COLLEGE OF THE ALBEMARLE
Fall 2019
SURGICAL TECHNOLOGY
ADMISSION FACT SHEET

EACH APPLICANT MUST PROVIDE CORRECT CONTACT INFORMATION
TO THE ADMISSIONS DEPARTMENT

INFORMATION CONTAINED IN THIS FACT SHEET IS CURRENTLY
UNDER REVIEW AND THEREFORE SUBJECT TO CHANGE
COLLEGE OF THE ALBEMARLE
PO BOX 2327
1208 NORTH ROAD STREET
ELIZABETH CITY, NC 27906-2327  
(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, 2019, in order to be considered for acceptance for the Fall Semester 2019. (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:
http://newalbemarle.mediasite.mcnc.org/mcnc/Play/b70d20c908fc4b8dbaf6dc9320c6dc241d
(Print certificate to verify online attendance). A Certificate of Attendance is required to be submitted when completing the validation form.

_______D. Achieve minimum English, Math, and Reading competencies.
Minimum English, Reading, and Math competencies must be met and may be accomplished by:
  a) achieving the minimum scores listed below on the college placement test or SAT/ACT exams; b) or completing the applicable developmental course(s), with a minimum grade of “PC” or “C” or better from a regionally accredited institution before the application deadline including:
  Completion of ENG 090 and RED 090 or DRE 098 or 099 AND
  Completion of MAT 080 or DMA 010,020,030,040,050,060.
  c) or completing courses above the developmental level with a “PC”, “P” or “C” or higher from a regionally accredited institution for both Math and English. (Note: MAT 115 does not satisfy the math competency requirement.)
  d) or meeting the college’s high school GPA requirement for entry into college level coursework.

COMPASS/ASSET/ACCUPLACER/SAT/ACT/or other college accepted placement tests MINIMUM SCORE CHART:
For those who took SAT/ACT after 2005, the following scores apply. PSAT & PLAN test scores are also useable; please see your advisor for more information.

<table>
<thead>
<tr>
<th>Subject</th>
<th>NC-DAP</th>
<th>COMPASS</th>
<th>ASSET</th>
<th>ACCUPLACER</th>
<th>SAT</th>
<th>ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>151</td>
<td>81</td>
<td>41</td>
<td>80</td>
<td>480*</td>
<td>*22</td>
</tr>
<tr>
<td>Eng/Writing</td>
<td></td>
<td>70</td>
<td>41</td>
<td>86</td>
<td></td>
<td>*18</td>
</tr>
<tr>
<td>Math</td>
<td>7 (DMA 010 thru 060)</td>
<td>47 Pre-Algebra</td>
<td>41 Numeric</td>
<td>55Arithmetic</td>
<td>530</td>
<td>22</td>
</tr>
</tbody>
</table>
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 with a grade of “C” or “77” or higher or the equivalent at a post-secondary institution (BIO 090 or higher). An official transcript must be provided.

Requirements A, B, C, D, E, and F must be met in entirety before applicants may apply for requirement G. Once students have met criteria A-F completely, they should contact the Health Sciences Admissions Technician (Annette Roberson, AE 117, Ext 2221) for validation of requirements and to receive a validation form to take the ATI TEAS (Test of Essential Academic Skills). One week after the Health Sciences Admissions Technician submits the ATI TEAS Validation forms, students may contact the HSWP Admissions & Advising Director (Owens Center, Office 107, Ext. 2304), who will confirm their form has been validated. At that time, the applicant may select and schedule an appointment to take the ATI TEAS. Applicants seeking reasonable accommodations based on a disability must request accommodations from the Special Populations Coordinator, and notify the ATI TEAS testing proctor in writing two weeks prior to taking the test. Note: High school students must be in their senior year to qualify to take the TEAS.

G. Students are required to take the ATI TEAS test for the Surgical Technology program. Student scores will be considered as part of the ranking process. Students are not required to achieve a minimum score.

- A $60.00 fee will be charged for each opportunity to take the ATI TEAS and is due at time of validation of pre-admission criteria, with a copy of the receipt from the business office attached to the validation form. Students who do not provide proof of payment with their validation form will not be allowed to schedule a time for the ATI TEAS.
- Applicants are allowed one retake of the ATI TEAS within a 365 day period, as long as 28 days have lapsed from the previous attempt. The 365 day period is calculated from the first test date. If an applicant schedules, but does not show for the ATI TEAS test, it will be considered as one of the applicant’s testing opportunities. Falsification of reporting previous ATI TEAS attempts on the validation form will result in immediate withdrawal from any admission pools or programs a student may have entered. Scores are good for three years from the date the test was taken.

