



LAWRENCEVILLE | ALPHARETTA-NORTH FULTON

## Respiratory Care Degree Application Instructions

**Spring 2024 Cohort**

**Program Application Deadline: October 10, 2023**

- Step 1:** Complete the attached **Respiratory Care Degree** application form. Read the instructions and application requirements very carefully. This is a writable form and does not need to be printed out. Please save to your computer and fill out the form and save it back to your computer once you have completed the application before you email the form and all required documents to [healthapp@gwinnettech.edu](mailto:healthapp@gwinnettech.edu). **If there is any missing information or documentation, we will reject your application. You will receive an email why your application and documentation was rejected. You will need to correct these items and return the application and all documentation.**
- Step 2:** Review your Gwinnett Technical College Transcript to confirm that all prerequisites are accurately reflected. This will be attached to your email with your completed application.

To review and save to your computer your Gwinnett Technical College academic transcript:

- Log on to [gwinnettech.edu/dashboard/](http://gwinnettech.edu/dashboard/)
- Click on "Student/Faculty Secure Area"
- User Name: FLLLLLXXXX (F=first initial lowercase L=first 6 of last name lowercase XXXX= last four digits of student 900 number)
- Password: Enter default (gtcmmddy) or your customized password).
- Click on "Student Services and Financial Aid"
- Click on "Student Records"
- Click on "Academic Transcript"
- Click on "Submit"

**When you pull up your transcript in BANNER WEB right click on the page, select print and in the destination field, select "SAVE AS PDF." Save the transcript to your computer to attach to your email with your application.**

**\*NOTE FOR APPLICANTS EXPECTING TRANSFER CREDIT:** Applicants will need to be accepted into Gwinnett Technical College at least **4 weeks prior to the application deadline** to ensure that transfer credits have enough time to be evaluated and transferred in. The official evaluation process does not begin until a student is accepted and can take between 4-6 weeks. Once the official evaluation is complete, the credits that have been accepted will be transferred in and will show on your Gwinnett Technical College Transcript. If any prerequisites have been taken at other institutions and are not reflected on your Gwinnett Technical College transcript 4-6 weeks after acceptance, *or* if you are accepted less than 4 weeks prior to the application deadline, please e-mail the Healthcare Team at [HealthTeam@GwinnettTech.edu](mailto:HealthTeam@GwinnettTech.edu) to have your transfer credit expedited.

**Step 3: Complete the Respiratory Care Degree Application Form with all required information. Attach all required documentation to your email as separate documents.**

**Be sure to attach a copy of your current:**

- **Gwinnett Technical College unofficial transcript downloaded from [gwinnettech.edu/dashboard/](http://gwinnettech.edu/dashboard/)**
- **Driver's license (take a picture with your cell phone and attach as a JPEG).**
- **Permanent Resident Card - only if you are not a U.S. citizen.**

**Step 4: Submit your completed application packet to the email address [healthapp@gwinnettech.edu](mailto:healthapp@gwinnettech.edu) or if you would like to submit your application in person you may do so by scheduling a QLess appointment with a Healthcare Enrollment Advisor on the Lawrenceville or Alpharetta-North Fulton campus no later than the application deadline of **October 10th**.**

Your application packet will be reviewed by an advisor for accuracy and completion before being submitted for processing. Incomplete application packets will not be accepted.

**If your prerequisite GPA is below 2.75 you are not eligible to apply to the Respiratory Care program.** Also, if your cumulative GPA is below 2.0 you cannot apply to the Respiratory Care program. You must be in good academic standing.

If we find any errors with your application or incomplete applications, you will be emailed that your application has been rejected, and you will need to reapply to correct any errors found.

**The Respiratory Care program will email you 4-6 weeks after the application deadline of October 10<sup>th</sup> to notify you that you have been accepted or denied into the Respiratory Care program. Please start checking your student email account the day after the October 10<sup>th</sup> application deadline. Check your student email account every day, it could take several weeks to receive this email.**

## Gwinnett Technical College Respiratory Care Degree Competitive Selection Application

**Spring 2024 Cohort**  
**Application Deadline: October 10, 2023**

Please complete the Competitive Selection Application and attach all required documents.  
Neither the Competitive Selection Application nor supporting documentation will be accepted after the deadline.  
Documents must be submitted as a complete packet and may not be submitted individually.

Applicant Information			
Student ID #:	_____ - _____ - _____	Date Submitted:	__ / __ / __
Full Name:			
	<i>Last</i>	<i>First</i>	<i>M.I.</i>
Address:			
	<i>Street Address</i>		<i>Apartment/Unit #</i>
<i>City</i>		<i>State</i>	<i>ZIP Code</i>
Home Phone:	( _____ ) _____ - _____	Cell Phone:	( _____ ) _____ - _____
E-mail Address:			

**Student must be currently enrolled or admitted to Gwinnett Technical College pursuing admission to the Respiratory Care Degree program.**

Please click the box to reflect your answer to the following information.	YES	NO	N/A
1. Have you submitted an official transcript to Admissions from all colleges previously attended and official score reports from College Board for any AP credit obtained?			
2. Have you attached a copy of your driver’s license? <b>Cannot be expired.</b>			
3. Have you attached a copy of your Permanent Resident Card – only needed if you are not a U.S. Citizen. <b>Cannot be expired.</b>			

*For staff use only*

Student has an active admissions file		All previous transcripts have been received and prerequisites are transferred in accurately in SHATERM.
Student is in good academic standing		Driver’s License is attached and has not expired.
Student has completed all prerequisite courses with a 2.75 GPA or higher.		Permanent Resident Card is attached and has not expired.
Student has completed FYES 1000 with a “C” or higher or exempt.		Unofficial Gwinnett Tech transcript is attached.
All BIOL classes were taken Fall 2018 or later.		All CHEM classes were taken Fall 2013 or later.

