

Surgical Technology

Information and Application Procedures

2023



 **Prairie State College**

SURGICAL TECHNOLOGY INFORMATION

the direction you wanted to follow? Perhaps you should consider *Surgical Technology*.

A Surgical Technologist works under medical supervision and is a member of the operating room team. This individual ensures that the operating room environment is safe, that the equipment functions properly, and that the operative procedures are conducted under conditions that maintain sterility and maximize patient safety.

As a Surgical Tech student, you will also be trained to set up an operating room for each case. You will be trained to prepare instruments and the proper procedures to follow during surgery, e.g., handing instruments to the surgeon and their assistants. Training will also include breaking down the operating room, and preparing for the next case.

An Associate of Applied Science degree in Surgical Technology earned from Prairie State College allows offices.

Surgical Technology AAS Degree Program

The PSC Surgical Technology Program is accredited by the Accreditation Review Counsel of Education in Surgical Technology and Surgical Assisting (ARC/STSA) and accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) for the AAS program, October 2018.

The Surgical Technology program at Prairie State College is an Associate of Applied Science degree program. It will take one year to complete the core curriculum. The general education courses will take approximately one year to complete prior to the program beginning. It is **HIGHLY RECOMMENDED** (although **NOT** mandatory) that you complete those general education courses before applying to the Surgical Technology program. Because of the intensive clinical aspect of the program, it is essentially a forty-hour week which would include both classes and clinicals. The Surgical Technology program is a thirteen (13) month full time program, which begins in August of each year, completing in mid-July the following year. This program is only offered as a full time, day time program.

Clinicals will be held in hospital operating rooms with the student working with a preceptor. Students must have their own transportation to travel to any one of over a dozen hospitals in a 45-mile radius.

Upon completion of the thirteen (13) month core curriculum and all general education courses required for the AAS degree, students may sit for the certification exam offered by the National Board of Surgical Technology and Surgical Assisting. Upon successful completion of the certification exam, the title Certified Surgical Technologist (CST) can be used.

Essential Functional Abilities of a Surgical Technologist

Students in the surgical technology program are required to learn and consistently apply theoretical concepts and completely demonstrate psychomotor skills. The essential functional abilities (see page 2) reflect the required attributes of the surgical technologist. If a student demonstrates difficulty in either the theoretical or psychomotor area, early intervention and remediation will be instituted by faculty. If the student continues to be unable to consistently perform the essential functions in the clinical setting, it

complete the program without successful completion of both classroom and clinical course work. Students dismissed from the program for failure to acquire and maintain the essential functional abilities will not be allowed to reapply to the surgical technology program.

Essential Functional Abilities of a Surgical Technologist

Surgical technologists must be in good health. Attendance at both the classroom and clinical agencies is vital to the student surgical technologist should possess are:

Motor Capability	Sensory Capability	Communication Ability	Problem Solving Ability	Behavioral Skills and Professionalism
Move from room-to-room and maneuver in small spaces.	Coordinate verbal and manual instructions.	Communicate effectively in English with patients, families, and other health care team members, both verbally and in writing.	Function effectively under stress.	Arrive to class on time, prepared for the day.
Squat, stoop/bend, reach above shoulder level, use-standing balance.	Auditory ability sufficient to hear verbal communication from patients and members of the health care team; includes the ability to respond to emergency situations*	Effectively adapt communication both verbally and in writing to the intended audience.	Respond appropriately to emergency situations.	Consistently demonstrate maturity and the ability to perform the duties of a surgical technologist.
Lift 50 pounds and exert up to 100 pounds force to push/pull	Discern soft sounds in a frequently noisy environment.*	Interact; establish rapport with other members of the health care team and patients from a variety of social, emotional, cultural, and intellectual backgrounds.	Adhere to infection control policies and procedures and consistently demonstrate surgical conscience.	Consistently demonstrates surgical conscience.
Use hands repetitively; use manual dexterity; and demonstrate fine motor skills.	Visual acuity to safely execute the responsibilities of the surgical technologist, safely handle sharps, and passing instruments.*	Assume the role of a health care team member.	Demonstrate problem solving skills in the operating room, and patient care.	Assumes the initiative to maximize learning at the clinical agency.
Must be able to stand for long periods of time (6-8 hours).	Comfortable working in close proximity to the patient and other members of the health care team.	Functions effectively under the supervision of other health care team members.	Uses sound judgement and safety precautions.	Demonstrates preparedness for the classroom and daily clinical assignments.
Perform CPR as needed.		Sufficient command of the English language to retrieve information from lectures, textbooks, websites, and understand medical terminology.	Addresses problems or questions to the appropriate persons at the appropriate times.	Adheres to the Prairie State College Student Code of Conduct both in the classroom and clinical agency
Travel to and from the academic and clinical sites.		Basic computer skills including: e- mail and Internet access.	Organize and prioritize tasks and required skills.	Adhere to the Surgical Technology Program policies: classroom and clinical.

