

Jenks Beauty College

New Student
Orientation

2026



Welcome and Introductions

About US



JBC Faculty

JBC Faculty and Staff

- **Tarina Foster B.S.M.-** College Director | DOE (Director of Education)- Cosmetology Master Educator
- **Prezonta Robertson-** Esthetics Master Educator | Cosmetology Master Educator
- **Tiffany Bridgeford-** Cosmetology Master Educator
- **Misty Harris-** Manicuring Master Educator | Cosmetology Master Educator
- Kelly Maggio- Admissions
- Sasha Varnell- Administrative Assistant
- Breanna Maggio- Front Desk Coordinator
- *Rebecca Banuelos- Campus President



Jenks Beauty College Programs

Program Lengths | Schedules

Course Lengths and Schedules

Cosmetology- 1500 Clock Hours FT/
50 Weeks PT/65 Weeks

Esthetics- 600 Clock Hours FT/20
Weeks PT/ 26/40 Weeks

Manicuring- 600 Clock Hours FT
20/Weeks PT/26/40 Weeks

Master Educator- 1000 Clock Hours
FT/34 Weeks



Schedules/Requirements

**Full time- 8:00 AM- 4:00 PM
Mon/Tue- Fri**

**Part time 8:00 AM- 3:00 PM
Mon/Tue- Fri**

FT- 30 Hours Per Week

PT-23 Hours Per Week

**A Student CANNOT Clock More
Than:**

8 Hours/ Day

40 Hours/ Week



Campus Hours

- Monday- Thursday 8:00 AM- 5:00 PM
 - Friday- 8:00 AM- 4:00 PM

Attendance and Communication

ALWAYS communicate if you will be:

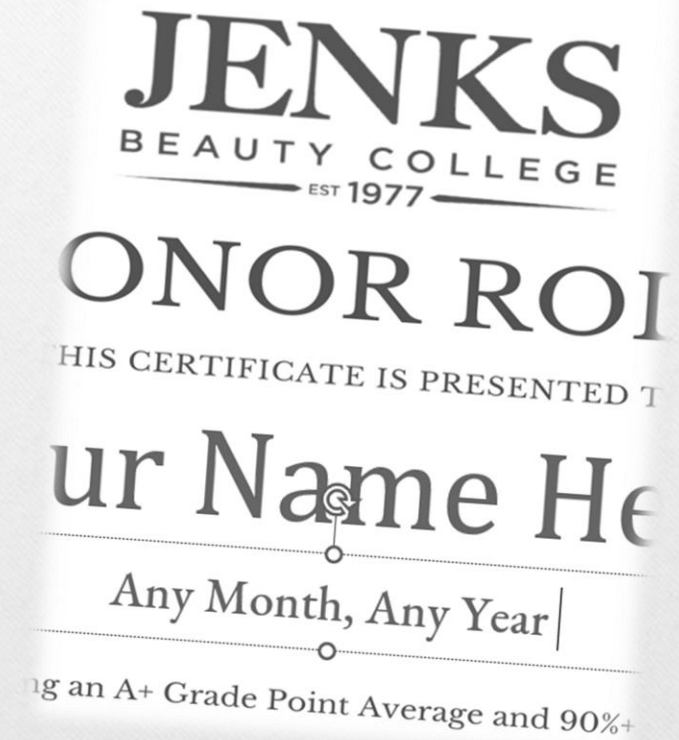
- ☐ Absent
- ☐ Late
- ☐ Need to Leave Early



Honor Roll

**Must maintain 90% attendance
and 90% GPA**

**Student will receive an Honor
Roll Certificate!**



Curriculum

- Pivot Point- [Pivot Point](#)
- LAB (Learning Platform)
- Textbooks
- Kit



Program Objectives

Cosmetology Program Objectives

Program Objectives:

Upon completion of the course requirements, the determined graduate will be able to:

- ☐ Project a positive attitude and a sense of personal integrity and self-confidence.
- ☐ Practice effective communication skills, visual poise, and proper grooming.
- ☐ Respect the need to deliver worthy service for value received in an employer-employee relationship.
- ☐ Perform the basic manipulative skills in the areas of hair care, skin care and nail care.
- ☐ Perform the basic analytical skills to determine appropriate hair care, skin care, and nail care services to achieve the best total look for each client.
- ☐ Apply academic and practical learning and related information to ensure sound judgements, decisions, and procedures.
- ☐ To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

Esthetics Program Objectives

Program Objectives:

Upon completion of the course training and all course requirements, the determined graduate will be able to:

- ☐ Project a positive attitude and a sense of personal integrity and self-confidence.
- ☐ Practice proper grooming and effective communications skills and visual poise.
- ☐ Understand employer–employee relationships and respect the need to deliver worthy service for the value received.
- ☐ Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/ brow tinting.
- ☐ Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures.
- ☐ To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in esthetics and related career positions.

