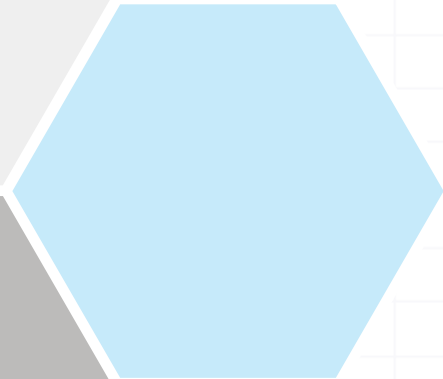




Health Science Programs Competitive Selections



Thank you for your interest in the competitive Health Sciences programs at Central Georgia Technical College. The information contained in this brochure is applicable to competitive selection health programs at all CGTC locations. This information has been provided in good faith and is up-to-date as of the print date listed on the inside front cover. If the information contained in this booklet is in direct conflict with prescribed Technical College System of Georgia (TCSG) admissions policies and procedures or with TCSG curriculum standards, the TCSG guidelines will prevail.

For information about the competitive selection process, please contact the Admissions Office at **(478) 988-6800** or **admissionsoffice@centralgatech.edu**. If you have specific questions about courses, program outcomes, or need advisement, please contact the CGTC instructor listed as the advisor for your intended program on the *Important Dates, Deadlines, and Information* insert that is included in this packet.

Unlawful Harassment and Non-Discriminatory Policy and Procedure

As set forth in its student catalog, Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Linda Hampton, Executive Director of Conduct, Appeals & Compliance; Room J-133, 3300 Macon Tech Drive, Macon, GA 31206; Phone: (478) 757-3408; Fax: (478) 471-5197; Email: lhampton@centralgatech.edu.

Competitive Health Science Programs

Admissions and Selection Process

COLLEGE ADMISSIONS PROCESS

Admission to Central Georgia Technical College and the competitive selection process are two distinct processes; students are responsible for understanding both. This document provides step-by-step directions for both college admission and competitive selection. **Please read this entire document carefully.**

To be accepted into the College and qualify for selection, students must complete all CGTC **admissions requirements**:

- Submit a complete *Application for Admission*
- Submit a signed *Student Agreement* form
- Provide a copy of a current driver's license or other acceptable documentation to verify age and residency to determine tuition rates
- Pay the non-refundable application fee of \$25
- Request an official high school transcript or an official transcript of GED® test scores (*transfer students may not need to submit high school/GED transcripts; see an admissions associate for information*)
- Request an official transcript(s) from all colleges attended (if you would like to request transfer credit)
- Take the free ACCUPLACER® college placement test or provide a copy of ASSET, COMPASS, ACCUPLACER®, SAT, or ACT scores (if taken within the past five years)

COMPETITIVE SELECTION PROCESS

Acceptance into the college does not guarantee selection into a desired health science program. The **competitive selection process** is a separate process that must be completed to gain entry into the student's program major. To be considered for selection for a seat in a competitive health science program, a student must:

- 1** **Successfully complete all required courses for selection** (see the *Selection Requirements* section in this booklet for information specific to each program).
- 2** **Take the required entrance test for the program.** The *PSB Aptitude for Health Occupations* is required for all health programs except the Associate of Science in Nursing (ASN) and the Practical Nursing programs, which require the *Test of Essential Academic Skills (TEAS)*.
- 3** When you are ready to compete for a seat in your desired program, **submit a *Competitive Health Selection* form** (the form is available online in the forms section of the **Student Portal**; go to portal.centralgatech.edu, click **Competitive Health Selection**, complete the form, and click the **Submit Application** button once). A confirmation will be sent to your student email address. If you do not have access to the Student Portal, you may request a paper version of the form in the Admissions Office.
- 4** **Wait for notification from CGTC's Admissions Office.** Once selections are made, all applicants will be notified by phone and email of their acceptance or denial for admission into a competitive program (see the *Important Dates, Deadlines, and Information* insert in this booklet).