*Individuals requiring hearing aids or glasses will not be excluded from applying to the Surgical Technology program.

Job Outlook

Employment of surgical technologists is projected to grow 9 percent from 2020 to 2030, about as fast as the average for all occupations.

About 9,000 openings for surgical technologists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

Application Information and Requirements

Initially, applicants are considered to be eligible for acceptance to the program only if they live within the boundaries of the community college district serving Prairie State College, or the districts of the community colleges of the consortium which includes Moraine Valley, South Suburban, Kankakee, Joliet, Morton, Illinois Valley, Heartland and Richland Community Colleges. Any resident of the city of Chicago must contact the main offices of Chicago City Colleges for further information.

Any questions regarding eligibility for acceptance to the program should be directed to Heather Pevion, Surgical Technology Coordinator, at hpevion@prairiestate.edu, or an Enrollment Services Specialist at (708) 709-3517.

Application Procedure:

Items 1 through 5 must be completed by **June 1**.

1. Complete and submit a PSC Admissions Application online (prairiestate.edu)
2. Submit the intent form electronically for the Surgical Technology Program at www.prairiestate.edu/selectiveadmissions. **Application deadline is June 1st.**
3. Submit official high school/GED transcripts and any official college transcripts if previous course work was not completed at PSC. Also, submit a transcript evaluation request form so that PSC may evaluate your college credit. This form can be found on the PSC website, prairiestate.edu. **Applicants may submit original ACT/SAT scores no older than three (3) years or official high school transcripts for placement through multiple measures (if applicable).**
4. College Assessment Test Minimal Requirements for Surgical Technology Program (5 year time limit)
 - a. **English** - Placement in PSC's ENG101 **or** successful completion of PSC's ENG 099 or equivalent **or** SAT ENG: 480+ **or** ACT ENG 17+ AND READING 22+
 - b. **Mathematics** - Placement

Successful completion of MATH 090 or MATH 095 with a C or better, or placement into MATH 095 will still be accepted for program requirements for 2023
 - c. **Reading** - Placement in PSC's ENG 101 **or** successful completion of PSC's ENG 099 or equivalent
5. BIOL 221, BIOL 222, and BIOL 211 (Anatomy and Physiology I, Anatomy and Physiology II, and Microbiology) must be completed with a C or better within the last 5 years. Anatomy and

Physiology I and Anatomy and Physiology II must be completed at the same institution. A comparable biology at another institution will be considered after review of the curriculum.

6. Students must complete HLTH 105 before the fall start of the Surgical Technology program.
 - a. If the applicant meets the minimum requirements to apply to the Surgical Technology program, we encourage them to attend a Surgical Technology information session that may be offered throughout the Spring semester.

8. Other courses required for the AAS Surgical Technology degree are as follows:
 - BIOL 221 prerequisite, must be completed within the last 5 years with a C or better by June 1st
 - BIOL 222 prerequisite, must be completed within the last 5 years with a C or better by June 1st
 - BIOL 211 -- prerequisite, must be completed within the last 5 years with a C or better by June 1st
 - HLTH 105 must be completed before the start of the Surgical Technology program
 - ENG 101
 - COMM 101
 - PSYCH 102
 - 1 Fine arts or humanities course

Most current grades will be used for all courses.

An evaluation of the applicant's records will be emailed to their PSC email approximately two to three weeks after submitting an intent form. It is the applicant's responsibility to contact the Enrollment Services Specialist if they have not received correspondence prior to the application deadline. It is also the applicant's responsibility to notify the Enrollment Services Specialist of any changes in address, phone, personal information or additional courses taken at another institution. Please retain the evaluation for future reference, as it will serve as proof of submission.

