



HEALTH & HUMAN SERVICES ROLLING ADMISSIONS PACKET

FOR THE FOLLOWING PROGRAMS:

- Dietary Manager
- Dietetic Technician
- Health Information Management
- Massage Therapy Certificate
- Medical Assisting Program
- Medical Coding Certificate
- Medical Laboratory Technology
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Respiratory Care

**Please visit <http://www.starkstate.edu/health-sciences> for more information regarding each program.*

PROCESS SUMMARY

The rolling admissions process operates on the basis that applicants are placed on an acceptance list for the program of their choice in the order in which valid applications are **received in the Academic Records Office**. The process is on a first come, first placed basis. Due to limitations in the number of students who can be accepted in each program, acceptance lists for some programs require applicants to wait for entry.

- **You may apply for only one health program after all pre-application requirements are met.**
 - Special considerations may be made for those on an extended acceptance list. Please contact the coordinator of the program you are applying to for additional information.
- Upon meeting program requirements you may **submit your application directly to the Academic Records Office**. It will be date stamped and checked for accuracy and completeness. If the Academic Records Office finds that your application is not complete, you will receive written notification of the steps to follow to complete the requirements. *Please note that you will be required to resubmit your application once requirements are met.*
- You will be notified, if you have been accepted, after your application has been reviewed and validated by the coordinator. If your application is considered complete, your name will be placed on the list in the order in which it was received for admission to the Program of your choice.
- Applications will be reviewed on a regular basis. Please do not call the Health and Human Services Division office staff regarding the status of your application. This information CANNOT be given out over the telephone.
- Please keep your contact information updated with the Academic Records Office to ensure timely notification of admission.

Stark State College is committed to equal opportunity for all and does not discriminate on the basis of race, color, religion, national origin, gender, gender identity or expression, sexual orientation, age, disability, or veteran status.

***The College reserves the right to change this process at any time.
This does not constitute part of a contract between the applicant and the College.***

APPLICATION INSTRUCTIONS

1. Follow the procedure for applying to Stark State College (SSC). See procedures on the SSC website under Admissions (www.starkstate.edu/admission).
2. Complete all pre-application requirements. Meet with an advisor, if necessary, to discuss the pre-application requirements.
3. Applications will only be accepted when the BCI and FBI background checks have been completed. **Your verification of eligibility email must be attached to the application.** *Please note: Medical Coding applicants are not required to complete background checks.*
4. Once these steps have been successfully completed, you may file a program application to the health program of your choice. This program application should be **submitted directly to the Academic Records Office.**

ADDITIONAL INFORMATION

Smoking Disclaimer

Applicants who smoke may find this an obstacle to employment in many hospital settings and for program clinical placements.

Essential Functions

Please refer to program specific website for hearing, mobility, physical endurance and strength, motor skills, tactile senses, and visual acuity required of the profession.

Program Information and Requirements Including Additional Costs

Please refer to the Health and Human Services landing page at <http://www.starkstate.edu/health-sciences>.

Criminal Background Checks

- If you have been convicted of certain felonies or misdemeanors, you may be refused placement at clinical/practicum site. You must complete placements at clinical/practicum sites in order to obtain your degree in certain programs. Also, certain convictions may make you ineligible to take the licensure or certification examinations.
- **Both FBI and BCI Criminal Background checks must be done prior to application to a health program through the Stark State Security Office located on the first floor of the S Building.**
 - Please refer to the Health and Human Services landing page at <http://www.starkstate.edu/health-sciences> for a list of potential disqualifying offenses for work and licensure in health fields as well as information about the fee for the background checks.

Criminal background checks will be required for most students prior to application to a health program. It is a Health and Human Services Division policy to refer to various sections of the Ohio Law & Regulations for certification and licensure boards that persons convicted of certain felonies or misdemeanors may wish not to pursue health programs at Stark State College because that person may not be able to take the licensure or certification examinations; may be refused acceptance of placement by the clinical/practicum sites; or may have restrictions placed on their ability to practice. For more information, refer to Ohio Revised Code Section 3701-13-05 or contact the applicable licensure/certification board.

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PRE-APPLICATION REQUIREMENTS

Subject to Change

The most recent course grade achieved in each area will be considered. High School eligibility requirements must be met within the last 5 years.

Required Placement Score on Admissions Tests OR AT LEAST	One Year High School Biology or Equivalent ("B" or better) OR AT LEAST	One Year High School Chemistry or Equivalent ("B" or better) OR AT LEAST	Other Requirements
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CERTIFICATE PROGRAMS:

Dietary Manager Please contact Program Coordinator, Ann Szalay at aszalay@starkstate.edu for requirements.	Please see Program Coordinator & required placement score or IDS102 Critical Analysis	Please see Program Coordinator	Please see Program Coordinator	BCI and FBI background check.
Massage Therapy <i>Minimum GPA 2.0</i>	Required placement score or IDS102 Critical Analysis	BIO101 Intro. to A & P ("B" or better)	None	BCI and FBI background check.
Medical Coding Certificate Program <i>Minimum GPA 2.5</i>	None	BIO101 Intro. to A&P ("B" or better)	None	None

