

# MEDICAL LABORATORY TECHNOLOGY

## ADMISSION PACKET FOR AUGUST 2017 FULL-TIME PROGRAM

New admission procedures require you to:

1. Be admitted to the College and have a student ID number before applying to the program.
2. Apply to the program BEFORE registering for the pre-entrance exam.
3. Check email frequently throughout the admission process. Correspondence will only be sent via email.

Dear Medical Laboratory Technology Applicant:

Thank you for your interest in the Medical Laboratory Technology (MLT) Program at John A. Logan College (JALC) offered through the Southern Illinois Collegiate Common Market (SICCM). The career that you are considering is truly exciting! Graduates of this program earn an Associate in Applied Science Degree in Medical Laboratory Technology.

The College has an open admission policy; however, there are some programs which have additional entrance requirements. Please examine this packet, which will provide you with information about the profession and career of a Medical Laboratory Technologist (MLT) and the SICCM Medical Laboratory Technology Program. Links to online applications, general and program, and test registration are included. Enclosed you will find information about:

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Further information is included in this packet and available on our website at [Restricted Allied Health Admissions](#). We encourage you to thoroughly review the packet and website prior to applying to the program. Best wishes in your educational endeavors.

Regards,

Susan Phillips  
Coordinator of Allied Health Admissions

Stephanie Chaney Hartford, Ph.D.  
Dean for Academic Affairs

*Changes effective 02/03/17 - please note information listed in this packet is subject to change.*

## ADMISSION PROCEDURES

The following admission procedures shall be followed by all prospective applicants seeking admission to the JALC and SICCM MLT program. It is imperative that the steps be followed in order to ensure that all of the admission procedures are complete by the deadline date. Failure to comply with the deadline dates designated by JALC and SICCM will automatically terminate the application for the program.

The admission procedures for the MLT program are the same for John A. Logan College, Kaskaskia College, and Shawnee Community College. Each college does give preference to its in-district students. Students may apply at only one community college for entrance into a program. Applications and testing will be cross-checked among the campuses.

These admission procedures are in accordance with Illinois law. The law requires that programs not having sufficient space and resources to accommodate all applicants will accept those applicants best qualified, using ranking, ability and achievement test scores as guides, with preference given to students residing in the district.

The JALC and SICCM MLT program admission process does not discriminate on the basis of race, creed, color, national origin, gender, age, or the presence of a non-job-related condition or disability.

To be eligible for admission in the full-time program beginning fall 2017, an applicant must meet these criteria and submit the following credentials to the designated office by the deadline date.

### **STEP 1: Complete General Admission Requirements**

- [Apply for general admission](#) to the College by completing the online application by **March 31, 2017**, if not currently enrolled in courses at JALC. If an applicant prefers, a paper application may be completed at the Admissions Office (C201).

If an application for general admission has previously been submitted, please update any relevant information online in the [MyJALC portal](#), if necessary.

- Submit current placement scores to the **Admissions Office** by **March 31, 2017**. We will accept scores from ACCUPLACER, ACT, ASSET, or COMPASS taken within the past three years. An applicant who has not already completed a college-level English and Mathematics course, or scored at least a 20 in English and Math on the ACT, must complete placement testing in Reading, Writing, and Mathematics to determine appropriate placement in courses. For more information about placement testing, visit [Required Placement Testing](#). If an applicant needs to schedule an appointment to take a placement test, contact Testing Services at (618) 985-2828 Ext. 8520.

Regardless of placement test scores taken for general college admission, and any resultant remedial courses required, all applicants desiring to apply for the MLT program will be allowed to take the MLT pre-entrance exam. However, if an applicant scores low on any general admission placement test, counselors may advise against continuing the MLT application process.

