

MOUNTAIN EMPIRE COMMUNITY COLLEGE

3441 MOUNTAIN EMPIRE RD • BIG STONE GAP, VA 24219

RESPIRATORY THERAPY APPLICATION PROCESS SUMMER 2010

Applications accepted August 16, 2009 through May 1, 2010

- 1) Respiratory Therapy classes begin in the summer semester and the program accepts 20 students each year. To apply for the Respiratory Therapy Program, please complete the Respiratory Therapy Program Application. Go to www.mecc.edu and click on Admissions/Financial Aid and then, under Applying for Admission, click on Health Science Program Admission, under Respiratory Therapy, click on Respiratory Therapy Program Application.
If you are a new student or have not attended classes within the past year, you will also need to complete an Application for Admission to the College. You may access this information from our website www.mecc.edu. Click Admission/Financial Aid, and then, under Applying for Admission, click on Online Application for Admission. Information may also be requested by contacting Enrollment Services at 276-523-2400.
It is strongly recommended that applicants apply early and make sure all transcripts are received by Enrollment Services. Applicants completing the selection process (see #5) will be notified of their acceptance status beginning May 1, 2010. **Applicants with a total score of 75/100 or above will be admitted immediately to the program.**

- 2) **Admission Requirements**
A state accredited high school diploma, home school diploma, or GED is required. High/home school courses must include:
 - ⌚ 1 unit of algebra with a 'C' or better
 - ⌚ 1 unit of laboratory science (biology, chemistry, or physics) with a 'C' or better.(Algebra I part I, basic algebra, applied biology, consumer chemistry, or placement test scores do NOT satisfy these requirements.)
If Algebra and/or laboratory science were not completed in high/home school, the student may complete in college.

The student's high/home school record and any college work attempted must reflect a minimum "C" average. If no final grade is listed on the high school transcript, a grade of at least "D" followed by a grade of at least "C" will be satisfactory. A grade of less than "B" followed by a grade of "D" will be unsatisfactory. Any combination of two semester grades of "C" or better in Algebra 1 and/or Algebra 2 will be satisfactory for the Algebra requirement. (Algebra 1 part 1, followed by Algebra 1 part 2 does satisfy the Algebra 1 requirement.) Applicants are solely responsible for ensuring that they enroll for and complete pre-requisites in a timely fashion that best positions them for admission to the program.

- 3) A copy of high school transcript/GED scores and any college transcripts must be submitted to Enrollment Services before applications are processed. It is the sole responsibility of the applicant to ensure the application file is complete and all supporting documents have been received in Enrollment Services/Admission.

- 4) Any applicant who does not meet all the prerequisites must meet with Mike Cook or Roger Thompson, program advisors, to schedule classes to complete the admission pre-requisites. After completion of all pre-requisites, the applicant must notify Enrollment Services/Admission in writing that all pre-requisites have been completed. Upon completion of all prerequisites, the applicant will be scheduled to meet with program faculty to complete the selection process.

5) **Selection of the Freshman Class**

Scores on the listed criteria are used to select the freshman class.

Criteria	Weight	Calculation	Score
GPA (High School or College)	40%	GPA: _____ x 10 = _____	
Non-Respiratory Therapy Courses Completed	10%	Grade Points Earned / 56x10= _____	
Letter of Intent	10%	Letter of Intent x .1 = _____	
Interview with Program Faculty	40%	Interview Score x .4 = _____	

a) **High School/GED Graduates with Less Than Twelve (12) Transferable College Credits Completed**

The cumulative high school Grade Point Average (GPA) will be used when less than twelve (12) transferable college credits are completed. The GPA for GED recipients will be computed based on the total GED score.

b) **Non-Respiratory Therapy Course Requirements** These are the required general education program courses that will be used to give extra points for courses completed.

ITE 115*, SDV 100, ENG 111, Humanities Elective***, Social Science Elective**
HLT or PED

*IST 114, CIS 100 or 150 may be used if ITE 115 has not been completed.

**Social Science Elective courses (Choose one) ECO 120, 201, 202, GEO 210, HIS 101, 102, 121, 122, PLS 135, 211, 212, PSY 120, 126, 200, 231, 232, 235, SOC 200, or SOC 268.

***Recommended Humanities Elective Courses (Choose one): ART 100, 101, 102, 121, or 131, ENG 211, 212, 241, 242, 243, 244, 251, 252, 256, 276, 278, 281, or 282, FRE 101, or 102, HUM 100, 111, 112, 201, 202, or 260, MUS 121 or 122, SPA 101 or 102, PHI 101, 102, 211, 212 or 220, REL 200, 210, 231.

c) **Letter of Intent**

The student shall prepare a letter of intent for evaluation by the program faculty. In the letter the student shall explain why they want to be a respiratory therapist. Submit a one-two page, typed, double spaced letter.

d) **Interview with Program Faculty**

The student will be scheduled for an interview with program faculty after application process is completed. Student should bring their Letter of Intent to the interview.

