



STEP-BY-STEP TO START NAIL TECHNICIAN PROGRAM

☐ STEP 1: INITIAL OUTREACH

Instruction/Student Affairs will email interested individuals with directions to the Nail Technician webpage and application link.

☐ STEP 2: APPLICATION SUBMISSION

Students complete the online application by October 1st or January 11th. Complete your application at ubtech.edu. On the website, select service industries and then choose "Nail Technician Application". Next, select "online application", enter your information.

☐ STEP 3: STUDENT SELECTION

Instruction team reviews applications and selects students. You will receive an email from UBTech. If not selected you can apply again next start date. Points are given for the next round to those who have already applied. To keep your spot reserved, make sure all registration steps are completed and that Steps 4 and 5 are submitted on time. If a deadline is missed, we may need to offer the spot to another student on the waiting list.

☐ STEP 4: STUDENT SUCCESS ADVISING APPOINTMENT

Set up an appointment with our Student Success Advisor and provide verification of entrance requirements or schedule the CASAS Exam.

Selected students meet with a Student Success Advisor by October 19th or February 1st to review program expectations and next steps.

☐ STEP 5: VERIFICATION OF ENTRANCE REQUIREMENTS

Students must provide ONE of the following by November 2nd or February 15th:

- 11th grade level Math and English
- C or higher in MATH 1050 and ENGL 1010
- ACT score of 18 or higher

Additional Requirements:

- Students must be 16 years or older
- Must be able to attend a full-time schedule:
 - Grey Track: Mon/Tues 7:45am–2:45pm. Fridays Hybrid/Lab.
 - Orange Track: Wed/Thurs 7:45am–2:45pm. Fridays Hybrid/Lab.
 - Evening Track: Mon–Thurs 3:00pm–8:00pm. Fridays Hybrid/Lab.

STEP 6: SECURE FUNDING AND APPLY FOR FINANCIAL AID/ASSISTANCE

There are many ways that you can pay for your education, which may include some of the following:

- Self Pay
 - UBTech accepts cash, check, and credit cards*
- Employer Sponsorship
- Scholarships
- VA Educational Benefits
- Tribal Educational Benefits
- Private School Loans
- Department of Workforce Services (DWS)
- Utah Office of Vocational Rehabilitation Services (VocRehab)

For Scholarship questions call: 435-722-6952

If you would like to schedule an appointment regarding Financial Aid please go to: ubtech.edu/admissions/scholarships-financial-aid or scan the QR Code.



STEP 7: ACCEPT YOUR SCHOLARSHIP OFFER

After you have applied for UBTech scholarships, you will receive a notification in your email (**check your junk/spam**). Click on the link in the email where you will be required to write a short thank you to your sponsor.

STEP 8: REGISTER FOR YOUR PROGRAM

Once funding is in place, you can register for the program with the Registrar at the Student Affairs desk on either campus. To register you will need:

- Provide Proof of Funding (authorization letters, employment plan, check, cash, debit card, etc.). *You will not be able to register without funding in place.*
- You will sign a **Registration Form** with the Registrar when you register.

At this time, you will receive a UBTech student identification card, a student email, and will be added to the New Student Orientation course in Canvas.

STEP 9: COMPLETE NEW STUDENT ORIENTATION - ONLINE

You will receive instructions from the Registrar. A link will be sent to your new UBTech student email. Your online New Student Orientation needs to be completed before the first day of class.

STEP 10: START YOUR PROGRAM

Congratulations! You made it and are ready to start your education at UBTech!