GALLATIN COLLEGE
MONTANA STATE UNIVERSITY

ACADEMIC YEAR 2026-2027

Allied Health Programs Student Handbook and Application Packet

The information contained in this handbook will serve as a guide to policies, standards, and expectations of the enrollment agreement for the Allied Health Programs: Behavioral Health, Medical Assistant, and Phlebotomy.

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Gallatin College
Allied Health Programs

WELCOME STUDENTS!

We are glad you are here! The mission of Gallatin College Programs is to be responsive to the workforce needs of the Gallatin Valley by developing, delivering, and continually improving quality educational programs and services that will allow individuals to achieve their goals and create opportunities that will enrich their lives.

The Gallatin College Allied Health workforce programs outlined in this handbook consist of the following:

BEHAVIORAL HEALTH

One-semester online program providing students with the skills needed to start working in mental and behavioral health careers. Graduates will be ready for entry-level positions in places like doctors' offices, behavioral health clinics, hospitals, home health care, community outreach centers, and more.

MEDICAL ASSISTANT

Two-semester hybrid program providing students with the skills necessary for entry-level jobs in healthcare settings. Students will learn to work in ambulatory medical settings such as physicians' offices, medical/dental clinics, hospitals, and surgical centers. Additionally, graduates will understand how to function as members of the healthcare delivery team and perform administrative duties and basic clinical procedures.

PHLEBOTOMY

One-semester hybrid program that provides students with the technical and procedural skills of basic phlebotomy, including the collection of blood specimens and venipuncture. This program includes both theory and hands-on instruction including the concepts of phlebotomy and infection control, legal issues in healthcare, introduction to human anatomy and physiology, phlebotomy equipment and supplies, and phlebotomy procedures.

Document and Vaccination Requirements

OVERVIEW

Gallatin College requires proof of immunity to designated vaccine-preventable diseases, as well as additional documentation for enrollment in the clinical externship course. Students are responsible for obtaining and submitting copies of all required records to both Gallatin College and their assigned clinical externship site. Below is a list of the vaccinations and documents Medical Assistant and Phlebotomy students must provide to the Allied Health Director at the time of application.

LIST OF REQUIRED DOCUMENTS AND VACCINATIONS

Tetanus-Diphtheria-Pertussis (Tdap) If 10 or more years have elapsed since your last Td booster, the Tdap vaccine should be received.

Measles-Mumps-Rubella Two vaccine doses or positive antibody titer. The doses must have been received after 12 months of age and a least one month apart and must have been given after 1-1-68. **History of disease is not acceptable.

Hepatitis B Completed series **PLUS** a positive antibody titer.

Varicella (Chickenpox) A positive antibody titer or proof of two doses of vaccine at an interval of 4-8 weeks between doses. **History of disease is not acceptable.

Tuberculosis Screening (TB) PPD purified protein derivative, 2-step skin test if you've not had one within the year. If you've had a positive skin test in the past, bring your records specifying the test, your chest x-ray report, and details of any prescribed medication.

Flu Shot Annual shot is required.

COVID-19 Complete series.

CPR/BLS Card American Heart Association (AHA) certification is required. Jinny Story at Bighorn Fire Company 406-581-0412 provides training sessions. Reach out to schedule.

Driver's License

Health Insurance Card

Headshot Photo Please take the photo from the shoulders up and on a plain light background. This is used for your nametag.

Scrub Order Medical Assistant and Phlebotomy students must wear Gallatin College scrubs to classes and clinical externship. Orders are placed through DeeDee Dalke, Allied Health Director, and paid for at pick-up at Blank Canvas (next to the MSU Bookstore in the SUB). Cost: $40 per set (top and bottom).

Handbook Student signed handbook signature page. See the last page of this handbook.

Declination of Vaccine: Please discuss any declinations to the above-listed vaccinations with the Allied Health Director.

Special Note: The clinical site may require students to complete their facility documents, background check, and drug screen. The background check and drug screen are not included in the tuition fees and will be an additional expense to the student.

Program Policies, Standards, and Expectations

PROGRAM RIGOR

The Allied Health programs/courses are rigorous and fast-paced. Students can expect to spend at least 2 hours outside for every hour spent in class. Many competencies are done in each class, and it is difficult to recreate the enriched experience if a student is absent. Therefore, it is imperative the students communicate any absences, struggles, etc. to instructors asap so that plans can be made to assist with the understanding of course material and that makeups for missed material can be scheduled.

Time management is key, students must be mindful of all course deadlines and work to stay up on all assigned coursework. **Do not** wait until the last minute to complete assigned work, many courses do not accept late submissions.

ATTENDANCE AND CLASS PARTICIPATION

Because our courses are accelerated into 8- to 10-week sessions, each class session accounts for a significant portion of the learning experience. Regular attendance and active participation are essential for mastering course competencies, engaging in discussions, and completing hands-on activities.

Students are expected to attend all scheduled class sessions and arrive prepared by completing assigned readings, activities, and homework in advance. Missing more than one class session or more than 20% of course time may result in failure of the course due to missed instruction and competencies that cannot be fully replicated outside of class.

