



INTELLITEC COLLEGE CATALOG ADDENDUM

Supplement to the IntelliTec College Student Catalog
2017-2019 Volume VII, January 2018, Number 1

Date Created: February 20, 2018

Modified August 13, 2018

Revisions to the Catalog, February 20, 2018

Pg. 12 Enrollment Procedures (Nursing Assistant additional items)

1. Paragraph 5, Age: Must be 18 years or older

#1 has been removed. This is not a requirement.

Pg. 8 Catalog Notice to Students

Add the following statement:

This catalog is incomplete without all tuition, administration, and catalog addenda as applicable.

Pg. 9 College Ownership

The following name has been added to the governing board:

Wayne Zellner – President

Revisions to the Catalog, July 2, 2018

Pg. 20 Important Enrollment Agreement Information (CO), 4th statement now reads:

While it is strongly encouraged that a student attempt to resolve any issues with the school first, a student may file a complaint at any time for any reason with the Division of Private Occupational Schools within two years of the last date of attendance or withdrawal date at the following address: Division of Private Occupational School Board, 1560 Broadway, Suite 1600, Denver, CO 80202, 303-862-3001, or online at <http://higherred.colorado.gov/dpos/>

Pg. 35 Grievances and Appeals Process

Revise letter (a) to the following:

a. **For schools located in Colorado:**

Complaints may be filed online or via the below contact information:

The Colorado Department of Higher Education,
Division of Private Occupational School Board
1600 Broadway, Suite 2200
Denver, CO 80202

Pg. 31 Course Cancellation

Now Reads:

The College reserves the right to cancel any course that it deems necessary. Please refer to the Refund Policy-Colorado (pg. 19-20) and Refund Policy – New Mexico (21-22) for additional information.

Pg. 34, Grievances and Appeals Process

2nd paragraph now reads:

The below grievance procedure should be followed by all students who seek resolution of a grievance, complaint, or concern related to their attendance at the College. Certain grievances related to Title IX may require different procedures and the campus Sexual Misconduct policy will then apply. ***Under no circumstance will any adverse action be taken against a complainant for registering a complaint in good faith. Please refer to the Non-Retaliation policy outlined in this catalog.***

Pg.53, Program of Study: Dental Assistant

Objective:

Last sentence now reads:

The graduate will be prepared to sit for the National Entry Level Dental Assistant (NELDA) exam.

Pg. 31 – 32 Externship

Now reads:

Some training programs may require externship in an approved facility as part of the coursework. When an externship is part of a program, it must be successfully completed in order to graduate. The purpose of the externship is to provide the student with supervised on-the-job experience of tasks learned throughout the program and provides the opportunity to gain additional, specialized knowledge and practice.

The designated Extern Coordinator at the College will directly supervise placement of externs, selection of providers, activities and tasks performed, as well as the progress and grading of each individual student extern.

Length: The length of the externship varies depending on the program. It is assumed that the usual externship will be served in 6 weeks depending upon the provider's, as well as the student's schedule. Externships include certification courses and the term concludes on the last Friday of the term.

Reviews: Externs will attend weekly extern meetings with the Extern Coordinator on a weekly basis. Task assignments, grades, time records, as well as a discussion regarding how the extern is responding to different situations, and his/her general performance will also be reviewed.

Scheduling: Student schedules for externship sites are based on the availability and needs at the site. Students are not guaranteed night or day hours based on previous scheduling and may need to make adjustments in order to complete their extern hours. Some sites may require weekend and evening hours. Students who are not able to accommodate the available extern site schedule, will be withdrawn a week after the start date of that term until a following term when the schedule can be accommodated. Students must complete their hours within the assigned term unless there is a delay in placement or other school or externship provider reasons. Students have the option to complete extern hours during IntelliTec scheduled breaks (ex. Summer break) and must notify their Externship Coordinator by week 3 of the term prior to the break if they plan to work.

Extern Coordinators will assign students to an extern site based on availability of sites, schedules, and needs. Students may suggest available sites but all locations must be reviewed and approved by the Extern Coordinator according to school policies.

Attendance: Students are required to attend their externship as though they were employees of the extern site. Standard attendance requirements apply based on school policy, however, extern sites may be stricter about these requirements. Students who will be unable to attend their scheduled hours must notify the Program Supervisor and/or Extern Coordinator as well as their on-site supervisor at the extern site. In addition, students are required to attend weekly extern meetings as applicable. If a student has not yet been assigned to a site the student is still required to attend the weekly extern meetings.

