



Dear Prospective Medical Laboratory Technology Student,

Thank you for expressing an interest in the Medical Laboratory Technology Program at J. Sargeant Reynolds Community College! The program offers an Associate in Applied Science Degree resulting in eligibility for the national certification exams through ASCP.

Does finding solutions to problems intrigue you? Do you welcome new challenges? Do you wish to help save lives? Do you desire guaranteed employment opportunities? Did you like biology or chemistry in high school or college?

If so, clinical laboratory science is the career for you! Join over one half million laboratory practitioners in the U.S. who are proud of their many roles in healthcare, research, and industry!

All medical laboratory professionals have certain common characteristics:

- They are problem solvers.
- They like challenges and responsibility.
- They are accurate, reliable, emotionally stable, work well under pressure, and are able to finish a task once started.
- They communicate well, both in writing and speaking.
- They set high standards for themselves and expect quality in the work they do.

Your educational goals are important to us; we are here to assist you with any of your advising or educational needs. Please feel free to contact me at gmelberg@reynolds.edu if you have questions about the program. The Medical Laboratory Technology program proudly offers its courses through Distance Education to students in multiple areas across the state of Virginia. If this delivery method would be of interest to you, please reach out for further details.

Thank you again for your interest! We look forward to working with you as a student in the Medical Laboratory Technology Program.

Sincerely,

D. Gayle Melberg

D. Gayle Melberg
MS, MT (ASCP)
Program Head
Medical Laboratory Technology
gmelberg@reynolds.edu

Admissions Criteria for the Medical Laboratory Technology Program

1. Current enrollment at J. Sargeant Reynolds Community College is required.
 - a. If you are not an active Reynolds student, apply online for admission via our website: <http://www.reynolds.edu/>. Click “Apply Now!” at the top of the page.
 - i. Select the Health Science I Career Studies Certificate (Plan Code: 221-190-01) on your application.
 - b. For questions about or assistance with completing the online application, please contact the Reynolds Admissions Office at 804-523-5029 or admissions@reynolds.edu.
 - c. New students to the college should meet with an academic advisor to assist with developing a course schedule. Contact Advising Services at advising@reynolds.edu or 804-523-5359.
2. Meet with the MLT Program Head.
 - a. Before applying, students must make an appointment to meet with the MLT Program Head, Gayle Melberg, to discuss the Medical Laboratory Technology program.
3. Submit any prior academic information to the Reynolds Registrar’s Office for evaluation.
 - a. For coursework completed through other Virginia Community Colleges, you must submit a Request for an Evaluation of a VCCS Transcript (Form 11-0036).
 - i. The form is available online: <http://www.reynolds.edu/policy/forms/11-0036.pdf>.
 - ii. Please e-mail your completed form to registrar@reynolds.edu for processing.
 - b. For coursework completed at a college/university outside of the VCCS, please request an official copy of your transcript to be sent to the Reynolds Registrar’s Office.
 - i. Official transcripts can be sent electronically via a secure system, such as Parchment Exchange, to registrar@reynolds.edu.
 - ii. Transcripts can be mailed to: J Sargeant Reynolds Community College, Registrar’s Office, P.O. Box 85622, Richmond, VA 23285.
 - c. For AP, IB, or CLEP Scores, please contact the College Board (AP and CLEP) and the International Baccalaureate (for IB). Test scores must be sent officially from these services. The Registrar’s Office cannot evaluate a high school, college, or university transcript for these test scores.
 - d. Please note: The Registrar’s Office makes the final decision as to the transferability of courses.
4. Submit a Medical Laboratory Technology Portfolio to alliedhealthadmissions@reynolds.edu.
 - a. Confirmation of receipt for your application will be provided via email by the Admissions Specialist upon opening and downloading your portfolio.
 - b. Portfolio Requirements
 - i. Medical Laboratory Technology Application (next two pages)
 - ii. Signed Essential Functions Acknowledgement (last page)
 - iii. Brief paragraph explaining why you wish to be a MLT
 - Please include your paragraph on the application or as a separate attachment when you email your two-page application.
 - iv. Unofficial college transcripts
 - c. Portfolio Deadline
 - i. May 15 for the Fall semester, notification by mid-June
 - ii. October 1 for the Spring semester, notification by mid-November
 - d. Notification of acceptance will be sent to your VCCS email. Please note, if you recently applied to the college, your VCCS email will not be active yet. The personal email address you use to submit your application will be used as the contact email.

