

MISSOULA COLLEGE

UNIVERSITY OF MONTANA

Department of Health Professions Respiratory Care Program Application for Fall 2021 Admission

**Deadline
extended
to Monday,
April 19.**

Dear Respiratory Care Applicant:

Thank you for your interest in the Health Professions programs at Missoula College (MC) of the University of Montana (UM). An internal program application specifically for Respiratory Care is required. Students apply each spring for fall admission. Including this page, there are 5 pages of detailed instructions plus a Job Shadow form to go with an online portion of the application. As you prepare your application for submission, there are a few items to consider.

Evaluation Criteria:

The program application process is your opportunity to present yourself for consideration into the Respiratory Care program. Your application will be evaluated in the following five categories, with each category weighted equally:

1. Cover Letter;
2. Essay;
3. Work Experience;
4. GPA of required "prerequisite" courses; and
5. Personal Interview (conducted for the top 20 candidates and scheduled in May or June 2021).

Admission / Readmission to Missoula College (if applicable):

- **Admission:** If you have never been admitted to University of Montana-Missoula, Missoula College, or Bitterroot College, you must complete an [application for admission to Missoula College](http://admissions.umt.edu/apply/missoula-college). (<http://admissions.umt.edu/apply/missoula-college>)
- **Readmission:** If you attended University of Montana-Missoula (4-yr campus) or Missoula College or Bitterroot College over 24 months ago, you must submit a [Readmission Application](https://www.umt.edu/registrar/students/Readmission%20Information.php) and check Missoula College as your campus. (<https://www.umt.edu/registrar/students/Readmission%20Information.php>)

Changing from UM-Missoula Mountain Campus to Missoula College Campus (if applicable):

- Complete the [Intra-Campus File Transfer Form](https://www.umt.edu/registrar/PDF/intra%20Campus%20transfer%20form.pdf) (<https://www.umt.edu/registrar/PDF/intra%20Campus%20transfer%20form.pdf>); and
- Submit the form to UM Admissions in the Gilkey Center or email it to admiss@umontana.edu.

All application data requirements and materials must be uploaded no later than Monday, April 19, 2021.

Detailed application instructions follow on the next several pages. We hope this information will be helpful to you. We are eager to read your application and will provide feedback to you in a timely manner. If you have questions or concerns, please contact one of the following:

- Cyndi Stary, Administrative Associate: (406) 243-7846 or Cyndi.Stary@umontana.edu
- Paul Crockford, Program Director: (406) 243-7918 or Paul.Crockford@umontana.edu.

Sincerely,

Paul J. Crockford, MEd, RRT

Respiratory Care Program Director

Prerequisite Course Requirements

Spring Semester Prerequisite Completion:

If you are completing any of the prerequisite courses this semester, be sure to note this in your “cover letter” and add in appropriate place(s) on page 2 of the 9-page application.

Summer Session Prerequisite Exemption:

Applicants completing any core requirements during summer session **may be considered for “provisional acceptance”**. If you anticipate completing any prerequisite courses by the end of summer session, be sure to note this in your “cover letter” and add in appropriate places in the online application. ALSO, please communicate about this with Paul Crockford, Program Director, at Paul.Crockford@umontana.edu or 406-243-7918.

Specific Prerequisite Criteria:

- **Prerequisite GPA:** Applicants must have a minimum total GPA of 2.75 in prerequisite courses.
- **BIOH 201N / 202N**, Human Anatomy and Physiology I must be completed with a minimum grade of “C”.
- **BIOH 211N / 212N**, Human Anatomy and Physiology I must be completed with a minimum grade of “C”.

