

Application Procedure

Applying to the Santa Fe College Emerging Technologies Programs is a two-step process. In addition to submitting the professional application packet you must also apply to Santa Fe College through general admissions.

Application Checklist:

1. SF College Application
 - a. Transcripts
 - b. Residency Form
2. Program Application (Include a current photo.)

Return program application to:

Sari Sanborn, Academic Advisor, Emerging Technologies
Charles R. and Nancy V. Perry Center for Emerging Technologies
14180 NW 119th Terrace • Alachua, FL 32615
Office 352.381.3767 * Fax 386.418.0258 • E-mail sari.sanborn@sfcollge.edu

Any updated or additional information, transcripts, reference letters, or other materials should be addressed to and sent to the Program address above.

Santa Fe College Emerging Technologies • <http://www.sfcollge.edu/tech/>

Program Application (Choose 1)		Semester/Year: _____	
Biotechnology AS	Biomedical Engineering AS	Chemistry Technician AS	Chemistry Certificate
Clinical Lab Sciences BAS	Industrial Biotechnology BAS		

Applicant Information

Legal Name: _____
Last First Middle

Other names that may appear on your academic records: _____ **DOB** _____

Preferred First Name: _____ **Gender (optional)** Male Female

Santa Fe ID: _____ **Year of Entry** _____

How did you learn about the Program? _____

Citizenship Information

<p>Please choose one option below:</p> <p><input type="checkbox"/> U.S. Citizen</p> <p><input type="checkbox"/> U.S. Permanent Resident Country of Citizenship _____ Attach photocopy of Permanent Resident Card</p> <p><input type="checkbox"/> Non-U.S. Citizen or Permanent Resident Country of Citizenship _____ Visa Type (if applicable) _____</p>	<p>Please check all that apply: (Optional)</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> African American</p> <p><input type="checkbox"/> Native American</p> <p><input type="checkbox"/> Hispanic</p> <p><input type="checkbox"/> Caucasian</p> <p><input type="checkbox"/> Pacific Islander</p> <p><input type="checkbox"/> Other _____</p>	<p>Are you a veteran of the U.S. Armed Forces?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="font-size: small; padding-top: 10px;">In compliance with federal reporting requirements, SF must seek to identify the ethnic background of applicants. You are encouraged to supply this information, but may decline without prejudicing your application.</p>
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Contact Information

Mailing Address:	Permanent Address: Same as Mailing Address? <input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address _____	Street Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Contact Phone: () _____	Email _____

Emergency Contact Information

Name: _____ **Relationship:** _____

Phone: _____ **Alternate phone/email:** _____

Additional contact information: _____

Educational History – College & University			
Have you ever been dismissed from any school or college? Yes <input type="checkbox"/> No <input type="checkbox"/> Denied re-admission for any reason? Yes <input type="checkbox"/> No <input type="checkbox"/>		If “yes” to either question, please attach an explanation.	
Have you previously graduated from this department? Yes <input type="checkbox"/> No <input type="checkbox"/> Program:			Year:
In chronological order, list all colleges or universities you have attended, are currently attending, or from which you will receive credit. Official transcripts must be sent to Santa Fe College, Attn. Records (3000 Nw 83rd Street, Gainesville, FL 32606).			
Institution Name	City & State	Dates attended (month/year)	Degree awarded (if applicable)

Educational Plans				
List below all courses you are presently enrolled and those courses you plan to complete during the remainder of the academic year. Use additional paper if necessary.				
Term	Course Number	Course Name	Credits	School

Educational History – High School

High School Attended (required of all applicants)

Name City State

Year of Graduation: _____

If you graduated from high school in 1997 or later, you are required to have completed 2 years of one high school foreign or two terms of one foreign language (including American Sign Language) in college. Have you met this foreign language requirement? **Yes** **No**

Please provide official transcripts to document this.

Job Shadow / Employment

Have you job shadowed or worked in the field associated with this application?

Yes **No**

Please provide details. Use additional paper if necessary.

Post Graduation Plans/Goals

Do you plan to further your education after graduating from this program?

Yes **No**

Please provide details. Use additional paper if necessary.

Volunteer History

In chronological order, please list your volunteer experience. Attach additional pages if necessary.

Dates Volunteered		Organization	City & State	Scope of volunteer work
From (m/y)	To (m/y)			

Medical Insurance

Do you have a health/medical insurance policy? **Yes** **No**

Insurance Company Name _____ Policy Number _____

Your signature is required on all items below. Without your signature, this application for admission cannot be processed.

Medical History

Are you aware of any medical or physical condition that would prevent you from performing the essential functions listed at the end of this application? **Yes** **No**

If the answer is "yes", please explain. (In some cases accommodations can be arranged.)

Do you have a current physical? **Yes** **No**

Have you had a TB test within the last 12 months or documentation as a previous positive reactor? **Yes** **No**

Do you have proof of Measels, Rubella and Varicella immunity? **Yes** **No**

Do you have proof of Hepatitis B and Flu immunization or declination? **Yes** **No**

I understand that if admitted to the Program I will be required to provide official documentation to attest to the previous statements. Furthermore, if the answer to any of the questions was "no", I understand that I must fulfill the requirement prior to internship site placement.

