



Admission Guide

Associate of Applied Science in Surgical Technology

Fall 2020

Information in this document is subject to change

Dear Prospective Student,

Thank you for your interest in the Associate of Applied Science in Surgical Technology (AAST) Program at Fletcher Technical Community College. Applications for the Fall 2020 Program are currently being accepted. The application deadline for the program will be **Thursday, June 18, 2020** at 4:00 p.m. at the Thibodaux Facility location. You may submit your information to anyone in Student Services at the Thibodaux Facility location or to a Surgical Technology Program advisor (if available). Applications received after the deadline will be deemed ineligible for the 2020 AAST Program.

Detailed admission requirements for the AAST Program are included in this guide. Please read (and re-read) the contents of this document fully. Applicants who are not accepted to the 2020 Program must re-apply for admission for a new entrance term. Applicants will have to re-submit all documentation if they apply for a future term. The Surgical Technology Program does not maintain a waiting list for the following term, nor do we keep a copy of applicant information once the term has begun. Admission requirements are reviewed annually and are subject to change. Please ensure that you are using the correct guide for the year/ term you are applying for.

Attached to the end of this admission guide, you will find a checklist to assist you in making sure you have done all that needs to be completed before submitting your information for program admission. It is ultimately the applicant's responsibility to ensure that all necessary documentation is submitted properly. Please do not submit any documentation until **ALL** required paperwork is completed and ready for submission in its entirety. This makes it easier to keep track of and minimizes the risk of your paperwork not seeming complete upon review.

If you have any questions pertaining to general admission to Fletcher Technical Community College, please contact student services. If you have questions pertaining to the Surgical Technology Program and any of the requirements stated in this document, please contact the program instructors. All contact information is found in this admission guide.

Sincerely,

Surgical Technology Program Faculty
Department of Nursing & Allied Health
Fletcher Technical Community College

Associate of Applied Science in Surgical Technology Information

College Admission Requirements

Surgical Technology program applicants must meet all general admissions criteria and be fully admitted to Fletcher Technical Community College (herein referred to as Fletcher), in addition to the program specific requirements contained in this document. Full admission is granted to the college once a student is cleared by Enrollment Services.

Full admission cannot be granted to an applicant/ student who has outstanding holds from any school in the Louisiana Community and Technical College System. New and returning (did not attend Spring semester) students must submit a completed admissions application to be considered for the program. The application can be found by logging on to www.fletcher.edu and clicking on the “**Admissions**” tab on the left hand side of the home page screen. Continuing students (students who were already enrolled in the Spring or Summer semester) do not need to complete a new college admission application.

Please note that admission to the college does not guarantee admission to the Surgical Technology Program. This is a separate process. Applicants who have not met all requirements for college acceptance will not be considered for the program.

Official College Transcripts

If an applicant attended any accredited college or university other than Fletcher or other LCTCS schools prior to applying at Fletcher, the applicant must send official college transcripts directly from the institution to Fletcher for a formal evaluation of credits earned to determine what previous coursework will transfer to Fletcher.

Transcripts can be sent in the following ways:

1. E-script transcripts submitted to Fletcher only
2. Paper copies of official transcripts to **BOTH** Fletcher Enrollment Services **AND** the Surgical Technology Department. If a student plans on requesting a ‘hard’ copy (paper) transcript, he/she should request 2 copies.

If the transcript is hand delivered, the issuing institution must seal it. Any transcript not sent in a sealed envelope will not be accepted and the application will be rejected.

Transcripts should include course work that is “in progress”. Upon completion of any “in progress” courses, students will be required to submit updated official transcripts with all final grades. Transcripts from out-of-state colleges or universities and/or transcripts from private Louisiana colleges or universities MUST include course descriptions or syllabi for all courses that the student would like to have considered for transfer credit. Enrollment Services may additionally request course descriptions for Louisiana state colleges when deemed necessary

General Education Requirements

Students in Fletcher’s Surgical Technology program will receive an Associate of Applied Science Degree upon completion. Students enrolled in degree programs must obtain General Education course credits. In order to enroll in certain general education courses, students must meet placement scores (ACT or ACCUPLACER) If placement testing is warranted, please contact **Fletcher’s Testing Center at 985-448-7912** for dates and times for the ACCUPLACER testing or log on to Fletcher’s website (www.fletcher.edu) and click on the testing link which can be found under the ‘Student Services’ tab. Testing dates and times, as well as the option to schedule the exam online are available.

More information about the ACCUPLACER exam can be found in the college catalog on the Fletcher website. Placement scores for ACT, ACCUPLACER, and any CLEP scores can be found in the Appendices in the back of the college catalog.

