

COLLEGE OF THE ALBEMARLE

2025

SOCIAL AND HUMAN SERVICES

ADMISSION FACT SHEET

EACH APPLICANT MUST PROVIDE CORRECT CONTACT INFORMATION
TO THE ADMISSIONS DEPARTMENT

Health Sciences Admission policies set forth requirements that must be met for admission. However, these policies do not create and should not be regarded as an irrevocable contract between COA and students/applicants. Satisfaction of these requirements does not guarantee admission. COA reserves at all times (1) the ultimate decision on admitting students; (2) the sole right to interpret its admission policies; (3) the right to change, amend, or eliminate any provisions or requirements at any time. COA will endeavor to minimize inconvenience that changes to its policies may create.

COLLEGE OF THE ALBEMARLE
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ELIZABETH CITY, NC 27906-2327
(252) 335-0821 EXT. 2304 (ADMISSIONS OFFICE)

HUMAN SERVICES TECHNOLOGY PROGRAM FACT SHEET

The admission process outlined in this fact sheet was developed by the Human Services Technology faculty and is to be implemented by the admissions department and the Human Services Technology faculty/staff, with oversight and final discretion by the Program Coordinator and faculty. Student may enter the HST program curriculum in either fall, spring or summer semesters, once admission to the program is completed.

PHASE I: PRE-ADMISSION REQUIREMENTS

Applicants seeking admission into the Human Services Technology program must complete the following steps in order to be considered for acceptance in the Human Services Technology program.

- _____ A. **Complete and submit a COA Application for Admission** to the Admissions Office, Elizabeth City Campus.
- _____ B. **Bring or send an official high school transcript and all official post-secondary transcripts**, if applicable, to the Admissions Office.
- _____ C. **Attendance at a Health Sciences & Wellness Programs (HSWP) Orientation Session is highly recommended**, for a review of the admission process. Check with the admission department or the Health Sciences Admission Coordinator for scheduled dates and times. On-line orientation can be viewed at:
<http://newalbemarle.mediasite.mnc.org/mcnc/Play/b70d20c908fc4b8dba0fdc9320c6dc241d>
- _____ D. **Achieve minimum English, Math, and Reading competencies.**
Minimum English, Reading, and Math competencies must be met and may be accomplished by a variety of measures, including previous placement test scores, standardized test scores, and/or previous developmental coursework.

To qualify for the HST program, the student must meet all the pre-requisites for ENG 111 (without a co-requisite requirement.)

To qualify for the HST program, the student must meet all the pre-requisites for MAT 143(without a co-requisite requirement.)

Note: The course listed is the *expected level of minimal competency* and may not be a required course within the program itself. Students should meet with an academic advisor if they do not meet this requirement and need guidance on course selection.

- _____ E. **Achieve and maintain a 2.0 minimum cumulative grade point average** on the transcript of record (most recent transcript with 12 accredited credit hours or more). If the transcript of record is not the COA transcript and the student has taken courses at COA, then the COA transcript must also show a 2.0 minimum cumulative grade point average (regardless of the number of hours). If the most recent 12 hour transcript of record is the high school transcript, the **unweighted GPA** will be used. Achieve a minimum of “C” grade on each relevant COA or transfer course. Only grades of “C” or better will be accepted for point earning, transfer purposes, and program completion.
- _____ F. **Applicants must have completed one unit of biology in high school that counts as at least 1 full credit** on the transcript - or the equivalent at a post-secondary institution (BIO 090 or higher). An official transcript must be provided.

REQUIREMENTS A, B, C, D, E, and F must be met in entirety before applicants may move to Phase II. Once students have met criteria A-F completely, they should contact the Health Sciences Admissions Technician (Annette Roberson, Ext 2221) for validation of requirements. One week after submitting validation forms, students may contact the HSWP Admissions & Advising Director (Owens Center, Office 107, ext. 2304), who will confirm their form has been received.

PHASE II: HST APPLICATION REQUIREMENTS

- _____ G. **Read and review the HST Handbook prior to admission to the program.** The handbook is available online at the college website: www.albemarle.edu , or from the HSWP Admissions & Advising Director (Owens Center, Office 107, ext. 2304).
- _____ H. **Sign all required forms related to admission to the program located at the back of the HST Handbook.** Students should make an appointment with Admissions to meet and turn in all required forms for the program.

