



Instructions for Completing the Online Health Application for:

2019 Medical Laboratory Assistant (MLA)

Wallace State Community College (WSCC) – Hanceville

Application Link will be open from: March 1 thru May 15 for Summer Entry.

Applications received after May 15 will be considered on a space available basis.

Application Steps:

1. Apply to WSCC ADMISSIONS- *If you are currently attending WSCC-Hanceville go to #2*

Applicant must meet the following admission criteria:

- Apply to WSCC Admissions 6-8 weeks prior to program deadline. Be unconditionally admitted to the college and must be in good standing with the college.
- Submit to WSCC Admissions 1 month prior to program deadline, Official college transcripts from each college previously attended
- Submit to WSCC Admissions 1 month prior to program deadline, highest official ACT composite score or Accuplacer score (see program requirement)
- If seeking Financial Aid, complete the FAFSA application (www.fafsa.gov), School Code: 007871.
- Submit the online health division application with all required attachments before deadline of **November 1 at 2:00pm**.

NOTE: It is the responsibility of each applicant to ensure that all information is on file in Admissions prior to application deadline.

2. Meet Medical Laboratory Assistant (MLA) Requirements

Applicant must meet the following requirements:

- Possess a minimum cumulative GPA of 2.0 on a 4.0 scale on all previous high school and college work attempted.
- Submit ACCUPLACER scores for reading, writing, and math or an ACT composite score

Applications received after May 15 will be considered on a space available basis.

3. Program Application Information

All information must be uploaded to your online application to be complete. Information will NOT be accepted via fax or email. Any missing documentation may result in your application being declined. Please check email periodically for application notifications. Applications must be submitted online with all required documentation uploaded by the deadline date listed above. Mailing address, email, and phone must be current in order to receive correspondence.

Information will not be released from the application. Applicants will be notified by mail of acceptance or non-acceptance to the health program by May 20th. No information regarding individual admission status will be given via telephone; **do not call** Admissions or the program to obtain status. Accepted students are required to submit to drug screenings and background checks, as well as attend a mandatory program orientation. Drug Testing Policy and Background Check Policy are available for viewing online at www.wallacestate.edu.

You will have one opportunity to open the online application link and complete from your computer. Completion of the online application may take 30 minutes, dependent on your preparation. All required documents must be correctly named and ready to upload from your computer prior to opening the link.

4. Required Documents

Specific information that you will need before starting your online application:

- Student must have a valid WSCC Student ID that begins with "W".
- Print** most current unofficial transcript from **each college** previously attended. College name must be on each transcript. The WSCC Admissions office CANNOT print transcripts from other colleges. WSCC transcript can be obtained from your MyWallaceState account. Screen shots are unacceptable.
 - **If no college attended**, High School transcripts are required
- Print** the ACCUPLACER scores for reading, writing, and math or ACT composite score. (Scores printed from Degree Works will be accepted for Wallace State Hanceville students) Transcripts with scores are also acceptable. Screen shots are unacceptable

When all documents above are gathered proceed to next step.

Wallace State Community College does not discriminate on the basis of race, color, sex, religion, national origin, disability, sexual orientation, or age.

5. Document Preparation

All documents must be named as directed below and uploaded to the online application. Document format must be PDF or JPEG with 16 MB limit. **Any missing documentation may result in your application being declined.** All documents must be legible to be valid. All pages of document (even blank pages, full set of page numbers) must be uploaded to be complete. If you do not know how to scan to PDF see suggested instructions below.

Scanning to PDF can be accomplished either by:

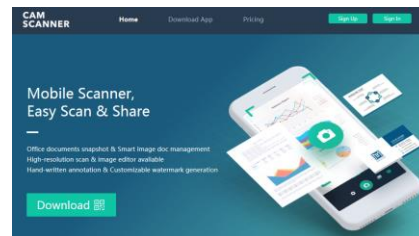
1. Use a copier machine to scan documents as PDF to a jump drive. You may bring documents and jump drive to the WSCC breakroom in the Tom Bevill Health Building. Free self-service. Place jump drive in slot, place documents on copier, select scan, press button. From jump drive **send documents to computer, rename as directed below and upload to online application as directed.**

2. Download the **Free Cam Scanner App to your smart phone.** Set up Free Basic Account. For details go to <https://www.camscanner.com/>



For each document file:

1. Lay document on flat surface
2. Open CS App, Tap Camera and slide selection to either Single or Batch (multiple) pages. Example.-if transcript is 3 pages (batch in one file). All pages of document (even blank pages) must be uploaded to be complete. Maximum of 10 pages allowed per batch.
3. Hold phone directly over document
4. Take a Picture of document by tapping camera button, edit any changes, tap ✓ (lower right)
5. Select picture brightness, tap ✓ (lower right) when complete
6. Select either Email or more ^{ooo} (lower right), Select Email to myself.
7. Select files to send. Add email address. Tap Send (top right)
8. **Open files from computer, rename as directed below and upload to online application directed.**



6. Naming Documents

Name required documents as directed below.

- ACCUPLACER** scores for reading, writing, and math or ACT composite score, (Scores printed from Degree Works will be accepted for Wallace State Hanceville students) Transcripts with scores are also acceptable. Screen shots are unacceptable

Save file as – MLA your FULL NAME Score

- Transcripts (unofficial) from each college attended -**

First college attended, **Save file as – MLA your FULL NAME 1 college name.**

Second college attended, **Save file as – MLA your FULL NAME 2 college name**

Third college attended, **Save file as – MLA your FULL NAME 3 college name**

Other colleges attended, **Save file as – MLA your FULL NAME 4 college name**

If no college attended, High School transcripts are required, Save file as – MLA your FULL NAME HS

All required documents must be named as directed above and ready to attach from your computer prior to opening the link.

NOTE: The online application must include all information listed above at the time it is submitted to the program.

7. Online Program Application Instructions

For the best results, please do not attempt to complete your application until you have fully read and understand all instructions. Once you start the application, you must finish it in one sitting. You will have one opportunity to open the link and complete the application from your computer. Completion of the online application may take 30 minutes, dependent on your preparation. **Any missing documentation may result in your application being declined.** All required documents must be ready to attach from your computer prior to opening the link.

Once the above information is gathered, completed, and document named as above, continue to the online application:

Link to Online Application: <https://www.surveymonkey.com/r/2019MLA>

When prompted, Click **Choose File** and upload file **from your computer**. You can click **Remove File** to clear your response or **Replace File** to change the file. Print completed online application for your records. A confirmation of application submission will not be given.

Please check email periodically for application notifications.

8. Selection

Program applications will be reviewed for completion of program admission requirements. You will be notified by mail of your acceptance or non-acceptance to the health program by **May 20th**.

I understand that meeting minimal requirements does not in itself guarantee admission to the program. I acknowledge that I have reviewed and agree to the WSCC Health Division Background Policy and WSCC Health Division Drug Screening. I acknowledge that this information presented is truthful and accurate. Violation is subject to disciplinary action through Wallace State Community College.

It is the policy of Wallace State Community College, a postsecondary institution under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, sex, religion, national origin, disability, age, or sexual orientation be excluded from participation in, be denied benefit of, or be subjected to discrimination under any program, activity or employment. The College will not retaliate against any person because they have engaged in a protected activity opposing the College or because they have made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing alleging discrimination on a basis specified above.