



Health & Human Services Division
 Lansing Community College
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Surgical Technology 2022 Advising Guide

Application Deadline: May 1 | Admission for Fall 2022

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GENERAL PROGRAM INFO

This program is Selective Admissions, which means admission is on a competitive basis and does have program-specific entrance requirements. Admission is determined using a point system; those with the highest total points each year will be selected for the available seats.

The program admits once a year and starts every Fall semester (August). Upon program completion, students earn a **Surgical Technology Associate of Applied Science degree** from LCC. Prior healthcare experience is not needed to pursue the Surgical Technology program. For more information on this program and career, visit the [program website](http://www.lcc.edu/academics/degrees/) (www.lcc.edu/academics/degrees/).

| | Number of Students Admitted Annually | Program Duration (once admitted) | Program Format |
|-------|---------------------------------------------|--------------------------------------------|-----------------------------------------------------------|
| May 1 | 24 | 9 consecutive months (2 semesters) | In-Person <i>*Some courses are hybrid (50% online)</i> |

APPLICATION PROCESS

Follow the steps below to apply to Lansing Community College's (LCC) Surgical Technology program. Admission into the college does not guarantee entrance into a Selective Admissions program. For questions about the application process, email selective_admissions@star.lcc.edu.

1. **APPLY TO LCC:**

If you are not currently and have never been an LCC student, [apply to the college](http://www.lcc.edu/admissions-financial-aid/get-started/) (www.lcc.edu/admissions-financial-aid/get-started/). It's FREE!

2. ***TRANSFER STUDENTS:** Have ALL of your previous colleges send official transcripts directly to LCC's Registrars Office by **May 15th**. Courses must transfer into LCC as the exact class to satisfy an admission requirement.
 - a. Find out where to send your transcripts and how your classes will transfer to LCC using our [equivalency site](http://lcc.edu/academics/transfer/equivalencies/) (lcc.edu/academics/transfer/equivalencies/). Students submitting non-US transcripts for credit transfer evaluation should request a credit evaluation report to be sent directly to LCC Registrars Office. The report must be prepared by a member organization of the [National Association of Credential Evaluation Services, Inc. \(NACES\)](http://www.naces.org/) (www.naces.org/). Contact one of the NACES member organizations listed at naces.org to obtain a credit evaluation request form.
 - b. *****Your transfer school's grading system will be used to convert letter grades to numerical. Grading scales vary by school. For most colleges (not all), a 2.5 grade is equivalent to a B.*****
3. **COMPLETE A SURGICAL TECHNOLOGY INFORMATIONAL SEMINAR:** Candidates who complete this optional seminar will receive points toward their application. To access the virtual seminar go to the Surgical Technology section on the [HHS Advising Guide site](http://www.lcc.edu/hhs/advising-guides.html) (www.lcc.edu/hhs/advising-guides.html).
4. **MEET WITH AN ACADEMIC ADVISOR FOR COURSE PLANNING:** Schedule an appointment with an academic advisor by calling 517-483-1957 option 4. The lead health careers advisors are Eric Bennett, Matt Boeve, Angela Kuhlman, and Barb Line (Livingston campus). **To get the most out of your appointment transfer transcripts should be on record with LCC prior to meeting with an advisor.*
5. **COMPLETE COURSE ADMISSION REQUIREMENTS:** See the next page for a list of requirements that must be completed to be eligible to apply.
6. **SUBMIT SELECTIVE ADMISSION APPLICATION & PAYMENT BY MAY 1:**
 - a. Once you have completed the steps above and the admission requirements are either complete or you are on track to finish them during the Spring semester, submit the online [Selective Admissions Application](http://www.surveymonkey.com/r/HHS-SelectiveAdmissionApplication) (www.surveymonkey.com/r/HHS-SelectiveAdmissionApplication).
 - b. Then pay the \$20 non-refundable application fee at the [Selective Admissions Store](https://secure.touchnet.com:443/C20118_ustores/web/store_main.jsp?STOREID=43&FROMQRCODE=true&SINGLESTORE=true) (https://secure.touchnet.com:443/C20118_ustores/web/store_main.jsp?STOREID=43&FROMQRCODE=true&SINGLESTORE=true). **The application and payment are due May 1st.**