PREREQUISITE	COURSE TITLE	CREDITS
BIOH 201N & 202N	Human Anatomy and Physiology I & Lab	4
BIOH 211N & 212N	Human Anatomy and Physiology II & Lab	4
M 105 -OR- M 115 -OR- M 121	Contemporary Mathematics -OR- Probability and Linear Math -OR- College Algebra	3
PHSX 105N	Fundamentals of Physical Science	3
PSYX 100S	Introduction to Psychology	3
WRIT 121 -OR- WRIT 101	Introduction to Technical Writing -OR- College Writing I (aka: English Composition)	3
Total		20

Selection Process

1. **REVIEW:** Applications will be reviewed and evaluated by a selection committee.
2. **NOTIFICATION:** ALL applicants will be notified via email of his/her status regarding interviewing (either “invited for an interview” OR “not selected”) as soon as possible after final grades for the spring semester have been posted.

***Information regarding status will only be communicated by email.
Please do not call or email us to check on your application status – we will notify you as soon as we can.***

3. **ADMISSION OFFERS** are made only after semester final grades are known and interviews concluded.
 - Initial admission decisions will be made after grades are received at the end of spring semester.
 - Applicants will be notified of “official acceptance” or “provisional acceptance” in early June.
 - Applicants who were “provisionally” accepted in June will be notified of acceptance status by mid-August after summer session grades are received by the college.

***Again, information regarding status will only be communicated by email.
Please do not call or email us to check on your application status – we will notify you as soon as we can.***

4. **APPLICANTS WHO ARE OFFERED ADMISSION must notify** the following Respiratory Care Program contacts in writing (email is preferred) of their intent to ACCEPT OR DECLINE admission to the Respiratory Care program within ten (10) business days of receipt of the admission offer. ***Failure to do so will result in another candidate being chosen to fill the space.*** Please include both of the following in your email:
 - ✦ Paul Crockford, Program Director: Paul.Crockford@umontana.edu.
 - ✦ Cyndi Stary, Health Professions Administrative Associate: Cyndi.Stary@umontana.edu.

5. AFTER ACCEPTING ADMISSION:

- Once you have notified both Paul Crockford and Cyndi Stary of your decision to accept a slot in the Respiratory Care Program, ***you will receive an email letter confirming your admission*** and indicating what courses to register for along with other important information.
- ***You must register for the Respiratory Program courses on Cyberbear within ten (10) business days of receipt of confirmation. If you have not registered, we will not save your place.***
- ***If circumstances prevent you from attending, please notify Paul Crockford AND Cyndi Stary immediately via e-mail only, so an alternate candidate can be notified in a timely manner.***

6. **IN THE EVENT YOU ARE NOT ADMITTED into the program**, schedule an advising appointment with the Respiratory Care Program Director, Paul Crockford, to discuss a “Plan B”. This is necessary to address financial aid and class availability issues. Paul.Crockford@umontana.edu

Important Note:

In order to ensure fairness to all applicants a spreadsheet with the dates of application, notifications, etc. will be maintained. ***Therefore, your timely response(s) are critically important*** in guaranteeing your place in the program. *We must have an accurate name, preferred email address, mailing address, and telephone number to ensure we reach you.*

Detailed Application Instructions

1. **REVIEW THE PROGRAM REQUIREMENTS** because each program is unique in its admission and acceptance requirements. Program requirements are also listed in the current University of Montana catalog under Missoula College and the Department of Health Professions. If you have questions, please contact Cyndi Stary, program support, at Cyndi.Stary@umontana.edu.

2. **SUBMISSION REQUIREMENTS (follow instructions exactly) – deadline Monday, April 19.**

❑ **APPLICATION - complete online 2021 application for Respiratory Care**

- **Complete the online application**, requesting contact information, demographic data, a list of all colleges/universities attended, and a list of your in-progress courses.
- **You will need to create an account in Submittable** -- the software used for the online portion of the application process. After clicking this link, create your account:
<https://mchealth.submittable.com/submit>.

❑ **COVER LETTER – upload within online application:**

- Address to the Respiratory Care Selection Committee, which introduces you to the committee, states the purpose and contents of your application packet. Please use a formal letter format, write in complete thoughts, and sign your letter. Include your current mailing address, phone number, and preferred email address.

