

New Student Registration for Cosmetology and Instructor Training Programs

Here are the steps needed for admission into the OC Esthetics Program. This is a partnership offered through Olympic College at West Sound Technical Skills Center. Program space is limited. It is important that you research and apply for funding options early and follow both the OC new student enrollment steps and the specific program requirements. Meet with an academic advisor (at OC) well in advance of registration to develop an academic plan.

Olympic College New Students Enrollment Steps

1. Apply for Admission

New students can complete an [Olympic College application online](#) or, fill out and return a [paper application](#). Once your application is processed, you will receive an admissions email, text and letter with your Student ID (SID) and important information.

2. Fund Your Education

We recommend that all students complete the [Free Application for Federal Student Aid \(FAFSA\)](#) to see if you qualify for state or federal financial aid. Use school code 003784 for OC when filling out your FAFSA application. For information on other forms of financial aid, including work study opportunities and scholarships, visit our [Financial Aid page](#).

3. Complete the Accuplacer Assessment for Math and English

To make sure you are successful at OC, we need to place you in the right English and Math classes. We can do this by looking at your prior high school grades, reviewing your transcripts from other schools, or through assessment testing. For more information, visit the [Assessment & Testing Services page](#).

Schedule your exam:

<https://www.olympic.edu/services/assessment-testing-services/accuplacer-assessment>

Arrive early to find parking and pay \$20 (non-refundable) fee to the cashier. Payment receipt, SID, and photo ID are required to take Accuplacer. For special accommodations for testing contact **Access Services**:

<https://www.olympic.edu/services/access-services-students-disabilities>

4. Attend a New Student Advising Session

Complete new Student Orientation to Advising and Registration (SOAR) online or in person. At orientation, you'll gain all of the insider knowledge and pro-tips you need to be successful at Olympic College. Complete the [online orientation](#) in about 30 minutes, or schedule an appointment to attend a SOAR session. Then meet with an advisor at any OC campus. Schedule appointment online <https://www.olympic.edu/current-students/advising/student-orientation-advising-registration-soar> or by calling the nearest OC campus.

Interested students **must** attend one of the quarterly information sessions at the beauty school that includes an overview of the program, tour of the facilities, and to meet the instructor. At that time you can find out the status of the next enrollment cohort based on space available.

Please contact the Program Coordinator and Instructor: Karen Horan for meeting dates at Karen.horan@westsoundtech.org.

5. Meet with your Olympic College Advisor to discuss the required core classes (listed below), prerequisites, and any elective courses you may be interested in. Stephen Quinn, Academic Advisor; squinn@olympic.edu; 360-475-7345

For additional information see <https://www.olympic.edu/current-students/advising> or call 360-475-7530

Required Courses-core requirements			Credits
BMGMT	138	Business Mathematics I	3
BMGMT	139	Business Mathematics II	2
BSTEC	145	Bus Writing/Grammar for the Workplace	5
OLRM	220	Human Relations in the Workplace	3

Math: BMGMT 140 can be substituted for BMGMT 138 & 139

English: ENGL 101 can be substituted for BSTEC 145.

6. Criminal Background Check

Complete a Washington State Patrol Criminal History check at: <https://fortress.wa.gov/wsp/watch/>. If the report is returned with crimes against persons, you will not be able to continue the enrollment process. Please print one copy for yourself and one copy for the school.

7. Register

Register at any OC campus during new student or open registration days. See important registration dates here <https://www.olympic.edu/current-students/registration/registration-news> .

8. Pay Tuition and Fees

Once you've gotten to this stage in the enrollment process, you are ready to pay your tuition and fees. You can pay online [using OASIS](#), or in person by visiting the cashier at any OC campus. You can also pay by phone by calling 360-475-7181. See payment options and deadlines at <http://www.olympic.edu/paying-college/how-pay>. Registration is not complete until tuition and fees are paid or payment arrangements are recorded by the Cashier.

9. Purchase books

Information on textbooks and online access will be available at orientation , once enrolled. (approximate cost \$300.00, subject to change). Orders are made through West Sound Technical Skills Center.

10. Purchase kit

Once registered, you must purchase your kit (approximate price \$600.00, subject to change). Kits will be purchased through West Sound Technical Skills Center, with the bookkeeper, on, or prior to, the first day of classes. Kits are non-refundable. Extra shipping charges may apply if purchased after the first day of classes.

11. Uniform

Professional attire is expected. Dress code includes solid black bottoms, full coverage tops (no sleeveless or hoodies) in black/white/gray, and closed toe shoes. This is mandatory, students must be in dress code in order to log hours in the program.

Requirements for Licensure

1. These education programs are designed to meet competency standards required to apply to the examsto obtain a Professional License that is governed by the Washington State Licensing Board of Cosmetology. <https://www.dol.wa.gov/business/cosmetology/>
2. Washington State Department of Licensing Frequently Asked Questions for Cosmetology Students: <https://www.dol.wa.gov/business/cosmetology/faq.html>
3. License exam practice tests: <https://cosmopracticetest.com/>
4. The Washington State Department of Licensing Cosmetology Section <https://www.dol.wa.gov/business/cosmetology/index.html> provides technical assistance to applicants and licensees if requested. During a technical assistance visit you can learn about:
 - State licensing procedures
 - Compliance with regulation
 - Safety and sanitation procedures
 - Routine inspection

Additional information regarding requirements is overseen by the Washington State Department of Licensing: <https://www.dol.wa.gov/business/cosmetology/>

Olympic College provides equal opportunity in education, employment and college activities regardless of race, color, national origin, age, disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, parental status, creed, religion, military status, or any other unlawful basis.