate and be approved to participate.

## STUDENT SERVICES

### STUDENT RESOURCES

The student services department is dedicated to assisting students in meeting their educational goals. The following list is some of the student services that are available:

- Tutoring (may be initiated by the student or the instructor)
- Attendance Advising
- Academic Advising

SCI also provides students with referrals and contact information for community resources helping with needs such as the following:

- Housing
- Childcare
- Employment
- Transportation
- Mental health services
- Alcohol and drug counseling

### CAREER SERVICES

Career Services are available for both graduates and active students. Attention is given to matching graduates with prospective employers and positions that are compatible with their entry-level career goals, qualifications, and experience. **SCI does not guarantee employment or a starting salary upon graduation, completion, or withdrawal from SCI.**

Career Services staff:

- Strive to meet with every student prior to graduation for an exit interview that includes the development of a customized job search profile, creation of a marketable entry level resume and a mock interview assessment.

- Provide resume writing assistance, interview preparation, and advising on professional development and job search skills.
- Maintain an engaged presence in the local community and positive relationships with employers to be an advocate for students and graduates and assist in the interview and hiring process.
- Share best practices for establishing a professional identity in social media which includes professional networking sites, job boards, and affinity groups with an emphasis on quality content and ethical conduct. After graduation, graduates not yet employed in their field of training are expected to actively search for training-related employment, and to remain in close contact with Career Services. SCI reserves the right to contact a graduate's employer through telephone calls, e-mail, or postal mail to verify graduate employment information. Securing employment upon graduation remains the responsibility of the student.

### LEARNING RESOURCES

Internet sites, periodicals, newspapers, professional (or business) publications, state-specific laws or codes, magazines, publisher provided information (via CD, DVD, or website), instructor work experience, video, audio, or other visual files/documents to convey and aid in obtaining course objectives are available in the Resource Center. The school may provide a list of resources by program that includes web sites, online access to articles, links to books or journals, audio, and video links, etc. Students and instructors may utilize these resources for research, projects, reports, etc.

## NOTIFICATIONS

### STUDENT GRIEVANCE PROCEDURE

The SCI grievance procedure provides a prompt, equitable, and impartial process for resolving student grievances**.** It is available to any student who believes that a school decision or action, or the action of another student or third party, has adversely affected his or her status, rights, or privileges at SCI.

Student grievances will be addressed confidentially, unless maintaining confidentiality would impede the ability to investigate the attempt to address the student's concerns. Information will be shared only with those necessary when attempting to resolve the concerns. No reprisals of any kind will be taken by any party or by any member of the SCI administration against any party involved.

During this grievance procedure it may be determined that discrimination, harassment, or retaliation has occurred, or an inappropriate academic decision has been made. If so, the adverse academic decision may be reversed, and appropriate corrective and remedial action may be taking up to termination of employment for an SCI faculty or staff member, dismissal of a student, or termination of the relationship with a third party. Additional remedial actions, such as training for supervisors, employees, and/or students, may be implemented to prevent a recurrence of the discrimination, harassment, or retaliation. Appropriate actions to remedy the effects of the discrimination, harassment, or retaliation upon the student(s) that brought the complaint will also be enacted.

The following process will be followed to resolve the grievance reasonably and impartially. If at any time during the process the student needs additional time, he or she may request an extension by submitting a written request to the Campus Director.

The e-mail addresses to be used for Directors of Education and Campus Directors are as follows:

| Campus | Director of Education E-mail | Campus Director E-mail |
|---|---|---|
| Austin | Austin.DOE@scitexas.edu | AustinCD@scitexas.edu |
| Brownsville | Brownsville.DOE@scitexas.edu | Brownsville.CD@scitexas.edu |
| Corpus Christi | CorpusChristi.DOE@scitexas.edu | CorpusChristi.CD@scitexas.edu |
| Harlingen | Harlingen.DOE@scitexas.edu | Harlingen.CD@scitexas.edu |
| Pharr | Pharr.DOE@scitexas.edu | Pharr.CD@scitexas.edu |
| San Antonio North | SanAntonio-North.DOE@scitexas.edu | SanAntonio-North.CD@scitexas.edu |
| San Antonio South | SanAntonio-South.DOE@scitexas.edu | SanAntonio-South.CD@scitexas.edu |
| Waco | Waco.DOE@scitexas.edu | Waco.CD@scitexas.edu |

1. Grievances or complaints involving another student, or a third party should be brought directly to the Director of Education using the email address above. The Director of Education will investigate the claim and attempt to resolve the issue. Resolution may include a mediated conversation between involved parties.
2. If the student has attempted unsuccessfully to resolve a grievance or complaint directly with a school employee, the student should then bring the concerns to the Director of Education. The Director of Education will investigate the claim and attempt to resolve the issue. Resolution may include a mediated conversation between involved parties.
3. If the grievance or complaint has not been resolved with the Director of Education, the student should then bring the concerns to the Campus Director by submitting a written statement to the CD email address above. The written statement should contain:
    - The student's specific concerns or allegations.
    - The date that the student met with the SCI faculty or staff member as outlined in Step 1 above (if applicable).
    - The outcome of the meeting with the SCI faculty or staff member as outlined in Step 1 above (if applicable).
    - The date that the student met with the Director of Education as outlined in Step 2 above.

- The outcome of the meeting with the Director of Education or staff member as outlined in Step 2 above.
- The outcome that the student seeks.

The Campus Director will:

- Within five (5) calendar days of the receipt of the written statement hold a preliminary meeting with the student to discuss the grievance.
- Investigate and conduct a hearing to give all parties involved an opportunity to present evidence and provide statements relevant to the matter.
- The hearing will take place within five (5) calendar days of the receipt of the written statement from the student.

The Campus Director will provide his/her decision in writing within three (3) calendar days after the hearing. The decision will provide the Campus Director's findings, conclusions, and reasoning. A written copy of the decision will be provided to the student in person or by email. The student's original written complaint and the Campus Director's decision will be retained in the relevant files of all parties involved (faculty files for faculty and academic files for students).