Applicants will be evaluated for acceptance based on the following criteria:

- Minimum Curricular GPA of 2.5 based on the MLT prerequisite courses
 - Note: A competitive admissions process will be implemented.
- Successful completion of the MLT prerequisite courses is required (C or higher)
 - Note: Preferential selection is given to students who have completed (or are near completion) most of the MLT prerequisite courses before applying to the program.

Medical Laboratory Technology AAS Application

Name:				
	(Last, First, M.I./Maiden)			
Address:				
	(Street, City, State and Zip Code)			
Date of Birth:		EMPLID:	VCCS E-Mail:	
Cell:		Home:	Work:	
Requested Start Date for the Med Lab Program:	<input type="checkbox"/> Fall 20__	Enrollment:	<input type="checkbox"/> Full-Time	Campus:
	<input type="checkbox"/> Spring 20__		<input type="checkbox"/> Part-Time	
Have you previously applied to the Medical Laboratory Technology AAS Program?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Previous degrees awarded (if applicable):				
	High School/GED	Associate's Degree	Bachelor's Degree	Master's Degree
Graduation Date:				
School:				
GPA:				
Major or Program:	N/A			
Academic Coursework				
MLT Prerequisites (Successful Completion – C or higher)		Credits	Grade¹	College/University Where Course Was Completed
BIO 145² Basic Human Anatomy and Physiology		4		
CHM 101 Introductory Chemistry OR CHM 111 General Chemistry I		4		
ENG 111 College Composition I		3		
ENG 112³ College Composition II		3		
ITE 152⁴ Introduction to Digital Literacy		3		
MTH 155 Statistical Reasoning OR MTH 161 Pre-Calculus		3		
Elective - Personal Wellness (PED 109, PED 111, PED 117, HLT 115)		1		
SDV 101⁵ Introduction to Health Science		1		
Optional	MLD 100⁶ Introduction to Medical Laboratory Technology	2		

¹Please enter the letter grade earned as A, B, or C. P+ can be used for Spring 2020 coursework. If credit was awarded because of test scores (AP/IB/CLEP), Credit by ABLE, or previous college experience/holding a degree (for SDV), please enter "T" as your grade.

²**BIO 141 (Anatomy and Physiology I)** and **BIO 142 (Anatomy and Physiology II)** may be substituted for **BIO 145**.

³**ENG 112 (College Composition II)** is not part of the Health Science I Certificate and will not be covered by financial aid. This course may need to be completed after acceptance to the MLT program.

⁴**CSC 155 (Computer Concepts and Applications)** may be substituted for **ITE 152**. Alternatively, you can pass the Assessment Test.

⁵**SDV 100 (College Success Skills)** may be substituted for **SDV 101**.

⁶**MLD 100 (Introduction to Medical Laboratory Technology)** is not a requirement to apply. If you have taken this course, please list your grade.

