



Associate of Applied Science in Surgical Technology

Program Information & Application

State Fair Community College is an equal opportunity employer and is committed to providing equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. SFCC commits itself to the policy that there shall be no unlawful discrimination or harassment against any person because of race, color, national origin, age, religion, disability or handicap, sex, ancestry, gender identity (including gender expression), sexual orientation, military or veteran status, genetic information, or pregnancy.

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 Disability Resource Center, Yeater Learning Center, Room 159, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832.

SFCC Surgical Technology Program Format

- 12-month program starting in August each year
- Didactic (lecture) courses are presented in hybrid (online and in-person) and online formats.
- Laboratory hours (in-person) will be located at the [SFCC - Clinton campus](#).
- Clinical hours (in-person) will be assigned and in various clinical locations.

SFCC Surgical Technology Program Admission Process

- The Surgical Technology Program is currently accepting applications.
- Seats are filled on a first come, first served basis once required documents are received and verified by the Surgical Technology Department.
- Applications must be received by June 30 to be considered for fall admission.
- The program has 15 seats available.

Required Documents (in addition to prerequisites):

- ATI TEAS – AH Exam Results – Applicants are responsible for submitting their official transcript. Score must be 50% or higher. See details below.
- Applicant Observation Form – Applicants must observe in a surgical setting for a minimum of 4 hours and complete the Applicant Observation Form. See details below.

Contingent Admission

- Contingent admission will be offered if, after June 30, the class is not full.
- Contingent admission will be offered to applicants who will have met all admission criteria by the end of the summer semester for fall admission.
- Applicants completing prerequisite course work at an institution other than SFCC must request official transcript be sent to SFCC upon course completion.
 - Applicants will be ineligible for fall admission if official transcript is not received by the indicated deadline noted in the contingent admission letter emailed to applicant.

Prior to applying for admission to the Surgical Technology program, students are **strongly encouraged to contact the program's Student Success Navigator** to help plan courses, clarify program requirements, and review students' academic history. To schedule an appointment, call (660) 383- 1600 or email clinton@sfccmo.edu.

Steps for Surgical Technology Program Admission

1. Admission to State Fair Community College (If currently admitted to SFCC, skip this step)

- Submit a free online SFCC Application for Admission at <https://connect.sfccmo.edu/apply/>.
- Students are fully admitted to SFCC after completing the Enrollment Checklist.

2. Surgical Technology Program Application

- Complete the online program application
 - [Surgical Technology Application](#)

Contact the Administrative Assistant – Health Sciences if you have questions about the application process:

(660) 383-7054

Applicants are accepted into the program pending a satisfactory background check utilizing a United States social security number, a negative educational conduct evaluation, a negative drug screening and record of all required immunizations. Any applicant who has been convicted of felonies and/or misdemeanors must discuss this matter with the Surgical Technology Program Director. Students without a United States social security number should contact the Designated School Official (DSO) through the SFCC Student Services office for additional information. For additional information review the background check, drug screening and immunization policies located on the Surgical Technology Program Handbook.

3. Pre-Entrance Exam

- All applicants must take a pre-entrance exam called the **ATI TEAS (Test of Essential Academic Skills) AH (Allied Health)** exam and earn a minimum overall score of 50 or higher.
- SFCC administers the test on several campuses. If the test is completed at a testing center other than SFCC, the student must request an official transcript from ATI.
- For additional information on registration and cost, please visit the SFCC Testing Center website. <https://www.sfccmo.edu/offices-services/testing-services/tests/ati-teas/>
- Students are allowed to take this test an unlimited number of times. If a student chooses to take the exam more than once, the student must wait 30 calendar days between testing dates.
- Student scores are valid for three application years; program application must be received before test results expire.
- Official transcripts can be purchased from the ATI website <https://www.atitesting.com/teas/transcript> **Unofficial ATI TEAS results taken from a testing center besides SFCC will not be accepted.**

4. Transcript Submission

- Students must submit official college transcripts from all colleges where credit was earned, including dual credit earned in high school.
- Students who are completing prerequisites at colleges other than SFCC must submit an unofficial with application and official transcript as soon as grades are posted upon completion of final prerequisite course(s).
- Online transcript services are preferred if available through the transfer institution. If the transfer institution does not utilize an online transcript service, official transcript must be sent to the SFCC registrar's office from the institution via email or USPS mail. **Transcripts delivered in person or faxed will not be accepted.**

Program Prerequisites

Prerequisites	Credit Hours	Grade Requirement
ENGL 101 English Composition I (or) ENGL 102 English Composition II	3	C or higher
COMM 100 Introduction to Communication (or) COMM 101 Public Speaking (or) COMM 103 Small Group Communication (or) COMM 105 Interpersonal Communication (or)	3	C or higher
HIST 101 U.S. History Before 1877 (or) HIST 102 U.S. History Since 1877 (or) POLS 101 American/National Government	3	C or higher
MATH 110 Intermediate Algebra with Review (or) MATH 112 Intermediate Algebra (or) MATH 113 Mathematical Reasoning and Modeling (or) MATH 114 Precalculus Algebra (Or higher)	3	C or higher
BIO 207 Human Anatomy with Lab	4	C or higher
BIO 208 Human Physiology with Lab	4	C or higher
HEOC 119 Medical Terminology	3	C or higher
BIO 221 Microbiology	4	C or higher

***Must earn the minimum required grade for each prerequisite course**

Essential Qualifications for the Surgical Technology Program

The following essential qualifications address the motor, behavioral, emotional, communication and professional conduct essential to the Associate of Applied Science Degree in Surgical Technology at State Fair Community College. Students must meet these essential qualifications in order to be admitted and retained in the program. Students with documented disabilities who wish to request reasonable accommodations under the American with Disabilities Act must follow the college's procedure for requesting accommodations. The college reserves the right to reject requests for accommodations that would fundamentally alter the nature of an educational program, lower the academic standards, cause an undue hardship on the college, or endanger the health or safety of a student with a disability, other students, or any other member of the college community.

The curriculum for the Associate of Applied Science Degree in Surgical Technology requires students to engage in diverse, complex, and specific experiences necessary for the acquisition and practice of surgical technology skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. Additionally, these functions are necessary to ensure the health and safety of patients, fellow applicants, faculty, and other healthcare providers.