❑ **ESSAY – upload within online application:**

- Essay should be between 400 and 500 words, no longer than 2 pages printed in 12-point font, double-spaced with one-inch margins, and it should include the following:

1) Introduction;	6) Description of the differing working environments;
2) The title of the profession for which you are applying;	7) Typical hours worked in different environments;
3) Personal characteristics necessary;	8) Requirements for certification; and
4) Duties, roles and responsibilities;	9) Conclusion
5) Description of physical demands;	

❑ **WORK EXPERIENCE – part of online application:**

Please include volunteer work and job shadow experiences. All are important.

❑ **JOB SHADOW FORM:** See full instruction on the next page, then see the last page of this document for the form. The form must be completed by you and signed by respiratory therapist that you shadow.

❑ **TRANSCRIPTS PLUS - upload as part of online application:**

- **Unofficial transcripts** from **ALL** colleges and universities attended. **This is required regardless whether the school's transfer courses show on another of your transcripts or if UM or Missoula College or Bitterroot College has official transfer transcripts on file for you.**
- **For courses in progress**, please enter them in the designated online portion of the application.
- **If applicable, documentation of a course waiver or approved course substitution** from Admissions or from Paul Crockford, Respiratory Care Program Director.

Job Shadow Requirement

Applicants must schedule a date and time to shadow a Licensed Respiratory Therapist. The purpose of shadowing is to allow prospective Respiratory Care students' exposure to hospital-based patient care in hopes that it may inform their decision to apply to the Respiratory Care Program.

You must have the job shadow form (see next page) with you upon arrival to the facility or you will be asked to reschedule at a later date. Please be prepared!

1. **Arranging Job Shadow:** *A maximum of four hours should be allotted for shadowing a hospital therapist at a given institution so as to not overwhelm the staff.* Shadowing can occur in any hospital and is not limited to hospitals in Missoula. In addition, applicants can shadow in related areas: Home care companies and sleep diagnostic laboratories occasionally employ respiratory therapists.
2. **Required Dress:** Jeans, shorts, sandals, low tops, etc., are NOT acceptable. Slacks and collared shirts are acceptable as they convey professionalism as prospective students will be viewed by nursing, ancillary staff, physicians and patients.
3. **Confidentially:** You sign a confidentially agreement when you arrive to shadow.
4. **Documentation:** Document your participation (hours, institutions and name of the therapist you shadowed) in your essay and on the included "Job Shadow Form."

Local Hospital Contact Information:

- St. Patrick Hospital, Human Resources, 406-329-2667
- Community Medical Center, Volunteer Services, 406-327-4258

Application Checklist

DEADLINE FOR THE FOLLOWING is Monday, April 19, 2021

- ONLINE APPLICATION
- COVER LETTER - uploaded to online application
- ESSAY - uploaded to online application
- WORK EXPERIENCE - entered in online application
- JOB SHADOW FORM - uploaded to online application
- TRANSCRIPTS PLUS - uploaded to online application

From ALL colleges/universities attended – Unofficial is fine.

This is required regardless whether you already had official transfer transcripts sent to UM Admissions.

*Thank you for your interest in the Respiratory Care Program
at Missoula College of the University of Montana.*

Respiratory Care Job Shadow Form

You must have this form with you upon arrival at the facility or you will be asked to reschedule at a later date. Please be prepared!

- **Complete this form in its entirety prior to leaving facility** where your Job Shadow requirement takes place so that any questions you may have can be answered.
- This exercise is intended cover no more than a four (4) hour time span.
- Upload this form for inclusion with your online application into the Respiratory Care Program.
- *****Your application will be considered incomplete without the inclusion of this form.*****

Please complete legibly.

Student Name (please print) _____ Observation Date _____

Observation Facility _____ Total # of observation hours _____

THERAPIES / PROCEDURES OBSERVED:

RESPIRATORY THERAPIST:

Printed Name _____

Signature _____