

Frances M. Maguire School of Nursing and Health Professions

Medical Laboratory Science Student Handbook 2023



Table of Contents

Contents	Page
Welcome	4
University Mission Statement, Core Values & Radiologic Technology Mission Statement	5
University Learning Outcomes	6
Medical Laboratory Science Outcomes	6-7
General Student Policies:	
Code of Academic Integrity	7-8
Grade Appeal (GMercyU courses)	8
Other Complaints.....	8
Non-Academic Criteria for Admission and Retention for MLS students.....	9
Technical Standards for MLS Admission, Academic Progression and Graduation	9-10
Other MLS Requirements.....	10
Academic Progression for the MLS program.....	10
Academic Advising.....	10-11
Completion of Coursework.....	11
Transfers to the MLS Program from within the University.....	11
Health & Background Clearance Document Requirements.....	11-12
Course Incomplete Grades.....	12
Grades for MLS courses while at affiliate program.....	12-13
Student Policies – University Wide Policies	
Academic Integrity.....	13
Academic Responsibilities.....	13
Computer Use Policy.....	13
Drug & Alcohol Use.....	13
Student Life Policies.....	13
General Health Services.....	13
ID Cards.....	13
Financial Aid.....	14
Title IX Statement.....	14
Medical Laboratory Science Program Specific Information	
Overview of the Medical Laboratory Science Program.....	14-15
Applying to approved affiliate MLS Programs.....	16
Option #1	16
VA Tuition while at the affiliate	17
Applying for Graduation	17
Option #2 (Jefferson Transfer)	17-18
Affiliate MLS Programs	19-20
Additional Jefferson Information	20-21
Preparing for Program Applications	22

Sample Activities Resume	23
TEAS Test	24-25
Interview Dress Code	26
FAQ's Radiography Program Interviews	27-28
Grade Conversion	29
Change of Major due to affiliate program dismissal	30
FAQ's GMercyU Medical Laboratory Science Program	31-36
ARRT Code of Ethics	37
Technical Standards	38
Affiliate Acceptance Forms	39-40
Financial Information for Juniors & Seniors	41
Curriculum Sheet	42
Student Information Checklist	43-45
Professional Licensure Requirements	46
Student Contract	47

Welcome to the Medical Laboratory Science Program at Gwynedd Mercy University. This handbook is your guide to a successful educational career.

As a student in this program, you have many responsibilities.

Outlined in the handbook are the details of many of those responsibilities.

After you carefully review the policies and procedures, please sign and date the last page (Student Contract) and return it to the office of the Campus Coordinator in Maguire Hall, Room 128 or by email to fox.j@gmercyu.edu

With the Mercy Mission and values as your guiding principles, the following recommendations should be integrated into your daily lives for success.

1. Turn off your cell phone, remove your earbuds and be present when in class, during your clinical experiences or at an event.
2. Remember that while email is quick and an informal mean of communication, messages still require courtesy and respect, particularly when writing to people you do not know. You are always making an impression when you communicate.
3. Respond to invitations and appointments you make. If something comes up that prevents you from keeping an appointment, let others know not to expect you.
4. Thank or acknowledge people who do something for you. Handwritten notes, rather than an email or a text will always stand out in the age of technology.
5. Be aware of the impact of your language. Words that you use casually or as a joke may have a more harmful impact than you intend.
6. Take responsibility for your mistake/s. Mistakes are inevitable and everyone makes them. The true measure of your character is how you respond when you make a mistake. With that being said, when it comes to Professional Conduct and Academic Integrity, just because you take responsibility for your mistake/s does not mean you get a free pass. There may be consequences.

Best wishes throughout this academic year,

Joy Fox

Campus Coordinator

UNIVERSITY MISSION STATEMENT

Gwynedd Mercy is a Catholic University rooted in the tradition of the Sisters of Mercy. Our learning community prepares students for successful careers and meaningful lives in a global society.

CORE VALUES

As a Mercy University committed to academic excellence, we value:

Integrity in Word and Deed

Respect for the Dignity of Each Person

Service to Society

Social Justice in a Diverse World

With a special focus on the Critical Concerns of the Sisters of Mercy: Earth, Immigration, Racism, Non-violence, Women

MISSION OF THE MEDICAL LABORATORY SCIENCE PROGRAM

The mission of the Medical Laboratory Science Program is an expression of the mission of Gwynedd Mercy University and the Frances M. Maguire School of Nursing and Health Professions. The academic program provides the pre-professional courses in science, liberal arts and humanities which allow a student to complete the senior year of professional education at an approved School of Medical Laboratory Science and at career entry, to be proficient in performing a full range of MLS tests and procedures and pass a national registry examination. The Medical Laboratory Science program combines education for professional competency with the Mercy tradition of service to society.

The mission of the Medical Laboratory Science program reflects the mission of the University in assuring that the student has a strong background in the sciences, liberal arts and humanities, that the student is clinically competent and possesses the qualities and abilities expected of a Gwynedd Mercy University graduate.

UNIVERSITY LEARNING OUTCOMES:

Continuing at successively higher levels across their college studies, students should prepare for twenty-first century challenges by gaining or becoming:

1. Knowledge of Human Cultures and the Physical and Natural World Through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts focused by engagement with big questions, both contemporary and enduring
2. Intellectual and Practical Skills, including
 - Inquiry and analysis
 - Critical and creative thinking
 - Written and oral communication
 - Quantitative literacy
 - Information literacy
 - Teamwork and problem solving
3. Personal and Social Responsibility, including
 - Civic knowledge and engagement – local and global
 - Intercultural knowledge and competence
 - Ethical reasoning and action
 - Foundations and skills for lifelong learning
4. Integrative and Applied Learning, including
 - Synthesis and advanced accomplishment across general and specialized studies
5. Immersed in the Critical Concerns of the Sisters of Mercy of the Americas for:
 - Women – Advocating for the lives/rights of women
 - Earth – Encouraging sustainable practices.
 - Racism – Urging a dismantling of institutional racism.
 - Immigration – Supporting persons who have been displaced.
 - Non-violence – Promoting peaceful discourse/discernment/decision-making.

MEDICAL LABORATORY SCIENCE LEARNING OUTCOMES:

The success of the program, and hence its graduates, is determined by students/graduates:

- Successfully completing the first three years of the program with a minimum overall GPA of 2.8 and a minimum science and math GPA of 2.5.
- Being accepted to one or more NAACLS (National Accrediting Agency for Clinical Laboratory Scientists) accredited Schools of Medical Laboratory Science.
- Successfully completing the one year of professional studies in a NAACLS accredited hospital-based program and being awarded a Certificate of Completion.
- Successfully passing the American Society of Clinical Pathologists (ASCP) national certification examination.

- Achieving gainful employment as a medical laboratory scientist in a clinical medical laboratory or a related industry such as research or education.
- As an alternative to employment, the graduate might also continue with formal education in a master's level program or a laboratory specialty in order to enhance professional skills and marketability.

GENERAL STUDENT POLICIES

TITLE: CODE OF ACADEMIC INTEGRITY FOR THE FRANCES M. MAGUIRE SCHOOL OF NURSING AND HEALTH PROFESSIONS POLICY:

POLICY: Academic ethics and integrity are the mutual responsibility of all those who perform academic work: faculty, staff and students. Because the University's reputation depends upon the quality and integrity of the academic work that its faculty and students perform, the tenets of academic ethics must be thoroughly understood and subscribed to by all members of the Gwynedd Mercy University Community. The FMMSON&HP abides by the Academic Integrity Policy of the University and provides the following additional explanation.

