• All applicants must meet the admissions criteria as stated in this packet before a seat in the program or a position on the wait list can be awarded. Seats are awarded on a first come, first qualified basis.
• The Surgical Technology courses begin each fall semester and are offered during the daytime only. (See page 13.)
• There is a maximum of 18 seats available each fall.
• All petitions and supporting documentation must be received at the Marple Campus (Media, PA) no later than Thursday, July 9, 2020, at 12 Noon to be considered for a seat in the program or a position on the wait list.
• Petitions and/or supporting documentation submitted after July 9, 2020, will not be accepted. The information in this packet will expire on July 9, 2020.
• Grades for courses scheduled for the 2020 Summer II Session will not be available by the petitioning deadline. Therefore, all prerequisite and developmental courses must be completed by the end of the 6-week 2020 Summer I Session. In addition, course grades for classes taken in the 10-week Summer 1 Session format will not be available by the deadline and therefore will not be acceptable for Fall 2020 program consideration.
• The Admissions Office encourages candidates to complete and submit all requirements before July 9, 2020, as the program may fill before the deadline.

Petitioning Dates
Candidates residing in sponsoring* school districts may petition beginning: **Monday, October 7, 2019**
All other candidates may petition beginning: **Monday, November 4, 2019**

*At present, the sponsoring school districts are Chester-Upland, Garnet Valley (Bethel residents only), Haverford, Interboro, Radnor, Ridley, Rose Tree Media, Southeast Delco, Springfield, Upper Darby, Wallingford-Swarthmore (Rutledge and Swarthmore residents only), and William Penn.

Information Sessions
It is important to attend an information session to learn more about the program and the special admissions requirements. Sessions last approximately 1.5 hours. Sessions begin promptly at the times listed below. Please arrive early to sign-in and collect materials. **It is highly recommended that you review the contents of this packet prior to attending an INFO session.**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Campus</th>
<th>Building/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>September 12, 2019</td>
<td>11 a.m.</td>
<td>Marple</td>
<td>Academic Building/Room 4255</td>
</tr>
<tr>
<td>Tuesday</td>
<td>October 8, 2019</td>
<td>6 p.m.</td>
<td>Marple</td>
<td>STEM Building/Room 1403</td>
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<tr>
<td>Thursday</td>
<td>November 7, 2019</td>
<td>11 a.m.</td>
<td>Marple</td>
<td>Academic Building/Room 4255</td>
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<tr>
<td>Tuesday</td>
<td>January 14, 2020</td>
<td>6 p.m.</td>
<td>Marple</td>
<td>Academic Building/Room 4255</td>
</tr>
<tr>
<td>Thursday</td>
<td>February 6, 2020</td>
<td>11 a.m.</td>
<td>Marple</td>
<td>Academic Building/Room 4255</td>
</tr>
<tr>
<td>Tuesday</td>
<td>March 3, 2020</td>
<td>6 p.m.</td>
<td>Marple</td>
<td>Academic Building/Room 4255</td>
</tr>
<tr>
<td>Thursday</td>
<td>April 9, 2020</td>
<td>11 a.m.</td>
<td>Marple</td>
<td>Academic Building/Room 4255</td>
</tr>
<tr>
<td>Tuesday</td>
<td>May 19, 2020</td>
<td>6 p.m.</td>
<td>Marple</td>
<td>Academic Building/Room 4255</td>
</tr>
<tr>
<td>Thursday</td>
<td>June 4, 2020</td>
<td>11 a.m.</td>
<td>Marple</td>
<td>Academic Building/Room 4255</td>
</tr>
</tbody>
</table>

Since the sessions are scheduled well in advance, it is recommended that candidates check the Calendar & Events page the day of the event to be sure it was not canceled. For additional information sessions scheduled after the dates above please visit: www.dccc.edu/surgical-info-sessions
PETITIONING PROCESS

The Surgical Technology (ST) program at Delaware County Community College (DCCC) has a unique, two-part application process that is required for all ST candidates. In order to be considered for admission into the Surgical Technology program, applicants must complete the items listed in PART 1/General Admission.

Once the general admission process is complete, a candidate may proceed and complete the items in PART 2/Special Admission and petition for the College’s ST program. Be certain to distinguish between general admission and special admission. Both application processes must be completed correctly in order for the candidate’s petition to be considered.

Opening and closing deadlines apply to the petitioning process (See page 1.) Both PART 1 and the items in PART 2 must be complete before a candidate can submit their petition for consideration. Note: Personal letters of recommendation and character references are not considered towards admission.

PART 1
General Admission

General Admission is the first step required for consideration into the Surgical Technology (ST) program. This process will provide students with acceptance to the College and access to register for non-clinical classes, but not to the actual clinical portion of the program.

1. Complete and submit a general admission application to the Admissions Office. Indicate on the application your intent to apply to the College’s ST Program by choosing HSTU (Health Studies) as a major code. Being accepted into HSTU does not guarantee nor imply special consideration for acceptance into the actual ST Program. (See Requirement #1, page 3.)