Manicuring Program Objectives

Program Objectives:

Upon completion of the course of training and all course requirements, the determined graduate will be able to:

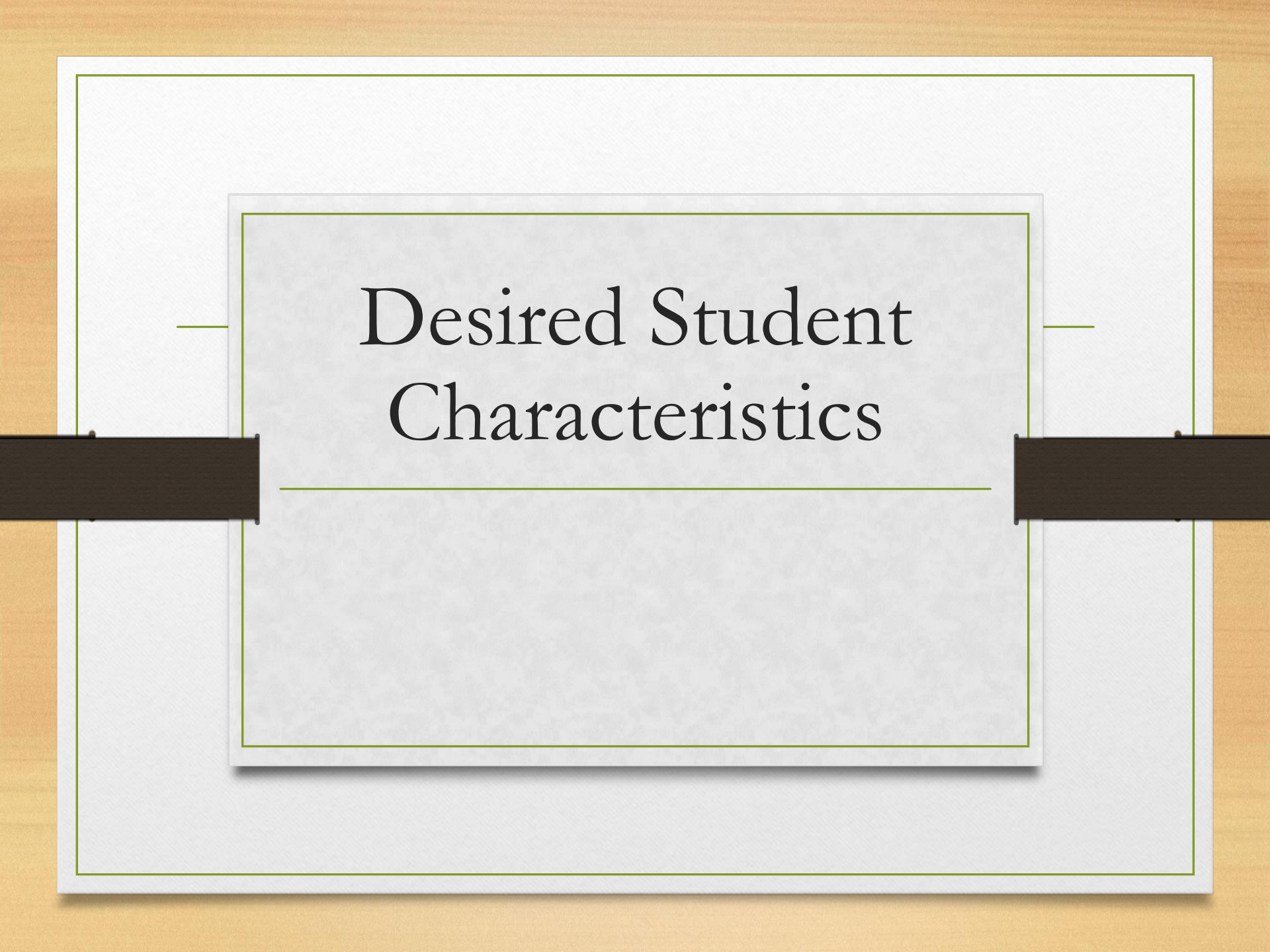
- ☐ Project a positive attitude and a sense of personal integrity and self-confidence.
- ☐ Practice proper grooming, poise, and effective communication skills.
- ☐ Understand employer / employee relationships and respect the need to deliver worthy service for value received.
- ☐ Perform the basic manipulative skills in manicuring, pedicuring and various methods of nail extensions.
- ☐ Apply the theory, technical information and related matters to assure sound judgments, decisions, and procedures.
- ☐ To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, and methods for career development in nail technology and related fields.

