

***Transitions Technical  
College, Inc.  
Course Catalog  
2023 - 2025  
(EXERCPT ONLY)***



## **Mission Statement**

*“The mission of Transitions Technical College is to provide an opportunity to achieve a quality cosmetology education for a group of learners who can benefit from the programs. Our primary goal is to train students to successfully obtain a professional certification and pass the state licensure exam. The objective is to develop each student with theory education and the practical experience necessary to perform at the highest levels in the beauty industry upon completion of the desired program, is at our forefront. We encourage our students to invest in their education today as it will benefit them immensely tomorrow”.*

*K. Thompson, President*

## **About Us**

Transitions Technical College is a private post-secondary and technical education institution. Located in Montgomery, Alabama, the school was established in 2015 to meet the technical training needs of the citizens in the Tri-County area preparing to enter the hair and beauty industry. Our campus has over 4300 square feet, to include a student salon lab which is fully equipped with a dispensary containing all tools and implements necessary to train future cosmetologists, natural hairstylists, barbers, nail technicians, estheticians, massage therapists and instructors. A student break room, unisex restrooms, student resource center, and classroom are all housed at TTC's campus. Continuing education will be facilitated to include manicurist/waxing certification, makeup artistry classes, as well as eyelash technician certification.

## **General Information**

**Admissions Requirements:** All interested applicants must be at least 16 years old, have completed at least the 10<sup>th</sup> grade, and be able to pass a basic skills entrance exam. You must provide a copy of your high school, college, or GED transcript. Proof of U.S. Citizenship, green card and/or visa is also required. Massage Therapy applicants must be 18 years old, possess the aforementioned education requirements as well as provide a health certificate.

Prior criminal convictions may affect the student's ability to become licensed as a therapist in the State of Alabama as background checks are required. **The Alabama Board of Massage Therapy**, as the governing licensing agency, will make the final decision.

**Communication:** All incoming and currently enrolled students are required to obtain and maintain a current personal email address as TTC, Inc. utilizes email as an intricate method of communication, (more than 90 %). Students should check their email at least 1-2 times each day, including weekends for pertinent school updates and relevant program changes. Students are required to report any changes to his/her email, mailing address and phone numbers to the Admissions Office within 48 hours. Failure to keep current and accurate student records may cause delays in the student's ability to receive school information.

**Facilities:** Transitions Technical College, Inc. has fully equipped student lab areas and a classroom. The institution has a dispensary, supply room, 2-unisex restrooms, break area, and reception area. There is no smoking allowed inside any portion of the building or in the front or sides of the building.

**Parking:** Monday through Friday, students are allowed to park in any available space closest to the street (Monticello Drive or open parking spaces on the side of the building (East Shirley Lane) located INSIDE the TTC parking lot. Students are REQUIRED to park in open parking spaces across the street at Fresh Anointing House of Worship, with the exception of those directly next to the fence AND in front of the grassy areas. Parking in the FAHOW parking lot is only permitted on Saturday.

**Course Load: The Alabama Board of Cosmetology & Barbering as well as The Alabama Board of Massage Therapy set specific criteria for completion of all programs offered.** Full-time day students enrolled in the Cosmetology, Barbering and Esthetics programs can complete these courses in 12-14 months; with evening students having a projected completion in 14-16 months. Massage Therapy students are able to complete the program in 8 months. The Natural Hair program is generally a 3-5-month course and Nail Technology is 8-10 months, depending on the student's schedule of choice. All **non-continuing education** programs are licensure programs and students are required, upon completion; to apply for the licensure exam with the State Board of Cosmetology and Barbering or their respective state licensure agency within 60-120 days of completion. Students pursuing a Therapeutic Massage license are encouraged to schedule their national licensure exam within 3 to 6 months of program completion.

