



Associate Degree in Medical Laboratory Technology

at York Technical College

Admissions Procedures
and Qualification Criteria

2009-2010

York Technical College issues this booklet for the purpose of furnishing all interested persons with information about the admissions process for the Associate Degree Medical Laboratory Technology program. Although every effort is made to keep this information as current as possible, policy statements in this booklet are subject to change without notice and may not be regarded in the nature of binding obligations on the College. For further information, please contact:

York Technical College
Office of Admissions
(803) 327-8008 within the local dialing area
(800) 922-TECH (toll-free) inside South Carolina

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Table of Contents

Program Description.....	4
Introduction	5
Admissions Process	6
Qualification Process	7-8
Maintaining Position on Waitlist.....	9
Program Entry	10
Frequently Asked Questions.....	11-13
Estimated Expenses.....	14

MEDICAL LABORATORY TECHNOLOGY PROGRAM
At York Technical College

This program prepares the student to function efficiently and safely in the clinical laboratory setting. It consists of general education courses, specific MLT courses, and clinical rotations in a hospital laboratory. This diverse learning experience is designed to teach the MLT students technical and theoretical aspects of the clinical laboratory in the health care setting. Upon completion of the program, the graduate receives an Associate in Health Science Degree and is eligible to take either or both of two national certifying exams.



GREG F. RUTHERFORD
PRESIDENT

Welcome to York Technical College, and thank you for your interest in the Associate Degree Medical Laboratory Technology program. The purpose of this booklet is to clarify the application process, identify the Medical Laboratory Technology program qualification requirements, and explain how the qualified applicant waiting list is managed.

There is a great demand for medical professionals in our workforce today. Many people realize that a Medical Laboratory Technology career would not only offer many job choices and a good salary, but it would also provide the personal satisfaction of serving and caring for others.

For these reasons, there are many students interested in pursuing the Medical Laboratory Technology program. The Medical Laboratory Technology program can accommodate only a limited number of students each year in order to provide the highest quality training. Therefore, the Admissions Department maintains a first-qualified, first-served list of students for the Medical Laboratory Technology program. Your immediate goal should be to get your name on this list of qualified students as soon as possible. This document will provide clear and specific instructions to help you understand exactly what you need to do from the point of application to the point of program entry.

It is your responsibility to read and understand the contents of this document very carefully. It is also your responsibility to contact an Admissions Counselor for assistance should you have questions or need clarification of these contents at any time during the process of qualifying and enrolling in the Medical Laboratory Technology program. Thank you again for your interest in and for choosing York Technical College to achieve your educational goals.

Sincerely,

Kenny Aldridge
Admissions Department Manager

I. The Admissions Process for the Associate Degree Medical Laboratory Technology (MLT) Program at York Technical College

The Medical Laboratory Technology program is limited in enrollment, and its waiting list is processed on a first-qualified, first-served basis.

1. Complete and submit the York Technical College Application for Admission at www.yorktech.com.
2. Submit proof of high school or GED completion. Currently enrolled high school seniors who meet all other program qualification requirements are eligible to be placed on the list of qualified applicants on a provisional basis pending the submission of evidence of a high school diploma upon graduation.
3. Pay the \$10 placement test fee at the Business Office and take the COMPASS Placement Test if necessary. Contact the Assessment Center at 803-981-7176 for testing times.

This test *may* not be necessary if you submit satisfactory SAT/ACT scores or a college transcript documenting previous college credits. Contact a Counselor to determine if you will need to take the COMPASS Placement Test.

4. Meet with an Admissions Counselor to complete your admissions process. The counselor will review your COMPASS, SAT or ACT test scores, high school transcripts, and any previous college credits you may have earned, and he/she will determine if you have met the qualification requirements to be placed on the list for the MLT program.

Initially, you will be admitted into our **Pre-Medical Laboratory Technology** program (*Associate in Applied Science with a Goal of Medical Laboratory Technology*). While in Pre-Medical Laboratory Technology, you can take the General Education, or non-Medical Laboratory Technology, classes required for the Medical Laboratory Technology degree. You will not be admitted into the **Medical Laboratory Technology** program (*Associate in Applied Science with a Major in Medical Laboratory Technology*) until the fall semester that you actually begin the Medical Laboratory Technology (MLT) classes.