All steps above must be completed before the competitive selection deadline published for each program. Current dates are listed online on the Health Selections web page at www.centralgatech.edu/competitiveselection and on the *Important Dates, Deadlines, and Information* insert in this booklet. A current *Important Dates, Deadlines, and Information* insert can be obtained in the Admissions Office, from your health program advisor, or by emailing healthselection@centralgatech.edu.

Questions?

For questions about the admissions process for CGTC, please contact the Admissions Office at (478) 988-6800 or admissionsoffice@centralgatech.edu.

For questions about the competitive selections process, please contact the appropriate program advisor (contact information for each program is available in the *Selection Requirements* section). You can also contact the Admissions Office at (478) 445-2313 or healthselection@centralgatech.edu.

The Competitive Selection Process

Space for each program is limited by the number of available clinical slots and/or the requirements of the program accrediting agency. Therefore, the number of students accepted for each program can vary by semester. Only students who meet the minimum eligibility requirements as outlined in this booklet will be considered for selection. CGTC's Enrollment Services Office publishes competitive health selection trend data, including the average number of students selected to each program, highest and lowest test scores and GPAs, and highest and lowest total selection scores for past cohorts. This information is available online at www.centralgatech.edu/catalog (click **Health Sciences Programs**, then click **Health Science Programs Competitive Selection Trends**).

Selection Period

To determine when the selection process will take place for each program, refer to the *Important Dates, Deadlines, and Information* insert.

Age

Each program has a minimum age requirement (refer to the minimum age column in the *Selection Requirements* section of this booklet). The student can be admitted to the college, take core classes, and participate in the selection process prior to meeting the age requirement. However, the student must meet the minimum age no later than the first day of the first semester when the selected cohort begins.

Courses for Selection

Each program has required classes that must be completed before a student may compete for selection (refer to the *Selection Requirements* section). Only the selection courses listed for each program will be calculated in the grade point average (GPA) for selection. Other courses taken will not be calculated in the selection GPA.

The CARE Center will advise and register new students during the student's first semester. Current, returning, transient, and transfer students will be advised by their program advisor; students can then register for the courses in BannerWeb.

Minimum requirements for the selection courses:

Expiration of Grades:

- General education core courses, such as English and psychology, do not expire.
- Mathematics and science courses expire after five years. If the last attempt is outside of the five-year period, the student must re-take the course(s).

Multiple Attempts:

- Multiple attempts at a course can affect financial aid; students should contact the Financial Aid office before re-taking a course.
- An average of the two most recent attempts within five years will be used to compute the selection GPA.
- For courses that do not expire, grades older than five years will not be calculated in the selection GPA, unless it is the student's only attempt. In the event that it is the student's only attempt, only the most recent attempt older than five years will be considered.

Transfer Credit:

- For courses completed at an institution other than CGTC, transcripts will be evaluated and grades from applicable coursework will be calculated in the GPA in accordance with the criteria in this booklet.

- Transcripts must be received by the Registrar's Office before the published competitive selection deadline for each program in order to be considered for selection (refer to the *Important Dates, Deadlines, and Information* insert).

Entrance Tests for Selection

Students competing for selection must complete the entrance test requirement specific to the desired program. The **PSB Aptitude for Health Occupations** is required for all health programs except the Associate of Science in Nursing (ASN) and the Practical Nursing programs, which require the **Test of Essential Academic Skills (TEAS)**. Either test can be taken at the Testing Center on any campus.

Entrance tests for health programs:

- Tests for selection may only be taken twice within a 365-day period.
- In the case of multiple attempts, the higher of the two scores will be used for rank order calculation.
- The test must be taken before the published competitive selection deadline for each program in order to be considered for selection (refer to the *Important Dates, Deadlines, and Information* insert).

PSB Aptitude for Health Occupations Exam

- The fee for the PSB is \$20.
- Appointments are not necessary for this exam. The PSB can be taken at any time during the normal operating hours of the Testing Center (a complete schedule is available at www.centralgatech.edu/testingcenter).
- Only scores for the current version will be accepted.

