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Accreditation

Navarro College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Navarro College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Navarro College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Navarro College Mission, Vision, and Values

Navarro College Mission

Navarro College provides educational opportunities that empower students to achieve their personal, academic, and career goals and that promote life-long learning for all communities served.

Navarro College Vision

Navarro College will be nationally recognized as a higher education institution committed to providing innovative career pathways and student-centered learning opportunities that result in students capable of succeeding in local and global communities.

Navarro College Values

Integrity: actively building open relationships with students, employees, local business, and local communities. Serving all people we touch with a strong sense of ethics and personal and organizational responsibility.

Diversity: fostering acceptance, multi-dimensional thinking, and respect and understanding of the different experiences of all people. We know we are stronger for who we are together— as a college, as a community, as a culture, as part of a global village.

Innovation: leadership invested in guiding and embracing change, seeking creative ways to tackle educational challenges. We encourage students and employees to be agents for change, championing new ideas informed by personal reflection, trends in education, and changes in local and global community.

Student Centeredness: placing students at the heart of all we do, with an emphasis not only on excellence and learning, but, also, with a profound appreciation of personal, familial, economic, and civic responsibilities impacting our students and communities.

Accountability: honoring commitments to students, educational partners, workforce partners, and the communities we serve. We intentionally foster respect, citizenship, civic responsibility, and humanitarianism as both individuals and an institution.



Welcome!

Congratulations on taking the first step toward an exciting and rewarding career in the beauty industry. The Department of Cosmetology is committed to providing each student with the maximum support possible to help achieve their professional goals.

Our program is designed to challenge, inspire, and engage students by offering a comprehensive educational experience that serves as the foundation for a successful career. The beauty industry continues to seek qualified, creative, and well-trained professionals, and our program is dedicated to preparing students to meet those demands.

The Department of Cosmetology provides a well-rounded learning environment that incorporates multiple instructional methods, including lecture-based learning, laboratory classroom instruction, and hands-on training in our client salon. Our objective is to equip students with the knowledge, technical abilities, and professional skills necessary to successfully pass the state licensure examination and enter the workforce with entry-level competency.

This student handbook outlines the expectations and guidelines for students enrolled in the program. It is intended to serve as a supplement to the Navarro College Student Handbook and individual course syllabi. For additional information regarding policies and procedures, please refer to the Navarro College catalog.

If you have any questions or comments regarding the student handbook, you are encouraged to schedule a conference with the Department Chair.

Robyn Smith

Program Philosophy

The faculty of the Cosmetology Program are committed to preparing graduates who can perform safely and effectively as entry-level cosmetologists by meeting established competencies. The program's philosophy is guided by the following principles:

1. **Respect and Dignity:** Every individual has the right to be treated with respect and dignity. The physical, psychological, sociological, and spiritual needs of each person must be recognized and considered.
2. **Learning and Education:** Learning involves the acquisition of knowledge, understanding, skills, and attitudes that lead to meaningful changes in behavior. Education is a structured and systematic process that supports students in applying what they have learned.
3. **Student–Instructor Engagement:** Effective learning requires active interaction between students and instructors. Faculty are responsible for guiding students' entry-level education through a carefully planned curriculum, while students are responsible for actively seeking and engaging in new learning opportunities.

Program Mission Statement

The Cosmetology Department at Navarro College provides students with the opportunity to learn the art and science of cosmetology in an interactive, professional learning environment. The program prepares graduates for entry-level careers in the cosmetology industry by emphasizing high standards, consistent performance, and a strong foundation in both theory and practical skills. The department is committed to serving students and the college community with integrity, dignity, and respect.

Program Core Values

All choices, decisions, and actions of the Cosmetology Program at Navarro College, and the individuals associated with it, are guided by the following core values:

1. **Excellence** – Demonstrating a commitment to investing the time, effort, and resources necessary to achieve the highest standards of performance and student success.
2. **Integrity** – Upholding principled leadership that fosters public trust and reflects the highest standards of honesty and ethical conduct.
3. **Innovation** – Encouraging creativity, forward thinking, and the continuous development of new ideas and practices within the cosmetology profession.
4. **Inclusion** – Promoting equitable access to education for diverse learners by addressing financial, environmental, social, and academic barriers.
5. **Stewardship and Accountability** – Ensuring responsible and effective use of human, physical, financial, and environmental resources.
6. **Collaboration** – Building partnerships that support educational, technical, industry, and cultural initiatives to enhance learning opportunities and improve the quality of life within the community.