ADMISSION REQUIREMENTS

Applicants must complete ALL of the following to be eligible for admission. **Coursework must be successfully completed by the end of LCC's Spring semester to be considered.** Summer classes are considered only in the event there are not enough applicants to fill seats. Only courses listed on your LCC record, which includes transfer credit, can be used to satisfy an admission requirement. Completion of the requirements does not guarantee admission into a Selective Admission program.

| ADMISSION REQUIREMENTS | SEE NOTE (NEXT PAGE) | MINIMUM GRADE |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------|
| Hepatitis B vaccination | 1 | N/A |
| BIOL 201: Human Anatomy | *2 | 2.5 / *B |
| BIOL 202: Human Physiology | *2 | 2.5 / *B |
| BIOL 203: Microbiology or SURG 103: Surgical Asepsis | *2 | 2.5 / *B |
| CHSE 117 or PFHW 163 | *2 | 2.5 / *B |
| CHSE 120: Medical Terminology | *2 | 2.5 / *B |
| MATHEMATICS APPLIED DEGREES GENERAL EDUCATION: MATH 117, MATH 119, STAT 170, STAT 215, or any course from the College Algebra section on the Applied Degrees General Education list (lcc.edu/academics/catalog/general-education/index.html) | | 2.0 / *B- |
| ENGLISH COMPOSITION APPLIED DEGREES GENERAL EDUCATION: ENGL 121, 122, 131, or 132 | 3 | 2.0 / *B- |
| COMMUNICATIONS APPLIED DEGREES GENERAL EDUCATION: COMM 110, 120, or 130 <i>*Other courses cannot be substituted</i> | 3 | 2.0 / *B- |
| HUMANITIES, FINE ARTS, SOCIAL SCIENCES APPLIED DEGREES GENERAL EDUCATION: SOCL 120, PSYC 200, MGMT 234, or any course from the Humanities & Fine Arts, Social Sciences, or Applied Social | 3 | 2.0 / *B- |

| ADMISSION REQUIREMENTS | SEE NOTE (NEXT PAGE) | MINIMUM GRADE |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------|
| Sciences sections on the Applied Degrees General Education list (lcc.edu/academics/catalog/general-education/index.html) | | |

ADMISSION REQUIREMENT NOTES:

1. Hepatitis B is a 3-injection vaccine that takes 5-7 months to complete. **To be considered for admission, candidates must provide proof that they have received at least the first dose of the vaccine or evidence of a medical condition preventing them from being immunized.** Documentation must be attached to your application (*preferred*) or emailed to selective_admissions@star.lcc.edu by the application deadline. The complete injection must be done by November to be eligible for clinical. For more information this requirement, check out the Surg. Tech. section of the [HHS Advising Guide site](http://www.lcc.edu/hhs/advising-guides.html) (www.lcc.edu/hhs/advising-guides.html).
2. Anatomy, Physiology, BIOL203/SURG 103, CHSE 117, and CHSE 120 must be completed within 8 years of the application deadline.
3. The general education requirement for English, Communication, and/or Humanities/Fine Arts/Social Science will be waived by Selective Admissions ONLY IF the student has an Associate's or higher degree AND there are no classes completing the requirement(s) on the student's academic record. Official transcripts on record with LCC's Registrars office must show proof of degree.

***TRANSFER STUDENTS:** Your transfer school's grading system will be used to convert letter grades to numerical. Grading scales vary by school; a **2.5 is typically equivalent to a B** and a **2.0 is usually equivalent to a B-**. Official transcripts from **ALL** transferring colleges must be on file with LCC's Registrars office by May 15th to be considered.



POINT SYSTEM

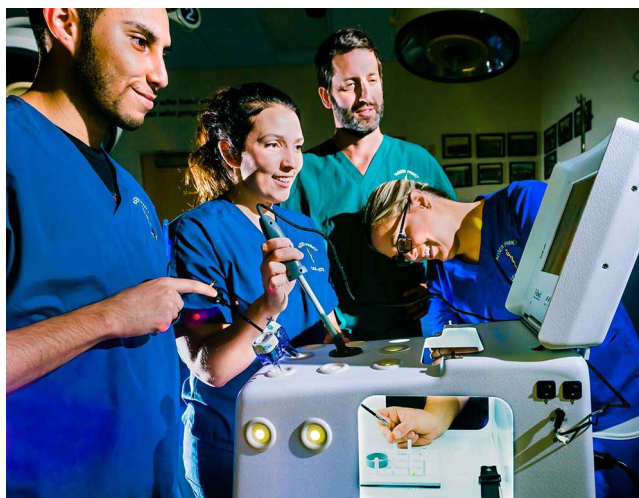
Admission into this program is competitive. Applicants who complete all of the admission requirements will be ranked using the following point system. Those with the highest total points will be selected for the available seats. **Admission decisions are made in June.**

