Application Planning Guide for Paramedic Program (0068)

Paramedic Planning Guide for Admission Fall 2016 and Spring 2017:

The intent of this guide is to help applicants develop a plan of readiness for this application period.

- ✓ **Paramedic Program admission is required to enroll in any EMS 200 level course**
- ✓ **On-line applications is available and may be submitted through your e-STORM Student Center during the following periods for either of our paramedic program locations:**
  - **Fall 2016/Memorial Hospital: March 1 - June 1, 2016**
  - **Spring 2017/Anderson Hospital: Aug. 1 – Nov. 1, 2016**
- ✓ **Deadlines for Application & ALL supporting Documentation:**
  - **Fall 2016 admission: June 1, 2016**
  - **Spring 2017 admission: Nov. 1, 2016**
- ✓ **No waiting lists from year to year.**
- ✓ **Pre-requisite Biology course MUST be on transcripts and received by enrollment services no later than deadlines above.**
- ✓ **A Pre-Paramedic Admission exam must be completed at the Belleville campus Testing Center for admission**

Section A – 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.

Deadlines for all Paperwork: Fall 2016 - June 1, 2016 & Spring 2017 - Nov. 1, 2016

- ✓ **Paramedic Application**
  Applications are available online and must be submitted between March 1, 2016 to June 1, 2016 to apply for the Fall 2016 semester start at Memorial Hospital, Belleville; and Aug. 1, 2016 to Nov. 1, 2016 for to apply for the Spring 2017 semester start at Anderson Hospital, Maryville. Applications are available for online submission in the e-STORM Student Center. Hard copies are available from swic.edu/apply or in the Enrollment Services Office during the application period. Completed hard copies are submitted to the Enrollment Services Office.

- ✓ **Complete Course Placement Assessment test** to assess reading, writing and math skills must be on file. Student's results must indicate student is eligible to enroll in ENG 101 & MATH 94 or above.
  - If you are applying for the Fall 2016 admission, complete the Course Placement test no later than December 2015. If applying for Spring 2017, complete the test no later than May 2016. This will allow time, if needed to get developmental course(s) completed
  - To schedule the Course Placement Testing, call: Belleville Campus 618-235-2700, ext. 5551, Red Bud Campus 618-282-6682, ext. 8134, or Sam Wolf Granite City campus 618-931-0600, ext. 7364.
  - Prepare to take the Course Placement Test before you take the test. Review sample reading, writing, and math materials at www.swic.edu/compass/.
  - If your Course Placement Test results are not sufficient to allow enrollment in ENG 101/MATH 94 or above, meet with an Academic Advisor to determine the courses you need to complete.
  - If you have transferred general education courses from another college/university to SWIC, call 235-2700, ext. 5542/5541 to discuss if a Course Placement Test is required.

- ✓ **Transcripts documenting grades for BIOL 105** For Fall admission: BIOL 105 must have been completed within 10 years preceding June 1, 2016. For Spring admission: BIOL 105 must have been completed within 10 years preceding Nov. 1, 2016. Course must have a grade of "C" or better.
  - Most recent grades of listed courses are used to determine points earned.
  - If you have attended other colleges, universities, or EMS programs, contact the institution(s) attended to request official transcripts be sent directly to SWIC. There may be a fee for this service.
  - After requesting the transcripts be sent to SWIC Enrollment Services, log into eSTORM and select the Transfer Credit Evaluation link found in other academic dropdown under Academics in your Student Center. Complete and submit this form as early as possible before the June 1st (Fall admission) or Nov. 1st (Spring admission) deadlines to have the transcript reviewed for potential course credit.

- ✓ **CPR Certification and EMT license**
  - Submit copy of current Illinois EMT license.
  - Provide proof of current CPR certification at the Healthcare Provider level.
  - Letter from employer documenting applicant has ride time of 500 - 1,000 hours on an ambulance not required, but applicant will earn more points on the application.