General Expectations for Students

The Navarro College Cosmetology Program's rules of compliance and behavior are designed to reflect the professional standards students will encounter throughout their careers in the beauty industry. By maintaining high expectations at all times, Navarro College fulfills its responsibility to prepare students to become successful and respected professionals.

All students are expected to conduct themselves in a professional manner. As adults, students are individually and collectively responsible for their behavior and are fully accountable for their actions. Failure to acknowledge or understand specific policies will not be accepted as an excuse for violating the rules and regulations established by Navarro College or the Texas Department of Licensing and Regulation (TDLR).

General classroom guidelines and expectations will be reviewed on the first day of class. Violations of any rule, or a combination of rules, may result in points being deducted from the professionalism grade and may lead to warnings, probation, or permanent dismissal in accordance with Navarro College policies.

Admission

Applicants must meet all admission criteria for Navarro College. Information on admission can be found on the [Navarro College Admissions website](#).

Program Schedule

Program Type	Days	Times
Full Time Program	Monday through Thursday	7:30 a.m. – 5:30 p.m.
High School Dual Credit	Monday through Thursday	2:30 p.m. – 7:00 p.m.

The Cosmetology Program at Navarro College is a Texas Department of Licensing and Regulation approved credit-hour program that tracks student attendance through Discovery Pro and Canvas. Regular and punctual class attendance is expected of all students enrolled in the program.

Consistent attendance is a critical component of student success. To gain the maximum benefit from the educational experience and hands-on training provided, students are strongly encouraged to maintain 100% attendance whenever possible.

Policies and Procedures

Lockers

Lockers are assigned to students for the storage of textbooks and personal items. Each locker must be secured with a lock and must always remain locked. All lockers are the property of Navarro College and may be subject to inspection or search by college officials at any time without prior notice or consent.

Students are responsible for maintaining their assigned lockers in an orderly condition. Upon completion of the program or interruption of training, all personal belongings must be removed from the locker. If belongings remain, the department will attempt to contact the student to retrieve their property. If the student cannot be reached or the items are not removed, the College will remove the contents of the locker within five (5) class days. Any items remaining after this time will become the property of Navarro College.

Non-Cosmetology Items

All non-cosmetology items such as, but not limited to, iPads, laptops, tablets, lunch items, purses, and makeup bags must be stored in the student's locker.

Attendance, Absences and Makeup Hours

The Department Chair will maintain a complete record of attendance for the duration of each course. Regular attendance in the Cosmetology Program is essential to a student's overall success and progress.

Students are required to maintain a minimum attendance rate of 90% in each course. Failure to meet this requirement may result in failure of the course and/or dismissal from the program. Students who fall below the required attendance standard are responsible for scheduling a conference with the Department Chair to discuss their circumstances.

The Department Chair reserves the discretion to evaluate individual situations and make determinations based on specific circumstances and student needs.

1. Students must maintain a minimum attendance rate of 90% to successfully pass each course. Any student whose attendance falls below this requirement will be required to complete the necessary make-up hours to restore compliance with the attendance policy.
2. The Department Chair may withdraw a student from the program if the student's attendance falls below 90% at any time during the semester.
3. Students are responsible for notifying their designated instructor if they will be absent or tardy on a given day. Failure to provide notification may result in point deductions from the student's professionalism grade.
4. Students are responsible for contacting their instructor regarding any missed skills, assignments, or examinations due to absence. Arrangements to complete the missed work must be made in accordance with the instructor's schedule and established guidelines.

5. Students who are present but not actively participating in assigned activities may be directed by the instructor to clock out and leave the premises immediately. Such incidents may also result in point deductions from the student's professionalism grade.
6. Students who are absent and need to complete make-up hours must provide appropriate documentation, such as a doctor's note, verifying the reason for the absence before make-up hours will be approved.

Clocking Hours for Attendance

Disciplinary action will be taken for any student who does not adhere to the following rules. Up to 100 points may be deducted from the student's professionalism grade. Refer to the Cosmetology Disciplinary Point System for details.

