

## Medical Assistant Application Process

- 1) If you are not currently a South Central College Student you will need to apply along with complete Accuplacer testing <http://www.southcentral.edu/Admissions/admissions-checklist.html>
- 2) Request or change major to Pre-Medical Assisting  
<http://www.southcentral.edu/webdocs/admissions/Program%20Change%20Form.pdf>
- 3) Review required Medical Assisting Accuplacer scores to determine if College Readiness Courses are needed to meet Medical Assisting Program requirements:
  - Reading: At least a 78 or above on the Accuplacer **OR** READ 80 and/or READ 90
  - Sentence Skills: At least an 86 or above on the Accuplacer **OR** ENGL 80 and/or ENGL90
  - Arithmetic: At least a 56 or above on the Accuplacer **OR** MATH 75 and/or MATH 85
  - Elementary Algebra: At least a 63 or above on the Accuplacer **OR** MATH 85
- 4) Complete Medical Assisting Program prerequisite courses *and* needed College Readiness courses.

### Medical Assisting Prerequisite courses:

- MA1000 Medical Assisting Orientation-offered both Fall and Spring semesters
- HC1000 Medical Terminology-offered both Fall and Spring semesters
- College Readiness courses-offered both Fall and Spring semesters

While in the Medical Assisting application process you may take the following courses:

- College Readiness courses
- Medical Assisting prerequisite courses (MA1000 & HC1000)
- Any of the Liberal Arts courses listed in the Medical Assisting program plan
  - ENGL, PSYC, COMM, FCS, OTEC, HUM, PHIL
- Anatomy & Physiology Disease Conditions
  - HC 1914-Spring semester
  - HC1924-Fall semester

- 5) Complete required Medical Assisting Program Application and Personal Statement
- 6) Submit Medical Assisting Program Application, Personal Statement and DARS report in Medical Assisting/Medical Laboratory Technician Application and Important Documents box outside of C123
  - Applications will **only** be accepted during the Medical Assisting Application window: **January 1<sup>st</sup>-May 31<sup>st</sup> 2017**
  - Applicants accepted will start Fall 2017

## Medical Assistant Program Application

Deadline to Submit Completed Application for priority review and acceptance: **May 31<sup>st</sup>, 2017.**

Applying by the application deadline does not guarantee admission to the Medical Assisting Program.

Being admitted to South Central College does not imply admission into the Medical Assisting Program.

Name:

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|                |      |       |    |
|----------------|------|-------|----|
| (Please print) | Last | First | MI |
|----------------|------|-------|----|

Address:

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|        |      |       |     |
|--------|------|-------|-----|
| Street | City | State | ZIP |
|--------|------|-------|-----|

Telephone Number: \_\_\_\_\_ SCC Student ID: \_\_\_\_\_

Listed below is the criterion for admission to the MA program. In order to be fully considered as an applicant for the Fall 2017 MA program, individuals must meet the following requirements:

- Be fully admitted to South Central College as of May 31<sup>st</sup>, 2017
- Demonstrate they are in good academic standing at the college
- Complete this application in its entirety and turn it into Cristen Cox no later than 4:00 pm CST on May 31st, 2017. Incomplete applications will not be considered. No exceptions.
  - Applications can be submitted via:
    - Email: [cristen.cox@southcentral.edu](mailto:cristen.cox@southcentral.edu)
    - Mail: Cristen Cox, 1920 Lee Blvd, North Mankato, MN 56001
    - Locked drop box outside of C123 Lab-North Mankato Campus
- Students attempting to apply **after the May 31<sup>st</sup> deadline** will automatically be placed on a waiting list for the next available Fall start date. If a space is available and a student qualifies for it after all other applicants that submitted their applications before May 31<sup>st</sup> are evaluated, the MA program director may offer a seat to the next eligible student on the waiting list. This is not a guaranteed opportunity so it is important to turn in the MA application by May 31<sup>st</sup> at 4:00 pm CST.