**Transfers:** Students can transfer clock hours to/from TTC, Inc. to/from other licensed institutions, public or private (in accordance with the credit transfer policy at the transferring institution). Clock

hour credit from approved schools will be evaluated by TTC upon receipt of a sealed, official transcript. Clock hours will only be accepted for all programs where the curriculum mirrors that of TTC and the student has earned a minimum of (2.0 or 70%) in the subject matter. Tuition may be adjusted for incoming students based on accepted transfer hours. Refunds for students transferring out will be granted according to the **TTC INC. refund schedule**. Students participating in our payment plan program **are not eligible for a refund after 3 business days**. For every full semester (4-three credit hour classes) of cosmetology from a public, two-year institution, students will receive 375-clock hours towards your 1500 clock hours needed to complete the course(s) at TTC, Inc. Students must request an official transcript when transferring. The cost of official transcripts at TTC Inc. is \$10.00.

**Grading System:** To receive a passing score for the program, the student must complete **each** written and practical exam as well as all projects in all subject matters with a minimum score of 70% and in compliance with the due dates of all aforementioned items to achieve the required 70% minimum.

The student will have two chances to pass any written exams with a 70% or better. Any exam retake will be available on make-up days **ONLY** and must be passed within 2 weeks of the original exam date. Students who miss exam make up days will be required to use an assigned off-campus test proctor at the expense of the student. The proctored exam must be taken within 5 business days of the missed exam. In the event the student is close to 70% on their second attempt and still falls short, at the Director of Education's discretion, he/she may be given an alternate or outside assignment to raise the test score to 70%. The following grading scale is used by TTC, Inc. to rate its students:

#### **Grading Scale**

**100-90=A      89-80=B      79-70=C      69-60=D      59 and below=F**

Any score 69% or below is a failing score. A score of 70% and above is a passing score. Students falling below a 70% accumulative grade percentage will be placed on academic probation for the remainder of the semester/class. If a student is placed on academic probation more than once, he/she will be withdrawal/dropped from the class/program. Students dropped for unsatisfactory progress and/or attendance will be notified via email or U.S. Postal Carrier. A \$100 Drop Fee will be added to the student's account and the student will be subject to a \$200 Re-Enrollment Fee.

Exam scores will be maintained at TTC, Inc. for the life of the school. The student will review exams after completion; however, exams will not be taken home.

Tutoring is available and shall be conducted during make-up class sessions only.

**Missing Scheduled Written/Practical Examinations:** Students are required to turn in all chapter notes, outlines, and review questions via Canvas prior to being allowed to take each chapter's written exam. If the student is present on the date of a scheduled exam, the student is

expected to take the exam on that date. If the student does not take the exam due to his/her inability to turn in all required assignments, the student will receive an automatic failing grade and **WILL NOT** be allowed to make-up the exam. If the student is absent on the test date, the student is responsible for arranging to take the missed exam outside of regularly scheduled class time, not during class time, and except for a missed practical exam. If possible, the missed exam should be taken on or before the day the student returns to class or on the next available make-up day, as the student must pass the exam with a grade of 70% or higher within 2 weeks of the original exam date. If the student fails to pass the exam within the required timeframe, he or she may be required to retake the entire subject matter again at the end of the program during the 30-courtesy days allotted by the school. If the student goes pass the allotted 30-courtesy days, he/she will be required to retake the subject matter at his/her expense on a per clock hour basis.

**Turning in Late Assignments:** If a student does not turn in an assignment on the due date, he/she will be given a **Missing Assignment Form**. Any missing work must be completed within 1 week of the original assignment due date and will automatically receive a 15-point grade penalty. Missed lab services/clinics must be made up on the earliest make-up day possible; this may exceed a 2-week period; but not a 30-day period. If the student fails to turn in the assignment within the required timeframe, he or she may be required to retake the entire subject matter again at the end of the program during the 30-courtesy days allotted by the school. If the student goes pass the allotted 30-courtesy days, he/she will be required to retake the subject matter at his/her expense on a per clock hour basis. All projects and outside assignments weigh heavily on the student's overall GPA.

**Incomplete Grade Policy:** At the President's sole discretion, an extension beyond 2 weeks for missed exams or late assignments may be granted due to mitigating circumstances:

**TTC, Inc. has defined the following as mitigating circumstances:** (1) serious or prolonged illness of the student, (2) serious or prolonged illness of the student's immediate family for whom the student is the primary caregiver, (3) death of a member of the student's immediate family, (4) extended military/job duties which require the student to travel more than 50 miles from campus by verified orders.

