



DARTON COLLEGE OF HEALTH PROFESSIONS  
HEALTH SCIENCES DIVISION

# **Medical Laboratory Technology Application Packet**

**Albany State University**   
DARTON COLLEGE OF HEALTH PROFESSIONS

Dear Prospective Student,

Thank you for your interest in the Medical Laboratory Technology Program. Included in this packet is an application for entrance into the Medical Laboratory Technology Program as well as additional information about the program. Program information, an application packet, and an online application for the college are also available from the [MLT Program homepage](#).

If I can further assist you, please contact me at 229-500-2238 or by email at [quontasha.glover@asurams.edu](mailto:quontasha.glover@asurams.edu).

Sincerely,

*Quontasha Glover*

Quontasha Glover, M.Ed. MLS (ASCP)<sup>CM</sup>  
MLT Program Director

## **MISSION STATEMENT**

The mission of the Medical Laboratory Technology program is to provide educational opportunities and related services to qualified students pursuing an entry-level career as a registered Medical Laboratory Technician. Upon successful completion of the program the students will earn an Associate of Science Degree and will be academically eligible for national board examinations. Beneficiaries of the program include the students, the college, the community, the profession, and other health care providers.

Program stability and viability will be ensured through a process of continuous quality assessment and improvement.

## **PROGRAM DESCRIPTION**

Albany State University, accredited by the Southern Association of Colleges and Schools, is part of the University System of Georgia. The Medical Laboratory Technology Program, initiated in 1974, is part of the Darton College of Health Professions division. The National Accrediting Agency for Clinical Laboratory Sciences (\*NAACLS) accredits the program. The first class graduated in 1976 and the program has remained in continuous operation since. The curriculum is based on the Essentials and Guidelines of Accredited Educational Programs for Medical Laboratory Technicians. This career program consists of four semesters of study, with the final semester spent in clinical externship. Each student is assigned to one, or a combination of several, current affiliate(s). One or more accrediting agencies accredit each clinical affiliate. Albany State University awards students who successfully complete the requirements of the MLT program with an Associate of Science Degree. Graduates are eligible to take national board examinations. The Albany State University MLT Program is currently the largest MLT Program in the state of Georgia and offers both traditional classes and a distance learning option.

\*The address, phone number and fax number for NAACLS is as follows:

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)  
5600 N. River Road  
Suite 720  
Rosemont, Illinois 60018; PH:(773) 714-8880 ; FAX :(773) 714-8886

## Career Associate of Science Degree Program Medical Laboratory Technology

Pre-Program General Education Course Requirements		
<i>The following general education course requirements (totaling 20 credit hours) must be completed <b>prior to</b> program acceptance:</i>		
Course Number	Course Title	Credit Hours
ENGL 1101	English Composition I	3
BIOL 2411K	Human Anatomy & Physiology I	4
POLS 1101	American Government	3
COMM 1110	Public Speaking	3
MATH 1111	College Algebra (or higher-level math)	3
BIOL 2211K	Introduction to Microbiology ( <i>May not be offered online at Albany State University</i> )	4
<b>Total General Education Credit Hours</b>		<b>20</b>

