



ADVANCED RESPIRATORY THERAPIST PROGRAM

at

GREAT PLAINS
Technology Center

2019 ADMISSION PROCESS



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Revised 4-8-19



MISSION STATEMENT

Cameron University provides a diverse and dynamic student body access to quality educational opportunities; fosters a student-centered academic environment that combines innovative classroom teaching with experiential learning; prepares students for professional success, responsible citizenship, life-long learning, and meaningful contributions to a rapidly changing world; and is a driving force in the cultural life and economic development of the region.

CORE VALUES

WE VALUE

- Student learning as our top priority
- Excellence in teaching, scholarship, service, and mentoring:
 - Investing in people: The growth and development of our students, faculty and staff in a learning environment based on integrity, respect, and ethical behavior that encourages and provides opportunities for professional improvement
- Leadership in our community and region that emphasizes:
 - Stimulating economic development
 - Forming partnerships and collaborative relationships
 - Providing cultural and social development
 - Serving the community and region by sharing our expertise
- Shared governance that includes:
 - Emphasizing teamwork
 - Facilitating open and effective communication
 - Providing opportunities for active participation by all constituencies
- Diversity among our students, faculty, and staff as demonstrated by:
 - Providing access to educational and teaching opportunities for all constituents
 - Promoting tolerance through a free and open exchange of ideas
- Responsible stewardship of public and private resources, the public trust, and Cameron's future that includes:
 - Focusing resources to achieve optimal student learning
 - Increasing student access to quality higher education
 - Establishing a reliable stream of public and private revenue
 - Holding administrative costs to a minimum
 - Enhancing alumni involvement
 - Providing accountability in key areas such as student learning and management of resources

APPLICATION PROCESS

Advanced Respiratory Therapist

DEADLINE DATE:

Wednesday, June 5, 2019 @ 4:00 pm

HOW TO APPLY

The Cameron University Advanced Respiratory Therapist program is taught at Great Plains Technology Center campus. Students must take required pre-requisite classes at Cameron University or an approved accredited college and then apply for the admittance into program at Great Plains Technology Center campus. Please contact Adrienne Reid at 580.250.5641 for more information. Please call **580.250.5535** to schedule your appointment with **Student Services** at **Great Plains Technology Center**. Counselors are located in Building 100 Room 107.

WHAT TO BRING TO YOUR APPOINTMENT

- ***OFFICIAL HIGH SCHOOL & OFFICIAL CAMERON UNIVERSITY TRANSCRIPT:**
 - ✓ **Only an Official High School Transcript and Cameron University Transcript will be accepted.**
An official transcript is defined by: Transcripts must be in the institutions sealed envelope that you received it from. Notated "Official Transcript" on the envelope.
 - ✓ No unofficial transcripts, copies, faxes or internet printed unofficial transcripts are accepted.
 - ✓ If you have several University transcripts, they first must be evaluated by Cameron University.
- **DEGREE PLAN FROM CAMERON UNIVERSITY'S ART PROGRAM***

The Degree works shows your completed pre-requisites from CU. Completing the pre-requisite classes at Cameron does not ensure acceptance in the program, as entry is on a space available basis and follows a point system slotting, admission policies and clinical obligations.
- **KEYTRAIN SCORES:**
 - ✓ If you have KeyTrain or WorkKeys assessment scores you wish to submit, please bring them to your appointment.
 - ✓ If you do not have KeyTrain or WorkKeys assessment scores, the Career Counselor will schedule a KeyTrain assessment for you. There is a \$10.00 fee for each KEYTRAIN assessment administered.
- **CERTIFICATIONS:**

You must provide a copy of your current health related certifications (see pages 8-9)

SUBMITTING DOCUMENTATION

ALL application documents must be completed and turned in by **4:00 pm, June 5, 2019**. This includes the 31-hour college prerequisites courses, assessment, health related courses, transcripts, and certifications.

- All documents must be submitted to building 700 Room 710 by 4:00 pm, June 5, 2019. to be considered in the application process
- Documents received **after 4:00 pm, June 5, 2019** will not be processed.

HOW AM I SLOTTED FOR THE ADVANCED RESPIRATORY THERAPIST PROGRAM?

Applicants are scored using the point system explained on *Explanation of Points* page 4. Those who have completed the 31 hour college prerequisites and score the highest points will be offered a slot first.

- In the event of a tie on points. (1) The applicant who has all the prerequisites completed will be slotted first. (2) The applicant with the earliest date received on the application will be the determining factor.

HOW AM I NOTIFIED?

All applications will be processed after the June 5, 2019 deadline. You will be notified within 30 days of the processing deadline by one of the following methods, phone call, phone text, voice mail, email or US Postal Service.

- **All contact information, (address, phone) including an email address is required to receive notification and should be accurate and current.** In the event of a change of address, phone number or email address, it is your responsibility to update your records at ART PROGRAM by stopping by the Health Careers Office in building 700 Room 710 or calling 580.250.5670, 580.250.5570.

UPON ACCEPTANCE

Once you have been notified of acceptance and signed your letter of acceptance your enrollment will be contingent upon all the criteria explained on pages 8-9 of this booklet. . **(You will be required to pay for a drug screen and background check upon acceptance. The approximate cost for both is \$190.00).**

EXPLANATION OF ADMISSION POINTS

Areas listed below will be evaluated based on documentation received by 4:00 pm, June 5, 2019, to determine admission points

POINTS - Applicants who have completed all the college prerequisites and score the highest points will be slotted first. In the event of a tie, the applicant who has all the prerequisites completed, then the earliest application date received will be considered.

