Delaware County Community College

SURGICAL TECHNOLOGY
ADMISSION PROCEDURES
FALL 2015
**Information presented in this packet supersedes
all other information obtained by the applicant.**

All applicants must meet the admissions criteria as stated in this packet before a seat in the program or a position on the wait list can be awarded. Seats are awarded on a <u>first come</u>, <u>first qualified</u> basis.

- The Surgical Technology courses begin <u>each fall semester</u> and are offered during the <u>daytime only</u>.

- There is a maximum of <u>18 seats</u> available for the Fall 2015 program.

- All petitions and supporting documentation must be received at the Marple Campus (Media, PA) no later than <u>Wednesday, July 1, 2015,</u> to be considered for a seat in the program or a position on the wait list.

- Petitions and/or supporting documentation submitted after July 1, 2015, will not be accepted. The information in this packet will expire on July 1, 2015.

- Grades for courses scheduled for the 2015 Summer II Session <u>will not</u> be available by the petitioning deadline. Therefore, all prerequisite and developmental courses must be completed by the end of the 2015 Summer Session I.

- The Admissions Office encourages candidates to complete and submit all requirements before July 1, 2015, as the program may fill before the deadline.

Petitioning Dates

Candidates residing in **sponsoring*** school districts may petition beginning: **Monday, October 13, 2014**

All other candidates may petition beginning: **Monday, November 10, 2014**

*At present, the sponsoring school districts are Chester-Upland, Garnet Valley (Bethel residents only), Haverford, Interboro, Radnor, Ridley, Rose Tree Media, Southeast Delco, Springfield, Upper Darby, Wallingford-Swarthmore (Rutledge and Swarthmore residents only), and William Penn.

Information Sessions

It is important to attend an information session to learn more about the program and the special admissions requirements. Sessions last approximately 1.5 hours. **No advanced reservations are required** to attend a session. Sessions begin promptly at the times listed below. Please arrive 5 to 10 minutes early to sign-in and collect materials. **It is highly recommended that you review the contents of this packet** <u>prior</u> **to attending a session.**

Day	Date	Time	Campus	Building/Room
Thursday	2/12/2015	11 AM	Marple	STEM Center/Room 4414
Tuesday	3/24/2015	6 PM	Marple	Academic Building/Room 4255
Wednesday	4/8/2015	11 AM	Marple	Academic Building/Room 4255
Tuesday	5/12/2015	6 PM	Marple	Academic Building/Room 4255
Thursday	6/11/2015	11 AM	Marple	Academic Building/Room 4255

For additional dates/times, please view the College's Calendar & Events at: www.dccc.edu

REQUIREMENTS FOR ADMISSION

All admission requirements listed on the following pages _must be completed_ **before a seat in the program or a position on the wait list can be awarded. Please note, the program often fills prior to the July 1, 2015, deadline. Therefore, the Admissions Office encourages you to complete and submit all requirements as soon as possible once the petitioning period opens.**

#1 APPLY FOR GENERAL ADMISSION

Complete a Delaware County Community College application for admission. Acceptance to the College does not guarantee acceptance into the Surgical Technology program.   Current students, those enrolled or registered for classes, do not need to apply to the College again.

If you previously enrolled at the College and stopped attending for **one year or longer**, you must submit another "paper" application and check the box indicating that you are applying for **readmission**.

#2 DEMONSTRATE COLLEGE READINESS IN ENGLISH & MATH

All candidates must demonstrate college readiness by either 1) submitting official score reports with minimum scores achieved on either the SAT or ACT tests, (see minimum score requirements below), or 2) transferring previously earned English Composition I and/or a college level math from another college, or 3) take the College's Placement Test and place college level or complete remedial/developmental courses. Review the options below and proceed with the appropriate option(s) needed to meet this requirement:

<u>WAIVE THE PLACEMENT TEST</u>:

1. **SAT OR ACT scores** may be used for placement in math and/or English courses. Students should have their official scores sent to the Assessment Center at Delaware County Community College. The school code for the SAT is 2125. The school code for the ACT is 3542. Scores must be current within 5 years of the student starting classes at DCCC.