The essential abilities necessary to acquire or demonstrate competence in the surgical technology field, as well as for completion of the Associate of Applied Science Degree in Surgical Technology at State Fair Community College, include, but are not limited to, the following abilities:

Motor Skills:

With or without reasonable accommodations, a candidate for this program must possess gross and fine motor abilities sufficient to provide safe and effective performance in the handling of equipment and instrumentation. They should have the ability to perform controlled motor movements to provide direct patient care and emergency treatments to patients (lifting, transferring, turning patients, or providing cardiopulmonary resuscitation). In general, this requires candidates to be able to regularly lift at least 50 pounds (to carry instrument trays or direct patient care), stand unassisted for eight continuous hours, move carts weighing up to 100 lbs. A full range of motion of body joints the upper extremities is required in all of the above.

Sensory/Observation:

With or without reasonable accommodations, candidates should have normal, functional vision with corrective eyewear; peripheral vision, differentiate color, and differentiate right from left. Candidates should have sufficient auditory abilities to perform efficiently, which includes hearing faint or muffled voices, hearing situations when not able to see lips, and hearing auditory alarms with or without auxiliary aids.

Behavioral/Emotional:

With or without reasonable accommodations, a candidate for this program must have the emotional stability in order to apply critical thinking skills in a systematic and professional manner. They must be capable of exercising good judgment and promptly completing the responsibilities involved in the care of patients. Candidates must be able to adapt to an environment that may change rapidly without warning and/or in

unpredictable ways. They must be able to demonstrate and communicate empathy for the situations and circumstances of others. Candidates should be aware that his or her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others. Candidates must maintain composure and control emotions in high stress or tense situations and demonstrate a willingness and ability to give and receive feedback. They must also be able to stay mentally alert for long periods of time. Candidates must be able to deal effectively with the stresses encountered in required class work per week in addition to family and life demands.

Communication:

With or without reasonable accommodations, the applicant must communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. The applicant must be able to communicate effectively in oral and written forms with individuals of all backgrounds and education levels. The applicant must be able to process and communicate information with accuracy in a timely manner to members of the health care team. The appropriate communication may also rely on the applicant's ability to make a correct judgment in seeking supervision and consultation in a timely manner. It is necessary to utilize the English language.

Cognitive:

With or without reasonable accommodations, an applicant must be able to measure, calculate, reason, analyze, integrate, and synthesize in the context of surgical technology study. Candidates must be able to quickly read and comprehend extensive written material. They must also be able to recall, evaluate, and apply information and engage in critical thinking in the classroom and clinical setting.

Professional Conduct:

Candidates must possess the ability to reason morally and practice surgical technology in an ethical manner. They must be willing to learn and abide by professional standards of practice, must maintain confidentiality, and must demonstrate compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance. Candidates must be able to have respect and engage in patient care delivery in all settings and to all populations regardless of social or economic status, personal attributes, or the reason for surgery. Candidates must possess exemplary personal hygiene due to the surgical site infection risk and the close proximity in which the surgical team works with each other and the patient.

Applicants who are selected for the program must pass a criminal background check as required by our clinical education sites. State Fair Community College's Associate of Applied Science Degree in Surgical Technology certifies that graduates have been educated to enter practice as a surgical technologist, having demonstrated competency in cognitive, affective, and psychomotor domains. Professional coursework and general education requirements contribute to the development and completion of these competencies. To be eligible to sit for the National Certification Exam, all components of the degree program must be completed.

Occupational Exposures:

Candidates must recognize that the work environment will include exposure to diseases, blood and bodily fluids, withstand unusual smells (cauterized tissue), and toxic substances (x-rays, fumes, latex, sterilants).



Applicant Observation Form
SURGICAL TECHNOLOGY PROGRAM
 1701 N. 2nd St. - Clinton, MO 64735

To the applicant:

You are required to observe a surgical procedure(s) in a surgical setting for a minimum of 4 hours as part of the application process. You may visit more than one clinical site and use a new form for each site (make copies of this form as necessary). Students should contact the site in advance and schedule the observation. Arrive in business casual attire for your observation. Wear comfortable shoes without heels. Take this form with you and give it to the Director of Surgical Services or Room Nurse to complete and sign. Submit the signed form with your application.

Student Name (please print):	
Date of Observation:	
Total Number of Hours Observed:	
Facility Name:	
City/State:	

To the Director of Surgical Services or Room Nurse:

As an **admission requirement to the SFCC Surgical Technology Program**, applicants are required to observe a surgical procedure(s) in a surgical setting for a minimum of 4 hours. If the information listed above for the prospective student is correct for today's observation, please complete the section below, sign the form, and return it to the applicant. Forms with missing signatures will not be accepted.

Type of exams that the student observed at this facility on the above date (check box below):

<input type="checkbox"/>	Laparoscopic Cholecystectomy	<input type="checkbox"/>	Shoulder or Knee Arthroscopy
<input type="checkbox"/>	Breast Biopsy	<input type="checkbox"/>	Carpal Tunnel/Trigger Finger Release
<input type="checkbox"/>	Laparoscopic Hernia Repair	<input type="checkbox"/>	ORIF _____
<input type="checkbox"/>	Open Hernia Repair	<input type="checkbox"/>	Hysterectomy
<input type="checkbox"/>	Tonsillectomy	<input type="checkbox"/>	C-Section
<input type="checkbox"/>	Thyroid Lobectomy	<input type="checkbox"/>	Cystoscopy/Ureteroscopy
<input type="checkbox"/>	Sinus Surgery	<input type="checkbox"/>	Other _____

Did the student present himself or herself in a professional manner? _____ Yes _____ No

Print Name and Title:	
Signature:	

Thank you for allowing this prospective student to observe in your facility. Please complete the comment box or contact our office if you have further comments regarding this applicant.

Additional Comments:

SFCC Surgical Technology Program
 Michelle Green, Program Director
 660-383-7052
mgreen18@sfccmo.edu

Observation Information

- Applicant is responsible for contacting the facility, scheduling an observation time, and filling out and/or providing the required documents for the facility at the time of the observation.
- The applicant will either change into facility scrubs or put on a “bunny suit” (disposable jumpsuit); as instructed, as well as shoe covers, surgical hat, and safety glasses.
- Make sure to wear comfortable shoes; no high heels or boots.
- Enjoy the experience!