- Submit all transcripts to the **Admissions Office** by **March 31, 2017**. An official copy of a final high school or GED® (High School Equivalency) transcript is required. In addition, official transcripts from other postsecondary institutions attended are required if transferring courses. Transcripts must show when the course was taken and the grade received. **It is the applicant's responsibility to ensure that all official transcripts have been received and evaluated in the Admissions Office by March 31, 2017.**

- Provide proof of current residency to the **Admissions Office** by **March 31, 2017**. Preference is given to in-district applicants. The following forms may serve as acceptable proof of residency to be **RANKED** as an in-district applicant:
  - A valid Illinois driver's license with an in-district address
  - A valid Illinois state identification card with an in-district address
  - A valid Illinois voter's registration card that indicates JALC College District #530
  - A current Illinois real estate tax bill that indicates property is owned within the JALC College District #530
  - A joint agreement approved by JALC's V.P. for Instruction

In-district and joint agreement applicants will be rank ordered before applicants' out-of-district, if one of the above forms of acceptable proof is received in the Admissions Office by March 31, 2017. If one of the above forms of acceptable proof is not received in the Admissions Office by March 31, 2017, the applicant will be rank ordered at the bottom of the in-district list with all other out-of-district applicants.

Although the following forms may serve as proof to receive the in-district tuition status for an approved course or curriculum, these forms **DO NOT** qualify as acceptable proof of residency to be **RANKED** as an in-district applicant. Therefore, the applicant will be rank ordered at the bottom of the in-district list with all other out-of-district applicants:

- An employer letter that indicates employment in JALC College District
- A notarized letter that indicates residence in JALC College District
- A valid Illinois FOID card with an in-district address
- A chargeback approved by JALC's V.P. for Instruction

Verification must show the applicant's name with their current address. PO Boxes are not accepted as proof of residency. New driver's licenses now show both PO Box and street address.

If an applicant has questions regarding general admission, they should contact the Admissions Office at (618) 985-2828 Ext. 8476 or visit the Admissions Office (C201).

### ***Out-of-District Applicants Attending Through Joint Agreement or Chargeback***

#### *Joint Agreement*

Currently JALC has not entered a joint agreement with any other area community college for the MLT program.

#### *Chargeback*

An out-of-district applicant, who wishes to enroll in the MLT program that is not offered at their home institution, and is not included in the joint agreement with JALC, must first obtain authorization from the sending institution for partial student support to attend JALC, which is referred to as a chargeback. Applicants attending through a chargeback must agree to enroll in only the curriculum approved by the sending institution or the applicant will assume responsibility for full tuition and fees incurred for the unapproved courses or curriculum. **Applicants attending on a chargeback will be rank ordered at the bottom of the in-district list with all other out-of-district applicants.**

Joint agreement and chargeback letters should be sent to:

John A. Logan College

Attn: Carmen Cutsinger  
700 Logan College Road  
Carterville, IL 62918

If an applicant has questions regarding a joint agreement or chargeback, they should contact Carmen Cutsinger at (618) 985-2828 Ext. 8362 or visit the V.P. for Instruction Office (A15).

## **STEP 2: Complete Program Application Requirement**

AN APPLICANT MUST HAVE AN ACTIVE JALC STUDENT ID NUMBER AND VOLMAIL EMAIL BEFORE APPLYING TO THE PROGRAM.

- Apply to the MLT program by completing the online application in the [MyJALC portal](#) by **March 31, 2017**. If an applicant prefers, a paper application may be completed at the Admissions Office (C201). A new program application is required each year.

To apply, access the [MyJALC portal](#). Click **Login** (top right by Search) and enter your username and password. Choose **Students** tab at top. Click **Admission to Health-Care Majors** link in left column. Click **Medical Laboratory Technology Application** link on right. Fill out application completely and hit the **Submit** button. Once submitted, click on the link provided to register for the pre-entrance exam.

Need help accessing student accounts [click here](#), contact the Admissions Office at (618) 985-2828 Ext. 8476, or visit one of the front admission windows in C201.

If an applicant has questions regarding program admission, they should contact the Coordinator of Allied Health Admission at (618) 985-2828 Ext. 8497 or visit the Admissions Office (C201).

## **STEP 3: Complete Pre-Entrance Exam Requirement**

AN APPLICANT MUST APPLY TO THE PROGRAM BEFORE REGISTERING FOR THE PRE-ENTRANCE EXAM.

- Register online to take the **PSB Health Occupations Aptitude Examination (HOAE)** pre-entrance exam for the MLT program by the test registration deadline.

To register, visit [Restricted Allied Health Testing](#). There an applicant will be able to view instructions, test dates, registration deadlines, and access the test registration link. Please read the instructions carefully before proceeding to register.

