

Surgical Technology Admission Procedures



Admission Procedures:

Admission to the college does not guarantee admission to the surgical technology program. The following enrollment steps must be completed before your enrollment can be completed by the surgical technology director. To be a competent healthcare provider you must know how to read and follow directions and perform tasks in a timely manner. To be considered for acceptance into Neosho County Community College's surgical technology program, you must:

STEP 1 – Complete NCCC admission form.

Apply on-line by visiting www.neosho.edu

Surgical Technology Students must submit their high school transcripts AND official transcripts from **all former colleges attended and complete the Classes Completed Form. ***

STEP 2 – Apply for financial aid and scholarships if desired. Below is information regarding federal financial aid. *If not utilizing federal financial aid, ensure your financial plan is developed.*

Many programs are available to assist students in meeting their educational costs at NCCC including grants, scholarships, loans and student employment.

Priority deadline for preferred grants and scholarships is four months prior to any regular enrollment period. Applications received after the priority deadlines are not guaranteed timely disbursement.

For the quickest application process, follow these steps:

1. Apply for NCCC admission (Step 1)
2. Complete your FAFSA online (www.fafsa.ed.gov) (PELL Grant and loans)
3. NCCC's school code is **001936**
4. Complete a Student Data Form (available [here](#)).

Be sure to check your mail and e-mail regularly and respond to all document requests. Call Jennifer Daisy at (785) 242-2064 ext. 315 if you have questions or email finaid@neosho.edu.

STEP 3 – If necessary, consult NCCC's Placement Guide for Students to determine which English course is most appropriate for enrollment.

ENGL 101 Composition I is a required course in the surgical technology program.

STEP 4 – Contact Program Director (jcain@neosho.edu) to enroll in SURG 100 – Introduction to Surgical Technology.

Successful completion of this course is required for program acceptance. **SURG 100 is only offered in the fall semester on the Ottawa campus.**

- STEP 5 – Complete and return the Surgical Technology Program Application with application fee.**
Program application is provided electronically to enrolled SURG 100 students on the first day of class.
- STEP 6 – Complete the ATI TEAS.**
The ATI TEAS is a placement exam that objectively measures competency in math, science, reading and English usage. The cost of the exam is included in your application fee. You must register to test! **The nursing TEAS is not the same as the allied health TEAS.** The exam takes approximately 3-4 hours to complete. *Applicants are encouraged to purchase an ATI TEAS Study Manual—6th Edition.* Results from the ATI TEAS are sent automatically to the Program Director. Applicants should strive to achieve a minimum score of 60. NCCC's Ottawa campus hosts ATI TEAS tests typically in February, July and September. **THIS MUST BE COMPLETED PRIOR TO THE APPLICATION DEADLINE. (September 30TH!)**
- STEP 7 – Submit two (2) professional letters of reference to the Program Director.** Provide two letters of recommendation from former instructors, supervisors or other professionals that can attest to your professional qualities, your potential success in the Surgical Technology Program, and contributions to the surgical technology profession. They should be in sealed envelopes mailed to:
NCCC, Attn: Jennifer Cain, 900 East Logan Street, Ottawa KS 66067
OR emailed directly from the author to the Program Director (jcain@neosho.edu). **MUST BE COMPLETED PRIOR TO APPLICATION DEADLINE (September 30TH!)**
- STEP 8 – Personal Statement** – Submit a 1-page essay (typed, 12-point font, double spaced) that describes your interest in surgical technology and why you should be considered for the program. Topics to include are your personal experience with surgery, if applicable, or other careers considered in the selection of this profession. The personal statement is to be printed and mailed, or applicants may send documents or PDFs directly to the program director via email as an attachment (jcain@neosho.edu). **MUST BE COMPLETED PRIOR TO APPLICATION DEADLINE (September 30TH!)**
- STEP 9 – Schedule an interview with the Program Director – Jennifer Cain**
Once all necessary pieces of application are received, you will be contacted by the surgical technology department for your interview. Please check your email regularly.