2. Demonstrate college readiness in English & mathematics. (See Requirement #2, page 3.)

3. Transfer previously earned college credits into Delaware County Community College. (See Requirement #3, page 4.)

4. Submit an official, final copy of high school documentation. (See Requirement #4, page 4.)

5. File the Free Application for Federal Student Aid (FAFSA). (See Requirement #5, page 5.)

6. Attend a SURGICAL TECHNOLOGY INFO SESSION to learn more about the program and the requirements needed to complete the petition process. Dates, times, and locations for these sessions are listed on the front of this packet.

7. Schedule general education and pre-requisite classes as part of the general enrollment process. Directions for all general enrollment processes will be detailed in the student’s Welcome Packet upon submitting an application to the College.

PART 2
Special Admission

Upon completion of the general admission process, candidates can begin the second part of the process: submission of their Surgical Technology petition. Each candidate is required to complete all requirements to be considered for the program. Opening and closing deadlines apply. (See page 1.)

1. Verify that the College has received the required high school graduation documentation. This document must be received and stored on the College’s database before a candidate can petition. (See Requirement #4, page 5, How To Verify)

2. Meet with the Program Director for Advisement. (See Requirement #6, page 5.)

3. Choose an Entrance Option and properly complete the requirements for that option. (See Requirement 7, page 6.)

4. Obtain and electronically store all three clearances on Castle Branch. Note: Photocopies of all three background clearances: FBI, Child Abuse & Statewide Criminal PA Report must also be submitted at the time of petitioning. (See Requirement #8, page 7 & 8.)

5. Maintain a Delaware County Community College overall minimum GPA of a 2.0 or higher from the time of petitioning to entrance into AHS 100 & 101. (See Requirement #9, page 9.)

6. Be in compliance and in good standing with the College’s Code of Conduct. (See Requirement #10, page 9.)

7. Provide proof of residency via a valid, current, legible photocopy from the approved list of documents. (See Requirement #11, page 9.)

8. Submit your petition form and all required photocopied documents in-person to the Admissions Office/Marple Campus. (See Requirement #12, page 10.)
REQUIREMENTS FOR ADMISSION

All admission requirements listed on the following pages must be completed before a seat in the program or a position on the wait list can be awarded. Please note, the program often fills prior to the deadline. Therefore, the Admissions Office encourages candidates to complete and submit all requirements as soon as possible once the petitioning period opens.

#1 APPLY FOR GENERAL ADMISSION

Complete a Delaware County Community College application for admission. Current students, those enrolled or currently registered for classes, do not need to apply to the College again. If you previously enrolled at the College and stopped attending for one year or longer, you must submit another application and indicate that you are applying for readmission. It is important to note that acceptance to the College does not guarantee acceptance into this special admission program.

#2 DEMONSTRATE COLLEGE READINESS IN ENGLISH & MATH

All candidates must demonstrate college readiness by either 1) submitting official score reports with minimum scores achieved on either the SAT or ACT tests, (see minimum score requirements below), or 2) transferring previously earned English Composition I and/or a college level math from another college, or 3) take the College’s Placement Test and place college level or successfully complete all remedial/developmental courses.

Review the options below and proceed with the appropriate option(s) needed to meet this requirement:

WAIVE THE PLACEMENT TEST:

1. SAT or ACT scores may be used for placement in math and/or English courses. Students should have their official scores sent to Assessment Services at Delaware County Community College. The school code for the SAT is 2125. The school code for the ACT is 3542. Scores must be current within 5 years of the student starting classes at the College. To waive the placement test, students must receive the following minimum scores:
   
   English/Reading = SAT Verbal: 500; ACT Verbal: 18
   Mathematics = SAT Math: 530; ACT Math: 20

2. Transfer Credits Earned: You may waive all or part of the placement test if you have successfully completed English Composition I and/or a college level math with a grade of "C" or better and have transferred those courses into Delaware County Community College. The process to transfer courses may take 4-8 weeks; please plan accordingly in order to make petitioning deadlines. See Requirement #3 listed on page 4 for directions on how to transfer college credits into Delaware County Community College.

TAKE THE PLACEMENT TEST:

Delaware County Community College’s placement test(s) are required for any student who has not completed a college-level math and/or English Composition I with a grade of “C” or better, or for those students who have not met the SAT or ACT minimum scores. Directions on how to schedule the placement test are outlined in the student’s Welcome Packet upon acceptance to the College.

Placement testing should be scheduled as soon as possible after receipt of the Welcome Packet. Students may schedule the test by contacting Assessment Services: 610-359-5322 or schedule an appointment themselves through their student portal on delaGATE.

CREDIT FOR PRIOR LEARNING

Students may be eligible to receive or earn credit for knowledge acquired through life and work experiences that are closely related to the learning objectives of the College's credit courses. This knowledge may have come through on-the-job experiences, professional workshops, non-credit classes, business or technical schools, personal study or other pursuits.

