

MEDICAL LABORATORY SCIENCE (MLT LEVEL) PROGRAM

ADMISSION INFORMATION

APPLICATION PERIOD:

Applications are accepted on a rolling basis throughout the year

Phoenix College

PROGRAM INFORMATION

The Associate in Applied Science (AAS) degree in Medical Laboratory Science prepares students to practice entry-level medical laboratory technician processes. The program is a blend of academic and clinical coursework that requires attention to detail and motivation to complete tasks on a timeline.

REQUIREMENTS FOR ADMISSION

1. Advisement:

The first step for applicants seeking admission to the Medical Laboratory Science (MLT Level) Program is to meet with a Phoenix College Academic Advisor.

2. Medical Laboratory Science (MLT Level) Program Application:

Complete and submit all information required in the online Medical Laboratory Science (MLT Level) Program Application. It is required that you meet with a college advisor prior to submitting the online application to ensure that you meet all application requirements and prevent any possible delay in the acceptance of your application.

3. Transcripts:

Request that ALL official colleges/universities transcripts be sent to the Admissions Office at Phoenix College. Please request that the institution include a current name and student identification number. It is the students' responsibility to confirm the receipt and evaluation of all transcripts with the Academic Advisor. Please note each college processing times can vary. All transcripts must be sent to the Admissions Office at Phoenix College. Unofficial college transcript showing completion of prerequisite course work or signed waiver for prerequisites by program director must be included in the program application

4. Fingerprint Requirement:

A level one Fingerprint Clearance Card from the Arizona Department of Public Safety is required as part of the application. You can apply for a level one Fingerprint Clearance Card through the Arizona Department of Public Safety by going to the following website: <https://psp.azdps.gov/>
Allow a minimum of 4 to 8 weeks to receive the card.

When submitting your completed application, upload a copy of both the front and back of your current, level one Fingerprint Clearance Card.

6. Prerequisite courses Required for Application to the Program:

Program Prerequisites 34-42 Credits	
Science/math courses must be completed with a 3.5 GPA or higher	Credit
BIO160 Introduction to Human Anatomy & Physiology	4
CHM 130/130LL Fundamental Chemistry & Lab or equivalent	4
BIO181 General Biology (Majors) I	4
MAT 140 College Mathematics or higher	3
BIO205 Microbiology	4
*PLB109 Phlebotomy: Basic Skills	2
*PLB111 Specimen Processing and Advanced Techniques in Phlebotomy Procedures	2

General Education Courses must be completed with a 3.25 GPA or higher	Credit
ENG101 or 107 First Year Comp	3
ENG102 or ENG 108 or ENG 111 – First Year Comp	3
COM100 or 110 or 225 or 230 - Communication	3
CRE101 Critical & Evaluation Reading I or exempt by assessment or degree	0-3
Humanities & Fine Arts – Any approved course	3
Social & Behavioral Sciences – Any approved course	3

Biology, Anatomy and Physiology, Mathematics, Chemistry and Phlebotomy courses must be completed within the last eight (8) years.

*PLB109 and PLB111 can be waived if 2 or more years of work experience as a phlebotomist, clinical lab assistant or specimen processor in a clinical laboratory. An employment verification letter is to be submitted to the Program Director to be eligible for the PLB waiver.

All prerequisite courses must be completed prior to applying for the program with the required GPA. Proof of meeting the GPA requirement must be included in the program application.

Steps for providing proof of GPA for the program application:

- 1- Go to <https://gpacalculator.net/college-gpa-calculator/>
- 2- Add your grade and the number of credits each for BIO160, CHM130, CHM130LL, BIO181, MAT140, BIO205, PLB109, and PLB111.
- 3- Take a screenshot of the GPA that is calculated. If you do not know how to do a screenshot - [here is a very helpful link to explain screen shots for PCs, MACs, Andriod, etc.](#)
- 4- Save a copy of the screenshot and upload the screenshot into the online program application. This GPA must be 3.5 or higher.
- 5- Complete the same steps for: ENG101, ENG102, COM, CRE101, Humanities/Fine Arts, Social/Behavioral Science prerequisite courses
- 6- Save a copy of the screenshot and upload the screenshot into the online program application. This GPA must be 3.25 or higher.

APPLICATION PROCESS

1. How to Apply:

a. Complete Online Application:

When all admission requirements have been met and the Academic Advisor deems the application complete, the application can be submitted online. Under no circumstances will an incomplete application be accepted.

b. Requirements for a Complete Application:

1. Fingerprint Clearance Card – Upload a copy of the front and back of your current, valid card.
2. Official transcripts on file at Phoenix College. Meets Science/Math GPA requirement of 3.5 and General Education GPA requirement of 3.25.
3. Unofficial transcripts – Upload a copy of unofficial transcripts for all prerequisite courses completed.
4. Proof of GPA – 2 screenshots

2. When to Apply:

The Medical Laboratory Science (MLT Level) Program only accepts completed applications; no provisional or incomplete applications are accepted. Applications that meet all admission requirements are accepted during the program application cycles. Admission to the program is based on a first-qualified, first-served basis. Applications are accepted on a rolling basis throughout the year.

Qualified applicants, based on meeting the GPA and fingerprint clearance card requirements, will be placed on the waitlist according to the time/date stamp of the online application.

If the applicant meets all requirements the Program Director will enter the student's application information into a computer database. All complete applications will receive a date and time stamp, this will secure a position in the Medical Laboratory Science (MLT Level) Programs' queue. Dates are approximate to reflect Monday through Friday during regular business hours.

3. Notification of Application and Admission Status:

You will receive an e-mail to your Maricopa student email account indicating acceptance of your application. To inquire about your placement on the Medical Laboratory Science (MLT Level) Program's queue (wait list), please email rochelle.helminski@phoenixcollege.edu

It is very important to update your name, e-mail address, mailing address and phone numbers through my.maricopa.edu. The Program Director will send a "Letter of Intent" via Maricopa student email account offering program placement approximately 4-6 weeks prior to the subsequent program start date.

Student schedules must be flexible to accommodate the required days and hours of the

program. Educational experiences may occur during the day, evening, or weekend hours.

Once placed, the applicant will receive a letter with the placement information and has 7 business days to respond and accept or to defer to the next placement cycle. Only one deferment is permitted, or the student will be asked to re-apply. After the 7-day return period, the placement offer expires, and the applicant is placed back onto the waiting list.

Applicants accepting placements will receive an admission letter and orientation information from the college within 4 to 6 weeks. The admission letter will contain the dates of the mandatory Program student orientation, registration information, and directions on completing the Supplemental background check, drug screen, Health and Safety Documentation Checklist and Health Care Provider Signature Forms. Students will receive more information regarding these items after admission, but prior to the beginning of the program.

4. Deferring Placement:

Once the applicant receives the placement offer email, he/she/they have 7 business days to either accept placement or to defer placement before being placed back onto the waiting list.

Applicants may elect to defer placement into the program for one year and can only defer program placement ONE time.

5. Program Orientation

Once admitted to the program, students will receive information about MANDATORY student orientation. The program will notify you of date, time, and location of your new student orientation via your student Maricopa email.