

Fall 2021 Surgical Technology Degree Program (SUR) Admission Requirements

Important Dates

2021 Surgical Technology Application Dates.....**October 1, 2020 – June 1, 2021**
June 1, 2021 is the application deadline; check the program web site for information on the application status.

Attend an Information Meeting (Mandatory)

- 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 first 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 program application by going to the SUR web page at <https://www.harpercollege.edu/academics/health/surgical-technology/admission-surgical-technologist.php> within the time frame indicated above. **If you have previously been accepted into the Surgical Technology Degree Program, you will need Coordinator approval to submit another application.** Your Harper College Application must already be on file, you must have participated in a program information meeting within the past year, and you must attach a valid copy of your **NLN Pre Admission RN Exam** results showing that all minimums have been satisfied.

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

<i>Minimum Score</i>	NLN Score Reports
Composite: 60 th percentile or higher	<p>Your percentile scores are in the section titled “RN Program Applicants”.</p> <p>Look for the “RN Percentile Rank” column</p>
Verbal: 40 th percentile or higher	
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 Harper Store, online and through retail bookstores; a course offered through Harper’s Continuing Education division titled: NLN Pre-Entrance Exam Preparation; McGraw-Hill’s NLN PAX-RN Prep app, Magoosh.com, PrepSTEP, formally the Learning Express Library (check the Harper College library for information), study guides for the ACT or SAT, youtube for vocabulary, and the Tutoring Center at Harper for math.
- **NLN Scores must be from testing completed after January 1, 2018.**
(Test dates that are close to an application deadline do tend to fill quickly, so please plan accordingly.)

Submit Additional Documentation

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

Official High School Transcript OR GED Results – You must submit the final high school transcript with the graduation date posted, or, the GED report must show passing scores. **The high school transcript requirement is mandatory.**

- 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.**

Official College Transcripts – You must submit all 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 have an official transcript from each college or university attended sent to the Admissions Processing Office immediately upon being admitted to Harper College. Official transcripts will be evaluated as they are received and students will receive an email to their Harper email account when they have been evaluated.

Program Prerequisites

Harper Grade Point Average

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

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.

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.

English Placement - can be satisfied by one of the following. (Test scores must be valid as of Fall 2020 for placement into ENG 101 without a reading co-requisite.)

- Completion of ENG 100 (or higher level English course) at Harper with a grade of C or better; **or**
- ACT English sub score of 19 or higher **AND** ACT Reading sub score of 20 or higher; **or**
- SAT Evidence-based Reading & Writing sub score of 510 or higher (from testing completed after March 2016); **or**
- Harper’s English Essay placement exam with a score of 4 or higher; **or**
- Harper’s COMPASS Writing (no longer administered) **AND** Harper’s COMPASS Reading placement exams; **or**
- Completion of the appropriate ESL courses that satisfy placement into ENG 101; **or**
- Completion of a college level English composition course (ENG 101 at Harper) with a grade of C or better.
- There is no expiration date on the English course requirement

Re-entry Permission

- If you were previously enrolled in the program to which you are planning to apply again, departmental permission is required for re-entry. Without this department approval, your file is incomplete.

Math Assessment – Demonstrate competency in Harper’s Basic Algebra or higher level math, with one of the testing or course options listed below; there is no time limit for any of the following for admission:

Note: Testing rules apply for math course registration

Testing Options	Course Options
<ul style="list-style-type: none">• ALEKS Math Placement Test Score of 30 or higher• COMPASS Algebra Placement Test Score of 35 or higher• SAT Math Score of 530 or higher (from testing completed after March 2016)• ACT Math Score of 20 or higher• Passing Score on the MTH 080 Final Exam <i>(applicable to those who tested while attending one of Harper’s partner high schools)</i>	<ul style="list-style-type: none">• Completion of Harper’s MTH 065 or higher level math (or equivalent transfer course) with a grade of “C” or better • Aligned High School Math 080 with a C or better

Please check with the Credentials Analyst for transfer credit eligibility if you are not satisfying the math requirement at Harper

The following table lists the time limits in place for 2020:

BIO 160 – HUMAN ANATOMY	Must be completed after January 1, 2016
BIO 161 – HUMAN PHYSIOLOGY*	Must be completed after January 1, 2016
NATIONAL LEAGUE FOR NURSING TEST SCORES	Must be completed after January 1, 2018

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 90 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
HSC 112	C			B	A
BIO 161*		C	A or B		

***BIO 161** is not required for admission; however, applicants who have completed this course with a C or better within the five-year time limit and before admission decisions are made, will earn additional points as indicated above.

- 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 if taken) 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 ensure 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). Official transcripts will be evaluated as they are received and students will receive an email to their Harper email account when they have been evaluated. Results can be viewed online through the student portal. Transcript evaluations may take 2–3 weeks to process. Questions about transcript evaluations can be sent to evaluation@harpercollege.edu.
- 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 **My Harper Student Portal**; limited enrollment information can be found under the **Registration and Records** section.

- 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 may submit an application for one limited enrollment program initially. If identified as an alternate, or if denied admission to that program, the applicant has the option of submitting an application for any open program. Once an applicant accepts an offer of admission to a program, any other program applications are forfeited.
- 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
Limited Enrollment Programs Health Careers Division Office	Building X, Room X250	847.925.6533
Admissions Outreach <small>(for those who have not applied to Harper)</small>	Building C, Room C103	847.925.6700
Academic Advising and Counseling Services	New Students: Building C, Room C104	847.925.6208
	Previous or currently enrolled Harper students: Building I, Room I117	847.925.6393
Access and Disability Services	Building I, Room I103	847.925.6266
Assessment and Testing	Building A, Room A148	847.925.6541
Business Office	Building A, Room A214	847.925.6880
Harper Store	Building L, Room L260	847.925.6275
One Stop Center	Building A, Room A250	847.925.6710
Registrar’s Office	Building A, Room A213	847.925.6500

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>. 05/2020