1. Students are required to personally clock in and out for themselves. Failure to do so will result in uncorrected time, which will count towards the attendance policy. Students are solely responsible for managing their own attendance.
2. Clocking in or out for another student is a violation of Texas Department of Licensing and Regulation Rule 83.72(j) and may result in disciplinary action, including deductions from the professionalism grade and or removal from the program.
3. Students must clock in and out at the area designated by the instructor.
4. Tardiness – Students arriving 15 minutes late to class (7:30 a.m. start time) will be asked to leave and may return the following day.
5. Time clocks will be deactivated at 7:45 a.m. each day.
6. Students must clock out when leaving the department, except when attending an instructional area located outside the approved facility that has been authorized by the Texas Department of Licensing and Regulation and is supervised by an instructor. Students may not remain in the department unless properly clocked in.
7. Students are required to clock out for all scheduled breaks and lunch periods. Morning and afternoon break times may be adjusted based on changes to the class or lab schedule.
8. Students must personally clock in and out for lunch. Students returning from lunch must resume class or lab by 1:00 p.m. Late returns will not be permitted to clock in, as classes or labs will have already begun.
9. Students may not leave the school building without informing the instructor, except during designated break times. Failure to comply may result in point deductions from the professionalism grade.
10. Human timeclock failures may result in loss of recorded hours. In such cases, hours may be corrected manually; however, this may incur deductions from the students professionalism points as reflected on the quota card. (See Disciplinary Point System)

Electronic Devices

Navarro College believes that effective classroom dynamics are essential to the instructional process. The classroom serves as a learning laboratory and must remain free from interruptions and distractions. Therefore, all electronic devices capable of generating noise or

causing disruption—including, but not limited to, cellular phones, smart watches, tablets, and iPads—are considered distractions to the learning environment. These devices must be powered off prior to entering the building and stored in the cell phone locker. Electronic devices may not be accessed at any time during class unless expressly authorized by the instructor for instructional purposes.

A student who fails to comply with this policy will receive one verbal warning from the instructor and will be expected to take immediate corrective action. If the student does not comply following the warning, the instructor may dismiss the student from class and, at their discretion, count the student absent and/or deduct points for missed work, as appropriate. A second violation of this policy will result in dismissal from class, and absence recorded for the day, applicable point deductions, and referral to the Dean of Workforce and Career Pathways.

Any student found to have an unauthorized electronic device activated during an examination will be prohibited from continuing the examination and will be asked to leave the classroom. The student will not be permitted to complete or retake the examination. Due to the circumstances, the instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such cases, the student will receive no credit for the examination and will not be allowed to make up the examination.

Headphones are not permitted in the classroom or lab environment, as they are considered a distraction to the learning process.

Breaks

All students are required to take a minimum 40-minute lunch period off the clock. In addition, two 10-minute off-the-clock breaks will be provided each day, typically at 10:00 a.m. and 3:00 p.m. Students who need to excuse themselves for restroom use or personal matters outside of the scheduled break times must clock out.

Sanitation and Client Protection

Sanitation and client protection are requirements mandated by the Texas Department of Licensing and Regulation (TDLR) and are a vital component of the cosmetology curriculum. Students are required to complete 200 hours dedicated to sanitation and client protection training.

Each student will be assigned specific cleaning duties (such as sweeping, washing towels, folding towels, cleaning mirrors, etc.). Students are expected to maintain these duties throughout the day and participate in thorough cleaning of the lab at the end of each day during the designated duty time, approximately 5:15 p.m.

Failure to complete assigned sanitation and client protection duties will result in point deductions from the student's Job Duties and Sanitation grade.

Leaving early or being absent will result in a minimum deduction of 15 points from the student's hours, Job Duties, and Sanitation grade.

If a student plans to leave early or anticipates being absent, they must check with their team leader to ensure their assigned duty is covered. If arrangements are not made and the duty is left incomplete, the student will receive a double point deduction for that job duty.

Dress Code

Navarro College reserves the right to maintain a professional and aesthetically appropriate standard for all students. This includes maintaining proper personal hygiene, grooming, makeup, hair, and facial hair in accordance with industry expectations.

