

**Waubonsee Community College**  
**Surgical Technology Certificate Program Checklist**



**WAUBONSEE**  
 COMMUNITY COLLEGE

*Where futures take shape*

	Submit a completed New Student Information Form to Admissions. (630) 466-7900, ext. 5756
	In compliance with the Illinois Community College Act, in-district applicants will be given preference over out-of-district applicants. Contact Registration and Records for information regarding residency at (630) 466-7900, ext. 2370.
	Confirm that High School transcripts have been received and recorded in Registration and Records. (630) 466-7900, ext. 2370
	Confirm that official transcripts of courses taken anywhere other than Waubonsee Community College have been received and recorded in Registration and Records. (630) 466-7900, ext. 2370
	Meet with Counseling (630) 466-7900, ext. 2361 to establish a schedule for taking program courses.
	Contact the Center for Learning Assessment (630) 466-7900, ext. 5700 to schedule an appointment for Surgical Technology Program Assessment testing.
	Complete required surgical technology program assessments tests. Acceptance into the program is based on assessment results, with documentation of reading at the 10 <sup>th</sup> grade level and placement into MTH 060. NOTE: test results expire after 24 months.
	Complete the surgical technology program application required for entry into the program.  The surgical technology application form is available from Registration and Records, Counseling, and the Health and Life Sciences office, or on the Internet ( <a href="http://www.waubonsee.edu">www.waubonsee.edu</a> ). Application to the program must be made prior to the deadline of <b>June 1</b> .
	Applicants who wish to transfer surgical technology courses from another college or vocational school to Waubonsee may be considered for advanced placement. Advanced placement applications are considered on an individual basis and require that specific documentation (i.e. transcripts, course descriptions) be submitted along with the Surgical Technology Application. The Dean for Health and Life Sciences will evaluate all documentation to determine placement in the program. This program does <b>NOT</b> grant credit for life or work experience.
	Understand that the surgical technology application, previous transcripts (if any), and program assessment testing are required for admission into the program.
	Official written notification of acceptance into the program will be received via certified mail <i>approximately four weeks</i> after the application deadline date. Students not accepted must re-apply. <b>NO INFORMATION REGARDING STATUS WILL BE GIVEN OVER THE PHONE.</b>
	Understand students may opt to complete any or all of the AOS, BIO, or COM courses prior to submitting an application; However, once the student has been accepted into the program he/she is expected to follow the sequence for all courses (SUR courses, and any of the AOS, BIO, or COM courses not previously completed). Students are required to maintain a minimum GPA of 2.0 in each of the major courses.
	Understand AOS and SUR courses are offered on a limited basis during the year. Please contact the offices of Business and Information Systems (AOS) and Health and Life Sciences (SUR) for specific course information.
	Submit documentation of a physical examination, immunizations, and 2-step tuberculosis (TB) test upon acceptance into the program.
	Submit documentation of current American Heart Association BLS for Healthcare Providers (CPR) Certification upon acceptance into the program. This certification must remain current for the entire length of the program.

If you have any questions, please contact Health and Life Sciences at (630) 466-2350, or [kcrafton@waubonsee.edu](mailto:kcrafton@waubonsee.edu)

**SURGICAL TECHNOLOGY AND  
PERIOPERATIVE NURSING PROGRAM  
APPLICATION**



**WAUBONSEE**  
COMMUNITY COLLEGE

*Where futures take shape*

**PLEASE PRINT**

**SUBMIT THIS PAGE**

Date		SSN/Student ID Number:	
Last Name	First Name	Middle Initial	
Previously Used Names			
Street Address: Number	Street		Apt.
City	State	Zip	
Home Phone (    )		Work Phone (    )	

**CHECK ALL THAT APPLY:**

- Surgical Technology Program (see I. below)**     
  **Perioperative Nursing Program (see II. below)**  
 **WCC Student**                                     
  **Transfer Student**                                     
  **Not currently a student**  
 **List of courses in which you are currently enrolled:**

**Other colleges attended:** \_\_\_\_\_

**I. Surgical Technology Program ONLY**

Assessment Testing completed: \_\_\_\_\_ (date)

**II. Perioperative Nursing Program ONLY**

Attach copy of current Illinois Registered Nurse License

Indicate area of primary nursing practice \_\_\_\_\_

Indicate years of full time (or equivalent part time practice: 2000 hours = 1 yr) \_\_\_\_\_

**Application Deadlines:    SURGICAL TECHNOLOGY-JUNE 1ST  
   PERIOPERATIVE NURSING-October 1<sup>ST</sup>**

**Submit this completed application to:  
Health and Life Sciences  
Waubonsee Community College  
Route 47 at Waubonsee Drive  
Sugar Grove, IL 60554-9454**