Test of Essential Academic Skills (TEAS) Exam

- The fee for the TEAS exam is \$80.
- CGTC recommends that students complete BIOL 2113 prior to taking the TEAS exam.
- Only test scores after September 1, 2016 will be accepted.
- To register for the TEAS exam:
 - Go to www.atitesting.com, click **Create an Account**, then follow the steps (Select CENTRAL Ga Tech ADN for the institution)
 - At the **Welcome to ATI** screen, select **Register for TEAS before using ATI** - OR - Click **Online Store** on the ATI Testing home page
 - Click **TEAS®** in the **Register for...** section
 - **Program Type:** TEAS for Nursing Students | **Country:** USA | **State:** Georgia | **City:** Macon, Milledgeville, or Warner Robins, depending on where you would like to take the test)
 - On the next screen, click the **Register** button next to the testing date/time that you would like to reserve.
 - On the next screen, click the **Check Out** button and follow the steps to make your payment.

Health Selection Forms

Students competing for selection must submit a *Competitive Health Selection* form by the published deadline.

- Current students must submit this form online through the Student Portal (portal.centralgatech.edu). Once submitted, a confirmation email will be sent to the student's CGTC email address.
- Students who wish to compete, but are not currently registered for classes at CGTC, may request a *Competitive Health Selection* form from the Admissions Office.

A *Competitive Health Selection* form must be submitted for each program for which the student wishes to compete. If a student is not selected and would like to compete in the next selection cycle, the student must submit a new *Competitive Health Selection* form each time. It is the student's responsibility to ensure that all required course grades and time frames are still applicable.

Criteria

CGTC uses an objective, quantitative process to score all eligible candidates for selection into competitive health science programs. Selection into each program is based on a rank-order calculation where the student with the highest total score is selected first, and available seats are filled by moving down the list. Upon successful completion of all requirements, students will be considered for selection based on the following criteria:

Formula

$$\frac{(\text{GPA of Selection Courses} \times 100) + \text{Highest Entrance Test Score}}{\text{Total Rank-Order Calculation Score}}$$

Tiebreaker

In the case of a tie in the rank-order calculation score, the student with the highest entrance test score will be selected.

Notification of Selection

Once selections are made, students will receive a phone call and email notifying of selection or denial to the program(s) of choice. **Students should ensure that contact information is up-to-date each semester in BannerWeb.** When notified, students will have 24 hours to respond to the offer for selection. If a student does not accept within 24 hours, the seat will be offered to the next student in line. **Students must confirm acceptance of the seat in order to be added to the program.** Once selection is confirmed, students will receive further information regarding orientation and advisement for registration.

During the selection period, students should make sure to answer all phone calls, even from unknown phone numbers. CGTC uses a calling service for mass calls, so the number that appears on caller ID may not be a local number. Emails will be sent to student email accounts. Students should check this email account frequently and ensure that the email inbox is not full and the deleted items folder is emptied regularly.

Other Criteria

Students selected for CGTC's health programs must submit to a background check and a drug screen prior to enrollment

in an occupational/clinical course. Students who re-enter a program must fulfill this requirement again upon re-entry to the program. A student who has been convicted of a felony or misdemeanor may be selected for a health sciences program; however, a conviction may prevent the student from being accepted into a clinical training site and/or taking certification/registry/licensure exams. Additionally, students who test positive for drugs or illegal/controlled substances may be precluded from clinical participation.

CGTC cannot guarantee licensure to any graduate, or the ability to participate in clinical rotations. Clinical slots are controlled solely by the clinical site. If you are unsure about your ability to participate, please contact your program advisor.

Students are expected to uphold professional and ethical standards at all times in accordance with CGTC's Code of Conduct. The full Code of Conduct can be accessed online at www.centralgatech.edu (click **Catalog**, click **Student Affairs**, then click **Student Conduct Rules and Regulations**).