   To waive the placement test, students must receive the following minimum scores:

   English/Reading = **SAT verbal: 500; ACT verbal: 18**
   Mathematics   = **SAT math: 500; ACT math: 20**

2. <u>**Transfer Credits Earned:**</u> You may waive all or part of the placement test if you have successfully completed English Composition I and/or a college level math with a grade of "C" or better **and have transferred those courses** into Delaware County Community College. College math and/or English Composition I courses must be transferred into the College before the July 1, 2015, deadline to be eligible for a seat in the program or a position on the wait list. The process to transfer courses may take 4-8 weeks, please plan accordingly. See Requirement #3 listed on page 3 for directions on how to transfer college credits into Delaware County Community College.

<u>TAKE THE PLACEMENT TEST</u>:
Delaware County Community College's full-scale placement test(s) are required for any student who has not completed a college-level math and/or English Composition I with a grade of "C" or better, or for those students who have not met the SAT or ACT minimum scores. Directions on how to schedule the placement test are outlined in the student's Welcome Packet. Placement testing should be scheduled as soon as possible after receipt of the Welcome Packet. You may schedule the test by contacting the Assessment Office: **610-359-5322** or schedule an appointment yourself through your student portal on delaGATE.

NOTE: If placement test results indicate that developmental/remedial course work is required, these courses must be successfully completed before a candidate can be awarded a seat in the program or be offered a position on the wait list.   Therefore, all developmental/remedial courses must be completed prior to the July 1, 2015, deadline.

#3: TRANSFER COLLEGE CREDITS EARNED

If applicable, submit official transcript(s) from each college and/or university attended. Send all official, final, <u>sealed</u> <u>envelopes containing transcript(s) to</u>: **Delaware County Community College**
901 South Media Line Road
Media, PA 19063

Next, complete a **Petition for Transfer of Credit** form available from the Assessment Center, Room 1180, Marple Campus. Forms are also available from the College's website at: **https://www.dccc.edu/petitionfortransferofcredit**

The process to transfer courses may take 4-8 weeks, please plan accordingly. You will receive written notification from the Assessment Center after the evaluation is completed.   Evaluations/transfers <u>will not</u> be conducted until this form is received.

> **INTERNATIONAL CREDENTIALS:** If you attended a college or university outside the United States and want to transfer those credits earned into the College, you must submit a course-by-course evaluation report from an approved credential evaluation service. An approved evaluation service must be a member of The National Association of Credential Evaluation Service (NACES). A current list of members can be found at www.naces.org. Please note: English courses from foreign countries are not eligible for transfer into the College. A **Petition for Transfer of Credit** form is also required (see link to form and directions above).

✔ #4: HIGH SCHOOL CREDENTIALS

Submit a sealed, official, final document indicating successful high school graduation or its equivalency. This step <u>must be</u> completed <u>by all candidates regardless</u> of post-secondary educational experience(s).   If you have been a student at the College in the past, please take note that the paper-copy of your high school transcript may no longer be on file if you have had a gap in your enrollment with the College for a year or longer.   Follow the directions below and verify that this required document is on file with the College to assure that you have met this requirement. **If you are in doubt about this document being properly on file, we recommend that you have it <u>sent again</u> and follow through with a verification request to the Admissions Office as noted on the next page. Your official document must be on file prior to the deadline date for petitioning.**

CHOOSE THE SCENARIO APPROPRIATE FOR YOU and follow the directions accordingly:

1. **HIGH SCHOOL TRANSCRIPT**
    Contact the Guidance Department of the high school where you graduated. Request an official, sealed, <u>paper-copy</u> of your transcript to be sent directly to the College. (See the College's mailing address on next page.)

2. **GED TRANSCRIPT**
    Contact the Department of Education (DOE) in the state where you were granted your GED. Most DOE's offer a "Transcript Request Form" that can be accessed by using the "SEARCH BOX" on their website. <u>IMPORTANT NOTE</u>: An open copy of your GED test scores indicating that you passed the GED test or a copy of your diploma are **not acceptable documents**. You must **order a separate, official copy** of your GED transcript from the DOE and have that document sent directly from the DOE to the College to fulfill this requirement.   (See the College's mailing address on next page.)

3. **INTERNATIONAL DOCUMENTATION**
    If you attended high school outside the United States, you must submit an evaluation report that indicates you earned credentials equivalent to a U.S. high school diploma. This document must come from an approved credentialing evaluation service. An approved evaluation service must be a member of The National Association of Credential Evaluation Service (NACES).   A current list of members can be found at www.naces.org. (See the College's mailing address on next page.)

