



Cosmetology Program Application

Thank you for your interest in the Helena College Cosmetology Program! The following information is important for determining eligibility and admission to the available spots in our program. Please ensure that all required information is submitted, as completion of certain items may earn you extra points in the application process.

All applications will undergo a comprehensive review, and rankings will be assigned based on the criteria outlined below. The top 16 applicants, as per the ranking, will be considered for admission to the program each fall and spring semester. Applicants will be notified with information about their applications after the review process has been completed. Applicants selected for admission must meet with the Cosmetology Instructors before receiving official admission to the program. The top ranked applicants will proceed to a final interview. Those with alternate status will be contacted if spots become available within the first week of the semester. If selected as an alternate, admission to the program is guaranteed in a future semester, provided all application and eligibility requirements are met. In the event of a tie in ranking, the application will be reviewed based on additional criteria. Consideration will be given to the applicant's status as a current or former student or alum of Helena College. Furthermore, the GPA for the five General Education courses (BGEN 105, COLS 101, COMX 115, M 105, and WRIT 122) will be considered.

We look forward to receiving your application and potentially welcoming you to the Helena College Cosmetology Program!

Last Name	First Name	Middle	HC Student ID# (7700#)
Mailing Address		Email Address	
City	State	Zip	Phone #

1. Please mark all classes that you have either completed (passed with a C- or higher), completed an approved substitution, or are currently taking. If you have not done so, please state your plan for completing each class in the box below. (5 points possible)

- ☐ BGEN 105 Introduction to business
- ☐ COMX 115 Interpersonal Communications
- ☐ M 105 Contemporary Math
- ☐ WRIT 122 Business Writing
- ☐ COLS 101 First Year Seminar
- ☐ I am a graduating high school senior, and plan to take COLS 101 in my second semester.

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2. Have you completed a certificate or degree at Helena College or at another college or university? If yes, please list the names of all completed certificates or degrees and the completion dates (ex. Certificate/CAS in Entrepreneurship, Helena College, May 2023). If no, please enter No. (1 point possible)

3. Students admitted to the Cosmetology Program will need to be able to do the following:

- Stand for long periods of time, up to 7 hours per day, 5 days per week.
- Speak clearly and distinctly (all courses are taught in English.)
- Respond appropriately in stressful situations, including the ability to perform activities in the presence of distractions.
- Communicate effectively with clients, other professionals, instructors, and community members
- Listen to clients to understand their wants and needs.
- Work with chemicals including: ammonia, bleach, peroxide, sodium hydroxide, monomer, and others.
- Demonstrate the ability to utilize equipment needed to carry out client services.
- Demonstrate the ability to adapt to a changing environment.
- Wear the Cosmetology student uniform and follow dress code requirements.

Are you able to perform the above actions? If you are unable to meet these requirements, Helena College will work with you to determine if reasonable accommodations can be provided.

Yes _____ No _____

4. Will you need left or right-handed shears? Left _____ Right _____

5. The Helena College Cosmetology Program is a full-time program with classes scheduled Mondays through Saturdays for four consecutive semesters (15 months). *First semester or COSM101 and COSM102 scheduled Monday through Friday 8:30am- 3:30pm. Semesters 2, 3 & 4 or COSM111 and COSM112, or COSM201 and COSM202 or COSM211 and COSM212 you will be assigned either to Monday-Wednesday-Friday or Tuesday-Thursday-Saturday 8:30am - 5:00 pm. Are you able to attend the program as a full-time student if selected for admission?

Yes _____ No _____

6. If you are selected for an interview, you will be asked to provide the following documents:

- A copy of your photo ID with your birth date.
- A professional letter of recommendation. The letter should be from a professional source such as an instructor, an employer, or someone that you've worked with professionally. The letter cannot be from a family member. You may include up to three letters, which may increase your score in the case of a tie.

Please Submit Completed Application to cosmetology@helenacollege.edu