COLLEGE OF DUPAGE

Surgical Technology
Associate of Applied Science Degree or Entry Certificate*

Program Admissions Packet
2019 Class

NOTE: The Surgical Technology Program is undergoing revisions. Please monitor this program admission packet for updates and/or modifications.

Deadline: August 15, 2018 at 5 pm

*NOTE: As of 2019, it will be required that all students complete an Associate in Applied Science Degree for the Surgical Technology program. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is mandating that all surgical technology programs become a mandatory AAS degree program by 2021. This means that all pre-requisites and general education requirements will need to be completed prior to program acceptance beginning with the class of January 2019.

Note: Please see specific program registration or admission packets for detailed information on when to begin completing health requirements, drug tests, CPR, criminal background checks and proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. Funds paid to Edward Corporate Health or to a personal health care provider/source, CastleBranch.com, insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course(s) are not successfully completed.

Students are not accepted into this program until they receive an official acceptance letter from the Office of Admissions & Outreach.
Dear Applicant,

Thank you for your interest in the College of DuPage Surgical Technology program. Enclosed you will find an admissions packet which should answer most of your questions. If you have any additional questions, please feel free to contact either Esperanza “Ranzie” Wilson at franadae@cod.edu and/or (630)942-2516. For more information and resource links, visit www.cod.edu/surgtech.

Sincerely,

Esperanza “Ranzie” Wilson, CST, BSinED
Surgical Technology
Program Coordinator
www.cod.edu/surgtech
An Overview
The Surgical Technology certificate program (moving towards mandatory Associates of Applied Science in 2019) is an intensive one-year, three-semester curriculum with classroom, lab, and clinical experiences scheduled Mondays to Fridays, 7 a.m. to 2 p.m. Some clinical assignments may be from 6:45 a.m. to 3:30 p.m., in which case, class time will then be shortened. Students are required to have their own transportation to clinical sites. Clinical sites are assigned to meet the needs of both the students and the program. The assignments are the decision of the program coordinator. The number of applicants admitted to the CST program is limited by the availability of clinical sites and may vary year to year. To be considered for admission, applicants must complete the minimum prerequisites listed in the packet. Selection for admission is competitive and is determined by a point system based on categories such as prerequisites, quality of written goal letters, previous college degree, and successful completion of the SURGT 1111 class with a B or higher:


The Commission on Accreditation of Allied Health Education Programs (www.caahep.org/) (727) 210-2350, accredits the Surgical Technology program offered at College of DuPage. College of DuPage is accredited by the North Central Association of Colleges and Schools (NCA-HLC), The Higher Learning Commission.

Students are expected to comply with the rules, regulations and procedures of College of DuPage and the affiliated clinical hospital sites. Non-compliance with rules, regulations and procedures is a basis for dismissal from the program. The Health and Sciences Program Standards for Professional Conduct is available upon request and will be presented to the students upon their acceptance into the program.

Laboratory Skills, Competencies and Exams
This Program has mandatory lab skills, competencies, and exams that must be passed prior to going to clinicals. If the student does not pass these, then the student will be asked to withdraw from the program.

Program Information Disclaimer
This Program information is published for that purpose only; however, the information in this packet is not to be regarded as an irrevocable contract between the student and the Program. The Program reserves the right to change, at any time, without notice, graduation requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in this Program information packet in accordance with College of DuPage policies and procedures.

Student Email Policy
College of DuPage will send all official communications to you through your official COD email (dupage.edu). You will no longer be able to use a preferred email account. You do have the option to forward these communications to a personal email account if you wish.

Check your COD email weekly for important information like:

- Official COD communications
- Financial aid communications
- Petition to graduate
- Transfer credit evaluation
- Prerequisite proof Sensitive
- FERPA-related communications
- Transcript order
- Important messages from instructors

For more information on the student email policy go to: http://www.cod.edu/academics/email.aspx
Non-Discrimination Policy:
The College prohibits discrimination in its admissions, employment, and educational programs or activities on the basis of race, color, sex, religion, creed, national origin, age, ancestry, marital status, sexual orientation, gender identity and expression, arrest record, military status or unfavorable military discharge, citizenship status, and physical or mental disability. The College will protect an individual’s right to express their viewpoint or opinion, so long as it does not violate State or Federal law and is not detrimental to the College.

This Policy against discrimination applies throughout all College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.

