

Greenfield Community College
Office of Admission, Attn: Gail Tease
One College Drive Greenfield, MA 01301
Phone: (413) 775-1802

Massage Therapy Certificate (MTC) Program Admission Information

Program Options

The Massage Therapy Certificate Program offers a part-time option (two years), a full-time option (one year), and an evening option (two years; availability of this option is dependent upon enrollment).

Part-Time Option:

Students interested in exploring the Massage Therapy field by entering the program on a part-time basis will not have to complete the additional application process prior to beginning the first year of the program that is required for full-time applicants. The first year of the part-time option is open to any student who demonstrates college level English reading and writing skills either through placement testing, or prior completion of an English Composition course at the college level.

During the first year, part-time students will explore the Massage Therapy profession through introductory Massage Therapy coursework, faculty mentoring and participation as clients in student-run clinics. Students who choose to continue on to complete their Massage Therapy Certificate in the second year will be required to complete the *MTC Program Application*, including the math placement test or equivalent coursework, and the health requirements necessary to practice in a clinical setting. Faculty advisors will assist first year students with timely completion of the *MTC Program Application* and the *MTC Health Requirements Form* during their first year.

Part-time applicants must first submit a ***GCC Application for Admission*** to the Office of Admission, placing the program code “MTC” in the item that asks the chosen program of study. Students will be accepted into the Liberal Arts program of study with Massage Therapy Certificate intent. Applicants must also submit the attached ***MTC Interest Questionnaire*** to the Office of Admission, attn: Gail Tease. After submitting this questionnaire students will be contacted by a Massage Therapy advisor with additional information about their first year classes and activities.

Full-Time Option:

The full-time option for the Massage Therapy Certificate Program requires the completion of the additional application process in order to enroll in the program. Full-time applicants must first submit a ***GCC Application for Admission*** to the Office of Admission, and the attached ***MTC Interest Questionnaire*** to the Office of Admission, attn: Gail Tease. After receipt of the questionnaire, applicants will be sent an ***MTC Program Application*** and an ***MTC Health Requirements Form*** which outline in detail the steps that must be completed for eligibility for the full-time option. If these forms are returned with any information missing the applicant will not be allowed to enroll in the full-time option, but may consider pursuing the part-time option.

Evening Option:

To indicate your interest in this option, please submit a ***GCC Application for Admission*** to the Office of Admission, and the attached ***MTC Interest Questionnaire*** to the Office of Admission, attn: Gail Tease. A Massage Therapy advisor will contact you with additional information about the application process for this option, and the timelines for completing the ***MTC Program Application*** and ***MTC Health Requirements Form*** prior to beginning your second semester in the evening option.

Additional Information:

If you have any questions about the application process please call the Office of Admission at (413) 775-1802 or (413) 775-1809, or send an e-mail to admission@gcc.mass.edu.

Greenfield Community College
Massage Therapy Certificate (MTC)
Interest Questionnaire

This questionnaire MUST be completed by all students who submit a GCC Application for Admission indicating an interest in the Massage Therapy Certificate. The information provided will help us to advise you of your next steps to entering the Massage Therapy Program.

This questionnaire may also be completed by any person interested in the MTC Program who would like to be contacted with more information before submitting a GCC Application for Admission.

Name _____ Student ID# (if applicable) _____
Address _____
City/State _____ Zip code _____
Telephone _____ E-mail _____

Please answer the questions below and send or deliver to:
Greenfield Community College
Office of Admission, Attn: Gail Tease
One College Drive Greenfield, MA 01301

1. I am interested in:
_____ The Part-time MTC Program option
_____ The Full-time MTC Program option
_____ The Evening MTC Program option
_____ I am not sure which option I would like to pursue at this time and would like to discuss my options in more detail with a Massage Therapy Program advisor.
2. I have already submitted a GCC Application for Admission _____ yes _____ no
3. I have taken a placement test in English _____ yes _____ no
4. I have taken a placement test in Math _____ yes _____ no
5. I am submitting transcripts from previously attended colleges with the hope that English and/or Math placement testing can be waived. _____ yes _____ no

Office Use Only:
Received by Office of Admission (date): _____ *Received by:* _____

