
Instructions for Completing Online Application
DOCTOR OF PHYSICAL THERAPY – CLASS ENTERING MAY 2018

These instructions are posted on the Physical Therapy website at www.umc.edu/shrp/. Click on Degree Programs, Physical Therapy. On the left side, click on Admissions. You will see *links to the technical standards, admissions requirements, admissions policies, and admissions application procedure*. These links include *course requirements, DPT application instructions, and observation forms* for the current application year. **Please read all instructions prior to completing the online application.** Click on Admission Application Procedure to access the link to the online application.

The application, application fee, all support documents, and all current transcripts must be received in the Office of Student Services and Registrar by November 1, 2017.

PLEASE READ THE FOLLOWING INSTRUCTIONS carefully prior to completing your application to the Doctor of Physical Therapy program. You may want to print a copy for reference as you complete the online application.

1. Application must be submitted online. Once you have read the instructions, you may follow the link from the PT website under Admission Application Procedure to apply. *(The Admissions Application page will open in a new window; click on Start Application. Once inside the application, specify **DPT Program, entering in 2018**).*
2. Specific instructions for completing and/or submitting all support documentation are provided in this document. The following documents will be submitted after Tab 7 under Additional Admissions Information of the online application, so you are advised to prepare these prior to proceeding to the online process:
 - ❖ *Personal Resume*
 - ❖ *Plan of Study*
 - ❖ *Application Essay*
3. Observation Forms are available on the PT website under the Admission Requirements tab. These forms must be printed. Make additional copies as you will need a copy for each clinical observation site. Please include your name and application number on each form. All observation forms must be completed and mailed or faxed by the applicant to:

**OFFICE OF STUDENT SERVICES AND REGISTRAR
UNIVERSITY OF MISSISSIPPI MEDICAL CENTER
2500 N. STATE STREET
JACKSON, MS 39216-4505
FAX: 601-984-1079**

4. To facilitate the review process, applicants should submit the admission application, application fee, support documents, and transcripts as early as possible. The application is not presented to the Physical Therapy Admissions Committee until the Registrar of the University of Mississippi at the Medical Center receives:
- a) **Completed application with all required documentation.**
 - All parts of the application must be answered completely and correctly.
 - Applicant is responsible for promptly notifying the Registrar of any changes in
 - contact information including change of address, telephone number, or e-mail address.

 - b) Payment of **\$25.00 non-refundable application fee** upon submission of the online application. **Suggested browsers to pay the application fee include Internet Explorer and Mozilla Firefox.**

 - c) **Official transcripts of all** college or professional work attempted, including summer sessions, sent directly by the registrar of each college or university attended to the Office of Student Records and Registrar, University of Mississippi Medical Center.
 - Request all transcripts at the time application to the program is made. **Do not wait until the end of the current grading period.**
 - The transcripts submitted at the time of application should have the courses and grades earned up to the time application is made.
 - Submit additional transcripts at the completion of each quarter or semester to reflect current grades.
 - A minimum overall GPA of 3.0 on a 4.0 scale **and** a minimum GPA of at least 3.0 on a 4.0 scale for required courses is necessary to be considered for admission to the physical therapy program. An applicant must have a C grade or better in each pre-requisite course.
 - If enrolled in classes during the fall semester, final fall transcripts must be received in the Registrar's office **no later than January 19, 2018. Request the final fall transcript from your registrar, at the time application is submitted to UMMC, with instructions to mail after fall grades are posted.**
 - Admitted students must submit *spring 2018* transcripts if any coursework was taken during that semester. Transcripts sent that reflect your final semester of coursework must document receipt of a baccalaureate degree. Final transcripts must be received by **May 21, 2018**.

