

Admissions Health Science Timeline for 2019 Fall Enrollment

Program: Diploma Surgical Technology

May 30 **Completed Checklist and Supporting Documentation Deadline
(Submitted to the Admissions Office)**

June 14 **Program Director Notification to Applicants of Status (by mail)**

Note:

Each applicant is responsible for following the stated timeline outlined above and for the submission of all required documents to the Admissions Office.

Applicants completing the Health Science Admissions process after the established timeline will be considered based on space availability.

Students are expected to attend a Surgical Technology Program Information Session. Applicants will earn 2 points for the application packet by submitting a signed certificate of participation.

Information Session Fall 2018:

September 26, 2018

November 14, 2018

Information Session Spring 2019:

February 12, 2019

March 26, 2019

April 19, 2019

All Information Sessions will be held in the Health Science Bldg. (17) Rm 1744B at 3pm.

Write a one page paper on why you wish to go into Surgical Technology.

Name: _____ College Id#: _____

Address: _____ City _____

State _____ Zip Code _____ E-Mail Address _____

Telephone Numbers: Home _____ Cell _____

Checklist Overview and Directions

NOTE: Students must have a 2.8 or greater grade point average (GPA) in program general education/related courses at the time of checklist submission to Admissions in order to be considered for health science program admission.

- For Surgical Technology, **the GPA will be based upon grades earned in** BIO 168, BIO 169, ENG 111, and PSY 150.
- The Surgical Technology Program Faculty will **not** receive student packets for review if the GPA is less than 2.8 in Surgical Technology general education/related courses.
- Students may earn points for admission based upon a final course grade in HSC 110, MAT 143, BIO 275, and MED 120; however, the courses **are not** considered in the calculation of GPA for admission.

Please place a check mark beside each item as they are completed. All items identified on the checklist must be completed prior to submitting checklist to the Admissions Office.

_____ 1. Completed RCC Admissions Approval process <https://www.robeson.edu/admissions/> .

_____ 2. Requested official high school and college transcripts. **Unofficial transcripts must be attached to this form.**

_____ 3. Completed placement testing, remediation or college transfer courses in Writing, Reading, Math-Numerical and Math-Elementary Algebra as defined in current College Catalog for selected health program.

_____ 4. Requested that three references be submitted to the Office of Admissions on forms provided.

_____ 5. Completed information requested on the attached Health Science Admissions Ranking Information Form.

With the completion of items 1 – 5 proceed to the Admissions Office to submit checklist and supporting documentation. All documentation must be received by May 30 of the planned enrollment year.

I certify that the attached application related items are correct and accurate. I understand that the falsification of any information or documentation will result in the revocation of this application.

Applicant Signature _____ Date _____

For Office Use: _____ Date _____

Health Science Admissions Ranking Information

Part I Participation in Program Information Session

For Part I, applicants must submit a *signed certificate of participation* in a Surgical Technology program information session. The program director, program faculty or designee will provide a signature that denotes the applicant's attendance in a program information session. Applicants must provide a copy of the certificate of participation in the application packet.

- Signed certificate of participation – 2 points

Part II Academic Performance

College Educational Experience

Pre-Health Courses

Only courses identified below will be considered. Points will be awarded in the following manner: For MED 120: A – 4 points; B – 2 points. For HSC 110: A – 2 points; B – 1 point.

Identify course (s) completed.

Course Prefix	College Name	Grade	Semester/Year Completed
HSC 110	_____	_____	_____
MED 120	_____	_____	_____

General/Related General Education Courses

Only courses identified below will be considered. Points will be awarded in the following manner for each course: A – 6 points; B – 4 points; C- 2 points. Identify course(s) completed. Equivalent courses (based on transfer eligibility) will be considered. Courses listed must meet applicable credit by transfer requirements.

Course Prefix	College Name	Grade	Semester/Year Completed
ENG 111	_____	_____	_____
PSY 150	_____	_____	_____
MAT 143	_____	_____	_____

College Science Courses (Biology)

The most recent science courses completed will be considered. Courses listed must meet applicable credit by transfer requirements. Points will be awarded in the following manner for each course: A – 12 points; B – 8 points; C – 4 points. Identify college science course(s) completed:

Course Prefix	College Name	Grade	Semester/Year Completed
BIO 168 Human A & P I	_____	_____	_____
BIO 169 Human A & P II	_____	_____	_____
BIO 275 Microbiology	_____	_____	_____

It is the applicant's responsibility to make sure that the official transcript(s) verifying the courses listed above are on file with the Admissions Office and unofficial transcript copies of college transcript(s) are attached to this form.

