

CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

Section II - Academic/Student

SUBJECT: APPLICATION AND ADMISSION CRITERIA

REVIEWER: Dean - Student Services and Enrollment Management

Related Policies/Procedures to Consult:

CCHS Policies: [Admissions \(Board Policy Section\)](#)
[Admission Selection Process \(Sec. II\)](#)
[Dual Enrollment \(Sec. II\)](#)
[Eligibility for Clinical Participation \(Sec. II\)](#)
[Readmission to Credit Programs \(Sec. II\)](#)
[Student Health Assessment & Immunizations \(Sec. II\)](#)

I. POLICY

The College will support its mission's focus on student learning and success by ensuring that admission decisions are fair and equitable, and based on criteria which are reasonable predictors of success.

II. PROCEDURE

A. Applying to the College

Applicants to the college must submit the required documentation and fees as described below by the posted deadlines for each program. Applicants must be high school graduates or the equivalent, or in the final year of high school. Non-degree and general studies students may be attending high school concurrently. Applicants to clinical laboratory sciences programs must be graduates of or in the final year of a science-oriented baccalaureate program. Applicants to radiation therapy must be graduates of a radiologic technology program. Applicants are encouraged to attend an information session or to visit and tour the college.

1. International Applicants/ESL Applicants

- a) The College does not issue or verify authorizations for student visas. International applicants must have independent means for achieving U.S. residency or citizenship.
- b) International applicants and those for whom English is a second language must submit a TOEFL (Test of English as a Foreign Language) minimum score of 220 (computer version), 83 (internet version), or 560 (paper version). This applies equally to students from countries where English is the official language unless English is also the primary language spoken (e.g., United Kingdom). The college reserves the right to require the specified TOEFL score for any applicant when language proficiency is an issue.
- c) International applicants must submit professionally prepared English language translations and evaluations of academic transcripts sufficient to verify that admission and prerequisite requirements have been met. Applicants to clinical laboratory sciences programs who will not be awarded a US baccalaureate degree must submit a transcript evaluation verifying US baccalaureate degree equivalency. The following agencies are recommended and, in the case of applicants to the School of Clinical Laboratory Sciences, are required (clinical laboratory science students wishing to use a different agency should contact the Board of Registry office at 312.738.1336, extension 364):

- International Education Evaluation, Inc., 5030 Flagstone Ct., Harrisburg, NC 28075, 704.455.6154.
- World Education Services, Inc., PO Box 745, Old Chelsea Station, New York, NY 10013-0745, 212.966.6311.

2. Home-schooled applicants will present a transcript of academic work and verification of annual standardized testing throughout the period of home schooling. Home schooling is

subject to confirmation through the appropriate state agency or office. Home-schooled students with little or no college experience may be required to submit additional testing data.

B. Application Components

1. **Non-degree** – to enroll in the college as a non-degree student on a space-available basis, the applicant must submit the following:
 - a) Online application and application fee.
 - b) Official transcripts from high school or post-secondary institutions demonstrating completion of required prerequisites, if any. If no course prerequisite requirements are specified, students may complete up to eight semester credit hours of general studies coursework without submitting transcripts or verifying high school completion.
 - c) Students concurrently enrolled in high school must have a grade point average (GPA) of 3.0 or better and must provide verification from high school personnel that he/she is likely to be successful in college-level coursework.

2. **Histotechnology** – Admission to the Histotechnology program is competitive and offered on a space-available basis. To be considered for conditional admission, applicants must submit the following by specified deadlines:
 - a) Online application and application fee.
 - b) Official transcripts from all post-secondary institutions attended demonstrating an earned baccalaureate degree *preferably* in biology, chemistry, or related science.
 - c) Cumulative GPA of at least 2.5 and math/science GPA of at least 2.5.
 - d) Three Carolinas College reference forms. References must be from college instructors, college advisors, or employers and must be from a person who resides in the United States.
 - e) Prerequisite courses. Official college transcripts must demonstrate completion of the following prerequisite courses with a grade of "C" or better:
 - Minimum 30 semester credit hours *of biology and chemistry by date of application* to include anatomy and physiology, microbiology, and organic chemistry or biochemistry.
 - Minimum three semester credit hours in college-level algebra or higher-level math
 - At the discretion of the program director, biology and chemistry courses may require updating if not completed within seven years of the program's start date.
 - f) Interview with college committee (scheduled with most competitive applicants after submitting application, transcripts, and references).
 - g) Applicants with a foreign baccalaureate degree must take at least 12 semester credit hours at an accredited U.S. institution before application can be considered.

