Dear Prospective Student:

This packet contains the following information for your review:

1. Information on Limited Enrollment/Restricted Courses
2. Accelerated Admission for Academic Achievement (AAAA) in Dental Hygiene, Nursing and Occupational Therapy Assistant
3. Equal Opportunity/Non-Discrimination Policy Statement
4. Admission and Program Requirements / Checklist
5. Test of Essential Academic Skills (TEAS) information
6. Financial Aid information

**Important links:**

- Program curriculum [http://www.sinclair.edu/academics/divisions/hb/](http://www.sinclair.edu/academics/divisions/hb/)
- Program Specific Information that provides the process for entry into the limited enrollment/restricted courses is located under the respective department.
- Background Check Guidelines and the Background Check form [http://wwwtest.sinclair.edu/www/assets/File/Hom-Aca-AcaDiv-HS/BackgroundCheckPolicy.pdf](http://wwwtest.sinclair.edu/www/assets/File/Hom-Aca-AcaDiv-HS/BackgroundCheckPolicy.pdf)
- Link to the individual department websites [http://www.sinclair.edu/academics/divisions/hb/](http://www.sinclair.edu/academics/divisions/hb/)
- Outside of Ohio: Information for students who are located/reside outside of Ohio, who wish to participate in internships/clinical placements/co-ops at a location outside of Ohio, or who intend to seek employment outside of Ohio in a licensed profession [www.sinclair.edu/locations/online/state-authorization/](http://www.sinclair.edu/locations/online/state-authorization/)
IMPORTANT – LIMITED ENROLLMENT/RESTRICTED COURSES

Health Science (HS) degree programs consist of open enrollment courses (general education and division specific) and program specific courses with limited enrollment. The open enrollment courses may be taken prior to entry into the limited enrollment courses. The limited enrollment courses are offered during the technical portion of the program that includes clinical, practicum, or professional practice experience.

The technical section of a program has restrictions on the number of students that may start the limited enrollment courses each term (or year), based on space availability and accreditor guidelines, i.e., objective quantitative factors. A student must complete prerequisites and other requirements, including minimum cumulative GPA, to qualify for entry into a program’s limited enrollment courses. The process used to select its students for entry is described in the Program Specific Information Packet. A student that successfully completes the requirements to qualify for the limited enrollment courses will eventually be selected to start the technical portion of the program that has capacity restrictions, but may be on an eligibility waiting list for a period of time, which varies by HS program. Several programs have a competitive selection process (PTA, RET and VET), rather than enrolling students on a chronological basis from a waiting list when space is available in the limited enrollment courses. Find the Program Specific Information packets under the respective department.

Note: The Exercise Science degree program does not have limited enrollment courses.

Please contact the department directly for specific information regarding program enrollment or possible waiting lists for entry into the limited enrollment courses.
http://www.sinclair.edu/academics/divisions/hs/

ACCELERATED ADMISSION FOR ACADEMIC ACHIEVEMENT (AAAA)

The Division of Health Sciences has established the Accelerated Admission for Academic Achievement (AAAA) admission track for several of its departments, including Dental Hygiene, Nursing, and Occupational Therapy Assistant. The AAAA program was developed to encourage students to be highly successful in general education/division specific courses taken prior to entry into the limited enrollment courses. Students demonstrating academic excellence are rewarded by accelerated entrance into Health Sciences limited enrollment courses. Program can admit up to 50% of entering students each semester based on academic achievement rather than placement on the waiting list.

EQUAL OPPORTUNITY/NON-DISCRIMINATION POLICY STATEMENT

Sinclair Community College is strongly committed to a policy of equal opportunity in its employment practices, educational programs and activities, and the many services it offers to the community. The college does not discriminate against applicants, employees, or students on the basis of race, color, creed, religion, age, sex, sexual orientation, gender identity, marital status, veteran status, national origin, ancestry, citizenship or disability.

ELECTRONIC DEVICES

Students enrolled in Health Sciences programs may be required to purchase an electronic device for class, labs or clinical. These devices, such as a laptop or tablet, can enhance the learning and assessment experience. Many departments have converted to electronic textbooks (ebooks) and resources, to provide automatic updates as well as reducing cost to our students.