Orientation

Applicants meeting the following requirements by the published deadline dates will be invited to a **mandatory** orientation. Applicants failing to attend the required orientation will **not** be considered for the next fall class.

1. Enrollment application
2. Intent Form on file.
3. Completion of required prerequisite course work.
4. Official high school transcript **or** GED certificate and all official college transcripts (if applicable).

Areas of discussion during the orientation:

The role of the surgical technologist.
Time commitment needed to succeed in the program.
Identification of potential student problem areas related to the surgical technology program.
Student perspective.
Financial aid.
Meet the graduates.
Questions and answers.

Ranking of Applicants

All qualified applicants are ranked according to grade points in the prerequisite courses and the general education courses within the Surgical Technology program. The courses used in the ranking system are listed in this booklet (see page 14). The student must earn at least a "C" grade in these courses.

The method of ranking is as follows:

Take the PSC credit for the course and multiply that number by the grade assigned (A = 4, B = 3, C = 2). Example: BIOL 221 = 4 credits; a grade of A = 4 points. Therefore, $4 \times 4 = 16$ grade points.

Selection Process for the Fall Class

The number of seats will be determined each year based on clinical site space. That number will not exceed sixteen (16) students.

If two or more applicants have the same rank, and a lesser number of seats are available for the next class, these seats will be filled from the in-district applicants, based on their date of application to the program. Students who are accepted for the fall class will be notified via email that their acceptance letter is ready to be viewed in their application portal. This notice will contain the directions for the student to follow in relation to payment of fees and other preparations necessary for the fall class.

Applicants who are not accepted for registration for the next fall class, because of lack of space will be notified. They may be placed on a waiting list according to rank. There can be no assurance that any of the applicants who are on the waiting list will be accepted at a later date.

In the event that one or more of the students who are notified of being accepted for registration indicate that they do not intend to register, or do not complete the steps necessary for registration, the vacancies that result will be filled from the group that remains, and on the basis of the rank score they earned.

In the event that there are insufficient qualified candidates who have applied by June 1, there will be a special provisions program. Under this program, students can make application and complete all of the prerequisites until the end of the summer semester.

Should space remain in the next class after exhausting the special provisions program, the Surgical Technology Committee will meet and review any late qualified applicants with the intention of filling the space for the next class.

Preliminaries for Accepted Students Only

There will be an online orientation for accepted students. More information will be provided after acceptance letters are released.

Accepted students will also need to attend the mandatory in-person orientation in July. Directions for registration for fall classes will be given at the in-person orientation.

***Accepted students must attend both orientations**

Post-Admission Procedure

All accepted students must submit to a criminal background check, physical and drug screen prior to fall term. **All tasks are at the applicant's expense.** The procedures and forms will be emailed to your PSC email. The completed form and results **must** be submitted to **Castlebranch** by the date stated in the acceptance letter. Students are also required to document immunizations including Hepatitis B vaccine status and Tuberculosis (TB) skin test. **It is the student's responsibility to make sure all areas of the history and physical forms are completed. Incomplete forms will be returned to the student and may impede the student's participation in the observance experience, which usually takes place the third week of clinicals.** If

seat in the program is automatically forfeited and revoked.

Applicants who cannot pass the background check and drug screen are not able to enter the clinical site.

The applicant **must** complete a CPR class for medical personnel prior to the beginning of classes in August. The cost of this training is at the student's expense.

The accepted student **must** have proof of health insurance at the start of classes in August. During the program, if students are injured while on clinical sites, students will be treated by the sites; however, students are responsible for healthcare costs related to that treatment.

A copy of both sides of the CPR card and health insurance card **must** accompany the physical forms.

Transportation

Students must have their own reliable means of transportation to clinical sites and to campus. Clinic sites can be up to 45 miles away from the Prairie State College campus.

Requirements of All Accepted Students

Textbooks for the surgical technology courses. This purchase is made in the fall semester and will be used throughout the entire program

Castlebranch health information tracker fee (approx. \$60)

TRAJECSYS Clinical Case Log Software (approx.. \$100)

NBSTSA Certification Exam Fee/AST Membership Fee (Due in January. Approx. \$250)

Scrubs: Students will be required to wear scrubs for all classroom activities. The scrub color you will need to purchase will be announced at the accepted student orientation.

