

Admission and Waitlist Process for High Demand Programs

Washtenaw Community College maintains a waitlist for admission into any program that it has designated as a high demand program (one for which there are more qualified applicants than openings for an entering class). The order of the waitlist facilitates a first-in, first-out treatment of applicants within the following residency classes:*

Priority 1: Legal residents of the Washtenaw Community College district.

Priority 2: Legal residents of counties adjacent to the Washtenaw Community College district.

Priority 3: Legal residents of all other counties of the State of Michigan.

Priority 4: Persons whose legal residence is outside the State of Michigan but within the United States.

Priority 5: Persons whose official residence is a foreign country.

In order to be added to the waitlist, applicants must apply to the college and also submit a completed application for the program. The program application must include any necessary documentation to substantiate that the applicant has met all of the program's minimum admission requirements. The college will keep a rolling waitlist for each high demand program and applicants will be added to the list at the end of each two-month cycle listed below:

August 1 to September 30

October 1 to November 30

December 1 to January 31

February 1 to March 31

April 1 to May 31

June 1 to July 31

Those who submit a completed application during one of the application cycles defined above will be added to the waitlist in random order, with applicants possessing Washtenaw County residency status being given first priority on the waitlist, applicants with residency status in counties adjacent to Washtenaw County will be given next priority, then all other applicants who meet Michigan residency requirements, and so on.*

Applicants who submit their completed applications on the first day of the two-month application cycle have no advantage over those who submit their completed applications on the last working day of the two-month application cycle. These applicants are added to the waitlist in random order within their residency class.

However, those who submit their completed application in an earlier application cycle have priority over those in their residency class who submit during a later application cycle. For example, people who submit completed applications during the October 1st to November 30th cycle have priority in their residency class over people who submit their applications during the December 1st to January 31st cycle.

The Admissions Office is open during weekdays, so please note that if the last day of the month ends on a day the Office is closed, you must submit your documentation earlier. Also, if you are on the waitlist and your residency status changes, you will be placed in the part of the waitlist that applies to your most current residency status, so please make sure you keep your address updated through MyWCC or at the Student Connection Center.

If you have any questions, please call the Health and Second Tier Admissions Office at (734) 973-3596 or call (734) 973-3358 to schedule an appointment to meet with the Health Programs Counselor.

*In cases where there are not sufficient in-district clinical sites for a program and where out-district sites are available but require special consideration of out-district students, the college may establish and maintain parallel priority lists.

References to residency refer to the Washtenaw Community College residency requirements as defined in the Programs and Services Bulletin.

Washtenaw Community College
Pharmacy Technology Certificate (CTPHAR)
CONTACT INFORMATION

If you are interested in the Pharmacy Technology program at Washtenaw Community College, you should talk with the Health Programs Counselor for advising. If you have questions pertaining to admissions to the program, you should contact the Health and Second Tier Admissions Office. Helpful contact information has been provided below.

Sue Travis

Health Programs Counselor

Phone: (734) 973-3358 - by appointment

Email: stravis@wccnet.edu

Dina Stornello (Cheiman), RPh, PharmD

Pharmacy Technology Program Director

Phone: (734) 677-5209

Email: dcheiman@wccnet.edu

Health and Second Tier Admissions Office

Phone: (734) 973-3596

Email: healthadmissions@wccnet.edu

Financial Aid Department

Phone: (734) 973-3523

Email: finaid@wccnet.edu

Transcript Evaluation Department

Phone: (734) 973-3590

Email: transcripteval@wccnet.edu

Washtenaw Community College
Pharmacy Technology Certificate (CTPHAR)
2009-2010 Academic Year – Valid Until July 31, 2010
ADMISSION REQUIREMENTS

This program prepares you for jobs in hospitals, health care agencies, and retail outlets where you will work under the supervision of a registered pharmacist and be expected to blend a high attention to detail with customer service. The program also gives you the opportunity to explore health care as a place for future career opportunities.