DIRECTIONS: WHERE TO SEND YOUR HIGH SCHOOL TRANSCRIPTS & VERIFY THEY HAVE BEEN RECEIVED at Delaware County Community College

Send all official, final, sealed envelopes containing the paper-copy of final transcripts/international evaluations to:

Delaware County Community College
901 South Media Line Road
Media, PA 19063
Attn: Admissions Office

Verify that an official, final, paper-copy of your high school transcript is properly on file with the College.
To do so, simply contact the **Admissions Office, <u>not the Records Office</u>** at 610-359-5050 (Select Option #3) or
<u>admiss@dccc.edu</u> and offer the following information so your file can be properly located:

- **Your full name as indicated by your permanent records at the College**
- **Maiden name, if applicable**
- **Date of Birth**
- **DCCC Student ID Number (P#)**
- **Name of school or agency**

#5: APPLY FOR FINANCIAL AID (FAFSA)

This step is **<u>highly recommended</u>**. One of the keys to success in college is having a plan to pay for your education.
Applying for financial aid is easy when you follow the step-by-step guide offered on the College's website at:

http://www.dccc.edu/admissions-financial-aid/financial-aid/application-process

Deadlines apply, so file your application without delay. If you have questions or need help regarding financial aid call
the College at 610-359-5000.

#6: CHOOSE AN ENTRANCE OPTION

All candidates must choose and fulfill one (1) of the following entrance requirements prior to the July 1, 2015,
deadline to be awarded a seat in the 2015 Surgical Technology Program or a position on the wait list.

<u>OPTION ONE</u>: TESTING (ACT or SAT)

Candidates can opt to take and submit the following minimum ACT or SAT scores prior to the July 1, 2015, deadline. Please note: Scores must be <u>current within five years</u> of beginning clinical work therefore, taken September 2010 or after.

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ACT Composite – 17 or higher   <u>OR</u>   SAT – 830 or higher

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For students taking the **SAT** with writing section and total score value of 2400, only the math and critical reading sections (not the writing section) will be used in calculating the score requirement of 830 or higher.

<u>To schedule the ACT</u> or for more information regarding the test, call the **Assessment Center**: **610-359-5322.**

OPTION TWO: COURSE CREDIT (COMPLETE FIVE COURSES)

Achieve a "C" or better and a cumulative GPA of 2.5 or higher in all five (5) of the following courses. Please note, the GPA will be calculated using <u>only</u> the following five (5) courses below:

1. **English Composition (ENG 100)**   **3 credits**
2. **General Psychology (PSY 140)**   **3 credits**
3. **Humanities Elective**   **3 credits**
    Selection of the appropriate course elective requires advisement from a Career & Counseling Advisor or the ST Program Director.
4. **Human Anatomy & Physiology I (BIO 150)**   **4 credits**
           OR
    Body Structure and Function I or II (AHM 104 <u>or</u> 105)   3 credits
    (Note: AHM 104/105 have pre/co-requisites of AHM 233, Medical Terminology)
5. **Applied Microbiology (AHM 220)   1 credit**

If you plan to qualify with the Course Credit Option, all five (5) courses listed above must be completed and the grades posted on delaGATE and/or transferred into the College via the directions outlined in Step 3, page 2, **before** the petition can be considered complete. Courses must be completed by the deadline of **July 1, 2015**. Grades for courses scheduled for the 2015 Summer II Session **will not be available** by this deadline. Therefore, candidates choosing to enter the program via the Course Credit Option should complete the required courses by the end of the 2015 Summer Session I.

Students choosing to submit courses completed at other colleges/universities to fulfill this Course Credit Option should note that their GPA will be **recalculated according to the College's grading system** and credit value for admissions purposes only. That recalculation will be conducted using all five of the "Credit Option" courses taken.

According to College policy, students may only repeat a course to improve their grade point average if the initial grade was "D", "N", "W", or "F". Please see the College's Student Handbook for more information.