Approved Observation Locations

<p>Golden Valley Memorial Healthcare 1600 N. 2nd – Clinton, MO Contact: Human Resources 660-890-7131</p>	<p>Fitzgibbon Hospital 2305 S. Hwy 65 – Marshall, MO Contact: Administrative Assistant – Human Resources 660-831-3318</p>
<p>Bothwell Regional Health Center 601 E. 14th – Sedalia, MO Contact: Recruiter AFTER filling out job shadow application www.brhc.org</p>	<p>Western Missouri Medical Center 403 Burkarth Rd. – Warrensburg, MO Contact: Employee Health & Wellness Coordinator 660-747-2500 Ext: 7926</p>
<p>Cass Regional Medical Center 2800 Rock Haven Rd. – Harrisonville, MO Contact: Barb Hauck bhauck@cassregional.org 816-380-5888 x4980</p>	<p>Lake Regional Health System 54 Hospital Dr. – Osage Beach, MO Contact: Education Coordinator – Student Relations 573-302-3006</p>
<p>SSM Health St. Mary’s Hospital 2505 Mission Drive – Jefferson City, MO Contact: Volunteer Services 573-681-3739</p>	<p>Citizen’s Memorial Hospital District 1500 N. Oakland Ave. – Bolivar, MO Contact: Becky Hancock 417-328-6590</p>
<p>Carroll County Memorial Hospital 1502 N. Jefferson – Carrollton, MO Contact: Gina Rodriguez 660-542-1695 x3128</p>	

Disability Resource Center

Students with documented disabilities who are applying for admission to State Fair Community College's Surgical Technology Program are welcome according to guidelines of the Americans with Disabilities Act (ADA) of 1990. Reasonable accommodations will be made for students with documented disabilities, who have the abilities to assume the role and meet expected educational outcomes as required for all students seeking the Associate of Applied Science in Surgical Technology degree. These abilities are outlined in the Essential Qualifications for the Surgical Technology Program.

Institution Accreditation

SFCC has been affiliated with the North Central Association (NCA) of Colleges and Schools, now the Higher Learning Commission, since it was founded. Full accreditation was granted in 1976 and the college continues to be accredited today through the Higher Learning Commission.

The Higher Learning Commission

230 South LaSalle Street, Suite 7-500

Chicago, Illinois 60604-1411

Phone: 800.621.7440 or 312.263.0456 Fax: 312.263.7462

HLC website: <http://ncahlc.org/> HLC Email: info@hlcommission.org

Complaints or concerns about an Institution affiliated with the Commission can be sent to:

complaints@hlcommission.org

Program Accreditation

The Surgical Technology program is accredited by the **Commission on Accreditation of Allied Health Education Programs** (www.caahep.org) upon the recommendation of ARC/STSA (Accreditation Review Council on Education in Surgical Technology and Surgical Assisting).



**Commission on Accreditation of
Allied Health Education Programs**

www.caahep.org

9355 113th St N, #7709

Seminole, FL 33775

727-210-2350

Title IX and Licensure Information

The SFCC Surgical Technology Program is designed to meet educational requirements for Surgical Technology certification required for employment as a Certified Surgical Technologist in ALL 50 STATES. If you have questions about certification requirements in a specific state, contact the program directly or view the information listed in Consumer Information at <https://www.sfccmo.edu/about/consumer-information/>. The information will be reviewed and updated on an annual basis prior to the start of fall semester.

If a student is determined to be located in a state where the Surgical Technology Program does not meet educational requirements, in order to enroll in the Surgical Technology program, the student will be required to complete an attestation prior to starting the program indicating plans to work in a state where the Surgical Technology Program meets educational requirements.

Surgical Technology Program Information

Graduates of SFCC's Surgical Technology Program will earn an Associate of Applied Science in Surgical Technology degree. Through classroom theory, laboratory practice, and clinical application, students will utilize competencies learned to deliver patient care as expected of the entry-level Surgical Technologist.

Program Minimum Expectation

To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Program Mission

The mission of the State Fair Community College Surgical Technology program is to deliver the educational foundation for students to become employed as entry-level Surgical Technologists and act as contributing members of the surgical team.

Program Vision

The vision of the State Fair Community College Surgical Technology program is to provide relevant curriculum and a student-centered environment to prepare competent graduates for entry-level Surgical Technology positions.

Graduate Goals and Learning Outcomes

The State Fair Community College Surgical Technology program will provide a positive educational atmosphere in which to prepare Surgical Technologists who as graduates will be able to:

- Utilize competencies learned to deliver patient care expected of the entry level Surgical Technologist.
- Communicate professionally and use appropriate medical terminology with patients, physicians, and other health care personnel.
- Integrate knowledge gained to safely perform during the preoperative, intraoperative, and postoperative phases of patient care.
- Develop a surgical conscience and professional attitude that will promote responsibility as a health care professional and as a member of a health care team.
- Develop a respect for the dignity and worth of patients regardless of physical, psychological, or spiritual needs.
- Assume responsibility for lifelong learning.

Student Conduct Evaluation Policy

Educational Conduct Evaluation

An educational conduct evaluation may be conducted at any time while a student is enrolled at SFCC with a declared health science or pre-health science major, or when an application has been submitted to a health science program.

The student's educational conduct records will be reviewed in the internal reporting system. If conduct is identified which may make the student unsuitable for the health care profession or the health care educational environment, the concern will be brought before the Health-Science Student Conduct Committee.

The committee will review the student's records and determine the student's eligibility to enroll in the SFCC Health Science program. A student who is found responsible for conduct including but not limited to the behaviors listed below may be disqualified from enrolling in a health science program.

- Academic dishonesty
- Threats against teachers or fellow students
- Intimidating behavior
- Obstructive or disruptive conduct
- Bullying or harassment
- Disrespect for property of others
- Conduct that interferes with the academic environment
- Possession of banned items or substances on campus
- Other items listed in the SFCC student code of conduct (Reg 2610)

If a potentially disqualifying concern is identified the student will be informed via SFCC e-mail and will have the opportunity to appear before the committee. If the student does not respond to communication within 10 business days or is unwilling to appear before the committee the committee may decide in their absence. If the committee determines that the student is ineligible due to conduct unsuitable for the health care profession or health care educational environment the student will be informed of the committee's decision in writing via their SFCC student e-mail.

The student will then have up to 10 business days to appeal the committee's decision by submitting a written request of appeal. Initial appeals will be heard by the Health Science Dean. If the appeal is denied the Dean will inform the student in writing via SFCC e-mail.