- The required student uniform consists of all black scrubs, with the exception of piping details. Uniforms must be clean, wrinkle-free, stain-free, neat, and well-groomed at all times.
- Students are expected to be in full uniform when clocked in.
- Solid colored shirts may be worn under scrub tops.
- Hair and makeup must be styled and completed prior to clocking in.
- Only solid black jackets (not gray) may be worn while clocked in. Jackets may not have hoods or be pullover style. Logos or wording, such as Navarro Bulldogs, are permitted.
- Colorful aprons are acceptable on client service days.
- Head coverings including hats, beanies, doo-rags, hoodies, toboggans, or similar items are not permitted while clocked in.
- Students must keep their fingernails clean, manicured, and maintained at a short sport length. Acrylic nails or nail tips are not permitted during CSME 1505 and CSME 1474 due to training requirements. Failure to participate in required nail activities will result in a deduction of professionalism points.
- Students are required to wear closed-toe shoes at all times while clocked in. Shoes must be professional and appropriate for a salon environment. Slides, Crocs, house shoes, or similar footwear are not permitted.

Personal Property

- Navarro College does not assume responsibility for the loss or damage of personal property due to theft, fire, vandalism, flooding, or any other cause. Any missing or stolen items should be reported to the instructor and campus police immediately.
- Students who withdraw or drop from the program have 48 hours to collect their personal belongings and supplies. Any personal items, kits, or kit contents not collected within 48 hours will be considered abandoned property and will become the property of the college.
- For personal property protection, students are strongly encouraged to keep all personal items secured in their locker, roll-about, or vehicle at all times.

- Only clear purses or bags are permitted inside the facility. Small wallet-size purses may be allowed with instructor approval. Regular purses or bags are not permitted in the building.
- Instructors may allow cell phones to be used as a learning tool, provided the privilege is not abused. Students must obtain permission from their instructor before using a cell phone during class time and may only use it for instructional purposes.
- In accordance with regulations from the Texas Department of Licensing and Regulation (TDLR), inspectors as well as Navarro College staff have the right to inspect student kits and lockers at any time.
- Students are responsible for keeping their locker and roll-about locked at all times.
- A student's kit, equipment, and supplies must remain on campus unless otherwise authorized by the instructor.
- All kit items and manikins must be clearly labeled with the product name and the student's name and must remain labeled throughout the school year.
- Students are expected to bring all required tools and supplies to class and lab. If a student is missing required items, they may be dismissed from class and professionalism points may be deducted.
- If equipment or supplies are lost, stolen, or broken, the student must replace the item within 24 hours. Replacement items may be purchased from a professional beauty supply store or through the Navarro College Cosmetology Department.
Personal items such as food, mints, cell phones, purses, or other non-cosmetology items are not permitted inside student kits.

Salon and Lab Floor

The salon and laboratory floor are professional learning environments designed to simulate a real salon setting. Students are expected to maintain professional conduct, safety, and client confidentiality at all times.

- If a student has a visitor, the visitor must remain in the reception area. If a student wishes to visit for more than two minutes, the student must clock out.
- Students must not disclose any medical or personal information learned about a client unless it is required in a professional setting. Client information is considered confidential and protected under state and federal privacy laws, including the Health Insurance Portability and Accountability Act (HIPAA).
- All clients must remain in the waiting area until the student is ready to begin their service. Congregating in the salon area may interrupt the educational process.
- Clients may not bring children into the facility unsupervised. The cosmetology lab is a college classroom where chemicals and professional equipment are used that may pose safety hazards.
- Family members of students, including children, are not permitted to remain in the facility unless they are receiving a service. Children receiving services must be supervised by an adult other than the student performing the service.