Students who have previously received college credit (“C” or better) in English Composition I and College Algebra are not required to take the placement exam pending an official transcript review.

Students applying for the Surgical Technology Program should complete as many general education courses as possible prior to applying to the program. Students must successfully pass (“C” or greater) in College Algebra (or Contemporary Math) and English Composition I in order to be considered for the program. Students applying should at least be enrolled in these courses during the Spring semester prior to the Summer deadline (i.e., the course must be successfully completed prior to the application deadline in June). If a student does not successfully pass the Math and/or English course, the application will be deemed ineligible.

The following General Education Courses are required to obtain an AAS in Surgical Technology:

As a reminder, MATH & ENGL must be completed to have an application considered.

Course Number	Course Name	Credit Hours
MATH 1000/ 1100 or 1160/1170	College Algebra Contemporary Math	3
ENGL 1000 or 1010	English Composition I	3
PSYC 2010	Introduction to Psychology	3
	Approved Natural Science Elective *	3
	Approved Primary Humanities Elective **	3

examples of approved sciences include but may not be limited to: General Biology, Microbiology, Chemistry, & Geology. **Anatomy & Physiology & the corresponding lab courses are not substituted because it is part of the curriculum in the program*

***Students enrolled in an AAS program must have 3 credit hours of primary humanities course. Examples are English Literature, Creative writing, History, etc.*

A complete list of acceptable 'primary' humanities courses, as well as natural science courses, can be found in the current 2019-2020 catalog on Fletcher's website in Appendix E-General Education Course Categories (page 163).

If a course you would like to be considered for substitution is not listed, please contact a program advisor for verification on whether or not it will transfer for credit.

*Please note: (CPTR) Intro to Computers is no longer a requirement for the program; however, it is highly suggested by the program for students to take. Extra points will be given in the admission process to applicants who have successfully completed a computer course **within 5 years** of the application date.*

Testing Requirements/ Entrance Exam

Fletcher's Surgical Technology Program requires the HESI A2 entrance examination.

Any applicant who has previously taken the HESI A2 must submit official scores with the application. The test must be taken within **two years** from the anticipated date of enrollment. The applicant must score a minimum of 70% overall to be considered for admission. Required components are:

English Language (Reading Comprehension, Vocabulary & General Knowledge, & Grammar)

Math (Basic Math Skills)

Science (Biology, Anatomy & Physiology)

The HESI A2 test will be offered at Fletcher Technical Community College – Schriever campus at various times throughout the year. Please contact the testing department for test dates, times, and any further instructions at **(985) 448-7912**. (Please direct all questions pertaining to HESI A2 test administration to the testing center). The applicant must pre-register for the test. The total cost for the test is \$45.00, but is subject to change. Testing space is limited and is offered on a first come first serve basis. It is suggested to schedule as soon as possible. Students may re-take the exam; however it is *recommended* to wait a minimum of six weeks prior to retesting to allow time for remediation. See the test facilitator for directions on remediation procedure.

Any test registrant for the HESI A2 requiring accommodations for testing must notify Fletcher at least two weeks prior to the scheduled testing date. Accommodations requests must be accompanied by a current evaluation. These requests must be submitted to Student Services.

A study guide for the HESI A2 such as the *HESI Admission Assessment Exam Review* can be purchased at the Fletcher Bookstore; however is not required to sit for the exam.

Program Admission

Fletcher Technical Community College is an open admissions college; however acceptance into the Surgical Technology is by selection. Acceptance is limited to 12 students based upon the student: instructor ratio set by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). Meeting the minimum requirements does not guarantee admission into the program. The Surgical Technology Program reviews and evaluates each application impartially based on the following criteria:

- **HESI A2 score**
 - Applicants who do not have a 70% overall may still submit their scores for consideration; however scores are a weighted factor in the selection process.
 - Students may submit more than one HESI A2 score and should highlight the highest score in each category submitted. Scores will be re-calculated by advisors during the selection process.

- **General Education courses completed**
 - In order to be considered for the program, applicants must have completed College Algebra (or Contemporary Math) and English Composition I at minimum.