Master Instructor Program Objectives

Program Objectives:

Upon completion of the course of training and all course requirements, the determined graduate will be able to:

- ☐ Project a positive attitude and a sense of personal integrity and self-confidence.
- ☐ Practice proper grooming, poise and effective communication skills.
- ☐ Understand employer/employee relationships and respect the need to deliver worthy service for value received.
- ☐ Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and Audio-visual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
- ☐ Apply the theory, technical information and related matters to assure sound judgments, decisions, and procedures.
- ☐ To ensure continued career success, the graduate will continue to learn new and current educational practices for career development as a teacher and to maintain professional proficiency in cosmetology and related fields.



Desired Student Characteristics

Desired Student Characteristics

Passion for the Industry

- ☐ Genuine interest in hair, skin, nails, and beauty trends
- ☐ Eagerness to learn and grow in a creative field

Creativity and Artistic Vision

- ☐ Ability to visualize styles, colors, and designs
- ☐ Willingness to experiment and develop a personal aesthetic

Strong Communication Skills

- ☐ Comfortable interacting with clients and instructors
- ☐ Able to listen actively and explain services clearly

Professionalism and Hygiene

- ☐ Maintains a clean, polished appearance
- ☐ Follows sanitation and safety protocols consistently

Time Management and Reliability

- ☐ Shows up on time and prepared for classes and appointments
- ☐ Balances coursework, practice hours, and personal commitments

Desired Student Characteristics Cont'd

Willingness to Learn and Take Feedback

- ☐ Open to constructive criticism
- ☐ Seeks improvement through practice and study

Physical Stamina and Dexterity

- ☐ Can stand for long periods and perform hands-on tasks
- ☐ Has good hand-eye coordination for precision work

Business and Marketing Awareness

- ☐ Understands the basics of client retention, branding, and social media
- ☐ Interested in entrepreneurship or salon management

Patience and Empathy

- ☐ Handles client concerns with grace
- ☐ Builds trust through calm and caring service



Career Opportunities

Career Opportunities Cosmetology

Cosmetology covers hair, skin, and nails, offering a wide range of entry-level roles:

- ☐ **Hair Stylist / Hairdresser** (salons, spas, mobile services)
- ☐ **Salon Assistant / Shampoo Technician**
- ☐ **Blowout Specialist**
- ☐ **Colorist / Hair Color Technician**
- ☐ **Barber (with additional licensing)**
- ☐ **Freelance Stylist for Events** (weddings, photoshoots)
- ☐ **Retail Beauty Advisor** (Ulta, Sephora, department stores)
- ☐ **Receptionist at Salons or Spas**
- ☐ **Apprentice / Junior Stylist** (under mentorship)

Career Opportunities Esthetics

Estheticians specialize in skincare and wellness:

- ☐ **Licensed Esthetician** (spa, salon, dermatology clinic)
- ☐ **Facial Specialist / Skin Care Technician**
- ☐ **Waxing Technician**
- ☐ **Lash Technician** (extensions, lifts, tinting)
- ☐ **Brow Specialist** (shaping, lamination, tinting)
- ☐ **Makeup Artist** (freelance, bridal, film, retail)
- ☐ **Medical Esthetician** (with additional training, in med spas or clinics)
- ☐ **Spa Coordinator / Front Desk Staff**
- ☐ **Beauty Blogger or Content Creator**

Career Opportunities Manicuring

Nail techs focus on hand and foot care, artistry, and hygiene:

- ☐ **Manicurist / Pedicurist**
- ☐ **Nail Artist / Designer**
- ☐ **Gel / Acrylic Nail Technician**
- ☐ **Mobile Nail Technician**
- ☐ **Salon Assistant / Receptionist**
- ☐ **Spa Nail Technician** (luxury spas, resorts)
- ☐ **Nail Product Sales Representative**
- ☐ **Nail Educator Assistant** (with experience)

Career
Opportunities
Master
Instructor

Master educators train future beauty professionals and lead in education:

- ☐ **Beauty School Instructor**
(cosmetology, esthetics, nails)
- ☐ **Curriculum Developer for Beauty Programs**
- ☐ **State Board Exam Prep Coach**
- ☐ **Workshop / Seminar Presenter**
- ☐ **Online Course Creator / Tutor**
- ☐ **School Administrator or Program Director**
- ☐ **Continuing Education Provider**
- ☐ **Beauty Industry Consultant**

Program/ Course Outlines

Program/Course Outlines



☐ Cosmetology

13 Areas of Study

☐ Esthetics

11 Areas of Study

☐ Manicuring-

7 Areas of Study

☐ Master Instructor

18 Courses

Cosmetology Course Outline

- ☐ Life Skills
- ☐ Science
- ☐ Business
- ☐ Client-Centered Design
- ☐ Sculpture/Cut
- ☐ Men's Sculpture/Cut
- ☐ Hair Design
- ☐ Long Hair Design
- ☐ Wigs and Hair Additions
- ☐ Hair Coloring
- ☐ Perming/Relaxing
- ☐ Skin
- ☐ Nails



Esthetics Course Outline

- ☐ Life Skills
- ☐ Science
- ☐ Salon /Spa Business
- ☐ Client-Centered Experience
- ☐ Anatomy and Physiology
- ☐ Skin
- ☐ Facial Treatments
- ☐ Facial Treatment with Devices
- ☐ Hair Removal
- ☐ Body Treatments
- ☐ Makeup



Manicuring Course Outline

☐ Life Skills

☐ Science

☐ Business

☐ Client-Centered
Experience

☐ Natural Nails

☐ Nail Enhancements

☐ Nail Art



Master Instructor Course Outline

- ☐ The Professional Educator
- ☐ Study and Testing Skills
- ☐ Learner Characteristics and Learning Principles
- ☐ Methods of Teaching and Learning
- ☐ Program Development and Lesson Planning
- ☐ Educational Aids and Technology
- ☐ Communicating Confidently
- ☐ Effective Presentations
- ☐ Classroom Management and Supervision
- ☐ Challenges to Learning
- ☐ Assessing Progress and Advising Students
- ☐ Success Strategies For Students
- ☐ The Student Salon
- ☐ Learning is a Laughing Matter
- ☐ Student Retention
- ☐ Teams at Work
- ☐ Employment Preparation and Business Fundamentals
- ☐ Evaluating Professional Performance





Licensure

Licensure Requirements

The State Board conducts examinations for licensure in Oklahoma City. Each applicant is required to take both a written and practical practice exam.

Minimum passing grades for examinations are as follows:

- ☐ (1) Cosmetology— 75%
- ☐ (2) Instructor— 75%
- ☐ (3) Manicuring— 75%
- ☐ (4) Esthetician 75%

Additionally, Completion of an approved course of study in a licensed school of this state.

General School Policies

Clocking In/Out Procedures

Daily Attendance:

- ☐ Students are required to clock in and out each day they attend. This ensures accurate tracking of hours.

Absences:

- ☐ Students are allowed a limited number of excused absences. Excessive absences will delay program completion and/or affect financial aid eligibility.

All absences must be communicated to the school administration in advance or as soon as possible.

Effective: 1/1/25

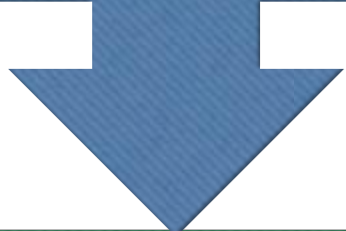
Monitoring and Accountability

- ☐ Attendance records will be reviewed weekly.

Students not meeting their weekly hour requirements will receive a warning and may be required to develop an improvement plan.

Kit (Opt Out) Policy

A student has the right to opt out of program textbooks and/or kit if desired. By doing so, there is an agreement that books purchased outside the school are equivalent in edition and publisher.



