

# **Medical Laboratory Technology**

**- Revised for Summer (May term) 2021 Application -**

The Dallas College School of Health Sciences offers a 60-credit-hour curriculum leading to an Associate of Applied Sciences Degree in Medical Laboratory Technology at the El Centro campus. The Medical Laboratory Technology program prepares the student to perform tests and related duties in the medical laboratory. The program is a balanced curriculum of science, liberal arts, and technical courses including didactic and clinical education. Upon completion of the program, the student is awarded an Associate of Allied Science Degree and is qualified to take the Board of Certification exam for the MLT (ASCP) credential. Degree granting is not contingent upon passing the Board of Certification exam.

The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS, 5600 N. River Road, Suite 720, Rosemont, IL 60018. Telephone 773-714-8880, [www.NAACLS.org](https://www.dallascollege.edu/health-packets-sessions)).

The first half of the program is comprised of 28 credit hours of Medical Laboratory Technology Prerequisite courses which can be completed in two or more semesters. After completion of the Medical Laboratory Technology Prerequisite courses, the student applies for entrance into the specific Medical Laboratory Technology courses which begin during May term (mid-May) each year and encompass 16 months of specific lecture, laboratory, and clinical coursework in medical laboratory technology. Acceptance to the Medical Laboratory program is via a **competitive selection process based on grade point average of primary prerequisite courses.**

**This information packet is for application to the Summer (May term) 2021 selection process only. It contains specific application guidelines and requirements. Submission of program application materials verifies that an individual has 1) read the packet thoroughly, 2) obtained all necessary documents from designated website addresses, and 3) understands the policies and procedures for application and acceptance to the program.**

Equal Educational Opportunity

Educational opportunities are offered by Dallas College without regard to race, color,

age, national origin, religion, sex, disability or sexual orientation.

## Medical Laboratory Technology Mission Statement

The Mission Statement of the Medical Laboratory Technology Program is to answer the needs of the healthcare community at large by providing highly competent and professional laboratorians, whose capabilities include: accurate and precise analysis of pathological specimens, performance of complex procedures, and intricate knowledge of the reasoning behind the pathological diagnosis. El Centro’s medical laboratory technology program will continue to provide a diverse population of highly skilled graduates to meet those needs.

## Eligibility to Apply to Allied Health Associate Degree Programs

In order to apply to the Summer 2021 Medical Laboratory Technology program, an applicant must meet the conditions of one of the [Application Eligibility Categories](https://www.dallascollege.edu/cd/credit/pages/ecc-health-resources.aspx), as well as meet other application requirements prior to the application deadline. The categories include:

Application Category 1 –. Completion of the six HPRS courses for the Health Professions Readiness Awards I and II.

Application Category 2 – Documentation of a minimum of two (2) years employment as a healthcare worker with direct patient care experience within the last five (5) years by successful completion of the Prior Learning Assessment Portfolio, programmatic assessment exams, or course work demonstrating the skills/knowledge encompassing the content of the six HPRS courses.

Application Category 3 –. Documentation of a current professional credential in a healthcare profession as approved by the Program Coordinator **OR** an Associate Degree in Biology or Chemistry ***OR*** a Bachelor’s Degree in Biology, Microbiology, Biochemistry, or Chemistry within the last five years.

A.General Admission Requirements to the College

Applicants to the Medical Laboratory Technology program must meet all [college admission requirements](https://www.dallascollege.edu/cd/credit/pages/ecc-immunization-requirements.aspx?loc=econ) as outlined in the official college catalog.

Applicants must have earned either a high school diploma or General Education Diploma (GED) in addition to complying with Texas Success Initiative (TSI) requirements before they will be eligible to apply to the program. Students should consult an academic advisor to determine their TSI status prior to application to the Medical Laboratory Technology program.

All students applying or enrolled at a Dallas College campus are required to submit their Social Security number to the Registrar’s Office. Students who do not possess a Social Security number must complete a form obtained at the Registrar’s Office. For more information, consult a Registrar/Admissions Office at any Dallas College campus.

### Official College Transcripts

Prior to application to the Medical Laboratory Technology program, potential applicants must have submitted ***official transcripts from all colleges and universities the applicant has attended whether the coursework is or is not relevant to the program application***. Transcripts from Dallas College campuses are not required.

The transcripts must be current with the **print date no earlier than three years** prior to the applicant’s anticipated admission to the program. If the official transcripts have not been submitted, the individual’s application will be voided.

Official transcripts must be sent electronically from the applicant’s previous colleges to [registrar-ecc@dcccd.edu](mailto:registrar-ecc@dcccd.edu). Transcripts sent by the applicant in pdf or other formats are not accepted. Transcripts may also be mailed from a college in a sealed envelope to Registrar-El Centro campus, 801 Main Street, Dallas, TX 75202-3604.

### Initial College Application, Advisement, and Enrollment

Students who are beginning college for the first time will follow the [Six Steps to Enrollment](http://www.NAACLS.org) which will guide them from applying the college system to placement testing, selecting a degree plan, contacting an academic advisor, and enrolling in basic courses.

A student who has not completed college coursework should request a general Associate Degree plan from the Academic Advisement Center as a starting point toward future application to a health occupations program. ***NOTE: Additional assessment testing in computer literacy and learning frameworks courses may be required for certain students.***

### Online Program Information Sessions

Potential applicants are required to view an online [Medical Laboratory Technology information session](https://www.dallascollege.edu/health-packets-sessions) where the program, application procedures, and acceptance policies are discussed in detail. The information session must be viewed as a running Power Point and a link to a questionnaire will activate at the end of the presentation. Once the questionnaire is submitted, application forms will be emailed to the applicant within 1-2 business days.