A student who violates the Code of Academic Integrity may be called into account by any member of the FMMSON&HP Community. This Code aims to encourage integrity, initiative, character building and maturity through the challenge of self-discipline and personal responsibility. The code attempts to foster academic and personal freedom through trust among students and faculty. This freedom relates to all aspects of campus life--social as well as academic.

Students should also conduct themselves in their academic work with honesty and integrity. Any work that a student undertakes as part of the progress toward a degree or certification must be the student's own. That work may include:

- Examinations - (oral or written)
- Case Studies
- Oral Presentations
- Laboratory and simulation exercises
- Papers
- Reports
- Other Assignments

In written work other than examinations, a student must clearly indicate the sources of information, ideas, opinions, and quotations that are not their own. During "closed book", "open book", or "take home" examinations students assume the responsibility to use only specified materials under the rules stated for such assignments in advance. A student should consult with an instructor whenever he or she

is uncertain about the rules for an examination, proper attribution of written materials, or any other aspect of the academic process.

Examples of conduct that are incompatible with these principles of academic integrity and that violate the Code of Academic Integrity are:

1. Plagiarism - using another person's published ideas or language without specific and proper acknowledgment.
2. Use of Another Person's Work - submitting a paper that someone else prepared, either in part or in total, or preparing all or part of a paper or other written assignment for another student.
3. Theft of academic or personal property of another- unauthorized procurement of academic work and/or personal belongings of another.
4. Misconduct During an Examination - copying from another student's paper, consulting unauthorized material, giving information to another student, or colluding with one or more students during an examination.
5. Prior Possession of an Examination - acquiring or possessing an examination before or after it is given unless the instructor grants permission.
6. Students are required to comply with course syllabus directives regarding test examinations protocols. Failure to comply with these directives may result in a zero for the examination.
7. Submission of False Data - submitting contrived or altered data quotations or documentation with an intent to mislead or deliberately misattributing material to a source other than that from which the student obtained it.
8. Submission of Work Used Previously - submitting without an instructor's prior permission, any academic work that student has already submitted in the same or similar form as part of an academic requirement at this College or any other institution.
9. Falsification of Transcripts or Grades - falsifying, tampering with, or misrepresenting one's own transcript or other academic record or that of another student or any materials relevant to a student's performance.

TITLE: GRADE APPEAL

POLICY: If a student believes their final grade is the product of the instructor's bias or caprice, rather than a judgment on the merits or demerits of the student's own academic performance, the student is referred to the Grade Appeal process outlined in the University Undergraduate Catalog:

<https://www.gmercyu.edu/about-gmercyu/publications#coursecatalog>

Please note that there are time limitations for submitting a grade appeal.

OTHER COMPLAINTS:

Refer to the University Undergraduate catalog for the process of other complaints other than an academic complaint. (University Undergraduate Catalog).

<https://www.gmercyu.edu/about-gmercyu/publications#coursecatalog>

TITLE: NON-ACADEMIC CRITERIA FOR ADMISSION AND RETENTION FOR ALL MEDICAL LABORATORY SCIENCE STUDENTS

POLICY: Graduates from the program must possess the essential professional attitudes, knowledge and skills to function in a wide variety of clinical situations and render a wide spectrum of patient related care in a safe and effective manner.

TITLE: TECHNICAL STANDARDS FOR ADMISSION, ACADEMIC PROGRESSION AND GRADUATION:

An applicant to the Medical Laboratory Science Program must, with or without reasonable accommodation, have sufficient:

Visual Acuity to be able to identify microscopic structures, cells and organisms; to operate analytical instruments appropriately and safely without substantially endangering students, co-workers and patients.

Fine Motor Skills and manual dexterity to obtain and manipulate specimens, reagents, instruments, and analytical equipment according to established guidelines with speed, accuracy and precision in a manner that does not endanger others.

Communication Skills to effectively convey and/or explain results to other healthcare personnel, both within and outside the laboratory.

Interactive Skills to maintain cooperative and productive working relationships with patients and other healthcare professionals.

Emotional Stability to exercise appropriate judgement in responding to emergency situations that may be present in the healthcare environment.

Ability to handle stressful situations.

Ability, with or without reasonable accommodation, to safely perform all core tasks required of a medical laboratory scientist.

All standards were formulated to be in compliance with the Rehabilitation Act of 1973 and the Americans with Disability Act.

TITLE: OTHER MEDICAL LABORATORY SCIENCE REQUIREMENTS

POLICY: Traditional, first-time students are required to complete the English and Math Placement Exams.

Transfer students not meeting the criteria determined by the registrar, are also required to complete the Math Placement Exam.

Students who do not meet the minimum competency on the English placement exam must enroll in ENG 002 during the summer or fall semester. Students who do not meet the minimum

score of “3” or greater in Math must enroll in MTH 002 or MTH 003 during the summer or fall semester. Students who score a “1” in the placement exam must enroll in MTH 002. Students who score a “2” may take either MTH 002 or MTH 003. Upon satisfactory completion of MTH 002 or MTH 003, the student will be eligible to take MTH 136 required for the program.

Transfer students follow the same math pathway to be prepared to take MTH 136.

TITLE: ACADEMIC PROGRESSION FOR THE MEDICAL LABORATORY SCIENCE PROGRAM

POLICY: Grades of “C” or higher (“C minus” is not acceptable) are required in all Medical Laboratory Science, math and science courses. For a grade below a ‘C’ (a ‘C-’ is not acceptable) in any of the courses in these areas, the student will first be put on academic program probation. The student may repeat **one** course only **one** time to earn a grade of ‘C’ or higher. If the student is not successful following these guidelines, they will be dismissed from the Medical Laboratory Science program. The student must also maintain a cumulative 2.8 overall GPA. If the cumulative overall GPA falls below a 2.8, the student will be placed on academic probation from the Medical Laboratory Science Program with one subsequent semester to bring the cumulative overall GPA back to a 2.8 or above. If the GPA continues to be below a 2.8, the student will be dismissed from the Medical Laboratory Science Program.

All challenges to the dismissal policy will be forwarded to the AD HOC FMMSON &HP Academic Appeals Committee. This ad hoc committee will be comprised of nursing and health professions faculty.

The FMMSON&HP reserves the right and responsibility to develop procedural guidelines for the implementation of this policy.

TITLE: ACADEMIC ADVISING

POLICY: Academic advising is coordinated through the Office of the Vice President for Academic Affairs, the Registrar's office and the FMMSON&HP.

The Medical Laboratory Science student will be assigned to the program’s Campus Coordinator as their academic advisor. The advisor will assist each student in planning the student’s program of study for the program. It is important that a student make an appointment to meet with their advisor at the time of registration for the next semester. It is strongly advised that students see their advisors as often as possible throughout the school year for any academic assistance needed.

Office hours are posted on the advisor’s office door or through electronic resources. The campus coordinator is also available by email any time.

Colleague Self – Service provides the platform for student advising. Students can access their curriculum plan, progress on their plan and course plan per semester through Colleague Self – Service through the GMercyU portal.

IT IS EACH STUDENT'S RESPONSIBILITY TO SEE THAT ALL REQUIRED COURSES ARE COMPLETED AND CREDIT REQUIREMENTS MET FOR THE PROGRAM BEFORE GRADUATION.

TITLE: COMPLETION OF COURSE WORK

POLICY: Once a student is matriculated into Gwynedd Mercy University, all courses required for the completion of the Medical Laboratory Science program must be taken at Gwynedd Mercy University and the affiliate radiography program. (See University Undergraduate Catalog, Academic Information section). University courses must be completed prior to the start of the affiliate program.

