

## Admissions

Southside Regional Medical Center Professional Schools is a coeducational institution open to any individual 18 years of age or older. Individuals under the age of 18 may be admitted if they are already a high school graduate or if they possess a GED or high school equivalent. Students must meet the required program prerequisites, and graduated from a regionally accredited high school, state recognized home school, or the equivalent. Entrance requirements will vary for individual programs. See program descriptions in the catalog for prerequisites and entrance requirements. Students are encouraged to contact the Admissions Officer in Student Services for more information about a program of interest.

### *Admission Process*

Application for admission to any program at SRMCPS may be made at any time following the completion of the junior year in high school. Applications are accepted for review and consideration based upon test scores and academic history. In order to ensure consideration of the application for fall semester, applications and all other required material should be submitted by May 1. To ensure consideration of the application for spring semester, the application and all other required material should be submitted by September 1.

SRMCPS offers testing services for students who wish to begin the application process. Contact the office of admissions for specific dates and times the tests will be given.

When the completed admission application and all the required components have been received by the Admissions office, the application

will be reviewed and evaluated. Many programs have limited enrollment and students who are interested are encouraged to apply early. Applicants who are unable to be enrolled in the program of their choice due to space limitations may elect to reactivate their application for the next semester by following the established protocol available in the student services office.

Additional program policies and procedures, including student retention and readmission are available from student services and will be provided for each student following admission to the designated program. Clinical laboratory experiences are provided through utilization of area institutions, clinics, agencies, and physicians' offices. Each student is responsible for providing transportation to the clinical site. Students also provide their own uniforms consistent with the program uniform policy and guidelines. No student will be considered a nursing student, a medical imaging student, at SRMCPS until official notification of admission is granted through the mail by an Admissions Office in Student Services.

*For Admission to Southside Regional Medical Center Professional Schools, the applicant must submit:*

- A completed application and the \$70 nonrefundable application fee submitted prior to placement testing and registration;
- Evidence of U.S. citizenship, a current permanent resident card, or a current I-551 card;
- Official transcripts from all accredited institutions of higher education previously attended must be submitted. Official high school transcript or General Educational Development (GED) from an accredited institution recognized

by the Department of Education indicating the date of graduation. Official transcripts are those received either by mail or hand delivered to SRMCPS in an original sealed envelope from the awarding institution. Students who have been home schooled must submit a copy of the home school's approved registration form from the state in which they are registered. Written documentation of completion of competency testing is also required prior to placement testing.

### *Readmission of Students*

Students returning to SRMCPS who have not been enrolled for a minimum of 3 years must submit a new admissions application. In addition, students must also meet the current admission requirements for the current program of study including evaluation of all course work earned at SRMCPS and other institutions.

Students who fail a course and wish to repeat that course and continue in the program with the next admission opportunity must submit a letter of intent to the Admissions Officer in Student Services at the earliest possible time. Admission will be contingent in part, upon space availability. Returning students must complete any remedial work prior to re-entry into the program. Failure to do so will forfeit their space in the program.

### **Enrollment**

In order to maintain the high standards and student success, it is imperative that the academic abilities and skills of the students be equal to the program entrance requirements. Placement tests are given to students wishing to enroll in a program to determine

appropriate academic ability. Testing and entrance requirements vary for individual programs. Students are encouraged to contact an Admissions Officer in Student Services for specific program testing requirements, testing dates and applications.

### **Placement Testing**

Each program requires that pre-admission placement testing be completed prior to being accepted as a student in the desired program. Pre-admission testing is scheduled at least once per month, and a \$35 fee payable on the date of testing is required and is non-refundable. The testing dates and times will be sent to applicants from the Student Services Office after receipt of an application. The Nursing program uses the NET test (Nurse Entrance Test) and the Radiography program uses the HOBET (Health Occupations Basic Entrance Test). For remediation programs designed to assist with an applicant with any portion of the testing process, contact an Admissions Officer in Student Services.

