Surgical Technology Degree Application Instructions

Semester Application and Prerequisite Deadlines

Fall 2022 Cohort:	**June 1, 2022**	**Application deadline**
	Summer Term 2022	**Prerequisite deadline**
Spring 2023 Cohort:	**October 10, 2022**	**Application deadline**
	Fall Term 2022	**Prerequisite deadline**

Step 1: Complete the attached **Surgical Technology Degree** application form. Read the instructions and application requirements very carefully. This is a writable form and does not need to be printed out. Please save to your computer and fill out the form and save it back to your computer once you have completed the application before you email the form and all required documents to **healthapp@gwinnetttech.edu.** **Please check all your attached documents before you email your application to make sure the application is complete and you can still change items on the application. If not, we cannot complete our portion of the application.**

Step 2: Review your Gwinnett Technical College Transcript to confirm that all prerequisites are accurately reflected.

To review and save to your computer your Gwinnett Technical College academic transcript:

- **Log on to gwinnetttech.edu./dashboard/and click on Dashboard button**
- **Enter your GTC email on the login page. FLLLLLLxxxx@student. gwinnetttech.edu**
- **User Name: FLLLLLLXXXX (F=first initial lowercase L=first 6 of last name lowercase XXXX= last four digits of student 900 number)**
- **Password: Enter default (gtcmmddyy) or your customized password).**
- **Click on "Banner Student"**
- **Click on "Student Records"**
- **Click on "Academic Transcript"**
- **Click on "Submit"**

When you pull up your transcript in BANNER WEB right click on the page and select print and in the destination field select SAVE AS PDF and save to your computer to attach to your email with your application.

*NOTE FOR APPLICANTS EXPECTING TRANSFER CREDIT: Applicants will need to be accepted into Gwinnett Technical College at least **3 weeks prior to the application deadline** to ensure that transfer credits have enough time to be evaluated and transferred in. The official evaluation process does not begin until a student is accepted and can take between 2-3 weeks. Once the official evaluation is complete, the credits that have been accepted will be transferred in and will show on your Gwinnett Technical College Transcript. If any pre-requisites have been taken at other institutions and are not reflected on your Gwinnett Technical College transcript 2-3 weeks after acceptance, *or* if you are accepted less than 3 weeks prior to the application deadline, please e-mail the Healthcare Team at HealthTeam@GwinnettTech.edu.

Step 3: **Complete the Surgical Technology Degree Application Form with all required information.**

> **Be sure to attach a copy of your current:**
>
> • **Gwinnett Technical College unofficial transcript downloaded from gwinnetttech.edu/dashboard/**
> • **Driver's license**
> • **Permanent Resident Card - only if you are not a U.S. citizen.**

Step 4: **Submit your completed application packet to the email address healthapp@gwinnetttech.edu or if you would like to submit your application in person you may do so by scheduling a QLess appointment with a Healthcare Enrollment Advisor on the Lawrenceville or Alpharetta-North Fulton campus no later than the Semester Application Deadline for your selected term cohort. Your packet will be reviewed by an advisor for accuracy and completion before being submitted for processing. Incomplete application packets will not be accepted. If your prerequisite GPA is below the 3.0 you are not eligible to apply to the Surgical Technology program.**

> **If we find any errors with your application or incomplete applications, you will be emailed that your application has been rejected and you will need to reapply to correct any errors found.**
>
> **You will be notified by your student email account with an invitation to attend the mandatory meeting for the Surgical Technology program. Please start checking your student email account the day after your cohort application deadline. Check your student email account everyday, it could take several weeks to receive this email.**

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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.

	June 1, 2022	**Application deadline**
Fall 2022 Cohort:	**Summer Term 2022**	**Prerequisite deadline**
Spring 2023 Cohort:	**October 10, 2022**	**Application deadline**
	Fall Term 2022	**Prerequisite deadline**

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

Student must be currently enrolled or accepted into Gwinnett Technical College pursuing admission to the Associate of Applied Science for the Surgical Tech Degree program.

