**Medical Assisting Program Information and Application**

**Directions:** Complete the application form, attach any required documents, and mail or deliver to:

**Bev Ylen, Health Programs Coordinator**

**Lower Columbia College, Health and Science Building, Room 202**

**1600 Maple Street**

**Longview, WA 98632**

**Admission Requirements**

* Completion (or Spring 2019 enrollment) of required prerequisite courses, each with a grade of C (2.0) or above: AH 114, and ENGL& 101
* Minimum cumulative grade point of C (2.0) or above

**Application and Selection Process**

1. Applicants’ transcripts will be scored as shown below, and ranked by score. You do NOT need to provide LCC transcripts.
2. If interviews are necessary (because of a high number of applicants), candidates will then be selected for interviews based on this ranking.
3. If interviews are necessary, a representative of the Nursing and Allied Health Department will phone applicants by April 9 to schedule interviews.
4. Candidates will receive selection results via US Postal Service by May 6 (sooner, if no interviews).
5. Candidates must verify acceptance by a predetermined date, or the acceptance will be forfeited and you will lose your place in the cohort. (USPS is the only way we will notify candidates of their acceptance.)

**Scoring Method for Prerequisite and Support Courses**

* Scoring method: (number of credits) x (course grade) = score
* Example: B- in MEDA 101...(3 credits for MEDA 101) x (2.7 for B-) = 8.1 points
* If a course was repeated to achieve a C or higher (“failed” the first time), the score for that course will be derived using the grade of C (2.0).
* Since CS 110 is a 3 credit course and BTEC 145 is 5 credits, BTEC 145 credits will be limited to 3 for scoring purposes
* Support courses eligible for scoring: PSCY& 100 (or BUS 144), CS 110 (or BTEC 145), MEDA 101 (or BTEC 181), MEDA 102 (or BTEC 182), MEDA 120 (or average of BIOL 241/242 grades), MEDA 122 (or average of BTEC 164 & MEDA 298 grades), BTEC 171, and BTEC 172
* Spring 2019 courses will not be scored

Here are the grade-point values for letter grades:

A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0)

**Medical Assisting Program Application Form for Fall 2019 Cohort**

Name:

 Last First Middle

Mailing Address:

 Street or PO Box

 City State Zip

Email address (LCC address if current student):

Phone: LCC Student ID number:

Graduate of high school or GED in

City/State

***It is Important to Read this BEFORE Proceeding****: #1 below must be included with the application only* ***if courses were completed outside of LCC****. If courses listed in #2 were completed at LCC, official transcripts are not required.*

1. **IF any of the following courses were not completed at LCC, include copy of official transcripts (in sealed envelope from issuing institution)** verifying successful completion (grade of C or above) of prerequisite courses
2. **Completion of the required prerequisite courses (or current enrollment):**

| **Course** | **Grade** | **Completed Quarter/Year** |
| --- | --- | --- |
| ENGL& 101  |  |  |
| AH 114 |  |  |
| MATH 105 |  |  |
| CS 110 or BTEC 145 (circle one) |  |  |
| MEDA 101 (or BTEC 181) |  |  |
| MEDA 102 (or BTEC 182) |  |  |
| MEDA 120 |  |  |
| MEDA 122 |  |  |
| PSYC& 100 |  |  |
| BTEC 171 |  |  |
| BTEC 172 |  |  |