Notes on Transcripts and Transcript Evaluations

- 1) You can view all coursework completed at or transferred to Reynolds by accessing your unofficial Reynolds transcript. To view your unofficial Reynolds transcript, please log into MyReynolds and select "Student Information Center." Click on "Self Service" and then "Student Center." Go to "Academics" and then select "Transcript View Unofficial" from Other Academic drop down. For Report type, click on "Unofficial Transcript" and then "View Report."
- 2) Students who have completed their MLT prerequisite coursework at Reynolds **do not** need to include copies of their unofficial Reynolds transcripts with their MLT application because this information can be viewed in the system.
- 3) Students who have completed any of the MLT prerequisite coursework at another school within the Virginia Community College System (VCCS), such as Brightpoint, Germanna, Danville, etc. **do not** need to include copies of their unofficial transcripts with their MLT application, however, this coursework will need to be evaluated by the Reynolds Registrar's Office and added to your Reynolds record. If this coursework has not been evaluated yet, please complete **Request for an Evaluation of a VCCS Transcript (Form 11-0036)** and send it to the Registrar's Office at registrar@reynolds.edu. This form can be found at: <https://www.reynolds.edu/policy/forms/11-0036.pdf>. If you are unsure if your credits have been evaluated yet, please refer to Step 1 on how to access your unofficial Reynolds transcript.
- 4) Students who have completed their MLT prerequisites at a college or university outside of the VCCS **will need** to include an unofficial copy of these transcripts with their MLT application. Additionally if these credits have not been evaluated by the Registrar's Office (please refer to Step 1 on how to view your unofficial Reynolds transcript), please request an official copy of your transcript from your previous institutions to be sent to the Reynolds Registrar's Office. Official transcripts can be sent electronically via a secure system, such as Parchment Exchange, to registrar@reynolds.edu. Transcripts can be mailed to: J Sargeant Reynolds Community College, Registrar's Office, P.O. Box 85622, Richmond, VA 23285.
- 5) If you have credits from AP, IB, or CLEP, your official scores will need to be evaluated by the Registrar's Office for credit. Please note that these scores must come directly from either the College Board for AP or CLEP and the International Baccalaureate for IB. The Reynolds Registrar's Office cannot evaluate these scores off a college or university transcript or high school transcript. If your AP, IB, CLEP scores have not been evaluated at the time your MLT application is submitted, please include a copy of your unofficial scores report with your application to serve as a placeholder for the application review process while your official scores are in the process of being evaluated.

Please note: The Registrar's Office makes the final decision as to the transferability of courses.

Brief Paragraph Explaining Why You Wish to Become a MLT

(Please include your statement in the section below or attach your statement as a separate document.)

Please e-mail your completed application, brief paragraph (if included as a separate document), and unofficial transcripts (please see the information above on what transcripts to include) to: **alliedhealthadmissions@reynolds.edu** by the application deadline (May 15 for Fall consideration and October 1 for Spring consideration). Confirmation of receipt for your application will be provided via email by the Admissions Specialist upon opening and downloading your portfolio. Please **do not** send your application via postal mail.

By signing below, I attest that I have read and understand all information contained herein and that I believe it to be true and accurate to the best of my knowledge.

Signature: _____

Date: _____

ESSENTIAL FUNCTIONS ACKNOWLEDGEMENT FORM

J. Sargeant Reynolds Community College
Medical Laboratory Technology Training Program

I, _____, acknowledge that I have read the Essential Functions listed on the Medical Laboratory Technology website.

The following list of Essential Functions that I certify abilities for include (**initial all that apply**):

- _____ 1) *Sufficient eyesight*, including color vision, to observe microscopic cells and features within cells, read records, manipulate equipment, and visually read procedures, graphs, and test results.
- _____ 2) *Sufficient hearing* to communicate with patients and other members of health care delivery team, monitor patients using electronic equipment, and hear necessary sounds during operation of equipment.
- _____ 3) *Satisfactory speaking, reading, and writing skills* to effectively communicate in English in a timely manner.
- _____ 4) *Sufficient gross and fine motor coordination* to exhibit excellent eye-hand coordination and dexterity to manipulate equipment.
- _____ 5) *Sufficient ability* to lift, stoop, or bend in the delivery of safe laboratory testing.
- _____ 6) *Satisfactory physical strength and endurance* to be on feet for extended periods and to move heavy equipment and supplies. Sitting, walking, bending, and reaching motions are also requirements of most positions.
- _____ 7) *Satisfactory intellectual, emotional, and psychological health and functioning* to ensure patient safety and to exercise independent judgment and discretion in performing assigned tasks.
- _____ 8) *Satisfactory time management* of multiple priorities, multiple stimuli, and fast-paced environments.
- _____ 9) *Sufficient analysis, synthesis, and comprehension skills* to follow detailed instructions and effectively operate in a laboratory setting.

Applicant's Signature

Date

Program Head's Signature

Date