- Clients are not permitted to bring outside professional products into the facility (such as hair color, perms, or relaxers). Special treatments such as rinses or priming treatments may be allowed only with instructor approval.
- Students are not permitted to congregate at the reception desk or dispensary. A verbal warning will be given for the first offense. A second offense will result in deductions from the student's Professionalism grade.
- Clients receive cosmetology services at reduced student-service pricing and must always be treated with professionalism, courtesy, and respect. If a problem arises with a client service, students must notify an instructor immediately.
- Students must maintain a professional appearance and demeanor at all times. Gossiping with other students while assisting a client is considered unprofessional and unacceptable.
- All services must be assigned and approved by an instructor in order for the student to receive credit. Students are not permitted to instruct other students. Only approved professional products may be used in the clinic floor or practical laboratory.
- Refusal to perform an assigned client service will result in dismissal from class and a deduction from the student's Professionalism grade.
- All services and products provided to clients will be charged according to the approved price list, unless otherwise authorized by an instructor.
- Students must obtain quota grades at the time the task is performed or the grade will not be awarded. It is the student's responsibility to obtain quota grades and hours/job duty stamps by the end of each class day. Instructors will not award stamps for work completed on previous days unless an exception is made due to an unusually busy salon schedule.
- All practical work must be completed on the student's assigned manikin. Sharing completed manikins is considered academic dishonesty. Each manikin must have the student's name clearly visible on the forehead.
- Quota cards must be submitted daily and may never leave the building. These cards are official state documentation verifying course completion and must be maintained by the institution for four (4) years.
- Students are responsible for accurately recording information on their quota cards. If documentation is not completed properly, instructors may increase negative professionalism points within the course. If quota cards are lost, the required quotas must be completed again.
- For all color and chemical services, payment will be collected after the student and instructor consultation. For all other services, payment must be collected prior to the service being performed.
- Students must never begin a service without instructor approval. The student must check in with the same instructor throughout the entire service, and the instructor must approve the service before the client leaves. Failure to do so will result in no grade being awarded for the service.

Classroom and Theory

Each instructor may establish additional classroom rules and procedures to support an effective learning environment.

- Late work will be accepted on the day the student returns to class; however, a 10-point deduction per day will be applied beginning on the original assignment due date.
- Quizzes and in-class activities cannot be made up under any circumstances.
- It is the student's responsibility to obtain any notes, assignments, or information missed during an absence.
- To ensure that each student receives consistent and comprehensive instruction in both the classroom and clinical environments, students must remain in their assigned areas unless they receive permission from an instructor to be elsewhere. Wandering or inactivity is not permitted.
- If a student is wandering or cannot be located for more than 10 minutes, the student will be clocked out and lose attendance time. The student will also receive point deductions from their Professionalism grade.

Personal Services

Personal services performed on students will not be permitted if the student is currently failing a course or has attendance below 90%. No exceptions will be made.

Approval for personal services is granted at the instructor's discretion.

Exams

All chapter exams will be administered during normal class hours.

If a student is absent on the day of an exam, it is the student's responsibility to schedule an appointment with the campus Testing Center within 10 days of the original exam date in order to complete the missed exam.

The student must notify the instructor via email of the scheduled date and time so the exam can be made available at the Testing Center prior to the student's arrival.

Failure to complete the exam within 10 days of the original exam date will result in a grade of zero for that exam.

Chapter exams will be administered on the designated dates outlined in the program course outline. Students must be present and prepared to begin the exam promptly at 7:45 a.m. Students who are not present and ready to begin at the scheduled time will not be permitted to take the exam.

Testing Center Contact Information

Location	Phone Number
Corsicana	(903) 875-7457
Mexia	(254) 562-3848
Midlothian	(972) 775-7208
Waxahachie	(972) 923-6429

Midterm and Final Exams

Students are required to take midterm and final examinations during the posted exam week. Students should not make travel reservations or other plans that would require them to request a rescheduled exam.

Cosmetology midterm and final examinations may only be taken at the scheduled date and time indicated on the official exam schedule. Examination dates are provided in the course outline, which is reviewed during program orientation and is also available in Canvas.

Requests to take an exam prior to the scheduled date or at an alternate time must be approved by the appropriate Dean and will only be granted under exceptional circumstances.

Personal or family travel plans will not be considered exceptional circumstances. Midterm and Final exams will be administered on the designated dates outlined in the program course outline. Students must be present and prepared to begin the exam promptly at 7:45 a.m. Students who are not present and ready to begin at the scheduled time will not be permitted to take the exam

Additional Supplies

Students may be required to purchase additional supplies in order to complete certain lab activities or assignments.

