

# MEDICAL ASSISTING

Associate in Applied Science - 68 Credit Hours

Fall 2020 Entry ♦ Jamestown Campus ♦ Maximum Number Accepted to Program - 35

**Program Application Deadline: Friday, May 15, 2020 by 5:00pm**

## Program Admission Requirements and Deadlines

Please read the entire packet for more details on these requirements and deadlines.

### Phase I: Complete by May 8, 2020.

- Complete the GTCC Admission/Readmission Process (*new and former GTCC students*).
- Complete the Fall 2020 Medical Assisting Program Information Session.
- Demonstrate English and mathematics “college readiness” levels, via college-level English/math courses or by completion of or waiver credit for specified “transition” or co-requisite courses.

### Phase II: Complete by 5:00pm on May 15, 2020.

- Demonstrate Biology Competency by one of two ways:
  - College-level BIO/lab course with a “C” or better, completed since 2010;
  - High School-level BIO/lab course with a “C” or better, completed since the 2016-2017 school year
- Submit a *Health Sciences Program Application* packet to the Limited Entry Programs Office, located in the Hassell Health Technologies Center, Room 140 (Jamestown Campus).

Guilford Technical Community College’s Medical Assisting Program in Jamestown, NC, is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs  
25400 US Highway 19 N., Suite 158  
Clearwater, FL 33763  
(727) 210-2350  
[www.caahep.org](http://www.caahep.org)

## COMPLETE THE REQUIRED PROGRAM INFORMATION SESSION BY MAY 8, 2020!

You may complete either a “live” session or an online session via Moodle.

### “Live” Session Dates

Held in Hassell Health Technologies, Room 117 on the Jamestown campus.

October 21, 2019

5:30 - 7:00pm

January 28, 2020

3:30 – 5:00pm

April 30, 2020

5:30 - 7:00pm

### Online Sessions

Information on how to access Moodle is available in this packet.

Attendance at Program Information Sessions for the 2019 and previous years’ admission cycles are not acceptable for meeting this requirement.

# PROGRAM CURRICULUM OUTLINE

## General Education Courses

*These courses may be taken prior to acceptance to the program to lighten the academic load and for possible award of ranking points.*

Course	Title	Credits
BIO 163	Basic Anatomy & Physiology (completed since 2010)	5
CIS 110	Introduction to Computers	3
PSY 150	General Psychology	3
COM 231	Public Speaking	3
ENG 111	Writing & Inquiry	3
MAT 143	Quantitative Literacy	3
Humanities/Fine Arts Elective	Select from: ART 111, HUM 115, HUM 120, HUM 130, MUS 110	3
<b>Total General Education Credits:</b>		<b>23</b>

## Program Courses

*These courses are taken once you have been accepted to the program.*

Course	Title	Credits
<b>FALL 2020</b>		
MED 110	Orientation to Medical Assisting	1
MED 114	Professional Interaction in Health Care	1
MED 121	Medical Terminology I	3
MED 130	Administrative Office Procedures I	2
<b>SPRING 2021</b>		
MED 118	Medical Law and Ethics	2
MED 122	Medical Terminology II	3
MED 131	Administrative Office Procedures II	2
MED 140	Exam Room Procedures I	5
<b>SUMMER 2021</b>		
MED courses not taught in summer. Students typically take ENG 111 and MAT 143 this term if not already completed.		
<b>FALL 2021</b>		
MED 150	Laboratory Procedures I	5
MED 240	Exam Room Procedures II	5
MED 270	Symptomatology	3
MED 272	Drug Therapy	3
<b>SPRING 2022</b>		
MED 260	MED Clinical Practicum	5
MED 262	Clinical Perspectives	1
MED 264	Medical Assisting Overview	2
MED 276	Patient Education	2
<b>Total Program Course Credits:</b>		<b>45</b>
<b>TOTAL CREDITS REQUIRED FOR DEGREE:</b>		<b>68</b>