 - d) **Personal Resume** (type resume as a Word document; upload resume from a saved file into the online application). The personal resume can be a maximum of 3 single pages and should include:
 - *Career Objective*: anticipated plans following graduation including type and general location of employment setting, patient population, etc.
 - *Educational History*: educational institutions attended after high school, major/minor, date of graduation or anticipated graduation

- *Work History*: employer, dates of employment, brief description of duties and responsibilities
 - *Community Service Activities*: dates of service, brief description of service activities and specific roles served
 - *Honors, Scholarships, and Awards*: brief description, criteria for selection of recipients
 - *Organizational Memberships*: include a brief description, level of participation, committee membership, specific roles and responsibilities, etc.
 - *Other Extracurricular Activities*: e.g., member of a collegiate sports team, band, student government, etc.
- e) **References and reference letters are not requested and should not be included.**
- f) **Plan of Study** (form must be completed in the online application).
- If you do not plan to be in school, please check the appropriate box in the application to indicate this on the form. *Otherwise, the Plan of Study will not appear and the application will not be considered complete.*
 - Application for admission to the University of Mississippi at the Medical Center is evaluated on the basis of transcripts and the courses in progress or planned, as indicated on the *Plan of Study* form.
 - **Notify the Registrar of the University if the plan of study is altered in any way.** For example, the Registrar must be notified in writing if a course is substituted, dropped, or added. Failure to notify the Registrar may affect review of the application and acceptance to the program.
- g) **Application Essay** (upload essay from a saved file into the online application).
- The essay should be typed and limited to only one single page. (Single or double space is acceptable.)
Essay Question
Pursuing a career in physical therapy continues to be the aspiration of many college graduates. If the profession of physical therapy did not exist, describe what career path you would choose and explain the reasons for your choice.
- h) **Verification of Observation Forms.** A minimum of two completed observation forms must be submitted. Blank forms are available on the PT website for printing as needed. Be sure to include your application number on the observation form. The purpose of the observation hours is exposure to a variety of physical therapy treatment settings, patient populations, and age ranges, i.e., the full scope of physical therapy practice. These forms must be mailed or faxed directly to the Registrar by the applicant (see address and fax number on the observation form).
- **At least two different** Physical Therapy departments or practices must be used for a total of at least 40 hours of observation. However, selection of a variety of clinical sites is preferred. A **maximum of 20** hours may be used **from any one site**.

- Hours earned through **employment** are **not acceptable**. To avoid any confusion or misunderstanding that may affect review of the application, observation should be done at a site *other than the employment setting*.
- Observation in *various types of clinical settings* is preferred within the 40 hour requirement. Applicants may submit more than 40 hours of observation to enhance the variety of observational experiences. If additional sites are used, print and complete a form for each site.
- Each observation form must be signed by a licensed physical therapist and the license number must be included. List specific dates and hours of observation. Incomplete entries will not be counted.
- A maximum of 20 hours may be used from any one observation site; no more than 20 total hours earned from all internships will be counted. Hours accrued during employment are not acceptable.
- Observation hours must be completed in the current year of the application (January 1 through October 31) and documentation must be received by the application deadline of **November 1, 2017**.

Dates of Observation at this Facility (mm/dd/yy)	# hours	PT's Printed Name	PT License #	PT's Signature
5/5/17, 5/10/17	4, 4	Robert Brown	1432	Robert Brown, PT
5/7/17	6	Susan Smith	8576	Susan Smith, PT
7/14/17	4	Susan Smith	8576	Susan Smith, PT
8/27/17	4	Robert Brown	1432	Robert Brown, PT

- i) Official report of **Graduate Record Examination (GRE) scores**.
 - The report must include verbal, quantitative, and analytical writing scores.
 - Reports must be sent **directly** from the testing agency to the **Office of Student Records and Registrar, University of Mississippi Medical Center (code 1857)**. Personal or faxed copies are not acceptable.
 - Information concerning the GRE can be obtained at telephone numbers (800)-473-2255 or 1-443-751-4820, or online at <http://www.ets.org/gre>
 - **Applicants should take the GRE at least two months prior to the application deadline in order for the Registrar's Office to receive the results.** The applicant is not considered for admission to the program if the official GRE report is received by the Registrar after the application deadline.

