

# HOSPITAL CENTRAL SERVICE

GATEWAYCC.EDU/HOSPITAL-CENTRAL-SERVICE

[INFORMATION PACKET]



HEALTH SCIENCES



GATEWAY  
COMMUNITY COLLEGE  
A MARICOPA COMMUNITY COLLEGE



MARICOPA  
COMMUNITY COLLEGES

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, <https://www.maricopa.edu/non-discrimination>.

For the latest information on programs, graduation rates and other important consumer information, please visit our website at [gatewaycc.edu](http://gatewaycc.edu)

## Hospital Central Service Technology

Dear Prospective Student:

Thank you for your interest in the **Hospital Central Service program** at GateWay Community College. Hospital Central Service technicians prepare and deliver needed supplies, instruments and equipment to all areas of the hospital or clinic.

The **Hospital Central Service** program is a 2 semester program that is open for enrollment each Fall semester. The program of study includes classroom instruction the first semester followed by a second semester for completion of 400 hours of clinical (in-hospital) education. Successful completion of this program will award the student with a GateWay Community College certificate of completion and an international certification through the International Association of Healthcare Central Service Materiel Management (IAHCSSM) as a Certified Registered Central Service Technician or CRCST.

Graduates of the Hospital Central Service program may request placement in the Surgical Technology program. Your program advisor may guide you through the process of enrollment. All seats are first-come-first-serve and numbers of seats available is determined by the community.

Learn more and begin by transferring your transcripts of all past education to the Admissions and Records office and then by contacting the Health and Science Academic Advisor @ 602-286-8181.

To find out more about GateWay Community College, please visit our website at [www.gatewaycc.edu](http://www.gatewaycc.edu).

Sincerely,

*Brandy Thompson*

Brandy Thompson  
602.286.8516  
Director, Hospital Central Service,  
Surgical Technology, Surgical Technology  
for the Operating Room Nurse Programs  
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## CAREER DESCRIPTION

Hospital Central Service Technicians provide vital support to all patient care services in a healthcare facility. They are responsible for knowing all of the instrumentation, equipment and supplies used in an operating room, as well as sterilizing and packaging of instruments and supplies used during surgery. . Hospital Central Service Technicians also decontaminate, clean, process, assemble, store and distribute many items used in patient care.

Most employment opportunities are available in hospitals, outpatient surgical centers and clinics. The job responsibilities include:

- Critical thinking skills
- Show the ability to accurately listen and assess situations
- Show that you can handle the demands of interfacing with all departments of the hospital
- Exhibit manual dexterity and good eye-hand coordination
- Prioritizing requests
- Communicate to the department lead and team members
- Be responsive and punctual with requests
- Disinfect, wash, and sterilize equipment using decontaminates bactericidal agents and sterilizers.
- Arrange and organize instrumentation
- Gather and place instruments with supplies on case carts
- Clean and test equipment
- Operate computers and electrical equipment

Requirements for physical and mental endurance include:

- Be able to take direction and follow orders
- Visual acuity and ability to see color
- Be able to work independently
- Demonstrate ability to stand for long periods of time in one location
- Positive coping skills under stress
- Demonstrate calm and effective responses
- Manage emergency responses with a team effort
- Demonstrate compassion at all times for patients, staff and faculty
- Be able to lift 20 pounds and carry the weight 40 feet
- Demonstrate the ability to endure constructive criticism with a positive attitude
- Be willing to encounter difficult personalities
- Be on time for all commitments and always be punctual.
- Be unimpaired by alcohol, drugs, or any other factor including health issues that could affect your judgment and skills negatively.
- Be compliant with random drug screens.

Maintain a calendar, adhere to it and share it with your family and friends.