# Limited Entry Admission Process – GTCC Health Sciences Programs

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## Phase I: Complete by May 8, 2020

### Complete the GTCC Admission Process (new applicants/former GTCC students).

Please complete the GTCC admission process, including the North Carolina Residency Determination Service (RDS) process. To get started, visit <https://www.gtcc.edu/admissions-and-aid/apply-now.php>

Submit your official transcripts. Once received, transcripts are evaluated by GTCC's Enrollment Services staff. **PLEASE ALLOW A MINIMUM OF TWO WEEKS FOR EVALUATION TO OCCUR!** Approved transfer credits will be added to your academic record as appropriate. Transfer credits from regionally-accredited colleges/universities must appear on your GTCC WebAdvisor transcript in order to be considered for meeting minimum requirements or earning ranking points.

**PLEASE CHECK THE STATUS OF YOUR ADMISSION PROCESS** by visiting <https://applicationstatus.gtcc.edu> and <https://transcripts.gtcc.edu>.

### Complete a required Program Information Session.

You are required to complete a Medical Assisting Program Information Session in order to apply to the Fall 2020 program. Information Sessions completed for previous application cycles are not acceptable for purposes of meeting this requirement.

This session will provide you with an overview of the curriculum, the minimum program admission requirements, faculty expectations and discussion of class schedules and clinical requirements, preparing and submitting your *Health Programs Application packet*, and the selection and notification process for the incoming class.

The schedule of **LIVE SESSIONS** is available on the front of this packet. Sessions will last approximately 1 to 1.5 hours. Late arrivals/early departures will not receive credit for having completed this session. All sessions are offered on the Jamestown Campus in Hassell Health Technologies, Room 117 (Medical Assisting Classroom).

- **ONLINE SESSIONS (Available after September 15, 2019):** If you are unable to attend a live Information Session, you must study a PowerPoint presentation in the online Information session and then score 100% on a quiz. The instructions to access the online information session are as follows:

***If you are a current student at GTCC or you have already submitted an application to GTCC:***

1. Go to [online.gtcc.edu](https://online.gtcc.edu) and login using your GTCC Titan account.
2. Go to the bottom of the My Courses page and use the search field to find "Medical Assisting Information Session".
3. Enroll yourself in this course.

***If you are a potential student at GTCC (meaning you have not submitted an application to GTCC at this time):***

1. Go to [coned.gtcc.edu](https://coned.gtcc.edu). Use the "Create New Account" option on the main page. The account creation process ends with you confirming a link in your email account.
2. Return to [coned.gtcc.edu](https://coned.gtcc.edu) and login using your new account.
3. Go to the bottom of the My Courses page and use the search field to find "Medical Assisting Information Session".
4. Enroll yourself in this course.



**☐ Demonstrate English and mathematics “College Readiness” levels.**

You must be able to meet one of the following options for both subject areas:

COLLEGE ENGLISH READINESS	COLLEGE MATHEMATICS READINESS
<p><input type="checkbox"/> <b>Option 1:</b> You have completed or received transfer credit for ENG 111.</p> <p><input type="checkbox"/> <b>Option 2:</b> You have completed or received waiver credit for <u>all</u> of the following: DRE 096, DRE 097, DRE 098</p> <p><input type="checkbox"/> <b>Option 3:</b> You have completed or received waiver credit for ENG 002 with a minimum grade of <b>P2</b></p> <p><input type="checkbox"/> <b>Option 4:</b> You have completed or received waiver credit for ENG 011</p>	<p><input type="checkbox"/> <b>Option 1:</b> You have completed or received transfer credit for <u>one</u> of the following -- MAT 143, MAT 152, MAT 171 (or a higher-level math).</p> <p><input type="checkbox"/> <b>Option 2:</b> You have completed or received waiver credit for <u>all</u> of the following: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050</p> <p><input type="checkbox"/> <b>Option 3:</b> You have completed or received waiver credit for MAT 003 with a minimum grade of P2</p> <p><input type="checkbox"/> <b>Option 4:</b> You have completed or received waiver credit for <u>one</u> of the following: MAT 043, MAT 052, or MAT 071</p>

Phase II: **Complete by 5:00pm on May 15, 2020**

**☐ Demonstrate Biology Competency by one of two ways.**

- High School Biology/Lab course, completed since the 2016-2017 school year, with a grade of “C” or better.
- College Biology/Lab course, completed since 2010, with a grade of “C” or better.



