

WCTC Surgical Technology Petition Frequently Asked Questions

Q: Is applying for admission to the Surgical Technology program and petitioning the same thing?

A: No. When you apply for admission, you are applying to the college for acceptance into the Surgical Technology program. Petitioning occurs when you are ready to take Surgical Technology core classes.

Q: Do I have to be admitted into the Surgical Technology program before I petition?

A: Yes. Students must complete all admission steps and be admitted into the Surgical Technology program prior to petitioning for Surgical Technology core classes.

Q: How do I know when I am ready to petition?

A: You are ready to petition once you have completed or are in the process of finishing your final prerequisite courses (with a C or better) and are ready to begin Surgical Technology core classes in fall 2023.

Q: What is the difference between petitioning complete and in progress?

A: If you complete all of the required General Education courses by the end of the spring term 1 (Spring 2023) your courses will be considered complete. If you are finishing courses in spring term 2 (Spring 2023) you will be considered in progress.

Q: Are there specific times in which I can petition for Surgical Technology core classes?

A: Yes. The petition window is once a year, March 15-30, for students who wish to begin Surgical Technology core classes in fall.

Q: I missed the window to petition but I have all of my general education requirements done. Will you accept a late petition?

A: No. Late petitions are not accepted.

Q: Where do I find the petition form?

A: The petition form will be available on the student portal under Academic News and on WCTC's Surgical Technology webpage about a month before the petition windows open.

You must complete the petition form and submit any required documentation via the petition link on the Surgical Technology webpage.

Q: How many seats are there? How are seats awarded?

A: There are 20 seats awarded each year.

Seats are awarded based on 1) All courses complete. 2) Application date. 3) First term a science course was completed.

If a student has all general education courses complete, they will be awarded a seat before a student in progress. If there is tie based on application date the next criteria is the term the first science course was taken. Please note 3 seats are held for Froedert Employees.

Q: What is an alternate?

A: There are 5 alternate spots awarded each year. Alternates will only be awarded a seat if a student declines the seats awarded to them. If an alternate is not awarded a seat, they must repetition next year.

Q: What additional steps are needed for the Froedert Partnership Program?

A: You must fill out and submit the the Froedert Surgical Technology Agreement Form.

WCTC Advising
800 Main Street, Room C-021
Pewaukee, WI 53072
262.691.5400 (Phone)

Petition for Entry Form Core/Clinical Surgical Technology Courses

For Office Use Only:

"C" or "IP"

App. Date

Note: Only students who have applied to and have been officially admitted to WCTC's Surgical Technology Program are eligible to petition.

Name: _____ ID: _____ Date: _____

Phone #: _____ WCTC Student Email: _____

Priority admission will be given to students who have completed the following requirements:

_____ **General Education Requirements with a grade of C or better- indicate X if complete or IP if in progress:**

_____ Written Comm / English Comp

_____ Introduction to Sociology

_____ Oral /Interpersonal Communication

_____ General Anatomy & Physiology

_____ Medical Terminology

_____ Advanced Anatomy & Physiology

_____ Psychology of Human Relations

_____ Microbiology

If marked "IP" and you are not taking the course at WCTC, please indicate where you are taking it. If you are transferring in credits from another college, make sure the credits show in your account.

Written Documentation: (only required if you are in the Froedtert Employee Program)

_____ Attach the Froedtert Surgical Technology Agreement Form if applicable. If not applicable - do not submit.

Petition Packet submission procedure:

Submit the DocuSign Petition form between March 15th and March 30th. Do not submit early.

Late forms WILL NOT be considered. You will need to complete the petition process in a subsequent year.



Petition for Entry Form Core/Clinical Surgical Technology Courses *(continued)*

Please read and initial the following statements – I understand that:

_____ I will be notified via **my WCTC student email** by **Friday, April 28** if I have or have not been accepted to begin the core/clinical Surgical Technology courses. I WILL NOT CALL OR EMAIL to inquire about my selection status.

_____ I will need to have an acceptable Caregiver Criminal Background Check before starting the core/clinical Surgical Technology courses. I will NOT submit this with my petition packet. This will be due in H 101, by July 1st.

_____ I will need to complete a BLS Provider Course before starting my core/clinical Surgical Technology courses. I will NOT submit this with petition packet. It will be due my first day of class.

_____ I will need to complete documentation of Student Health Requirements before starting core/clinical Surgical Technology courses. I will NOT submit this with petition packet. It will be due my first day of class.

_____ I must attend a mandatory Surgical Technology Orientation held on campus, **Monday, May 22, 2023**, 9 a.m. – 12:00 pm. I have to attend this meeting in order to register for Surgical Technology core courses.

_____ I will need to sign a form verifying that I have read and understand the Technical Standards required of a Surgical Technologist at the Orientation Meeting.

_____ If I am accepted into the core/clinical Surgical Technology courses and completing courses "in progress" at another college, upon completion of the course(s) with a C or better, I will submit an official transcript to admissions once the course is complete.

_____ If I am selected and *choose not to begin* taking the core/clinical Surgical Technology courses, my petition packet will be voided and attached documents will be shredded before the semester begins. I **MUST** submit a new packet for a future year.

_____ If I am selected as an "alternate" and *not chosen to begin* core/clinical Surgical Technology courses, I **MUST** submit a petition packet indicating my interest in beginning core/clinical courses the following year or when I am ready to enter.

_____ If I am accepted into core/clinical Surgical Technology courses and agree to enroll, I must register for the indicated core courses. If I choose not to enroll, after I have accepted the placement, I am required to notify the Allied Health office, at 262.691.5425 at least thirty days prior to the start of classes. **If I fail to notify the Allied Health office I will be ineligible to petition for the following year.**

Student Signature: _____

Date: _____