## CERTIFICATE REQUIREMENTS

### ADMISSION CRITERIA

Students must meet the following criteria to be admitted to the program:

1. Background Check Requirements: Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Background Check standards. Upon conditional program enrollment, the student must comply with all requirements of the MCCCCD background check policy.
2. Clinical Health and Safety requirements must be met. Upon conditional program enrollment, the student must comply with all requirements of the MCCCCD clinical health and safety policy.
3. Inability to comply with Background Check requirements and/or Clinical Health and Safety requirements at the start of classes may result in cancellation of enrollment.

### PREREQUISITES FOR CERTIFICATE PROGRAM

None

### CERTIFICATE OF COMPLETION HOSPITAL CENTRAL SERVICES

The RDG-100AB is required for completion of the certificate for Hospital Central Service by all students enrolled as it is specifically designed to enhance the student's ability to comprehend the highly technical HCS manual and workbook from IAHCMM that accompanies the courses in this program. Higher degrees or additional educational degrees are no substitute for RDG-100AB.

<b>Courses</b>	<b>Credits</b>
HCC/ RES109	0 – 0.5
American Heart Association Health Care Provider CPR Certification card <b>(must be current throughout the duration of the program)</b>	
HCC130	
Fundamentals in Health Care Delivery (3) <b>OR</b>	
HCC130AA	
Health Care Today (0.5) <b>and</b>	
HCC130AB	
Workplace Behaviors in Health Care (0.5) <b>and</b>	
HCC130AC	
Personal Wellness and Safety (0.5) <b>and</b>	
HCC130AD	
Communication and Teamwork in Health Care Organizations (0.5) <b>and</b>	
HCC130AE	
Legal Issues in Health Care (0.5) <b>and</b>	
HCC130AF	
Decision Making in the Health Care Setting (0.5) <b>OR</b>	
Permission of GateWay Health Core Curriculum Coordinator	0 – 3
HCC145	
Medical Terminology for Health Care Workers (3) <b>OR</b>	
HCC146	
Common Medical Terminology for Health Care Workers (2) <b>OR</b>	
Permission of GateWay Health Core Curriculum Coordinator	0 – 3
+ HCS/SGT100	6
Fundamentals of Surgical Services	
+ HCS/SGT101	1
Medical Terminology for Surgical Services	
+ HCS/SGT102	2
Basic Surgical Instrumentation for Surgical	
+ HCS/SGT152	2
Advanced Surgical Instruments for Surgical Services	
+ HCS154	7
Hospital Central Service Practicum	
RDG100AB	1
Successful College Reading - Notetaking and Studying for Success	

Please see the college catalog for full description of program requirements.

+ Indicates course has prerequisites and/or corequisites

CERTIFICATE OF COMPLETION HOSPITAL CENTRAL SERVICES (BY SEMESTER)

<b>Fall Semester</b>		<b>Credits</b>
HCC/ RES109	American Heart Association Health Care Provider CPR Certification card <b>(must be current throughout the duration of the program)</b>	0 – 0.5
HCC130	Fundamentals in Health Care Delivery (3) <b>OR</b>	
HCC130AA	Health Care Today (0.5) <b>and</b>	
HCC130AB	Workplace Behaviors in Health Care (0.5) <b>and</b>	
HCC130AC	Personal Wellness and Safety (0.5) <b>and</b>	
HCC130AD	Communication and Teamwork in Health Care Organizations (0.5) <b>and</b>	
HCC130AE	Legal Issues in Health Care (0.5) <b>and</b>	
HCC130AF	Decision Making in the Health Care Setting (0.5) <b>OR</b>	
	Permission of GateWay Health Core Curriculum Coordinator	0 – 3
HCC145	Medical Terminology for Health Care Workers (3) <b>OR</b>	
HCC146	Common Medical Terminology for Health Care Workers (2) <b>OR</b>	
	Permission of GateWay Health Core Curriculum Coordinator	0 – 3
+ HCS/SGT100	Fundamentals of Surgical Services	6
+ HCS/SGT102	Basic Surgical Instrumentation for Surgical	2
RDG100AB	Successful College Reading - Notetaking and Studying for Success	1
<b>Spring Semester</b>		
+ HCS/SGT152	Advanced Surgical Instruments for Surgical Services	2
+ HCS154	Hospital Central Service Practicum	7

## ESTIMATED PROGRAM COSTS

The estimated cost for the Program is outlined below. The student is responsible for providing transportation, housing, and uniforms. In the last semester, the student will be responsible for costs of his/her national board exam and state licensing.

