

# Application Planning Guide for Medical Surgical Technology Program (020A)

## Medical Surgical Technology Planning Guide for Admission Spring 2025:

**The intent of this guide is to help applicants develop a plan of readiness for this application period.**

The MST program accepts approximately 10 applicants.

- ✓ Program Admission Required to enroll in MST courses
- ✓ Online applications will be available and may be submitted through your e-STORM Student Center:
  - Fall 2024: September 1, 2024 – December 1, 2024
- ✓ Deadline for Application & ALL Supporting Documentation is December 1, 2024
- ✓ No waiting lists from year to year
- ✓ Prerequisite Biology, Chemistry, and Algebra from high school or college **MUST** be on transcript(s) (with a grade of “C” or better) and received by enrollment services no later than deadlines above
- ✓ To earn additional points for the application, General Education courses (Section of C) must also be on transcripts by the deadline.

Please remember that all communication regarding the Medical Surgical Technology application will be sent to your [student.swic.edu](mailto:student.swic.edu) email account.

# Overview of Requirements & Due Dates:

Applicants must submit the following to the Enrollment Services Office by noted deadlines, unless the application period has been extended.

✓ **Medical Surgical Technology Application (due by December 1, 2024).**

Applications are available and must be submitted between September 1, 2024 and December 1, 2024 for entry into the Spring 2025 semester (MST courses start January 16, 2025).

- ❖ Applications are available for online submission in the eSTORM Student Center (scroll to the bottom). Paper copies are available in the Enrollment Services office or from the Health Sciences coordinators' assistant. Completed paper applications are submitted to the Enrollment Services Office.

✓ **Meet with an Academic Advisor** to determine placement. Students must be eligible to enroll in ENG 101 & Math 97.

- ❖ Meet with an Academic Advisor to determine placement no later than December 1, 2024. This will allow time, if needed to get developmental course(s) and/or pre-requisite courses completed before application deadline. Completing sooner will allow students to enroll and complete program general education courses.
- ❖ Academic Advising assistance is available via email at [advising@swic.edu](mailto:advising@swic.edu) or call, Belleville Campus 618-235-2700, ext. 5455, Red Bud Campus 618-282-6682, ext. 8114, or Sam Wolf Granite City campus 618-931-0600, ext. 7333.

✓ **Transcripts documenting BIOLOGY, CHEMISTRY & ALGEBRA completed at high school or college** Courses must have been completed within 10 years preceding December 1, 2024 with a grade of "C" or better for one semester (if college) or two semesters (if high school).

- ❖ High school/college Biology & Chemistry courses must have a lab component. Lab science courses with separate lab and lecture components must have a grade of 'C' or better in each component.
- ❖ For a list of accepted college courses for Biology, Chemistry & Algebra, see Section A of the Planning Guide.
- ❖ College course grades supersede high school grade when both appear on official transcripts.
- ❖ Most recent grades are used to determine points earned.
- ❖ Students completing prerequisite course from a high school not recognized by the State Board of Education or home schooled may demonstrate competency of the Biology, Chemistry, or Algebra course by taking a placement test. Questions regarding placement testing can be addressed by contacting the Enrollment Services Office at 618-235-2700, ext. 5455.

✓ **Transcripts from all colleges, universities, or approved/accredited Medical Surgical Technology program(s)**

- ❖ If you have attended other colleges, universities, or MST programs, contact the institution(s) attended to request official transcripts be sent directly to SWIC. There may be a fee for this service.
- ❖ After requesting the transcripts be sent to SWIC Enrollment Services, log into [eSTORM](#) and select the Transfer Credit Evaluation link found in the [other academic...](#) dropdown box under Academics in your Student Center. Complete and submit this form as early as possible before the June 1<sup>st</sup> deadline to have the transcript reviewed for potential course credit.

## Section A – Prerequisites to Application

It is MANDATORY to have completed all prerequisites (BIOLOGY, CHEMISTRY & ALGEBRA) by the end of the Spring 2025 semester – unless the application period has been extended.