If an absence occurs due to serious illness, family emergency, or other unavoidable circumstances, students must notify the instructor as soon as possible. When appropriate, the instructor may provide limited opportunities to make up essential coursework or competencies.

If a student is experiencing symptoms of a contagious illness, they should stay home and notify the instructor promptly. Students are expected to remain engaged with course materials to the extent possible and coordinate with the instructor regarding missed content.

Due to the condensed nature of accelerated courses, work schedules, travel, or personal plans should be arranged around the course schedule whenever possible, as frequent absences significantly impact both individual learning and collaborative class activities.

UNEXCUSED ABSENCE POLICY

Attendance is mandatory for all classes to ensure active participation and academic success. Unexcused absences are defined as any absence without prior instructor approval or a valid reason as outlined in the university's policies (e.g., serious illness or family emergencies). The following guidelines apply to unexcused absences:

1. Attendance Requirements

+ Students are expected to attend all scheduled class sessions and participate fully.
+ Missing more than **one** class session without a valid, documented excuse will result in a failing grade for the course.

2. Notification

+ Students must notify the instructor as soon as possible if they anticipate missing a class, even for

reasons that may not qualify as excused.

+ Failure to notify the instructor prior to an absence will automatically classify it as unexcused.

3. Make-Up Work

+ Unexcused absences do not grant the right to make up missed exams, assignments, or participation grades.
+ Missed work due to unexcused absences may result in a grade of zero.

4. Attendance Monitoring

+ Attendance will be recorded during each class session.
+ Students are responsible for keeping track of their attendance and addressing any discrepancies promptly.

This policy is designed to emphasize the importance of attendance and accountability. Students are encouraged to manage their schedules responsibly and communicate proactively with the instructor regarding attendance-related concerns.

CANVAS

Canvas is the Learning Management System used by Gallatin College MSU. Course materials and communication will be delivered through this platform. Students should familiarize themselves with Canvas and reach out to their instructor with any questions they have. It's important to note that not all courses are displayed the same in Canvas, so it is best practice for students to reach out to their instructor with questions.

Canvas Help: 406-994-1978 or canvas@montana.edu for technical difficulties.

EMAIL POLICY

You are expected to have access to email for program and course communication. If you have not already, please access your school email account. We expect that you will check your university email at least once a day, as the director and instructors will send important information about the program and courses via email.

If you prefer using a home email account, it is easy to have your MSU mail forwarded to it. Check with the IT Help Desk (in the basement of the library) if you need assistance in doing so.

Please be professional in your emails, check spelling, use proper grammar and formatting. For example:

> *Hello Professor,*
>
> *When you have a moment, I would like to schedule a meeting with you to discuss questions I have about the assignment due in AHMA 123 next week. Please let me know what your schedule looks like.*
>
> *Thank you,*
>
> *John Doe (Student First and Last Name)*

TEXTBOOKS

Please ensure you have access to your course textbooks through the Canvas course shell prior to the start of classes so that you are prepared for assigned readings and coursework. Textbooks for this course are provided through the Inclusive Access program and will be available digitally within Canvas on the first day of the term. If you experience difficulty accessing course materials, please contact the Allied Health Director or your instructor for assistance.

REQUIRED SCRUB UNIFORM

Students enrolled in the Medical Assistant and Phlebotomy programs are required to purchase Gallatin College program scrubs to be worn in the clinical courses and externships. Scrub uniforms (tops/bottoms) are about $40.00 per set and can be ordered during the application process through the Allied Health Director. Students will pick-up and pay

for their orders at Blank Canvas located in the basement floor Strand Union Building across from the MSU Bookstore.

TESTING

Mastery of material is expected, i.e. 70%. Each course in the Allied Health Programs must be passed with a 70% or above.

Students are expected to take exams and perform labs during the time frame allotted. Should the student miss an exam or laboratory they will be expected to contact the instructor prior to the exam and make arrangements within one week for a make-up exams and labs. Failure to contact the instructor PRIOR to the exam/lab will result in a zero.

If a student requires testing accommodations, they must obtain and present the ODS Certification Card - documentation to their instructors prior to the day of the examination.

ACADEMIC MISCONDUCT

The Montana State University Student Handbook contains the penalties and procedures in situations of academic misconduct. Rules, examples, and procedures can be found at **http://www2.montana.edu/policy/student_conduct/student_conduct_code.htm#descriptexamples** Section 420 of the Student Conduct Code describes academic misconduct as including but not limited to plagiarism, cheating, multiple submissions, or facilitating others' misconduct. If a student is caught, possible sanctions for academic misconduct range from an oral reprimand to expulsion from the university. DO NOT attempt to get by this rule.

COLLABORATION

University policy states that, unless otherwise specified, students may not collaborate on graded material. Any exceptions to this policy will be stated explicitly for individual assignments. If you have any questions about the limits of collaboration, you are expected to ask for clarification.