### **Certificate of Completion**

Tuition* (17-24.5 credit hrs @ \$85 a credit hr) <sup>1</sup> .....	\$ 1,530 – 2,083
Registration fees \$15 (per semester) x 2 Semesters .....	30
Course / Lab Fees .....	613
Equipment / Supplies .....	83
Books .....	195 – 425
Other Costs: License/Certification, Pre-Clinical Health & Safety Requirements, etc. <sup>2</sup> .....	217 – 1,099
<b>Total Estimated Costs</b>	<b>\$ 2,668 – 4,333</b>

### **Out-of-County residents pay \$401\* / Out-of-State residents pay \$326\*\* a credit hr <sup>1</sup>**

- \* Rates are set according to Arizona Revised Statute. Applies only to counties with no community colleges.
- \*\* According to Arizona Revised Statute, 15-1802 F, "A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student." Therefore, unclassified and out of state surcharges do not apply to such students.

Students must also plan on the expense of driving to clinical locations across the metropolitan Phoenix and outlying areas. Several clinical affiliates are not on bus routes so one's own private transportation vehicle is necessary.

- <sup>1</sup> Tuition and fees are set by the Maricopa Community College Governing Board and approved by the State Board of Directors for Community Colleges; all fees are subject to change. Tuition is higher for non-county residents; visit [www.gatewaycc.edu](http://www.gatewaycc.edu) for more information.
- <sup>2</sup> Other Program Costs may be less or more than listed based on a student's individual health record in respect to being in compliance with the immunization and safety requirements for the clinical experience.

**IMPORTANT** – Tuition is charged per academic credit hour, according to your residency classification or status. Fees may vary, and will be assessed at the time of registration. For more information please visit <https://www.maricopa.edu/become-a-student/tuition-paying/tuition-cost-chart>

Students who are dropped due to non-payment will not be readmitted to the program.

## IMMUNIZATIONS, TESTING, AND BACKGROUND REQUIREMENTS

### IMMUNIZATION AND TB TESTING REQUIREMENTS

All health and safety is now completed digitally. The health and safety requirements are subject to change based on the requirements of our clinical partners. Once a student has been accepted into a program for the start of an upcoming semester, clinical requirements will be sent out.

### MCCCD BACKGROUND CHECK POLICY REQUIREMENTS

Students seeking admission to an MCCCDD Allied Health or Nursing Program (Program) will be required to obtain a valid Level-One Arizona Department of Public Safety Fingerprint Clearance Card (FCC Card) AND a passing score on an MCCCDD background check. This policy precludes MCCCDD faculty or staff from assigning students to a clinical experience who cannot meet the new requirements.

Upon admission to the program, students are required to present a copy of the DPS card and apply for the MCCCDD Background Check. Students bear the financial costs for both the MCCCDD Background Check and the AZ Fingerprint Clearance Card. Students will receive Information regarding the MCCCDD Background Check after admission, but prior to the beginning of the program.

**We encourage students to apply for the card early in the application process. Please allow a minimum of eight weeks processing time for the DPS Level-One Fingerprint Clearance card.** The card is valid for six years from the date of issue.

### DRUG SCREENING

Each student must go through a preclinical drug screen prior to beginning the first clinical rotation. Drug screening for all Computed Tomography students is mandatory. The cost for this test is the responsibility of the student. The urine drug screen will test for alcohol; illegal drugs, or drugs that may impair judgment while working with patients at the clinical site. If the drug test is positive for the illegal drugs, the student will not be able to continue in the program. Readmission is at the discretion of the college and the Program. Some clinical sites also require screening for nicotine. Students who test positive for nicotine may not be able to be placed at some clinical sites, but are not excluded from the Program.

