# Application Planning Guide for Medical Laboratory Technology Program (0022)

## Medical Laboratory Technology Planning Guide for Admission Fall 2023:

**The intent of this guide is to help applicants develop a plan of readiness for this application period. See swic.edu/academics/career-degrees/health-sciences/medical-laboratory-technology/ to see if application deadlines have been extended.**

**The program accepts approximately 14 applicants.**

✓ **Program Admission Required to enroll in Level 200 MLT courses**

✓ **Online applications will be available and may be submitted through your e-STORM Student Center:**

- **Sept. 1, 2022 - May 1, 2023**
  or longer if the application deadline is extended

✓ **Deadline for Application & ALL Supporting Documentation is May 1, 2023**

✓ **No waiting lists from year to year**

✓ **Prerequisite Biology and Algebra from high school or college MUST be on transcript (with a grade of "C" or better) and received by enrollment services no later than deadlines above**

✓ **To earn additional points for the application, Previous Coursework (Section of C) must also be on transcripts by the deadline.**

**Please remember that all communication regarding the Medical Laboratory Technology application will be sent to your student.swic.edu email account.**

# Overview of Requirements & Due Dates:

**Applicants must submit the following <u>to the Enrollment Services Office</u> by noted deadlines, unless the application period has been extended.**

✓ **Medical Laboratory Technology Application (due by May 1, 2023)**
Applications are available online and must be submitted between Sept. 1, 2022 and May 1, 2023 for entry into the Fall 2023 semester.

❖ Applications are available for online submission in the eSTORM Student Center (scroll to the bottom). Paper copies are available in the Enrollment Services office or from the Health Sciences coordinators' assistant. Completed paper applications are also submitted to the Enrollment Services Office.

✓ **Meet with an Academic Advisor** to determine placement. Students must be eligible to enroll in ENG 101 & Math 97.

❖ Meet with an Academic Advisor to determine placement <u>no later than</u> March/April 2022. This will allow time, if needed to get developmental course(s) and/or pre-requisite courses completed before application deadline. Completing sooner will allow student to enroll and complete program general education courses.
❖ Academic Advising assistance is available via email at advising@swic.edu or call, Belleville Campus 618-235-2700, ext. 5455, Red Bud Campus 618-282-6682, ext. 8114, or Sam Wolf Granite City campus 618-931-0600, ext. 7333.

✓ **Transcripts documenting BIOLOGY and ALGEBRA completed at high school or college**

❖ High school/college Biology course must have a lab component. Lab science courses with separate lab and lecture components must have a grade of 'C' or better in each component.
❖ For a list of accepted college courses for Biology and Algebra, see Section A of the Planning Guide.
❖ College course grades supersede high school grade when both appear on official transcripts.
❖ <u>Most recent</u> grades are used to determine points earned.
❖ Students completing prerequisite course from a high school not recognized by the State Board of Education or home schooled may demonstrate competency of the Biology or Algebra course by taking a placement test. Questions regarding placement testing can be addressed by contacting the Enrollment Services Office at 618-235-2700, ext. 5455.

✓ **Transcripts for all colleges, universities, or approved/accredited Medical Laboratory Technology program(s)**
❖ If you have attended other colleges, universities, or MLT programs, contact the institution(s) attended to request official transcripts be sent directly to SWIC. There may be a fee for this service.
❖ After requesting the transcripts be sent to SWIC Enrollment Services, log into eSTORM and select the Transfer Credit Evaluation link found in the `other academic...` ▼ ⊗ dropdown box under Academics in your Student Center. Complete and submit this form as early as possible before the May 1st deadline to have the transcript reviewed for potential course credit.

## Section A – Prerequisites to Application

It is MANDATORY to have completed (BIOLOGY and ALGEBRA) by the end of the fall 2022 semester – unless the application period has been extended.

### How POINTS are assigned to Prerequisite courses:
1. Record the most recent grade(s) for each course. A minimum grade of "C" is required. If course is completed at high school, transcript must indicate a minimum of "C" both semesters. Course grades must be on the transcript by May 1, 2023 deadline.
2. Two semesters of a state board of education approved high school credit with a lab or one semester college with "C" or better is required (lab science courses with separate lab and lecture components must have a grade of 'C' or better in each component).

| Points Key | | |
|---|---|---|
| If your most recent grades or test scores are: | | |
| High School<br>Biol/Alg | College<br>Biol/Alg | Then your points<br>for each area will be: |
| A/A | A | 4.0 |
| A/B or B/A | | 3.5 |
| B/B or A/C | B | 3.0 |
| B/C or C/B | | 2.5 |
| C/C | C | 2.0 |

| Institution<br>Course Taken | Semester/Year<br>Completed | Grade(s)<br>Earned | Points<br>(use key) |
|---|---|---|---|

**Biology** _____  _____  _____  _____/4 pt. max
College courses must = SWIC's 100, 101, 102, 105, 155, 156, **157** or 158.

**Algebra** _____  _____  _____  _____/4 pt. max
College courses must = SWIC's 94 or above. Most recent utilized.

**Total Points Section A:** _____**/**8 pt. max

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**Suggestions for increasing points earned in Prerequisites Section:**

- Students have the potential to earn the greatest amount of points from this section.

