

# GTCC

GREENSBORO | HIGH POINT | JAMESTOWN

*Guilford Technical Community College*

*Where Futures Are Created!*

## MEDICAL ASSISTING

<http://www.gtcc.edu/programs/healthSciences/medicalAssisting/index.html>

### Fall 2011 Admissions Information

**Priority Review Deadline**      **March 3<sup>rd</sup>, 2011**  
**Second Review Deadline**      **May 19<sup>th</sup>, 2011**

Medical Assisting is a limited enrollment program beginning each fall. Resources, such as clinical facilities and faculty, limit the number of applicants accepted into the program to 35 students. All applicants must meet minimum requirements to be considered for admission to the program. **Please note, however, that meeting the minimum requirements does not guarantee admission.**

All applicants must meet minimum requirements and specific deadlines. Applicants who have completed minimum requirements must meet with an admissions advisor by the March 3<sup>rd</sup> deadline in order to be considered as a qualified applicant for the program. The deadline for the second review is May 19<sup>th</sup>, 2011. If space is still available in the program after the priority deadline, qualified applicants will be admitted on a rolling basis. 35 students will be accepted to the program and an alternate list established. An alternate will be admitted to the program when an applicant originally accepted declines admission. Alternates not admitted to the program and other applicants denied admission must re-apply if they wish to be considered for the class beginning fall 2012.

### APPLICATION PROCESS

- \_\_\_ 1. Complete a GTCC application.
- \_\_\_ 2. Meet with an admissions advisor for an admissions interview. (Admissions Office hours are 8:00 am to 6:00 pm, Monday through Thursday and 9:00 am to 4:30 pm on Fridays).
- \_\_\_ 3. Complete GTCC Placement Testing if required by the Admissions Office.
- \_\_\_ 4. Have an official high school transcript or GED scores mailed to the Admissions Office. (Official transcripts must be sent directly from the school to GTCC and have the school's seal or original signature.)
- \_\_\_ 5. Have official transcripts from **all** colleges or schools attended since high school sent to the Admissions Office. These will be reviewed for possible transfer credit.
- \_\_\_ 6. Meet with an admissions advisor after completion of the minimum requirements listed on the back of this sheet by March 3<sup>rd</sup>, 2011 for priority consideration or by May 19<sup>th</sup>, 2011 for second review. The Admissions Office hours are 8:00 a.m. to 6:00 p.m. Monday through Thursday; 9:00 a.m. to 4:30 p.m. Fridays.

**THIS PROCESS COMPLETES THE ADMISSIONS FILE.  
IT IS UP TO YOU TO MAKE SURE YOUR FILE IS COMPLETE.**

# MINIMUM ADMISSIONS REQUIREMENTS

## 1. Placement Test Scores

COMPASS		ASSET		CPT	
Writing	70	Writing	41	Writing	86
Reading	81	Reading	41	Reading	80
Algebra	46	Elem. Algebra	41	Elem. Algebra	55

College English or algebra with a grade of "C" or higher may be used to waive some of the tests.  
Acceptable SAT/ACT scores within the past three years may also waive some of the tests.

SAT		ACT	
Writing	510	English	21
Reading	510	Reading	21
Math	520	Math	21

If the placement test score(s) is below the minimum required for acceptance, an applicant must complete the appropriate developmental coursework as determined by an academic advisor. **All developmental coursework must be completed before an applicant will be considered for admission to the 2011 Medical Assisting program.**

## 2. Keyboard Proficiency

Students must demonstrate proficiency by typing 35 words per minute with 3 errors or less. The keyboard testing is administered in the Assessment Center. A college level keyboarding class with a "C" or higher within the past 5 years will waive the test. Students not meeting this requirement must complete OST 131 with a "C" or higher prior to consideration for acceptance.

## 3. Biology Competency with a grade of "C" or higher

A high school or college level biology course taken since 2001 with a grade of "C" or higher will meet this requirement. **(Bio 106 or Bio 163 is strongly recommended)**

## 4. Minimum Admissions Requirements (MAR) Review

After **completion** of the minimum requirements and the application process, applicants **must** meet with an admissions advisor to complete the Minimum Admissions Review (MAR) form in order to be considered for admission to the program. This step must be completed by March 3<sup>rd</sup>, 2011 to be considered for the priority review, by May 19<sup>th</sup>, 2011 for consideration in the second review. Applicants for the program will not be considered for admission to the Medical Assisting program until this step is completed.

## NOTIFICATION PROCEDURE

Students will be admitted to the program based on the **completion** date of the admissions file not the date of the MAR. Notification letters will be mailed. If you did not meet the minimum requirements, were not accepted or declined your admission, you must submit a new application and complete the MAR review for the fall 2012 program by the specified deadline.

## **NOTE TO APPLICANTS**

Applicants to the Medical Assisting program are **strongly encouraged** to begin completing the general education classes required in the Medical Assisting program. These are the classes listed in the catalog that do not have the Medical Assisting (MED) prefix. Your academic advisor will help you select these classes.

### **Accreditation**

GTCC's Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE).

Beginning with the January 2001 administration of the AAMA certification examination, applicants that have been found guilty of a felony or pleaded guilty to a felony will not be eligible to sit for the certification examination. Students may request the opportunity to submit written evidence/request a hearing before the certifying board of the AAMA in order to obtain a waiver. Please see the Department Chair for the appeal process.

The Medical Assisting Program reserves the right to revise or change course requirements in accordance with applicable state laws, AAMA requirements, college requirements, and/or at the discretion of the Medical Assisting faculty. By accepting admission into the Medical Assisting program, the student agrees to abide at all times with the Medical Assisting Program Handbook and the respective Medical Assisting course syllabi issued at the beginning of each term of the course. Such student is bound by such requirements and procedures regardless of whether they were established before or after the date of enrollment in the Medical Assisting Program. Changes made after publication of the Handbook will be posted in a revised syllabus, on Moodle and/or as an Addendum to the Handbook.

### **Drug Policy**

Students will be required to have a criminal background check, a drug screen, and an OIG review (Office of Inspector General). Healthcare agencies that are utilized for clinical and/or internship experiences require this evaluation. Students with positive checks and/or screenings will be denied clinical experience in the healthcare agency. If a student is denied agency access, there will be no placement at an alternate site, and the subsequent inability of the student to complete their clinical education will result in their inability to continue in the health science program.

### **Health Program Students Grade Policy**

Students in health programs will maintain a grade no lower than "C" in each course with a prefix of BIO, CHM, DEN, EMS, MED, NUR, PHY, PTA, and SRG.

A student enrolled in Medical Assisting who earns a grade of "D" in a course will be placed automatically on academic probation. Health students with one "D" in these programs will remain on probation until graduation from the program. Health program students making a second grade of "D" in any health or health-related course (see list above) shall be suspended from their programs at the end of the semester in which the second "D" occurs.