

Fall 2023 Surgical Technology Degree Program (SUR) Admission Requirements

Important Dates

2023 Surgical Technology Application Dates.....**October 1, 2022 – May 1, 2023**

Check the program web site for updated information on the application status.

Questions can be directed to le@harpercollege.edu

Attend an Information Meeting (Mandatory)

- Learn more about the surgical technology career and the Harper curriculum, admission standards and program participation requirements.
- Check the Harper web site at www.harpercollege.edu for the meeting schedule and register online at <https://harper.secure.force.com/events/#/search?type=Health%20Career%20Info%20Session>.

Submit College Application and Fee

- If you have not previously applied to the College, this is your first step.
- This application and fee can be submitted online at https://student-self-service.harpercollege.edu/prod/bwskalog.P_DisLoginNon or in person.

Submit the Program Application

- Submit your program application electronically by going to the Surgical Technology Admissions page <https://www.harpercollege.edu/academics/health/surgical-technology/admission-surgical-technologist.php> within the timeframe above. **If you have previously been accepted into the Surgical Technology Degree Program, you will need Coordinator approval to be readmitted into the program.** Your Harper College Application must already be on file.

Submit Additional Documentation

Note: Official documents are those sent directly from the institution to Harper College.

Official High School Transcript OR GED Results – The final high school transcript must have the graduation date posted; the GED report must show passing scores.

- Applicants who have completed high school in another country need to submit a document-to-document evaluation of their high school transcript completed by Educational Credential Evaluators,

INC (ECE) www.ece.org or World Education Services (WES) www.wes.org stating **U.S. Equivalence: High school diploma.**

- This high school transcript requirement can be waived if official documentation is provided demonstrating completion of the equivalent of a U.S. associate or higher degree.

Official College Transcripts – You must submit all transcripts from other colleges attended to processing@harpercollege.edu if the document(s) show completion of coursework you think may fulfill course admission requirements or support coursework applicable to the Harper College Surgical Technology Program.

- Requests can be made at the institution website or <https://www.studentclearinghouse.org/students/>.
- Foreign college transcripts must first be evaluated by World Education Services (wes.org) or Educational Credential Evaluators, INC (ece.org).
- To learn if/how credits from other colleges will transfer to Harper, applicants must have an official transcript sent from each college or university attended. Official transcripts will be evaluated as they are received and students will receive an email to their Harper email account when the evaluation has been completed.

Program Prerequisites

Must be completed by the end of the semester in which the deadline falls

Harper Grade Point Average

- Current or previously enrolled Harper students must have a minimum 2.0 grade point average.

Human Anatomy - BIO 260 (previously 160) at Harper College, or the equivalent from another college (as determined by the Harper College transcript evaluation).

- Must be completed with a grade of C or better.
- There is a five-year time limit on the Human Anatomy course requirement. Refer to the chart following this section for details on expiration dates.

Medical Terminology – HSC 112 at Harper College, or the equivalent from another college (as determined by the Harper College transcript evaluation).

- Must be completed with a grade of C or better.
- There is no expiration date on the Medical Terminology course requirement.

English Placement - can be satisfied by one of the following. (Test scores must be valid as of Fall 2022 for placement into ENG 101 without a reading co-requisite.) You can also check the Testing web page at <https://www.harpercollege.edu/testing/engplacement.php>.

- Completion of ENG 100 (or higher- level English course) at Harper with a grade of C or better; **or**
- ACT English sub score of 19 or higher **AND** ACT Reading sub score of 20 or higher; **or**
- SAT Evidence-based Reading & Writing sub score of 510 or higher (from testing completed after March 2016); **or**
- Harper's English Essay placement exam with a score of 4 or higher; **or**
- Harper's COMPASS Writing (no longer administered) **AND** Harper's COMPASS Reading placement exams; **or**
- Completion of the appropriate ESL courses that satisfy placement into ENG 101; **or**
- Completion of a college level English composition course (ENG 101 at Harper) with a grade of C or better.
- There is no expiration date on the English course requirement

Re-entry Permission

- If you were previously enrolled in the Surgical Technology Program and are planning to apply again, departmental permission is required for re-entry. Without this department approval your file is incomplete.

