



Harry S Truman College Cosmetology & Barber Student Handbook

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Disclaimer: The contents of the Cosmetology & Barber Program Student Handbook are effective as of Fall 2025. The Harry S Truman Cosmetology & Barber Student Handbook is intended to supplement (not replace) the current City College Academic Student Policy Manual and catalog. See policy at <http://www.ccc.edu>. Any information contained herein is subject to change.

Updated Fall 2025

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Introduction & Welcome

The Truman College Cosmetology & Barber team welcomes you to our campus. Our objective is to provide high-quality instruction that will enable graduates to demonstrate industry-recognized professionalism and to gain industry-specific knowledge and skills in preparation for the Illinois licensure examination.

Cosmetology & Barber Program Mission

The Cosmetology & Barber Department is dedicated to preparing a diverse student body for licensure exams, career entry, advancement, and life-long learning in an increasingly interdependent global society.

Cosmetology & Barber Student Handbook Purpose

The Harry S Truman College Cosmetology & Barber Student Handbook provides valuable information about our program and opportunities. It also outlines the standards all students must follow. As a student in the program, you must become familiar with this information.

The Harry S Truman Cosmetology & Barber Student Handbook is intended to supplement (not replace) the current City College Academic & Student Policy Manual.

Team Contact Information

- Program Director, Thanika Curney – tcurney@ccc.edu
- Dean of Career & Continuing Education Programs, Dr. Allison Zures – azures@ccc.edu
- A current list of instructors and their contact information can be found on the [Cosmetology & Barber website](#).

IDFPR & Illinois State Licensure Information

Illinois requires licensure to practice cosmetology and barber.

The Truman Cosmetology & Barber program meets the Illinois Department of Professional Regulation standards in total hours, teaching staff, equipment, facilities, library, and course content.

Truman Cosmetology & Barber Programs

Below is information about Truman's Cosmetology and Barber programs. Please note that Illinois requires cumulative training hours for licensure. If a student is deficient in hours at the end of their program, they may be required to re-take and pass courses to earn the mandatory hours.

Overview of Cosmetology Programs

All courses require a grade of C or better to be counted toward CCC certificate and degree completion.

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Cosmetology Advanced Certificate

Class	Title	Hours toward 1500 total	Credits
Cosmetology & Barber 101	Intro to Cosmetology/Barber	160	6
Cosmetology & Barber 102	Hair Cutting	187	6
Cosmetology & Barber 103	Basic Styling	187	6
Cosmetology & Barber 104	Basic Chemical	187	6
Cosmetology 105	Salon I	227	7
Cosmetology 106	Salon II	227	7
Cosmetology 201	Advanced Cosmetology	187	6
Cosmetology 202	Summative Seminar	187	6
Totals		1549	50

Cosmetology Associate's in Applied Science

Class	Title	Hours toward 1500 total	Credits
Cosmetology & Barber 101	Intro to Cosmetology/Barber	160	6
Cosmetology & Barber 102	Hair Cutting	187	6
Cosmetology & Barber 103	Basic Styling	187	6
Cosmetology & Barber 104	Basic Chemical	187	6
Cosmetology 105	Salon I	227	7
Cosmetology 106	Salon II	227	7
Cosmetology 201	Advanced Cosmetology	187	6
Cosmetology 202	Summative Seminar	187	6
Business 111	Intro to Business	na	3
CIS 120	Intro ro Computer Applications	na	3
Any College Level Math	na	na	3
Social & Behavioral Science with Human Diversity Designation	na	na	3
English 101	Composition	na	3
Totals		1549	65

Cosmetology Teacher Training Basic Certificate - 1000 Hours

- Please note this program **does** qualify for financial aid.
- Students must have graduated from an accredited Cosmetology school and possess an active State of Illinois Cosmetology License.
- High School Diploma or GED Certificate required.

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Class	Title	Credits
Cosmetology 211	Post-Graduate Cosmetology Training I	6
Cosmetology 212	Post-Graduate Cosmetology Training II	6
Cosmetology 223	Basic Teaching Skills for Career Education Instructors	8
Cosmetology 224	Principles and Practice in Cosmetology Education	8
Total		28

Cosmetology Teacher Training Basic Certificate - 500 Hours

- Please note this program **does not** qualify for financial aid.
- Students must have graduated from an accredited Cosmetology school and possess an active State of Illinois Cosmetology License.
- High School Diploma or GED Certificate required.

Class	Title	Credits
Cosmetology 223 -Requirement: Proof of two years of salon experience or a Grade of C or better in COS 211 and 212	Basic Teaching Skills for Career Education Instructors	8
Cosmetology 224 - Requirement: Grade of C or better or concurrent enrollment in COSMET 223.	Principles and Practice in Cosmetology Education	8
Total		16

Overview of Barber Programs

All courses require a grade of C or better to be counted toward CCC certificate and degree completion.