### How POINTS are assigned on the application to Prerequisite courses:

1. Record the most recent grade(s) for each course. A minimum grade of “C” is required. If course is completed at high school, transcript must indicate a minimum grade of “C” both semesters. Course grades must be on the transcript by December 1, 2024 deadline.
2. Courses must have been completed within 10 years of December 1, 2024.
3. Two semesters of a state board of education approved high school credit with a lab or one semester college with a “C” or better is required (lab science courses with separate lab and lecture components must have a grade of 'C' or better in each component).

| Points Key                      |                          |  |
|---------------------------------|--------------------------|--|
| If your most recent grades are: |                          |  |
| High School<br>Biol/Alg/Chem    | College<br>Biol/Alg/Chem | Then your points<br>for each area will be: |
| A/A                             | A                        | 4.0  |
| A/B or B/A                      |                          | 3.5  |
| B/B or A/C                      | B                        | 3.0  |
| B/C or C/B                      |                          | 2.5  |
| C/C                             | C                        | 2.0  |

| Institution<br><u>Course Taken</u>   | Semester/Year<br><u>Completed</u> | Grade(s)<br><u>Earned</u> | Points<br>(use key) |
|--|-----------------------------------|---------------------------|---------------------|
| <b>Biology</b> _____<br>College courses must = SWIC's 100, 101, 102, <b>105</b> , 155, 156, 157, or 158. | _____                             | _____                     | _____/4 pt. max     |
| <b>Chemistry</b> _____<br>College courses must = SWIC's 101, 103, 105 or 106.                            | _____                             | _____                     | _____/4 pt. max     |
| <b>Algebra</b> _____<br>College course must = SWIC's 94, 95, 97, 107, 111, or 112                        | _____                             | _____                     | _____/4 pt. max     |

**Total Points Section A:** \_\_\_\_\_/12 pt. max

### Suggestions for increasing points earned in Prerequisites Section:

- Students have the potential to earn the greatest amount of points from this section.
- Complete all prerequisite courses in high school/college by the end of the Spring 2025 semester.
- The higher the grade earned in these prerequisite courses, the more points are generated on the application. If student earns a “C”, consider retaking the course. Courses grades must be reflected on transcript to SWIC by December 1, 2024. No grade lower than a “C” is accepted.
- The most recent grades are utilized, so if the most recent course has a low grade, consider re-taking the course. **See Financial Aid box in section C.**
- If you didn't complete Biology in high school, enroll in college level BIOL 105. If a grade of “B” or better, it will generate points as a prerequisite course AND in the general education section (see Section C) of this application.

## Section B – ACT/New SAT Score or GPA Option

A minimum score of 18 on the ACT or 940 on New SAT is **required** for admission to the Respiratory Care program, OR you may use your **SWIC GPA IF** you have at least 12 of the 17 general education credit hours for the MST program posted on the transcript(s) received by SWIC no later than December 1, 2024. The higher point value from the ACT, New SAT or GPA will be used in the point total for Section B.

### How POINTS are assigned on the application to ACT/New SAT or SWIC GPA Option:

| Points Key                               |                |   |   |
|--|----------------|---|---|
| If your most recent scores/SWIC GPA are: |                |   |   |
| ACT Score                                | New SAT* Score | SWIC GPA If 12 credits completed from Section C | Then your points for each area will be: |
| 26-30                                    | 1240-1410      | ≥4.0  | 4.0                                     |
| 21-25                                    | 1060-1230      | ≥3.5<4.0  | 3.5                                     |
| 18-20                                    | 940-1050       | ≥3.0<3.5  | 3.0                                     |
|  |                | ≥2.5<3.0  | 2.5                                     |

\* New SAT are scores from exams taken on/after March 1, 2016. See advisor for points assigned for older scores.

| ACT  | Composite Score Earned | Year Completed | Points (use key) |
|--|------------------------|----------------|------------------|
| (must be within 10 years of February 1, 2023). | _____                  | _____          | _____            |
| <b>OR</b>                                      |                        |                | <b>OR</b>        |
| <b>New SAT</b>                                 | _____                  | _____          | _____            |
| (must be within 10 years of February 1, 2023). |                        |                |                  |
| <b>OR</b>                                      |                        |                | <b>OR</b>        |

