



## **Application Process for Southwestern College MLT Program**

Applications accepted April 1, 2020 through June 25, 2020

1. Apply for Admission to Southwestern College at the college website ([www.swccd.edu](http://www.swccd.edu)). You must have a SWC student ID number to enter on your MLT program application and to make an appointment with a counselor. If you have a SWC student ID but have not been enrolled in classes for at least 1 semester you will need to reapply.
2. Order official transcripts for all prerequisite work. Transcripts must be **official** copies and **mailed directly from your respective college** to:

Admissions and Records, Southwestern College  
900 Otay Lakes Rd.  
Chula Vista, CA 91910

Any prerequisite work completed at Southwestern College does not require official transcripts to be sent, **however**, you **must** include unofficial copies of transcripts for all prerequisite work and any degrees conferred (bachelor's degree or higher), including from Southwestern College with the application. Applications sent without unofficial transcript copies will be considered incomplete.

- a. Hand carried transcripts or transcripts issued to students are **not acceptable** for official transcript requirement.
  - b. If your coursework is from a college/university **outside of San Diego County** (not listed on the last page of the student handbook), you must schedule an appointment with a counselor to determine course equivalency. If necessary, with the assistance of a counselor, a Petition for Course Substitution **must** be submitted with your application. You will need to include copies of course descriptions and transcripts in order to submit the petition. Course descriptions must be from the catalog year the course was completed.
3. Make a counseling appointment by contacting Student Services at (619) 216-6665 ext. 4851. Counselors will assist you by preparing your Student Education Plan (SEP), a requirement for entry into the MLT program. For the SEP to qualify for application, the SEP must be less than **6 months** old from the date applications are **due**.
  4. Complete the MLT Program application in its entirety. **Do not leave any information blank.** Please note N/A for anything not applicable. Your application will be considered incomplete if **any** information is blank and will be reviewed only after all complete applications are reviewed.



5. You must include a copy of your California CPT I (or CPT II) ***license***. The license must be current and remain current during the program enrollment. National certification will not be accepted.
6. You must include a copy of CPR/AED certification. The certification must be valid for one full year from the first day of class (August-August).
7. Write a **FULL** one page essay responding to the following points:
  - a. Your educational background
  - b. Why you want to be a Medical Laboratory TechnicianThe essay must be typed, size 11 font, type Calibri font, one (1) inch margins on all sides, single or 1.15 spacing, and signed in ink.
8. Read, sign and return the Essential Functions Statement page. **Signature must be witnessed** (does not need to be notarized). Anyone can sign as a witness form. Must be turned in with application.
9. Provide a self-addressed, ***stamped*** #10 envelope. This will be used to notify the applicant of their acceptance or rejection for program admittance.
10. Read, sign, and return the MLT Student Handbook Acknowledgement form.
11. Check your application!  
\*All application materials must be *complete and accurate*.  
\****False or incomplete*** applications will not be considered.
12. Mail your application via **certified mail** to:

Southwestern College  
Medical Laboratory Technician Program  
880 National City Blvd.  
National City, CA 91950

**Applications will be accepted by mail only and WILL NOT be accepted in person. Complete applications MUST be received by the deadline date or will not be accepted. Please do not contact the Medical Laboratory Technician Department for application status.**

**You will be notified of application status via US mail the first week of July. Contact the MLT department only if you have not received notification by July 10, 2020.**





Name: \_\_\_\_\_

SWC ID: \_\_\_\_\_

9. *Highest* level of education completed: (check one)

- |   |  |
|---|--|
| <input type="checkbox"/> High School Graduate | <input type="checkbox"/> Certificate/Diploma (requiring < 1 yr.) |
| <input type="checkbox"/> GED                  | <input type="checkbox"/> 1-yr undergraduate certificate/diploma  |
| <input type="checkbox"/> Associate degree     | <input type="checkbox"/> 2-yr undergraduate certificate/diploma  |
| <input type="checkbox"/> Baccalaureate degree | <input type="checkbox"/> Post-baccalaureate certificate          |
| <input type="checkbox"/> Master's Degree      | <input type="checkbox"/> Doctorate                               |

Name of School: \_\_\_\_\_

Degree Name: \_\_\_\_\_

City and State: \_\_\_\_\_

Dates of Enrollment: \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_      Date Graduated: \_\_\_\_\_  
    Month/ Year      Month/ Year

