

**Sacramento City College
Occupational Therapy Assistant Program**

**Course Verification Form for Program Application
Spring 2021 Entrance or Later**

Instructions

READ EACH STEP CAREFULLY AND WORK WITH ACCURACY!

STEP I: SUBMIT Transcripts for Coursework Outside of Los Rios Community College District

- If you have taken courses ONLY in the Los Rios District, Step I is complete.
 - Los Rios transcripts are already on file for ARC, CRC, FLC, and SCC. If you took courses at other schools, complete Step I.
 - Complete the following task prior to your counseling appointment.
- 1. Submit all transcripts from outside Los Rios to the SCC Admissions & Records Department.**
 - 2. Review the OTA Program Courses and the How to Substitute a Program Course and complete a course substitution Petition for any Program Course NOT listed on the equivalency chart.**
 - 3. Review the How to verify OTA General Education**

STEP II: PREPARE a Draft Course Verification Form

- Complete the following task prior to your counseling appointment.
- 1. Download the Course Verification Form from the OTA web page.**
 - a. Save this form to a device or portable drive.
 - b. It is a “fillable” document where you can type in information.
 - c. Be sure the form is complete and accurate!
 - 2. Enter your personal information.**
 - a. For “Degree” enter the highest level of education completed ie: High School Diploma or GED, AA/AS degree, or BA/BS degree earned.
 - b. For “Catalog Year” you may leave this blank, and you can complete it with the help of counseling.
 - 3. Enter your academic information – Section I.**
 - a. Enter the grade, school, and semester for each course taken.
 - b. If the course is being taken during the upcoming fall semester, enter IP for the grade, then the school and semester.
 - i. Do not enter IP for any summer courses. Wait until your summer grades have been received before completing this form.
 - c. If there is a check box, select the course that you took of the choices available, or enter the course you took outside of the Los Rios. District.
 - d. If you took a different course than the one printed on the form, enter the course number in the space.

- e. If you are using a course substitution, enter the grade of the course that you took. Enter “sub” after the school and semester.
- f. Calculate your GPA for the courses in Section I and enter it in the space.
 - i. Use an online GPA calculator to help you.

4. Enter your academic information – Section II.

- a. If you have a BA/BS or higher, check the box and Section II is complete.
- b. If you need to complete this section, there are many ways to have achieved Reading Competency. If it was from taking a course, enter the information using the same format as Section I. If it was through an assessment test, enter “Assessment” and the Los Rios school and semester at which it was taken. If it is from an AA/AS degree of higher, enter that.
- c. Be sure to complete each graduation requirement in this section.

STEP III: VERIFY Your Eligibility with a Counseling Appointment

Only schedule your appointment once you have completed Steps I and II.

1. Schedule an appointment with a SCC counselor at 916-558-2204.
 - a. You may also see a counselor at any of the Los Rios colleges.
2. Bring your completed Course Verification form to the appointment.
3. The final completed Course Verification form must be signed by the counselor. Please ensure the counselor signature section is completed.

STEP IV: APPLY to the OTA Program

Make a PDF copy of your completed Course Verification form before doing this section.

1. Scan your Course Verification Form and save as a PDF file.
 - a. If you need help, visit a Los Rios computer lab. Bring the form and a portable drive with you.
 - b. You may also go to a public library, Kinko’s, or a UPS store. Fees may apply.
2. Complete the online application form found on the OTA program website.
3. Upload your Course Verification as part of the application.
 - a. Your file size must be 3MB or smaller.
 - b. Submit only the documents requested.
 - c. Applications without this completed form or one without all courses completed will be considered ineligible for this enrollment period.
4. Keep the original signed document in a safe place for submission later.
 - a. Once you enter the program you will need to submit the original form.
 - b. This document will become part of your graduation petition.