COLLEGE OF THE ALBEMARLE
Fall 2027
SURGICAL TECHNOLOGY ADMISSION FACT SHEET

EACH APPLICANT MUST PROVIDE CORRECT CONTACT INFORMATION TO THE ADMISSIONS DEPARTMENT

Health Sciences Admission policies set forth requirements that must be met for admission. However, these policies do not create and should not be regarded as an irrevocable contract between COA and students/applicants. Satisfaction of these requirements does not guarantee admission. COA reserves at all times (1) the ultimate decision on admitting students; (2) the sole right to interpret its admission policies; (3) the right to change, amend, or eliminate any provisions or requirements at any time. COA will endeavor to minimize inconvenience that changes to its policies may create.

COLLEGE OF THE ALBEMARLE
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(252) 335-0821 EXT. 2221 (ADMISSIONS OFFICE)

SURGICAL TECHNOLOGY PROGRAM FACT SHEET

The Surgical Technology program is nationally accredited by: Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, Florida, 33756, www.caahep.org. The admission process outlined in this fact sheet was developed by the Surgical Technology faculty and is to be implemented by the Admissions Office with Surgical Technology faculty oversight.

PHASE I: PRE-ADMISSION REQUIREMENTS

Applicants seeking admission into the Surgical Technology program must complete the following steps by **May 15, 2027,** in order to be considered for acceptance for the Fall Semester 2027. (At the discretion of the ST Program Coordinator, some applications may be considered after the deadline.)

_____A. **Complete and submit a COA Application for Admission**, which expresses interest in the Surgical Technology, to the Admissions Office, Elizabeth City Campus.

_____B. **Bring or send an official high school transcript and all official post-secondary transcripts,** if applicable, to the Admissions Office. (note: must be a high school graduate or equivalent prior to the start of the program).

_____C. **Attendance at a Health Sciences & Wellness Programs (HSWP) Orientation Session is Mandatory,** for a review of the admission process. Check with the Admissions Office or the HSWP Admission & Advising Director for scheduled dates and times. On-line orientation can be viewed at:
https://albemarle.mediasite.mcnc.org/mcnc/Play/a7e132c69c964e929b1722b9a954ee961d
(Print certificate to verify online attendance). A Certificate of Attendance is required to be submitted when completing the validation form and can be found at:
https://www.surveymonkey.com/r/HSWPQUESTIONNAIRE2016

_____D. **Achieve minimum English, Math, and Reading competencies.**
Minimum English, Reading, and Math competencies must be met and may be accomplished by a variety of measures, including previous placement test scores, standardized test scores, and/or previous developmental coursework.
---To qualify for the Surg Tech program, the student must meet all the pre-requisites to be eligible to enter ENG 111 without a co-requisite requirement.
---To qualify for the Surg Tech program, the student must meet all the pre-requisites to be eligible to enter MAT 143 without a co-requisite requirement.
Note: The course listed is the *expected level of minimal competency* and may not be a required course within the program itself. Students should meet with an academic advisor if they do not meet this requirement and need guidance on course selection.

_____E. **Achieve and maintain a 2.0 minimum cumulative grade point average** on the transcript of record (most recent transcript with 12 accredited credit hours or more). If the transcript of record is not the COA transcript and the student has taken courses at COA, then the COA transcript must also show a 2.0 minimum cumulative grade point average (regardless of the number of hours). If the most recent 12-hour transcript of record is the high school transcript, the **unweighted GPA** will be used. Achieve a minimum of "C" grade on each relevant COA or transfer course. Only grades of "C" or better will be accepted for point earning, transfer purposes, and program completion

_____ F. **Applicants must have completed one unit of biology in high school that counts as at least 1 full credit** on the transcript - or the equivalent at a post-secondary institution (BIO 090 or higher). An official transcript must be provided.

_____G. **Applicants must have completed one unit of chemistry in high school that counts as at least one full credit on the transcript -** or the equivalent at a post-secondary institution (CHEM 090 or higher). An official transcript must be provided.

Validation of requirements by the Health Sciences Admissions Technician (must be completed prior to advancing to Phase II)

REQUIREMENTS A, B, C, D, E, F and G, must be met in entirety before applicants may a complete an admission application. Once students have met criteria A-G completely, they should contact the Health Sciences Admissions Technician (Annette Roberson, AE 117, Ext 2221) for validation of requirements. <u>One week</u> after submitting the validation form, students may contact the HSWP Admissions & Advising Director (Owens Center, Office 107, Ext. 2304), who will confirm their validation form has been reviewed and confirmed. At that time, the applicant may progress to Phase II and apply to the Surgical Technology Program

PHASE II: SURGICAL TECHNOLOGY APPLICATION REQUIREMENTS

_____H. **Confirmation of application completion from Director of HSWP Admissions. Once students have met all preadmission criteria A, B, C, D, E, F and G confirmation via email will be sent confirming that all aspects of the application process are complete for the COA Surgical Technology Program.** Confirmation will come from the HSWP Admissions & Advising Director (Owens Center, Office 107, Ext 2304). Confirmation will only be given to students who demonstrate completion and validation of preadmission requirements A-F.

