



### School of Industrial Technology

#### PROCESS TECHNOLOGY PROGRESSION REQUIREMENTS

Effective Spring 2018, students will be required to apply for progression through the Process Technology program.

#### Progression Criteria (Summary)

- Complete Process Technology progression application
- Cumulative grade point average (GPA) of 2.0 or higher
- Minimum grade of 'C' in all transitional courses or eligibility for ENGL 1010 and MATH 1100 by the end of the semester in which the application is being submitted
- Complete the Bennett Mechanical Comprehension Test®-2nd ed. (BMCT®-II) with a minimum raw score of 20
  - Pending Curriculum Review Committee (CRC) approval, the minimum score requirement will increase to 30 percentile as of October 1, 2019.
- If you have any college credits, you need to have your official transcripts sent to SOWELA as soon as possible. You must be fully admitted to SOWELA Technical Community College in order to be eligible for progression in the Process Technology program. This will require immunization records, official transcripts, etc.
- All documentation must be submitted to the School of Industrial Technology Support Coordinator by the following dates:
  - Spring consideration: October 1<sup>st</sup>
  - Summer consideration: March 1<sup>st</sup>
  - Fall consideration: July 1<sup>st</sup>

**NOTE:** Random and For Cause Drug Screening may occur for students enrolled in Process Technology courses. See detail page for additional information.

Submit application and documentation to:

- [PTECprogress@sowela.edu](mailto:PTECprogress@sowela.edu)
- Support Coordinator Regional Training Center office 408.



SCHOOL OF INDUSTRIAL TECHNOLOGY

PTEC STUDENT ADVISEMENT    SOWELA STUDENT     TRANSFER STUDENT

Name: \_\_\_\_\_ LOLA# \_\_\_\_\_

Address: \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_ Other # \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_

### REQUIREMENTS FOR PROCESS TECHNOLOGY COURSES

#### Progression Criteria (Detailed)

- Complete Process Technology progression application
- Cumulative grade point average (GPA) of 2.0 or higher
- Minimum grade of 'C' in all transitional courses or eligibility for ENGL 1010 and MATH 1100 by the end of the semester in which application is being made
- Completion of the Bennett Mechanical Comprehension Test II with a raw score of 20 or higher
  - Pending Curriculum Review Committee (CRC) approval, the minimum score requirement will increase to 30 percentile as of October 1, 2019.
  - Only two attempts will be allowed in one calendar year
  - Second attempt must be minimum of 30 days after initial attempt
  - Bennett costs \$25 per test, student responsible for fees
  - Additional information listed on page 3
- Students must have official transcripts sent to SOWELA as soon as possible and must be fully admitted to SOWELA Technical Community College in order to be eligible for progression in the Process Technology program. This will require immunization records, official transcripts etc.
- All documentation must be submitted to the School of Industrial Technology Support Coordinator by the following dates:
  - Spring consideration: October 1<sup>st</sup>
  - Summer consideration: March 1<sup>st</sup>
  - Fall consideration: July 1<sup>st</sup>
  - **NOTE:** Consideration is NOT for a first semester student. For example, if a student's first semester occurs in the fall semester, that student would be applying for 'Spring consideration' in order to continue or progress in the PTEC program.

## **First Semester Bennett Test (Bennett Mechanical Comprehension Test II)**

The Bennett Mechanical Comprehension Test®-second edition (BMCT®-II) is an assessment tool for measuring a candidate's aptitude for and ability to perceive and understand the relationship of physical forces and mechanical principles in practical situations. The BMCT®-II may be used to measure aptitude and predict performance in vocational and technical training settings, and to select candidates for mechanical, technical, engineering, and similar occupations. The BMCT®-II is a web-based test administered online and may be administered to an individual or to a small group. All items are multiple-choice.

- May only be taken twice in one calendar year.
- Second attempt must be minimum of 30 days after initial attempt
- Payment must be made through the SOWELA business office.
- Receipt of payment must be presented to the testing center to schedule the date/time to take your test.
- The current cost for the test is \$25.
- The BMCT®-II is an online timed 25 (twenty-five) minute test.
- Must have an active SOWELA student account with an L number to take the test.

## **Drug Screening**

Random and For Cause Drug Screening may occur for students enrolled in Process Technology courses. Any student may be subject to testing who is suspected of being under the influence of alcohol and/or drugs. If selected at random or for cause, the student must submit to drug testing and provide documentation to prove a successful passing of the test within 24 hours of being selected. Refusal to submit to a drug screening in any category (random, for cause) is grounds for dismissal from the program.

- Must be submitted to Support Coordinator within 24 hours
  - Weekend testing must submit documentation electronically, all others should be a physical drop off
- Student responsible for fee (usually \$25)
- Imperial Health Urgent Care Center is recommended
  - (337) 310-CARE
  - 4201 Nelson Road, Suite 100 in Lake Charles
- In-home testing will NOT be accepted. Testing must be completed through a licensed and approved company.