## B. Application Requirements to the Medical Laboratory Technology Program

Application to the Medical Laboratory Technology program requires the following steps:

* Application and current admission to Dallas College.
* Viewing an online Medical Laboratory Technology program information session.
* Meeting one of the three Application Eligibility Categories (see page 1).
* Completion the 28 credit hours of prerequisite courses with a minimum grade of “C” or higher in each course and a minimum cumulative grade point average of 2.50 or higher on those specific courses.,
* Completion of six designated sections of the HESI A2 Test (Reading Comprehension, Grammar, Math, Vocabulary/General Knowledge, Anatomy/Physiology, and Chemistry) with a **minimum score of 70%** on each of the six required sections, **in addition to completing the Personality Profile, and Learning Styles sections** which are not graded.
* Submission of complete documentation of a current physical exam, tuberculosis screening, required immunizations and CPR certification to Castle Branch.
* Submission of complete application materials to the Health Occupations Admissions Office via email during a designated filing period.

The Medical Laboratory Technology prerequisite courses are found below:

### Medical Laboratory Technology Prerequisite Courses

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Lec Hrs** | **Lab Hrs** | **Ext Hrs** | **Cont  Hrs** | **Cr  Hrs** |
| BIOL | 2401\* | Human Anatomy & Physiology I | 3 | 3 | 0 | 96 | 4 |
| BIOL | 2402 | Human Anatomy & Physiology II | 3 | 3 | 0 | 96 | 4 |
| CHEM | 1411 | General Chemistry I | 3 | 3 | 0 | 96 | 4 |
| BIOL | 2420\*\* | Microbiology for Non-Science Majors | 3 | 4 | 0 | 112 | 4 |
| ENGL | 1301 | Composition I | 3 | 0 | 0 | 48 | 3 |
| MATH | 1314+ | College Algebra | 3 | 0 | 0 | 48 | 3 |
| PSYC | 2301 | Introduction to Psychology | 3 | 0 | 0 | 48 | 3 |
| SPCH | 1311++ | Introduction to Speech Communication | 3 | 0 | 0 | 48 | 3 |
| **Total Prerequisite Course Hours** | | | **24** | **13** | **0** | **592** | **28** |

\* BIOL 1406 is a prerequisite course and must be completed with a grade of “C” or higher within the last three years or a satisfactory score on the Biology CLEP exam. We strongly recommend that you successfully complete BIOL 1406 prior to enrolling. Students must be college ready in reading and writing.

\*\* BIOL 2420 – Microbiology must be less than 5 years prior to a student’s anticipated program start date. For example, if the course is completed in summer 2016, it is still valid for application to the program which begins summer 2021. However, if completed in spring 2016, it will have exceeded to five-year limit for application to the summer 2021 program.

+ MATH 1414 – College Algebra will also be recognized as the math prerequisite course; however, it will be calculated as a three-credit hour course for ranking purposes only. Higher level math courses such as Calculus may be evaluated for possible substitution if a student did not complete a college algebra course.

++ SPCH 1315 – Public Speaking and SPCH 1321 – Business and Professions Communication are also accepted for the speech requirement.

## C. Evaluation of Previous Coursework

Official transcripts are fully evaluated by the Dallas College Transcript Evaluation Center after a student has been enrolled for at least one regular semester. However, the Health Occupations Admissions Office at the El Centro campus also evaluates a student’s coursework and generates an educational plan for the student. The [Educational Plan](https://forms.office.com/Pages/ResponsePage.aspx?id=U1R-1i9z3EqUpEiI8tl9XR-JTZXG4gtGtI5xwkPieuFUOFdER1BQS1k5TU02R09FQTU0WFVDTEJQWSQlQCN0PWcu) is a preliminary, unofficial degree plan for advisement purposes and only reflects specific courses toward a health occupations program.

Educational Plans are optional and are not required for application to a health occupations program. Ed Plans are usually completed within 4-6 weeks. **The evaluation process is not completed during individual appointments or on an “as you wait” basis.** During peak times such as registration or after the close of the semester when faculty are unavailable, an evaluation may take longer to complete. Therefore, an Educational Plan should be requested at least one semester prior to a program application filing deadline if possible.

*The School of Health Sciences and the Health Occupations Admissions Office reserve the right to accept or reject any coursework completed at other colleges presented for transfer evaluation toward Health Occupations programs.*

### Determination of Application Eligibility Category

As part of the Educational Plan process, potential applicants should include additional documentation such as an employer/supervisor letter verifying direct patient care experience, a professional healthcare credential, etc. with the Educational Plan request form which will assist them in determining their Application Eligibility category. See pages 7-8 for examples of documents needed for Categories 2 and 3. Coursework for potential applicants completing the HPRS courses for Category 1 are automatically considered in the Educational Plan review process.

### Five-Year Time Limit on Microbiology coursework

BIOL 2420 – Microbiology or BIOL 2421 – General Microbiology must have been completed less than five years prior to the anticipated program start date of the Medical Laboratory Technology program. For example, BIOL 2420 which was completed in Summer 2016 would be valid only up to application for a program which begins in Summer 2021; if completed in Spring 2016 it would expire before the Summer 2021 program started and not be valid. A microbiology course taken at other colleges must be approved for transferability before being considered for a five-year time limit waiver.

An applicant may petition for a [waiver of the five year time limit](https://www.dallascollege.edu/cd/credit/pages/ecc-health-resources.aspx) through the Health Occupations Admissions Office under one of the following considerations:

1. The student has **current work** experience in a healthcare setting utilizing their related microbiology knowledge.
2. The student has successfully completed **advanced courses** in a related microbiology area with a grade of “C” or higher.

The student may petition for a waiver of the time limit through the Health Occupations Admissions Office as a separate review, in conjunction with an educational plan request, or with their application materials.

### Coursework from Foreign Universities

Only courses such as college algebra/calculus, human anatomy/physiology, chemistry, physics, and microbiology may be considered for transfer to Health Occupations program from colleges or universities outside the United States. **No other courses will be considered.** Microbiology, chemistry, and physics must be within the five-year time limit. [Foreign Coursework Evaluation](https://www.dallascollege.edu/cd/credit/pages/ecc-health-resources.aspx) is a multi-step process which may take several weeks. **The student must be enrolled in credit classes at a Dallas College campus before the evaluation process can be initiated.**

### Credit by Examination, CLEP, and Advanced Placement Credit

Credit through CLEP, High School Advanced Placement Exams and Credit by Examination may be awarded for a limited number of courses toward Health Occupations programs.

