MEDICAL ASSISTING

Fall 2027 Entry

Associate in Applied Science Degree - 68 Credit Hours

Jamestown Campus

The Medical Assisting program has a selective admissions process with a limited enrollment of 35 students each fall. This packet will outline minimum criteria, program coursework, and the application/selection process.

Please read the contents of this packet carefully and in its entirety, as some requirements are time sensitive.

PROGRAM ADMISSION REQUIREMENTS

✓ **Complete the GTCC General Admission/Readmission Process (new and returning students).**
- *Students currently enrolled at GTCC do not need to complete a new application for admission. These students will begin with the remaining steps and make sure the NC Residency is current.*
- *See page 2 for details on this requirement.*
- ***It is highly recommended to have this step completed by June 18th.***

✓ **Complete the REQUIRED online Program Information Session by June 25th.**
- *See page 3 for instructions for accessing the session.*
- ***Sessions completed for previous admission cycles are NOT accepted.***

✓ **Demonstrate "college readiness" for English and Mathematics.**
- *See page 3 to view options for meeting this requirement.*

✓ **Demonstrate BIOLOGY competency**
- *See page 4 to view options for meeting this requirement.*

✓ **Submit the Fall 2027 Medical Assisting Program Application**
- *Applications can be submitted **April 26th through July 2nd***
- *See page 4 for details on application submissions*

Note: Meeting all criteria listed above does not guarantee acceptance to the program. However, all criteria must be met to apply and be considered for selection.

PROGRAM CURRICULUM OUTLINE

General Education Courses *These courses may be taken prior to applying to the program to lighten the academic load and for possible award of ranking points.*		
BIO 163	Basic Anatomy & Physiology (must be completed 2017 or later)	5 credits
ENG 111	Writing & Inquiry	3 credits
MAT 143	Quantitative Literacy	3 credits
PSY 150	General Psychology	3 credits
CIS 110	Introduction to Computers (must be completed 2017 or later)	3 credits
COM 231	Public Speaking	3 credits
Humanities/Fine Arts Elective	Select from: ART 111, **HUM 115***, HUM 120, HUM 130, **or** MUS 110 ***(HUM 115 is the preferred course for this program).**	3 credits
Total General Education Credits:		**23 credits**

Table 1 General Education Courses

Medical Assisting Program Courses

These courses are taken once accepted to the program.		
Fall 2027		
MED 110	Orientation to Medical Assisting (1st 8 weeks)	1 credit
MED 114	Professional Interaction in Health Care (2nd 8 weeks)	1 credit
MED 121	Medical Terminology I (1st 8 weeks)	3 credits
MED 122	Medical Terminology II (2nd 8 weeks)	3 credits
Spring 2028		
MED 130	Administrative Office Procedures I (1st 8 weeks)	2 credits
MED 131	Administrative Office Procedures II (2nd 8 weeks)	2 credits
MED 140	Exam Room Procedures I (16 weeks)	5 credits
MED 118	Medical Law & Ethics (1st 8 weeks)	2 credits
Summer 2028		
MED courses are not taught in the summer. Students typically take ENG 111 and MAT 143 this term if not already completed.		
Fall 2028		
MED 150	Exam Room Procedures II (16 weeks)	5 credits
MED 240	Laboratory Procedures I (16 weeks)	5 credits
MED 272	Drug Therapy (1st 8 weeks)	3 credits
MED 270	Symptomatology (2nd 8 weeks)	3 credits
Spring 2029		
MED 276	Patient Education (1st 8 weeks)	2 credits
MED 262	Clinical Perspectives (1st 8 weeks)	1 credit
MED 260	MED Clinical Practicum (2nd 8 weeks)	5 credits
MED 264	Medical Assistant Overview (2nd 8 weeks)	2 credits
Total Program Course Credits:		**45 credits**
TOTAL CREDITS REQUIRED FOR DEGREE:		**68 credits**

Table 2 Medical Assisting Program Courses

GUIDED ENTRY ADMISSION PROCESS – GTCC HEALTH SCIENCES PROGRAMS

MEET PROGRAM ADMISSION REQUIREMENTS

Complete the GTCC General Admission Process (New and Returning Students)