3. **General Studies** – admission to the General Studies program is competitive and offered on a space-available basis. To be considered for conditional admission to one of the tracks listed below, applicants must submit the following by specified deadlines:
 - a) Associate of Science
 - Online application and application fee.
 - Official transcript from high school or equivalent.
 - Official transcripts from all post-secondary institutions attended demonstrating a combined cumulative GPA of 2.0 or better.
 - SAT or ACT test score report. Scores on official transcripts are acceptable. Minimum 900 SAT (19 ACT) required. For the SAT, the college uses only the critical reading and math scores in calculating the minimum requirement.
 - b) Pre-Nursing
 - Online application and application fee.
 - Official transcript from high school or equivalent. Applicants with less than 24 semester credit hours of college credit must have a minimum high school GPA of 2.5.

- Applicants with a GED must submit transcripts verifying completion of 24 semester credit hours of college credit.
- Official transcripts from all post-secondary institutions attended demonstrating a combined cumulative GPA of 2.5 or better.
 - SAT or ACT test score report. Scores on official transcripts are acceptable. Minimum 900 SAT (19 ACT) required. For the SAT, the college uses only the critical reading and math scores in calculating the minimum requirement.
- c) Pre-Radiologic Technology
- Online application and application fee.
 - Official transcript from high school or equivalent (may be waived for those with a baccalaureate degree upon request). Minimum cumulative GPA of 2.5.
 - Official transcripts from all post-secondary institutions attended demonstrating a combined cumulative GPA of 2.5 or better.
 - SAT or ACT test score report with a minimum 900 SAT or 19 ACT required. Scores on official transcripts are acceptable (may be waived for those with a baccalaureate degree upon request). For the SAT, the College uses only the critical reading and math scores in calculating the minimum requirement.
4. **Medical Laboratory Science** – Admission to the Medical Laboratory Science program is competitive and offered on a space-available basis. To be considered for conditional admission, applicants must submit the following by specified deadlines:
- a) Online application and application fee.
 - b) Official transcripts from all post-secondary institutions attended demonstrating an earned baccalaureate degree in biology, chemistry, or related science.
 - c) Cumulative GPA of at least 2.5 and math/science GPA of at least 2.5.
 - d) Three Carolinas College reference forms. References must be from college instructors, college advisors, or employers and must be from a person who resides in the United States.
 - e) Prerequisite courses. Official college transcripts must demonstrate completion of the following prerequisite courses with a grade of "C" or better:
 - Minimum 16 semester credit hours *required in biology by date of application with required courses in microbiology, microbiology lab and immunology to be completed by start date.*
 - Chemistry: Minimum 16 semester credit hours *required by date of application. Required courses include organic chemistry or biochemistry to be completed by start date.*
 - Mathematics: Minimum three semester credit hours in statistics (as a separate course or within another course). *Physics is recommended.*
 - Courses in microbiology, immunology, and organic chemistry (biochemistry) must be updated if not completed within seven years of program start date.
 - f) Interview with college committee (scheduled with most competitive applicants after submitting application, transcripts, and references).
 - g) Applicants with a foreign baccalaureate degree must take at least 12 semester credit hours at an accredited U.S. institution before application can be considered.
5. **Nursing** – Admission to the Nursing program is competitive and offered on a space-available basis. To be considered for conditional admission, applicants must submit the following by specified deadlines:
- a) Online application and application fee.
 - b) Official transcript from high school or equivalent. Applicants with less than 24 semester credit hours of college credit must have a minimum high school GPA of 2.5. Applicants with a GED must submit transcripts verifying completion of 24 semester credit hours of college credit with at least nine credits in math and science.

