Selective Admission
Requirements

Surgical Technology
2019

Deadline for all requirements

*NEW* February 1, 2019

The requirements for the Surgical Technology program are different than the requirements for other Selective Admission programs. Please read the entire packet carefully to assure that all requirements are completed before the deadline date.
To be considered for admission to the SURGICAL TECHNOLOGY program, applicants are required to complete ALL requirements. ALL appropriate documentation must be on file at the designated departments as listed below by the February 1, 2019 deadline for the program that begins Fall 2019. Macomb’s Selective Admission programs have assessment and admission requirements that are considerably different than other Macomb programs.

APPLICATION REQUIREMENTS

1. Submit a Surgical Technology application (see page 6). If you are not a current or former student at Macomb Community College you must also apply for admission and complete all admission steps.

2. Arrange for OFFICIAL COLLEGE TRANSCRIPT(S), INCLUDING COLLEGE BOARD (CLEP & AP) AND INTERNATIONAL BACCALAUREATE, to be sent directly from EACH institution attended to the Center Campus Records & Registration Office. Macomb Community College transcripts are not required to be sent. In order to meet the deadline of February 1, 2019, it is recommended that applicants request to have their current name, date of birth and Macomb ID number be posted on their transcript. Transcripts that are issued to the student will not be accepted.

   Send the Surgical Technology application and transcripts to:
   Macomb Community College
   Center Campus Records & Registration Office G-110
   44575 Garfield Rd.
   Clinton Twp., MI 48038-1139
   Applications can be faxed to: 586.226.4787 or Emailed to: records@macomb.edu
   Official transcripts can be emailed to: transcripts@macomb.edu

3. Submit a written LETTER OF INTENT & CURRENT RESUMÉ for admission to the Surgical Technology program. The letter of intent should indicate the student’s desire to enter the surgical technology profession. The letter should not exceed 250 words.

   Send the Letter of Intent and Resume to:
   Macomb Community College
   Health & Human Services E-219
   Elizabeth Ness: Program Coordinator Surgical Technology
   44575 Garfield Rd.
   Clinton Twp., MI 48038-1139

4. The following courses must be completed by the end of the Fall term prior to the application deadline of February 1, 2019. Candidates must successfully complete the following courses, or their equivalents at another accredited institution, as defined by Macomb Community College with a punitive grade of C (2.0 GPA) or better prior to the deadline date of February 1, 2019. A punitive grade is one that affects the grade point average. A grade of C- is not acceptable. A GPA will be calculated on the prerequisite courses.

   BIOL-2400 – General Microbiology OR BIOL-2730 - Pathogenic Microbiology
   HHSC-1700 – Medical Terminology
   BIOL-2710 – Human Physiological Anatomy
   ENGL-1180 – Communications 1 OR ENGL-1210 - Composition 1
   *SURG-1050 – Introduction to Surgical Technology
   *SURG-1060 – Introduction to Central Processing Distribution Technician
   *SURG-1070 – Introduction to Central Processing Distribution Technician Clinical
      (Pass/Fail course; non-punitive grade, must earn a “pass” as a final grade)
   *Courses must be taken at Macomb Community College
RANKING

All applicants whose documentation is complete and on file by the deadline date are ranked according to the following criteria. Available seats are filled in the same rank order. All prerequisite courses must be completed by the deadline date with a grade of C (2.0 GPA) or better to be ranked.

- The GRADE POINT AVERAGE (GPA) of the six prerequisite courses (ENGL-1180 OR ENGL-1210, BIOL-2710, BIOL-2400 OR BIOL-2730, HHSC-1700, SURG-1050, SURG-1060) are computed and weighted at 100%.

Admissions to the program will be determined by the Surgical Technology program coordinator.

MANDATORY ORIENTATION FOR SUCCESSFULLY RANKED CANDIDATES: A mandatory orientation will be held sometime during the month of May 2019. You must attend this orientation to be considered for the program. No other orientation will be offered; if you do not attend it will be understood that you are not interested in entering the program and your name will be removed as a candidate. If you are selected as an alternate candidate, you must also attend the mandatory orientation; no additional orientations will be held.

