

**Santa Ana College: Occupational Therapy Assistant to Occupational Studies Program
Fall 2023 Student Application Checklist**

PLEASE SUBMIT THIS CHECKLIST WITH YOUR COMPLETED APPLICATION

Last Name Potential First Name Student

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 two single 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, 103, 140, or 145
 - ☐ English 101/101H
 - ☐ Psychology 100
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 (2/27/2023 – 4/24/2023). PACKET MUST BE POSTMARKED BY 4/24/2023.**

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 (T-209) on Monday (8:30 am -1:30 pm) and Thursday (8:30 am – 12:30 pm) during the application period.

8. **STATUS EMAIL:** By May 8, 2023, applicants will be notified via email regarding the status of their application for Fall 2023 semester. The top scoring applicants, based on the criteria selection process, will be invited to complete an in-person writing sample.

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PLEASE TYPE OR PRINT LEGIBLY IN BLUE OR BLACK INK

SECTION I: CONTACT INFORMATION			
Use this application to apply for Fall 2023, OTA to OS (Bachelor's degree for Occupational Studies). Students will earn an Associate of Science in OTA and a Bachelor's 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.			
Last Name: Potential	First Name: Student	Middle:	
Santa Ana College Student ID Number: 1234567	Email Address (required): Potentialstudent@gmail.com		
Cell Phone: (714) 555-1234	Alternate Phone:		
Mailing Address: 1530 W. 17th Street	City Santa Ana	State CA	Zip Code 92706
EDUCATIONAL BACKGROUND			Office Review
High School Name: Glen A. Wilson High School	Completion ☒ Diploma or ☐ GED		Year 2015
College/University Name: Fullerton College, Santa Ana College	☒ AA/AS Degree Awarded Year 2016 - Current		

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.

SECTION II: PREREQUISITES VERIFICATION						
PREREQUISITE COURSE or EQUIVALENT	Term/Year	Taken At (College)	Course Number & Name	Units	Grade	Office Review
Biology 149 , Human Anatomy and Physiology (4 units with Lab)	Fall 2021 Sp. 2022	Fullerton College	ANAT 231 Human Anatomy ANAT 240 Human Physiology	4 5	B B	
Communication Studies 101/101H , Intro to Interpersonal Communication or 102 , Public Speaking, or 103 , Intro to Intercultural Communication, or 140 Argumentation and Debate, or 145 Group Dynamics	Sp. 2016	SAC	CMST 101 Introduction to Interpersonal Communication	3	A	
English 101 , Freshman Composition	Fall 2017	SAC	ENG 101 Freshman comp.	3	A	
Psychology 100 , Introduction to Psychology	Fall 2021	Fullerton College	Psy 101 General 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.

Santa Ana College: Occupational Therapy Assistant to Occupational Studies Program
Fall 2023 Student Application: Page 2

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SECTION III: ADDITIONAL LOWER DIVISION GENERAL EDUCATION COURSES (UP TO 5 COURSES)							
LOWER DIVISION GENERAL EDUCATION COURSE	Term/Year	Taken At (College)	Course Number & Name	Units	Grade	Office Review	
						Plan A	Plan B
1	Fall 2021	Fullerton college	ART 100 Fundamental of Art	3	A		
2	Sp. 2022	Fullerton college	PHIL 100 Intro to Philosophy	3	B		
3	Fall 2019	SAC	PHYS 109 Survey of General Physics	4	C		
4	Sp. 2020	SAC	SPAN 101 Elementary Spanish	5	C		
5	Sp. 2020	SAC	PSY 157 Intro to child 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.

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. PS

Initial

SECTION IV: PLEASE READ AND SIGN/INITIAL WHERE APPROPRIATE

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. PS

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. PS

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. PS

Initial

Student Signature Potential Student Date 2/28/2023

For Office Use Only	
Educational Background Verified	☐ Yes ☐ No
Prerequisites Complete	☐ Yes ☐ No
Official Transcripts Verified	☐ Yes ☐ No
Missing/Incomplete Items	☐ Yes To Be Returned to Student On: / / ☐ No
Application Review Complete	☐ Yes-Date: / /
Name of Individual Completing Review	