

Steps to Complete the Surgical Technology Program

Step 1 **Complete the required admissions steps:**

- Apply online at www.wctc.edu/apply and pay the \$30 application fee.
- Request transcripts:
 - Submit official high school or GED/HSED transcripts.
 - Send official college and/or military transcripts.
- Complete placement assessment (Reading and Writing).

Questions? Visit www.wctc.edu/apply or contact the Office of Admissions | 262.691.5200.

Step 2 **Attend virtual New Student Orientation.**

Visit www.wctc.edu/orientation to complete and learn more.

Step 3 **Complete your General Studies courses.**

- You must earn a grade of C or better in all general education courses. Have transfer credit? Check out Credit for Prior Learning. For more information on transfer of credit procedures go to www.wctc.edu/prior-learning.
- This program also requires valid BLS Provider certification from the American Heart Association. WCTC offers a BLS Provider Renewal course.

Step 4 **In order to begin core courses, you will need to successfully:**

- Petition to the Surgical Technology program. The petition window for Surgical Technology is March 15-30, 2022.
- Complete a background check.

After successfully completing these steps and being awarded a seat through the petitioning process, you can begin your core courses in Fall.

Petition Information

How soon can a new student petition into core surgical technology courses?

The petition window for Fall 2022 is March 15-30, 2022.



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 the following fall. If you complete ALL of the required General Education courses by the end of the spring term 1 (Spring 2022) you will be eligible to petition to start the core courses in the fall of 2022.

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: What specifically do I have to do in order to petition?

A: You must complete the petition form and submit it to alliedhealthpetitions@wctc.edu along with the required documentation (if applicable) listed on the form during the petition window.

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.

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

A: There are 20 seats awarded each year. Seats are awarded based on courses complete and application date.

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 Froedert/WCTC Partnership Program form.



WAUKESHA COUNTY TECHNICAL COLLEGE

WCTC School of Health
800 Main Street, Room H-101
Pewaukee, WI 53072
262.691.5425 (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 Froedtert Employee Program Form if applicable. If not applicable - do not submit.

Petition Packet submission procedure:

Submit this form (and written documentation if applicable) between March 15th and March 30th. Do not submit early.

Email the completed form to: alliedhealthpetitions@wctc.edu

Important: You will get an automated reply that your petition is accepted. If you do not receive an automatic reply, then you will need to resubmit your petition documents.

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 29th** 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 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 16th**, 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, a Request for Evaluation to Admissions, and a copy of the transcript to the Program Advisor prior to registering for classes.
- _____ 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 262-691-5375 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: _____



WCTC School of Health
800 Main Street, Room H-101
Pewaukee, WI 53072
262.691.5425 (Phone)

Froedtert Surgical Technology Agreement Form

No need to submit if you are not part of the Froedtert Employee Program.

Student Name: _____

Phone: _____

Wctc Email: _____

Student Id: _____

Froedtert Employee Program

_____ I am part of Froedtert Employee Program.

_____ I understand there are three seats held for students who are in the Froedtert Employee Program. If I am not awarded one of the three seats I will be added to the general petition pool.

I certify that the above student is a Froedtert Employee

Supervisor's Signature:

Phone Number:

