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Washtenaw Community College
Surgical Technology (APST)
Fall 2025 Entry (2025-2026 Academic Year)
Application Deadline: **Monday, May 12, 2025 at 12pm** (or until all accepted and/or alternate seats are filled)
PROGRAM APPLICATION AND REQUIREMENTS CHECKLIST

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WCC Student ID: _____   Date: _____

Last Name: _____ First Name: _____ Middle Name: _____

Previous/Former Names: _____

*Street Address: _____ Apt: _____

City: _____ State: _____ Zip: _____ County: _____

Home Phone: _____ Cell Phone: _____

WCC Email/netID: _____ Other Email: _____

*Address must match "Basic" address on record ("Mailing" address NOT sufficient for residency verification) .To confirm and/or make changes, log in to MyWCC and click on Student Services, Student Services Dashboard, and then Personal Information under the General menu.

REQUIRED CHECKLIST
All of the requirements below **must** be successfully completed **before** submitting an application to the program.

☐ 1. **Admission to WCC**

An admission application to the school can be submitted on WCC's website.

☐ 2. **Program Prerequisite Courses**

Please indicate how you met each requirement below.

☐ a. **MTH 125 (Everyday College Math)** or **MTH 125X* (Everyday College Math)** or **MTH 160 (Basic Statistics)** or **MTH 160X* (Basic Statistics)** or **MTH 168** (Intermediate Algebra with Foundations)** or **MTH 169** (Intermediate Algebra)** or **MTH 176 (College Algebra)** or **a math course numbered 176 or higher with a minimum grade of C/2.0**

School	Subject	Course	Grade	Credits	WCC Equivalent (if transfer)

*Completion of MTH 125X or MTH 160X will not raise the student's Academic Math Level to 3, which is required for at least one course or course prerequisite in this program.
**Completion of MTH 168 and MTH 169 will not fulfill the MTA Mathematics requirement. Students planning to transfer should take MTA-approved math courses. Financial aid will not cover any additional math course if a student enters the program with MTH 168 or MTH 169 but still needs an MTA math course.

☐ b. **HSC 101 (Healthcare Terminology)** or **HSC 124 (Medical Terminology) with a minimum grade of B-/2.7**

School	Subject	Course	Grade	Credits	WCC Equivalent (if transfer)

☐ c. **BIO 111 (Anatomy & Physiology-Normal Structure and Function) with a minimum grade of B-/2.7**
Student's may use multiple courses and labs to meet this requirement from transferring schools. If taken between multiple schools, a course substitution must be submitted by the department.

School	Subject	Course	Grade	Credits	WCC Equivalent (if transfer)

☐ 3. **Verification of High School Diploma or GED (prior to clinical courses)***

☐ **I am a high school graduate or GED recipient:** You must include a copy of your GED, High School Equivalency Certificate, High School Diploma, or High School Transcript with posted graduation date.

☐ **I am currently enrolled in a high school or GED program and expect to graduate prior to my clinical courses in semester 4:** You must include verification of your current enrollment. Upon graduation/completion, you must submit verification to the Program Director. If verification is not submitted prior to semester 4, you will NOT be eligible to continue in the program.

*Completion of college courses and/or a college degree DOES NOT meet this requirement. If your high school is located outside the United States, verification must be in the English language. If a translation is done, it must be completed through a translation company.

☐ 4. **18 Years of Age (prior to clinical courses)**
Students must be 18 years old prior to starting clinical courses in semester 4. Please include a copy of your Driver's License, State ID Card, Passport, or Birth Certificate.

☐ 5. **Program Application and Requirements Checklist** (this form, pages 1-3)

☐ 6. **Additional Information Form** (pages 4-5)

☐ 7. **Technical Standards for Health Science Programs at WCC** (page 6)
Please visit WCC's Technical Standards Process for Requesting Accommodations website for details on requesting accommodations through WCC's Learning Support Services.

☐ 8. **Residency Verification**
Submit a copy of the front and back of your **Driver's License, State ID Card, or 3 documents**. Visit WCC's website for a list of acceptable documentation for verifying residency status. Your documents **must match** your "Basic" address on record at WCC. Your residency status may be updated accordingly based on the documentation submitted.