Math Assessment – Demonstrate competency in Harper’s Basic Algebra or higher- level math with one of the testing or course options listed below; there is no time limit for any of the following for admission. You can also check the Testing webpage at <https://www.harpercollege.edu/testing/aleks.php>

Note: Testing rules apply for math course registration

Testing Options	Course Options
<ul style="list-style-type: none"> • ALEKS Math Placement Test Score of 30 or higher • COMPASS Algebra Placement Test Score of 35 or higher • SAT Math Score of 530 or higher (from testing completed after March 2016) • ACT Math Score of 20 or higher • Passing Score on the MTH 080 Final Exam <i>(applicable to those who tested while attending one of Harper’s partner high schools)</i> 	<ul style="list-style-type: none"> • Completion of Harper’s MTH 065 or higher- level math (or equivalent transfer course) with a grade of “C” or better • Aligned High School Math 080 with a C or better

The following table lists the time limits in place for 2023:

BIO 260 – HUMAN ANATOMY (was 160)	Must be completed after January 1, 2018
BIO 261 – HUMAN PHYSIOLOGY* (was 161)	Must be completed after January 1, 2018

Admission Decisions

PLEASE NOTE: Although satisfaction of admission requirements will result in an admission decision, it does not guarantee acceptance.

- Ranking scores will be calculated based on a point system with a maximum of 60 points; **no points will be added to an admission score for coursework completed after the application deadline.** You can calculate your ranking score based on the following chart:

Factor	0 points	5 points	10 points	15 points	20 points
BIO 260 (was 160)	C			B	A
HSC 112	C			B	A
BIO 161*		C	A or B		
SPD Certificate*			Verification		

***BIO 261** (previously 161) is not required for admission; however, applicants who have completed this course with a C or better within the five-year time limit and before admission decisions are made, will earn additional points as indicated above.

***Sterile Processing and Distribution** certificate is not required for the program; however, those who have the certification will be granted bonus points.

Early Admission Option:

Applicants whose files are complete upon application may qualify for Early Admission. If qualified, we will send notification of acceptance by the email address provided on the application and your Harper email address. To be eligible for this option, applicants must meet specific conditions as follows:

- Applicant must be a resident of Harper’s district or a community college district which does not offer a Surgical Technology degree program and whose college district is a member of the CAREER consortium; and
- The file must be complete—all academic and document requirements must be satisfied; and
- The ranking score must be **20 or higher**; and
- The applicant must submit the application and meet all admission requirements by **January 15, 2023**.

There are 10 seats available for Early Admission. Once the 10 seats are filled, and/or any applications received after January 15, 2023, as well as any applications that do not meet all four of the above conditions, will be considered under the Standard Admission Option. There will be no exceptions to the above criteria.

- **Standard Admission Option: (For seats remaining following Early Admission)**

The files of all applicants who have submitted their applications by the program deadline (and who were not already accepted through Early Admission) will be reviewed by the Admission Selection Committee.

- This file review meeting will be held as soon as possible following the program deadline.
- A “final” minimum admission score will be determined, and those applicants whose ranking scores are at or above that minimum will be considered for admission or the alternate list.
- Admission cannot be guaranteed, and will depend upon ranking score, residency and number of seats available.
- If there are more qualified applicants than space available, residency may be a factor in the Standard Admission process.
 - Permanent residents of the Harper district and residents of community college districts that do not offer a Surgical Technology degree program and are members of the CAREER consortium; who have satisfied the minimum admission score and who have applied by the application deadline will be admitted in ranking score order before any out-of-district applicants.
 - Residency is determined by the Registrar’s Office; the address on record with the College as of the application deadline will be used by the admission selection committee. Working in district does not constitute residency.
- Provided a program is open past the published deadline, any qualified applicant who submits an application after that date will be considered after all qualified applicants who applied by deadline. Applications will continue to be accepted until the program is closed. Check the web site for information on the application status.
- It is not possible to predict what ranking score an applicant will need in order to be accepted into a limited enrollment program. However, A’s and B’s in BIO 260 (previously 160) (and BIO 261 – previously 161 - if taken) make applicants more competitive in the selection process. Although satisfaction of minimum admission requirements will result in an admission decision, it does not guarantee acceptance.