10. Briefly describe all employment history (Within the last 5 years):

- No Employment History

Agency	Position	Start Date	End Date



Name: \_\_\_\_\_ SWC ID: \_\_\_\_\_

11. Please complete the entire grid below with the accurate and appropriate information.

Required Prerequisite Coursework	College Where Course Work Completed	Semester and Year Completed (ex. Fall 2015)	Course Name <i>and</i> Number (ex. BIOL 260)	Grade	Units Earned
Anatomy (BIOL 260 at SWC)					
Physiology (BIOL 261 at SWC)					
Microbiology (BIOL 265 at SWC)					
Chemistry (CHEM 100 at SWC)					
Organic Chemistry (CHEM 110 at SWC)					
Oral Communication (COMM 103 at SWC) <b>or</b> Interpersonal Communication (COMM 174 at SWC) <b>or</b> Intercultural Communication (COMM 176 at SWC)					
Intermediate Algebra I (MATH 60 or higher at SWC)					
College English Composition (ENGL 115 at SWC)					



Student Name: \_\_\_\_\_ ID: \_\_\_\_\_

**Do not complete this page.**

***SWC MLT Program Office Use Only***

<b><i>SWC MLT Program Office Use Only</i></b>			
<b><i>Sciences: 2.7 GPA minimum</i></b>	<b><i>Units</i></b>	<b><i>Grade Achieved</i></b>	<b><i>Grade Points</i></b>
Anatomy (BIOL 260)			
Physiology (BIOL 261)			
Microbiology (BIOL 265)			
Chemistry (CHEM 100)			
Organic Chemistry (CHEM 110)			
Total		N/A	
Science GPA			
Average Science GPA Acceptable?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment:	
College Reading requisite met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment:	
College Math requisite met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment:	
<b>Student Meets Criteria</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment:	

Comments:

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Application Final Review by: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_



**MLT Application Verification**

***PLEASE READ and SIGN and return with application packet:***

*I verify that I have received, read, and understand the entire application packet and that the information submitted in this application packet is complete and accurate. I understand that incomplete and/or falsification of any information in this application may be cause for non-selection or dismissal from the program.*

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Applicant's Printed Name

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Applicant's Signature

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Date of Signature



## **FAQ's Regarding the MLT Application and Process**

**1. Are there any prerequisites for the MLT program?**

Yes. All prerequisite work is explained in the student handbook and must be completed prior to applying to the program. If you have prerequisites that are in progress and will not be completed by the application deadline it is up to the discretion of the program director whether your application will be accepted and reviewed.

**2. When can I submit my application? What is the deadline? When is the best time to send it during the open period?**

The application period can be found in the student handbook. The important thing is to not send in your application prior to the application open date or after the closing date. Applications are not considered unless received within the application time frame. The important thing is to make sure your application is complete. Incomplete applications are only reviewed after all complete applications have been reviewed. For example: If you are only waiting for a copy of your phlebotomy license and do not anticipate receiving it before the application deadline, you may send in your application and it is up to the program director's discretion to accept and review the application.

**3. If I completed my prerequisite work at Southwestern College do I need to include a copy of my unofficial transcripts with my application?**

Yes. Unofficial copies of all prerequisite work must be turned in with the application. Official copies do not need to be requested from SWC.

**4. What if my prerequisite science GPA is below 2.7?**

If your GPA is below 2.7 you will not be granted a spot in the MLT program. You may repeat a science course in attempt to boost your GPA.

**5. What if my Student Education Plan (SEP) is less than a year old but more than 6 months old?**

Your SEP must be less than 6 months old by the application due date. For example: If you had the SEP updated in January and do not plan to submit your application until July, you will need an updated SEP.

**6. What happens if I do not fill out the application entirely?**

Your application will be considered incomplete and will not be reviewed until all complete applications have been reviewed. This includes leaving ANY area blank (put N/A if it is not applicable) or not sending required documentation with the application. Yes, leaving even one area blank will cause your application to be put in incomplete status.





**7. I took an exam when I completed my phlebotomy program and received certification. Is this the same as the CPT I or II license?**

No. Certification is a national credential and a license is a state credential (think of your birth certificate and driver's license). You need to apply for the CPT license through Laboratory Field Services.

**8. What happens if I didn't apply for my CPT license because I thought my certification is what was required?**

Apply immediately for your license through Laboratory Field Services. Your application will be considered incomplete until a copy of your CPT license is received.

**9. My CPT license will expire during my time in the program. What do I do? Do I have to renew it?**

You are required to maintain active licensure throughout your time in the program. You must provide the updated version of your license before it expires. If the license is not renewed, you may be dismissed from the program.