Advanced Placement (“AP”) credit for ENGL 1301 and MATH 1314 is acceptable if the credit appears on a college transcript as ENGL 1301 and MATH 1314 equivalency. A letter grade is not awarded for “AP” credit.

**NOTE: An applicant to the Medical Laboratory Technology program may present credit by exam, CLEP, or “AP” credit for only one of the Medical Laboratory Technology Prerequisite Courses. Credit will be acknowledged but not calculated with the grade**

**point average.**

See detailed information regarding [Advanced Placement, CLEP, and Credit by Examination.](https://www.dallascollege.edu/HESI)

## D. HESI A2 Test

The [HESI A2](mailto:ECCHOAO@dcccd.edu) test is a timed, computerized test which is usually completed in 3-4 hours. In addition to completing the program prerequisite courses, all applicants to the program must also earn ***a minimum score of 70 of higher*** on the following sections of the HESI A2 test: **Reading Comprehension, Grammar, Vocabulary/General Knowledge, Math, Anatomy/Physiology, and Chemistry.**  Students must also complete the **Learning Styles and Personality Profile sections** and submit those results with their application materials. The Learning Styles and Personality Profile sections are not graded**.**

Please note the following important information regarding the HESI A2:

* Test scores are valid for **two years** from the date of testing to the application filing deadline date.
* Applicants may take the HESI A2 at any approved testing site including the assessment centers at El Centro and Northlake campuses. The approximate cost of the HESI test at the El Centro campus (Paramount Building) is $42.00.
* HESI A2 testing is also available online at a cost of approximately $59.00. Email [5tests@dcccd.edu](https://www.dallascollege.edu/cd/credit/pages/ecc-health-resources.aspx) for instructions.
* **Applicants are responsible for securing their own testing appointment at the location of their choice.** The procedure for making testing appointments and payment varies among testing sites. **Applicants are responsible for submitting their score sheet with their program application materials.**
* HESI A2 testing appointments at the El Centro campus fill quickly. Applicants are encouraged to schedule their HESI A2 several weeks prior to an application filing deadline. ***NOTE:* Score sheets may not be available for download from the Elsevier website for 2-3 days. Do not assume that you will have your score sheet to submit with application materials if you test on the application deadline date.**
* The **HESI A2 Study Guide** is available at various bookstores including the Follett Bookstores at the El Centro and Northlake campuses. A **HESI A2 Prep** course is periodically offered by the El Centro Continuing Education Division. Contact that office at 214-860-2147 for dates and times of the prep course.
* **There is no limit on the number of times an applicant may take the HESI A2 test for application to the Medical Laboratory Technology program.** If the applicant desires to retake the HESI A2, **all six sections** must be retaken. Only one score sheet should be submitted with scores of 70 or higher on each of the five required sections. Scores on individual test sections which are printed on separate score sheets cannot be combined. If more than one score sheet is submitted, the scores from the latest HESI testing attempt will be considered the official score. It is not necessary to repeat the Learning Styles and Personality Profile sections on retests. The printout of these sections can be submitted from any testing attempt.
* Before retesting, the applicant is encouraged to review the study guide and/or enroll in the HESI A2 prep course to prepare for the retest opportunity.

See [HESI A2](https://www.dallascollege.edu/cd/credit/pages/ecc-immunization-requirements.aspx) for more information.

## E. Castle Branch

Applicants to the Medical Laboratory Technology program are required to have a current physical examination, specific immunizations, and a tuberculosis screening. The School of Health Sciences utilizes Castle Branch, a medical record management company, to verify these requirements. Applicants submit this documentation directly to Castle Branch which will verify whether the records are complete.

***IMPORTANT NOTE: Some of the immunizations require multiple doses on a specific timeline over several months. Therefore, potential applicants to this program should begin their immunizations at least six to seven months prior to the application deadline.***

Castle Branch must receive this documentation and verify that the applicant’s records are complete **no later than the application filing deadline.** Please be aware that it can take **up to 4 weeks** to complete the verification process. Failure to submit this documentation and be complete with these requirements on the date of the application deadline will result in disqualification of the applicant. Applicants must be aware that the documentation required by Castle Branch must be kept current throughout the application process and (if accepted to a program) during their participation in the program. It is the responsibility of the applicant to assure that your health records are current. **NOTE: Additional proof of immunizations including titers may be required by hospital clinical sites.**

For more information on Castle Branch and this process, see [Immunization Requirements](https://www.dallascollege.edu/cd/credit/pages/ecc-immunization-requirements.aspx).

If the applicant has personal healthcare coverage at the time of application, that documentation may also be submitted to Castle Branch. If accepted to the program, the applicant must submit proof of coverage to Castle Branch prior to attending clinical practicum. For more information, see item 5 on page 15 of this packet.

## F. Medical Laboratory Technology Program Application Submission –

## Summer 2021 Selection Process

**Read the following instructions carefully.**

After verifying their Application Eligibility Category, completing the Medical Laboratory Technology Prerequisite Courses and designated sections of the HESI A2 test, and sending the required physical exam, immunization and CPR certification documentation to Castle Branch, the student is ready to submit their application materials. **Incomplete application materials will be disqualified.**

Application materials must be scanned and emailed to [ECCHOAO@dcccd.edu](mailto:LLock@dcccd.edu) as pdf documents

by the application filing deadline.

Application materials must include the following to be considered complete and valid:

1. **Documentation of Application Eligibility**
   * 1. ***Application Category 1*** - Completion of the six HPRS courses will be verified on official transcripts and/or the advising report.
     2. ***Application Category 2*** - The following documentation must be submitted with application materials:
     3. **Official letter from your place of employment** on original healthcare facility letterhead with the ink signature of your supervisor verifying your employment position, specific duties, and employment dates (minimum 2 years of direct patient care experience within the last 5 years).