APPLICANT RESPONSIBILITY - It is applicant's responsibility to ensure that ART PROGRAM has received all documentation by 4:00 pm, June 5, 2019. Only documents received by that time can be evaluated. Documents received after processing deadline date will not be evaluated for points.

FACTORS:	POINTS AVAILABLE	POINTS RECEIVED
REQUIRED HIGH SCHOOL TRANSCRIPT OR GED	NO POINTS ASSESSED	0
DEGREE PLAN RECEIVED FROM CAMERON UNIVERSITY	<input type="checkbox"/> YES <input type="checkbox"/> NO	0
<p style="text-align: center;"><u>CURRENT DEGREE WORKS AND OFFICIAL CAMERON UNIVERSITY TRANSCRIPT MUST BE RECEIVED: BY 4:00 PM, JUNE 5, 2019.</u></p> <ul style="list-style-type: none"> ● OTHER COLLEGE TRANSCRIPT(S) Transfer credits (official transcripts) from other institutions must be sent to Cameron University for evaluation and recorded on a Cameron University OFFICIAL transcript before deadline date. This process may take up to two (2) weeks. <p>REQUIRED COLLEGE COURSES</p> <p>C or higher = 10 points possible</p> <ul style="list-style-type: none"> ● An <u>Official Cameron University</u> transcript within the last 6 months of applying must be on file at GPTC. ● A Degree Works from Cameron University showing you are enrolled in the Respiratory Care – AAS Major. 	ENGL 1113 English Comp I 1 pt	
	MATH 1513 Math or Equivalent.... 1 pt	
	COM 1113 Fundamentals of Speech1 pt	
	PS 1113 American Fed. Gov 1 pt	
	HIST 1483/1493 American History 1 pt	
	PSY 1113 General Psychology 1 pt	
	FNAR 1013 Expl. Multiculturalism 1 pt	
	CHEM 1004 Descriptive Chemistry 1 pt	
	BIOL 1012 Essen Human Of Human Anatomy 1 pt-PREREQUISITE REQ. BIOL 2034/ BIOL 2034 LAB	
	BIOL 2013 Medical Terminology ... 1 pt	
	UNIV 1001 Intro to University Life 0 pt	
	<p>Current Health Related Certifications CPR BLS (Health Care Provider only) FA LTCA HHA CMA MAT EMT</p>	1 pt. each max of 3 pts.
<p>KEYTRAIN SCORES</p> <p>OR</p> <p>WORKKEYS CERTIFICATE <input type="checkbox"/> Platinum <input type="checkbox"/> Gold <input type="checkbox"/> Silver <input type="checkbox"/> Bronze</p>	READING	
	5 5 pts.	
	6 6 pts.	
	7 7 pts.	
	MATH	
	4 4 pts.	
	5 5 pts.	
	6 6 pts.	
	7 7 pts.	
	LOCATING INFORMATION	
	4 4 pts.	
	5 5 pts.	
6 6 pts.		
TOTAL POINTS		

COLLEGE ENROLLMENT INFORMATION

Listed below are the 31 hour college prerequisite courses to be completed by **4:00 pm, Wednesday, June 5, 2019**. Completed prerequisites will then apply toward an Associate of Applied Technology in Respiratory Care. This will be awarded by Cameron University. **College Credits are subject to change due to Oklahoma Board of Regents and the Higher Learning Commission.**

2019 PREREQUISITES - GENERAL EDUCATION INFORMATION

- As an additional part of the application process, you must also apply for admission into Cameron University for the Associate Degree. For further information contact:
 - ✓ Academic Advisement Center at 580.581.6741
- To be eligible for enrollment at ART PROGRAM you must also have a:
 - ✓ Cameron overall grade point average of 2.0 or better
 - ✓ Have successfully passed a minimum of 5 hours of the required “Technical Support Courses” for the Associate Degree, **prior** to the start of the program
- It is strongly recommended that you successfully complete all Cameron University General Education courses, prior to admission to the Advanced Respiratory Therapist Program.
- Below are the course requirements for an Associate Degree in Respiratory Care.

COURSES FROM CAMERON UNIVERSITY

GENERAL EDUCATION				TECHNICAL SUPPORT and RELATED			
COURSE	COURSE #	TITLE	HOURS	COURSE	COURSE #	TITLE	HOURS
ENGL	1113	English Comp I	3	CHEM	1004	Descriptive Chemistry	4
MATH	1513	Math or Equivalent	3	BIOL	1012	Essential of Human Anatomy <i>Only offered in the Fall</i>	2
COM	1113	Fundamentals of Speech	3	BIOL	2013	Medical Terminology	3
PS	1113	American Federal Government	3				
HIST	1483 / 1493	American History	3				
PSY	1113	General Psychology	3				
FNAR	1013	Exploring Multiculturalism	3				
UNIV	1001	Intro to University Life	1				
TOTAL HOURS			22	TOTAL HOURS			9

TECHNICAL – OCCUPATIONAL SPECIALTY. . . (RESPIRATORY COURSES TAKEN AT ART PROGRAM) 37

Once you have completed all program prerequisites and respiratory course work
you will then be awarded an
ASSOCIATE OF APPLIED SCIENCE IN APPLIED TECHNOLOGY IN RESPIRATORY CARE
by Cameron University

You must have your associates degree to be eligible to sit for your NBRC Exam

Carl D. Perkins Career & Technical Education Act Grant Funds are utilized to support and develop the academic, career and technical skills of post-secondary students at Cameron University and Great Plains Technology Center.

CAMERON UNIVERSITY - STUDENT SUPPORT SERVICES

The Student Services mission is to promote student growth and success by assuring a dynamic and fulfilling college experience. Student Services provides programs, activities, and services that complement, enhance, and support the educational process while building a lifetime bond to the university.