USAGE OF ARTIFICIAL INTELLIGENCE APPLICATIONS

Academic Honesty Students are expected to uphold the highest standards of academic integrity. This includes refraining from cheating, plagiarizing, misrepresenting one's work, and engaging in inappropriate collaboration.

Use of Generative AI Tools The use of generative AI tools is strictly regulated. *Students may only use AI with explicit written permission from the instructor, as documented on the assignment sheet.* If permission is given to use AI on an assignment or activity, its use must be cited according to MLA citation guidelines listed here: https://style.mla.org/citing-generative-ai/

Consequences of AI Misuse Any student found violating these standards or engaging in academic dishonesty may face serious consequences, including but not limited to:

(1) The opportunity to redo the assignment

(2) Receiving a zero on the assignment

(3) Referral to the Dean of Students

By adhering to these guidelines, we can maintain a fair and honest academic environment for all.

IMPORTANCE OF CRITICAL THINKING

In our courses, critical thinking is essential. It involves analyzing information, evaluating evidence, and making reasoned conclusions. By developing your critical thinking skills, you will be better equipped to tackle complex problems, make informed decisions, and engage in thoughtful discussions.

We will emphasize the importance of questioning assumptions, considering multiple perspectives, and applying

logical reasoning. These skills are not only vital for academic success but also for your future professional and personal life.

This is a classroom environment where critical thinking develops and thrives, by challenging ourselves to engage deeply and thoughtfully with the subjects we explore. Therefore, please refrain from using AI tools unless you have explicit instructions and permission to do so by the course instructor.

EXPECTATIONS

Montana State University expects all students to conduct themselves as honest, responsible, and law-abiding members of the academic community and to respect the rights of other students, members of the faculty and staff, and the public to use, enjoy, and participate in the University programs and facilities. For additional information, reference see http://www2.montana.edu/policy/student_conduct/student_conduct-code_2008-2009.htm

FREEDOM OF EXPRESSION

The free exchange of information is vital to the pursuit of learning. Students are expected to assist in maintaining a classroom environment that is conducive to learning. In order to assure that all students have the opportunity to gain from time spent in class, it is expected that faculty and students will respect the views of others when expressed in classroom discussions.

TEXTING/CELL PHONE USE

Texting and cell phone use will not be tolerated. Texting and cell phone use in the classroom shall result, minimally, in being asked to leave the class.

FOOD AND DRINKS

Food and drinks are prohibited in the Biohazard Level II designated areas in the Swingle building. Please plan to consume food/drinks prior to the start of class and store your food/drinks outside of these areas. The Allied Health Director and instructors will be enforcing this policy at all times.

ACADEMIC EXPECTATIONS

Section 310.00 in the MSU Conduct Guidelines states that students must:

A. be prompt and regular in attending classes;

B. be well prepared for classes;

C. submit required assignments in a timely manner;

D. take exams when scheduled;

E. act in a respectful manner toward other students and the instructor and in a way that does not detract from the learning experience; and

F. make and keep appointments when necessary to meet with the instructor.

In addition to the above items, students are expected to meet any additional course and behavioral standards as defined by the instructors.

ACCOMMODATIONS STATEMENT

If you have a documented disability for which you are or may be requesting an accommodation(s), you are encouraged to contact Disability Services as soon as possible to discuss your individual needs.

Accommodations are only available to students who are registered with ODS and have been approved. All accommodations are provided based on individual student needs and are approved on a case-by-case basis. Accommodations are intended to provide equal access, not guarantee success, or maximize a student's potential.

Student Responsibility: The student must contact the instructor as early as possible and provide their ODS Certification Card when accommodations are requested. Decisions regarding how approved accommodations are administered should be the result of conversations between the student and the instructor about how best to ensure equal access to assessment.

Disability Services Phone number: (406) 994-2824 and Email: disabilityservices@montana.edu.

STUDENT EDUCATIONAL RECORDS

All records related to the programs and courses are confidential and will not be shared with anyone, including parents, without a signed, written release. If you wish to have information from your records shared with others, you must provide written request/authorization to the office/department.

Before giving such authorization, you should understand the purpose of the release and to whom and for how long the information is authorized for release. Students have the right to access their educational records by appointment. This information is protected by the Family Educational Rights and Privacy Act (FERPA). For more information contact the Dean of Students office at 994-2826.

WITHDRAWALS

Should you need to withdraw from a course, fill out a drop/withdrawal form, bring it to class for the instuctor to sign, have your academic advisor sign and finally take it to the Registrar to be processed. If you have not withdrawn by the MSU posted date the grade you have earned in the course will be posted to your final transcript.

COURSE MATERIALS COPYRIGHT

The syllabus, course lectures and presentations, and any course materials provided throughout these programs are protected by U.S. copyright laws. Students enrolled in the courses may use them for their own research and educational purposes.

However, reproducing, selling or otherwise distributing these materials without written permission of the copyright owner is expressly prohibited, including providing materials to commercial platforms such as Chegg or CourseHero. Doing so may constitute a violation of U.S. copyright law as well as MSU's Code of Student Conduct.