Dismissal from an Extern Site: If a student does not complete an externship within the scheduled term due to attendance, removal from a site, or other student dictated reasons, requiring a re-assignment of extern sites, the student receives an “F” for the course and will be re-assigned for the next term. This type of re-assignment will require the student to pay re-take fees and the student will need to complete all required hours during the new course as hours will not carry over from the previous assignment. Under no circumstances may a student who is removed from a site be re-assigned to a new site until the beginning of the next term. In rare instances, the Campus Director may allow placement sooner or during the same term for extenuating circumstances.

Students who received an “F” due to removal from a site are required to complete the following:

- Meet with the Program Supervisor or Externship Coordinator to discuss and build a Student Support Plan (SSP) for the remainder of the term including the following two requirements and specific assignments.
- Attend the remaining externship meetings.
- Complete one assignment from Career Edge each week based on approved curriculum. These assignments are due at each extern meeting.

If the student fails to attend any of the required externship meetings, the student will be withdrawn immediately and must re-enroll to continue the program (please see the Readmission Policy in this catalog for additional details). In the event that a student is removed from a site twice, the student will be required to sit out for a period of one-year before attempting to complete the externship again.

For externship provider or school issues that require a re-assignment of the student to a new extern site, the re-assignment can occur as soon as a site is available. If the hours can't be completed by end of term, refer to the incomplete policy. Hours completed at the original site may be carried over to the re-assignment. Re-assignments to new locations should be minimal and should not exceed more than two placements.

Incompletes: A student may be designated as an incomplete (I) at the end of a term if all hours for the extern are not completed due to delay in placement or other school or externship provider reasons. The student will be assigned an “I” grade and will have one additional term to complete the needed hours to receive a grade for the course. If at that time, hours are not completed, the student will receive an “F” and will need to re-take the course. These students must continue to attend the weekly extern meetings until they are placed or begin their externship.

School Conduct Policies: Students are required to abide by all school policies when at extern. This includes the Drug and Alcohol Abuse Prevention Policy and student code of conduct policies. Disciplinary action will be taken according to standard student procedures in the event of a violation of policy.

Background Checks and Drug Screenings: Some sites may require a student to pass a background check and/or drug screening prior to placement. If a student does not pass their background or drug screen successfully, the Extern Coordinator will make a reasonable attempt to find an alternative site for the student that has different drug testing or background criteria. If there is not a site like this available at the given time, the student will be withdrawn from class one week after the start date of the term. The student may attempt to re-enroll to complete the externship but will be responsible for paying a re-take fee and successfully passing the course after they can successfully pass their background and drug screen. If the Extern Coordinator is able to find a suitable site for a following term that will accept the student, the student will be contacted to re-enroll and complete the program.

Immunizations: Some sites require certain immunizations prior to being on site. Proof of immunization must be submitted to the Extern Coordinator prior to the start of the externship.

Pg. 32, Grading System

Grade Definitions now read:

Grade definitions are:

- A =Excellent attainment of course objectives
- B =High attainment of course objectives
- C =Satisfactory attainment of course objective
- D =Partially attaining course objectives
- F =Not attaining course objectives
- W = Withdrawal after first week
- I =Incomplete

For a standard course, the student has one week to change the incomplete grade. Failure to do so will result in an “F” for the course. In rare circumstances, an extern course may result in an approved Incomplete (“I”) if not all hours for the externship are completed due to delay in placement or other school or externship provider reasons. The student is given one additional term to complete the hours and the approved incomplete does not impact their grade point average. Please refer to the Externship section in this catalog for additional details.

Revisions to the Catalog, August 13, 2018

Pg. 12, Introductory Period

Now Reads:

IntelliTec College recognizes the importance of a student's educational commitment and therefore designates the first **9 calendar days** of the student's college attendance as an introductory period. The introductory period is designed to provide students an opportunity to experience IntelliTec College's curriculum, faculty, learning environment, and student services. During this period, students are not eligible for federal financial aid disbursements and will not incur program tuition cost although book, uniform, and tool charges may apply. A student is allowed only one introductory period within all IntelliTec College locations. In addition, the Introductory Period (IP) does not apply to Nursing Assistant students due to the length of the program.

During IP, students are issued all necessary textbooks, tools, and electronic devices. Should the student decide to cease enrollment during or at the end of the introductory period, textbooks, tools, electronic devices, and/or equipment can be returned to the Business Office if they are in "as-new" condition and in original packaging and no charges will be assessed. Cost for all returned items not in "as-new" condition, as well as any items not returned become the responsibility of the student and may be reported for billing and collection.