Once You Have Completed ALL of the Steps Listed above, Then You Have Completed the Program's Minimum Admission Requirements (MAR). You are Now Ready to Submit Your Health Sciences Program Application to the Limited Entry Programs Office.

**☐ Gather Your Application Materials and Submit them by the 5pm Deadline.**

Once you have completed all of the minimum admission requirements, gather all of the required documents, attach them to the *Health Sciences Program Application*, and submit the packet to the Limited Entry Programs Office, located in Hassell Health Technologies Center, Room 140 on the Jamestown campus. **Application packets received after the deadline will not be accepted.**

- Complete the *Health Sciences Program Application*.
- **Verify that all transcripts have been received and evaluated for transfer credit by GTCC before attaching a copy of your WebAdvisor transcript! The Selection Committee will use this transcript to verify minimum requirements and award ranking points!**
- Attach all other documentation required on the *Health Sciences Program Application Checklist* (back page of Application).

The Limited Entry Programs Office will offer a schedule of “Drop-In” times to review your application file in the weeks prior to the deadline. Please contact the office at (336) 334-4822, ext. 50439, send an email to [limitedentry@gtcc.edu](mailto:limitedentry@gtcc.edu), or visit the Office for more information on this schedule.



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## Have Questions? Need Help?

✓ **Completing the GTCC admission process** (*application for admission, NC residence determination*):

Please contact GTCC's Admissions Office at (336) 334-4822, ext. 31125, or send an email to: [admissions@gtcc.edu](mailto:admissions@gtcc.edu).

✓ **Checking the status of your admission application:** Visit: <https://applicationstatus.gtcc.edu/>

✓ **Submitting your transcripts:** Contact the Records and Transcripts Office at (336) 334-4822, ext. 50354 or 50161, or send an email to [transcripts@gtcc.edu](mailto:transcripts@gtcc.edu).

✓ **Checking the status of the transcripts you have submitted to GTCC:** Visit: <https://transcripts.gtcc.edu/>

✓ **General information on the Health Sciences Programs and their specific admission requirements:** Visit the Limited Entry Programs' website at: <https://www.gtcc.edu/admissions-and-aid/admissions-requirements/limited-enrollment-programs.php>, call (336) 334-4822, ext. 50439, or send an email to [limitedentry@gtcc.edu](mailto:limitedentry@gtcc.edu).

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## The Program Applicant Review and Selection Process

During the next 3-4 weeks after the Program Application Deadline, the Health Sciences Review Committee, comprised of various Health Sciences Program Directors and faculty, the Dean of Health Sciences, and the Limited Entry Programs Office Staff, will review all applications submitted by the deadline.

**Applicants are ranked using a points system, and candidates will be selected, based on the total points earned.** Ties will be decided, based on the following system: 1) The applicant with the higher total points earned in the "General Education Courses" ranking section; 2) The applicant with the higher TEAS composite score (if applicable); and 3) The date that the GTCC Admission Application was submitted for the program of interest.

Each candidate who submits a *Health Sciences Program Application* to the Limited Entry Programs Office by 5pm on the specified deadline will be notified in writing of the results of the selection process. **Notification will be sent electronically to the applicant's GTCC email address.**

**Students must accept or decline a program position by submitting an *Intent to Enroll Form* within 10 business days of the date on the acceptance letter.** Failure to respond within the stated timeframe will result in the position being offered to an alternate. Once a student declines a program position, the decision may not be reversed.

A student has 15 business days from the date on the notification letter to contest the results of the selection process. The request for review of the results must be submitted in writing to the Division Dean. The Division Dean will render a decision within 10 business days of receipt of the written request. The Division Dean's decision is final.