If you ARE qualified for the MLT waiting list:

You will be required to pay the Business Office a \$50 NONREFUNDABLE and NONTRANSFERABLE list-processing fee in order to have your name placed on the list of qualified applicants. *Students owing a past due debt to the College are not eligible to enroll. List access fees will not be accepted until the prior debt is paid in full.*

If you ARE NOT qualified for the MLT waiting list:

Your counselor will review the necessary steps for you to take in order to become eligible to have your name placed on the list of qualified applicants for the MLT program. These steps are outlined next in Section II.

IMPORTANT: IF YOU ARE NOT QUALIFIED FOR THE MLT WAITING LIST WHEN YOU ARE FIRST ADMITTED TO THE COLLEGE, YOU MUST RETURN TO ADMISSIONS TO ALERT A COUNSELOR WHEN YOU HAVE COMPLETED THE QUALIFICATION REQUIREMENTS FOR THE MLT PROGRAM.

II. Qualification Requirements for the MLT Program

To be placed on the list of qualified applicants for the MLT program, you must provide documentation that you meet the following criteria:

1. High School or GED completion

This can be in the form of a high school transcript, copy of your diploma, or copy of your GED certificate.

2. Completion of Track 1, Track 2 or Track 3 as described below:

Track 1 – Submitting Qualifying SAT or ACT Scores

⇒ SAT scores *before* April 1, 1995:

Minimum **800 Total**, Minimum **400 Verbal** and **350 Math**
OR

⇒ SAT scores *April 1, 1995 to March 12, 2005*:

Minimum **920 Total**, Minimum **480 Verbal** and **400 Math**
OR

⇒ SAT scores *after* March 12, 2005:

Minimum **920 Total**, Minimum **480 Critical Reading** and **400 Math**
OR

⇒ ACT minimum score of **20 Composite**, **21 English** and **16 Math**

AND

Minimum MLT program GPA of 2.00 in classes taken at York Technical College that can be applied towards the MLT program. **

Track 2 – Completion of a baccalaureate degree from a regionally accredited college AND documentation of minimum reading requirement

This requires:

⇒ Submission of an official transcript from the college from which the degree was earned

⇒ Documentation of one of the following:

- Minimum SAT Verbal of 400 (prior to 4/1/1995)
- Minimum SAT Verbal of 480 (between 4/1/95 and 3/12/05)
- Minimum SAT Critical Reading of 480 (after 3/12/05)
- Minimum ACT English of 21
- Minimum COMPASS Reading of 88
- Completion of RDG 101 with “C” or better

II. Qualification Requirements for the MLT Program (continued)

Track 3 – General Education/Elective Course Completion AND documentation of minimum reading requirement

This requires:

- ⇒ Full completion of **all** general education courses required for the MLT degree with a **minimum MLT program GPA of 2.50****
(Equivalent courses completed at other accredited colleges may transfer, but only courses completed at York Technical College are included in the GPA calculation.)
- ⇒ Documentation of one of the following:
 - Minimum SAT Verbal of 400 (prior to 4/1/1995)
 - Minimum SAT Verbal of 480 (between 4/1/95 and 3/12/05)
 - Minimum SAT Critical Reading of 480 (after 3/12/05)
 - Minimum ACT English of 21
 - Minimum COMPASS Reading of 88
 - Completion of RDG 101 with “C” or better

Required General Education Courses for the MLT Program:

*BIO 112 Basic Anatomy and Physiology	CHM 105 General, Organic & Biochemistry
ENG 101 English Composition I	MAT 155 Contemporary Math
PSY 105 Personal/Interpersonal Psychology	HSS 205 Technology and Society
COL 101 College Orientation	Elective (minimum 2 credit hrs)

*Minimum grade of “C” required

Approved Electives

AHS 102	AHS 144	CPT 101	CPT 114	ECO 101	ECO 210
ECO 211	ENG 102	ENG 160	HIS 101	HIS 102	HIS 201
HIS 202	MAT 102	PSY 203	OST 165	SOC 101	SOC 102
SPC 205	SCI 150	EVT 206	EVT 110	EVT 354	

Any and all electives completed from the lists above will be included in the GPA for the MLT program.

****Important information for students who have been previously enrolled in the MLT program at York Technical College:**

Like a new applicant, you must meet all qualification criteria, including the appropriate minimum GPA requirements, to place your name on the waiting list. Please be aware that **any and all** course-work that you have taken that can be applied towards the MLT degree, including MLT courses, will be calculated into your MLT program GPA.

