

South Piedmont Community College

Medical Laboratory Assistant (MLA) Admissions Requirements



2011-2012

L. L. Polk Campus
680 Highway 74 West
Polkton, NC 28135
704-272-5300
FAX 704-272-5350

Old Charlotte Highway Campus
4209 Old Charlotte Highway
Monroe, NC 28110
704-290-5100
FAX 704-290-5250

SOUTH PIEDMONT COMMUNITY COLLEGE HEALTH PROGRAMS ADMISSIONS REQUIREMENTS

South Piedmont Community College, serving Anson and Union counties, welcomes your interest in pursuing a career in one of our health programs. Our programs include Associate Degree Nursing, Practical Nursing, LPN Refresher, Medical Assisting, Medical Laboratory Assistant, Medical Sonography, and Surgical Technology. Below are the general admissions requirements for all health programs. The pages following these general admissions requirements provide information on a specific health program.

THESE GENERAL ADMISSIONS REQUIREMENTS ARE FOR ALL HEALTH PROGRAMS FOR ENTRY IN FALL SEMESTER 2012

1. Submit an SPCC Application for Admission online at www.spcc.edu or in person to the Admissions Office in the Student Success Division on the LLP or OCH campus. You may indicate only one program per application. *Applications for Admission are valid for one year only.*
2. Have your **official** high school transcript or GED diploma sent to the Admissions Office. **NOTE:** Official transcripts issued in sealed envelopes by the institution of record become “unofficial” if opened before submission to SPCC.
3. Have **official** transcripts from all colleges attended since high school sent to the Admissions Office. **NOTE:** Official transcripts issued in sealed envelopes by the institution of record become “unofficial” if opened before submission to SPCC. You must have a grade of “C” or higher on all courses that are required for graduation from your program of interest, including course credit transferred in from other colleges. The grade point average (GPA) requirement for acceptance into your program of interest differs among the programs. Degree programs require a 3.0 GPA; diploma and certificate programs require a 2.5 GPA.
4. Take the Accuplacer College Placement Test (CPT) and meet the required scores for your program of interest.
 - You have one opportunity to take the CPT (Reading, Sentence Skills, Arithmetic, Algebra, and Computer Competency).
 - CPT scores are valid for two (2) years.
 - Retests in one or more sections are only available if certain conditions apply (see Testing Center staff for details).
 - The initial test is free; all retests are \$2 per section.
 - Accuplacer test scores from other colleges may be accepted if taken within the last two (2) years.
 - Applicants with the following scores taken within the last two (2) years are exempt from taking Accuplacer Reading and Sentence Skills:
 - SAT = 500 Critical Reading
 - ACT = 21 Reading and 21 English
 - ASSET = 41 Reading and 41 Writing
 - COMPASS = 81 Reading and 70 Writing

- Applicants with the following scores taken within the last two (2) years are exempt from taking Accuplacer Arithmetic and Elementary Algebra:
 - SAT = 500 Mathematics
 - ACT = 21 Math
 - ASSET = 41 Numerical and 41 Intermediate Algebra
 - COMPASS = 47 Pre-Algebra and 66 Algebra
- 5. Complete the mandatory Health Programs Information Session offered online at www.spcc.edu.
- 6. See the information on the following pages that pertains specifically to your program of interest.

All required documentation for your program of interest must be submitted to one of our Health Programs Admissions Technicians located in the Student Success Division of South Piedmont Community College:

L.L. Polk campus – Ms. Joy Pope, 704-272-5338, jpope@spcc.edu

Old Charlotte Highway campus – Ms. Pam Simons, 704-290-5840, psimons@spcc.edu

Medical Laboratory Assistant (MLA) Certificate (C45400) – 16 Credit Hours

The MLA certificate is a one-semester program offered in fall semester each academic year.

| Fall Semester | | | | |
|---------------|-----------------------------------|-----|----------------|-----------|
| Course Number | Course Name | Lec | Lab/ Clinic | Credit |
| COE 111 | Co-op Work Experience | 0 | 0/10 | 1 |
| MED 110 | Orientation to Medical Assisting | 1 | 0/0 | 1 |
| MED 112 | Orientation to Clinical Setting I | 0 | 0/3 | 1 |
| MED 121 | Medical Terminology I | 3 | 0/0 | 3 |
| MED 130 | Admin. Office Procedures I | 1 | 2/0 | 2 |
| MED 150 | Laboratory Procedures I | 3 | 4/0 | 5 |
| OST 149 | Medical Legal Issues | 3 | 0/0 | 3 |
| | | | Total | 16 |

SOUTH PIEDMONT COMMUNITY COLLEGE
MEDICAL LABORATORY ASSISTANT (MLA) PROGRAM
Priority Application Period Ends May 31, 2012

How do I apply for admission to the Medical Laboratory Assistant program?