Health and Applied Technologies Division – Allied Health Department

Pharmacy Technology Department Advisor: Dina Cheiman

Health Programs Counselor: Sue Travis

Applying for Admission to the Program:

Approximately twenty-four (24) applicants are admitted to the Pharmacy Technology program every fall semester. In order to be considered for admission to the program, your prerequisite requirements and program application **MUST** be submitted **NO LATER THAN** the May 31st application cycle deadline of the year you are applying for. Students are admitted every fall semester.

Applicants will be screened based on the following criteria:

- Acceptance to WCC: Applications can be submitted online at www.wccnet.edu. For assistance, please stop by the Admission Office located on the second floor of the Student Center Building or call (734) 973-3543.
- Submission of a Pharmacy Technology Program application
- Successfully completion of all admission prerequisite requirements
- Admission to the program is governed by WCC's Board of Trustees, Admission to High Demand Program policy. Washtenaw county residents are given priority admission.

Program Admission Prerequisite Requirements:

- 1) Applicants must possess a **high school diploma or GED** by the end of the program.
- 2) Completion of the following WCC courses or equivalent college courses with a **minimum grade of "C" or better:**
 - a. **MTH 169 (Intermediate Algebra) or MTH 167 (Math Applications for Health Science)**
 - b. **BIO 101 (Concepts of Biology) or higher level college biology course**
 - c. **ENG 111 (English Composition I)**
- 3) **Cumulative College GPA of 2.0 (if MORE than 12 college credits completed) or a Cumulative High School GPA of 2.0 (if LESS than 12 college credits completed)**
- 4) The Pharmacy Technology program is contingent upon students declaring that they have **specific physical and cognitive abilities**. These requirements are detailed in the Pharmacy Technology program admission packet. WCC reserves the right to request that students successfully demonstrate the specific cognitive and physical abilities related to the Pharmacy Technology program.
- 5) **Clearance of a Michigan State Police background check**. A background check will be conducted on each student with the submission of their program application and again before acceptance to the program. Students will be excluded from the program for any felony conviction and/or any controlled substance conviction.
- 6) **Verification of residency status**.

Continuing Eligibility Requirements:

Program courses are sequential and complemented with appropriate support courses.

- Students must complete all first semester courses with a grade of "C" or better to progress to the second semester.
- Students must complete all courses with a grade of "C" or better in order to graduate from this program.
- Students must possess a valid high school diploma or GED by the end of the program in order to sit for the National Pharmacy Technician Certification Board.
- Students must be at least 18 years of age to graduate from this program.
- Students who have a felony conviction record are not allowed to sit for the National Pharmacy Technician Certification Exam administered by the Pharmacy Technician Certification Board.

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Additional requirements to be completed prior to the experience course PHT 198 include:

- Completion of a satisfactory physical examination documented on the WCC health form. This form contains verification of childhood immunizations, negative TB test, and evidence of Hepatitis B vaccination or a signed waiver. This physical examination must be completed within three (3) months of the start of the clinical rotation and turned into the program director four (4) weeks before the start of the experience rotation.
- Verification of health insurance coverage.
- Demonstration of proficiency in the English language prior to placement in the experience course. Please refer to the application packet for further details.

Course Sequence:

Major/Area Requirements (Prerequisite Courses) (11 credits)

BIO 101	Concepts of Biology	4 credits
ENG 111	Composition I	4 credits
MTH 167 or MTH 169	Math Applications for Health Science Intermediate Algebra	3-4 credits

First Semester (12 credits)

HSC 101*	Healthcare Terminology	1 credit
PHT 100	Introduction to Pharmacy & Health Care Systems	4 credits
PHT 103	Pharmaceutical Calculations	2 credits
PHT 140	Pharmacy Prescription Processing	2 credits
PHT 150	Pharmacy Operations & Compounding	3 credits

Second Semester (8 credits)

PHT 101	Pharmacology for Pharmacy Technicians	4 credits
PHT 198	Pharmacy Experience	4 credits