TITLE: TRANSFERS TO THE MEDICAL LABORATORY SCIENCE PROGRAM FROM WITHIN THE UNIVERSITY

POLICY: Students who have been admitted to another major at Gwynedd Mercy University and express a desire to transfer into the Medical Laboratory Science Program must contact the Campus Coordinator of the Medical Laboratory Science Program and be evaluated for admission into the program. Students must have completed at least one semester at Gwynedd Mercy University.

Transfer evaluation is based on the following:

- ⊗ Minimum GPA of 2.8
- ⊗ No grade below a C (“C minus”) is acceptable in any university course
- ⊗ All sciences and math courses require that no grade be less than a C. (a C- is not acceptable)

After receiving an acceptance notification to the program, the student must complete a change of major form signed by the current program’s advisor, the Assistant Dean of that program’s school and the Assistant Dean of the FMMSO&HP. The student can continue taking required courses the next semester.

Title: HEALTH AND BACKGROUND CLEARANCE DOCUMENT REQUIREMENTS

Please note: Affiliate MLS programs all have additional requirements. The student will be informed of these requirements and how to obtain necessary documentation from the affiliate program they are accepted into and plan to attend.

The University requires certain documents prior to beginning course work.

Medical History and Physical Examination

Proof of Health Insurance Coverage – The University will provide low cost insurance, payable with tuition, for those students who do not have their own health insurance coverage.

Meningitis Vaccine: Students living on campus only. Students not living on-campus must answer the resident status question.

Coronavirus Testing (COVID-19) If students are instructed by the University. Testing is based on University guidelines. Refer to the GMercyU COVID webpage.

COVID-19 Vaccine: Students should upload proof of vaccination. Submit to GMercyU as directed by the University (Refer to the GMercyU COVID webpage)

Students are responsible for making copies of all forms for their personal record prior to submission. Students will be excluded from the University and Affiliate Program until requirements are satisfied.

Coronavirus Testing/ COVID Vaccination

The University has required all students, faculty and staff be vaccinated against the COVID virus. Approved exemptions can be sought and requests are handled by University Student Health and Wellness Service.

- Documentation of COVID vaccination or exemption are to be uploaded to the University website.
- Students, faculty and staff who have an exemption MAY be subject to frequent COVID testing. Further information about COVID testing will be provided by the University.

If a student becomes ill with COVID during the year while at the University, the student is required to contact University Student Health and Wellness and will be followed by Mrs. Donna Ferguson, Director of Student Health and Wellness (ferguson.d@gmercyu.edu). Mrs. Ferguson will contact the student to discuss isolation/quarantine guidelines and manage them through their illness.

TITLE: COURSE INCOMPLETE GRADES

POLICY: An incomplete course grade (I), for University courses may be granted on an individual basis. Course work must be made up within 30 calendar days from the last day of the final examination period for the semester during which the course was taken.

A student must petition their instructor(s) for an extension beyond the normally scheduled semester/session final examination because of illness or another serious reason. The nature of certain courses prohibits a grade of incomplete.

Unless the course work is made up within one month of the final examination period of the semester during which the course was taken, the final grade for the course that is listed as "I" (Incomplete) will automatically be converted to an "F" (FAILURE). No extension will be granted beyond 30 days unless approved by the instructor and the Vice-President for Academic Affairs prior to the end of the 30- day period. This written permission must be entered on the "Change of Grade" form and filed in the registrar's office.

TITLE: GRADES FOR MLS COURSES WHILE AT AFFILIATE PROGRAM

POLICY: Affiliate semesters do not correlate with the University semesters for the most part. For that reason. At the end of the University's semester grades are recorded in Colleague as Incomplete (I) The grade of "I" will remain on the transcript until the campus coordinator receives grades from the affiliate program and follows the process of grade changes.

The campus coordinator correlates courses at the affiliate programs to the required courses (MLS) for the Medical Laboratory Science. These correlations may not be a perfect match. There are times when course sequence at the affiliate changes and the Gwynedd student registered for a course that has been delayed to a different semester. For this reason, in addition to the timing that grades are received by the campus coordinator, the grade of "I" remains (with no penalty) until the grade change is completed and received in the registrar's office. This is much different than how the grade of "I" is handled as a regular main campus University course.

TITLE: STUDENT POLICIES: University-wide Policies

TITLE: ACADEMIC INTEGRITY POLICY

POLICY: The FMMSON&HP adheres to the policies of the University. These policies can be found in the University Undergraduate Catalog and the Student Handbook.

TITLE: ACADEMIC RESPONSIBILITIES

POLICY: The FMMSON&HP adheres to the policies of the University. These policies can be found in the Student Handbook.

TITLE: COMPUTER USE POLICY

POLICY: The FMMSON&HP adheres to the policy of the University. This policy can be found in the Student Handbook.

TITLE: DRUG AND ALCOHOL USE

POLICY: The FMMSON&HP adheres to the policy of the University. This policy can be found in the Student Handbook.

TITLE: STUDENT LIFE POLICIES

POLICY: The FMMSON&HP adheres to the policies of the University. These policies can be found in the Student Handbook.

TITLE: GENERAL HEALTH SERVICES

POLICY: The University Undergraduate Catalog and Student Handbook has information related to student health services at the college.

TITLE: ID CARDS

POLICY: Every student, part-time and full-time, resident and commuter must carry a Gwynedd Mercy University Identification. This ID is necessary for security purposes, for entrance to the Griffin Complex and for library borrowing privileges. ID cards are obtained from Campbell Solution Center. Students should submit a photo for the GMercyU ID Card by emailing a “headshot” selfie from your GMercyU email address to idcardpicture@gmercyu.edu . The image should include just the student’s face and neck; choose the highest resolution possible when emailing the image. Identification pictures (ID’s) may also be taken at the Campbell Solution Center in Campbell Hall at the Gwynedd Valley campus. If a student loses their ID, a new one must be obtained from Campbell Solution Center.

TITLE: FINANCIAL AID

POLICY: Students in the MLS program are eligible for financial assistance identified in the Gwynedd Mercy University Undergraduate Catalog.

TITLE: Title IX Statement

Policy: Gwynedd Mercy University and its faculty are committed to assuring a safe and productive educational environment for all students and community members. In order to meet this commitment

and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, the University requires all faculty members to report incidents of sexual misconduct shared by students or any community member to the University's Title IX Coordinator, Robert Wood at wood.r@gmercyu.edu or Casey Hilferty at hilferty.c@gmercyu.edu

The University believes in creating a community free from interpersonal violence, including sexual harassment, sexual assault, partner violence, and stalking, in which all members of the university community feel safe and respected. Each student deserves a safe environment in which they are free to pursue an education.

Please know that all faculty on campus are mandatory reporters. This means that if you choose to disclose an experience of sexual misconduct to a faculty member outside of a classroom discussion, a writing assignment, or as part of a university approved research project, they must report the experience to the University's Title IX Coordinator. If you disclose sexual violence or any other abuse that occurred to you while you were a minor or someone else while they were a minor, they must report that as well. Filing a sexual misconduct report does not mean you will be part of a Title IX investigation or have to go to court.

Information regarding the sexual misconduct policy are available on the University's website under policies. You may also reach out to Robert Wood, Title IX Coordinator at wood.r@gmercyu.edu or 215-646-7300 x21140 or Casey Hilferty at: hilferty.c@gmercyu.edu with any questions or concerns.