| POINT CRITERIA | SEE NOTE | YOUR POINTS |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------|
| The following points are awarded based on GPA in BIOL 201, BIOL 202, BIOL 203/SURG 103, CHSE 117/PFW 163, and CHSE 120: <ul style="list-style-type: none"> 25 points: 3.50-4.00 15 points: 3.00-3.49 5 points: 2.60-2.99 | | |
| The following points are awarded based on GPA of all nine of the course admission requirements listed in the previous section: <ul style="list-style-type: none"> 25 points: 3.50-4.00 15 points: 3.00-3.49 5 points: 2.60-2.99 | | |
| 5 points are awarded if applicant has no withdraws and/or repeats in BIOL 201, BIOL 202, BIOL 203/SURG 103, CHSE 117/PFW 163, and/or CHSE 120. This includes attempts at other colleges. | 1 | |
| Points can be awarded for <u>ONE</u> of the following: <ul style="list-style-type: none"> 5 points: Associate's or higher degree 3 points: Completion of 10+ credits not including BIOL/CHSE courses | 2 & 3 | |
| Applicants who have direct-patient care work or volunteer experience in a health field will earn the following points: <ul style="list-style-type: none"> 10 points: 10+ years of paid <u>work</u> experience 5 points: 5-9 years of paid <u>work</u> experience 3 points: 1-4 years of paid <u>work</u> experience 1 point: Less than one year of paid <u>work</u> experience 2 points: 16+ hours of <u>volunteer</u> experience | 2 & 4 | |
| 10 points will be awarded for work experience in a Surgical Department for 1 or more years. | 2 & 4 | |
| 2 points awarded for completing a Surg. Tech. Informational Seminar. | See pg. 2 | |
| YOUR TOTAL POINTS: | | |

POINT SYSTEM NOTES:

1. To earn points in the first attempt category, all of the listed courses must have been completed with a grade of 2.5 or higher on the first attempt. Withdraws and attempts at other institutions are considered. Only attempts within the last 5 years are considered.
***Students who do not submit official transcripts for all Colleges attended (except international Colleges) will be deducted 5 points.**
2. This point criteria is optional. Only applicants who meet the criteria will earn points in this category.
3. Transfer students must show proof of degree via an official transcript sent to LCC's [Registrars office](http://lcc.edu/academics/transfer/equivalencies/) (lcc.edu/academics/transfer/equivalencies/); transcripts are due May 15th. Applicants who earn(ed) their degree at LCC will automatically be awarded points for this criteria. **To determine if you are eligible for a degree at LCC, meet with an academic advisor early on in the Spring semester for a degree audit. Students must submit a degree application by March 15th to earn a Fall semester degree.** More information is available at www.lcc.edu/admissions-financial-aid/registrar/forms.html#degree.
4. Proof of work or volunteer experience must be documented by the HR department or a supervisor on business letterhead and include dates of employment/volunteering, position title, and a brief description of duties. To earn points, documentation must be attached to your application (*preferred*) or emailed to **selective_admissions@star.lcc.edu** by the application deadline.
*Direct-patient care is defined as giving one-on-one medical attention to patients in a healthcare setting. Examples of direct-patient care job duties include taking vitals, administering medication, assisting with mobility, helping the patient with hygiene/bathing, carrying out medical treatment plans, giving general medical care, etc. Direct-patient care must be a primary job responsibility to earn points.

In the case of a tie in total points, GPA of required science & CHSE/PFWW courses followed by GPA of all required classes will be used.



ACCREDITATION

LCC's Surgical Technology program has been accredited since 1999 by:

[The Commission on Accreditation of Allied Health Education Programs \(CAAHEP\)](http://www.caahep.org/)

(www.caahep.org/)

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PROGRAM LAYOUT

Admitted applicants will be required to attend a mandatory program orientation that typically occurs end of July. Candidates are advised to plan Summer vacations accordingly.

Those admitted to the Surgical Technology program begin during LCC's Fall semester. The program is 9 consecutive months long. This is a cohort program meaning class sequence and schedules are set. Courses do not run in the evening or on the weekend.