Appropriate shoes: sandals, open-toed shoes and clogs are **not** permitted. You must have shoes you can stand in for long periods of time. Athletic shoes are recommended with good support.

Additional Tools Needed

Syllabus (accessible in Desire to Learn [D2L])

Reliable Internet access. The computers in the Student Success Center are available for use.*

Program Location

Prairie State College

(708) 709-3780

202 South Halsted Street

prairiestate.edu

Chicago Heights, Illinois 60411

Health/Technology Center, L-180

Health Technology Center

This building is located across Vollmer Road, north of the main campus. Parking and entrance for the students is located on the west side of the building. This building houses classrooms, simulated operating room, computer labs and faculty offices. There is also a student lounge located in the southwest corner of the building.

Tuition and Fees

Tuition and fees are available at prairiestate.edu and are subject to change without notice. Out-of-district students may be entitled to in-district tuition rates for this program. Check with your community college .)

Consult the schedule in effect for information regarding any fees.

Financial Aid

Includes: Veterans Affairs, grants, loans and work opportunities, Veteran opportunities, Prairie State College Foundation scholarships, scholarships for GED graduates, New Beginnings, Returning Students, Intercollegiate Athletes, Books for Scholars, and child care. A FAFSA must be completed and the results must be on file in the Financial Aid office.

The Financial Aid Office is located on the first floor of the main campus. The office provides assistance in financing your education through federal, state, and institutional programs. Applicants are encouraged to contact the Financial Aid Office early for assistance in filing for monetary aid. Call (708) 709-3735 for more information.

Health Record

A current, complete physical examination form, indicative of a satisfactory health state, along with a background check and a drug screen must be on file while you are enrolled in the program. In addition, an immunization form documenting the annual TB/Mantoux skin test or documentation of chest x-ray/TB assessment due to allergy or being a positive tester must be submitted. Hepatitis B vaccination or signed waiver is required. Students will not be allowed to start the lab/clinical rotation or continue in clinical rotation without these forms or updates. Failures to notify program of any diagnosis or condition which may present itself in the clinical site either behavior or physical will constitute falsification of records and the student will be subject to immediate dismissal. (Instructors need to know if you are diabetic, pregnant, seizures, latex allergy, or any other condition that could affect your safety or patient's safety in the clinical setting.) See the Health Sciences Immunization and Health Record form.

Course Sequence

This program is designed to take one full year to complete the core SRT curriculum (3 semesters, fall through summer). Students are in class and clinic approximately 40 hours per week during the program. Prerequisites and general education courses are NOT built into the core program. The courses are sequenced as follows:

	Cred. Hrs.
Prerequisites	
BIOL 221 (Anatomy and Physiology I) (4)	4
BIOL 222 (Anatomy and Physiology II) (4)	4
BIOL 211 (Microbiology) (4)	4
Placement into Eng 101 and Math 095	0
Graduation Requirements (we HIGHLY recommend completing these before applying to the program)	
ENG 101	3
COMM 101	3
PSYCH 102	3
HLTH 105	3
Fine Arts or Humanities Course	3
Fall Semester	
SRT 102 Patient Care I	2
SRT 110 Intro to Surg Tech	7
SRT 120 Surgical Procedures I	5
SRT 122 Applied Surgical Procedures	1
Spring Semester	
SRT 103 Patient Care II	1
SRT 130 Surgical Procedures II	6
SRT 132 Applied Surgical Procedures II	2
HLTH 102 Workplace Issues for Allied Health*	1
SRT 140 Surgical Procedures III	6
SRT 142 Applied Surgical Procedures III	2
Summer Semester	
SRT 298 Surgical Technology Seminar	4
SRT 299 Applied Surgical Procedures IV	2

*Course may be taken in the spring before being accepted into the program.

Note: Compliance with the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting requires the student complete minimally 120 cases, Further explanation is provided to accepted students.

COURSES

BIOL 211 - Microbiology

Prerequisite: Completion of BIOL 211 (Microbiology) with a C or better within the last 5 years
4 hours credit

This is an introduction to the study of microscopic organisms, with an emphasis on bacteria. Special attention is given to their structure, physiology, and ecology. This course also includes an introduction to virology, medical parasitology, medical mycology, and immunological concepts. This course is especially beneficial for health profession majors because of the emphasis on the microbial role in the disease process focusing on the epidemiology, clinical manifestation, and treatment of microbial diseases.

