

"Imagine Possibilities"



El Centro College

Biotechnology

El Centro College offers the Biotechnology program as both a 27 credit hour Level I Certificate and a 68 credit hour Associate Degree in Applied Sciences.

The Certificate curriculum provides a student with the foundation of biotechnology that involves basic chemical, biological, and microbiological courses. The Certificate program includes a research project and prepares the individual for an entry-level position in the emerging field of biotechnology.

The Associate Degree curriculum advances beyond the scope of an introduction to the field with courses in immunology, genetics, biotechnology instrumentation, molecular biology, cell cultures, statistical analysis, laboratory management, and research. The Associate Degree program includes a research project and prepares the graduate for entry-level positions in biotechnology, biological research, and industrial laboratories.

Although this information packet is specific to the Associate Degree in Biotechnology program, the certificate curriculum outline is included. For more information regarding application to the certificate program, please attend the Medical Laboratory Technology/Biotechnology information session.

This information packet contains specific application guidelines and requirements. By submitting an application packet, an individual verifies that he/she has read the packet thoroughly and understands the policies and procedures for application and acceptance to the program.

EQUAL EDUCATIONAL OPPORTUNITY

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, disability, or sexual orientation.

APPLICATION REQUIREMENTS TO THE BIOTECHNOLOGY PROGRAM (Associate Degree)

Application to the Biotechnology Program requires the following steps:

- Application and current admission to a Dallas County Community College District (DCCCD) college.
- Attendance at a Biotechnology/Medical Laboratory Technology program information session.
- Completion of the prerequisite courses with a minimum cumulative grade point average of 2.5 or higher on those specific courses and a minimum grade of "C" or higher on each.
- Submission of a complete application packet to the Health Occupations Admissions Office during a designated filing period.

A. General Admission Requirements to the College

Applicants to the Biotechnology Program must meet college admission requirements in the Dallas County Community College District as outlined in the official college catalog at <http://www.ElCentroCollege.edu>. Applicants must have earned either a high school diploma or General Education Diploma (GED) certificate in addition to complying with Texas Success Initiative (TSI) requirements. Students should consult the college counseling office to determine their TSI status prior to application to a Health Occupations program.

- Revised 08/31/08 -

B. Program Information Sessions

Potential applicants are required to attend a Biotechnology/Medical Laboratory Technology program information session where these programs, application procedures, and acceptance policies are discussed in detail. Information sessions are held monthly at the El Centro campus; no reservation is necessary to attend. The Information Session schedule for the current semester is available online at <http://www.elcentrocollege.edu/Programs/HealthLegalStudies/InfoSess.asp>, in the El Centro College Health Occupations Admissions Office (Room P-101) at the Paramount Building (301 North Market), and on our information line at 214-860-2272, menu item 3.

C. Prerequisite Courses

Applicants must have completed the following two (2) prerequisite courses with a minimum grade of “C” or higher on each and a cumulative grade point average of 2.5 or higher:

<u>PREREQUISITE COURSES</u>	<u>Credit Hrs</u>
ENGL 1301 Composition I	3
PSYC 2301 Introduction to Psychology	<u>3</u>
	6

NOTE: Applicants who have not yet completed MATH 1314 – College Algebra must be eligible to take the course during the second semester of the Associate Degree curriculum. Eligibility to enroll in MATH 1314 is determined via placement testing to meet a minimum score or by completion of developmental coursework. Applicants should consult an academic advisor for more information on eligibility to enroll in MATH 1314.

Applicants who have completed prerequisite courses and support courses at colleges and universities other than Dallas County Community Colleges should have their coursework evaluated for transferability at least 3-6 months prior to applying to the Biotechnology program. See Section G – Educational Planning on page 5 of this information packet for instructions.

D. Application Packet Submission

Applicants must submit complete application materials to the El Centro College Health Occupations Admissions Office either in person or by mail on or before the application filing deadline. **Incomplete packets will not be considered in the selection process and will be returned to the applicant.**

The Biotechnology program application packet must include the following items to be considered complete and valid:

1. A completed Biotechnology Program Application form and the signed Statement of Student’s Responsibility form (obtained only at the program information session).
2. One official transcript from each college previously attended other than DCCCD colleges. (A DCCCD transcript is no longer required; continuing education transcripts are not required.)
 - **Separate official transcripts are required from each college attended** although that coursework may be printed on another transcript as transferred coursework.
 - **Students must submit a complete set of official transcripts to the Health Occupations Admissions Office with the application packet materials** although they may have already submitted official transcripts to admissions/registrar offices at other DCCCD campuses including the El Centro campus.

