

## APPLICATION/SELECTION PROCESS

### **Minimum Qualifications:**

1. Successful completion of all prerequisites with a grade in each class of "C" or better, except Medical Terminology which requires a minimum grade of "B".
2. Completed application packet submitted as per the following application process.
3. Students who meet the above minimum qualifications **may be selected to** the program on a space available basis.

### **Application Process:**

Up to twenty-six students may be selected to start the program for each fall. The number of students selected is dependent on clinical space available. Students can apply to the program at any time, once they have documentation of completion of all prerequisites with the appropriate grades.

**Complete application packets are accepted by certified mail only. Applications will not be accepted in person.**

### **A complete application packet includes:**

1. A completed application form.
2. Two sets of sealed, official transcripts from colleges other than Cabrillo. Only one sealed, official transcript is needed from Cabrillo College. Include all transcripts in your application packet. We cannot accept transcripts received under separate cover. Application packets arriving without all transcripts are considered incomplete and will be returned to the sender.
3. Certified mail posting. Application packets NOT sent via certified mail will be returned to the sender.

### **Selection Process:**

Selection is based on completion of all required prerequisites with the appropriate grades and the postmark date of the completed application packet. Applicant information and list order are maintained in a program waitlist database. Once prerequisite completion has been verified, students are accepted into the program in order, based on the application postmark date and available space. In the event that more than one application packet has the same postmark date, a random lottery will determine the order of applications for that date. Students will be notified of their application status. There is a mandatory orientation each spring for students starting the program in the upcoming fall term.

During any waiting period to start the program, students are expected to finish any remaining general education requirements.

If there are not a sufficient number of qualified applicants for the upcoming fall program on February 28<sup>th</sup> of any given year, then the application process will be opened up to students who are in-progress or planning to take their final prerequisites. In this event, students will need to 1) apply as per the above application process; 2) show documentation of in-progress courses; 3) complete all prerequisites prior to entering the program in the fall; and 4) submit the completed application packet by May 1<sup>st</sup> of that year.