

**Mississippi Baptist Medical Center  
School of Medical Laboratory Science  
1225 North State Street  
Jackson, MS 39202**

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## **MLS School Application: Policies & Procedures**

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### **3+1 Applicants**

Applications to the School of Medical Laboratory Science, 3+1 option, will be considered after the applicant has completed the required coursework at one of the School's academic affiliates and has courses in progress that will fulfill the baccalaureate degree requirements of the affiliated college or university and the prerequisites for the Medical Laboratory Science Clinical Program. Students who will be transferring hours from MBMC to an academic affiliate to complete their degree must obtain written approval from the Academic Advisor to enroll in the 3+1 clinical program. Before the clinical program begins, the student must complete all prerequisite courses, and the Academic Advisor must send a statement to the Program Director confirming the student's eligibility for a degree upon satisfactory completion of the clinical program.

### **4+1 Applicants**

Applications to the School of Medical Laboratory Science, 4+1 option, will also be considered. The 4+1 students must provide documentation of baccalaureate degree completion and completion of all School of Medical Laboratory Science prerequisites before the clinical program begins.

### **International Applicants**

For applicants who completed degrees outside the United States, a transcript evaluation from one of the evaluation agencies listed by the ASCP Board of Certification must be submitted with the international transcript.

In addition, all international applicants must present evidence to the hospital's Human Resources department of their eligibility to work in the United States to prove there are no restrictions that might interfere with the year of clinical training.

### **Advanced Placement**

Advanced placement is not offered at MBMC in the School of Medical Laboratory Science.

### **Student Application & Selection**

Applicants interested in the MBMC Medical Laboratory Science Clinical Program should tour the laboratory facility and discuss the Medical Laboratory Science career choice with faculty prior to making application. All application materials should be submitted by **December 15** for the following fall class. Action may not be taken on applications until all requested materials have been received. Since there may be some delay in obtaining transcripts and references, it is recommended that applicants allow adequate time for these to be supplied before the interview is scheduled.

The application deadline may be extended should the class not be filled. A maximum of six students per year may be accepted. There is no set number of students accepted from each affiliate. Students are accepted according to the student selection criteria given in this policy. Contact the Program Director for more information regarding admission policies.

If a student desires not to have his/her application acted upon, the student should promptly notify the Medical Laboratory Science Program Director. Students receiving acceptance letters from MBMC are allowed approximately two weeks to reply. If the student does not respond in this time period, the position may be offered to another student. Selections are made without regard to race, color, religion, national origin, sex, age, genetic testing information or disability.

### **Student Selection Criteria**

Qualified applicants are ranked for admission by the Admissions Committee according to an objective scoring system. The following components of the application are scored:

- ◆ Cumulative Grade Point Average: Minimum of 2.70 required
- ◆ Senior College Grade Point Average: Minimum of 2.70 required
- ◆ Math/Science Grade Point Average: Minimum of 2.70 required
- ◆ Number of semester hours earned at affiliated university (for 3+1 students)
- ◆ Three references
- ◆ Interview scores by the Admissions Committee
- ◆ Scores on the Graduate Record Exam
- ◆ Reapplication
- ◆ Additional Considerations:
  - Negative points are assigned for each course failure (unless covered by academic forgiveness) or for repeating a course more than once.
  - Only two course withdrawals are accepted without penalty. Negative points are assigned for each course withdrawal over two.

### **Graduate Record Exam**

The Graduate Record Exam (GRE) is required to determine the applicant's academic ability. Scores must be obtained within the last seven years. Minimum acceptable scores include a combined score of 280 on the Verbal & Quantitative sections and at least a 3.0 on the Analytical writing section. Students should send a copy of their score report to the MLS Program Director.