5. **Only applications submitted online are accepted.**

6. If an applicant fails to complete the application, is accepted and fails to enroll, or is not accepted, a new application including all forms, application fee, support documentation, and transcripts must be submitted to be considered for a subsequent enrollment date. **No forms or documentation from a previous application will be accepted toward application for a subsequent enrollment date.**
7. The Admissions Committee may at its discretion change the official class size, make additional class openings available, or extend the application deadline without prior notice. The Registrar's Office may be contacted at (601) 984-1080 after February 1, 2018 to determine whether any changes have been made.

DEADLINES FOR SUBMITTING APPLICATION AND ALL DOCUMENTATION

The application, application fee, all support documents, and all current transcripts must be received in the Office of Student Services and Registrar by November 1, 2017.

Final fall transcripts must be received by January 19, 2018.

ACADEMIC ADMISSION REQUIREMENTS

To be eligible for admission into the Doctor of Physical Therapy Program, candidates must meet the following academic requirements:

1. **Completion or in the process of completing a baccalaureate degree** from a regionally accredited institution of higher learning. Applicants accepted into the program who have not yet completed the baccalaureate degree must complete the degree prior to enrollment.
2. **Minimum overall GPA of 3.0 on a 4.0 scale.** Applicants interviewed and accepted usually have a much higher grade point average.
3. **Minimum GPA for required courses of 3.0 on a 4.0 scale.** Applicants interviewed and accepted usually have a higher grade point average.

4. Satisfactory completion (*minimum of 3.0* on a 4.0 scale; grade of **C or better in each course**) of the prerequisite courses.

Prerequisite Courses*	Number of Courses	Semester Hours
Statistics (mathematics, psychology, or education) **	1	3
Biology with Lab	2	8
Chemistry with Lab	2	8
Physics with Lab	2	6-8
Advanced Physical or Biological Science***	<u>1</u>	<u>3-5</u>
Total Prerequisites	8	28-32

* Science courses designed for non-science majors are not acceptable for a required course. Science courses with lab that count for science major credit toward a degree are appropriate. Normally required science courses must have been taken in the last ten years. All physical or biological sciences listed at a particular college or university do not necessarily satisfy the prerequisite requirements. Combined anatomy and physiology courses will be accepted as a pre-requisite only if (1) the course is taken at a 4-year institution, (2) offered in the biology department and has a biology prefix, and (3) is accepted as credit for science majors. Please consult with our physical therapy pre-academic advisor for clarification (jkuebler@umc.edu).

** Statistics course must be taken at a senior college in one of the three departments listed above.

*** Must be 300 level or above and taken at a senior college. Associated labs, whether incorporated or offered separately, must also be completed.

5. Completion of **at least 5 of the 8** prerequisite courses **by the end of the fall semester of 2017**.
6. *Admission to the UMMC Doctor of Physical Therapy degree program is on a competitive basis.*

GENERAL INFORMATION

1. Mail addressed to the University of Mississippi at the Medical Center may never reach the office for which it is intended unless that office is included in the address. Please address all correspondence relative to applications and have all transcripts sent to the Registrar of the University of Mississippi Medical Center at the following address:

**Office of Student Records and Registrar
University of Mississippi Medical Center
2500 North State Street
Jackson, Mississippi 39216-4505**

2. Use your full and complete name as it appears on your birth certificate, including legal name change as applicable. **In the online application for admission, please indicate your correct contact information (mailing address, e-mail, and phone)** for receiving mail from the Office of Student Services and Records and the Department of Physical Therapy. **Promptly notify the registrar of any changes in your contact information.**

