



# EMILY GRIFFITH TECHNICAL COLLEGE

## 2021-2022 Barbering Checklist

**Be ready for the first day of class:**

- **Payment and Student ID**

- You must confirm payment arrangements with the Treasurer's Office (Lincoln Campus, 6th floor) within 10 business days of registering for classes OR by the first day of class (whichever comes first). A monthly payment plan is available for this program.
- Pay in-person at the Treasurer's Office, online at [www.emilygriffith.edu/student-portal-instructions](http://www.emilygriffith.edu/student-portal-instructions), or by phone 720-423-4786. Cash, check, VISA, and MasterCard accepted.
- You may get your student ID at the Lincoln Campus after payment arrangements are confirmed. Your student ID must be with you and displayed at all times.

- **Program Structure & Delivery**

- The Barbering program is offered at our main campus, which is at 1860 Lincoln St. in downtown Denver. Our Barber Shop is located at 1820 Lincoln St, next door to campus.
- The Barbering program is delivered in a hybrid format. This means that part of your instruction, class time, and coursework will be completed at home and some will be done in the classroom/shop.
  - Even though the program is offered in a hybrid format, students will be expected to be in a learning environment and doing coursework for the duration of their daily class time. Students are not allowed to work during scheduled class hours.
  - Your instructor will inform you of your on-site class hours and your link to your virtual classes (Google Meet) a week before class starts.
- Due to the delivery, this program will require computer use and internet access. If you need assistance obtaining technology, please email [student.help@emilygriffith.edu](mailto:student.help@emilygriffith.edu)
- Assignments completed virtually will be done using our learning system, Moodle. You will not be able to access Moodle until you have paid for your classes.
  - Your login for Moodle and the Student Hub is the same
    - Student Hub: <https://my.emilygriffith.edu/ics>
    - Moodle: [moodle.emilygriffith.edu](http://moodle.emilygriffith.edu)
  - If you need technical assistance during your program, please email [help@emilygriffith.edu](mailto:help@emilygriffith.edu)

- **Textbook and Supplies**

- The cost of your book and initial kit are included in your tuition and fees. You will receive these items in class. Once kits are opened, they may not be returned.
- You should be prepared to buy a few small supplies for your stateboard kit towards the end of the program.



# EMILY GRIFFITH

## TECHNICAL COLLEGE

- **Program Policies**

- You must follow all school policies for in-person and virtual learning at all times. .
  - Students must sign the Student Attestation before coming to class.
  - The Code of Conduct will be reviewed in class.
- You are not allowed to miss more than 32 hours of instruction per level (3 levels total) in order to be awarded course credits for licensure. These hours reset at each level of the program.
- Missed hours cannot be made-up. If you go over your allotted hours, you will be dismissed from the program and may return with the next cohort if space is available.
- Tardies count towards time missed. If a student is 5 minutes late, it rounds up to 30 minutes missed.

- **Dress Code**

- Student IDs must be carried or worn in class and on school property during all school activities.
- Students must wear a mask that covers their mouth and nose at all times while on campus.
- The Barber student's uniform includes a smock (included in kit) and student ID. You must wear your smock when in the Emily's Salon and Barbershop. This uniform identifies you as being in the Barbering program and having business in the school for security reasons. Field trips are not uniform days, but business casual dress is required.
- Barber students should wear professional yet sensible attire under their smocks. No low cut shirts, sweat pants, or short skirts/shorts will be permitted at any time.
- If you are wearing leggings and/or skirt, you must have a shirt/skirt no shorter than 2 inches above the knee.
- Open-toed shoes (i.e., sandals, flip-flops, shower shoes) are prohibited for students in the classroom and barber shop.
- Students must maintain a neat, well-groomed appearance. Hair should be combed neatly and styled. Nails should be kept clean.
- Pants must be worn at the waist (no sagging pants).
- No profanity or offensive wording on clothing, including smocks.
- Sunglasses are not to be worn during school hours, unless outside.
- Odors from smoke, excessive perspiration, perfume or other sources are not acceptable for a Barber and will not be tolerated as a student of the Barbering Program. Odors can be disruptive and even cause physical symptoms to clients and other students.
- Students not following the dress code will be asked to change or leave. Being asked to leave will count as missed time.

- **Childcare, Transportation, and Parking**

- For help connecting with community child care assistance, contact the Student Success Center at [student.help@emilygriffith.edu](mailto:student.help@emilygriffith.edu).
- For public transit info, visit [www.rtd-denver.com](http://www.rtd-denver.com). Information on nearby parking and public transit is available at [www.emilygriffith.edu/locations-address-and-parking](http://www.emilygriffith.edu/locations-address-and-parking).