- Unofficial transcripts and grade printouts such as WebAdvisor, advising reports, e-mails from instructors, and other such documents are not accepted as official transcripts.
- If a college will only release an official transcript directly to El Centro, **the student must request that the transcript be mailed to the Health Occupations Admissions Office.** Documentation verifying the date the student requested the transcript (such as a copy of a transcript order form) must be included with the rest of their application packet materials.

The applicant is wholly responsible for ensuring that transcripts which are to be sent directly to the Health Occupations Admissions Office are received before an application filing deadline.

- If a student is enrolled in support courses toward the Biotechnology curriculum which can be completed before the application filing deadline, the student should not submit their application packet until the course grades are posted to an official transcript. Once a complete and valid application packet is submitted during a filing period, additional materials including updated transcripts cannot be added to the packet for that filing period.
3. A photocopied catalog course description for each course taken outside the Dallas County Community College District which applies to the Biotechnology curriculum (prerequisite courses and/or general studies courses) and for which the student seeks transfer credit.

The course numbers on catalog course descriptions must match those on the transcript. Course descriptions should be marked on the photocopy. **Do not mark or highlight courses on official transcripts.** Course descriptions are not required for courses completed at a DCCCD campus.

4. If applicable, a photocopy of the applicant's GED certificate.

E. Application Filing Period

There are two application filing periods for the Biotechnology Program. The official filing period for each fall semester class is:

January 1 – May 31

Notification letters are mailed by July 1st.

Complete application packets may be presented in person at the Health Occupations Admissions Office only during regular hours of operation. Mailed application packets must be postmarked no later than an application filing deadline date.

NOTE: In the event that the last day of a filing period falls on a holiday or a Sunday when the campus is closed or when the post office does not postmark mail, complete application packets may be presented to the El Centro College Health Occupations Admissions Office *in person by 12:00 noon on the next regular business day.*

When submitting your application by mail, address your envelope containing complete application materials to:

Patsy Strawther, Biotechnology
 Health Occupations Admissions
 El Centro College/Paramount
 801 Main Street
 Dallas, TX 75202-3604

When submitting your application in person, bring your envelope containing complete application materials to:

Patsy Strawther, Biotechnology
Health Occupations Admissions Office Room P-101
Center for Allied Health and Nursing (Paramount Building)
301 North Market Street
Dallas, TX 75202

Late Application Guidelines

Should any space remain in the Fall class after the initial selection procedure outlined above is completed, **late applications received June 1 – July 15** will be ranked ordered in a separate list to fill the remaining spaces. Students selected from the late applicant pool will be notified of acceptance status via email by July 20th. Spaces remaining in the Fall class after this late application procedure is completed will be filled on a first-come, first-served basis up until the first class day of the Fall semester.

NOTE: Only applicants who are being offered a late space will be notified via email. If an individual is not accepted for a late space, the application materials will be returned to the applicant for future submission.

It should not be assumed that late applications or the first-come, first-served application process will be necessary for every Fall Biotechnology class.

F. Selection Process

Applicants are selected for acceptance to the Biotechnology Program according to the following competitive ranking process:

1. Applicants are listed by grade point average (GPA) on the two prerequisite courses from highest (4.0) to lowest (2.5) to initially rank applicants. A minimum cumulative 2.5 GPA is required on the two prerequisite courses for application.
2. When two or more applicants have the same prerequisite GPA, the total credit hours of general education support courses are listed from highest number of credit hours (29) to lowest (0) to break the tie.
3. When two or more applicants have the same prerequisite GPA and the same total credit hours of general education support courses, the cumulative GPA on the general education support courses is listed from highest (4.0) to lowest (2.0) to break the tie.
4. When two or more applicants have the same prerequisite GPA, the same total credit hours of general education support courses, and the same cumulative GPA on the general education support courses, the date of attendance at the program information session is used to break the tie.