BIOL 222 - Human Anatomy and Physiology II

Prerequisite: Completion of BIOL 221 (Human Anatomy and Physiology II)* with a C or better within the last 5 years

4 hours credit

This is part II of a two-semester sequence of study on the anatomy and physiology of the human body. It also covers senses, endocrine system, digestive tract, nutrition, metabolism, respiratory system, cardiovascular system, lymphatic system, urinary system, water and electrolyte balance, reproductive system, human growth and development, and human genetics.

HLTH 102 - Workplace Issues for Allied Health

Prerequisite: Placement into ENG 099 or higher

1 hour credit

Workplace issues in Allied Health are examined. Emphasis is on communication, stress management, negotiating within organizational structures, power and dealing with life/death situations.

SRT 102 - Patient Care I

Prerequisite: Acceptance into the Surgical Technology Program

2 hours credit.

Students learn to assess patient needs and response to illness and hospitalization. Emphasis is on routine care and procedures for surgical patients. Students also learn patient rights and care of specimens. Basics of medical terminology, taking vital signs, patient urethral catheterization, positioning of the patient for surgery, and prepping the skin are incorporated.

SRT 103 - Patient Care II

Prerequisite: SRT 102 Patient Care I

1 hour credit.

Concepts of documentation, emergency procedures, and thermoregulatory devices are covered. The basics of pharmacology and anesthesia are incorporated.

SRT 110 - Introduction to Surgical Technology

Prerequisite: Acceptance into Surgical Technology Program

7 hours credit

The basic concepts and principles for developing skill competencies required to assist in surgery are covered beginning with the health care systems and moving into the specifics of the surgical area. Microbiology and asepsis are stressed, as well as gynecologic and genitourinary instrumentation.

SRT 120 - Surgical Procedures I

Prerequisite: SRT 110 Introduction to Surgical Technology (7)

5 hours credit.

Basic surgical procedures including the pre-operative, intra-operative, and post-operative phases commonly performed in the operating room setting are covered. Emphasis is on general/rectal surgery, obstetrics/gynecological surgery, genito-urinary surgery, and instrumentation specific to surgical specialties.

SRT 122 - Applied Surgical Procedures I

Concurrent registration in SRT 120 Surgical Procedures I

1 hour credit

Students learn to apply concepts and skills learned in SRT 120 in clinical settings arranged by program coordinator.

SRT 130 - Surgical Procedures II

Prerequisite: SRT 120 Surgical Procedures I

6 hours credit

This course continues the study of basic surgical procedures, emphasizing the following specialties: ophthalmic surgery; ear, nose, and throat surgery; head and neck surgery; oral and maxillofacial surgery; plastic surgery; orthopedic surgery; hand surgery; endoscopic surgery, and instrumentation specific to surgical specialties.

Recommended lab fee: \$30**

SRT 132 - Applied Surgical Procedures II

Prerequisite: Concurrent registration in SRT 130 Surgical Procedures II

2 hours credit.

Students learn to apply concepts and skills learned in SRT 130 in clinical settings arranged by program coordinator.

SRT 140 - Surgical Procedures III

Prerequisite: SRT 130 Surgical Procedures II

6 hours credit

This course continues the study of basic surgical procedures, emphasizing these surgical specialties: neurosurgery, thoracic surgery, cardiac surgery, vascular surgery, general pediatric surgery, and instrumentation specific to surgical specialties.

Recommended lab fee: \$30**

SRT 142 - Applied Surgical Procedures III

Prerequisite: Concurrent registration in SRT 140 Surgical Procedures III

2 hours credit.

Students learn to apply concepts and skills learned in SRT 140 in clinical settings arranged by program coordinator.

SRT 298 - Surgical Technology Seminar

Prerequisite: SRT 142 Applied Surgical Procedures III (3) and concurrent registration in SRT 299 Surgical Technology Internship

4 hours credit.

This seminar is designed to provide direction and feedback on workplace issues for students enrolled in the Surgical Technology Internship. Additionally, accreditation, certification, resume preparation, interviewing and employee attributes are discussed.

SRT 299 - Applied Surgical Procedures IV

Prerequisite: Concurrent registration in SRT 298 Surgical Technology Seminar

2 hours credit.