AFTER COMPLETION OF STEPS 1-9 (INCLUDING INTERVIEW) YOU WILL BE NOTIFIED BY MAIL OF ACCEPTANCE. THE FOLLOWING STEPS TO BE COMPLETED AFTER THIS NOTIFICATION ARE:

STEP 10 – Return (either by mail or hand deliver to NCCC campus attn.: Jennifer Cain)

- 1. Placement Acceptance Form**
- 2. \$150 Acceptance Fee**

Additional Forms and Records required by dates specified by program faculty:

- 1. Consent to Criminal Background Check and Drug Screen*
- 2. Protected Health Information/Confidentiality form*
- 3. Program Release Form*
- 4. Program Handbook Form*
- 5. Immunization Records*
- 6. Completion of Physical Exam performed by a physician, PA or nurse practitioner.*
- 7. Proof of Healthcare Provider CPR/AED certification*
- 8. Proof of Health Insurance*

STEP 11 – Pay for your courses

NCCC accepts cash/check/money-order, VISA, MasterCard, American Express and Discover.

STEP 12 – Purchase your books at the NCCC bookstore or online. *A list of book requirements will be included in the acceptance packet.*

STEP 13 – Complete orientation. The program director will notify you of time and date. **Note: Orientation seminar completion is mandatory.**

Students failing to complete steps 1 through 13 in a timely manner and/or as scheduled may forfeit their position in the class. Admission will be non-discriminatory with respect to race, color, creed, sex, age, handicap(s), or national origin.

Applicants are accepted based on a points system. All listed steps are required for program applicants.

The NCCC Surgical Technology Program accepts no more than 18 students each application period.

ENGLISH LANGUAGE PROFICIENCY POLICY

The goal of this policy is to ensure adequate proficiency in written and spoken English necessary for the student/applicant to benefit from instruction and provide clear oral communication in the clinical area. A requirement for admission to the Surgical Technology program at Neosho County Community College is reasonable proficiency in written and spoken English. Not only is adequate proficiency necessary to benefit from instruction; clear oral and written communication is a safety issue in the clinical setting.

The person(s) responsible for the implementation is/are the applicant and the program director. The policy will be implemented when the individual for who English is not the primary language makes such a decision.

The steps of this policy are:

1. The applicant makes known that English is not his/her primary language for written or oral communication.
2. The applicant chooses one of two routes for validating proficiency of the English language.
 - A. Testing. Standard tests used to measure English proficiency are:
 - Test of English as a Foreign Language (TOEFL) ≥ 49
 - Test of Spoken English (TSE) ≥ 45
 - B. College Courses. Specific courses, which require use of English, can provide evidence of proficiency. Written proficiency can be shown by passing a three-credit hour college level freshman English course with a grade of C or better, excluding developmental courses. Spoken proficiency can be shown by passing a three-credit hour college level speech course with a grade of C or better. Courses must be taken from an accredited institution of higher education in the United States.

Admission to the program will be contingent on successful testing (refer to item "2A" above) or successful completion of college courses (refer to item "2B" above).

IMPORTANT DATES/CONSIDERATIONS:

APPLICATIONS MUST BE RECEIVED ON OR BEFORE SEPTEMBER 30TH. (If September 30th falls on a weekend, applications are due by the Friday prior).

COURSES INDICATED ON CLASSES COMPLETED FORM MUST BE REFLECTED ON YOUR NCCC TRANSCRIPT!!

STEPS 1-8 must be complete prior to scheduling an interview.

INTERVIEWS OCCUR DURING OCTOBER & NOVEMBER EACH CALENDAR YEAR.

DETERMINATION FOR CLASS ACCEPTANCE AND ALTERNATES WILL BE MADE AND ALL APPLICANTS WILL BE NOTIFIED BY MAIL BEFORE THANKSGIVING EACH YEAR.