Any program(s) requiring a device will work with the Bookstore to ensure financial aid may be used.
<table>
<thead>
<tr>
<th>Step 1 a</th>
<th><strong>If you are a new student,</strong> apply to Sinclair Community College. Paper applications are available in the New Student Enrollment Center, building 10, 4th floor or via the web at <a href="http://www.sinclair.edu/enroll/apply-online/">http://www.sinclair.edu/enroll/apply-online/</a>. Indicate which program you are interested in pursuing.</th>
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<tbody>
<tr>
<td>Step 1 b</td>
<td><strong>If you are currently enrolled</strong> and want to add or change your program of study, contact an academic advisor to have your intended program of study added to your official record.</td>
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<td>Step 1 c</td>
<td><strong>If your program of study offers Accelerated Admission for Academic Achievement (AAAA)</strong> and you think you qualify, review the program specific information on the department webpage or contact the department for information on AAAA criteria and selection process. <a href="http://www.sinclair.edu/academics/divisions/hs/">http://www.sinclair.edu/academics/divisions/hs/</a></td>
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<tr>
<td>Step 2</td>
<td><strong>Go to Academic Advising</strong> to have an academic advisor plan your course enrollment for the program of study you have chosen [i.e., create a My Academic Plan (MAP)]. In addition, complete an academic advising consultation with a Health Sciences Academic Advisor in Room 11-346 for the Dayton campus. Office hours and more information are available by calling (937) 512-3700 or (800) 315-3000 or on the advising website at <a href="http://www.sinclair.edu/services/basics/academic-advising/">http://www.sinclair.edu/services/basics/academic-advising/</a>. For the degree programs in Clinical Laboratory Technician, Health Information Management, Medical Assistant Technology, Mental Health Technology, and Physical Therapist Assistant, academic advising consultation with a Health Sciences Academic Advisor is available at any SCC location (Englewood Learning Center, Huber Heights Learning Center, Courseview Campus, or Dayton Campus). For students interested in Health Information Management that live 60 miles or more from Dayton, please contact our Distance Learning Advisors at (937) 512-2990, 1-888-226-2457 or email at <a href="mailto:online@sinclair.edu">online@sinclair.edu</a>.</td>
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<td>Step 2b</td>
<td>Attend a Health Sciences Division Orientation. Register at <a href="http://apps.sinclair.edu/hsos/index.cfm">http://apps.sinclair.edu/hsos/index.cfm</a>.</td>
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<td>Step 3</td>
<td><strong>If you have transferable college credit,</strong> request your “official” transcripts from previous colleges/universities to be sent directly to Sinclair Community College, Registration &amp; Student Records, 444 West Third Street, Dayton OH 45402-1460.</td>
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<td>Step 4</td>
<td><strong>If you do not have transferable college credit</strong> in English Composition and/or mathematics, take the Sinclair Community College’s Accuplacer Placement Test in reading, writing and mathematics. More information on this test can be found at <a href="http://www.sinclair.edu/enroll/new-student-center/testing/placement-testing-faqs">http://www.sinclair.edu/enroll/new-student-center/testing/placement-testing-faqs</a> or by calling (937) 512-3000 or (800) 315-3000.</td>
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<td>Step 5</td>
<td><strong>Review the program curriculum,</strong> which can be found at: <a href="http://www.sinclair.edu/academics/divisions/hs/">http://www.sinclair.edu/academics/divisions/hs/</a></td>
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<td><strong>Please note:</strong> <strong>Biology must be taken within the last 5 years prior to entry into the program’s limited enrollment courses.</strong></td>
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<td>Step 6</td>
<td><strong>Review program specific requirements,</strong> which can be found on the department’s webpage.</td>
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<td>Step 7</td>
<td><strong>If your MAP includes taking online courses,</strong> you must complete a free, self-paced course entitled How to Succeed in an Online Course prior to registering for the first time in an online course. This course is available 24/7 and takes approximately 1-3 hours to complete. There are no grades or credits attached to this course; it simply guides you through a comprehensive tutorial, giving you a chance to find out what it is like to be in a Sinclair online course. Please go to <a href="http://wwwtest.sinclair.edu/locations/online/getting-started-online/how-to-succeed-online/">http://wwwtest.sinclair.edu/locations/online/getting-started-online/how-to-succeed-online/</a> for more information including a video and written instructions on how to sign up for the course.</td>
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<td>Step 8</td>
<td><strong>Complete developmental courses,</strong> if any, resulting from Accuplacer Placement Test scores. For questions regarding test results or Developmental (DEV) classes, please refer to an academic advisor.</td>
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<td>Step 9</td>
<td><strong>Meet with an academic advisor to verify eligibility to take TEAS exam</strong> (exempted programs include Exercise Science (EXSC), Dietetics Technician (DIT), and Health Information Management (HIM). The purpose of the requirement is to assist in determining students’ academic preparedness for the Health Sciences programs. Additionally, test results will assist academic advisors in providing students with recommendations for preparing for the academic rigor of the HS programs. <a href="http://www.sinclair.edu/academics/divisions/hs/test-for-essential-academic-skills-teas/">http://www.sinclair.edu/academics/divisions/hs/test-for-essential-academic-skills-teas/</a></td>
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| Step 10 | **Take the Test of Essential Academic Skills (TEAS).**  
TEAS information provided on the next page of this document. |
| Step 11 | **Maintain a minimum cumulative GPA** to qualify for the limited enrollment courses.  
In addition, HS programs require that all courses in the curriculum be completed with at least a “C” grade. For specific program requirements, please see the Program Specific Information at respective department. |
| Step 12 | **Complete the requirements to qualify for the limited enrollment course.** Learn the selection criteria and waiting period, if a program has an eligibility waiting list. Several programs have a competitive selection process, rather than enrolling students on a chronological basis from a waiting list when space is available in the limited enrollment courses. See the Program Specific Information process for entry into program courses with limited enrollment/restricted courses under the respective department. |
| Step 13 | **Complete all courses listed in the program’s curriculum with a grade of “C” or better in order to continue in the program and graduate.** |
Purpose of the Test of Essential Academic Skills (TEAS) exam