4. Meet with an Admissions Counselor to get your name placed on the qualified applicant list

As soon as you meet qualification requirements for the Medical Laboratory Technology program, you will need to see an Admissions Counselor. The counselor will verify that requirements have been met and will direct you to pay the required **\$50 NONREFUNDABLE/NONTRANSFERABLE list processing fee**. Once this has been done, your name will be placed on the list of qualified applicants for the MLT program.

III. Maintaining Your Position on the MLT Waiting List

Once you meet the qualification criteria and your name is placed on the MLT waiting list, you are responsible for maintaining eligibility for the MLT program. Please read the following steps very carefully so that you understand your responsibilities:

1. Keep admissions updated on your contact information

While your name is on the list of qualified applicants, it is your responsibility to let us know immediately if your address or phone information changes. Otherwise, we will be unable to contact you for any reason, including offering you a seat in the next available class.

2. Maintain at least a 2.00 GPA

All students must maintain a minimum GPA of 2.00 in any required courses and electives for the MLT program in order to remain on the list of qualified applicants. Equivalent courses completed at other accredited colleges may transfer, but only courses completed at York Technical College are included in the GPA calculation. The Admissions Office will check your GPA following each term you are on the list to verify that you remain eligible for the MLT program. **Should your GPA fall below 2.00 at any time your name is on the list, you will no longer be eligible and your name will be removed from the list.** If this occurs, you will be notified by mail.

You may use **Web Advisor** to determine your Medical Laboratory Technology GPA by following these directions:

- Click *Web Advisor* on the York Technical College Homepage
- Log in using your student ID number and password
- Click on the *Students* tab
- Under *Educational Information*, click *Program Evaluation*
- Click the drop-down box beside “*What if I changed my program of study*”
- Choose your **goal** program and *Submit*:
 - **Medical Laboratory Technology = Associate in Health Science – Medical Laboratory Technology Major**
- Choose the *latest* Catalog Year and *Submit*
- Students whose **Program GPA** falls below a 2.00 at any time are no longer eligible for entry into their program. Students who are no longer qualified for their program will be notified by mail.

IV. When You Are Offered Entry Into the MLT Program

Please note and be prepared for the following to occur when your name comes up to begin the MLT program:

1. Notification of entry

You will be notified by first class mail that your name has come up to begin the program. When you receive your letter offering you a seat for your program, you will have two choices. **If you do not respond by either method below before the specified deadline, your name will be removed from the list.**

- a. To accept your seat in the program, pay your confirmation deposit (\$100) by the specified deadline to be eligible to enter the program that year. This deposit is NONREFUNDABLE and NONTRANSFERABLE and applies toward the tuition fee for your first semester. *Students owing a past due debt to the College are not eligible to enroll. Deposits will not be accepted until the prior debt is paid in full.*
- b. If you wish to postpone your entry, pay an additional nonrefundable/nontransferable list processing fee (\$50) by the specified deadline to keep your name on the list for the following year. If you choose this option, you must accept your seat the following year or your name will be removed from the wait list. **You have the opportunity to delay your entry only once.**

If for any reason you choose not to enter the program after paying the \$100 deposit, you may stay on the list by paying another \$50 list processing fee which will be due within one month of the date you notify the program monitor of this decision. **Again, you can delay your entry only once.** If you do pay your \$100 deposit but find you cannot start you may pay another \$50 list processing fee (one time only) to remain on the top of the list. Another \$100 deposit will be required to obtain entry into the next year's class.

You are responsible for making sure that you are able to receive this information. This includes keeping us updated on any changes to your contact information AND making sure that all members of your household are aware that you may be receiving an important letter. You do not want to lose your place in the class because you miss your invitation to begin.

As the start date for the fall class gets closer, it may become necessary for the Admissions Office to attempt **telephone** contact with the next qualified student on the list in order to replace a student who withdraws at the last minute or fails to register for classes. In this situation, time does not allow for the regular mail confirmation process to occur.