MLT Core Curriculum and General Education Courses		
<i>After acceptance into the MLT program, the student will complete the following coursework as noted below:</i>		
Freshman Year		
Fall Semester		
Course Number	Course Title	Credit Hours
MLTS 1160W	Medical Laboratory Technology I	3
MLTS 1160L	Medical Laboratory Technology I (Lab)	1
BIOL 2412K	Human Anatomy & Physiology II	4
CHEM 1211K	Principles of Chemistry I*	4
<b>Total Semester Hours</b>		<b>12</b>
Spring Semester		
Course Number	Course Title	Credit Hours
MLTS 1161W	Medical Laboratory Technology II	3
MLTS 1161L	Medical Laboratory Technology II (Lab)	1
MLTS 2010W	Medical Laboratory Technology III	2
MLTS 2010L	Medical Laboratory Technology III (Lab)	2
CHEM 1212K	Principles of Chemistry II*	4
<b>Total Semester Hours</b>		<b>12</b>
Sophomore Year		
Summer Semester		
Course Number	Course Title	Credit Hours
MLTS 2020W	Medical Laboratory Technology IV	3
MLTS 2020L	Medical Laboratory Technology IV (Lab)	1
MLTS 1182	Medical Parasitology, Mycology, Virology	3
Elective	Humanities and Fine Arts Elective <sup>1</sup>	3
<b>Total Semester Hours</b>		<b>10</b>
Fall Semester		
Course Number	Course Title	Credit Hours
MLTS 2630	Externship**	15
MLTS 2670	Seminars	1
<b>Total Semester Hours</b>		<b>16</b>
<b>Total MLT Core Curriculum and General Education Credit Hours</b>		<b>50</b>
<b>Total Overall Program Credit Hours</b>		<b>70</b>

**FOOTNOTES:**

\* CHEM 1211K and CHEM 1212K must be completed by the end of spring semester.

\*\* Externship must be passed with a grade of "C" or better to graduate. 36 hours per week are required for this course.

<sup>1</sup> Humanities requirement may be met by taking any ONE of the following: ARTS 1100, ENGL 2112, ENGL 2131, ENGL 2111, ENGL 2122, ENGL 2132, MUSC 1100, THEA 1100, ENGL 2141, ENGL 2142

**ADDITIONAL NOTES:**

The ASCP MLT examination is paid for by an assessed exam fee. Exam payment will be sent by program coordinator during the last semester of the MLT Program. Upon successful completion of the program and graduation with an Associate of Science in Medical Laboratory Technology degree, students can sit for the ASCP MLT exam.

Depending on your enrollment status, you may be required to take ASU 1101, "First Year Experience."

## **Alternate vs Full Status**

All eligible students, who complete the application process are permitted to participate in program courses. On campus students will receive one of two designations. Ten to twelve students will be accepted on the Albany State University - West Campus with “Full Status” and all others will be classified as “Alternate Status.” Both groups are allowed to take program courses on campus but only “Full Status” students are guaranteed clinical placement in the fourth semester (Fall). Alternate Status students who complete the program requirements will receive clinical placements after the “Full Status” students as space become available. The Full Status student designations are based on the highest GPA at the time of consideration.

Students wishing to participate fully online must have the support of a hospital willing to affiliate with our program. Affiliation allows student access to the hospital facility, resources and supervision.

## **Required General Education Courses**

Most are available online

Transfer credit from an accredited school of a “C” or better is generally accepted.

## **MLT Professional Courses**

Didactic Content Component

Hybrid option (online course/traditional lab)

Online option

## **Student Labs**

Fall semester student laboratory exercises are offered on campus once per week in 3-hour lab sessions. Spring and summer semester, labs meet more frequently and are usually scheduled on Monday, Tuesday and/or Wednesdays.

Alternative Student Lab Locations

Hospital Affiliate Laboratory (An agreement would have to be established with a facility in your area willing to allow you to perform student lab exercises in their lab facility). This option is usually only available to students with a working relationship with a clinical lab.

## **Enrollment Requirements**

Detailed in the Albany State University Catalog.

Summary:

You must meet Albany State University’s enrollment requirements.

You must have a SAT score of 870 or 9 semester hours of related courses at ASU with a GPA of 2.5.

You must complete any learning support requirements prior to enrollment in MLT professional courses.

Transfer students must have a GPA of 2.5 or greater or 9 semester hours of related courses at ASU with a GPA of 2.5.

Students with a degree from an accredited college or university may enroll in individual MLT courses with the program director’s permission, provided prerequisites are met.

You must have visual acuity, physical ability and manual dexterity sufficient to perform required procedures and activities of the program. (A health statement from a healthcare provider is required.)