**And**

* + 1. **A photocopy of the Non-traditional Equivalent Credit Assessment form** signed by the HPRS Coordinator and Division Dean if credit for one or more HPRS courses was awarded through the prior Learning Assessment Portfolio process ***or*** if credit was awarded through a programmatic assessment exam. (See page 1 for details.)
    2. If an applicant under Category 2 enrolled and completed one or more HPRS courses through traditional enrollment, the coursework will be verified on official transcripts and/or the advising report.
    3. ***Application Category 3*** – The following documentation must be submitted with application materials:
    4. **Photocopy of a *current* professional healthcare credential** such as a nursing license, ARRT registry, CST certification, CCIS registry, CMA certification, etc.

**And**

* + 1. **Official transcript or other official document** authenticating the completion of the qualifying degree or certificate.

1. A completed **Medical Laboratory Technology** **program application form and the signed Statement of Student’s Responsibility form.**
2. The **HESI A2 score sheet** indicating achievement of **a minimum score of 70 or higher on each of the six required sections and the Learning Styles and Personality Profile sections which are not scored.**

**Note: Applicants are solely responsible for ensuring that their current official transcripts from all previously attended colleges and universities (excluding Dallas Colleges) are submitted to a Registrar/Admissions Office at a Dallas College campus prior to applying to an El Centro health occupations program. Official transcripts must have a print date no earlier than three years of anticipated entry to a health occupations program.**

**Submitting incomplete application materials will disqualify the application and the student will not be considered further in the application process. Students are advised to retain a photocopy of all materials submitted as their application packet and to Castle Branch.**

**Once application materials are emailed to the health occupations admissions office, additional materials cannot be added in later emails.**

## G. Application Filing Periods

### There is one application filing period for the Medical Laboratory Technology program:

***JANUARY 1 – MARCH 15, 2021***

**Note:** Potential applicants who have completed the majority of the Medical Laboratory Technology Prerequisite courses, and who are enrolled in the remaining Prerequisite Courses with the intent of completing those 28 credit hours by the end of the Spring 2021 semester, may also apply during the Application Filing Period above. However, these applicants will be considered for admission to the program ***after*** applicants who have already completed all of the Prerequisite courses before the March 15th deadline.

**Complete application materials must be emailed to** [**ECCHOAO@dcccd.edu**](mailto:ECCHOAO@dcccd.edu) **by the application filing deadline. Application materials are not accepted in person or by conventional mail.** Early submission of an application during a specific filing period does not influence ranking for admission.

## H. Selection Process

Applicants who apply during the Official Application Filing Period are selected for acceptance to the Medical Laboratory Technology program via the following competitive ranking process:

1. Applicants are listed by grade point average (GPA) on the Medical Laboratory Technology Prerequisite Courses from highest (4.00) to lowest (2.50).
2. When two or more applicants have the same cumulative GPA on the Medical Laboratory Technology Prerequisite Courses, the combined GPA on the four science courses (BIOL l2401, BIOL 2402, BIOL 2420, and CHEM 1411) will be listed from highest (4.00) to lowest (2.00) to break the tie.
3. When two or more applicants have the same cumulative GPA on the Medical Laboratory Technology Prerequisite Courses, and the same combined GPA on the four science courses, the cumulative score on the six required sections of the HESI A2 will be used to break the tie.

The table below illustrates the ranking process for a sample group of applicants.

Example of Ranking Process

|  |  |  |  |
| --- | --- | --- | --- |
|  | Cumulative GPA on  Medical Laboratory Prerequisite Courses | Combined GPA on the four science courses  (BIOL 2401, BIOL 2402, BIOL 2420, CHEM 1411) | Cumulative Score on the six sections of the HESI A2 test |
| Applicant #1 | 4.00 | 4.00 | 542 |
| Applicant #2 | 4.00 | 3.75 | 560 |
| Applicant #3 | 3.57 | 4.00 | 483 |
| Applicant #4 | 3.43 | 3.79 | 515 |
| Applicant #5 | 3.43 | 3.16 | 536 |
| Applicant #6 | 3.43 | 3.16 | 499 |
| Applicant #7 | 3.23 | 4.00 | 579 |

If six spaces were available, applicants 1 through 6 would be accepted.

For example, Applicants 1 and 2 have completed the Medical Laboratory Prerequisites with a 4.00 GPA, however, Applicant 1 has a higher GPA on the combined science courses. Applicants 5 and 6 have the same prerequisite GPA and the same combined GPA on the sciences, however, Applicant 6 has a higher cumulative score on the six sections of the HESI A2 test which breaks the tie between them.

**Note: An applicant completing the Medical Laboratory Technology Prerequisites during the Spring 2021 semester who submits their application packet during the Application Filing Period will be considered as a late applicant. The application will be reviewed based on the courses completed by the March 15th deadline and the student may or may not be considered for a provisional acceptance to the program pending the completion of their spring 2021 courses. It should not be assumed that late applications will be necessary for the Summer program.**

## I. Notification of Acceptance

After qualified applicants are rank ordered, they will be **notified via email by April 15th** of their acceptance status.

An applicant who is completing the Medical Laboratory Technology Prerequisite courses during the spring 2021 semester may receive a *provisional acceptance letter pending their successful completion of their remaining prerequisite courses by the end of the Spring semester.* At the end of the Spring semester, the applicant must submit an updated transcript verifying completion of the remaining Prerequisite Courses with a minimum grade of “C” in each course and a cumulative GPA of 2.50 or higher.

**Should any applicant fail to successfully complete the Prerequisite Courses by the end of the Spring semester, their acceptance to the Medical Laboratory Technology program will be at the discretion of the Medical Laboratory Technology Program Coordinator and the Health Occupations Admissions Office.**

**Note:** Applications materials submitted during an official filing period are not “held over” to the next year’s official filing period. Students who are not selected for admission to the Medical Laboratory program or students who decline their acceptance may reapply again during the next year’s filing period to be considered for a future admission opportunity.

### Confirmation of Acceptance

An applicant who receives a provisional acceptance email must return a confirmation form to the designated Health Occupations Admissions personnel within a specified timeframe to confirm their space in the class. Failure to return the confirmation form by the specified date or failure to attend the scheduled preregistration/orientation seminar for the accepted class will result in forfeiture of the student’s space in that class.