- ✓ **Pre-Paramedic Admission Exam Results**
  - To complete the Pre-Paramedic admission exam, call for an appointment at any of the SWIC Testing Centers: Belleville – 618-235-2700, ext. 5551; Granite City- 618-235-2700, ext. 7364; or Red Bud 618-235-2700, ext. 8134. Minimum score of 60% required.
  - Students have two attempts to earn minimum score.
  - Recommend use of study guides before taking exam. Study guide are available online at www.swic.edu/paramedic-exam.

Section B – Prerequisites to Application

DUE Date for Fall 2016 admission is June 1, 2016. Documents required by due date include: transcript noting completion of BIOL 105, proof of IL EMT license and CPR certification at the Healthcare Provider level. BIOL 105 may be completed in the summer semester with extension of the application period.

DUE Date for SPRING 2017 admission is Nov. 1, 2016. Documents required by due date include: transcript noting completion of BIOL 105, proof of IL EMT license and CPR certification at the Healthcare Provider level. BIOL 105 may be completed in the fall semester with extension of the application period.

REQUIRED DOCUMENTATION

	Entity/State	Number	issue Date	Expiration Date
IL EMT Licensure Must include a copy of current EMT licensure	_____	_____	_____	_____
CPR Certification Must include a copy of current CPR certification	_____	_____	_____	_____

PREREQUISITE COURSE

On the application, you will document the most recent grade earned for BIOL 105. If currently enrolled, you will enter "CE" for "Grade(s) Earned". The Points key from the application is pictured below. You can use this to calculate the points you will earn for completion of BIOL 105 based on your grades. This is how the application will look:

How POINTS are assigned on the application to Prerequisite course:

1. Record the most recent grade for BIOL 105. A minimum grade of "C" is required.
2. Course must have been completed within 10 years of June 1, 2016 for Fall and November 1, 2016 for Spring admission.
3. Students must possess current IL EMT License & CPR Certification ***before*** application deadline.

	Course Taken	Institution Completed	Semester/Year Earned	Grade(s) (use key)	Points
Biology College courses must = SWIC's BIOL 105 or 157 & 158	_____	_____	_____	_____	_____/4 pt. max

Points Key	
If your most recent grades are:	
Biology Section B	**Then your points for each area will be:**
A	4
B	3
C	2

Total Points Section B: _____/4 pt. max

Suggestions for increasing points earned in Prerequisites Section:

- All components of this section must be completed to be considered.
- Complete prerequisite course and get transcripts submitted by deadlines.
- The higher the grade earned in this prerequisite course, the more points are generated on the application.
- 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 E.**

Section C – Pre-Paramedic Admission Exam

Students earn points in this section based on results of the Pre-Paramedic Admission Exam. **A minimum grade of 60% is required**. Contact the Belleville Testing Center at 235-2700 ext. 5551 to schedule the exam. Study guides are available online at www.swic.edu/paramedic-exam.

How POINTS are assigned on the application to Pre-paramedic exam:

Points Key		
If your most recent scores/GPA are:		
Pre-Paramedic Admission Exam Score Section C		**Then your points for each area will be:**
EMT	**Math**	
≥80%	≥77%	4
70%-79.9%	67%-76.9%	2
60%-69.9%	60%-66.9%	1

	Score	**Points (use key)**
EMT	_____	_____/ 4 pts. max
Math	_____	_____/ 4 pts. max

Total Points Section C: _____/8 pt. max

Section D- Previous Emergency Medical Experience

Although it is not required to have previous EMS experience, additional points are earned for completed coursework and/or experience in the field, as identified below.

	Institution	**Semester & Yr**	**Grade**	
1. **EMS 110**	_____	_____	_____	_____/4 pt. max

College courses transfer as = SWIC EMS110; If not taken at a college, no points are awarded

2. **EMS Experience: Only one work experience may be used to earn points.**

EMS Field Experience – Applicants with a minimum of 100 hours can earn points for their working or ride time as an observer. Proof of ride time must be submitted by the employer/supervisor on letterhead. Hours must be documented.

OR _____/4 pt. max

ER Experience – Applicants with a minimum of 100 hours as an ER Technician can earn additional points. Proof of hours worked must be submitted by the employer on letterhead.

