## TCL Division of Health Sciences Program
### Application Checklist & Instructions
#### Medical Assisting Program
##### Fall 2015 program entry

**Applicant Name:** ____________________________

**Instructions**
Initial and date each item below prior to submission. Schedule an appointment with a Health Sciences advisor to review and submit your completed checklist. You will receive a Health Sciences medical assisting program application if checklist is complete and all required documents are in your Health Sciences folder. Completed applications must be accompanied by a receipt from the TCL cashier’s office for the $50 nonrefundable application fee.

### Student initial & date

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Official TCL admissions application on file. It is necessary to re-apply if you have not attended classes at TCL for &gt;1 year.</td>
</tr>
<tr>
<td>2.</td>
<td>Verify official transcripts, from high school (or GED) and all colleges previously attended, have been received and a copy is in your Division of Health Sciences advisement folder. <strong>NOTE: It is the student’s responsibility to follow up with Student Records for transfer of credits.</strong></td>
</tr>
</tbody>
</table>
| 3. | List ALL colleges attended  
| |  
| |  
| |  
| |  |
| 4. | Biophysical science course credits and mathematics course credits must be earned within five years of admission to any Health Science program. |
| 5. | Eligible to take BIO 112 prior to entry into the program. |
| 6. | Have you been accepted into the TCL Medical Assisting program in the past? Circle Yes or No |
| 7. | Met face-to-face with a Health Sciences advisor within the past six months. Circle Yes or No |
| 8. | Pass Keyboarding competency test (see advisor for details.) |
9. Score at least a 60 (adjusted individual total score) on the TEAS V and:
   a. Minimum TCL GPA of 2.5, GPA of 2.5 from last college attended if no TCL GPA, or
   b. Minimum high school GPA of 2.50 for students graduating within 12 months of application date
   OR
   Score at least a 57 (adjusted individual total score) on the TEAS V and complete the following courses:
   AHS 102, BIO 112, CPT 170, & ENG 101 or equivalent placement test score with a total GPA ≥ 2.75 at
   the last college attended.

   The TEAS test may only be taken twice within a 12 month period from date of first test. Only the
   highest score will be considered. Copies of ALL TEAS Test Results must be included (not just those
   taken within the past 12 months).

   Date(s) Taken: ________  _________          Individual Score: ________   _________

10. Applicants with two or more failures (D, F, WF) in required general education courses (AHS 102, AOT
     105, BIO 112, CPT 170, & ENG 101) within the last five years must:
     a. Score at least a 63 (adjusted individual total score) on the TEAS V
     b. Complete the following courses: AHS 102, BIO 112, CPT 170, & ENG 101 with a total TCL GPA ≥ 2.75.
     OR
     Applicants with two or more failures (D, F, WF) in Medical Assisting courses have one opportunity for
     admission. Applicant must:
     c. Score at least a 70 (adjusted individual total score) on the TEAS V
     d. Complete all required general education courses in the program of study (AHS 102, BIO 112, CPT 170, & ENG 101)
        with a total TCL GPA ≥ 2.75. Biology courses must be completed within 18 months of the date of application.
     e. Wait a minimum of two academic years from time of second failure to apply.

11. I understand that if accepted into the program:
     a. I must attend a mandatory orientation on the date stated in my acceptance letter.
     b. I must maintain a TCL GPA of at least 2.5 to enter the program.
     c. I must have access to a computer and internet as some Medical Assisting courses have an online
        component.
        a. I must be able to attend clinical rotations at sites within a 60 mile radius of the Beaufort or New
           River campus which may include weekend and evening rotations.
        d. I must be eligible and able to attend all clinical sites utilized by the Medical Assisting program.
        e. I will be required to complete a drug screen and background check. If I have concerns about
           findings that may be present on my background check, I must schedule a meeting with the Dean
           upon receiving my acceptance letter.

__________________________________________________________
Applicant signature                          Date

Given an application   YES   NO

__________________________________________________________
Advisor signature                          Date

DISCLAIMER: TCL anticipates SACSCOC (Southern Association of Colleges and Schools – Commission on Colleges) approval of the
Medical Assisting program on or before April 30, 2015. Students are encouraged to meet with the program director for advisement
regarding program requirements and general education courses.