<u>**OPTIONAL CHECKLIST**</u>
The items below are **not required to apply** to the program. However, by successfully completing and/or meeting these items by the application deadline, you can earn additional points which may give you a more competitive edge.

☐ 1. **Military or Veteran Status**
Submit appropriate documentation to verify status if currently serving or **Form DD-214**.

☐ 2. **Alternate Candidate Status**
Students who made alternate candidate status and did <u>not</u> make admissions to the program based on a previous application will be awarded additional points.

Semester(s) given Alternate Candidate status

Please read the statements listed below. By signing this form, I acknowledge that I have completely read and understand the statements below.

1. I have successfully completed <u>all required</u> checklist items and I have included all documentation needed to verify these requirements.

2. I understand it is strongly recommended that I meet with an advisor to discuss the timing and selection of both admission and program required courses and for information regarding WCC's Competitive Admission Process. It's also suggested that I discuss a plan regarding my next steps should I not secure a seat in the program during this admission cycle.

3. I understand an advisor will help guide me through this selection process. However, I understand that if I have completed multiple courses which would satisfy any single requirement outlined above, I take full responsibility for making the final selection of the course I wish to use towards my application which may affect my application points.

4. I understand the Health and 2nd Tier Admissions Office will send an email confirming receipt of my application within 2 business days or within 1 hour if submitted on the application deadline date. It is my responsibility to follow-up if I do not receive this email. I understand my application will not be considered if submitted after the application deadline unless the application remains open after the original deadline (see details regarding WCC's Application Extension Process).

Student's Printed Name: _____ **Student ID**: _____

*Student's Signature: _____ **Date:** _____

An electronic signature will be recognized **ONLY IF this document is submitted directly from the students WCC email address.*

Student Notes/Comments (optional):

SUBMITTING APPLICATIONS

The preferred method of submitting an application is by email <u>directly from the student's WCC email</u>. It's recommended that applicants complete the fillable fields and attach their completed packet along with all supporting documentation. Students can scan or take pictures of their documentation.

Email	**healthadmissions@wccnet.edu** *– Preferred method of submission*
Mail	Health & 2nd Tier Admissions, Washtenaw Community College, 4800 E Huron River Dr, Ann Arbor, MI 48105
In-Person	Student Welcome Center (2nd floor, Student Center)

Applications must be **received** by WCC's Health and 2nd Tier Admissions Office prior to the application deadline. **Upon receipt of an application, an email is sent to the student's WCC email** within 2 business days or within 1 hour if submitted on the application deadline date. **If you do not receive an email confirmation, please contact our office.**

Students with questions or concerns regarding WCC's Competitive Admission Process or submitting an application to the program should contact the Health and 2nd Tier Admissions Office at (734) 973-3596, (734) 477-8998, or healthadmissions@wccnet.edu.

Washtenaw Community College
Surgical Technology (APST)
Fall 2025 Entry (2025-2026 Academic Year)
ADDITIONAL INFORMATION FORM

Additional information is provided below that is important and pertains to the program. **Please carefully read __all__ statements.**

1. The requirements outlined in this packet are based on the academic year/semester indicated above. Admission requirements and criteria are reviewed annually and subject to change. You are expected to meet all admission requirements for each semester you apply, and if offered admission, you must meet all program requirements for the **catalog term** in which you **first begin** the program.

    a. Program applications are semester-specific and only valid for the semester in which you applied. If your application is closed for any reason and you wish to be reconsidered for admission, you will need to meet all current admission requirements and submit a new application to a future semester.

    b. Each year, approximately 20 students are accepted to the program for a Fall semester start. This is a full-time program and no part-time option is available.

2. This program utilizes WCC's Competitive Admission Process for determining admission. Please read the Admission to High Demand Programs board policy and review WCC's point scales for details on how points are calculated and awarded towards a program application.

3. Please read and review the degree requirements including continuing eligibility requirements. Visit the Surgical Technology Departments website for additional information regarding the program.

