



# Richland Community College

## Health Professions

### SELECTIVE ADMISSIONS PROCESS

1. Visit Student Services in C128
  - If not a current Richland Community College student, complete Admission Information Form to obtain a student identification number.
  - Verify receipt or request GED, high school, and/or other college transcripts
2. Review Health Professions online ([www.richland.edu/health](http://www.richland.edu/health)) information to determine program of interest.
  - Printout Program Sheet for desired program (found at top of each program Web page)
  - Make an appointment to see a counselor/advisor (x 267) in Student Services
    - Determine needed placement testing
    - Make sure you enroll in correct courses
    - Make sure transfer credits properly applied to transcript
3. Once prerequisite courses and testing completed, student prints Advisement Plan sheet found on Web site program page.
4. Print out student information from Wise-1 or myRichland as follows:
  - Biographical Data
  - Exam Record
  - Education Record
  - Academic Record
5. Complete Advisement Plan using information from myRichland listed above.
6. Make an appointment with counselor/advisor. Student must submit printed materials and completed Advisement Plan at the time of the appointment. Counselor verifies requirements for admission. If all criteria not met, student continues to work with counselor.
7. If all requirements met, counselor signs the student's program advisement sheet and sends student with file to Health Professions Office to obtain a program application.
8. Student completes application by deadline for program and submits it to Health Professions S162.

Application deadlines are 5 p.m. on the dates listed below. If the deadline is on a weekend, the first Monday following the date will automatically become the final application date:

  - LPN program March 1<sup>st</sup> for Summer admission
  - LPN Bridge April 1<sup>st</sup> for Fall admission & October 1 for Spring admission
  - Pharmacy Tech March 1<sup>st</sup> for Fall admission
  - Radiography February 1<sup>st</sup> for Summer admission
  - Surgical Technology March 1<sup>st</sup>, June 1<sup>st</sup>, & August 1<sup>st</sup> for Fall admission
  - RN program April 1<sup>st</sup> for Fall admission & October 1 for Spring admission

If there are program openings after deadlines, applications are accepted and evaluated at the end of that semester.
10. All students receive a letter regarding admission status.

## Frequently Asked Questions

### **I thought Richland had an open admissions policy. Why are these programs selective?**

Richland does have an open admissions policy. Availability is limited due to the number of faculty, the accreditation requirements, and in some cases, a limited number of clinical sites, so there may not be openings for all students who apply.

### **How are applicants evaluated for acceptance?**

Applicant's evaluation varies depending on the program. Specific information regarding selection criteria is found on the program pages on [www.richland.edu/health](http://www.richland.edu/health).

### **I qualified for the program of my choice, but it was full and I didn't get in. What do I do now?**

Applicants who meet or exceed the admissions requirements and are not admitted because of lack of space are placed on an alternate list for admission until the program begins. If an opening becomes available, students on the alternate list will be called based on their placement on the alternate list. The alternate list is ranked by admission score for in-district students and then for out of district students. In the event of cancellation of an admitted student, applicants on the in-district alternate list will be contacted first, up to and including the day before the program begins.

Once the program begins, the alternate list will not roll over. Applicants must reapply by the deadline for the next admission cycle. Students on the alternate list should obtain a BLS Healthcare card and ensure the required immunizations are completed. Students should wait to complete the physical exam until acceptance into the program.

### **What do I do if I do not get accepted into the program of my choice?**

If you aren't admitted to the program of your choice, don't give up on your goal! Make an appointment with your counselor to assist you in reviewing your transcripts and application materials and advise you on how you may improve your admission score.

### **I earned a *D* in a required general education or prerequisite course. Can I apply?**

No. A minimum of a *C* is required for all general education and prerequisite and program courses. If the student is currently repeating the course with the *D*, see the following question.

### **I am enrolled in a prerequisite or general education course this semester. Can I apply for admission?**

Yes, students who are enrolled in course work during the semester of the application deadline may apply, but the rubric score may be affected. Students will be evaluated with other applicants and must successfully complete the coursework by the end of the semester and maintain all admission requirements.

### **Should I take HLTH 110 CPR before I apply?**

No, students don't need CPR to apply. Students do need the Basic Life Support (BLS) Healthcare Provider CPR card before beginning their programs and must maintain a current card while in clinical courses. The training is through the American Heart Association. The only other training accepted is the American Red Cross Professional Rescuer course. The basic Red Cross and the American Heart Association Community courses aren't acceptable.