A student who has been excessively absent due to mitigating circumstances should contact the Director of Education or the President to request additional time to complete the assigned work for the applicable subject matter or class. Under exceptional circumstances and at the discretion of the DOE and/or the President, an incomplete grade may be granted to a student whose work in his/her program has been satisfactory but who, because of illness or other circumstances beyond the student's control; has been unable to complete a minute portion of the coursework by the scheduled date.

If an **Incomplete** is granted, the student will have no more than 4 weeks after returning to school to complete the coursework to avoid receiving a failing grade for the subject matter or class.

**Student Appeal Process:** Within 5 calendar days of being notified of their academic probation status or withdrawal/drop, the student may submit a written appeal. The appeal should be addressed to the President. The appeal **MUST** be accompanied by documentation of the

mitigating circumstances that have prevented the student from attaining satisfactory academic and/or attendance progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory progress. A written **Plan of Completion** must be provided by the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed (i.e., including the 30-day Courtesy Period). The President will examine all appeals. The student will be sent the President's written decision within 14 days of the President's receipt of the appeal. The decision of the President is FINAL.

Students reinstated after withdrawal/drop will be on a probationary status for the next semester/class, during which time they **MUST** meet the terms and conditions set out in the President's letter granting the appeal. At the end of the semester/class, if the student has achieved satisfactory academic and attendance progress, they will be released from probation. If they have not achieved satisfactory academic and attendance progress, they will be subject to dismissal.

**Financial Aid:** TTC, Inc. does not currently offer government sponsored financial aid.

**Testing & Licensing Fees:** These fees are not educational costs but are required to become licensed by the Alabama Board of Cosmetology & Barbering and the Alabama Board of Massage Therapy. Testing fees are as follows:

**\$75.00 Written Exam Fee**-Alabama Board of Cosmetology & Barbering

**\$130.00 Practical Exam Fee**-Alabama Board of Cosmetology & Barbering

**\$50.00 Initial License Fee**-Alabama Board of Cosmetology & Barbering

**\$265.00 MBLEx Testing Fees**-Alabama Board of Massage Therapy

**\$125.00-** Initial License Fee Alabama Board of Massage Therapy (2-year period)

**Loans:** TTC, Inc. recommends several local credit unions, loan companies and banks to finance the educational needs of our potential students. Students should keep in mind when applying for loans that most loans are highly dependent on the student's credit history and their ability to repay.

**In-House Installment Agreement:** TTC, Inc. will finance the students' tuition for the period of which they are enrolled with no annual percentage fee. All Installment Accounts are charged a 12.5% Administrative Fee. Students are required to show their ability to make their monthly payments by submitting proof of income equal to no less than two (2) times the amount of their monthly payment obligation. Students are required to complete financial obligation information in addition to his/her Enrollment Agreement.

**Grants & Scholarships:** TTC, Inc. offers 2 institution-granted scholarships once a year. However, other scholarship programs may be initiated at the discretion of the President if funding becomes available. We also recommend students search for independent scholarship and grant programs which can be used at TTC, Inc. TTC, Inc. has no influence over the grant /scholarship approvals from outside agencies. We encourage students to apply for these grants/scholarships early so that delays in the approval process will not delay the student's ability

to begin his/her program. For more information, please refer to our Grants & Scholarships section of the TTC, Inc. Student Handbook as well as our website [www.transitionstechcollege.com](http://www.transitionstechcollege.com)

**Enrollment Cancellation:** A student may cancel enrollment within three (3) calendar days after the Enrollment Agreement date. TTC, Inc. will, within 45 days thereafter refund all paid tuition less non-refundable fees upon the student's written request.

