Medical Assisting - Application Checklist

Application Checklist

☐ My official TCL admission application is on file
   Note - It is necessary to reapply if you have not attended classes at TCL for >1 year

☐ I have verified that <u>official</u> transcripts from <u>high school</u> (or GED) and <u>all colleges</u> previously attended have been received by TCL.
   Note – It is the student's responsibility to follow-up with Student Records for transfer of credits

☐ I am eligible to take BIO 112

☐ My biophysical science course credits were completed within five years of admission

☐ I have met with my Health Sciences advisor or attended a Health Sciences Information Session

Application Requirements

☐ **Pathway 1** - Students who do not need increased requirements under Pathway 2
   ☐ I have an institutional GPA of 2.25 or higher from the last college attended
      Note – If no college credits have been earned, minimum high school GPA of 2.25 is required.

☐ **Pathway 2** - Required for applicants that have failures (D/F/WF) within the last three years in **two or more** required general education courses
   ☐ I have an institutional GPA of 2.5 or higher from the last college attended.

Acknowledgements

I understand that if accepted into the program:

   ☐ I must maintain a TCL GPA of at least 2.00 to remain in program.
   ☐ I must attend the **entire mandatory orientation** and all required activities as stated in my acceptance letter.
   ☐ I must have access to a computer, webcam, microphone, and internet as all MA courses have an online component.
   ☐ I must be able to attend clinical rotations at sites within a 60—mile radius of the Beaufort campus, which may include weekend and evening rotations.
   ☐ I must be eligible and able to attend all clinical sites utilized by the Medical Assisting program. **Clinical clearances are determined by the clinical facilities, not TCL.**
   ☐ I will be required to complete a drug screen and background check. If I have concerns about results that may be present on my background check, I must schedule a meeting with the Dean of Health Sciences upon receiving my acceptance letter.
   ☐ I will be required to provide updated health information and complete clinical information for various agencies at admissions and throughout the program.
   ☐ I will be required to provide documentation of valid health insurance for the duration of the program.
   ☐ I must maintain valid AHA BLS certification for the duration of the program.

There shall be no discrimination in any respect by the college against a student or applicant for admission as a student on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth or other categories protected by applicable law.

Medical Assisting Program
Weighted Admission Score Sheet

Qualified applicants will be rank ordered for admission based on weighted admission scores.

Student:	Student ID#:	Semester:

I.   General Requirements:
   a.   Meet with a Health Sciences advisor.
   b.   Preference is given to residents of Beaufort, Colleton, Hampton and Jasper counties. Second preference given to residents of other South Carolina counties including Chatham and Effingham and finally to applicants from other states.
   c.   Preference is given to those students who have not previously been admitted to the Medical Assisting Program.

Criteria	Considerations	Scoring	Grade	Points
1. AHS 102 Medical Terminology	Review the student's transcript to verify points.	A=5 B=3 C=1 D, F, W, WF = 0		
2. BIO 112 Basic Anatomy and Physiology	Review the student's transcript to verify points.	A = 8 B = 5 C = 3 D, F, W, WF = 0		
3. CPT 101 Introduction to Computers	Review the student's transcript to verify points.	A = 5 B = 3 C = 1 D, F, W, WF = 0 Exemption Exam (E) = 3 points		
4. ENG 101 English Composition I	Review the student's transcript to verify points.	A = 8 B = 5 C = 3 D, F, W, WF = 0 Exemption Exam (E) = 3 points		
5. Completion of all **required** General Education courses	Verify program specific general education requirements.	5 points		
6. GPA from last college attended	Verify Total GPA _____	**Total GPA** 4.00 = 10 3.750 – 3.999 = 8 3.500 – 3.749 = 6 3.250 – 3.499 = 4 3.000 – 3.249 = 3 2.750 – 2.999 = 2 2.500 – 2.749 = 1 2.250 – 2.499 = 0		
			Total Score	

Signature of applicant _____   Date _____