

## Physical Therapist Assistant Program Application Instructions January 1 – March 1 2017:

This list of instructions has been provided to assist students in the application process to the Physical Therapist 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 PTA program.**

The Physical Therapist Assistant Program at State College of Florida is a limited enrollment program. As such, completion of part or all of the required general academic courses required in the degree does not guarantee acceptance into the program. If there are more qualified applicants than seats in the program, the policy and procedure on admission requirements and selection process will be followed.

### Step 1: Apply to State College of Florida – Application available online at [www.scf.edu](http://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 Physical Therapist Assistant Program during the application period if they have met the following minimum criteria:

- Completed all prerequisite courses required by the program with a "C" or better by the time of application. These course are:
  - BSC 2085C      Anatomy and Physiology I and Lab
  - ENC 1101      Written Communications I
  - PSY 2012      General Psychology
  - Mathematics    Any Area II Mathematic, A.S.
- Earned Program GPA of 2.75 or greater in all classes being applied to the PTA program
- Earned an overall GPA of 2.0 or greater as required for graduation
- Attended a free PTA information session within the last 2 years\*

\*Attendance at a PTA information session will be good for a period of 2 years from the date of the session. Students wishing to apply to the program who attended sessions greater than 2 year from the date of the application deadline will be required to attend another information session to be eligible for acceptance. Information sessions attended after 3/1/17 will not fulfil this requirement for the application to the class beginning in Fall 2017. Students applying to the program who have not attended an information session within the past two years will be considered as having submitted an incomplete application and will not be considered for acceptance into the PTA program.

### 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
8. Complete the Application process
9. Complete Payment
  - The application process will automatically search to see if the application fee has been previously paid by the applicant. If no proof of payment is located the student will be directed to a payment screen to complete a credit card payment. If a student believes that they have paid the onetime application fee for **this** program in the past they must first pay the \$20 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.

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**. Students must submit all requested information by the March 1st deadline. Failure to do so 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 PTA program by 4pm on 3/1/17, at the Bradenton Campus, building 28
  - Mailed to the PTA program, post marked by 3/1/17. Mail to:
 

State College of Florida  
PTA Program  
5840 26<sup>th</sup> Street West – Building 28  
Bradenton, FL 34207

To complete a CAPP Audit please follow the directions provided

#### **CAPP/Degree Audit -Directions**

1. **Log on** to 'SCF Connect'
2. **Click** on 'Student' Tab
3. Under Student Services Quick Links **Click** on 'CAPP/Degree Audit'
4. **Select Term** - choose "Spring 2017"
5. **Select** "What-if Analysis"
6. **Select** PTA Program
7. **Program** -AS, Physical Therapist Asst. then **Click** Continue
8. **Entry Term** - choose "Spring 2017"
9. **Campus:** Leave set to none
10. **First Major** – **Select** AS, Physical Therapist Asst and Department: None then **Click** Submit
11. **Evaluation Term:** Spring 2017 then **Click** "Generate Request"
12. **Review and then Print** - Print the CAPP audit in landscape to ensure that **all** grades are displayed

#### **It is the applicant's responsibility to review the CAPP Audit:**

- 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 received without CAPP Audits will be deemed incomplete and the student will not be considered for application during this application period.

**Applicants will be notified of the PTA Program application decision in writing by June 1<sup>st</sup> of the year that they applied.**