The table on the next page illustrates the ranking process for a sample group of applicants:

EXAMPLE OF RANKING PROCESS

	GPA on 2 Prereq. Courses	Cr. Hrs. of Gen. Ed. Support Courses	GPA on Gen. Ed. Support Courses	Info. Session Attendance Date
Applicant #1	4.0	0	0.0	12/12/07
Applicant #2	3.5	12	2.75	07/14/08
Applicant #3	3.5	9	3.50	10/10/07
Applicant #4	3.0	15	3.79	02/16/08
Applicant #5	3.0	15	3.26	05/10/08
Applicant #6	3.0	15	3.26	06/16/08

If five spaces were available, applicants 1 through 5 would be accepted.

- Applicants may improve their ranking by 1) repeating one or more of the two prerequisite courses to earn a higher prerequisite GPA (the last grade earned will be the grade of record), 2) completing additional general education support courses; or 3) repeating one or more general education support courses to earn a higher grade point average. NOTE: The decision to repeat a successfully completed course (any prerequisite or general education support course completed with a grade of “C” or higher) in order to improve an applicant’s competitiveness in the ranking process rests solely with the applicant.

Using the above process, a ranked list is generated from those applications received during an official filing period and both acceptance and non-acceptance notification letters are mailed out.

A student who applies during an official filing period and who receives an acceptance letter is required to return a confirmation form within a specified timeframe to verify their intent to accept a space in the class. Applications submitted during an official filing period are not “held over” to the next official filing period. Students who are not selected for admission the semester for which they apply or students who decline their acceptance for that semester must retrieve and resubmit their application packet by a specified date to reapply during the next application filing period.

Applicants may improve their ranking by: 1) repeating one or both of the two prerequisite courses to earn a higher prerequisite GPA (the last grade earned will be the grade of record), 2) completing additional general education support courses; or 3) repeating one or more general education support courses to earn a higher grade point average. NOTE: The decision to repeat a successfully completed course (any prerequisite or general education support course completed with a grade of “C” or higher) in order to improve an applicant’s competitiveness in the ranking process rests solely with the applicant.

G. *Educational Planning*

Although the Health Occupations Admissions Office advises potential applicants in regard to program admission requirements, individuals who have not yet applied to a Health Occupations program are considered generic students and must follow general advisement and registration procedures in the Dallas County Community College District.

Initial Advisement

Students who are new to the college experience or who need assistance with placement testing, TSI issues, and registration for prerequisite courses must consult an academic advisor in the College Counseling Center as their first step toward future application to a Health Occupations program. The student who has not completed college coursework may request a general Associate Degree plan from the Counseling Center as a starting point toward application to a Health Occupations program.

Transfer Course Evaluation / Educational Plan

Students presenting coursework completed outside the Dallas County Community College District for transfer as prerequisite or general support courses for a Health Occupations program should request an Educational Plan which will serve as an evaluation of their previous coursework. **This procedure is especially important for students with coursework from colleges and universities outside the state of Texas.** To request an Educational Plan, the student must present the following materials to the Health Occupations Admissions Office at El Centro College:

- An Educational Plan request form available in the back of this information packet, at www.ElCentroCollege.edu/Programs/HealthLegalStudies/HealthOccAdmissions.htm, and in the Health Occupations Admissions Office.
- All official college transcripts (a DCCCD transcript is not required);
- A catalog course description taken from that college's catalog for each course to be reviewed for evaluation (course descriptions numbers must match those on the transcript; course descriptions are not necessary for DCCCD courses).

The courses will first be evaluated by the Health Occupations Admissions Office and, if necessary, be reviewed by respective college faculty for that course discipline. When all courses have been reviewed, an Educational Plan will be prepared for the student. The Educational Plan is accepted as a preliminary "degree plan" for student advisement, financial aid, and VA benefit purposes.

Five-Year Time Limit

All science coursework (biology, chemistry, genetics, and microbiology) must have been completed less than five years prior to application to a Health Occupations program. If an individual has **current** experience utilizing their related science knowledge or has completed **advanced courses** in a related science area, the student may petition for a waiver of the time limit through the Health Occupations Admissions Office as a separate review or in conjunction with an educational plan request. **NOTE:** In order for a science course taken outside the DCCCD to be considered for a five-year time limit waiver, the course must first be approved for transferability.

In addition to an official transcript and a catalog course description for each course to be reviewed, the following materials must also be submitted:

- A letter from the student indicating 1) the Health Occupation program they intend to enter, and 2) specifically how they are currently utilizing the science knowledge (employed in a healthcare field, advanced degree, etc.);
- If the student is employed in a healthcare field, a letter from the student's supervisor with duties outlined in specific detail.

