



**School of Nursing and Allied Health  
Surgical Technology Program  
PROGRAM ADMISSION REQUIREMENTS**

**OPEN ADMISSIONS** SOWELA is an open enrollment college eligible for Title IV funding. Please read the policies at <https://www.sowela.edu/wp-content/uploads/2.005.3-open-admissions-policy.pdf> and <https://www.sowela.edu/wp-content/uploads/2.008-Title-IV-Satisfactory-Academic-Progress.pdf> for more information.

- New applicants are accepted into the Surgical Technology Program to begin STEC courses once a year in the Summer Semester. Students can enroll throughout the year to begin pre-requisite courses and general education courses. New students are enrolled before the first day of each semester; Fall, Spring, and Summer. Prospective students who have tested, applied and are chosen will be notified of acceptance prior to the next available enrollment date.
- Applicant must be 17 years of age prior to entrance into the Surgical Technology Programs.
- A diploma or GED from an accredited high school plus any other official transcript is required of all applicants.
- Minimum entrance scores for all degree seeking programs must be obtained on either the ACCUPLACER, SAT, or ACT. Accepted entrance exam score for the AAS Surgical Technology program are listed in this program handbook on page 28. Students who do not meet the minimum scores required must enroll in remedial/transitional classes as required by SOWELA's testing policy for degree-seeking programs. Students will not be accepted into the Surgical Technology program until the minimum scores are met in all three competencies or they have passed the remedial courses successfully. ENGL 1010 and MATH 1100 are pre-requisites for admissions.
- All applicants must have attended a college orientation delivered by the student service department and/or college student counselor and/or online delivery.
- All students must complete the Surgical Technology Program application and submit it with all required documentation and health records prior to the scheduled deadline in the Spring semester of every year.
- All applicants must attend a programmatic orientation once chosen as a final applicant for the program. Program orientations are held between the Spring and Summer semester every year.
- Students must maintain current and updated HCP BLS, insurance information and all health record requirements throughout their program. Updates are the students' responsibility. The student must provide the program director of a copy of the required update prior to the expiration date. There will not be reminders given. Failure to provide updates could result in the student missing lecture/lab/clinical days with the associated consequences.
- All students must be aware of the importance of supplying correct information on college applications, college records, program application, health forms etc. Students should also notify the campus administrative support coordinator, Mrs. Myra Brisco, if personal information changes during their enrollment. Falsification of student records may result in dismissal from college. A Summary of the student health records are supplied to the clinical affiliations with the student's permission. All student records must be unaltered, correct, and authentic to the best of the student's knowledge. Any falsification of these records will result in

the student being excluded from attending clinical rotations- thereby unable to complete the program.

***If a student is re-admitted to the program after sitting out a regular semester, they may be required to complete an apply; health forms and attend the mandatory program orientation. No preferential consideration is given to students who are readmitting.***

All students are admitted to the surgical technology program using the same admission process and requirements. *Admittance into the college does not guarantee admission into the surgical technology program.* Clinical space availability is limited and admission into the program is competitive. Students must complete the department application and submit all required documentation prior to the deadline to be considered. The application should be submitted in person to the front office support coordinator at the Morgan Site Instructional Site during normal business hours. Applications submitted by mail will not be accepted.

The application process must be completed, and students accepted into the program prior to scheduling any Surgical Technology course (STEC) or declaring the major of Surgical Technology. The application must be received on or before the annual stated and posted date and time deadline or the student will be considered ineligible. Incomplete applications, missing supporting documents, applications received by mail, or late submissions will not be considered. The student will have to re-apply when the program begins admissions for the next class and will not be given preference over first time applications. The student will be responsible the following year for any incurred cost required to complete the re-application process. Applications and documents will not be returned, and students are encouraged to retain copies for their records. No applications or documentation will be stored for future consideration.

Qualified applicants shall be considered without discrimination and in compliance with applicable state and federal laws and regulations.