PHASE II: SURGICAL TECHNOLOGY APPLICATION REQUIREMENTS

H. COMPLETE THE SURGICAL TECHNOLOGY ADMISSION APPLICATION. Once students have met all preadmission criteria A, B, C, D, E, F, and G, students must complete an application to the COA Surgical Technology Program.

Applicants should be aware: Students who indicate first preference for the Surgical Technology Program (by indicating on their HSWP application form that they desire the Surgical Technology Program first – before any other Health Sciences Program) will be
Applications may be obtained from the HSWP Admissions & Advising Director (Owens Center, Office 107). Applications will only be given to students who demonstrate completion of preadmission requirements A-G.

Only those students who have completed an application form in its entirety will be considered for the admission ranking process. Applications must be received in the HSWP Admissions & Advising Director’s Office (Owens Center, Office 107) by 4 p.m. on May 15, 2018. Late applications will only be accepted at the discretion of the program coordinator.

I. ATTEND THE SURGICAL TECHNOLOGY PRE-ADMISSION MEETING
After meeting the minimum PRE-ADMISSION qualifications for admission to the Surgical Technology program, qualified applicants will receive a letter of notice and must attend a pre-admission meeting. The purpose of the pre-admission meeting is to inform prospective applicants about the 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, Extension 2283 or the program coordinator, Extension 2995.

It is the applicant’s responsibility to maintain communication with the college via the HSWP Administrative Assistant’s office, Owens Center, Office 102, Ext. 2283 or the HSWP Admission & Advising Director, Owens Center, Office 107, Ext. 2304.

SURGICAL TECHNOLOGY PROGRAM NUMERICAL RANKING PROCESS
Students who have met the entire required academic and testing criteria, 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 on the ATI TEAS (40%), college or high school cumulative GPA (20%), and points awarded for courses completed in the Surgical Technology curriculum, previously earned degree(s), and health related work experience (40%).

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

1) ATI TEAS Score – 40%
The applicant will receive conversion points based on their TOTAL SCORE on the ATI TEAS. If more than one attempt has been made, the total score of the two allowed attempts will be averaged. The average score will be used in the ranking process.

2) POINTS System – 40%
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 Course Points section of the ranking process assigns points based on academic performance from these five (5) academic courses. All of the courses are required for the Surgical Technology program.

- ACA 111 – College Student Success
- BIO 163 – Basic Anatomy & Physiology

(If a student elects to meet the Biology requirement by taking the higher level BIO 168 and 169 courses, the ranking process will give points for the BIO 168 score as the grade for computing the 5 credit hour point total for BIO 163 (whether or not the student has completed BIO 169). BOTH BIO 168 and 169 courses must be completed with a “C” or better to receive course credit and both
must be completed by the end of the Fall semester to continue to progress in the Surgical Technology Program

- BIO 275 – Microbiology
- ENG 111 - Expository Writing/Writing & Inquiry
- ENG 112 – Argument-Based Research (Students may elect to take ENG 113 or ENG 114 in lieu of ENG112)
- MED 121 – Medical Terminology I
- MED 122 – Medical Terminology II
- PSY 150 – General Psychology
- HUM 115 – Critical Thinking (Students may elect to take PHI 240 in Lieu of HUM 115)

Points will not be assigned for BIO 163, BIO 275, MED121, MED122 and PSY 150 if the course(s) was/were completed five years or more prior to enrollment in the Surgical Technology program. Points will not be assigned for courses the student has enrolled in more than twice.

**POINTS FOR SUPPLEMENTAL COURSES**

**IMPORTANT NOTE:** Students should TALK WITH THEIR ADVISORS (including a financial aid advisor) before taking any courses on this grid 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 the additional points grid).