## Curriculum Overview – Medical Laboratory Technology – Summer 2020

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Medical Laboratory Prerequisite Courses** | | | **Lec**  **Hrs** | **Lab**  **Hrs** | **Ext**  **Hrs** | **Cont Hrs** | **Cr**  **Hrs** |
| BIOL | 2401\* | Anatomy and Physiology I | **4** | **0** | **0** | **96** | **4** |
| BIOL | 2402 | Anatomy and Physiology II | **4** | **0** | **0** | **96** | **4** |
| CHEM | 1411 | General Chemistry I | **4** | **0** | **0** | **96** | **4** |
| BIOL | 2420\*\* | Microbiology for Non-Science Majors | **4** | **0** | **0** | **96** | **4** |
| ENGL | 1301 | Composition I | **3** | **0** | **0** | **48** | **3** |
| MATH | 1314+ | College Algebra | **3** | **0** | **0** | **48** | **3** |
| SPCH | 1311++ | Introduction to Speech Communication | **3** | **0** | **0** | **48** | **3** |
| PSYC | 2301 | General Psychology | **3** | **0** | **0** | **48** | **3** |
| Total Prerequisite Courses | | | **24** | **0** | **0** | **576** | **28** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Semester I – May Term/Summer** | | |  |  |  |  |  |
| MLAB | 1211 | Urinalysis and Body Fluids | **1** | **4** | **0** | **80** | **2** |
| MLAB | 1335 | Immunology/Serology | **2** | **3** | **0** | **80** | **3** |
| MLAB | 1167 | Practicum – Clinical/Medical Lab Technology | **0** | **0** | **8** | **128** | **1** |
| **May Term/Summer Totals** | | | **3** | **7** | **8** | **288** | **6** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Semester II – Fall** | | |  |  |  |  |  |
| MLAB | 1227 | Coagulation | **1** | **2** | **0** | **48** | **2** |
| MLAB | 1415 | Hematology | **3** | **4** | **0** | **112** | **4** |
| MLAB | 2401 | Clinical Chemistry | **3** | **4** | **0** | **112** | **4** |
| MLAB | 2266 | Practicum – Clinical/Medical Lab Technology | **0** | **0** | **8** | **256** | **2** |
| **Semester II – Fall Totals** | | | **7** | **10** | **8** | **512** | **12** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Semester III – Spring** | | |  |  |  |  |  |
| MLAB | 2534 | Clinical Microbiology | **4** | **4** | **0** | **128** | **5** |
| MLAB | 2431 | Immunohematology | **2** | **4** | **0** | **112** | **4** |
| Humanities Elective # | | | **3** | **0** | **0** | **48** | **3** |
| **Semester III – Spring Totals** | | | **9** | **8** | **0** | **288** | **12** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Semester IV – Summer (10 weeks)** | | |  |  |  |  |  |
| MLAB | 2267 | Practicum – Clinical/Medical Lab Technology | **0** | **0** | **20** | **320** | **2** |
|  | | | | | | | |
| **Total Program Hours** | | | **43** | **25** | **36** | **1984** | **60** |

\* BIOL 1406 is the prerequisite course for BIOL 2401.

\*\* BIOL 2420 or BIOL 2421 must be completed less than 5 years prior to a student’s anticipated program start date.

+ MATH 1414 – College Algebra will also be recognized as the math prerequisite course; however, it will be calculated as a three-credit hour course for ranking purposes only. Higher level math courses such as Calculus may be evaluated for possible substitution if a student did not complete a college algebra course.

++ SPCH 1315 – Public Speaking and SPCH 1321 – Business and Professions Communication are also accepted for the speech requirement.

# Humanities elective must be chosen from the Humanity, Creativity and Aesthetic Experience section of the general Associate Degree of Arts/Sciences degree plan. See the current Dallas College catalog for a full list of accepted courses. **Suggested courses include: ARTS 1301, DANC 2303, DRAM 1310, HUMA 1315, MUSI 1306, PHIL 1301, PHIL 1304, selected ENGL literature courses at the 2000 level or higher, sophomore level foreign languages such as SPAN 2311.**

A minimum grade of “C” is required in all courses.

**# MLAB 1335 Immunology/Serology is the gateway course for this award.**

**## MLAB 2431 – Immunohematology is the THECB required capstone course for this award.**

## Dallas College Medical Laboratory Technology Program

## Essential Functions August 2021

### Introduction

The Associate of Applied Science degree in Medical Laboratory Technology is recognized as a broad undifferentiated degree requiring the acquisition of general knowledge and basic skills in all areas of this allied health profession.

Faculty in the Medical Laboratory Technology Program have a responsibility for the welfare of the patients treated or otherwise affected by students enrolled in the Medical Laboratory Technology program, as well as for the welfare of students enrolling in the Medical Laboratory Technology program. In order to fulfill this responsibility, the program has established minimum essential requirements that an enrolled student must be meet, with or without reasonable accommodation, in order to participate in the program and graduate. The Dallas College Medical Laboratory Technology Program at the El Centro campus is committed to the principle of equal opportunity. The Program does not discriminate on race, color, sex, religion, national origin, gender, gender identity, sexual orientation, age, disability, or any other basis prohibited by law.

### Pre-Enrollment Requirements

All students admitted to the Program are required to complete the following in order to participate and be part of the Program: undergo drug screening and background checks, privacy and confidentiality training, and training on hazardous materials, safety, standard precautions, and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Training is provided at the beginning of each semester. All vaccinations and immunizations are to be current and up to date as well as TB testing.

### Essential Functions and Technical Standards

According to the American Society for Clinical Laboratory Science, “in order to participate in a medical laboratory science educational program, students must be able to comply with program-designated essential functions or request reasonable accommodations to execute these essential functions.” Essential functions include a sound intellect; good motor skills (eye-hand coordination and dexterity); effective communication skills; visual acuity to perform macroscopic and microscopic analyses or read procedures, graphs, etc.; professional skills such as the ability to work independently; manage time efficiently; comprehend, analyze and synthesize various materials; and sound psychological health and stability.