If approved, a five-year time limit request is valid only for the current application filing period.

Coursework Completed Outside the United States

Transfer consideration for coursework completed at colleges or universities outside the United States is limited to college algebra and science courses (biology, chemistry, genetics, and microbiology). No other courses will be considered. Science courses must be within the five-year time limit. All expenses for the evaluation and translation of foreign transcripts are the student's responsibility. The following materials must be presented to the Health Occupations Admissions Office at El Centro College:

- Official college transcripts with English translation (if applicable);

- Complete evaluation of foreign transcripts from an approved evaluation agency (a list of approved evaluation agencies is available at all DCCCD Registrar Offices or online at <http://www.dcccd.edu/Employees/Departments/EA/TS/UTG/Foreign+Credential+Evaluators.htm>)
- A photocopy of the catalog course description or syllabus of the course.

Special Note Regarding Evaluation of Coursework, Educational Plans, Review of Out of Country Coursework, and Five Year Time Limit Waiver Petitions

These evaluations are usually completed within 10-14 working days. **During peak times such as registration or after the close of the semester when faculty are unavailable, an evaluation may take as long as 30 days for review. Therefore, it is to the applicant's advantage to request any course evaluation, Educational Plan or five year waiver petition at their earliest convenience prior to application to the program.** *The El Centro College Health Occupations Admissions Office and the Health/Legal and Continuing/Workforce Education Division reserves the right to accept or reject any coursework completed outside the DCCCD presented for transfer evaluation toward Health Occupations programs.*

Advanced Placement Credit, CLEP, and Credit by Examination

Advanced Placement (“AP”) credit for ENGL 1301 and MATH 1314 is acceptable if the credit appears on a college transcript as ENGL 1301 and MATH 1314 equivalency. AP credit is awarded as “CR” credit in the Biotechnology degree plan and does not count toward grade point average calculation.

CLEP tests accepted toward the Biotechnology program include: college algebra (MATH 1314), general psychology (PSYC 2301, and various courses which meet the humanities elective requirement (foreign languages and literature courses). A student must be enrolled at a DCCCD campus in order to request a CLEP exam at that specific campus. CLEP credit is awarded as “CR” credit and does not count toward grade point average calculation. If unsuccessful on the CLEP exam, the student must enroll in the course to receive credit for that course.

The DCCCD does not offer the CLEP test for ENGL 1301. However, a departmental exam at El Centro College may be available. To determine eligibility for the ENGL 1301 departmental exam, contact the Communications/Math/Developmental Studies Division at 214-860-2247 for more information.

NOTE: A student may present AP credit, CLEP, or departmental exam test result for only one of the two prerequisite courses and one support course when applying to the Biotechnology program.

Support Courses

Students are encouraged to complete the general education support courses included in the Biotechnology curriculum (BIOL 1460, BIOL 2416, BIOL 2420, CHEM 1411, CHEM 1412, SPCH 1311, COSC 1300, MATH 1314/1414 and the humanities elective) prior to entrance into the Biotechnology program, particularly if the student plans to work while enrolled or has significant family responsibilities.

Double Major in Biotechnology and Medical Laboratory Technology

The similar nature of the Biotechnology and Medical Laboratory Technology programs allows a student to pursue both degrees in those two Health Occupations programs. A student who is interested in earning both degrees should complete the Medical Laboratory Technology Core Curriculum and follow the guidelines for application to the Medical Laboratory Technology program, including a Biotechnology program application form with their application materials. Please see the Medical Laboratory Technology program information packet for the specific coursework required to apply for admission to that program.