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Points award (must have a grade of C or higher to receive points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 151</td>
<td>General Chemistry I</td>
<td>10</td>
</tr>
<tr>
<td>CHM 152</td>
<td>General Chemistry II</td>
<td>10</td>
</tr>
<tr>
<td>CHEM 130 and 130A</td>
<td>General Organic and Biochemistry with Lab</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>(must have C or higher in both class &amp; lab)</td>
<td></td>
</tr>
<tr>
<td>HCT 101 and 102</td>
<td>Health Care Phlebotomy and EKG/Basic</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Phlebotomy (must have C or higher in both classes)</td>
<td></td>
</tr>
<tr>
<td>MAT 151 and 151A or MAT 152</td>
<td>Statistics and Stats Lab</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>(must have C or higher in both class &amp; lab)</td>
<td></td>
</tr>
<tr>
<td>MAT 161 or higher/ or MAT 143</td>
<td>College Algebra/Quantitative Analysis</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>(only one math course will be awarded points for this category)</td>
<td></td>
</tr>
<tr>
<td>MED 276</td>
<td>Patient Education</td>
<td>5</td>
</tr>
<tr>
<td>MED 272</td>
<td>Drug Therapy</td>
<td>5</td>
</tr>
<tr>
<td>NUT 110/BIO 155</td>
<td>Nutrition</td>
<td>5</td>
</tr>
<tr>
<td>PBT 100 and 101</td>
<td>Phlebotomy and Phlebotomy Practicum</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>(must have C or higher in both class &amp; practicum)</td>
<td></td>
</tr>
<tr>
<td>SOC 210</td>
<td>Introduction to Sociology</td>
<td>5</td>
</tr>
</tbody>
</table>
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), Medical Assisting, 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.

3) **OVERALL GRADE POINT AVERAGE – 20%**

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 will be used for ranking purposes if college transcripts do not meet the necessary criteria.

**PHASE III: SELECTION PROCESS**

A. **Two rounds of selection/ranking may occur for the Surgical Technology Program** based on documented interest in the program on the HSWP application form.

B. **Round One of the selection process** will take all applicants who indicated on the HSWP application form a desire for the Surgical Technology Program as their primary/first program of interest. If the number of applicants exceeds the number of slots available, results from the ATI TEAS Total Score, Points System, and Overall Grade Point Average point assignment will be added together for the total points assigned to each applicant. These applicants will be ranked in a descending numerical order which is based on total points. **Round two will not take place if the number of first choice applicants fills the available slots for the Surgical Technology Program.**

**Round Two of the selection process** will rank all other applicants who indicated on their application form a desire for the Surgical Technology Program, but not as their first choice. These
applicants will be ranked in a descending numerical order which is based on total points to fill any remaining slots in the program after Round One has been completed.

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 2018. 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 October 17, 2019. 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

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUR 110 Intro to Surgical Technology</td>
<td>SUR 122 Surgical Procedures I</td>
</tr>
<tr>
<td></td>
<td>SUR 123 Surgical Clinical Practice</td>
</tr>
<tr>
<td>SUR 111 Periop Patient Care</td>
<td>SUR 123 Surgical Clinical Practice</td>
</tr>
<tr>
<td>BIO 163 Basic Anatomy &amp; Physiology</td>
<td>BIO 275 Microbiology</td>
</tr>
<tr>
<td>MED 121 Medical Terminology I</td>
<td>MED 122 Medical Terminology II</td>
</tr>
<tr>
<td>ACA 111 College Student Success (or ACA 122)</td>
<td></td>
</tr>
<tr>
<td>TOTAL Semester Hours</td>
<td>TOTAL Semester Hours</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
</tr>
</tbody>
</table>

#### SECOND YEAR

<table>
<thead>
<tr>
<th>SUMMER SEMESTER</th>
<th>FALL SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUR 134 Surgical Procedures II</td>
<td>SUR 137 Professional Success Prep.</td>
</tr>
<tr>
<td>SUR 135 Surgical Clinical Practice II</td>
<td>SUR 210 Adv Surg Clinical Practice</td>
</tr>
<tr>
<td>ENG 111 Writing and Inquiry</td>
<td>SUR 211 Advanced Theoretical Concepts</td>
</tr>
<tr>
<td></td>
<td>SUR 212 Clinical Supplement</td>
</tr>
<tr>
<td></td>
<td>ENG 112 Argument-Based Research</td>
</tr>
<tr>
<td></td>
<td>PSY 150 General Psychology</td>
</tr>
<tr>
<td></td>
<td>HUM 115 Critical Thinking or PHI 240 Introduction to Ethics</td>
</tr>
<tr>
<td>TOTAL Semester Hours</td>
<td>TOTAL Semester Hours</td>
</tr>
<tr>
<td>12</td>
<td>18</td>
</tr>
</tbody>
</table>

Total Credit Hours Required for Graduation = 69 Semester Hours