- Complete all prerequisite courses in high school/college by the end of the Fall 2022 semester.

- The higher the grade earned in these prerequisite courses, the more points are generated on the application. If student earns a "C", consider retaking the course. Courses grades must be reflected on transcript to SWIC by May 1, 2023. No grade lower than a "C" is accepted.

- The most recent grades are utilized, so if the most recent course has a low grade, consider re-taking the course. **See Financial Aid box in section C.**

- If you didn't complete Biology in high school, enroll in college level BIOL 157. If a grade of "B" or better, it will generate points as a prerequisite course AND in the general education section (see Section C) of this application.

# Section B – ACT/New SAT Score or SWIC GPA Option

Students earn points in this section from their ACT/New SAT scores.  In lieu of the ACT/New SAT, students may use their **SWIC GPA ONLY** if they have at least 12 of the 27 general education credit hours for the MLT program posted on the transcript(s) received by SWIC no later than May 1, 2023 – unless the application deadline has been extended. The higher point value from the ACT, New SAT or GPA will be used in the point total for Section B. **Students who have not completed the ACT/New SAT or do not qualify to use the SWIC GPA option are still eligible to apply but will receive zero points in this section.**

## How POINTS are assigned on the application to ACT/New SAT or SWIC GPA Option:

| Points Key | | | |
|---|---|---|---|
| **ACT Score** | **New SAT* Score** | **GPA If 12 credits completed from section C** | **Then your points for each area will be:** |
| 26-30 | 1240-1410 | >4.0 | 4.0 |
| 21-25 | 1060-1230 | >3.5<4.0 | 3.5 |
| 17-20 | 900-1050 | >3.0<3.5 | 3.0 |
| 16 | 860-890 | >2.5<3.0 | 2.5 |
| | | >2.0<2.5 | 2.0 |
| | | | 0 |

**\* New SAT are scores from exams taken on/after March 1, 2016. See advisor for points assigned for older scores.**

|  | Composite Score Earned | Year Completed | Points (use key) |
|---|---|---|---|

**ACT** _____ _____ _____
(must be within 10 years of May 1, 2023).

**OR**                                                                                                    **OR**

**New SAT** _____ _____ _____
(must be within 10 years of May 1, 2023).

**OR**                                                                                                    **OR**

**SWIC GPA Option** _____ _____ _____
(To use the SWIC GPA, students must have 12 credit hours from Section C completed with a GPA of 2.0 or higher.  GPAs from other institutions are not utilized; although credit from courses that were transferred and approved through the Enrollment Services Office may apply to the SWIC GPA. See swic.edu/students/services/enrollment-services/registration/transfer-credit/).

**Total Points Section B: _____/4 pt. max**

## How to Calculate SWIC GPA:

> SWIC GPA is based on courses listed in the chart below.  *Cumulative college GPA's are not used*.
> Refer to http://www.back2college.com/gpa.htm to use a GPA calculator to assist.

| Course | Letter Grade | Points awarded to calculate GPA – 4 points for each  A 3 points for each  B 2 points for each C 1 point for each   D | Credit Hrs (Units) | GPA Calculation Multiply points earned x Cr Hrs (Units) for each course |
|---|---|---|---|---|
| BIO 155/157 | | | x  5 | |
| BIO 156/158 | | | x  5 | |
| MLT 100 | | | x  2 | |
| MLT 120 | | | x  1 | |
| MLT 130 | | | x  2 | |
| MLT 150 | | | x  3 | |
| CHEM 105 or 101 | | | x  5 | |
| CHEM 106 or 103 | | | x  5 | |
| **Total Number of Points** | | | | |
| **Number of Cr Hrs Attempted (add credit hours for courses completed)** | | | | |
| **Divide Number of Points by Number of Cr Hrs Attempted for GPA** | | | | |
| **Points Awarded on Application (see chart above)** | | | | |

## Suggestions for increasing points earned in ACT/New SAT or SWIC GPA Section:
- Take the ACT/New SAT in the Spring/Summer 2022, this allows sufficient time to retake if desired.
- Even if you are eligible to use the SWIC GPA option, take the ACT/New SAT to assess if the ACT/New SAT score can give you greater points for the application process.

# Section C - Previous Coursework

**The program allows adequate time within the two year structure to complete ALL general education courses. Students may earn additional points on the application for completing the following prior to application.** Students are eligible to earn additional points for the following MLT general education courses **IF** they are on official transcripts submitted to SWIC; students have a "B" or better and sufficient general education courses are completed before the deadline (unless the application deadline is extended).