- **Only those students who have completed the application process in its entirety will be considered for the admission ranking. All documents must be received in the HSWP Admissions & Advising Director's Office (Owens Center, Office 107) by 4 p.m. on the deadline date.**

- **NOTE: ALL CORRESPONDENCE REGARDING ADMISSIONS TO PROGRAMS WILL BE SENT THROUGH YOUR COA EMAIL ADDRESS. BE *<u>SURE</u>* TO LIST YOUR EMAIL ACCURATELY AND TO CHECK YOUR COA EMAIL FREQUENTLY DURING THE ADMISSION PERIOD.**

_____ I. **ATTEND THE SURGICAL TECHNOLOGY PRE-ADMISSION MEETING**
After meeting the minimum PRE-ADMISSION qualifications for admission to the Surgical Technology program and submitting the Surgical Technology application, qualified applicants will receive a letter of notice and must attend a mandatory pre-admission meeting with the Surgical Technology faculty. The purpose of the pre-admission meeting is to inform prospective applicants about the Surgical Technology program and answer questions or concerns of the applicants. During the meeting, applicants may be requested to validate the accuracy of the academic data contained in their file. This academic data will be utilized in the ranking process.

- **Applicants failing to report at the scheduled time for the pre-admission meeting will have their names withdrawn from consideration unless they have previously notified the HSWP Administrative Assistant's office, Owens Center, Office 102, ext. 2283 or Ext 2304 and completed the necessary paperwork to remain in the applicant pool. This may include signing documents that pertain to the program and/or ranking process.**
- **It is the applicant's responsibility to maintain communication with the college via the HSWP Admissions and Advising Director, Owens Center 107, ext. 2304 or the HSWP Administrative Assistant's Office, Owens Center, Office 102, ext. 2283. Communication with potential students will occur through the student's COA email address only.**

SURGICAL TECHNOLOGY PROGRAM NUMERICAL RANKING PROCESS

Students who have met all the required criteria, have a completed Surgical Technology Program application on file, have attended the pre-admission meeting, and have validated the accuracy of the compiled academic data will be ranked based on a numerically objective and weighted ranking system if there are more applicants than allotted slots. This system is utilized to determine the most qualified students based on their performance including college or high school cumulative GPA (50%), and points awarded for courses completed in the Surgical Technology curriculum schema, previously earned degree(s), and health related work experience (50%).

The numerical ranking system assigns points from the following two different areas:

1) OVERALL GRADE POINT AVERAGE – 50%

The cumulative OVERALL GRADE POINT AVERAGE section of the ranking process assigns points from the most recent college transcript. **This transcript must contain a minimum of twelve (12) semester hours or eighteen (18) quarter hours of non-developmental course work.** High school transcripts (unweighted GPA) will be used for ranking purposes if college transcripts do not meet the necessary criteria.

2) POINTS System – 50%

The applicant will receive a point total based on specific courses within the Surgical Technology program that have already been completed, previous degrees earned and previous health care experience. Points are awarded as follows:

SPECIFIC COURSE POINTS

The Specific Course Points section of the ranking process assigns points based on academic performance from these nine (8) academic courses. All of these courses are required for the Surgical Technology program.

- BIO 168 Anatomy & Physiology I
- BIO 169 Anatomy & Physiology II
- BIO 275 Microbiology
- ACA 111 (or ACA 122)
- ENG 111 - Writing and Inquiry
- ENG 112- Writing/Research in the Disciplines
- PSY 150 - General Psychology
- PHI 240 (or HUM 115)

Points will not be assigned for BIO 168& BIO 169 and BIO 275 if the course(s) was/were completed five years or more prior to enrollment in first semester Surgical Technology classes.

In order to receive points – the course must be listed on the COA transcript – either as a course taken at COA or approved for transfer credit to COA. The course must be completed prior to the admission deadline date and must have received a grade of "C" or higher.

Points for courses will be calculated on the credit hours of the course multiplied by the letter grade earned; with a grade of A having the value of 4 quality points, the grade of B having the value of 3 quality points and the letter C having the value of 2 quality points. The grades of D and F will have no point value. Some courses are also given bonus points based on number of times the student took the course.

COMPLETION OF THE PROGRAM'S ANATOMY AND PHYSIOLOGY REQUIREMENT IS STRONGLY ENCOURAGED BEFORE ENTERING THE PROGRAM.

