



## Medical Assisting Program Information and Application

*Applications will be accepted in the Nursing and Allied Health Department until April 30, 2024.*

**Directions:** Complete the application form and mail or hand deliver it to Bev Ylen):

**Bev Ylen, Health Programs Coordinator**  
**Lower Columbia College**  
**1600 Maple Street**  
**Longview, WA 98632**

**If you have questions:** Vicky Soladey, Medical Assisting Program Director at [vsoladey@lcc.ctc.edu](mailto:vsoladey@lcc.ctc.edu)

### Admission Requirements

- Completion, or Spring 2024 enrollment, of required prerequisite courses, each with a grade of C (2.0) or above: AH 114 (or PSYC&200), 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 transcripts ranking.
3. If interviews are necessary, applicants will be notified by May 3rd, 2024 to schedule interviews.
4. Candidates will receive selection results by May 6, 2024 (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.
6. For information on transferring credits from another college, either click [here](#) or go to <https://lowercolumbia.edu/transcripts/transcript-evaluation.php>

### 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
- Prerequisites and support courses eligible for scoring: ENGL& 101 (or BUS 119), AH 114 (or PSYC&200), PSYC& 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 2024 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 2024 Cohort

*Applications will be accepted by USPS or hand delivery beginning February 2024.*

Name: \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_  
Street or PO Box

\_\_\_\_\_  
City State Zip

Email, including 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 completed, but not at LCC, include copy of official transcripts (in sealed envelope from issuing institution) or have transcripts evaluated before submitting the program application.**
- 2. Completion of the required prerequisite courses (or current enrollment):**

Course	Grade	Completed Quarter/Year
ENGL& 101 or BUS 119		
MATH 105 or other MATH 100 or higher		
AH 114 or 2 credits of PSYC& 200		
CS 110 or 3 cr. of BTEC 145 (circle one)		
MEDA 101 or BTEC 181		
MEDA 102 or BTEC 182		
MEDA 120 or avg. of BIOL& 241/242		
MEDA 122 or avg. BTEC 164/MEDA 298		
PSYC& 100 or BUS 144		
BTEC 171		
BTEC 172		