Course Materials These materials are protected pursuant to U.S. copyright laws. No part of these materials may be reproduced, displayed, or used in any manner or medium without prior written permission of the copyright owner.

Recording in the Classroom Electronic video and/or audio recording is not permitted during class unless the student obtains permission from the instructor. If permission is granted, any distribution of the recording is prohibited. Students with specific electronic recording accommodations authorized by the Office of Disability Services do not require instructor permission; however, the instructor must be notified of any such accommodation prior to recording. Any distribution of such recordings is prohibited.

CLASSROOM INCLUSIVENESS

We support an inclusive learning environment where diversity and individual differences are understood, respected, appreciated, and recognized as a source of strength. We expect that students, faculty, administrators, and staff at MSU will respect differences and demonstrate diligence in understanding how other peoples' perspectives, behaviors, and worldviews may be different from their own. If you have any questions or concerns, please contact campus civil rights.

STUDENT WELL-BEING

Students at Montana State University have the right to live and learn in an academic environment that is free from all forms of discrimination including sexual and gender-based discrimination, harassment, and violence including sexual assault, relationship violence, and stalking.

If you (or someone you know) has experienced or is experiencing these types of behaviors, please know that you are not alone. Resources and support are available at MSU. You can learn more at: www.montana.edu/voice. MSU has confidential resources available to you through the VOICE Center, MSU Counseling and Psychological Services, and University Health Partners Health Services. These services are available to provide support, resources, and referrals to numerous campus and community agencies that can provide the information and support you need.

Please know that if you choose to confide in me, I am required by the university to report to the Title IX Coordinator/ MSU Office of Institutional Equity, as MSU and I want to ensure you are connected with all the support the university can offer. You are not required to respond to outreach from the university if you do not want to do so. You can also make a report yourself, including an anonymous report, through switness@montana.edu

MENTAL HEALTH AND WELLNESS

MSU strives to create a culture of support and recognizes that your mental health and wellness are equally as important as your physical health. We want you to know that it's OK if you experience difficulty, and there are several resources on campus to help you succeed emotionally, personally, and academically:

Counseling & Psychological Services	https://www.montana.edu/counseling/
Health Advancement	http://www.montana.edu/oha/
Insight Program (Substance Use)	http://www.montana.edu/oha/insight/
Suicide Prevention	https://www.montana.edu/suicide-prevention/
Medical Services	https://www.montana.edu/health/medical.html
WellTrack Wellness App	https://montana.welltrack.com
Let's Talk Drop-in Services	https://www.montana.edu/counseling/letstalk.html
Mental Health Screening	https://screening.mentalhealthscreening.org/montanastateuniv

SAFETY

Campus building occupants are required to evacuate buildings when a fire alarm activates. Familiarize yourself with all exit doors of each classroom and building. Students requiring evacuation assistance should inform instructor during the first week of class. Do not re-enter a building unless given instructions by the Fire Department or Campus/ Local Police.

**Immunization must be up to date. Please see page 5 of this handbook and also review the MSU Student Health requirements.

Clinical Externship

OVERVIEW

At the successful completion of coursework (scoring >70% in all courses), students will be assigned an externship. This is a **nonpaid** clinical experience where students will work closely with a clinic (Medical Assistants) and labs (Phlebotomists) to receive hands-on training in a real environment. It is imperative that students do not schedule family vacations or other times of absence during the school year or during the externship.

The externships are approximately shift based so it may not be possible to work during this time during the externship period. Plan for this now!

Medical Assistant Externship

160-hour requirement. Students are typically assigned during their last semester of the Medical Assistant program with the approval of the Allied Health Director. All courses leading up to the externship must be passed with a 70% or better.

Phlebotomy Externship

100-hour/100 venipuncture requirement. Students are assigned following the successful completion of the AHMA 220 course and with the approval of the Allied Health Director. The externship will take place during the 7 weeks of the semester and will consist of 2-week/50-hour per week rotations.

EXTERNSHIP POLICIES

Student Dress Code and General Standards of Conduct:

1. Neatly pressed and clean Gallatin College scrubs are required for all students for the externship experience. NO sweats, jeans, or jogging suits are allowed. Shoes are to be closed toe and allow for ease of movement with good traction and must always be in good repair.
2. No eating or gum chewing will be allowed during the externship.
3. Cell phones, etc. must be on silent mode and will not be allowed during the externship.
4. MSU-Gallatin College expects all students to conduct themselves as honest, responsible, and law-abiding members of the academic community and to respect the rights of other students, members of faculty, staff, and the public. Student conduct that disrupts, invades, or violates the personal, educational, or property rights of others are prohibited and may be subject to disciplinary action.
5. A participating externship site may request the Allied Health Director to suspend any student whose work and/or conduct has been determined as creating an unacceptable situation or effect on patients or medical office personnel, and/or whose progress, achievement, or adjustment does not justify his/her continuance with the externship. Additionally, if at any time during the externship, the Site Supervisor experiences situations of sufficient concern that cannot be resolved; any of the parties may terminate upon written notification to all concerned.
6. If a student is suspended from an externship as a result of their conduct, it is up to the Allied Health Director to determine if the student will be reassigned to a second externship site.
7. If a student is withdrawn from an externship site due to circumstances beyond the student's control, the Allied Health Director will assign the student a different externship site for the remainder of the required hours to successfully fulfill the externship requirements.

