

2017 Surgical Technology Degree Program (SUR) Admission Requirements

The information in this document is not designed to be a contractual agreement with an applicant. The program reserves the right to change without notice such things as program admission or completion requirements, costs and curriculum as needed and in accordance with Harper College policy.

Important Dates

2017 Surgical Technology Application Dates.....**May 15, 2017 – August 1, 2017**

August 1, 2017 is the application deadline; check the program web site for information on the application status.

Attend an Information Meeting

- Learn more about the surgical technology career and the Harper curriculum, admission standards and program participation requirements.
- Check the Harper web site at www.harpercollege.edu for the “in-person” meeting schedule, and reserve your seat online.

Submit College Application and Fee

- If you have not previously applied to the College, this is your next step.
- This application and fee can be submitted online or in person.

Submit the Program Application with a Valid National League for Nursing (NLN) Pre-Admission RN Exam Score Report

- Submit your Surgical Technology application to the Health Careers Division Office, Avanté Center, Room X250, within the time frame indicated above. Your **Harper College Application** must already be on file, and you must attach a valid copy of your **NLN Pre Admission RN Exam** results showing that all minimums have been satisfied in order for your Surgical Technology application to be accepted.

Valid NLN Pre-Admission RN Exam Report – You must satisfy **each** of the minimum percentile scores:

<i>Minimum Score</i>	<i>NLN Score Reports prior to April 1, 2016</i>	<i>NLN Score Reports after April 1, 2016</i>
Composite: 60 th percentile or higher	The Composite Percentile can be identified by converting the ' overall score ' listed on your score report using the ' Composite Score to Composite Percentile Conversion Table'.	Your percentile scores are in the section titled "RN Program Applicants". Look for the "RN Percentile Rank" column
Verbal: 40 th percentile or higher	Verbal, Math and Science Percentiles will be used from the ' Relative Performance ' column listed on your score report.	
Science: 40 th percentile or higher		
Math: 40 th percentile or higher		

- You can access information on NLN Pre-Admission RN Exam registration and payment steps from the Testing Center web site. Go to harpercollege.edu; click on **Academics**; scroll down to **Assessment and Testing Center**; then click on **Limited Enrollment (NLN Entrance Exam)**.
- Scores from an NLN Pre-Admission RN Test are valid for three years. (Refer to the chart later in this document for detailed information regarding expiration dates.)
- For details on how to interpret your NLN score report, please refer to the program web site.
- Resources for test preparation include the [Review Guide for NLN-RN Pre-entrance Exam, Third Edition](#) available at the HarperStore, online and through retail bookstores; a course offered through Harper's Continuing Education division titled: NLN Pre-Entrance Exam Preparation; and McGraw-Hill's NLN PAX-RN Prep app. Other test preparation tools that have been suggested include Magoosh, Learning Express and study guides for the ACT or SAT.
- **NLN Scores must be from testing completed after January 1, 2014.**

Submit Additional Documentation

Note: Official documents are those sent directly from the institution to Harper College.

Official High School Transcript OR GED Results – The final high school transcript must have the graduation date posted; the GED report must show passing scores.

- Applicants who have completed high school in another country need to submit a document-to-document evaluation of their high school transcript completed by Educational Credential Evaluators, INC (ECE) www.ece.org or World Education Services (WES) www.wes.org stating **U.S. Equivalence: High school diploma**.
- This high school transcript requirement can be waived if official documentation is provided demonstrating completion of the equivalent of a U.S. associate or higher degree.

Official College Transcripts – You will need to submit transcripts from other colleges attended if the document(s) show completion of courses you think may fulfill course admission requirements or support course work applicable to the Harper College Surgical Technology Program.

- Foreign college transcripts must first be evaluated by World Education Services (wes.org) or Educational Credential Evaluators, INC (ece.org). A copy of the completed course-by-course WES or ECE evaluation must be submitted to the Harper College One Stop Center, Building A, Room A250.
- To learn if/how credits from other colleges will transfer to Harper, applicants must complete the evaluation request form available online at harpercollege.edu (Harper does not charge for this service.)

Academic Prerequisites

Harper Grade Point Average

- Current or previously enrolled Harper students must have a minimum 2.0 grade point average.

English Composition - ENG 101 at Harper College, or the equivalent from another college (as determined by the Harper College transcript evaluation).

- Must be completed with a grade of C or better.
- There is no expiration date on the English Composition course requirement.

Human Anatomy - BIO 160 at Harper College, or the equivalent from another college (as determined by the Harper College transcript evaluation).

- Must be completed with a grade of C or better.
- There is a five-year time limit on the Human Anatomy course requirement. Refer to the chart following this section for details on expiration dates.

Human Physiology - BIO 161 at Harper College, or the equivalent from another college (as determined by the Harper College transcript evaluation).

- Must be completed with a grade of C or better.
- There is a five-year time limit on the Human Physiology course requirement. Refer to the chart following this section for details on expiration dates.

Medical Terminology – HSC 112 at Harper College, or the equivalent from another college (as determined by the Harper College transcript evaluation).

- Must be completed with a grade of C or better.
- There is no expiration date on the Medical Terminology course requirement.

Mathematics – MTH 101 or MTH 103 or higher level math, or the equivalent from another college (as determined by the Harper College transcript evaluation).