## FREQUENTLY ASKED QUESTIONS

### **Can I apply previously earned college credits to this program of study?**

Previously earned college credits may be acceptable towards degree/certificate requirements however they should be checked for equivalency by the GateWay Community College Program Adviser.

### **If I am a military veteran what will GateWay Community College do for me to accept me into the Hospital Central Service program?**

The first five seats of each program start will be held for military veterans. A copy of the DD214 is required.

### **If I have a criminal record will that prohibit me from being able to enroll?**

It is possible that without proper clearance you may not be able to enroll with a criminal record. Our clinical agreements with the healthcare facilities require that our students receive a Level-One Fingerprint Clearance Card issued by the Arizona Department of Public Safety. Additionally, a student must not be listed on the Federal Government's office of the Inspector General's Exclusion List. Students who are unable to obtain either of these clearances will be prohibited from attaining their clinical experience. Appeals to the appropriate clearances may be considered by each Health and Safety regulatory agency or department.

### **How many students are admitted into the program?**

The Hospital Central Service program admits 20 students each fall semester.



**Can I get financial aid or scholarships?**

Financial assistance is available to eligible GateWay Community College students in the form of grants, scholarships, employment or loans. Students may receive assistance from only one funding source, or aid may be offered in a package from multiple sources. This depends on students eligibility, level of need, packaging policy and availability of funds. Additional information is available from the Office of Financial Aid Services (602) 286-8300).

**I live outside Maricopa County. Is it possible for me to go to a clinical site closer to where I live?**

The Hospital Central Service program does have clinical partners outside Maricopa County. The Clinical Coordinator at GateWay Community College must solely arrange the student's clinical experience. Arrangements other than those made by the Clinical Coordinator will not be acknowledged due to the policy of the program and associated accreditation in the Surgical Technology program. All students interested in a clinical site location outside of Maricopa County may submit a written request for a specific hospital clinical practicum site through the Clinical Coordinator.

**When is the program available?**

GateWay is the only community college that offers this day program every fall semester.

**Are there prerequisites required?**

You must complete the admission criteria. There are no formal pre-requisites to this program. You may complete all HCC classes before or during the program to graduate with successful completion of the program.

**If I have a criminal record, will that prohibit me from being successful in this career?**

Yes, it may effect your ability to enroll because our clinical agreements with the healthcare facilities require that our students receive a Fingerprint Clearance Card issued by the Arizona Department of Public Safety. Additionally, a student must not be listed on the Federal Government's Office of the Inspector General's Exclusion List. Students that are unable to obtain either of these clearances will be prohibited from attending their clinical experience.

**Is the Hospital Central Service Technology program transferable to other health programs?**

Students who successfully complete the Hospital Central Service program may elect to enroll in the Surgical Technology program. Maximum enrollment varies according to the community and enrollment is determined per the Selective Admissions Department of Admissions and Records. The student, prior to enrollment in the Surgical Technology program must complete the pre-requisites for the program. Completion of an AAS degree will allow the HCS program courses to transfer to NAU.

**What is the HCS154 clinical?**

Clinical is the last portion of the program. The student is placed in the hospital to work side-by-side with a Hospital Central Service employee for a total of 400 hours. These hours are transferred to HAHCSMM upon completion for the student to receive an International Certification for the Certified Registered Central Service Technician (CRCST) certification. This certification is designed to recognize individuals who have demonstrated the experience, knowledge and skills necessary to provide competent services as a Central Services Technologist.

**Which clinical sites are used?**

Clinical sites are offered to students per community request. The Clinical Coordinator will arrange for clinical placement and offer sites available to the student.