- At this time, with the exception of the English and Math components, applicants are not required to have all of their general education courses completed prior to applying to the program; however, general education courses are a weighted factor and applicants will receive additional quality points in the admission process for each general education course completed. In order for courses to be considered, the course must show on the official transcript as either a grade or 'in progress' by the Spring 2020 semester. Once courses are successfully completed, applicants should then request an updated official transcript (other than Fletcher or LCTCS colleges) in order for those courses to be eligible for the application process.
- **GPA**
 - All general education courses must be at least a 2.0 ('C') average in order to meet program requirements. Grades under a "C" will not be considered eligible. Overall GPA for required courses will be a weighted factor in applicant selection.
 - The Surgical Technology Program uses only the most recent grade for a course and does not average previous grades in to factor the GPA.
- **Essay**
 - Applicants must submit a typed essay with a minimum of 200 words explaining interest and objectives for pursuing a degree and career in Surgical Technology. Applicants should NOT include his/her name on the essay to prevent bias in scoring; instead applicants should include their **Fletcher Student ID number (L#)** at the top of the essay.

All components are weighted, and all weighted parts will be combined for a total score. These scores will then be ranked, and the top 12 total scores will be selected for the program. In the event that two applicants have the same final score, the essay score is used as a tie breaker.

Admission Requirements Deadline

Completed Program Application, HESI A2 scores, Official College Transcripts (if applicable), and typed essay must be received by the Surgical Technology Program (Thibodaux location) no later than **Thursday, June 18, 2020**. It is the applicant's responsibility to make sure that all admission materials are received by the deadline. **Submit all documents together in a professional and organized manner in a folder or manila envelope.** Applicants should put their student ID number on top of each of their documents submitted. The applicant should keep copies of all documents submitted for their record as well.

The Program Admission Documents should be mailed or hand delivered to:

Fletcher Technical Community College
 Attn: Enrollment Services/ Surgical Technology
 1425 Tiger Drive
 Thibodaux, LA 70301

What to expect after applications are submitted

Applications may be submitted at any time prior to the deadline; however, no applications will be reviewed until the application deadline has passed regardless of how early an applicant submitted their documentation. Once all applications and documentation have been reviewed, all applicants will receive **email notification of their status** within **2 weeks** of the deadline. Students who are offered an invitation for program admission are to respond accepting admission using the 'seat acceptance form' attached to the email. **Failure to respond by the deadline will result in forfeiture of the spot.** Accepted students who are no longer interested in the program are encouraged to notify the Surgical Technology Department so their spot may be filled by the next alternate. Up to five students will be notified if they are an alternate for the program in the event that someone is unable to accept a seat in the program. *(Being an alternate does not guarantee priority placement the following year. All students will have to re-apply to be considered for admission).*

IMPORTANT: Please inform the Surgical Technology Department by sending an email if your email addresses changes. This is the only form of communication you will receive regarding your status!!

Along with the seat acceptance form, students who are offered admission to the program will receive several time sensitive documents and instructions that must be completed prior to orientation including but not limited to the following:

Orientation – Registration

Please note that the Surgical Technology Program orientation is separate from any orientation the college may require for first time students.

All accepted applicants will receive **email notification** regarding the specific date, time, and location of orientation (**Tentative date Wednesday, July 22, 2020**). If the accepted student does not attend this mandatory orientation, it will be assumed the applicant is declining the conditional acceptance into the program and the next alternate will be contacted. Students who applied for the program are expected to keep this date open. If unforeseen circumstances occur (death in the immediate family, court, injury) and an accepted student is unable to attend the mandatory orientation, the student should contact a program instructor immediately.

Required courses/ schedules as well as booklists will be emailed to students who are accepted. An explanation of how to register for the required courses will be explained at orientation.

Certified Background Check *(sent with acceptance email)*

All accepted applicants are required to obtain a background check through Wallace Investigations. The request form is to be filled out in its entirety and mailed to the address stated on the form. The cost is \$25.00 and only money orders will be accepted. The results will be emailed to the school. Applicants should keep their money order receipt as this is the only form of proof of payment. Fletcher is not responsible for lost payments. The form will be given to students in the acceptance email. Students should bring their money order receipt to show proof that the form was mailed off prior to orientation.

Applicants who are offered admission to the Surgical Technology program must not have a criminal record of pleading guilty or no contest to, or conviction of a felony. If the applicant has plead guilty or no contest to or has been convicted of a felony, he or she is immediately declared ineligible for the Surgical Technology program at Fletcher.

Drug Testing *(information given at orientation)*

Applicants who are offered admission to the program are required to pass a drug screen prior to being admitted. Applicants who receive positive results for synthetic drugs, amphetamines, barbiturates, cocaine, marijuana, benzodiazepines, opiates, phencyclidines, Ritalin*, or Adderall* will be dismissed from the program immediately.

*Positive results for Ritalin or Adderall will require a prescription and letter from the doctor which will be reviewed.