You will receive official notice of acceptance into the program from the office of Health and Life Sciences. It is the responsibility of the applicant to make sure the following required documents are received by **Registration and Records, Waubonsee Community College, Rt.47 at Waubonsee Dr., Sugar Grove, IL 60554-9454**. These items include:

1. Waubonsee Community College New Student Information Form
2. High school transcript or GED certificate
3. Transcripts from other colleges or vocational schools attended

*Waubonsee Community College does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran's status, marital status, disability or any other characteristic protected by law in its programs and activities. For more information on the college's nondiscrimination policies, contact the director of Human Resources at (630) 466-7900, ext. 2367; Waubonsee Community College, Route 47 at Waubonsee Drive, Sugar Grove, IL 60554-9454.*

## PRINT AND SAVE FOR YOUR RECORDS

### Procedure for Entering the Surgical Technology Program

The Surgical Technology program is offered in a full-time (three semester) sequence. Students seeking admission to the Surgical Technology program are required to:

- 1) Meet with Counseling to establish a schedule for taking program courses.
- 2) Obtain specific admission information by contacting the dean for Health and Life Sciences (see Directory).
- 3) Complete the special application required for entry into the program. Enrollment is limited in the surgical technology (SUR) courses in order to provide the best possible educational experience for students. Students desiring to take courses with the SUR prefix in the fall must make application by **June 1st**.
- 4) Complete required Nurse Entrance Test (NET) and Nelson Denny (ND) assessment test.  
Note: Acceptance into the program is based on assessment results, with documentation of reading and math skills of 46% for the Net, and reading skills at the 10<sup>th</sup> grade level for the ND. A student has two (2) opportunities to successfully meet assessment requirements. Eight weeks must elapse between testing sessions. Guidance is provided by the Learning Enhancement Center and the Center for Learning Assessment for students who do not meet these entry requirements. Test scores are only valid for 24 months. Students should contact the Center for Learning Assessment at (630) 466-7900, ext. 5700 to schedule an appointment. There is a fee for taking this test.
- 5) Understand that the surgical technology application, previous transcripts, and program assessment testing in math and reading are required for admission to the program.  
**Students are notified via mail approximately *four weeks after the application deadline date* as to selection status. NO INFORMATION REGARDING STATUS WILL BE GIVEN OVER PHONE.**
- 6) Provide documentation of current American Heart Association BLS for Healthcare Providers (CPR) certification. This certification must remain current for the entire length of the program.
- 7) Follow the program sequence once a student is accepted into the program. The student is expected to follow the program sequence for all SUR courses. Students may opt to complete any or all of the AOS, BIO, or COM courses prior to submitting an application to the Surgical Technology program. For continuation in the Surgical Technology program, a 2.0 or better GPA must be received in each of the major courses. NOTE: SUR courses are offered on a limited basis during the year. Please contact the office of Health and Life Sciences for specific course information.
- 8) Submit documentation of a physical examination, immunization, Hepatitis-B series, and 2-step tuberculosis (TB) test upon acceptance into the program.

### Program Costs

In addition to tuition and regular fees, the Surgical Technology student has the following minimum fees and expenses:

Textbooks (excluding general education courses) \$245

White shoes, lab coat, patch, \$ 75

Stethoscope \$ 15

Supplies \$ 20

Physical exam, immunizations, Hepatitis-B series, TB testing -- per healthcare provider

***Total Estimated Costs (excluding medical requirements): \$355***

NOTE: These fees and expenses are **approximate** costs and subject to change without prior notice to the student.

Rev. 11/08

## PRINT AND SAVE FOR YOUR RECORDS

### Procedure for Entering the Perioperative Nursing Program

The Perioperative Nursing program is offered over two semesters. Students seeking admission to the Perioperative Nursing program are required to:

- 1) Meet with Counseling to establish a schedule for taking program courses.
- 2) Obtain specific admission information by contacting the dean for Health and Life Sciences (see Directory).
- 3) Be a registered nurse (RN), currently licensed (or eligible for license) in the state of Illinois, with a minimum of one year full-time experience (or equivalent) in the areas of medical/surgical, emergency, or critical care nursing. RNs in these areas with less than one year of full-time experience, may still be eligible for entry into the program upon completion of additional coursework, and should contact the Dean for Health and Life Sciences for additional information.
- 4) Complete the special application required for entry into the program. Enrollment is limited in the surgical technology (SUR) courses in order to provide the best possible educational experience for students. Students desiring to take courses with the SUR prefix in the spring must make application by **October 1st**.
- 5) Provide documentation of current American Heart Association BLS for Healthcare Providers (CPR) certification. This certification must remain current for the entire length of the program.
- 6) Understand that the Perioperative Nursing application, previous transcripts, and documentation of current Illinois registered nurse (RN) licensure are required for admission to the program. **Students are notified via mail *approximately four weeks after the application deadline date* as to selection status. NO INFORMATION REGARDING STATUS WILL BE GIVEN OVER PHONE.**
- 7) Follow the program sequence once a student is accepted into the program. The student is expected to follow the program sequence for all SUR courses. For continuation in the Perioperative Nursing program, a 2.0 or better GPA must be received in each of the major courses. NOTE: SUR courses are offered on a limited basis during the year. Please contact Health and Life Sciences for specific course information.
- 8) Submit documentation of a physical examination, immunizations, Hepatitis-B series, and 2-step tuberculosis (TB) test upon acceptance into the program.

### Program Costs

In addition to tuition and regular fees, the Perioperative Nursing student has the following minimum fees and expenses:

Textbooks \$160

White shoes, lab coat, patch \$ 75

Supplies \$ 20

Physical exam, immunizations, Hepatitis-B series, TB testing -- per healthcare provider

***Total Estimated Costs (excluding medical requirements): \$255***

NOTE: These fees and expenses are **approximate** costs and subject to change without prior notice to the student.



## Center for Learning Assessment

### ***Surgical Technology Program Admission Testing Information***

Entrance testing is a requirement for all candidates seeking admission to the Surgical Technology Program. All candidates are required to take the Nurse Entrance Test (NET) Math test and the Nelson Denny Reading Test.

#### **How do I schedule an appointment for program admission testing?**

- Call the Center for Learning Assessment, (630) 466-7900, ext. 5700 to schedule your appointment. Individual appointments are available throughout the year, Monday through Saturday, except during the month of December. The tests are administered only at the Sugar Grove campus.

#### **What will be included in the Program Admission Tests?**

- The Nurse Entrance Test (NET) Math  
Math..... 30 minutes..... 30 questions
- The Nelson Denny Reading Test has 2 test sections listed below:  
Vocabulary..... 15 minutes..... 80 questions  
Comprehension..... 20 minutes..... 38 questions

#### **What test scores are required to meet the requirements for admission to the Surgical Technology Program?**

- A **46%** minimum NET math composite score is required on the Nurse Entrance Test.
- A **10.0** grade equivalent level is required on all sections of the Nelson-Denny Reading Test. This means that you will need a minimum score of 10.0 on both the vocabulary and comprehension sections of the test.

#### **How can I prepare for testing?**

- A NET study guide for the NET Math exam is available in the Todd Library or at the bookstore. No calculators are allowed, scratch paper will be provided.

#### **When will my results be available?**

- Your scores will be mailed to you within two to three weeks of your test date. The Family Rights and Privacy Act of 1974 (FERPA) does not permit providing scores over the telephone.

#### **How many times can I test?**

- You are allowed to retest **one time only** on those sections of the test battery where your scores did not meet minimum requirements. The date of your retest must be at least 8 weeks from the date of your initial testing.
- A \$5.00 retesting fee is required for **each** test that needs to be retaken.

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# Center for Learning Assessment

## Locations

**Sugar Grove Campus**  
Student Center, Rm. 230  
Route 47 at Waubonsee Drive  
Sugar Grove, IL 60554

(630) 466-7900, ext. 5700

**Aurora Campus**  
Room 110  
5 East Galena Boulevard  
Aurora, IL 60506

(630) 801-7900, ext. 4182

Email: [assessment@waubonsee.edu](mailto:assessment@waubonsee.edu)

## Hours of Operation

Monday through Thursday:	8:00 a.m. to 8:00 p.m.	(Last test started at 7:30 p.m.)
Friday	8:00 a.m. to 4:30 p.m.	(Last test started at 4:00 p.m.)
-last Friday of the month	10:00 a.m. to 4:30 p.m.	
Saturday	8:00 a.m. to 12:00 noon	(Last test started at 11:30 a.m.)

## Reminders for testing day

- Report to the testing center at least 15 minutes before your test time
- A **photo ID** is required of all test candidates
- All exams must be taken during the same test session
- Food, drinks, hats, personal belongings and unauthorized materials, such as cell phones, calculators and other electronic devices, are not permitted in the testing room
- Scratch paper will be provided for the math section of the Nurse Entrance Test, no calculators are allowed

**To contact the Health and Life Sciences Department for any questions about the Surgical Technology program or application, please call (630) 466-7900, ext. 2350.**