



Medical Laboratory Sciences



Medical Laboratory Science Program 2017-2018 Admissions Terms & Conditions

Criminal Background Studies

The Medical Laboratory Sciences Program and the Center for Allied Health Programs require criminal background studies for all students in the MLS program each year. Based on amendments to the Vulnerable Adult Act in 1995 and 1996, Minnesota Law requires any person who provides services involving direct contact with patients and residents at hospitals, nursing homes and other health care facilities licensed by the Minnesota Department of Health to have a Minnesota background study. Clinical sites attended by students require verification from the program and the student that they are qualified to provide direct contact services.

Students must receive a satisfactory criminal background study to participate in required clinical components of the curriculum. If a student is disqualified from providing direct contact as a result of the background study and this disqualification is not set aside by the Commissioner of Health through a reconsideration process, the student is not eligible for clinical placement at licensed facilities, and therefore, not be eligible to perform clinical rotations or complete degree requirements for this Program. If this is a known concern for you, please contact CAHP Student Services as soon as possible by phone at (877) 334-2659, or by e-mail at cahpinfo@umn.edu. Visit the State of Minnesota Department of Human Services Criminal Background studies website for more information at www.dhs.state.mn.us, then click on "Licensing," and then on "Background Studies."

Immunizations

According to Occupation Safety and Health Administration (OSHA) regulations, Centers for Disease Control and Prevention (CDC) guidelines, and Academic Health Center (AHC) policy, all students (including international students) enrolled in AHC colleges must meet immunization requirements as a condition of enrollment. AHC/MLS students who do not complete these immunization requirements will not be able to register for classes.

*Note: the Hepatitis B immunization is a three-shot series given over a six-month period. You must have documented completion of the first immunization in the series prior to the beginning of fall semester and proof of the second immunization 4 weeks after initiation. The final immunization must be completed and documented to continue enrollment in the MLS Program. Students with incomplete immunization records will have a registration hold placed on the student account and will NOT be allowed to register.

This policy is non-negotiable. Information for completing immunizations requirements will be provided to admitted students of the MLS program.

Hospitalization Insurance

All MLS students are required to have health insurance while they are attending/participating in all course work including clinical experience rotations. During the course registration process students will automatically be charged the [Student Health Benefit Plan](#) fee or can request a waiver to use other outside insurance. Regardless of which health insurance plan they choose, students must never experience a gap in coverage while in the MLS Program. Students who are

enrolled less than full-time or who are taking clinical experience courses should consult with the Student Services Coordinator to ensure that they have

coverage during their time in the clinical facilities. Students seeking degrees from other schools (Mankato, St. Cloud State, UWRP) while attending MLSP classes must provide proof of health insurance coverage each semester of enrollment in the MLS Program from their home institution or alternative plan.

Long-Term Disability

Students admitted to the MLS Bachelor of Science (degree) will be automatically covered under a group Long Term Disability plan while enrolled. Degree seeking students will see a charge at the beginning of each fall and spring semester. Payment of this fee for two consecutive semesters provides year around coverage until graduation from your program. This coverage is NOT optional for MLS degree seeking students. For complete details on the Guardian long-term disability insurance coverage visit: <https://shb.umn.edu/students-and-scholars/ahc-disability>. If you are pursuing a second major in MLS or the MLS certificate, you can explore individual or employer-sponsored long term disability insurance plans.

Completion of Outstanding Courses & Conditions

All admitted students MUST complete all courses and conditions PRIOR to enrolling in their first semester of the program. Failure to complete courses and conditions remaining will result in rescinding the offer of admission to the Program. There are no exceptions to this policy.

Please have your college/university mail **official transcripts** directly to (if not a current UMN student):

University of Minnesota
Office of Undergraduate
Admissions 240 Williamson Hall
231 Pillsbury Drive SE
Minneapolis, Minnesota 55455-
0213

General Orientation

All Year 3 and Year 4 admitted students will be required to complete an online orientation tutorial prior to beginning each fall semester. The orientation will cover a variety of topics including navigating the University according to your campus, activating your University ID/email address, registering for classes, and the many services available to University of Minnesota students. The online orientation will also include a tutorial about online learning providing assistance with setup and configuration of your computer. One of the most essential portions of this online orientation is a review of the Student Handbook and the policies.