## Program Orientation, Advising/Registration, and Enrollment

Once a position 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 prior to the start of classes. Failure to attend these meetings without prior approval from the Program Director will result in removal from the health program and, if applicable to the program, ranking point deductions for future applications to the same program. An alternate student will be selected to fill the vacant position, as directed by the Program Director.

The student must enroll in program classes prior to the first day of the semester. Failure to enroll without prior approval of the Program Director will result in removal from the health program and, if applicable to the program, ranking point deductions for future applications to the same program.

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. If applicable to the program, ranking point deductions will apply for future applications to the same program.

*The GTCC Health Sciences Limited 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 reserve 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 student agrees to at all times abide by the program 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 publication of the Handbook will be posted as an addendum to the Handbook.

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 student 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 in order to graduate. Students who receive a grade of "D" in a general education course (other than BIO or CHM) 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, CHM, and program major courses. Students who do not achieve a "C" or better in these courses will be suspended from the program.

## Technical Standards & Essential Functions

### Introduction

This section introduces the nonacademic standards, skills, and performance requirements expected of every student in the Medical Assisting program. It is essential for all students entering the program to understand that these requirements are necessary for the satisfactory completion of all aspects of the curriculum and development of professional attributes for graduation. Reading these standards carefully along with a realistic assessment of your own personality, interests, abilities, strengths, and weaknesses will ensure that you end up in a program and career path that is a good fit for you.

According to the Bureau of Labor Statistics, the growth rate for available jobs in the field of medical assisting is 29%. This is mainly due to growth of aging adults in our society. Overall, this is much faster growth rate than other jobs, which is 7%.

Most Medical Assistants work in physician offices, urgent care facilities and outpatient clinics. They typically work 8 hour days unless in an urgent care where they may work 12 hour shifts. Beginning wages range from \$12 - \$15/hour depending on education and previous experience.

Medical Assistants are the right hand of the provider. They not only assist in bringing back patients, conducting patient interviews and performing skills such as venipuncture and injections, they also keep the provider on time, educate patients and work with the patients, families and other healthcare people. Each item of information that the medical assistant gets from the patient helps the provider make a better diagnosis. Being detail-oriented and having the ability to stay on task are two key skills that a medical assistant must possess.

Skills fundamental to the Medical Assisting program include the following (with or without reasonable accommodation):

### Communication

Students will be expected to:

- Interpret procedure manuals, medical records and electronic data
- Record items such as numbers, reports and documentation on patient charts.
- Manage electronic health records
- Explain treatment procedures
- Adapt communication to the individual's needs in both face to face and automated situations
- Communicate effectively in written, verbal and electronic formats

### **Motor Coordination**

Students will be expected to:

- Accurately document patient encounters/results in both written and electronic formats
- Prepare and administer medications as directed by the provider
- Safely and accurately perform skills such as venipuncture, injections and wound care
- Assist providers with patient examinations and assessments
- Push patients weighing up to 350 lbs in wheelchairs
- Lift up to 50 lbs several times a day
- Be able to type accurately at a sufficient rate to document in electronic medical records

### **Mobility**

Students will be expected to:

- Stand or walk up to 8 hours per day
- Work continuously for up to 4 hours per day
- Ambulate in small spaces
- Perform CPR and First Aid
- Safely transport and position patients for examinations
- Assist the provider with physical examinations and minor surgeries

### **Sensory**

Students will be expected to:

- Differentiate between normal and abnormal laboratory and vital signs values
- Observant to the patient's condition and non-verbal communication
- Accurately gather and process data for patient history and examination via palpation, auscultation, inspection and smell

### **Intellectual**

Students will be expected to:

- Use short and long- term memory
- Apply critical thinking techniques to problem solve in a variety of patient and office situations
- Be able to perform mathematical calculations when performing bookkeeping, assessing patient vital signs and administering medications as ordered by the provider
- Anticipate the needs of the provider as the examination/procedure progresses
- Process given information and evaluate administrative/clinical needs