In Student Services, our goal is to provide you an exceptional CU experience. Our staff is here to provide the services, programs and experiences that will support your success at Cameron University. From tutoring and career counseling to extracurricular activities and residential housing, we want to ensure that your academic and personal development needs are met.

I encourage you to get involved in clubs and organizations, take the opportunity to live on campus among your peers, participate in a wide variety of university programs, and, when in need, use the support and resources that are available to you. The university experience should be well rounded, as learning goes much beyond the classroom, regardless of where it takes place - whether in a research lab, at a study group in your apartment or at a club meeting.

Don't hesitate to ask for our assistance. Please stop into our offices or call at any time to speak to someone about your interests, concerns, suggestions or questions. We want to help you make the most of your college experience, and to do that we need to hear from you.

CU ON CAMPUS,

Zeak Naifeh

Dean of Students

Contact Student Services

North Shepler, Room 324

2800 W. Gore Blvd.

Lawton, OK 73505

(580) 581-2244 voice

(580) 581-2299 fax

studentservices@cameron.edu

CU Student Services found at www.cameron.edu/studentservices.

- [Career Services](#)
- [Disability Services](#)
- [Inclusion and Student Success](#)
- [Housing](#)
- [Public Safety](#)
- [Campus Life](#)
- [Student Development](#)
- [Student Wellness Center](#)
- [Resources](#)
 - [CU Succeed Workshops](#)
 - [Sexual Violence/Title IX](#)
 - [It's On Us Campaign](#)
 - [Paint the Town](#)
- [Other Resources](#)
 - [Aggie Rec Center](#)
 - [Athletics](#)
 - [Carpool Information](#)
 - [Clubs & Organizations](#)
 - [Family Educational Rights and Privacy Act \(FERPA\)](#)
 - [Financial Assistance](#)
 - [Office of Public Safety](#)
 - [Registrar](#)
 - [Student Government Association](#)
 - [Testing Center](#)
 - [Veteran Affairs](#)

GREAT PLAINS TECHNOLOGY CENTER – STUDENT SERVICES

STUDENT SUPPORT SERVICES
SECRETARY Building 100, Room 107

Carla Codopony - Secretary
ccodopony@greatplains.edu

580.250.5535

We offer counseling services which prepare our students for success in their technical programs. A counselor will help you with student orientation, placement counseling, career counseling, academic counseling, motivation, decision making, goal setting, crisis counseling and referrals to other counseling services.

ACADEMIC CENTER

ACADEMIC CENTER COORDINATOR
Building 100, Room 148

Val Mullenix - Coordinator
vmullenix@greatplains.edu

580.250.5529

The Academic Center Coordinator can help you with the following:

- Learning/Working Style Assessment
- Improve study, test taking, and time management skills
- Develop a basic skills improvement plan for Math & Reading
- Administer the online KeyTrain Test
- Provide a quiet setting for homework or studying

What is available in the Academic Center:

- Computer Lab – 12 computers with internet and laser printer access
- Keytrain-Online learning system for basic workplace skills specific to Career Clusters based on WorkKeys Employment System
- Kurzweil Educational System



Great Plains Technology Center ◆ 4500 SW. Lee Blvd. ◆ Lawton, OK 73505

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ADVANCED RESPIRATORY THERAPIST

PROGRAM INFORMATION



PROGRAM INFO

- Admission Policies & Clinical Obligations Page 11
- Criminal Background Check Specifics Page 12
- Academic Calendar Page 13
- Graduation Requirements..... Page 14

NOTE: Once applicants have been notified of initial **acceptance** into the Advanced Respiratory Therapist program you will have a conditional admittance into the program pending successful completion of the requirements listed below:

- **Failure to abide to the following Policies and Procedures may result in the recommendation for dismissal from the Advanced Respiratory Therapist Program**

1. **EDUCATION REQUIREMENT**

You must be a high school graduate or have obtained a GED and completed all the Cameron University prerequisites by 4:00 pm, June 5, 2019.

2. **AGE REQUIREMENT**

You must be 18 years of age to attend clinical.

3. **CPR CERTIFICATION**

- **Only** Healthcare Provider CPR BLS from the American Heart Association will be accepted.
- No other CPR will be accepted, to include internet CPR.

4. **NEGATIVE DRUG SCREEN**

Applicants will submit authorization allowing a facility designated by the program, to test body fluids for the presence of illicit drugs. This is the financial responsibility of the student. Failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student not being admitted into the Advanced Respiratory Therapist program. A diluted result will require a retest, at the school's expense. An applicant with a positive drug screen will be denied admittance. Students may be subject to drug testing prior to and during the clinical experience.

5. **MANDATORY ORIENTATION**

Applicants must attend the mandatory orientation to acquire additional information about admission, and receive additional program information and requirements.

6. **CLEAR BACKGROUND CHECK**

Information from an applicant's background check will be submitted to clinical facilities for approval to attend clinical practice. Clinical facilities may deny students access to clinical rotations upon the finding of the background check with regard to sex offenders, felonies and/or misdemeanors prior to clinical rotations and throughout the program. *(You will be notified when and where to have this done. The cost is approximately \$160.00).*

- a. **The background check conducted includes sex offender status, felonies, and misdemeanors. This will be done prior to the start of your first year and during your second year.**

NOTE: *Clinical education settings may deny students access to clinical rotations upon the findings of the background check with regard to sex offenders, felonies and/or misdemeanors prior to clinical rotations and throughout the program.*

Students will have a background check completed prior to entry placement and during the second year within the program. (You will be notified when and where to have this done).