Medical Laboratory Science at Gwynedd Mercy University – An Overview

Medical Laboratory Science at Gwynedd Mercy University – An Overview

Gwynedd Mercy University's program is called a 3 + 1 program. The student spends the freshman and sophomore and junior years here at the University campus taking many science courses along with general education courses such as English, Math, Religion and Philosophy.

At the end of the sophomore year, the student begins to apply to affiliate NAACLS accredited certificate MLS programs. (www.naacls.org) The student does this on his or her own with guidance from the Campus Coordinator. The student **MUST** be accepted into a program in order to continue with the University's MLS Program. The University offers **NO** guarantee of acceptance. (Refer to the University Catalog)

The senior year is spent at the MLS program taking the program's courses, both classroom and clinical. The student also registers here at Gwynedd Mercy for courses that correspond to courses being taken at the MLS program. (Campus Coordinator informs the student which University courses to register for.)

As long as the program the student attends is an approved affiliate program, the student can apply and receive federal financial aid (FASFA) through Gwynedd Mercy University. (This financial piece is best explained by the financial aid office as rules and regulations always change.) Please note that other types of tuition assistance such as University scholarships, grants and merit awards will no longer be available. Students continue to have access to all university resources. Grades from the MLS program are forwarded to the Campus Coordinator

by the program director at the end of the program and are entered into the corresponding University courses for the official transcript.

Once the MLS program is successfully completed (and all University courses have been successfully completed), the student will be eligible to receive their diploma from Gwynedd Mercy University with the BS degree in Medical Laboratory Science at the next official graduation date. (It is usually August) Many students choose to walk in the May commencement program.

Once ALL course requirements have been successfully completed (including both University and MLS program courses), the Campus Coordinator informs the MLS program director that all requirements for the B.S. degree have been met and the graduate is eligible to sit for the National ASCP Examination for Medical Laboratory Science. (American Society of Clinical Pathologists – www.ascp.org)

Thomas Jefferson University Option

The student can also choose to apply to Jefferson where he or she can pursue the 2 year or 1 year option to continue their studies. The competition for acceptance into Jefferson's program is very high. Please visit Jefferson's website for Medical Laboratory Science & Biotechnology at: <http://www.jefferson.edu/university/health-professions.html>

Gwynedd Mercy University does have an articulation agreement with Jefferson so that we know exactly what courses you need to take that meet their pre-requisite requirements. Jefferson might require additional courses over and above the typical Gwynedd Mercy curriculum. It is important to make the Campus Coordinator aware of possible interest in Jefferson's program. If the student is accepted to Jefferson, the student will transfer out of Gwynedd and into Jefferson. The B.S. degree will be granted by Jefferson.

I hope this document answers most questions. Please be sure to check out the on-line information available. Please be sure to review other documents available.

Prospective students can apply to Gwynedd Mercy University on-line free of charge - just click on the "apply now" button at www.gmercyu.edu

Please contact the Campus Coordinator, Joy Fox (fox.j@gmercyu.edu) for additional information.

Applying to an Approved, Affiliate Medical Laboratory Science Program

It is the student's responsibility to apply to approved, NAACLS accredited affiliate Medical Laboratory Science Programs.

Students apply to affiliate MLS certificate programs accredited by NAACLS. Information regarding available programs is in this handbook Program specifics can be found on the program's website. Students need to become familiar with these websites immediately following the successful completion of the sophomore year. During the summer between the sophomore and junior years, students are

advised to begin selecting a minimum of 2 programs to apply to. Because each program has specific application requirements and deadlines, it is advisable to begin the process early. Keep in mind that most programs require official transcripts, recommendations, possible entrance testing and other items prior to being invited to interview. There is no guarantee of acceptance into these programs. Beginning this process before the start of the junior year will make the process less stressful during the academic year. Affiliate programs may have a summer deadline for applications. Students in the Medical Laboratory Science program must maintain a minimum GPA of 2.8 and successfully complete the required science course sequence. Courses required on the Gwynedd Mercy University campus must be completed prior to entering the affiliate program. Students begin the Medical Laboratory Science portion of study in the senior year. Students remain Gwynedd Mercy University students (dually enrolled) during their time off-campus as long as they attend an approved affiliate Medical Laboratory Science program and are permitted and encouraged to continue to participate in campus activities and dorm life. Living on campus is not required. The campus coordinator remains the student's advisor whether the student is on or off campus. On-line course registration continues to take place at Gwynedd Mercy University and all grades are processed through the registrar's office. It is essential that the student enrolls in courses as instructed by the campus coordinator.

Once the student has successfully completed the course of study at the certificate program, a Bachelor of Science in Medical Laboratory Science is awarded from Gwynedd Mercy University. Because the certificate programs differ in length, some being 10 months, others being 11 months, the actual date of graduation may vary. Students will officially be August graduates and receive their diploma at that time since the affiliate programs are completed after the May commencement date. It is the student's responsibility to make arrangements for the grades to be submitted to Gwynedd Mercy University. This must be completed at the end of the affiliate program. Prior to graduation from Gwynedd Mercy University, students will have a transcript review, completed by the registrar's office, to assure that all courses and credits have been successfully completed. Questions regarding this procedure should be directed to the campus coordinator.

VA Tuition While at an affiliate radiography program:

Students who receive tuition assistance from the Veterans Administration (VA) should be aware that once they enter the affiliate program, the University will no longer be the liaison for processing VA tuition transactions. It is the student's responsibility to contact the affiliate program to find out if they are a VA participating program prior to applying. The certifying official at a VA participating affiliate will assume the role of processing VA benefits while enrolled in the affiliate program. The student should also contact the VA directly for additional information.

Applying for Graduation from Gwynedd Mercy University

Students must apply for graduation at Gwynedd Mercy University. Application for graduation is NOT a guarantee of graduation. All student records, transcripts and financial accounts must be cleared prior to graduation. It is the student's responsibility to assure that all records are complete and that all financial responsibilities have been met. Students may apply for graduation via instructions on the registrar's page of the web site and must follow the deadlines for application noted in the Gwynedd Mercy University Catalog. Graduation takes place three times each year at Gwynedd Mercy University; May, August and January. January graduates are invited to walk in the following May's graduation ceremony. Students graduating in August who wish to walk in the preceding May ceremony need to complete the

Petition to Walk form available from Academic Affairs and/or the campus coordinator asking for special permission. Generally speaking, if a student has 6 credits or less left to complete, permission is granted, though no diploma is issued at that time. (Students at affiliate programs will still have I's on the transcript but are typically granted permission to walk in May).

Students may participate in only one commencement. Any honors received will be recognized at the following May's Honors Convocation Ceremony and Commencement.

Students who begin the affiliate program in the summer or fall will be August graduates due to the time frame the program is completed at the affiliate. Diplomas and final transcripts will be available in mid-August. There is no commencement ceremony in August.

Students transferring to Thomas Jefferson University will be graduates of Jefferson and receive the degree from there.

GWYNEDD MERCY UNIVERSITY MAKES NO GUARANTEE REGARDING ADMISSION TO ANY OTHER INSTITUTION.

Medical Laboratory Science Affiliate Programs

Pennsylvania Hospital

William Hunt, MBA., MLS (ASCP) william.hunt@penmedicine.upenn.edu
Program Director, School of Medical Laboratory Science
800 Spruce Street
Cathcart Building Room CA-S19
Phila., PA 19107
215-829-7634

St. Christopher's Hospital for Children

Susanne Dannert, M.S., MLS (ASCP) susanne.dannert@towerhealth.org
Program Director, School of Medical Laboratory Science
Department of Pathology & Laboratory Medicine
160 East Erie Avenue
Phila., Pa 19134
215-427-5306

Reading Hospital

Ethan Kentzel, MLS (ASCP) ethan.kentzel@towerhealth.org
Acting Program Director, School of Medical Laboratory Science
PO Box 16052
Reading, PA 19612-6052
484-628-7898

APPLY ON-LINE: Reading Hospital School of Health Sciences
PO Box 16052
Reading, PA 19612-6052

Hackensack Meridian Health

Jersey Shore University Medical Center

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BE SURE TO NOTE APPLICATION DEADLINES

The best way to find application and other information about these programs, is to go directly to the program website using an internet search engine.