### **Required Coursework**

Applicants must complete:

- 16 semester hours (24 quarter hours) of Chemistry courses
  - Organic Chemistry is required
  - Biochemistry is recommended
- 16 semester hours (24 quarter hours) of Biology courses
  - Microbiology & Immunology are required
  - Genetics, Parasitology & Molecular science courses are recommended
- One course in Mathematics is required. Minimum requirements include courses recognized as prerequisites for Physics courses.
  - Courses in Statistics and Physics are recommended

### **Updating Coursework**

Due to rapidly changing technology, applicants who have met the minimum program requirements seven or more years prior to application should update their academic preparation to assure competence in their scientific knowledge. Criteria utilized in reviewing the candidates' credentials include degree status, timeframe since completion of academic coursework, GPA in pre-requisite science courses and GRE scores obtained within the past seven years.

Options for satisfying updated coursework include, but are not limited to:

- Formal updated college courses applicable to Medical Laboratory Science (such as Chemistry, Microbiology, Immunology) with a minimum grade of "B"
- Challenge examinations resulting in academic credit
- Relevant/recent experience in the field of content in which the candidate may be using skills that will satisfy "update" requirements

*Updated coursework must be approved by the Medical Laboratory Science Program Director prior to admission.*

### **Student Health & Essential Functions**

Due to the nature of hospital work, students admitted to the Medical Laboratory Science Program must be in good health at the time of entry and must satisfactorily meet the mental and physical health requirements for a Medical Laboratory Scientist position. The student must be able to master the following essential functions to participate in the MBMC program.

The essential functions of a Medical Laboratory Scientist include the ability to read and write effectively, to sit and stand with freedom of movement for extended periods of time, including lifting up to ten pounds, to reach over and bend around instruments, to perform repetitive motions, to demonstrate good hand-eye coordination and near visual acuity, to see through a microscope, to hear intercom and instrument alarms, to discriminate color reactions of special stains and other laboratory procedures, to possess necessary manual dexterity, to effectively communicate verbally and in writing with patients and staff, to wear personal protective equipment and be aware of potential exposure to contagious diseases and chemical irritants.

Mental aptitude of the Medical Laboratory Scientist includes frequent periods of concentration requiring close attention to many integrated processes and details with frequent interruptions. Independent judgment is required.

Pre-employment screenings, performed upon admission to the program, include a color discrimination test, prescribed laboratory tests, background check and drug screen. If an applicant does not meet the essential functions of a Medical Laboratory Scientist or does not satisfactorily complete pre-employment screenings, the applicant will not be allowed to remain in the program.

### **Fees & Withdrawal**

An activity fee of \$1000 is charged for the clinical year at MBMC. Of this fee, \$500 is due upon the student's acceptance of a place in the program. The remaining \$500 is due during the first week of class. The entire fee is non-refundable. Students wishing to withdraw from the program after being admitted must submit a written notice to the Program Director.

### **Completing the Application Process**

The following steps are required to complete the application process. The application form, reference evaluation forms, official transcripts and GRE scores should all be submitted by December 15 for the following fall class.

1. A **completed application form** should be submitted to the Program Director.
2. Three **references** should be listed on the application form. Two college science instructors and one other reference are required. Applicants should provide references with a "Reference Evaluation Form" and instruct them to return the completed form directly to the Program Director.
3. An **official transcript** from all colleges attended should be sent directly from the college Registrar to the MBMC Medical Laboratory Science Program Director.
4. **Graduate Record Exam (GRE) scores** must be obtained within the last seven years. A copy of the score report should be sent to the Program Director, as the Educational Testing Service will not automatically do so.
5. **Personal interviews** will be conducted by the MBMC School of Medical Laboratory Science Admissions Committee. Applicants will be notified concerning the date and time set for interview following completion of the application.

### **Contact Information**

Program officials will be glad to answer any questions or concerns regarding the application process and may be reached at (601) 968-3070.

Official transcripts, completed applications and reference evaluation forms should be sent via postal mail, fax or email directly to:

Jennifer Knight, Program Director  
School of Medical Laboratory Science  
Mississippi Baptist Medical Center  
1225 North State Street  
Jackson, Mississippi 39202

Fax: (601) 974-6286

Email: [Jennifer.Knight@bmhcc.org](mailto:Jennifer.Knight@bmhcc.org)