Laboratory Safety

Due to the biohazard nature of the materials used in our laboratory courses, all students must maintain compliance with safety training requirements and adhere to safety protocols at all times. Students will be required to complete a series of laboratory safety modules as part of the Fundamental Biomedical Laboratory Techniques course, MLSP 5311.

CAHP Information Technology Standards and Minimum Acceptable Configurations

Due to the hybrid curriculum delivery method in the MLS Program, admitted students are expected to be competent in using a computer to generate, type, edit, format, and print documents. All students in the MLS program must have consistent and reliable access to a computer and the Internet. The University of Minnesota offers a variety of hardware and software options to enrolled students, including certified laptop bundles, Microsoft Office software, and telephone/Internet services through UMarket. Visit <http://umarket.umn.edu> for complete details.

Technology Requirements

Students in the MLS Program will need to maintain a minimum level of capacity and flexibility with computer equipment and other technological issues. **Not all course modules online are compatible**

for use with tablets or smart phones versus laptop or desktop computers.

- Equipment –
 - o A Pentium-based computer running Windows 7, 8, 10 and a printer
 - o MAC with an Intel processor (1.66GHz or greater) running OS X 10.5 or later and Parallels Desktop for Mac, 2 GB of memory, and 20 GB of free space on the hard drive for software installation and virtual machine space.
 - o You will also need a valid, licensed version of Windows 7, 8, or 10 to install your virtual machine.
- Software – to support file exchange between students and the instructors
 - o Microsoft Office including Word, Excel, and PowerPoint
 - o Adobe Acrobat Reader
 - o Google Chrome or Mozilla Firefox browser with Flash, Shockwave and Java plugins
 - o If you need any additional software, it will be stated in the course syllabus.
- High-Speed Internet access. Dial-up Modem or DSL connections are insufficient to meet the course content requirements
- Abilities – to support file exchange between students and the instructor
 - o Ability to use the University web-based email program to send and receive messages and attachments
 - o Generate, modify, and save a document in Word, Excel or PowerPoint
 - o Upload/Download file to computer from email or course assignments

Clinical Rotation Placement and Disclaimer

Although we make every effort to confirm clinical rotations for each and every student for placement no later than Fall semester, students should be aware that due to increased applications and admissions into the senior year, your clinical rotations may be modified or delayed, possibly extending into Spring Semester. We will make every effort to schedule your clinical rotations at the earliest time possible. Clinical rotations are assigned randomly. Clinical sites may be scheduled out of the Twin Cities area; students should be aware that these rotations will require travel, and may require housing accommodations. It is important that students plan accordingly.

Time Management and Personal Planning

The senior year of the MLS program is a rigorous undergraduate curriculum that requires a **full-time** commitment of approximately 40 -55 hours per week of course participation and study, participation in learning experiences in the community and the classroom. Because of this you will need to strongly consider your employment workload. The Medical Laboratory Sciences curriculum is rigorous and requires excellent time-management and self-initiative. The online components of the curriculum require a high level of self-direction and discipline. Face-to-face learning with instructors consists of laboratories, discussion groups, and lectures and clinical experience.

Students with Documented Disabilities

Any student with a documented disability (e.g. physical, learning, psychiatric, visual, hearing, etc.) who needs to arrange reasonable accommodations should contact Disability Services. If you have a documented disability, or suspect you may have a condition that could affect your academic performance, Disability Services may be helpful in making a disability determination. Please contact Disability Services at (612) 626-1333 and identify yourself as a MLS student. Your contact with Disability Services is confidential. In order for the MLS Program to provide the best educational experience, it is ideal for an incoming student with a known disability to contact Disability Services prior to enrollment in Fall semester. Please note that due to the nature of medical laboratory work and our curriculum, some accommodations for laboratory courses may not be available.