Procedures to facilitate the College’s prohibition of discrimination will be promulgated consistent with the Policy. (Board Policy 20-5).

Criminal Background Check Information
All students will have to complete a NEW Background Check, regardless of when you may have completed the Central Sterile Processing program.

All health care workers and student health care workers are required to undergo a criminal background check in order to work in a clinical setting. A student with a positive background check containing disqualifying conditions as defined by Federal and State law will not be allowed to enter the clinical portion of the program. A student with a positive background check containing disqualifying conditions as defined by Illinois State Law (225ILCS46/25) and 77 Ill Adm. Code 955 Section 955.160 will not be allowed to enter the clinical portion of this program, thus preventing the student from obtaining mandated certification and/or licensure.

NOTE: You may have been convicted and not sent to jail. People are often fined or given probation or conditional discharge rather than jail time, but these are still considered convictions. If you are unsure as to whether an arrest resulted in a conviction, contact the county in which you were arrested and speak to a representative in the Circuit Clerk’s office, State’s Attorney’s office or your attorney.
**Statement of Health**

Please do not complete these requirements until you are instructed to do so. Once accepted, the health requirements must be completed prior to clinical start dates. Students will need to ensure that all of health requirements, Background Check, and Drug Test are up to date. You will need to complete an updated Chart Review through Edward Corporate Health. You will need to upload your updated health records to your CastleBranch.com Profile account. Please see the health requirement packet. Students with chronic medical problems or physical limitations, such as back or knee problems, must have these conditions specifically addressed on the forms, including any restrictions and current medications the student is required to take for health maintenance. For all students, the physician must indicate whether the student’s health status will allow them to safely pursue the educational objectives of the program to which they have applied and/or have registered. The health examination and vaccinations are completed at the student's expense.

If applicants do not submit the necessary paperwork, do not obtain the required examinations and vaccinations, and/or are unable to obtain clearance to participate in all the program’s clinical activities, without restrictions and/or precautions, they may be considered ineligible for the program and can be withdrawn from the program courses in which they are registered.

**Mandatory Drug Testing: Policy and Procedures**

Health Career students with direct patient contact must be drug-tested annually prior to clinical experience in every program at the student’s expense. All students will need to complete a drug test through CastleBranch.com regardless of when you completed Central Sterile Processing.

**Statement on Medical Care and Health Insurance**

Students are responsible for their own medical care and health insurance while in the program. Students must possess health care insurance in order to train at the clinical affiliate. The student is responsible for any costs that may be incurred related to personal injuries he/she may acquire while performing activities at the clinical affiliate. The affiliating clinical facility and/or College of DuPage cannot be held liable for such injuries. Please visit the Center for Access and Accommodation website for additional details.

Students are required to provide evidence of current health insurance coverage. Please follow specific guidelines as instructed for submitting proof of insurance.

**Statement on Medical Malpractice Insurance**

Malpractice insurance is required and is included in the clinical education tuition costs on an annual basis. That is, the cost of the insurance is included with the tuition costs for SURGT 1101. Students must be officially registered and listed on the instructor's class roster to be covered by the malpractice insurance.

**Citizenship/Visa Status**

If you are not a U.S. citizen or a permanent resident of the U.S., and if you have any questions or concerns regarding your eligibility to participate in health sciences programs, please contact the International Student Office, SSC 2225, (630) 243-3328, e-mail: intlstdt@cod.edu.

Qualified applicants will be considered out-of-district in the admissions ranking process if they are not a:

- U.S. citizens
- Permanent residents

**Program Admission Preference**

Preference in admission is given to residents of District 502 who meet the stated minimum acceptance criteria for the program. Priority for admissions are a) In-district applicants; b) Out-of-district applicants working full-time in-district (proof of in-district employment will be required each semester); and c) Out-of-district applicants including those students with a joint or chargeback agreement and International students.
Standard Skills in Health Career Programs

To participate in any Health Career program at College of DuPage that has a direct patient care or clinical education component, applicants must possess additional non-academic skills. These occupational standards are consistent with the duties of the entry-level professional in that field and are set by the individual program. These skills, which protect the health and well-being of patients, may include but are not limited to the ability to:

- Lift, push, pull and/or carry greater than 100 pounds
- Lift and transfer patients to and from wheelchairs, stretchers, beds and imaging tables
- Move, adjust and manipulate equipment
- Position patients for exams
- Respond appropriately to sounds such as the patient's voice and movements at a normal conversational volume
- Respond appropriately to equipment signals such as sound and light
- Manipulate the necessary hospital equipment for patient care such as dials, switches, push buttons & keyboards
- Perform for a prolonged period without breaks in a typical shift of eight hours
- Communicate orally and in writing with patients, doctors and other personnel clearly and effectively, and have the ability to follow verbal and written directions

In the surgical technology profession you may be exposed to fumes, chemicals, cold, noise, radiation, blood/body fluids and infectious diseases. Students who do not meet these standards may be considered ineligible for a program and can be withdrawn from all program classes. If you are unsure whether you can meet these requirements, you are advised to consult an adviser, counselor or member of the program faculty to discuss the situation, and/or schedule an appointment with your physician prior to applying to the program or enrolling for classes.
Admissions Checklist

Students must complete the following Admissions Check List and all Program Entrance Requirements to be considered for admission to the Surgical Technology program. EACH OF THESE STEPS MUST BE COMPLETED BY THE DEADLINE DATE. Submitting an application to this program does not guarantee program acceptance. Requests for admission are not automatically carried over to the following year. Applicants who were not accepted for the year in which they originally applied are asked to pay the $50 non-refundable application fee, submit a new application and attend the mandatory advising session for the year in which they are applying.

NOTE: Admission Committees for all Health Science programs has the right to deny admission to any applicant that they feel is unable to fulfill these essential functions as described.

It is the applicant’s responsibility to ensure that all material listed below have been completed and received by the Admissions & Outreach Office, SSC 2207 or hsadmissions@cod.edu by 5 pm on August 15, 2018.

Selection is based upon a numerical system based on a rubric, found at the end of this packet.

_____ 1. Attend a mandatory Central Sterile Processing Distribution (CSPD) & Operating Room Patient Care Technician (ORPCT) advising session. View upcoming session dates and times and please make sure to RSVP for your session to secure your spot using the directions provided. Proof of Identification (Picture ID) at advising session is mandatory to receive credit for attendance and must be presented along with the Health Sciences Inquiry Card. It is required that an applicant attend an advising session within a 12-month period prior to the application deadline.

AND

Attend a mandatory Surgical Technology Advising Session. It is highly suggested that one has already attended a Central Sterile Processing Distribution (CSPD) & Operating Room Patient Care Technician (ORPCT) advising session prior to the Surgical Technology Advising Session due to the fact that CSPD and ORPCT programs are pre-requisite programs to Surgical Technology.

_____ 2. Complete the College of DuPage General Admissions Application online. There is a non-refundable $20 general admission fee due upon submission. If you have previously submitted the General Admission Application or attended College of DuPage, you can omit this step. This application is for general admissions to College of DuPage only; it is not an application to the Surgical Technology certificate or degree program.

_____ 3. To ensure that all of your eligible credits are evaluated towards the admission requirements turn in all official Transcripts from any schools that you have attended. Please follow the steps listed below:

Submit your official transcript(s). Contact your previous institution(s) to order an official copy of your transcript to be sent to the College of DuPage, Office of Student Records, 425 Fawell Blvd, SRC 2150, Glen Ellyn, IL 60137-6599. If College of DuPage is the only institution you have attended you do not need to request official transcripts.

Verify receipt of your transcript(s). Login to your myACCESS account, click on ‘myACCESS for Students’, then select ‘My Profile’. The receipt status of your transcript will be listed under ‘Transcript Institutions’.

NOTE: If you have an international transcript from high school or college, it must be evaluated by EDUCATIONAL CREDENTIAL EVALUATORS, Inc. Forms may be obtained from www.ece.org

_____ 4. Please have your 7-digit Student ID # ready and complete the online Health Sciences Application. Select Surgical Technology Certificate or Degree when asked “which Health Sciences program are you applying to?” and Spring 2019 as your “anticipated entry term”.

NOTE: You can only submit the application online and must pay a $50 non-refundable application fee by credit card. If you do not have a credit card, you can purchase a prepaid credit card from your local retailer. Be sure you have selected the correct entry term and program. Once your term is selected and application submitted, you may not change this without submitting a new application and paying another $50 non-refundable application fee. If you previously applied to the Surgical Technology program, you will need to complete this step again and pay another $50 non-refundable fee to be considered for this admissions cycle.
5. Complete the **College of DuPage Residency Verification form** by providing 2 proofs of residency to the Office of Student Registration Services, Student Services Center (SSC) Room 2221 by the program application deadline date. **Note:** If 2 proofs of residency have not been submitted to Registration by the program application deadline date, the applicant will not be considered for admission.

