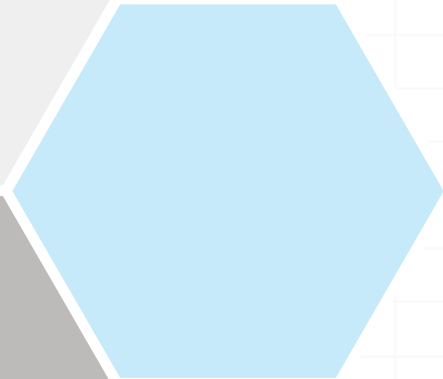




Health Science Programs Competitive Selection



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) 218-3287** or **healthselection@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 Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31008; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: cajohnson@centralgatech.edu.

Gainful Employment

For more information about our graduation rates, the median debt of students who complete a program, and other important information, visit www.centralgatech.edu/gainfulemployment.

Competitive Health Science Programs

Admissions and Selection 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.**

COLLEGE ADMISSIONS PROCESS

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 or cohort. 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 cohort, **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) 218-3287 or healthselection@centralgatech.edu.

The Competitive Selection Process

Space for each program cohort 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 (click **Admissions & Financial Aid**, click **Competitive Selection**, then click **Health Science Programs Competitive Selections Score Trends**).

Selection Period

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

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 program cohort begins.

Courses for Selection

Each program has required classes that must be completed in order for a student to compete for selection (refer to the *Selection Requirements* section). Courses may be in progress at the selection deadline for students enrolled at CGTC. For students who will transfer credit in, all final transcripts must be received by the selection deadline.

Only the selection courses listed for each program will be calculated in the selection grade point average (GPA). Other courses taken will not be calculated in the selection GPA. All programs require courses beyond those calculated for selection. For full program curriculum requirements, please visit www.centralgatech.edu/catalog.

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. Upon receiving an alternate PIN, students can then register for courses in BannerWeb.

Minimum requirements for the selection courses:

Expiration of Grades:*

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

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 selection 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 Pharmacy Technology (PSB used as a tiebreaker only), Associate of Science in Nursing (ASN) (requires the *Test of Essential Academic Skills (TEAS)*), and Practical Nursing (requires the TEAS). Either test can be taken at the Testing Center on any campus **with picture ID**.

Entrance tests for health programs:

- Tests for selection may only be taken twice within a 365-day period.
- The higher of the two most recent 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 (3rd Edition)

- 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:**

*Expiration of grades applies ONLY to the courses evaluated for selection (reference **Selection Requirements** page). Please see your advisor for the expiration of other courses.

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 (<https://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 remaining seats are filled according to rank order. Upon successful completion of all requirements, students will be considered for selection based on the following criteria:

Formula

$$\begin{array}{r} \text{(GPA of Selection Courses} \times 100) \\ + \text{ Highest Entrance Test Score} \\ \hline \text{Total Rank-Order Calculation Score} \end{array}$$

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

For associate degree programs, students will receive selection notifications one semester prior to the cohort start semester (ex: if the cohort begins spring 2018, notifications will be sent before fall 2017). For diploma programs, notifications will be sent prior to the start date of the semester that the selected cohort begins (ex: if the cohort begins spring 2018, notifications will be sent after fall 2017). Students who apply for selection will receive an email with more detailed information regarding notification before the selection process begins.

Once selections are made, students will receive a phone call and email to **notify of the decision**. **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. **Students must confirm acceptance of the seat in order to be added to the program.** If a student does not accept, the seat will be offered to the

next student in the rank order calculation. 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 CGTC 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 who are 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 in the academic catalog (www.centralgatech.edu/catalog).

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. All curriculum requirements must be met for graduation.)		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	Deana Harkins deharkins@centralgatech.edu (478) 757-3667	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		Dr. April Catlett acatlett@centralgatech.edu (478) 757-3487	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	Deana Harkins deharkins@centralgatech.edu (478) 757-3667	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		Macon Jennifer Zeager jzeager@centralgatech.edu (478) 757-3569 Warner Robins 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 mw Walton@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 or alternate MATH 11XX courses are allowed for MATH 1111 according to program state standards as listed in the CGTC Catalog (www.centralgatech.edu/catalog). A higher level MATH course, except for MATH 1127 Introduction to Statistics, may also be accepted. Course substitutions will not be accepted after the published competitive selection deadline.

*The PSB is used for the Pharmacy Technology program as a tiebreaker only.

Competitive Health Science Programs

Important Dates, Deadlines, and Information

Program	Selected Cohort Begins	Campus(es) for Selected Class (Core classes are offered at multiple locations)	Competitive Selection Deadline* (All requirements must be completed by this date)	Approximate Program Costs** <i>Other than tuition/fees</i>
ASSOCIATE DEGREE PROGRAMS				
Associate of Science in Nursing (AN43)	Spring 2018	Warner Robins	06/16/17	\$3,500
	Spring 2019	Warner Robins	06/15/18	
Cardiovascular Technology (CT13)	Spring 2018	Macon	06/16/17	\$3,000
	Spring 2019	Macon	06/15/18	
Clinical Laboratory Technology (CLT3)	Spring 2018	Warner Robins	06/16/17	\$1,500
	Spring 2019	Warner Robins	06/15/18	
Dental Hygiene (DH13)	Summer 2018	Macon	10/15/17	\$5,200
	Fall 2018	Warner Robins	03/15/18	
Echocardiography (EC23)	Spring 2018	Macon	06/16/17	\$3,000
	Spring 2019	Macon	06/15/18	
Medical Assisting (MA23)	Spring 2018	Warner Robins Macon	06/16/17	\$2,500
	Fall 2018	Macon Milledgeville	03/15/18	
	Spring 2019	Warner Robins Macon	06/15/18	
Orthopedic Technology (OT13)	Fall 2018	Macon	03/15/18	\$675
Radiologic Technology (RT23)	Spring 2018	Warner Robins	06/16/17	\$2,500
	Fall 2018	Macon	03/15/18	
	Spring 2019	Warner Robins	06/15/18	
DIPLOMA PROGRAMS				
Dental Assisting (DA12)	Fall 2018	Macon	06/15/18	\$1,000
Hemodialysis Technology (HT12)	Summer 2018	Warner Robins Macon	03/15/18	\$1,000
	Fall 2018	Warner Robins Macon	06/15/18	
Medical Assisting (MA22)	Spring 2018	Warner Robins Macon	10/15/17	\$1,600
	Fall 2018	Macon Milledgeville	06/15/18	
Pharmacy Technology (PT22)	Fall 2018	Macon	06/15/18	\$900
Practical Nursing (PN12)	Spring 2018	Warner Robins Macon Milledgeville	10/15/17	\$1,800
	Summer 2018	Warner Robins Macon	03/15/18	
	Fall 2018	Warner Robins Macon Milledgeville	06/15/18	
Surgical Technology (ST12)	Spring 2018	Warner Robins	10/15/17	\$1,800
	Fall 2018	Warner Robins	06/15/18	

*All admissions requirements and competitive selection process requirements must be completed before the published date for each program. If the deadline falls mid-semester, **students currently enrolled at CGTC** and taking one or more courses evaluated for selection have until the end of that semester to complete those courses. Students requesting transfer credit must ensure that final transcripts have been received by the Office of the Registrar on or before the published competitive selection deadline for each program. Students requesting course substitutions must submit the request to their advisor on or before the 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 submitting electronically online.

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

For more information about our graduation rates, the median debt of students who complete a program, and other important information, visit www.centralgatech.edu/gainfulemployment.

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www.centralgatech.edu

Office of Admissions

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healthselection@centralgatech.edu



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