This course is designed to provide real-world experience for students in Surgical Technology programs. Students are supervised in clinical settings arranged by the program coordinator.

AGENCIES DIRECTLY AFFILIATED WITH SURGICAL TECHNOLOGY

Association of Surgical Technology (AST)
6 West Dry Creek Circle Suite 200
Littleton, CO 80120-8031
(303) 694-9130
www.ast.org

Accreditation Council on Surgical Technology and Surgical Assisting (ARC/STSA)
19751 East Main Street, Suite #339
Parker, Co 80138
(303) 694-9262
info@arcstsa.org

Commission on Accreditation of Allied health Education Programs (CAAHEP)
9355 113th St. N, #7709
Seminole, FL 33775
P: 727-210-2350
F: 727-210-2354
E: mail@caahep.org

National Board of Surgical Technology and Surgical Assisting
(NBSTSA)
3 West Dry Creek Circle
Littleton, CO 80120
(800) 707-0057
www.nbstsa.org

Surgical Technology Intent Form

I have carefully reviewed and understand the Prairie State College Surgical Technology Information Packet. I understand all of the admission requirements and the responsibilities which I must meet in order to be considered for this selective admissions program.

I understand **that all prerequisite course work must be completed by June 1st**. Qualified applicants who were not granted admission (due to space limitations during a particular year) must reapply in order to be considered the following year.

An evaluation of my records will be emailed approximately three weeks after submitting the Intent Form. It is **my responsibility** to contact the Selective Admissions Specialist if I have not received any correspondence prior to the application deadline. It is also **my responsibility** to notify the Selective Admissions Specialist of any change in personal information (address, phone number, name change, etc.)

Intent forms are now submitted electronically. Please go to:

prairiestate.edu/selectiveadmissions

to complete the intent form.

No hard copy intent forms will be accepted. All intent forms and documentation must be submitted to the Enrollment Services office by June 1st. No exceptions.

 **Prairie State College**
Applicant Evaluation/Ranking Form
Surgical Technology AAS

Name:

Official High School Transcripts on File? Yes

Official College Transcripts on File? Yes

Testing Requirement Met? Yes

Developmental Courses Needed? Yes

Student ID No.:

No

No N/A

No N/A

No

All program applicants are required to take the College's Assessment Exams if the applicant cannot prove via previous courses taken at the college level for math and English. *If the results of these exams indicate a need for developmental coursework in English or math*, the appropriate course or courses **must be completed (with a grade of "C" or better) prior to the June 1 deadline.**

The following prerequisites must be completed on or before June 1.

English	Placement in PSC's ENG 101 or successful completion of PSC's ENG 099 or equivalent with grade of "C" or better.
Math	Placement in PSC's MATH 095 or higher or successful completion of PSC's MATH 090 or equivalent with grade of "C" or better.
Biology 221	Completion of Biol 221 (Human Anatomy and Physiology I)* with a "C" or better within the past 5 years.
Biology 222	Completion of Biol 222 (Human Anatomy and Physiology II)* with a "C" or better within the past 5 years.
Biology 211	Completion of Biol 211 (Microbiology) with a "C" or better within the past 5 years.

**Biol 221 and Biol 222 must have been completed within the past five years with a grade of "C" or better.*

**Biol 221 and Biol 222 must be completed at the same institution.*

Must be Completed by the end of the Fall Semester (if Admitted)

HLTH 105 General Medical Terminology (with grade of "C" or better)

Additional Courses that Are Required for Surgical Technology Degree

The following general education courses are needed for the Surgical Technology Associate of Applied Science Degree. Early completion of these courses is strongly **recommended**.

COURSE	CREDITS	GRADE	POINTS
BIOL 221	4		
BIOL 222	4		
BIOL 211	4		
ENGLISH 101	3		
COMMUNICATIONS 101	3		
HEALTH 105	3		
PSYCHOLOGY 102	3		
FINE ARTS OR HUMANITIES	3		
		TOTAL RANKING POINTS	

Date of Evaluation _____ Evaluator Signature _____

- If the above evaluation does not agree with your records, please notify Sistine Tael at 708-709-3517.
- Please retain this evaluation for future reference as it will serve as proof of submission.
- Please note: A transcript evaluation request form must be submitted each time you send new official transcripts to Prairie State College.