Barber Advanced Certificate

Class	Title	Hours toward 1500 total	Credits
Cosmetology & Barber 101	Intro to Cosmetology/Barber	160	6
Cosmetology & Barber 102	Hair Cutting	187	6
Cosmetology & Barber 103	Basic Styling	187	6
Cosmetology & Barber 104	Basic Chemical	187	6
Barber 107	Barber Salon I	227	7
Barber 108	Barber Salon II	227	7
Barber 203	Advanced Barber Technical Skills	187	6
Barber 204	Summative Seminar	187	6
Totals		1549	50

Barbering Associates in Applied Science

Class	Title	Hours toward 1500 total	Credits
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Cosmetology & Barber 101	Intro to Cosmetology/Barber	160	6
Cosmetology & Barber 102	Hair Cutting	187	6
Cosmetology & Barber 103	Basic Styling	187	6
Cosmetology & Barber 104	Basic Chemical	187	6
Barber 107	Barber Salon I	227	7
Barber 108	Barber Salon II	227	7
Barber 203	Advanced Barber Technical Skills	187	6
Barber 204	Summative Seminar	187	6
Business 111	Intro to Business	na	3
CIS 120	Intro to Computer Applications	na	3
Any College Level Math	na	na	3
Social & Behavioral Science with Human Diversity Designation	na		3
English 101	Composition	na	3
Totals		1549	65

Earning 1500-Hour Illinois State Requirement

The Cosmetology & Barber Program is a clock-hour program. To fulfill the minimum requirements sanctioned by the IDFPR, students must obtain at least 1500 clock hours to succeed in the program. Therefore, regular class attendance is mandatory. Students who are deficient in the designated hours per course will not pass the course and will need to repeat the course. Further, only a licensed Cosmetology or Barber educator can grant hours to students enrolled in the program. See Truman Cosmetology & Barber Program section of this manual for hours per course.

The instructor will determine criteria for excused absences. Please check each specific syllabus for information. Students who do not comply with the Cosmetology & Barber uniform policy may not earn hours while out of uniform.

To ensure attendance, students must sign in and out of each class following the instructor's policies. The instructor will verify each entry time, and all students must sign out to meet the required state hours.

Make-up Hours/Extra Hours

- “Make-up Hours” are hours acquired in order to make from class absences. See syllabus for instructor make-up hours policies.
- “Extra Hours” are hours acquired from participation in outside activities when an educator is present or when you acquire more hours than required of supplemental education per class per semester.

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- Hours are reported and calculated per semester and class and reflected in your 1500 contact hours.

Students Who Earned Cosmetology Credits Before 2020

Students who earned Cosmetology credits before 2020 must meet with an Advisor by the end of their first semester to ensure they meet the total required credits. In 2020, the program's total course credits increased, along with the number of credits per class. Returning students may need to earn additional credits to accommodate these changes. Any college-level credit can be applied towards this requirement. Students need to plan and schedule an appointment with their College Advisor.

[Information on scheduling an advising appointment can be found here](#) or visit the McKeon Building, Room 118.

Cosmetology & Barber Student Expectations

Truman Cosmetology & Barber students are expected to embody the professional standards required for success in the industry and to demonstrate respect for the college learning environment as outlined in [CCC Board Policies](#).

Each student is responsible for becoming familiar with this supplemental information, as it is vital to student success. Students must still comply with all CCC student rules and responsibilities - see <https://catalog.ccc.edu/academic-student-policy/student-focused/understanding-rights-responsibilities/>

Students who do not meet the Cosmetology & Barber program expectations may be removed from the class for the remainder of the day, be referred to the Truman student conduct process, and/or dismissed from Cosmetology & Barber courses.

Multiple or repeated infractions may also result in the CCC discipline process, as outlined in CCC's Academic & Student Policy Manual and may result in student misconduct sanctions.

Cosmetology & Barber Student Uniform Policy

Students are required to adhere to the Truman Cosmetology & Barber uniform policy during classroom instruction. Students who do not comply with the Cosmetology & Barber uniform policy may not earn hours while out of uniform.

All members of the Cosmetology & Barber team may enforce uniform standards

Shirts & Tops:

- Students must wear the Truman-issued uniform polo, Truman-issued fully zipped smock, or an official Truman College T-shirt. Approved uniforms may not be altered or embellished. Shirts worn under approved uniform items must be black or white and logo- and letter-free.

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- No visible crop tops or revealing tank tops are permitted.
- The Truman student ID is included in the Cosmetology & Barber Uniform.
- Appropriate undergarments should be worn. However, undergarments should not be visible at any time.