4. **All communication regarding your application and admission status is sent directly to your WCC student email address. It is extremely important to check your WCC email weekly (minimally) so you do not jeopardize your status.** WCC assumes any information sent to your WCC email has been received. In addition, it is important to keep all contact information current in the College system (including addresses, emails, and phone numbers). If we are unable to reach you and/or you do not respond to any contacts made by WCC regarding your application and/or status in the program, **your application will be closed**.

    a. Contact information can be updated through your MyWCC account by clicking on *Student Services*, *Student Services Dashboard*, and then *Personal Information* under the *General* menu or through the Student Welcome Center (2nd floor, Student Center) by calling (734) 973-3543 or emailing info@wccnet.edu.

5. Residency status is a factor when determining application points. Visit WCC's residency website for information on policies and procedures and/or to learn of documentation that can be used for verifying residency status.

6. **Official transcripts** must be submitted before any transfer credit can post to your WCC record and/or count towards application and degree requirements.

    a. All defined courses plus any substitutions approved by the department prior to the application deadline will be used to meet prerequisite requirements. If a course is not clearly stated on your transcript and/or the course cannot be determined an equivalent based on the course description, you must provide a course syllabus for further review. **WCC is not responsible for your application being delayed due to lack of clarification or approval of a course substitution.**

    b. If two (2) or more transfer courses are completed to meet the equivalent of one (1) of WCC's required courses, **you must meet the minimum grade requirement in __each course.__** Grades are not averaged between the two courses.

7. Upon admission to the program, the **Entrance Requirements** outlined below must be successfully completed to be eligible to begin the program. Students who fail to comply or meet these requirements will forfeit their seat in the program.

   a. Mandatory RSVP to the department <u>and</u> attendance at the new student orientation session. Details will be included in the program acceptance and alternate candidate letters.

   b. Obtain a criminal background check from the college-designated vendor and submit completed health records. Any student found to have a positive drug screen for drugs prohibited by State of Michigan or Federal law (including marijuana) or controlled substances will not be eligible to begin the program. Specific details and deadlines will be included in the program acceptance and alternate candidate letters and/or provided at the mandatory orientation.

   c. Students who fail to comply or meet the above requirements will forfeit their seat in the program.

8. If we do not receive enough applicants to fill all accepted and/or alternate seats by the initial application deadline, the application will remain open until all seats are filled. In this event, WCC's **Application Extension Process** will be utilized and student's who do not meet admission requirements by the original deadline, but expect to meet by the end of **Spring/Summer 2025**, may submit an incomplete application to be considered on a conditional basis. Under this process, all applicants (complete or incomplete) who submit an application **after the initial application deadline** will be considered for a position based on the date the application was received. If multiple applications are received in a single day, the applicant's position is chosen based on a lottery. As soon as all seats are filled, the application will close. We will immediately stop collecting applications and remove the application packet from WCC's Health and 2nd Tier Admissions website.

   a. **Incomplete applications should <u>NOT</u> be submitted until the <u>day after</u> the initial application deadline and <u>ONLY</u> in the event the application remains open after the original deadline date.** In this case, applications may be submitted beginning on **<u>Tuesday, May 13, 2025</u>**.

By signing this form, I acknowledge that I have completely read and understand the statements above.

Student's Printed Name: _____ **Student ID**: _____

*Student's Signature: _____ **Date:** _____

*An electronic signature will be recognized <u>ONLY IF</u> this document is submitted directly from the students WCC email address.

Technical Standards for Health Science Programs at Washtenaw Community College (WCC)
Surgical Technology (APST)

The technical standards aim to inform students choosing to enter a Health Sciences Certificate and Degree Program at WCC with the bare minimal technical standard requirements, which must be met to complete all coursework objectives and student outcomes. The listed standards encompass what is minimally required to perform the tasks necessary, with a few associated examples provided. This list is not exhaustive and can be modified as the College deems necessary. Students enrolled in a Health Science program at WCC must provide safe and effective care. These technical standards apply to any student enrolling in any one of the health sciences programs. To meet program technical standards, the student must demonstrate sufficient cognitive, emotional, professional, motor (physical), sensory, and other abilities, with or without accommodation.

Students with documented disabilities or who believe that they may have a protected disability can request accommodations that may assist with meeting the technical standards for Health Science Programs at WCC. Please contact the WCC Learning Support Services (LSS) office at (734) 973-3342 or email: learningsupport@wccnet.edu

DISCLAIMER: EXAMPLES PROVIDED ARE NOT AN EXHAUSTIVE LIST OF ASSOCIATED TASKS TO MEET PROGRAM TECHNICAL STANDARDS.