If, after following the process above (or when circumventing the process) a student remains unsatisfied with the outcome, and wishes to escalate their concerns further, the student may then direct their grievance and requests to:

**Southern Careers Institute**
Attn: Compliance
1700 Directors Blvd, Ste. 800
Austin, TX 78744
(512)-437-7500
compliance@scitexas.edu

**The student may also contact:**
Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, Texas 78711-2157
920 Colorado
Austin, TX 78701
Phone (512) 463-6599 / Toll Free (800) 803-9202

**The student may also contact:**
The Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
(800) 917-2081

**CAMPUS SEX CRIMES PREVENTION ACT**
The Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where to obtain law enforcement agency information provided by a state regarding registered sex offenders. Information may be requested from the Department of Public Safety about convicted sex crime offenders. The internet sources for public record information on sex offender registrations in Texas are https://publicsite.dps.texas.gov/SexOffenderRegistry or https://www.dps.texas.gov/section/crime-records.

The Campus Sex Crimes Prevention Act also requires that sex offenders who are required to register in the state to provide notice of each institution of higher education in the state at which the offender is employed, enrolled, or carries on a vocation. SCI recognizes that it is the responsibility of local law enforcement officials to notify the community of potential public danger. Therefore, SCI does not disseminate sex offender registry information to students. SCI will work closely with local law enforcement officials to determine when and under what circumstances local law enforcement officials will notify the community about the presence of a registered sex offender.

**SEXUAL HARASSMENT**
SCI is committed to maintaining a learning environment that is free from inappropriate conduct based on sex. It is SCI's policy to provide an educational and working environment for its students and staff that is free from sexual harassment. Sexual harassment will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action. Any student who thinks that he or she has been subjected to sexual harassment misconduct by another student, member of the faculty or staff, or a campus visitor or contractor, is encouraged to immediately file a complaint through the Title IX process.
Sexual Harassment is conduct on the basis of sex that satisfies one or more of the following:

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectionably offensive that it effectively

denies a person equal access to an SCI education program or activity,
- An employee of the school conditioning the provision of an aid, benefit, or service of SCI on an individual's participation in unwelcome sexual conduct, or
- Sexual assault (including fondling, incest, rape, or statutory rape), dating violence, domestic violence, or stalking as those terms are defined in the Violence Against Women Act (VAWA).

**TITLE IX REGULATIONS**

If you are the victim of sexual harassment, you have the option to file a complaint with SCI's Title IX Coordinator if the harassment involves a student or employee, visitor, or contractor of the school. A formal complaint is made by the written submission of complete documentation of an alleged sexual harassment incident(s) to the Title IX Coordinator.

Documentation must include:

- Date(s) and time(s) of the alleged incident(s)
- Location and names of individuals involved in the alleged incident(s)
- Specific details of what happened and resulting effects related to the incident(s)
- Names of any witnesses to alleged incident(s)
- Any action taken following the incident(s)
- A physical or digital signature of the Complainant. A Formal Complaint may not be filed anonymously. The grievance process requires that the Complainant's identity must be disclosed to the Respondent.

**Title IX Coordinator**

The person with authority to oversee the grievance process and ensure equitable, non-biased treatment of all parties. The Title IX Coordinator must not have a conflict of interest or bias toward either the Complainant or the Respondent.

**Title IX Coordinator for Students**
Linda Bates
Director of Compliance
1701 Directors Blvd., Suite 800
Austin, TX 78744
512-437-7500
compliance@scitexas.edu

Students may also contact the U.S. Department of Education, office for Civil Rights to complain of a sex discrimination or sexual harassment including sexual violence; see: https://www.hhs.gov/civil-rights/filing-a-complaint/complaint process/index.html

**NON-DISCRIMINATION POLICY**

SCI does not deny admission or discriminate on the basis of race, color, sex, age, religion, creed, disability, national origin, veteran's status, or sexual orientation. SCI does not make pre-admission assumptions or inquiries regarding an individual's disability.
SCI admits students of any race, color, national and ethnic origin or other protected characteristics to all rights, privileges, programs, and activities generally made available to students, and is non-discriminatory in its administration of educational policies, scholarship and loan programs, and other school-administered programs.

In addition, the institution complies with the Civil Rights Act of 1964, related Executive orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act, the Americans with Disabilities Act of 1990, and all applicable state civil rights laws. Questions regarding the ADA or Section 504 should be directed to:

**ADA/Section 504 Coordinator**
Jody Cohen
Vice President of Compliance
compliance@scitexas.edu

**INTERNET ACCESS AND USAGE POLICY**

The use of SCI internet access equipment is intended for SCI-related business only. Internet communications, transactions, and discussions may be viewed by authorized personnel as determined by SCI. Distribution of confidential information about staff members, customers, and SCI is strictly prohibited.

SCI reserves the right to audit information that is accessed through the Internet to ensure that non-business-related use of SCI equipment does not impact business needs. Personal use of the Internet is limited and supervised.

SCI does not allow chain letters, personal or group communications about causes or opinions, personal mass mailings, or the accessing of material deemed inappropriate or prohibited by local, state, or Federal law. SCI prohibits the access or dissemination of sexually explicit graphics or otherwise offensive or discriminatory material via the Internet.

**NOTICE OF SCI POLICIES TO COMPLY WITH THE HIGHER EDUCATION OPPORTUNITY ACT OF 2008**

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing and photocopying, may subject students and individuals to civil and criminal liabilities. Almost all the music, movies, television shows, software, games, and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display, and public performance. It is generally illegal therefore to use file sharing networks to download and share copyrighted works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, and news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permission falls within "fair use" or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software, and other copyrighted materials is likely not to be considered a 'fair use" and therefore may be a violation of the law.

A violation of the institution's policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the institution. Moreover, there are severe civil and criminal penalties for copyright infringement under federal law. A copyright owner is entitled to recover actual damages and profits resulting from an infringement, but also may recover statutory damages ranging from $750 to $30,000 per work for a non-willful infringement and up to $150,000 for a willful infringement, even if there is no proof of actual damages, in addition to court costs and reasonable attorneys' fees. Also, the government can file criminal charges that can result in fines and imprisonment.

SCI's policies regarding copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system. SCI's policies prohibit use of the SCI computer network and instructional equipment to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files, without permission).

