



# Clinical Laboratory Science Application Packet

**MERCY COLLEGE**  
**OF HEALTH SCIENCES**

ALLIED HEALTH | LIBERAL ARTS AND SCIENCES | NURSING

# Thank you for exploring Mercy College

## **What does a clinical laboratory scientist do?**

A clinical laboratory scientist (CLS) performs a full range of laboratory tests from simple cholesterol screenings to more complex tests to uncover diseases such as AIDS, diabetes and cancer. As a clinical laboratory scientist you will be responsible for confirming the accuracy of test results and reporting laboratory findings to the pathologist and the patient's physician.

You will work quickly and carefully. As a clinical laboratory scientist you hold life and death in your hands because the information you give to the doctor influences the medical treatment that a patient receives.

The clinical laboratory scientist works with microscopes, complex electronic equipment, computers and precision instruments.

## **Office of Admissions**

Local (515) 643-6715  
Fax (515) 643-6702  
Toll Free (800) 637-2994, ext. 3-6715  
admissions@mchs.edu  
mchs.edu/admissions

## **Mailing Address**

Mercy College of Health Sciences  
Office of Admissions  
921 6th Avenue  
Des Moines, IA 50309-1200

## **Program Chair**

**Kyla Dippold, MS, MLS(ASCP)<sup>CM</sup>**

Local (515) 643-6772  
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## **Inside, find out about:**

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## Clinical Laboratory Science Program

Visit [mchs.edu/cls](http://mchs.edu/cls), to find additional information about our program.

### Accreditation Agency

National Accrediting Agency for Clinical Laboratory Sciences  
5600 N River Rd, Suite 720  
Rosemont, IL 60018  
(773) 714-8880  
[www.naacls.org](http://www.naacls.org)

## About this Program

The Clinical Laboratory Science (CLS) program was established more than 50 years ago, and has prepared hundreds of caring professionals in the clinical laboratory science field. The CLS program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences.

The 47-week CLS program includes intensive classroom instruction and clinical laboratory experience. You will learn to perform a wide variety of laboratory tests ranging from simple one step to complex multiple step procedures. You will also learn to operate complex equipment, computers, microscopes and precision instruments, and how to use equipment such as pipettes, inoculating loops and other equipment used in manual testing methods.

## Admission Requirements

The successful applicant for admission to the clinical laboratory science certificate program must meet the general college requirements for admission to Mercy College and the criteria listed below:

### Education Requirements

1. Achieve a minimum cumulative GPA of 2.5 on a 4.0 scale in college-level coursework overall as well as in the sciences.
2. Earn a grade of "C" (not "C-") or higher in all required courses listed below **prior to enrollment**: Sixteen (16) semester hours of Chemistry, including Biochemistry and/or Organic Chemistry that are part of a science major curriculum; sixteen (16) semester hours of Biology, including Immunology and Microbiology, that are part of a science major curriculum; and three (3) semester hours of college level mathematics e.g. college algebra or above.

### Additional Recommended Coursework

Applicants may consider taking the following courses in preparation for the CLS program. Although recommended, the courses below are not required and will not exclude the student from consideration for acceptance into the program.

- Parasitology
- Genetics
- Physiology
- Hematology
- Immunohematology
- Quantitative Analysis
- Analytical Chemistry
- Statistics
- Computer Science
- Management and Human Relations
- Instrumentation

**Note:** Coursework taken to meet the biology and chemistry requirements completed seven or more years before application may require updating. This is determined by the Program Chair with assistance from the certifying agencies.

### Affiliated and Non-Affiliated Institutions

Qualified students may be from an affiliated or non-affiliated institution. The following institutions are affiliated with the Mercy College CLS program:

- Bemidji State University
- Luther College
- Minnesota State University – Mankato
- Mount Mercy College
- North Dakota State University
- Northwest Missouri State University
- Wartburg College
- Winona State University

*Iowa State University is no longer an academic affiliate (affiliated institution) as of September 2011.*

Students from affiliated institutions who have completed three years, or equivalent, of undergraduate work are eligible to complete the fourth year at the Mercy College CLS program. All coursework, other than the clinical science courses, required by the academic institution toward a Bachelor's Degree, must be completed by the student prior to beginning the CLS program.

### **Non-Affiliated Institutions**

Students from non-affiliated institutions are eligible to apply if they have completed or will have completed a Bachelor's degree and have or will have completed all of the science prerequisites before the program begins.

### **Application Process**

The CLS application process consists of five components. An explanation of each component is provided below.