### SWIC GPA Option

(To use this option you must have 12 credit hours from courses listed in Section C completed, with a GPA of 2.5 or higher. GPAs from other institutions are not utilized; although credit from courses that were transferred and approved through the Enrollment Services Office may apply to the SWIC GPA. See [swic.edu/students/services/enrollment-services/registration/transfer-credit/](http://swic.edu/students/services/enrollment-services/registration/transfer-credit/)).

Total Points Section B: \_\_\_\_\_ /4 pt. max

### How to Calculate SWIC GPA:

- SWIC GPA is based on courses listed in the chart below. *Cumulative college GPA's are not used.*
- Refer to <http://www.back2college.com/gpa.htm> to use a GPA calculator to assist.

| Course   | Letter Grade | Points awarded to calculate GPA –<br>4 points for each A<br>3 points for each B<br>2 points for each C<br>1 point for each D | Credit Hrs (Units) | GPA Calculation Multiply points earned x Cr Hrs (Units) for each course |
|--|--------------|--|--------------------|---|
| BIO 105 <b>OR</b>  |              |  | x 4                |   |
| BIO 155 & 156 <b>OR</b> 157 & 158  |              |  | x 4                |   |
| HRO 100  |              |  | x 1                |   |
| ENG 101  |              |  | x 3                |   |
| COMM 151   |              |  | x 3                |   |
| SOC 153  |              |  | x 3                |   |
| <b>Total Number of Points</b>  |              |  |                    |   |
| <b>Number of Cr Hrs Attempted (add credit hours for courses completed)</b> |              |  |                    |   |
| <b>Divide Number of Points by Number of Cr Hrs Attempted for GPA</b>       |              |  |                    |   |
| <b>Points Awarded on Application (see chart above)</b>                     |              |  |                    |   |

### Suggestions for increasing points earned in ACT/SWIC GPA Section:

A minimum ACT score of 18 or minimum New SAT score of 940 is required. Take the ACT/New SAT in the Spring/Summer 2024. If your ACT score is lower than 18 or New SAT score is lower than 940, you have sufficient time to re-take it the Fall 2024 semester. Even if you are eligible to use the SWIC GPA option, take the ACT/New SAT to assess if the ACT/New SAT score can give you greater points for the application process.

## Section C - General Education Coursework

Students are eligible to earn additional points for the following RC general education courses **IF** they are on official transcripts submitted to SWIC; students have a “B” or better and sufficient general education courses are completed before the deadline (unless the application deadline is extended).

### Suggestions for increasing points earned in General Education Section:

- Meet with an Academic Advisor to determine placement no later than December 1, 2024. This will allow time, if needed to get developmental course(s) and/or pre-requisite courses completed before application deadline.
- Online courses are offered during the Winter Intercession, running from Nov – Jan. Some of these general education courses are offered during the Winter Intercession and will meet the December 1, 2024 transcript deadline.
- Although you do not have to complete all the general education courses prior to applying, more points are generated by completing as many as possible **with a “B” or better**.
- If enrolled in high school, check to see if your high school offers dual credit for any of the general education courses and/or consider dual enrollment by taking a college level course while still enrolled in high school (Dual enrollment does require permission of the HS counselor, parent, and college academic advisor to enroll; contact the SWIC Academic Advising Department or your HS guidance counselor for the proper paperwork to participate in dual enrollment).

