***Harper College Massage Therapy Program Admissions Checklist***

***To be eligible to sign up for the required Program Orientation, students should:***

* **Submit a Harper College Application** – Complete the Harper College Credit-Course Application [online](https://harpercollege.force.com/apply/TX_SiteLogin?startURL=%2Fapply%2FTargetX_Portal__PB)
	+ Email Program Coordinator for application fee waiver code and tips for navigating college’s application
* **Submit a Massage Therapy Program Application** – Complete the Massage Therapy Program Application [[online](https://forms.office.com/r/7f0TiF7Xum)](https://forms.office.com/r/xNehna2L0W)
* **Submit a Photo ID** – Email program coordinator a picture of your government-issued photo ID
	+ Needs to include your photo and date of birth – Examples: driver’s license, state ID, green card, military ID, passport/passport card, IL FOID card, etc.
* **Conditional Program Acceptance** – Coordinator will notify the student of being conditionally accepted and how to sign up for the required Massage Therapy Program Orientation
* ***Register for and Attend Massage Therapy Program Orientation***

***To be eligible to register for the first semester of courses in the program****:*

Applicants should complete the required Massage Therapy Program Orientation to be admitted to the Harper College Massage Therapy Program and should complete the final program admissions steps.

* **Criminal Background Check Through Harper College Police Department**
	+ - * [Obtain your Harper College Student ID card](https://www.harpercollege.edu/services/techsupport/id.php)
			* Come to the Harper College Police department in building B, near parking lot 14.
			* Bring Harper Student ID card and state-issued photo ID with the receipt for your background check fee.
			* Pay the $20 background check fee using the QR code they have there
			* Clearance results will be forwarded to the Program Coordinator who will notify the student.
* **Official High School (HS) or College Transcript/Diploma -** ([Parchment](https://www.parchment.com/order/) online service is often the fastest way.)

 Lots of ways to complete this requirement (Choose ONE of these options):

* + - * For HS completed in US, contact the high school, request transcript be sent to Harper or use [Parchment](https://www.parchment.com/order/).
			* If a student completed 60 or more semester credit hours at accredited colleges/universities, transcript(s) can be sent directly to Harper. Call that school(s), request transcript be sent to Harper or use [Parchment](https://www.parchment.com/order/).
			* If 60+ semester credit hours were completed at Harper, no further action is necessary for this step.
			* A picture of a US-based high school or college diploma (Associates or above) completes this requirement.
			* If obtaining a US-based high school transcript is an overly difficult hurdle, students can contact the Program Coordinator for an alternative method of meeting this requirement
	+ Examples: High school completed via home-schooling, GED program, high school that has since closed, etc. Email the Program Coordinator to discuss an alternative.
		- * If a student’s high school or college was completed outside of the US, instead of a transcript, the student should [take](https://www.harpercollege.edu/esl/register/schedule_esl_testing.php) the English as a Second Language (ESL) Test and place into Level 4 or higher to enter the MT program. The academic ESL placement test is free and the test is done in person.
* **Harper College Grade Point Average Requirement**
	+ - * Students that have never attended courses for credit at Harper, can skip this step
			* Currently/previously enrolled Harper students should have a minimum 2.0 GPA
			* If Harper GPA is below 2.0, students can Email the Program Coordinator to request exemption (requires an in-person meeting to set up GPA Action Plan to maximize chances for success in the program)
	+ ***Full Program Acceptance*** – Coordinator will notify student by email of Full Program Acceptance