Surgical Technology (STP) Admission Checklist

BEFORE YOU APPLY, it is important for you to first thoroughly read the program admission packet online at [Restricted Allied Health Admission](#). The admission packet, admission checklist, program guide, testing resources, and online application form are available online at this link.

Admission procedures require you to:
1. Be admitted to the College and have a student id number **before** applying to the program.
2. Apply to the program **before** registering for the pre-entrance exam.
3. Check email frequently throughout the admission process. Correspondence will only be sent via email.

The following checklist is provided to help you complete your file for the STP program so that you may be considered. It is your responsibility to assure that these documents have been received in the designated office by the deadline date. REFER TO THE ADMISSION PACKET FOR DEADLINES!

STEP 1: General Admission Requirements

☐ [Apply for general admission](#) to the College by completing the online application. If you prefer, a paper application may be completed at the Admissions and Records Office.

☐ Placement scores. We will accept scores from ACCUPLACER, ACT, or SAT taken within the past three years. To schedule an appointment to take a placement test, contact Testing Services at (618) 985-2828 Ext. 8520. Testing is by appointment only, except during designated walk-in dates.

☐ Official copy of a final high school or GED® (High School Equivalency) transcript **with a graduation date** is required.

☐ Official transcripts from all other colleges attended are required if transferring any courses.

☐ Proof of current residency is required. Preference is given to in-district applicants. The following forms may serve as acceptable proof to be **RANKED** as an in-district applicant:
- A valid Illinois driver's license with an address in JALC College District #530
- A valid Illinois state identification card with an address in JALC College District #530
- A valid Illinois voter's registration card that indicates JALC College District #530
- A current Illinois real estate tax bill that indicates property is owned within the JALC College District #530

Questions regarding general admission, contact the Admissions and Records Office at (618) 985-2828 Ext. 8298.

STEP 2: Program Application Requirement

☐ [Apply to the Surgical Technology program](#) by completing the online application form. Fill out application completely and hit the submit button. A new program application is required each year.

Questions regarding program admission, contact the Coordinator of Testing Services at (618) 985-2828 Ext. 8247.

STEP 3: Pre-Entrance Exam Requirement

☐ Register online to take the **ATI Test for Essential Academic Skills (TEAS)** by the test registration deadline. To register, visit [Restricted Allied Health Testing](#). There you will be able to view instructions, test dates, registration deadlines, and access the test registration link.

Questions regarding the pre-entrance exam or test results, contact Testing Services at (618) 985-2828 Ext. 8247.

STEP 4: General Course Requirements

☐ Enroll in general course requirements. Courses must be completed with a grade of a C or higher and can be taken prior to or during the program.
- BIO 205 – Human Anatomy and Physiology I
- BIO 206 – Human Anatomy and Physiology II
- BIO 226 – General Microbiology
- COM 115 – Speech **or** COM 116 – Interpersonal Communication
- ENG 101 – English Composition **or** ENG 113 – Professional Technical Writing
- HIT 217 – Medical Terminology I
- MAT 104 – Mathematics for Applied Health

For advisement and registration, contact your advisor. If you need to be assigned to an advisor, contact Testing Services at (618) 985-2828 Ext. 8520. Registration is by appointment only, except during designated walk-in dates.