

PLEASE NOTE:

- ❖ Students can only apply to one program, one location per semester.
- ❖ All diploma and degree programs have designated courses that must be completed prior to entering program courses.
- ❖ If designated core courses and additional curriculum/other requirements listed on page 4 are not completed by the end of the term prior to the term of entry, the application will not be considered.
- ❖ The student is responsible for the payment of the drug screen fee and criminal background check fee that will be assessed when students register for classes with such requirements.
- ❖ All newly accepted students will be required to attend an orientation session prior to the beginning of the program.

Residency Requirements for Graduation

In order to graduate from most Oconee Fall Line Technical College allied health programs, the student must complete a minimum of fifty percent (50%) of the course work of a particular program of study at OFTC. See the OFTC Student Handbook.

Exemption

If a student elects to take an exemption test and passes the test for one of the required core classes for an allied health competitive program, then the exempted course will not be used for calculating the GPA for a competitive allied health program acceptance. Students may only exempt two courses in competitive allied health programs.

Non-Discrimination Statement

The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and College administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services.

For more information, contact: TITLE IX Coordinator Janet Smith, Office: South Campus WRS 113, 478-274-7836, jrsmith@oftc.edu, ADA/504 Coordinator Lydia Barfoot, Office: South Campus WRS 114, 478-274-7786, lbarfoot@oftc.edu, EEOC Officer Sharon O'Neal, Office: North Campus 211A, 478-553-2056, soneal@oftc.edu

PROGRAMS**COMPETITIVE: Practical Nursing, Radiologic Technology**

- The program is competitive and all designated core courses must be completed before entering the program classes.
- Only the designated courses listed on page 4 (and comparable transferred credit for those courses) will be used towards GPA ranking.
- Applications to compete **must be completed** the term prior to entry into the specific program. See page 4 for specific deadlines. Students without an application to compete on file in the Admissions office will **NOT** be considered for competition. Applications to compete signify that you (1) have completed the designated courses, (2) will finish the designated courses prior to entry, (3) have registered for and will complete PSB test (Radiologic Technology) or TEAS (Practical Nursing) prior to

the beginning of the term that you would enter the program, and (4) understand the competitive process, including deadlines for work experience forms and official college transcripts.

- Completion of the Health Care Assistant Technical Certificate of Credit is required prior to competition for the Practical Nursing Program (Effective with Fall 2017 competition).
- Completion of the Imaging Science Technical Certificate of Credit is required prior to competition for the Radiologic Technology Program.
- All students accepted into the Practical Nursing cohort will be required to attend Math Boot Camp and a Program Orientation during the break prior to term of entry. Attendance at these events is mandatory, and dates will be listed in the student's program acceptance letter. If a selected applicant does not attend both Orientation and Math Boot Camp, his/her slot will be forfeited.

NON-COMPETITIVE: EMS Professions, Medical Assisting, Pharmacy Technology, Paramedicine, Pre-hospital EMS Operations and Respiratory Care

- Applications to compete must be submitted by the deadlines on page 4. Students without an application on file will **NOT** be considered for program courses. Applications will signify you have completed or will complete the designated courses during the current term and understand the deadlines for official college transcripts.
- If more students apply to compete than there are seats available, the competitive process will be followed with the exception of PSB testing. All expiration policies apply regardless of whether or not a program is competitive.
- EMS Professions and Pre-hospital EMS Operations students may begin core classes during any semester. However, the competitive application must be completed prior to program classes in the specified semester listed on page 4.
- The following allied health programs begin each semester, and no competitive application is required: **Health Care Assistant, Imaging Science Assistant, and Nurse Aide.**

ALLIED HEALTH PROGRAMS COMPETITIVE SELECTION PROCESS

Following the successful completion (which means a grade of "C" or higher) of all designated core courses, students will enter into a competitive process for determining eligibility to progress into occupational program courses. The formula used for the competitive process is:

$$\text{(Designated courses GPA x 50\%)} + \text{(PSB or TEAS x 50\%)} + \text{possible bonus points} = \text{Total Score}$$

- The GPA is calculated using grades earned in the designated courses. ALHS, BIOL, CHEM, and PHYS courses must have been completed within the past five (5) years, and if these courses have been repeated, each grade within the previous five (5) years will be used in the GPA calculation. If the student has been continuously enrolled at OFTC, the five year period will not apply (If the student is a Pharmacy Technician Diploma graduate within the last five calendar years, please refer to the student handbook for explanation of credit for courses toward the Pharmacy Technician Degree). The highest attempt of other designated core courses will be used in the GPA calculation. The Registrar will calculate GPAs for all students. The GPA must be 3.0 or higher to be considered for the program.
- The Psychological Services Bureau Aptitude for Health Occupations exam (PSB), is an additional requirement for the Radiologic Technology program. The Test of Essential Academic Skills (TEAS) is an additional requirement of competing for any nursing program. These tests may be taken only twice per academic year (the academic year begins each fall semester), but students must wait 30 days before retesting. The test must be taken and scored prior to acceptance. The highest overall score will be used in the competitive process. The PSB or TEAS must be taken within the last 12 months for the scores to be

considered for admission purposes. A minimum required PSB score of 220 must be attained for a student to be eligible to compete for Radiologic Technology. A minimum TEAS scores of 59.5 must be attained for competition for practical nursing.