PROCESSING

Applicants will be ranked in the Surgical Technology program ONLY if they have applied and completed all the requirements to the program BEFORE THE FEBRUARY 1, 2019 DEADLINE DATE. The processing of all applicants (including filing, computations, and ranking) takes approximately three months following the deadline date. At that time, all applicants are notified by mail of the admission decision, no later than May 1, 2019. Applicants who are not admitted may apply for the following year but will not be given preference by reason of having applied before.

Only those applicants selected for admission are required to submit a $100.00 non-refundable fee to confirm acceptance into the program. Admission is conditional upon proof of health documentation required at the appropriate time by the Department of Health and Human Services, and upon attendance at the mandatory program orientation.

Note: Some or all of the admission criteria listed above may constitute change from the past policy. Macomb retains the prerogative of changing admission procedures and requirements. Furthermore, students and prospective students bear the responsibility for keeping informed of college procedures and requirements.

Any additional information regarding admission to the Surgical Technology program should be directed to the Surgical Technology Program Coordinator, Liz Ness, at 586.286.2192.

CRIMINAL BACKGROUND CHECKS

Macomb Community College’s clinical partners may not accept students who have been convicted of certain crimes into a clinical learning environment. Therefore, students must undergo a Criminal Background Check, at their own expense, through CastleBranch.com in order to be considered for admission to the Surgical Technology program.

NOTE: Do not order your criminal background check at this time; students will get more information regarding the Criminal Background Check at the mandatory orientation.
SURGICAL TECHNOLOGY PROGRAM WAITING PERIODS

Students are required to disclose any and all federal, state (including states other than Michigan) or local crimes for which the student has been convicted to the Associate Dean for the program the student wishes to enter. Convictions occurring before admission to the program must be reported to the Associate Dean prior to acceptance into the program. Convictions occurring after acceptance into the program must be reported to the Associate Dean immediately.

A student is not eligible for admission to the Surgical Technology program for a period of years following completion of all terms and conditions of sentencing for conviction of certain crimes. The precise number of years a student must wait following sentencing depends upon the nature of the offense. Generally speaking, the more serious the offense, the longer the student must wait before eligibility is restored.

Macomb Community College has adopted the waiting periods specified in MCL 330.1134a.

If a student has been convicted of a crime, the student should consult the Surgical Technology Program Waiting Periods (table below) BEFORE seeking admission to the Surgical Technology program to determine the specific waiting period, if any, applicable to that conviction. Failure to disclose conviction of a crime listed in MCL 330.1134a is grounds for immediate dismissal from the Surgical Technology program. If a student is convicted of a crime listed in MCL 330.1134a while in the Surgical Technology program, the student will be immediately dismissed from the program.