*Portfolio Development  *College Level Examination Program (CLEP)  *Credit by Examination
*Credit for Military Training Schools  *Transfer Credits from Other Colleges  *Advanced Placement

Students interested in pursuing credit for prior learning options should contact Assessment Services at: 610-359-5322.
#3: TRANSFER COLLEGE CREDITS EARNED

If applicable, submit official transcript(s) from each college and/or university attended. Send all official, final, transcript(s) to the following address:

Delaware County Community College
901 South Media Line Road
Media, PA 19063
Attn: Admissions Office

Once evaluated and transferred into DCCC, evaluated credits will appear on the student’s Degree Works page marked with a “T” indicating that the course(s) were accepted in transfer. The process to transfer courses may take 4-8 weeks; please plan accordingly in order to meet petitioning deadlines.

INTERNATIONAL CREDENTIALS: If you attended a college or university outside the United States and want to transfer those credits earned into the College, you must submit a course-by-course evaluation report from an approved credential evaluation service. An approved evaluation service must be a member of The National Association of Credential Evaluation Service (NACES). A current list of members can be found at www.naces.org. Please note, English courses from foreign countries are not eligible for transfer into the College, therefore these students must take the English and reading portions of the Placement Test (see page 3 on how to schedule the Placement Test).

#4: HIGH SCHOOL CREDENTIALS

Submit a sealed, official, final document indicating successful high school graduation or its equivalency. This step must be completed by all candidates regardless of post-secondary educational experience(s). If you have been a student at the College in the past, please take note that a copy of your high school transcript may no longer be on file if you have had a gap in your enrollment with the College for a year or longer. Follow the directions on the next page to verify that this required document is on file with the College to assure that you have met this requirement. If you are in doubt about this document being on file, we recommend that you have it sent again and follow through with a verification request to the Admissions Office as noted on the next page.

CHOOSE THE SCENARIO APPROPRIATE FOR YOU and follow the directions accordingly:

1. **HIGH SCHOOL TRANSCRIPT**
   
   Contact the Guidance Department of the high school where you graduated. Request an official and final transcript to be sent directly to the College. (See the College’s mailing address on next page.)

2. **GED TRANSCRIPT**
   
   Contact the Department of Education (DOE) in the state where you were granted your GED. Most DOE’s offer a "Transcript Request Form" that can be accessed by using the "SEARCH BOX" on their website. IMPORTANT NOTE: An open copy of your GED test scores indicating that you passed the GED test or a copy of your diploma are not acceptable documents. You must order a separate, official copy of your GED transcript from the DOE and have that document sent directly from the DOE to the College to fulfill this requirement. (See the College’s mailing address on next page.)

3. **INTERNATIONAL DOCUMENTATION**
   
   If you attended high school outside the United States, you must submit a document-to-document evaluation report that indicates you earned credentials equivalent to a U.S. high school diploma. This document must come from an approved credentialing evaluation service. An approved evaluation service must be a member of The National Association of Credential Evaluation Service (NACES). A current list of members can be found at www.naces.org. (See the College’s mailing address on next page.)
**DIRECTIONS: WHERE TO SEND YOUR HIGH SCHOOL TRANSCRIPTS**

Send all official, final, sealed envelopes containing the paper-copy of final transcripts/international evaluations to:

Delaware County Community College  
901 South Media Line Road  
Media, PA  19063  
Attn: Admissions Office

**DIRECTIONS: VERIFY THAT YOUR HIGH SCHOOL TRANSCRIPT IS PROPERLY ON FILE**

Verify that your official, final, high school transcript is properly on file with the College. To verify the receipt of this required document by the College, please email the Admissions Office (admiss@dccc.edu) with the information below. **Do not telephone the College for this information.** Instead, please email the address above with the information below:

- Your full name as indicated by your permanent records at the College
- Maiden name, if applicable
- Date of Birth
- DCCC Student ID Number (P#)
- Name of school or agency

**#5: APPLY FOR FINANCIAL AID (FAFSA)**

This step is **highly recommended.** One of the keys to success in college is having a plan to pay for your education. Applying for financial aid is easy when you follow the step-by-step guide offered on the College’s website at:


Deadlines apply, so file your application without delay. If you have questions or need help regarding financial aid, call the College at 610-359-5000.

**#6: MEET WITH THE PROGRAM DIRECTOR FOR ADVISEMENT**

All applicants are **required to meet** one-on-one with the Program Director, Jacqui Bak, for program advisement and course selection **prior to petitioning to the program.** To schedule an appointment with Ms. Bak, email her at jbak1@dccc.edu
All candidates must choose and fulfill one (1) of the following entrance requirements prior to the July 9, 2020, deadline to be awarded a seat in the 2020 Surgical Technology Program or a position on the wait list.

**OPTION ONE: TESTING (ACT or SAT)**
Candidates can opt to take and submit the following minimum ACT or SAT scores prior to the July 9, 2020, deadline. Please note: Scores must be current within five years of beginning clinical work, therefore, taken September 2015 or after.