### **Pre-requisites and Co-requisites**

- A pre-requisite course is one that must be taken prior to registering for another course.
- A co-requisite course is one that must be taken at the same time as another course or prior to the course being taken. Faculty in each program mandate certain courses as pre- or co-requisite in order to make sure that students have been given the necessary information to meet the requirements of the courses in the program of study and be successful. Pre- and co-requisites are identified in the curriculum plan for each program. Some courses must be taken prior to

being considered for admission into the desired program. Students are responsible for meeting the required pre- and co-requisite classes. If a student registers for a class and does not meet the pre- or co-requisite requirements, they may be dropped from the SRMCPS course.

### **Directory Information**

Directory information includes the students name, program of study, full time/part time status, the most recent college attended, dates of enrollment at SRMCPS, awards received, and the School assigned email address. Students have the right to withhold disclosure of any directory information by completing a request for non-disclosure from the Registrar in Student Services. These requests must be updated annually. The School will assume that a student's failure to file a request for non-disclosure will indicate their approval for disclosure of the above information.

### **Name/Address Change**

It is extremely important for the School to have up-to-date and accurate name and address information for every student that is enrolled in the Professionals Schools. In order for the School to process a name change, the student must have their name formally changed with the Social Security Administration and the Department of Motor Vehicles and other licensing or accrediting bodies such as the Board of Nursing. Name changes can only be done by contacting the Registrar in Student Services. Students will have to submit a name/address change form to the Registrar in order for the change to be reflected in School documents.

### **Disability and Accommodation Information**

It is the policy of Southside Regional Medical Center Professional Schools to comply with the federal regulations regarding disability. In accordance with these regulations, a qualified student who meets the academic and technical standards required to enroll in and participate in programs at the Professional Schools shall be afforded the opportunity to obtain a diploma/certificate.

Health care providers are required to demonstrate cognitive, sensory, affective, and psychomotor performance requirements. Therefore, the essential eligible requirements for participants in a health science program shall be further defined in the Core Performance Standards of each program. Students will be required to read and sign these Standards during the enrollment period.

SRMCPS will make reasonable accommodations for students with properly documented disabilities. Reasonable accommodation does not include changes that would significantly alter the nature, essential performance or academic standards of a program. To receive services, the student must provide current documentation from an appropriate licensed professional. Written notification of request for accommodation is required. If you have questions about student disability services, please contact an Admissions Officer in Student Services.

### **Communicable Diseases/ Injury Policy**

Students enrolled in programs at Southside Regional Medical Center are at risk for exposure to communicable disease and injury in the performance of their lab and clinical assignments.

Students who continue to participate in the lab and clinical assignments in any of the programs do so at their own risk and with the understanding that they will personally assume responsibility and all costs for any diseases or injuries they contract or incur. Students are strongly urged to have or purchase health insurance. Neither SRMCPS nor the clinical facilities will be held liable for any costs or responsibilities should students contract any communicable disease or sustain any injuries during the performance of lab or clinical assignments.

### ***Criminal Background Check***

It is the policy of the School that as a pre-requisite to each student's acceptance and subsequent enrollment in any program at the Professional Schools a criminal background check and fingerprinting will be performed. In Virginia and other states criminal records of adults is public information and may be disclosed to any party by law enforcement agencies and courts. Accordingly, the consent of the student for this disclosure is not required.

If the background check discloses a conviction of any one or more of the following crimes, the student will be disqualified from participation in clinical experiences that involve contact with patients or residents:

- Murder
- Voluntary manslaughter
- Involuntary manslaughter
- First, second, or third degree sexual assault
- Assault on persons sixty years of age or older

*Assault with intent to commit certain specified felonies including:*

- Murder,
- Robbery
- Rape and burglary
- Felony assault and child abuse
- Patient abuse, neglect, or mistreatment of patients
- First degree arson
- Robbery
- Felony drug offenses
- Felony banking law violations

Students should also be aware that hospitals and other agencies with whom you will have a clinical experience or with whom you may seek employment in the future may also require that you submit a similar criminal background check. Furthermore, conviction of certain crimes may render an applicant ineligible for licensure or certification in many states.

If you anticipate an issue arising from your criminal background checks or if you have any questions, please contact the Vice President of Professional Schools.

**➤NOTE: Please be advised that the Application Fee for ALL PROGRAMS at SRMC Professional Schools is \$70.**