Preparing for Program Applications:

The following items/activities will help the student to prepare for making application to MLS programs as well as for the Interview Process:

1. "Google" the affiliate program for application and other information.
2. Prepare an activities resume (example provided)
3. Visit the Career Development Center for assistance in preparing the activities resume, completing applications, writing essays, and for interviewing techniques.
4. Make a timeline and/or a list for submitting all materials before the program's deadline.
5. Prepare for and take the placement test if a test is required.
6. Follow-up with the program to make sure all materials requested have been received.
 - a. Remember to send updated transcripts
 - b. Include a copy of your upcoming semester schedule
7. Research the program to which you are applying. Be familiar with their clinical affiliates as well. (Be prepared for the interview)
8. Review materials provided by the Campus Coordinator.
9. Practice answering possible interview questions.
10. Make sure to have appropriate interview attire in good repair. (See information provided.)
11. After the interview, be sure to send a hand written 'thank you' note to those you interviewed with.

Name
Address
Phone
e-mail

Sample Activities Resume

Employment:

Name of Company Date started - present
Location (city & state)
Briefly state what you do

Name of Company Date started - present
Location (city & state)
Briefly state what you do

Volunteer Activities: (examples)

Gwynedd Mercy University
Best Buddies when - when
Organization that focuses on.....
Briefly state what you do
Volunteer hours equal approximately _____

Abington Memorial Hospital when - when
H.E.L.P. Program (Hospital Elderly Life Program)
Briefly state what you do
Volunteer hours equal approximately _____

Sports:

Gwynedd Mercy University when - when
LaCrosse Team

High School Activities (XYZ High School):

Student Government
Position held (treasurer, member, etc.) when - when
Briefly state what the club does

Drama Club when - when
Briefly state what the club does

Hobbies & Interests:

Soccer Coach for Microsoccer

Skiing

Reading

Interview Dress Code

Male	Female
<ul style="list-style-type: none"> ✓ Two piece suit in a dark, plain color OR solid dark color dress pants with a matching, dark color suit jacket or solid color blazer ✓ White or off-white long sleeve dress shirt with undershirt (white) ✓ Socks that match pants ✓ Dress shoes (black or brown) coordinated with your pants ✓ Belt should match shoes ✓ Conservative, matching tie ✓ Clean shaven and trim, neat hair (closely trimmed and neat beard if applicable) ✓ Jewelry restricted to watch and/or ring ✓ NO earrings or visible body piercings ✓ Tattoos MUST be covered ✓ Minimal (if any) cologne 	<ul style="list-style-type: none"> ✓ Two piece skirt or pant suit or jacket/blazer with dress, skirt or dress pants in solid, dark color. Skirt should be approximately knee length. Blouse or modest shirt/sweater in either a solid color or a fine print. Do NOT wear bright, flashy colors or prints! ✓ Shoes should be plain dark pumps with a low heel that coordinate with skirt, dress or pants. NO open toe shoes, clogs, boots or sandals. ✓ Hosiery is a must with a skirt or dress and should be a neutral shade. Trouser socks can be worn with pants, also in a neutral or shade that matches shoes/pants. ✓ Short nails and if polished – a neutral shade. (No red, black, or bright colors for example) ✓ Simple, neatly styled hair – no bangs hanging over face (eyes). Consider pulling hair up or back neatly if long. ✓ Natural looking make-up. NO heavy eye make-up. ✓ Earrings: no more than 2 per ear. No big, dangly styles – keep them simple. ✓ NO visible body piercings other than ears. ✓ NO visible tattoos ✓ Minimal perfume (if at all)

See Campus Coordinator or Career Services for any questions!!

How you present yourself is extremely important!!!

Your appearance and behavior matter!!!!

FAQ's in a MLS Program Interview.

Why are you interested in MLS?

What do you know about the field of Medical Laboratory Science?

What does a MLS do?

Why are you interested in _____'s (insert program name) program?

What are your short and long term goals?

What accomplishments are you most proud of?

What is your greatest strength (asset).

What is your greatest weakness?

If you could go back and do one thing differently in school, what would that be?

When you have difficulty solving a problem, how do you usually handle it? (How do you decide what to do?)

What type of work or jobs have you performed?

How would your boss describe you as a worker or instructors describe you as a student?

What subjects do you do well in (in school)?

What subjects tend to give you difficulties (in school)?

If someone criticizes your work or school performance, how do you tend to handle it?

What type of volunteer experiences, if any, have you had?
How do you think these experiences will help you in MLS?

Describe any experiences you've had with sick or injured people.

What are your interests/hobbies?

Do you consider yourself to be outgoing?

Describe a stressful situation and how you handled it.

Describe a situation where you had to work under pressure, how you felt at the time and how you prioritized.

Describe a situation where you were confronted by a very aggressive person. How did you handle it?

IF you are given a chance to observe in the department as part of your interview:

What interested you the most?

Was what you saw what you were expecting?

Did you learn anything about MLS that you didn't know about before?

Do you think you will be a good "fit" for this field? Why?

**Make sure to do your homework so you sound intelligent when answering.
Research the program as much as possible along with the hospital.**

Prepare a few questions to ask the interviewers about the program.

Possible questions:

How do the courses and clinical rotations work? At the same time? Course first, then clinical?

How many different sites do I go to? What will I learn at each?

Do students usually pass the boards on the first attempt? What's the percentage?

Are there any specialty rotations that I will rotate through?

For classes - do instructors offer help (basically tutoring) after class time if I would need it?

If I am accepted, what can I do to help prepare myself for the beginning of the program?

Course Registration and Posting of Grades:

Medical Laboratory Science students are responsible to register for Fall and Spring MLS courses while dually enrolled. The campus coordinator advises the student via Gwynedd Mercy University e-mail of the courses to register for according to each program's course sequence. Grades are not received from the affiliate until the end of the MLS program and will be entered as an Incomplete (I). The grade will be changed upon receipt of the affiliate transcript and proper submission of the Change of Grade form by the campus coordinator.

Change of Major Due to Affiliate Program Dismissal

A student who is dismissed from a certificate affiliate MLS program due to poor academic or clinical performance will be dismissed from the Gwynedd Mercy University Medical Laboratory Science Program. A student dismissed for other reasons (such as academic dishonesty) will be evaluated on a case by case basis for continuing their education at the University in any other major.

If the student has maintained a GPA of 2.0 or above, the student may remain a Gwynedd Mercy University student. (Except in certain situations as mentioned above.) The student will need to change to another major at the University for which they meet requirements and have permission from that program to change to. The student will need to meet with the Campus Coordinator to gain assistance in changing majors. The Student Success Center's Academic Advisors and the Career Development Center located on the main campus should also be utilized in this process.

Gwynedd Mercy University

Bachelor of Science Degree in Medical Laboratory Science Program

It is time to begin applying to affiliate Medical Laboratory Science programs. Below is critical information that will assist you as you proceed to gather information and make application to **affiliate** Schools of Medical Laboratory Science. Outlined below are questions and answers students and parents have asked in previous years.

