



Health & Human Services Division  
 Lansing Community College  
 selective\_admissions@star.lcc.edu  
 Phone: (517) 483-1410

# Surgical Technology 2021 Advising Guide

**Application Deadline: May 1** | Admission for Fall 2021

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## General Program Info

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/](http://www.caahep.org/))

25400 US Highway 19 North, Suite 158

Clearwater, FL 33763

Phone: (727) 210-2350, Fax: (727) 210-2354

**This program is Selective Admissions**, which means admission is on a competitive basis and does have program-specific entrance requirements. The program admits once a year and starts Fall semester. Admission is determined using a point system; those with the highest total points each year will be selected for the available seats. For more information on this program and career, visit the [program website](http://www.lcc.edu/academics/degrees/) ([www.lcc.edu/academics/degrees/](http://www.lcc.edu/academics/degrees/)).

| Application Deadline | Number of Students Admitted Annually | Program Duration<br>(once admitted)             | Program Format  |
|----------------------|--------------------------------------|---|---|
| May 1                | Approximately<br>24                  | 9 months<br><i>Fall-Spring</i><br>(2 semesters) | Face-to-Face<br><i>*Some courses are hybrid</i><br>(50% online) |

## Application Process

You must be an LCC student to be eligible for this 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](mailto:selective_admissions@star.lcc.edu).

Follow these steps to apply:

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/).
2. **\*TRANSFER STUDENTS:** Have ALL of your previous colleges send official transcripts directly to LCC's Registrars Office by **May 15<sup>th</sup>**. 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/).
  - b. **\*\*\*Your transfer school's grading system will be used to convert letter grades to numerical. Grading scales vary by school. For most colleges, 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. The virtual seminar will be available starting January 2021 and located in the Surgical Technology section of the [HHS Advising Guide site](http://www.lcc.edu/hhs/advising-guides.html) (www.lcc.edu/hhs/advising-guides.html); no seminars will occur during the Fall 2020 semester.
4. **MEET WITH AN ACADEMIC ADVISOR FOR COURSE PLANNING:** To ensure you satisfy all of the admission requirements, meet with an LCC [Academic Advisor](http://www.lcc.edu/services/advising/) (www.lcc.edu/services/advising/). Call (517) 483-1957, option 4, to schedule an appointment with a Health Careers Advisor.  
*\*To get the most out of your appointment, transfer transcripts should be on record with LCC before meeting with an advisor.*
5. **COMPLETE COURSE ADMISSION REQUIREMENTS:** See next page for a list of admission requirements needed to be eligible to apply. *\*Completion of admission requirements does not guarantee admission into a Selective Admission program.*
6. **SUBMIT SELECTIVE ADMISSION APPLICATION BY MAY 1:**
  - a. Once you have successfully completed all of the admission requirements, submit the online [Selective Admission Application](https://www.surveymonkey.com/r/HHS-SelectiveAdmissionApplication) (https://www.surveymonkey.com/r/HHS-SelectiveAdmissionApplication).
  - b. Then pay the \$50 non-refundable application fee at the [Selective Admissions Store](https://secure.touchnet.com:443/C20118_ustores/web/store_main.jsp?STOREID=43&FRMQRCODE=true&SINGLESTORE=true) (https://secure.touchnet.com:443/C20118\_ustores/web/store\_main.jsp?STOREID=43&FRMQRCODE=true&SINGLESTORE=true). Payment is due by the application deadline.

## Admission Requirements

Applicants must complete ALL of the following to be eligible for admission. A valid state of Michigan Driver's license is also required. **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 REQUIREMENT  | SEE NOTE | MINIMUM GRADE |
|--|----------|---------------|
| Hepatitis B vaccination  | <b>1</b> | N/A           |
| BIOL 201: Human Anatomy  | <b>2</b> | 2.5 / *B      |
| BIOL 202: Human Physiology   | <b>2</b> | 2.5 / *B      |
| BIOL 203: Microbiology <b>or</b> SURG 103: Surgical Asepsis  | <b>2</b> | 2.5 / *B      |
| CHSE 117 <b>or</b> PFHW 163  | <b>2</b> | 2.5 / *B      |
| CHSE 120: Medical Terminology  | <b>2</b> | 2.5 / *B      |
| MATHEMATICS APPLIED DEGREES GENERAL EDUCATION:<br>MATH 117, MATH 119, STAT 170, STAT 215, <b>or</b> any course from the College Algebra section on the <a href="http://lcc.edu/academics/catalog/general-education/index.html">Applied Degrees General Education list</a> (lcc.edu/academics/catalog/general-education/index.html)               |          | 2.0 / *B-     |
| ENGLISH COMPOSITION APPLIED DEGREES GENERAL EDUCATION:<br>ENGL 121, 122, 131, <b>or</b> 132  | <b>3</b> | 2.0 / *B-     |
| COMMUNICATIONS APPLIED DEGREES GENERAL EDUCATION:<br>COMM 110, 120, <b>or</b> 130<br><i>*Other courses cannot be substituted</i>   | <b>3</b> | 2.0 / *B-     |
| SOCIAL SCIENCES APPLIED DEGREES GENERAL EDUCATION:<br>SOCL 120, MGMT 234, <b>or or</b> any course from the Humanities & Fine Arts or Social Sciences sections on the <a href="http://lcc.edu/academics/catalog/general-education/index.html">Applied Degrees General Education list</a> (lcc.edu/academics/catalog/general-education/index.html) | <b>3</b> | 2.0 / *B-     |

### ADMISSION REQUIREMENT NOTES:

**\*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 transferring colleges must be on file with LCC's Registrars office by May 15<sup>th</sup> to be considered.

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 December 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. It is highly recommended all BIOL, SURG, and CHSE courses be completed within 5 years of the application deadline.
3. The general education requirement for English, Communication, and/or 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.