2. Pay your deposit and fulfill additional requirements before starting the MLT program

- a. You will need to submit a completed **Student Health Form** (available in Room A-100) to the MLT Department Manager.
- b. You must carry **liability insurance** and **health insurance**. You must submit proof of health insurance to A - Building, Room 100 or obtain one of the health insurance plans through York Technical College when you register for fall semester classes at the beginning of the program.
- c. Clinical facilities may require clear **drug screens** and/or **criminal background checks** before allowing students to participate in clinical rotation. If so, you will be financially responsible for these items. You may be required to have a drug screen at any time during your rotations. ***You must be eligible to attend clinical at all facilities.***
- d. ****You must attend a mandatory MLT program orientation to be held prior to the fall semester. Failing to attend this orientation will result in removal from the class.****

If at any point you decide that you are no longer interested in remaining on the list or in starting the MLT program, please contact the Admissions Office immediately.

V. Frequently Asked Questions About the MLT Program

Q. How long is the waiting list for the Medical Laboratory Technology program?

A. Be aware that there is typically a waiting period of *approximately* 6 months to 1.5 years from the time a student gets on the waiting list until the fall term that the student will actually begin the MLT program.

Q. Can I get on the waiting list before I meet the minimum qualification requirements outlined in this document?

A. No. You must fully meet the qualification requirements for the MLT program as outlined in this document before you can be placed on the list.

Q. Can I be on more than one Health and Human Services program waiting list?

A. Yes. However, you are encouraged to choose one goal and place your emphasis toward meeting that goal. All Health and Human Services programs are very different and prepare students for specific careers. It would be unwise to choose a program based solely upon which one you could gain access to first. In addition, for every program list, you must pay a NONREFUNDABLE/NONTRANSFERABLE list processing fee of \$50.

Q. Can I be placed higher on the list if I have an advanced degree or a higher grade point average than some of the others on the list?

A. No, the waiting list is handled strictly on a first-qualified, first served basis.

Q. I have the necessary SAT/ACT scores to qualify for the waiting list. Do I still need to take the general education courses?

A. Yes, the general education courses are part of the MLT program requirements necessary to graduate.

Q. Do I have to be enrolled in courses to remain on the Medical Laboratory Technology waiting list?

A. No, your name will not be removed from the waiting list unless you 1) allow your program GPA to fall below a 2.00 or request to have your name removed from the waiting list.

Q. When and how often do you start a new Medical Laboratory Technology class at York Technical College, and how long does the program last?

A. The Medical Laboratory Technology program begins once a year in the Fall semester, and lasts for 5 consecutive semesters, or 2 years.

Q. How are classes scheduled?

A. The general education classes can be taken part-time or full-time, day or evening, and a few are available through alternative delivery methods such as by internet. Once you are in your Medical Laboratory Technology classes, however, the schedule becomes much less flexible. Medical Laboratory Technology classes include clinical laboratory hours during the second year of the program, and students are required to drive to a variety of clinical agencies to complete this clinical component of the program.

V. Frequently Asked Questions About the MLT Program (continued)

Q. What is the grading scale once I am in the Medical Laboratory Technology program?

A. The grading scale for the Medical Laboratory Technology (MLT) classes, both coursework and clinical, is as follows: 90-100, **A**; 80-89, **B**; 70-79, **C**; 60-69, **D**; Below 69, **F**. Medical Laboratory Technology students must make a grade of “C” or better in each Medical Laboratory Technology course attempted.

Q. Can I work while I am enrolled in the Medical Laboratory Technology program?

A. Yes, but...The Medical Laboratory Technology program is quite rigorous and demanding and includes many class hours, clinical rotations and outside assignments. Your probability of success can decrease significantly with the addition of outside work responsibilities. Once enrolled in the Medical Laboratory Technology program, you should consider limiting your work schedule to allow for the demands of the program.

Q. What types of expenses can I expect once I am in the Medical Laboratory Technology program?

A. Please see the Estimated MLT Program Expenses sheet in the back of this document.

Q. What types of financial assistance are available to me?

- A. York Technical College participates in the following programs:
- Federal Pell Grant (FPELL)
 - Federal Supplemental Educational Opportunity Grant (FSEOG)
 - Federal Work-Study Program (FWS)
 - Federal Academic Competitiveness Grant
 - SC Need-Based Grant (SCNBSG)
 - LIFE Scholarship (LIFE)
 - Lottery Tuition Assistance (LTA)
 - Scholarships
 - Special Grants and Sponsorships
 - Stafford Loans
 - Springs Foundation Loan
 - Alternative Student Loans
 - Alternative Student Loans
 - Tuition Payment Plan (TPP)

To apply for other types of financial assistance, including scholarships and special grants, various applications are required. Contact the Financial Resources Office, which is located in the Student Services Building, for more information.