**10. What if my CPR/AED certification will expire less than one year from my program start date?**

You will be required to renew the CPR/AED before the certification expires. If the certification is not renewed, you may be dismissed from the program.

**11. Does the essay I have to write for the application bare any weight on my acceptance into the program?**

Yes and no. The essay will be reviewed for specific criteria, which can be found in the application directions. All required information will be scored according to present or not present (refer to MLT score card). The content of the essay is not scored, with exception to answering the required questions.

**12. When I am completing the Essential Functions form, what does the area "witness" mean?**

When you sign your Essential Functions statement you must have someone witness your signature. It can be anyone 18 years and older and does not need to be notarized.

**13. I sent in my application and forgot to include a self-addressed stamped envelope. What do I do?**

Your application will be considered incomplete until the MLT department receives a self-addressed stamped envelope from you. You may send one in via US mail.

**14. I am going to be in the area, can I drop off my application in the MLT department.**

No. Applications must be sent certified mail and received within the start date and deadline date.



**15. When will I be notified if I am accepted?**

As per the student handbook and application directions, acceptance and denial letters will be sent via US mail to the student the first week of July. Do not contact the MLT program for a status update on your application. If you have not received notification by the date noted in the handbook please contact the MLT department.

**16. Is there a waitlist?**

No, there is not a waitlist. However, should the program receive more applications acceptable for admittance than placement sites, the remaining students will be placed on a list, in the order of points received (highest to lowest), and awarded a spot ONLY IF a student declines their acceptance. This applies only until the first day of the fall semester. This list does not transfer over to the next application period.

**17. Can I work while attending the MLT program?**

You can, however it is not recommended. The program is very rigorous and challenging and requires a huge time commitment. That being said, students have successfully completed the MLT program while working full-time.

**18. When are the classes?**

All MLT didactic and on-campus lab classes are in the evening, Monday-Friday, typically from 4:00pm-9:00pm for the scheduled length of the course. All externship courses are Monday-Friday, 8 hours per day, 40 hours per week for the scheduled length of the course. You will not be in an externship course and didactic course at the same time, with the exception of your final semester when you have class one night per week.

**19. What happens if I do not successfully pass a course?**

A grade of 75% ("C") or better is required in all Medical Laboratory Technician courses for progression in the Medical Laboratory Technician Program and to graduate. The retention policy is explained in the student handbook.

**20. What if I still have a general education course to complete? Can I still apply?**

All prerequisite work, including completion of all general education courses required for the Associate degree, must be completed prior to applying to the MLT program. If you have **one** remaining general education course that needs to be completed you can send in your application and the program director will review at their discretion. Two or more classes left to complete will not be accepted.



**21. What if I am taking a science prerequisite course over the summer and will not be completed by the application deadline?**

You can send in your incomplete application, but it will be placed at the bottom of the list. Until a copy of your transcript is provided with the pending course grade, your application will remain at the bottom of the list. Acceptance will be based on available space.

**22. I want to get a head start, can I order my textbooks before the orientation?**

No. Do not order any textbooks prior to orientation. The reason for this is because if a new edition comes out after the student handbook is printed the most up-to-date information will not be available. You will receive a textbook list at orientation.

**23. What if I cannot attend orientation?**

The orientation date can be found in the student handbook. The orientation is **mandatory** so please plan ahead.

**24. Can I choose my externship site?**

No. Placement at an externship site is done by the program director determined based on a number of factors. Some of these factors include your strengths and weaknesses matched with what the site can provide, faculty input, and classroom performance. Location of your home is taken into consideration but there is no guaranteed that you will be attending a site close to your home.

**25. Are all the externships during the day?**

For the most part, yes. We are affiliated with a site that offers an afternoon/evening shift, however there is no guarantee the site will be accepting students during your clinical year. In addition, if more than one individual is requesting the evening shift, names will be entered in a drawing to choose who is placed.

**26. If I am accepted I know I have to have a background check and drug screen. What if I know that something will flag?**

The first thing you need to do is notify the program director before completing the tests, typically at orientation is best. Refer to the student handbook for detailed explanation.

**27. Is there an option to complete the program part-time?**

No. The MLT program is full-time with no option for part-time completion.

**28. If I self-withdraw from the program am I guaranteed a spot in future cohorts?**

No. You must reapply each year for consideration.

**29. Is the MLT program accredited?**

Yes. The MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). This accreditation allows graduates of the program to sit for the American Society for Clinical Pathology (ASCP) exam.