**ACT Composite – 17 or higher OR SAT – 830 or higher**

For students taking the SAT with writing section and total score value of 2400, only the math and critical reading sections (not the writing section) will be used in calculating the score requirement of 830 or higher. To schedule the ACT or for more information regarding the test, call Assessment Services: 610-359-5322.

**OPTION TWO: COURSE CREDIT (COMPLETE FIVE COURSES)**
Achieve a “C” or better and a cumulative GPA of 2.5 or higher in all five (5) of the following courses. Please note, the GPA will be calculated using only the following five (5) courses below:

1. English Composition (ENG 100) 3 credits
2. General Psychology (PSY 140) 3 credits
3. Humanities Elective 3 credits
4. Human Anatomy & Physiology I (BIO 150) 4 credits
   OR
   Body Structure and Function I or II (AHM 104 or 105) 3 credits
   (Note: AHM 104/105 have pre/co-requisites of AHM 233, Medical Terminology)
5. Applied Microbiology (AHM 220) 1 credit

If you plan to qualify with the Course Credit Option, all five (5) courses listed above must be completed and the grades posted on delaGATE and/or transferred into the College via the directions outlined in Requirement #3, page 4, before the petition can be considered complete. All pre-requisite courses must be completed prior to petitioning. No petition will be accepted beyond July 9, 2020.

**Important Note:** Candidates must complete all required courses no later than the end of the Summer I semester ending June 24, 2020. Course grades for classes taken in the 10-week Summer 1 semester format and the Summer II semester will not be available by the deadline.

Students choosing to submit courses completed at other colleges/universities to fulfill this Course Credit Option should note that their GPA will be recalculated according to the College’s grading system and credit value for admissions purposes only. That recalculation will be conducted using all five of the “Credit Option” courses taken.

According to College policy, students may only repeat a course to improve their grade point average if the initial grade was “D”, “N”, “W”, or “F”. Please see the College’s Student Handbook for more information: http://www.dccc.edu/studenthandbook

### DIRECTIONS: CALCULATE GRADE POINT AVERAGE (GPA) ON PRE-REQUISITE COURSES

1. Determine the points earned in each course. Must earn a “C” or better. (A=4 points, B=3 points, C=2 points).
2. Multiply the number of credits by the number of grade points for each course to determine the quality points.
3. Divide the sum of the quality points by the total number of credits.
4. The result is the GPA for the pre-requisites.

<table>
<thead>
<tr>
<th>COURSE/GRADE</th>
<th>CREDITS EARNED IN COURSE</th>
<th>GRADE POINTS</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 150 or AHM 104 or 105</td>
<td>4 or 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied Microbiology</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL # OF Credits:</strong></td>
<td></td>
<td></td>
<td><strong>SUM:</strong></td>
</tr>
</tbody>
</table>
#8: OBTAIN BACKGROUND CLEARANCES

Castle Branch has been contracted by the College to assist students in obtaining and storing required background clearances. Petitioning students are required to create a Castle Branch account, called myCB/CP, a secure platform that offers students directions on how to obtain the required clearances. The fee for this service is $39.00 payable to Castle Branch. The fee includes the cost for the Statewide Criminal PA Report which will automatically be posted on the student’s myCB/CP account. Once the order has been placed, students may use their login to access additional features including document storage, portfolio builders and reference tools.

A total of three (3) background clearances are required to properly petition to the program. Additional clearances may be required for out-of-state candidates.

1. **Statewide Criminal PA Report** (included with the $39.00 fee)
2. **Federal Criminal History (FBI) Report** – (IdentoGO/IDEMIA – see below & page 8).
3. **Child Abuse History Clearance** – (see below & page 8).

All clearances must be dated **August 1, 2019, or after**, to be eligible for the Fall 2020 program. Clearances must be completed, sent to, and stored on the candidate’s myCB/CP account **before submitting a petition to the program**. Plan accordingly to meet deadlines as it can take **several weeks** for clearances to be processed by government agencies.

## DIRECTIONS: SECURING AND STORING CLEARANCES WITH CASTLE BRANCH

1. Go to: [www.castlebranch.com](http://www.castlebranch.com)
2. Click the blue box “Place Order” at the top right-hand side of the landing page.
3. Enter DD75r in the Package Code box.
4. Click “SUBMIT”
5. Review the contents on this page, check off the boxes required to proceed and click: “CONTINUE”
6. Fill out all the required fields to set up your account.

**IMPORTANT NOTE**: If you set up an account previously with Castle Branch and need to post updated clearances for a new entrance year, contact Castle Branch’s Customer Service Department for assistance: 888-914-7279.

**PAYMENT INFORMATION**: At the end of the online order process, you will be prompted to enter your Visa or MasterCard information. Money orders are also accepted, but will result in a $10 fee and additional turn-around-time.