### Program

Admission and retention decisions for the Medical Laboratory Technology Program are based not only on prior satisfactory academic achievement, but also on non-academic factors which are essential to the educational purpose of the Program and serve to ensure that the applicant can complete the essential requirements of the academic program for graduation. Essential requirements, as distinguished from academic standards, refer to those cognitive, physical, and behavioral abilities that are necessary for satisfactory completion of all aspects of the curriculum and for the development of professional attributes required by the faculty of all students at graduation. The following essential requirements have been developed in accordance with National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

### Cognitive Skills

The Dallas College Medical Laboratory Technology curriculum requires essential abilities in information acquisition. The student needs to have the cognitive capacity:

* To master information presented in course work in the form of lectures, written material, problem solving based case studies and projected images.
* To master relevant content in basic science and clinical courses at a level deemed appropriate by the faculty.

### Sensory Skills

The student must be able to safely and accurately perform patient testing. He/she must be able to distinguish objects both macroscopically and microscopically. This includes observational skills. Observation is defined as the ability to actively participate in all demonstrations, laboratory activities and clinical experiences in the professional program component. Such observation and information require functional use of visual, auditory and somatic sensations. Computer knowledge and usage is essential as well. Observational requirements include:

* Observe laboratory demonstrations in which biological (i.e., body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, immunological, and histochemical components.
* Characterize the color, odor, clarity, and viscosity of biological, reagents, or chemical reaction products.
* Employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
* Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.

### Psycho Motor Skills

The student must have sufficient upper body muscle coordination to practice safe specimen handling and movement within the laboratory. Movement is defined as having sufficient motor ability to execute the movement and skills required for safe and effective performance of duties.

* He/she must be able to move freely and safely about a laboratory, to reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture, and to travel to different clinical laboratory sites for practical experience.
* He/she should be aware that prolonged sitting and standing over several hours is a commonality in the laboratory field.

He/she must be able to perform delicate manipulations on specimens and instruments necessary for complete and accurate diagnostic test results. The student must be able to use a rubber bulb to draw liquid into a calibrated pipette, use micropipettes correctly and use a gloved finger to control release of liquid to go within 1mm of a fixed point on the pipette and lul on a micropipette.

He/she must be able to lift and move objects, e.g. load individual tubes in an analyzer and move test tube racks from one bench to another.

He/she must be able to isolate bacteria by smoothly moving a loop (a 6 in wire with a looped end) over the surface of an agar (gel) culture plate without tearing the surface of the agar.

* He/she must have touch discrimination to discern veins in order to perform venipunctures.

**‘**

### Social-Behavioral Skills

The student must possess the emotional stability required for full utilization of the applicant's intellectual abilities- be critical thinkers and problem solvers.

* He/she must be able to work accurately and safely under stress, e.g. work under time constraints; read, record, enter numbers correctly; perform repetitive tasks; concentrate in distracting situations; and make subjective evaluations and decisions where mistakes may have a high impact on patient care.
* He/she must be able to adapt to changing environments and be able to prioritize tasks.
* He/she must possess attributes which include integrity, responsibility, and tolerance. He/she must show respect for self and others, work independently as well as with others, and project an image of professionalism.

### Communication

* He/she must be able to communicate effectively in written and spoken English in order to transmit information to members of the health care team including instructing patients prior to specimen collection.
* He/she must also possess the ability to read and comprehend technical and professional materials. The appropriate communication may also rely on the student's ability to make a correct judgment in seeking supervisory help and consultation in a timely manner.
* He/she must also be able to communicate in a recorded format such as writing, typing, graphics, or telecommunications in addition to verbal skills to other health care members and faculty members.

Technical standard identifies the requirements for admission, retention, and graduation of applicants and students. Graduates are expected to be qualified to enter the field of Medical Laboratory Technology. It is the responsibility of a student with disabilities to request those accommodations that he/she feels are reasonable and are needed for to execute the essential requirements. If you have questions about the process for requesting accommodations, please contact our rehabilitation representative, at 214-860-2411.

Medical Laboratory Technology Faculty

Program Director Lisa Lock, MBA, MT (ASCP) BB

Clinical Coordinator John Wentz, MS, MLS (ASCP) CM

## General Information

1. The Medical Laboratory Technology Program accepts 12\* students for each Summer (May term) class. Medical Laboratory courses are available during the daytime hours only. The Medical Laboratory Prerequisite courses are offered each semester (fall, spring, and summer) during both day and evening hours, with some courses offered on a weekend schedule and via the Internet.

\* The Dallas College School of Health Sciences reserves the right to make changes in program enrollment capacity.

2. The Medical Laboratory Technology courses and support courses MUST be completed in the semester in which it is scheduled in the curriculum. In order to continue in the Medical Laboratory Technology program, each course must be completed with a grade of “C” or better during the semester in which it is scheduled.

3. The clinical setting is a high-risk area for exposure to patients with communicable diseases, including exposure to human immunodeficiency virus (HIV) and hepatitis B virus (HBV). Protective procedures are taught and must be followed in the clinical setting.

4. Applicants to the health occupations programs at the El Centro campus must submit physical examination and immunization documentation to Castle Branch no later than the program application deadline. Download more information at [Physical Exam and Immunization Requirements](https://www.dallascollege.edu/resources/dart-gopass/pages/default.aspx).

The physical examination must be on the **official physical form** and must have been documented no earlier than 12 months prior to the application deadline. The specific immunizations and screenings are indicated on the health form. **Note: Additional proof of immunizations including titers may be required by hospital clinical sites.**

5. Proof of current personal healthcare insurance coverage is required for all health occupations students. **If documentation of coverage is not submitted to Castle Branch with immunization records, proof of coverage must be submitted prior to the first day of class.** Students must secure their own coverage and the insurance policy must cover the student at any hospital facility. Information on college student policies and rates can be found at [https://www.healthcare.gov](https://www.dallascollege.edu/hesi).

6. Clinical opportunities may be limited for students without Social Security numbers. If accepted to the program, a student must contact the El Centro Multicultural Center Office (Room A-140, telephone 214-860-2090) regarding eligibility to apply for a Social Security number before graduation from the program for future employment opportunities.