## **Progression Criteria**

- Student does not have to reapply once selected for full-progression into the Process Technology program.
- Students who have met all progression requirements and are waitlisted due to limited availability during the semester in which the student applied for progression will have greater consideration through the wait list for the next available semester.
- Graduation packets must be submitted to the Support Coordinator during the student's 2<sup>nd</sup> to last semester.

## **Transfer Students**

The PTEC faculty may perform an unofficial transcript evaluation. However, official transcript evaluations are performed by the Office of the Registrar at SOWELA Technical Community College. Transfer students are responsible for confirming course transfers through the Office of the Registrar and notifying PTEC Faculty of any discrepancy between the unofficial transcript(s) evaluation and the official transcript evaluation provided to the student by the Office of the Registrar.

## Dual-Enrollment Student Transfers

The School of Industrial Technology acknowledges that students in Dual-Enrollment (DE) programs are permitted to take courses identified as part of the Louisiana Jumpstart initiative prior to graduating High School and/or admission to SOWELA Technical Community College. However, DE students desiring to attend SOWELA's Process Technology program after high school graduation will be required to meet and apply for PTEC progression. These students will not be permitted any additional PTEC courses prior to progression acceptance unless under extenuating circumstances and approved by the Dean for the School of Industrial Technology.

### How to Register

An Enrollment Management Services team member can assist you in registering. Student Enrollment Management Services are located inside the Sycamore Building. Or you can visit [www.sowela.edu](http://www.sowela.edu) and enroll online.

Visit [www.sowela.edu](http://www.sowela.edu) and then "Students" Tab. Select "View Class Schedule" and view the schedule for the correct semester (you may need to change the term with the drop down menu) and note the CRN's for the courses you would like to register. You can meet with an enrollment specialist if you need step-by-step assistance. You will need to know your student ID (L number) that was issued to you when you were accepted to SOWELA.

### NOTES:

## PRIORITY COURSES (courses allowed prior to progression in the PTEC program)

### SEMESTER 1

English 0098 & 0099  
Math 0098 & 0099  
Reading 0099  
Introduction PTEC 1010  
Safety PTEC 2030

**Must have these courses to receive progression into Process Technology program**

**\*\* Only transitional courses are required to be completed prior to acceptance to the PTEC program. It is recommended that PTEC 1010 and 2030 be taken as well.**

**Courses listed below can be taken prior to entering Process Technology core courses**

### SEMESTER 2

English 1010 (English Composition)  
MATH 1100 (College Algebra)  
ITEC 1000 (Application Basics)

### Semester 3

History 2010 or 2020 (American History 1 or 2)  
English 2535 or Speech 1200 (Technical Report Writing or Speech, only 1 is required)  
Chemistry 1010 and 1011 (Chemistry and Lab, both required for PTEC program)

### Semester 4

Psychology 2010 (Introduction) or ECON 2020 (Micro) (only 1 is required)

- Grades are extremely important as your GPA will also be calculated into your application for Process Technology progression.
- Please note: Only a set number of students will be accepted as part of the Process Technology progression each semester.

SOWELA Technical Community College does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Compliance Officer – 3820 Sen. J. Bennett Johnston Ave. Lake Charles, LA 70615 – 337-421-6565 or 800-256-0483 – [complianceofficer@sowela.edu](mailto:complianceofficer@sowela.edu)

**PROCESS TECHNOLOGY CURRICULUM**

<b>Course number</b>	<b>Credit hours</b>	<b>Grade</b>	<b>Quality Credits</b>	<b>Date/Semester taken</b>
<b>Semester 1</b>				
PTEC 1010	3			
PTEC 2030	3			
ITEC 1000	3			
MATH 1100	3			
ENGL 1010	3			
<b>Semester 2</b>				
PTEC 1330	2			
PTEC 1331	2			
PTEC 2070	3			
CHEM 1010	3			
CHEM 1011	1			
PTEC 1630	2			
PTEC 1631	2			
<b>Semester 3</b>				
ECON 2020 or PSYC 2010	3			
PTEC 2420	3			
PTEC 2421	1			
HIST 2010 or 2020	3			
PTEC 2620 & 2621 (or PHSC1000 & 1100)	4			
ENGL 2535 or SPCH 1200	3			
<b>Semester 4</b>				
PTEC 2440	3			
PTEC 2630	3			
PTEC 2430	3			
PTEC 2431	1			
PTEC 2911 or 2912	3			
<b>GPA</b>				

**Bennett Score:** \_\_\_\_\_

**Overall GPA:** \_\_\_\_\_

**PTEC GPA:** \_\_\_\_\_

I understand all of the policies, criteria and requirements referenced above concerning the Process Technology Program at SOWELA Technical Community College. I also certify that all the personal information provided is correct.

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Initial Advisor: \_\_\_\_\_