The Hospital Central Service program may have a clinical agreement with a hospital outside Maricopa County. The student's clinical experience must be solely arranged by the clinical coordinator at GateWay Community College. Arrangements other than those made by the Clinical Coordinator will not be acknowledged due to the policy of the program. If students are interested in a specific clinical site location the may submit a written request through the Clinical Coordinator.

**Do you help with job placement?**

The Job Placement Center on campus is available to assist students with resume building and locating search engines. The clinical sites often offer employment to the student. Networking with the Grand

Canyon Chapter of IAHCSSM monthly meeting members and internet searches are all helpful to gain opportunities to interview for a position.

### **Is there a certification exam available for the Hospital Central Service Technician?**

The GateWay Community College Hospital Central Service program will prepare the student for a certification exam administered by IAHCSSM, the International Association of Healthcare Hospital Central Service Materials Management, and certification from GateWay Community College upon successful completion of the program. Arrangements for completion of this exam are the sole responsibility of the student; the cost is \$125.00 (provisional). You may view the exam application at "provisional exam IAHCSSM." This will include the current rate.

## **ACCREDITATION**

GateWay Community College is a Maricopa Community College, accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org)), a regional accreditation agency recognized by the U.S. Department of Education. For the latest information on programs, graduation rates and consumer information, visit [gatewaycc.edu](http://gatewaycc.edu).

The Hospital Central Service program is not accredited by a specific organization within IAHCSSM. The program does follow the IAHCSSM guidelines for instruction within IAHCSSM and some courses cross-linked to the Surgical Technology program follow guidelines for that program.

## **POLICIES, RULES, REQUIREMENTS, AND REGULATIONS COMPLIANCE**

- ❖ Policies, courses, programs, fees, and requirements may be suspended, deleted, restricted, supplemented, or changed through action of the Governing Board of the Maricopa Community Colleges.
- ❖ The Maricopa Community Colleges reserves the right to change, without notice, any materials, information, curriculum, requirements, and regulations.
- ❖ Tuition and fees are set by the Maricopa Community College District Governing Board and approved by the State Board of Directors for Community Colleges and are subject to change.
- ❖ Admission or graduation from any Allied Health program at GateWay Community College does not guarantee the student's professional certification, licensure, or employability. The student must comply with legal requirements of the profession. This may include provisions from Arizona Revised Statutes 41-1758.03 (sections B and C) regarding the denial of a fingerprint clearance card or being listed on the US government's Office of Inspector General's Exclusion List.
- ❖ Students with related health care experiences not listed in the Program (Health Core Curriculum courses) Prerequisites/Co-requisite options, may request an evaluation for course competency equivalence by contacting the Health Sciences Division at 602-286-8477 or by contacting Admissions and Records at 602-286-8200.
- ❖ Up to date Program material can be found online at <https://www.gatewaycc.edu/hospital-central-service>
- ❖ *Consumer Information about gainful employment disclosures can be found at the following link: <https://cdn.maricopa.edu/ged/GWC03/GWC03-5311/51.0799.pdf>*

## EEO STATEMENT

- ❖ *The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District*
- ❖ *The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, <http://www.maricopa.edu/non-discrimination>.*

## COLLEGE COMMUNICATION

### **The following information is very important so you do not miss any notices:**

We communicate with students strictly through your Maricopa College email, not your personal email account.

We have a district-wide Google powered email system. This system is the way we send all official College communications concerning selective admissions, class enrollment, financial aid, tuition due dates and other important student information.

All students will need to check their new student e-mail regularly or forward the new student e-mail to a personal e-mail to ensure that all official college communication is received.

Students may access their new e-mail accounts directly from their Student Center once they log in at [my.maricopa.edu](http://my.maricopa.edu). 1st section "Student Communication Center".

The benefits to you include:

- Quicker response
- Convenience. You can receive & read email even if out-of-town
- Saves trees!

