RESPIRATORY THERAPY PROGRAM
APPLICATION PACKET

Applications are accepted May 1st through June 1st

For an expanded version of this information please review the College Catalog or visit our website at: www.sheltonstate.edu then click on Instruction, Academic Division, and then Respiratory Therapy.

ADMISSION CRITERIA:

1. Completed application for admission to Shelton State Community College.

2. Completion of the following prerequisite courses:
   College Algebra - Math 100; English Composition I - English 101; Anatomy & Physiology I - Biology 201; Anatomy & Physiology II - Biology 202 and Writings and Research for the RCP I- RPT 256. Note: BIO 103 is a pre-requisite to BIO 201.

3. A minimum overall GPA of 2.0 on a 4.0 scale and a minimum of 2.5 G.P.A. on a 4.0 scale for prerequisite courses (This includes all courses on previous college transcripts).

   A. A complete application packet consists of the following:
      • Completed signed and dated Respiratory Therapy Program Online Application
      • Essential Functions Standards/Requirements Form signed and dated online
      • Statement of Understanding Pre-Clinical Drug Screen/Understanding Student Classroom Behavior/Understanding Commission of a Felony/Understanding Weapons Policy/Understanding the possibility of Nontraditional Work Hours and Weekend Assignments signed and dated online
      • An official Shelton State transcript which shows all colleges attended
      • A hard copy of Compass or ACT Reading score that’s current within the last 3 years.
   B. Place all items not submitted online in **ONE ENVELOPE** and mail or deliver to:
      Mrs. Beth Appling
      RPT Program Clerk
      Shelton State Community College
      C.A. Fredd Campus
      3401 Martin Luther King, Jr. Blvd
      Tuscaloosa, AL 35401

   **Note:** All applications must be received by June 1 or by 11:00 a.m. on the previous business day, if June 1 falls on a weekend. We recommend sending certified mail if mailing application.
Incomplete or late applications will not be considered.

**NOTE:** Non-Discrimination Statement: It is the official policy of the Alabama Department of Postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or shall be subject to discrimination under any program, activity, or employment.

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**ADMISSION PROCEDURE**

**RESPIRATORY THERAPY PROGRAM**

1. The admission criteria is approved by the administration and faculty of the Shelton State Respiratory Therapy Program, and in compliance with State and Federal laws, regulations, and program accreditation minimum guidelines. Primary admission criteria include completion of prerequisite courses with a "C" (70) or better, possessing the minimum GPA for prerequisite courses, and compliance with the minimum technical requirements as stated in the application. Secondary admission criteria will include completion of the other academic courses required in the major.

2. The completed applications are reviewed by the Respiratory Therapy Program Admission Committee to assess the primary and secondary admission criteria using a point system. The students with the higher total points will be admitted to the Program.

3. Due to the rigorous nature of the program, it is strongly recommended that applicants complete as many of the required academic courses prior to admission to the program. Required academic courses include: BIO 201 Anatomy & Physiology I, BIO 202 Anatomy and Physiology II *(Note: BIO 103 is a pre-requisite to BIO 201)*, CIS 146 Microcomputer Applications, ENG 101 English Composition I, MTH 100 College Algebra, PSY 200 General Psychology, RPT 256 Respiratory Writings & Research, ORI 101 Orientation to College and SPH 106, 107 or 116 Speech. To schedule a counseling appointment, contact Mrs. Beth Appling at 205.391.2654.

4. Applicants will be notified by mail of admission status by July 1st. **WRITTEN confirmation of intent to enroll in the class beginning each August must be postmarked prior to the identified date in the notification letter of acceptance to the program.**

5. All applicants admitted to the program will be required to complete a physical examination by a physician or health care provider. In addition, a Health Care Provider CPR course for adult, child, and infant CPR (BLS-C) is required BEFORE being allowed to attend clinical.

**NOTE:** The number of laboratory hours and clinical hours make it difficult for a student to work while enrolled in the Respiratory Therapy Program. Reliable transportation is necessary to travel to the required health facilities for clinical experience. Applicants should plan ahead to ensure they can meet financial obligations associated with enrollment requirements of the Program. Financial Aid assistance and services are available at Shelton State Community College daily from 8 A.M. to 4:30 P.M. 205.391.2376.

If you have any questions, please do not hesitate to call 205.391.2654 or 205.391.2629.
CHECK-OFF LIST FOR STUDENTS TO COMPLETE THEIR APPLICATION PACKET

It is the responsibility of the applicant to complete the application process by returning all the requested items applicable to you to the respiratory program office by the deadline dates listed to be considered for the respiratory therapy program. Incomplete or faxed packets WILL NOT be accepted.

1. Submit an Online Application for Respiratory Therapy Program. Note: (Applicants must make application to the College before making application to the Respiratory Therapy Program).

2. A hard copy of Compass OR ACT Reading Scores. NOTE: The Compass Reading score must be a 76 or higher score and taken within the last three (3) years or the ACT Reading Score must be 17 or higher and taken within the last three (3) years.

3. *The “Transcript Verification Form” must be turned in to the SSCC Admissions/Records Office to request that the applicant’s transcripts be evaluated (Note: The applicant must use this form in order to complete the application process. The SSCC Admissions/Records office will provide the applicant with instructions to verify that all Transcripts have been received. Once all Transcripts have been received and evaluated the SSCC Admissions/Records Office will forward a copy of “Transcript Verification Form” to the Respiratory Therapy admissions office for the applicant’s Transcript to be reviewed.

4. If applicable, a copy of current summer class schedule if enrolled in a prerequisite course at the time of application

SHELTON STATE COMMUNITY COLLEGE
ADMISSIONS / RECORDS OFFICE
*TRANSCRIPT VERIFICATION PROCEDURE

- The applicant who has completed all college work at SSCC should submit the “Transcript Verification Form” to the SSCC Admissions/Records Office. The SSCC Admissions/Records Office will forward a copy of “Transcript Verification Form” to the Respiratory Therapy Admissions Office for the applicant’s Transcript to be reviewed. (Note: It is the responsibility of the applicant to turn in the “Transcript Verification Form” to the SSCC Admissions/Records Office by the application deadline date).

- The applicant that has college work from other college(s), the applicant is responsible for requesting that the Official Transcripts from all other colleges/universities attended be sent to SSCC Admissions/Records Office. (Note: The applicant may print and use the Transcript Request Form). The applicant must also print and return the “Transcript Verification Form” to the SSCC Admissions/Records Office they will provide the applicant with instructions to verify that all transcripts have been received. Once all Transcripts have been received and evaluated the SSCC Admissions/Records Office will forward a copy of the “Transcript Verification Form” to the RPT Admissions Office for the applicant’s Transcript to be reviewed. (Note: It is the responsibility of the applicant to verify that the SSCC Admissions/Records Office has received all transcripts from other colleges/universities that you have attended and the “Transcript Verification Form” by the deadline date).

The “Transcript Verification Form” from the RPT Application must be submitted to the SSCC Admissions / Records Office in order to complete the application process. The Admissions / Records office is responsible ONLY for the evaluation of transcripts for the applicants that have completed the application process by the deadline date. (Note: If you are unsure that your application is complete, have questions or concerns please contact: Beth Appling by phone: 205.391.2654 or e-mail: bappling@sheltonstate.edu for confirmation).

RESPIRATORY THERAPY PROGRAM APPLICATION DEADLINE DATES: JUNE 1 by 6:00 p.m.

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