



New Student Registration for Esthetics and Instructor Training Programs

Welcome!

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**
Submit an application for admission or apply online.
<https://www.public.ctc.edu/ApplicantWebClient/Applicant/AppWelcome.aspx>
2. **Research and apply for funding options**
Go to Financial Aid to apply aid and explore funding options.
Submit the Free Application for Federal Student Aid (FAFSA) immediately:
<http://www.olympic.edu/paying-college/financial-aid>
3. **Complete the Accuplacer Assessment for Math and English**
Schedule your exam:
<http://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**:
<http://www.olympic.edu/services/access-services-students-disabilities>
4. **Attend a New Student Advising Session**
Schedule an appointment to complete the Student Orientation to Advising and Registration (SOAR). Then meet with an advisor at any OC campus. **Schedule appointment online** <http://www.olympic.edu/current-students/advising/student-orientation-advising-registration-soar> or by calling the nearest OC campus.
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 <http://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. **Attend a new student meeting (COS 001/Optional).** Set up a time by phone or email with your instructor, bring your student ID number, and WSP Background Check to receive information on the programs and courses, a tour of the facility, and to meet your instructor. Students may enroll in the program on a space available basis.

Program Coordinator and Instructor:

Susan Witherow 360.473.0564

susan.witherow@westsoundtech.org

8. **Register**

Register at any OC campus during new student or open registration days. See **important dates**.

9. **Pay Tuition and Fees**

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.

10. **Purchase books**

Information available at the Olympic College bookstore, West Sound Tech, or Online. Contact instructor for additional information regarding books. (approx. price \$432.00, subject to change).

11. **Purchase kit**

After you register, buy your kit (approx. price \$775.00, subject to change). Students will purchase the kit at WST, with the bookkeeper, on, or prior to, the first day of class. Kits are non-refundable. Extra shipping charges may apply if purchased after the first day of classes.

12. **Purchase Uniform**

Uniforms include black scrub top, black scrub bottom, and closed toe shoes. These may be purchased wherever available. This is mandatory, students must be in uniform, to log hours in the program.

Requirements for Licensure

1. These education programs are designed to meet competency standards required to apply to the exams to obtain a Professional License that is governed by the Washington State Licensing Board of Cosmetology. (<http://www.dol.wa.gov/business/cosmetology/>)
2. Washington State Department of Licensing Frequently Asked Questions for Cosmetology Students: <http://www.cosmetologywashington.com/studentFAQ.cfm>.
3. License exam practice tests: <http://www.cosmopracticetest.com/>.
4. The Washington State Department of Licensing Cosmetology Section provides technical assistance (<http://www.dol.wa.gov/business/cosmetology/faq.html#wrapper>) 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: <http://www.dol.wa.gov/business/cosmetology/>

Olympic College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and activities.