Minimum Credits Required for the Program: 31-32 credits

***May be taken prior to admission to the Pharmacy Technology program.**

Computer and Information Literacy Graduation Requirement:

In addition, students must demonstrate basic computer skills and knowledge. Courses taken at other institutions, work experience, or transfer credit will not satisfy this requirement. Students can fulfill this requirement through either of the following options:

- 1) *Pass the Computer and Information Literacy test with a score of 70% or higher. Students can take the test two times. If a passing score is not attained, CIS 099 must be taken and passed with a "C" or better.*

OR

- 2) *Pass, with a "C" or higher, specified courses that incorporate the Computer and Information Literacy objectives. These courses might be taken as part of the degree requirements for a particular program. The courses include:*

- a. CIS 099 – Computer Literacy;*
- b. CIS 100 – Introduction to Computers and Software Applications;*
- c. CIS 110 – Introduction to Computer Information Systems.*

Students should take the Computer and Information Literacy test at their earliest opportunity, preferable upon admittance to the College. The test is administered in the Testing Center. The schedule for testing can be found in the Academic Class Schedule.

NOTE: Program requirements are reviewed annually and are subject to change without notice.

Washtenaw Community College
Pharmacy Technology Certificate (CTPHAR)
2009-2010 Academic Year
ESTIMATED COST

COLLEGE FEES:

Tuition

- In-District - \$73 per credit hour (32 credit hours @ \$70 = \$2,336)
- Out-District - \$124 per credit hour (32 credit hours @ \$121 = \$3,968)
- Out State/Country - \$167 per credit hour (32 credit hours @ \$164 = \$5,344)

Technology Enrollment Fee

- \$7 per credit hour (32 credit hours @ \$7 = \$224)

Additional Contact Hour Fee

- Semester 1 (PHT 100) - \$90
- Semester 2 (PHT 198) - \$200

PROGRAM COSTS:

- Required Textbooks - \$300-\$400
- Name Badge - \$15
- Lab Coat - \$25-\$40
- Physical exam including lab tests and immunizations - \$150-\$250
(if not covered by health insurance)

ADDITIONAL COSTS TO CONSIDER:

- Transportation to and from campus and clinical sites (3 days/week)
- Parking fees at experience sites
- Childcare
- Calculator and miscellaneous school supplies
- Health insurance coverage

NOTE: The fees above are only estimates and subject to change without notice.



Washtenaw Community College

PHARMACY TECHNOLOGY PROGRAM

MISSION STATEMENT

The Pharmacy Technology program strives to prepare graduates for a career in the field of pharmacy technology and provide them with a marketable skill. The student will be exposed to the latest in technological advances through a variety of learning experiences and clinical assignments. We attempt to work collaboratively with the student to ensure his or her academic success.

The Pharmacy Technology program has been designed to meet the requirements set forth by the American Society of Health-System Pharmacists (ASHP) Accreditation Standard for Pharmacy Technician Training Programs. Recently, the Pharmacy Technology Program earned full accreditation (through 2010) by ASHP (the only organization in the United States granting accreditation to pharmacy technology programs). The pharmacy technology program met 80 criteria standards established by ASHP. For more information on pharmacy technician program accreditation, go to ASHP's Website www.ashp.org.

GOALS OF THE PHARMACY TECHNOLOGY PROGRAM

- 1) To graduate individuals who are able to function successfully as entry-level pharmacy technicians.
- 2) To prepare graduates to successfully pass the National Pharmacy Technician Certification Examination.
- 3) To meet the needs of the health care delivery system locally and nationally.
- 4) To prepare graduates for employment in hospital pharmacies, retail pharmacies, home health care agencies, and other various health care entities that employ pharmacy technicians.
- 5) To provide students access to the latest technology within the field.
- 6) To encourage graduates to recognize the need for continuing education and professional affiliation.