- **New and returning GTCC students must complete the GTCC general admissions process, including the North Carolina Residency Determination Service (RDS).** To get started, visit the Admissions Office
  - **Returning students=** students previously admitted to GTCC and have not been enrolled in courses for more than 12 months
- **Submit your official transcripts to the GTCC Admissions Office by email at transcripts@gtcc.edu.** Once received, transcripts are evaluated by GTCC's Admissions staff. Approved transfer credits will be added to your academic record in Student Planning as appropriate. **All degrees from institutions outside of the United States require evaluation by an agency recognized by NACES (National Association of Credential Evaluating Services) for an international evaluation. (*Note: it is the responsibility of the applicant to ensure that all official transcripts have been received by GTCC's Admissions Department. Please visit GTCC Transcripts Office to verify that your transcripts have been received.)***
  - **Please allow a minimum of TWO WEEKS for evaluation to occur.** This process takes longer near the beginning or end of a semester. Transfer credits from an Institutionally Accredited College or University **must** appear on your GTCC transcript in **Student Planning** to be eligible for program admission requirements and/or ranking points
- **Activate your GTCC Titan Account.** You should be able to do this within 3 to 5 business days of completing your GTCC Application.
- **Need help with this requirement?** For assistance with activating your GTCC Titan Account, you can contact Student Tech Support, Student Technical Support.

Complete the Required Online Program Information Session by 5pm, July 3rd

Information Sessions completed for previous application cycles are not acceptable for purposes of meeting this requirement!

This session will provide you with a detailed overview of the program, faculty and student expectations, class schedules and clinical requirements, the minimum program admission requirements, submitting your program application, and the selection and notification process for the incoming class.

- **You must have an activated Titan account to access the information session.**
- Enroll yourself in the Medical Assisting, AAS: Guided Entry Program Information Session-2027 course.
- You must complete all tasks and pass all three assessments with a score of 100% to receive credit for completing this task and to access the program application.
- **Access to the module will be removed at 5pm on July 3rd**

Demonstrate College Readiness for English AND Mathematics

You must be able to demonstrate that you have achieved the appropriate levels of college readiness in both subject areas. The chart below shows options for meeting these requirements.

COLLEGE ENGLISH READINESS	COLLEGE MATHEMATICS READINESS
❒ **Option 1:** You have completed or received transfer credit for ENG 111. ❒ **Option 2:** You have completed or received waiver credit for all of the following: DRE 096, DRE 097, DRE 098 ❒ **Option 3:** You have completed or received waiver credit for ENG 002 with a minimum grade of **P2** ❒ **Option 4:** You have completed or received waiver credit for ENG 011 ❒ **Option 5:** An earned Associate or Bachelor's degree from an Institutionally Accredited College or University ❒ **Option 6:** Completion of placement test within the past 10 years and achievement of appropriate scores. If you took the placement test elsewhere, you MUST submit those scores to GTCC Admissions! ❒ **Option 7:** Graduate of a US high school within the last 10 years, with an unweighted cumulative GPA of 2.8 or higher ❒ **Option 8:** You have completed or received waiver credit for ENG 025	❒ **Option 1:** You have completed or received transfer credit for one of the following -- MAT 143, MAT 152, MAT 171 (or a higher-level math). ❒ **Option 2:** You have completed or received waiver credit for all of the following: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050 ❒ **Option 3:** You have completed or received waiver credit for MAT 003 with a minimum grade of P2 ❒ **Option 4:** You have completed or received waiver credit for one of the following: MAT 043, MAT 052, or MAT 071 ❒ **Option 5:** An earned Associate or Bachelor's degree from an Institutionally Accredited College or University ❒ **Option 6:** Completion of placement test within the past 10 years and achievement of appropriate scores. If you took the placement test elsewhere, you MUST submit those scores to GTCC Admissions! ❒ **Option 7:** Graduate of a US high school within the last 10 years, with an unweighted cumulative GPA of 2.8 or higher ❒ **Option 8:** You have completed or received waiver credit for MAT 025 **(program of study requires MAT 143 or MAT 152)** ❒ **Option 9:** You have completed or received waiver credit for MAT **035 (program of study requires MAT 121 or MAT 171)**

Table 3 College Readiness Requirements

If you are unsure whether you meet either of these requirements, it is YOUR responsibility to speak with a Guided Entry Advisor for clarification PRIOR TO submitting your Program Application.

Demonstrate Biology Competency

Applicants can meet this requirement in one of the following ways:

- College-level BIO/lab 4 credit hour course with a "C" or better, completed within 10 years of program start date— (since 2017)
  - The course must be reflected on your transcript in **Student Planning**.
- High school-level BIO/lab course with a "C" or better, completed in the 2024-2025 school year or later
  - Your high school transcript must be on file in Admissions.
  - AP (Advanced Placement) scores are accepted within the past 5 years (since 2022)**. The College Board Scores of 3, 4, or 5 must be on file in Admissions to receive credit.**
  - **IB (International Baccalaureate Higher Level Examination) scores are accepted within the past 5 years (since 2022). The official transcript from the International Baccalaureate Organization (IBO) with scores of 4, 5, 6, or 7 must be on file in Admissions to receive credit**

SUBMITTING YOUR PROGRAM APPLICATION

Program Applications will be accepted from April 26, 2027, through July 2, 2027, at 5pm.