- Test scores are valid for two consecutive academic years; however, a new program application must be completed each year and submitted by the required deadline. If an applicant tested the previous academic year and chooses not to retest in the current academic year, they must submit a written request to the Coordinator of Allied Health Admission in the Admissions Office in order for the previous test score to be considered. In this instance, no pre-entrance exam registration is necessary.
- Registration and payment will only be accepted online at the link listed above. If you do not have an account through this specific software, you will be asked to create one. This process is very simple. There is a \$30.00 registration fee due at the time of registration for each test date scheduled. Please have your credit/debit card ready. The registration fee is **non-transferrable and non-refundable**, which means you will need to pay for another test date if moving from your original scheduled date.

- A total of two (2) tests may be taken per academic year (September 1<sup>st</sup> through August 31<sup>st</sup>) and only one (1) test per month may be taken. Tests will be held in Testing Services (C205) and will begin promptly at 9:00 AM and 1:00 PM, unless indicated otherwise.
- Photo ID and JALC student ID number required on day of exam. The exam will take a minimum of 3 hours. No calculators are permitted during the exam.
- Tests will be administered in a paper/pencil format. Answer documents are collected after completion of each test session and sent to Psychological Services Bureau, Inc. (PSB) for scoring.
- Testing Services will mail test results to the applicant when they are received by PSB, usually 2-3 weeks after the test date. Results will also be sent to the Coordinator of Allied Health Admission in the Admissions Office.
- The college reserves the right to change exam dates and fees at any time. Seating is limited, and applications will be processed on a first come, first served basis. Applicants must register before the registration deadline set below for each test session.

HOAE Test Dates for MLT	Registration Deadlines
Wednesday, November 2, 2016 @ 9:00 AM	Monday, October 31, 2016
Wednesday, November 2, 2016 @ 1:00 PM	Monday, October 31, 2016
Thursday, November 3, 2016 @ 9:00 AM	Monday, October 31, 2016
Thursday, November 3, 2016 @ 1:00 PM	Monday, October 31, 2016
Tuesday, December 6, 2016 @ 9:00 AM	Sunday, December 4, 2016
Tuesday, December 6, 2016 @ 1:00 PM	Sunday, December 4, 2016
Wednesday, December 7, 2016 @ 9:00 AM	Sunday, December 4, 2016
Wednesday, December 7, 2016 @ 1:00 PM	Sunday, December 4, 2016
Tuesday, February 7, 2017 @ 9:00 AM	Sunday, February 5, 2017
Tuesday, February 7, 2017 @ 1:00 PM	Sunday, February 5, 2017
Wednesday, February 8, 2017 @ 9:00 AM	Sunday, February 5, 2017
Wednesday, February 8, 2017 @ 1:00 PM	Sunday, February 5, 2017
Thursday, February 9, 2017 @ 9:00 AM	Sunday, February 5, 2017
Thursday, February 9, 2017 @ 1:00 PM	Sunday, February 5, 2017
Tuesday, March 7, 2017 @ 9:00 AM	Sunday, March 5, 2017
Tuesday, March 7, 2017 @ 1:00 PM	Sunday, March 5, 2017
Wednesday, March 8, 2017 @ 9:00 AM	Sunday, March 5, 2017
Wednesday, March 8, 2017 @ 1:00 PM	Sunday, March 5, 2017
Thursday, March 9, 2017 @ 9:00 AM	Sunday, March 5, 2017
Thursday, March 9, 2017 @ 1:00 PM	Sunday, March 5, 2017

The test given for entry into the MLT program is the PSB Health Occupations Aptitude Examination (HOAE). The exam includes sections on academic aptitude, spelling, reading comprehension, information in the natural science and vocational adjustment index. All five sections of the test will be given. The raw score of the first four sections will be added to achieve a composite exam score to be used for admission ranking. The fifth section will be utilized for research purposes.

Additional information about the test can be accessed by going to [Psychological Services Bureau](#). Click on **Resources for Test Taking** to locate documents that may be viewed or printed

containing information regarding Sample Questions, Understanding Test Results, and Other Helpful Resources.