<u>DIRECTIONS</u>: **CALCULATE GRADE POINT AVERAGE (GPA) ON PRE-REQUISITE COURSES**

1. Determine the points earned in each course. Must earn a "C" or better. (A=4 points, B=3 points, C=2 points).
2. Multiply the number of credits by the number of grade points for each course to determine the quality points.
3. Divide the sum of the qualify points by the total number of credits.
4. The result is the GPA.

COURSE/GRADE *Must earn a "C" or better*	CREDITS EARNED IN COURSE	GRADE POINTS	QUALITY POINTS
English Composition I	3		
General Psychology	3		
Humanities Elective (SEE ABOVE NOTATION)	3		
BIO 150 or AHM 104 or 105	4 or 3		
Applied Microbiology	1		
	TOTAL # OF Credits:		SUM:

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✔ #7: OBTAIN BACKGROUND CLEARANCES

Certified Background has been contracted by the College to assist students in obtaining and storing their required background clearances.   Petitioning students **are required** to create a CertifiedProfile account, a secure platform that offers students directions on how to obtain the required clearances. The fee for this service is $25.00 payable to Certified Background.   The fee includes the cost for the PA Criminal History Report which will automatically be posted on your CertifiedProfile.   Once you have placed your order, you may use your login to access additional features including document storage, portfolio builders and reference tools.

A total of three (3) background clearances are required to properly petition to the program:

1. **PA Criminal History Report** (included with the $25.00 fee)
2. **Federal Criminal History (FBI) Report –** (Cogent)
3. **PA Child Abuse History Clearance**

All clearances must be dated **August 1, 2014, or after**, to be eligible for the Fall 2015 program. *C*learances must be completed, sent to, and stored on the student's CertifiedProfile account **before submitting a petition to the program**. This entire process must be completed no later than the deadline date of July 1, 2015, to be eligible for the Fall 2015 program.

DIRECTIONS: SECURING AND STORING CLEARANCES WITH CERTIFIED BACKGROUND

1. Go to: **www.CertifiedBackground.com**
2. Enter package code: **DD75r** in the red box that states: **PLACE ORDER**
3. Click "GO"
4. You will then be directed to set up your **CertifiedProfile** account.

ORDER SUMMARY

Required Personal Information - In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.

Fingerprinting (Cogent) - The online order process will guide you through the steps to complete Cogent Fingerprints through the Department of Public Welfare (DPW). Please Note: You will be required to pay a separate fee to DPW for your Cogent Fingerprints ($27.50).

PA Child Abuse Clearance - The online order process will guide you through the steps to complete a Child Abuse Clearance through the Department of Public Welfare (DPW). Please Note: You will be required to pay a separate fee to DPW for your Child Abuse Clearance ($10).

Payment Information - At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a $10 fee and an additional turn-around-time.

POST YOUR RESULTS

Once you receive the FBI and PA Child Abuse reports via U.S. mail, open and check these documents for accuracy. Your name, address, and Social Security number must be spelled/listed correctly. If the information is incorrect, the clearance(s) must be redone. Lastly, upload your documents to your CertifiedProfile account via the directions received from Certified Background when the account was initially set up.

VIEW YOUR RESULTS

Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as **"In Process"** until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password. Remember, all clearances must be completed, sent, and stored by Certified Background, no later than July 1, 2015, to be eligible for the Fall 2015 program.

Special Note: Print out copies of your three clearances, FBI, PA Criminal, and the PA Child Abuse, and submit with your other petitioning paperwork on petitioning day.

If you have any additional questions on the process of securing your clearances, please contact CertifiedProfile Service Desk at 888-914-7279 or email: cpservicedesk@certifiedprofile.com

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Criminal Convictions

Please note that a student may not be permitted to undertake any clinical rotations if the applicant has been convicted of a felonious act prohibited by the Controlled Substance, Drug, Device and Cosmetic Act, or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless 10 years have elapsed since the date of conviction and the applicant can demonstrate that he/she has made significant progress in personal rehabilitation. In addition, felony convictions, which do not fall into the provision listed above, and certain

misdemeanor offenses, may be a finding of impaired moral character. Students who have been arrested resulting in a summary offense or misdemeanor, and specifically a prohibitive offense contained in Act 13 and/or Act 169* may not be able to complete their studies because clinical experiences needed for course/program success may be prohibited. If students cannot complete their clinical studies, they will not be accepted into the Surgical Technology Program. A detailed list of prohibitive offenses is available for review in either the Admissions or Allied Health, Emergency Services, and Nursing offices.