Kits purchased outside of school must meet the minimum requirements set forth by the Oklahoma State Board of Cosmetology and Barbering and be sufficient to fulfill program objectives.

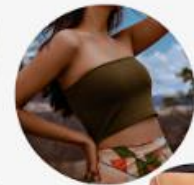
Student Dress Code

- Comply with the published dress code including, apron or smock and practice proper hygiene and grooming at all times.
- If a student is not in compliance with the dress code they may not be allowed to clock in.
- Dress code includes no midriffs showing and no tank tops.
- No shorts, skorts or dresses shorter than mid-thigh.
- No open toed shoes or heels.
- Jeans are allowed.

JENKS
BEAUTY COLLEGE
EST. 1977

Do's

Dont's



Standards of Conduct Rules



The school sets forth specific Standards of Conduct for the purpose of promoting a positive learning environment and a pathway to career success.



Developing efficient work habits, a positive attitude and definite goal orientation during training can only enhance the graduate's potential for success.



Students may receive an advising form for any conduct not deemed appropriate or for not adhering to any standard of conduct.



ETHICS & PROFESSIONALISM

Automatic Expulsion Behavior

- ☐ Stealing from a student, client, instructor or school property/money
- ☐ Exhibiting violent behavior or destroying property
- ☐ Consuming or possessing or distributing alcoholic beverages and/or illegal substances during school hours or on school property
- ☐ Possession of a gun, knife, or deadly weapon, exploding device or device which can be used to harm or immobilize on school property
- ☐ Committing fraud or falsification of records
- ☐ Clocking another student in or out
- ☐ Insubordination to instructors or administration

Campus Security and Crime Awareness

<https://jenksbeautycollege.edu/wp-content/uploads/2025/10/2025-campus-statistics-report.pdf>

☐ JENKS BEAUTY COLLEGE CAMPUS 2022 2023 2024

Sexual Offenses

Hate Crimes

Robbery/Drugs/Weapons/Destructions

Criminal Homicide

☐ PUBLIC PROPERTY 2022 2023 2024

Sexual Offenses

Hate Crimes

Robbery/Drugs/Weapons/Destructions

Criminal Homicide



Drug Free Workplace Policy

- ☐ The School community must adhere to a code of conduct that recognizes that the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on property owned or otherwise controlled by Jenks Beauty College.
- ☐ If an individual associated with the School is apprehended for violating any drug-or alcohol-related law when on School property, or participating in a School activity, the School will fully cooperate with all law enforcement agencies.
- ☐
- ☐ Underage possession or consumption of alcoholic beverages is not permitted on property owned or controlled by the School and the state laws will be enforced.
- ☐ Intentionally or knowingly selling, or intentionally or knowingly furnishing alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the School.

Student Grievance Policy and Procedure

The school shall receive and process any complaint filed by any party which reasonably suggests that the school may not be in compliance with applicable federal, state or local laws and regulations, or a lack of educational quality or a violation of accreditation requirements.