You must maintain a “C” or better in all professional courses.

## **Program**

Students begin the MLT curriculum Fall Semester and will complete the program fall semester in December of the next year.

The program is a four semester program (fall, spring, summer and fall) and students are expected to complete the program courses as indicated by the curriculum guide. Failure to complete courses as indicated in the curriculum guide may result in a student's dismissal from the program. Such students may reapply for admission consideration the following year and would be required to retake program courses or demonstrate current course competency by written and/or practical exam.

Students can only repeat a single MLT course in which they are unsuccessful (<"C" grade). Students with two unsuccessful attempts in program courses are ineligible for program readmission. Withdrawing from a MLTS course is considered an unsuccessful attempt. A course grade of "D" or "F" is considered an unsuccessful attempt.

## **Registration**

Contact your advisor to receive instructions for registering for courses. If you do not know who your advisor is, you may contact the Health Sciences Division Office at 229-500-2389 to be assigned to an advisor.

## **Curriculum Plan**

If you are on financial aid, be sure to plan each semester's course work with sufficient credits to meet requirements.

The final fall semester students participate in a clinical externship and a seminars course (16 credit hours). **Students are assigned to a clinical affiliate for 36 hours per week for 16 weeks.** This is day shift and generally other shifts or weekends are unavailable. During this time, students are allowed to perform laboratory procedures to gain entry level job competencies and proficiencies. Students are evaluated by exam, performance and compliance with Albany State University, program policies, and affiliate policies.

**NOTE: Students must follow the curriculum guide in order to progress in the program.**

## **Online Applicants**

Please be sure that Albany State University online learning is an option in your state. This information can be found on our [Online/Distance Learning's Webpage](#).

**NOTE: No online student can be considered for participation without prior approved clinical support.**

## Application Process

1. Students must apply to and be accepted for enrollment with Albany State University.
2. Students must complete any learning support requirements prior to Program consideration.
3. Students must submit a completed MLT Program Application to the MLT Program Director.

## MLT Program Application Requirements

1. MLT Program Application
2. Immunizations records includes HBV x3, Varicella x2, MMR x2
3. Letters of recommendation (no more than three)
4. Physical Exam Record
5. Health Insurance Form
6. Course Plan

(Please ensure you submit a **completed** application)

## MLT Program Application Deadline

**Fall Semester Application Deadline:** June 1\*

\* **Note:** Most new students begin fall semester. Spring semester program admissions based on individual review and space availability.

## Applicant Evaluation Sample

	Applicant	Requirement	Alternate	Applicant
<b>Minimum Acceptance</b>				
Application		Completed		
Exit Learning Support		Exit all		
Recommendation Letters: [1] [2] [3]		3		
HBV Immunizations		3 or positive titer		
SAT Score/GPA		870	9 semester hours of related ASU courses with > 2.5 GPA	
General Education Courses Completed: BIOL 2411K, ENGL 1101, MATH 1111, COMM 1110, POLS 1101, and BIOL 2211K				
Previous Lab Work	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Medical Exam	<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Acceptance Status</b>				

## Pre-Program General Education Course Requirements

The following general education course requirements (totaling 20 credit hours) must be completed **prior to** program acceptance:

Course Number	Course Title	Credit Hours
ENGL 1101	English Composition I	3
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MATH 1111	College Algebra (or higher-level math)	3
BIOL 2211K	Introduction to Microbiology <i>(May not be offered online at Albany State University)</i>	4
<b>Total General Education Credit Hours</b>		<b>20</b>

# **APPLICANT FORMS**

*Complete and Return to MLT Program Director*



**Albany State University  
Darton College of Health Professions  
Medical Laboratory Technology Program Application**

Name \_\_\_\_\_  
Date \_\_\_\_\_  
Albany State University Student ID# \_\_\_\_\_