- Confirmation of a completed application will come from the HSWP Admissions & Advising Director via COA email (Owens Center, Office 107, ext. 2304).
- **Only those students who have completed an application form in its entirety will be considered for admission to the program. All applications must be received in the office of the HSWP Admissions & Advising Director (Owens Center, Office 107, ext. 2304) by 4 p.m. on the last day to register for classes for each semester. Late applications will NOT be accepted for any reason.**

PHASE III: SELECTION PROCESS

- A. **If the number of applicants exceeds the number of available slots**, all students who have met all the required academic and testing criteria, and have a complete HST application on file, will be ranked on a first come-first serve basis, based on the date their validation form was submitted to the Health Sciences Admissions Technician (Annette Roberson).
- B. **Letters of contingent acceptance** will be sent to the first applicants for the number of program slots available. Letters to other applicants who qualified, but did not place within the allotted number of slots, will be sent and these applicants will be assigned an “alternate” number based on their dated validation form. It is from this alternate list that any vacancies that occur prior to the first day of classes may be filled at the discretion of the HFS Program Coordinator, whose decision is final, starting with “Alternate 1.”

An applicant who has concerns about the admissions process to the HST Program should contact the HST Program Coordinator (Owens Center, Office 204, Ext. 2363).

OTHER IMPORTANT INFORMATION RELATED TO THE HST PROGRAM ADMISSION PROCESS

Depending on the options selected, some HST students may have to meet additional requirements prior to entering some courses or internships. Therefore, these items are not required for admission to the program, but this is to notify applicants that they may be required to provide additional information or certifications, at their expense, during the HST program including:

- A. **Documentation of current American Heart Association BLS (CPR)** if required by any agencies or internships.
- B. **Some internships sites may require an original (no fax or scanned copies allowed), completed and signed COA Health Care Examination Form** indicating physical and emotional health and record of immunizations.
- C. **A criminal background check and/or drug testing may be required** by some sites prior to participation in any internship or observer components of this program. Progress toward graduation may be limited by any inability to complete these portions of the program. Students with certain misdemeanor or felony convictions may have limited internship and employment opportunities.
- D. **Other information or requirements may be required** at the discretion of clinics and agencies prior to providing access or internships to HST students.

**ASSOCIATE DEGREE
HUMAN SERVICES TECHNOLOGY CURRICULUM SCHEMA**

SEMESTER/COURSES		SHC			
Semester –1st Fall		Class	Lab	Clinical	Credits
ACA 111	College Student Success (or ACA 122*)	1	0	0	1
CIS 111	Basic PC Literacy (or CIS 110*)	1	2	0	2
ENG 111	Writing and Inquiry	3	0	0	3
PSY 150	General Psychology	3	0	0	3
MED 121	Medical Terminology I	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
HSE 110	Introduction to Human Services	2	2	0	3
TOTAL CREDITS					18
Semester – 1 st Spring					
ENG 112	Writing/Research in the Disciplines	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
BUS 151	People Skills	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
TOTAL CREDITS					17
Semester – 2 nd Fall		Class	Lab	Clinical	Credits
BIO 163	Basic Anatomy and Physiology (or 168&169*)	4	2	0	5
GRO 120	Gerontology	3	0	0	3
HEA 120	Community Health (or HEA 110)	3	0	0	3
SOC 220	Social Problems	3	0	0	3
HSE 125	Counseling	2	2	0	3
HSE 210	Human Services Issues	2	0	0	2
TOTAL CREDITS					18
Semester – 2 nd Spring		Class	Lab	Clinical/Work	Credit
OST 149	Medical Legal Issues	3	0	0	3
Humanities Elective (PHI 240 or HUM 115 preferred)		3	0	0	3
HSE 225	Crisis Intervention	3	0	0	3
Select One Option from below:					
Option 1 - HEA 112 & WBL 110 World of Work & WBL 112 Work-Based Learning I		1/1/0	2/0/0	0/0/20 (work)	5
Option 2* - SOC 225 – Social Diversity & SWK 110 Introduction to Social Work		3/3	0/0	0/0	6
TOTAL CREDITS					14-15
GRAND TOTAL					68-69 Hrs

**Suggested courses/options for those interested in college transfer.*