**CLEARANCES NEEDED**

- **Statewide Criminal PA Report** – This report will be run by Castle Branch and stored in your myCB/CP account. You will need to go into your account and print out a copy to submit with your petition.
- **Fingerprinting (IdentoGO/IDEMIA)** – To secure this report, follow the directions on the following page. Castle Branch will also email you directions. This report must be ordered through the [Department of Human Services](http://www.dhs.wi.gov). Please note, you will be required to pay a separate fee for your fingerprints.
- **Child Abuse Clearance** - To secure this report, follow the directions on the following page. Castle Branch will also email you directions. This report must be ordered through the [Department of Human Services](http://www.dhs.wi.gov). Please note, you will be required to pay a separate fee for your Child Abuse Clearance.

**POST YOUR RESULTS**

Check all criminal history reports for accuracy prior to posting onto your myCB/CP account. Upload your documents to your account via the directions received from Castle Branch.

**VIEW YOUR RESULTS**

You will be notified by Castle Branch if there is any missing information needed to process your order. Your order will show as “In Process” until it has been completed in its entirety. Administrator’s at the College an also securely view your results online with their unique username and password. Remember, all clearances must be completed, sent, and stored by Castle Branch, before you may submit your petition.

If you need assistance with any of the above processes, please contact Castle Branch

888-914-7279 or email: cpservicedesk@certifiedprofile.com
<table>
<thead>
<tr>
<th>FBI Report</th>
<th>Child Abuse Clearance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Average time to obtain:</strong> 2-3 weeks (may take longer)</td>
<td><strong>Average time to obtain:</strong> On-line ordering will take 2-3 weeks to get results back. Paper submissions could take longer than this.</td>
</tr>
</tbody>
</table>

**How to obtain:**
- Go to the IdentoGO/IDEUMIA website at [https://www.identogo.com/locations/pennsylvania](https://www.identogo.com/locations/pennsylvania)
- Scroll down and choose “Digital Fingerprinting”
- Enter the “Service Code” provided by Castle Branch
- Follow the directions to complete your registration.
- For Reason Fingerprinted select: EMPLOYMENT WITH A SIGNIFICANT LIKELIHOOD OF REGULAR CONTACT WITH CHILDREN
- Results will be returned to you via U.S. Postal Service, use your current, legal address.
- Once the final FBI report is mailed back to you via the U.S. Postal Service, open the letter and check for accuracy.
- Upload this document to your Castle Branch account.
- All Rap Sheet reports (if applicable) must be posted as well to fulfill this requirement.

**How to obtain:**
- This document is required even if you have never lived in Pennsylvania
- Go To: [https://www.compass.state.pa.us/cwis/public/home](https://www.compass.state.pa.us/cwis/public/home)
- First Time User Click On: CREATE INDIVIDUAL ACCOUNT
- Review the Welcome page and click: NEXT
- Follow the directions on the website to complete your clearance submission.
- Use your current, legal address.
- Under Purpose of Certification check off: An individual 14 years of age or older applying for or holding a paid position as an employee with a program, activity, or service.
- All information must be completed in full. They will ask for all previous names, addresses and household members since 1975. This information must be provided to the best of your knowledge and belief.
- Your results are available electronically and you may print them out upon completion.
- Upload this document into your Castle Branch account.
- All Rap Sheet reports, if applicable, must be posted with Castle Branch to fulfill this requirement.

**SUBMITTING VIA U.S. MAIL:** Candidates can submit a paper-copy of the PA Criminal Form instead, by connecting to the link below and following the directions. Results will take longer when using this hardcopy form as results must be processed manually: [http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf](http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf)

**What it looks like:**

![FBI Report Example](image1)

![Child Abuse Clearance Example](image2)
Criminal Convictions

All Surgical Technology applicants are required to submit a PA Criminal History Report, Federal Criminal History Report (FBI) and a Child Abuse Clearance report. An applicant with any history of conviction of a misdemeanor or felony crime or pending charges [any criminal misdemeanor or felony charges as yet unresolved by the courts] cannot be placed in the position of working in a health career environment and may not petition for acceptance to the Surgical Technology Program.

Students who are not free of convictions of a prohibitive offense prior to petitioning may not be able to complete their studies because clinical experiences needed for course/program success may be prohibited. If a student cannot complete their clinical studies, they will not be accepted into the Surgical Technology Program.

NOTE: Once awarded a seat in the program, due to health care providers’ policies, the College requires a drug screening for all newly accepted students prior to beginning their clinical experiences. If you are awarded a seat in the program, you will receive more detailed information on this requirement at a special College Planning session.

#9: MAINTAIN A MINIMUM OVERALL GPA = 2.0

At the time of petitioning and through the start of AHS 100 and AHS 101, students must meet and maintain an overall minimum grade point average (GPA) of a 2.0 or higher for all college course work completed at DCCC to be considered for a seat in the program or to be offered a position on the wait list. If the student’s overall GPA falls below the minimum 2.0 requirement at any time, the offer of admission to the Surgical Technology program or the position on the wait list will be revoked and they will not be permitted to register for, or begin, AHS 100 and AHS 101.