**NOTIFICATION OF RIGHTS UNDER FERPA WITH RESPECT TO STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or one who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day SCI receives a request for access. A student should obtain a Request to Inspect and Review Education Records form from the portal and submit to the Campus Director a written request that identifies the record(s) the student wishes to inspect. The school official will arrange for access and notify the student of the time and place where the records may be inspected. Students are not entitled to inspect and review the financial records of their parents. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request an amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the Campus Director, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before SCI discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of directors; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of SCI who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the education records, such as an attorney, auditor, collection agent, or a student volunteering to assist another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibilities for the institution.

   Parental access to a student's record will be allowed by SCI without prior consent if: (a) the student has violated a law or the institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or (b) the information is needed to protect the health or safety of the student or other individuals in an emergency.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by SCI to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington, DC 20202-8520
https://studentprivacy.ed.gov/file-a-complaint

FERPA permits the disclosure of education records, without the consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations require the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A post-secondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

- To other school officials, including teachers, in SCI whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services / functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution's State-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- In compliance with FERPA and the Buckley Amendment, SCI gives notice that the following types of "directory information" may be released to the public and agencies without the written consent of the student: the student's name, address (es), telephone number(s), e-mail address, birthdate and place, program undertaken, dates of attendance, honors and awards, photographs and credential awarded.

  If a student does not want their directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Campus Director within 45 days of the student's enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the public, the results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against them. To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one.

**ANNUAL SECURITY REPORT**

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (the "Clery Act"), SCI publishes an Annual Security Report ("ASR"). The ASR contains information and crime statistics for the previous three calendar years regarding crimes that occurred on campus and on public property within, or immediately adjacent and accessible to the campus. The report also contains information regarding campus security and personal safety topics such as crime prevention, fire safety, crime reporting policies, the Policy on Alcohol and Drugs, and other information related to safety and security. The ASR is available to students on SCI's website at https://scitexas.edu.

Pursuant to Section 30.06, Penal Code (trespass by holder of license to carry a concealed handgun), a person licensed under Subchapter H, Chapter 411 Government Code (concealed handgun law), may not enter this property with a concealed handgun (Tex. Penal Code Ann. § 30.06©(3)).

**PERSONAL PROPERTY**

Southern Careers Institute assumes no responsibility for loss or damage to individual property through fire, theft, or other causes.

**ARBITRATION AND WAIVER OF JURY TRIAL DISCLOSURE**

Any dispute a student may bring against SCI, or any of its parents, subsidiaries, officers, directors, or employees, with the sole exception of any Borrower Defense Claims described in Paragraph 2 below, or which SCI may bring against the student, no matter how characterized, pleaded or styled, shall be resolved by binding arbitration conducted by the American Arbitration Association (the "AAA"), under its Consumer Arbitration Rules ("Consumer Rules"), and decided by a single Arbitrator. The arbitration hearing will be conducted in the city in which the campus is located.

Notice Regarding Borrower Defense Claims: The following provisions are included pursuant to U.S. Department of Education regulations at 34 C.F.R. § 685.300(e) and (f) and shall apply to this Agreement for any period during which regulations requiring such notices are in effect: (1) SCI agrees that neither it nor anyone else who later becomes a party to this pre-dispute arbitration agreement will use it to stop a student from bringing a lawsuit concerning SCI's acts or omissions regarding the making of the Federal Direct Loan or the provision by SCI of educational services for which the Federal Direct Loan was obtained. A student may file a lawsuit for such a claim or may be a member of a class action lawsuit for such a claim even if the student does not file it. This provision does not apply to other claims. SCI agrees that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained. (2) SCI agrees that neither it nor anyone else who later becomes a party to this agreement will use it to stop a student from being part of a class action lawsuit in court. A student may file a class action lawsuit in court or may be a member of a class action lawsuit even if the student does not file it. This provision applies only to class action claims concerning SCI's acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. SCI agrees that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

**RECORDS RETENTION AND MAINTENANCE**

Admissions material submitted to SCI becomes property of SCI. Originals, except for diplomas or foreign transcripts, will not be returned to the student. An admission file will be considered complete if the material required for enrollment has been received. In accordance with SCI policy, admissions applications and supporting documentation for students who applied, but did not start, will be retained for a period of one year. Transcripts are kept indefinitely.

In accordance with provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, third party access to records or copies of the documents therein will not be permitted without written consent of the student. Validation of written consent will be required prior to the release of information in the record. A reasonable period (not to exceed 5 business days) may take place before records are available.

# PROGRAMS OF STUDY

This program is approved and regulated by the Texas Department of Licensing and Regulation, P.O. Box 12157 Austin, Texas 78711-2157, 920 Colorado, Austin, Texas 78701, (512) 463-6599, toll free (800) 803-9202. The program is accredited by the Commission of the Council on Occupational Education, www.council.org, 7840 Roswell Rd., Bldg. 300, Suite, 325, Atlanta, Georgia 30350, (800) 917-2081.

## COSMETOLOGY OPERATOR

After completing this program, graduates will be able to:

- Express creativity within the bounds of technical skill in safety, sanitation and health factors when working with hair, nails, skin, make-up, and salon management.
- Utilize basic skills, safety, and proper work habits needed for employment in the field of Cosmetology.
- Utilize personal and professional safety, proper work habits, and desirable attitudes necessary for entry level positions in cosmetology.

The Cosmetology Operator program provides the student with the opportunity to express creativity within the bounds of technical skill in safety, sanitation and health factors when working with hair, nails, skin, make-up, and salon management. The objective of this program is to provide students with the instruction and practice needed to gain licensure as a cosmetology operator through TDLR. The program includes training in basic skills, safety, and the proper work habits needed for employment.

The curriculum for this program conforms to the requirements established and monitored by the Texas Department of Licensing and Regulations (TDLR) and is designed to prepare the student to gain licensure from TDLR by taking and passing the state examination. The courses train the student in basic manipulation skills, personal and professional safety, proper work habits, and desirable attitudes necessary for entry level positions in cosmetology or a related career. Clinic work allows the student hands-on application and practice of newly learned skills while under the supervision of an experienced Cosmetology Instructor. Successful completion of this course does not automatically guarantee state licensure. The graduate must take and pass state-administered examinations.