#8: GOOD ACADEMIC STANDING

Students must be in Good Academic Standing with the College from the time of petition through the start of AHS 100 and AHS 101. Students on academic probation or dismissal at the College, as defined in the student handbook, will not be admitted to the program. If your standing at the College falls below Good Standing (DCCC GPA of 2.0) at any time after you are admitted to the program, your offer of admission will be revoked and you will not be permitted to register for or begin AHS 100 or AHS 101.

A copy of the Student Handbook can be obtained from the Campus Life Office located in the Academic Building/Room 2255 on the Marple Campus. The handbook can also be downloaded from: http://www.dccc.edu/studenthandbook

#9: CODE OF CONDUCT

Be in compliance and in good standing with the College's Code of Conduct as defined in the Student Handbook. Students must be in good disciplinary standing with the College. Students who have outstanding sanctions or violations filed with the Office of Student Affairs will not be admitted to the program. If your standing at the College falls below Good Standing at any time after you are admitted to the program, your offer of admission will be revoked and you will not be permitted to register for or begin AHS 100 or AHS 101.

#10: PROOF OF RESIDENCY

Provide proof of residency via a valid, current, legible **photocopy** of one (1) of the following items:

1. Permanent driver's license or State issued ID (*temporary updates and duplicate licenses are not accepted*)
2. Utility bill (gas, electric, water or sewer only; cell phone bills are **not** acceptable)
3. A current paycheck stub with your current address listed
4. A current property tax bill in your name
5. Most recent IRS Tax Return Transcript: A free official IRS document listing you as a dependent from:
   http://www.irs.gov/Individuals/Order-a-Transcript?portlet=105

The above-named items are the **ONLY** acceptable forms of proof of residency. The address listed on the proof of residency submitted must match the 1) address listed on the fall 2015 Surgical Technology petition, 2) the address listed in the College's database, and 3) the addresses submitted on all background clearances. The Admissions Office reserves the right to request additional proof of residency documents as necessary.

#11: SUBMIT YOUR PETITION

Once all the requirements have been fulfilled, submit the following remaining items below, together and in-person, at the Marple Campus (Media, PA), Admissions Office/Founder's Hall, no later than the deadline date of

July 1, 2015. Students are encouraged to complete all the requirements and <u>petition as soon as they are fulfilled</u>, as seats in the program are awarded <u>first come, first qualified</u>. The program often fills prior to the deadline date.

NO APPPOINTMENT is needed to submit your petition, simply submit the paperwork at the Admissions Office on the Marple Campus.

<u>Petitioning Hours at the Marple Campus:</u>

Monday through Thursday 8:30 a.m. to 7:30 p.m
Friday   8:30 a.m. to 3:30 p.m. (**<u>Note</u>**: The College is closed Fridays in summer.)

The three (3) items to submit at the time of petitioning are:
1. **The Petition Form –** last page of this packet
2. **A photocopy of an approved Proof of Residency** – (See page 7.)
3. **Photocopies of all three clearances posted with Certified Background -** (See page 6.)

OTHER IMPORTANT INFORMATION

1. **Qualified students will be offered a seat for the program**, if one is available, after all steps have been successfully completed by the July 1, 2015, deadline.

2. **It can take 4-6 weeks to evaluate petitions.** The Admissions Office will notify students by U.S. mail regarding the status of their petitions. If a petition is incomplete, the candidate will be notified by U.S. mail regarding the missing items/requirements. Any missing items must be submitted by the deadline date of July 1, 2015, to be considered for seat in the program (if any remain), or for a position on the wait list.

3. **The wait list is dissolved at the end of July each year**. Students on the wait list **are not carried over** from year-to-year. Students will be notified by U.S. mail when the wait list is dissolved. If a student is interested in petitioning for a future entrance year, they must meet any new admission requirements published in the Admissions Guidelines for that entrance year.

4. **Credits received for BIO 150 and BIO 151** (Human Anatomy and Physiology I & II) prior to enrollment must be current within five (5) years of the date you begin your first clinical course (therefore, dated Fall semester 2010 or later).

5. **Students are not permitted to defer their enrollment** in the Surgical Technology program for a future enrollment date. Students must petition again and meet all admission requirements in accordance with the policies and procedures required for the new petitioning year.