SAFETY

The safety of the students in the Medical Assistant and Phlebotomy Programs is of paramount concern to the Programs and Gallatin College. While work in this field carries with it certain risks from sources such as physical, chemical, or biological factors, adherence to the Centers for Disease Control & Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidelines will assist in ensuring the safety of all involved.These are the safety guidelines for the students enrolled in the externship:

1. Students must strive to maintain optimal health through lifestyle and good nutrition.
2. Students must show evidence of all immunizations required by the Medical Assistant/Medical Laboratory Assistant/Phlebotomy Programs and the specific externship site.
3. Students must be supervised at all times by a site member while in the clinical setting.
4. Students must wear OSHA-approved personal protective equipment (PPE) at all times when there is a risk of exposure to body fluids.
5. Accidental exposure to physical, chemical, or biological materials presenting a risk of injury or possible harm will be reported to the Site Supervisor and Allied Health Director immediately so steps to limit potential harm to the student and patients can be taken.

DRUG USE

Please be aware of the MSU Student Conduct Code on drug use on campus. https://www.montana.edu/policy/campus_alcohol_drug/ Regardless of the legal classifications of some drugs, the healthcare industry has the right to a zero-tolerance policy. This includes medical use.

What this means for you as a student entering Externship: You are subject to a drug screen test prior to entering the externship. Not all sites require this, so the fee is not part of your tuition and is an additional expense to you. Please know that sites can request a drug screen at any time before, during, and if they suspect drug use.

If the drug screen is positive, you will not be placed in an externship, and if you are suspected of drug use during your externship and/or test positive you will be removed from the externship. Please plan for this now. If you have questions, please reach out to the Allied Health Director.

CONFIDENTIALITY

Students must maintain patient and client confidentiality, abiding by the policies of HIPAA and HITECH. The externship sites may also provide additional policies students must follow while attending their externship hours.

EXTERNSHIP ATTENDANCE

Attendance is extremely important in order to meet class requirements and to function safely in the clinical lab and externship areas. The student and the Externship Site Supervisor will meet to discuss all aspects of the externship, at which time the student and Site Supervisor will determine a schedule. If the site has chosen a proposed shift with the Allied Health Director the student will be expected to adhere to that shift, unless altered by the Externship Site Supervisor. Students are expected to communicate all absences with the Site Supervisor and discuss times to make up the missed hours.

STUDENT EXTERNSHIP EVALUATION

Attendance is extremely important in order to meet class requirements and to function safely in the clinical lab and externship areas. The student and the Externship Site Supervisor will meet to discuss all aspects of the externship, at which time the student and Site Supervisor will determine a schedule. If the site has chosen a proposed shift with the Allied Health Director the student will be expected to adhere to that shift, unless altered by the Externship

Site Supervisor. Students are expected to communicate all absences with the Site Supervisor and discuss times to make up the missed hours.

ADDITIONAL EXTERNSHIP COURSE GUIDELINES

1. Time sheets must be uploaded to Canvas every week. The Site Supervisor **must** sign the timesheets.
2. The Master Competency Check Sheet must be initialed by Site Supervisor as each individual competency/ venipuncture is performed satisfactorily.
3. The Allied Health Director will regularly consult with the student and the Site Supervisor.
4. If the student wishes to change the externship site, the Allied Health Director and Site Supervisor must be consulted.
5. Students, who are unable to report to work at the assigned date and time, must notify the Site Supervisor and the Allied Health Director as soon as possible before the shift begins.
6. There is no obligation on either the student or externship site to pursue a part-time or full-time working relationship between the two after the externship period is completed.
7. An employment relationship does not exist under FLSA, and the Act's minimum wage and overtime provisions do not apply to the student.
8. A letter of good standing for each student assigned will be provided.

National Certification Exams

OVERVIEW

At the completion of the Medical Assistant and/or program, students will be prepared to sit for a National Certification Exam. Everything we do is preparation to pass these exams and become competent medical assistants and/or phlebotomists.

The exam costs are included in the student's course fees. The Allied Health Director will meet with students to purchase their exam tickets after the successful completion of the programs. Exams can be taken at the Pearson Vue testing centers in Bozeman, Helena, and Billings, Montana.

Exam tickets expire within one year of the purchase date.