1. Complete the online **Application for College Admission** at **mchs.edu/apply**. Upon request, the Admissions Office will mail you a paper application. Paper applications must include a \$30 non-refundable application fee paid by check or money order. There is no application fee if you apply online at **mchs.edu/apply**.
2. Complete and submit the **CLS Follow-up Application** at **mchs.edu/cls** to **admissions@mchs.edu**.
3. Send your **Official transcripts** from **all colleges and universities** attended to the Admissions Office.
4. Submit three **letters of recommendation**. The **applicant reference form** may be downloaded at **mchs.edu/cls**. Please provide your evaluators with the reference form. Two of the references must be from professors, laboratory instructors, or teaching assistants, and one may be from an employer or an additional professor, lab instructor, or teaching assistant. *References from relatives are not acceptable.*

Evaluators will place the reference form in an envelope, sign the seal and return to the applicant. At affiliated universities where the application process is coordinated by the academic advisor, the evaluators may return the references directly back to the academic advisor.
5. Submit a **one page essay of career goals** and explain why you are choosing a career in clinical laboratory science.
6. Complete the **interview** with the Program Chair by November 15. This interview is scheduled by the Program Chair after all other documents have been received by the Admissions Office.

The application process will not be complete until all the above are submitted to the Mercy College Admissions Office.

### **Interview Process**

The interview generally takes 1 hour and may include the following:

- Tour of the facilities
- Meet current students
- Review the duties of a Clinical Laboratory Scientist
- Explain the clinical year at Mercy College
- Explain Clinical Standards
- Review the Selection Process, annual cost and other program policies
- Review program graduation rates, employment rates and performance on national certifying examinations
- Interview with Program Chair covering your application, academic and work history
- Entertain applicant's questions

**The application deadline is October 15.** All application materials must be received in the Mercy College Admissions Office by October 15 to be considered for admission. All interviews must be completed before November 15.

Admission into this program is on a competitive basis. Meeting the minimum admission criteria does not guarantee admission into this program. Admission into Mercy College does not guarantee admission into this program.

The Clinical Laboratory Science Program does not offer advance placement.

### **Mail Transcripts to:**

Mercy College of Health Sciences  
Office of Admissions  
921 6th Avenue  
Des Moines, IA 50309-1200

### **Downloadable Forms**

Download, complete and submit the Follow-up Application and reference form found at **mchs.edu/cls** in the quick links column under Admission Materials.

### **Post-Admission Reminder**

During the post-admission process, you must initiate a national background check with CertifiedBackground.com. Details may be found at **mchs.edu/bc**

## Selection Process

Following the October 15 application deadline, the process to select students begins. Each qualified applicant is invited to interview with program officials and tour the laboratory. Complete applications are reviewed by the selection committee, which considers the following:

- Types and difficulty of courses taken
- Evidence of well-rounded education, such as better than average grade in English composition
- Courses taken that are not required but are recommended
- Work experience
- Volunteer and extra-curricular activities
- Letters of recommendation
- Activities that indicate social consciousness and involvement
- Essay
- Cumulative and science GPA

Acceptance letters are sent to accepted students by December 1. Accepted students must reply in writing to the College to accept or decline the offered position by December 15.

## Paying Your Tuition Bill

Students from affiliated universities may be required to pay tuition at their affiliated universities. The university will reimburse Mercy College. This is determined by the affiliation agreement.

Students paying Mercy College directly, must make the tuition payment by the first day of the term. Your billing statement will include charges for tuition and fees. For current tuition and fee rates, please visit [mchs.edu/tuition](https://mchs.edu/tuition).

The business Office is open from 8:00 a.m. - 4 p.m. Monday through Friday. Payment plans are available. Please contact the Business Office at (515) 643-6629 for more information.

## Applying for Financial Aid

The majority (92 percent) of Mercy College students receive some form of financial aid. Our financial aid officers would be happy to visit with you to determine if you qualify. Financial aid is available for those who qualify.

To be considered for federal, state, and Mercy College financial aid, you need to submit a Free Application for Federal Student Aid (FAFSA). You can complete the **FAFSA online** at [fafsa.ed.gov](https://fafsa.ed.gov), or you can call 1-800-4FED-AID to request a paper application.

For faster and easier processing, apply for financial aid online. To do this, first obtain your federal Personal Identification Number (PIN) at [pin.ed.gov](https://pin.ed.gov). You and your parent must each apply for a federal PIN. Once you have received your federal PIN, you may submit the FAFSA online at [fafsa.ed.gov](https://fafsa.ed.gov).

You can file a FAFSA anytime after January 1. We recommend that you file the FAFSA as soon as possible after you have completed your federal tax return. Submitting early ensures that you will be considered for all available aid. If eligible for Iowa Tuition Grant Funds the FAFSA must be filed by June 30.