Go to [my.maricopa.edu](http://my.maricopa.edu) & log in to your account. Click on 'create an account' in the paragraph above the picture of the students to set up your student account. You may edit your information, such as address, phone, etc. here also if you need to. This is a self-service for students, which includes registering for classes, adding/dropping classes, making payments, printing your class schedules, viewing financial aid & viewing your grades. If you have any technical issues, please call 1-888-994-4433.

## CONTACT INFORMATION

If you have any questions about the enclosed program material, please feel free to contact any of the following program contacts:

Brandy Thompson RN, M.Ed., CNOR, CST, Clinical Coordinator/ Phone: 602.286.8516  
Email: [thompson@gatewaycc.edu](mailto:thompson@gatewaycc.edu)

Caroline Delgado, Health Sciences Academic Advisor / Phone: 602.286.8183  
Email: [carolyn.delgado@gwmail.maricopa.edu](mailto:carolyn.delgado@gwmail.maricopa.edu)

Lucy Granillo, Health Sciences Academic Advisor / Phone: 602.286.8185  
Email: [luciella.granillo@gatewaycc.edu](mailto:luciella.granillo@gatewaycc.edu)

### STEP 1: GET ADMITTED

#### Create MEID Account and Apply for Admissions

[maricopa.edu/admissions](http://maricopa.edu/admissions)

- Provide proof of identity to the college at which you applied.
- For tuition purposes, verify your residency status by providing a government issued ID.
- Submit prior education (if applicable) i.e. high school and/or college/university official transcript.
- Undecided on a major? Connect with [Counseling](#) and Career Services at your college.
- Visit the campus to familiarize yourself with the services and resources.
- Complete the FAFSA and scholarship applications at: [maricopa.edu/paying-for-college](http://maricopa.edu/paying-for-college).

### STEP 2: TAKE THE PLACEMENT TEST

#### Prepare, Study, and Schedule Test

[maricopa.edu/testing](http://maricopa.edu/testing)

- Prepare by reviewing the sample questions at [maricopa.edu/testing](http://maricopa.edu/testing).
- Placement test will ensure appropriate level of classes for enrollment.
- The Placement Test is not a pass/fail exam.
- The Placement Test is untimed and FREE.
- Bring your government issued photo ID on the day of testing.
- To review your test score results, ask for a Course Placement Chart.

### STEP 3: GET ENROLLED

#### Seek Academic Advisement

[maricopa.edu/advisement](http://maricopa.edu/advisement)

- Advisors will help with identifying courses and creating an Educational Plan to meet your academic goals.
- Meet with a Health Sciences Academic Advisors every semester prior to class registration.

The Health Sciences Academic Advisors are available by phone, email, or in person at the [CH Center for Health Careers Education Building](#), on the north side of campus during the following business hours:

#### Walk-in basis

Tuesday: 8 a.m. to 6 p.m.

Wednesdays: 8 a.m. to 2 p.m.

**Note:** Students **must** check in 2 hours before closing time to ensure they will be seen.

#### For an appointment call 602.286.8181

Monday, Thursday & Fridays by appointments. Decrease your waiting time by scheduling an appointment at [advisor@gatewaycc.edu](mailto:advisor@gatewaycc.edu) or by calling 602.286.8200.

**(During the Summer, college is closed on Fridays)**

Before you meet with an advisor, we recommend you check out the current [Catalog](#) to learn more about the programs that interest you. Let your advisor know if you have any questions or concerns.

If you have taken a class for college credit and you are interested in transferring credits to GateWay, you may better prepare for your meeting if you bring a copy of your transcripts to review with your advisor and then:

Arrange to have your official transcripts (from all colleges & schools previously attended) sent to:

**Attn: Enrollment Services**  
**108 N 40th Street**  
**Phoenix, AZ 85034-1704**

Bring a copy of your transcripts to review with your advisor. Your advisor can help you choose courses that will apply to most degrees and give you an introduction into your areas of interest.

