



Southwest Virginia Community College

OCCUPATIONAL THERAPY ASSISTANT APPLICATION

Admissions Office ~ PO Box SVCC ~ Richlands, VA 24641
276.964.7238 ~ Fax 276.964.7716. ~ www.sw.edu

Please indicate year and campus location you are applying for:

Fall 20_____ SWCC VHCC (includes service region for MECC/WCC - OTA classes will meet at the VHCC campus)

Occupational Therapy Assistant applications must be received in the Admissions Office by January 15th. The Occupational Therapy Assistant program is a highly competitive selective admissions program. It is your responsibility to make sure that the application and all of the requirements and pre-requisites are completed by the January 15th deadline.

Student ID # or Social Security #: _____

Last Name: _____ First _____

Mailing Address: _____
PO Box or Street City State Zip

Telephone/Home: _____ Business/Cell: _____ Email: _____

First priority for acceptance will be given to applicants who reside in the service region (Buchanan, Dickenson, Russell, & Tazewell counties). Secondary priority will be given to Virginia residents outside of those counties, and then out-of-state applicants.

Prior to the January 15th deadline, have you lived in Buchanan, Dickenson, Russell or Tazewell County for 12 consecutive months? YES NO

Please ensure that your name, address, and telephone numbers are correct in the Student Information System. If you need to update your information, please complete a "Change of Address Form" in the Admissions Office. **The College is not responsible for Undeliverable mail.**

Please indicate all colleges/universities attended:

College(s) Attended	State	Degree Received	Last Year Attended	Academic Standing at Last College
				<input type="checkbox"/> Good Standing
				<input type="checkbox"/> Probation
				<input type="checkbox"/> Suspended
				<input type="checkbox"/> Dismissed

I have read and understand ALL requirements as described in the SWCC Catalog online at sw.edu and the attached Occupational Therapy Assistant Selective Admissions Procedures check sheet. I also understand that I must submit this application form by the deadline for each year that I wish to be considered. It is my responsibility to make sure that all admissions requirements are met and all required documents are received by the SWCC Admissions Office by the January 15th deadline.

Signature _____ DATE _____

OCCUPATIONAL THERAPY ASSISTANT PROGRAM SELECTIVE CHECKLIST

Keep this page for your records

It is the applicants' responsibility to make sure that all requirements and pre-requisites are met and all required documentation is received in the specified offices by stated deadlines. This checklist is provided as a quick general guidance sheet for your records. Please refer to the SWCC catalog at sw.edu for full program details.

We highly recommend that you work on a regular basis with either Annette Looney (276.964.7643, Booth Center – Grundy, VA, annette.looney@sw.edu) or Billie Carol Keene (276.964.7743, Russell Hall room 224, billie.keene@sw.edu) for future advisement. They will be able to help you with course registration and will gladly discuss actions that you can take to make yourself more competitive.

APPLICANT CHECKLIST

Requirements/Documentation must be received in the Admissions Office by January 15th

APPLICANT REQUIREMENT	WAYS TO COMPLETE	COMPLETED (✓)
SWCC Admissions Application	Online at www.sw.edu or Hard Copy (paper) Application	
Occupational Therapy Assistant Application	Paper Application (located in the Admissions Office or Online under Public Forms)	
Official High School Transcript	Applicant requests HS to send official transcript to SWCC Admissions	
GED Scores (if applicable)	Applicant Provides Copy to Admissions	
ALL Official College/University Transcripts (excluding VCCS – Virginia Community Colleges)	Applicant requests Colleges/Universities to send official transcripts to SWCC Admissions	
One Year Biology with Lab (“C” or better grade)	HS Biology or College (BIO 20 or BIO 101 at SWCC)	
One Year Chemistry with Lab (“C” or better grade)	HS Chemistry or College (CHM 05 or CHM 111 at SWCC)	
Completion of Virginia Placement Test (VPT) or SAT Scores (520) or ACT (22) All Scores valid two years - Scores will be waived if applicant has completed ENG 111 and MTH 151 or higher (grades “C” or better)	Schedule VPT SWCC Testing Center 276.964.7652	
Place into ENG 111 or Completion of ENG 111 (grade “C” or better)	VPT scores or have completed ENG 111 (grade “C” or better)	
Proficiency in Math Modules MTE 1-6 or Completion of MTH 151 or Higher (grade “C” or better)	VPT scores or have completed MTH 151 or higher (grade “C” or better)	
Minimum 2.5 Cumulative GPA – Based on Last School Attended Whether HS or College, with at least 12 credits completed	Based on last school attended with 12 or more credits attempted. All official transcripts will be reviewed by the Admissions Office	

Applicant must also complete eight (8) hours of observation in an OCCUPATIONAL THERAPY SETTING. Observation must be documented by OT personnel denoting date(s) and time(s). **Observation documentation must be received in the SWCC – Occupational Therapy Assistant Department – PO Box SVCC – Richlands, VA 24641 by January 15th.**

TEAS - Allied Health - This placement test will be available during the month of March for applicants who meet all of the above pre-requisites. Please make sure to check your SWCC college email for notification of testing dates or check with Annette Looney at annette.looney@sw.edu for more information on testing dates.

You are important to us and we want to help you meet your educational goals! If you have questions or need additional assistance, please stop by the Admissions Office – Tazewell Hall Room T112 - (276).964.7238 - admissions@sw.edu .