MEDICAL ASSISTANT CERTIFICATION EXAM INFORMATION (Exam fee included in course fees)

Bureau: American Medical Technologists
Certification: Registered Medical Assistant (RMA)
Link: https://americanmedtech.org/Medical-Assistant

PHLEBOTOMY CERTIFICATION EXAM INFORMATION – TWO OPTIONS (Exam fee included in course fees)

Bureau: American Medical Technologists
Certification: Registered Phlebotomy Technician (RPT)
Link: https://americanmedtech.org/Phlebotomy-Technician

Bureau: American Society for Clinical Pathology
Certification: Phlebotomy Technician (PBT), Route 2
Link: https://www.ascp.org/content/board-of-certification/get-credentialed#

Contact Information

ALLIED HEALTH DIRECTOR

DeeDee Dalke, Allied Health Director
Email: desiree.dalke@montana.edu
Phone: 406-994-9124

ALLIED HEALTH ADVISOR

Brent Lloyd, Academic Support Specialist
Email: brent.lloyd@montana.edu
Phone: 406-994-5576

ADDITIONAL IMPORTANT PHONE NUMBERS

Gallatin College Hamilton Hall
406-994-5536

MSU Student Health
406-994-2311

MSU Registrar's Office
406-994-6650

MSU Disability Services
406-994-2824

MSU Canvas Help
406-994-1978

GALLATIN COLLEGE
MONTANA STATE UNIVERSITY

Allied Health Programs

Behavioral Health
Medical Assistant
Phlebotomy

ENROLLMENT AGREEMENT
ACADEMIC YEAR 2026-2027

STUDENTS

I have received a copy of the allied health programs handbook. I have read the handbook and agree to uphold the policies, procedures, and guidelines set forth.

Signature _____ Date _____

Program _____

ALLIED HEALTH DIRECTOR

Signature _____ Date _____

GALLATIN COLLEGE
MONTANA STATE UNIVERSITY

Gallatin College MSU Medical Assistant and Phlebotomy Program Application

APPLICATION DEADLINES

Fall Semester Enrollment: August 1st
Spring Semester Enrollment: January 1st

Section 1: Student Demographics

PERSONAL INFORMATION

Full Legal Name	Preferred Name	
Address		
City	State	Zip
Telephone (Home)	Student ID (Last 4 of GID)	
Email		

PROGRAM AND APPLICATION STATUS

Which Allied Health program are you applying for? (Select One) ☐ Medical Assistant ☐ Phlebotomy

Have you been accepted to Gallatin College? ☐ Yes ☐ No

If no, first complete the Gallatin College application. After being accepted to Gallatin College, submit this program-specific application by the semester enrollment deadline.

Full Legal Name	Student ID (Last 4 of GID)

Section 2: Required Documentation Checklist

Verify each item as you include it in your application packet. Submit all items together. **Important!** Carefully follow the vaccination guidelines in the handbook-application packet (Pg 5, 23); missing, expired, or incomplete submissions will invalidate your application.

VACCINATION & HEALTH REQUIREMENTS

☐ Tdap (Tetanus-Diphtheria-Pertussis)

☐ MMR (Measles, Mumps, Rubella) – 2 doses or titer

☐ Hepatitis B Series + positive titer

☐ Varicella (Chickenpox) – 2 doses or titer

☐ Tuberculosis Screening (TB test or documentation)

☐ Influenza (Flu) Vaccine (current year)

☐ COVID-19 Vaccination Series

☐ Declination forms for COVID-19 and/or Influenza (if applicable due to medical or religious reasons)

CERTIFICATIONS & IDENTIFICATION

☐ CPR/BLS Card (American Heart Association)

☐ Driver's License (copy)

☐ Health Insurance Card (copy)

PROGRAM REQUIREMENTS

☐ Headshot Photo (shoulders up, plain background)

☐ Scrub Order Form

☐ Signed Student Handbook Signature Page

SPECIAL NOTE

Students may need to fulfill additional requirements such as facility documents, background checks, and drug screens at the clinical externship site. These costs are not covered by tuition and will be paid separately by students. If necessary, students must complete these requirements before starting their externship course.

Full Legal Name	Student ID (Last 4 of GID)

Section 3: Personal Interest Essay

In 1–2 paragraphs, describe your interest in healthcare and explain why you are applying to your chosen program.

- Why are you interested in a career in healthcare?
- Why did you choose Medical Assistant or Phlebotomy?
- What strengths or experiences will help you succeed in this program?

Full Legal Name	Student ID (Last 4 of GID)

Section 4: Application Agreement

I certify that all information provided in this application is accurate and complete. I understand that incomplete applications may not be reviewed.

Signature	Date

Section 5: Application Review and Approval Process

After submission, applications will be reviewed by the Allied Health Department. The approval process includes:

1. **Verification of Required Documents**
   All vaccination and documentation requirements must be complete.
2. **Application Review**
   Program fit and completeness of application materials will be evaluated.
3. **Phone Interview**
   Qualified applicants will participate in a phone interview with the Allied Health Director.
4. **Final Decision**
   Applicants will be notified of acceptance status and next steps.

Submission Instructions

Once you've completed the Gallatin College application and gained acceptance, submit your Allied Health program-specific application along with all required documents as a single PDF through the secure drop box link provided by the Allied Health Director. Only PDFs are accepted; formats like JPG, PNG, DOCX, Google files, or others are not allowed.