Requirements	Standard	Examples
Critical Thinking, Emotional, and Cognitive Competencies	Sufficient critical thinking and cognitive abilities in classroom and clinical settings	Make safe, immediate, well-reasoned clinical judgments. Identify cause/effect relationships in all clinical situations and respond appropriately. Utilize the scientific method and current standards of evidence-based medicine/practice (EBM) to plan, prioritize, and implement patient care. Evaluate the effectiveness of health-related interventions. Accurately follow course syllabi, assignments, directions, academic and facility patient protocols, and any action plan(s) developed by the dean, faculty, administration, or healthcare institution. Measure, calculate, reason, analyze, and/or synthesize data as it applies to patient care and medication administration.
Professionalism	Interpersonal skills sufficient for professional interaction with a diverse population of individuals, families, and groups	Establish effective, professional, relationships with clients, families, staff, and colleagues with varied socioeconomic, emotional, cultural, and intellectual backgrounds. Capacity to comply with all ethical and legal standards, including those of the healthcare profession and the corresponding policies of the College and Clinical Placements Facilities. Respond appropriately to constructive criticism. Displays attributes of professionalism such as integrity, honesty, responsibility, accountability, altruism, compassion, empathy, trust, tolerance, and unbiased attitudes. Keep a neat appearance and maintain cleanliness and personal grooming consistent with close personal contact.
Communication	Communication sufficient for professional interactions	Explanation of treatment, procedure, initiation of health teaching (e.g., teach-back or show-me method). Accurately obtain information from clients, family members/significant others, health team members, and/or faculty. Documentation and interpretation of health-related interventions and client responses. Read, write, interpret, comprehend, and legibly document in multiple formats using standard English. Speak clearly to communicate with patients, families, healthcare team members, peers, and faculty.
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Functional movement about patient's room, workspaces, and treatment areas to keep sterile technique. Administer rescue procedures such as cardiopulmonary resuscitation. The physical ability to transition quickly to accommodate patient needs and to maneuver easily in urgent situations for client safety. The transfer of patients as needed, turnover, and transfer of instruments to CSR/Decontamination.
Motor Skills	Gross and fine motor abilities that are sufficiently effective and safe for providing Allied Health Care	Ability to effectively calibrate and use equipment. Strength to carry out patient care procedures, such as assisting in the turning and lifting/transferring of patients. Perform and/or assist with expected procedures, treatments, and medication administration using appropriate sterile or clean techniques (for example, medication administration, CPR, insertion of catheters). Physical endurance is sufficient to complete all required tasks during the assigned period of clinical practice. Possess sufficient strength to push/pull patients and case carts for transfer and lift-to-transfer surgical instrument sets.
Sensory	Auditory and visual ability sufficient for observing, monitoring, and assessing health needs	Ability to detect monitoring device alarms and other emergency signals. Ability to discern sounds and cries for help. Ability to observe client's condition and responses to treatments. Ability to collect information through listening, seeing, smelling, and observation and respond appropriately. Ability to detect foul odors, smoke, changes in skin temperature, skin texture, edema, and other anatomical abnormalities and assess patient's needs. Possess auditory acuity to hear a patient or healthcare team members talk in a normal range with or without hearing devices.
Observation	Ability to sufficiently make observations in a health care environment, consistent with program competencies	Accurate interpretation of information obtained from digital, analog, and waveform diagnostic tools such as temperatures, blood pressures, and cardiac rhythms as well as diagnostic tools. Observation and interpretation of the following: client's heart and body sounds, body language; the color of wounds, drainage, urine, feces, expectoration; sensitivity to heat, cold, pain, and pressure; and signs and symptoms of disease, pain, and infection. Assess the condition of a patient by having vision with or without corrective lenses. Initiate proper emergency care protocols, including CPR.
Tactile Sense	Tactile ability sufficient for physical assessment	Ability to palpate in physical examinations and various therapeutic interventions. To detect temperature changes, feel vibrations (pulses).

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