### CRITERIA

**1. Achieve the following Accuplacer scores or successfully complete the required college readiness classes if Accuplacer scores are below the required MA program cut scores:**

- Reading: At least a 78 or above on the Accuplacer **OR** READ 80 and/or READ 90 **OR** Accuplacer override
- Sentence Skills: At least an 86 or above on the Accuplacer **OR** ENGL 80 and/or ENGL90 **OR** Accuplacer override
- Arithmetic: At least a 56 or above on the Accuplacer **OR** MATH 75 and/or MATH 85 **OR** Accuplacer override
- Elementary Algebra: At least a 63 or above on the Accuplacer **OR** MATH 85 **OR** Accuplacer override

**Office Use Only:**

Verification of College Readiness: \_\_\_\_\_

**2. Submit a personal statement (500 words or less) on your Healthcare Philosophy.**

- a. Thoughts to consider as you write your statement
  - i. What role do you anticipate playing as a Medical Assisting in a health care setting?
  - ii. What strengths/skills/expertise areas do you believe you can bring to your role as a Medical Assistant in the future?

**3. Complete Pre-Medical Assisting Prerequisites with at least a grade of “C” or higher**

- **Any courses used for the MA program should be within 5 years of May 31st, 2017 for Fall 2017 semester admission.**  
If you have a previous college degree and/or have health-care experience, but have older college credits, please contact the MA program coordinator for a possible waiver of the 5 year requirement.
- Applicants transferring courses to SCC from another institution **MUST have an official transcript on file in the Student Affairs Center by May 31st** in order to be considered for a fall start.
- You may submit an application if you have courses in progress; however, completing courses in spring/summer semesters before a fall semester start **may be too late** for the acceptance process if the number of applicants exceeds the number of available seats. Any in progress coursework must be successfully completed prior to beginning the MA program.

**Pre-requisite MA Courses**

| Course/Requirement                     | # of credits | List the earned grade for this course | List the year this course was completed (or write “currently registered” if you are currently registered for that course) | List the college this course was completed at: |
|--|--------------|---------------------------------------|---|--|
| Medical Terminology (HC1000)           |              |                                       |   |  |
| Medical Assisting Orientation (MA1000) |              |                                       |   |  |

**Office Use Only:**

MA Pre-Requisite GPA: \_\_\_\_\_

Points Awarded: \_\_\_\_\_

Thank you for your application to the MA program at South Central College. Notifications regarding acceptance to the program will be sent **via email** to the account(s) listed on your official application to South Central College after applications are evaluated prior to the start of the Fall semester.

All applicants to the MA program will receive notification of their status by August 5<sup>th</sup>, 2017.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Keep a copy for your records and return the **original** application form to the Cristen Cox, MA program director.*

## Medical Assistant Program Application Evaluation Guide

The Medical Assisting program at South Central College requires a separate application to its program once a student has met the program's pre-requisite requirements. Students applying to the program have between January 1<sup>st</sup> and May 31<sup>st</sup> to submit an application to the MA program for evaluation.

Students requesting to be reviewed for acceptance into the MA program will be evaluated based on the following information:

1. Be fully admitted to South Central College as of May 31<sup>st</sup>, 2017
2. Demonstrate they are in good academic standing at the college
3. Complete the application completely and on time to turn it into the Student Affairs Center no later than 4:00 pm CST on the deadline
4. Verification of the completion of college readiness courses that were needed per Accuplacer scores or required college-level Accuplacer scores in reading, sentence skills and math areas.
5. Medical Assisting pre-requisite GPA
6. Healthcare Philosophy statement
7. If a tie occurs, interviews with MA Program Director

**Points Key:**

| MA Pre-requisite GPA (4.0 system) | Points Awarded |
|-----------------------------------|----------------|
| 4.0                               | 4              |
| 3.5-3.99                          | 3.5            |
| 3.0-3.49                          | 3              |
| 2.5-2.99                          | 2.5            |
| 2.0-2.49                          | 2              |
| GPA's below 2.0                   | 0              |