Special Note: You will only get the secure link to submit your Allied Health program-specific application if you have been officially accepted to Gallatin College.

APPLICATION DEADLINES

Fall Semester Enrollment: August 1st
Spring Semester Enrollment: January 1st

GALLATIN COLLEGE
MONTANA STATE UNIVERSITY

Gallatin College Scrub Order Form for Medical Assistant and Phlebotomy

STUDENT INFORMATION

Full Name

Phone | Email

Which Allied Health program are you applying for? (Select One) ☐ Medical Assistant ☐ Phlebotomy

Scrub Order Details

Required: All students must wear official Gallatin College scrubs during class and externship.

TOP (SCRUB SHIRT)

☐ XS ☐ S ☐ M ☐ L ☐ XL ☐ XXL ☐ XXXL Qty _____

BOTTOM (SCRUB PANTS)

☐ XS ☐ S ☐ M ☐ L ☐ XL ☐ XXL ☐ XXXL Qty _____

PRICING & PAYMENT – PAYMENT IS DUE AT THE TIME OF PICK-UP

- **Cost Per Scrub Set (Top + Bottom):** $ 40
- **Total Sets Ordered** _____
- **Total Cost** $ _____

ORDER & PICKUP INFORMATION

- Orders are placed through the **Allied Health Director**, you will be emailed when your order in ready for pick-up
- Payment is due at time of pickup
- Pickup location: Blank Canvas (next to MSU Bookstore in the SUB)

Student Agreement

I understand that scrubs are required for participation in the Allied Health program and clinical externship.

Signature | Date

Gallatin College Allied Health Programs Document and Vaccination Requirements

OVERVIEW

Gallatin College requires proof of immunity to designated vaccine-preventable diseases, as well as additional documentation for enrollment in the clinical externship course. Students are responsible for obtaining and submitting copies of all required records to both Gallatin College and their assigned clinical externship site. Below is a list of the vaccinations and documents Medical Assistant and Phlebotomy students must provide to the Allied Health Director at the time of application.

LIST OF REQUIRED DOCUMENTS AND VACCINATIONS

Tetanus-Diphtheria-Pertussis (Tdap) If 10 or more years have elapsed since your last Td booster, the Tdap vaccine should be received.

Measles-Mumps-Rubella Two vaccine doses or positive antibody titer. The doses must have been received after 12 months of age and a least one month apart and must have been given after 1-1-68. **History of disease is not acceptable.

Hepatitis B Completed series **PLUS** a positive antibody titer.

Varicella (Chickenpox) A positive antibody titer or proof of two doses of vaccine at an interval of 4-8 weeks between doses. **History of disease is not acceptable.

Tuberculosis Screening (TB) PPD purified protein derivative, 2-step skin test if you've not had one within the year. If you've had a positive skin test in the past, bring your records specifying the test, your chest x-ray report, and details of any prescribed medication.

Flu Shot Annual shot is required.

COVID-19 Complete series.

CPR/BLS Card American Heart Association (AHA) certification is required. Jinny Story at Bighorn Fire Company 406-581-0412 provides training sessions. Reach out to schedule.

Driver's License

Health Insurance Card

Headshot Photo Please take the photo from the shoulders up and on a plain light background. This is used for your nametag.

Scrub Order Medical Assistant and Phlebotomy students must wear Gallatin College scrubs to classes and clinical externship. Orders are placed through DeeDee Dalke, Allied Health Director, and paid for at pick-up at Blank Canvas (next to the MSU Bookstore in the SUB). Cost: $40 per set (top and bottom).

Handbook Student signed handbook signature page.

Declination of Vaccine: Please discuss any declinations to the above-listed vaccinations with the Allied Health Director.

Special Note: The clinical site may require students to complete their facility documents, background check, and drug screen. The background check and drug screen are not included in the tuition fees and will be an additional expense to the student.

Gallatin College Allied Health
Required Clinical Documentation Checklist

Students, please use the checklist below as a guide when gathering your documents. Make sure to check off each document and fill in the information. This checklist should be included with your documents when you submit them. Please follow the vaccination guidelines as listed above and in the handbook.

REQUIRED VACCINE/DOCUMENT	COMPLETE/IN PACKET TO SUBMIT (X)	DATE OF VACCINE(S) OR ADDITIONAL INFO
Tetanus-Diphtheria-Pertussis (Tdap)		Last Dose
Measles-Mumps-Rubella (MMR)		1st Dose 2nd Dose Booster/Titer
Hepatitis B Series		1st Dose 2nd Dose 3rd Dose Booster/Titer
Varicella (Chickenpox)		Last Dose
Tuberculosis Screening (TB) PPD		Screen Date Result and Date
Influenza (Flu) Vaccine		Last Dose Declination
Hepatitis B Series		1st Dose 2nd Dose 3rd Dose Additional Declination
AHA CPR/BLS Card		Start Date Expiration Date
Driver's License		N/A
Health Insurance Card		N/A
Headshot Photo		N/A
Scrub Order		Placed with Director Y/N
Handbook – Signed Signature Page		N/A

Declination of Influenza Vaccination

The Gallatin College Allied Health programs and affiliated externship health facilities recommend that I receive the influenza vaccination to protect myself, fellow students, faculty, patients, externship site staff, and others in healthcare sites.