7. Many of the Medical Laboratory Technology Prerequisite Courses including many of the HPRS courses in one of the Application Eligibility Categories are offered online. See the presentation [Getting Ready for Online Learning](https://www.dallascollege.edu/cd/credit/online-learning/getready/pages/default.aspx) to see if you are a good candidate for online learning.

8. *Criminal Background Check / Drug Screening*

All students enrolled in Health Occupations programs are required by the Dallas/Fort Worth Hospital Council member facilities to undergo a [Criminal Background Check and Drug Screen](https://www.dallascollege.edu/health-packets-sessions) prior to beginning their clinical experience. Students are responsible for all charges incurred (approximately $86.00) for these screenings. **This procedure is conducted *after* a student has been accepted to their respective program.**

Results of these screenings are forwarded to the School of Health Sciences for review and verification that a student is eligible to attend clinical rotation. All background check and drug screening results become the property of the Health Sciences Division and will not be released to the student or any other third party.

A clinical agency reserves the right to remove a student from the facility for suspicion of substance use or abuse including alcohol. The clinical agency reserves the right to request that a student submit to a repeat drug screening at the student’s expense on the same day that the student is removed from the clinical facility. Failure to comply will result in the student’s immediate expulsion from the clinical facility. Furthermore, regardless of testing or testing results, a clinical agency reserves the right to expel astudent from their facility.

***Note: Should a student who has been accepted to a Health Occupations program be prohibited from attending a clinical rotation experience due to findings of a criminal background check and/or drug screening, the student may be dismissed from the Health Occupations program.***

9. Students are responsible for their own transportation arrangements to the campus and to their assigned hospitals/laboratories during each of the summer semesters. Clinical assignments vary from among the facilities listed below. In the rare event that there are fewer clinical slots than enrolled MLAB students, the students with the highest GPA in the MLAB courses will be placed first in the scheduled rotations.

Baylor Scott & White – Irving

Baylor Scott & White – Rowlett (Lake Point)

Children’s Medical Center

John Peter Smith Hospital – Ft. Worth

Medical Center of Plano

Medical City Dallas Hospital

Methodist Charlton HospitalMethodist Dallas Hospital

Methodist Mansfield Hospital

Parkland Health and Hospital System

Quest Diagnostics

Texas Oncology

UT Southwestern Medical Center

10. Dallas College students who are enrolled in 6 credit hours or more during a fall or spring semester and 3 credit hours or more during a summer semester are entitled to a free [DART Go-Pass](https://www.healthcare.gov) for that semester. DART passes are available two weeks after the semester begins.

11. Individuals who were first-time college freshman students in Fall 2007 or after are subject to the guidelines of section 51.907 of the Texas Education Code which prohibits a student from dropping more than six (6) college level credit courses during their entire undergraduate career. See [Six Drop Rule](https://econnect.dcccd.edu/DroppingFacts.jsp) for more information.

12. Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

13. Dallas College charges a higher tuition rate for courses in which a student registers for the third or more times. The [Third Attempt Policy](mailto:ECCHOAO@dcccd.edu?utm_source=shortcut+url&utm_medium=redirect&utm_campaign=financial+aid&utm_term=thirdcourseattempt) includes courses taken at any of the Dallas College campuses since the Fall 2002 semester. Developmental courses are not considered in this policy.

14. A student may apply to more than one El Centro Health Occupations program during a given filing period. However, if the student receives an acceptance letter to a specific program, confirms their intent to enter that program, and registers for program courses, their application to any other Health Occupations program that may share that filing period will be null and void.

Further, an individual accepted for admission and currently enrolled in an El Centro Health Occupations program may not apply or be considered for admission selection for another El Centro Health Occupations program unless their current program of study will complete before the second program curriculum begins.

15. Financial Aid: Students should apply for [financial aid](https://www.dallascollege.edu/paying-for-college/financial-aid/Pages/default.aspx) well in advance of program application.

16. Please contact the individuals below for assistance (physical addresses):

Lisa Lock, MBA, BSMT, MLS (ASCP) BB

Program Coordinator

Medical Laboratory Technology

El Centro campus/Paramount

801 Main St.

Dallas TX 75202-3604

Email: [LLock@dcccd.edu](https://www.dallascollege.edu/admissions/application/pages/default.aspx)

Telephone: 214-860-2304

Health Occupations Admissions Office

El Centro campus/Paramount Rm P-101

301 North Market Street

Dallas TX 75202

Email: [ECCHOAO@dcccd.edu](https://dcccdnlc.co1.qualtrics.com/jfe/form/SV_ey8GuYYCjHZTAwJ)

Telephone: 972-860-5001

Ariel Smith, Medical Lab Admissions

Health Occupations Admissions Office

El Centro campus/Paramount Rm P-101

301 North Market Street

Dallas, TX 75202

Email: [Ansmith@dcccd.edu](mailto:Ansmith@dcccd.edu)

Telephone: 972-860-5003

**Official transcripts should be mailed to: Electronic transcripts are sent directly to:**

Registrar – El Centro Registrar-ECC@dcccd.edu

801 Main Street

Dallas, TX 75202-3604

**Program information packets are revised September 1st of each year and other times during the academic year as needed. Program guidelines are subject to change. Students are responsible for insuring they have the latest program information packet from:**

[**Medical Laboratory Technology information packet/information session**](https://www1.dcccd.edu/catalog/GeneralInfo/AdmissAssessAdvEnroll/require.cfm)

**Visit the** [**Medical Laboratory Technology**](https://www.dallascollege.edu/cd/credit/medical-laboratory/pages/default.aspx) **webpage.**

**Like us on** [**Facebook.**](file://adm.dcccd.edu/ecc/data/Health-Occ/Program%20Information%20Packets/2021/Facebook.)

We would appreciate your comments on our customer service by completing a brief [survey](https://www.dallascollege.edu/paying-for-college/cost-tuition/third-course-attempt/Pages/default.aspx).