6. **If offered admission into the program, a $100.00 deposit** to reserve their seat is due by May 1, 2015. The $100.00 deposit will hold the seat for the Fall 2015 program only. All previous balances due to the College must be paid in-full prior to submitting the $100.00 deposit.

7. **Deposit refunds will be issued only if the student**: 1) remains enrolled in AHS 100 and AHS 101 for the first three full weeks of the semester, and 2) does not have any outstanding balances due to the College at that time. If the student drops out of the program, at **any time before the end of the third week, the deposit will not be refunded.**

8. **Once accepted to the program, a required special college planning session** for admitted students will be held in April/May. During this session, students will participate in an advisement session and register for program course work. Admitted students will be notified by U.S. mail regarding the date of this required session.

9. **Admitted students must pass a drug test** to be eligible for the clinical experience. Instructions on how and where to take the drug test will be explained to admitted students during the required special college planning session.

10. **In addition to normal tuition, fees, and books, students are required to purchase** uniforms, insurance and miscellaneous supplies.

11. **It is the student's responsibility to notify both the Admissions and Records Offices of any changes** in address or phone number. It is important that we have correct contact information at all times.

12. **If a student fails or withdraws from any one of the surgical technology courses and wishes to repeat the course**, they must petition for readmission through the Allied Health, Emergency Services, and Nursing Division; not the Admissions Office. See the current Delaware County Community College catalog for more information or contact the Allied Health, Emergency Services & Nursing Division at 610-359-5353.

Delaware County Community College is an equal employment and educational opportunity institution conforming to all applicable legislation that prohibits discrimination. The College does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, or any other characteristic protected by state or federal laws in its educational programs, activities, admission or employment policies, as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other applicable statutes. Inquiries concerning Title IX and/or 504 compliance should be referred to: Betty Brown, associate dean for student success, room 2195, 610-359-5320; and/or Connie McCalla, vice president of human resources, room 3572, 610-359-5094. TTY for the hearing impaired: 610-359-5020.

Delaware County Community College is accredited by the Middle States Association of Colleges and Schools, Commission on Higher Education, 3624 Market St., Philadelphia, PA 19104. The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Program (CAAHEP), 1361 Park Street, Clearwater, FL 33756.

Associate Degree Curriculum

Prerequisite to AHS 100 (Surgical Technique I): AHM 220 Applied Microbiology … 1 credit

First Semester (fall)   **Credits**

AHS 100 Surgical Technology I   5
AHS 101 Surgical Technology   5
     Practicum I
BIO 150 Human Anatomy & Physiology I   4
              OR
AHM 104 Body Structure/Function I   (3)
AHM 233 Medical Terminology   3

              Total: 16-17

Second Semester (spring)

AHS 102 Surgical Technology II   4
AHS 103 Surgical Technology   6
     Practicum II
BIO 151 Human Anatomy & Physiology II 4
              OR
AHM 105 Body Structure/Function II   (3)
ENG 100 English Composition I   3

              Total: 16-17

Third Semester (summer I only)   **Credits**
AHS 200 Surgical Technology III   1
AHS 201 Surgical Technology   6
     Practicum III
DPR 100 Introduction to Computers   3
_____ Humanities Elective **   3
***Selection of the appropriate course elective
requires advisement from a Career &
Counseling Advisor or the ST Program Director*

              Total: 13

Fourth Semester (fall)
ENG 112 English Composition II   3
SOC 110 Introduction to Sociology   3
PSY 140 General Psychology   3
AHA 207 Ethical/Legal Aspects   3
     of Health Care Mgmt.
AHM 140 Professional & Communication 3
     Issues in Healthcare
              Total: 15