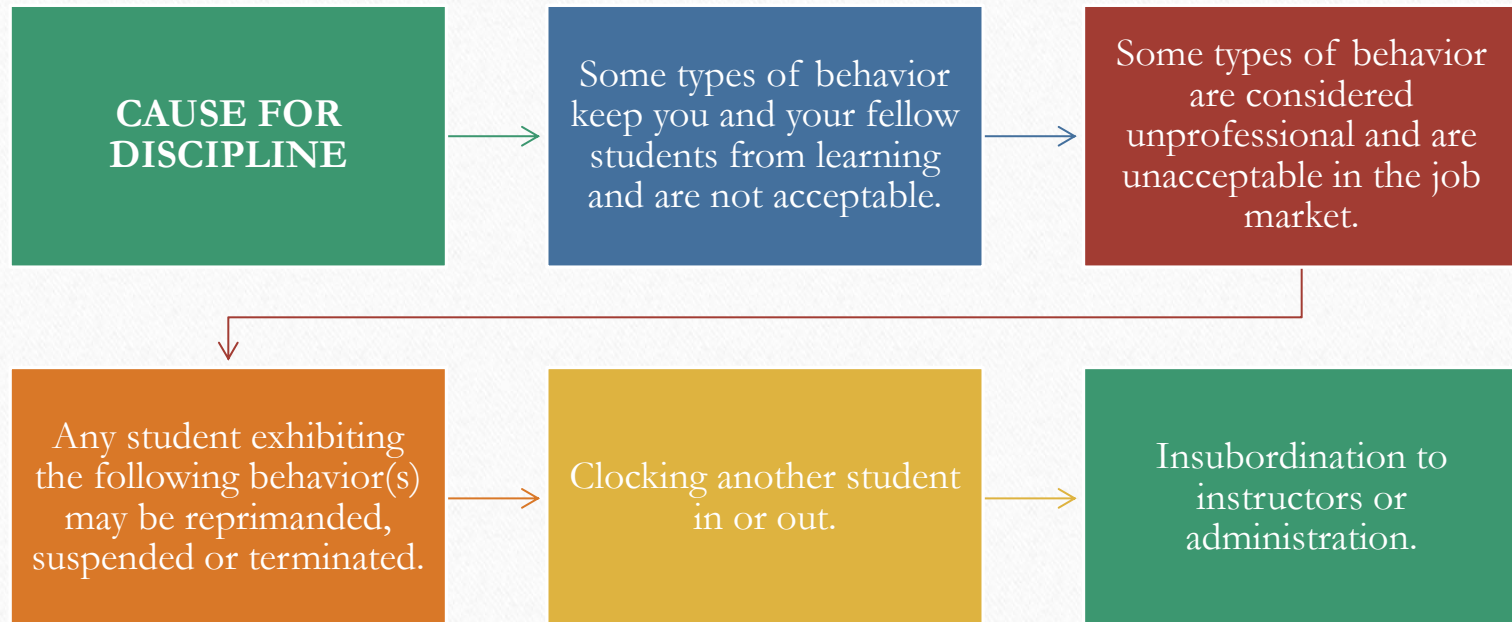
The school may at its discretion, refuse to process any complaint which appears to be frivolous or groundless, or which is submitted anonymously.

Leave of Absence Policy

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. Some examples of approved reasons for a LOA include but are not limited to:

- ☐ Childbirth
- ☐ Unexpected major illness of student or immediate family member
- ☐ Accident that requires a recovery period

Disciplinary Policy





The school provides academic and individual career advice on a continuous basis.

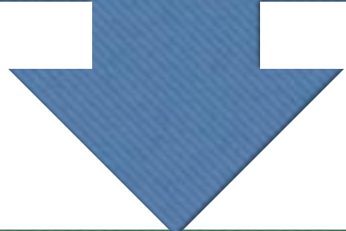


Individuals who request professional counseling needs may refer to the bulletin board for additional services.

Counseling Resources and Procedures

Reference Materials

A comprehensive resource center of references, periodicals, books, texts, audio/video cd's, and on-line resources are available to support the course of study and supplement student training.



Students should avail themselves of the opportunity to use these extensive materials

Extra Institutional Charges

- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150. This refund policy applies to tuition and fees charged in the enrollment agreement.
- Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog, and the enrollment agreement.
- Overtime Charges: Each course/program has been scheduled for completion in an allotted amount of time. A grace period of 10% has been added to each program's calculated completion date. If a student does not graduate within the contract period, any additional training will be billed at the hourly rate of \$12.00 per hour.

Financial Aid Program Overview

Consumer Information

FINANCIAL AID IS AVAILABLE TO THOSE WHO QUALIFY

The school has been determined eligible by the United States Department of Education to participate in Title IV Financial Aid Programs.

FINANCIAL AID ELIGIBILITY REQUIREMENTS

To receive federal, state or institutional funds at Jenks Beauty College, you must meet the following requirements.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy (SAP) is consistently applied to all students enrolled at the school and is provided to applicants prior to enrollment.

The SAP is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time.)

The policy complies with the guidelines established by the United States Department of Education. All programs have an Academic Year of 900 hours.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 450, 900 and 1200 clocked (actual) hours

Instructor Esthetician & Manicuring 450 and 900 clocked (actual) hours 300 clocked (actual) hours

What You Need to Know

- ☐ Complete program by contracted grad date.
- ☐ Communicate with financial aid prior to completing more hours a week.
- ☐ Anything LESS than scheduled hours will result in a drop in attendance percentage.



Safety and First Aid

Evacuation Procedures

Non-fire emergency evacuation is used for any emergency evacuation not related to a fire incident. It is important to remember that evacuation distances significantly expand, up to hundreds of yards, for suspicious object evacuations.