Frequently Asked Questions

- Q. How many programs can I compete for each semester?**
- A.** You can compete for as many programs as you would like, as long as you have met the selection requirements for each program. You can also opt to compete for the same program at multiple campuses.
- Q. How much should I expect to spend on books and supplies in my first semester?**
- A.** Book costs vary by program; however, you should expect to spend the largest amount of money on books within the first semester. Often, books will be used for multiple classes throughout the duration of the program. Check with the program advisor for more specific information. Students should also be prepared for other out-of-pocket expenses including background check fees, uniforms, licensure testing, etc. A good faith estimate of costs associated with each program can be found on the *Selection Requirements* section in this booklet.
- Q. How do I know which program may be best for me?**
- A.** If you are unsure of exactly which health science program you would like to pursue, visit CGTC's Career Services Office, where career advisors can provide you information on areas that interest you and perform a career assessment that can help you decide. You can also speak with the various health program advisors to help inform your decision.

Selection Requirements

Complete program curriculum information is available online (www.centralgatech.edu/catalog).

Program	Minimum Age for Selection	Courses Evaluated for Selection (Only the GPA for these classes are included in the calculation for selection. All other courses/grades are excluded.)		Program Advisor Contact Information	Entrance Test
ASSOCIATE DEGREE PROGRAMS					
Associate of Science in Nursing (AN43)	18	<input type="checkbox"/> ENGL 1101 Composition and Rhetoric <input type="checkbox"/> MATH 1111 College Algebra* <input type="checkbox"/> PSYC 1101 Introduction to Psychology	<input type="checkbox"/> BIOL 2113 Anatomy and Physiology I <input type="checkbox"/> BIOL 2113L Anatomy and Physiology Lab I	Jessica Willcox jwillcox@centralgatech.edu (478) 218-3722	TEAS
Cardiovascular Technology (CT13)	18	<input type="checkbox"/> ENGL 1101 Composition and Rhetoric <input type="checkbox"/> MATH 1111 College Algebra* <input type="checkbox"/> PSYC 1101 Introduction to Psychology	<input type="checkbox"/> BIOL 2113 Anatomy and Physiology I <input type="checkbox"/> BIOL 2113L Anatomy and Physiology Lab I	Jessica Smith jssmith@centralgatech.edu (478) 757-4356	PSB
Clinical Laboratory Technology (CLT3)	18	<input type="checkbox"/> ENGL 1101 Composition and Rhetoric <input type="checkbox"/> MATH 1111 College Algebra* <input type="checkbox"/> CHEM 1211 Chemistry I <input type="checkbox"/> CHEM 1211L Chemistry Lab I	<input type="checkbox"/> BIOL 2113 Anatomy and Physiology I <input type="checkbox"/> BIOL 2113L Anatomy and Physiology Lab I	LaShauna Hunt lhunt@centralgatech.edu (478) 218-3781	PSB
Dental Hygiene (DH13)	18	<input type="checkbox"/> ENGL 1101 Composition and Rhetoric <input type="checkbox"/> MATH 1111 College Algebra* <input type="checkbox"/> CHEM 1211 Chemistry I <input type="checkbox"/> CHEM 1211L Chemistry Lab I <input type="checkbox"/> BIOL 2113 Anatomy and Physiology I <input type="checkbox"/> BIOL 2113L Anatomy and Physiology Lab I		<i>Macon</i> Dr. April Catlett acatlett@centralgatech.edu (478) 757-3487 <i>Warner Robins</i> Dr. Barbara Jansen bjansen@centralgatech.edu (478) 218-3244	PSB
Echocardiography (EC23)	18	<input type="checkbox"/> ENGL 1101 Composition and Rhetoric <input type="checkbox"/> MATH 1111 College Algebra* <input type="checkbox"/> PSYC 1101 Introduction to Psychology	<input type="checkbox"/> BIOL 2113 Anatomy and Physiology I <input type="checkbox"/> BIOL 2113L Anatomy and Physiology Lab I	Jessica Smith jssmith@centralgatech.edu (478) 757-4356	PSB