Signature

Date

Background History

Have you ever been convicted of, pled nolo contendere, or had the adjudication of guilt withheld for a misdemeanor or felony? **Yes** **No**

If the answer to the question above is "yes" please attach an explanation with your submission. If applicable, include the crime involved, any sentence imposed, and the year(s), state and country in which the legal proceedings took place. SHOULD THE ANSWER TO THE ABOVE QUESTION BECOME "YES" BETWEEN SUBMISSION OF THIS APPLICATION AND AN ACCEPTED APPLICANT'S ENROLLMENT, THE INDIVIDUAL MUST INFORM THE DIRECTOR OF THE PROGRAM.

I understand that if admitted to the Program I will be subject to a background investigation and drug screen. Adverse criminal records, may affect admittance or continued enrollment in the Program and/or impact my eligibility for internship site placement and/or employment in the field.

Signature

Date

Essential Requirements

The SF College Emerging Technologies program has established non-academic standards of performance defined as *essential requirements*. These essential requirements are in accordance with the Americans with Disabilities Act (PL110-335) and the standards set forth by industry partners in our combined fields.

Through their professional conduct, students represent Santa Fe College and the Emerging Technologies Department and Programs. Additionally, program students must possess knowledge, skills, attitudes and judgment to work in a wide-ranging variety of settings associated with the Biotechnology, Biomedical, Chemical and Clinical Laboratory Industry. Consequently, to be admitted, maintain enrollment in, participate in, and successfully complete these programs, a student must meet the following minimum expectations and standards of performance:

Expectation of Information Acquisition and Communication

- A. Students must demonstrate ability to acquire and to communicate information. Specifically, a program student must be able to:
 - 1. Read for comprehension and follow verbal and written instructions to demonstrate mastery of information presented in coursework, including relevant content in basic science and mathematics courses, at a level deemed appropriate by the faculty.
 - 2. Effectively communicate in written and spoken English in order to transmit information to faculty, staff, and peers.
 - 3. Make correct judgments in seeking supervisory help and consultation in a timely manner.
 - 4. Use strategies that minimize miscommunication.
 - 5. At all times and in all circumstances, follow established procedures to protect sensitive information communicated by non-electronic and electronic means.

Expectation of Motor and Sensory Functions

- B. Students must demonstrate sufficient motor and sensory function to execute movements required to carry out work assignments in all phases of diagnostic testing, including preanalytical, analytical, and postanalytical. Specifically, a program student must be able to:
 - 1. Distinguish physical attributes including color, shape, and size, of objects.
 - 2. Demonstrate sufficient dexterity to manipulate tools, equipment, and instrumentation including computer touch-screens, keyboards, and handheld calculators, necessary to obtain and report complete and accurate diagnostic results.
 - 3. Demonstrate adequate mobility to attend to duties in the various locations of the work environment.
 - 4. Use sensory skills to acquire and apply information presented by various means and media, including demonstrations.
 - 5. Perform sustained, often repetitive physical activity that may require sitting, standing and/or walking for prolonged periods of time.
 - 6. Accurately read and record numbers, letters and symbols displayed in print whether transmitted through non-electronic, electronic or other technological media.

Expectations of Professionalism

- C. Students must project an image of professionalism through behavior, speech, and grooming. Each student is to possess requisite knowledge and skill and safely perform a wide variety of procedures with precision and accuracy. Specifically, a program student must be able to:
1. Follow established safety protocols.
 2. Work accurately and safely under stress and time constraints.
 3. Adapt to changing environments, maintain a professional demeanor, and concentrate in distracting situations.
 4. Demonstrate attributes that include integrity, responsibility, and tolerance.
 5. Speak, act and perform all work in an ethical manner.
 6. Show respect for self and others.
 7. Work independently as well as cooperatively with others, performing professional obligations in a timely, responsible manner.
 8. Prioritize tasks and accept responsibility for work performed independently and as a team member.
 9. Assess his or her performance, willingly accept criticism, and look for ways to improve.

These essential requirements identify the standards for admission, retention and graduation of applicants and students respectively. The expectation is that successful program students graduate with career-entry competencies.

Certification

I certify that I have read and understand the Minimum Essential Requirements for admission and that I meet each of them, with or without reasonable accommodation.

I certify that I have provided complete and accurate statements on this application. *Any fraudulent information provided will be grounds for actions including, but not limited to, denial of admission into the program.

Signature

Date

EA/EO notice

Santa Fe College is committed to an environment that embraces diversity, respects the rights of all individuals, is open and accessible, and is free of harassment and discrimination based on, but not limited to, ethnicity, race, creed, color, religion, age, disability, sex, marital status, national origin, genetic information, political opinions or affiliations, and veteran status in all its programs, activities and employment. Inquiries regarding non-discrimination policies should be directed to:

Lela Frye, Equal Access/Equal Opportunity Coordinator
3000 NW 83rd Street, R-Annex, Room 105, Gainesville, Florida 32606 (352) 395-5420 lela.frye@sfcollge.edu