APPLICANT FAQs
MUPAP CLASS OF 2021
WELCOME
Thank you for your continued interest in our program and Methodist University. Please review the following information as it will answer many questions you may have regarding our admissions process. Applicants should review this information in its entirety before contacting the program with questions.

PROFESSIONAL EXPECTATIONS
Applicants are expected to demonstrate professionalism at all times when contacting the program. If there is an oversight of an outstanding prerequisite the program will make every effort to review your application again and gently request you to be understanding and patient as we address your questions in a timely manner. Lack of professionalism will impact your application.

WHAT DOES THE CONFIRMATION EMAIL MEAN?
Our email is to confirm receipt of your application and to note any outstanding prerequisites for our program, if applicable. If no outstanding prerequisites are listed in our original email, all prerequisites have been met. No further updates regarding coursework, etc. need to be made.

If outstanding prerequisites were noted in the original email it means the items listed are not complete. If the word “planned” is noted to the side of the coursework, GRE scores or hours, the program is aware that the applicant has taken the GRE, but official scores have not been received, and/or that the applicant is in-progress or planning to complete that specific requirement. If “planned” is not beside the requirement, but you have a plan to complete the course or hours, submit in writing (email) the anticipated institution, semester and completion date. Please make sure you first review all prerequisite requirements to ensure you have or will meet our requirements and keep reading this document before you contact the program.

COMMON COURSEWORK OVERSIGHTS/QUESTIONS
Psychology: The program requires two (2) psychology courses, not one (1). Sociology courses do not fulfill psychology requirements.

Medical Terminology: Applicants may not test out of medical terminology and we will not waive the medical terminology requirement based on experience. Applicants must take one semester of medical terminology—there is not a semester hour requirement assigned to this course—and receive a letter grade or a pass/fail result at the end of the course, not a certificate of completion or CME.

Biology and Chemistry courses with a lecture and lab: If you score a C- or below in the lecture portion of a course, but received a C or better in the lab, grades are not averaged. The lecture must be retaken.

AP credit: AP credit from high school for requirements is accepted (most commonly seen with Stats, General/Intro
Psychology, General Chemistry I, Intro/Principles of Biology), but must be reflected on the CASPA application or transcripts.

**What is the deadline for outstanding courses?** Applicants have until our August start date to complete any outstanding prerequisite courses.

**Will my application still be considered with outstanding courses?** Yes, your application will still be considered as long as there is a plan in place to complete the coursework. Applicants have been contingently accepted with outstanding courses.

**Is there a limit on the number of outstanding courses an applicant can have at the time of application?** No, but competitive applicants have completed all or the majority of coursework requirements at the time of application. Applicants who have been contingently accepted usually do not have more than three outstanding courses. Common outstanding courses are: one psychology, Medical Terminology, Biochemistry or Organic Chemistry II with lab.

**Is it ok to wait to see if I get an interview before I sign up for outstanding courses?** We encourage applicants to already have a plan in place by the time they submit their application (because you’ve done your research prior to applying right?!), but many applicants ignore this advice. If you are planning to delay signing up for a required course, you should at least explore options rather than waiting to see if you are accepted before signing up for a class.

I have no plan to complete the outstanding courses listed. Please withdraw your file from consideration.

**Prerequisite Substitutions:** We do not accept substitutions for coursework. All required courses must be completed by our August start date. Do not ask the program to make an exception to this rule (i.e. If you have taken Org I and Org II it will not fulfill/replace the Biochemistry requirement. Biochemistry must be taken.).

**Where to take coursework requirements:** It is highly recommended that prerequisites be taken at a university level and in the classroom, especially upper level Biology and Chemistry courses. Although we accept courses that have been taken at the community college level and online, applicants who have completed the majority of coursework at a university level and in the classroom will have demonstrated better preparation for our curriculum and may be deemed more competitive. Math, psychology and medical terminology courses that have been taken at the cc level or online are more acceptable than biology and chemistry courses. Applicants must take all prerequisites through a regionally accredited institution and in the United States.

**Updating completed coursework:** Applicants needing to update coursework at the completion of classes should submit official transcripts to CASPA. Grades submitted after an application has moved through the verification stage cannot be verified, but official transcripts verifying coursework/degree completion can be view by the program.
CLINICAL EXPERIENCE

If you have questions regarding clinical experience please first review our website. All contact hours must be completed by July 15th of the year entering. If you are deficient in contact hours at the time your application is reviewed by the program, you may email the program the following information:

- Name and location (city, state) of clinic/hospital
- Dates and number of hours completed at the clinic/hospital after application was submitted.
- Name and contact information of supervisor to verify this information if necessary.

GRE

Code: Official GRE scores must be sent directly to CASPA via the code 0399 and marked as verified by January 15th. Please do not send scores directly to the program. If you know that your GRE scores have been sent to CASPA and your scores are listed as an outstanding prerequisite, please follow up with ETS to ensure your scores have been sent to CASPA. If scores have been sent to CASPA, you need to follow up with CASPA to see why official scores are not available for the program to view.

Please keep in mind that each program (if you have applied to more than one program) has their own GRE code. This means that you must submit scores via the code above for our program to receive your scores. It is the responsibility of the applicant to follow up with the program to ensure your GRE scores are received.

What’s the latest I can take the GRE? The longer you wait to submit scores, the longer it will take for your application to be considered further. If official scores are not received and verified by the deadline, your application will no longer be considered.

GRE waiver and re-applicant: GRE scores are not waived for any applicant, regardless of the highest degree received, and if you are a re-applicant the program does not keep official scores on file.