### **Social**

Students will be expected to:

- Work in groups and collaborate with other healthcare professionals
- Establish positive rapport with patients, families and other healthcare professionals.
- Be prompt in attendance and submission of assignments
- Interact positively with people from all levels of society, ethnic backgrounds, ages and beliefs.
- Treat all patients with empathy

### **Professional Behavior**

Students will be expected to:

- Maintain academic honesty
- Be accountable for your actions and your educational goals.
- Follow HIPAA standards with patients, colleagues and third-party vendors
- Accept constructive criticism and make necessary changes in performance to maintain program standards.
- Be adaptable, flexible and able to function in the face of uncertainty.
- Maintain emotional and behavioral control in a mature manner.
- Practice professional behavior when using social media
- Adhere to the Medical Assisting Code of Ethics
- Adhere to the GTCC Medical Assisting Handbook

If You Have Questions about the Health Sciences Limited Entry Admission Process, Please Contact:

**Limited Entry Programs Office**

140 Hassell Health Technologies Center, Room 140 ♦ Jamestown Campus; (336) 334-4822, ext. 50439; [limitedentry@gtcc.edu](mailto:limitedentry@gtcc.edu)

## Medical Assisting Associate Degree – Fall 2020 Entry

### CALCULATION OF POINTS FOR RANKING AND SELECTION

#### General Education Courses Required to Complete the Medical Assisting Associate Degree Program

The following courses are part of the degree, and you may wish to complete them prior to program admission to earn additional ranking points and lighten your academic load, once accepted to the program.

Course	Possible Points	Semester/Year Course Was Completed	My Grade	Ranking Points
BIO 163 completed since <u>2010</u> . <i>(BIO 168 &amp; 169 sequence may also be substituted – see below)</i>	A = 8, B = 4			
PSY 150	A = 4, B = 2	N/A		
CIS 110	A = 4, B = 2	N/A		
COM 231	A = 4, B = 2	N/A		
ENG 111	A = 4, B = 2	N/A		
MAT 143 <i>(a higher level math may also be substituted for points)</i>	A = 4, B = 2	N/A		
Humanities/Fine Arts Elective: Select from ART 111, ART 114, ART 115, HUM 115, MUS 110, MUS 112, PHI 215 or PHI 240	A = 4, B = 2	N/A		
<b>Points Earned for This Section:</b>				

#### Completion of Additional Courses Not Required for Degree

Please note: These courses may not be covered by Financial Aid because they are not part of your program of study – please check with the Financial Aid Office prior to registering for these classes!

Course	Possible Points	Semester/Year Course Was Completed	My Grade	Ranking Points
Completion of the BIO 168 & 169 <u>sequence</u> with grades of “B” or better, completed since <u>2010</u> . <i>(No points will be awarded here if you have completed BIO 163 with a grade of “A” or “B” since 2010)</i>  Points for each BIO course are averaged to determine your final ranking point number. Example: BIO 168 “A” (8 pts) + BIO 169 “B”(4pts) 8 + 4 equals 12, divided by 2 = 6 ranking points earned.	A = 8 B = 4			
CHM 131/131A (chemistry), both with grades of “B” or higher, or CHM 151 with a “B” or higher <i>(completed since 2010)</i>	2			
Completion of OST 130 (Comprehensive Keyboarding) with a grade of “C” or better, since <u>2015</u> .	2			
Completion of any ACA course (i.e., ACA 111- College Student Success, or ACA 122 – College Transfer Success) with a grade of “B” or better.	1	N/A		
<b>Points Earned for This Section:</b>				



