

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. If you have questions or need additional assistance, please stop by the Admissions Office – Dellinger Hall Room 220 - (276)964.7238 - admissions@sw.edu.

APPLICANT CHECKLIST

Requirements/Documentation must be received in the Admissions Office by **March 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	
Demonstrated competency in Science.	HS Biology or College (NAS 2 or BIO 101 at SWCC); HS Chemistry or College (NAS 2 or CHM 111 at SWCC); or completion of BIO 141 & 142 (*Please note pre-requisites for BIO 141/142 at SWCC include one year of high school or college biology and one year of chemistry or equivalents.)	
Demonstrate competency in Math and English as determined in the Direct Enrollment Policy	Eligibility for MTH 154 (Students can complete the informed self-placement (ISP) survey at https://desurvey.vccs.edu/) • Completion of MDE 10 • Completion of Virginia Placement Tests (VPT) within 5 years prior to application with demonstrated proficiency in MTE 01-MTE 05, or • HS GPA 3.00 & Algebra II or higher within the last 5 years, or • GED Math score of 165 or above within the last 5 years, or • SAT math score of 510-520, ACT math score of 19-22, or • Completion of college-level math class equivalent to MTE 01-MTE 05 within the last 5 years.	
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.	

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 or emailed to: annette.looney@sw.edu.

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.