

## SURGICAL TECHNOLOGY CHECKLIST

*The following is intended as a general guideline for making sure you have taken the necessary steps to apply and be considered for the Surgical Technology program. **It is the applicant's responsibility to ensure that all items arrive prior to the June 1, 2025 deadline. Late application materials will not be considered and will make the applicant ineligible to be considered for the 2025 program.** Please understand an applicant may have unique circumstances, which may require further documentation or verification, in which case the applicant may be asked to furnish material not mentioned below. Every effort will be made to provide clear instructions to applicants needing to provide such information. Please keep this checklist to refer to – you do NOT need to return it to us. Applicants must be at least 18 years of age by April 1 of second semester of the program.*

- ☐ **VWCC college application** – Must be completed **on-line**. Please see the instructions sheet in the “Forms” section. (If you currently attend VWCC – you may skip this step.) **To facilitate actions taken** in the computer system by your advisor and other staff at VWCC please select Career Studies Certificate: Introduction to Surgical Technology as your **curricular plan of study** (**credit** classes) and we suggest activating the term for Summer 2025 (if available or choose the latest term closest to summer) or even **sooner** if you plan to take any general class at VWCC before then (Surgical Technology classes do not start until fall semester for those accepted until Fall 2025). If you currently attend VWCC and are in another plan of study, please notify the pre-health advisor, Ms. Perdue, (or notify [healthprofessions@virginiawestern.edu](mailto:healthprofessions@virginiawestern.edu) and include your seven digit student id) to arrange to have your plan of study changed to CSC: Introduction to Surgical Technology to reflect your current career goals.
- ☐ 2025 Surgical Technology program application form.
- ☐ Official High School transcript in the sealed school envelope. (Required for all applicants, including college graduates.)
- ☐ GED – copy of scores (*if applicable*). HS transcripts are still required if you completed at least 9th grade.
- ☐ Official college transcripts from all colleges attended (**except** community colleges in Virginia). Note: Official transcripts are still in the original sealed envelope from the institution that issued it, please **do not open them** (if sent or given to you first). If you attend fall 2024 or spring 2025, classes at a non-VCCS school, you must have updated transcripts sent to the **attention of Pam Woody at VWCC prior to 6/1/25**. These transcripts serve to update your GPA, academic progress, and completion or enrollment in a required prerequisite (if applicable). Have all transcripts sent directly to Pam Woody before 6/1/25.
- ☐ Once all your transcripts are received by one of the HPAAO team members (Ms. Woody or Ms. Terry) a 2-page form letter will be sent (usually within 4 weeks, may be longer if submitting January 1<sup>st</sup> to May 1<sup>st</sup>) – which includes information about your **prerequisites**: BIO 141, HLT 141 and SDV 101
  - \_\_\_\_\_ **Bio 141** or equivalent **college level** Human Anatomy & Physiology I (must be completed within 5 years of beginning the program) complete with a grade of “C” or better **by the end of Summer 2025**
  - Please note:** You must either test into BIO 141 or have successfully completed BIO 101 or NAS 2 within 3 years of enrolling in BIO 141. The prerequisite for BIO 101/NAS 2 is ENG 111 placement and MDE 10 or Direct Enrollment into a College Level Math.
  - \_\_\_\_\_ **HLT 141**-(one credit)—Medical Terminology (HLT 143 can sub for HLT 141)-complete by end of **summer 2025**
  - \_\_\_\_\_ **SDV 101** (2 credits) Orientation to Health Professions (complete by end of **summer 2025**)
- ☐ Have a cumulative **GPA of  $\geq 2.50$**  at the **end** of the **Spring 2025** semester to be eligible. (based on 12 credit hours of college credit or High School GPA if 12 credits of college credit from one Institution is not available) Please note that classes with grades of “S” or “P” are typically developmental in nature and will not count towards establishing the college-level GPA.

- ☐ Keep the Health Profession Advising and Applications Office team (healthprofessions@virginiawestern.edu) **informed** of all name and email **address changes during the application process**. (Surgical Technology applicant database for all program communications is separate from the college.)
- ☐ Notification of acceptance/non-acceptance into the Fall 2025 program will be emailed to school email account or we may use the email address attached in Navigate usually in mid-to late June 2025 for those considered. Please be sure and turn on your notifications in Navigate, so that you will receive the fall status letter.

**Note:** Any forms mentioned in the above steps are available and can be viewed on the same “Forms” link as this checklist.