Medical Assisting (MA23)	17	<input type="checkbox"/> ENGL 1101 Composition and Rhetoric <input type="checkbox"/> MATH 1111 College Algebra* <input type="checkbox"/> PSYC 1101 Introduction to Psychology	<input type="checkbox"/> BIOL 2113 Anatomy and Physiology I <input type="checkbox"/> BIOL 2113L Anatomy and Physiology Lab I	Norma Jackson njackson@centralgatech.edu (478) 445-2342	PSB
Orthopedic Technology (OT13)	18	<input type="checkbox"/> ENGL 1101 Composition and Rhetoric <input type="checkbox"/> MATH 1111 College Algebra* <input type="checkbox"/> ALHS 1090 Medical Terminology for Allied Health Sciences	<input type="checkbox"/> BIOL 2113 Anatomy and Physiology I <input type="checkbox"/> BIOL 2113L Anatomy and Physiology Lab I	Karen Higgins khiggins@centralgatech.edu (478) 757-3568	PSB
Radiologic Technology (RT23)	18	<input type="checkbox"/> ENGL 1101 Composition and Rhetoric <input type="checkbox"/> MATH 1111 College Algebra* <input type="checkbox"/> ALHS 1090 Medical Terminology for Allied Health Sciences <input type="checkbox"/> BIOL 2113 Anatomy and Physiology I <input type="checkbox"/> BIOL 2113L Anatomy and Physiology Lab I		<i>Macon</i> Jennifer Zeager jzeager@centralgatech.edu (478) 757-3569 <i>Warner Robins</i> Connie Young cyoung@centralgatech.edu (478) 218-3216	PSB
DIPLOMA PROGRAMS					
Dental Assisting (DA12)	17	<input type="checkbox"/> ENGL 1010 Fundamentals of English I <input type="checkbox"/> MATH 1012 Foundations of Mathematics*	<input type="checkbox"/> PSYC 1010 Basic Psychology <input type="checkbox"/> ALHS 1040 Introduction to Healthcare	Lindsey Evans levans@centralgatech.edu (478) 757-5292	PSB
Hemodialysis Technology (HT12)	17	<input type="checkbox"/> ENGL 1010 Fundamentals of English I <input type="checkbox"/> MATH 1012 Foundations of Mathematics*	<input type="checkbox"/> PSYC 1010 Basic Psychology <input type="checkbox"/> ALHS 1040 Introduction to Healthcare	Sonia Wynne swynne@centralgatech.edu (478) 757-6668	PSB
Medical Assisting (MA22)	17	<input type="checkbox"/> ENGL 1010 Fundamentals of English I <input type="checkbox"/> MATH 1012 Foundations of Mathematics* <input type="checkbox"/> PSYC 1010 Basic Psychology	<input type="checkbox"/> ALHS 1011 Structure and Function of the Human Body	Norma Jackson njackson@centralgatech.edu (478) 445-2342	PSB
Pharmacy Technology (PT22)	16	<input type="checkbox"/> ENGL 1010 Fundamentals of English I <input type="checkbox"/> MATH 1012 Foundations of Mathematics* <input type="checkbox"/> PSYC 1010 Basic Psychology	<input type="checkbox"/> ALHS 1011 Structure and Function of the Human Body	Betty Finney bfinney@centralgatech.edu (478) 757-3559	PSB
Practical Nursing (PN12)	18	<input type="checkbox"/> ENGL 1010 Fundamentals of English I <input type="checkbox"/> MATH 1012 Foundations of Mathematics* <input type="checkbox"/> PSYC 1010 Basic Psychology	<input type="checkbox"/> ALHS 1011 Structure and Function of the Human Body	Monecia Walton mwalton@centralgatech.edu (478) 218-3278	TEAS
Surgical Technology (ST12)	17	<input type="checkbox"/> ENGL 1010 Fundamentals of English I <input type="checkbox"/> MATH 1012 Foundations of Mathematics* <input type="checkbox"/> PSYC 1010 Basic Psychology	<input type="checkbox"/> ALHS 1011 Structure and Function of the Human Body	Donna Dorn ddorn@centralgatech.edu (478) 757-3560	PSB

*Course substitutions for MATH 1111 allowed according to program state standards. A higher level MATH course, other than MATH 1127 Introduction to Statistics, may be accepted. Course substitutions will not be accepted after the published competitive selection deadline.

