

May 19, 2011

Dear Student

Greetings from the Allied Health Department at Glen Oaks Community College! We are pleased to have you in our Allied Health Programs and look forward to helping you succeed and reach your desired professional goals.

In order to better assist you, we are planning an informational and pre-advising meeting for all Allied Health students at Glen Oaks. This meeting is for you even if you are not currently attending the fall 2011 semester. I will meet with you on **Wednesday, August 31st, 10 -11 A. M. OR 12-1 P.M. in the Dresser Business Development Center on the Glen Oaks campus.** Please attend one of these meetings. You can register by phone for your desired meeting time by calling 294-4207 or 267. Please leave a message if no one is available. You are also welcome to come by our offices in the F-Wing – either F203-Julie Ianni or F204-Brenda Luczek. We will need a final head count by **August 18th** in order to have plenty of materials and supplies on hand.

It is important that all students attend in order to have each student fill out an application for their appropriate certificate and/or degree programs, if you have not done so. The applications, program information and much more will be available that day. **Cindy Miller, Externship Coordinator**, will be talking about the needed pre-requisites for externship placement: criminal background checks, immunizations, CPR cards and much more!

I look forward to meeting with you. I will be happy to stay after if you have questions in regards to any of the programs not covered in the presentation. We have three new certificates: Phlebotomy Technician, Health Care Worker, and Medical Administrative Specialist that you may be interested in as well as Medical Assisting!

If you know of others who are interested in any of the Allied Health Programs, please invite them to come. We plan to have some drawings, fun and goodies to snack on. Don't miss it!! See you there!!

Sincerely,

Brenda Luczek
Professor Allied Health
Medical Assisting Program Chair
bluczek@glenoaks.edu

1-269-294-4267