#10: CODE OF CONDUCT

All candidates to the program must be in compliance and in good standing with the College’s Code of Conduct as defined in the Student Handbook. Students must be in good disciplinary standing with the College to be considered a candidate for the program. Students who have outstanding sanctions or violations filed with the Office of Student Affairs will not be admitted to the program. If your standing at the College falls below Good Standing at any time after you are admitted to the program, or are offered a position on the wait list, your offer will be revoked and you will not be permitted to register for, or begin AHS 100 or AHS 101. A copy of the Student Handbook can be downloaded from: http://www.dccc.edu/studenthandbook

#11: PROOF OF RESIDENCY

Provide proof of residency via a valid, current, legible photocopy of one (1) of the following items:

1. Permanent driver’s license or State ID (Please note: Temporary update cards & duplicate licenses are not acceptable.)
2. Utility bill with your name listed on the bill. (Gas, electric, water or sewer only; cell phone bills are not acceptable.)

The above-named items are the ONLY acceptable forms of proof of residency. The address listed on the proof of residency submitted must match the 1) address listed on the program petitioning form, 2) the address listed in the College’s database, and 3) the address submitted on all background clearances. The Admissions Office reserves the right to request additional proof of residency documents as necessary.
Once **all the requirements have been fulfilled**, submit the following remaining items below, **together and in-person**, at the Marple Campus (Media, PA), Admissions Office/Founder’s Hall/Room 3500, no later than the deadline date of July 9, 2020.

Students are encouraged to complete all the requirements and petition as soon as they are fulfilled, as seats in the program are awarded **first come, first qualified**. The program often fills prior to the deadline date.

**NO APPOINTMENT** is needed to submit your petition, simply submit the paperwork at the Admissions Office on the Marple Campus.

**Petitioning Hours at the Marple Campus:**

Monday through Thursday 8:30 a.m. to 7:30 p.m.
Friday 8:30 a.m. to 3:30 p.m.  *(Note: The College is closed Fridays in summer.)*

The three (3) items to submit at the time of petitioning are:

1. **The Petition Form** – last page of this packet
2. **A photocopy of an approved Proof of Residency** – *(See page 9.)*
3. **Photocopies of all three clearances posted with Castle Branch** - *(See pages 7 & 8.)*

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**NOTIFICATION OF THE STATUS OF YOUR PETITION**

1. **It can take 6 to 8 weeks to evaluate a petition.** The Admissions Office will notify students by U.S. mail regarding the status of their petition. **Please refrain** from contacting the Admissions Department on the standing of your petition during the review period. You will be notified as timely as possible via U.S. Mail.

2. **If a petition is incomplete**, the candidate will be notified by U.S. mail regarding the missing items/requirements. Any missing items must be submitted by the deadline date of July 9, 2020, to be considered for a seat in the program (if any remain) or a position on the wait list.

3. **The wait list is dissolved at the end of July each year.** Students on the wait list **are not carried over** from year-to-year. Students will be notified by U.S. mail when the wait list is dissolved. If a student is interested in petitioning for a future entrance year, they must meet any new admission requirements published in the Entrance Requirements Packet for that entrance year.

4. **Students are not permitted to defer their enrollment** into the Surgical Technology Program for a future enrollment date. Students must petition again and meet all admission requirements in accordance with the policies and procedures required for the new petitioning year.

5. **If offered a seat in the program**, candidates are required to pay a $100.00 deposit by May 1, 2020. The $100.00 will hold a seat for the Fall 2020 program only. All previous balances due to the College must be paid in-full prior to submitting the deposit. **Deposit refunds will be issued only if the student:** 1) remains enrolled in AHS 100 and AHS 101 for the first three full weeks of the semester, and 2) does not have any outstanding balances due to the College at that time. If the student drops out of the program, at **any time before the end of the third week**, the deposit will not be refunded.
1. **Qualified students will be offered a seat for the program**, if one is available, after all steps have been successfully completed by the July 9, 2020, deadline.

2. **Credits received for BIO 150 and BIO 151 (Human Anatomy and Physiology I & II) prior to enrollment in AHS 100 and 101 for Fall 2020 must be dated Summer I, 2015, or later to be considered current.** Courses taken before this deadline will need to be repeated. The College will not accept the transfer of any anatomy & physiology courses that contain a virtual lab. Candidates must achieve a minimum of a “C” or better in BIO 150 and BIO 151.

3. **Once accepted to the program, a required special college planning session** for admitted students will be held in April or May 2020. During this session, students will participate in an advisement session and register for program course work. Admitted students will be notified by U.S. mail regarding the date of this required session.

4. **Accepted students to the program are required to purchase a second package** from Castle Branch. The package includes: 1) drug screening 2) Nationwide Healthcare Fraud & Abuse scan, and 3) document management.

5. **Admitted students must pass a drug test** to be eligible for the clinical experience. Instructions on how and where to take the drug test will be explained to admitted students during the required special college planning session.

6. **In addition to normal tuition, fees, and books, students are required to purchase** insurance and items specific for clinical rotation.

7. **It is the student’s responsibility to notify both the Admissions and Records Offices of any changes** in address or phone number. It is important that the correct contact information is on file at all times.

