

**Associate Degree Surgical Technology
Completion Checklist
Fall 2022**

****IMPORTANT****
Form MUST be the semester and year
for which you are applying.

YOU MUST FILL IN ALL BLANKS

Student name (print): _____ NSHE #: _____
The semester for which I am applying is: _____ Phone: _____
The application deadline is: _____ Today's date: _____

1. Check if applicable:

_____ I am transferring or have transferred credits (attach a copy of MyCSN Transfer Credit Report).
Note: Grades of "P & TP," and "S or TS" received prior to spring 2020, will be considered a "C" unless you attach an **official** transcript showing a different grade – see LE Policy for additional information on "S & TS" grades. A grade of "TR" will not be accepted unless you attach an **official** transcript showing actual grade; and "LELC" courses will be accepted only with proof of approved substitution waiver.

PLEASE NOTE: PROOF OF APPROVED SUBSTITUTION WAIVER MUST BE ATTACHED IF APPLICABLE

2. Circle either TRUE or FALSE to ALL the following.

- TRUE FALSE** My science classes (BIOL, CHEM, HHP, PHYS, etc.) are less than 7 years old.
TRUE FALSE I understand that GPA on prerequisite courses must be 2.5 or higher.
TRUE FALSE A copy of my high school diploma (or transcripts) or GED equivalent (transcripts) is attached.
TRUE FALSE I have completed the Purdue Pegboard Dexterity exam (scores attached).
TRUE FALSE I am not currently enrolled in a Limited Entry Program.
TRUE FALSE I have met with a Health Programs Advisor. Date of meeting: _____
TRUE FALSE I have completed the Limited Entry Workshop. Date of workshop: _____
(Quiz result must be attached).
TRUE FALSE I have paid the \$20.00 non-refundable Limited Entry Application Fee (receipt/proof of payment is attached).
TRUE FALSE I have completed the following classes with a "C" or higher. ("C-" is not accepted.)
_____ BIOL 223 (year taken _____ / grade _____) _____ HIT 117 (grade _____)
_____ BIOL 224 (year taken _____ / grade _____) _____ SRGT 101B (grade _____)
_____ ENG 100/101/110/113 (grade _____)

IF YOU ANSWERED "FALSE" OR LEFT ANY OF THE ABOVE ITEMS "BLANK", YOU CANNOT SUBMIT YOUR APPLICATION PACKET WITHOUT SELECTION SPECIFIC EXCEPTION WAIVER OR MEMORANDUM

3. Read and initial the following.

- _____ I have read, understand, and agree to comply with the Limited Entry Academic Programs Policy and Procedures.
_____ I understand that my final grades, including transfer credits, must be posted in MyCSN by the deadline date.
_____ I understand that I must notify the Limited Entry office of any name, address, or phone change in writing.
_____ I understand that if I repeat a course the highest of the first three attempts, including W or AU, will be used.
_____ I understand that the official transcript evaluation of applicable transfer credits must be complete by the deadline.
_____ I understand that no additional documentation can be added to my application after the deadline.
_____ I understand that I must reproduce all documentation if I reapply in the future. The Limited Entry Office doesn't provide documents.
_____ I understand that I must submit everything at one time with this checklist even if submitted to another department.
_____ I understand that once I accept a position in a Limited Entry program I cannot apply to another Limited Entry program until I complete the program I originally accepted.
_____ I understand that I may receive a point(s) reduction if I reapply to a program that I was previously enrolled in.

4. Circle either YES or NO for each item below that you are submitting for points.

- YES NO** 40 hours of Volunteer Work (attach form)
YES NO 1-2 Letters of Recommendation on approved form(s) (submit, sealed in envelopes)
YES NO Copy of current license, registry, or credential with a valid expiration date and individually assigned number
YES NO Paid Healthcare Work Experience (attach form)
YES NO Dexterity Test (Part I score _____ / Part II score _____)

5. Check all that apply. Fill in ALL blanks.

I have completed the following general education courses with a grade of "C" or better.
_____ COM 101 (grade _____)
_____ MATH 104 or higher (except 122 and 123) (class taken _____ / grade _____)
_____ Fine Arts/Humanities/Social Sciences (class taken _____ / grade _____)
_____ Human Relations (class taken _____ / grade _____)
_____ PSC 101 or HIST 100 (grade _____) **OR** _____ HIST 101 (grade _____) **and** HIST 102/217 (grade _____)

RETURN YOUR COMPLETED APPLICATION PACKET TO THE LIMITED ENTRY OFFICE, WEST CHARLESTON, ROOM K-216

Student Signature: _____