

# Application Instructions

## Applications to the Medical Laboratory Assistant (MLA) Program

**Will be accepted: for Summer Semester entry (2/1/25-5/5/25)**

**for Fall Semester entry (3/1/25 – 6/1/25)**

**Please contact program Secretary if past the above deadline dates**

### Minimal Requirements:

1. Apply to Wallace State Community College. There is no fee to apply. Be unconditionally admitted to the college and in good standing. You will receive a student number starting with “A” that you should use on all correspondence, and when you apply to a health science division program.
2. Official college transcripts from each college previously attended must be submitted to WSCC Admissions prior to applying to a health science program. We recommend that you have unofficial copies ready for your health science program application.

**NOTE:** It is the responsibility of each applicant to ensure that all information is on file with the WSCC Admissions Office prior to application deadline.

### 3. Medical Laboratory Assistant (MLA) Program:

- A. Submit Accuplacer scores for reading, writing and math or an ACT composite score (National, Residual, or Superscore) for admission consideration. No minimum score requirement. ACT scores are available on Degree Works reports, transcripts including High School, and through ACT.org. While an official score report is not required, if ordering your score report from ACT.org, please use Code 0083 and allow 4-6 weeks for processing. WSCC will receive your score from ACT and add it on your myWallaceState account. To use scores available on ACT.org you will need to print to PDF, we do not accept screenshots. We will accept ACT Superscores from ACT, but not manually calculated ACT Superscores. Scan the document to PDF format, save the file, and then upload the document to your online application.
- B. Possess a minimum cumulative GPA of 2.0 on a 4.0 scale on all previous high school and college work attempted.
- C. Submit the online health division application with all required attachments by the deadline date.

Student must meet the essential functions and technical standards required for the program as documented on the required [WSCC physical form](#). Form to be completed **upon** program acceptance, view **now** for reference only.

*The Medical Laboratory Technician Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, Illinois, 60018; 773-714-8880, [www.naacls.org](http://www.naacls.org)*

Each health program has an online program application process which requires documents to be uploaded and submitted complete by **the program deadline** for evaluation. All information must be uploaded to each online application to be complete. Information will NOT be accepted in person, by mail/email, or via fax. Any missing documentation could result in your application being declined. Questions, contact: [susan.wadkins@wallacestate.edu](mailto:susan.wadkins@wallacestate.edu)

The application must be prepared by the applicant. Mailing address, email, and phone number must be current to receive correspondence. Please check your WSCC student email and/or personal email provided on your program application for application notifications. Applicants will be notified by email of your application outcome. No information regarding individual admission status will be given via telephone; **do not call** Admissions or the program directly to obtain status. Log in to your Dynamic Forms account to review the application

4. The following are **required documents** that are needed before beginning the program application:
  - a. **General Education Worksheet** – fill out and calculate totals. Save the file.
  - b. **Accuplacer scores or ACT Composite Score** – ACT Scores (National, Residual, or Super score) printed from Degree Works will be accepted for Wallace State students. Copies of ACT scores from act.org will be accepted and must show the student name and score. Unofficial copies of transcripts with ACT score is also acceptable. **If the student has not taken the ACT test, the student must take the Accuplacer test given by WSCC Testing.** There is no minimum Accuplacer score required – just that the student must have taken either the ACT or the Accuplacer – and the student must submit a copy of their scores with their program application. Save the file.
  - c. **Unofficial copy of Transcript** – Obtain the most current unofficial transcript from each college previously attended. Make sure your name and the college name are clearly visible on each transcript copy. If student has not completed any college courses, then copy of high school transcript will be accepted. Student name & name of school must be on the transcript. If no high school transcript, please submit a copy of student GED. The unofficial transcript must include all pages (even blank ones). *WSCC Admissions office CANNOT print transcripts from other colleges. The WSCC transcript can be obtained from your MyWallaceState account.* Save the file.

#### How to Scan to PDF

All documents must be uploaded to the online MLT Program application. Document format must be PDF with 16 MB limit. All documents must be legible to be valid. All pages of the documents (even blank pages, full set of page numbers) must be uploaded to be complete. \*\* Only one image per page. If document contains multiple pages, these pages MUST be batched together into a single PDF document.

1. Download the Free Cam Scanner App to your smart phone, <https://www.camscanner.com/>
2. Set up Free Basic Account. See free tutorial: <https://www.youtube.com/watch?v=iZRalwludu8>
3. From App, select files to send.
4. Add applicant email address. Tap Send.
5. Open email from computer, rename document your first and last name, save file, then upload to online application when prompted.

**Any missing documentation could result in your application being declined (contact program Secretary with any questions) [susan.wadkins@wallacestate.edu](mailto:susan.wadkins@wallacestate.edu)**

#### 5. Apply to the Program

First time users will be required to click on "Create New Account" upon entering the online application. To receive application notifications, use your WSCC student email address to "Create New Account".

- You will use your WSCC student email information to create the account for Dynamic Forms.  
Username: [firstname.lastname@student.wallacestate.edu](mailto:firstname.lastname@student.wallacestate.edu)  
Password: !ACCS010199 (for a January 1, 1999 date of birth)

The application will time out after 45 minutes. A "Save Progress" button is accessible for your convenience. The draft is saved in My Forms. **Application is not complete until all documents are uploaded and completed application has been submitted. A confirmation email will be sent.**

Application can be reviewed/tracked by signing into your Dynamic Forms account. A confirmation email will be sent when application has been processed.

#### 6. Selection

Meeting Minimal Requirements Does Not Guarantee Acceptance. Students are selected based on completion of all program requirements prior to the deadline.

Please check your WSCC student email periodically for application notifications. Once application information is submitted, it becomes the property of Wallace State Community College and will not be released from this application. Application data is not kept on file from previous submissions.

Accepted students are required to submit to drug screenings and background checks, as well as attend a mandatory health program orientation. [Drug Testing Policy](#) and [Background Check Policy](#) are available for viewing on the Health Division page.

For application questions, please contact program Secretary: [susan.wadkins@wallacestate.edu](mailto:susan.wadkins@wallacestate.edu)