Students wishing to cease enrollment during or just prior to the end of the Introductory Period should do so in writing to the college. Students failing to return after the introductory period will be automatically withdrawn. Students who have recorded attendance following the introductory period are automatically reaffirmed, considered active students, and will be charged accordingly. Please refer to the Refund policy for additional details.

PROGRAM OF STUDY

COSMETOLOGIST

CAMPUSES: GRAND JUNCTION, PUEBLO

MAJOR: COSMETOLOGIST

Certificate: Cosmetologist

Time: 1560 Clock Hours (13.5 months)

Objective: Graduates of the Cosmetologist program will have developed the skills in a hands-on environment to function effectively as an entry-level cosmetologist working independently or as a member of a salon team. Graduates will be prepared to perform salon services including all aspects of hairstyling, professional facial and skin care, and nail services. Curriculum also includes an emphasis on business practices, marketing, and sales. Graduates will be prepared to sit for the Cosmetologist State Board exam.

Course Number	Course Name	Clock Hours
COS-100	Introduction to Cosmetology Theory & Application	180
COS-102	Intermediate Cosmetology Theory & Application	180
COS-103	Introduction to Clinic Floor Services & Practices 1	180
COS-104	Cosmetology Theory & Skills Clinic 2	180
COS-105	Cosmetology Theory & Skills Clinic 3	180
COS-106	Cosmetology Theory & Skills Clinic 4	180
COS-107	Cosmetology Service Industry Professional Clinic 5	180
COS-108	Cosmetology Service Industry Professional Clinic 6	180
STB-109	Cosmetology Capstone	<u>120</u>
Total Hours		1560

COS 100 -108 Class hours per week: 30

STB-109 Class hours per week: 20

Cosmetologist Course Schedule

<u>Course Number</u>	<u>Days of the Week</u>	<u>Day Students</u>	<u>Night Students</u>
COS-100 & COS-102	Monday - Friday	9:00am - 3:00pm	3:30pm - 9:30pm
COS-103 through 108	Monday - Friday	9:00am - 3:00pm	2:00pm - 8:00pm
STB-109	Monday - Thursday	9:00am - 2:00pm	2:00pm - 7:00pm

For more information about our graduation rates, the median debt of students who completed the program, and other important information visit www.intellitec.edu

Cosmetologist

CAMPUSES: GRAND JUNCTION, PUEBLO

COS-100: Introduction to Cosmetology Theory & Application

180 Clock Hours

Prerequisite: None

After successful completion of this course, the students will have knowledge of the theory and basic Cosmetology applications and fundamentals. Students will have an understanding of the history of Cosmetology and be able to perform basic Cosmetology services in a safe and sanitary manner. Students will be able to identify nail disorders and diseases. Students will be able to perform manicures and pedicures. Students will be able to identify scalp diseases and disorders. Students will be able to do a scalp analysis, scalp manipulations and be able to Thermal style the hair.

COS-102: Intermediate Cosmetology Theory & Application

180 Clock Hours

Prerequisite: COS-100

This course provides Cosmetology students with theory and practical skill applications that take place in a classroom setting. Students will practice intermediate skills learned in the classroom and lab setting to include MATRIX C.R.A.F.T. Methodology, advanced Skin Care and Nail Services.

COS-103: Introduction to Clinic Floor Services & Practice 1

180 Clock Hours

Prerequisite: COS-100, COS-102

After successful completion of this term, the students will have a greater understanding of working knowledge of the correct cosmetology theory, application of cosmetology skills, safety and administration of sanitation, disinfection and sterilization. Cosmetology students will participate advanced theory courses and practical skills application that take place in a classroom setting as well as on the cosmetology clinic floor. The students will demonstrate knowledge in all areas of basic chemistry, permanent waving, and chemical hair relaxers. Students will understand the fundamentals of hair color to include the laws of color, the level system, and contributing pigment. Students will practice skin care and nail care services and participate in learning the importance of client consultation and post treatment care. Continued product knowledge of Matrix retail products will be

reviewed to allow students the opportunity to practice their retail sales skills.