3. All transcripts submitted in support of an applicant become the sole property of the University of Mississippi at the Medical Center. Transcripts cannot be returned to an applicant, used in subsequent applications, or forwarded to another school or individual. **To be official, transcripts must be sent by the originating school directly to the Registrar** of the University of Mississippi at the Medical Center. Do not send them in yourself. Should hand-delivery be necessary, the official transcript must be delivered in a sealed envelope with your school's official seal and signature, and must be received by UMMC Registrar prior to the transcript deadline.
4. The School of Health Related Professions has established essential functions and technical standards of students for enrollment and participation in the Physical Therapy education program. To review these essential functions and technical standards, please visit our website: <https://www.umc.edu/shrp/Programs/Doctor%20of%20Physical%20Therapy/Admissions/Technical%20Standards.html>
5. Verbal and written communication skills are vital to success in the academic programs in the School of Health Related Professions; therefore, applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL) examination and to demonstrate competence in written and spoken English. Information on the TOEFL examination may be obtained from the Educational Testing Service, Princeton, NJ 08540.
6. Selection of applicants is made on a competitive basis and equal educational opportunity is offered to all applicants who meet the entrance requirements without regard to race, sex, color, religion, marital status, age, national origin, disability, or veteran status. Strong preference is given to applicants who are legal residents of Mississippi; non-residents may be considered *only when* the number of qualified MS residents is not sufficient to fill the planned class size of 50. The number of students admitted to each of the various departments within the school is dependent upon the educational resources available to support the program.
7. Mississippi Law requires all health care workers, including students, to have completed criminal history background checks. All UMMC students who will participate in patient care activities are required to successfully complete a criminal history background check, including fingerprinting, prior to beginning clinical activities. Admitted students will receive information about the UMMC process for completing the criminal history background checks from the School of Health Related Professions prior to enrollment. Applicants are advised that a felony conviction may affect a graduate's eligibility to sit for certification, registration, or licensure examinations. Affected applicants should contact the Mississippi State Board of Physical Therapy at 601-939-5124.

NOTIFICATION OF ADMISSIONS COMMITTEE DECISIONS

1. Written notification will be sent to applicants regarding selection for an interview. Applicants must be granted an interview to be considered for admission.
2. All applicants selected for an interview will receive notification of acceptance *or* denial of admission.
3. **Prior to registration in May of 2018, admitted students must have submitted all required documentation to the appropriate office as indicated below by May 21, 2018:**
 - a. final transcript documenting baccalaureate degree to the Office of the Registrar
 - b. all documents required for enrollment by the Office of the Registrar
 - c. all documents required for enrollment by the Office of Student and Employee Health
4. *All admitted students must have current certification in CPR. **American Heart Association BLS for Healthcare Providers Course** is the preferred course but any CPR certification will be accepted. A copy of the certification card must be turned in to Kathy Webster in the Physical Therapy Department Office, SH263, before the *first day of class*: **Tuesday, May 29, 2018**. If this requirement is not completed by the first day of class, the student will not be allowed to attend classes until CPR certification is complete.*

PROGRAM OVERVIEW, FEES, AND EXPENSES

The professional program is 36 months in duration, beginning in the summer semester. Due to the variability of available clinical sites, completion of the required curriculum may be extended beyond the minimum of 36 months. Learning opportunities include lecture, practical laboratory activities, and clinical education experiences. Learning activities other than clinical education experiences are conducted on the University of Mississippi Medical Center campus.

Students are required to spend 8 weeks of the second fall semester, 8 weeks of the third summer semester, and all of the spring semester of the third year in full-time clinical education experiences in Mississippi and in at least one other state. **Clinical education experiences require the student to relocate temporarily out-of-state for at least one eight-week clinical session.** Although some clinical institutions may offer a small stipend or room and board, students should be prepared to provide their own transportation and living and other incidental expenses for clinical education during these semesters.

In addition to tuition, fees, health insurance, and professional insurance, students should be prepared to spend \$3000 to \$4000 for necessary books, supplies, and uniforms. Students may be required to buy laptop computers and/or wireless handheld personal data assistance devices that will be compatible with the campus computer network.

Tuition and fees are subject to change without prior notice.

ACCREDITATION

The Doctor of Physical Therapy program at UMMC's School of Health Related Professions is accredited by the [Commission on Accreditation in Physical Therapy Education](#) (CAPTE), 1111 N. Fairfax St., Alexandria, VA 22314-1488; (703) 06-3245; email: accreditation@apta.org.

FOR ADDITIONAL INFORMATION

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