## Estimated Expenses for the Medical Laboratory Technology Program \*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Dallas County Resident | Out of County Texas Resident | Out of State/  Country Resident |
|  | | | |
| **Medical Laboratory Technology Prerequisite Courses** | | | |
|  |  |  |  |
| Tuition/Textbooks (28 credit hours) \*\* | $ 2,212.00 | $ 3,780.00 | $ 5,600.00 |
| HESI A2 test | 42.00 | 42.00 | 42.00 |
| Castle Branch | 25.00 | 25.00 | 25.00 |
| Physical Exam and Immunizations + | 225.00 | 225.00 | 225.00 |
| Total | $ 2,504.00 | $ 4,072.00 | $ 5,892.00 |
|  |  |  |  |
| **Medical Laboratory Technology Program** | | | |
| **Semester I – Summer/May Term I** |  |  |  |
|  |  |  |  |
| Tuition/Textbooks (6 credit hours) | $ 474.00 | $ 810.00 | $ 1,200.00 |
| Uniform/Lab Coat | 75.00 | 75.00 | 75.00 |
| Name Badge | 10.00 | 10.00 | 10.00 |
| Insignia Patch | 6.50 | 6.50 | 6.50 |
| Background Check/Drug Testing | 86.00 | 86.00 | 86.00 |
| Total | $ 651.50 | $ 987.50 | $ 1,377.50 |
|  |  |  |  |
| **Semester II – Fall** |  |  |  |
|  |  |  |  |
| Tuition/Textbooks (12 credit hours) | $ 948.00 | $ 1,620.00 | $ 2,400.00 |
|  |  |  |  |
| **Semester III – Spring** |  |  |  |
|  |  |  |  |
| Tuition/Textbooks (12 credit hours) | $ 948.00 | $ 1,620.00 | $ 2,400.00 |
|  |  |  |  |
| **Semester IV – Summer** |  |  |  |
|  |  |  |  |
| Tuition/Textbooks (2 credit hours) | $ 158.00 | $ 270.00 | $ 400.00 |
| Board of Certification exam fee | 185.00 | 185.00 | 185.00 |
| Total | $ 343.00 | $ 455.00 | $ 585.00 |
|  |  |  |  |
| **Total Estimated Program Expense** | **$ 5,394.50** | **$ 8,754.20** | **$ 12,654.50** |

\* This estimate does not include tuition and textbooks for the six HPRS courses required in Application Eligibility Category 1 which is approximately $1,027.00 for a Dallas County resident.

\*\* Tuition now includes textbook costs. These and other fees are subject to change. See official catalog

for tuition table. A [Tuition Payment Plan](https://www.dallascollege.edu/paying-for-college/payments/Pages/payment-plans-UNPUB.aspx) option is available in fall and spring semesters.

+ Estimated cost of physical exam and immunizations.

Students who are accepted to the Medical Laboratory Technology program who reside in Collin or Tarrant Counties may qualify for the “Dallas Resident” tuition rate.

Other costs to consider: Personal health care insurance coverage, transportation and parking fees at El Centro and hospital clinical sites.

## Medical Laboratory Technology Application Checklist

This checklist is provided to assist you in following the steps to prepare for program application. It is not part of the application materials that are emailed to [ECCHOAO@dcccd.edu](mailto:5tests@dcccd.edu).

1. \_\_\_\_\_ Download an [Medical Laboratory Technology information packet and view the online information session](mailto:ECCHOAO@dcccd.edu).
2. \_\_\_\_\_ Complete an application for college admission and consult an academic counselor as needed for TSI counseling, placement testing, etc. and complete any developmental courses as may be prescribed from test scores.
3. \_\_\_\_\_ Submit official transcripts from all previously attended colleges and universities to the El Centro Registrar’s Office or the Registrar/Admissions Office at any other Dallas College campus.
4. \_\_\_\_\_ If needed, request Educational Plan from the Health Occupations Admissions Office for evaluation of course work taken at other colleges that applies to the Medical Laboratory Technology Prerequisite courses.
5. \_\_\_\_\_ Meet one of three [Application Eligibility Categories](https://dcccd.edu/cd/credit/pages/ecc-health-resources.aspx) in order to qualify to apply to the program.
6. \_\_\_\_\_ Complete the following Medical Lab Technology Prerequisite Courses with a minimum cumulative GPA of 2.50 or higher:

\_\_\_\_\_ ENGL 1301 \_\_\_\_\_ MATH 1314/MATH 1414

\_\_\_\_\_ BIOL 2401 \_\_\_\_\_ BIOL 2420

\_\_\_\_\_ BIOL 2402 \_\_\_\_\_ PSYC 2301

\_\_\_\_\_ CHEM 1411 \_\_\_\_\_ SPCH 1311/SPCH 1315/SPCH 1321

1. \_\_\_\_\_ Complete the HESI A2, scoring a minimum of 70% on all six required sections of the test ***and*** the Personality Profile, and Learning Styles sections.
2. \_\_\_\_\_ If time allows, complete the humanities elective before application:
3. \_\_\_\_\_ Download the [Physical Exam form and Immunization requirements](https://www.dallascollege.edu/cd/credit/pages/ecc-health-resources.aspx)  from the Castle Branch website; see a physician or healthcare clinic for a physical examination, immunizations, TB screening, etc. Submit physical exam form, immunizations, TB screening documentation, and photocopy of front and back of CPR card to Castle Branch prior to application filing deadline.
4. Compile the following complete application materials:

\_\_\_\_ Supporting documentation if applying under Application Eligibility Category 2 or 3. (See guidelines on pages 7-8.)

\_\_\_\_ Completed Medical Lab Technology Application and Students’ Statement of Responsibility forms.

\_\_\_\_ Official HESI A2 score sheet indicating minimum score of 70% on each of the six required sections of the test ***and*** Personality Profile and Learning Styles sections.

\_\_\_\_ Copies of any educational plans, request for course substitution forms or 5-year waiver forms if applicable.

1. \_\_\_\_\_ Email all materials in item 10 to [ECCHOAO@dcccd.edu](mailto:ECCHOAO@dcccd.edu) by the March 15, 2021 application filing deadline.
2. Ranking is complete and notification emails are sent by April 15, 2021.