Bella Capelli Academy

DISTANCE EDUCATION POLICY

Please Note: At this time the school is currently not offering Cosmetology Hybrid Distance Education program.

THE SCHOOL USES ASYNCHRONOUS DISTANCE EDUCATION PRACTICES

The interaction with the Learning Leader is validated by measurable participation through clock hours. Milady CIMA, which is the program that the school will use for the distance education portion of the course, provides the school with a detailed report weekly as to the on-line assignments completed by the student and the exact time the student spent on that assignment. The program monitors if there is any inactivity during the time the student is logged into the system, as well as utilizing IP address technology. If so, it will log the student out and time will not be given. Each student has their own unique login.

Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.

Future Professionals can submit questions via the CRM or google classroom Monday through Friday between 8:30am-4:30pm

Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam (which shall be administered on-campus) to include any applicable competencies required by the State licensure agency prior to graduation from the program

All tests, practical and final assessments that will be used for calculating a student's GPA must be given while the student is physically on campus. Students are evaluated on academic performance for each 10% of the Distance Education modules. These evaluations are completed at the school facility.

The student participates in learning activities while physically present at the school, as outlined according to their schedule on their enrollment contract.

All transcripts or other documents, (official or unofficial), listing academic attainment received will identify the hours in each subject that they received thru the distance education component.

Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. This disclaimer is part of the student's enrollment contract. The student also signs a distance education disclosure prior to enrollment. This disclosure is also included in the school catalog.

DISTANCE EDUCATION SOFTWARE AND GUIDELINES

Bella Capelli Academy, a Paul Mitchell Partner School uses the following programs to monitor and tracking Distance Learning; Milady CIMA.

CIMA

CIMA is your online asynchronous theory. You will be given the registration link in Core and then follow the prompts to create a user profile. CIMA monitors your online hours through video, reading, animations and online activities. All asynchronous theory assignments will be due on Wednesday by 11:59 PM.

GOOGLE CLASSROOM

Google classroom is an app to download or you may access from your google profile on a computer. Your designated Learning Leader will send you an email invite to join your Google Classroom using your school email address. Your Google classroom codes will also be provided to you from your designated Learning Leader. Enter the Google code to request class access. Please check with your education team if you have challenges with finding the code or gaining access. Google classroom is where you will find Theory and Classroom assignments, upload any home play assignments and access the stream of event that may occur each day. Google Classroom has a chat stream monitored throughout the day by the education team.

DISTANCE LEARNING TRACKING

Your participation is measured through online tracking of Google Classroom, and Milady CIMA. The school uses Course Key which your Learning Leader will provide you with the daily QR code to use to clock in and out of each day. Our Financial Aid Leader will add you to our Course Key classrooms. You will download the Course Key App and use your school email address to register.

DISTANCE EDUCATION POLICIES AND PROCEDURES

Virtual learning is a part of our education curriculum and needs to be treated and participated in just like you would be in person for education. Please follow the requirements to ensure you will receive all hours and credit.

- All Milady CIMA educational activities are due ***NO LATER*** than 11:59 on Wednesday the week that they were assigned.
- Milady CIMA assignments count toward clock out credit. Failing to complete assignments, will count as missed hours.
- Learning Leaders are available to answer questions through the schools CRM and Google Classroom.
- If a student cannot maintain attendance or satisfactory progress in Distance Education they should contact their Advisory Leadership team.
- Students must ensure that their internet service is sufficient for these requirements.
- All Distance Education Assessments must be completed on campus, please refer to Testing and Grading Procedures located in the Course Outline under each program.
- A student must be in attendance a minimum of 50 minutes of instruction during a 60-minute period. If you are not actively engaged the system will automatically clock you out and discontinue tracking attendance for that session.
- Students only receive hours for the time that is logged and tracked in Milady CIMA. The time is then verified and imported to our Student Information System the following business day.
- Students cannot clock on-campus hours at the same time as participating in asynchronous activities.

DISTANCE EDUCATION ASSESSMENTS

Students must complete a distance education written assessment and practical skill assessment. These are based on performance and must be completed on-campus each month. The distance education assessment will focus on the distance education subjects covered during that time period. Students must receive a grade of 70% or higher on each distance education written assessment and each practical skill assessment. Only students enrolled in the distance education program are required to complete these assessments. (Refer to each program's Testing and Grading Procedures).