## 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 late May.**

| 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/PFHW 163, and CHSE 120: <ul style="list-style-type: none"> <li>• <b>25 points:</b> 3.50-4.00</li> <li>• <b>15 points:</b> 3.00-3.49</li> <li>• <b>5 points:</b> 2.60-2.99</li> </ul> |          |             |
| The following points are awarded based on GPA of all nine of the prerequisite courses listed on the previous page: <ul style="list-style-type: none"> <li>• <b>25 points:</b> 3.50-4.00</li> <li>• <b>15 points:</b> 3.00-3.49</li> <li>• <b>5 points:</b> 2.60-2.99</li> </ul>       |          |             |
| <b>5 points</b> are awarded if applicant has no withdraws and/or repeats in BIOL 201, BIOL 202, BIOL 203/SURG 103, CHSE 117/PFHW 163, and/or CHSE 120. This includes attempts at other colleges.  |          |             |

*...point system continued on next page*

| POINT CRITERIA   | SEE NOTE         | YOUR POINTS |
|--|------------------|-------------|
| Points can be awarded for <u>ONE</u> of the following: <ul style="list-style-type: none"> <li>• <b>5 points:</b> Associate's or higher degree</li> <li>• <b>3 points:</b> Completion of 10+ credits not including BIOL/CHSE courses</li> </ul>   | <b>1 &amp; 2</b> |             |
| Applicants who have direct-patient care work <b>or</b> volunteer experience in a health field will earn the following points: <ul style="list-style-type: none"> <li>• <b>10 points:</b> 10+ years of paid <u>work</u> experience</li> <li>• <b>5 points:</b> 5-9 years of paid <u>work</u> experience</li> <li>• <b>3 points:</b> 1-4 years of paid <u>work</u> experience</li> <li>• <b>1 point:</b> Less than one year of paid <u>work</u> experience</li> <li>• <b>2 points:</b> 16+ hours of <u>volunteer</u> experience</li> </ul> | <b>1 &amp; 3</b> |             |
| <b>10 points</b> will be awarded for work experience in a Surgical Department for 1 or more years.   | <b>1 &amp; 3</b> |             |
| <b>2 points</b> awarded for completing a Surg. Tech. Informational Seminar.  | <b>See pg. 2</b> |             |
| <b>YOUR TOTAL POINTS:</b>  |                  |             |

**POINT SYSTEM NOTES:**

1. This point criteria is optional. Only applicants who meet the criteria will earn points in this category.
2. 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 15<sup>th</sup>. Applicants who earned their degree at LCC will automatically earn points for this criteria. Think you are close to earning a degree at LCC? Meet with an academic advisor for a degree audit and instructions on how to apply for the degree.
3. 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.

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

## Program Layout

**Admitted applicants and those selected as an alternate will be required to attend a mandatory program orientation that typically occurs the 4<sup>th</sup> week of July. Candidates are advised to plan Summer vacations accordingly.**

If admitted, the Surgical Technology program begins during LCC's Fall semester and is 9-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 main 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. Clinical sites are within a 200 mile radius of LCC's main campus. Students may be placed at any clinical site, regardless of distance. Students are responsible for their own transportation and any cost associated with it. Participants are encouraged to reduce their work hours as much as possible while in the program.

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 for certification.

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/>).

## Program Cost

The approximate cost for a Surgical Technology student who receives in-district tuition rates is \$16,500; this includes the cost of prerequisite 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](http://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 (after admission decisions are made). Please note digital fingerprinting will 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)

The [Michigan Workforce Background Check Program](http://www.miltcpartnership.org/documents/legalguide.pdf) ([www.miltcpartnership.org/documents/legalguide.pdf](http://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 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 Certification: applicants admitted to the program shall be required to present evidence, in the form, of certification by a licensed healthcare provider, that he/she has been immunized against tuberculosis, measles, rubeola, rubella, tetanus, diphtheria, pertussis, hepatitis B, Varicella, influenza, and poliomyelitis. Students must also provide documentation of BLS certification, a physical from a licensed healthcare provider, and 10-Panel Drug screen from an approved provider. This is in accordance with professional standards and clinical-site requirements. Students are responsible for the cost associated with obtaining immunizations, physicals, BLS certification, and any other items relating to clinical eligibility. **More information about these items and how to submit them will be provided at the program orientation that occurs after admission decisions are made; do not submit these documents with your Selective Admission Application.** Contact the Program Director for details on clinical requirements.

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-19

As a result of COVID-19, Spring 2020 courses were switched mid-semester to online formats. The College allowed students to opt into a pass/fail grading system for eligible Spring 2020 courses. However, the Surgical Technology program does not accept "P" (pass) grades for the following courses. A numerical grade of 2.5 or higher is required.

- BIOL 201
- BIOL 202
- BIOL 203 or SURG 103
- CHSE 117 or PFHW 163
- CHSE 120

While not recommended, the Surgical Technology program will accept Spring 2020 P (pass) grades in lieu of a numerical grade for the following courses. Understand Selective Admissions will consider a P grade equivalent to a 2.0 for point calculation. P grades are not recommended since they may not transfer to other Colleges or other health programs at LCC.

- MATH courses
- ENGL 121, 122, 131, 132
- COMM 110, 120, 130, 240
- Social Sciences courses

In recognition of the challenges the transition to online learning may have created, points will not be deducted for repeating a course taken during the Spring 2020 semester. **Only Spring 2020 courses are exempt from repeat point deduction.**

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/](http://www.lcc.edu/about/coronavirus/)).

## 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.

***For questions, contact the Health & Human Services (HHS) Division:***  
selective\_admissions@star.lcc.edu | (517) 483-1410

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