Competitive Score: To be competitive with the applicant pool, the program recommends scoring in the 50th percentile in each section. If you have not met the recommended score of 297, applicants should consider retaking the GRE. The highest Verbal and Quantitative score will be combined for the total score.

LETTERS OF RECOMMENDATION (LOR)

Three LORs are required. They should be submitted from the following individuals below. If none or only one of your letters match the criteria below, the program feels the applicant may not be evaluated adequately and/or competitively versus other applicants who have met this criteria.

- A science advisor or professor*
- A medical coworker or supervisor. If you have shadowed a physician or PA they should write a LOR.
- Another employer or another medical coworker.

*If the applicant is in progress of completing the bachelor’s degree or is a recent graduate (within 1-3 years) he/she
will be expected to submit an academic letter of reference.

No more than five LORs can be submitted to CASPA and no more than five are accepted by the program.

DESCREPANCIES

Applicants are asked to email the MU PA Program Office of Admissions (contact information is at the end and was provided in the original email). In some instances, coursework may be overlooked or there was a program decision regarding that specific requirement. The program is more than willing to address any concerns and will review the application again to ensure the accuracy of our initial screening.

HOW ARE APPLICANTS SELECTED FOR AN INTERVIEW?

Applicants considered to be competitive based on, but not limited to GPA, GRE, and clinical experience will be invited for an on-campus interview with our Admissions Selection Committee (ASC). On-campus interviews are during the week (usually on Wednesdays or Fridays) and will begin in the summer. Interviews will continue until the class is filled. Previous trends have shown that interviews can run into February and early-March. Applicants selected for an interview will receive an invitation, via email, at least three to four weeks prior to their interview day. The program does not grant acceptance without an on-campus interview and travel expenses are the applicant’s responsibility. Interview format is provided to the applicants who are selected for an interview.

The program does interview for an alternate list once the class has been filled. If chosen to interview for the alternate list, applicants will be informed in their invitation that they are interviewing for the alternate list.

Applicants who are placed on the alternate list and who are not offered a seat in the program because a seat was not available are not guaranteed admission into the next class, but may reapply. The program does not interview all applicants.

HOW COMPETITIVE IS THE PROGRAM?

The 2017-2018 application cycle (Class of 2020) yielded 1148 applications for 40 seats. 108 (9%) interview invitations were sent. 40 seats are available for the 2018-2019 application cycle (Class of 2021).

WHEN DOES THE CLASS FILL UP AND WHEN WILL CONSIDERATIONS CLOSE?

Historically, the class can be filled as early as December or January, but as late as March or April. Obviously, every year is different, making it difficult to predict how quickly our class can be filled. Considerations will close at the first of April. Applicants not selected for an interview will be notified via email. Applicants should withdraw their application if there are intentions to attend another institution. We do not send periodic application updates.
DOS AND DONTS OF CONTACTING THE PROGRAM

Dos/Responsibilities of the Applicant:

- Applicants should contact the program, via email, within two to three weeks if there are discrepancies in their outstanding prerequisites. Please review all requirements prior to emailing and do not delay.
- Make sure to read all correspondences and check your email (including your spam box) often.
- If you know updated transcripts, official GRE scores, and/or updated hours are being submitted, applicants should send an email to make sure the program has received your updates. The program does not send confirmation emails to applicants who submit updated information.
- If you are invited for an interview, but have no plans to interview with the program, you are expected to respond declining the invitation. Failure to respond results in an automatic withdrawal of your application and is considered a lack of professionalism.

Don’ts

- Do not continuously call or email to check on your application status. Continuously checking on your application status is considered poor admissions etiquette. If you are chosen for an interview the program will contact you. Once again, considerations will continue until April. Once considerations have closed, the program will email you.
- Do not have others (i.e. parents, spouses, employers, people affiliated with the program) call on your behalf or ask about your application status. It is a violation of FERPA policies to share any information regarding an application with anyone other than the applicant.
- Do not ask or expect the program to make an exception or allow substitutions for any of our prerequisite requirements. It does not benefit the applicant in any way to make this request.

VISITING THE PROGRAM

For anyone wanting to visit the program, the program hosts monthly information sessions during the week, and applicants should attempt to attend a session if they want to visit. Sessions tend to be very small (less than ten visitors), lasts about 45 minutes-1 hour, and anyone with individual questions after the session will have time to address them with the Admissions Director. These dates are listed on our website under “Information Sessions.” If you want to attend a session, you must confirm your attendance via email.

If you are unable to make an information session and have a strong desire to visit, please contact the Admissions Director, via email, and schedule an appointment. Prior contact with the program, rather than walk-in visits, is highly encouraged to ensure the Admissions Director is available and has time to adequately address your questions. When contacting the program, please make sure to inform the program that you are a current applicant.
CONTACTING THE PROGRAM
Preferred method of contact is via email at jmish@methodist.edu. You will receive a response. All emails will be returned within 24 hours during business hours. If applicants do not receive a response, your email was not received. Our office hours are Monday through Friday 8:00 am- 5:00 pm EST.

Mailing address:
Methodist University PA Program
Attn: Jennifer Mish
5107 College Center Dr.
Fayetteville, NC 28311

Telephone: (910) 630-7615*
Admissions Fax: (910) 630-7643

*Applicants outside EST: Unless otherwise noted in your voicemail, the program will return voicemails on EST. If you are in a different time zone and leave a voicemail, please include a preferred time to call you back.