

OCCUPATIONAL THERAPY ASSISTANT (OTA) 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 annette.looney@sw.edu) or Billie Carol Keene (276.964.7743, 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 February 15th

APPLICANT REQUIREMENT	WAYS TO COMPLETE	COMPLETED (✓)
SWCC Admissions Application	Online at www.sw.edu	
Occupational Therapy Assistant Application	Online at https://sw.edu/health-technology/occupational-therapy-assistant-app/	
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 and Chemistry with Lab or completion of BIO 141 and 142 (“C” or better grades)	HS Biology or College (BIO 20 or BIO 101 at SWCC) AND HS Chemistry or College (CHM 05 or CHM 111 at SWCC) or BIO 141/142	
Demonstrate competency in Math and English as determined in the Direct Enrollment Policy	See the Direct Enrollment policy online at https://desurvey.vccs.edu/	
Place into ENG 111 or Completion of ENG 111 (grade “C” or better)	Direct Enrollment policy, or have completed ENG 111 (grade “C” or better)	
Minimum 2.5 high school or college curricular 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.	

***Please note pre-requisites for BIO 141/142 include one year biology and one year chemistry or equivalent.**

Applicant must also complete twelve (12) hours of observation in an OCCUPATIONAL THERAPY SETTING. Applicants may meet this requirement at multiple sites. 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 1101 – Richlands, VA 24641 by February 15th.

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 – Dellinger Hall Room 220 - (276)964.7238 - admissions@sw.edu .