COS-104: Cosmetology Theory & Skills Clinic 2

180 Clock hours

Prerequisite(s): COS-100, COS-102, COS-103

After successful completion of this term, the students will have a greater understanding of working knowledge of the correct cosmetology theory, application of cosmetology skills, safety and administration of sanitation, disinfection and sterilization. Cosmetology students will participate in advanced theory courses and practical skills application that take place in a classroom setting as well as on the cosmetology clinic floor. The students will demonstrate knowledge in all areas of basic chemistry, permanent waving, and chemical hair relaxers. Students will understand the fundamentals of hair color to include the laws of color, the level system, and contributing pigment. Students will practice skin care and nail care services and participate in learning the importance of client consultation and post treatment care. Continued product knowledge of Matrix retail products will be reviewed to allow students the opportunity to practice their retail sales skills.

COS-105: Cosmetology Theory & Skills Clinic 3

180 Clock Hours

Prerequisite(s): COS-100, COS-102, COS-103, COS-104

After successful completion of this term, the students will have a greater understanding of working knowledge of the correct cosmetology theory, application of cosmetology skills, safety and administration of sanitation, disinfection and sterilization. Cosmetology students will participate advanced theory courses and practical skills application that take place in a classroom setting as well as on the cosmetology clinic floor. The students will demonstrate knowledge in all areas of basic chemistry, permanent waving, and chemical hair relaxers. Students will understand the fundamentals of hair color to include the laws of color, the level system, and contributing pigment. Students will practice skin care and nail care services and participate in learning the importance of client consultation and post treatment care. Continued product knowledge of Matrix retail products will be reviewed to allow students the opportunity to practice their retail sales skills.

Cosmetologist

CAMPUSES: GRAND JUNCTION, PUEBLO

COS-106: Cosmetology Theory & Skills Clinic 4

180 Clock Hours

Prerequisite(s): COS-100, COS-102 –COS-105

After successful completion of this term, the students will have a greater understanding of working knowledge of the correct cosmetology theory, application of cosmetology skills, safety and administration of sanitation, disinfection and sterilization. Cosmetology students will participate advanced theory courses and practical skills application that take place in a classroom setting as well as on the cosmetology clinic floor. The students will demonstrate knowledge in all areas of basic chemistry, permanent waving, and chemical hair relaxers. Students will understand the fundamentals of hair color to include the laws of color, the level system, and contributing pigment. Students will practice skin care and nail care services and participate in learning the importance of client consultation and post treatment care. Continued product knowledge of Matrix retail products will be reviewed to allow students the opportunity to practice their retail sales skills.

COS-107: Cosmetology Service Industry Professional Clinic 5

180 Clock Hours

Prerequisite(s): COS-100, COS-102 -COS-106

After successful completion of this term, the students will have a greater understanding of working knowledge of the correct cosmetology theory, application of cosmetology skills, safety and administration of sanitation, disinfection and sterilization. Cosmetology students will participate advanced theory courses and practical skills application that take place in a classroom setting as well as on the cosmetology clinic floor. The students will demonstrate knowledge in all areas of basic chemistry, permanent waving, and chemical hair relaxers. Students will understand the fundamentals of hair color to include the laws of color, the level system, and contributing pigment. Students will practice skin care and nail care services and participate in learning the importance of client consultation and post treatment care. Continued product knowledge of Matrix retail products will be

reviewed to allow students the opportunity to practice their retail sales skills.

COS-108: Cosmetology Service Industry Professional Clinic 6

180 Clock Hours

Prerequisite(s): COS-100, COS-102 –COS-107

After successful completion of this term, the students will have a greater understanding of working knowledge of the correct cosmetology theory, application of cosmetology skills, safety and administration of sanitation, disinfection and sterilization. Cosmetology students will participate advanced theory courses and practical skills application that take place in a classroom setting as well as on the cosmetology clinic floor. The students will demonstrate knowledge in all areas of basic chemistry, permanent waving, and chemical hair relaxers. Students will understand the fundamentals of hair color to include the laws of color, the level system, and contributing pigment. Students will practice skin care and nail care services and participate in learning the importance of client consultation and post treatment care. Continued product knowledge of Matrix retail products will be reviewed to allow students the opportunity to practice their retail sales skills.

STB-109: Cosmetology Capstone

120 Clock Hours

Prerequisite(s): All courses

After successful completion of this course, the students will have an understanding of the requirements throughout the State of Colorado of Cosmetology in regards to State laws, rules and regulations according to the Colorado Board of Cosmetology. The students will have a working knowledge of Cosmetology theory, practical applications, safety and administration of sanitation, as well as disinfection and sterilization. They will utilize skills learned in a clinical classroom setting with practical skill practice on mannequins and clients. Students will be given an overall review of theory in regards to preparation for taking their Colorado State Board of Cosmetology Written Exam.