**Please see additional specifics regarding Criminal Background Checks on page 22. The cost is approximately \$160.00. You will be given additional information once you have been admitted into the program.*

7. **SUITABLE PHYSICAL / EXAM DOCUMENTATION**

Applicants must submit a physical exam form, provided by the program, which must include laboratory results, immunizations records, titers, and physical clearance by a physician. The cost of the physical, labs and immunizations are the responsibility of the student. Any health related problems must be corrected and evidence of correction must be submitted. Students are not allowed to participate in clinical activities without documentation of being in good health as evidenced by the physical exam. Required Immunizations are listed below and must be documented on a shot record.

Advanced Respiratory Therapist requires titers to prove immunity for MMR, Varicella, and Hepatitis B.

- 1 Negative TB skin test
- Hepatitis B series (series of 3 injections) Must submit a positive Titer
- MMR (measles, mumps, rubella - series of 2 injections) Must submit a positive Titer
- Varicella (chicken pox - series of 2 injections). Must submit a positive Titer
- Tetanus – TDaP only, within the last 10 years
- Seasonal Flu Shot You will be notified when to do this

CONTINUED REQUIREMENTS FOR ADMISSION POLICIES & CLINICAL OBLIGATIONS

8. CLINICAL EDUCATION SETTING PRIVILEGES

An applicant may be denied clinical privileges at a facility due to an *unfavorable record with any health care facility from previous employment* or an unclear background check.

UNCLEAR BACKGROUND CHECK NOTE: *Without participation in the clinical rotation component of the Advanced Respiratory Therapist Program curriculum, the student will be unable to fulfill the requirements for graduation from the program and therefore will not be eligible to sit for the NBRC Exam.*

- a. Please be aware that the clinical education setting reserves the right to refuse placement of any student. If a particular clinical education setting refuses placement of a student, the School will make reasonable accommodations to provide alternative clinical education settings that meet program objectives. A student who is unable to meet the clinical requirements will result in not being able to pass the course and policies for dismissal may apply. To receive a clinical placement in educational settings, you must comply with all the requirements and all findings must be satisfactory.
UNFAVORABLE RECORD NOTE: *If you have an unfavorable record with any health care facility from previous employment, the facility may refuse to allow you to participate in clinical rotation. If this applies to you, please see your clinical coordinator immediately.*
- b. The school and clinical education setting reserves the right to review any other information prior to or during the course of the program, that may have a bearing on the student's ability to function safely.

9. CLINICAL ROTATIONS

Clinical rotations will follow hospital/clinic various shift rotations during day and night shift, to include evening and possible weekend rotations. Please refer to academic calendar.

- a. Each facility has its own unique Respiratory Department. The experience gained at these facilities will essentially result in highly qualified graduates who can function well in any Respiratory Department.
- b. Possible weekend rotations could be scheduled if warranted to be of educational value/benefit to students.
- c. Students will rotate through all clinical education settings listed below and other education settings may be added to include out of town rotations with evening and possible weekend rotations.
- d. Program limits required clinical assignments for students to not more than 12 hours per day and the total didactic and clinical involvement to not more than 40 hours per week.

10. CLINICAL EDUCATION SETTINGS

Comanche County Memorial Hospital	Lawton, OK
Duncan Regional Hospital	Duncan, OK
Grady County Memorial Hospital.....	Chickasha, OK
OU Medical; Center	Oklahoma City, OK
Integris Hospital.....	Oklahoma city, OK
Jackson County Memorial Hospital.....	Altus, OK
Southwestern Medical Center	Lawton, OK
Reynolds Army Community Clinic.....	Fort Sill, OK

11. CLINICAL TRAVEL EXPENSE

The travel vehicle and cost of transportation to geographically-dispersed clinical education settings is the sole financial responsibility of students

12. ATTENDANCE POLICY

The attendance policy will be discussed both at the mandatory meeting and the 1st day of class.

13. COMPLETED FINANCIAL ARRANGEMENTS

Cameron University will handle Financial Aid. Prospective students should have financial arrangements taken care of prior to the 1st day of class. This is the responsibility of the student.

CRIMINAL BACKGROUND CHECKS

In order to protect patients and the general public, obtaining a cleared background check on each student (18 years of age and older) and instructor participating in clinical rotations is required by our clinical education settings / clinical sites. Each clinical education setting has their own requirements for processing background checks, which may include fingerprinting. These requirements are found in the individual contracts with the clinical education setting and Great Plains Technology Center. Schools and clinical education settings reserve the right to review any information that could impact the student's ability to function safely in the clinical education setting.

Each student's background check will be processed by the same background check facility designated by ART PROGRAM and/or by the clinical education setting. NO other background check will be accepted. The following (including, but not limited to) will be verified and must comply with the requirement. All findings must be satisfactory according to the clinical rotation agreement for each clinical education setting.

- Social Security Number Verification
- Criminal Search last 7 years
- Violent Sexual Offender and Predator Registry Search
- U.S. Treasury Office of Foreign Assets Control (OFAC)
- List of Specially Designated Nationals (SDN)
- Fingerprint Verification

Additionally, students must not have an unfavorable record with any of the clinical education settings from a previous employment, another clinical rotation, or any other reason.

The clinical education setting may refuse any student from participating in the clinical experience who has a criminal background check record that relates to a felony or misdemeanor, or for any nature concerning the safety and security of patients, or any other reason. Conviction/criminal history records are reviewed as they relate to the content and nature of the curriculum and the safety and security of patients and the public.

A conviction/criminal history record does not necessarily disqualify an individual for admission in a program. However, if a conviction/criminal history record is not approved by a clinical education setting and the student is unable to receive the required clinical components, then the student may not be able to continue in the program in which he/she has applied.

The dissemination of self-disclosure information, background check results, and conviction records, whether in or outside the state of Oklahoma as deemed necessary by the School, may be provided to the clinical education settings to meet requirements of the clinical education settings without disclosing the student's identity.