Other test preparation web-based tutorials can be accessed online at [Test Prep Tutorials](#).

If an applicant has questions regarding the pre-entrance exam or test results, they should contact Testing Services at (618) 985-2828 Ext. 8520 or visit Testing Services (C205).

#### **STEP 4: Complete Prerequisite Course Requirement**

- Submit an official college transcript that shows successful completion of prerequisite course requirement listed with a minimum of a C grade to the **Admissions Office** by **August 4, 2017**. No transcript required if courses completed at JALC.

- BIO 205 – Human Anatomy and Physiology I

If an applicant is accepted into the program and the above course is not completed with a minimum of a C grade by **August 4, 2017**, they will not be allowed to start the program and their position will be forfeited to the next qualified applicant on the list.

For general course advisement and registration, contact your advisor. If you need to be assigned to an advisor, contact Testing Services at (618) 985-2828 Ext. 8520. Registration is by appointment only, except during designated walk-in dates.

#### **STEP 5: Admission Selection Process**

The selection of applicants is based on the stated admission criteria. The test scores are very important in the selection process because they are rank ordered from highest to lowest. Applicants that earn the highest total points and complete the admission criteria by the program deadline will be selected. Priority will be given to applicants residing in the district. Rank order for the MLT program is based **exclusively** upon the following:

1. PSB Health Occupations Aptitude Examination (HOAE) scores. All five sections of the test will be given, however only the cumulative raw score of the first four sections will be used for admission ranking. The fifth section will be utilized for research.

Each applicant may take the pre-entrance exam twice within one academic year. Only one test per month may be taken. Any additional tests beyond the first two will not be counted. The highest composite score of the two tests will be used for determination of admission. Testing will be cross-checked among the campuses.

2. Additional points will be given for achieved passing grades in previously taken courses of BIO 205, BIO 206, BIO 226, CHM 141 and CHM 142. The following points will be added for each grade earned: A = 10 points, B = 8 points, C = 6 points. Points will also be given for achieved passing grades in previously taken courses of MAT 108 or any IAI Math, ENG 101, SPE 115 and PSY 132. The following points will be added for each grade earned: A = 3 points, B = 2 points, and C = 1 point. Courses must be completed by **March 2017** in order for points to be added. Courses completed after that time will not count as points toward admission. Each course must have been passed with a minimum of a C grade. No points will be given without an official transcript. Official transcripts must show when the course was taken and the grade received.

Total points achieved will be added to the combined earned raw scores of sections 1 through 4 of the HOAE. Rank ordering of applicants for admission consideration will be made on the basis of total points earned. Ties will be broken by the highest score achieved on the HOAE, Part 1 and Part 3, successively.

To be eligible for fall 2017 admission, testing must be complete and scores available to the college by March 31, 2017. Determination of the list of accepted students will be made from the applicants who have tested and applied by March 31<sup>st</sup>.

Each college has eight admission slots, for a total class size of twenty-four students. Admission lists will be ranked and determined separately at each college, for the eight student slots accorded that college and by the applications submitted to that college.

If the program is not full, colleges may choose to test and accept applications through April 30<sup>th</sup> for any remaining slots. Unless program slots still remain for fall 2017 admission, those applicants testing and applying after April 30<sup>th</sup> will be considered for fall 2018 admission.

The eight top-scoring applicants from each college will be admitted to the SICCM MLT program. A list of accepted applicants will be developed by mid-April, the spring before the start of the program. Accepted applicants will be informed of admission into the program by the admitting college via email beginning mid-April 2017 and will have seven (7) days from the date emailed to return the acceptance form in the attached acceptance letter. Should an accepted applicant choose not to enter the class, the next applicant in the rank order for that campus will be notified of acceptance. If no response is obtained, the applicant will be dropped from future consideration and the next alternate on the list will be notified of acceptance.

Notification of denial into the program will be sent via email when all positions are filled, typically before mid-June. Any individual, not receiving an email by mid-June, should contact the Coordinator of Allied Health Admission in the Admissions Office. Applicants who are not admitted and remain on the list after the program starts will not be carried over for the next year. If interested in applying for the next year's program, a new program application must be submitted to the Admissions Office.