SURGICAL TECHNOLOGY POINTS GRID

Course within Program	Credits (multiplier)	Points		
BIO 168 *No points if A&P taken more than 2 attempts- or if taken greater than 5 years ago*	**4**	If A&P passed on first attempt - points for grade x credit hours plus 30 Bonus points **A= 16 + 30 Bonus = 46** **B= 12 + 30 Bonus = 42** **C= 8 + 30 Bonus = 38**	If A&P passed on second attempt - points for grade x credit hours plus 10 Bonus points **A= 16 + 10 Bonus = 26** **B= 12 + 10 Bonus = 22** **C= 8 + 10 Bonus = 18**	No points if A&P taken more than 2 attempts- or if taken greater than 5 years ago **0**
BIO 169 *No points if A&P taken more than 2 attempts- or if taken greater than 5 years ago*	**4**	If A&P passed on first attempt - points for grade x credit hours plus 30 Bonus points **A= 16 + 30 Bonus = 46** **B= 12 + 30 Bonus = 42** **C= 8 + 30 Bonus = 38**	If A&P passed on second attempt - points for grade x credit hours plus 10 Bonus points **A= 16 + 10 Bonus = 26** **B= 12 + 10 Bonus = 22** **C= 8 + 10 Bonus = 18**	No points if A&P taken more than 2 attempts- or if taken greater than 5 years ago **0**
BIO 275 *No points if Micro taken more than 2 attempts- or if taken greater than 5 years ago*	**4**	If Microbiology passed on first attempt - points for grade x credit hours plus 30 Bonus points **A= 16 + 30 Bonus = 46** **B= 12 + 30 Bonus = 42** **C= 8 + 30 Bonus = 38**	If Microbiology passed on second attempt - points for grade x credit hours plus 10 Bonus points **A= 16 + 10 Bonus = 26** **B= 12 + 10 Bonus = 22** **C= 8 + 10 Bonus = 18**	No points if Microbiology taken more than 2 attempts- or if taken greater than 5 years ago **0**
ACA 111 (Or ACA 122)	**1**	**A= 4**	**B= 3**	**C = 2**
ENG 111 - Writing and Inquiry	**3**	**A= 12**	**B= 9**	**C = 6**
ENG 112 – Writing/Research in the Disciplines	**3**	**A= 12**	**B= 9**	**C = 6**
PSY 150 - General Psychology	**3**	**A= 12**	**B= 9**	**C = 6**
PHI 240 (or HUM 115)	**3**	**A= 12**	**B= 9**	**C = 6**

POINTS FOR SUPPLEMENTAL COURSES

IMPORTANT NOTE: Students should TALK WITH THEIR ADVISORS (including a financial aid advisor) before taking any courses on this grid below to ensure it fits with their declared major and other college/FA requirements. ***Students should focus on completing courses WITHIN the program curriculum before taking any supplemental courses that are outside of the program of study.***

In order to receive points – the course must be listed on the COA transcript – either as a course taken at COA or approved for transfer credit to COA. The course must be completed prior to the admission deadline date and must have received a grade of "C" or higher.

If the course is within the curriculum of a student's major or program of interest – they may only receive points once in the admission system, and those points will be based on the program's specific course points (not this supplemental points grid).

Course Number	Course Name	Points awarded (must have a grade of C or higher to receive points)
BIO 275	Microbiology	2
CHM 151 OR CHM 130/130 A	General Chemistry I (only one course will be awarded points for this category)	2
CHM 152	General Chemistry II	2
MAT 152	Statistics	2
MAT 143	Quantitative Literacy	2
MAT 171	Pre-Calculus Algebra	2
MED 121	Medical Terminology I	2
MED 122	Medical Terminology II	2
BIO 155	Nutrition	2
PBT 100 and 101	Phlebotomy and Phlebotomy Practicum (must have C or higher in both class & practicum)	2
PHI 240 or HUM 115	Ethics or Critical Thinking I (only one course will be awarded points for this category)	2

POINTS FOR PREVIOUSLY EARNED DEGREE(S)

- **10 points will be assigned for a Bachelor's Degree** which was earned at a regionally accredited institution. (Limit of one degree)
- **5 points will be assigned for a Master's Degree** which was earned at a regionally accredited institution. (Limit of one degree)
- **7 points will be assigned for a HSWP Diploma program with a clinical component.** These include: PN, ST, MA, PBT Diploma Pathway, and NA Diploma Pathway.
- **10 points will be assigned for a HSWP Associates Degree with a clinical component.** These include: ADN, MA, and MLT

POINTS FOR PREVIOUS HEALTH CARE EXPERIENCE

- **One point will be assigned for every full year of paid fulltime (32 hours or more per week) health care related work experience within the past 10 years, not to exceed a total of 10 points.**

  Acceptable fields of work experience are CNA I, CNA II, LPN, Paramedic (EMT), Surgical Technology, and Phlebotomy. Awarding of points for other health related occupations will be at the discretion of the Program Coordinator, whose decision is final.