CURRICULUM OVERVIEW – BIOTECHNOLOGY ASSOCIATE DEGREE

<u>PREREQUISITES</u>			<u>Lec</u>	<u>Lab</u>	<u>Ext</u>	<u>Cont</u>	<u>Cr</u>
			<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>
ENGL	1301	Composition I	3	0	0	48	3
PSYC	2301	Introduction to Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
			6	0	0	96	6
<u>SEMESTER I – Fall (Year One)</u>							
BIOL	1406*	Biology for Science Majors	3	3	0	96	4
CHEM	1411*	General Chemistry I	3	3	0	96	4
SPCH	1311+	Introduction to Speech Communications	3	0	0	48	3
COSC	1300*	Computer Literacy	2	4	0	96	3
BITC	1311	Introduction to Biotechnology	<u>2</u>	<u>3</u>	<u>0</u>	<u>80</u>	<u>3</u>
			13	13	0	416	17
<u>SEMESTER II – Spring</u>							
CHEM	1412*	General Chemistry II	3	3	0	96	4
MATH	1314**	College Algebra	3	0	0	48	3
BIOL	2416*	Genetics	3	3	0	96	4
BITC	1302	Biotechnology Lab. Methods & Techniques	<u>2</u>	<u>3</u>	<u>0</u>	<u>80</u>	<u>3</u>
			11	9	0	320	14
<u>SEMESTER III – May/Summer Term</u>							
MLAB	1335	Immunology/Serology	2	2	0	64	3
BIOL	2420*	Microbiology for Non-Science Majors	<u>3</u>	<u>4</u>	<u>0</u>	<u>112</u>	<u>4</u>
			5	6	0	176	7
<u>SEMESTER IV – Fall (Year Two)</u>							
BITC	2311	Biotechnology Laboratory Instrumentation	2	4	0	96	3
BITC	1350	Special Studies and Biological Issues	3	0	0	48	3
BITC	2431	Cell Culture Techniques	3	4	0	112	4
Humanities elective++			<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
			11	8	0	304	13
<u>SEMESTER V – Spring</u>							
BITC	2441	Molecular Biology Techniques	3	4	0	112	4
HPRS	2201	Pathophysiology	2	0	0	32	2
HPRS	2300	Pharmacology for Health Professions	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
			8	4	0	192	9
<u>SEMESTER VII – Summer</u>							
BITC	1491	Special Topics in Biological Tech./Technician	4	0	0	64	4
TOTAL PROGRAM HOURS =			58	40	0	1568	70

* Science courses must have been completed less than five years prior to program application. COSC 1300 must have been completed less than six (6) years prior to program application.

** MATH 1414 also accepted for MATH 1314.

+ Although SPCH 1311 is the preferred course, SPCH 1315 – Fundamentals of Public Speaking is also accepted.

++ Humanities elective may be chosen from the list on the official catalog for a general Associate Degree program.

Preferred courses are: ARTS 1301, DRAM 1310, HUMA 1315, MUSI 1306, PHIL 1301, ENGL 2000 or higher level literature, or foreign language courses.

Support courses in Semesters I – V may be taken **before but not after** the semester indicated.

A minimum grade of “C” is required in all courses.

BITC 1491 – Special Topics in Biological Technology/Technician is the Capstone experiences for the Associate Degree in Biotechnology.

CURRICULUM OVERVIEW – BIOTECHNOLOGY LEVEL I CERTIFICATE

			<u>Lec</u> <u>Hrs</u>	<u>Lab</u> <u>Hrs</u>	<u>Ext</u> <u>Hrs</u>	<u>Cont</u> <u>Hrs</u>	<u>Cr</u> <u>Hrs</u>
<u>SEMESTER I – Fall</u>							
BIOL	1406*	Biology for Science Majors	3	3	0	96	4
CHEM	1411*	General Chemistry I	3	3	0	96	4
BITC	1311	Introduction to Biotechnology	2	3	0	80	3
+Elective			<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
			11	9	0	320	14
 <u>SEMESTER II – Spring</u>							
CHEM	1412*	General Chemistry II	3	3	0	96	4
BIOL	2420*	Microbiology for Non-Science Majors	3	4	0	112	4
BITC	1302	Biotechnology Lab Methods & Techniques	2	3	0	112	4
BITC	2311	Biotechnology Laboratory Instrumentation	<u>2</u>	<u>4</u>	<u>0</u>	<u>96</u>	<u>3</u>
			10	14	0	416	15
TOTAL PROGRAM HOURS =			21	23	0	736	29

* Science courses must have been completed less than five years prior to program application.

+ Elective must be chosen from the following: ENGL 1301, PSYC 2301, COSC 1300, MATH 1314, or MATH 1414.

Support courses in Semesters I – V may be taken **before but not after** the semester indicated.
A minimum grade of “C” is required in all courses.

BITC 2286 – Internship – Biological Technology/Technician is the Capstone experiences for the Certificate in Biotechnology.