If the student leaves the program and is later readmitted, another check will be completed only if it has been longer than 30 days.

Once you have been accepted into the program you will be notified where to have the background processed. The cost approximately \$160.00.

Students who are successful in the program need to have a flexible schedule, completed financial arrangements, a supportive family to allow studying curriculum at home, reliable transportation, and reliable backup childcare. Combined clinical and didactic academic hours will not normally exceed forty (40) hours per week or 12 hours per day. Exceptions may apply.

SCHOOL CALENDAR

The CU Calendar is found at www.cameron.edu. The ART program will follow its own calendar, which will be provided on the first day of class.

The structure of the curriculum is based on 14 months of full-time study. The maximum number of hours of academic and clinical assignment will not GENERALLY exceed 40 hours per week. Both the academic and clinical portions of the Program and competency based with clearly written objectives for the student to follow.

ACADEMIC CALENDAR

Semester I:

In the beginning of Semester I there will be classroom / labs Monday through Friday. .

Class/Lab: Monday-Friday 8:15am – 3:00pm

Lunch break: 1 hour in length

The travel vehicle and cost of transportation to geographically-dispersed clinical education settings is the sole financial responsibility of students.

Semester II

Clinicals..... Various Shifts
(Clinical rotations will follow hospital/clinic shift rotations to include evening / night rotations. Possible weekend rotations could be scheduled if warranted to be of educational value/benefit to students)

- ✓ Students will rotate through each clinical education setting and should be prepared to spend approximately 8 to 16 weeks per year at out-of-town hospitals.

Class/Lab: Monday - Wednesday 8:15am – 3:00pm

Thursday 8:15am – 11:30am

Lunch break: 1 hour in length

Clinical education settings is determined by patient workload.

The travel vehicle and cost of transportation to geographically-dispersed clinical education settings is the sole financial responsibility of students.

Semester III & IV

Clinicals are full time during semester III & IV

Clinicals: Monday through Friday Various Shifts
(Clinical rotations will follow hospital/clinic shift rotations to include evening / night rotations. Possible weekend rotations could be scheduled if warranted to be of educational value/benefit to students)

- ✓ During Semester III the clinical rotations will be full time with the exception of 3-5 days of class time. This will include review tests and practice tests.

The travel vehicle and cost of transportation to geographically-dispersed clinical education settings is the sole financial responsibility of students.

GRADUATION REQUIREMENTS

GRADUATION/COMPLETION REQUIREMENTS:

(To be completed prior to graduation and to obtain completion certificate from ART PROGRAM.)

- a. A student is eligible to graduate and receive an Associate's Degree through Cameron University, upon successful completion of the 37 hours of technical related courses at Great Plains Technology Center and the 31 hours of support classes at Cameron University, with a 2.0 GPA or higher.
- b. For respiratory specialty courses, earn a passing grade of "C" or better in all classroom, lab and clinical course work.
- c. Student must pass five clinical simulation exams along with a passing grade of 70% or better on the online NBRC Comprehensive Secured Written RRT Exam. The initial cost of this exam is part of the student needs fees. It will be at the students' expense should any additional exams be required to achieve a passing of 70% or better. The current cost of the exam is \$50.
- d. Completion of all clinical competencies and proficiencies.
- e. From Cameron University: Accomplishing a passing grade in all required support courses through Cameron, towards the Associate in Applied Science in Respiratory Care degree, with a 2.0 GPA or higher.
- f. It should also be noted that the student must have all required tuition and fees paid in order to be granted their "Certificate of Competency" through ART PROGRAM. Students must also have returned all textbooks checked out from the library or instructor.
- g. It is the student's responsibility to contact Cameron University and apply for graduation. You will need to have a degree check completed, and pay the Cameron University fee. You can call Cameron University's Registrar's office for current fees at 581-2238.

NOTE:

*You must have your **Associate of Applied Science in Applied Technology in Respiratory Care degree from Cameron University** to be eligible to sit for your NBRC (National Board for Respiratory Care) exam.*



PROGRAM DESCRIPTION

DESCRIPTION

Students in this major will learn about the theory and practice in preparation for the Respiratory Therapist. Respiratory care procedures and the medications used in the treatment of respiratory and cardiac disorders are presented. They will also learn the anatomy and physiology of healthy and diseased cardiopulmonary systems. In addition, students will learn chemistry, physics, biology and microbiology as it relates to respiratory care. Additionally, the student is provided the opportunity to use the theory in practical clinical experiences. Students may obtain certification as a respiratory care therapist from the National Board of Respiratory Care (NBRC).

This program is designed to prepare students for employment as a Respiratory Therapist. Respiratory Therapists work in a wide variety of clinical settings to evaluate, treat, and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders.

This program is a partnership between Cameron University and Great Plains Technology Center. Cameron University will offer general education, technical support, and related programs and Great Plains Technology Center will provide specialty courses in respiratory. Upon successful completion of both components the student will be awarded an Associate in Applied Science in Respiratory Care degree by Cameron University. Successful degree candidates will be eligible to sit for the National Board for Respiratory Care exam to become a Certified Respiratory Therapist and a Registered Respiratory Therapist.

PHILOSOPHY

We believe that every individual is a unique creation and that it is our privilege and responsibility to help in the realization and fulfillment of each individual's accountability to self and mankind. There are two educations, one teaching us how to earn a living and the other teaching us how to live. We subscribe to the belief that technical education is an essential part of the two educations. There is dignity in work, and work is one of our best means of developing the intelligent use of the hands and mind. Education is a process by which belief and behavior patterns become a part of the student's personality. We wish the student to attain the fullest growth and development as a person, and as a contributing, self-directing, responsible member of society and the health profession.