**Please note:** Separate Residency Verification Forms must be submitted for each program application.

6. Submit two (2) **Recommendation Forms** (see enclosed required forms at end of this packet), from individuals who can attest to the applicant’s work and/or academic ability. Forms completed by friends or relatives of the applicant are unacceptable. They also CANNOT be completed by any faculty member within Surgical Technology/Perioperative programs here at the College of DuPage. The enclosed form must be used according to the instructions on the form.

   1. One form **must** be completed by one of the applicant’s college-level instructors. They CANNOT be completed by any faculty member within Surgical Technology/Perioperative programs here at the College of DuPage. Please place the completed form in a sealed envelope, sign your name across the seal and mail to:
      College of DuPage Office of Admissions & Outreach, SSC 2207, 425 Fawell Blvd, Glen Ellyn, IL 60137-6599
      OR send via email from Evaluator’s email address only and send via email to hsadmissions@cod.edu.

   2. One form **must** be completed by ANY current or your most recent employer, supervisor, or can also be from a manager at a clinical site/hospital, who is not an affiliated instructor of the College of DuPage. Please place the completed form in a sealed envelope, sign your name across the seal and mail to:
      College of DuPage Office of Admissions & Outreach, SSC 2207, 425 Fawell Blvd, Glen Ellyn, IL 60137-6599
      OR send via email from Evaluator’s email address only and send via email to hsadmissions@cod.edu.

7. All 3 pre-requisite courses must be completed by the program application deadline date.

   - □ **SURGT 1000:** Ethics in Health Care
   - □ **ORPCT 1001:** OR Patient Care Tech
   - □ **SURGT 1111** or **CSPD 1111:** Central Processing Distribution Technician
     - □ **OR**
     - □ Submission of Certification Board for Sterile Processing & Distribution (CBSPD) or International Association of Healthcare Central Service Material Management (IAHCSMM) Certification to College of DuPage Office of Admissions & Outreach by emailing hsadmissions@cod.edu.

If not completed at College of DuPage, official transcripts must document that the above pre-requisite courses were completed with a grade of “C” or better. All prerequisites must be done by application deadline date.

8. A minimum of 3 General Education Required Categories towards completion of the Associates in Applied Science Degree. See below list of required courses. Points will be given on the scoring rubric for each course requirement met. In order to achieve the category completion, the minimum credit hours are required within each category. For example, if you have completed 2 credits under “communication” you will NOT receive merit points. If you receive 6 credit hours for communication, you will receive the full merit point under that category.

As of 2019, it will be required that all students complete an Associate in Applied Science Degree for the Surgical Technology program. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is mandating that all surgical technology programs become a mandatory AAS degree program by 2021. This means that all pre-
requisites and general education requirements will need to be completed prior to program acceptance beginning with the class of January 2019.

**General Education Required Categories**

<table>
<thead>
<tr>
<th>Category</th>
<th>Minimum credit hours required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications:</td>
<td>6 credits</td>
</tr>
<tr>
<td>Humanities:</td>
<td>3 credits</td>
</tr>
<tr>
<td>Mathematics:</td>
<td>3-5 credits</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>3 credits</td>
</tr>
<tr>
<td>Global/Multicultural Studies or Contemp. Life Skills</td>
<td>3 credits</td>
</tr>
<tr>
<td>Physical and Life Sciences</td>
<td>4-8 credits</td>
</tr>
</tbody>
</table>

8. Completion of the college’s placement tests in Reading and Writing and score in Category One. The Reading & Writing placement test is required for **ALL** applicants.

**Placement test taken prior to April 2016: (E-write test is NOT accepted)**

You must complete the COMPASS Reading and Writing placement test and score Category One on both.

**Placement test taken after April 2016:**

You must complete the ACCUPLACER placement tests. You must complete the ACCUPLACER Reading Comprehension and ACCUPLACER Writing Sentence Skills and score Category One on both.

**For ESL students:**

**Placement test taken prior to April 2016:**

You must complete the ESL COMPASS Reading and Writing placement test and score Category One on both. Students will also need to complete the ESL ACCUPLACER Listening test and score 102 or higher.

