

**Santa Ana College: Occupational Therapy Assistant to Occupational Studies Program  
Fall 2025 Student Application Checklist**

PLEASE SUBMIT THIS CHECKLIST WITH YOUR COMPLETED APPLICATION

Last Name SMITH First Name MARY

1.  **OBTAIN A SAC STUDENT ID NUMBER:** Potential students must apply to the college.
2.  **DOWNLOAD AND COMPLETE THE OTA to OS APPLICATION:** Your application should consist of three (3) one-sided pages.
3.  **PROVIDE OFFICIAL HIGH SCHOOL TRANSCRIPTS:** For applicants without an AA/AS degree awarded from an accredited United States institution.
4.  **SATISFACTORY COMPLETION OF ALL PREREQUISITES, OR THEIR EQUIVALENTS, WITH A GRADE OF "C" OR BETTER.** Applicants with AP Exam taken in lieu of a prerequisite course must have a score of 3, 4 or 5 on the AP Test. Submit an official AP Score Report (in an official sealed envelope from the College Board with your application).
  - Biology 149
  - Communication Studies 101/101H, 102, 130, 140, or 145
  - English 101/101H
  - Psychology 100

For OTA to OS Program only: Applicants with course in progress of prerequisite courses – Please contact [ota@sac.edu](mailto:ota@sac.edu) for instructions.

5.  **PROVIDE OFFICIAL COLLEGE TRANSCRIPTS FROM EVERY COLLEGE ATTENDED:** Must be in an official sealed envelope.
  - Transcripts Enclosed
  - Transcripts are on file at SAC (can be from a previous application period)
6.  **REVIEW APPLICATION FOR COMPLETENESS.** Incomplete applications will not be reviewed. Do not write "See Transcript" for Section II & Section III.
7.  **MAIL YOUR APPLICATION MATERIALS IN A SEALED MANILA ENVELOPE (9" x 12") TO THE OTA PROGRAM DURING THE APPLICATION PERIOD (2/18/2025 – 4/4/2025). PACKET MUST BE POSTMARKED BY 4/4/2025.**

Mailing Address:  
Santa Ana College  
Attention: Dawn McKenna-Sallade/OTA Program  
1530 W. 17th Street  
Santa Ana, CA 92706-3398

Application may be delivered in person to OTA Office (HS-107) on Monday & Thursday (8:30 am -1:30 pm) during the application period.

8. **STATUS EMAIL:** By April 18, 2025, OTA to OS applicants will be notified by email regarding the status of their application for Fall 2025 semester. The top scoring applicants, based on the criteria selection process, will be invited to complete an in-person writing sample on April 29, 2025 or May 1, 2025 at 8:00 am (allow for 30 minutes for the process). OTA applicants will be notified by email in mid-May, upon completion of the enrollment selections for the OTA to OS Program.

**Santa Ana College: Occupational Therapy Assistant to Occupational Studies Program  
Fall 2025 Student Application Page 1**

PLEASE TYPE OR PRINT LEGIBLY IN BLUE OR BLACK INK

Use this application to apply for Fall 2025, OTA to OS (Bachelor's degree for Occupational Studies). Students will earn an Associate of Science in OTA and a Bachelor of Science in OS. The selection process for this program will be criterion base. The Fall program is intended for applicants without a BA/BS awarded from another college/university. Applicants with a BA/BS Degree awarded from another university are not eligible to apply for the Fall program format of OTA to OS program.

Applicants interested in the OTA program only are welcome to apply. However, please note that priority will be given to applicants applying to the OTA to OS program. If there are seats available after the OTA to OS selections, it will be filled by randomization process for applicants interested in OTA program.

I am applying for the following program. Please select one option only:

- OTA to OS program. Students will earn an Associate of Science in OTA and a Bachelor of Science in OS. This is a 4-year commitment to the program.
- OTA Program

**SECTION I: CONTACT INFORMATION**

Last Name: <b>SMITH</b>		First Name: <b>MARY</b>		Middle:
Santa Ana College Student ID Number: <b>1234567</b>		Email Address (required): <b>MarySmith123@gmail.com</b>		
Cell Phone: <b>714-555-1234</b>		Alternate Phone:		
Mailing Address: <b>1530 W. 17TH ST</b>	City: <b>SANTA ANA</b>	State: <b>CA</b>	Zip Code: <b>92706</b>	

**EDUCATIONAL BACKGROUND**

High School Name: <b>CENTURY HIGH SCHOOL</b>			Completion <input checked="" type="checkbox"/> Diploma or <input type="checkbox"/> GED	Year: <b>6/2020</b>	Office Review
College/University Name: <b>SANTA ANA COLLEGE</b>		<input type="checkbox"/> AA/AS Degree Awarded	Year: <b>8/2020 to current</b>		

NOTE: Official transcripts pertinent to your earned degree must be included with this application unless your degree was earned from SAC or Santiago Canyon College.