**Dismissal/Expulsion:** TTC, Inc. reserves the right to dismiss/expel students. Reasons for dismissal/expulsion include but are not limited to the following: (1) Falsification of information required by the admissions process (2) Plagiarism (3) Academic Failure (4) Violations of ethical conduct, violation of standards of hygiene (5) Violating terms and conditions set in the Enrollment Agreement (6) Failure to meet the goals of Academic Probation and/or Attendance Probation **if applicable.**

**Health and Hygiene:** Students should arrive to class in clean, comfortable, and professional attire. Nails should be clean and neatly filed. Cologne and/or perfumes should be used sparingly and makeup, if worn should be moderately applied. Students **MUST BATHE** and have no offensive body or breath odor. TTC, Inc. reserves the right to refuse admission and participation to any student failing to comply with these requirements.

**Uniforms:** TTC, Inc. students are required to wear **ALL BLACK** hospital scrubs **ALWAYS** unless directed by an authorized school official to wear otherwise. Shoes should be soft bottom and cover the entire foot, all black and socks should be black as well. Massage Therapy students must wear **ALL NAVY BLUE** hospital scrubs and all soft white bottom shoes with white socks. All undershirts, T-shirts or top layers of clothing should also be black or white, depending on the program; and fit appropriately. Please refer to the Rules & Regulations section of the TTC, Inc. Student Handbook for more details regarding dress code.

**Code of Conduct and Disciplinary Policy:** The Code of Conduct and Disciplinary Policy has been established by TTC, Inc. to protect its educational purpose, provide for orderly conduct during its activities, to protect victims of wrongdoing and crime and time safeguard the interests of the institution by upholding the rules and regulations of the school.

The integrity of the institution depends upon each member's acceptance of individual responsibility and respect for the rights of others. TTC, Inc. expects that students will not lie, steal, plagiarize any assignments or exams submitted for grading, or engage in any dishonest or unlawful behavior intended to inflict physical and/or emotional harm to another person. This also includes verbal and/or physical threats.

Students are expected to always conduct themselves in a professional manner. The use of profanity, possession of non-prescribed drugs, alcoholic beverages, weapons, inappropriate sexual behavior, and any behavior that is deemed disrespectful is considered unsatisfactory conduct and grounds for immediate dismissal/expulsion. Any student who conducts his/herself in a manner that would be detrimental to the school, staff or other students will be immediately terminated from the program. Any student committing theft or deliberate damage of property



belonging to the institution, staff or students will be grounds for immediate dismissal and will be fully prosecuted by the law. Refer to the Rules & Regulations section of the TTC, Inc. Student Handbook for more information.

## TTC Inc Staff Directory 2023-2024

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## Course Curriculums

The methods of instruction used in this program are theory (including online methods), demonstration and practical experience. The TTC, Inc. **massage therapy program** consists of one level of training. The general curriculum for a massage therapy program covers many different areas from both arts and sciences combined with required clinical training during the **700-clock hour** program. You can expect to study such areas as:

**Anatomy ANA1101** (the study of the human body) - This topic is a study of memorization. For example, the body's hundreds of muscles must become familiar to you - not just their names, but their insertion points, range of movement and impact on the body's other structures. **70 clock hours**

**Physiology PHY1101** (the study of functions and vital processes of organs and their systems) - Manipulating limbs, joints and muscles can have profound implications for the entire body. The study of physiology will help students gain a holistic perspective on the ways in which ailments, aches and problems are treated. **30 clock hours**

**Kinesiology KIN1102** (the study of movement) - You must know movement to treat muscles and joints. Bodies are not static. In fact, massage therapy often seeks to make the body less static. If you are to enhance a person's movement, you must know how that person moves now, and how they should be moving in the future. **80 clock hours**

**Pathology PAT1103** (the study of disease) - Massage therapy will not always be the answer. Grounding in pathology can help a massage therapist recognize his/her limits - where massage therapy is an appropriate treatment, and where the expertise of other health practitioners is required. **60 clock hours**

**Massage History and Theory MAT1000** - Massage has existed for thousands of years, and many traditions and techniques used today have been around just as long. History and theory can help you recognize the folk origins of many modern practices but can also help you recognize the profound impact modern science has had on the way we view the physical world. **75 clock hours**