## Scholarships

Scholarship programs administered by the Department of Institutional Advancement with the assistance of Mercy Foundation of Des Moines, make numerous Mercy College and donor-designated scholarships available beginning on March 1 for fall funding and on a limited basis, October 1 for spring funding. Visit [mchs.edu/scholarships](https://mchs.edu/scholarships) for scholarship requirements, deadlines and applications. Submission of the \$100 tuition deposit will be the date used to establish priority funding for academic scholarships. Academic scholarships do not require an application.

## Program Start

Classes for CLS begin in September and end mid-August. Students attend class Monday through Friday from 7:00 a.m. - 3:00 p.m. Students will spend time in the clinical laboratory and in the classroom. Refer to the CLS program guide online at [mchs.edu/cls](https://mchs.edu/cls) for a complete listing of required coursework.

### Federal school code: 006273

Mercy College of Health Sciences  
928 6th Avenue  
Des Moines, IA 50309-1222

For the **most up-to-date information** about financial aid visit our website at [mchs.edu/fa](https://mchs.edu/fa).

### Scholarships

Scholarship information may be found online at [mchs.edu/scholarships](https://mchs.edu/scholarships).

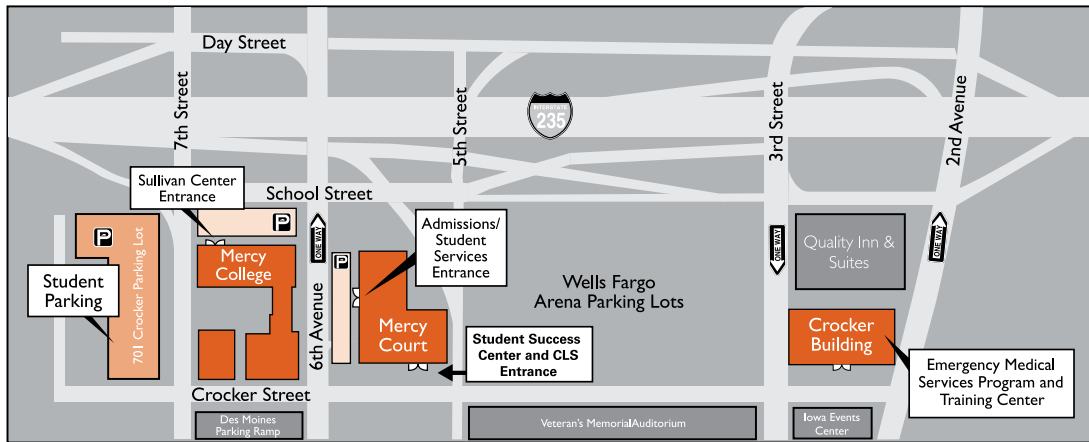
## Certification and Licensure

Graduates from the certificate program are granted a certificate and are eligible to take the Medical Laboratory Scientist (MLS) exam offered by the American Society for Clinical Pathology Board of Certification. Students must successfully complete the national certification examination to be certified to work in a clinical laboratory.

Certification by the above agency is all that is required to work in a clinical laboratory in most states including Iowa. Some states have additional state licensure requirements. Information about specific state requirements may be obtained by contacting the state's public health department.

## Directions and Campus Parking

Your interview will be held at Mercy College of Health Sciences in the Mercy Court Building (lower-level). Mercy Court is located just south of I-235 on 6th Avenue, and just north of downtown Des Moines. Parking is free on campus.



**KEY:** ■ Mercy College of Health Sciences  
■ Mercy College Student Parking  
■ Mercy College Visitor Parking



## Helpful Phone Numbers and Websites

<b>Mercy College Admissions</b> Admissions Office	mchs.edu/admissions (515) 643-6715
<b>Business Office</b> Pay Tuition Bill/Admissions Deposit Account Information	mchs.edu/office (515) 643-6629 (515) 643-6603
<b>Financial Aid</b> Financial Aid Office FAFSA	mchs.edu/fa (515) 643-6720 fafsa.ed.gov
<b>Scholarships</b>	mchs.edu/scholarships
<b>Technology and Support</b> Online Course Management System	mchs.edu/tsupport mchs.edu/eleos
<b>Course Schedule and Registration</b>	mchs.edu/schedule

<b>College Catalog</b>	mchs.edu/catalog
<b>Student Handbook</b>	mchs.edu/handbook
<b>Registrar</b>	mchs.edu/registrar (515) 643-6715
<b>CLS Program Guide</b>	mchs.edu/cls
<b>Housing</b>	mchs.edu/housing
<b>Mercy Court Apartments</b>	(515) 643-5900
<b>Drake West Village</b>	(515) 255-0370
<b>General Information</b> Campus Maps Directory	mchs.edu mchs.edu/maps mchs.edu/directory

### Available Maps

Visit [mchs.edu/maps](http://mchs.edu/maps) to download a map to Mercy College's Campus and Mercy Medical Center—Des Moines.