If an applicant is accepted to the program and chooses not to enter the fall class, any future admission must be by re-application. All applicants must make application for each year they wish to be considered for entrance into the MLT program. PSB Health Occupations Aptitude Examination (HOAE) results will be considered valid for two academic years.

No student may be admitted to any individual Southern Illinois Collegiate Common Market program more than *two times* within a *five-year period*. After withdrawing from a single program two times, the student will be allowed to enter any other SICCM program *only one time*. "Withdrawing" is defined as declining a previously accepted admission invitation within ten weeks of program start time and/or withdrawing from class attendance before completing the first semester. Each campus may consider exceptions for extreme cases of unanticipated, non-elective health issues of self and family.

All correspondence will be sent via email, including acceptance, alternate, and denial notifications. Therefore, an applicant must provide an email, Volmail or personal, that is checked on a regular basis. The mailing address provided on the program application will be used for residency purposes and verification of residence at that address will be required (see residency requirements under STEP 1).

It is extremely important to abide by the deadline dates outlined in this packet. It is the applicant's responsibility to assure that these documents have been received in the designated office by the deadline date.

If you have questions regarding this process, please contact the Coordinator of Allied Health Admission at (618) 985-2828 Ext. 8497 or visit the Admissions Office (C201).

## PROFESSION

The Medical Laboratory Technologist (MLT) is employed in clinical laboratories of hospitals, clinics, physician offices and health care facilities performing various laboratory procedures and diagnostic testing. Laboratory testing is performed on bodily fluids such as blood, urine, spinal fluid, semen, synovial fluid, pleural fluid, amniotic fluid, etc.

The MLT works as a bench technician under the direct supervision of a physician and or Medical Technologist in the areas of blood banking, clinical chemistry, hematology, microbiology, urinalysis, coagulation and serology. The MLT is an integral part of the health care team focused on providing optimum patient care. The technician monitors quality control, performs maintenance on equipment and instruments, applies basic scientific principles to laboratory techniques and procedures, recognizes factors that affect procedures and results taking corrective action when indicated, relates laboratory findings to common disease processes, interacts with other health care personnel and patients, and collects blood specimens by venipuncture techniques.

The median salary for certified Medical Laboratory Technologists is approximately \$16 per hour. Shift differentials will add more per hour and the hourly wage will vary slightly at each health care institution.

For more information on the profession, visit [American Society for Clinical Pathology](#).

## PROGRAM

The Medical Laboratory Technology [two-year] Associate Degree in Applied Science Program is offered through the Southern Illinois Collegiate Common Market (SICCM) and is offered cooperatively with John A. Logan College, Kaskaskia College, and Shawnee Community College. Each May, eight students from each college are admitted to begin the program the following fall semester. The total size for each entering class is twenty-four students.

Students are admitted to the MLT program and register for all courses on their home campus. General education courses are taken at the student's home campus, but all MLT courses are taught in the SICCM MLT laboratory classroom at the SICCM facility in Herrin, Illinois. This may require students to travel an hour or more to classes. Students will need to have transportation to accomplish travel requirements in the MLT Program. Travel time will need to be considered as well between home and the student's campus.

Currently, MLT courses are taught during the day [up to 6 PM]. MLT courses in the second year are taught in the first 10 ½ weeks of the semester followed by two 15 day sub-rotations at clinical sites in hospitals. Classes are block-scheduled when possible in order to reduce the amount of travel time for students.

Clinical rotations may require considerable driving in the second year. Students should expect to potentially drive an hour or more to and from clinical sites. Students will use a lottery drawing system for selection of their choice clinical sites. Driving time hinges on clinical site availability at a given point in the semester.

If the number of students requiring clinical rotations exceeds the number of slots available at the clinical affiliates, students may be required to complete clinical rotation during the break following the scheduled semester or as soon as a clinical affiliate is available for training. A listing of laboratories will be given to the admitted student in the future admission packet.

Retention in the MLT program requires that the MLT students earn a grade of C or better in all MLT and natural science courses [chemistry, microbiology, anatomy and physiology]. The student must achieve a C average in the MLT curriculum in order to graduate [C average = 2.0 on a 4 pt.



scale]. If a student fails an MLT or a required natural science course, the course must be repeated with a passing grade [A, B or C]. MLT courses are only offered once a year, so the student will have to wait to take courses until the prerequisite course has been completed with a passing grade. All courses must be taken in sequence as specified by course prerequisites unless permission is granted by the MLT Program Director.