GOAL AND OBJECTIVES

The goal of the Advanced Respiratory Therapist Program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills) and affective (behavior) domains of respiratory practice as performed by registered respiratory therapists (RRT's).

Objectives: Upon completion of the program, students will:

- a. Demonstrate appropriate knowledge and the ability to apply it as measured by performance on national credentialing examinations.
- b. Gain employment utilizing skills as defined by the scope of practice within the respiratory care profession.
- c. Demonstrate professional behavior consistent with employer expectations as registered respiratory therapists.
- d. Demonstrate the ability to comprehend, apply and evaluate clinical information relevant to their role as registered respiratory therapists.
- e. Demonstrate the technical proficiency in all the skills necessary to fulfill their role as a registered respiratory therapist.

UNIFORM REQUIREMENTS

The school class and clinical uniform consists of:

- Black uniform pants
- Royal blue scrub top
- Students are required to wear their uniform to class and clinical education settings on a daily basis.
- A nametag is also part of the required uniform and must be worn at all times. The school patch is to be sewn on left upper arm of your scrub top.
- Scrub tops and uniform style pants must be in good shape and ironed. Scrub tops may need appropriate undergarments, i.e. all white, black, or gray tee shirts or turtlenecks. Dresses and stirrup style pants are not permissible. Uniforms will be purchased after mandatory information meeting, from **Kingdom Medical 355-1511, Lawton Medi-Equip 355-7655, or any** medical uniform supply facility.
- The uniform must be clean and free from stains and wrinkles; free from tears; worn with foundation garments.
- Levi or denim type pants are not allowed and must not be worn to clinical under any circumstances; this includes shorts and cutoffs.
- Socks or hosiery must be white, black or neutral, of ankle length. Shoes are to be all black and made of sturdy leather that provides good support on all sides. Shoes and shoe laces must be kept clean and polished at all times. Canvas shoes, clogs or mules are not permissible.
- No wearing of perfume / cologne / fragrant lotions. Duncan Regional Hospital has a scent-free policy.
- Nails must be kept neat, trimmed, and clean at all times, and be in a working length – defined by nail technicians and manicurists as being approximately $\frac{1}{4}$ " in length from finger tips. Nail polish, nail jewelry and decals are not permissible. **Artificial nails will not be worn.** Artificial nails are defined as substances or devices applied to the natural nails to augment or enhance the nails. These artificial applications include, but are not limited to, bonding, tips, wrappings, and tapes.
- Hair must be neat, brushed, clean, and worn off the face. If hair touches the shoulders, it must be pulled back, **off** of the shoulders **and away from the face**. If hair does not touch shoulders, but is long enough in front to cover facial area while interacting with patients, front of hair must be pulled/pinned back away from face. All beards must be kept neat and clean at all times. Growing beards must be started on long school breaks or vacations and must be filled in before going to Clinical Education Setting, (i.e. no stubble, etc.) at the Clinical Coordinator's discretion. This paragraph applies to the clinical area only.
- Jewelry: Wristwatches may be worn at any time. One ring may be worn at your own risk. No other jewelry is allowed, including earrings in cartilage. Body piercing that is visible is **Not** allowed, i.e. nose, eyebrows, mouth (inside and out), and face or lips.

GREAT PLAINS TECHNOLOGY CENTER

POLICIES AND GUIDELINES FOR PROGRAM APPLICATION

- Each adult applicant applying for Advanced Respiratory Therapist program from Cameron University at Great Plains Technology Center will be charged \$10.00 for the Keytrain assessment administered.
- Application is not official and complete until student has been notified of acceptance to Advanced Respiratory Therapist and all processing guidelines are complete and conditions have been fulfilled.

STUDENTS FROM FOREIGN COUNTRIES

- Students, who are submitting documents or credentials from foreign countries, ***must have said documents and credentials evaluated and converted to United States equivalency with regard to classes, grades, credit for work, diplomas, and degrees.***

One agency that provides this service is **World Education Service, 1-800-937-3895**. Applications for this service may be accessed at www.wes.org/who.html. Transcripts must be translated prior to sending to World Education Service. If you need to find a translator in the U.S., you may wish to contact University Language Services, Inc. 1.800.419.4601. This information is provided for your convenience only. All arrangements must be made directly with the translation service and WES

CAMPUS CRIME REPORT

- In order to comply with federal regulation 34 CFR 668.46 Campus Security Act, the Campus Crime Report for Great Plains Technology Center is available on our web site at www.greatplains.edu

ASBESTOS REQUIREMENTS

- Great Plains Technology Center is in compliance with USEPA requirements for asbestos. Management plan is on file in Building 500.

FERPA COMPLIANCE

Great Plains Technology Center, in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) has designated the following items as directory information: student's name, address, telephone number, field of study, class, recognized activities, certifications and awards received, most recipient previous educational agency or institution attended by the student. Great Plains Technology Center may disclose any of the above listed items with the student's prior written consent, unless the Office of the Registrar is notified in writing to the contrary. All other student academic information is considered confidential and will not be released, with certain exceptions, without the student's written permission. GPTC may provide access to a students' education records to a third party on as provided in FERPA and GPTC policy.

NOTICE OF NONDISCRIMINATION

Except to the extent permitted by law, the Facility, the School, Clinical Coordinator, School Program Faculty, Clinical Staff/Instructors and Students shall not discriminate on the basis of race, color, creed, sex, this is to include genetic information, as well as sexual orientation, gender identity, gender expression, age, religion, national origin, disability or veteran's status in the performance of this Agreement. As applicable to the School, the provisions of Executive Order 11246, as amended by EO 11375 and E) 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. SEQ.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement.