Health Science Student Conduct Committee

The Health Science Student Conduct Committee will consist of three or more full-time SFCC Health Science employees with representation from at least three Health Science specialty areas. The committee will be convened as needed to review student conduct records which may make a student unsuitable for the health care profession.

Surgical Technology Program Courses

1st Semester: Fall

Course Number	Course Title	Credit Hours	Prerequisite Course(s)
NURS 102	CPR for Health Care Providers	.5	Official Program Acceptance
SRGT 101	Intro to Surgical Technology	2	Official Program Acceptance
SRGT 103	Fundamentals of Surgical Technology	7	Official Program Acceptance
SRGT 105	Surgical Instrumentation	4	Official Program Acceptance
SRGT 107	Surgical Technology Clinical I	1	Official Program Acceptance
Total:		14.5	

2nd Semester: Spring

Course Number	Course Title	Credit Hours	Prerequisite Course(s)
SRGT 109	Surgical Procedures I	4	Official Program Acceptance
SRGT 111	Surgical Technology Clinical II	10	Official Program Acceptance
Total:		14	

3rd Semester: Summer

Course Number	Course Title	Credit Hours	Prerequisite Course(s)
SRGT 113	Surgical Procedures II	2	Official Program Acceptance
SRGT 115	Surgical Technology Clinical III	4	Official Program Acceptance
SRGT 117	Certification Prep and Review	1	Official Program Acceptance
Total:		7	
Program	Total:	35.5	

Surgical Technology Program Layout

Fall Semester:

American Heart Association CPR for Health Care Providers	On campus (one day) during 1*8 weeks.
Introduction to Surgical Technology (1*8)	Online
Fundamentals of Surgical Technology	Lecture – Tuesday / Lab - Wednesday & Thursday
Surgical Instrumentation	Lecture – Tuesday / Lab - Wednesday & Thursday
Surgical Technology Clinical I (2*8)	At assigned clinical facility - Friday

Spring Semester:

Surgical Procedures I	Lecture and Lab - Monday
Surgical Technology Clinical II	At assigned clinical facility - Tuesday, Wednesday, & Thursday

Summer Semester:

Surgical Procedures II	Lecture and Lab - Monday
Surgical Technology Clinical III	At assigned clinical facility - Tuesday, Wednesday, & Thursday
Certification Prep & Review	Online

Specific days of the week may vary to work around holidays and the academic calendar

The SFCC Surgical Technology Program is **located at the Clinton campus**. It uses a hybrid course format for didactic (lecture) courses with an option to attend class via web conference. This format improves access to the program for students who live a distance away and/or better accommodates personal schedules for those balancing family or work schedules.

Here's what you need to know:

- The program starts once per year (August) and is three semesters in length.
- Hybrid = approximately half of the didactic course curriculum is delivered synchronous (students attend instructor-led class at the same time) and half of the curriculum is delivered asynchronous (online activities such as discussion posts).
- Students have the option to attend classes in-person at the Clinton campus or meet on a web conference platform (i.e. Zoom) for the one day/week synchronous class sessions. The course instructor will simultaneously instruct both in-seat students and students who attend the class via web conference platform. If a student is struggling academically in a course, the student may be required to attend class sessions on campus.
- Students have the option to alternate between in-seat attendance and web conferencing for those who prefer or need to adjust.
- The tuition cost for the hybrid format is the same as the traditional format.
- The laboratory course curriculum is delivered in-person in the Clinton campus Surgical Technology lab.
- Clinical courses will be on-site at assigned clinical facilities including, but not limited to Golden Valley Memorial Healthcare, Cass Regional Medical Center, Bothwell Regional Health Center, Fitzgibbon Hospital, Western Missouri Medical Center, Carroll County Memorial Hospital, Lake Regional Health System, St. Mary's Hospital – Jefferson City, Harry S. Truman Veteran's Hospital – Columbia, Centerpoint Medical Center, Lee's Summit Medical Center, and Citizen's Memorial Hospital.

The following are expectations when attending a class session via web conference:

- Students should be logged into the web conference platform (Zoom) and ready to start at scheduled class time. Instructor will provide link or instructions for logging in.
- Students are required to have either a laptop with a camera or a web-camera. Students are required to be seen to be considered 'present'. Using a cell phone for web conferenced classes is not permitted without prior approval by the instructor in extenuating circumstances.
- Students should mute their audio upon entrance into the class and camera should be on to allow instructor and classmates to see one another. Muting will minimize the background noise or students talking over the instructor or each other.
- Be mindful that when using the web camera, everyone can see everyone else. Proper attire is expected.
- Students should notify the instructor if they need to leave the class early or disable their camera.
- Students may unmute their microphone to ask a question, type questions into the chat link or raise their hand at any time depending on instructor preference.
- Make every attempt to secure daycare arrangements for children, assure pets are fed/walked, and assure family or roommates know that you are 'in class'.
- During class breaks, students do not need to log off and can step away from the computer but return ready at the time given.
- If you have internet connection problems, please reach out to instructor. You will need reliable internet for virtual learning.

Technology Requirements

Computer:

In the SFCC Surgical Technology program, didactic courses are taught online and hybrid. **Students must have access to a reliable computer, webcam, microphone, and reliable internet access in order to successfully complete the program.**

Technology Requirement:

Students will be required to utilize a personal laptop to complete in-class and out of class quizzes and exams. No iPads or tablets will be permitted for computer-based exams.

Some configuration options for Internet Explorer might make some features of the online learning management system difficult to use therefore, it is recommended that students use Chrome or Firefox. Additionally, a word-based software program is recommended to open and download course materials. SFCC students must have Microsoft Office available for use. A free download of Microsoft Office is available through their student email account. Instructions are available at <https://www.sfccmo.edu/its-knowledge-base/office-365/> All written assignments submitted via the online learning management system must be in Microsoft Word (*.doc or *.docx) or Rich Text Format (*.rtf) or in a format approved by the course instructor. The learning management system will display a copy of the attached file for review once it is submitted. It is the student's responsibility to double-check the attachment to ensure that it is the correct file. Resubmission for credit related to technology issues will be considered by the course instructor on a case-by-case basis. SFCC Help Desk provides technical support 24/7 for students enrolled in SFCC courses. Call extension 7711 (on campus) or toll free at (866) 295-3070 (off campus) for technical support.