	YES	NO	N/A
1. Have you submitted an official transcript to Admissions from all colleges previously attended and Official Score Reports from College Board for any AP Credit obtained?			
2. Have you attached a copy of your driver's license? **Cannot be expired.**			
3. Have you attached a copy of your Permanent Resident Card-only needed if you are not a U.S. Citizen. **Cannot be expired.**			

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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 Program 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 Technical College must have an official transcript on file for each college previously attended. Please view your Gwinnett Technical College academic transcript through Self-Service BANNER Web to find the Semester and grades for specific courses completed with Gwinnett Technical College. ***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. *Course must be completed within five years of the competitive program file Application deadline.**

Required Course	College Where Completed	Semester Completed	Letter Grade Earned	Grade Points (Enter appropriate points from key to the right.)	Column A — Number of Credit Hours (Add hours from each class and enter total on line below)	Column B — Enter Product of last 2 columns (Multiply Grade points by number of credit hours)	Letter Grade Point Key
ENGL 1101					3		A = 4
ENGL 1102					3		B = 3
MATH 1111					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			
				Total:			

Enter total from Column B	÷	Enter total from Column A	=	Cumulative GPA .___

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Please initial next to each statement, signifying that you have read and understand the following information, then sign and date below.

—— I understand that all courses marked by an asterisk (*) in the list above must have been completed within 5 years. If you are applying for the Fall Cohort, the ALHS/BIOL classes must be completed by the end of Summer semester of 2017. If you are applying for the Spring Cohort, the ALHS/BIOL classes must be completed by the end of the Fall semester 2017.

—— I understand this application, along with an unofficial transcript from my Gwinnett Tech Banner account which I have downloaded from gwinnetttech.edu/dashboard/ and I confirmed that all courses and grades listed above are accurately reflected therein.

—— I understand this application, along with all course information and supporting documents (driver's license, Permanent Resident card, if not a US Citizen, must be received by the Enrollment Support Center on the Lawrenceville or Alpharetta-North Fulton campus or emailed to the healthapp@gwinnetttech.edu by the application deadline. If you would like to submit your application in person you may do so by scheduling a QLess appointment with a Healthcare Enrollment Advisor on the Lawrenceville or Alpharetta-North Fulton campus. **I understand that incomplete packets will not be considered.**

—— I understand FYES 1000 (unless exempt) must be completed with a "C" or higher. Students are encouraged to complete this course prior to program start or will be required to enroll the first semester of the Surgical Technology program.

—— I also understand that completion of prerequisite courses and meeting other minimum requirements does not guarantee selection to the Surgical Technology Degree program, as there are a limited number of seats available in the occupational and clinical courses. I understand that candidate selection is based on a competitive selection process.

—— I understand I must have a prerequisite **GPA of 3.0 or higher** to apply to the Surgical Technology degree program Also if your cumulative GPA is below 2.0 you cannot apply to the Surgical Technology program, you must be in good academic standing. **No exceptions are allowed.**

____Please be aware that our partner clinical sites are requiring students to complete their COVID-19 vaccine series. Each clinical site reserves the right to deny a student entry based on their own policies and procedures. If a student does not have all required immunizations and tests, the student may have limited access to clinical sites, which may delay or prevent program completion. As a result, successful completion of the program may not be possible.

Student Signature _____ **Date** _____

	Student has an active admissions file.		All previous transcripts received and prerequisites are transferred in accurately in SHATERM
	Student is in good academic standing		Student has a 3.0 GPA or higher in most recent attempt of required prerequisite courses.
	All BIOL and ALHS classes were taken Summer 2017 or later for Fall start and Fall 2017 for Spring start.		Permanent Resident card is attached and has not expired.
	Check to see if student has taken FYES 1000 with a "C" or higher or exempt.		Driver's license is attached and has not expired
	# of classes in progress _____		Unofficial Gwinnett Tech transcript is attached