EMPLOYMENT PROJECTIONS

Projections for employment of pharmacy technicians are very good. The Bureau of Labor Statistics (BLS) has projected that between 2000 and 2010, pharmacy technician job openings in the United States will increase by 36.4% to 118,000 total job openings. Pharmacy technicians are listed in the thirty fastest growing occupations for 2000-2010 by the BLS.

WAGE STATISTICS

Hourly wages for pharmacy technicians can vary greatly depending on the work site. Trends over the last few years in Washtenaw County have shown an increase in pharmacy technician wages due to the high demand for qualified individuals.

CURRENT STATISTICS

JOB TITLE	PERCENTILE WAGE		
	25%	Median	75%
Pharmacy Technician I	\$28,478	\$31,864	\$35,250
Pharmacy Technician II	\$33,325	\$37,358	\$41,390

From: Salary.com (average annual salaries)

4800 East Huron River Drive • Ann Arbor, MI 48105-4800 • (734) 677-5209

Washtenaw Community College
Pharmacy Technology Certificate (CTPHAR)
2009-2010 Academic Year – Application Valid Until July 31, 2010
ADMISSION APPLICATION CHECKLIST

ONLY COMPLETED APPLICATIONS WILL BE ACCEPTED. If the following requirements are not successfully completed when your application is submitted, your incomplete application will be returned to you by mail.

NOTE: In order to be considered for admission to the program, your prerequisite requirements and program application **MUST** be submitted **NO LATER THAN** the **May 31st application cycle deadline** of the year you are applying for. (Students are admitted in June of every year for the fall semester.)

The following checklist is important for proceeding with your application. Please read the checklist carefully and check off the completed requirements. **EACH REQUIREMENT MUST BE CHECKED OFF BEFORE YOUR APPLICATION WILL BE ACCEPTED.** This checklist must also be included with the submission of your application. **We suggest you keep copies of all items for your own records.**

___ 1. I have been *accepted* or *readmitted* to WCC. My Student ID is @ _____

___ 2. Admission Prerequisite **Course Requirements** (grades are based on a 4.0 GPA scale):

****Sealed Official Transcripts MUST be submitted with your application. (WCC transcripts DO NOT need to be submitted.)**

a. **MTH 169 (Intermediate Algebra) or MTH 167 (Math Applications for Health Science) w/minimum grade of “C” or 2.0:** (check one)

___ I completed this requirement at WCC (Transcripts NOT Required).

___ I completed this requirement at _____ and included a sealed official transcript.

___ I completed this requirement at _____ and have confirmed that WCC has my official transcript on file.

b. **BIO 101 (Concepts of Biology w/lab) or higher level college biology course w/minimum grade of “C” or 2.0:** (check one)

___ I completed this requirement at WCC (Transcripts NOT Required).

___ I completed this requirement at _____ and included a sealed official transcript.

___ I completed this requirement at _____ and have confirmed that WCC has my official transcript on file.

c. **ENG 111 (English Composition I) w/minimum grade of “C” or 2.0:** (check one)

___ I completed this requirement at WCC (Transcripts NOT Required).

___ I completed this requirement at _____ and included a sealed official transcript.

___ I completed this requirement at _____ and have confirmed that WCC has my official transcript on file.

___ 3. **Cumulative College GPA of 2.0 (if more than 12 college credits completed) or a Cumulative High School GPA of 2.0 (if less than 12 college credits completed).** Transcripts that provide an admission prerequisite course will be used in calculation of the cumulative GPA.

___ I completed MORE THAN 12 college credits from an accredited college or university.

___ I completed LESS THAN 12 college credits from an accredited college or university and included or verified that WCC has my official high school transcript.

___ 4. **Verification of High School Diploma or GED:** (check one)

• **NOTE: Completion of college courses and/or a college degree DOES NOT meet this requirement.**

• **IF your high school is located outside the United States, verification MUST be in the English language. If a translation is done, it must be completed through a translation company.**

___ I have included a copy of my High School Diploma, High School Transcript (with posted graduation date), GED, or High School Equivalency Certificate.