Once you have completed all of the program admission requirements, it's time to submit your program application. This will be completed electronically through the *Medical Assisting, AAS: Guided Entry Program Information Session-2027 course* in Canvas. Once you have completed all three modules and assessments with a score of 100%, the link for the application can be accessed starting April 26, 2027.

- Only one submission will be permitted for each applicant
- If applicable, you will upload documentation of other ranking criteria
- **It is critical that you check your Student Planning transcript to make sure all coursework is accounted for, including transfer credits. Ranking points will only be given for courses that are on record. It is your responsibility to ensure all official transcripts have been submitted to Admissions and processed for transfer credits.**
- Incomplete and/or ineligible applications will not be moved forward to the Selection Committee **The Guided Entry Programs Office will not review program applications until after the April 16th deadline. It is important to make sure all requirements are met BEFORE submitting your application**.

PROGRAM APPLICANT SELECTION AND NOTIFICATION PROCESS

Ranking and Selection Process

Three to four weeks following the July 2nd deadline, all application submissions will be screened by the Guided Entry Programs Office to confirm all minimum criteria have been met. All applicants will be notified via GTCC email if their submission is moving forward to the Selection Committee for the final ranking review.

The next 2-3 weeks following the initial screening, the Health Sciences Review Committee (comprised of Health Sciences Program Directors and faculty, Dean of Health Sciences, and Guided Entry Programs Office Staff) will review all eligible applications.

Applicants are ranked using a points system and will be selected based on the total points earned (see below). Ties will be decided based on the following criteria: 1) The total points earned in the "General Education Courses" ranking section; 2) The GPA of the last school attended, and 3) The date of the Guided Entry Program Application for the program of interest.

CALCULATION OF POINTS FOR RANKING AND SELECTION

(NOTE: Courses that have received "Pass/Fail" or "Satisfactory/Unsatisfactory" grades will be considered equivalent to a "C").

GENERAL EDUCATION COURSES REQUIRED FOR THE DEGREE	Points Awarded
BIO 163 - Basic Anatomy & Physiology (completed 2017 or later)	A = 8; B = 6
ENG 111 - Writing & Inquiry	A = 4; B = 2
MAT 143 - Quantitative Literacy (a higher-level MAT course may substitute)	A = 4; B = 2
PSY 150 - General Psychology	A = 4; B = 2
CIS 110 - Introduction to Computers (completed 2017 or later)	A = 4; B = 2
COM 231 - Public Speaking	A = 4; B = 2
Humanities/Fine Arts Elective Select ONE from: ART 111, HUM 115, HUM 120, HUM 130, or MUS 110	A = 4; B = 2
HUM 115 is the preferred Humanities/Fine Arts elective for the program. Applicants with an "A" or "B" in this course will receive an additional ranking point	1

Table 4 Required General Education Courses

ADDITIONAL COURSES NOT REQUIRED FOR THE DEGREE	Points Awarded
BIO 168 **and** BIO 169 with grades of "B" or higher completed 2017 or later. Points for each course are averaged for final point score. ***No points awarded if BIO 163 is completed with a grade "A".***	(**A+A =8; A+B=6; B+B=4**)
SOC 210 Introduction to Sociology with a "B" or better	3
ACA 122 with a "B" or better	1

Table 5 Additional Non-required Courses

AP (Advanced Placement) courses: applicants who earned AP credit for required general education courses may earn ranking points based on the following criteria: AP score of 5 = grade of "A" and AP score of 4 = grade of "B".
College Board scores must be on file in the GTCC Admissions Office to earn AP course credit, and AP scores are valid for five years (since 2022)

IB (International Baccalaureate Higher Level Examination) applicants who earned IB credit for required general education courses may earn ranking points based on the following criteria: scores of 6 – 7 = grade of "A" and scores of 4 – 5 = grade of "B".