EL CENTRO COLLEGE
MEDICAL LABORATORY TECHNICIAN / CLINICAL LABORATORY TECHNICIAN
BIOTECHNOLOGY
PROFESSIONAL RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

The following list reflects the professional responsibilities as defined by the American Society of Clinical Laboratory Science, 2004 and essential functions as indicated by the Preamble Essentials of Accredited Education Programs for the Clinical Laboratory Technician/Medical Laboratory Technician, National Accrediting Agency for Clinical Laboratory Sciences, 1995. These standards also apply to the clinical area of Biotechnology.

I. Professional Responsibilities

1. Collect, process, and analyze biological and other substances.
2. Perform analytical tests of body fluids, cells and other substances.
3. Recognize factors that affect procedures and results and take appropriate actions within predetermined limits when corrections are indicated.
4. Perform and monitor quality control with predetermined limits.
5. Perform preventative and corrective maintenance of equipment and instruments or refer to appropriate sources for repairs.
6. Apply principles of safety.
7. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
8. Recognize the responsibilities of other laboratory and health care personnel and interact with them with respect for their job and patient care.
9. Apply basic scientific principles in learning new techniques and procedures.
10. Relate laboratory findings to common disease processes.
11. Establish and maintain continuing education as a function of growth and maintenance of professional competence.

II. Essential Functions

1. Communication effectively in written and spoken English.
2. Comprehend and respond to both formal and colloquial English, person-to-person, by telephone and/or in writing.
3. Appropriately assess nonverbal and verbal communication.
4. Move freely from one location to another in physical setting such as the clinical laboratory, patient care areas, corridors, and elevators.
5. Possess sufficient eye-motion coordination to allow delicate manipulations of specimens, instruments, and tool.
6. Grasp and release small objects (e.g., test tubes, pipette tips, microscope slides and cover slips); twist and turn dials/knobs (e.g., on microscopes, balances, centrifuges, spectrophotometers).

7. Manipulate other laboratory materials (e.g., reagents, manual and automated pipettes).
8. Identify and distinguish objects macroscopically and microscopically.
9. Read charts, graphs, and instrument scales/readout devices.
10. Lift and move objects of at least 20 pounds.
11. Possess a sense of touch and temperature discrimination.
12. Follow written and verbal directions.
13. Possess and apply mathematical skills.
14. Work under time constraints.
15. Prioritize requests and work concurrently on at least two different tasks.
16. Maintain alertness and concentration during a normal work period.
17. Apply knowledge, skills, and values learned from course work and life experiences to new situations.
18. Work safely with potential chemical, radiologic, and biologic hazards using universal precautions.
19. Show respect for self and others.
20. Project an image of professionalism including appearance, dress, and confidence.
21. Possess the psychological health required for full utilization of abilities.
22. Recognize emergency situations and take appropriate actions.

Adopted 2004

BIOTECHNOLOGY FACULTY

Kiran Kaur, Ph.D., Program Director

GENERAL INFORMATION

1. The Biotechnology program accepts 10* students for each fall class. Biotechnology (BITC) program courses are available during the daytime hours only.

* The El Centro College Health/Legal and Continuing/Workforce Education Division reserves the right to make changes in program enrollment capacity.)

2. Biotechnology courses MUST be completed in the semester in which it is scheduled in the curriculum. In order to continue in the Biotechnology Program, each course must be completed with a grade of “C” or better during the semester in which it is scheduled.

NOTE: Support courses completed at colleges and universities outside the DCCCD must have a grade of “C” or better and be approved for transfer credit prior to the semester in which the course is required as stipulated in the curriculum outline.

3. Many of the prerequisite and support courses are offered online. Students without prior experience with Internet courses should take the Readiness for Education at a Distance Indicator (READI) test to see if they are a good candidate for online learning. Go to <http://ecc.readi.info> and log in as a New User. The current User Name is ECCFall2008 on the pull-down menu and the Password is student.
4. Individuals who were first-time college freshman students in Fall 2007 or after are subject to the guidelines of section 51.907 of the Texas Education Code which prohibits a student from dropping more than six (6) college level credit courses during their entire undergraduate career. For more information on the 6 Drop rule, see the official college catalog online at <https://www.1.dcccd.edu/6drop>.
5. Students enrolled at the El Centro campus in 6 credit hours or more during a fall or spring semester and 3 credit hours or more during a summer semester are entitled to a free DART train/bus pass for that semester. DART passes are available in the Accounting Office two weeks after the semester begins.
6. Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.
7. Students who are accepted to the program and who do not possess a Social Security number are advised to contact the El Centro College International Center Office (Room CM-60, telephone 214-860-2090) concerning their eligibility to obtain a Social Security number before graduation from the program for future employment opportunities.
8. The Dallas County Community Colleges will charge a higher tuition rate for courses in which a student registers for the third or more times. The “Third Attempt” policy includes courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. Developmental courses are not considered in this policy. For more information regarding the DCCCD “Third Attempt” policy, please visit the following website: <http://www.dcccd.edu/ThirdCourseAttempt>
9. A student may apply to more than one El Centro College Health Occupations program during a given filing period. However, if the student receives an acceptance letter to a specific program, confirms their intent to enter that program, and registers for program courses, their application to any other Health Occupations program that may share that filing period will be null and void.