Cell Phone:

Students will need a cell phone with internet access to access the clinical tracking system and to clock in and out at their clinical sites. Students will be required to turn on their phone's GPS in order to track that they are logging in from the clinical location.

Students should also install their SFCC e-mail on their phone so that they are able to check for important communication when away from their computer. www.sfccmo.edu/its-knowledge-base/

Clinical Education

Clinical Education plays a very significant role in your development as a Surgical Technologist. Participation in clinical education is not optional. Your clinical rotations will occur at a variety of locations. Unlike traditional college courses, clinical rotations will usually consist of 8.5-hour shifts (30-minute lunch). Clinical placement is determined by student housing location in relation to the clinical facilities. Traveling more than 1.5 hours to clinical is not advised, but will be addressed on a case by case basis, if needed.

Some questions you should ask yourself include:

- Do I have dependable transportation?
 - ❖ It is the student's responsibility to provide transportation that will permit prompt and dependable reporting for each clinical education assignment. Although we attempt to minimize the travel distance for students to their clinical sites, is not always possible due to circumstances beyond our control.
- Will I be able to afford gas to travel to and from clinical (keep in mind the fluctuating gas prices)?
- Will my employer be flexible with my clinical education schedule?
 - ❖ It is strongly recommended that students do NOT attempt to work more than a few hours a week due to the intense educational demands of the Surgical Technology program.
- How reliable are my childcare arrangements?
- What alternatives do I have if my child is too sick for daycare?

Clinical absences are required to be made up before students are able to progress to the next semester or graduate from the program.

The technologists and staff at the facilities 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.

Clinical requirements during the 12-month Surgical Technology program:

Fall semester: Students attend clinical four days during the 2nd 8-weeks.

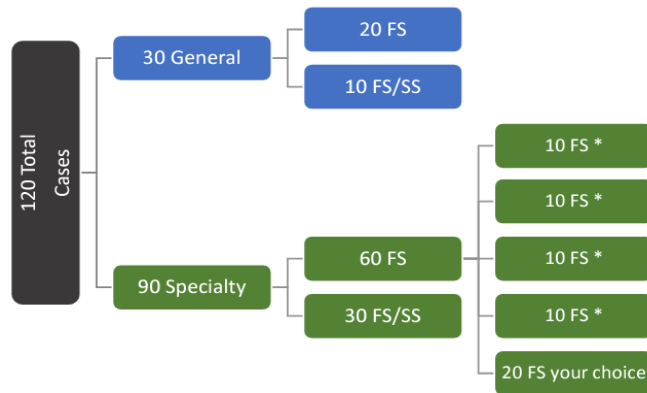
Spring semester: Students attend clinical 3 days a week.

Summer semester: Students attend clinical 3 days a week.

Some spring and summer days may vary to work around holidays and the academic calendar

Students should expect to commit 40 hours per week to successfully completing lab, didactic, and clinical requirements of the Surgical Technology program. This estimation does not include travel time to campus or clinical.

Clinical Case Requirement



Case requirements – A student must complete a minimum of 120 cases as delineated below: (refer to diagram)

A. General surgery

1. A student must complete a minimum of 30 cases in General Surgery.
 - a) 20 of these cases must be performed in the FS role.
 - b) The remaining 10 cases may be performed in either the FS or SS role.

B. Specialty surgery

1. A student must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery.
 - a) A minimum of 60 cases must be performed in the FS role and distributed amongst a minimum of four surgical specialties.
 - 1) A minimum of ten cases in four different specialties must be completed in the FS role (40 cases total).
 - 2) The additional 20 cases in the FS role may be distributed amongst any one surgical specialty or multiple surgical specialties.
 - b) The remaining 30 cases may be performed in any surgical specialty in either the FS or SS role.
2. Surgical specialties (excluding General Surgery)
 - a) Cardiothoracic
 - b) Genitourinary
 - c) Neurologic
 - d) Obstetric and gynecologic
 - e) Orthopedic
 - f) Otorhinolaryngologic
 - g) Ophthalmologic
 - h) Oral Maxillofacial
 - i) Peripheral vascular
 - j) Plastics and reconstructive
 - k) Procurement and transplant

FIRST AND SECOND SCRUB ROLE AND OBSERVATION

FIRST SCRUB ROLE

The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the First Scrub Role. A student not meeting the five criteria below cannot count the case in the First Scrub Role and the case must be documented in the Second Scrub Role or Observation Role.

- Verify supplies and equipment needed for the surgical procedure.
- Set up the sterile field with instruments, supplies, equipment, medication(s) and solutions needed for the procedure.
- Perform counts with the circulator prior to the procedure and before the incision is closed.
- Pass instruments and supplies to the sterile surgical team members during the procedure.
- Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

SECOND SCRUB ROLE

The Second Scrub Role is defined as the student who is at the sterile field who has not met all criteria for the First Scrub Role, but actively participates in the surgical procedure by performing one or more of the following:

- Sponging
- Suctioning
- Cutting suture
- Holding retractors
- Manipulating endoscopic camera

OBSERVATION ROLE

The Observation Role is defined as the student who is in the operating room performing roles that do not meet the criteria for the First or Second Scrub Role. These observation cases are not to be included in the required case count, but must be documented.

SFCC Health Science Communicable Disease and Immunization

Individuals who choose to undertake training for a health science profession should be aware of the risks associated with health care training and professional practice. Healthcare students and professionals utilize standard precautions to reduce the risk of infectious disease exposure, however, these measures do not eliminate the risk that a student or healthcare provider may become infected.

During healthcare training in the lab and clinic setting, students will come into close contact with their instructors, classmates, and patients. With this in mind, students should make informed choices regarding their education and career.

Please review all CDC and WHO links provided below to ensure you are well informed regarding the risks associated with healthcare and with the preventative measures used to mitigate these risks. If you have concerns about your personal risk level, you should contact your healthcare provider.

CDC: Workplace Safety and Health Topics: Health Care Workers
<https://www.cdc.gov/niosh/topics/healthcare/default.html>

CDC: Infection Control: Standard Precautions for All Patient Care
<https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html>

CDC: Sequence for Putting on PPE and Safe PPE Removal
<https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf>

Upon acceptance to State Fair Community College Health Science programs, students are required to provide proof of immunization against a variety of diseases. Proof includes evidence of vaccination on an official record, school records, or positive titer results. Students must submit proof of immunization using the Medical Document Manager through their CastleBranch account **IF** your program requires it. Students not meeting immunization requirements or not receiving an approved exemption from the clinical site will be prohibited from participating in clinical education and, therefore, will be dismissed from the program. The SFCC immunization policy for Health Science students is determined by the requirements and standards of our clinical partners. The immunization policy applies equally to all students regardless of their specific clinical placement. Should clinical site requirements change, students will be required to meet the standard or will be prohibited from participating in clinical education.