**Massage Techniques and Practice MTP1005** - You will learn how to give a massage - how to use your hands and fingers, even your elbows and feet. You will also learn best practices, not just for clients, but for yourself; it would be a sad irony if your body became a casualty of trying to help other people's bodies. **200 clock hours (mandatory contact hours)**

**Assessment MAS1002** - (the study of regional orthopedic tests for client evaluation) - This will teach you how to develop an action plan. When a client comes to you, they will often only provide you with vague verbally expressed information. From that information, as well as an assessment of their physical status, you will have to develop a hypothesis about what is plaguing them, confirm that hypothesis and develop a treatment plan. **30 clock hours**

**Principles of Treatment MAS1003** - These are the structures on which you hang your techniques. Your assessment of a client will progress to deciding upon principles of treatment, which will then be put into action through specific techniques. **15 clock hours**

**Nutrition MAS1004** - Food matters, particularly in the 21st century. A substantial number of the problems your clients are facing are causally related to lifestyle decisions, including poor eating habits. While you will not be qualified to dispense advice about diets, knowing the role food plays in your client's health may help you develop an effective treatment plan. **40 clock hours**

**Complementary Therapies MAS1005**- Many varieties of massage have been around for centuries and are rooted in traditional beliefs. Many modern styles of massage use techniques aimed at addressing extremely specific ailments or conditions. **40 clock hours**

**Ethics ETH1200** - People who need medical attention are vulnerable. Your clients will be giving you a level of access to their personal space that almost no other professional is granted. This is a solemn responsibility. Developing an ethical core - a framework in which decisions can be made with consistency - will help you avoid the pitfalls of poor decision making and unethical practices. **30 clock hours**

**Business/Legal Environments BLE1300** - Running a business well is a skill you can develop. Being more organized is also a skill you can develop. If both of these can be taught - which they can - then prosperity through massage therapy can also be a learned skill. Studying this subject will ensure that you get the maximum financial benefit from your efforts. Gaining knowledge of client scheduling, marketing as well as POS systems can ensure a therapist's readiness for the industry. **30 clock hours**

## Course Curriculums

The methods of instruction used in this program are theory (including online methods), demonstration and practical experience. The TTC, Inc. cosmetology program consists of four levels of training.

### **Level I (0-300 clock hours)**

History & Career Opportunities

State Laws, Statutes & Ethics

Professional Image

Business Essentials (to include an overview of business start-ups, entity specifics, proper client scheduling marketing techniques and POS training)

Infection Control & Bacteriology

Client Consultation & Station Setup

Sanitization of Implements

Properties of the Hair and Scalp

Shampooing, Rinsing, and Conditioning

Principles of Hair Design

Introduction to Hairstyling Techniques

Manicuring

Pedicuring

**Level II (300-600 clock hours)**

Haircutting  
Chemical Texture Services  
Haircoloring Techniques  
Nail Diseases & Disorders  
Nail tips, Wraps, & No-Light Gels  
Acrylic Nails  
UV Gels

**Level III (600-1000 clock hours)**

General Anatomy & Physiology  
Basics of Chemistry  
Basics of Electricity  
Skin Structure & Growth  
Skin Diseases & Disorders  
Facials  
Hair Removal  
Facial Make-Up

**Level IV (1000-1500 clock hours)**

Braiding & Braid Extensions  
Wigs & Hair Enhancements  
Seeking Employment  
On the Job Salon Business  
State Board Preparation

**Course Curriculums**

The methods of instruction used in this program are theory (including online methods), demonstration and practical experience. The TTC, Inc. **esthetics program** consists of six levels of training.

