

**Arkansas Northeastern College
Phlebotomy (CP) Program
Pre-Program Advising Checklist**

Date: _____

Student Name: _____ **Student ID #:** _____

All Pre-Phlebotomy students are assigned the Nursing & Allied Health Advising Specialist to be their Advisor. The Advising Specialist may schedule both group and individual sessions with prospective Phlebotomy students to ensure College and Phlebotomy Admission guidelines are provided and explained. It is the applicant's responsibility to make sure that ANC receives all necessary applications, Immunization and required documentation as outline in the Information Guidelines. Once the following Pre-Phlebotomy Advising Checklist is completed, the Advising Specialist will submit to the Allied Health Department for inclusion in the student's file.

1. Complete admission requirements for enrollment into Arkansas Northeastern College

- _____ Complete ANC Application and submit to Admissions in the Registrar's Office.
- _____ Submit a high school transcript or GED (with scores) to the registrar's office and a copy to the Allied Health (AH) Department at the ANC Main Campus.
- _____ Submit official transcripts from any college(s) previously attended to the registrar's office for evaluation and unofficial copies to the AH Department.
- _____ Complete placement testing (ACCUPLACER, ACT), submit copy to AH Department.
- _____ Submit proof of Immunizations (including: MMR, Hepatitis B consent/waiver, TB skin test or chest x-ray) to Registrar's Office and a copy to AH Department with application, during orientation or the first day of class.

2. Complete admission requirements for enrollment into the Phlebotomy Program

- _____ Meet with the Nursing & Allied Health Advising Specialist for advisement.
- _____ Receive and read the Phlebotomy Information Guidelines.
- _____ Complete Application for Admission to the Phlebotomy and submit to the ANC Admissions in the Registrar's Office.
- _____ Read and sign understanding of the Phlebotomy Functional Ability Categories and submit with the Phlebotomy Application for Admission.
- _____ Attend a mandatory orientation or advising session as scheduled by invitation.
Orientation/Advising session will include the following agenda:
 - _____ Review of Phlebotomy Course requirements and admission criteria.
 - _____ Sign "Letter of Intent" to attend and register for Phlebotomy Program.
 - _____ Submit proof of immunizations.
 - _____ Complete and submit the "Health Data and Medical History Form".
 - _____ Review Program objectives and expectations for Phlebotomy Program.
 - _____ Receive Textbook list for Phlebotomy.
 - _____ Receive Supply list for Phlebotomy.

3. Selection Process

The Phlebotomy program may have more applicants that meet the minimum requirements for admission than positions available. Admission is therefore competitive. Students will be ranked according to their placement scores; however grade point average, completion of required developmental courses, and total number of College courses completed may also be reviewed for class selection.

Advising Comments:

Upon completion of the Pre- Phlebotomy Advising Checklist, please sign as indicated.

Student Signature

Advising Specialist Signature

Date

Date

Advising Specialist will submit completed Checklist to the AH Department for inclusion in student's file.