

Application Planning Guide for Respiratory Care Program (020A)

Respiratory Care Planning Guide for Fall 2014 Start:

The RC program accepts approximately 30 applicants.

- ✓ Selective Admission for fall (August) start
- ✓ Notification of acceptance into program by end of May 2014
- ✓ No waiting lists carried over from previous years; application required each year
- ✓ RC Applications due by April 1, 2014
- ✓ Biology and Chemistry from high school or college **MUST** be completed and on transcript submitted to college by April 1, 2014 (Grade of "C" or better required)

**New this year: Algebra exam REQUIRED at Belleville Campus.
Available between Sept. 1-April 1, 2014.**

Overview of Requirements & Due Dates:

Applicants must submit the following to the Enrollment Services Office by noted deadlines, unless the application period has been extended.

- ✓ **Respiratory Care Application due by April 1, 2014.** Applications are available and must be submitted between Sept. 1, 2013 and April 1, 2014 for entry into the fall 2014 semester. Applications can be downloaded from swic.edu/apply or are available at the Enrollment Services office during the application period.
- ✓ **Complete the COMPASS placement test** to assess reading, writing and math skills. Students must score high enough to be eligible to enroll in ENG 101& MATH 97.
 - ❖ Call to schedule the COMPASS Assessment Test: Belleville Campus 618-235-2700, ext. 5182, Red Bud Campus 618-282-6682, ext. 8114, or Sam Wolf Granite City campus 618-931-0600, ext. 7333. View www.swic.edu/compass/assessment for more information.
 - ❖ Prepare to take the COMPASS - Sample questions are available at www.act.org/compass/sample/index.html and at www.swic.edu/successcenter.
 - ❖ If COMPASS results are too low, students must complete required developmental courses.
 - ❖ For students who are transferring general education courses from another college/university, call 235-2700, ext. 5542/5541 to discuss enrollment requirements.
- ✓ **Complete ALGEBRA exam at Belleville Campus Testing Center by April 1, 2014.** To earn points for knowledge of algebra, students must complete a math test in the Belleville Campus Testing Center between Sept. 1, 2013 – April 1, 2014.
 - ❖ The algebra exam must be completed by April 1, 2014.
 - ❖ The test cannot be repeated during the same application period.
 - ❖ Prepare to take the Math test – SAMPLE questions are available at the Success Center or at www.swic.edu/successcenter. Go to Links and Handouts by subject. It is the MATH 94 review under handouts.
 - ❖ Schedule to take the Math test: 618-235-2700, ext. 5551 between Sept. 1, 2013 – April 1, 2014.
- ✓ **Transcripts documenting BIOLOGY & CHEMISTRY completed at high school or college due by April 1, 2014.** Courses must have been completed within 10 years preceding April 1, 2014 with a grade of “C” or better for one semester (if college course) or two semesters (if high school course).
 - ❖ See Section A for list of accepted courses for Biology & Chemistry.
 - ❖ Biology & Chemistry courses must have lab component.
 - ❖ College course grades supersede high school grade when both appear on official transcripts.
 - ❖ Most recent grades of specified courses are used to determine qualification and rank.
 - ❖ Students completing prerequisite course from a high school not recognized by the State Board of Education or home schooled may demonstrate competency of the Biology or Chemistry course by taking a placement test. Questions regarding placement testing can be addressed by contacting the Enrollment Services Office at 618-235-2700, ext. 5541/5542.
- ✓ **Transcripts for all colleges, universities, or approved/accredited Respiratory Care program attended.**
 - ❖ Transcripts due by April 1, 2014.
 - ❖ To have college transcripts reviewed for possible transfer credit for courses completed at another institution, submit a SWIC Transfer Credit Evaluation form, available at www.swic.edu/transfer-credit.

Section A – Prerequisites to Application

It is MANDATORY to have completed all prerequisites (BIOLOGY, CHEMISTRY & ALGEBRA Exam) by the end of the fall 2013 semester – unless the application period has been extended.

How POINTS are assigned on the application to Prerequisite courses:

1. Record the most recent grade(s) for each course. A minimum grade of “C” is required. If course is completed at high school, transcript must indicate a minimum grade of “C” both semesters. Course grades must be on the transcript by April 1, 2014 deadline.
2. Courses must have been completed within 10 years of April 1, 2014.
3. Two semesters of a state board of education approved high school credit with a lab or one semester college with a “C” or better is required.