FAQ's

How many affiliate Medical Laboratory Science Programs should I apply to?

Gwynedd Mercy University HIGHLY recommends students apply to a MINIMUM of 2 of the 4 affiliate certificate-based NAACLS accredited Medical Laboratory Science programs of the student's choosing. There is no maximum.

What is a NAACLS accredited program? Why does that matter?

NAACLS is the accrediting agency for programs in Medical Laboratory Science. They are the only accrediting agency recognized by the United States Department of Education for the accreditation of MLS educational programs. Because they are the gold standard of educational accreditation, only programs which are accredited by this agency are acceptable for students to apply to for Medical Laboratory Science education. All affiliate programs maintain NAACLS accreditation. The accredited programs hold the accreditation for this program allowing, after successful completion, the student to sit for the National Examination in Medical Laboratory offered by the American Society of Clinical Laboratory Pathologists (ASCP). Passing the registry is the key to gaining most employment in the field. For more information about the NAACLS please go to www.NAACLS.org. For more information about the ASCP, please go to www.ASCP.org.

Why ONLY affiliate programs?

Gwynedd Mercy University holds contractual agreements with the affiliate programs. These programs may be attended with tuition assistance from federal financial aid filed through the University. (Affiliate programs do not offer any kind of financial aid.) The student can attend these programs while still considered a full-time student at the University. This allows the student all the benefits that other full-time students are granted including living on campus if so desired. VA students may also attend some of these programs while still receiving tuition assistance. The interested VA student should contact the affiliate programs of interest for more information.

When should I start this process?

It is highly recommended that students begin researching schools to which they want to apply in the summer between sophomore and junior year. Making application to a minimum of 2 schools can become tedious. Beginning this process early can alleviate stress during the academic year. Collecting transcripts and recommendations and writing essays. Even a shadow experience may be required. Students who can accomplish some of this process over the summer months will have less to complete in the fall. When students return to the University for the junior year, students who have taken the time in the summer to begin the application process, are less stressed and more prepared to concentrate on school work. The Medical Laboratory Science programs are selective and competitive. Students are encouraged to apply as early as possible. It is important to pay close attention to dates that each program sets forth as their deadline and/or application window. Each program is different in that respect.

Why are the affiliate programs all certificate-based programs?

Gwynedd Mercy University will be granting the Bachelor of Science degree in Medical Laboratory Science. The program is a 3+1 structured program. The first 3 years of education are spent on the University campus completing general education and science courses. The last year is completed at an institution which is not offering a degree. Gwynedd Mercy requires that the certificate-based Medical Laboratory Science program be NAACLS accredited. Gwynedd Mercy will be awarding credit for the year spent at the affiliate, certificate program. **Students must be enrolled at both the University and the certificate program to graduate from Gwynedd Mercy University.**

Can I apply directly to programs such as Biotechnology, Cytotechnology and Cell Sciences

NO! Gwynedd Mercy University's Bachelor of Science Program is ONLY for general Medical Laboratory Science. We do not have any affiliate programs approved for other MLS specialties even if NAACLS accredited.

The Thomas Jefferson University partnership may offer the student a pathway to other MLS specialties. These programs are master's level programs. The student interested in pursuing transfer to TJU for their 3+1 program must complete certain pre-requisite courses in order to apply to their programs. Upon completion of the bachelor's degree, the graduate would be eligible for these advanced programs. These programs are extremely competitive as well as fast-paced. There is no guarantee of acceptance to TJU's 3+1 program or advanced programs. Interested students need to meet with the campus coordinator for more information as well as reviewing the Jefferson website and speaking with their admissions representative.

How do I find out about where the affiliate programs are located? Tuition? How many students they accept or what clinical sites they use?

Information can be found in 2 places. The first place is the NAACLS website located at www.NAACLS.org. Every program accredited by the NAACLS must have certain information made public on the NAACLS's website. Gwynedd Mercy's affiliate programs are listed in this handbook.

The second place to look is each program's specific website. This is the best way to find information for each affiliate. The best way to find that site is to use google. Information that is required to be made public will be found there. The application and application process is there along with current tuition, fees, contact information and many other items. This is the way to go for getting started on applications!

Potential additional affiliate fees:

Transportation to and from affiliate and their clinical sites. Parking fees may also be charged. Off-site living arrangements may be incurred if the student so chooses. (Students may also choose to live in the University's dorms for the appropriate fee.)

Does the Campus Coordinator at Gwynedd assist the students with applications?

The Campus Coordinator (CC) will assist students insofar as directing students where to find application materials and which programs are affiliates. The Campus Coordinator (CC) is also a source for letters of recommendation. The CC serves as an academic advisor to the Gwynedd Mercy University students in the program. The CC maintains communication with the affiliate program directors where students are enrolled. The CC will advise students in the program which courses to register for each semester to maintain University enrollment and to collect grades to enter into the Gwynedd Mercy system to build the transcript.

It is the responsibility of the student to make application to the programs in a timely manner and to meet all requirements as stated by the program regarding application. The CC will also answer questions as possible regarding this process. The CC is a good resource.

What happens if I do not get accepted to an affiliate Medical Laboratory Science program?

One reason for applying to 2 or more programs is to decrease the chance of this happening. However, this situation does infrequently occur. Students in the past have chosen to do the following:

1. Students stay at the University and continue as a Biology or other program major. (A student who changes the major to Biology and graduates from that program is eligible to continue their education in MLS and apply to any MLS program. The student following this path will NOT continue as a Gwynedd Mercy University student at that MLS program. Upon successful completion of the MLS hospital-based program, a certificate from that program will be awarded and the graduate will be eligible to sit for

the ASCP examination. The Biology graduate pursuing this option is no longer a Gwynedd Mercy student and will not receive a second BS degree in MLS. Financial aid will NOT be available to that student for the 1-year hospital-based MLS program.)

2. Choose a minor, and for a 4th year, study a minor such as psychology. The student may also opt to retake courses to improve their grade. **(These options need to be discussed with financial aid as aid MAY or MAY NOT continue to be available.)** During that time, the student would reapply to affiliate programs once again.

What about the Thomas Jefferson University (TJU) option? How does that fit in?

The TJU option can be one of 2 or more Medical Laboratory Science programs to which a student applies. It is highly recommended that students are aware of the rigor and fast paced nature of the TJU programs. Students wishing to pursue this option need to meet with the CC and TJU admissions prior to applying to assure that all pre-req work is scheduled and that they would be eligible. If a student is accepted by and attends TJU, the student transfers from Gwynedd Mercy University to Thomas Jefferson University and is no longer a Gwynedd Mercy University student. The degree will be awarded by TJU.

How do I register for classes when I am at the affiliate program?

The CC will email the student when registration time is approaching for the next semester. The CC will tell you which courses to register for while at the MLS program for each semester. The student **MUST** be registered at Gwynedd Mercy University while attending the affiliate program. **It is very important to check your GMercyU email at minimum once each week while at the affiliate.**

While you are at the MLS affiliate program, you remain a full time Gwynedd Mercy University student. As such, you are required to keep your email account active and your Colleague self-service account active. You are also able to live on campus, participate in activities and sports and have full access to all events like you did when taking courses on campus.

If a student does not register for classes through the University, there is no way for the University to record grades for the Medical Laboratory Science course work!

Therefore, it is imperative that students understand that it is their responsibility to check their GMercyU email on a regular basis to communicate with the campus coordinator regarding registration and other important details!

Grades for these courses (MLS) come from the affiliate program grades that the student attends. In most cases the MLS program director sends the grades directly to the CC. In some cases, the student may be required to submit a request from the program be forwarded to the

CC. It is the responsibility of the student to make sure that the CC receives all affiliate program grades for them to be posted to the transcript at the University.