Upon successfully passing written and practical examinations administered by TDLR, graduates may seek entry-level employment as a cosmetology operator in a salon or spa environment.

Career opportunities may include but are not limited to cosmetologist, cosmetology operator, stylist, hair stylist, nail technician, skin technician, and wax technician.

| Learning Objective | Theory / Lab hours | Clock Hours |
|---|---|---|
| Hair Care | 200 / 600 | 800 |
| Nail Care | 25 / 75 | 100 |
| Skin Care | 25 / 75 | 100 |
| **TOTALS** | **250 / 750** | **1000** |
| Estimated time of completion – 40 weeks | | |

## COSMETOLOGY OPERATOR PROGRAM OUTLINE

| LEVEL | NAME | TOPICS | HAIR CARE | | SKIN CARE | | NAIL CARE | | WKS | HOURS |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | LECTURE | LAB | LECTURE | LAB | LECTURE | LAB | | |
| NOVICE STYLIST | BLUE | History & Career Opportunities | 18 | | 5 | | 2 | | 1 | 75 |
| | | Life Skills | | | | | | | | |
| | | Professional Image | | | | | | | | |
| | | Communicating for Success | | | | | | | | |
| | | The Healthy Professional* | 5 | 7 | 2 | 6 | 1 | 4 | 1 | |
| | | Infection Control | | | | | | | | |
| | | TDLR Rules and Regulations | | | | | | | | |
| | | General Anatomy and Physiology | 5 | 5 | 2 | 5 | 1 | 2 | 1 | |
| | | Skin Structure and Growth | | | 1 | 4 | | | | |
| | YELLOW | Skin Disorders and Diseases | | | 2 | 8 | | | 1 | 75 |
| | | Nail Structure and Growth | | | | | 2 | 8 | | |
| | | Nail Disorders and Diseases | | | | | 1 | 4 | | |
| | | Hair and Scalp Properties | 1 | 4 | | | | | 1 | |
| | | Hair and Scalp Disorders and Diseases* | | | | | | | | |
| | | Chemistry and Chemical Safety | 4 | | 3 | | 3 | | | |
| | | Electricity and Electrical Safety | 4 | | 3 | | 3 | | | |
| | | Principles of Hair Design | 3 | 12 | | | | | 1 | |
| | | Hair Service Preparation | 2 | 8 | | | | | | |
| | RED | Haircutting | 10 | 40 | | | | | 3 | 75 |
| | | Hairstyling | 5 | 20 | | | | | | |
| JUNIOR STYLIST | SILVER | Braiding and Braid Extensions | 15 | 15 | | | | | 3 | 30 |
| | | Wigs and Hair Additions | | | | | | | | |
| | | Chemical Texture Services | | | | | | | | |
| | SILVER - Lab | Braiding and Braid Extensions | | 45 | | | | | | 45 |
| | | Wigs and Hair Additions | | | | | | | | |
| | | Chemical Texture Services | | | | | | | | |
| | COPPER | Haircoloring | 10 | 10 | | | | | 3 | 30 |
| | | Hair Removal | | | 5 | 5 | | | | |
| | | Facials | | | | | | | | |
| | | Makeup | | | | | | | | |
| | COPPER - Lab | Haircoloring | | 25 | | | | | | 45 |
| | | Hair Removal | | | | 20 | | | | |
| | | Facials | | | | | | | | |
| | | Makeup | | | | | | | | |
| | GOLD | Manicuring | 18 | | 2 | | 5 | 5 | 3 | 30 |
| | | Pedicuring | | | | | | | | |
| | | Nail Extensions and Resin Systems | | | | | | | | |
| | | Liquid and Powder Nail Enhancements | | | | | | | | |
| | | Light-Cured Gels | | | | | | | | |
| | | Career Planning | | | | | | | | |
| | | On the Job | | | | | | | | |
| | | The Beauty Business | | | | | | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | GOLD - Lab | Manicuring | | | | | | 38 | | 45 |
| | | Pedicuring | | | | | | | | |
| | | Nail Extensions and Resin Systems | | | | | | | | |
| | | Liquid and Powder Nail Enhancements | | | | | | | | |
| | | Light-Cured Gels | | | | | | | | |
| | | Career Planning | | | | | | | | |
| | | On the Job | | 6 | | 1 | | | | |
| | | The Beauty Business | | | | | | | | |
| SENIOR STYLIST | AMETHYST | Skills Development | 15 | | | | | | 3 | 15 |
| | AMETHYST - Lab | Skills Development | | 52 | | 5 | | 3 | | 60 |
| | SAPPHIRE | Skills Development | 15 | | | | | | 3 | 15 |
| | SAPPHIRE - Lab | Skills Development | | 52 | | 5 | | 3 | | 60 |
| | RUBY | Skills Development | 15 | | | | | | 3 | 15 |
| | RUBY - Lab | Skills Development | | 52 | | 5 | | 3 | | 60 |
| | EMERALD | Skills Development | 15 | | | | | | 3 | 15 |
| | EMERALD - Lab | Skills Development | | 52 | | 5 | | 3 | | 60 |
| | TURQUOISE | Skills Development | 15 | | | | | | 3 | 15 |
| | TURQUOISE - Lab | Skills Development | | 52 | | 5 | | 3 | | 60 |
| BOARD PREP | ONYX | Exam Prep | 5 | 18 | | 1 | | 1 | 3 | 75 |
| | | Job Readiness | 16 | 33 | | 1 | | | | |
| | DIAMOND | State Board Practical Prep with PSCI | 16 | 30 | | 2 | | 2 | 4 | 100 |
| | | State Board Practical Prep without PSCI | 16 | 31 | | 2 | | 1 | | |
| | | **TOTALS** | **228** | **569** | **25** | **80** | **18** | **80** | **40** | **1000** |

## COURSE DESCRIPTIONS

**Novice Stylist Blue**
Lecture and skills practice on the following topics: cosmetology's history, life skills, professionalism, health and public safety, infection control, and anatomy and physiology.
*Hours: Theory 42 / Laboratory 33 / Total 75 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: None*