Effective January 2, 2013, students applying to any Health Sciences (HS) program (with the exception of Health Information Management, Dietetics Technician, and Exercise Science) will be required to take the Test of Essential Academic Skills (TEAS).

The purpose of the requirement is to assist in determining students’ academic preparedness for the HS programs. Additionally, test results will assist academic advisors in providing students with recommendations for preparing for the academic rigor of the HS programs.

TEAS Requirement

1. Students will be required to take the TEAS exam after all developmental courses have been completed, and prior to starting any limited enrollment/restricted program courses. Based on your program of study, your academic advisor may suggest taking some coursework such as math or science prior to taking the TEAS exam.

Students will be informed in their initial advising appointment about the TEAS exam requirement. The student will be advised of the following information:

- Complete all developmental (DEV) coursework if applicable
- Take TEAS (or confirm eligibility for waiver)

Students with a Bachelor’s degree or Graduate degree in any discipline or an Associate’s degree in a healthcare program (excluding the Health Sciences degree) from a regionally accredited institution will not be required to take the TEAS. If the student has taken the TEAS V at another institution within the previous five years, these results may be used.

2. Students must meet with an Academic Advisor PRIOR TO REGISTERING FOR THE TEAS EXAM, to be deemed eligible to take the test.

3. Information regarding the TEAS can also be found on the HS website, as well as on the HS departments’ websites.

4. The TEAS exam is administered at two Sinclair locations (Dayton and Courseview). Information can be found at the Sinclair Testing Center website: http://www.sinclair.edu/enroll/new-student-center/testing/. NOTE: Five study guides are housed on reserve in the Sinclair Library for student use.

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<thead>
<tr>
<th>Content areas</th>
<th>Number of Items</th>
<th>Time limit</th>
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<tbody>
<tr>
<td>Reading</td>
<td>48</td>
<td>58 minutes</td>
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<tr>
<td>Mathematics</td>
<td>34</td>
<td>51 minutes</td>
</tr>
<tr>
<td>Science</td>
<td>54</td>
<td>66 minutes</td>
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<tr>
<td>English and Language Usage</td>
<td>34</td>
<td>34 minutes</td>
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<tr>
<td>TOTAL</td>
<td>170</td>
<td>209 minutes</td>
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5. Students are encouraged to meet with an Academic Advisor to discuss their results, as well as the opportunities available for remediation.
6. Students will not be permitted to begin the program’s limited enrollment courses, or be put on the program’s eligibility waiting list, until the TEAS requirement is completed.

Students seeking additional information should contact an Academic Advisor at (937) 512-3700 or academicadvising@sinclair.edu or by calling the department office of the program they are applying to enter.
As you work towards your goal to complete a degree/certificate, please consider the following to help you maintain a successful pathway at Sinclair.

1. At Sinclair, it is critical for you to work with an Academic Advisor. An Academic Advisor can help you to establish and/or review your MAP – My Academic Plan – to keep you on the right pathway within your program. If you do not already have a MAP, please contact Academic Advising immediately.

2. Maintain your Financial Aid. If you qualify for financial aid, ensure that you meet the satisfactory academic progress requirements to remain eligible. It is important that you:
   - Maintain at least a 2.0 cumulative GPA;
   - Successfully complete and maintain a cumulative completion rate of 66.67% or more of the credit hours that you attempt at Sinclair. For example: if a student has attempted 100 credit hours at Sinclair, the student must successfully complete 66.67 credit hours in order to meet the completion rate requirement. Note: If you are a transfer student, this measure includes transfer credits, which are treated as attempted and completed.
   - You must complete your program of study within 150% of the published length of the program as measured by credit hours attempted to receive financial aid. For example: a degree in Dental Hygiene takes 73 semester hours to complete; therefore, you will only receive a maximum of 109.5 hours’ worth of financial aid. Note: If you are a transfer student, this measure includes transfer credits, which are added to attempted credit hours.

We want to help you maintain your success and ensure that you are on a pathway to completion. The three most important things that you can do as a student are:

1. Successfully complete required coursework with a grade of C or higher
2. Only enroll in courses that apply to your program of study
3. Stay in communication with the department chairperson and academic advisors if you need assistance or are unsure whether or not you can complete your coursework.

If you have questions about meeting with an academic advisor or your eligibility for financial aid, please call (937) 512-3000.