- c) Official transcripts from all post-secondary institutions attended demonstrating a combined cumulative GPA of 2.5 or better.
 - d) SAT or ACT test score report with a minimum 900 SAT or 19 ACT required. Scores on official transcripts are acceptable. For the SAT, the college uses only the critical reading and math scores in calculating the minimum requirement.
 - e) The following special circumstances may affect the admission criteria:
 - Applicants who have previously attended a nursing program must not have been unsuccessful in two or more nursing courses or unsuccessful in the same course twice.
 - Applicants with a current unencumbered LPN license must meet all requirements listed above and those admitted will receive nine semester hours of credit for the NUR 100 and NUR 101 courses. Prior to enrollment, applicants must have completed BIO 101, MAT 101, and all fundamental nursing progression requirements (e.g. TEAS, etc.).
 - Applicants wishing to transfer nursing courses to the college must meet all requirements listed above. The most recent nursing course must have been completed within one year of the program start date. Prior to enrollment, applicants must have completed all of the general studies curriculum courses up to the point of entry, including but not limited to BIO 101, MAT 101, and NUR 100, as well as all nursing progression requirements.
 - Students seeking admission via the general studies pre-nursing track who earn an overall GPA of 3.25 in the following four courses will receive guaranteed admission to the nursing program: BIO 101, BIO 102, HEA 102 (or NUR 100), and MAT 101. These courses must be completed within three consecutive terms to receive guaranteed admission. The actual start date for the nursing program is based on the space available at the time these requirements are completed.
 - Once the start date is set, it is the responsibility of the student to meet all of the additional requirements of final admission (e.g., nurse aide I, TEAS, etc.) as explained in this policy. Students who are unable to meet these requirements by the stated deadlines may forfeit space in the nursing program. Upon request, student may be impacted by spaces available. Deposit will be transferred to the new anticipated start date only if cancellation occurs 30 days or more prior to the originally accepted start date. In all cases of delayed starts, a new background check fee will be assessed.
 - Application to the Charlotte RIBN (Regionally Increasing Baccalaureate Nursing) program is a four-year dual enrollment option in partnership with UNC Charlotte. To be considered for conditional admission, applicants must submit the following:
 - 1) Complete application to UNC Charlotte.
 - 2) Acceptance to UNC Charlotte.
 - 3) Official high school and post-secondary transcripts (minimum 2.5 GPA).
 - 4) SAT and/or ACT test score report (minimum 900 SAT/19 ACT).
 - 5) RIBN Application (submit to the RIBN Advisor).
 - 6) TEAS (Test of Essential Academic Skills) version V (submit to the RIBN Advisor).
6. **Radiation Therapy** – Admission to the Radiation Therapy program is competitive and offered on a space-available basis. To be considered for conditional admission, applicants must submit the following by specified deadlines:
- a) Online application and application fees.
 - b) Official transcripts from all post-secondary institutions attended demonstrating a combined cumulative GPA of 2.5 or better *and completion of an associate degree or higher*.
 - c) Proof of graduation from or enrollment in the final year of a JRCERT (preferred) accredited radiography or nuclear medicine program.
 - d) Three Carolinas College reference forms.

- e) Interview with college committee (scheduled with most competitive applicants after submitting application and transcripts).
 - f) Complete eight hours of clinical observation in a radiation therapy department.
7. **Radiologic Technology** – Admission to the Radiologic Technology program is competitive and offered on a space-available basis. To be considered for conditional admission, applicants must submit the following by specified deadlines:
- a) Online application and application fees.
 - b) Official transcript from high school or equivalent (may be waived for those with a baccalaureate degree upon request). Minimum cumulative GPA of 2.5.
 - c) Official transcripts from all post-secondary institutions attended demonstrating a combined cumulative GPA of 2.5 or better.
 - d) SAT or ACT test score report with a minimum 900 SAT or 19 ACT required. Scores on official transcripts are acceptable (may be waived for those with a baccalaureate degree upon request). For the SAT, the College uses only the critical reading and math scores in calculating the minimum requirement.
 - e) Interview with college committee (scheduled with most competitive applicants after submitting application and transcripts)
 - f) The following special circumstances may affect the admission criteria:
 - a) Students seeking guaranteed admission via the general studies pre-radiologic technology track who earn an overall GPA of 3.25 in the following four courses will receive guaranteed admission to the radiologic technology program: BIO 101, BIO 102, MAT 101, and HLC 102. Guaranteed admission must be earned in three consecutive semesters. Students must also complete an *four*-hour observation in a radiology-related area and submit a personal reflection evaluation form and an observer evaluation form. A post clinical shadowing conference will be scheduled following the observation.
 - b) Applicants who have completed a diploma program in radiologic technology and hold a current, unencumbered certification as a registered radiologic technologist may earn an associate in applied science degree in radiologic technology by completing the bridge program. To apply, the applicant submits official transcripts from all post-secondary institutions attended.
8. **Surgical Technology** – Admission to the Surgical Technology program is competitive and offered on a space-available basis. To be considered for conditional admission to one of the tracks listed below, applicants must submit the following by specified deadlines:
- a) Associate of Applied Science/Diploma
 - Online application and application fees.
 - Official transcript from high school or equivalent (may be waived for those with a baccalaureate degree upon request).
 - Official transcripts from all post-secondary institutions attended demonstrating a combined cumulative GPA of 2.0 or better.
 - SAT or ACT test score report with a minimum 900 SAT or 19 ACT required. Scores on official transcripts are acceptable (may be waived for those with a baccalaureate degree upon request). For the SAT, the College uses only the critical reading and math scores in calculating the minimum requirement.
 - b) Diploma-to-AAS Bridge
 - Applicants who have completed a diploma program or those who hold current certification or who have completed an accredited program may apply to complete the associate of applied science degree by submitting official transcripts from all post-secondary institutions attended with a combined cumulative GPA of 2.0 or better.