_____/2 pt. max

Refer to the Key below on how points are assigned for work experience and educational experience:

Points Key Section D					
EMS 110		**EMS Field Experience**		**ER Experience**	
Grade	**Points**	**Hours**	**Points**	**Hours**	**Points**
A	4	500+	4	250+	2
B	3	400-499	3	100-249	1
C	1	250-399	2	<100	0
		100-249	1		
		<100	0		

Total Points Section D: _____/8pt. max

Section E - General Education Coursework

You do not have to complete the general education courses listed below before applying to the Paramedic program. Students who have these courses completed may be eligible to earn additional points on the application if they have the required "B" or better and sufficient courses are completed by deadlines. **Official transcripts must be received by this deadline.**

Suggestions for increasing points earned in General Education Section:
Remember to enroll in many of these courses. A SWIC Course Placement Assessment test is needed to assess readiness for enrollment.

- If you are applying for the Fall 2106 admission, complete course placement test no later than December 2015.
- If applying for Spring 2017, complete the course placement test no later than May 2016.

This will allow time to get some general education courses completed or developmental coursework, if required.

- 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.

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" or "F" will not meet graduation requirements. **Enrollment in Fall 2016 (for June 2016 deadline) or Spring 2016 (for November 2016 deadline) may be too late for the acceptance process when there are more applications than seats.**

	Credit Hours	Institution	Course	Semester	Year	Grade	Check box
HRO 100	1	_____	_____	_____	_____	_____	☐
ENG 101	3	_____	_____	_____	_____	_____	☐
PSYC 151	3	_____	_____	_____	_____	_____	☐
SPCH 151 or 155	3	_____	_____	_____	_____	_____	☐
HRO 120	3	_____	_____	_____	_____	_____	☐
PSYC 210 or 270	3	_____	_____	_____	_____	_____	☐
ELECTIVE	__	_____	_____	_____	_____	_____	☐
ELECTIVE	__	_____	_____	_____	_____	_____	☐
ELECTIVE	__	_____	_____	_____	_____	_____	☐
ELECTIVE	__	_____	_____	_____	_____	_____	☐
TOTAL							

*A list of approved electives is available at http://www.swic.edu/PA-CURR-ELE/. Additional courses may be approved by EMS Programs Coordinator Curt Schmittling at 618-235-2700, ext. 5343 or curt.schmittling@swic.edu.

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

≥ 7 credit hours = 1 point
≥ 13 credit hours = 2 points
≥ 19 credit hours = 3 points
≥ 28 credit hours = 4 points
Total Points Section E: _____/4 pt. max

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 this course affects your financial aid eligibility.

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

_____/24 pts. max

Selection of qualified applicants will be based on a numerical ranking procedure. Meeting application deadlines is critical to being successful in this process. Read all correspondence from the Enrollment Services Office – they will send notification if something is missing from your file. Please remember that **all communication regarding the Paramedic application will be sent to your student.swic.edu email account.**

Reminder of deadlines & required supporting documentation:

	Fall 2016 Admission	**Spring 2017 Admission**
College Transcripts and Transfer Credit Evaluation Request Form	All paperwork is due by: **6/1/2016**	All paperwork is due by: **11/1/2016**
Course Placement Assessment Test Score Results		
Proof of Residency		
Pre-Paramedic Admissions Exam		
IL EMT license		
CPR Certification – Healthcare Provider level		
Letter from Employer/Supervisor (optional)		

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

- **Review the Paramedic home page at www.swic.edu/EMS.**
- **Follow recommendations on the Planning Guide**
- **Determine potential points earned from completion of the Paramedic Application Planning Guide and see how close you are to the points required the previous year.**
- **Need assistance or have questions? Contact Academic Advising, 618-235-2700, ext. 5206 or the coordinator assistant, 618-235-2700, ext. 5355.**

Note: Paramedic students are required to submit to a background check and drug testing. Refer to college catalog for more information.

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SOUTHWESTERN ILLINOIS COLLEGE