OTHER RANKING CRITERIA	Points Awarded
College-Level Programs: Points awarded for HIGHEST level completed (Only One) – All degrees received from institutions outside the United States require evaluation by a NACES (National Association of Credential Evaluating Services) for an international evaluation. **TRANSCRIPT MUST STATE DEGREE AWARDED OR CONFERRED & BE ON FILE IN ADMISSIONS!**	
Completion of a Master's Degree or higher in any field of study from an Institutionally Accredited College or University	6
Completion of a Bachelor's Degree in any field of study from an Institutionally Accredited College or University	4
Completion of an Associate's Degree in any field of study from an Institutionally Accredited College or University	3
Completion of a Diploma in a **HEALTH-RELATED** field of study from an Institutionally Accredited College or University	2
Current Health-Related Certification/Licensure (up to two separate items may be submitted) -- **MUST UPLOAD TO APPLICATION**.	
Must be from an officially recognized regulatory body. May attach up to two separate CURRENT certifications/licensures for one point each and a **maximum total of two points**. **CPR/First Aid/BLS and Certificates of Completion are NOT accepted.**	1-2

Table 6 Degree and Certification Ranking Criteria

TOTAL RANKING POINTS	Points Awarded
General Education Courses Required for the Degree	
Additional Courses Not Required for the Degree	
Other Ranking Criteria	
TOTAL RANKING POINTS EARNED:	

Table 7 Total Ranking Points

Notification Process

Results will be sent electronically to the applicant's GTCC email address approximately 6 weeks after the application deadline.

It is the applicant's responsibility to check this email account frequently to avoid missing important communications from GTCC.

- **Applicants offered a seat must accept or decline a program seat by submitting an Intent to Enroll Form within 4 calendar days of the date on the acceptance letter**. Failure to respond within the stated timeframe will result in the seat being offered to an alternate. Once a student declines a program seat, the decision may not be reversed.
- **Applicants have 7 business days from the date of the notification letter to contest the results of the selection process**. The request for a review of the results must be submitted in writing to the Associate Vice President of Instruction (Dr. Jeremy Bennett – jdbennett5@gtcc.edu). The Associate Vice President of Instruction will render a decision within 7-10 business days of receipt of the written request. **The Associate Vice President of Instruction's decision is final.**

Program Orientation, Advising/Registration, and Enrollment

Once a seat in a program of study is accepted, the student will then communicate with the Program Director regarding all matters related to program orientation, advising/registration, and enrollment. **The student is required to attend all program orientations, meetings, or other events scheduled before the start of classes**. Failure to attend these meetings without prior approval from the Program Director will result in removal from the health program; an alternate student will be selected to fill the vacant seat as directed by the Program Director.

The student must enroll in program classes before the first day of the semester.

A student who enrolls in first-semester classes for the program and withdraws from the program or is dropped from the program that semester must complete the entire program admission process if he/she wishes to apply for a future program entry.

The GTCC Guided Entry Process is not to be regarded as a contract between GTCC and students. GTCC reserves the right to change any provisions or requirements with adequate notice and minimum disruption to students.

Important Notes to Health Science Program Applicants

Program faculty reserves the right to revise or change course requirements in accordance with applicable state laws, college requirements, accreditation standards, and/or at the discretion of the faculty. By accepting admission into the program, the students agree at all times to abide by the program's requirements and procedures as set forth in the Student Handbook, and the respective course syllabus issued at the beginning of each term for each course. The student is bound by such requirements and procedures regardless of whether they were established before or after the date of enrollment in the program. Changes made after the Handbook's publication will be posted as an addendum.

Most programs require students to have a criminal background check, a drug screen, and an OIG review (Office of Inspector General) upon admission. Healthcare agencies that are utilized for clinical and/or internship experiences require this evaluation. If a student is denied agency access due to a positive check or screening, the students may not be able to complete the clinical education experiences, which will result in the inability to continue in the health science program. Screening may also be required after graduation by examination boards, state licensing boards, and employing agencies. Pending the outcome, a graduate may be disqualified from examination eligibility, state licensure, and/or employment.

Students must achieve a GPA of 2.0 or better to graduate. Students who receive a grade of "D" in a general education course (other than BIO) can graduate as long as their GPA is at least 2.0. However, a grade of "D" in a general education course will not transfer to another institution, nor will GTCC accept a grade of "D" for credit from another institution. Students must achieve a "C" or better in BIO and MED courses. Students who do not achieve a "C" or better in these courses will be suspended from the program.

GTCC's Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Medical Assisting Education Review Board (MAERB)

9355 113th Street N., #7709 ◆ Seminole, FL 33775-7709

727-210-2350 ◆ Commission on Accreditation of Allied Health Education Programs website

If You Have Questions about the Guided Entry Admission Process, Please Contact:
Guided Entry Programs Office

140 Hassell Health Technologies Center, Jamestown Campus ◆ (336) 334-4822, ext. 50439 ◆ guidedentry@gtcc.edu