Licensure Statement

The cosmetology license or certification is issued by the Texas Department of Licensing and Regulation. Under federal and Texas law, eligibility for state-issued licenses or certifications may depend on a person's immigration status or lawful presence. Successful completion of the cosmetology program does not guarantee eligibility to obtain or renew a Texas license or certification. Additional information regarding this law may be found on the [Texas Department of Licensing and Regulation Verification of Lawful Presence webpage](#). Applicants should review licensure or certification requirements with the applicable Texas licensing board or an immigration attorney prior to starting a program.

Cosmetology Disciplinary Point System

The Disciplinary Point System is designed to promote a safe and respectful campus environment. Students are assigned points for violations of college policies. Accumulated points may result in disciplinary actions, including warnings, probation, or other consequences. This system ensures that all students are held accountable and that expectations for behavior are clear.

Major Violations

Major violations are serious breaches of college policies that significantly impact the safety, well-being, or academic integrity of the campus community. Examples include physical altercations, harassment, theft, or academic dishonesty. These violations carry higher point values and may result in immediate disciplinary action, including suspension or referral to law enforcement when applicable. Professionalism points are deducted from grades for these violations.

Major Violations	Offenses	Professionalism Points Deducted	Additional Consequences
Assault (fighting), Disruptive or Violent	1 st	100 points	Reported for academic discipline
Theft or vandalism of student or school property	1 st	100 points	Reported for academic discipline
Drugs, Alcohol, Paraphernalia	1 st / 2 nd	100 / 100 points	Reported for academic discipline
Verbally Aggressive, Threatening Conduct (toward others)	1 st / 2 nd	50 / 100 points	Reported for academic discipline
Academic Dishonesty (Grading, Timeclock, Projects, Quotas)	1 st / 2 nd	100 points / Program dismissal	Reported for academic discipline
Harassment or bullying	1 st	100	Reported for academic discipline
Refusal of client, service, or assignment	1 st / 2 nd / 3 rd	25 / 50 / 75	Refer to Dean on 3 rd violation
Disrespect to instructor, administrator, client, student	1 st / 2 nd / 3 rd	20 / 40 / 60	Loss of point and student will be required to leave for the day
Cell phone misuse (seen or heard without instructor permission)	1 st / 2 nd / 3 rd / 4 th	25 / 50 / 75 / 100	Refer to Dean on 4 th violation

Minor Violations

Minor violations are less severe breaches of college policies that do not pose an immediate threat to the campus community. Examples include inappropriate use of facilities, minor disruptions in class, or failure to follow procedural rules. These violations carry lower point values but may accumulate over time, potentially leading to further disciplinary action. Professionalism points are deducted from grades for these violations.

Minor Violations	Offenses	Professionalism Points Deducted	Additional Consequences
Profanity or inappropriate, offensive conversation	Each time	20	Points may compound per offense
Unprofessional behavior - Breaking handbook rules	Each time	10-50	Points may compound per offense
Leaving school early without checking out with instructor	Each time	10	Points may compound per offense
Missing supplies for class or lab (salon)	Each time	20	Students that cannot participate in assignments due to missing supplies and will be asked to leave for the remainder of the day.
Sitting in salon chairs without permission	Each time	10	Points may compound per offense
Failure to meet safety and sanitation requirements	Each time	10-50	Points may compound per offense
Non-compliance with dress code	Each time	20 / 40 / 60	Points may compound per offense; after 3 violations student cannot return to class until compliant
Timeclock failures	1 st / 2 nd / 3 rd	20 / 40 / 60	Points may compound per offense
Tardy	Each time	10	Not Applicable
Late assignments	Each day late	10	Not Applicable

Official Navarro College [Student Handbook](#) can be found on the Navarro College website.

Additional Information

Watch Dog Alert System

An emergency notification system whereby you will be contacted by telephone, e-mail, and text message in the event of a weather-related or other emergency should develop on any of our four locations.

Holidays

Navarro College Cosmetology follows the academic calendar posted in the [Navarro College Catalog](#). Holidays can be found online on the [Navarro College Academic Calendar](#) page of the Navarro College Catalog.

Parking permits

Parking permits can be picked up, free of charge, at the Navarro College location near you. Parking permits are valid for one full academic year. Students must obtain a parking permit to park on any Navarro College location. The college has an assigned parking area where all students are required to park their vehicles. If a student fails to park in the designated parking areas, they will receive a written warning and must move their vehicle. Each Cosmetology location has a designated parking lot that will be monitored by Navarro College Police.