**Placement test taken after April 2016:**

You must achieve a score of 102 or higher on each of the following in order to be eligible for admission:

- ESL ACCUPLACER Reading Skills
- ESL ACCUPLACER Sentence Meaning
- ESL ACCUPLACER Language Use
- ESL ACCUPLACER Listening

**NOTE:** Students who are officially accepted into the Surgical Technology program will be directed to pay a $100 Health Deposit with the Cashier’s Office. Your acceptance letter will provide you with additional details.

“All application documents delivered to the College of DuPage pertaining to a health sciences admissions file become the property of the College of DuPage and will not be returned to applicants. This includes but is not limited to transcripts, letters of recommendation, clinical evaluation forms or outside test reports.”

Candidates will be notified by letter of admission prior to October or the mandatory meeting date. Candidates accepted will have to attend a mandatory meeting in October, date and time, TBA. If accepted, candidates who are offered admission into the program must accept in writing within 14 days of notification to RESERVE their place in the class. Please do **not** begin completing your health requirements until after the mandatory orientation meeting in the Fall; otherwise, you may need to complete them twice.

Requests for admission are **not** automatically carried over to the following cycle. Applicants who were not accepted for the cycle in which they originally applied are asked to pay the $50 non-refundable Health Science application fee and submit any/all supporting documents as listed on the Admissions Checklist of the Application Packet requirements (if applicable).
Section A: Must Be Completed By Applicant

Applicant’s Name: ________________________________________________

Street Address: ______________________________________________

City: _________________________________ State: _____________ Zip Code: ____________

Applicant’s E-mail Address: ____________________________________________

The Family Educational Rights and Privacy Act (PL 93-380) allows a candidate to waive his/her rights of access to recommendations written on his/her behalf if the recommendation is used solely for the purpose of admission. You are not required to waive access. Under the legislation, you have the option of signing a waiver.

Check one and sign:

 _____ I waive my right of access to this recommendation

 _____ I do not waive my right of access to this recommendation

Applicant’s Signature: ________________________________________________

*Note to Applicant: Please provide the evaluator with an envelope addressed to the College of DuPage Office of Admissions & Outreach. The evaluator will mail the form directly to the College of DuPage.

Section B: Must be completed by the Evaluator. Please proceed only if Section A has been completed and signed by the applicant.

The above individual is applying for admission to the Surgical Technology Program. The Surgical Technology program requires the completion of two (2) recommendation forms. One (1) must be completed by a college-level instructor of the applicant (they CANNOT be completed by a member of the Surgical Technology/Perioperative programs here at the College of DuPage) and the second (2) must be completed by ANY current or most recent employer, supervisor, or manager at a clinical site/hospital, who is NOT affiliated with College of DuPage. Recommendation forms completed by friends or relatives of the applicant are unacceptable. Please rate the applicant on the following characteristics by checking the appropriate boxes.

<table>
<thead>
<tr>
<th>5</th>
<th>4</th>
<th>3</th>
<th>0</th>
<th>0</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>Excellent</td>
<td>Good</td>
<td>Fair</td>
<td>Poor</td>
<td>Unable to Assess</td>
</tr>
</tbody>
</table>

Academic Ability

Clinical Ability

Written Language Skills

Oral Language Skills

Maturity

Respect for Others

Motivation

Dependability

Punctuality

Critical Thinking

Kinesthetic Awareness

Leadership

(Please rate the applicant on the following characteristics by checking the appropriate boxes.)
How long have you known the applicant? __________________________________________

What is your relationship to the applicant? (i.e. instructor, clinical supervisor) ________________________

How well do you know the applicant? (Please check one)  
_____ very well  
_____ fairly well  
_____ not very well

What do you feel are the applicant’s strengths?

What do you feel are the applicant’s weaknesses?

Summary of Recommendation (please check one)  
_____ Recommend as outstanding  
_____ Recommend very highly  
_____ Recommend  
_____ Recommend with reservation  
_____ Do not recommend

Name of person completing this form: ___________________________ Date: ____________

Signature: ____________________________________________

Title: ____________________________________________

Institution or Facility: ____________________________________________

Address: ____________________________________________

Phone: ____________________________

Please place the completed form in an envelope, seal the envelope, sign your name across the seal and mail to:

College of DuPage Office of Admissions & Outreach  
SSC 2207  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  

OR

send via email from Evaluator’s email address only to hsadmissions@cod.edu.