Pants:

- Students must wear appropriate-fitting Truman-issued black pants, professional-style black pants, or black scrub-style pants no shorter than ankle-length.
- Tighter-fitting pants, such as opaque leggings and jeggings, can only be worn when accompanied by a fully zipped Truman smock which extends to the mid-thigh.
- No skirts, shorts, denim, non-black, ripped, transparent pants, or revealing bottoms of any kind are permitted.
- Appropriate undergarments should be worn. However, undergarments should not be visible at any time.

Footwear:

- Shoes must be black or white and closed toed, with no or low heels.

Headwear:

- Only fashionable, professional, clean, logo-free, black or white headwraps/scarves are permitted.
- Hats, bonnets, wig caps, and pullover “hoodies” are NOT acceptable headwear.

Removable/Unacceptable Cosmetology & Barber Student Behavior

Below are examples of grounds for removing a Cosmetology & Barber student from the class or instructional setting. Following the CCC student misconduct sanctions, the Truman Administration team may take additional disciplinary action.

Examples of Unacceptable/Removable Behavior

- Disruptive, abusive, threatening, or unprofessional behavior towards any staff member, instructor, client, or student, both in-person or via electronic means.
- Loud verbal confrontations or threats of physical violence toward any staff member, instructor, client, or student.
- Leaving the learning environment or salon area without notifying the instructor.
- Any aggressive or physical altercation toward people or property in or around the learning environment or salon area, including hallways and common areas. All involved parties will be removed.
- Demonstration of behavior that compromises the safety of any staff member, instructor, client, or student.
- Possession and/or consumption of alcoholic beverages.
- Possession, sale, use, or distribution of any narcotic drug, marijuana, or other addictive or

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hallucinogenic substance prohibited by state or federal law.

- Use of all forms of tobacco (including but not limited to cigarettes, cigars, pipes, hookah, electronic cigarettes, chew, snuff, and other smokeless tobacco products) and the sale of these products.
- Regular uniform non-compliance.
- Signing in or out without Educator permission because only a licensed Cosmetology or Barber educator can grant hours to students enrolled in the program.
- Possession of a weapon, a gun, a knife, or explosives. Students also may not misappropriate tools or use MACE-like products of any kind.
- Conducting any Cosmetology & Barber-related services outside of the sanctioned instructional setting.

More detailed information is in the Student Academic & Policy Manual [Article VIII. Understanding Your Rights and Responsibilities At CCC < City Colleges of Chicago](#)

Students removed from Cosmetology and Barber classes lose the opportunity to learn, and hours missed may not be able to be made up. All students involved in removable behavior may be subject to discipline.

Academic Integrity

City Colleges of Chicago are committed to the ideals of truth and honesty. Given this, students are expected to adhere to high standards of honesty in their academic endeavors. Plagiarism and cheating are serious violations of these standards and will result, minimally, in the grade of “F” by the educator. More detailed information is in the Student Academic & Policy Manual [Article VIII. Understanding Your Rights and Responsibilities At CCC < City Colleges of Chicago](#) .

Locker Usage

Students are assigned lockers at the beginning of each semester as a courtesy. Personal items should be stored in lockers when possible.

The college does not provide locks; students must bring their own. Combination locks are the only style permitted unless approved by the Truman Administration. Any graffiti or paraphernalia found on lockers will require the student to remove it immediately upon request. Lockers may be searched by the Administration, Department Program Director, and/or Public Safety Personnel.

Students agree to use the locker at their own risk. Truman College is not liable for any personal items lost, missing, or stolen from lockers. Students are advised to keep their lockers locked while not in use.

Lockers must be cleaned out completely at the end of each semester. Items left after the Friday following the last day of the term may be discarded.

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Safety & Sanitation

The Cosmetology & Barber field is not a typical academic field; it requires many contact hours of hands-on work, with potentially dangerous equipment and supplies. Therefore, the safety of students and staff must be of the highest priority. Students must always do the following:

- Students must wear gloves and aprons when working with chemicals.
- Students must clean ALL implements in the clinic area and designated areas. Implements are not to be cleaned in the bathroom under any circumstance.
- Students must obtain a Client Waiver form when doing any service on any live person.
- Students must drape clients properly when working with chemicals.
- Students must execute strand tests and patch tests before rendering chemical services.
- Students must always follow sanitation standards.
- Students cannot be in the salon without the supervision of an Educator.
- Educator approval is required before using equipment or performing client tasks.
- Students are not allowed to perform services on themselves.
- Students are not allowed to turn down performing services on clients without consultation of an Educator.
- Services are only permitted within the confines of the learning environment/class. Services should not be done in non-designated spaces, between classes, or outside licensed Instructors' supervision.