    Total Hours: **61-63**

SURGICAL TECHNOLOGY CLASSES/CLINICAL SCHEDULE

SURGICAL TECHNOLOGY COURSES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
(Fall) **AHS 100** **AHS 101**	AHS 101 **6:30 a.m.-2:30 p.m.**	AHS 100 **1:45 p.m. – 4:45 p.m.**			AHS 100 **8:00 a.m. – 10:00 a.m.** AHS 101 **10:15 a.m.-noon**
(Spring) **AHS 102** **AHS 103**			AHS 102 **7:00 a.m. –11:00 a.m.**	AHS 103 **7:00 a.m. -1:00 p.m.**	AHS 103 **7:00 a.m. - 1:00 p.m.**
(Summer I) **AHS 200** **AHS 201**	AHS 200 **8:00 a.m. - 10:30 a.m.**	AHS 201 **7:00 a.m. - 3:30 p.m.**	AHS 201 **7:00 a.m.-3:30 p.m.**	AHS 201 **7:00 a.m.-3:30 p.m.**	

REQUIREMENTS CHECKLIST

_____ 1. Submit an application for admission to Delaware County Community College, if not enrolled within the past year. **(See page 2.)**

_____ 2. Demonstrate "College Readiness" **(See page 2.)**

_____ 3. If applicable, transfer previously earned college credits into the College**. (See page 3.)**

_____ 4. High School credentialing on file with the College. **(See pages 3 & 4.)**

_____ 5. Apply for Financial Aid. **(See page 4.)**

_____ 6. Complete one (1) of the two Options for Admissions. **(See page 5.)**

_____ 7. Secure & store background clearances with Certified Background. **(See pages 6.)**

_____ 8. Maintain Good Academic Standing (2.0 GPA) at the College at all times. **(See page 7.)**

_____ 9. Be in compliance and in good standing with the College's Code of Conduct at all times. **(See page7.)**

_____ 10. Photocopy an approved Proof of Residency for petitioning file. **(See page 7.)**

_____ 11. Make **photocopies of all pertinent documents** for your personal records.

_____ 12. Submit together to the Admission Office/Marple Campus:
- **(1)** Surgical Technology petition with an original signature - **(See page 12.)**
- **(2)** Valid, current, legible photocopy of proof of residence - **(See page 7.)**
- **(3)** Photocopies of the three clearances (FBI, Child Abuse, & PA Criminal) **(See Page 6)**

? QUESTIONS ?

Please direct questions regarding the *admissions process* to:
Nancy Wheeler, Assistant Director of Admissions
Email: nwheeler@dccc.edu (best method)
Phone: 610-359-5005

Please direct questions regarding the field of Surg. Tech. or questions regarding advisement to:
Jacqui Bak, Program Director, Surgical Technology, Perioperative & RNFA Programs
Email: jbak1@dccc.edu (best method)
Phone: 610-359-5286

Surgical Technology Petition
FALL 2015

Delaware County Community College
901 South Media Line Road
Media, PA 19063
610-359-5050

Applicants **will not be offered** an available seat in the program until all admission requirements have been completed. Applicants are admitted on a **first come, first qualified basis**. Please submit the materials **together and in-person** at the Marple Campus, (Media, PA), Admissions Office/Founder's Hall, prior to the July 1, 2015, deadline. **No appointment is necessary to submit your petition**. See the office hours on page 8.

1. **The Surgical Technology petition form (See page 12).**
2. **Valid, current, legible photocopy of proof of residence (See page 7.)**
3. **Photocopies of all three required clearances (FBI, PA Criminal, & PA Child Abuse) dated August 1, 2014, or after. (See page 6.)**

Student ID # (or Social Security Number**)** ___P00_____

Legal Name: _____
                     Last   First   Middle

Maiden Name: _____
                          Last

Legal Address: _____
                           Street Address

_____
City   State   ZIP

Home Phone: _____ **Alternative Phone:** _____

Email: _____

PLEASE RESPOND TO ALL OF THE FOLLOWING:

1. **I submitted a petition to the Surgical Technology program previously.**

   ☐ **No**   ☐ **Yes - indicate year: _____**

   (This information will not be used in evaluating your petition; it is merely used to locate any previously submitted paperwork still available.)

2. **Please indicate:**

   ☐ **High school graduate**   ☐ **GED certification**   ☐ **International Evaluation**

   (The "**paper copy**" of your official, final High School transcripts or GED results MUST be on file with DCCC's Records Office.)

3. **I chose to qualify by this option (check one only):**

   ☐ **Credit Option**   ☐ **Testing Option**
   List the colleges from which the transcripts are being sent   **Indicate**: ☐ **SAT** **or** ☐ **ACT**

   _____

   _____

   _____

_____   _____
Signature of Petitioner   **Date**