## Gwinnett Technical College Respiratory Care Degree Competitive Selection Application

The Respiratory Care Degree program requires the following courses to be completed by the application deadline. Each course must be completed with a minimum grade of "C." In addition to earning a minimum grade of "C" in each course, an overall GPA of 2.75 must be earned in the required prerequisite courses for this **initial screening process**. A student may retake a course, but only the most recent attempt will be considered in this **initial screening process**. **Note: The final selection process will include the prerequisite GPA calculation.**

Please identify where and when each course was completed and the letter grade attained. If you repeated a required course, please list information related to the **most recent attempt**. **Gwinnett Technical College must have an official transcript on file for each college previously attended and CollegeBoard.org transcript if they have taken AP classes or CLEP exams.** Please view your Gwinnett Technical College academic transcript through Self-Service BANNER Web to find the dates and grades for specific courses completed with Gwinnett Tech.

Required Course	College Where Completed	Semester Completed	Letter Grade Earned	Grade Points (Enter appropriate points from key to the right.)	Column A	Column B	Grade Point Key
					Number of Credit Hours (Add hours from each class and enter total on line below)	Enter Product of last 2 columns (Multiply Grade points by number of credit hours)	
BIOL 2113*					3		A = 4
BIOL 2113L*					1		B = 3
BIOL 2114*					3		C = 2
BIOL 2114L*					1		
BIOL 2117*					3		
BIOL 2117L*					1		
CHEM 1211** or CHEM 1151****					3		
CHEM 1211L** or CHEM 1151L**					1		
ENGL 1101					3		
MATH 1111					3		
<b>Total:</b>					<b>22</b>		
Enter total from Column B		÷	Enter total from Column A		22	=	

\*Course must be completed within five years of the competitive Program Application deadline.

\*\*Course must be completed within ten years of the competitive Program Application deadline.

**Please place your initials next to each statement, signifying that you have read and understand the following information; then sign and date below.**

- I understand this application, along with all course information and supporting documents (driver's license, Permanent Resident card, if not a U.S. Citizen) must be received by emailed to [healthapp@GwinnettTech.edu](mailto:healthapp@GwinnettTech.edu) by the program application deadline of **October 10th**. If you would like to submit your application in person you may do so by scheduling a QLess appointment with a Healthcare Enrollment Advisor on the Lawrenceville or Alpharetta-North Fulton campus. **I also understand incomplete packets will not be considered.**
  
- I understand courses from Area II, Area IV, and FYES 1000 (unless exempt) must be completed with a "C" or higher to meet graduation requirements. Students are strongly encouraged to complete FYES, a Humanities Elective, and an Area II core class prior to program start to meet graduation requirements.
  
- I understand that all prerequisites marked with an asterisk (\*) above must have been completed within 5 years of the application deadline and all courses marked with two asterisks (\*\*) must have been completed with 10 years of the application deadline. BIOL classes completed prior to Fall 2018 will be considered expired and CHEM classes completed prior to Fall 2013 will be considered expired. Expired classes must be retaken or an exemption exam passed within the current application cycle in order to apply. Information on exemption exams can be found at [gwinnettttech.edu/programs/assessment-testing-center/exempt-out-of-coursework/](http://gwinnettttech.edu/programs/assessment-testing-center/exempt-out-of-coursework/).
  
- I have attached an unofficial copy of my Gwinnett Technical College transcript which I have downloaded from [gwinnettttech.edu/dashboard/](http://gwinnettttech.edu/dashboard/) and I have confirmed that all courses and grades listed above are accurately reflected therein.
  
- Please be aware that our partner clinical sites are requiring students to complete their COVID-19 vaccine series. Each clinical site reserves the right to deny a student entry based on their own policies and procedures. If a student does not have all required immunizations and tests, the student may have limited access to clinical sites, which may delay or prevent program completion. As a result, successful completion of the program may not be possible.
  
- I understand completion of prerequisite courses and meeting other minimum requirements does not guarantee selection to the Respiratory Care Degree program, as there are a limited number of seats available in the occupational and clinical courses. I understand candidate selection is based on a competitive selection process, which includes a prerequisite **GPA of 2.75** or higher.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*The Gwinnett Technical College Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care ([coarc.com](http://coarc.com)):*

*Commission on Accreditation for Respiratory Care (CoARC)*

*246 Precision Blvd.*

*Telford, TN 37690*

*Phone: (817) 283-2835*

*Commission on Accreditation for Respiratory Care Programmatic Outcomes Data can be found at:*

[coarc.com/Students/Programmatic-Outcome-Data.aspx](http://coarc.com/Students/Programmatic-Outcome-Data.aspx)

Gwinnett Technical College does not discriminate on the basis of race, color, national origin, sex, age, or disability. Lisa Richardson, Title IX, and Section 504 Coordinator, 5150 Sugarloaf Parkway, Building 100, Room 407, Lawrenceville, GA 30043, 678-226-6691, LRichardson@GwinnettTech.edu.