If I go to Thomas Jefferson University do the same rules apply?

No. If a student attends TJU. The student transfers from Gwynedd Mercy University to Thomas Jefferson University and is no longer a Gwynedd Mercy University student.

When I am at the affiliate certificate-based MLS program do I pay tuition to Gwynedd Mercy University?

No. During the period of time that the student attends the affiliate program tuition is paid directly to that program; a FEE is paid to the University for that year (see the University Catalog). This fee covers the cost of financial aid services, email, registration, self-service, grading, etc. Because students do not pay tuition at the University, they are normally not permitted to take courses at the University. Students who need to take courses at the University pay the per-credit rate for each course. As such, the Medical Laboratory Science program requires that students complete all general education and science course work prior to beginning the professional curricula (at the affiliate MLS program).

What happens if I complete all of my pre-requisites for the affiliate MLS program but am still missing a course for the University? Can I still go?

There are times when this might occur. If a student has had to repeat a course, or was delayed taking courses for some other reason and did not finish all required Gwynedd Mercy University general education courses, the student **MAY** be able to start the Medical Laboratory Science Affiliate program. This will be determined by the campus coordinator. The student may take summer courses, prior to starting the affiliate program, or possibly take courses while attending the affiliate program. However, the student will be required to pay the University per credit tuition at that time for any University course. It is the student's responsibility to make sure all required courses are successfully completed prior to graduation. The student **WILL NOT** graduate from Gwynedd Mercy University until all required courses are successfully completed. It is highly recommended/preferred that students complete all University courses prior to beginning the affiliate program.

What about my financial aid, grant and scholarship monies that I receive each year?

You will be able to continue filing FASFA through the University however due to the difference in tuition, there will be changes to the amount you are eligible to receive. All University sponsored, awards, scholarships and grants will no longer be applicable.

All financial aid questions about scholarships, grants, loans, etc. need to be directed to the financial aid office. The sooner the students addresses this directly with those administrators, the better. They are experts in that area and can answer those questions for you. They will assist you in your financial aid needs for the Medical Laboratory Science Program to which you

will be attending. The processing of financial aid is complicated and the laws change, so please, go directly to Campbell Hall to the Financial Aid Office or dial 21570. You can also send questions via email. It is best however, to speak one on one with a financial aid advisor.

What about my Veterans Assistance funds that I receive each year?

VA students first need to find out if the affiliate programs they are interested in can receive VA benefit monies. Once the student is at the affiliate program, the University can no longer process those funds for you. Therefore, the VA student needs to apply to and attend (if accepted) an affiliate program that works with the VA. The certifying official at a VA participating affiliate will assume the role of processing VA benefits while enrolled in the affiliate program. Students will work directly with the VA to continue to receive those funds. (Please also review the statement located elsewhere in the handbook.)

Will I graduate in May of my senior year with my Bachelor of Science Degree in Medical Laboratory Science?

At this time, students do **NOT** graduate in May. The degree will be granted at the next graduation date after the student completes the Medical Laboratory Science affiliate program as well as all general education courses. The affiliate programs that begin in late summer/early fall are officially over after our May graduation date. Most students officially graduate in August and can receive their diploma at that time. Some students may graduate in December if they still need a general education course or courses. (See above information.)

Does this mean that I cannot participate in the May graduation ceremonies?

Gwynedd Mercy University cannot guarantee whether a student can participate in the graduation ceremonies in May if they have not officially completed their course work. Students will have the opportunity to Petition to Walk in the ceremony. Students who are granted this petition will **not** be recognized for any program or Latin honors at this time. Special permission to “walk “in graduation is granted by the office of the Vice President of Academic Affairs, Students who officially graduate in August or December are invited to participate in the May graduation ceremonies following their completion of the Medical Laboratory Science Program courses. At that time students will be recognized for all honors and awards they many have achieved. Students may only participate in **one** graduation ceremony.

Technical Standards:

A student in the MLS program must, with or without reasonable accommodations, have sufficient:

- Visual acuity to be able to identify microscopic structures, cells, and organisms: to operate analytical instruments appropriately and safely without endangering students, co-workers and patients.
- Fine motor skills and manual dexterity to obtain and manipulate specimens, reagents, instruments, and analytical equipment according to established guidelines with speed, accuracy, precision, and in a manner that endangers others.
- Communication skills to effectively convey and/or explain results to other healthcare personnel, both within and outside the laboratory.
- Interactive skills to maintain cooperative and productive working relationships with patients and other healthcare professionals.
- Emotional stability to exercise appropriate judgement in responding to emergency situations that may be present in the healthcare environment.
- Ability to effectively handle stressful situations.
- Ability, with or without reasonable accommodation, to safely perform all core tasks required of a medical laboratory scientist.

All standards were formulated to be in compliance with the Rehabilitation Act of 1973 and the Americans With Disability Act.

The student will need to complete the following 2 forms and return them to the campus coordinator once a decision has been made about which affiliate program to attend. (Acceptance required)

**Gwynedd Mercy University
Medical Laboratory Science Program**

STUDENT NAME:

STUDENT PERSONAL EMAIL:

NAME OF PROGRAM ATTENDING:

FULL MAILING ADDRESS OF PROGRAM:

TELEPHONE NUMBER (MLS Program):

PROGRAM DIRECTOR NAME:

PROGRAM DIRECTOR E-MAIL AND PHONE NUMBER:

HOW MANY MONTHS LONG IS THE PROGRAM:

PROGRAM START DATE:

TOTAL Tuition COST OF THE PROGRAM (1 year):

COST OF SUPPLIES (Estimated for the year):

ADDITIONAL INFO (If needed):

Copy to: Financial Aid, Bursar, Student File

Gwynedd Mercy University
Medical Laboratory Science Program

Notice of Affiliate MLS Program Acceptance & Intent to Attend
Please complete, sign and return to Campus Coordinator

Student: _____ GMercyU ID#: _____

MLS Affiliate Program: _____

Term/Year of Start Date of Affiliate Program: _____

Major course curriculum should reflect the GMercyU Medical Laboratory Science program start date. (Year you started at GMercyU) _____

Student Signature

Date

Copy to Registrar's Office

Student file



MLS Financial Information Senior Year

Courtesy of:
Bursar's Office
Gwynedd Mercy University

Financial Aid Info

- Check for the FASFA and Student Aid Application completion deadline.
- All FA Missing documents must be completed by May 1st. (estimated date)
- Because you will be charged reduced tuition at the affiliate, you are not eligible for any institutional grants or scholarships.
- May be eligible for Federal and State Aid. Appropriate academic year for FASFA application will determine eligibility. Completion of PA State Grant Application would be required for State Aid.
- www.FASFA.gov and www.PHEAA.org (State Residents)

You pay the hospital invoice...

- If you or your parents have the funds you can pay the hospital invoice out of pocket. Do not forget to pay your tuition due to Gwynedd Mercy University. The Fall invoice is due by about 8/13 and Spring invoice is due by about 12/14.
- You can wait for your excess funds to come to you in Oct/Feb and pay the hospital...

Gwynedd can pay your hospital bill from your excess funds on your account.....

FASFA and missing documents must be complete by May 1st to Financial aid so that you can be packaged timely.

Send program invoice to studentbilling@gmcyu.edu or fax to 267-448-1307 by August 13.

Respond within a week when email confirmation is sent so we can cut a check to the hospital.

The bursar's office can speak with any hospital representative on the status of check if Gwynedd is handling this for you.