**Novice Stylist Yellow**
Lecture and skills practice on the following topics: hair, skin, and nail properties, chemistry and chemical safety, electricity and electrical safety, hair design, and hair service preparation.
*Hours: Theory 31 / Laboratory 44 / Total 75 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: None*

**Novice Stylist Red**
Lecture and skills practice on the following topics: haircutting and hairstyling.
*Hours: Theory 15 / Laboratory 60 / Total 75 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: None*

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**Junior Stylist Silver**
Lecture and skills practice on the following topics: braiding and braid extensions, wigs and hair additions, and chemical texture services.
*Hours: Theory 15 / Laboratory 15 / Total 30 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Novice Stylist*

**Junior Stylist Silver Lab**
Lecture and skills practice on the following topics: braiding and braid extensions, wigs and hair additions, and chemical texture services.
*Hours: Theory 0 / Laboratory 45 / Total 45 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Novice Stylist*

**Junior Stylist Copper**
Lecture and skills practice on the following topics: hair coloring, hair removal, facials, and makeup.
*Hours: Theory 15 / Laboratory 15 / Total 30 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Novice Stylist*

**Junior Stylist Copper Lab**
Lecture and skills practice on the following topics: hair coloring, hair removal, facials, and makeup.
*Hours: Theory 0 / Laboratory 45 / Total 45 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Novice Stylist*

**Junior Stylist Gold**
Lecture and skills practice on the following topics: manicuring, pedicuring, nail tips and wraps, monomer liquid and polymer powder nail enhancements, light-cured gels, preparing for license and employment, on the job, and the salon business.
*Hours: Theory 25 / Laboratory 5 / Total 30 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Novice Stylist*

**Junior Stylist Gold Lab**
Lecture and skills practice on the following topics: manicuring, pedicuring, nail tips and wraps, monomer liquid and polymer powder nail enhancements, light-cured gels, preparing for license and employment, on the job, and the salon business.
*Hours: Theory 0 / Laboratory 45 / Total 45 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Novice Stylist*

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**Senior Stylist Amethyst**
This learning unit focuses on the soft skill professionalism, and cosmetology tools use, care and maintenance. Students will also take a series of practice written exams to prepare for the Texas Department of Licensing and Regulation Cosmetology Operator License Written Exam.
*Hours: Theory 15 / Laboratory 0 / Total 15 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Junior Stylist*

**Senior Stylist Amethyst Lab**
This learning unit is structured to allow students to practice and enhance their skills. Activities may include performing customer procedures in the salon clinic, attending field trips, participating in guest speaker lectures, practicing, remediating and passing skills assessments, practicing skills and procedures in the lab.
*Hours: Theory 0 / Laboratory 60 / Total 60 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Junior Stylist*

**Senior Stylist Sapphire**
This learning unit focuses on the soft skills teamwork and collaboration, cultural competency and sensitivity, and networking and career growth. Students will also take a series of practice written exams to prepare for the Texas Department of Licensing and Regulation Cosmetology Operator License Written Exam.
*Hours: Theory 15 / Laboratory 0 / Total 15 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Junior Stylist*

**Senior Stylist Sapphire Lab**
This learning unit is structured to allow students to practice and enhance their skills. Activities may include performing customer procedures in the salon clinic, attending field trips, participating in guest speaker lectures, practicing, remediating and passing skills assessments, practicing skills and procedures in the lab.
*Hours: Theory 0 / Laboratory 60 / Total 60 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Junior Stylist*

**Senior Stylist Ruby**
This learning unit focuses on the importance of mannequin work, ergonomics, and the road map to master the art and science of hair coloring. Students will also take a series of practice written exams to prepare for the Texas Department of Licensing and Regulation Cosmetology Operator License Written Exam.
*Hours: Theory 15 / Laboratory 0 / Total 15 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Junior Stylist*

**Senior Stylist Ruby Lab**
This learning unit is structured to allow students to practice and enhance their skills. Activities may include performing customer procedures in the salon clinic, attending field trips, participating in guest speaker lectures, practicing, remediating and passing skills assessments, practicing skills and procedures in the lab.
*Hours: Theory 0 / Laboratory 60 / Total 60 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Junior Stylist*

**Senior Stylist Emerald**
This learning unit focuses on the soft skill active listening, building client loyalty and retention, stress management and self-care. Students will also take a series of practice written exams to prepare for the Texas Department of Licensing and Regulation Cosmetology Operator License Written Exam.
*Hours: Theory 15 / Laboratory 0 / Total 15 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Junior Stylist*

**Senior Stylist Emerald Lab**
This learning unit is structured to allow students to practice and enhance their skills. Activities may include performing customer procedures in the salon clinic, attending field trips, participating in guest speaker lectures, practicing, remediating and passing skills assessments, practicing skills and procedures in the lab.
*Hours: Theory 0 / Laboratory 60 / Total 60 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Junior Stylist*

**Senior Stylist Turquoise**
This learning unit focuses on soft skill communication, consultation, customer service, time management, professionalism, and adaptability. Students will also take a series of practice written exams to prepare for the Texas Department of Licensing and Regulation Cosmetology Operator License Written Exam.

*Hours: Theory 15 / Laboratory 0 / Total 15 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Junior Stylist*

**Senior Stylist Turquoise Lab**
This learning unit is structured to allow students to practice and enhance their skills. Activities may include performing customer procedures in the salon clinic, attending field trips, participating in guest speaker lectures, practicing, remediating and passing skills assessments, practicing skills and procedures in the lab.
*Hours: Theory 0 / Laboratory 60 / Total 60 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Junior Stylist*

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**Board Prep Onyx**
This course introduces the skills needed for career success. Students will have the opportunity to learn about setting personal and professional goals, job search techniques and portfolio development. A final resume, cover letter and mock interviews are key aspects of this course. Students may also learn about different career paths.
*Hours: Theory 15 / Laboratory 60 / Total 75 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Senior Stylist*

**Board Prep Diamond**
This learning unit is structured to allow students to practice and enhance their skills. Activities may include performing customer procedures in the salon clinic, attending field trips, participating in guest speaker lectures, practicing, remediating, and passing skills assessments, practicing skills and procedures in the lab.
*Hours: Theory 32 / Laboratory 68 / Total 100 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Final Mod*

## ESTHETICIAN

After completing this program, graduates will be able to:

- Express creativity within the bounds of technical skill in safety, sanitation and health factors when working with skin, make-up, superfluous hair removal, and salon management.
- Utilize basic skills, safety, and proper work habits needed for employment in the field of Esthetics.
- Utilize personal and professional safety, proper work habits, and desirable attitudes necessary for entry level positions in Esthetician.

