



Surgical 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 Surgical Technology Diploma 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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SURGICAL TECHNOLOGY DIPLOMA PROGRAM

At York Technical College

The Surgical Technology Program offers classroom and clinical experiences for the entry-level surgical technologist. The program includes courses in aseptic technique, operative procedures, patient care, anatomy, microbiology, pharmacology, medical terminology, medical/legal aspects, and related general education to help the student fulfill his/her role as an important, knowledgeable member of the surgical team.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) found online at www.caahep.org. Upon successful completion of the program, the graduate is eligible to take the certification exam.

Many graduates choose to work in areas related to surgery such as central sterile supply, private scrub, the OB department, endoscopy, or instrument sales. Opportunities are also available to work as cell saver technicians, anesthesia technicians, veterinary assistants, oral-surgical assistants, and medical office assistants.



GREG F. RUTHERFORD
PRESIDENT

Welcome to York Technical College, and thank you for your interest in the Surgical Technology Diploma program. The purpose of this booklet is to clarify the application process, identify the Surgical 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 Surgical 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 Surgical Technology program. The Surgical 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 Surgical 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 Surgical Technology program.

Thank you for 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 Surgical Technology Diploma Program at York Technical College

The Surgical 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 a 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 in 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 Surgical Technology program.

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

If you ARE qualified for the Surgical Technology 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.

If you ARE NOT qualified for the Surgical Technology 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 SURGICAL TECH program. These steps are outlined next in Section II.

IMPORTANT: IF YOU ARE NOT QUALIFIED FOR THE SURGICAL TECH 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 SURGICAL TECHNOLOGY PROGRAM.

II. Qualification Requirements for the Surgical Technology Program

To be placed on the list of qualified applicants for the Surgical Technology 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 ONE of the following methods of qualification:**

_____ COMPASS scores:

Minimum **Pre-Algebra 54, Reading 81, Writing 70**

_____ SAT scores *before* April 1, 1995:

Minimum **400 Verbal** and **350 Math**

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

Minimum **480 Verbal** and **400 Math**

_____ SAT scores *after* March 12, 2005:

Minimum **480 Critical Reading** and **400 Math**

_____ ACT minimum score of at least **21 English** and **16 Math**

_____ ASSET scores:

Minimum **Numerical 43 & Elem. Algebra 31, Reading 42, Writing 41**

_____ "C" or better in **RDG 100, MAT 150** and **ENG 100**

AND

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

****Important information for students who have been previously enrolled in the Surgical Technology 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 Surgical Technology diploma, including SUR courses, will be calculated into your Surgical Technology program GPA.

_____ **3. Meet with an Admissions Counselor to get your name placed on the qualified applicant list**

As soon as you meet qualification requirements for the Surgical 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 Surgical Technology program.

III. Maintaining Your Position on the Surgical Technology Waiting List

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

1. Keep the Admissions Office 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 Surgical Technology 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 Surgical Technology 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 Surgical Technology Program GPA by following these directions:

- Click *Web Advisor* on the York Technical College Homepage
- Log in using your student username 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***.
- Surgical Technology = Diploma in Health Science – Surgical 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 Surgical Technology Program

Please note and be prepared for the following to occur when your name comes up to begin the Surgical Technology 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 Surgical Technology program, you must 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 to the program, you must 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 you do pay your \$100 deposit but find you cannot start you may pay another \$50.00 list processing fee (one time only) to remain on the top of the list. Another \$100.00 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. 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 Surgical Technology program

- a. You will need to submit a completed **Student Health Form** (available in Room A-100) to the SURGICAL TECH 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 Tech when you register for fall semester classes at the beginning of the program.
- c. Clinical facilities 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 Surgical Technology program orientation to be held prior to the fall semester. Failing to attend this orientation will result in removal from the class UNLESS you make other arrangements with the department manager.****

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

V. Frequently Asked Questions About the Surgical Tech. Program

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

A. Be aware that there is typically a waiting period of *approximately* 1-2 years from the time a student gets on the waiting list until the fall term that the student will actually begin the program.