You must have an SPCC admissions application on file with the Admissions Office of the Student Success Division. If you have not completed an application for admission, you may apply online at www.spcc.edu. Be sure to indicate your program of study as "Medical Laboratory Assistant."

Once you have completed STEP 1: Application to SPCC (see Step 1 of the Medical Laboratory Assistant Program Application Packet), you must then complete STEP 2: Application to the Medical Laboratory Assistant Program. All application materials must be submitted in a 9" x 12" envelope to one of SPCC's Health Programs Admissions Technicians.

When are students admitted into the Medical Laboratory Assistant program?

Health programs at SPCC have limited enrollment and a competitive admissions process. Students are admitted into the Medical Laboratory Assistant program beginning fall semester each year.

The application period is from June 1 to May 31. Students who apply by the May 31 deadline with complete application packets will be given priority consideration for admission to the fall semester class.

NOTE: If the number of qualified applicants meeting the May 31 deadline is not sufficient to fill all program openings, complete application packets will continue to be accepted until the maximum enrollment number is met.

What do I need to do to be considered for entry into the Medical Laboratory Assistant program?

To be eligible for admission into the Medical Laboratory Assistant program, you must complete the requirements listed below. You **MUST** have a grade of "C" or higher and a GPA of 2.5 or higher on all college coursework that is required for graduation from this program in order to be considered for admission into this program.

- (1) SPCC admissions application.
- (2) Accuplacer College Placement Test (CPT). Test scores indicating placement out of developmental courses **OR** completion of developmental courses is necessary before applying to the program.
- (3) Official copy of high school transcript or GED diploma.
- (4) Official copies of all college transcripts.
- (5) Completion of SPCC's online Health Programs Information Session.
- (6) TEAS test.

What are the required Accuplacer College Placement Test (CPT) scores for the Medical Laboratory Assistant program?

| | | | | | |
|----------|----|------------------|----|------------------|----|
| Reading: | 80 | Sentence Skills: | 86 | Computer Skills: | 80 |
|----------|----|------------------|----|------------------|----|

If you do not meet the required CPT scores, you must enroll in the appropriate developmental course(s). SAT, ACT, ASSET or COMPASS scores may be used in place of some of the requirements.

What is a TEAS test?

The TEAS (Test of Essential Academic Skills) measures basic essential academic skills related to success in allied health programs in English, reading, mathematics, and science. For more information on the TEAS test, go to www.atitesting.com. TEAS study guides are available at SPCC bookstores for purchase.

How do I take the TEAS test?

Contact the SPCC Testing Center to arrange for TEAS testing. The TEAS test may be taken once every three (3) months, for a cost of \$40 per test (payable to SPCC's Business Office prior to testing). Complete the Testing Center Permission Form—TEAS, attach the receipt for payment of the test fee, and take both to the Testing Center when you are ready to test.

NOTE: Calculators and outside study aids are not allowed during the test. Use of these or refusal to follow all Testing Center rules will result in test disqualification. TEAS test scores MUST be attached to your application for the Medical Laboratory Assistant program. Once you submit your application packet, TEAS retest scores will not be accepted.

Is there a waiting list?

There is no waiting list to enter into any SPCC health program. Students are chosen for the Medical Laboratory Assistant program based on ranking of points. Points are based on (1) the TEAS score and (2) completion of high school Allied Health Science I & II or Medical Science I & II with a grade of "B" or higher within the last 12 months. There is no minimum points requirement to apply for this program.

If you are not accepted into the program for the upcoming fall semester, your application will be shredded. Keep copies of your application and transcripts so that you may resubmit them when you reapply.

How will I know if I'm accepted into the Medical Laboratory Assistant program?

You will receive a letter from the Health Programs Admissions Office notifying you of your provisional acceptance into the program. Once you receive this letter, you must do the following:

- (1) Attend the Medical Laboratory Assistant orientation session.
- (2) Submit the *Student Medical Form for North Carolina Community College System Institutions*.
- (3) Submit proof of current CPR certification. This course is available through SPCC's Corporate & Continuing Education Division.