**Level I (0-200 clock hours)**

History & Career Opportunities  
State Laws, Statutes & Ethics  
Professional Image  
Business Essentials (to include an overview of business start-ups, entity specifics, proper client scheduling and POS training)  
Sanitation and Sterilization of Implements  
Infection Control & Bacteriology  
Client Consultation & Treatment Room Setup

Skin Analysis, Skin Typing & Facial Structure  
Basic & Spa Facials with Extraction & Facial Massage Techniques  
Skin and Gland Strand Structure and Functions

**Level II (200-480 clock hours)**

Anatomy & Physiology  
Histology  
Skin Conditions & Disorders  
Introduction to Makeup Application  
Special Skin Problems, Aging Factors and Skin Conditions  
Advanced Facial Treatments (Microdermabrasion, Dermaplane and HydroTherapy)  
Body Treatments (Masks, Packs, Essential Oils, Décolleté, Hand & Foot Massage)

**Level III (480-620 clock hours)**

Supplies and Implements  
Preparation and Procedures  
Brow Fills  
Makeup Contouring & Color Accent  
Facial & Body Waxing  
Tweezing  
Threading  
Advanced Depilatory Methods  
Safety Procedures

**Level IV (620-825 clock hours)**

Supplies, Implements, Preparation (**Lash Application**)  
Lamination & Brow Tinting  
Eyelash Application Procedures  
Safety Procedures

**Level V (825-905 clock hours)**

Cosmetic Chemistry, Products, and Ingredients  
**(Products, Ingredients, General Fundamentals of Chemistry)**  
Types of Skincare Equipment & Maintenance  
Types of Galvanic Currents  
Purpose and Effect

## **Level VI (905-1000 clock hours)**

Salon Management and Salesmanship  
(Marketing, Salon Development, Insurance, Client Records and Retention)  
Personal and Professional Development  
Seeking Employment  
State Board Preparation

## **Course Curriculums**

The methods of instruction used in this program are theory (including online methods), demonstration and practical experience. The TTC, Inc. **barbering program** consists of three levels of training.

### **Level I (0-300 clock hours)**

History & Career Opportunities  
State Laws, Statutes & Ethics  
Professional Image  
Business Essentials (to include an overview of business start-ups, entity specifics, proper client scheduling and POS training)  
Infection Control & Bacteriology  
Sanitization of Implements  
Properties of the Hair and Scalp  
Shampooing, Rinsing, and Conditioning  
Principles of Hair Design & Hairstyling Styling Techniques

### **Level II (300-600 clock hours)**

Haircutting & Shaving  
Anatomy & Physiology  
Basics of Chemistry  
Basics of Electricity  
Chemical Textural Services  
Hair Coloring

### **Level III (600-1000 clock hours)**

Skin Structure & Growth  
Skin Diseases & Disorders  
Facial Services  
Alternative Hair Removal Techniques

Personal and Professional Development  
Seeking Employment  
State Board Preparation

## **Course Curriculums**

The methods of instruction used in this program are theory (including online methods), demonstration and practical experience. The TTC, Inc. **nail technology program** consists of four levels of training.

### **Level I (0-200 clock hours)**

History & Career Opportunities  
State Laws, Statutes & Ethics  
Professional Image  
Business Essentials (to include an overview of business start-ups, entity specifics, proper client scheduling and POS training)  
Infection Control & Bacteriology  
Client Consultation & Station Setup (Manicure Table & Pedicure Station)  
Sanitization of Implements  
Proper Nail Polish Techniques  
Intro to Nail Art & Designs  
Manicuring  
Pedicuring

### **Level II (200-460 clock hours)**

Paraffin Waxing Procedures  
Nail Products and Chemicals  
Nail Tips & Shaping Nail Extensions  
Blending Techniques  
Acrylic Nail Application  
Advance Nail Techniques  
Sculptured Nail Application

### **Level III (460-600 clock hours)**

Anatomy & Physiology  
Nail Diseases & Disorders  
Nail Anatomy  
Nail Diseases and Disorders  
Advanced Nail Care Tools  
Nail Cosmetics, Hand Creams and Chemicals  
Advanced Nail Art & Designs

#### **Level IV (600-750 clock hours)**

Personal & Professional Development  
Seeking Employment  
State Board Preparation

### **Course Curriculums**

The methods of instruction used in this program are theory (including online methods), demonstration and practical experience. The TTC, Inc. **natural hairstyling program** consists of one level of training.