Points Key			
If your most recent grades are:			
High School Biol/Chem	College Biol/Chem	Math Test	Then your points for each area will be:
A/A	A	77% or higher	4.0
A/B or B/A			3.5
B/B or A/C	B		3.0
B/C or C/B			2.5
C/C	C	68% - 76.9%	2.0

<u>Institution</u> <u>Course Taken</u>	<u>Semester/Year</u> <u>Completed</u>	<u>Grade(s)</u> <u>Earned</u>	<u>Points</u> <u>(use key)</u>
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Biology

College courses must = SWIC's 100, 101, 102, **105**, 155, 156, 157, or 158.

_____/4 pt. max

Chemistry

College courses must = SWIC's 101, 103, 105 or 106.

_____/4 pt. max

Algebra Exam

Students earn points in this section based on results of the Algebra exam. This test must be completed by April 1. To schedule an appointment to take the exam, contact the Belleville Campus Testing Center, call 618-235-2700 ext. 5551. **The Algebra exam can only be taken one time per application period.** Results are automatically sent to the Enrollment Services Office. Results are also provided at time of test for students' records.

_____/4 pt. max

Total Points Section A: _____/12 pt. max **(NOT AN APPLICATION)**

Suggestions for increasing points earned in Prerequisites Section:

- Complete all prerequisite courses in high school/college by the end of the fall 2013 semester.
- The higher the grade earned in these prerequisite courses, the more points are generated on the application. If student earns a “C”, consider retaking the course. Courses grades must be reflected on transcript to SWIC by April 1, 2014. No grade lower than a “C” is accepted.
- Prepare to take the Algebra exam by contacting any SWIC Success Center for sample questions. Request MATH 93 and MATH 94 sample exams. If sample questions are challenging, consider taking a math course – refer to COMPASS scores for math course placement.
- The most recent grades are utilized, so if the most recent course has a low grade, consider re-taking the course. **See Financial Aid box in section D.**
- If you didn't complete Biology in high school, enroll in college level BIOL 105. If a grade of “B” or better, it will generate points as a prerequisite course AND in the general education section (see Section C) of this application.
- Students have the potential to earn the greatest amount of points from this section.

Section B - ACT Score or GPA Option

Students accumulate the greatest points in this section with a high ACT score. ACT scores of 18 or above are required for admission to the Respiratory Care program. In lieu of the ACT, you may use your **SWIC GPA ONLY** if you have at least 12 of the 17 general education credit hours for the RC program completed and on the transcript sent to SWIC by April 1, 2014.

How POINTS are assigned on the application to ACT/SWIC GPA Option:

Points Key		
If your most recent scores/SWIC GPA are:		
ACT Score	SWIC GPA If 12 credits completed from Section C	Then your points for each area will be:
26-30	≥4.0	4.0
21-25	≥3.5<4.0	3.5
18-20	≥3.0<3.5	3.0
	≥2.5<3.0	2.5
	≥2.0<2.5	2.0

Composite Score
Earned

Year
Completed

Points
(use key)

ACT

(Score must be within 10 years of April 1, 2014 and most recent score is utilized.)

OR

OR

SWIC GPA Option

(To use this option you must have 12 credit hours from courses listed in Section C completed, with a GPA of 2.0 or higher. GPAs from other institutions are not utilized; although credit from courses that were transferred and approved through the Enrollment Services Office may apply to the SWIC GPA. See swic.edu/transfer-credit).

Total Points Section B: _____ /4 pt. max (**NOT AN APPLICATION**)

How to Calculate SWIC GPAs:

- SWIC GPA is based on courses listed in the chart below. *Cumulative college GPA's are not used.*
- Refer to <http://www.back2college.com/gpa.htm> to use a GPA calculator to assist.

Course	Letter Grade	Points awarded to calculate GPA – 4 points for each A 3 points for each B 2 points for each C 1 point for each D	Credit Hrs (Units)	GPA Calculation Multiply points earned x Cr Hrs (Units) for each course
BIO 105 OR			x 4	
BIO 155 & 156 OR 157 & 158			x 4	
HRO 100			x 1	
ENG 101			x 3	
ENG 102 or SPCH 151			x 3	
PSYC 151			x 3	
SOC 153			x 3	
Total Number of Points				
Number of Cr Hrs Attempted (add credit hours for courses completed)				
Divide Number of Points by Number of Cr Hrs Attempted for GPA				
Points Awarded on Application (see chart above)				

Suggestions for increasing points earned in ACT/SWIC GPA Section:

If using the ACT, a minimum score of 18 is required.

Take the ACT in the Spring/Summer 2013. If your score is lower than 18, you have sufficient time to re-take in the fall 2013 semester.

Even if you are eligible to use the GPA option, take the ACT to assess if the ACT score can give you greater points for the application process.

Section C - General Education Coursework

Students are eligible to earn additional points for general education courses completed and on transcripts received by SWIC no later than April 1, 2014. Official transcripts must be received by this deadline.

