

Medical Laboratory Technology - Admission Criteria

ADMISSIONS CRITERIA

The program has a limited enrollment and only admits a class in the fall of each year. Acceptance into the program is based on the following objective criteria:

1. Completion of Phase I requirements.
2. Highest GPAs (grade point averages)
3. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program.
4. Students must be 18 years of age or older by August 15, the year they plan to attend the program, in order to be accepted into the MLT program for Fall Semester. All Phase I requirements must be completed by **March 1** of the year in which the student wishes to enroll in the program. Students who complete Phase I requirements after the deadline will be considered for acceptance if slots are available. Please check with the Admissions Office about the enrollment availability.

PHASE I – To be completed by **March 1**

The applicant must:

1. If you are not currently enrolled at SCC, complete an application to the college. Designate Medical Laboratory Technology AAS Degree (A45420) as the program of interest. Applications must be updated annually by applicants who were not accepted the previous year. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
2. Be a high school graduate or have earned a high school equivalency diploma (GED). Exception: current high school students.
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College Admissions Office.
4. Have a grade point average of **2.8 or higher** on a 4.0 scale on the most recent academic transcript with ten semester hours completed excluding developmental courses.
5. Demonstrate college-readiness in both English and Math based on the RISE Placement Test policy. College-readiness can be demonstrated in one of the following ways:
 1. An unweighted high school GPA of 2.2 or higher from a United States high school.
 2. Successful completion of the RISE Placement Test (English and Math). Applicants must achieve a passing score on at least the first tier of the English and Math placement tests.
 3. Successful completion of Transition English and Transition Math courses with a grade of at least "P1".
 4. Completion of college-level English and Math courses with a grade of "C" or higher at SCC or another regionally accredited institution.
 5. Satisfactory scores on the SAT or ACT. (See the Testing section for more details.)
 6. Satisfactory scores on a high school equivalency diploma (GED or HiSET) taken in 2014 or later. (See the Testing section for more details.)
6. Completion of 8 hours of observation is recommended (not required).
7. Have a computer or access to a computer that is up to date (it does not have to be new, but it needs to be updated) with a web browser. Compatible web browsers are (Internet Explorer and Mozilla Firefox) Google Chrome is functional, however, not fully compatible yet.

8. Have access to a word processing application like Microsoft Office 2010, Open Office (freeware) or use Google Docs, included within the "Quick Launch Pad" in your "mySCC" page. If you have any questions regarding your online access to our college services, please review the online learning technical requirements here, or contact our IT Help Desk at 828.339.4409.
9. Have access to a scanner to upload completed assignments to Moodle.
10. Local students within driving distance must attend on-campus labs, typically two days/week, day classes only. No MLT night classes available at this time.
11. **Distant students:** Distant lab students are required to be currently employed in a hospital lab (e.g., Phlebotomist/Lab Assistant) or have access to a full service lab that offers all areas of laboratory practice: Phlebotomy, Hematology/Hemostasis, Urinalysis, Chemistry, Microbiology and Blood Bank/Serology. As a part of Phase I Admission Requirements, distant students must complete the following and submit by the **March 1 deadline**:
 1. Provide their employer's statement of support. This statement must indicate the employer will support the student in their lab and clinical rotations for the completion of the program. Submit this statement to the MLT Program Coordinator at the college.
 2. Complete and submit a "[Lab Site Information Form](#)," which will detail the contact information for their laboratory site. This form is to be submitted to MLT Program Coordinator.

PHASE II

Preliminary selection for 15 slots will be based on those students with the top grade point averages who have completed Phase I requirements by **March 1**. Additional consideration will be given to students that have completed a college level chemistry and math course. The identified individuals will receive provisional acceptance and move to Phase III of the admission requirements.

PHASE III

An Acceptance Packet from Admissions is sent (by mail) to those individuals who successfully complete Phase II requirements. The acceptance packet will include the following items with due dates for completion:

- Provisional Acceptance Letter
- Acknowledgement of Acceptance form – note due date on form
- MLT Lab Site Information form – note due date on form
- *SCC Medical/Health Forms – Due **August 1**
- Essential Functions (self-appraisal) form to be completed by the student – Due **August 1**
- Castlebranch instructions for submitting medical records and proof of accident and liability insurance**

*The medical/health forms must be completed by appropriate medical personnel and must indicate that you are capable of meeting the physical requirements of the program.

The items on the following Check-off list must be submitted to the Program Coordinator by **August 1**.

- Medical/Health Forms including documentation of a physical, health history, immunizations to include the first Hepatitis B vaccine in the series. Note: if you have had Chicken Pox (and not the vaccine) then you will need to provide an Varicella-Zoster antibody titer to proof immunity. Medical forms to be loaded to Castlebranch website**
- Receipt/proof of purchase for accident and malpractice insurance. This insurance can be purchased in the College Business office. Proof of purchase to be loaded to Castlebranch website**
- Essential Functions (self-appraisal) form
- Signed signature sheet at the end of the Program Student Policy Manual. See Student Policy Manual section following below

Students who fail to submit the completed forms above will not be able to register for program courses.

PROGRAM STRUCTURE

The program offers its MLT courses online. All non-MLT prefixed courses may be taken seat-based or online. Any courses not taken at SCC must be transferred in with a grade of "C" or better and approved by the registrar's office.

Labs are offered concurrently and can be completed on campus or in the student's geographical area at a pre-approved clinical facility. Contact the program director for guidelines on selecting an off-campus clinical facility for performance of laboratory skills.

Clinical rotations take place in the second and final semester of the program and may be completed in the student's geographical area at a pre-approved clinical facility. Distant students must be employed or associated with a laboratory that is willing to support them in their laboratory and clinical rotations at an approved clinical facility/affiliate. The clinical education will be provided at cooperating hospitals or other healthcare facilities. In the MLT program, the clinical rotations are spent in one or more clinical facilities for practical experience in the clinical laboratory, under supervision. During clinical education, the student will rotate through all departments of the laboratory including: Hematology, Hemostasis, Urinalysis, Chemistry, Phlebotomy, Microbiology, Serology, and Blood Bank. Emphasis is placed on attaining competency and proficiency in the performance of laboratory procedures, correlating theory and practice and demonstrating prescribed professional behavior.

ACADEMIC STANDARDS

The program requires that students maintain a high level of academic and clinical performance. Students must maintain a semester and cumulative GPA of 2.8 on a 4.0 scale. Failure to meet these standards will prevent normal progression through the program.

STUDENT POLICY MANUAL

This manual outlines the policies and procedures to be followed over the course of the program. Students must sign the signature sheet at the end of the policy manual and submit it to the program director by August 1 of the year in which they plan to enroll.

See [Student Policy Manual](#) here.

INSURANCE

Accident and malpractice insurance must be purchased prior to beginning the program. The insurance can be purchased in the College Business Office at the time fall semester tuition is paid. Proof of purchase is to be loaded to the Castlebranch website**

ACCREDITATION

The MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The contact information is as follows: NAACLS, 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119

Phone: 847.939.3597 or 773.714.8880 Fax: 773.714.8886 Website: www.naacls.org

Notes:

1. All students admitted into a health science program will be required to submit a criminal background check and drug testing prior to enrollment each academic year. The results of these tests could affect the student's ability to progress in the program. Instructions for completion will be given in the first semester of MLT coursework.
2. All students completing a health science program may be required, by an external testing agency, to submit to

a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams. Instructions for completion will be given in the first semester of MLT coursework.

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