## PROGRAM OBJECTIVES

Upon completion of this MLT program, the graduate must be able to demonstrate entry-level competencies for Medical Laboratory Technicians. The graduate should possess the technical skills needed to:

- Collect, process, and perform analytical tests on biological specimens for analysis.
- Recognize factors that affect procedures and results, and take appropriate corrective actions where indicated.
- Monitor quality control within predetermined limits.
- Demonstrate professional conduct and interpersonal communication skills with patients, the public, lab and other health care professionals while interacting with them in respect to their jobs and patients' care.
- Apply basic scientific principles to learn new techniques and procedures.
- Relate lab findings to common disease processes.
- Recognize and act upon individual needs for continuing education for growth and maintenance of professional competence.

## ESSENTIAL FUNCTIONS

According to the [National Accrediting Agency for Clinical Laboratory Sciences](#) publications and standards, applicants should read and understand the following statement attesting to their belief that they can meet the essential standards listed below. This should be accomplished before admission to the SICCM MLT program.

Program acceptance in no way is based on applicant's limitations. Essential functions represent the essential non-academic requirements of the program that the student must master to successfully participate in the program and become employable.

Certain essential personal and physical attributes are keys to success in the SICCM MLT academic program and the clinical laboratory profession. These attributes include:

### **Visual Observation:**

The student must possess visual acuity sufficient to allow each of the following:

- Differentiation of colors and color changes during the performance of laboratory procedures.
- Observation of patient conditions during phlebotomy procedures.
- Differentiation and identification of specimens using microscopic examination.
- Read technical lab instrument procedure materials for patient care and professional practice.

### **Motor Function:**

The student must possess motor functions sufficient to permit each of the following:

- Performance of venipuncture at patient's bedside or at other designated locations.
- Lift and handle typical hand held medical laboratory equipment and tools.
- Manipulate clinical laboratory instruments and equipment in a manner consistent with standards of medical laboratory practice.

### **Communication Skills:**

The student shall possess verbal and non-verbal skills, adequate for transmitting to and receiving information from patients and hospital personnel.

### **Behavioral and Social Skills:**

The student must exhibit behavioral and social skills that are acceptable to the college and hospital settings.

## **ACCREDITATION**

The SICCM MLT program is accredited by the [National Accrediting Agency for Clinical Laboratory Sciences](#) (NAACLS), located at 5600 North River Road, Suite 720, Rosemont, Illinois 60018-5119; telephone (773) 714-8880. Graduates of the SICCM MLT program will qualify to sit for the Board of Registry for certification in Medical Laboratory Technology given by the [American Society of Clinical Pathologists](#) (ASCP). This computer-delivered examination will be administered by appointment and after application, once eligibility has been established. This examination is offered throughout the year in three-month examination periods. Successful completion of this exam confers the title of Medical Laboratory Technologist, MLT (ASCP).

## **LEGAL LIMITATIONS**

A felony conviction may adversely affect the graduate's ability to sit for certification examinations and/or obtain certification, registration and/or licensure to practice in Illinois and other states. It also influences whether hospitals and other health agencies will accept the student for clinical education experiences required for graduation. Therefore, SICCM requires accepted students to complete a criminal history background check prior to beginning the MLT program. Information about this process will be provided to the student when they are informed of acceptance into the program.

As a condition of assignments to clinical educational experiences, admitted students will also be required to submit to a drug screening. The screening will be completed by a party selected by SICCM, and paid for by the student and is nonrefundable. Information about the drug screen will be sent to a newly admitted student by SICCM in an admission packet.

## **BACCALAUREATE OPTION**

Upon completion of an Associate Degree in the MLT program, students will qualify to apply for admission into one of two baccalaureate degree programs at Southern Illinois University Carbondale in the College of Applied Sciences and Arts (CASA). Students may select a degree in Advanced Technical Studies, a generalized major, or Health Care Management, which emphasizes supervision. Students may qualify for the Capstone Option. For additional information, contact CASA Advisement Support at (618) 453-8840.

