TENNESSEE COLLEGE OF APPLIED TECHNOLOGY
— CROSSVILLE —

2024 Surgical Technology – July Class
Application Schedule

Submit Application Packet ASAP
Waiting list formed on a first come, first served basis.

Student Services Application Process includes:
- ✓ Submit completed Application Packet**:**
  - Application for Enrollment
  - High school or GED transcript (<mark>not diploma</mark>)
  - Immunization records for measles, mumps and rubella (MMR) and chickenpox
  - Passing HESI scores(tests are given once a month) or ACT scores (in date)
  - Proof that financial aid process has been initiated
- ✓ Attend General Information Session

Forms are available at www.tcatcrossville.edu; click programs; click surgical technology.

Surgical Technology Application Schedule

General Information Session	**Tuesday, May 21st, 2024 at 9am**
Interviews with instructor	Wednesday, May 22nd and Thursday, May 23rd
Additional Immunizations/Physical records due by	at interview
Application List posted on website	by Friday, May 31st
Student responds to List /turn in booklist	by Tuesday, June 4th
Financial Aid completed/Background Check Due	by Thursday, June 20th by 3pm
Class starts	<mark>**Monday, July 8th, 2024**</mark> **@ 7:45am central time**

HESI Test:

Prior HESI/ACT scores earned more than two years before the first day of class will not be considered. HESI is the entrance test for Surgical Technology and is given throughout the year. The cost is $48.00 payable in cash, credit, or debit when student makes the reservation in person at the business office. The fee is non-transferable and non-refundable. The test is given on computer and consists of reading and pre-algebra. You should know how to add, subtract, multiply and divide fractions, decimals, and percentages, and understand ratio & proportion and measurements (basic geometry formulas) used in word problems. You may use our calculator. <u>Minimum score required is 70% or higher per section.</u>

The **General Information Session** (GIS) is scheduled for the spring. The Surgical Technology staff will be present to give an overview of the program and answer your questions. You will schedule your personal interview with the instructor. You will do your background check. The background check costs approximately $50.00 and may only be paid using a credit or debit card. This fee will be payable on the day you do your background check.

You do not have to wait until after you apply for admission into the program to apply for **Financial Aid**. Apply using the free site at www.fafsa.ed.gov. TCAT Crossville's code is **004026**. Contact Tammie McCloud at 931-444-1342 with your financial aid questions.

Additional Immunization and **Physical** forms are on the TCAT website. Submit these documents together by the deadline.

Surgical Technology Documentation Procedures

- Your Additional Documentation Packet is due on the designated day or during your ST interview
- Melissa Pelfrey, Surgical Technology Instructor, will approve/reject the Packet during your interview session-**all paperwork due at this time.**
- Please staple and submit these documents at the same time
- Staple documents in the order they are listed below.
- The following costs are **not** covered by FAFSA. Other agencies may not cover these costs.
- Any questions should be answered by surgical technology personnel, 931-444-1306.

1. **Immunizations** – Staple your proof from the health department or healthcare provider to the completed Immunization Record form. If you cannot find proof of your immunizations, you must retake the shots, or have a titer blood test done to indicate you have the immunity. <u>We must have proof.</u> Even though you submitted the MMR and Varicella with your Initial Documentation, those records will remain in your permanent file in Student Services. You must also supply a copy of your MMR and Varicella for your Surgical Technology Packet. Begin your Surgical Technology Packet with these documents. NOTE: Your <u>Surgical Technology</u> Immunization Record must contain proof of six immunizations**: 1) MMRx2; 2) Varicellax2; 3) Tetanus; 4) current TB skin test; 5) Hepatitis B series; 6) Flu vaccine** and will need to be on the <mark>TCAT-Crossville form.</mark>

2. **Physical** – Your healthcare provider must complete the Physical Examination form on the <mark>TCAT-Crossville's form</mark> in its entirety. Submit this completed and signed documentation as document #2 in your Surgical Technology Packet.

4. **Background Check** – If you have pled guilty to a misdemeanor or any felony charges/convictions, you should request an interview with the Surgical Technology Instructor prior to doing your background check. *Results from the background check are used by the clinical site to determine eligibility to be at the clinical site. Students who do not have approval from the clinical site will not be able to complete the surgical technology program.* The computerized background check will be done during the General Information Session. Bring a VISA/MasterCard credit or debit card.

<center>COST: about $50.00</center>

6. **How Are You Going To Pay For Your Education?** Check with a financial aid advisor in Student Services, 931/484-7502 x126 to verify that your financial aid requests are complete. YOU WILL HAVE OUT-OF-POCKET EXPENSES NOT COVERED BY FINANCIAL AID. Do you have extra money to pay for these supplies?

7. **Register and Pay Tuition --** You will be given a specific time and date during the week before class starts to officially register and pay tuition. You will be instructed to come to TCAT's Business Office in Building 2 and officially register for the first term. You will pay your tuition and nursing fees at that time. Those receiving financial aid will sign credit memos for the amount covered. There may be out-of-pocket expenses. You will not purchase your books and supplies for the term until after you start class.

8. **Urine Drug Screening** – Your drug screening will be done after you start class and before you start clinical training. Professionals will come unannounced to TCAT-Crossville to complete these tests. TCAT-Crossville <u>cannot</u> be involved in this process. COST: students are required to pay for a drug screening before starting clinicals.

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TCAT – 931/484-7502.

Student Services Extensions:

Financial Aid   **931-444-1342**
Admissions   **931-787-1136**

TCAT 931/484-7502
Contact Cindy Lowe, 931-787-1136 if you have any questions or concerns.

Tennessee College of Applied Technology 910 Miller Avenue   Crossville, TN 38555   931/484-7502   www.tcatcrossville.edu

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