Students should have received most of these immunizations during childhood, but some immunizations need to be more recent. These immunizations and tests may be obtained for a nominal fee at local county health departments.

The required immunizations include:

- COVID-19 Vaccine
 - Many health science programs attend clinical sites that require documented COVID-19 vaccination or an approved exemption. If enrolling in a health science program utilizing clinical sites requiring vaccination or an approved exemption, the student would be required to comply or would be prohibited from participating in clinical education.
 - Verification of immunization series completion and boosters as required by clinic sites
 - Series of 2 doses of monovalent Moderna or Pfizer **OR**
 - Doses at least 3 weeks apart
 - As of 5/6/23 vaccine is no longer available
 - Single dose of monovalent Johnson and Johnson **OR**
 - As of 5/6/23 vaccine is no longer available

- Single dose of bivalent Moderna or Pfizer
- Measles, Mumps & Rubella (MMR) Vaccine
 - Laboratory evidence of immunity
 - Laboratory confirmation of rubella, mumps or measles disease OR
 - Birth before 1957 does not require immunization
 - Evidence of NO measles immunity need two doses of MMR vaccine, with the second dose administered no earlier than 28 days after the first dose.
- Varicella (Chickenpox) Vaccine
 - Laboratory evidence of immunity OR
 - Document of vaccination with 2 doses of varicella vaccine
 - 2 vaccines at least 28 days apart
- Influenza (Seasonal Flu) Vaccine
 - Verification of annual flu vaccine (fall)
- Hepatitis B
 - Laboratory confirmation of Hepatitis B immunity OR
 - Series of 3 doses of Engerix B or Recombivax HB over a 6-month period OR
 - Series needs to be started prior to beginning program of study and the remainder can be completed after program entry
 - Series of 2 doses of Heplisav-B
 - 2 doses at least 4 weeks apart
- Diphtheria, Tetanus & Pertussis Vaccine
 - Documentation of having received a booster within the last 10 years
- Tuberculosis
 - Student must have a QFT, T-Spot, or a 2-step PPD in the last 12 months with the last step occurring less than 1 month prior to program admission.
 - The 2-step Tuberculin Skin Test (PPD) is 2 tuberculin skin tests completed at least 7 days apart of each other
 - Step 1 – Tuberculin Skin Test and result read within 2-3 days
 - Step 2 – A second Tuberculin Skin Test administered at least 7 days after the first test was administered and the results read within 2-3 days.
 - TB test (1 step) is required annually (PPD, QFT, or T-Spot)
 - Students with a positive TB skin test (PPD, QFT, or T-Spot) must provide evidence of having a positive TB test, and submit a negative chest x-ray report and negative TB questionnaire. A negative TB questionnaire is required annually.
 - Evidence of a positive TB skin test must be documented by one of the following:
 - Chest x-ray report indicating positive TB skin test as the reason for the exam OR
 - Official TB skin test record indicating a positive result
 - If unable to provide evidence of a positive TB skin test, the student must repeat a PPD, QFT, or T-Spot to provide documentation of a positive result

Students with approved immunization exemptions must abide by clinical facility mandates such as PPE or communicable disease testing on a regular basis (possibly at the student's expense).

Students must maintain current immunization records for the duration of the health science program and throughout the course remediation period.

(Updated 1.24.25)

Health Science Background Check Policy

The Joint Commission on Accreditation of Healthcare Organization (JCAHO), which accredits healthcare facilities across the country, enforced background screening September 2004 and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees.

As required by clinical facilities contracted by State Fair Community College, all Health Science program students that are enrolled in a clinical course must submit to a criminal background check from the state or states in which they have resided over the past year.

Students are responsible for the payment of their background investigation, and CastleBranch must conduct the investigation.

All background checks will be evaluated according to the exclusionary criteria of the contracted clinical facilities. Failure to complete a background check will prohibit student from participating in clinical education and admission to all State Fair Community College Health Science programs.

Students with criminal histories who desire licensure or registration in Health Science Professions are urged to consult the laws governing licensure or certification in the state they intend to license/certify prior to application to the respective health science program.

The following searches are required for students attending facilities for clinical through State Fair Community College:

1. Missouri Statewide Criminal History Record Search
2. Federal Criminal History Record Search
3. Social Security Number Trace (residential history, state and date issued)
4. National Sex Offender Registry
5. Office of Inspector General Sanction Report
6. General Services Administration
7. Missouri Department of Social Services Request for Child Abuse or Neglect
8. Senior Care Registry (EDL)
9. Family Care Registry
10. Residential History Search
11. U.S. Treasury Department Office of Foreign Asset Control List of Specially Designation Nations
12. County Criminal Outside State of Missouri

A United States social security number is required to initiate the Family Care Registry check. Students without a United States social security number should contact the Designated School Official (DSO) through the SFCC Student Services office for additional information.

Individuals unable to complete all required background checks or those with exclusionary criteria will be prohibited from participating in clinical education and admission to all State Fair Community College Health Science programs. Individuals who have been convicted of felonies and/or misdemeanors are encouraged to contact the program director prior to program application. (Updated 1.27.2025)

Health Science Drug Testing Policy

Statement of Purpose and Intent

State Fair Community College (SFCC) Health Science programs prohibit the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, marijuana, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, and imitation controlled substances on any college property, during any college-sponsored activity, in any college-owned vehicle, or in any other college-approved vehicles used to transport students to and from college or college activities. Students found to be involved in any of these activities are subject to disciplinary action.

Students of SFCC's Health Science programs benefit from clinical programs that provide students with hands-on experiences at third-party clinical facilities. SFCC Health Science programs share an obligation with the clinical facilities to protect the facilities' patients from harm to the extent reasonably possible, including protecting patients from students who may be impaired from the use of drugs or alcohol while participating in a clinical program at the clinical facility. SFCC Health Science programs wish to ensure that the health and safety of students and patients are not compromised and that clinical affiliation agreements continue to exist to provide students with quality clinical education experiences. Therefore, students enrolling in SFCC Health Science programs are required to submit to drug testing.

