



OKLAHOMA CITY COMMUNITY COLLEGE

## **TITLE: ADMINISTRATIVE PROCEDURE NO. 5048**

### **PHYSICAL THERAPIST ASSISTANT (PTA) ADMISSIONS PROCEDURES**

Due to the large number of applicants for limited space in the Physical Therapist Assistant program, special application procedures are required.

#### **APPLICATION PROCEDURE**

All applicants must meet basic application requirements. Once these requirements have been met, optional preference points may be awarded according to procedures and listing on the current application form. Completed applications and documentation of preference points will be accepted in accordance with deadlines as posted on the current application.

To insure each applicant is fully informed of the application procedure, each applicant must meet with a counselor from the Center for Student Development. A counselor's signature is required on the application. Each applicant **must** submit a completed application including the following documents and verification of all requested preference points to the Office of Admissions and Records no later than the deadline as posted on the current application.

1. An Oklahoma City Community College Application for Admission.
2. An Application for Admission to Oklahoma City Community College Health Program. This form must be signed by the applicant and an Oklahoma City Community College Student Development counselor.
3. An official high school transcript reflecting date of graduation; official GED transcript; or official college transcripts from all colleges/universities attended. Students in their senior year of high school may submit a seven-semester official transcript with projected date of graduation.
4. An official report of the COMPASS Reading placement test score.
5. Documentation of eligibility for general education placement through the Oklahoma City Community College admission and assessment process.

#### **SELECTION PROCEDURE**

1. Applications on file by the **posted deadline**, with the highest total preference points, will be given priority for admission.

2. If applicants have identical preference point totals, individuals will be ranked according to high school grade point average or college retention grade point average as defined in the basic application, **whichever is most recent.**
3. An application will be considered complete when the criteria in items 1-4 of the Basic\_Application Requirements are met. Documentation for preference points must be submitted with the application.
4. The applicants selected for admission to the program will be notified by certified mail.
5. All qualified applicants who have not been selected for admission to a class will also be notified of their status and be placed on an alternate list for that semester only.

**ONLY COMPLETED APPLICATIONS WITH VERIFYING  
DOCUMENTATION WILL BE ACCEPTED.**

Effective: 01-02-1991