ASSOCIATE DEGREE IN:

Dietary Manager Please contact Program Coordinator, Ann Szalay at aszalay@starkstate.edu for requirements.	Please see Program Coordinator & required placement score or IDS102 Critical Analysis	Please see Program Coordinator	Please see Program Coordinator	BCI and FBI background check.
Dietary Technician Please contact Program Coordinator, Ann Szalay at aszalay@starkstate.edu for requirements. <i>Minimum GPA 2.5 or permission of Program Coordinator</i>	Required placement score or ENG011 College Writing III Required placement score or IDS102 Critical Analysis MTH093 and MTH094	BIO101 Intro. to A & P	Intro. to Chemistry or HS Chemistry	BCI and FBI background check. 50 hours of documented dietary experience.
Health Information Management <i>Minimum GPA 2.5</i>	MTH091 and MTH092 ("B" or better)	BIO101 Intro. to A & P ("B" or better)	None	BCI and FBI background check.
Medical Assisting Program <i>Minimum GPA 2.5</i>	Required placement score or ENG011 Required placement score or IDS102 Critical Analysis MTH091 and MTH092 ("B" or better)	None	None	BCI and FBI background check.
Medical Laboratory Technology <i>Minimum GPA 2.5</i>	MTH093 and MTH094 ("B" or better)	BIO101 Intro. to A & P ("B" or better)	Intro. to Chemistry ("B" or better)	BCI and FBI background check.
Occupational Therapy Assistant <i>Minimum GPA 3.0</i>	MTH091 and MTH092 ("B" or better)	BIO101 Intro. to A & P ("B" or better)	None	BCI and FBI background check.
Physical Therapist Assistant <i>Minimum GPA 3.0</i>	MTH093 and MTH094 ("B" or better)	BIO101 Intro. to A & P ("B" or better)	None	BCI and FBI background check. 50 Volunteer Hours Required (form available in the Admissions Office)
Respiratory Care <i>Minimum GPA 2.5</i>	MTH093 and MTH094 ("B" or better)	BIO101 Intro. to A & P ("B" or better)	Intro. to Chemistry ("B" or better)	BCI and FBI background check. Hospital Tour Required (form available in the Admissions Office)

GPA's from two or more colleges will not be combined or averaged. The SSC transcript will take precedence once 12 or more credit hours have been completed at SSC. Twelve (12) credit hours are needed to apply for Occupational Therapy Assisting, Physical Therapist Assistant, and Respiratory Care. A credit hour requirement is not specified for other programs.

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Health and Human Services Division Rolling Admissions Application

Please submit your application in person to the ACADEMIC RECORDS OFFICE.

Name		Date Turned In	
ID Number	S	Contact Number	
Stark State E-Mail			
Address			

Please indicate which program you are applying to.			
Select One	Program	GPA Requirement	Select One
	Dietary Manager	N/A	____ Associate Degree or ____ Certificate
	Dietetic Technician	Minimum 2.5	____ Associate Degree
	Health Information Management	Minimum 2.5	____ Associate Degree
	Medical Assisting	Minimum 2.5	____ Associate Degree Day Track or ____ Associate Degree Night Track
	Medical Coding Certificate	Minimum 2.5	____ Certificate Afternoon or ____ Certificate Evening
	Medical Laboratory Technology	Minimum 2.5	____ Associate Degree
	Massage Therapy	Minimum 2.0	____ Associate Degree or ____ Certificate
	Occupational Therapy Assistant	Minimum 3.0	____ Associate Degree
	Physical Therapist Assistant	Minimum 3.0 <small>Volunteer hour form must be submitted with application.</small>	____ Associate Degree
	Respiratory Care	Minimum 2.5 <small>Tour form must be submitted with application.</small>	____ Associate Degree

Your application will be placed in line for acceptance after all pre-application requirements are verified. When a class is filled, additional eligible applicants will be placed on an acceptance list and assigned to future classes on a first-in basis. If you are accepted, you do not need to reapply each year. According to various sections of the Ohio Law & Regulations for certification and licensure boards, persons convicted of a felony or misdemeanor may not be able to take the licensure or certification examinations, may be refused acceptance of placement by the clinical/practicum sites, or may have restrictions placed on their ability to practice. **The information I am providing is accurate to the best of my knowledge. I understand that it is my responsibility to notify the College of changes in my name, address, telephone number or other pertinent information.**

Signature

Date

Course	Grade	Please indicate High School or College	Programs Required
Intro to A&P/HS Biology or equivalency			All except Medical Assisting
Program Required Math			All
<i>Please list class taken</i>			
Other Requirements			
Intro to Chem/HS Chem or equivalency			Respiratory Care and Medical Laboratory Technology

*****For Academic Records Office use Only*****

Date Completed	Date Completed
Skills Inventory Test	Volunteer Hours (PTA)
Hospital Tour (RCT)	HS/Yr. GPA (if graduated within last 5 years)
SSC/Other College overall GPA (if 12 hours completed)	Not Eligible/Incomplete
Eligible (submitted to Department)	Accepted in Academic Records Office
BCI and FBI Check Completed	

Stark State College • 6200 Frank Avenue NW • North Canton, OH

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