

Occupational Therapy Program Application Instructions January 1 – March 1 2017:

This list of instructions has been provided to assist students in the application process to the Occupational Therapy Assistant Program. It is the student's responsibility to ensure that all of the steps are completed by the deadline date and that all information provided is accurate. **Incomplete Applications will not be considered for acceptance into the OTA Program.**

Step 1: Apply to State College of Florida – Application available online at www.scf.edu

- Complete all steps required for application to the college as a degree seeking student.
- Apply to the college for the current term (Fall 2016 or Spring 2017)
- If you applied to the college more than 1 year ago and have not enrolled in courses over the past year, you will need to reapply to the college.

Step 2: Once accepted to the college the student will be able to apply to the Occupational Therapy Assistant Program if they have met the following criteria:

- Completed all prerequisite courses required by the program with a grade of "C" or better at the time of application.
 - BSC 2085C – Anatomy & Physiology I
 - Mathematics – Any Area II, A.S.
 - PSY 2012 – General Psychology
- Earned Program GPA of 2.75 or greater in all general education courses required by the OTA program
- Earned overall GPA of 2.0 or greater as required for graduation.

Step 3: Complete Program Application


1. Sign on to SCFConnect
2. Select "Student Tab"
3. Select "Banner Self-Service"
4. Select "Student Services and Financial Aid"
5. Select "Apply for Admission to Limited Access and Baccalaureate Programs"
6. Select "Display Application Information"
7. Locate the Application Type Drop Down Box: Select the Desired Program Application : *Occupational Therapy Assistant Program – OTA*
8. Complete the Application Process
9. Complete Payment
 - The application process will automatically search to see if the one-time application fee has been paid by the applicant. If no proof of payment can be located, the student will be directed to a payment screen where the payment can be completed using a credit card. If a student believes they have paid the one-time application for this program in the past, they must first pay the \$20.00 fee to submit the application and then follow-up with the cashiering office. If a duplicate payment is noted, the student will receive a refund of the application fee. If a credit card is not available, alternate methods of payment are available via the cashiering office.
10. The student may be prompted to provide additional information during the application process. Requests for additional information will be submitted via the SCF student email address issued to the student upon acceptance to the college. The applicant must submit all requested information by the application deadline, March 1 2017 for the application to be complete and to be considered for admission to the program. Failure to submit all required information by March 1, 2017 deadline will result in an incomplete application. Incomplete applications will not be considered for acceptance.

11. **Only submit 1 application** to the program. Once the completed application is submitted the student will receive an email confirming submission. This email will be sent to the SCF email address issued to the student upon acceptance to the college. **If you wish to check that you have successfully submitted your application** following steps 1 – 7 above. The bottom of the page will display all programs to which the student has submitted an application.
12. Students must submit a CAPP/Degree Audit to the Program which must be delivered to the program by one of the following methods:
 - Delivered by hand to the OTA program by 3/1/17 by 4pm, in the Bradenton Campus, building 28
 - Mailed to the OTA program, post marked by 3/1/17. Mail to:

State College of Florida
OTA Program
5840 26th Street West – Building 28
Bradenton, FL 34207

To complete a CAPP Audit please follow the directions provided

CAPP/Degree Audit - Direction

- 1) Please remember that IE (Internet Explorer) works best as a browser for our website.
- 2) Click on 
- 3) Enter your User ID and Password
- 4) Click on “Student” Tab
- 5) Press down arrow to “Student Services Quick Links”
- 6) Click on CAPP/Degree Audit
- 7) Select Term
- 8) If program is correct: click on “Generate New Evaluation”
- 9) If program is incorrect: click on “What-If Analysis”
 - a) We encourage you to review it with an advisor to make sure you have a solid plan of action for meeting the requirements.
 - (i) Make sure to review **each section** of the CAPP Audit carefully.

It is the applicant’s responsibility to review the CAPP Audit Prior to submitting it:

- Make sure all completed courses relevant to program are reflected on the CAPP/Degree Audit prior to submitting
- CAPP audits which are printed incorrectly in which grades are not visible will be considered incomplete. Incomplete CAPP Audits will **NOT** be accepted. The student’s application will be deemed incomplete and the student will not be considered for application during this application period.
- Applications without CAPP degree audits will be deemed incomplete and the student will not be considered for application during this application period.

Once the complete application is submitted, the student will receive an email confirming receipt of the application by the Educational Records Office and then forwarded to the program for review. This email will be sent to the student’s SCF email address issued to the student upon acceptance to the college.

Applicants will be notified of the Program’s application decision in writing by May 1st of the year they applied.