Applicants accepted for admission into the Medical Laboratory Assistant program may be required to complete a criminal background check and a drug screen after notification of acceptance and prior to participation in the onsite clinical portion of the program. Based on the results of the criminal background check and the drug screen, hospitals or clinical facilities where you will participate in onsite training may deny you access to their facility, resulting in your inability to complete the clinical portion of the Medical Laboratory Assistant program. If you are unable to complete the clinical portion of your training, you will be unable to progress in the program.

SOUTH PIEDMONT COMMUNITY COLLEGE
MEDICAL LABORATORY ASSISTANT PROGRAM APPLICATION PACKET
Priority Application Period Ends May 31, 2012



NAME: _____ SPCC STUDENT ID: _____

ADDRESS: _____



EMAIL: _____ PHONE NUMBER: _____



STEP 1: APPLICATION TO SPCC

- Complete SPCC's admissions application online at www.spcc.edu or in person in the Student Success Division on the LLP or OCH campus.
- Submit **OFFICIAL** copy of high school transcript or GED diploma to the SPCC Admissions Office, PO Box 126, Polkton, NC 28135.
- Submit **OFFICIAL** copies of all college transcripts to the SPCC Admissions Office, PO Box 126, Polkton, NC 28135.
- Complete SPCC's College Placement Test (CPT) **OR** submit official SAT, ACT, ASSET, or COMPASS scores **OR** submit an official transcript showing completion of applicable college transfer courses.

You must have a grade of "C" or higher **AND** a GPA of 2.5 or higher on **ALL** courses required for graduation from the Medical Laboratory Assistant program, including course credit transferred in from other colleges.

**If your school transcripts are not from the United States, you must have an International Transcript Evaluation completed by an evaluation agency. Fees will apply for this service. If you need a listing of evaluation agencies, contact the Admissions Office.

STEP 2: APPLICATION TO THE MEDICAL LABORATORY ASSISTANT PROGRAM

- Copy of your CPT results showing required scores **OR** unofficial transcript showing completion of all required developmental courses.
- Completion of SPCC’s online Health Programs Information Session at www.spcc.edu.
- Copy of TEAS test results. Contact the Testing Center at the LLP or OCH campus to set up an appointment for this test. (See next page for Testing Center Permission Form – TEAS.)

TEAS tests not taken at SPCC must be officially transferred from ATI Testing and must be the same version as the TEAS version administered at SPCC.

***You are not eligible to submit an application packet if you have not completed all of the above. You **MUST** have a grade of “C” or higher and a GPA of 2.5 or higher on all college coursework that is required for graduation from the Medical Laboratory Assistant program in order to be considered for admission into this program.*

TO EARN POINTS IN ADDITION TO YOUR TEAS SCORE:

- Official high school transcript showing proof of completion of Allied Health Science I & II **OR** Medical Science I & II with a grade of “B” or higher within the last 12 months **AND** a letter of recommendation from your high school health occupations teacher = **10 points**



I certify that all information submitted is both complete and accurate.

Signature: _____

Print Name: _____

Date of Submission: _____

Submit completed application packet and all applicable documentation in a 9” x 12” envelope by **May 31, 2012**, to one of the following Health Programs Admissions Technicians:

Student Success Division: Joy Pope, LLP Campus
704-272-5338
jpope@spcc.edu

Pam Simons, OCH Campus
704-290-5840
psimons@spcc.edu

**SOUTH PIEDMONT COMMUNITY COLLEGE
TESTING CENTER PERMISSION FORM – TEAS
(Test of Essential Academic Skills)**

Make an appointment with the Testing Center on either the LLP campus or the OCH campus to take the TEAS test.

This form, along with your receipt from SPCC’s Business Office showing the \$40 payment for the TEAS testing fee, must be presented to the Testing Center Coordinator before you will be admitted.

Before taking the TEAS test, you must agree to the following:

- I have completed all required developmental courses.
- I am prepared to take the TEAS (Test of Essential Academic Skills) for entrance into my chosen program.
- I understand that I may take this test once every three (3) months.
- I understand that there is a \$40 nonrefundable fee for each time I take the TEAS test.
- I understand that no calculators or other study aids are allowed in the Testing Center.
- I understand that I must follow all Testing Center rules. If not, my TEAS score will be disqualified.

Signature: _____

Print Name: _____

Date: _____

Present this permission form to SPCC’s Business Office prior to your test appointment. Attach the receipt from the Business Office showing your \$40 fee payment to this permission form. Present the receipt and permission form to the Testing Center Coordinator when you are scheduled to take the TEAS test.

Testing Center Contact Information
L. L. Polk campus – llptestingcenter@spcc.edu
Old Charlotte Highway campus – ochtestingcenter@spcc.edu