Copy forwarded to MTC Coordinator (date): _____
Comments:

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Phone: (413) 775-1802

**Massage Therapy Certificate (MTC)
Program Application**

Name _____ Student ID# _____

Address _____

City/State _____ Zip _____

Telephone # _____ Email _____

Instructions

Complete requirements #1 through #7 on this form. After you have completed all requirements, sign and submit this application to:

**Greenfield Community College
Office of Admission, Attn: Gail Tease
One College Drive, Greenfield, MA 01301**

All requirements, including immunization and health records (#6), must be completed or your form will be returned to you. A GCC cumulative GPA (grade point average) of 2.0 is also required in order to be eligible for the MTC Program. Please call the Office of Admission at (413)775-1802 if you have any questions about program application requirements including when you may submit your MTC Program Application. Upon receipt, your program application will be reviewed, and you will be notified by mail regarding your status.

Requirement #1: GCC Application for Admission (check when completed)

_____ If you are a new or readmitting GCC student, submit a completed *GCC Application for Admission* to the GCC Office of Admission. If you are currently enrolled in a different degree or certificate program at GCC, complete a *Change of Major/Advisor Form* and return it to the Office of Admission, attn: Gail Tease.

(Complete either #2A or #2B, as applicable)

Requirement #2A: Placement Testing *(for applicants who are not submitting transcripts of previous college coursework – check both)*

_____ Complete placement test in English.

_____ Complete placement test in math (within five years).

Requirement #2B: Transfer Credit Evaluation *(for applicants who have previously attended college and have requested a review of their transcripts)*

_____ Submit official transcripts of previous colleges attended to the Office of Admission and receive a *Transcript Evaluation Letter*. If your letter indicates that placement testing is required call the Testing Center at (413) 775-1147 to schedule.

Requirement #3: English

_____ Demonstrate college level English reading and writing skills by placing into ENG 101 through placement testing with no COL 090 required, OR by prior completion of an English Composition course at the college level (refer to your *Transcript Evaluation Letter*).

Requirement #4: Math

_____ Demonstrate basic mathematics skills by placing out of MAT 090 (Basic Mathematics Skills) through placement testing, OR by prior completion of an equivalent math course with a grade of C- or better within five years (refer to your *Transcript Evaluation Letter*).

Requirement #5: Meeting with the MTC Program Coordinator, or designee

Enter meeting date here: _____ **Coordinator signature:** _____

It is recommended that you complete requirements #1 and #2 before scheduling your meeting. Call (413) 775-1634 to schedule.

Requirement #6: Submit your completed MTC Health Requirements Form to the Health Services Office (check all)

_____ Collect past **immunization records** and get required immunizations and blood test(s). (Section I) **Note:** You may submit this section if you have received at least two doses of Hepatitis B vaccine.

_____ Fill out your **health history** form; sign the **student statement** and **release of information**. (Sections II, III and IV)

_____ Have a **physical exam** within one year of the date you are applying for entrance to the MTC Program, i.e. students applying for fall 2007 must have a physical exam after September 10, 2006. (Section V)

_____ You are required to complete and return the **Tuberculosis Risk Questionnaire** (page 7). If you answer YES to any questions on the questionnaire, the Tuberculin Skin Test (page 8) is strongly recommended, but not required.

Note: It is your responsibility to make sure that your health care provider orders all required tests and immunizations, and provides documentation of results in a timely manner. Schedule appointments as soon as possible to allow for scheduling delays. **Remember to bring your Health Requirements Form with you to your exam for required signatures.**

Requirement #7: Submission of this form to the Office of Admission, Attn: Gail Tease

All of my admission requirements for the Massage Therapy Certificate Program have been completed.

Student's signature _____ Date _____

Final acceptance is conditional pending receipt of the CORI (Criminal Offenders Record Information) Request Form and verification of a GCC cumulative GPA (grade point average) of 2.0. Additional information regarding these conditions will be included in the letter that notifies you of your status in the program.

(Please note that requirements and procedures for application to health occupation programs are subject to revision. It is the responsibility of the student to maintain contact with the Office of Admission regarding changes to requirements and procedures).

Received by the Office of Admission (date): _____ (time): _____

Received by: _____