**NOTE: If you do not have an ASU student ID# you are not eligible to participate in this Program.**

**Current Mailing Address**

Street \_\_\_\_\_  
Apt \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Phone**

Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**Personal Email** \_\_\_\_\_

**Check Program Option:**

- Online (requires clinical support); **Name and location of clinical site:** \_\_\_\_\_  
 Hybrid (online courses/on campus labs)

**List colleges previously attended and degrees held:**

College/University	Years Attended	Degree Awarded

**Have you previously applied to this program?**       Yes    No      *If yes, when?* \_\_\_\_\_  
**Have you applied to another Health Sciences Program?**    Yes    No  
**Is Medical Laboratory Technology your current major?**    Yes    No

**Instructions:** Indicate courses satisfactorily completed with a “C” or higher by placing a ✓ in the appropriate box.

- |                                     |                                     |                                    |
|-------------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> BIOL 2411K | <input type="checkbox"/> CHEM 1211K | <input type="checkbox"/> ENGL 1101 |
| <input type="checkbox"/> BIOL 2412K | <input type="checkbox"/> CHEM 1212K | <input type="checkbox"/> MATH 1111 |
| <input type="checkbox"/> BIOL 2211K | <input type="checkbox"/> COMM 1110  | <input type="checkbox"/> POLS 1101 |

- I have read all of the attached information and understand the application and selection process.  
 I hereby apply for admission to the Albany State University Medical Laboratory Technology Program for the Fall Semester of the year \_\_\_\_\_.

<b>Signature</b>	
<b>Date</b>	

**Albany State University**  
**Medical Laboratory Technology**  
2400 Gillionville Road  
Albany, Georgia 31707  
Phone: (229) 500-2238  
Fax: (229) 500-4393

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## **Physical Evaluation Form**

*To be completed by physician/health care provider*

I have examined \_\_\_\_\_ and find that she/he meets the following essential functions required for participation in the Albany State University Medical Laboratory Technology Program. The essentials are as follows:

**Visual Acuity** (with or without corrective lenses) sufficient to differentiate colors used as reaction indicators; to differentiate and identify specimens utilizing microscopic examination; to read laboratory manuals, procedures, policies, specimen labels, test requisitions and other materials pertinent to professional practice;

**Physical Ability** to manipulate clinical laboratory instruments and equipment in a manner consistent with operational procedures;

**Manual Dexterity** to perform procedures and operate equipment consistent with operational guidelines.

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**Physician/Health Care Provider**

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**Date**

# Mandatory Student Health Insurance

Beginning Fall Semester 2014, all new students accepted into ANY Darton College of Health Professions will be required to show proof of active Medical Insurance coverage. This is a new Board of Regents of the University System of Georgia mandate, and not an Albany State University mandate. Proof of coverage must be submitted between August 1 and September 5 or as otherwise posted. Submissions CANNOT be done BEFORE August 1, or AFTER September 5. **Submission is done via the following website only:**

[Click here for more information regarding student health insurance](#)

Proof of coverage must be provided in one of the following ways:

- 1) Through a currently active parent plan.
- 2) Through a currently active individual or family plan.
- 3) Through a currently active Employer-Sponsored plan.
- 4) Through a currently active Albany State University Student Health Insurance Plan (SHIP).
- 5) Through a currently active Government-Sponsored Plan.

If a student fails to provide appropriate proof of coverage during the dates stated above, the student will be **automatically enrolled** (via the Business Office) into plan #4 above. As of May 1, 2014, the Annual Premium rate for Plan #4 was as follows:

Student – Age 26 and Under \$1,381.00

Student – Age 27 and Older \$1,782.00

**\*These rates and dates are subject to change without notice.**

Additionally, Health Insurance coverage must be maintained by the student throughout the entire time that he/she remains enrolled and is actively progressing through his/her respective Health Sciences or Nursing Program. If a student fails to maintain Health Insurance coverage, then he/she will be immediately dismissed from his/her respective Health Sciences or Nursing Program for failure to maintain the mandatory coverage as required by the Board of Regents of the University System of Georgia. If you have any questions regarding this requirement, please contact your respective Program Director, the Health Sciences Division Office, or the Nursing Division Office.