## **PROGRAM ADMISSIONS PROCESS OVERVIEW**

Students must meet all admission criteria and be eligible to enroll as a student at SOWELA Technical Community College to apply for the Surgical Technology Program or declare the Surgical Technology major. College admission policies and process can be found on the Admissions page of the college website: <https://www.sowela.edu/admissions/> . Once accepted into the program, you must submit a *Change of Major Request form* to the Registrar's office prior to the first day of any STEC class (Summer semester). You can obtain a form from the One Stop Enrollment service area on the Morgan Smith campus, the Charleston Building on Lake Charles campus, or on the website: <https://www.sowela.edu/student-life/academic-career-resources/academic-advising/> . Admittance into the Surgical Technology program is a competitive selection process due to limited clinical site availability. The student must have an overall cumulative 2.7 GPA. All pre-requisite courses listed in the Surgical Technology AAS curriculum must be completed with a "C" or better to be considered. Official transcripts must be submitted to the Office of the Registrar and appear on the student's LoLA academic advising transcript to be considered. *Transcript evaluation forms* can be found at: <https://www.sowela.edu/student-life/student-information/student-consumer-information-safety/> .

A new class or cohort of fifteen (15) Surgical Technology students are admitted every Summer semester. Courses in the program core curriculum (STEC) are only taught once a year. Decisions for acceptance will not be made until final grades are posted from the previous Spring semester. A selection committee will be organized to complete the application review consisting of program faculty and 1 member of the school of nursing staff/ faculty. A program developed rubric will be used for selection and will include: curricular GPA, meeting submission requirements, previous medical field experience, other educational degrees previously earned, completing all pre-requisite course

with a “C” or better in one attempt. An application rubric is in the appendix of this handbook. Consideration will be given to students work at SOWELA Technical Community College should a final category be needed to decide between one or more candidates to complete the class. No application that is received late, incomplete, or submitted through the mail will be considered. No submitted documents will be returned after the selection process and students are encouraged to make copies for their own records. Fifteen (15) candidates and two (2) alternates will be selected during the first application review process and notified by email/phone. Any candidate who does not reply to the committee within 3 business days after notification will be replaced by an alternate. Attendance for the mandatory Surgical Technology Program orientation (*To Be Announced*) is the final step to complete acceptance into the program.

Students will only be allowed to repeat any course in the core Surgical Technology curriculum once (STEC courses). If the student is unsuccessful or withdraws from the course (receives a “D”, “F”, or “W”), any co-requisite courses must be repeated concurrently even if a passing grade was awarded. The co-requisite course will not be counted as a repeated course. Students who are unsuccessful in a course will have sit out of the program until a new cohort of students is accepted the following summer, will have to complete the application process again, will not be given preference above new applicants, and will be responsible for the costs incurred to repeat certain aspects of the required documentation. Re-admitting students should refer to the most current program application for a complete, updated list of requirements for admission into the program. Applications and requirements are updated annually and may have changed since the previous year. A student who is unsuccessful in any course for a second time will not be allowed to reapply to the Surgical Technology program at SOWELA Technical Community College.

## **DEFERMENT**

No applicants may be granted a deferment on their application. Admission to the program is selective and competitive. Admittance is only guaranteed for the cohort beginning the semester immediately after admittance. If a student is admitted to the program and cannot begin the program, they must re-apply and re-submit all of the necessary documentation and health forms with the application when re-applying the following year. No applications are retained or returned for future consideration. No student will receive preferential placement the following year if and when they re-apply.

## **WAIT-LIST**

Several alternate, qualified applicants will be selected as alternates during the admission selection process when the Program’s maximum enrollment cap has been met This list is kept list in the director’s office. Wait-listed applicants will be notified only if and when space becomes available in the admitting cohort. In order to be considered as an alternate for admission, the student must have completed all necessary documents and met all requirements for admission. Once the program mandatory orientation has taken place and all available slots are full, the remaining applications and documents will be discarded and the students must re-apply for admissions the following year.

## **CANCELLATION**

Applicants whose files are cancelled by either their own efforts can reapply to a program at a later date.

\*\* policies added to handbook 5/2018

SOWELA Technical Community College does not discriminate based on 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)