(Page 2 of 2)
College of DuPage Surgical Technology Program
Student Recommendation Form (Due: August 15, 2018 at 5pm)

**Section A: Must Be Completed By Applicant**

Applicant’s Name: ________________________________________________________________

Street Address: ________________________________________________________________

City: _________________________________ State: _____________ Zip Code: ____________

Applicant’s E-mail Address: ____________________________________________

The Family Educational Rights and Privacy Act (PL 93-380) allows a candidate to waive his/her rights of access to recommendations written on his/her behalf if the recommendation is used solely for the purpose of admission. You are not required to waive access. Under the legislation, you have the option of signing a waiver.

Check one and sign:  

_____ I waive my right of access to this recommendation  

_____ I do not waive my right of access to this recommendation

Applicant’s Signature: ________________________________________________

*Note to Applicant: Please provide the evaluator with an envelope addressed to the College of DuPage Office of Admissions & Outreach. The evaluator will mail the form directly to the College of DuPage.

**Section B: Must be completed by the Evaluator. Please proceed only if Section A has been completed and signed by the applicant.**

The above individual is applying for admission to the Surgical Technology Program. The Surgical Technology program requires the completion of two (2) recommendation forms. One (1) must be completed by a college-level instructor of the applicant (they CANNOT be completed by a member of the Surgical Technology/Perioperative programs here at the College of DuPage) and the second (2) must be completed by ANY current or most recent employer, supervisor, or manager at a clinical site/hospital, who is NOT affiliated with College of DuPage. Recommendation forms completed by friends or relatives of the applicant are unacceptable. Please rate the applicant on the following characteristics by checking the appropriate boxes.

<table>
<thead>
<tr>
<th>5</th>
<th>4</th>
<th>3</th>
<th>0</th>
<th>0</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>Excellent</td>
<td>Good</td>
<td>Fair</td>
<td>Poor</td>
<td>Unable to Assess</td>
</tr>
</tbody>
</table>

Academic Ability

Clinical Ability

Written Language Skills

Oral Language Skills

Maturity

Respect for Others

Motivation

Dependability

Punctuality

Critical Thinking

Kinesthetic Awareness

Leadership

(Page 1 of 2)
How long have you known the applicant?

_________________________________________________________

What is your relationship to the applicant? (i.e. instructor, clinical supervisor) ________________________________

How well do you know the applicant? (Please check one)  
  ____ very well  
  ____ fairly well  
  ____ not very well

What do you feel are the applicant’s strengths?

What do you feel are the applicant’s weaknesses?

Summary of Recommendation (please check one)
  ____ Recommend as outstanding
  ____ Recommend very highly
  ____ Recommend
  ____ Recommend with reservation
  ____ Do not recommend

Name of person completing this form: ___________________________  Date: __________

    Signature: _____________________________________________

    Title: ________________________________________________

Institution or Facility: ____________________________________________

Address: ____________________________________________________

Phone: ___________________________

Please place the completed form in an envelope, seal the envelope, sign your name across the seal and mail to:

College of DuPage Office of Admissions & Outreach
SSC 2207
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599

OR

send via email from Evaluator’s email address only to hsadmissions@cod.edu.
Pre-requisite Courses
(Must be completed prior to application deadline)

Surgical Technology Pre-Requisite Required Classes: Must be no more than 5 years old

SURGT 1000    Ethics in Healthcare                4 credit hours
CSPD 1111     Sterile Processing Distribution Technician  4 credit hours
(or SURGT 1111)
ORPCT 1001    Operating Patient Care Tech             4 credit hours

Total: 12 credit hours

Surgical Technology Program Classes (after acceptance)

Surgical Technology Program Classes: Spring Semester
SURGT 1101    Surgical Technology Concepts I         13 credit hours

Total: 13 credit hours

Surgical Technology Program Classes: Summer Semester
SURGT 1102    Surgical Technology Concepts II        8 credit hours

Total: 8 credit hours

Surgical Technology Program Classes: Fall Semester
SURGT 1103    Surgical Technology Concepts III       14 credit hours

Total: 14 credit hours

Please see the following link to the Student Planning Worksheet for the Associate in Applied Science Degree for details.
http://www.cod.edu/counseling/pdf/student_planning/student_planning_aas_current.pdf

General Education Required Categories

  Communications: 6 credits
  Humanities: 3 credits
  Mathematics: 3-5 credits
  Social and Behavioral Sciences 3 credits
  Global/Multicultural Studies or Contemp. Life Skills 3 credits
  Physical and Life Sciences 4-8 credits
# Surgical Technology Admission Rubric

*(Subject to Change)*

For your reference only; admissions committee completes this form. Do not fill out and submit.