## Recent High School Graduates of 2019 and 2020: Completion of High School Courses

Course	Possible Points	Semester/Year Course Was Completed	My Grade	Ranking Points
High School Biology/Lab course completed since the 2016-2017 school year with a grade of "B" or better <b>(no points awarded for this item if you have completed BIO 163 or the BIO 168/169 sequence with grades of "B" or better)</b>	4			
High School Chemistry/Lab course completed since the 2016-2017 school year with a grade of "B" or better <b>(no points awarded for this item if you have completed CHM 131/131A with grades of "B" or better)</b>	4			
High School Math course: Advanced Functions & Modeling, Discrete Math, Pre-Calculus, Calculus, or Statistics with a grade of "B" or better <b>(counts only once - no points awarded for this item if you have completed MAT 143 or a higher-level college math with a grade of "B" or better)</b>	2			
High School Psychology course completed no later than the 2016-2017 school year with a grade of "B" or better <b>(no points awarded for this item if you have completed PSY 150 with a grade of "B" or better)</b>	2			
<b>Points Earned for This Section:</b>				

## Completion of Related Experiences

College-Level Programs: Points Awarded for the Highest Education Level Completed	Possible Points	Points Awarded
Completion of a Bachelor's degree or higher <i>(any field of study from a regionally-accredited institution)</i>	4	
Completion of an Associate's degree <i>(any field of study from a regionally-accredited institution)</i>	3	
Completion of a college-level Certificate or Diploma program <i>(in a <u>health-related field of study</u> from a regionally-accredited institution)</i>	2	
Health-Related Academic Courses for <u>Recent High School Graduates (Classes of 2019 and 2020)</u> :	Possible Points	Points Awarded
Completion of <u>four</u> courses/Career Tech Ed <u>Concentration</u> in the Health Sciences Career Cluster with grades of "C" or better	4	
Completion of <u>three</u> courses in the Health Sciences Career Tech Ed Cluster with grades of "C" or better <b>(will not be awarded if you earned the 4 points for four courses/concentration)</b>	3	
Completion of <u>two</u> courses in the Health Sciences Career Tech Ed Cluster with grades of "C" or better <b>(will not be awarded if you earned points for either CTE Health Sciences item above)</b>	2	
Health-Related Certifications/Licensure:	Possible Points	Points Awarded
Current Licensure/Certification in a health-related field (must attach a copy). <b>CPR/First Aid is not acceptable.</b> May attach up to <u>two</u> different current certifications for a maximum of two points. Documentation must be from an officially recognized regulatory body (i.e., North Carolina Nurse Aide Registry).	1 or 2	
<b>Points Awarded for This Section:</b>		

## TOTAL RANKING POINTS EARNED

Criteria	Total Points
Completion of General Education Courses Required for Degree	
Completion of Additional Courses Not Required for Degree	
Recent High School Graduates (Classes of 2019 and 2020) – Completion of High School Courses	
Completion of Related Experiences	
<b>TOTAL POINTS:</b>	

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# Health Sciences Program Application

(Revised July 2019)

**Return this Application to:**

Limited Entry Programs Office ♦ Hassell Health Technologies Center, Rm. 140 ♦ Jamestown Campus  
(336) 334-4822, ext. 50439; email: [limitedentry@gtcc.edu](mailto:limitedentry@gtcc.edu)

Please PRINT OR TYPE the information below. It is the applicant's responsibility to notify GTCC IN ADVANCE OF SUBMITTING THIS APPLICATION of any name, address, or telephone changes.

Name \_\_\_\_\_  
*Last First Middle GTCC Student ID Number (not SSN)*

Address \_\_\_\_\_  
*Number Street Apt. Number*

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_ Daytime \_\_\_\_\_

GTCC Email Address \_\_\_\_\_ Alternate Email \_\_\_\_\_

Indicate the program to which you are applying for admission.

