

# Phlebotomy - Admission Criteria

## **ADMISSIONS CRITERIA**

The program has a limited enrollment and only admits a class in the fall of each year. Applications and all of Phase I must be completed by **April 1**. All three phases must be completed by the first day of classes. Students must be 18 years of age or older by August 15, in order to be accepted into the Phlebotomy program for Fall Semester. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.

### **PHASE I - To be completed by April 1**

The applicant must:

- 1.** If you are not currently enrolled at SCC complete an application to the college. Designate Phlebotomy Certificate (C45600) as the program of interest. Applications must be updated annually by applicants who were not accepted the previous year. If you are a current student, see Admissions to complete a change of major form if you wish to apply to the program.
- 2.** Be a high school graduate or have earned a high school equivalency diploma (GED). Exception: current high school students.
- 3.** Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College's Admissions Office.
- 4.** Have a GPA of 2.5 or higher on a 4.0 scale of the most recent academic transcript with ten semester hours completed excluding developmental courses.
- 5.** Demonstrate the college-readiness in English based on the RISE Placement Test Policy. College-readiness can be demonstrated in one of the following ways:
  - a) An unweighted high school GPA of 2.2 or higher from a United States high school.
  - b) Successful completion of the English section of the RISE Placement Test. Applicants must achieve a passing score on at least the first tier of the English placement test.
  - c) Successful completion of a Transition English course with a grade of at least "P1".
  - d) Completion of a college-level English course with a grade of "C" or higher at SCC or another regionally accredited institution.
  - e) Satisfactory scores on the English related section of the SAT or ACT (see the Testing section for more details).
  - f) Satisfactory scores on a high school equivalency diploma (GED or HiSET) taken in 2014 or later (see the Testing section for more details).

6. Have a computer or access to a computer that is up to date (it does not have to be new, but it needs to be updated) with a web browser. Compatible web browsers are (Internet Explorer and Mozilla Firefox). Google Chrome is functional, however, not fully compatible yet.
7. Have access to a word processing application like Microsoft Office 2010, Open Office (freeware) or use Google Docs, included within the "Quick Launch Pad" in your "mySCC" page. If you have any questions regarding your online access to our college services, please review the online learning technical requirements [here](#), or contact our IT Help Desk at 828.339.4409.
8. Have access to a scanner to upload assignments to Moodle.

## **Phase II**

Preliminary selection for 12 slots will be based on those students with the top 12 GPAs who have completed Phase I requirements. The identified individuals will receive provisional acceptance and move to Phase III of the admissions requirements.

## **Phase III**

An acceptance packet from Admissions is sent (by mail) to those individuals who successfully complete Phase II requirements. The acceptance packet will include the following items with due dates for completion:

- Provisional acceptance letter
- Acknowledgement of acceptance form - note due date on form
- \*SCC Medical/Health forms - due August 1
- Essential functions (self-appraisal - form to be completed by the student - due August 1
- Castlebranch instructions for submitting records and proof of accident and liability insurance

\*The medical/health forms must be completed by appropriate medical personnel and must indicate that you are capable of meeting the physical requirements of the program.

The items on the following check-off list must be submitted to the Program Coordinator by August 1:

- Medical/Health forms including documentation of a physical, health history, immunizations to include the first Hepatitis B vaccine in the series. Note: if you have had Chicken Pox and not the vaccine, then you will need to provide a Varicella-Zoster antibody titer to prove immunity. Medical forms to be loaded to Castlebranch website\*
- Receipt/proof of purchase for accident and malpractice insurance. This insurance can be purchased through the College Business Office. Proof of purchase to be loaded to Castlebranch website\*
- Essential Functions (self-appraisal) form
- Signed signature sheet at the end of the Program Student Policy Manual. See student policy manual section below.

\*Castlebranch instructions are mailed to the student with program acceptance letter

Students who fail to submit the completed forms above will not be able to register for program courses

## **Program Structure**

The program offers the Phlebotomy coursework online. In addition, the labs are offered on campus 2 days/week during the first eight weeks. Clinical rotations take place in the second eight weeks of the semester. Students must successfully complete both PBT 100 and PBT 101 in the same semester in order to successfully complete the program. PSY 150 may be taken prior to entering the Phlebotomy program or while in the program. The clinical education will be provided at cooperating hospitals or other healthcare facilities.

## **Clinical Education**

The clinical education will be provided at cooperating hospitals or other health care facilities. The clinical experience and classroom work are taken within the same semester. Successful completion of the labs must be achieved prior to attending clinical rotations in the latter part of the semester. During clinical education, the student will rotate through the phlebotomy department. Emphasis is placed on attaining competency and proficiency in the performance of phlebotomy procedures, correlated theory and practice and demonstrating prescribed professional behavior. Clinical experience may be integrated with seminars on campus.

**Note:** Students will receive information on clinical placement at the end of first session fall semester. They are not expected to attend clinic (PBT 101) until the ninth week of the semester.

## **Academic Standards**

The program requires that students maintain a high level of academic and clinical performance. Failure to meet these standards will prevent normal progression through the program.

## **Student Policy Manual**

The Student Policy Manual outlines the policies and procedures to be followed over the course of the program. Students must sign the signature sheet at the end of the policy manual and submit it to the program coordinator by **August 1** of the year in which they plan to enroll.

See [Student Policy Manual](#) here.

## **Insurance**

Accident and malpractice insurance must be purchased prior to entering the Phlebotomy program. The insurance can be purchased in the College Business Office. Proof of purchase must be loaded to Castlebranch website.

## **NOTES:**

**1.** All students admitted into a health science program may be required, by clinical or Co-op site, to submit to a criminal background check and/or drug testing, prior to, or during clinical education coursework. The results of these tests could affect the student's ability to progress in the program. Instructions for completion will be given the first week of classes.

**2.** All students completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams. Instructions for completion will be given the first week of

classes.

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