The Esthetician program provides the student with the opportunity to express creativity within the bounds of technical skill in safety, sanitation and health factors when working with skin, make-up, and salon management. The objective of this program is to provide students with the instruction and practice needed to gain licensure as an esthetician through TDLR. The program includes training in basic skills, safety, and the proper work habits needed for employment.

The curriculum for this program conforms to the requirements established and monitored by the Texas Department of Licensing and Regulations (TDLR) and is designed to prepare the student to gain licensure from TDLR by taking and passing the state examination. The courses include instruction in cleansing, stimulating, or massaging a person's scalp, face, neck, shoulders, or arms, beautifying a person's face, neck, shoulders, or arms using a cosmetic preparation, antiseptic, tonic, lotion, powder, oil, clay, cream, or appliance, administering facial treatments, removing superfluous hair, and other selected topics. Clinic work allows the student hands-on application and practice of newly learned skills while under the supervision of an experienced Instructor. Successful completion of this course does not automatically guarantee state licensure. The graduate must take and pass state-administered examinations.

Upon successfully passing written and practical examinations administered by TDLR, graduates may seek entry-level employment as an esthetician in a salon or spa environment.

Career opportunities may include, but are not limited to, esthetician, skincare specialist, waxing technician, body treatment specialist, make-up artist, and facial product salesperson.

## ESTHETICIAN PROGRAM OUTLINE

| LEVEL | NAME | TOPICS | SKIN CARE | | WKS | UNIT HOURS |
|---|---|---|---|---|---|---|
| | | | LECTURE | LAB | | |
| NOVICE | BLUE | TDLR Rules and Regulations | 25 | 0 | 1 | 25 |
| | | Anatomy & Physiology | | | | |
| | | Infection Control | | | | |
| | | Disorders and Diseases of the Skin | 25 | 0 | 1 | 25 |
| | | Physiology and Histology of the Skin | | | | |
| | | Skin Analysis | 4 | 3 | 1 | 25 |
| | | Skin Care Products: Chemistry, Ingredients, and Selection | 18 | 0 | | |
| | | The Treatment Room | | | | |
| | RED | Makeup Essentials (Foundations) | 15 | 10 | 1 | 25 |
| | | Hair Removal (Foundations) | 15 | 10 | 1 | 25 |
| | | Facial Massage | 15 | 10 | 1 | 25 |
| | | Facial Treatments | | | | |
| JUNIOR | BRONZE | Electricity & Electrical Safety | 21 | 4 | 1 | 25 |
| | | Chemistry & Chemical Safety | | | | |
| | | Skills Development | 0 | 25 | 1 | 25 |
| | | Skills Development | 0 | 25 | 1 | 25 |
| | SILVER | Makeup Essentials (Advanced) | 18 | 7 | 1 | 25 |
| | | Hair Removal (Advanced) | | | | |
| | | Skills Development | 0 | 25 | 1 | 25 |
| | | Skills Development | 0 | 25 | 1 | 25 |
| | COPPER | Facial Devices and Technology | 18 | 7 | 1 | 25 |
| | | Skills Development | 0 | 25 | 1 | 25 |
| | | Skills Development | 0 | 25 | 1 | 25 |
| | GOLD | Advanced Topics and Treatments | 18 | 7 | 1 | 25 |
| | | Skills Development | 0 | 25 | 1 | 25 |
| | | Skills Development | 0 | 25 | 1 | 25 |
| SENIOR | AMETHYST | Communicating for Success | 25 | 0 | 1 | 25 |
| | | The Healthy Professional | | | | |
| | | Skills Development | 0 | 25 | 1 | 25 |
| | | Skills Development | 0 | 25 | 1 | 25 |
| | RUBY | On the Job | 25 | 0 | 1 | 25 |
| | | Beauty Business | | | | |
| | | Skills Development | 0 | 25 | 1 | 25 |
| | | Skills Development | 0 | 25 | 1 | 25 |
| | EMERALD | Career Opportunities & History of Esthetics | 25 | 0 | 1 | 25 |
| | | Life Skills | | | | |
| | | Professional Image | | | | |
| | | Skills Development | 0 | 25 | 1 | 25 |
| | | Skills Development | 0 | 25 | 1 | 25 |
| | ONYX | Exam Prep | 13 | 0 | 1 | 25 |
| | | Job Readiness & Career Planning | 12 | 0 | | |
| | | State Board Practical Prep with PSCI | 15 | 10 | 1 | 25 |
| | | State Board Practical Prep without PSCI | 15 | 10 | 1 | 25 |
| | | **TOTALS** | **322** | **428** | **30** | **750** |

## COURSE DESCRIPTIONS

**Esthetician Novice Blue**
Lecture and skills practice on the following topics: TDLR rules & regulations, anatomy & physiology, infection control, disorders and diseases of the skin, physiology and histology of the skin, skin analysis, skin care products, and the treatment room.
*Hours: Theory 72 / Laboratory 3 / Total 75 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: None*

**Esthetician Novice Red**
Lecture and skills practice on the following topics: Makeup foundations, hair removal foundations, facial massage, and facial treatments.
*Hours: Theory 45 / Laboratory 30 / Total 75 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: None*

**Esthetician Junior Bronze**
Lecture and skills practice on the following topics: Electricity & electrical safety, chemistry & chemical safety, and skills development.
*Hours: Theory 21 / Laboratory 54 / Total 75 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Esthetician Novice*

**Esthetician Junior Silver**
Lecture and skills practice on the following topics: Makeup essentials, hair removal, and skills development.
*Hours: Theory 18 / Laboratory 57 / Total 75 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Esthetician Novice*

**Esthetician Junior Copper**
Lecture and skills practice on the following topics: facial devices, facial technology, and skills development.
*Hours: Theory 18 / Laboratory 57 / Total 75 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Esthetician Novice*