During the Fall semester, admitted students are on LCC's Downtown Lansing campus 2 days/week; all other course content is online. Clinical rotations start in the Spring semester and occur 4 days/week. In addition to clinical, students will be on campus 1 day/week and also have online classwork to complete. **The course load during the 2nd semester (Spring) is equivalent to a full-time job.** Therefore participants are encouraged to reduce their work hours as much as possible while in the program.

Clinical sites are within a 200 mile radius of LCC's Downtown Lansing campus. Students can be placed at any clinical site regardless of distance. Participants should expect to drive upwards of 2.5 hours to at least one of their clinical sites. Students are responsible for their own transportation and any cost associated with it.

Upon program completion, students earn a **Surgical Technology Associate of Applied Science degree**. Graduates are eligible to take the National Board for Surgical Technology and Surgical Assisting (NBSTSA©) examination. Passing this allows them to practice as a certified Surgical Technologist (CST).

A complete Surgical Technology program pathway, including course layout and course sequence, is available on the college's [Degree & Certificate site](https://lcc.edu/academics/catalog/degree-certificate-programs/pathways/) (<https://lcc.edu/academics/catalog/degree-certificate-programs/pathways/>).

Please be advised that all verbal, written, and patient care are delivered in English.

PROGRAM COST

The approximate cost for a Surgical Technology student who receives in-district tuition rates is \$16,750; this includes the cost of the admission requirements and in-program courses along with Surgical Technology supplies and textbooks. For a detailed cost sheet, including tuition rates for all residencies, visit the Surgical Technology section on HHS's [Advising Guides site](http://www.lcc.edu/hhs/advising-guides.html) (www.lcc.edu/hhs/advising-guides.html).

Be advised some in-program classes have a portion of the course fee that is non-refundable. Any student who registers for the class and then drops, withdraws, or is otherwise ineligible for the program will not be refunded the non-refundable portion. The non-refundable amount and the items included in course fees vary by class. More information will be provided at the program orientation that occurs after admission decisions are made.

CRIMINAL BACKGROUND CHECK

In order for this program to be in compliance with Michigan Public Act 26 of 2006, a **Criminal Background investigation is required for all students**. Directions for completing a Background Check, which may include fingerprinting and drug testing, will be given at the program orientation that occurs after admission decisions are made. Please note digital fingerprinting may be required by the State of Michigan at the time of application for career licensure. To comply with State and Federal statutes, admission to this program will be denied for any of the following:

- Any felony conviction within 15 years + three years' probation prior to application.
- Any misdemeanor within ten years prior to application that involved or is similar to the following:
 - Abuse, neglect, assault, battery
 - Criminal sexual conduct
 - Fraud or theft against a vulnerable adult (as defined by the Michigan penal code)

It is the student's responsibility – prior to pursuing the program – to know whether they are prohibited from providing clinical services.

The [Michigan Workforce Background Check Program](http://www.miltcpartnership.org/documents/legalguide.pdf)

(www.miltcpartnership.org/documents/legalguide.pdf) provides detailed information regarding the types of crimes and their implications to employment suitability in health care facilities and agencies.

Any student who has been charged with a felony or a misdemeanor crime after admission to the program must contact the Program Director within 72 hours of the charge. Students convicted of certain crime(s) may become ineligible for clinical/externship privileges and/or professional certification/licensure, and therefore, may be dismissed from the Program.

ENVIRONMENTAL CONDITIONS-STANDARD PRECAUTIONS

Applicants must be aware students in this program and profession will be exposed to blood, body tissues, and fluids. There is the potential of exposure to electrical hazards, hazardous waste materials, radiation, poisonous substances, chemicals, loud or unpleasant noises and high stress emergency situations. Students enrolled in this program and career path are at risk for exposure to blood and body fluids and transmission of blood-borne and other infectious diseases, including HIV. The Americans with Disabilities Act forbids discrimination against patients with infectious diseases; therefore, students are required to treat all patients assigned, regardless of the disease-state of the patient. Standard precautions must be followed when treating each patient.

