



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.

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 contact a program representative for further details.

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 the Program Director, Gayle Melberg, at gmelberg@reynolds.edu.

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

Admissions Criteria for the Medical Laboratory Technology Program

1. Current enrollment at J. Sargeant Reynolds Community College is required.
 - a. If you are not a currently 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.
2. Current Reynolds students must add the Health Science I CSC (Plan Code: 221-190-01).
3. Meet with the Program Head.
 - a. Before applying, students must make an appointment to meet with the Program Head to discuss the Medical Laboratory Technology program.
4. Submit 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. 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. Please note: The Registrar’s Office makes the final decision as to the transferability of courses.
5. 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 page)
 - ii. Signed Essential Functions Acknowledgement (last page)
 - iii. Brief paragraph explaining why you wish to be a MLT
 - 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.

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

- Minimum GPA of 2.5 (Based on the Health Science I CSC prerequisite courses).
 - Note: a competitive admissions process will be implemented.
- Completion of the Health Science I CSC prerequisite courses.
 - Note: Preferential selection for the program is given to students who have completed the Health Science I CSC 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 2020 <input type="checkbox"/> Spring 2021	Enrollment:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
		Campus:	<input type="checkbox"/> Reynolds <input type="checkbox"/> Danville
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
Date:			
School:			
GPA:			
Health Science I CSC		Credits	Grade
BIO 145* Basic Human Anatomy and Physiology OR BIO 142 Human Anatomy and Physiology II		4	
CHM 101 Introductory Chemistry OR CHM 111 General Chemistry I		4	
ENG 111 College Composition I		3	
ENG 112 College Composition II		3	
ITE 115 Intro to Computer Applications and Concepts OR CSC 155 Computer Concepts and Applications OR Pass Assessment Test		3	
MTH 155 Statistical Reasoning OR MTH 161 Pre-Calculus		3	
Elective - Personal Wellness (PED 109, PED 111, PED 117)		1	
SDV 100 College Success Skills		1	
Optional	MLD 100** Introduction to Medical Laboratory Technology	2	

*For applicants applying to the Medical Laboratory Technology AAS program after Fall 2020, BIO 145 or BIO 142 will be required.

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

Please submit a **Request for an Evaluation of a VCCS Transcript (Form 11-0036)** for courses you have completed through other Virginia Community Colleges to the Registrar's Office. For all other courses, please send an official transcript from that college or university to the Registrar's Office. Please note: The Registrar's Office makes the final decision as to the transferability of courses.

Please e-mail your completed application and unofficial transcripts to: alliedhealthadmissions@reynolds.edu. Confirmation of receipt for your application will be provided via email by the Admissions Specialist upon opening and downloading your portfolio.

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 Director's Signature

Date