- Any course used to satisfy the mathematics course requirement must be completed with a grade of C or better.
- There is no expiration date on the mathematics course requirement.

Admission Decisions

- The admission selection committee will meet as soon as possible following the application deadline to make admission decisions for those who have applied by deadline. All prospective applicants who have submitted their applications by the deadline will be reviewed by the committee.
- Ranking scores will be calculated based on a point system with a maximum of 100 points; **no points will be added to an admission score for coursework completed after the application deadline.** You can calculate your ranking score based on the following chart:

Factor	0 points	5 points	10 points	15 points	20 points
NLN Composite Percentile	60 – 69		70 – 79	80 – 89	90 – 99
NLN Verbal Percentile	40 – 49		50 – 69	70 – 89	90 – 99
BIO 160	C			B	A
BIO 161	C			B	A
HSC 112	C			B	A

- Admission decisions will be based on the scores represented by the applicant pool.
 - A minimum score for admission will be determined, and only those applicants whose ranking scores are at or above that minimum will be considered for admission.
 - If there are more applicants who meet the minimum score than space available, the following will factor into the admission decision process:
 - Permanent residents of the Harper district and residents of community college districts that do not offer a Surgical Technology degree program and are members of the CAREER consortium; who have satisfied the minimum admission score and who have applied by the application deadline will be admitted in ranking score order before any out-of-district applicants.
 - Residency is determined by the Registrar's Office; the address on record with the College as of the application deadline will be used by the admission selection committee. Working in district does not constitute residency.
 - Provided a program is open past the published deadline, any qualified applicant who submits an application after that date will be considered after all qualified applicants who applied by deadline. Applications will continue to be accepted until the program is closed. Check the web site for information on the application status.
 - Depending on the number of qualified applicants eligible for admission when admission decisions are made, it is possible that contingency offers may be extended to applicants who are in the process of completing an admission requirement (except for the NLN minimum percentiles, which must be satisfied in order to submit a program application). **When/If contingency offers are extended, the contingent requirement(s) must be satisfied within the semester in which the deadline falls.**
- It is not possible to predict what ranking score an applicant will need in order to be accepted into a limited enrollment program. However, NLN scores in the 80's and 90's and A's and B's in BIO 160 and BIO 161 make applicants more competitive in the selection process. Although satisfaction of minimum admission requirements will result in an admission decision, it does not guarantee acceptance.

Important Admission Notes

- It is the applicant's responsibility to insure that all requirements are met and all documentation is on file.
- All correspondence regarding your limited enrollment application will be emailed to your address of record at Harper College. It is your responsibility to see that your email address information is current. To update your email address (address and/or phone number), you will need to contact the One Stop Center, Building A, Room A250. (The address on record with the College as of the program deadline will be used by the admission selection committee when they determine admission decisions.)
- Applicants should be aware that it may take up to three weeks for the College to receive transcript(s) from the sending institution(s). Once the transcripts you have listed on your program application have been received, it can take another one to three weeks before you will receive your written evaluation of transfer credit in the mail. If there are courses which require departmental contact, your evaluation will require more time. Please plan accordingly.
- Applicants not accepted into the program who wish to be considered in the selection process for a future term **must attend a new information meeting and submit a new program application.**
- **Once your program application has been processed, you will be able to monitor your limited enrollment file online.** Go to harpercollege.edu and log into your **MyHarper Student Portal**; limited enrollment information can be found under the **My Academic Record** section of the **My Harper** tab.

- Qualified applicants not selected will be placed on a temporary wait list and identified as alternates. Alternate lists do not carry over from one application cycle to the next; therefore, alternates who are not admitted to a program will need to attend a new program information meeting and submit a new program application for a future program start.
- Applicants can submit an application for one limited enrollment program; however, if identified as an alternate, or if denied admission to a program, the applicant has the option of submitting an application for another open program. Once an applicant accepts an offer of admission to a program, he/she relinquishes his/her alternate status for the other program.
- A higher tuition rate—200 % of the standard tuition—is assessed for the career-specific courses in this program. The out-of-district rate for all SUR-prefixed courses is more than twice as much as the doubled in-district rate. It is very important that you make financial aid preparations well in advance of any deadlines so that you know exactly what resources are available to you.
- **Essential functions are necessary for admission and continuance in health career programs. Participants in health programs must possess certain functional abilities in order to provide safe and effective patient care. Be sure to review the essential functions—with which you will need to comply—by clicking on the “Functional Abilities” link on the Surgical Technology web page at harpercollege.edu**

HARPER COLLEGE RESOURCES

Office	Location	Phone Number
Admissions Processing for Limited Enrollment Programs Health Careers Division Office	Avanté Center, Room X250	847.925.6533
Admissions Outreach	Bldg C, Room C103	847.925.6700
Academic Advising and Counseling Services	New Students: Bldg C, Room C104	847.925.6208
	Previous or currently enrolled Harper students: Bldg I, Room I117	847.925.6393
Access and Disability Services	Bldgl, Room 103	847.925.6266
Assessment and Testing	Bldg A, Room A148	847.925.6541
Business Office	Bldg A, Room A214	847.925.6880
HarperStore	Bldg L, Room L260	847.925.6275
One Stop Center	Bldg A, Room A250	847.925.6710

Harper College is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation. Link to full official statement: <http://www.harpercollege.edu/catalog/about/comply.htm>. 05/2017