6) All applicants will receive written notification of acceptance/non-acceptance after May 1, 2010. **If the applicant's acceptance of an admission offer is not returned by the stated deadline, the offer will be withdrawn without notice.** Letters may be sent by certified mail and will have to be signed for at the post office. The College is not responsible for undeliverable mail. Appeals of an Admission Committee decision must be made in writing to the program faculty. **Applicants with a total score of 75/100 or above will be admitted immediately to the program. (see # 5)**

7) When the class has been filled, the remaining applicants will be placed on an alternate list by the score from the selection process. Should an admitted student not accept his/her position, applicants from the alternate list will be admitted into the program through the last day of registration for summer classes. If the College is unable to contact the next student on the alternate list by mail/phone, or if the student is unable to immediately commit to accept, the next student will be contacted with the offer. **The College is not responsible for undeliverable mail.**

8) **The College reserves the right to refuse any application completed after May 1, or to extend the application deadline to additional groups of students without further notice.** If openings are available after the deadline has passed, applicants will be considered until the positions are filled or until the last day of registration for summer classes. Letters may be sent by certified mail and will have to be signed for at the post office.

- 9) Priority will be given to all qualified applicants applying by institutional deadlines that are domiciled residents of Lee, Wise, Scott, Dickenson Counties and the City of Norton, and to Virginia domiciled residents not having access to a given program at their local community college. In addition, residents of localities with which the college has clinical-sites (Sullivan, Hawkins, and Washington Counties in Tennessee, and Letcher County in Kentucky) may receive equal consideration for admission.
- 10) Individuals accepted into the program must pass a physical examination given by a licensed physician and be free of any physical or mental condition which would adversely affect performance as a member of the Respiratory Therapy profession. A health form with explanations will be given to students during the first week of class in June. This form must be completed and returned to program faculty before beginning clinical in August.
- 11) Anyone who has been convicted of a federal or state felony or misdemeanor (excluding minor traffic violations) and anyone with a history of drug or alcohol habituation should arrange for a conference with a program faculty member upon application to the program.
- 12) A new Respiratory Therapy Application must be submitted for each year that you wish to be considered for admission to the Respiratory Therapy Program.
- 13) Any student who earns a grade **lower than “C” in any RTH course must repeat the course and earn a final grade of “C” or better** before progressing to the next RTH course or graduating from the program. If a student repeats a RTH course and fails to receive a grade of “C” or higher, she/he will automatically be dropped from the program. A student may not repeat a RTH course more than one time. Students who must repeat a RTH course will be re-admitted to that course on a “space available” basis.
Students must repeat a RTH course the next available semester or apply as a new applicant to the program.
- 14) **Reapplication to the Respiratory Therapy Program**
If a student is not admitted to the program but wishes to reapply for the next year’s class, he/she **MUST** complete a new Respiratory Therapy Program Application and submit it to Enrollment Services/ Admission during the application period. A student withdrawing from the RTH program must complete the exit form. If that student then wishes to re-enter the RTH program, the program shall consider the completion of the Plan of Action for Return, located on the exit interview form, and GPA when re-admitting students to the program. Students not completing an exit interview form will be considered after those completing the form.
- 15) **Transfer Into the Respiratory Therapy Program**
Students wishing to transfer from other colleges’ respiratory therapy programs will be given consideration by the program on an individual basis. Applicants must be in good standing at their previous college with a “C” average or better. All stated admission requirements must be met.
- 16) **Financial Requirements**
In addition to the usual college tuition and fees, the purchase of items such as uniforms, accessories, liability insurance, achievement tests, and transportation costs are the financial responsibility of the individual student. Students who fail to meet these responsibilities will not be able to continue in the program.
- 17) **Licensure Requirements**
Qualifications for a Respiratory Care Practitioner licensure have been established by the Virginia State Board of Medicine and can be found on the Virginia Board of Medicine website at:
http://www.dhp.state.va.us/medicine/medicine_laws_regs.htm
Upon satisfactory completion of the two-year program, the student should apply to graduate and will be awarded the Associate of Applied Science Degree in Respiratory Therapy.
- 18) If you have additional questions, please call 276-523-2400. You may speak to Program Director, Mike Cook, ext. 277 (mcook@me.vccs.edu) or Clinical Director, Roger Thompson, ext. 302 (rthompson@me.vccs.edu).

Our Customer Service Promise

Our promise in Enrollment Services/Admission is to provide you with accurate, timely, and courteous processing of all your materials as you apply for admission to the Respiratory Therapy Program. This includes processing your application materials and responding to you no later than 14 working days after they are received. You can help us provide our best level of service by promptly responding to our requests for additional information needed to complete your file. If you encounter any service from us that you believe is not accurate, timely, or courteous, please bring it to our attention immediately while there is time to resolve any problems you have with our service:

Director of Enrollment Services
Godwin Hall – Room G161
276-523-7474

MECC does not discriminate on the basis of race, color, natural origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Patti Cantrell, Vice-President of Financial and Administrative Services, 3441 Mountain Empire Road, Big Stone Gap, VA 24219, 276-276-523-2400(Virginia Relay users dial 711).

(Respiratory App Process 07-2009)