I acknowledge that I am aware of the following facts (read and check each box):

☐ Influenza is a serious respiratory disease. Each year in the United States, influenza kills thousands of people and causes hundreds of thousands of hospitalizations.

☐ Influenza vaccination is recommended for me to protect my fellow students, faculty, externship staff, and patients from influenza, its complications, and death.

☐ If I contract influenza, I can shed the virus for 24 hours before any influenza symptoms appear. During the time I shed the virus, I can transmit influenza to students, faculty, patients and externship staff.

☐ If I become infected with influenza, even if my symptoms are mild or non-existent, I can spread influenza to others. Symptoms that are mild or non-existent in me can cause serious illness and death in others.

☐ I understand that the strains of virus that cause influenza infection change almost every year and, even if they don't change, my immunity declines over time. This is why vaccination against influenza is recommended every year.

☐ I understand that it is impossible to get influenza from influenza vaccine.

☐ The consequences of my refusal to be vaccinated could have life-threatening consequences for my health and the health of everyone with whom I have contact, including my fellow students, faculty, externship staff, and all patients in a healthcare facility.

Despite these facts, I am choosing to decline influenza vaccination for the following reasons:

_____

_____

☐ I understand that I can change my mind at any time and accept influenza vaccination.

☐ I understand that I must follow the policies of the Externship Site I am placed.

Externship site policies may include, but are not limited to the following

- Should a student decline the Influenza Vaccine, they will be required to wear a mask at ALL times while attending their Externship.
- If the student is experiencing symptoms, they are not to come to the Externship site until they are without symptoms.
- It is the student's responsibility to communicate with the Externship Site Supervisor and Gallatin College Allied Health Program Director to make up their missed externship hours.

I have read and fully understand the information on this declination form

Signature Date

Name (Print)

Reference: CDC. Prevention and Control of Seasonal Influenza with Vaccines: Recommendations of the Advisory Committee on Immunization Practices – United States, . . . Access links to current ACIP recommendations at www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/flu.html and www.immunize.org/catg.d/p4068.pdf • Item #P4068 (11/19)

Declination of COVID Vaccination

The Gallatin College Allied Health programs and affiliated externship health facilities recommend that I receive the COVID vaccination to protect myself, fellow students, faculty, patients, externship site staff, and others in healthcare sites.

I acknowledge that I am aware of the following facts (read and check each box):

☐ COVID-19 is a serious contagious virus that can easily spread from person to person. Some infected persons may have severe disease and die. No one knows how COVID-19 may affect them.

☐ COVID-19 vaccination is recommended for me and for all other healthcare workers to help prevent spreading the disease to friends, family, and staff and to protect me from getting COVID-19, or from serious illness if I do get infected.

☐ I understand that, if I contract COVID then, I am potentially contagious for 2 days before any symptoms appear. During this time, and for 10-14 days after infection, I can potentially transmit COVID-19 to patients and staff in this facility and to my family.

☐ I understand that, if I become infected with COVID-19 then, even if my symptoms are mild or non-existent, I can spread the virus to others. Symptoms that are mild or non-existent in me can still cause serious illness and death in others.

☐ I understand that, if I get COVID-19 then, I will be required to isolate away from others and will not be able to work for a minimum of 10 days after symptoms appear or 10 days from the date I test positive if I have no symptoms.

☐ I understand that I cannot get COVID-19 from the vaccine and getting the vaccine is a safer way to build up immunity.

☐ I understand that side effects usually go away on their own within a week and are a sign that the immune system is working.

☐ The consequences of my refusal to be vaccinated could be life threatening for me and the health of everyone with whom I have contact, including my co-workers and all patients in this healthcare facility.

hom I have contact, including my fellow students, faculty, externship staff, and all patients in a healthcare facility.

Despite these facts, I am choosing to decline COVID vaccination for the following reasons:

_____

_____

☐ I understand that I can change my mind at any time and accept COVID vaccination.

☐ I understand that I must follow the policies of the Externship Site I am placed.

Externship site policies may include, but are not limited to the following

- Should a student decline the Influenza Vaccine, they will be required to wear a mask at ALL times while attending their Externship.
- If the student is experiencing symptoms, they are not to come to the Externship site until they are without symptoms.
- It is the student's responsibility to communicate with the Externship Site Supervisor and Gallatin College Allied Health Program Director to make up their missed externship hours.

I have read and fully understand the information on this declination form

Signature Date

Name (Print)

References: CDC. Coronavirus Disease 2019 (COVID-19): https://www.cdc.gov/coronavirus/2019-ncov/hcp/vaccination.html
CDC: Questions on COVID-19 Vaccine: https://www.cdc.gov/vaccines/covid-19/hcp/answering-questions.htm