Important Admission Notes

- It is the applicant's responsibility to ensure that all requirements are met and all documentation is on file.
- Academic admission requirements must be met by the **end of the semester in which the deadline falls**
- Accepted applicants must be 18 years of age before the program starts.
- All correspondence regarding your limited enrollment application will be emailed to your address of record at Harper College and your Harper email address. Please also check your spam account for any email that may have been missed. It is your responsibility to see that your email address information is current. To update your email address (address and/or phone number), you will need to contact the One Stop Center, Building A, Room A250. (The address on record with the College as of the program deadline will be used by the admission selection committee when they determine admission decisions.)
- Applicants should be aware that it may take up to three weeks for the College to receive transcript(s) from the sending institution(s). Official transcripts will be evaluated as they are received and students will receive an email to their Harper email account when they have been evaluated. Results can be viewed online through the student portal. Transcript evaluations may take 2–3 weeks to process. Questions about transcript evaluations can be sent to evaluation@harpercollege.edu
- Applicants not accepted into the program who wish to be considered in the selection process for a future term **must attend a new information meeting and submit a new program application.**
- **Once your program application has been processed, you will be able to monitor your limited enrollment file online.** Go to harpercollege.edu and log into your **My Harper Student Portal**; limited enrollment information can be found under the **Registration and Records** section.
- Qualified applicants not selected will be placed on a temporary wait list and identified as alternates. Alternate lists do not carry over from one application cycle to the next; therefore, alternates who are not admitted to a program will need to attend a new program information meeting and submit a new program application for a future program start.
- **Essential functions are necessary for admission and continuance in health career programs. Participants in health programs must possess certain functional abilities in order to provide safe and effective patient care. Be sure to review the essential functions—with which you will need to comply—by clicking on the “Functional Abilities” link on the Surgical Technology web page at <https://www.harpercollege.edu/academics/health/surgical-technology/index.php>.**
- Depending on the number of qualified applicants eligible for admission when admission decisions are made, it is possible that contingency offers may be extended to applicants who are in the process of completing an admission requirement. **When/if contingency offers are extended, the contingent requirement(s) must be satisfied within the semester in which the deadline falls.** If the contingency is not met by the given date, the offer will be rescinded.

HARPER COLLEGE RESOURCES

Office	Location	Phone Number
Limited Enrollment Programs Health Careers Division Office	Building X, Room X250 le@harpercollege.edu	847.925.6533
Admissions Outreach (for those who have not applied to Harper)	Building C, Room C103 admissions@harpercollege.edu	847.925.6700
Academic Advising and Counseling Services	New Students: Building C, Room C104 https://www.harpercollege.edu/services/advising/cnso/index.php	847.925.6208
	Previous or currently enrolled Harper students: Building I, Room I117 https://www.harpercollege.edu/services/advising/index.php	847.925.6393
Access and Disability Services	Building I, Room I103 https://www.harpercollege.edu/services/ads/new.php	847.925.6266
Assessment and Testing	Building A, Room A148 https://www.harpercollege.edu/testing/index.php	847.925.6541
Business Office	Building A, Room A214 https://www.harpercollege.edu/registration/index.php	847.925.6880
Harper Store	Building L, Room L260 https://www.harpercollege.edu/bookstore/index.php	847.925.6275
One Stop Center	Building A, Room A250 onestop@harpercollege.edu	847.925.6710
Transfer credit evaluation	evaluation@harpercollege.edu	847.925.6500
Registrar's Office	Building A, Room A213 regoff@harpercollege.edu	847.925.6500

Harper College is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation. Link to full official statement: https://www.harpercollege.edu/catalog/handbook/a_handbook/eos.php

4/2022