Competitive Health Science Programs

Important Dates, Deadlines, and Information

Program	Campus (Core classes are offered at multiple locations)	Competitive Selection Deadline*	Intake Semester	Selection Averages**				Approximate Program Costs** <i>Other than tuition/fees</i>
				# of Applicants	Highest GPA	Highest PSB/TEAS Score	Highest Selection Score	
ASSOCIATE DEGREE PROGRAMS								
Associate of Science in Nursing (AN43)	Warner Robins	06/16/17	Spring	351	4.00	90.00 <i>TEAS</i>	490.00	\$3,500
Cardiovascular Technology (CT13)	Macon	06/16/17	Spring	55	3.90	265	637.29	\$3,000
Clinical Laboratory Technology (CLT3)	Warner Robins	06/16/17	Spring	43	3.78	266	637.90	\$1,500
Dental Hygiene (DH13)	Warner Robins (<i>Fall</i>) Macon (<i>Summer</i>)	06/16/17 (<i>Fall</i>) 10/15/17 (<i>Summer</i>)	Fall Summer	57	3.86	265	564.14	\$5,200
Echocardiography (EC23)	Macon	06/16/17	Spring	26	3.86	244	604.93	\$3,000
Medical Assisting (MA23)	Warner Robins (<i>Spring</i>) Macon (<i>Fall & Spring</i>) Milledgeville (<i>Fall</i>)	06/16/17 (<i>Fall</i>) 06/16/17 (<i>Spring</i>) <i>Same deadline during process transition</i>	Fall Spring	54	3.88	244	605.40	\$2,500
Orthopedic Technology (OT13)	Macon	06/16/17	Fall	30	3.79	251	617.41	\$675
Radiologic Technology (RT23)	Warner Robins (<i>Spring</i>) Macon (<i>Fall</i>)	06/16/17 (<i>Spring</i>) 03/15/18 (<i>Fall</i>)	Spring Fall	95	4.0	271	656.61	\$2,500
DIPLOMA PROGRAMS								
Dental Assisting (DA12)	Macon	06/16/17	Fall	31	4.0	245	641.00	\$1,000
Hemodialysis Technology (HT12)	Macon Warner Robins	06/16/17 (<i>Fall</i>) 03/15/18 (<i>Summer</i>)	Fall Summer	28	3.95	248	617.37	\$1,000
Medical Assisting (MA22)	Warner Robins (<i>Spring</i>) Macon (<i>Fall & Spring</i>) Milledgeville (<i>Fall</i>)	06/16/17 (<i>Fall</i>) 10/15/17 (<i>Spring</i>)	Fall Spring	54	3.88	244	605.40	\$1,600
Pharmacy Technology (PT22)	Macon	06/16/17	Fall	40	3.63	N/A	N/A	\$900
Practical Nursing (PN12)	Warner Robins (<i>All</i>) Macon (<i>All</i>) Milledgeville (<i>Fall & Spring</i>)	06/16/17 (<i>Fall</i>) 10/15/17 (<i>Spring</i>) 03/15/18 (<i>Summer</i>)	Fall Spring Summer	263	4.0	270 <i>Scores reflect PSB; TEAS required effective fall semester 2017.</i>	647.40	\$1,800
Surgical Technology (ST12)	Warner Robins	06/16/17 (<i>Fall</i>) 10/15/17 (<i>Spring</i>)	Fall Spring	74	4.0	250	635.50	\$1,800

*All admissions requirements must be completed before the published date for each program. To receive transfer credit, *final* transcripts and course substitutions must be received by the Office of the Registrar on or before the published competitive selection deadline for each program. If the published deadline falls on a weekend, students are responsible for submitting all documentation by close of business on the preceding work day, or it must be submitted electronically online.

**Average highest TEAS/PSB scores and GPAs of most recent students selected in to each program. Complete information for past cohorts is available at www.centralgatech.edu/catalog (click Health Sciences Programs, then click Health Science Programs Competitive Selection Trends).

**Includes books, supplies, uniforms, testing fees, background check fees, and other associated out-of-pocket costs for the duration of the program.

Revised 04/17/17



Office of Admissions
(478) 988-6800
healthselection@centralgatech.edu

A Unit of the Technical College System of Georgia
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