Suggestions for increasing points earned in General Education Section:

- Although you do not have to complete all the general education courses prior to applying, you will generate more points by completing as many as possible **with a "B" or better**.
- If enrolled in high school, check to see if your high school offers dual credit for any of the general education courses and/or consider dual enrollment by taking a college level course while still enrolled in high school (Dual enrollment does require permission of the HS counselor, parent, and college counselor to enroll; contact the SWIC counseling center or your HS guidance counselor for the proper paperwork to participate in dual enrollment). Courses must be completed by the end of the fall 2013 semester.
- SWIC offers on-line Winter Intercession courses, which run in a condensed format from Nov. 2013 – Jan. 2014. Some of these general education courses are offered during the Winter Intercession and meet the Feb. 1, 2014 transcript deadline.
- Take the COMPASS test no later than March/April 2013 – this will allow time to get developmental courses in ENG or MATH, if needed, completed in the summer 2013 semester and some general education courses in the fall 2013 semester. The COMPASS test results are needed to assess readiness for enrollment into ENG 101, all BIOL, SPCH 151/155, PSYC 151 and SOC 153.

How POINTS are assigned on the application to General Education Coursework section:

1. Record the semester, year and grade for each course you have completed (**the 10-year restriction does not apply**). Please Note: **Courses with grades of "D" will not meet graduation requirements**. If you are currently enrolled in the fall 2013 semester, enter "CE" for "grade" and estimate the credit hours you'll earn toward points.

	Credit Hours	Semester Taken	Year Completed	Grade Earned	Check box for "B" or better
BIOL 105* OR (BIOL 155 & 156)* OR (BIOL 157 & 158)	4	_____	_____	_____	<input type="checkbox"/>
HRO 100*	1	_____	_____	_____	<input type="checkbox"/>
ENG 101	3	_____	_____	_____	<input type="checkbox"/>
ENG 102 or SPCH 151	3	_____	_____	_____	<input type="checkbox"/>
PSYC 151	3	_____	_____	_____	<input type="checkbox"/>
SOC 153	<u>3</u>	_____	_____	_____	<input type="checkbox"/>
TOTAL	17				

***These courses must be completed by the end of the summer semester 2014, in order to be eligible for RC 104 in the fall semester 2014.**

2. Add the number of credit hours you've completed **with a grade of "B" or better**. Use the chart below to determine your points for Section C.

≥ 4.25 credit hours = 1 point
 ≥ 8.50 credit hours = 2 points
 ≥ 12.75 credit hours = 3 points
 ≥ 17.00 credit hours = 4 points

Total Points Section C: _____ /4 pt. max (**NOT AN APPLICATION**)

*Financial Aid & Repeating Courses

Although repeating a course could enhance the points earned in a section of the application, course repeatability can adversely affect your financial aid eligibility and you should contact the Financial Aid Office at (618) 235-2700 ext. 5288 to see how repeating a course affects your financial aid eligibility.

Section D – RC 102

If the student has completed RC 102 **within the past year** and passed with a B or better, the student is eligible to earn one additional point on the application.

	Semester Taken	Year Completed	Grade Earned
RC 102	_____	_____	_____

Total Points Section D: _____ /1 pt. max **(NOT AN APPLICATION)**

Section E

The following section only applies to those students who already have a degree.

Source of Points to be awarded for attainment of:	Points possible	Degree Obtained	Select One:
*Previous Degree	2	Bachelor's degree	<input type="checkbox"/>
	1	Associate's degree	<input type="checkbox"/>

Section E - Final Ranking Score: (Total of Sections A + B + C + D + E)

_____ /23 pts. Max **(NOT AN APPLICATION)**

Reminder of deadlines & required supporting documentation:

By April 1, 2014:

- Application on file for fall 2014 admission.
- High School and College transcripts, and Transfer Evaluation Request Form if transferring college credit
Southwestern GPA (for courses listed in Section C) must be 2.0 or higher.
- COMPASS Assessment score placing you in ENG 101 & above MATH 94
- ACT scores of 18 or greater within 10 years of April 1, 2014 or qualify for the SWIC GPA option (See Section B)
- Proof of residency

For suggestions on how to improve your chance of being accepted:

- ❖ Review the RC home page at www.swic.edu/RC-FAQ.
- ❖ Complete the RC Application Planning Guide
- ❖ Review the on-line application orientation –
 - Refer to RC home page for more information
- ❖ Call for assistance with completing the application planning guide, 618-235-2700, ext. 5542/5541/5355.

Note: Respiratory Care students are required to submit to background check and drug testing prior to clinical experience courses. Refer to college catalog for more information.