IMMUNIZATION & CLINICAL REQUIREMENTS:

Applicants admitted to this program are required to present evidence from a licensed healthcare provider that they have completed ALL of the following immunizations:

- COVID
- Hepatitis B
- Influenza (flu)
- MMR (Measles, Mumps, and Rubella)
- Tdap
- Varicella

Admitted applicants must also provide the following documentation:

- TB test results showing they are free from infection
- Basic Life Support (BLS) certification
- A physical from a licensed healthcare provider
- Negative results of a 10-Panel Drug screen
- Results of a Background Check (*see the [Criminal Background Check section](#) of this guide*)

These requirements are in accordance with professional standards and third-party clinical site requirements. Students are responsible for the cost associated with obtaining immunizations, physicals, BLS certification, and any other items relating to clinical eligibility. Clinical hours must be completed in-full in order to successfully complete this program as mandated by the program's accrediting body and/or professional licensure/certification governances. Students who have not met all of the required third-party clinical requirements, including vaccinations, are not eligible to participate in this program.

Applicants should be aware some vaccinations require a series of injections. In these instances, the entire series must be complete to participate in clinical activities. Titer results showing immunity are accepted for some of the vaccinations in lieu of proof of immunization. For most students the easiest way to verify your current vaccination status is to visit the [Michigan Immunization Portal](https://mcir.org/public/) (<https://mcir.org/public/>) and access your State of Michigan immunization record from the Michigan Care Improvement Registry (MCIR). **Students are encouraged to consult with their healthcare provider before starting the program to ensure they can meet these immunization and physical requirements.**

More information about these requirements and how to submit them will be provided at the program orientation that occurs after admission decisions are made; do not submit these documents prior to being instructed to do so by

program administration. Contact the Program Director for questions regarding clinical requirements.

ALLERGIES:

Latex sensitivity and allergy has grown as a health care concern in recent years. Beginning one's professional life with a latex allergy presents unique problems because of the increased need to don gloves in both medical and non-medical settings, and unavoidable direct contact with products containing latex rubber (gloves, syringes, tubing, etc.), or by inhaling powder from latex gloves. Applicants with latex sensitivity and allergy are therefore encouraged to consult with their primary care physician to ensure their health and safety while participating in the program.

INSURANCE:

Be aware Lansing Community College does not provide accident and health insurance coverage for students. The College provides liability insurance coverage for students in practicum for injuries and damages they cause to others. It does not cover injuries students sustain as a result of their own actions. Students must use personal funds or personal medical insurance as a primary medical coverage payment if accident or injury occurs or if emergency treatment is required.

SKILLS ESSENTIAL FOR THE FIELD

For a list of motor, cognitive, and psychological skills essential for this field, visit the Surgical Technology section on HHS's [Advising Guides site](http://www.lcc.edu/hhs/advising-guides.html) (www.lcc.edu/hhs/advising-guides.html).

COVID

Because of the COVID-19 pandemic, students are required to comply with all laws, rules, and regulations as well as any guidance provided by the CDC, the local health department, and other governmental authorities. Due to rapid developments related to COVID-19, students are encouraged to periodically visit the College's website for updated information about COVID-19 (www.lcc.edu/about/coronavirus/).

At this time the College is not requiring the COVID vaccine for students. However, for programs that require clinicals, externships, on-site clinics, or practicum hours, the College must follow the immunization guidelines of the third-party healthcare facilities we partner with. Because of this, many of LCC's programs require students to complete the COVID vaccine. LCC healthcare programs do not take requests for clinical or externship assignments. *See the [Immunization](#) section of this guide for details.*

CHOSEN/PREFERRED NAME

LCC has adopted a policy providing all members of the campus community the opportunity to use their chosen or preferred name in records and communications across the campus. A chosen/preferred name refers to a first name which is different than the legal first name.

Students may request this option via their LCC profile. The student's Chosen/Preferred Name may be used in many contexts, including class rosters, ID Cards (by request), Desire to Learn (D2L) course sites, and more. However, **LCC is legally required to use a student's Legal Name for some things. This includes at all clinical and externship sites, on immunization and medical records, official transcripts, diplomas, financial aid records, and more.** More information is available on LCC's [Chosen Name and Chosen Pronoun initiative](http://www.lcc.edu/diversity/chosen-name.html) site (www.lcc.edu/diversity/chosen-name.html).

NON-DISCRIMINATION STATEMENT

Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses, services or activities offered by the college.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Sarah Velez, Human Resource Manager/Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1874; Christine Thompson, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1261.

CONTACT INFORMATION

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Check out all of the Health Career [Advising Guides](http://lcc.edu/hhs/advising-guides.html)
(lcc.edu/hhs/advising-guides.html)