Students are subject to an observed urine drug screen and/or a blood alcohol test at any time while enrolled in a Health Science program.

Definitions

Blood Alcohol Test – Scientifically substantiated method to test for the presence of alcohol in a person's blood.

Consent Form –Drug Testing Consent Form adopted by SFCC.

Dilute negative result- A urine specimen that has a greater concentration of water than that of a normal urine specimen and can be either purposeful or accidental.

Drug Use Test – Scientifically substantiated method to test for the presence of illegal drugs or alcohol in a person's urine.

Illegal Drugs – The synthetic or generic equivalent or derivative drugs that are illegal or restricted under federal, state or local laws including, but not limited to, marijuana, alcohol, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. This includes steroids and steroid derivatives or related substances that are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug. This term shall include, but not be limited to, all drugs listed in the Narcotic Drug Act, § 195.101, RSMo., and Section 202 of the Controlled Substances Act, 21 U.S.C. § 812. SFCC reserves the right to test for as many of these drugs as deemed necessary to meet the stated goal of deterrence.

While recreational and medical use of marijuana is legal in Missouri, it is illegal at the federal level. Regardless of whether marijuana is legal in Missouri, federal law requires that colleges and universities adopt and enforce drug-

free workplace policies, as well as programs to prevent the unlawful possession, use, or distribution of illicit drugs by students and employees. Because marijuana is still considered illegal under federal law as a *Schedule I* drug, SFCC must prohibit its distribution, possession, and consumption while participating in classes, programs, or activities sponsored by or on facilities controlled by the College. In addition, students and employees who are subject to drug testing requirements would not be exempted from such requirements even if such individual obtains a state medical marijuana certification. *Therefore, marijuana is considered an “illegal drug” for purposes of this requirement.*

Medical Review Officer - A third-party healthcare professional who reviews student medications and makes a final determination on non-negative test results.

Negative Test Result – A toxicological test result that is considered to demonstrate the absence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

Non-negative Test Result – An initial, unconfirmed toxicological test result that is considered to demonstrate the presence of an illegal drug or metabolite thereof using the standards customarily established by the testing laboratory administering the drug use test. After further testing of the sample and consideration of legally prescribed medication that might influence the test result, a final determination will be made by a Medical Review Officer.

Positive Test Result – When referring to a drug test administered under this requirement, a toxicological test result that is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

Persons to be Tested

Any student who is enrolled in any Health Science Program that requires a clinical rotation, internship, externship, or professional experience at a clinical facility will be required to submit to drug use testing prior to the first clinical rotation, and on a regular basis thereafter. Student enrolled in a Health Science Program will also be subject to reasonable suspicion testing as set forth below. Drug testing will be performed at the student’s expense.

Reasonable Suspicion Testing

SFCC Health Science Programs are authorized to require any student to submit to a drug or alcohol test if the Program faculty, staff, or administration has reasonable suspicion that the student is using or is under the influence of alcohol or illegal drugs while:

- On clinical facilities immediately before, during, and/or immediately after clinical rotation hours;
- Traveling to or from clinical facilities for clinical rotations or such for other purposes as are part of the Program.
- On facilities controlled by the College

A non-exhaustive list of observations and behaviors that might create a reasonable suspicion that the person is under the influence of drugs or alcohol is included below. Faculty who are concerned that a student is under the influence of drugs or alcohol may utilize the Reasonable Suspicion Checklist in consultation with a designated Student Services representative.

- A student’s behavior, in conjunction with physical appearance and/or odor, indicates the possible use of alcohol, marijuana, or illegal-drugs.
- The student possesses drugs, alcohol, marijuana or any controlled substance.

- Information communicated to an SFCC administrator, coordinator, or an Instructor by another individual, student, or law enforcement personnel indicating a student is using, possessing, or under the influence of alcohol, marijuana, or illegal drugs.
- The student is involved in an accident, error, or missing medication is reported at the clinical site.

A student's refusal or lack of cooperation to submit to the drug use or alcohol test will be treated as a refusal to consent to drug testing. The student will be refused access to the clinical facilities, and will, therefore, be unable to complete the required clinical experience.

Consent to Drug Testing

The student must provide written consent to provide specimens for the purpose of analysis. If the student is under eighteen (18) years of age, the student's parent or legal guardian must sign the drug testing consent form in addition to the student. The signed consent must be returned to SFCC Health Science programs and will be maintained in the student's record until graduation from SFCC Health Science programs.

Students who decline to consent to drug testing will be refused access to the clinical facilities, and will be unable to complete the required clinical experience. A student who is unable to produce a urine sample during the timeframe of testing will be considered the same as declining to consent.

Confidentiality

All records related to student drug testing shall be kept in confidential files separate from a student's permanent educational records. Those files will be destroyed upon the student's graduation or transfer from the college. Test results will only be released to the student, approved college officials, or such other person as is authorized to receive such results. Test results will not be turned over to the police or authorities without a subpoena or court order, and administration will not disclose test results without a subpoena or court order, unless otherwise required by law.

Procedure

Drug or alcohol testing will be arranged by each SFCC Health Science program, possibly in conjunction with other Health Science programs, at SFCC or a lab of the College's choice with a specified time frame at the student's expense. The drug test will include, but not be limited to a 7-panel test. Drug testing collection and/or analysis may be performed by employees of SFCC or a third-party agency.

Students will follow the procedure required by the agency or persons collecting the urine specimen.

Consequence

If the initial testing is positive, a second test may be required to determine the exact substance and the student will be expected to comply if needed. Additional testing such as blood or hair follicle testing may be required at the student's expense.

A drug screening with a "dilute negative" result is not considered valid. In this case, the student will be required to submit to another drug test with little advanced notice, at their own expense. The student will be directed not to drink an unusually large amount of fluids before testing.

A student with a confirmed positive illegal drug or alcohol test result may be ineligible to participate in the required clinical rotation and may be dismissed from the SFCC Health Science program. Following a confirmed positive illegal drug or alcohol test, appropriate program administrators will meet with the student and review the test results and provide the student an opportunity to explain the results. If program administrators determine that

a student is not a safety threat, a student may, in some circumstances, be allowed to remain in the Program with a remediation plan which may include program probation.