(continued on next page)

V. Frequently Asked Questions About the MLT Program (continued)

Q. Once I obtain financial aid, can I be assured that I will receive it throughout my enrollment in the program?

- A. Financial aid is typically awarded on an annual basis. Students are required to reapply for aid each academic year. Each type of financial aid has specific continuing eligibility guidelines that must be met. You are responsible for understanding these guidelines for each type of aid you are receiving.

Those students who receive FPELL and FSEOG need to be aware of the **Federal Aid Eligibility Limit**. Students receiving Federal financial aid may only receive aid for one and one-half times, or 150% of, the length of their academic program. This means that students enrolled in Pre-Medical Laboratory Technology (Associate in Occupational Technology with a goal of Medical Laboratory Technology) are limited to receiving financial aid for up to 99 attempted credit hours, and students enrolled in Medical Laboratory Technology (Associate in Health Science with a Major in Medical Laboratory Technology) are limited to receiving financial aid for up to **114** attempted credit hours.

Many Pre-Medical Laboratory Technology students receiving FPELL and FSEOG want to remain actively enrolled in coursework after they have completed their general education courses and while they are waiting to start the Medical Laboratory Technology program. These students need to be careful that they do not exhaust their eligible funds prior to completion of the Medical Laboratory Technology program.

For more information about this or other financial aid issues, please Contact the Financial Resources Office, which is located in the Student Services Building, for more information.

Q. How can I obtain more detailed information about the York Technical College Medical Laboratory Technology program?

- A. You may visit the Medical Laboratory Technology Degree information section of the York Technical College website to obtain a more comprehensive description of the program, schedule, requirements, transfer, retention and promotion policies. Follow the instructions below:
- ⇒ Go to www.yorktech.com
 - ⇒ Place cursor over **current** or **prospective students**
 - ⇒ Click on **Programs of Study**
 - ⇒ Scroll down and click on **Medical Laboratory Technology Degree**

Additional detailed information about our Medical Laboratory Technology program can be found in our Catalog and Handbook. A hard copy of this book can be obtained in Student Services, or it can be viewed online at our website.

Estimated MLT Program Expenses

The detailed expenses outlined below are an **estimate** of those you can expect to pay while in the Medical Laboratory Technology program *in addition to*:

- Initial COMPASS placement test fee (if necessary) - \$10
- List access fee - \$50
- Tuition, Registration and technology fees paid per semester (Varies from year to year)

2009-2010 York Technical College Tuition Fees (Including Technology Fee)

<u>Residence</u>	<u>\$ Per Credit Hour</u>	<u>\$ Full-Time (12 credit hrs or more)</u>
York County	\$138	\$1,656
In SC, Out-of-County	\$151	\$1,812
Out-of-State	\$312	\$3,744

ITEMS	FIRST YEAR	SECOND YEAR	TOTAL
Textbooks, syllabi, etc.	\$500	\$100	\$600
Uniforms (includes shoes, lab coat)		\$200	\$200
Insurance – Personal and Prof. Liability		\$15	\$15
Insurance – Health and Accident (can be purchased through York Tech if not covered under another policy)	\$675 (under 24)	\$675 (under 24)	\$1,350 (under 24)
	\$773 (25-29)	\$773 (25-29)	\$2,546 (25-29)
	\$1,307 (over 30)	\$1,307 (over 30)	\$2,614 (over 30)
Physical Exam (varies according to physician)	\$120		\$120
Hepatitis B Vaccine (recommended)	\$240		\$240
2-step PPD Tuberculosis Test	\$30		\$30
PPD Tuberculosis Test (2 nd year)		\$15	\$15
Criminal Background Check		\$50	\$50
Drug Screen		\$10	\$10
CPR Certification	\$50		\$50
SCSCLS Student Membership (recommended)	\$25	\$25	\$50
MLT Certification Exam (application fee)		\$125	\$125
Graduation Fee/Cap and Gown		\$35	\$35
MLT Pin – Gold-filled (optional) – at graduation		\$60	\$60
Transportation (to campus, clinical sites, etc.) Clinical sites include locations in Chester, Lancaster, York Counties, SC, and Monroe, Charlotte, and Gastonia NC	Variable	Variable	Variable

****COSTS SUBJECT TO VARY EACH YEAR**** Updated 03/08