**Esthetician Junior Gold**
Lecture and skills practice on the following topics: Advanced topics and treatments, and skills development.
*Hours: Theory 18 / Laboratory 57 / Total 75 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Esthetician Novice*

**Esthetician Senior Amethyst**
Lecture and skills practice on the following topics: Communicating for success, the healthy professional, and skills development.
*Hours: Theory 25 / Laboratory 50 / Total 75 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Esthetician Junior*

**Esthetician Senior Ruby**
Lecture and skills practice on the following topics: on the job, the beauty business, and skills development.
*Hours: Theory 25 / Laboratory 50 / Total 75 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Esthetician Junior*

**Esthetician Senior Emerald**
Lecture and skills practice on the following topics: Career opportunities & the history of esthetics, life skills, professional image, and skills development.
*Hours: Theory 25 / Laboratory 50 / Total 75 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Esthetician Junior*

**Esthetician Senior Onyx**
This course introduces the skills needed for career success. A final resume and mock interview are key aspects of this course. The course also provides instruction on the preparation for both the written and practical licensure exams.
*Hours: Theory 55 / Laboratory 20 / Total 75 / Quarter Credits 0 / Outside Hours 0 / Prerequisites: Final Mod*

## BARBER PROGRAM OUTLINE

| LEVEL | TOPICS | HAIR CARE | | SKIN CARE | | NAIL CARE | | WKS | HOURS |
|---|---|---|---|---|---|---|---|---|---|
| | | LECTURE | LAB | LECTURE | LAB | LECTURE | LAB | | |
| **BAR100** Barber Elements | History of Barbering | 1 | 0 | 0 | 0 | 0 | 0 | 3 | 1 |
| | Implements, Honing and Stroping | 5 | 0 | 0 | 0 | 0 | 0 | | 5 |
| | Anatomy and Physiology Review | 1 | 0 | 0 | 0 | 0 | 0 | | 1 |
| | Barbering Laws and Rules Review | 1 | 0 | 0 | 0 | 0 | 0 | | 1 |
| | Men's Haircutting and Tapering | 5 | 22 | 0 | 0 | 0 | 0 | | 27 |
| | Shaving | 5 | 9 | 0 | 0 | 0 | 0 | | 14 |
| | Beard and Mustache Trimming and Design | 1 | 10 | 0 | 0 | 0 | 0 | | 11 |
| **BAR200** Barber Essentials | Blow-dry Styling Review | 1 | 3 | 0 | 0 | 0 | 0 | 3 | 4 |
| | Facial Treatments and Skin Care Review | 0 | 0 | 1 | 5 | 0 | 0 | | 6 |
| | Clinic Floor Hands-On | 0 | 50 | 0 | 0 | 0 | 0 | | 50 |
| **BAR201** Barber Applications | Permanent Waving and Relaxing Review | 1 | 5 | 0 | 0 | 0 | 0 | 3 | 6 |
| | Shampooing and Conditioning Review | 1 | 2 | 0 | 0 | 0 | 0 | | 3 |
| | Clinic Floor Hands-On | 0 | 51 | 0 | 0 | 0 | 0 | | 51 |
| **BAR202** Barber Clinic I | Hair Color Review | 1 | 5 | 0 | 0 | 0 | 0 | 3 | 6 |
| | Manicuring and Nail Care Review | 0 | 0 | 0 | 0 | 1 | 5 | | 6 |
| | Clinic Floor Hands-On | 0 | 48 | 0 | 0 | 0 | 0 | | 48 |
| **BAR203** Barber Clinic II | Written and Practical Practice | 0 | 20 | 0 | 0 | 0 | 0 | 3 | 20 |
| | Clinic Floor Hands-On | 0 | 40 | 0 | 0 | 0 | 0 | | 40 |
| **TOTALS** | | **23** | **265** | **1** | **5** | **1** | **5** | **15** | **300** |

## COURSE DESCRIPTIONS

**BAR100 – Barber Elements**

***Hours: 60 hours / Prerequisites: None***

Lecture and skills practice on the following topics: History of Barbering, Implements, Tools, and Equipment, General Anatomy and Physiology, Barbering Laws, and Rules Review (TDLR), Men's Haircutting and Styling, and Shaving and Facial Hair Design.

**BAR200 – Barber Essentials**

***Hours: 60 hours / Prerequisites: BAR100***

Lecture and skills practice on the following topics: Blow-dry Styling, Professional Image, and Men's Facial Massage and Treatments. Students will also complete services in the Barber Clinic.

**BAR201 – Barber Applications**

***Hours: 60 hours / Prerequisites: BAR100***

Lecture and skills practice on the following topics: Chemical Texture Services, and Treatments of the Hair and Scalp. Students will also complete services in the Barber Clinic.

**BAR202 – Barber Clinic I**

***Hours: 60 hours / Prerequisites: BAR100***

Lecture and skills practice on the following topics: Hair Coloring and Lightening, and Nail Care. Students will also complete services in the Barber Clinic and will prepare for the written and practical exams for licensure.

**BAR203 – Barber Clinic II**

***Hours: 60 hours / Prerequisites: BAR100***

Lecture and skills practice on the following topics: preparation for the written and practical exams for licensure. Students will also complete services in the Barber Clinic.

## HISTORY OF SOUTHERN CAREERS INSTITUTE

Southern Careers Institute (SCI) was founded in 1960. In 1991, SCI received its initial accreditation from the Commission on Occupational Education, a national accrediting agency recognized by the United States Department of Education. The school added medical and business programs to its curriculum in 1992 and pharmacy technician in 1994. The expansion of the company evolved as follows:

The Pharr Branch campus was opened in May of 1992.

The Corpus Christi Branch campus was opened in August of 1992.

The San Antonio South Branch campus was opened in 1994.

The Brownsville, Harlingen, and two Corpus Christi Branch campuses were added in November of 2008.

In 2009, Southern Careers Institute, Inc. was acquired by SCI Acquisition Co., Inc.

The second Corpus Christi Branch campus closed in December 2012.

The San Antonio North Branch campus was opened in 2012.

The Brownsville and Harlingen Branch campuses were relocated to their current facilities in December 2014 and January 2015, respectively.