<table>
<thead>
<tr>
<th>Waiting Period</th>
<th>Type of Crime</th>
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<tbody>
<tr>
<td>Lifetime Ban</td>
<td>Felonies related to neglect or abuse of a patient in connection with the delivery of health care</td>
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<td>Felonies relating to health care fraud</td>
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<td>Felonies related to the unlawful manufacture, distribution, prescription, or dispensing of a controlled substance if the conviction was entered on or after August 21, 1996</td>
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<td>Adulteration of drugs or medicine injurious to health</td>
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<td></td>
<td>Selling, distributing, delivering or furnishing product containing ephedrine or pseudoephedrine</td>
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<tr>
<td>15 years following completion of all terms and conditions of sentencing</td>
<td>A felony involving intent to cause death or serious impairment of a body function</td>
</tr>
<tr>
<td></td>
<td>A felony resulting in death or serious impairment of a body function</td>
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<td>A felony involving the use of force or violence</td>
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<td></td>
<td>A felony involving the threat of the use of force or violence</td>
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<tr>
<td></td>
<td>A felony involving cruelty or torture</td>
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<td>A felony involving intentional or reckless harm to a vulnerable adult by a caregiver or person with authority over a vulnerable adult</td>
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<td>A felony involving criminal sexual conduct</td>
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<td>A felony involving abuse or neglect</td>
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<tr>
<td></td>
<td>A felony involving the use of a firearm or dangerous weapon</td>
</tr>
<tr>
<td>10 years following completion of all terms and conditions of sentencing</td>
<td>Any other felony, or attempt or conspiracy to commit a felony</td>
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</tbody>
</table>
| **10 years following the date of conviction** | A misdemeanor involving the use of a firearm or dangerous weapon with the intent to injure  
A misdemeanor involving the use of a firearm or dangerous weapon that results in a personal injury  
A misdemeanor involving the use of force or violence or the threat of the use of force or violence  
A misdemeanor involving intentional or reckless harm to a vulnerable adult by a caregiver or person with authority over a vulnerable adult  
A misdemeanor involving criminal sexual conduct  
A misdemeanor involving cruelty or torture  
A misdemeanor involving abuse or neglect |
| **5 years following the date of conviction** | A misdemeanor involving cruelty if committed by someone who is less than 16 years of age  
A misdemeanor involving home invasion  
A misdemeanor involving embezzlement  
A misdemeanor involving negligent homicide  
A misdemeanor involving larceny  
A misdemeanor of retail fraud in the second degree  
Any other misdemeanor involving assault, fraud, theft, or the possession or delivery of a controlled substance |
| **3 years following the date of conviction** | A misdemeanor for assault if there was no use of a firearm or dangerous weapon and no intent to commit murder or inflict great bodily injury  
A misdemeanor of retail fraud in the third degree  
A misdemeanor involving the creation, delivery or possession with intent to manufacture a controlled substance |
| **1 year following the date of conviction** | A misdemeanor involving the creation, delivery or possession with intent to manufacture a controlled substance if the individual was under 18 at the time of conviction  
A misdemeanor for larceny or retail fraud in the second or third degree if the individual, at the time of conviction, is under the age of 16 |
2019 Selective Admissions
Surgical Technology
Application

*NEW* Submission Deadline: February 1, 2019

Student I.D. Number: __________

Social Security Number: __________ - __________ -

OR

1. __________

2. Last Name __________ First __________ Middle __________

3. Prior Last Name __________

4. Street Number __________ Street Name or P.O. Box __________

5. Apt./Bldg./Unit __________

6. City, State, Zip Code __________ Email Address __________

7. Area Code (Home Phone No.) __________ Area Code (Cell Phone No.) __________

* Optional — Information will be kept confidential and will not be used as a factor in the admission process.

8. Date of Birth (Month/Date/Year)

9. List below all colleges, universities, and any other source of transfer credit (i.e. College Board or International Baccalaureate) attended other than Macomb Community College. List most recent first.

Failure to list all colleges/universities previously attended will result in immediate disqualification.

<table>
<thead>
<tr>
<th>Name</th>
<th>City &amp; State</th>
<th>Dates of Attendance</th>
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<tr>
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FOR OFFICE USE ONLY

Received

Received

Received

Received

I certify that all my responses are true to the best of my knowledge. I understand the policies and procedures published in the College Catalog and on the website (www.macomb.edu) are the official source of information for Macomb Community College.

Signature __________

Today's Date __________

*FOR OFFICE USE ONLY*

<table>
<thead>
<tr>
<th>Date</th>
<th>Taken at</th>
<th>Term</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Performance SURG-1070:</td>
<td>BIOL-2710</td>
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<tr>
<td>Incomplete Letter Sent:</td>
<td>BIOL-2400 or BIOL-2730</td>
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<tr>
<td>Complete Letter Sent:</td>
<td>ENGL-1180 or ENGL-1210</td>
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<td>PERC Restrictions:</td>
<td>HHSC-1700</td>
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<td>SURG-1050</td>
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<td>SURG-1060</td>
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Send to: Macomb Community College, Center Campus Records & Registration Office, G-110, Selective Admission Area, 44575 Garfield Road, Clinton Township, MI 48038-1139.
Fax application to: 586.226.4787 or Email to: records@macomb.edu.
Email Official transcripts to: transcripts@macomb.edu.