**NOTE:** A separate application must be completed for each program if applying to more than one program.

- LPN to A.A.S. Nursing Bridge Degree (summer 2020) – Application Deadline is January 31, 2020
- Nursing A.A.S. Degree (fall 2020) – Application Deadline is February 14, 2020
- Nursing RIBN Associate Degree to B.S.N Program (fall 2020) – Application Deadline is February 28, 2020
- Dental Hygiene A.A.S. Degree (fall 2020) – Application Deadline is March 13, 2020
- Dental Assisting Diploma (fall 2020) – Application Deadline is March 27, 2020
- NEW PROGRAM!** Surgical Technology A.A.S Degree (fall 2020) – Application Deadline is April 10, 2020
- Pharmacy Technology Diploma (fall 2020) – Application Deadline is April 17, 2020
- Pharmacy Technology Diploma to A.A.S. Bridge (fall 2020) – Application Deadline is April 17, 2020
- Medical Assisting A.A.S. Degree (fall 2020) – Application Deadline is May 15, 2020
- Radiography A.A.S. Degree (fall 2020) – Application Deadline is May 22, 2020
- Physical Therapist Assistant A.A.S. Degree (fall 2020) – Application Deadline is May 29, 2020
- Health Information Technology A.A.S. Degree (fall 2020) – Application Deadline is June 12, 2020



**Have you previously been accepted to or enrolled in the SAME program @ GTCC to which you are applying?**  Yes ( \_\_\_\_\_ )  No

*Semester/Year*

**LIMITED ENTRY PROGRAMS OFFICE USE ONLY**

Application Packet Received/Verified on (date/time): \_\_\_\_\_

Signature of LE Office Staff: \_\_\_\_\_

# Health Sciences Program Application Checklist

- I understand that ALL required documentation must be attached to the *Health Sciences Program Application* at the time it is submitted. I understand that, once I submit my application, nothing can be added to or removed from my file.
- I verify that all high school/GED and college transcripts (if applicable) have been received by GTCC and that any applicable transfer credit has been awarded.
- I completed the mandatory *Program Information Session* for the program to which I am applying (**select one option**).
  - I completed a “seated” Program Information Session on (Date): \_\_\_\_\_ **OR**
  - I completed the online Program Information Session and Quiz on (Date): \_\_\_\_\_ .
- I have attached a copy of my GTCC Unofficial WebAdvisor Transcript.** I understand that my final grades, including all applicable transfer credits, must be posted to my GTCC transcript by the deadline date to be considered for verification of having met the minimum admission requirements and for earning possible ranking points in the selection process.
- Program-Specific Admission Criteria:** I have attached the following supporting documentation to demonstrate completion of the following **program-specific admission criteria**:

Associate Degree Nursing and Practical Nursing Applicants	LPN to Associate Degree Nursing Bridge Applicants	Dental Hygiene, Radiography, and Physical Therapist Assistant Applicants
<input type="checkbox"/> ATI TEAS Score Report	<input type="checkbox"/> ATI TEAS Score Report	<input type="checkbox"/> ATI TEAS Score Report
<input type="checkbox"/> Current NC Nurse Aide Certification Verification from the NC DHSR  Access the Registry at: <a href="https://www.ncnar.org/verify_listings1.jsp">https://www.ncnar.org/verify_listings1.jsp</a>	<input type="checkbox"/> Current Unrestricted Licensed Practical Nurse Verification from the NC Board of Nursing  Access the License Verification System at: <a href="https://apps.ncbon.com/LicenseVerification/Search.aspx">https://apps.ncbon.com/LicenseVerification/Search.aspx</a>	

- Completion of Related Experience (See the “Calculation of Points for Ranking and Selection” sheet for specific items accepted for submission:** I understand that any supporting documentation of **related experience** that I wish to submit must also be attached to this application in order to be considered for ranking points. I verify that I have attached the following items to document this experience:

Description of Item You Wish to Be Considered for Related Experience Ranking Points:	Documentation to Verify Experience (Please check)
	<input type="checkbox"/> Documentation Attached
	<input type="checkbox"/> Documentation Attached
	<input type="checkbox"/> Documentation Attached
	<input type="checkbox"/> Documentation Attached
	<input type="checkbox"/> Documentation Attached
	<input type="checkbox"/> Documentation Attached
	<input type="checkbox"/> Documentation Attached

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*