___ I have confirmed that WCC has my High School Diploma, High School Transcript (with posted graduation date), GED, or High School Equivalency Certificate on file.

___ I am a current Washtenaw Technical Middle College (WTMC) student and have included my CURRENT high school transcript.

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ADMISSION APPLICATION CHECKLIST CONTINUED

- ___ 5. I have included a completed **Admission Application Information form**.
- ___ 6. I have included a signed **Abilities Statement**.
- ___ 7. I have included a signed **Additional Information form**.
- ___ 8. I have included a completed and signed **Information Release Authorization form** to obtaining a criminal background.
___ I included a copy of one (1) of the following government issued picture ID's: Driver's License, State ID Card, or Passport.
- ___ 9. **IF a Washtenaw County resident**, I have included COPIES of **three (3) dated documents** to verify my Washtenaw county residency status which includes, but is not limited to: lease or mortgage contract, property tax statement, drivers license, state ID card, voter registration card, veteran's card w/address, tribal card w/address, tax return check stub w/address, professional license w/address, dated correspondence from government agency or court, bank statement, car registration, gas, water, electric, phone, or cable invoice, home, auto, or renters insurance policy.
- You **MUST** provide documentation verifying your current "Basic" address in WCC's records. To confirm or make changes to this address, please login to your MyWCC account and click on "*Personal Information*".
- ___ 10. **IF** submitting **Foreign College or University Transcripts**, they **MUST** be evaluated by either ECE (www.ece.org) or WES (www.wes.org). Foreign High School Transcripts will NOT be used for validation of prerequisite requirements.

NOTE: Program requirements are reviewed annually and are subject to change without notice.

Program applications and ALL supporting documentation can be submitted to the Admissions Office located on the second floor of the Student Center Building (SC 203) or mailed to the following address:

Health and Second Tier Admissions Office
Washtenaw Community College
4800 East Huron River Drive
Ann Arbor, MI 48105

Phone: (734) 973-3596
Fax: (734) 677-5408
Email: healthadmissions@wccnet.edu
Website: www.wccnet.edu

Procedure to Request Official Evaluation of Other College or University Transcripts:

NOTE: Your program application will be accepted without completion of your official evaluation. Please remember that you still must submit your official request to have your credits posted to your WCC transcript

Official Transfer evaluations will be completed approximately one (1) semester AFTER you have requested the evaluation and have earned at least one (1) credit hour from WCC. Until you have earned your first credit from WCC, our Counseling Department located on the second floor of the Student Center Building (734-677-5102) can help with the prerequisite overrides needed to sign up for classes. Once the evaluation is completed, transfer credit will be posted to your WCC transcript and viewable in your MyWCC account.

- You **MUST** submit an email request for your official WCC evaluation at least 10 days AFTER you have requested your previous institution to send official transcripts to WCC.
- In the email SUBJECT line enter *YOUR LAST NAME* with the word "*REQUEST*"
- In the email BODY, number 1-9 and list the following:
 1. Your **WCC Student ID**
 2. Your **Last Name**
 3. Your **First Name** and middle initial
 4. All **Former Names**
 5. Daytime **Phone** number
 6. **WCC Program** or degree that you want credit evaluated for
 7. **Year of the catalog** you are going by
 8. ***First Term** you earned credit at WCC
 9. List of the **Colleges and Dates** the Official Transcripts were sent to WCC
- **EMAIL transcript request ONLY to:** transcripteval@wccnet.edu
- **Direct all questions pertaining to the evaluation of credit to our Transcript Evaluator at (734) 973-3590.**

**Washtenaw Community College
Pharmacy Technology Certificate (CTPHAR)
2009-2010 Academic Year – Application Valid Until July 31, 2010
ADMISSION APPLICATION INFORMATION**

