

Phlebotomy

Please mail, fax or email all application materials to:

Beverly Marquez

State Fair Community College

3201 West 16th St.

Fielding Building

Sedalia, MO 65301

Email: bmarquez@sfccmo.edu

Phone: (660) 596-7259

Fax: (660) 530-5827

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Dean of Student and Academic Support Services, Hopkins Student Services Center, (660) 596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16th St., Sedalia, MO 65301. Inquiries also may be directed to the U.S. Department of Education, Office of Civil Rights at OCR.KansasCity@ed.gov.

Interested persons may obtain information as to the existence and location of services, activities and facilities at State Fair Community College that are accessible to and usable by persons with disabilities by contacting the Access office, Yeater Learning Center, Room 159, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832..

Dear Applicant:

Thank you for your interest in State Fair Community College's Phlebotomy course. Students who choose to enroll are admitted to the college on the same basis as other students, but admission to the college does not ensure admission into the Phlebotomy course.

To apply for the Phlebotomy course, each applicant must complete the following items.

Checklist of Required Materials begins here:

Please check off as you complete each task. For your application to be considered, each bulleted item must be completed accurately. This checklist is provided for your benefit and should **not** be submitted with your application packet.

Step One: Meet State Fair Community College Admission Procedures: (If you are currently attending SFCC you should have already completed the tasks listed in this section.)

- _____ Submit an online admission application at [What Kind of Student Are You?](#)
- _____ If you plan on using financial aid or A+ funding, you'll need to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. SFCC's school code for the FAFSA application is **007628**. This step is **strongly recommended**.

Step Two: Complete eligibility application:

- _____ Read through this entire application packet.
 - Complete eligibility form located at the end of this packet and submit completed form to Beverly Marquez.

Once your application has been received you will be invited to join the program and given a pending status until all program requirements are met. A detailed list of the requirements will be sent as part of your welcome packet. Under no circumstances will the student be enrolled in the class until ALL requirements are met.

Complete applications will be considered for the next available class offered. **All incomplete packets will be considered ineligible.**

The first 9 students who have completed all requirements will be enrolled in the next available class offering. Didactic classes are limited to 9 students.

There is only one required course to complete the Phlebotomy program at SFCC. All students enrolled in this program are expected to complete the required course in 16 weeks.

Students will be required to attend 1, Saturday, on-ground clinical orientation class on the Sedalia campus. This orientation is a hands-on time to show the students proper techniques prior to attending the clinical site. This is **MANDATORY**. Students who do not attend the orientation will not be given a clinical assignment and, therefore, cannot pass the class.

Date and time is found on the class schedule in MySFCC and will be given again on the first day of class.

Phlebotomy Clinical Information:

Clinical Education plays a very significant role in your development as a Phlebotomist.

Attendance in clinical rotation is not optional. This means that you will need to plan carefully to avoid clinical absences. Your clinical rotation will occur at an assigned location. Unlike traditional college courses, clinical rotation will usually be set up on 4 or 8-hour shifts.

Some questions you should ask yourself include:

- **Do I have dependable transportation?**
- **Do I have enough money to cover my gas expense to get to and from clinicals?**
- **Will my employer be flexible with my clinical education schedule?**
- **How reliable are your baby-sitting arrangements?**
- **What alternatives do you have if your child is too sick for day care?**

There may be times when you will miss a clinical rotation because of illness, but if you miss too much time you may be required to make that time up, or you will have to retake the course.

The staff at the clinical site will make every effort to welcome you and make you feel comfortable. However, you should realize that congeniality is a two-way street. The friendlier and more outgoing you are the warmer reception you will receive in return. The sites are not paid and are doing this in kind, so please show respect to them when you are at their facility.

You will be required to complete 100 successful sticks at your clinical site to pass your clinical portion of the phlebotomy class.

Fall and spring students **must be able to commit to at least 11 weeks of at least 11 hours per week minimum, during regular business hours, M-F, 7am-5pm.** Students will be assigned to a clinical site by the Director and are **non-negotiable**. We will do everything in our power to see that each student will not have to travel for more than 60 miles one way to their clinical site. Students need to realize that within their community may not be the job opportunities of phlebotomy and commuting might become a reality once they enter the work force.

It is the student's responsibility to get appropriate documentation to the course instructor upon completion of their clinical rotation so the instructor can notify Beverly Marquez of students ready to sit for the certification exam.