#### **Level I (0-300 clock hours)**

History & Career Opportunities  
Professional Image & Ethics  
State Laws, Statutes and Ethics Business Essentials (to include an overview of business start-ups, entity specifics, proper client scheduling and POS training)  
Infection Control & Bacteriology  
Properties of the Hair and Scalp  
Shampooing, Rinsing, and Conditioning  
Braiding & Braid Extensions  
Sewn & Bonded Weft Installations  
Dread Locks & Protective Natural Hairstyling Techniques  
Wigs & Hair Enhancements  
Personal & Professional Development  
Seeking Employment  
State Board Preparation



## Class Schedules & School Calendar

Transitions Technical College, Inc. begins new classes monthly, with the exception of July and December. Registration is always open and will close 1 week prior to class start date of the upcoming month. Late registration is available up to 72 hours prior to the scheduled class start date. Student Orientation is **REQUIRED** for all new students. Class dates may vary, however new classes begin the 1<sup>st</sup> Monday each month.

### **TTC recognizes the following federal holidays with campus closing:**

Martin Luther King Jr. Day Memorial Day

Juneteenth Columbus Day Veteran's Day Labor Day

Spring Break (1 week in accordance with MPS closure)

Summer Break (1 week includes July 4<sup>th</sup>)

Thanksgiving Day/Day After

Winter Break (2 weeks includes Christmas Eve, Christmas Day, New Year's Eve & New Year's Day)

### TTC Day/Full-Time Schedule

Monday-Thursday 8:30a.m.-4:00 p.m. and Friday 8:45am-12:45pm or 1:00pm-5:00pm

Day students are expected to attend on campus class meetings 3 times weekly.

**(Friday classes are not optional. Day students will be required to attend either 9am-1pm or 1pm-5pm with a mandatory 2-hour online study hall before or after class)**

\*\*\*Day Students will receive 1 hour for lunch\*\*\*

### TTC Night/Part-Time Schedule

Monday-Thursday 5:30 p.m.-10:00 p.m.

Night students are expected to attend on campus class meetings 2 times weekly.

**(Saturday classes twice monthly are required for all night students)**

**(Friday classes are available for evening students, however; they are only offered during the day and are optional)**

\*\*\*Night Students will receive ONLY 30 minutes for dinner\*\*\*

All make-up tests, tutoring, or make-up student lab services **MUST** be done twice monthly on designated Saturdays from 8:00 a.m. - 2:00 p.m.

## **Records & Transcript Requests**

Student records are kept at the strictest level of confidentiality and only accessible by authorized members of the administration. Faculty members may request a student's contact information for retention and emergency reasons only. No personal, medical, or financial information shall be released at any time. All incoming and outgoing records and transcript requests must be made through the Office of Admissions at TTC, Inc. There is a transcript request of \$10.00 fee required for each outgoing transcript. All incoming transcripts must be sealed and delivered by U.S. Postal Service Mail to be accepted.

## **Persons with Disabilities**

It is TTC, Inc.'s goal to accommodate any students with special needs. Please inform the institution of the student's special needs at the time of enrollment. Transitions Technical College, Inc. complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. The school will provide reasonable modifications and/or accommodations for students with disabilities depending on the student's need. If you are interested in attending Transitions Technical College, Inc., but need additional accommodations, you should submit your request in writing to Executive Presidential Assistant, [cwilliamsttcedu@yahoo.com](mailto:cwilliamsttcedu@yahoo.com) at least 30-days prior to your desired start date. Please include a description of the reported disability and its impact on your ability to learn. Also include copies of current documentation of said disability.

Documentation must be provided and validated by a licensed medical expert within the last three years to include:

- A diagnosis of the disability
- How the diagnosis was determined (what tests were given and the results)
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations required.

TTC will respond to the request within 7 business days of receipt. The school will consult with the Alabama Board of Cosmetology and Barbering or The Alabama Board of Massage Therapy during the 14-workday timeframe in order to ensure the accommodation(s) will be granted during the licensing exam. The initial written request and response from the school must take place prior to the pre-enrollment process.