A student with a confirmed positive test result who is dismissed from the Program and wishes to reapply in the future, must meet with the Program Director. A determination will be made by the Director whether the student has addressed the drug and/or alcohol use, through professional counseling or otherwise, in a manner that warrants readmission. If the Director believes readmission is warranted, the Director may also determine what conditions, if any, apply to the readmission. If the student is readmitted, the student will continue to be subject to the drug and alcohol testing requirements and reasonable suspicion testing as outlined above.

A student who refuses to be tested for drugs will be ineligible to participate in the required clinical rotation, and will be dismissed from the Program.

Substance Abuse Counseling

Students who need assistance in locating professional assistance, counseling and/or rehabilitation programs may request information from the Student Services Office of the College. Such contacts will be handled with confidentiality. However, volunteering to participate in treatment programs will not of itself prevent disciplinary action for violations of the Student Drug Testing Requirement. Community resources available for counseling and assistance with alcohol and/or substance abuse problems include: Alcoholic Anonymous - Al-Anon and Al-Ateen 660-826-9608; Cocaine Helpline 800-274-2042 or 800-234-1253; SAMHSA Hotline 800-662-HELP; Veterans of Foreign Wars 660-826-4543.

Counselors in the Student Services Office will assist referrals upon request. Information about additional private counseling resources may also be accessed through the Student Services Office.

Student Discipline Policy

The Student Drug Testing Requirement does not limit or otherwise affect the SFCC policy, regulation, procedure, or state or federal law regarding discipline for the sale, possession, use, distribution or purchase of drugs (or alcohol) arising out of circumstances other than the testing conducted pursuant to the policy. A student found in violation of the Student Drug Testing Requirement may also face consequences under the SFCC Code of Conduct Regulation.

(Updated 8/2024)

Surgical Technology Fee Schedule*

	In-District**	Missouri	Out-of-State
First Semester (Fall) 14.5 credit hours			
0.5 credit hours (base tuition)	\$64.50	\$98.00	\$132.00
14 credit hours (tier 4 tuition)	\$4956.00	\$5894.00	\$6846.00
Online tuition - \$50/credit hour (2 credit hours)	\$100.00	\$100.00	\$100.00
Technology Fee - \$45/credit hour	\$630.00	\$630.00	\$630.00
Lab Fee (SRGT 103)	\$400.00	\$400.00	\$400.00
Trajecsys – 6-12-month license (SRGT 105)	\$100.00	\$100.00	\$100.00
Total for First Semester	\$6,250.50	\$7,222.00	\$8,208.00
Second Semester (Spring) 14 credit hours			
14 credit hours (tier 4 tuition)	\$4956.00	\$5894.00	\$6846.00
Technology Fee - \$45/credit hour	\$630.00	\$630.00	\$630.00
AST Gold Member Package (SRGT 109)	\$300.00	\$300.00	\$300.00
Total for Second Semester	\$5,886.00	\$6,824.00	\$7,776.00
Third Semester (Summer) 7 credit hours			
7 credit hours (tier 4 tuition)	\$2478.00	\$2947.00	\$3423.00
Online tuition - \$50/credit hour (1 credit hour)	\$50.00	\$50.00	\$50.00
Technology Fee - \$45/credit hour	\$315.00	\$315.00	\$315.00
Total for Third Semester	\$2,843.00	\$3,312.00	\$3,788.00
TOTAL FOR ENTIRE PROGRAM	\$14,979.50	\$17,358.00	\$19,772.00

* 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 R-VI, and Warsaw R-IX. Active-duty military personnel, reserve, National Guard members, and veterans and their dependents qualify for **in-district tuition based on residency (must be in the primary “in-district” service area-Benton & Pettis County). Standard Missouri resident rates apply to active-duty military outside the primary service area.

Surgical Technology Program		
Estimated Additional Expenses		
<p>There are many expenses that will be incurred in addition to course tuition and fees. While we have tried to be as thorough as possible, expenses may vary from the estimates listed.</p> <p>NOTE: Additional expenses to consider include printing, supplies (notebooks, binders, and pens), and vehicle maintenance.</p>		
Semester 1 (Fall)	Books	550.00
	Laptop	550.00
	Uniforms (scrubs, shoes, eye protection)	135.00
	Immunizations (assuming all are needed)	300.00
	CastleBranch – (background check, immunization tracking/compliance tracker, & drug testing)	211.00
Semester 2 (Spring)	Mileage (travel to campus and clinicals for the year)	300.00
Semester 3 (Summer)	Graduation Package	45.00
	Surgical Technology pin	45.00
Grand Total		\$2,136.00

SFCC Academic Withdrawal

Any withdrawal from the Surgical Technology program or any Surgical Technology course will need consultation with the Program Director, and the student should contact their Student Success Navigator.

To withdraw from classes entirely, you'll need to complete the Student Withdrawal form in *MySFCC >> Enroll >> I need to... > Withdraw from all classes*.

You will not be permitted to withdraw from your last class or withdraw from all classes without completing the Student Withdrawal form. A hold on your account will not prevent you from submitting this request.

Campus Resources

Additional information about the following are available at www.sfccmo.edu:

- Academic Records and Registrar Office
- Campus Safety and Security
- Campus Store
- Career Services

- Course Catalog
- Counseling Services
- Disability Resource Center
- Financial Aid
- Library
- Navigator Advising
- Residence Life and Student Activities
- Student Success Center
- Student Technology Help Center and 24/7 Help Desk
- Testing Services
- TRiO – Student Support Services
- Transfer Services
- Tutoring Services
- Veterans Services

Institutional Regulations and Policies

All institutional policies can be found on the SFCC website at:

<https://www.sfccmo.edu/about/policies-regulations/>

Please refer and read the following policies at the above website:

- Title IX Sexual Harassment Policy and Grievance Process – Policy 1211
- Student Educational Records – Policy 2400
- Federal Financial Aid Programs – Policy 2710
- Drugs and Alcohol and Tobacco Products – Policy 2830

Please refer and read the following regulations and the above website:

- Students with Disabilities Testing Accommodations – Regulation 2116
- Student Grievance and Appellate Process – Regulation 2160
- Student Educational Records – Regulation 2400
- Student Academic Achievement – Regulation 2500
- Student Code of Conduct – Regulation 2610
- Student Services – Regulation 2800
- Students with Communicable Diseases – Regulation 2810

The Surgical Technology program observes holidays and most breaks in accordance with college policies. The SFCC Academic Calendar can be found on mySFCC>Academic tab>I NEED TO