<table>
<thead>
<tr>
<th>Area</th>
<th>Requirement</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising Session</td>
<td>Must attend Surgical Technology advising session within a 12 month period of the application deadline date</td>
<td>Yes or No</td>
</tr>
<tr>
<td>Residency Verification Form</td>
<td>Submit Residency Verification Form to the Registration Office</td>
<td>Yes or No</td>
</tr>
<tr>
<td>Placement tests in Reading &amp; Writing</td>
<td>Must score in Category One for both tests. The Reading &amp; Writing placement tests are required for <strong>ALL</strong> applicants</td>
<td>Category One: Reading = Yes or No, Category One: Writing = Yes or No, For ESL Students: Scored 102 or higher on all sections listed on page 9 = Yes or No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area</th>
<th>Rubric</th>
<th>Score Range</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Course (must be completed by program deadline date)</td>
<td>Letter grade of below course (Scale A)</td>
<td>Scale A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. SURGT/CSPD 1111</td>
<td>A = 4 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>B = 3 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C = 2 points</td>
<td></td>
</tr>
<tr>
<td>Required Course (must be completed by program deadline date)</td>
<td>Letter grade of below course (Scale A)</td>
<td>Scale A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. SURGT 1000</td>
<td>A = 4 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>B = 3 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C = 2 points</td>
<td></td>
</tr>
<tr>
<td>Required Course (must be completed by program deadline date)</td>
<td>Letter grade of below course (Scale A)</td>
<td>Scale A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. ORPCT 1001</td>
<td>A = 4 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>B = 3 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C = 2 points</td>
<td></td>
</tr>
<tr>
<td>SURGT 1111 Disciplinary Action</td>
<td>• Two attendance infractions = (-) 1 point</td>
<td>(-) 1 point to (-) 4 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Five points or less received for disciplinary action = (-) 2 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Six points or more received for disciplinary action = (-) 4 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ORPCT 1001 Disciplinary Action</td>
<td>• Two attendance infractions = (-) 1 point</td>
<td>(-) 1 point to (-) 4 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Five points or less received for disciplinary action = (-) 2 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Six points or more received for disciplinary action = (-) 4 points</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Every COMPLETED category would receive 1 point. Max amount of
## General Education Required Categories (Minimum of 3 categories completed)

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Credits (Minimum Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1:</td>
<td><strong>Communications:</strong></td>
<td>6 credits</td>
</tr>
<tr>
<td>Category 2:</td>
<td><strong>Humanities:</strong></td>
<td>3 credits</td>
</tr>
<tr>
<td>Category 3:</td>
<td><strong>Mathematics:</strong></td>
<td>3-5 credits</td>
</tr>
<tr>
<td>Category 4:</td>
<td><strong>Social &amp; Behavioral Sciences:</strong></td>
<td>3 credits</td>
</tr>
<tr>
<td>Category 5:</td>
<td><strong>Global/Multicultural Studies or Contemp. Life Skills</strong></td>
<td>3 credits</td>
</tr>
<tr>
<td>Category 6:</td>
<td><strong>Physical and Life Sciences</strong></td>
<td>4-8 credits</td>
</tr>
</tbody>
</table>

### NOTE:
In order to achieve the category completion, the **minimum** credit hours are required within each category. For example, if you have completed 2 credits under “communication” you will NOT receive merit points. If you have completed 6 credit hours for communication, you will receive 1 (one) full merit point under that category.

### Recommendation Form

#### Scale A

- **Outstanding** = 5 points
- **Very Highly Recommend** = 4 points
- **Recommend** = 3 points
- **With Reservations** = 0 points
- **Do not recommend** = 0 points

#### Recommendation Form 1

- Recommendation Form 1 (academic) (Scale A)
  - Score: ______

#### Recommendation Form 2

- Recommendation Form 2 (employer/supervisor) (Scale A)
  - Score: ______

#### Total Score

- Possible 0 – 10 points
- Re-applicant: 1 points

### Tie Breaker

In the event of a tie breaker, the following considerations will be made in the selection process:
- Interviews will be conducted

### Total maximum merit evaluation points are 29.
Must score a minimum of 18 points to be eligible for admission. All applicants will be ranked on the merit evaluation. Final acceptance decisions are made by the Admissions’ Committee.