I have read the above statement, and I understand the requirements as listed above and understand that my acceptance into any Darton College of Health Professions requires Mandatory Medical Insurance coverage.

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Student Signature

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Date

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Printed Name

Student _____ ID# _____ Date _____	<p><b>Course Plan:</b> Use curriculum course sheet (pg. 4 of this application packet) to complete this form. List all prerequisite courses you have taken in the “Prior to entry to MLT Program” section. List all courses you have to take to complete the MLT program in Semesters 1-4.</p> <p><i><b>NOTE:</b> The MLT Program may be completed in 4 semesters. Taking general education classes prior to starting the program may result in you being a part-time student and may impact your financial aid.</i></p>																
Prior to entry to MLT Program	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: left; padding: 2px;">Course</th> <th style="text-align: left; padding: 2px;">Credits</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;"><i>Example: ENGL 1111</i></td> <td style="padding: 2px;"><i>Example: 3</i></td> </tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> </tbody> </table>	Course	Credits	<i>Example: ENGL 1111</i>	<i>Example: 3</i>												
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## Recommendation Form MLT Program

**Part 1 – To be completed by the applicant**

Applicant's name: \_\_\_\_\_  
*Last First Middle*

Albany State University Student ID#: \_\_\_\_\_

**Waiver of right-of-access to recommendation form content:**

- I waive my right of access to any information contained on this recommendation form.
- I do not waive my right of access to information contained on this recommendation form.

\_\_\_\_\_  
**Applicant's Signature (Required)**

\_\_\_\_\_  
**Date**

I understand that recommendation from family and friends are not permitted and will not be considered.

I understand that I must supply the person that I have chosen to give my recommendation form to an envelope to put the completed form in as well as a stamp for mailing. A sealed envelope containing the completed form may be returned by the applicant to the DMS office. If the envelope has been tampered with in any way, the contents will be void and not considered for entrance into the MLT Program.

\_\_\_\_\_  
**Applicant's Signature (Required)**

\_\_\_\_\_  
**Date**

Please use the following address for returning your completed recommendation forms. It is recommended that you pre-address the envelopes.

Quontasha Glover, BS MLS (ASCP)<sup>CM</sup>  
MLT Program Director  
Albany State University – West Campus  
2400 Gillionville Road  
Albany, GA 31707-3098

**Applicant's Name:** \_\_\_\_\_

**Part 2 – To be completed by the evaluator**

The above individual is applying to a professional program at Albany State University. We value your comments and ask that you give a full and candid appraisal so that fair consideration may be given to the applicant.

5 = Outstanding	4 = Good	3 = Average	2 = Fair	1 = Poor	0 = N/A
Academic motivation	_____	_____	_____	Ability to cope with stress	_____
Attitude toward authority	_____	_____	_____	Analytical and problem solving ability	_____
Adaptability to change	_____	_____	_____	Ability to work with people	_____
Organizational skills	_____	_____	_____	Leadership ability	_____
Integrity	_____	_____	_____	Personal appearance	_____
Dependability/Reliability	_____	_____	_____	Ability to communicate effectively	_____
Emotional maturity	_____	_____	_____		

**Please check one:**

I have known the applicant for:  Less than one year     1-3 years     4 or more years  
My relationship to the applicant is/was:  Employer/Supervisor     Educator     Counselor     Other

**Summary:**

We invite additional comments and observations about the applicant. If the applicant is already functioning as a healthcare provider, comment on this individual's technical skills and professional knowledge base.

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**Evaluator Information** *(Please print)*

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Place of employment:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone: (Work)** \_\_\_\_\_ **(Home)** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**