WCC Student ID: _____ Date: _____

Name: _____
Last First Middle Former/Maiden

*Address: _____
Number Street City State Zip County

Home Phone: (_____) _____ Work Phone: (_____) _____

Cell Phone: (_____) _____ Email Address: _____

***The contact information provided above MUST match WCC's records. You can confirm or change your contact information at anytime by logging into your MyWCC account and clicking on "Personal Information". (Your address MUST match your current "Basic" address on record. Your "Mailing" address is not sufficient for residency verification.)**

In order to be considered for admission to the program, your prerequisite requirements and program application MUST be submitted NO LATER THAN the May 31st application cycle deadline of the year you are applying for. (Students are admitted in June of every year for the fall semester.)

Please indicate where your admission prerequisite courses were completed along with the grades you earned. **Official transcripts and/or documents MUST be submitted with this application for verification. If a course is not clearly stated on your transcript(s), you must include the course description and/or syllabus. We are not responsible for your application being delayed due to lack of clarification.**

Course	Institution where taken	Grade
Intermediate Algebra or Math Applications for Health Science (MTH 169, MTH 167, or Equivalent College Course w/grade of "C")		
Concepts of Biology w/lab or higher level college biology course w/grade of "C" (BIO 101 or Equivalent College Course)		
English Composition I w/grade of "C" (ENG 111 or Equivalent College Course)		

The course listed below is a support course to the Pharmacy Technology program and can be taken prior to entering the program. If you have completed the following support course, please indicate where:

I have completed the following course with a minimum grade of "C" (2.0 on 4.0 scale) at WCC or from a transferring institution:

Healthcare Terminology (HSC 101) **WCC** _____ **Transfer Institution:** _____

Student Signature: _____ Date: _____

NOTE: Program requirements are reviewed annually and are subject to change without notice.

**Washtenaw Community College
Pharmacy Technology Program
ABILITIES STATEMENT**

Admission into the Pharmacy Technology Program is contingent upon students declaring that they have specific physical and cognitive abilities. These requirements are detailed below. WCC reserves the right to request that students successfully demonstrate the specific cognitive and physical abilities related to the Pharmacy Technology Program.

ABILITIES NECESSARY TO ENSURE ATTAINMENT OF COMPETENCIES IN THE PHARMACY TECHNOLOGY PROGRAM. THE STUDENT MUST BE ABLE TO:

1. Demonstrate English language proficiency with sufficient skill to communicate.
2. Demonstrate the degree of visual acuity to:
 - A. Read prescriptions and labels that are either handwritten or typed.
 - B. Package various drugs in liquid and solid form.
 - C. Prepare and affix labels to various medication containers.
3. Demonstrate sufficient locomotor and dexterity skills necessary for performance of required tasks.
 - A. Move, adjust and manipulate a variety of pharmacy equipment.
 - B. Lift and carry a minimum of ten (10) pounds.

I have read these statements and believe I meet the above requirements.

Printed Name: _____ **Student ID:** _____

Signature: _____ **Date:** _____

Washtenaw Community College
Pharmacy Technology Certificate (CTPHAR)
2009-2010 Academic Year
ADDITIONAL INFORMATION

1. **Necessary Screenings:**

- All students must agree to an initial Criminal Background Check in order to complete their application and a second check before entering the program. If a conviction is found (see Information Release Authorization Form), the student will **not be admitted** to the program.
- As a courtesy, WCC will conduct your initial and second background checks using the Michigan State ICHAT system which has limitations that may cause false positive and false negative records to be received. Please be aware that if a false record is received or you believe that the record is a mistake or inaccurate, it will be your responsibility to clear the record which may accrue additional fees (see Information Release Authorization Form).
- Please be aware that the Pharmacy Technology Department has contracts with many facilities and some require additional screening, ie: fingerprinting, urine drip screens, and additional background checks which may accrue additional fees to the student.

