

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, Booth Center Rm 312– Grundy, VA, annette.looney@sw.edu or Billie Carol Keene (276.964.7743, Russell Hall room 103, 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 or Hard Copy (paper) Application	
Occupational Therapy Assistant Application	Online at https://sw.edu/health-technology or 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 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 via VPT scores or means and measures identified in Multiple Measures Placement Policy.	See Multiple Measures Placement Policy online at sw.edu . If you need to schedule the VPT contact SWCC Testing Center at 276.964.7652	
Place into ENG 111 or Completion of ENG 111 (grade “C” or better)	Via Multiple Measures Placement or 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)	Via Multiple Measures Placement or VPT scores or have completed MTH 151 or higher (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 equivalents.**

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.

TEAS - Allied Health - This placement test will be available during the month of March for applicants who meet all of the above pre-requisites. **A score of 45 or higher is required on the TEAS in order to move to the next step of the selection process.** 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 – Dellinger Hall Room 220 - (276)964.7238 - admissions@sw.edu .