

	Athletic Training Department Academic and Clinical Education Policy & Procedure	Approved Signatures & Date: Department Chair: _____ College Dean: _____		
	Policy Title: Application Procedures for Admission (ATEP.Admission.Application Procedures.wpd)	Date Effective: 08.01.02	Date Replaces: N/A	Policy Number: 02.05

Section: Academic Admission

Subject: Application Procedures

Purpose: To define the application procedures for admission into the Athletic Training Education Program.

Policy:

Summary of Attachments:

1. Application Form
2. Directed Observer Hours of Documentation Form
3. Athletic Training Student Evaluation Form
4. Technical Standards for Admission form
5. Immunization records
6. CPR/First Aid Certification
7. Transcripts meeting the minimum criteria. Current students at Southwest Baptist University must submit transcripts independent from their perspective advisor.
8. Program's Physical Exam Form

Applications are due on/or before March 1st . Applications can be hand delivered directly to TJ John MA ATC/L, Meyer Sports Center, Athletic Training Laboratory or can be mailed to:

Department of Athletic Training
Attn: TJ John MA ATC/L
1600 University Ave
Bolivar, MO 65613

Once the application is received, the Athletic Training Department will review for completeness and acknowledge the received application. If items are missing from the application, the committee will then direct the applicant to provide further information as needed to complete the application. It is recommended that applicants not hearing from the Athletic Training Department within one week of submission contact the office to ensure that the application has been processed.

If you have any questions or concerns, please do not hesitate to contact Todd A. John at 417.328.1988 or email: tjohn@sbuniv.edu