Students will be subject to random drug testing at various times throughout the Surgical Technology program to meet requirements of clinical sites when deemed appropriate by the school and/or the clinical facilities. This additional testing will be at the student's expense.

Fletcher Surgical Technology program currently utilizes MMSI services in Houma, LA for proper drug testing

History and Physical *(sent with acceptance email)*

Due to the nature of the surgical technology program, all accepted applicants must submit a completed history and physical on the official school/ program form. The history portion must be completed in its entirety and signed by the applicant. Histories with no signature will not be accepted. Physicals MUST be signed by a physician or nurse practitioner. Physicals with no signature will not be accepted so please make sure it is signed prior to leaving your appointment.

Shot Records

Accepted applicants must submit official shot records. Please note that the Hepatitis B vaccine series is a requirement of all clinical facilities that students will attend. Students who have not received this series of three inoculations should at least begin the series by the orientation date. (*This series of shots takes approximately 6 months to complete*). If a student has previously submitted shot records to Fletcher, he/she must still bring one to orientation for the department records. Applicants should be aware that the Flu vaccine and an annual PPD skin test (Tuberculosis test) is a requirement as well; however, instructors will inform students when these two inoculations are due. Students do not have to receive these prior to orientation.

If for any reason, any of the documentation listed above deems a student ineligible for the surgical technology program, the next alternate will be contacted.

Schedule and Work Recommendations

Due to the fast pace, challenging, and rigorous academic demands of the AAS – Surgical Technology Program, the program faculty urge students to avoid full-time work commitments, especially upon entering clinical courses.

Clinical and some classroom schedules are subject to last-minute revisions each semester. Clinical rotations are scheduled at a variety of clinical sites that may be 20 miles or more from campus. Therefore, students' personal commitments must remain flexible to meet course objectives and accommodate program requirements when necessary. More information pertaining to this matter will be discussed at program orientation.

Reliable transportation is needed due to the distance to some of the clinical sites.

Please see the subsequent pages to assist you, including contact information for specific questions as well as the surgical technology admission checklist

Fletcher Technical Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations.

For questions regarding any of the preceding information, please contact the appropriate department or person listed below:

For questions regarding admission to Fletcher or the status of your college admission, please contact:

<i>Admissions</i>	985-448-7907	admissions@fletcher.edu
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For questions regarding Financial Aid, please contact:

<i>Enrollment Services</i>	985-448-7914	financialaid@fletcher.edu
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For questions regarding transcripts, including receipt of a transcript, please contact:

<i>Enrollment Services</i>	985-448-7914	registrar@fletcher.edu
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The student success center can help students with the following:

<i>Testing</i>	985-448-7941	
<i>Advising</i>	985-448-7942	advising@fletcher.edu
		Briana Juneau briana.juneau@fletcher.edu

For questions pertaining to the Surgical Technology Program, please contact:

<i>Lindsay Henderson- Dept. Head</i>	985-448-5931	lindsay.henderson@fletcher.edu
<i>Terri Ferreira- Clinical Coordinator</i>	985-448-5930	terri.ferreira@fletcher.edu

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Associate of Applied Science in Surgical Technology Admission Checklist for Fall 2019

If at any point, the candidate does not comply with any part of this process, the candidate will be deemed ineligible for the program and will have to re-apply the following year.

All applicants must complete and submit the following:

1. Complete an admissions application to Fletcher Technical Community College (if not a current Fletcher student) online at www.fletcher.edu.
2. Be fully or unconditionally accepted to Fletcher by completing all documentation requested by Fletcher Technical Community College.
3. Complete and submit an “Application for Admissions to a Nursing or Allied Health programs” located on the Fletcher Website. If an area is left blank, the entire application is null and void. Use “N/A” for items that do not apply.
4. Submit a HESI A2 exam on no more than 2 attempts and within 2 years of the admission’s application deadline. Students who submit more than one score should highlight the higher score in each individual category.
5. Successfully complete general education coursework with a “C” or better according to official transcripts. Applicants who have not taken College Algebra (or Contemporary Math) and English Composition must be enrolled in the Spring 2020 semester and must submit updated official transcripts upon successful completion of the course(s). This also applies to any other general education coursework that applicants would like to have considered with their application.
6. Submit E-Transcript OR official, unopened transcripts to the department of Surgical Technology AND Fletcher College Student Enrollment Services Dept. from all colleges or universities attended other than Fletcher or other LCTCS colleges.
7. Submit a typed essay with a minimum of 200 words explaining the interest and objectives for pursuing a degree and career in surgical technology. Please do not include your name in the essay in case of a tie (use your Fletcher Student ID number).