Salon/Classroom Mobility

The Cosmetology & Barber program is a clock-hour program, and most classes have a scheduled break. If a student has been missing from the classroom for a long time, they will be marked absent when the Educator recognizes the student is gone. Please notify your Educator if you need to leave in the middle of class. If a student is modeling for another student, they MUST have the Educator's permission to be absent throughout the modeling preparation period. Instructor permission is required to enter a class where a student is not scheduled.

Professionalism

Cosmetology and barber services, such as hair, make-up, lashes, or nails, are to be provided in the salon-clinic area and are not allowed in the lunchroom, computer lab, or back of classrooms. Professional communication is required, including volume, vocabulary, and body language.

ID Requirement

All personnel who enter the building must display an official CCC ID card while in the building. Photo identification cards can be obtained at the District Office Security Desk on the first floor. Lost or stolen cards must be reported immediately. The CCC ID card is the property of the City Colleges of Chicago. You may be charged for a replacement ID card.

Class Attendance

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Attendance in all classes is mandatory in the State of Illinois. Regular and punctual attendance is also required for students to be successful in achieving their academic goals.

Electronic Device Policy

Cell phones should not be seen or heard during lecture/theory class time. Electronic devices may be used during independent working time at the educator's discretion. Earbuds, headphones, or listening devices are only permitted at the educator's discretion.

Cosmetology & Barber Student Concerns & Feedback

The section addresses voicing concerns or providing feedback:

Academic/Learning/Grading

Students with concerns or questions about grades or their specific learning environment should proceed with the following steps. Please note that email communication is advised.

- Step 1: Discussion with the faculty teaching the related class (if unresolved, go to step 2)
- Step 2: Submit a request to meet via email to Fulltime Program Director Thanika Curney at tcurney@ccc.edu. (if unresolved, go to step 3)
- Step 3: Submit your concern by emailing details to the Dean of Career Programs, Dr. Allison Zures, at azures@ccc.edu.

Course Scheduling

The Cosmetology & Barber department thoughtfully creates the course schedule. Students may individually submit course suggestions via email to the Program Director. Still, students should enroll early for the courses offered, as the department cannot guarantee that schedule-related requests can be accommodated.

Discrimination or Harassment

We understand that sexual harassment, sexual assault, and stalking can be difficult to discuss and that many factors may be involved, including disability, race, religion, gender expression, academic stress, or a relationship with the assailant. Students can file a complaint to any of the services below directly:

- The Office of Safety and Security: (773) 907-4800
- The Dean of Student Services: 773-907-4754 or email msoley@ccc.edu
- The Title IX Coordinator at the District Office: (312) 553-2865 OR eeofficer@ccc.edu City Colleges' EEO Policy can be viewed in its entirety at [www.ccc.edu/departments/Pages/Equal-Opportunity-Office-\(EEO\).aspx](http://www.ccc.edu/departments/Pages/Equal-Opportunity-Office-(EEO).aspx)

Safety and Security

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The City Colleges of Chicago has an obligation to provide a safe environment free from violence and threats of violence where civility is valued. To that end, CCC intends to make reasonable efforts to provide for the safety and security of its students, faculty, staff, public, and property. More information is available at the Office of Safety & Security located in the Main Building, room 1440.

Additional Information

Cosmetology & Barber Field Trip Requirements

Travel Forms must be completed in compliance with CCC Policy. If the student does not attend a class field trip, he/she must report to campus during his/her class time or he/she will be marked absent and lose attendance for the time missed.

First Aid

In any emergency, call 911 and then notify Security at x74800. First aid kits are throughout the labs and at the Security desk near the Tech Building's front door. The Security desk also has a defibrillator. No students, staff, or faculty should administer first aid they are not qualified to perform.

Pass-through Course Charges

The CCC Board of Trustees has instated “pass-through” course charges for which Cosmetology & Barber students are responsible. These charges are applied to course kits and supplies. Kits and supplies are delivered directly to students from the Cosmetology & Barber department and should not be purchased separately. Passthrough course charges cannot be waived. For more information about Pass Through Course charges, please visit the Cosmetology & Barber website at [Cosmetology & Barbering - City Colleges of Chicago \(ccc.edu\)](https://www.ccc.edu/cosmetology-barber/) and Truman Financial Aid at <https://www.ccc.edu/truman/departments/financial-aid/> or the Larry McKeon Building in room 106.

Cosmetology & Barber Industry Event Policy

The following are guidelines for attending industry events unrelated to the Truman Cosmetology & Barber program:

- Students are responsible for travel, registration, and payment for all external industry events.
- Participation is strictly voluntary and independent from the Truman Cosmetology & Barber program.
- In instances where an educator is present on behalf of Truman Cosmetology, students will be informed of the procedures to earn extra hours.