**Santa Ana College: Occupational Therapy Assistant to Occupational Studies Program**

**Fall 2025 Student Application: Page 2**

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SECTION II: PREREQUISITES VERIFICATION						
PREREQUISITE COURSE or EQUIVALENT	Term/Year	Taken At (College)	Course Number & Name	Units	Grade	Office Review
<b>Biology 149,</b> Human Anatomy and Physiology (4 units with Lab, must be completed within the past 10 years)	SPRING 2021	SCC	BIOL 149 HUMAN ANATOMY & PHYSIOLOGY	4	B	
<b>Communication Studies 101/101H,</b> Intro to Interpersonal Communication or <b>102,</b> Public Speaking, or <b>130,</b> Intro to Intercultural Communication, or <b>140</b> Argumentation and Debate, or <b>145</b> Group Dynamics	FALL 2020	SCC	CMST 102 PUBLIC SPEAKING	3	A	
<b>English 101,</b> Freshman Composition	FALL 2020	SCC	ENGL 101 FRESHMAN COMPOSITION	4	A	
<b>Psychology 100,</b> Introduction to Psychology	FALL 2023	GOLDEN WEST COLLEGE	PSYC 6100 INTRODUCTION TO PSYCHOLOGY	3	B	

NOTE: Official transcripts pertinent to the prerequisite courses must be included with this application unless they were completed at SAC or Santiago Canyon College.

SECTION III: ADDITIONAL LOWER DIVISION GENERAL EDUCATION COURSES (UP TO 5 COURSES)							
Complete this section for OTA to OS Program format							
LOWER DIVISION GENERAL EDUCATION COURSE	Term/Year	Taken At (College)	Course Number & Name	Units	Grade	Office Review	
						Plan A	Plan B
1	SPRING 2021	SAC	ART-100 INTRO TO ART CONCEPTS	3	C		
2	FALL 2020	SAC	HIST-127 WOMEN IN US HISTORY	3	B		
3	FALL 2020	SAC	POLT-101 AMER. GOVERNMENT	3	B		
4	SPRING 2023	SAC	PSYC-210 STATISTICS	4	C		
5	FALL 2022	SAC	HIST-123 AFRICAN AMER HIST.	3	A		

NOTE: Official transcripts pertinent to the additional lower division general education courses must be included with this application unless they were completed at SAC or Santiago Canyon College.

**Santa Ana College: Occupational Therapy Assistant to Occupational Studies Program**

**Fall 2025 Student Application: Page 3**

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**SECTION IV: PLEASE READ AND SIGN/INITIAL WHERE APPROPRIATE**

I understand that I am responsible for completing the general education requirements for the A.S. degree prior to the start of the third semester in the OTA program. A list of general education requirements can be found in the college catalog; however, it is recommended that you make an appointment with the Counseling Center to review that you have met these requirements. MS  
Initial

I certify that the information provided on this application is both accurate and true to the best of my knowledge. If this application leads to enrollment, I understand that false, misleading, or inaccurate information may result in denial of admission and/or dismissal from the Occupational Therapy Assistant Program. MS  
Initial

**PLEASE NOTE: THE OTA PROGRAM'S PRIMARY METHOD OF CONTACT IS VIA EMAIL.** THE STUDENT ACKNOWLEDGES THAT IT IS THEIR RESPONSIBILITY TO KEEP THEIR EMAIL ADDRESS, AND ALL OTHER CONTACT INFORMATION, CURRENT AS TO ENSURE THAT ALL PROGRAM CORRESPONDENCE IS RECEIVED. THE OTA PROGRAM WILL NOT MAKE MULTIPLE ATTEMPTS TO REACH STUDENTS DUE TO INACCURATE CONTACT INFORMATION BEING ON FILE. MS  
Initial

I UNDERSTAND THAT I AM APPLYING FOR THE FALL SEMESTER FORMAT OF THE OTA TO OS PROGRAM. UPON COMPLETION OF THE OTA PROGRAM, I WILL BE ENROLLED IN THE OS (BACHELOR'S DEGREE) PROGRAM. I UNDERSTAND THIS IS A 4-YEAR COMMITMENT TO THE OTA/OS PROGRAM. MS (if applicable)  
Initial

Student Signature Mary Smith Date 2/18/2025

For Office Use Only	
Educational Background Verified	<input type="checkbox"/> Yes <input type="checkbox"/> No
Prerequisites Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No
Official Transcripts Verified	<input type="checkbox"/> Yes <input type="checkbox"/> No
Missing/Incomplete Items	<hr/> <hr/> To Be Returned to Student On:    /    /
Application Review Complete	Date:    /    /
Name of Individual Completing Review	