2. **Mailings:**

- An initial confirmation letter will be sent to inform the student we have received their completed application approximately three (3) weeks following the end of the admission cycle in which the student submitted their application in.
- Program requirements are reviewed annually and are subject to change. If there are changes to the program curriculum or prerequisite requirements, a letter will be sent informing you of these changes and you are required to meet all new requirements by the specified deadline or **your application will be closed.**
- If you are required to clear your background record, a letter will be sent informing you of this. You must have your record cleared by the specified date or **your application will be closed.**
- Still Interested letters are sent occasionally to students with residency status outside Washtenaw County. If you receive a Still Interested letter and would like your name to remain on the waitlist, you must submit the included Still Interested/Closing Application Form by the specified deadline or **your application will be closed.**
- Official Acceptance letters are sent approximately two and a half (2 ½) months prior to an entry term by Certified Mail.
- Official Alternate Candidate letters are sent approximately two and a half (2 ½) months prior to an entry term by Certified Mail.
- You will be required to sign for all letters sent by Certified Mail to show receipt for the letter. If you are not at home to receive this letter, the Post Office will attempt to deliver this letter two (2) more times. If no one is home to sign for the letter after the third (3rd) attempt, the letter will be held at your local Post Office for one (1) week only before it will be returned to WCC as “Unclaimed”.
- If a letter is sent and not returned to WCC, it is assumed you received the letter. If mail is returned to WCC by the Post Office including “Unclaimed” Certified Mail and we are unable to contact you, **your application will be closed.** Please keep in mind that the Post Office does NOT forward WCC mail.
- We assume that all letters that are sent have been received unless the letter is returned by the Post Office.
- It is your responsibility to check your Student Email on a regular basis. Important information regarding your application status may be sent and we assume that this information has been received since it was sent to your student email address

3. **Additional ways in which your application can be closed:**

- It is your responsibility to keep your contact information CURRENT. If we do not have an active address on record for you and are unable to contact you, **your application will be closed.** To view or make changes to your contact information, please login to your MyWCC account and click on “*Personal Information*” or contact the Student Connection Center located on the second floor of the Student Center Building.
- Students who have been admitted to the program will be REQUIRED to attend a Mandatory Orientation Session. The date, time, and location of this orientation will be stated in your Certified Official Acceptance letter. If you do not attend orientation and have not contacted and made other arrangements with the Pharmacy Technology Department, **your application will be closed.**

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4. You must maintain a minimum cumulative GPA of 2.0 while on the waitlist in order to be eligible to begin the program. If accepted into our program and you do not meet the 2.0 cumulative GPA requirement, you may take your deferment option in order to raise your GPA. If your GPA has not been raised to the minimum 2.0 requirement by the semester to which you deferred your admission, **your application will be closed.**
5. All Officially Admitted students are given the one (1) time only option to defer their admission to the program to the following year. In order to take this option, you will be required to submit the Deferment Form (provided at the Mandatory Orientation) by the specified date as stated in your Official Acceptance letter. If you do not take your deferment option by this deadline and choose not to continue with the program, **your application will be closed.**
6. If you received an Alternate Candidate letter, you will be provided with the same information as an admitted student and expected to meet all the same requirements in order to be eligible to take the spot of an admitted student if he/she cancels his/her admission to the program. Approximately twelve (12) students will be given Alternate Candidate Status each entry term. (Alternate Candidates are NOT eligible for the deferment option unless they have received official notice of their acceptance in the program.)
7. If we exhaust our Alternate Candidate list and still need to fill seats in the program for a specific entry term, be aware that if you have a low waitlist number you may be called for acceptance to the program at the last minute.
8. If your application has been closed for any of the reasons mentioned above and you would like to reapply to the program, you must meet all current prerequisite requirements and submit a new application to the program. Your name will be placed at the bottom of the waitlist in your residency category.
9. **You have read the Admission and Waitlist Process for High Demand Programs that is included in your application packet and are aware of your priority level for when there are more qualified applicants than openings for an entering class.**
10. **Your program application status can be viewed online through your MyWCC account by clicking on *Student Services* and then *Health and Second Tier Admission Application Status* approximately two (2) weeks after the submission of your application. You can view your waitlist number online approximately three (3) weeks after the application cycle has ended in which you submitted your completed application.**
11. **Your waitlist number will fluctuate (up and down) due to you or other waitlisted students making changes to their residency status, closing their application, or taking their deferment option once admitted to the program.**
 - **Your waitlist number can INCREASE or DECREASE depending on the residency status of you and/or other students in our database:** If your residency status has changed, your waitlist number will too. All students on the waitlist will see an increase or decrease in their waitlist number depending on the residency change that was made and the position on the waitlist of this student with the change. These changes could have been made by the student or the college. It is suggested that you check your residency status online through your MyWCC account on a regular basis to be sure your status is accurate.
 - **Your waitlist number may DECREASE if another student on the list has chosen to close their application:** If a student submits the Closing Application Form, the application will be removed from the waitlist which means many students on the waitlist will see a decrease in their waitlist number.
 - **Your waitlist number will INCREASE due to the Deferment Process in our database:** Once a student is officially admitted to the program, they are no longer reflected in the current waitlist numbers which means all remaining students on the waitlist will see a decrease in their waitlist number. When an admitted student chooses to take the deferment option and is replaced by an alternate student, all students will initially see a decrease in their waitlist number. However, when the deferred student is moved back onto the waitlist to be included in the admission process for the next entry term, all students currently on the waitlist will again see an increase in their waitlist number.