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**Suggestions for increasing points earned in General Education Section:**
- Do not delay submitting application to complete general education coursework.
- Meet with an Academic Advisor to determine placement as soon as possible to allow sufficient time to complete possible developmental courses for ENG or MATH, prerequisite courses, and MLT general education courses before the end of the Fall 2022 semester or On-line Winter Intercession.
- Online courses are offered during the Winter Intercession, running from Nov. 2022 – Jan. 2023. Some of these general education courses may be offered during the Winter Intercession and will meet the May 1, 2023 transcript deadline.
- Complete coursework with a minimum grade of "C". More points are generated by completing as many as possible **with a "B" or better.**
- If enrolled in high school, check to see if your high school offers dual credit for any of the general education courses and/or consider dual enrollment by taking a college level course while still enrolled in high school (Dual enrollment does require permission of the HS counselor, parent, and college academic advisor to enroll; contact the SWIC Academic Advising Department or your HS guidance counselor for the proper paperwork to participate in dual enrollment).

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## How POINTS are assigned on the application to General Education Coursework section:

1. Record the semester, year and grade for each course you have completed. Please Note: **Courses with grades of "D" will not meet graduation requirements**. If you are currently enrolled in the fall 2022 semester, enter "CE" for "grade" and estimate the credit hours you'll earn toward points. If the application period is extended, enrollment in the Spring 2023 semester may still qualify for the awarding of points in this section.

| | Credit Hours | Semester Taken | Year Completed | Grade Earned | Check box for "B" or better grade |
|---|---|---|---|---|---|
| BIOL 155 / 157 | 5 | _____ | _____ | _____ | ☐ |
| BIOL 156 / 158 | 5 | _____ | _____ | _____ | ☐ |
| *CHEM 105 or CHEM 101 | 5 | _____ | _____ | _____ | ☐ |
| *CHEM 106 or CHEM 103 | 5 | _____ | _____ | _____ | ☐ |
| MLT 100 | 2 | _____ | _____ | _____ | ☐ |
| MLT 120 | 1 | _____ | _____ | _____ | ☐ |
| MLT 130 | 2 | _____ | _____ | _____ | ☐ |
| MLT 150 | 2 | _____ | _____ | _____ | ☐ |
| **TOTAL** | **27** | | | | |

*See catalog for details.    **Elective courses are listed in catalog in the beginning of the blue section – "Gen Ed Course Classification for the Associate in Applied Science Degree" page.

1. Add the number of credit hours you have completed **with a grade of "B" or better**. Use the chart below to determine your points for Section C.

| | |
|---|---|
| ≥ 5 credit hours = 1 point | ≥ 13 credit hours = 3 points |
| ≥ 10 credit hours = 2 points | ≥ 20 credit hours = 4 points |

**Total Points Section C: _____/**4 pt. max

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**\*Financial Aid & Repeating Courses**
Although repeating a course could enhance the points earned in a section of the application, course repeatability can adversely affect your financial aid eligibility and you should contact the financial aid office at (618) 235-2700 ext. 5288 to see how repeating this course affects your financial aid eligibility.

# Section D

**The following section only applies to those students who already earned training and education experience.**

| Source of Points to be awarded for attainment of:<br><br>**Previous Experience** | Points possible | Degree Received | Select One: |
|---|---|---|---|
| | 2 | Bachelor's degree | ☐ |
| | 1 | Associate's degree | ☐ |
| | 1 | Phlebotomy Certificate | ☐ |
| | 1 | Medical Laboratory Assistant Certificate | ☐ |

**Total Points Section D: _____/**2 pt. max

## Section E - Final Ranking Score

**Sections A+B+C+D_____/**18 pts. max **(**NOT AN APPLICATION**)**

## Selection of qualified applicants will be based on a numerical ranking procedure.

Meeting application deadlines is critical to being successful in this process. Read all correspondence from the Enrollment Services Office – they will send notification if something is missing from your file. Please remember that **all communication regarding the Medical Laboratory Technology application will be sent to your student.swic.edu email account.**

**Reminder of deadlines & required supporting documentation:**
**For Fall 2023 Admission:**
**Submit between Sept. 1, 2022 - May 1, 2023:**

- Application on file for Fall 2023 admission.
- SWIC Course Placement score identifying you are eligible for enrolling in ENG 101 & MATH 97 or above
- Official High School and College transcripts
- Transcripts with a "C" or better grades for pre-requisite courses of Biology and Algebra
- Transfer Credit Evaluation Form if transferring college credit
- ACT/New SAT scores within 10 years of May 1, 2023 or qualify for the SWIC GPA option (See Section B)
- Proof of Residency
  - Out-of-District Students must provide Inter-district Cooperative/Career Agreement paperwork for "indistrict" status in this application process

It is strongly recommended all applicants make an appointment with MLT Program Coordinator Dianne Iberg, 618-235-2700, ext. 5386, to develop a plan for application.

**For suggestions on how to improve your chance of being accepted:**
- ❖ **Review the MLT home page at swic.edu/academics/career-degrees/health-sciences/medical-laboratory-technology/.**
- ❖ **Follow the recommendations on the MLT Planning Guide**
- ❖ **Determine potential points earned from completion of the MLT Planning Guide and see how close you are to the required admission points of the previous year.**
- ❖ **Need assistance or have questions? Please call, 618-235-2700, ext. 5455.**

Medical Laboratory Technology students are required to submit to background check and drug testing prior to clinical experience courses. Refer to college catalog for more information.

Developed 6/2008
Revised 12/2021

SOUTHWESTERN ILLINOIS COLLEGE