## PROFESSIONAL ADVANCEMENT

A certified Medical Laboratory Technician who earns a baccalaureate degree and either has two years of experience or attends a [National Accrediting Agency for Clinical Laboratory Sciences](#) (NAACLS) 8410 W. Bryn Mawr Ave., Suite 670, Chicago, IL 60631 (773) 714-8880 accredited Medical Technologist Program, can become a Medical Technologist. For additional information contact ASCP Board of Registry, P.O. Box 12277, Chicago, IL 60612-0277.

## REQUIREMENTS OF ADMITTED STUDENTS

In the MLT curriculum there are nine general education courses and eleven MLT courses. Included in this packet is a link to the MLT courses with descriptions. The MLT courses have both lecture and hands-on laboratory components. It is helpful for students to have use of a home computer, although computers and Internet access are available on all college campuses. The MLT classrooms also have computers and Internet access available for students use.

The MLT program is full-time only, with courses offered in specific sequence. All MLT courses in a semester must be taken and passed in order to progress to any MLT coursework of the next semester. Both MLT and general education courses must be passed with a minimum of a C grade. The program is designed to be completed within two academic years, including one summer session. Supervised clinical rotations comprise 240 clock hours in the fall and spring semesters of the second year.

Upon admission to the program students will be required to successfully complete a 7.5 hour job shadowing experience; a physical exam; the first two of a series of three Hepatitis B Virus vaccinations [or sign a declination waiver]; a two-step TB skin test [and/or chest x-ray], a Rubella titer [and/or immunization], documented proof of immunity to Rubeola [red measles] and immunity status to Varicella [chicken pox] and Pertussis [whooping cough] and a Tetanus immunization. These must be completed prior to the beginning of class. Students will also be required to have a second TB skin test and/or chest x-ray before the senior year of the program. Training and certification in CPR [cardiopulmonary resuscitation] must be completed before or prior to attending clinical sites in the second semester of the first year. Health insurance is required by clinical sites before students are allowed on-site. Students must provide proof of medical insurance in effect throughout the two-year program.

Prospective MLT students should **not** purchase any materials or supplies until **AFTER** they have been accepted and have registered for classes. Questions regarding uniforms, schedules, requirements, etc. will be answered for accepted students during a new student orientation session with the Medical Laboratory Technology Director on the first day of class.

Admission packets describing the drug screening information, criminal background check, job shadowing, physical examination, vaccinations and immunizations will be mailed to successful applicants in May. These packets will contain the forms and deadlines necessary to complete those requirements prior to the start of class.

## PROGRAM GUIDE AND COURSE DESCRIPTIONS

MLT students must earn a minimum of a C grade in all MLT and natural science courses listed in the program guide.

It is the responsibility of all interested applicants to view the current MLT program guide and course descriptions online at the following links:

[Medical Laboratory Technology - Associate in Applied Science Degree Program Guide](#)

## GENERAL COURSE REQUIREMENTS

BIO 205 – Human Anatomy and Physiology I<sup>1</sup> – 4 credits  
BIO 206 – Human Anatomy and Physiology II – 4 credits  
CHM 141 – General, Organic, and Biochemistry I<sup>2</sup> – 4 credits  
MAT 108 – College Algebra or any IAI Math<sup>3</sup> – 3-4 credits  
CHM 142 – General, Organic, and Biochemistry II – 4 credits  
BIO 226 – General Microbiology – 4 credits  
ENG 101 – English Composition I – 3 credits  
SPE 115 – Speech – 3 credits  
PSY 132 – General Psychology – 3 credits

<sup>1</sup> BIO 205 is a prerequisite and must be completed with a minimum of a C grade before starting the program.

<sup>2</sup> Prerequisite for CHM 141 is MAT 062 with a minimum of a C grade or an official high school transcript listing Algebra I and Algebra II with a minimum of a C grade. Proof of either one is needed before you may enroll in CHM 141.

<sup>3</sup> Prerequisite for MAT 108 or any IAI Math is MAT 062 with a minimum of a C grade.

