

MEDICAL LABORATORY TECHNOLOGY

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 May 1, 2023 deadline. Late application materials will not be considered and will make the applicant ineligible to be considered for the 2023 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.

- VWCC college application** – Encouraged to complete **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 2023 (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 23).
- 2023 Medical Laboratory 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 2022 classes at a non-VCCS school you must have updated transcripts sent to the **attention of Pam Woody at VWCC prior to 5/1/23**. 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 5/1/23.
- Once all your transcripts are received by one of the HPAAO advisors (Miss Woody or Miss Levisy) a 2-page form letter will be scanned to your school email account or the email provided on the application if submitted) (usually within 4 weeks, may be longer if submitting January 1st to May 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 2023**
 - _____ **SDV 101** (2 credits) Orientation to Health Professions (complete by end of **spring 2023**)**Please note: A recent college level Biology or NAS 2 (within the last three years) with a final grade of “C” or higher or “S” is a prerequisite for VWCC’s BIO 252 and completion of math units 1-5 or MDE 10 or equivalent or Direct Enrollment into a College Level Math is a prerequisite for CHM 101. Both classes (BIO 252 & CHM 101) are included in the fall semester of the MLT program. (BIO 252 is not included in the CSC: Intro to MLT)**
- Have a cumulative **GPA of ≥ 2.00** at the **end** of the **Fall 2022** 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)
- 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 2023 program will be mailed usually in late May 2023 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.