

*Applicants with Disabilities Admissions Requirements***GENERAL ADMISSIONS REQUIREMENTS AND PROCEDURES****ACKNOWLEDGMENT THAT SOUTH COAST COLLEGE IS A HYBRID INSTITUTION**

Applicants must acknowledge that they are required to attend certain classes on campus and that certain classes will only be conducted on campus.

EVIDENCE OF HIGH SCHOOL GRADUATION

Applicants must provide evidence for their student files that they can perform college-level course work. Evidence can include a certified copy of an original high school diploma, an official copy of a high school transcript indicating the date of high school graduation, a copy of a DD214 military record indicating the applicant is a high school graduate or equivalent, a high school proficiency exam, a GED (General Educational Development) certificate or official notification that a GED has been earned, or an official college transcript indicating the date of high school graduation. If an applicant who currently resides in the United States but attended a school in a foreign country is unable to produce the required documents, evidence may include certification from other official sources.

APPLICANTS WITH DISABILITIES

It is important that applicants with disabilities understand the employer's physical requirements for working in their respective fields.

Physical Requirements for Court Reporters: Strength, dexterity, coordination, and vision to use a keyboard and monitor; hear and distinguish words of various tones and volumes; manual dexterity to operate and maintain court reporting equipment; sit and maintain sustained high-speed reporting for long periods of time; lift and move court reporting equipment of approximately 20-25 pounds from place to place; hearing to communicate with the public and Court staff; ability to sit for extended periods of time; walk or otherwise move within the Court facilities; reach with hands and arms; vision to read and write material; sufficient strength to lift, carry, push, or pull materials weighing up to 25 pounds; lifting position may be from floor to waist, and or from the waist to an overhead position; to stoop, kneel, squat, and crouch to pick up or move objects, office equipment, and records; speak clearly on the telephone; and periodic travel to other locations.

Physical Requirements and Paralegal Tasks: Strength, dexterity, coordination, and vision to use a keyboard and monitor; retrieve information from law library, hear and distinguish words of various tones and volumes; manual dexterity to operate and maintain office equipment such as computers, scanners, photocopiers; sit and view computer monitor for long periods of time to draft and analyze legal documents, legal research, case planning, development, and management; compile and utilize technical information to make an independent decision and recommendation; lift and move heavy case reports of approximately 15-20 pounds from location to location; hearing to communicate with clients, law office, and court staff; ability to sit for extended periods of time; walk or otherwise move within the



Applicants with Disabilities Admissions Requirements

firm, light travel may be required to conduct investigation, client and witness interviews, and visit court facilities; reach with hands and arms; vision to read and write; sufficient strength to lift, carry, push, or pull materials such as files and exhibits weighing up to 25 pounds; lifting position may be from floor to waist, and/or from the waist to an overhead position; to stoop, kneel, squat and crouch to pick up or move objects, office equipment and records; speak clearly on the telephone; and periodic travel to other locations, represent clients before a state or federal administrative agency if that representation is permitted by statute, court rule, or administrative rule or regulation.

Physical Requirements for Medical Assistants: Person appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees. The Medical Assistant requires strength, dexterity, coordination, and vision to perform skills and procedures under the clinical direction of a provider and function effectively in an emergency as regulated by certification. The Medical Assistant lifts and moves equipment of approximately 20-25 pounds from place to place when preparing examination rooms for patient examinations, procedures, and obtains clinical data such as vital signs. The Medical Assistant reads, writes, and speaks clearly; hears and distinguishes words of various tones and volumes; sits and maintains correct posture when documenting health status in the patient health record using keyboard and monitor. The Medical Assistant pushes or pulls materials weighing up to 25 pounds; lifts objects from floor to waist and/or from the

waist to an overhead position; reach with hands and arms; stoop, kneel, squat, and crouch to pick-up or move objects when performing basic life support in emergency situations; walk or otherwise move within the facility; is required to perform some procedures such as venipuncture, finger stick, eye/ear washes, collection of specimens, basic dressing changes, and suture/staple removal consistent with training and Scope of Practice.