The School represents that, except as permitted by law, all services are provided without discrimination on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran's status that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Veterans Era Assistance Act of 1974, 38 U.S.C. Section 4212

CAMERON UNIVERSITY

ENROLLMENT POLICIES AND GUIDELINES

REFUND POLICY

Students who completely withdraw from the University or drop an individual class during the official drop period as noted in the academic calendar, are eligible for a full refund of tuition and fees. There is no refund for classes dropped after the official drop periods.

Refunds are based upon the day the classes are dropped or the official student withdrawal is completed, not on the date that the student stopped attending classes. To officially withdraw from all courses, student must follow the “Dropping and Withdrawing” policy noted in the Enrollment procedures.

Refunds are disbursed to students via the Cameron Aggie OneCard or the refund preference they selected through Bank Mobile.

WITHDRAWAL POLICY - FINANCIAL AID

Students receiving federal financial assistance who completely withdraw from all classes, or fail to receive a passing grade in all courses during a period of enrollment, will be subject to the *Return of Title IV Funds (R2T4)* refund policy required by federal regulation. This policy applies to students receiving assistance through the Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal Direct PLUS loan, Federal TEACH Grant and Iraq and Afghanistan Service Grants.

This policy assumes students earn their financial aid based on the period of time in which they are enrolled through the term. This policy refers to two types of withdrawals; official and unofficial. When a student officially withdraws, the Office of the Registrar will notify the Office of Financial Assistance of the withdrawal to include official withdrawal dates. The Office of Financial Assistance will determine the institutional charges, aid disbursed and financial aid that could have been disbursed.

At the end of each term, those students who did not receive a passing grade in any of their courses will be considered an unofficial withdrawal. These students' withdrawal dates will be at the midpoint in the term, the last date of documented attendance, or any scheduled academic event related to the period of enrollment that can be verified by the Office of Financial Assistance.

After determining students' withdrawal dates, official or unofficial, the Office of Financial Assistance must then determine if the amount of aid disbursed to the student is greater than the amount the student earned. Any unearned funds must be returned to the federal student aid programs. If at the time of withdrawal the amount disbursed to the students is less than the amount they earned, they may be eligible to receive a post-withdrawal disbursement of earned aid not yet disbursed. If students or parents are eligible for a post-withdrawal disbursement, they will be notified by email and will have 14 days to respond and approve or deny the post-withdrawal disbursement. The return of unearned aid may be the responsibility of the University, the student or both.

The *Return of Title IV (R2T4)* calculation uses the number of days enrolled divided by the number of days in the term to get the percent of aid earned. Students who remain enrolled beyond 60 percent of the term are considered to have earned 100 percent of aid received. Students who are enrolled for less than 60 percent of the term will likely be responsible for repaying a portion of the financial aid received.

When performing a *Return to Title IV (R2T4)* calculation, all students' institutional charges, i.e., tuition, fees, room and board, are included in the calculation, as well as all disbursed federal aid. Any refund amount calculated from this formula that the University must return will be returned to the appropriate federal aid programs in the following order:

1. Federal Direct Unsubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grant
5. Federal Supplemental Education Opportunity Grant (SEOG)
6. Federal TEACH Grant
7. Federal Iraq and Afghanistan Service Grant

Any unearned aid that students owe the federal aid programs must be returned to the school within 45 days or the student will lose future *Title IV* eligibility until the overpayment is paid in full. Students' initial repayment responsibility will be to the following programs:

- Pell Grant
- Federal Supplemental Grant (SEOG)

Any loan funds returned as a result of the *Return of Title IV (R2T4)* calculation process will go into repayment based on the regular repayment terms of their promissory note.

Students must be aware that when the institution is required to return unearned funds due to their withdrawal, they may have a balance due to the school. This balance is separate from any overpayment the student must repay due to withdrawal.

The University must return unearned funds for which is it responsible as soon as possible, but no later than 45 days from the determination of a student's withdrawal. *Students will be notified by email within approximately ten days of this completed process.*

FINANCIAL ASSISTANCE INFORMATION

North Shepler, Room 301, 580-581-2293 http://www.cameron.edu/financial_aid/

Financial assistance is designed to help cover the cost of a college education and is intended to supplement the family and student contribution.

HOW TO APPLY

Fill out and submit the Free Application for Federal Student Aid (FAFSA) packet available in the Financial Assistance Office or online at www.fafsa.ed.gov.

1. For student loans, you will need to fill out a student loan request form in the financial assistance office once the result of your FAFSA is received by Cameron.
2. Allow at least 60 days for the processing of your application.

TYPES OF FINANCIAL ASSISTANCE

- **Grants:** Grants are forms of financial assistance that do not require repayment. Grants are based on need, school costs and enrollment status.
- **Loans:** Loans are a form of borrowed financial assistance that must be repaid with interest.
- **Work-study:** Work-study provides opportunities on campus where students can earn money for education expenses.
- **Scholarships:** Each year a variety of scholarships are awarded to Cameron students. The scholarships are made available by the State of Oklahoma, Cameron University, and private organizations through Cameron. Scholarships are awarded on a competitive basis and based upon scholastic ability, financial need, demonstrated talent in individual studies, leadership, athletics or fine arts.

For additional information and applications please review the [Financial Assistance web page](#). You can also contact the Director of Admissions, or the Chair of the department in the area in which the scholarship is desired.

CU EQUAL OPPORTUNITY POLICY

This institution in compliance with all applicable Federal and State laws and regulations does not discriminate on the basis of race, color, national origin, sexual orientation, genetic information, sex, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, housing, financial aid, and educational services.