Cosmetology Graduation Requirements

It is the students' responsibility to apply for graduation by the deadline. To participate in graduation exercises, the student must submit an application for graduation. More information regarding graduation can be found on the [Navarro College Graduation website](#).

Placement Assistance

Navarro College cannot guarantee student employment. We will counsel and assist individuals in finding employment upon graduation. Area salons are encouraged to call the school to obtain information on recent graduates. Currently, 85% of all students that have passed their state board exams are employed in the hair industry.

Texas Department of Licensing and Regulation State Board Exams

After completing 1,000 clock hours, you are eligible to take the TDLR State Board Written Examination. After completing 1,000 clock hours, you are entitled to apply and take the TDLR State Board Practical Examination (If student is in compliance with graduation requirements).

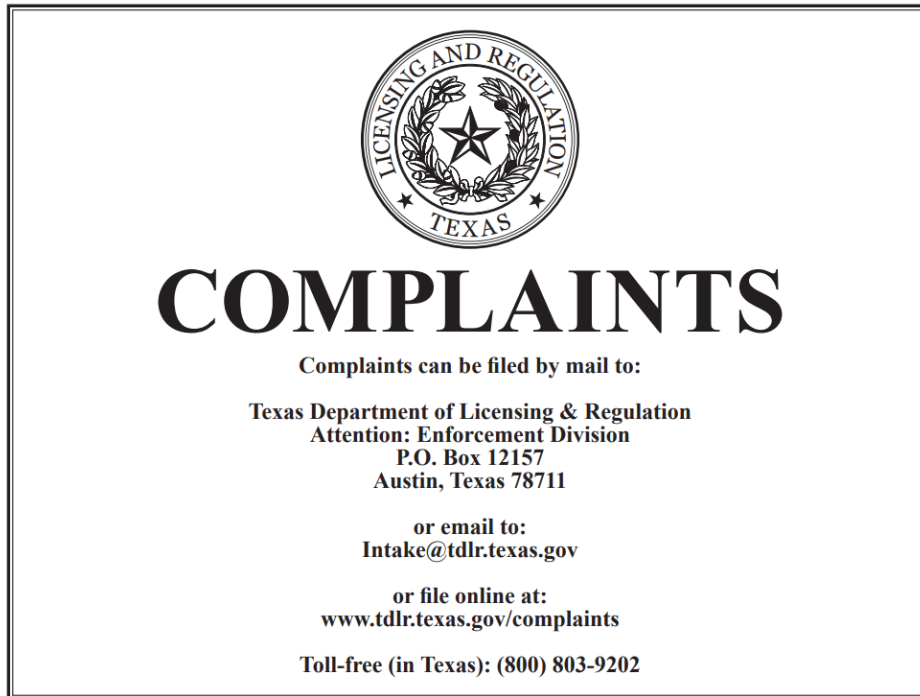
It is the student's responsibility to register, schedule and pay for tests and license.

Test Costs:

- Written Test- \$55 (First attempt is included in with cost of course.)
- Practical Test Cost - \$76
- License Fee - \$50

Criminal Background

For students in this program who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas, guidelines can be found under the [Criminal History](#) section on the Texas Department of Licensing & Regulation (TDLR) website. If you have a question about your background and licensure, please contact TDLR at 512-463-6599. You also have the right to request a [Criminal History Evaluation Letter](#) from TDLR.



TDLR Form LIC009 November 2019

Complaints

Complaints can be filed by mail to:

Texas Department of Licensing & Regulation
Attention: Enforcement Division
P.O. Box 12157
Austin, Texas 78711

or email to: Intake@tdlr.texas.gov

or file online at: [Texas Department of Licensing and Regulation](#) website

Toll-free (in Texas): (800) 803-9202

Navarro College Cosmetology program has a 100% pass rate for both the Operator Written Exam and Operator Practical Exam at both Corsicana and Waxahachie locations.

Student Compliance Agreement

I have read and understand the entire cosmetology handbook and course syllabi. I agree to adhere to all rules and regulations set forth by Navarro College, the Cosmetology Department, and Texas Department of Licensing and Regulation.

Required Information	Student Response
Student name (printed)	
Signature	
Date	

Robyn Smith
Cosmetology Department Chair