### How POINTS are assigned on the application to General Education Coursework section:

1. Record the semester, year and grade for each course you have completed (**the 10-year restriction does not apply**). Please Note: **Courses with grades of “D” will not meet graduation requirements**. If you are currently enrolled in the Spring 2024 semester, enter “CE” for “grade” and estimate the credit hours you’ll earn toward points.

|  | Credit Hours | Semester<br><u>Taken</u> | Year<br><u>Completed</u> | Grade<br><u>Earned</u> | Check box<br><u>for “B” or better</u> |
|--|--------------|--------------------------|--------------------------|------------------------|---------------------------------------|
| BIOL 105* <b>OR</b><br>(BIOL 155 & 156)* <b>OR</b><br>(BIOL 157 & 158) | 4            | _____                    | _____                    | _____                  | <input type="checkbox"/>              |
| HRO 100*   | 1            | _____                    | _____                    | _____                  | <input type="checkbox"/>              |
| ENG 101  | 3            | _____                    | _____                    | _____                  | <input type="checkbox"/>              |
| ENG 102 or COMM 151  | 3            | _____                    | _____                    | _____                  | <input type="checkbox"/>              |
| SOC 153  | 3            | _____                    | _____                    | _____                  | <input type="checkbox"/>              |
| <b>TOTAL</b>   | <b>14</b>    |                          |                          |                        |                                       |

**\*These courses MUST be completed no later than the fall 2024 semester, in order to begin the MST program in the spring 2025 semester.**

2. Add the number of credit hours you’ve completed **with a grade of “B” or better**. Use the chart below to determine your points for Section C.

≥ 2.00 credit hours = 1 point  
 ≥ 6.00 credit hours = 2 points  
 ≥ 10.00 credit hours = 3 points  
 ≥ 14.00 credit hours = 4 points

**Total Points Section C:** \_\_\_\_\_ /4 pt. max

### \*Financial Aid & Repeating Courses

Although repeating a course could enhance the points earned in a section of the application, course repeatability can adversely affect your financial aid eligibility and you should contact the Financial Aid Office at (618) 235-2700 ext. 5288 to see how repeating a course affects your financial aid eligibility.

## Section D – Previous Education

The following section only applies to those students who already have a degree.

| Source of Points to be awarded for attainment of: | Points possible | Degree Obtained    | Select One:              |
|---|-----------------|--------------------|--------------------------|
| Previous Degree                                   | 2               | Bachelor's degree  | <input type="checkbox"/> |
|   | 1               | Associate's degree | <input type="checkbox"/> |

Total Points Section D: \_\_\_\_\_ /2pt. max

## Section E - Final Ranking Score

Section A+B+C+D= \_\_\_\_\_ /22 pts. Max (NOT AN APPLICATION)

### Selection of qualified applicants will be based on a numerical ranking procedure.

Meeting application deadlines is critical to being successful in this process. Read all correspondence from the Enrollment Services Office – they will send notification if something is missing from your file. Please remember that **all communication regarding the Medical Surgical Technology application will be sent to your [student.swic.edu](mailto:student.swic.edu) email account.**

#### Reminder of deadlines & required supporting documentation:

##### For Spring 2025 Admission:

Submit between September 1, 2024 – December 1, 2024:

- Application on file for Spring 2025 admission.
- SWIC Course Placement score identifying you are eligible for enrolling in ENG 101 & MATH 97 or above
- Official High School and College transcripts
- Transcribed “C” or better grades for pre-requisite courses of Biology, Chemistry and Algebra
- Transfer Evaluation Request Form if transferring college credit
- ACT scores of 18/New SAT score of 940 or greater within 10 years of December 1, 2024 or qualify for the SWIC GPA option (SWIC GPA of 2.5 or higher required)
- Proof of Residency
  - Out-of-District Students must provide Inter-district Cooperative/Career Agreement paperwork for “indistrict” status in this application process

#### For suggestions on how to improve your chance of being accepted:

- ❖ Review the RC home page at [swic.edu/academics/career-degrees/health-sciences/respiratory-care/](http://swic.edu/academics/career-degrees/health-sciences/respiratory-care/).
- ❖ Follow the recommendations on the MST Planning Guide
- ❖ Determine potential points earned from completion of the MST Planning Guide and see how close you are to the required admission points of the previous year.
- ❖ Need assistance or have questions? Please call, 618-235-2700, ext. 5455.

**Note:** Medical Surgical Technology students are required to submit to background check and drug testing prior to clinical experience courses. Refer to college catalog for more information.