Q. Can I get on the waiting list before I meet the minimum qualification requirements?

A. No. You must fully meet the qualification requirements for the Surgical Technology 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. In addition, for every program list, you must pay a NONREFUNDABLE/NONTRANSFERABLE list processing fee of \$50.

Q. If I have at least a bachelor's degree, am I still required to take the COMPASS placement test or submit copies of my SATs or ACTs and my high school diploma /transcript as well as my college transcripts?

A. You need to meet with an admissions counselor to determine if test scores would be necessary. Documentation of high school/GED completion is required.

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

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

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

A. The Surgical Technology program begins once a year in the Fall semester, and lasts for 3 consecutive semesters, or 1 year.

Q. How are the Surgical Technology 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 Surgical Technology program, however, Surgical Technology classes include campus and clinical laboratory hours. Clinical experience for Surgical Technology students takes place at Piedmont Medical Center in Rock Hill. The Surgical Technology classes are scheduled from 9am-1pm, Monday through Thursday, 2pm-3pm Wednesday for the first semester. During the second semester, clinical begins at 6:30am on Tuesdays and Thursdays, with classes scheduled from 8am-2:30pm on Mondays, Wednesdays and Fridays. During the third semester, students are in class on Monday from 8am-5pm and in clinical for a total of 33 hours Tuesday through Friday. Students usually devote 40 hours per week each semester to their education in Surgical Technology.

V. Frequently Asked Questions About the Surgical Tech. Program (continued)

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

A. The grading scale for the Surgical Technology (SUR) classes, both coursework and clinical, is as follows: 93-100, **A**; 85-92, **B**; 80-84, **C**; 75-79, **D**; Below 75, **F**. Surgical Technology students must make a grade of “C” or better in each Surgical Technology course and clinical experience.

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

A. Yes, but...The Surgical 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 Surgical 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 Surgical Technology program?

A. Please see the Estimated Surgical Technology 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 (SCNBG)

LIFE Scholarship (LIFE)

Lottery Tuition Assistance (LTA)

Scholarships

Special Grants and Sponsorships

Stafford Loans

Springs Foundation Loan

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.

Surgical Technology students may apply for scholarships through various Surgical Technology professional organizations. See department manager for details.

V. Frequently Asked Questions About the Surgical Tech. 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-Surgical Technology (Associate in Occupational Technology with a goal of Surgical Technology) are able to receive financial aid for up to 99 attempted credit hours; however, **students enrolled in the Surgical Technology program (Diploma in Health Science with a Major in Surgical Technology) are limited to receiving financial aid for only up to 73.5 attempted credit hours.**

Many Pre-Surgical 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 Surgical Technology program. These students need to be extremely careful that they do not exhaust their eligible funds prior to completion of the Surgical 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 Surgical Technology program?

- A. You may visit the Surgical 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 **Surgical Technology**

Additional detailed information about our Surgical 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 Surgical Technology Program Expenses

The detailed expenses outlined below are an **estimate** of those you can expect to pay while in the Surgical 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	FALL	SPRING	SUMMER	TOTAL
Textbooks, syllabi, etc.	\$500	\$500	\$100	\$1,100
Uniforms (includes shoes, lab coat)		\$150-\$200		\$150-\$200
Insurance – Personal and Prof.	\$15			\$15
Insurance – Health and Accident (can be purchased through York Tech if not covered under another policy)	\$675 (under 30) \$773 (24-29) \$1,307 (over 30)			\$675 (under 24) \$773 (24-29) \$1,307 (over 30)
Physical Exam (varies according to physician)	\$125			\$125
Hepatitis B Vaccine (recommended)	\$240			\$240
2-step PPD Tuberculosis Test	\$30			\$30
Criminal Background Check	\$54.50			\$54.50
CPR Certification	\$50			\$50
ARC Program Assessment			\$30	\$30
Membership in AST National Organization (recommended)		\$45		\$45
Certification Exam Processing Fee - AST Member				\$190
Certification Exam Processing Fee – Non-Member				\$244
Graduation Fee/Cap and Gown		\$35		\$35
Transportation (to campus, clinical sites, etc.)	Variable	Variable		Variable

****COSTS SUBJECT TO VARY EACH YEAR****

