

## Admission criteria both academic and non-academic

### Admission and General Information

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#### Student Responsibility for Satisfying Requirements

Each student has complete responsibility for complying with the instructions and regulations set forth in the catalog, for selecting courses that will satisfy his/her educational objectives, and for satisfying course prerequisites. Student Services Staff and Advisors are always available and willing to assist students. The college does not assume responsibility for student misinterpretation of policies and procedures presented in the catalog. Any question concerning the content of TMCC's Catalog should be referred to the Dean of Academic Programs and/or Dean of Student Services.

#### Admissions

All correspondence regarding admission to the college should be addressed to the Admission Officer. Each student is urged to make application for fall/spring semester admission as early as possible.

If a student is denied admission to the college, he/she may appeal to the Admission and Financial Aid Committee for a case review. Any questions concerning appeal procedures should be addressed to the Admissions Officer.

#### Selective Admission Policy

Turtle Mountain Community College has an open-admission policy for most of its programs. However, the college does reserve the right to institute a selective admission policy in programs of study where limitations are necessary; such as in the Allied Health Programs where student numbers may be limited by Certifying Agencies.

#### General Admission Requirements-New Students/Students Seeking Readmission

An applicant who wishes to be considered for admission must have the following documents on file:

- A complete application for admission.
- An official transcript from an accredited or approved high school with the date of graduation or the official transcript of the General Education Development (GED) examination
- Transfer students must provide an official transcript of all previous college work
- A Certificate of Degree of Indian Blood from a federally recognized tribe, if applicable
- A completed FAFSA file (Free Application for Federal Student Aid) **All students must complete the FAFSA**

The student will be required to complete the above admissions requirements before registering. If any of the requirements are not satisfied, a letter will be sent to the student. It is the responsibility of the student to ensure all documents are received before registering for classes. Students who

have completed all admission requirements will receive a letter of acceptance. The letter will contain information on orientation, registration and first day of classes.

### **Clinical/Medical Lab Technician Program Student Selection Process**

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Students applying for the CLT/MLT Program must follow the General Admission Policies outlined in the TMCC Catalog. Upon acceptance to the Institution, a student may apply for the Clinical/Medical Lab Technician Program. Applications can be obtained from the CLT/MLT Program Director. Note: Applications that are not received or postmarked by the deadline of June 15 of each year will not be considered in the initial admissions process into the CLT/MLT program. Upon completion; email application to Mr. Wayne C. Olson at wcolson@tm.edu.

Applicants for the program must have:

- A letter of acceptance to the Institution from the TMCC Admissions Officer
- Complete TMCC Clinical/Medical Lab Technician Program Application
- A minimum of one year of high school biology and chemistry or their applicable equivalents within the last 10 years with a grade of “C” or better.
- Applicants must demonstrate readiness for English 110 and Math 111 as determined by the College’s placement tests or by documentation of successful completion of identified developmental course work.
- TB tests and immunizations must be on file prior to beginning any Clinical Laboratory Technician classes. Health problems which would interfere with the applicant’s ability to meet program objectives will be addressed on an individual basis.
- Applicants may be required to obtain a Criminal Record Check and a Child Abuse Clearance.

Once a potential student meets the entrance requirements, the CLT/MLT Program Director will schedule an interview. During the interview process the student will be **advised** that participation in CLT/MLT Program requires:

- Interest in Science and Math Classes.
- Good communication skills
- Strong organizational skills
- Desire to work with people
- Maintaining a minimum 2.50 Cumulative GPA in all CLT/MLT Program Coursework
- Obtaining a background checks as well as drug screens prior to entering a Clinical Rotation
- Compliance with HIPPA Regulations
- Completion of CLS 103 Phlebotomy with a grade of “C” or before entering into a Clinical Rotation
- Completion of all General Education classes before entering into a Clinical Rotation
- Review of essential functions for CLT/MLT Program

## ESSENTIAL FUNCTIONS

**The following core essential functions are provided to assist each student in determining whether he or she can perform in a CLT/MLT Program.** Each of these essentials is reflected in course objectives and provides an objective measure for students and advisors to make informed decisions regarding whether a student is qualified to meet the requirements of the program.

If a student cannot meet one or more of the essential functions without accommodations or modifications, the CLT/MLT Program Director will determine, on an individual basis along with the College Counselor, if accommodation or modification can be made reasonably. Students can also be referred to outside agencies for additional assistance.

1. Critical thinking ability sufficient for clinical judgment.
2. Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
3. Communication abilities sufficient for interaction with others in verbal and written form.
4. Physical abilities sufficient to move from room to room and maneuver in small spaces.
5. Gross and fine motor abilities sufficient to provide safe and effective care to/for patients.
5. Auditory abilities sufficient to monitor and assess health needs.
6. Visual ability sufficient for observation and assessment necessary in a CLT/MLT Program. CLT/MLT students must be able to distinguish colors.
7. Must be able to stand and bend for extended time.

Students should be able to consider a variety of perspectives based on differences such as those stemming from culture, culture heritage, class gender, ethnicity, historical development, community and leadership and they will apply this awareness at a level of complexity that is appropriate.

## **Clinical/Medical Lab Technician Program Student Selection Process**

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TMCC will select 12 students, based upon space, into the CLT/MLT Program. Student selection is determined by favorable review of the application and interview process, along with the applicant ability to meet the specific requirements of the program. Applicants will be notified by mail by August 1 of each year regarding the status of their application. Applications of those who are not admitted ***will not be carried over*** to the following year. Applicants must reapply to the CLT/MLT Program by the next application deadline. Applicants must comply with the admission requirements for the current program year. It is the responsibility of the applicant to be aware of any change in criteria. Current admissions information can be obtained from the CLT/MLT Program Director.

Please be informed that a Criminal Background check is required prior to entering any CLT/MLT internship. In the event the student background check reveals any disqualifying factors that student will not be permitted to continue with the internship portion of the program (note: successful completion of all CLT/MLT internships is a graduation requirement). Information on how to acquire / perform the background check will be provided to all students accepted to the CLT/MLT program. Students will be required to submit a signed Student Verification and HIPPA Disclosure Form.

**TURTLE MOUNTAIN COMMUNITY COLLEGE  
CLINICAL/MEDICAL LAB TECHNICIAN (CLT/MLT) PROGRAM**

**CLT/MLT students are candidates selected for admission into CLT/MLT program of study; after meeting the Standard admission requirements of TMCC.**

Please type or print neatly in blue or black ink

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Last Name	First Name	Middle Initial	Previous Last Name(s)
Male	Female	Email address _____	

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Social Security Number	Date of Birth (mm/dd/yy)
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Current mailing address number and street	City	State	Zip
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Physical address if different from mailing address	City	State
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Daytime phone	Evening phone	Cell Phone
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High school diploma or college degree earned: Yes No      GED earned: Yes No

**Education Information**

List all colleges where you have completed CLT/MLT prerequisites and/or a degree

College	State	Dates of Attendance	Degree earned/number of credits

I have read and understand the admission criteria for the CLT/MLT program at Turtle Mountain Community College. I understand that it is my responsibility to meet all program and application criteria. I verify that all statements on this application are complete and true and I understand that **falsification of any information may lead to disqualification or dismissal from the program.**

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Signature