The Austin Main campus was relocated to its current facility in November 2016.

The Waco Branch campus was opened in January 2019.

## FACILITIES AND EQUIPMENT

**BROWNSVILLE BRANCH CAMPUS**

The campus occupies approximately 24,838 square feet and has spacious, well-designed facilities consisting of classrooms, laboratories, administrative offices, break areas for students and employees, a learning resource center, and restrooms. SCI provides an environment suited to the students' needs, offering ample room to learn, gain experience, and promote growth. SCI maintains the necessary equipment and supplies required to teach each program. Adequate student parking is also available.

**CORPUS CHRISTI BRANCH CAMPUS**

The campus occupies approximately 19,000 square feet and has spacious, well-designed facilities consisting of classrooms, laboratories, administrative offices, break areas for students and employees, a learning resource center, and restrooms. SCI provides an environment suited to the students' needs, offering ample room to learn, gain experience, and promote growth. SCI maintains the necessary equipment and supplies required to teach each program. Adequate student parking is also available.

**SAN ANTONIO SOUTH BRANCH CAMPUS**

The campus occupies approximately 28,931 square feet and has spacious, well-designed facilities consisting of classrooms, laboratories, administrative offices, break areas for students and employees, a learning resource center, and restrooms. SCI provides an environment suited to the students' needs, offering ample room to learn, gain experience, and promote growth. SCI maintains the necessary equipment and supplies required to teach each program. Adequate student parking is also available.

## COLLEGE GOVERNANCE

The ownership of Southern Careers Institute, Inc. is SCI Acquisition Co., Inc., which is wholly owned by Tall Oak Learning, LLC.

**Corporate Officers**

Jacob Mayhew, Chief Executive Officer

Rachel Lang, Chief Financial Officer

Dino Meyer, Chief Operations Officer

## SOUTHERN CAREERS INSTITUTE STAFF AND FACULTY

Southern Careers Institute has selected professionals to teach in each program of instruction offered. These professionals are adept in theory and practical application. All faculty members meet or exceed the minimum education and industry experience requirements as set forth by state approving agencies and accrediting bodies governing SCI. In addition, the instructional staff and support personnel are available for assistance in financial aid, attendance, and other areas to best serve students.

### BROWNSVILLE BRANCH CAMPUS

| NAME | BUSINESS TITLE | EDUCATION (Degree) | COLLEGE/UNIVERSITY | EXP. | FT / PT |
|---|---|---|---|---|---|
| Baldwin, Jeremie J. | Senior Campus Director | Associate of Applied Science in Business | American Intercontinental University | 19 years | N/A |
| Ibanez, Maria | Director of Education | Bachelor of Science in Technical Management | DeVry University | 14 years | N/A |
| Rodriguez, Alicia | Director of Admissions | Bachelor of Science in Human Services | University of Texas at Rio Grande Valley | 12 years | N/A |
| Gavia, Erica | Director of Financial Aid | High School Diploma | N/A | 11 years | N/A |
| Castillo, Maria | Program Director-Cosmetology | Associate of Applied Science in Education | University of Texas at Brownsville and TSC | 9 years | FT |
| Alaniz, Dora | Instructor-Cosmetology | Certificate-Cosmetology Operator/Instructor License | Vanguard Institute of Cosmetology | 17 years | FT |
| Mata, Martha | Instructor-Cosmetology | Certificate-Cosmetology Operator/Instructor License | Salon and Spa Institute | 6 years | FT |

### CORPUS CHRISTI BRANCH CAMPUS

| NAME | BUSINESS TITLE | EDUCATION (Degree) | COLLEGE/UNIVERSITY | EXP. | FT / PT |
|---|---|---|---|---|---|
| Wright, Ronald | Campus Director | Bachelor of Science | Miller Motte College | 15 years | N/A |
| Scarbrough, Ami | Director of Education | BS, Corporate and Community Health and Wellness<br>MAEd. Educational Leadership/ Curriculum and Instructional Technology<br>Ed.D Educational Leadership/Student Services | North Dakota State University, Argosy University- Twin Cities, Argosy University-Twin Cities | 22 years | N/A |
| Swann, Alicia | Director of Admissions | GED | N/A | 11 years | N/A |
| Castillo, Jennifer | Director of Career Services | Diploma-Medical Assistant | Southern Careers Institute | 9 years | N/A |
| Davis, Jennifer | Instructor-Cosmetology | Certificate-Cosmetology Operator/Instructor Licenses | Southern Careers Institute | 12 years | FT |
| Conrad, Christine | Instructor-Cosmetology | Certificate-Esthiology<br>Certificate – Esthetician Instructor | Aveda Institute | 22 years | FT |

### SAN ANTONIO SOUTH BRANCH CAMPUS

| NAME | BUSINESS TITLE | EDUCATION (Degree) | COLLEGE/UNIVERSITY | EXP. | FT / PT |
|---|---|---|---|---|---|
| Singh, Amardeep | Campus Director | Master of Business Administration | University of Incarnate Word | 25 years | N/A |
| Moreno, Lorile | Assistant Director of Education | Bachelor of Science in Health Management | University of Phoenix | 13 years | N/A |
| Campos, Kassandra | Director of Admissions | Bachelor of Liberal Arts - Communications Concentration | University of Texas San Antonio | 11 years | N/A |
| Flores, Braulio | Manager of Career Services | Diploma | Washington Park High School | 4 years | N/A |
| Hernandez, Marisela | Director of Financial Aid | Bachelor of Business Administration in Management | Texas A&M | 17 years | N/A |
| Branham, Samantha | Cosmetology Program Director | Certificate-Cosmetology Operator License | Merrill University of Beauty Arts & Sciences | 21 years | FT |
| Gonzalez, Gabriela | Instructor-Cosmetology | Certificate-Cosmetology Operator License | Brownsville Salon Spa Institute | 9 years | FT |
| Salas Marisa | Instructor-Cosmetology | Certification-Cosmetology Operator License | Milan Institute of Cosmetology | 20 years | PT |
| Longoria, Sofia | Instructor-Cosmetology | Certificate-Cosmetology Operator License | Milan Institute of Cosmetology | 11 years | PT |