



LAWRENCEVILLE | ALPHARETTA-NORTH FULTON

## Surgical Technology Degree Application Instructions

### Semester Application and Prerequisite Deadlines

<b>Fall 2017 Cohort:</b>	<b>June 1, 2017</b>	<b>Application deadline</b>
	<b>Summer Term 2017</b>	<b>Prerequisite deadline</b>
<b>Spring 2018 Cohort:</b>	<b>October 10, 2017</b>	<b>Application deadline</b>
	<b>Fall Term 2017</b>	<b>Prerequisite deadline</b>

- Step 1:** Print the attached **Surgical Tech Degree** Application Form. Read the instructions and application requirements carefully.
- Step 2:** Review your Gwinnett Tech Transcript to confirm that all prerequisites are accurately reflected.
- To review & print your Gwinnett Tech academic transcript:**
- Log on to [www.gtc-web.org](http://www.gtc-web.org)
  - Click on “Student/Faculty Secure Area”
  - **User ID:** Enter your student ID or social security number (without hyphens)
  - **PIN:** Enter your birth date in 6-digit format (MMDDYY).
  - Click on “Student Services and Financial Aid”
  - Click on “Student Records”
  - Click on “Academic Transcript”
  - Click on “Submit”
- NOTE:** If any pre-requisites have been taken at other institutions and are not reflected on your GTC transcript, please e-mail [RegistrarsOffice@GwinnettTech.edu](mailto:RegistrarsOffice@GwinnettTech.edu) so that any missing prerequisite issues can be corrected well before the Semester Application Deadline for your selected term cohort.
- Step 3:** Complete the **Surgical Tech Degree** Application Form with all required information. Be sure to attach a copy of your current **Gwinnett Tech transcript** you have printed from [www.gtc-web.org](http://www.gtc-web.org).
- Step 4:** Submit completed application packet to the Healthcare Enrollment Team in Building 100, no later than the Semester Application Deadline for your selected term cohort. Incomplete application packets will not be accepted.

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**Gwinnett Technical College  
Surgical Tech Degree Competitive Selection Application  
Semester Application and Prerequisite Deadlines**

**Place a check in the box to indicate your Term choice.**

- |   |                         |                              |
|---|-------------------------|------------------------------|
| <input type="checkbox"/> <b>Fall 2017 Cohort:</b>   | <b>June 1, 2017</b>     | <b>Application deadline</b>  |
|   | <b>Summer Term 2017</b> | <b>Prerequisite deadline</b> |
| <input type="checkbox"/> <b>Spring 2018 Cohort:</b> | <b>October 10, 2017</b> | <b>Application deadline</b>  |
|   | <b>Fall Term 2017</b>   | <b>Prerequisite deadline</b> |

Please complete the Competitive Selection Application Form and attach all required documents.

Neither the Competitive Selection Application nor supporting documentation will be accepted after the application deadline. Documents must be submitted as a complete packet and may not be submitted individually.

Applicant Information			
<b>Student ID #:</b>	_____ - _____ - _____	<b>Date Submitted:</b>	__ / __ / __
<b>Full Name:</b>			
	<i>Last</i>	<i>First</i>	<i>M.I.</i>
<b>Address:</b>			
	<i>Street Address</i>		<i>Apartment/Unit #</i>
	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
<b>Home Phone:</b>	( _____ ) _____ - _____	<b>Cell Phone:</b>	( _____ ) _____ - _____
<b>E-mail Address:</b>			

*Student must be currently enrolled or admitted to the Healthcare Science certificate pursuing admission to the Surgical Tech Degree program.*

	YES	NO	N/A
<b>1. Have you submitted an official transcript to Admissions from all colleges previously attended?</b>			

*For staff use only*

	Student is in good academic standing.		All previous transcripts have been received.
	Student has an active admissions file.		All prerequisite courses complete with minimum overall GPA 3.0 or higher.
	Student has completed FYES 1000 with a "C" or higher.		Student has in-progress courses.
			# in-progress courses.

# Gwinnett Technical College

## Surgical Technology Degree Competitive Selection Application

The Surgical Technology Degree program requires the following courses to be completed or “in-progress” by the Semester application deadline for the selected Term cohort. Each course must be completed with a minimum grade of “C”. In addition to earning a minimum grade of “C” in each courses, **an overall GPA of 3.0** must be earned in the required prerequisite courses. Applicants completing all required prerequisites by the Application deadline will be given priority in the selection process. A student may retake a course, however only the most recent attempt will be considered for the prerequisite GPA calculation used in the initial screening process.

Please identify where and when each course was completed, and the letter grade attained. If you repeated a required course, please list information related to the **most recent attempt only**. Gwinnett Tech must have an official transcript on file for each college previously attended. Please view your Gwinnett Tech academic transcript through Self-Service BANNER Web to find the Semester and grades for specific courses completed with Gwinnett Tech.

**\*Remember to list all prerequisite courses completed. Mark as “in progress” the prerequisite courses you are currently enrolled in for the Semester.** Complete the GPA calculation portion of the chart for completed courses only.

Required Course	College Where Completed	Semester Completed*	Letter Grade Earned	Grade Points (Enter appropriate points from key to the right.)	Column A	Column B	Letter Grade Point Key
					Number of Credit Hours (Add hours from each class and enter total on line below)	Enter Product of last 2 columns (Multiply Grade points by number of credit hours)	
ENGL 1101					3		A = 4
ENGL 1102					3		B = 3
MATH 1111 or 1103					3		C = 2
PSYC 1101					3		
BIOL 2113*					3		
BIOL 2113L*					1		
BIOL 2114*					3		
BIOL 2114L*					1		
ALHS 1090*					2		
BIOL 2117*					3		
BIOL 2117L*					1		
Area IV Humanities Elective					3		
FYES 1000				Do not include in your GPA calculation			
				<b>Total:</b>			
Enter total from Column B		÷	Enter total from Column A		=		

\*Course must be completed within five years of the competitive program File Completion deadline.

- I understand this application, along with all course information and supporting documents must be received by the Enrollment Support Center in Building 100 by the Semester Application deadline for the selected cohort term.
- I have attached an unofficial copy of my Gwinnett Technical College transcript which I have printed from [www.gtc-web.org](http://www.gtc-web.org) and I have confirmed all courses and grades listed above are accurately reflected therein.
- I understand completion of prerequisite courses and meeting other minimum requirements does not guarantee selection to the Surgical Tech Degree program, as there are a limited number of seats available in the occupational and clinical courses. I understand candidate selection is based on a competitive selection process.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_