Nevertheless, not all bomb threats will necessarily result in evacuation, depending upon the individual event circumstances.

The objective: move all campus occupants to a remote, and controlled location.

Other Evacuation Procedures:

Staff will assess the situation and direct students accordingly.



Location and Use of Fire Extinguishers

Fire Extinguishers are located throughout the school usually near an escape route.

Follow the instructions on the Fire Extinguishers:

- ☐ Pull the pin
- ☐ Aim the Nozzle
- ☐ Squeeze the Handle
- ☐ Sweep from side to side at base until fire goes out.

Preparing For College Success



What Actions Will Prepare You For College Success?

- Be Responsible and Accountable
- Get Motivated
- Practice Academic Integrity
- Learn From Failures
- Celebrate Success



Be Responsible and Accountable

- Your primary responsibility is to pursue academic excellence. Why is this important?
- Always do your very best!



Get Motivated

- Success is a process, not a fixed mark.
- Motivation is what keeps the process in motion.
- Must find ways to motivate yourself to become successfully intelligent.
- Primary key, continually remind yourself of what to stand to gain from achieving your most important goals.
- Build Self Esteem- Do you believe in yourself? Why or Why Not?
- Face Your Fears- Even though the unknown can be frightening, do not run.



Practice Academic Integrity

- Value education and learning over grades.
- Academic Integrity promotes learning and ensures a quality education based on ethics.
- Ethics- Moral principles that govern behavior.
- Honesty, Trust, Fairness, Respect, Responsibility Why is it worth it?
- Increased Self Esteem
- Acquired Knowledge
- Effective Behavior Patterns
- Mutual Respect



Learn From Failures

- Everyone has and or will fail.
- Analyze what happened.
- Come up with creative ways to improve the situation and change for the future.
- Put your plan into action.
- Ways to Boost Your Outlook:
- Believe you are a capable person.
- Share your disappointment with others.
- Look on the bright side.

Celebrate Success



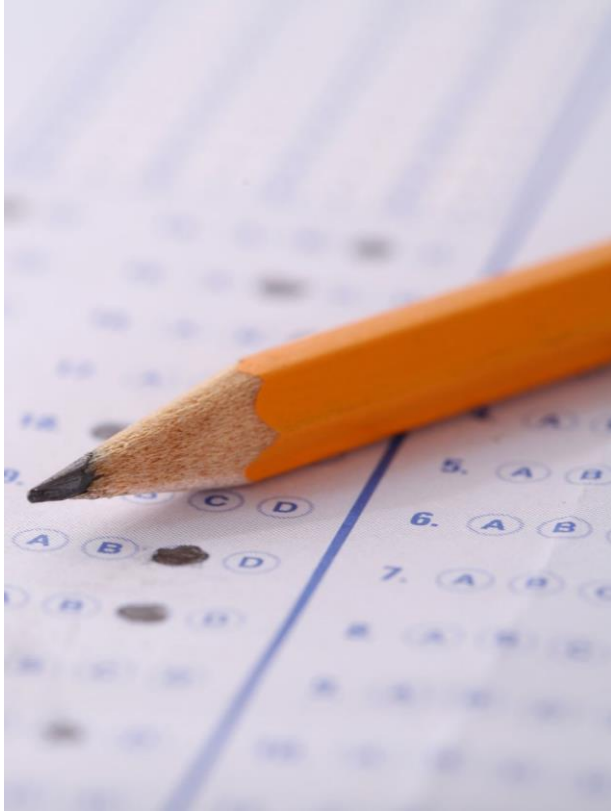
Take a moment to
acknowledge what you
accomplish.



Reward yourself when
you succeed.



**Remember to enjoy
your journey!**



Test Your Knowledge

1. What are the campus hours?
2. What is the schedule for full-time students?
3. What is the schedule for part-time students?
4. What attendance percentage do you need to have for an honor roll certificate?
5. What is the passing score requirement for all licenses?