Further, an individual accepted for admission and currently enrolled in an El Centro College Health Occupations program may not apply or be considered for admission selection for another El Centro College Health Occupations program unless their current program of study will complete before the second program curriculum begins. (Exception: An individual may apply to the Medical Laboratory Technology and Biotechnology programs in tandem to complete both degrees.)

10. Financial Aid

Students should contact the Financial Aid Office for application forms, filing procedures and deadlines. For a listing of area hospitals which offer financial assistance to students pursuing healthcare careers, please contact the Dallas/Fort Worth Hospital Council at 972-719-0717 to obtain their “scholarship booklet.” The Health/Legal Studies Office located in Room P-712 at 301 North Market Street also has information regarding scholarships and other financial assistance for health occupations students. Contact Suriya Sherriff-Edwards at 972-860-5095 for more information.

11. Please visit the website below for links to professional organizations and other information regarding the Biotechnology profession.

<http://www.elcentrocollege.edu/Programs/HealthLegalstudies/biotech/biotlinks.htm>

12. Please contact the individuals below for assistance (physical addresses):

Kiran Kaur, Ph.D., Program Coordinator
Health/Legal Studies Division
El Centro College (main campus)
801 Main Street
Dallas TX 75202-3604
Telephone: 214-860-2252
E-mail: KKaur@dcccd.edu

Al Tolentino, Liaison Counselor
Health/Legal Studies Division
El Centro College/Paramount
301 North Market Street
Dallas TX 75202
Telephone: 972-860-5045
E-mail: ATolentino@dcccd.edu

Patsy Strawther, Biotechnology Admissions
Health Occupations Admissions – Rm P-101
El Centro College/Paramount
301 North Market Street
Dallas TX 75202
Telephone: 972-860-5003
E-mail: PJonesStrawther@dcccd.edu

Gary Peschka
Health Occupations Faculty Advisor
Health/Legal Studies Division
El Centro/Paramount
301 North Market Street
Dallas TX 75202
Telephone: 972-860-5037
E-mail: GPeschka@dcccd.edu

The official mailing address for all application materials, transcripts, and correspondence is:

Patsy Strawther, Biotechnology
Health Occupations Admission Office
El Centro College/Paramount
801 Main Street
Dallas TX 75202-3604

Program guidelines are subject to change. Students are advised to obtain the latest program information packet from the El Centro College Health Occupations Admissions Office or the printable information packet on the website below:

<http://www.elcentrocollege.edu/Programs/HealthLegalStudies/packets/default.asp>

Visit the Biotechnology Program webpage at
www.ElCentroCollege.edu/Biotechnology

Health Occupations webpage:
www.ElCentroCollege.edu/HealthCareers

Health Occupations Admissions Office webpage:
www.ElCentroCollege.edu/HealthOccAdmissions

ESTIMATED EXPENSE FOR THE BIOTECHNOLOGY PROGRAM (Associate Degree)