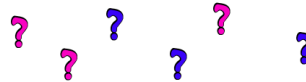
- You will send a copy of your invoice by fax or email.
- Bursar's office will review your account for excess aid by August 31st. You will receive an email to confirm the amount of the check to be cut to the hospital.
- Send in invoice again for Spring semester by December 13th.
- The Bursar's office will review your account for excess by January 4th.
- The Bursar's office will email you confirmation of check amount and check will be cut to the hospital.

Note: Dates are approximate.

Billing Information

- July 9th...ish- you will be billed for the Fall semester. The charges will show a waiver applied that will reduce your actual Gwynedd Mercy tuition to \$750 per semester.
- All full time students need to either enroll or waive the University's student healthcare insurance.
 - All affiliates also require the student to have healthcare insurance.
- November 15th... ish you will be billed for the Spring semester.

Any Questions???



To reach financial aid:
financialaid@gmcyu.edu

To reach Bursar's office:
studentbilling@gmcyu.edu

Good Luck!!

You have a few
choices.....

INSERT CURR SHEET

**Gwynedd Mercy University
Medical Laboratory Science Program
Student Information Check List**

TOPIC	INFORMATION
Program Overview	Available on the web site or from the campus coordinator
Math & English Placement Tests	Taken before beginning classes at GMercyU if required. Failure to score at the acceptable level requires taking developmental courses. These are offered in Summer II and Fall (possibly Spring). A Level 3 is needed for PSY 111 and MTH 136. (Transfer students may or may NOT need placement tests)
Student Success Center – support system	Many resources are available to support the student. Tutoring, test taking skills, time management and many other supports are in place to assist students
General Education Curriculum	All science, math and gen ed courses must be completed prior to attending the affiliate program (All non-MLS courses listed on curriculum sheet are required)
Transfer credits	Are determined by the University's registrar. Only grades of "C" or above are acceptable.
36 credit minimum For transfer students	Transfer students are required to take a minimum of 36 credits at the University prior to attending an affiliate MLS program. Courses not required in the curriculum may need to be taken to complete this requirement. Consider adding a minor course of study (ex.- Psychology minor)

Typical number of credits per semester	Most students spend 3 years at the University taking 12-15 credits each semester (fall and spring)
Minimum GPA	Student must maintain a 2.8 GPA to remain in the program
Passing grades & repeats	<p>Major Courses (Medical Laboratory Science) and Natural Science & Math grades must be a “C” or higher. A grade lower than “C” is not acceptable and may be repeated ONE time. ONE course in these areas may be repeated ONE time ONLY to remain in the program.</p> <p>Grades in other curriculum areas resulting in a grade of “F” must be repeated. A maximum of <u>2 total</u> courses can be repeated ONE time to remain in the program.</p> <p>Refer to the Undergraduate Catalog for additional information.</p>
Seminar Courses	Are specific to Gwynedd Mercy University and cannot be transferred in from any other institution. 2 Seminar courses are required for ALL students. <u>Only 1 seminar course can be taken in a semester.</u>
Off-campus courses	Once a student begins course work at the University, off-campus courses can ONLY be taken with permission of the University’s administration. Courses offered at the University may NOT be taken elsewhere. Seminar courses MUST be taken at the University – no exceptions. Additional information can be found on the Off-Campus Request Form and from the campus coordinator.
Affiliate Radiography Programs	<p>The last year of the Medical Laboratory Science is spent at an affiliate MLS program. Current Affiliate list is in this handbook. These programs are approximately 1 year in length. They are typically 40 hour per week programs. Additional information can be found on each program’s website.</p> <p>The student must apply and be accepted to an affiliate program to continue in the Gwynedd program. <i>There is no guarantee of acceptance.</i></p> <p>Students are required to be vaccinated against COVID19. For possible exemption, the student must contact the affiliate program for details. Exemption at the University does not extend to the affiliate programs.</p> <p>Details regarding application are discussed with the Campus Coordinator during the second spring semester. Details are also available in the program handbook.</p> <p>Student begins the application process during the summer between the sophomore and junior year of the program. Student is required</p>

	to apply to a minimum of 2 affiliates. (May apply to all) Specific details of application are available on each program's web site or by contacting the program.
TJU Option	Gwynedd Mercy partners with Thomas Jefferson University for the student wishing to pursue TJU's multi-competency imaging science program. Additional pre-requisites are required to apply to that program. All pre-reqs are offered at Gwynedd Mercy. Additional information is available to any student interested through the campus coordinator. Student who is accepted and decides to attend TJU will transfer there and receive their degree from TJU.
Financial Aid	The student attending the affiliate program is still eligible to file the FASFA form and receive federal financial aid through Gwynedd Mercy. University scholarships and grants are no longer applicable once attending the affiliate. The student pays the affiliate tuition and a fee to Gwynedd Mercy as stated in the Undergraduate Catalog. Details are discussed at the freshmen meeting and financial aid staff are available to discuss how this works.
Technical Standards	Can be found in the Undergraduate Catalog and in this handbook. Each affiliate program also has their own technical standards which will be reviewed by that program.
Professional Licensure Disclosure Report	This report may be found using the following link (or website) https://www.gmercyu.edu/academics/programs/licensure-requirements Click on Medical Laboratory Science. The Undergraduate Catalog also contains an embedded link to this site.
Typical affiliate policies	Include history and physical, criminal background check, child abuse clearance and drug testing. These are all administered via the affiliate program as part of the final application process.
Policies, procedures, standards, rules & procedures at the affiliate program.	Students are required to follow ALL policies, procedures, standards, rules & procedures of the affiliate program. Violations MAY result in program dismissal and/or liability.
Uniforms	Each affiliate program has specific uniforms the student is required to wear while in that program.
Course registration while at affiliate and grades	The student will register for courses at Gwynedd Mercy via self-service as directed by the campus coordinator for each semester. (Fall – Spring - Summer) At the end of the Gwynedd Mercy semester – a grade of Incomplete (I) is usually entered until grades are received from the affiliate program.

	At the end of each affiliate program's semester, the campus coordinator will collect grades and enter them into the Gwynedd Mercy system. Courses at affiliate programs are matched as closely as possible to courses (RDS) listed in the Undergraduate Catalog.
Dismissal from affiliate program	MAY result in dismissal from the Medical Laboratory Science Program at Gwynedd Mercy. See dismissal policy.

Additional details are available through either the campus coordinator or the affiliate program.

Professional Licensure Requirements by State

The Gwynedd Mercy University programs listed below were designed to meet the licensure requirements of the Commonwealth of Pennsylvania. If you reside in a different state, please choose your program below to determine if our program meets your state's licensure requirements prior to enrolling.

<https://www.gmercyu.edu/academics/programs/licensure-requirements>

Gwynedd Mercy University
Medical Laboratory Science Program

Contract between the Student and Program

I have received the following information and understand my responsibilities as they pertain to the program and applying to certificate-based affiliate Radiography Programs and/or applying for transfer to Thomas Jefferson University:

Medical Laboratory Science Handbook

I understand that it is my responsibility to apply to and gain admission to an affiliate NAACLS accredited Radiography Program in order to remain in the Gwynedd Mercy University's Medical Laboratory Science Program.

I also understand my responsibilities once I have been accepted to and am enrolled in an affiliate Radiography Program.

Student Signature: _____ Date: _____

Printed Name: _____

PLEASE RETURN THIS SIGNED AND DATED CONTRACT TO THE CAMPUS COORDINATOR EITHER BY EMAIL fox.j@gmercyu.edu OR TO THE OFFICE (Maguire Hall Room 128).