8. **If a student fails or withdraws from any one of the surgical technology courses and wishes to repeat the course,** they must petition for readmission through the Allied Health, Emergency Services, and Nursing Division; not the Admissions Office. See the current Delaware County Community College catalog for more information or contact the Allied Health, Emergency Services & Nursing Division at 610-359-5353.

9. **The National Certification Exam outcomes assessment exam (OAE) participation for the class of 2018 was reported as 100%. The OAE pass rate for the National Certification Exam for surgical technology (CST) was 67% for the class of 2018**

10. **The clinical case requirement of 120 surgical procedures is required of all surgical technology students. Students must complete a minimum of 30 General Surgery cases with 20 in the first scrub role and a minimum of 90 cases in various specialties, with 60 in the first scrub role.**

Delaware County Community College is an equal employment and educational opportunity institution conforming to all applicable legislation that prohibits discrimination. The College does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, or any other characteristic protected by state or federal laws in its educational programs, activities, admission or employment policies, as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other applicable statutes. Inquiries concerning Title IX and/or 504 compliance should be referred to Title IX Coordinator: Kendrick Mickens, Director of First Year Experiences (kmickens@dccc.edu), 610-359-5340. TTY for the hearing impaired: 610-359-5020. Inquiries related to accessibility services for students should be directed to the Office of Disability Services, (abinder@dccc.edu), 610-359-5229.

Delaware County Community College is accredited by the Middle States Association of Colleges and Schools, Commission on Higher Education, 3624 Market St., Philadelphia, PA 19104. The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Program (CAAHEP), www.caahep.org, 25400 US Highway 19 N., Clearwater, Fl 33763, phone (727) 210-2350, FAX: (727) 210-2354.
Surgical Technology Associate Degree Curriculum

Prerequisite to AHS 100 (Surgical Technique I): AHM 220  Applied Microbiology ... 1 credit

Semester 1: (16-17 credits)  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 100</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 140</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 150</td>
<td>Human Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>AHM 104</td>
<td>Body Structure and Function I</td>
<td>4/3</td>
</tr>
<tr>
<td>AHM 220</td>
<td>Applied Microbiology</td>
<td>1</td>
</tr>
<tr>
<td>SOC 110</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>MAT 121</td>
<td>Introduction to Probability and Statistics</td>
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Semester 2: (15-16 credits)  
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>AHM 233</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 151</td>
<td>Human Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>AHM 105</td>
<td>Body Structure and Function II</td>
<td>4/3</td>
</tr>
<tr>
<td>AHA 207</td>
<td>Ethical/Legal Aspects of Health Care Management</td>
<td>3</td>
</tr>
<tr>
<td>COMM 100</td>
<td>Introduction to Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>Humanities elective</td>
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Semester 3: (13 credits) Fall Only*  
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AHS 100*</td>
<td>Surgical Technology I</td>
<td>5</td>
</tr>
<tr>
<td>AHS 101*</td>
<td>Surgical Technology Practicum I</td>
<td>5</td>
</tr>
<tr>
<td>DPR 100</td>
<td>Introduction to Information Technology</td>
<td>3</td>
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Semester 4: (10 Credits) Spring Only*  
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AHS 102*</td>
<td>Surgical Technology II</td>
<td>4</td>
</tr>
<tr>
<td>AHS 103*</td>
<td>Surgical Technology Practicum II</td>
<td>6</td>
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</table>

Semester 5: (7 Credits) Summer I Only*  
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AHS 200*</td>
<td>Surgical Technology III</td>
<td>1</td>
</tr>
<tr>
<td>AHS 201*</td>
<td>Surgical Technology Practicum III</td>
<td>6</td>
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TOTAL CREDITS: 61/63

Surgical Technology Program Curricular Sequence:

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
<th>Third Semester</th>
<th>Fourth Semester</th>
<th>Fifth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 100</td>
<td>AHM 233</td>
<td>AHS 100*</td>
<td>AHS 102*</td>
<td>AHS 200*</td>
</tr>
<tr>
<td>PSY 140</td>
<td>BIO 151 or AHM 105</td>
<td>(Pre-requisite</td>
<td>(Spring Only)</td>
<td>AHS 201*</td>
</tr>
<tr>
<td>BIO 150 or AHM 104</td>
<td>AHA 207</td>
<td>AHM 220 must be completed</td>
<td>*(Summer Only)</td>
<td>*(Summer Only)</td>
</tr>
<tr>
<td>AHM 220 (pre-requisite to AHS 100)</td>
<td>COMM 100</td>
<td>prior to entering AHS 100)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 110</td>
<td>HUMANITIES Elective</td>
<td>AHS 100)</td>
<td>AHS 101*</td>
<td>AHS 200*</td>
</tr>
<tr>
<td>MAT 121</td>
<td></td>
<td>*(Fall Only)</td>
<td>DPR 100</td>
<td>AHS 201*</td>
</tr>
</tbody>
</table>