C. Final Admission Requirements

Applicants are considered for admission and decisions made according to the process defined in the "Admission Selection Process" policy. Applicants offered conditional admission are sent written notification of final admission upon confirmation of the following conditions of admission:

1. Signed admission confirmation and non-refundable \$200 tuition deposit.
 - a) \$100 applied to tuition (histotechnology, medical laboratory science, nursing, radiation therapy, radiologic technology, surgical technology).
 - b) \$200 applied to tuition (non-degree, general studies)
2. Signed criminal background disclosure form (consent form) (non-degree and general studies are exempt from this requirement).
3. Immunization records indicating current and complete compliance with NC Administrative Code (19A-0401) as amended in 1994 (non-degree students are exempt from this requirement).
4. Completion of a health assessment and baseline drug screen (non-degree and general studies are exempt from this requirement).
5. Proof of graduation from high school (or college, histotechnology, medical laboratory science, and radiation therapy applicants).
6. Verification of eligibility for clinical placement within a Carolinas HealthCare System facility (non-degree and general studies are exempt from this requirement).

In addition to the above requirements, students must meet individual program requirements listed below prior to program start or by the deadline advised:

7. Submit a copy of the current ARRT certification card (radiation therapy).
8. Submit documentation of current Basic Life Support for Healthcare Providers certification from an approved American Heart Association course with an expiration date on or after one year of study (nursing, radiation therapy, radiologic technology, and surgical technology).
9. Submit official transcripts demonstrating completion of required prerequisite courses with a "C" or better. Grades in AP, IB, or honors courses will be considered individually. High school-level algebra, biology, and chemistry are required for nursing and radiologic technology programs. High school-level biology is required for general studies and surgical technology programs.
10. Submit verification of completion of a Nurse Aide I course or an approved equivalency. Verification of clinical experience either during training or in a work environment is required (nursing).
11. Complete the Test of Essential Academic Skills (TEAS) at the identified benchmark determined by the nursing faculty (nursing).
12. Verify compliance with all essential functions of the program (general studies, histotechnology, medical laboratory science, nursing, radiation therapy, radiologic technology, and surgical technology).
13. Obtain a score of Level II on RN Fundamental for Nursing CAP and satisfactorily complete sterile dressing, medication administration, and a physical assessment without coaching (LPN-to-RN, nursing transfer students).
14. Be tested for color blindness (histotechnology, medical laboratory science, and nursing).
15. Be at least 18 years of age (radiologic technology).

D. Admission to Continuing Education Courses

Carolinas College offers continuing education courses that lead to eligibility for a certificate in various programs or courses developed and offered on an annual basis. Enrollment in these programs or courses is on a space-available basis and generally requires a registration form and submission of tuition to register. Some programs or courses require additional information as listed below:

1. Anesthesia Technician
 - a) Official high school transcript verifying graduation or equivalent.

- b) Experience as an anesthesia technician or equivalent healthcare experience
- 2. Nurse Aide I
 - a) Copy of social security card.
 - b) Signed consent form authorizing criminal background check.
 - c) Applicants must be eligible for clinical placement in a Carolinas HealthCare System (CHS) facility.
- 3. Nurse Aide II
 - a) High school completion.
 - b) Proof of registry as a Nurse Aide I.
 - c) Signed consent form authorizing criminal background check.
 - d) Applicants must be eligible for clinical placement in a Carolinas HealthCare System (CHS) facility.
- 4. Phlebotomy
 - a) Application fee of \$20.
 - b) Official high school transcript verifying graduation or equivalent. Minimum high school GPA of 2.0 required.
 - c) Locally administered assessment test with a score of 14 or higher.
 - d) Signed consent form authorizing criminal background check.
 - e) Applicants must be eligible for clinical placement in a Carolinas HealthCare System (CHS) facility.
- 5. Specialist in Blood Bank Technology/Transfusion Medicine
 - a) Official college transcripts from a United States accredited baccalaureate program.
 - b) Minimum college GPA of 2.50.
 - c) Proof of current ASCP certification (MLS, MT or BB).
 - d) Minimum of two years full-time blood bank related experience.
 - e) Proof of current employment in a blood center, transfusion service, or blood bank related field.
 - f) Two Carolinas College reference forms with one from current supervisor.
 - g) After acceptance into the program applicant must
 - a) Identify a qualified mentor who has agreed to provide assistance and guidance.
 - b) Submit "Mentor -Agreement Form" along with mentor's curriculum vitae.
 - c) Secure clinical sites (blood center, transfusion service, and reference lab).
 - d) Submit Clinical Affiliation "Memo of Understanding" for each clinical site.

E. The Application and Admission Criteria policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____