For program acceptance and enrollment in the class, students will be required to complete the following:

- a. Application
- b. Color copy of driver's license
- c. Color copy of SFCC Student ID Card
- d. Pass background check (\$63)
- e. Copy of current immunizations
- f. Copy of 2-Step TB skin test (must be within the current year)
- g. Confidentiality agreement
- h. SFCC drug testing policy acknowledgment sheet
- i. Pass drug test (\$30)
- j. Purchase a set of navy blue scrubs for clinicals
- k. Purchase a pair of light colored, closed toe, soft sole shoes for clinicals
- l. Purchase required textbook

The charges and fees to complete the background check and drug screen are included in the tuition for the course. If at any time prior to the payment for tuition for this course the student decides to not take the course or does not meet the requirements for the course these charges and fees will be billed to the student's SFCC account. By registering with Castle Branch the student acknowledges that they are responsible for these fees either by tuition or charge to the student's SFCC account.

Applications are not kept on file once the current semester begins. The student will have to submit an application for each semester unless the student is put on a waiting list.

If you have questions, please feel free to contact Beverly Marquez at 660-596-7259 or bmarquez@sfccmo.edu.

STUDENT SUCCESS CENTER

The mission of the Student Success Center is to work with students to help them **define, clarify and achieve** their academic, personal and professional goals. The Student Success Center connects students who have difficulty in their courses with the support and resources they need to succeed.

Counseling, navigator advising and disability services are available at SFCC to help students achieve their educational goals. Students who have questions or concerns about their ability to succeed at SFCC should contact the center at success@sfccmo.edu or (660) 530-5831 or stop by **Hopkins 754**.

The Student Success Center can help with:

- educational problems
- campus and community resources
- social environment problems
- housing resources
- economic barriers to your education
- career development and referral
- transfer services and referral

IMPORTANT FINANCIAL AID INFORMATION FOR STUDENTS WITH AN ASSOCIATE OR HIGHER DEGREE

Already having a degree impacts your eligibility for federal and state financial aid programs. This is especially true if you are planning on taking pre-requisite courses prior to being accepted into one of the allied health programs. If this is the case for you, please contact the Financial Aid Services Office. They will be more than happy to review your situation and discuss your options. You may reach them by the following:

Phone: (660) 530-5834

Email: finaid@sfccmo.edu

Please complete the following page and email or mail to Beverly Marquez

State Fair Community College
Phlebotomy
Eligibility Form

PLEASE PRINT

Student ID#: _____

Name: (First, Middle, Last) _____

Preferred Name: _____

If Married, Maiden Name: _____

Date of Birth: _____

Preferred Phone # _____

Are you a high school graduate? ___ Yes ___ No **If no, provide GED #** _____

Social Security #: _____

SFCC email address: _____

Personal email address: _____

ADDRESS: _____

City: _____

Zip Code: _____

Why are you interested in this this course?

What are your education goals?

Please initial acknowledgment of the following statements:

I understand I will be required to participate in a clinical rotation at the clinical site assigned by the instructor. I also understand I must be able to commit to at least 11 weeks of at least 11 hours per week minimum, during regular business hours, M-F, 7am-5pm. I am responsible for my own transportation to and from the clinical site. I will not successfully complete the course if this requirement is not met. Initial _____

I acknowledge I have read and understand I am responsible for all charges and fees associated with the background screening and drug testing process. Initial _____

After acceptance, only your SFCC student email account is used to communicate with you; be sure to check it regularly.



Phlebotomy

Online Fee Schedule 2022-2023

Tuition

Phlebotomy Course	Online rate	Total [^]
In district*	\$167/credit hour – 6 credit hours	\$1002
Missouri Resident	\$225/credit hour - 6 credit hours	\$1350
Technology Fee	\$30/credit hour-6 credit hours	\$180

Course Fees

National Exam fee	\$115
Criminal background check (required)	\$63
Drug Test (required)	\$30

Textbook

Price of books is approximate and is subject to change.	\$100
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Below is a list of potential expenses you might incur based on your situation. Please prepare accordingly.

Uniform (includes one set of scrubs, one pair of light-colored, closed toe, soft sole shoes for clinicals)	\$100
Notebooks and other supplies	\$35
Travel to clinical sites (avg. 30 mi)	\$100
TB test & Immunizations	Varies

>Totals are an estimate only and subject to change without notice by the SFCC Board of Trustees.

*In-district tuition applies to residents of the following school districts: Cole Camp R-1, Green Ridge R-VIII, La Monte R-IV, Lincoln R-II, Otterville R-VI, Pettis County R-12 at Dresden, Pettis County R-V at Hughesville/Houstonia, Sedalia 200, Smithton RVI, Warsaw R-IX