I have read these statements and understand their ramifications.

Printed Name: _____ **Student ID:** _____

Signature: _____ **Date:** _____

Washtenaw Community College
Allied Health Department
Pharmacy Technology Program (CTPHAR)
4800 East Huron River Drive
Ann Arbor, MI 48105-4800

INFORMATION RELEASE AUTHORIZATION FORM

I understand that it is the policy of Washtenaw Community College (WCC) to screen its students applying to the Pharmacy Technology program for prior criminal convictions as a condition for admission.

Pharmacy Technology student applicants will not be eligible for admission into the WCC Pharmacy Technology program for any of the following:

- Any conviction in the State of Michigan involving a controlled substance
- Any felony conviction in the State of Michigan

I also understand that if I have any felony conviction record, I am not eligible to take the National Pharmacy Technician Certification Exam administered by the Pharmacy Technician Certification Board.

You MUST submit a copy of one (1) of the following government issued picture ID's with this form which includes: Driver's License, State ID Card, or Passport.

Please PRINT clearly and answer ALL questions.

Name: _____
(LAST) (FIRST) (Middle)

Previous Name(s) and/or Maiden Name(s): _____

Other Name(s) known by: _____

Date of Birth: ____/____/____ Gender (circle one): **Male** or **Female**

Ethnicity (circle one):

White or **Black** or **Asian or Pacific Islander** or **American Native or Alaskan Native** or **Unknown/Other**

Driver's License Number: _____

Current Address: _____

City / State / Zip Code: _____

Previous Address: _____

City / State / Zip Code: _____

(TURN OVER – CONTINUED ON BACK)

The following statement must be signed and submitted prior to completing the WCC Pharmacy Technology program application.

APPLICANT'S STATEMENT: I hereby attest that I have not been convicted of any felony or any crime involving a controlled substance in the state of Michigan.

I understand and agree that I will be immediately withdrawn from the Pharmacy Technology program should the criminal records check disclose any of the above mentioned offenses or any others not disclosed by me as part of the application process. I confirm that the information I provided is accurate and correct.

I understand that knowingly providing false information regarding a criminal conviction is a misdemeanor punishable by imprisonment for not more than ninety (90) days or a fine of not more than \$500.00 or both.

I agree to report to the Pharmacy Technology Program Director if I am arrested for or convicted of any of the criminal offenses listed on the front page of this Authorization.

Printed Name: _____ Student ID: _____

Signature: _____ Date: _____