  Proper documentation must be provided when submitting the Surgical Technology application or by the deadline date and must include a dated statement on official letterhead from the Personnel/Resource Officer of the health care facility where the applicant worked. The letter must include the following information:

  - Beginning and ending dates of work
  - Basic description of job duties
  - Average number of hours worked per week

- Applicant's current employment status

Awarding of all points related to previous health care experience is at the discretion of the Program Coordinator, whose decision is final.

PHASE III: SELECTION PROCESS

A. Weighted point assignments based on the **Overall Grade Point Average (50%)** and **Points System (50%)** will be added together for the total weighted points assigned to each applicant.

B. Applicants will be ranked in a descending numerical order which is based on total points.

C. **Letters of contingent acceptance** will be sent to the top applicants for the number of program slots available.

D. **Letters to other applicants who qualified**, but did not place within the allotted number of slots, will be sent and these applicants will be assigned an "alternate" number based on their total ranking points.
It is from this alternate list, starting with "Alternate 1", that any vacancies that occur prior to the first day of classes may be filled at the discretion of the Program Coordinator, whose decision is final.

E. **The admission process ceases and the alternate list is void beginning with the first day of class in fall semester.** Any qualified applicants or alternates who do not enter the program must begin the admission process again and resubmit all paperwork in order to be considered and re-compete for the next year's admissions.

An applicant who has concerns about the admissions process to the Surgical Technology program should contact the Program Coordinator (Owens Center, Office 208, Ext. 2995).

OTHER IMPORTANT INFORMATION RELATED TO THE SURGICAL TECHNOLOGY PROGRAM:

Upon conditional acceptance, but prior to enrollment in the Surgical Technology program, applicants will be required to provide additional information including:

A. **Documentation of current BLS CPR Certifications through the American Heart Association –** provided to the Surgical Technology Program Coordinator's office by October 2027. Students who do not meet this requirement will not be allowed to progress to clinical and laboratory classes, even if they have met all other criteria.

B. **The fully completed and signed COA Health Care Examination Form indicating physical and emotional health and record of immunizations. This must be submitted via the assigned third party vendor and available for review by September 2027. Students who do not meet this requirement may be dropped from consideration for the Surgical Technology program**, even if they have met all other criteria and have initially been accepted into the program. Students will be required to sign a release to allow the program to provide specific medical information that may be required by authorized clinical sites (example: immunizations record).

C. **Criminal background check and/or drug testing** may be required by clinical sites prior to participation in the clinical component of this program. Progress toward graduation will be limited by any inability to complete the clinical portion of the program. Students with certain misdemeanor or felony convictions may have limited certification and employment opportunities.

D. **Students admitted must be at least 18 years of age by the start of the first course of the program** in order to be able to enter clinical facilities.

READMISSION PROCESS

Definition of Re-Admit: A student who has previously been enrolled in any Surgical Technology program.

Applicants applying for readmission into the Surgical Technology program should contact the Surgical Technology Program Coordinator (ext. 2995) for information concerning this special situation.

ASSOCIATE DEGREE
SURGICAL TECHNOLOGY CURRICULUM SCHEMA

FIRST YEAR

FALL SEMESTER		SPRING SEMESTER	
SUR 110 Intro to Surgical Technology	3	SUR 122 Surgical Procedures I	6
SUR 111 Peri-op Patient Care	7	SUR 123 Surgical Clinical Practice	7
BIO 168 Anatomy & Physiology I	4	BIO 169 Anatomy and Physiology II	4
ACA 111 College Student Success (or ACA 122)	1	BIO 275 Microbiology	4
TOTAL Semester Hours	15	TOTAL Semester Hours	21

SECOND YEAR

SUMMER SEMESTER		FALL SEMESTER	
SUR 134 Surgical Procedures II	5	SUR 137 Professional Success Prep.	1
SUR 135 Surgical Clinical Practice II	4	SUR 210 Adv Surg Clinical Practice	2
ENG 111 Writing and Inquiry	3	SUR 211 Advanced Theoretical Concepts	2
		SUR 212 Clinical Supplement	4
		ENG 112 Argument-Based Research	3
		PSY 150 General Psychology	3
		HUM 115 Critical Thinking or PHI 240 Introduction to Ethics	3
TOTAL Semester Hours	12	TOTAL Semester Hours	18

Total Credit Hours Required for Graduation = 66 Semester Hours