#### **Register for Classes**

[maricopa.edu/register](http://maricopa.edu/register)

- Register for classes early to ensure the best schedule, maximize financial aid options, and to get prepared for a successful semester.
- Know when your tuition is due.

#### **Attend New Student Orientation**

[maricopa.edu/new-student-orientation](http://maricopa.edu/new-student-orientation)

- All new to college students must attend [New Student Orientation](#). Research shows that those who participate, have higher rates of attaining their goals.

### **STEP 4: PAY TUITION AND FEES**

#### **Explore Payment Options**

[maricopa.edu/paying-for-college](http://maricopa.edu/paying-for-college)

- Monitor your Student Center for current balance and pay on or before due date.
- Explore paying for college at [maricopa.edu/paying-for-college](http://maricopa.edu/paying-for-college).
- Complete the Free Application for Federal Student Aid (FAFSA) at [fafsa.gov](http://fafsa.gov).
- Explore college websites for [scholarships](#), such as the [Presidents' Scholarship](#) and more.

### **STEP 5: PROGRAM APPLICATION**

Many of GateWay Community College's Health Science programs have a special admissions procedure. The Hospital Central Services Program information packet contains detailed information regarding this process. Please be sure to review this information to ensure that your application materials are complete and received at the Special Admissions office by the stated deadlines. You will receive notification of your acceptance via e-mail. This will arrive through the **Maricopa email account** set up when you received your MEID. So you will want to check this account regularly, or have it forwarded to an account which you do check often. Keep your contact information current with GateWay Community Colleges Admissions and Records department.

## STUDENT SERVICES

The following are some of the services available to students.

**Advising** – The Health Sciences Academic Advisors are available by phone, email, or in person at the [CH Center for Health Careers Education Building](#), on the north side of campus during the following business hours:

**Walk-in basis**

Tuesday: 8 a.m. to 6 p.m.  
Wednesdays: 8 a.m. to 2 p.m.

**Note:** Students must check in 2 hours before closing time to ensure they will be seen.

**For an appointment call 602.286.8181**

Monday, Thursday & Fridays by appointments.  
Decrease your waiting time by scheduling an appointment at [advisor@gatewaycc.edu](mailto:advisor@gatewaycc.edu) or by calling 602.286.8200.

**(During the Summer, college is closed on Fridays)**

**Bookstore** – Available are textbooks and supplies for classes, call 602.286.8400. You may visit their website at: [www.efollett.com](http://www.efollett.com) and selecting "College Textbooks".

**Counseling** – Academic, personal, or career counseling available. Call 602.286.8900.

**Employment** – The Career Center in the IE Building is available to any resident of Maricopa County. Upon completion of the Hospital Central Services Program, contact the Career & Re-Entry Services, at 602.286.8500 for assistance with resume building and search engines.

**Financial Aid** – Available for qualified students. Contact the Financial Aid Office at 602.286.8300 or visit website: <http://enroll.gatewaycc.edu/FinancialAid/ApplyForFinancialAid/default.htm>

**Student Assessment Center** – Services include instructor makeup exams, the English, Math, and Reading COMPASS placement tests required for acceptance into the Health Science or Nursing programs. Call 602.286.8160 for specific days and times tests are available.

**Tutoring Assistance** – Available through the Learning Center, 602.286.8800.

For a complete listing of student services, please refer to the college catalog, or visit GateWay's website: [www.gatewaycc.edu](http://www.gatewaycc.edu) or call college information at 602.286.8000.



**DISCLAIMER - HOSPITAL CENTRAL SERVICE TECHNOLOGY**

Your admission to GateWay Community College Hospital Central Service Technology Program is no guarantee that you will receive a Certificate of Completion from the college. Completion of the Hospital Central Service Technology Program is not the criterion for obtaining National Certification.

I have read and understand the Admissions Application Disclaimer.

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Signature

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Date

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Student ID Number

This disclaimer will become a part of your Hospital Central Service Technology Program records.