Test Your Knowledge (**Answers**)

1. What are the campus hours?

8 AM-5 PM M-T: 8 AM-4 PM Friday

2. What is the schedule for full-time students?

8 AM- 4 PM

3. What is the schedule for part-time students?

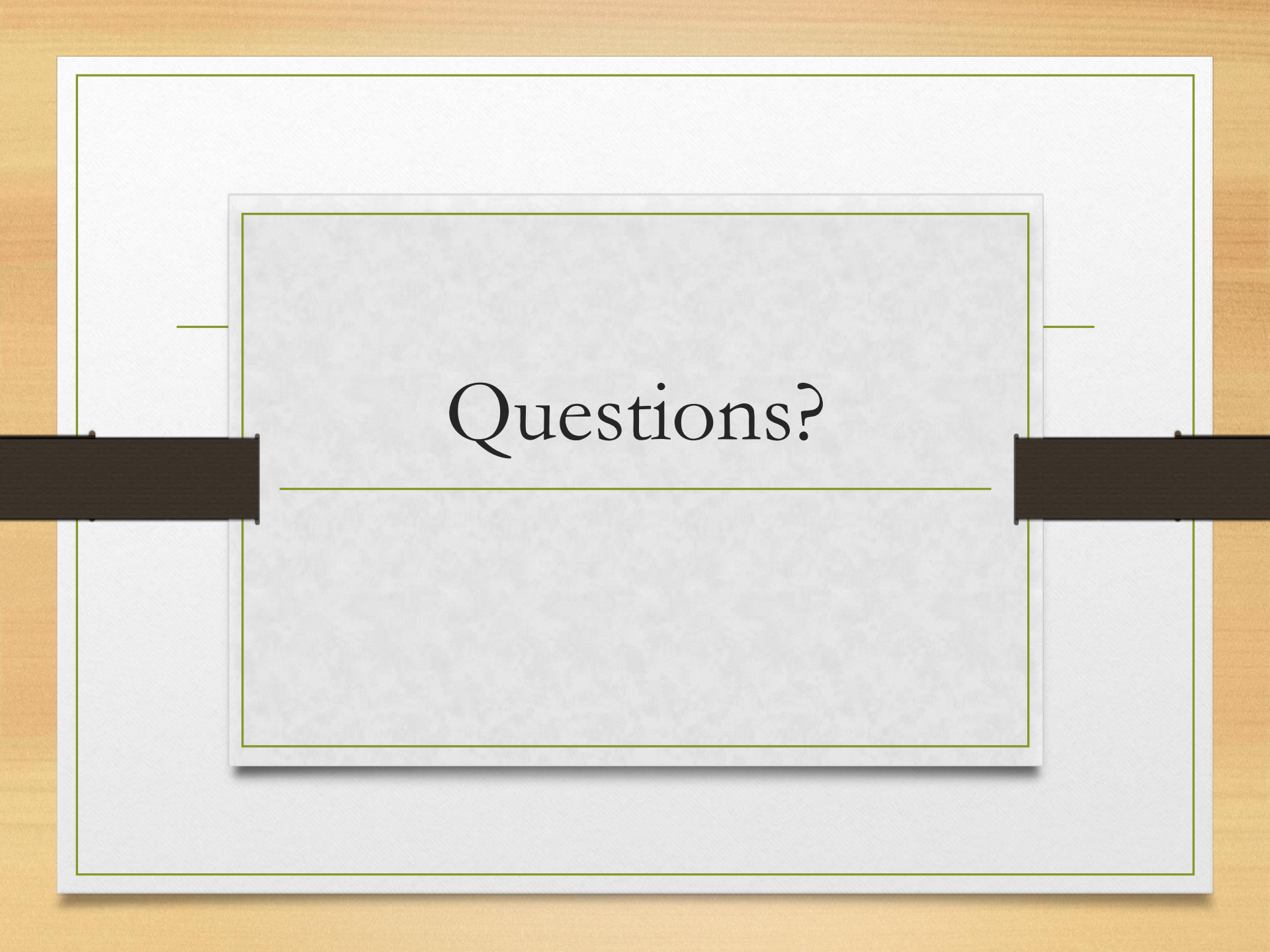
8 AM- 3 PM

4. What attendance percentage do you need to have to receive an honor roll certificate?

90%

5. What is the passing score requirement for all licensure?

75%



Questions?

Orientation Acknowledgement

YOU, have successfully completed the new student orientation at Jenks Beauty College!

We hope you are as excited as we are for you😊

Enjoy your journey!

*All students will receive a welcome email that contains the following:

- ☐ School Catalog
- ☐ Orientation Handbook
- ☐ Dress Code Policy
- ☐ Standards and Information
- ☐ Financial Aid Information

Be The Best Version
Of Yourself!