Total Credits: 16 or 17  
Total Credits: 15 or 16  
Total Credits: 13  
Total Credits: 10  
Total Credits: 7
## SURGICAL TECHNOLOGY CLASSES/CLINICAL SCHEDULE

<table>
<thead>
<tr>
<th>SURGICAL TECHNOLOGY COURSES</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(Fall)</strong></td>
<td>AHS 101 7:00 a.m.-3:00 p.m.</td>
<td>AHS 100 1:45 p.m. – 4:45 p.m.</td>
<td></td>
<td>AHS 100 8:00 a.m. – 10:00 a.m.</td>
<td>AHS 101 10:15 a.m. - noon</td>
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<tr>
<td>AHS 100</td>
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<td>AHS 101</td>
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<tr>
<td><strong>(Spring)</strong></td>
<td></td>
<td>AHS 102 8:00 a.m. -12:00 p.m.</td>
<td>AHS 103 7:00 a.m. -1:00 p.m.</td>
<td>AHS 103 7:00 a.m. - 1:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>AHS 102</td>
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<td></td>
<td></td>
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<tr>
<td>AHS 103</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>(Summer I)</strong></td>
<td>AHS 200 8:00 a.m. - 10:30 a.m.</td>
<td>AHS 201 7:00 a.m. - 3:30 p.m.</td>
<td>AHS 201 7:00 a.m.-3:30 p.m.</td>
<td>AHS 201 7:00 a.m.-3:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>AHS 200</td>
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<td></td>
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<tr>
<td>AHS 201</td>
<td></td>
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</tr>
</tbody>
</table>
1. Submit an application for admission to Delaware County Community College, if not enrolled within the past year. (See page 3.)

2. Demonstrate College Readiness. (See page 3.)

3. If applicable, transfer previously earned college credits into the College. (See page 4.)

4. High School credentialing on file with the College. (See pages 4 & 5.)

5. Apply for Financial Aid (Recommended). (See page 5.)

6. Meet with the Program Director, Jacqui Bak, for course advisement (See page 5.)

7. Complete one (1) of the two Options for Admission. (See page 6.)

8. Secure & store background clearances with Castle Branch. (See pages 7 & 8.)

9. Maintain Good Academic Standing (2.0 GPA) at the College at all times. (See page 9.)

10. Be in compliance and in good standing with the College’s Code of Conduct at all times. (See page 9.)

11. Photocopy an approved Proof of Residency for petitioning file. (See page 9.)

12. Make photocopies of all pertinent documents for your personal records.

13. Submit together to the Admission Office/Marple Campus:
   (1) Surgical Technology petition with an original signature - (See page 15.)
   (2) Valid, current, legible photocopy of proof of residence - (See page 9.)
   (3) Photocopies of the three clearances (FBI, Child Abuse, & PA Criminal) (See Page 7 & 8.)

? QUESTIONS ?

Please direct questions regarding the admissions process to:
Nancy Wheeler, Assistant Director of Admissions
Email: nwheeler@dccc.edu (best method)
Phone: 610-359-5005

Please direct questions regarding the field of Surg. Tech. or questions regarding advisement to:
Jacqui Bak, Program Director, Surgical Technology, Perioperative & RNFA Programs
Email: jbak1@dccc.edu (best method)
Phone: 610-359-5286
Applicants will not be offered an available seat in the program until all admission requirements have been completed. Applicants are admitted on a first come, first qualified basis. Please submit the materials together and in-person at the Marple Campus, (Media, PA), Admissions Office/Founder’s Hall, prior to the July 9, 2020, deadline. No appointment is necessary to submit your petition. See the office hours on page 10.

2. Valid, current, legible photocopy of proof of residence (See page 9.)
3. Photocopies of all three required clearances (FBI, PA Criminal, & Child Abuse) dated August 1, 2019, or after. (See pages 7 & 8.)

Student ID #  P00

Legal Name: _______________________________  _______________________________
              Last                          First                          Middle

Maiden Name: ___________________________________________________________________
              _______________________________
              Last

Legal Address: _______________________________________________________________
               ______________________________________
               Street Address
               ______________________________________________
               City                          State                          ZIP

Primary Phone #: _________________________  Alternative Phone: _______________________

Email: __________________________________________________________________________

PLEASE RESPOND TO ALL OF THE FOLLOWING:

1. I submitted a petition to the Surgical Technology program previously.
   □ No   □ Yes - indicate year: ________
   (This information will not be used in evaluating your petition; it is merely used to locate any previously submitted paperwork still available.)

2. Please indicate:
   □ High school graduate   □ GED certification   □ International Evaluation
   (The “paper copy” of your official, final High School transcripts or GED results MUST be on file with DCCC’s Records Office.)

3. I chose to qualify by this option (check one only):
   □ Credit Option
      List the colleges from which the transcripts are being sent
      _______________________________________________________________
      _______________________________________________________________
      _______________________________________________________________
   □ Testing Option
      Indicate: □ SAT or □ ACT

Signature of Petitioner ___________________________  Date ___________________________