EQUAL OPPORTUNITY AT CAMERON UNIVERSITY

Cameron University is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Consistent with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Cameron University ensures that no "qualified individual with a disability" will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination solely on the basis of disability under any program or activity offered by Cameron University.

Cameron University has a policy of internal adjudication in matters relating to alleged discrimination. Any faculty member, staff member, or student, including, without restriction, those on temporary or part-time status, who believes that he or she has been discriminated against, harassed or retaliated against should file a complaint under the Grievance Procedure. Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of discrimination and/or harassment will be treated as a separate and distinct violation of University policy.

This institution in compliance with all applicable Federal and State laws and regulations does not discriminate on the basis of race, color, national origin, sexual orientation, genetic information, sex, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, housing, financial aid, and educational services.

A brief summary of applicable laws is provided below.

Title VI of the Civil Rights Act of 1964 states, "No person in the United States shall, on grounds of race, color, or national origin, be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Title IX of the Education Amendments of 1972 states, "No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

The Age Discrimination Act of 1975 and implementing regulations states, "The Age Discrimination Act prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance."

Section 504 of the Rehabilitation Act of 1973 states, "No person or otherwise qualified handicapped individual shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Title II of the Americans with Disabilities Act of 1990 (ADA) states, "Subject to the provisions of this title, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subject to discrimination by any such entity."

DISABILITY ACCOMMODATIONS

Students with disabilities have the right to access programs and services at Cameron University as stated in Section 504 of the Rehabilitation Act of 1973, as amended, which states:

"No otherwise qualified disabled individual. . .shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or any program or activity receiving federal financial assistance. . ." and in accordance with the American with Disabilities Act (ADA) of 1990, which states:". . . no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subject to discrimination by any such entity. . .no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations of any place of public accommodation."

Students who qualify for classroom accommodations must request accommodations by contacting the Office of Student Development as soon as possible prior to the beginning of the semester. Any student who is currently receiving accommodations and has problems or concerns regarding the accommodations should contact Student Development immediately.

To contact the Office of Student Development: (580) 581-2209, North Shepler 314, student_development@cameron.edu. Visit www.cameron.edu/disability_services for more information.

CAMERON UNIVERSITY IS ACCREDITED BY:

THE HIGHER LEARNING COMMISSION

230 South LaSalle, Suite 7-500
Chicago, Illinois 60602-2504.

They can be reached by phone at 800-621-7440, or at <http://www.ncahlc.org>.

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APPLICATION FOR ADMISSION TO CAMERON UNIVERSITY'S ADVANCED RESPIRATORY THERAPIST PROGRAM

GREAT PLAINS
Technology Center

CAMPUS
4500 SW. Lee Blvd Lawton, OK 73505

PERSONAL INFORMATION (PLEASE PRINT)

Name _____ SSN _____
Last First MI Optional

Former Name(s) or AKA (Also Known As): _____

Mailing Address

_____ City _____ State _____ Zip _____
House number and Street name (if you have a PO Box # you must also provide a *physical address*)

Physical Address

_____ City _____ State _____ Zip _____
House number and Street name

Phone: Cell or Home _____ Work Phone: _____

Required email address for notification: _____

Are you 18 years or older? YES NO Are you a Registered Sex Offender? YES NO

HAVE YOU PREVIOUSLY ATTENDED GPTC?

NO YES **If yes, please check below and list class / program attended:**
 High School _____ Full Time Adult _____
 Short Term Evening / Weekend _____ Part Time Adult _____

EDUCATION LEVELS - OFFICIAL TRANSCRIPTS REQUIRED, High School or GED Scores and College (Check all that apply)

<input type="checkbox"/> Yr. _____ GED	<input type="checkbox"/> Yr. _____ Associate Degree
<input type="checkbox"/> Yr. _____ High School Graduate	<input type="checkbox"/> Yr. _____ Bachelor Degree Year
<input type="checkbox"/> Some College, No Degree	<input type="checkbox"/> Yr. _____ Master's Degree
<input type="checkbox"/> Yr. _____ Technical Diploma	<input type="checkbox"/> Yr. _____ Doctorate Degree

IN WHICH PUBLIC SCHOOL DISTRICT DO YOU RESIDE?

<input type="checkbox"/> Lawton Public Schools	<input type="checkbox"/> Fletcher Public Schools	<input type="checkbox"/> Randlett Public Schools
<input type="checkbox"/> Cache Public Schools	<input type="checkbox"/> Frederick Public Schools	<input type="checkbox"/> Sterling Public Schools
<input type="checkbox"/> Chattanooga Public Schools	<input type="checkbox"/> Geronimo Public Schools	<input type="checkbox"/> Snyder Public Schools
<input type="checkbox"/> Davidson Public Schools	<input type="checkbox"/> Grandfield Public Schools	<input type="checkbox"/> Tipton Public Schools
<input type="checkbox"/> Elgin Public Schools	<input type="checkbox"/> Indianhoma Public Schools	<input type="checkbox"/> OTHER School District Not Listed

SIGNATURE

Signature _____ Date _____

Any falsification of information on the application or provided for the application packet will nullify the application or may result in dismissal from Cameron University.

Student ID# _____ Name: _____ Last _____ First _____ MI _____ Applied For: _____

OFFICE USE ONLY

DATE INTERVIEWED: _____

ASSESSMENT SCORES:

INTERVIEWED BY: _____

DATE: _____

RESULTS: _____

DATE APP PROCESS COMPLETE: _____

NON MEDICAL

WAITING LIST DATE: _____

DATE SLOTTED: _____

START DATE: _____

MEDICAL

DATE SENT TO B700 _____

DATE RECEIVED: _____

TIME RECEIVED: _____

RECEIVED BY: _____