Part III Completion of Academic Degrees/Programs

Applicants will be awarded points for completion of previous academic programs. Applicants will receive points for only the highest degree/program completed. Documentation must be provided to validate successful completion.

	Date Earned	Major Name	College	Points
Masters	_____	_____	_____	8
Bachelor	_____	_____	_____	6
Associate	_____	_____	_____	4
Diploma	_____	_____	_____	2
Certificate	_____	_____	_____	1

Note: Submit completed packet and supporting documents to the RCC Admissions Office in Building 13 by May 30, 2019.

Part IV Honors Program Projects

Students who are seeking acceptance into Health Science programs can strengthen their applications by joining RCC's Honors Program and earning Honors credits. To earn Honors credit, students choose a college class and work with the instructor and Honors Program coordinators to propose and complete a

research-based Honors project specific to their academic interests. For each successfully completed project, 2 points will be awarded, up to eight points.

Part IV References

Each applicant must submit three references on forms provided by the Admissions Office. **The only references that will be awarded points are high school teachers, college faculty and employers.** A maximum of 1 point will be awarded for each reference (total of 3 points). Completed rating forms should be submitted (in sealed envelopes) with all other admissions materials.

Part V Provisional Acceptance

A point selection process will be used to rank applicants for provisional acceptance into the program. Only applicants who have completed all the admissions requirements/criteria will be ranked for review. Particular consideration will be given to those applicants who have successfully completed the general/related education courses for the program or appropriate high school courses. Completed application packets will be reviewed by the health science program director for consideration.

NOTE: Students must have a 2.8 or greater grade point average (GPA) in program general education/related courses at the time of checklist submission to Admissions in order to be considered for health science program admission. The Surgical Technology faculty will not review if the GPA is less than 2.8 in Surgical Technology general education/related course.

Robeson Community College health science faculty will review the achievement potential of each applicant. During the candidate review process, faculty will examine previous academic records and pre-entrance examination scores to determine congruence with curriculum academic demands and program expectations.

Provisional Acceptance

Top applicants will be required to attend a final information session hosted by Surgical Technology faculty in July. Notification of this session will be sent by mail. This session is designed to provide applicants with additional program requirements. Applicants who are chosen for the program are offered provisional acceptance based on fulfillment of all admission requirements/criteria by the deadline specified in the provisional acceptance letter.

Prior to receiving full acceptance and/or enrolling in the first surgical technology course, all Applicants Provisionally accepted **MUST** complete and/or provide documentation of the following:

1. Medical Review/Screen, which includes but not limited to:
 - a. (2) separate PPDs: Proof of Negative Tuberculin (Tb) skin testing or follow-up chest X-ray within 3 months of enrollment.
 - b. Immunizations
 - Tdap, tetanus vaccines, Hepatitis B series, MMR, Rubella, Varicella series or positive titer (required)

- Influenza, although not required but strongly recommended and/or required by clinical affiliate
2. Criminal Background Check, and National Sex Offender Index: Clinical agencies require a criminal background check, 12 panel urine drug screen, and National Sex Offender Index prior to clinical experiences or rotations. This testing is scheduled by the College once students have been provisionally accepted.

NOTE: (1) If results of a criminal background check, 12 panel urine drug screen, and sex offender index prevents a student from participating in a clinical rotation at any agency, then the student will not be able to fulfill the clinical requirements for the program, and subsequently will not be allowed to complete the Surgical Technology program. (2) Fees associated with the criminal background check and drug screen will be the responsibility of the student.

3. Healthcare-Providers CPR: Prospective students must submit documentation of current CPR certification (including infant, child and adult certification) from the American Heart Association BLS Healthcare Providers Course.
4. Attendance at a **Mandatory Surgical Technology Orientation** (To be Scheduled)
5. **Program Prerequisites:** Applicants admitted to the program must submit prior to enrollment into the program documentation of successfully completing the following courses with a “C” or higher:
 - BIO 168 Human Anatomy & Physiology I
6. Provisionally accepted students previously enrolled in any other surgical technology programs must submit a letter from the program director.