	<u>Dallas County Resident</u>	<u>Out of County Texas Resident</u>	<u>Out of State/ Country Resident</u>
BIOTECHNOLOGY ASSOCIATE DEGREE			
PREREQUISITES			
Tuition - (6 credit hours)	\$ 246.00	\$ 456.00	\$ 726.00
Textbooks	<u>376.00</u>	<u>376.00</u>	<u>376.00</u>
Total	\$ 620.00	\$ 832.00	\$ 1,102.00
SEMESTER I – Fall (Year One)			
Tuition (17 credit hours)	\$ 697.00	\$ 1,292.00	\$ 2,057.00
Textbooks	<u>740.00</u>	<u>740.00</u>	<u>740.00</u>
Total	\$ 1,437.00	\$ 2,032.00	\$ 2,797.00
SEMESTER II – Spring			
Tuition (14 credit hours)	\$ 574.00	\$ 1,064.00	\$ 1,694.00
Textbooks	<u>400.00</u>	<u>400.00</u>	<u>400.00</u>
Total	\$ 974.00	\$ 1,464.00	\$ 2,094.00
SEMESTER III – Summer			
Tuition (7 credit hours)	\$ 287.00	\$ 532.00	\$ 847.00
Textbooks	<u>220.00</u>	<u>220.00</u>	<u>220.00</u>
Total	\$ 507.00	\$ 752.00	\$ 1,067.00
SEMESTER IV – Fall			
Tuition (13 credit hours)	\$ 533.00	\$ 988.00	\$ 1,573.00
Textbooks	<u>170.00</u>	<u>170.00</u>	<u>170.00</u>
Total	\$ 703.00	\$ 1,158.00	\$ 1,743.00
SEMESTER V – Spring			
Tuition (6 credit hours)	\$ 369.00	\$ 684.00	\$ 1,089.00
Textbooks	<u>289.00</u>	<u>289.00</u>	<u>289.00</u>
Total	\$ 658.00	\$ 973.00	\$ 1,378.00
SEMESTER VI – May Term			
Tuition (3 credit hours)	\$ 164.00	\$ 304.00	\$ 484.00
TOTAL ESTIMATED PROGRAM EXPENSE	\$ 5,063.00	\$ 7,515.00	\$ 10,302.00

Estimated expenses for the Biotechnology Certificate Program tuition and textbooks are as follows:

Dallas Resident	\$2,009.00
Out of County Texas Resident	\$3,024.00
Out of State Resident	\$4,329.00

Tuition and other fees are subject to change. Please refer to current course schedule for tuition table. The above estimate does not include parking fees at the El Centro campus.

See Accounting Office for Tuition Payment Plan option.

BIOTECHNOLOGY APPLICATION CHECKLIST

This checklist is provided to assist you in following the steps toward program application. It is not part of the application packet which is submitted with transcripts, etc.

1. Obtain Biotechnology program information packet.
2. Attend a Biotechnology/Medical Laboratory Technology information session.
3. Complete a DCCCD application for college admission.
4. See an academic counselor as needed for TSI counseling, placement testing, etc. and complete any developmental courses as may be prescribed from test scores.
5. Verify transferability of prerequisite or support courses taken outside the DCCCD with the Health Occupations Admissions Office as needed.
6. Complete the following prerequisite courses with a minimum grade of “C” on each and a cumulative grade point average of 2.5:

<input type="checkbox"/> ENGL 1301	<input type="checkbox"/> PSYC 2301
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7. Complete these additional support courses prior to application if time allows:

<input type="checkbox"/> BIOL 1406	<input type="checkbox"/> BIOL 2420
<input type="checkbox"/> CHEM 1411	<input type="checkbox"/> CHEM 1412
<input type="checkbox"/> SPCH 1311 or 1315	<input type="checkbox"/> COSC 1300
<input type="checkbox"/> MATH 1314 or 1414	<input type="checkbox"/> Humanities Elective _____
8. Compile the following materials as your complete Biotechnology application packet:
 Completed Biotechnology Application form (obtained at the information session).
 Signed Statement of Students’ Responsibility form (on the back of the application form).
 Official transcripts from each college attended other than DCCCD colleges. (A DCCCD transcript is no longer required.) See page 2, section D, number 2 for instructions regarding transcripts.
 Photocopied catalog course descriptions for any courses taken outside the DCCCD which apply to the Biotechnology curriculum.
 Copies of any request for course substitution forms (for evaluated transferred courses) or 5-year waiver forms which has been granted to the student.
9. Place the above materials in a 9” x 12” envelope for submission either in person or by mail to the individual below during a designated filing period.

MAILING ADDRESS:

Patsy Strawther, Biotechnology
Health Occupations Admissions
El Centro College/Paramount
801 Main Street
Dallas, TX 75202-3604

PHYSICAL ADDRESS:

Patsy Strawther, Biotechnology
Health Occupations Admissions – Rm P-101
El Centro College/Paramount
301 North Market Street
Dallas TX 75202

- Revised 08/31/08 -

