

Complete the Following In Order:

1. Register to become a Mercer CCC student. (You will receive a student ID and password.)
2. Ensure that your major is "Health Science for PTA".
 - a. If "Health Science – PTA" is not listed as your major, your official transcripts will not be sent to the PTA Program for evaluation. Complete a "change of major" form and email it to Ed Griffith at Griffith@mccc.edu
 - b. The Change of Major form is located here: https://www.mccc.edu/pdf/change_of_major.pdf
3. Have official transcripts from any other educational institutions sent to Mercer's Student Records Office as soon as possible. (Track it by logging into your MyMercer page with your new ID & Password to make sure we receive it. It is your responsibility to ensure that Mercer receives your official transcript(s) and to follow up on the process.)
 - a. Once your official transcript is received by the PTA Program, a "note" will be placed in your Student Planner portal under "notes".
 - b. To access your notes, enter your Student Planner portal, click on "Plan & Register", click on the "Advising" tab and scroll to the bottom.
4. Continue to take any remaining courses needed to fulfill all pre-requisites. Please note (on the Application form) that some of the pre-requisite courses have expiration dates and must have been completed within a certain timeframe. While the General Education elective is not required for admission into the professional phase of the PTA Program, it is required for graduation. Therefore, it is strongly recommended that your general education course be complete prior to the start of the professional phase of the PTA Program so that: (a) students do not need to add courses to their semester workload during the professional phase and (b) graduation is not delayed.
5. Communicate with a PTA Program faculty member once a semester to make sure that you are on the right track!
6. Read through the entire PTA Program Information Packet, located here: https://www.mccc.edu/pta/pdf/PTA_program_information_packet.pdf
7. Attend a mandatory PTA Program Information Session. The Information Session is now available online on the PTA Program website. You will watch the video, and then complete the Google Form. Information is located here: https://www.mccc.edu/pta/info_session.shtml
8. Submit an application during the month of April in the year in which you wish to apply for the professional phase
9. Complete the Writing Skills Assessment during the month of April in the year in which you apply for the professional phase at the West Windsor campus Testing Center.