- Bonus points may be earned through documented, program-specific, paid, full-time work experience. One (1) bonus point for every three (3) months of full-time work experience will be awarded with a maximum of five (5) bonus points for consecutive work experience. Only work experience from the past five years will be considered for bonus points. Work experience will be evaluated by program faculty.
- Bonus points may be awarded for completing designated courses at HGTC, STC and OFTC. One (1) point will be awarded for each designated course completed, with a maximum of three (3) bonus points possible.
- All students' total scores will be ranked from the highest to the lowest. Students with the highest total scores, a GPA of at least 3.0 and a PSB or required TEAS score (see "competitive selection process" section) will be accepted. The total number of students accepted is based on the number of available openings. If all seats are not filled through the competitive admissions requirements, consideration may be given to students who did not make the required GPA or PSB or TEAS cut scores based on the number of available seats.

Re-entering or Transfer Students

- Students who have been unsuccessful or have withdrawn from an Allied Health program at HGTC, STC, OFTC, or another TCSG school and desire to re-enroll must compete for re-entry.
- **Re-entry to first semester:** Students who wish to reenroll in the first term of a program must follow the same guidelines listed above. PSB or TEAS scores already on file in the admissions office will be used in calculating the total score using the formula above as long as the former PSB or TEAS test was taken within the last 12 months. Students must resubmit work verification forms. Students previously in programs that did not require PSB or TEAS scores must take the exam to be considered for reentry into a competitive program.
- **Re-entry to other semesters:** All students applying for reentry into other semesters must first meet OFTC's first-term entry requirements. If ALHS, BIOL, CHEM, and PHYS courses have been repeated, each grade within the previous five (5) years will be used in the GPA calculation. The highest attempt of other designated core courses will be used in the GPA calculation. Student will be ranked from the highest to the lowest based on the normal competitive process. Students with the highest ranking will be accepted, up to the maximum of available openings. This option is only available if vacant slots exist in the advanced program cohort for the semester student needs to re-enter.
- Students transferring into the Practical Nursing program will be required to successfully complete the applicable ATI (Assessment Technologies Institute) exam(s) and a skills-based exam with OFTC faculty prior to being allowed to compete for an advanced slot. The fee for the ATI exam must be paid with a credit card by the student during the testing process.
- If a student has been extended two offers of acceptance into a specific allied health program at HGTC, STC, and/or OFTC and does not complete the program, the student will be denied admittance into the program. Students who have extenuating circumstances may appeal via the admissions appeal process below.
- Applicants who feel that they were unjustly denied admission have the right to appeal any decision regarding acceptance to Oconee Fall Line Technical College. Appeals should be made in writing to the Dean for Student Affairs at the student's campus within three (3) business days of receiving notification of their admission status. The written document must include specific details supporting the appeal. A further appeal may be made to the Vice President for Academic and Student Affairs. This appeal also must be made in writing to the Vice President within three (3) business days of receiving notification of the Dean for Student Affairs' decision. The decision of the Vice President is final.

Designated Courses and Deadlines

Program	Designated Core Courses ⁱ	Additional Curriculum / Other Requirements	Term of Entry ⁱⁱ	Deadlines ⁱⁱⁱ
EMS Professions	n/a	n/a	Fall 2017 (North & South Campus)	June 21, 2017
Medical Assisting	ENGL 1010 MATH1012 PSYC 1010	COLL 1060 ALHS 1011 ALHS 1090	Fall 2017 (South Campus)	June 21, 2017
			Spring 2018 (South Campus)	November 8, 2017
Paramedicine	n/a	Current EMT certification and successful completion of Advanced Emergency Medical Technician or Pre-hospital EMS Operations Technical Certificate of Credit.	Fall 2017 (South Campus)	June 21, 2017
Pharmacy Technology Degree	ENGL 1101 ENGL 2130 MATH 1111 PSYC 1101 COLL 1060 ALHS 1040	ALHS 1090 BIOL 2113 BIOL 2113 L BIOL 2114 BIOL 2114 L	n/a	Fall 2017 (South Campus) June 21, 2017
Pharmacy Technology Diploma	ENGL 1010 MATH 1012 PSYC 1010 COLL 1060	ALHS 1011 ALHS 1040 ALHS 1090	n/a	Fall 2017 (South Campus) June 21, 2017
Practical Nursing	ENGL 1010 PSYC 1010 MATH 1012 COLL 1060 ALHS 1011 ALHS 1040 ALHS 1090 ALHS 1060 NAST 1100 or current Georgia Nurse Aide Registry	Program Orientation & Math Boot Camp upon each acceptance into cohort. *Effective Fall Semester 2017, completion of the Health Care Assistant Technical Certificate of Credit is required prior to competition for the Practical Nursing Program	Fall 2017 (North & South Campus)	June 21, 2017
			Spring 2018 (South Campus)	November 8, 2017
Pre-hospital EMS Operations	n/a	n/a	Fall 2017 (North & South Campus)	June 21, 2017
Radiologic Technology	ENGL 1101 ENGL 2130 MATH 1111 COLL 1060 PSYC 1101 ALHS 1090	BIOL 2113 BIOL 2113L BIOL 2114 BIOL 2114L IMSA 1100 RADT 1010	*Effective Fall Semester 2016, completion of the Imaging Science Assistant Technical Certificate of Credit is required prior to competition for the Radiologic Technology Program.	Spring 2018 (South Campus) November 8, 2017
Respiratory Care	ENGL 1101 ENGL 2130 MATH 1111 COLL 1060 BIOL 2113 BIOL 2113L BIOL 2114	BIOL 2114L BIOL 2117 BIOL 2117L CHEM 1151 CHEM 1151L PSYC 1101	n/a	Fall 2017 (South Campus) June 21, 2017

ⁱ Used to calculate GPA for competitive programs.

ⁱⁱ After completion of designated courses & additional curriculum

ⁱⁱⁱ For application to compete, work experience forms, transcripts from other schools

^{iv} COMP 1000 will substitute for COLL 1060.