All applicants are strongly encouraged to successfully complete the general education courses with a minimum of a C grade prior to the fall semester they plan to start the program, so that they may increase their probability of success in the program.

For general course advisement and registration, contact your advisor. If you need to be assigned to an advisor, contact Testing Services at (618) 985-2828 Ext. 8520. Registration is by appointment only, except during designated walk-in dates.

## PROGRAM COSTS

Costs will vary among the three participating institutions because tuition fees per credit are not the same at all campuses. For specific campus tuition, consult individual school catalogs. Within this highly mobile program, admitted MLT students will be responsible for the following expenses, which are **estimates** based on the current 2016-2017 academic year.

ITEM	COST
Tuition – In-District at \$115.00 per credit hour – 33 hours (general courses)	\$3,795.00
Technology fee at \$5.00 per credit hour – 33 hours (general courses)	165.00
Course fees (general courses)	185.00
Tuition – In-District at \$115.00 per credit hour – 33 hours (MLT courses)	3,795.00
Technology fee at \$5.00 per credit hour – 33 hours (MLT courses)	165.00
Course fees (\$150.00 per MLT course)	1,500.00
Books (MLT courses)	800.00
White lab coat and scrubs	120.00

ITEM	COST
White athletic shoes or nurse's shoes	75.00
Occasional minor laboratory supplies and equipment	100.00
Drug Screening	49.00
Criminal Background (\$40 and up, depending on how many different counties/states the student has lived)	40.00
National Certification Examination fee	200.00
Graduation fee	10.00
Registration fee for PSB Health Occupations Aptitude Examination (HOAE)	30.00
<b>Total Estimated Cost</b>	<b>\$11,029.00</b>

[Click here to view Tuition and Fees Schedule.](#)

Additional costs may include:

- \$60 Activity fee assessed for 6 or more credit hours registered per fall and spring semester
- \$40 Activity fee assessed for 3 or more credit hours registered per summer semester
- Malpractice/liability insurance (up to \$15.00 annually)
- Demonstration of personal health insurance or Medicaid
- Medical exams, immunizations, and CPR

**Note:** Textbooks for general education courses are not included due to variability of texts. Transportation and meals at centralized laboratory for MLT courses and other clinical sites are the student's responsibility. Clinical sites are within a wide radius of the campus and mileage is an expense to consider seriously. **All costs listed above are estimates and subject to change. The MLT student should plan to meet these financial obligations before entering the program.**

*Potential MLT students should **not** purchase or schedule anything until after they have been accepted and registered to begin the MLT program.*

For additional information, please contact Michelle Lampley, Director of SICCM MLT program, at (618) 942-6902 or [mlampley@siccm.com](mailto:mlampley@siccm.com).

## FINANCIAL ASSISTANCE

JALC offers students several sources for financial assistance:

**Financial Aid** – A variety of financial aid exists and the applicant should contact the Financial Aid Office for more information at (618) 985-2828 Ext. 8308, [financialaid@jalcedu](mailto:financialaid@jalcedu), or C210. Some of the types of financial aid presently offered are:

- [Federal Pell Grant](#)
- [Federal Supplemental Educational Opportunity Grant \(FSEOG\)](#)
- [Illinois State Map Grant](#)
- [College Work Study](#)

JALC is no longer participating in the Federal Direct Student Loan Program. Students in need of loan funds will have to apply for a Private Alternative Student Loan. In order to find a lender, contact your local Bank, Credit Union, or search on the web using "Private Alternative Student

Loan providers” for your search. All students who apply for private alternative loans must first submit a FAFSA with JALC’s federal school code 008076.

Financial aid requirements and general information can be accessed online at [Financial Aid](#).

**Scholarships** – A variety of scholarships, administered through the JALC Foundation and external sources, are available and the applicant should contact the Foundation Office for more information at (618) 985-2828 Ext. 8355, [foundation@jalc.edu](mailto:foundation@jalc.edu), or B33.

Scholarship application procedures, scholarship application, letter of recommendation form, and lists of available scholarships through the JALC Foundation and external sources, can be accessed online at [JALC Foundation](#).

**Veterans Resources** – Military veterans should visit [Veterans Services](#) in C206 for more information on Illinois Veterans Grant and GI Bill Benefits.