

MEDICAL LABORATORY TECHNOLOGY
Joint Venture with Mountain Gateway Community College

*The following is intended as a general guideline for making sure you have taken the necessary steps to apply and be considered for the Medical Laboratory Technology program. **It is the applicant's responsibility to ensure that all items arrive prior to the July 1, 2025 deadline. Late application materials may not be considered and may 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. **Please remember to submit all required admission items/documents to VWCC: Health Professions Advising and Applications Office. Please note, even with the deadline of July 1, we do encourage early application so course mapping can occur to benefit the potential applicant.***

- ☐ **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 Medical Laboratory 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 (MLT classes do not start until fall semester for those accepted until Fall 2025).
- ☐ If you are a **Mountain Gateway Community College Joint Venture Applicant**: Please see the Checklist for Application located under the “Mountain Gateway Application Information” link. This checklist is for VWCC applicants and a few of the steps vary from one campus to another. The Mountain Gateway Checklist for application will answer more concerns involving the Joint Venture Program.
- ☐ 2025 Medical Laboratory Technology program application form. (Return to the VWCC Health Professions Advising and Applications Office-Health Professions Advising and Applications Office at VWCC.) Please be sure and select your campus of choice VWCC or **MGCC** on the application. (You may attach the completed application as a pdf and email to healthprofessions@viriniawestern.edu or you may mail the application to VWCC, Attn: Pam Woody, Health Professions Advising and Applications Office; 3091 Colonial Ave.; Roanoke, VA 24015)
- ☐ Official High School transcript in the sealed school envelope from the High School, if mailing. (Required for all applicants, including college graduates.) Send to VWCC Health Professions Advising and Applications Office. If your High School utilizes an electronic portal, such as Parchment, please submit to VWCC-Health Professions. If they utilize electronic portal, such as, Scribbles or National Clearinghouse, please submit to healthprofessions@viriniawestern.edu or pwoody@viriniawestern.edu.
- ☐ 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 classes at a non-VCCS school you must have updated transcripts sent to the **attention of Pam Woody at VWCC prior to 7/1/25**. 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 7/1/25. It is advised to submit the official transcripts from those non-VCCS Institutions, in January, so academic advising can occur in a timely manner.

- ❑ Once all your transcripts are received by one of the HPAAO advisors (Miss Woody or Ms. Terry) a 2-page form letter will be scanned to your school email account or the email associated with your Navigate platform if submitted (usually within 4 weeks, may be longer if submitting January 1st to June 1st) – includes information about your **prerequisites**: ENG 111 and SDV 101

_____ **ENG 111** complete with a grade of “C” or better **by the end of Spring 2025**

_____ **SDV 101** (2 credits) Orientation to Health Professions (complete by end of **Spring 2025**)

VWCC applicants need to choose to complete the two credit SDV 101 at VWCC or if your “home” college does not offer the two credit of SDV 101, please contact the Health Professions Advising and Applications Office healthprofessions@viriniawestern.edu for course suggestions involving courses with either a HLT or PED prefix. (Note: it cannot be HLT 105 course). Also, please note that if you have a degree from an Accredited Institution, we can also award Credit for Prior Learning for the SDV 101-two credit prerequisite, upon receipt of the official transcript verifying graduation.

Please also note: A recent college level Biology or NAS 2 (within the last five years) with a final grade of “C” or higher or “S” is a prerequisite for VWCC’s BIO 252 or BIO 141 and completion of MDE 10 or equivalent or Direct Enrollment into a College Level Math is a prerequisite for CHM 101. CHM 101 is included in the fall semester of the MLT program. (BIO 252 or BIO 141 is not included in the CSC: Intro to MLT at VWCC).

- ❑ Have a cumulative **GPA of ≥ 2.00** 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 Developmental Courses (typically grades received of “P or “S”) are not counted towards the college GPA.
- ❑ Keep the Advisor (healthprofessions@viriniawestern.edu) **informed** of all name and **address changes during the application process**. (MLT applicant database for all program communications is separate from the college.)
- ❑ Notification of acceptance/non-acceptance into the Fall 2025 program will be emailed usually in mid to late July 2025 for those considered.

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