

**Springfield Technical Community College
Medical Assisting Program
Admission Checklist 2019**

Instructions-Please read carefully.

Complete all items on the reverse side. If not applicable, enter N/A in the appropriate box, do not leave anything blank. All **requirements** must be completed, or in progress.

This is a checklist, please refer to the program webpage for detailed information.

Applications will be accepted until the program is full, review will begin after March 31st.

After you have completed each section, sign and **submit this form** to:

Admissions Office
Springfield Technical Community College
One Armory Square-PO Box 9000
Springfield, MA 01102-9000

OR drop off at the Admissions Office, building 19, room 168.

For additional information regarding applying to the college, please visit www.stcc.edu/apply

Name (print legibly)_____

If you are a current or former STCC student, please list student ID#_____

Address_____

City/State_____ Zip code_____ Country_____

Telephone number_____ Email_____

If there are any extenuating or unusual circumstances related to your application, please note below

My signature below indicates that ALL admission requirements for the Medical Assisting program have been completed or are in progress as indicated on the reverse page. The information I have provided is accurate, I understand it will be verified by the admission office.

Student applicant signature_____ Date_____

Medical Assisting Admission Checklist

Admission Requirement	Check appropriate response
1. Complete STCC College Application, with a request for Medical Assisting	___ Application for Admission or Change of Major submitted online
2. Official High School Transcript, HiSet or GED	___ Official document provided
3. Math -completion of high school Pre-Algebra with a grade of C or higher or successful completion of MAT-078 with a grade of C or higher or college placement at MAT-081 or higher. (within 5 years)	___ HS Pre-Algebra with C or higher OR ___ STCC Math placement score MAT-081 or higher OR ___ MAT-078 or higher level math with a C or higher (list course number here _____) (within 5 years)
4. English - Completion of 4 years of HS English with C or higher, completion of DWT-099 with a C or higher or placement at ENG-101	___ HS English with C or higher OR ___ DWT-099 or college level English with a C or Higher OR ___ Placement score at ENG-101
5. Medical Terminology -Completion of MED 100 with a grade of C or higher within 5 years of fall of admitting year or passing score on challenge exam*	___ MED-100, list grade here _____ ___ Challenge Exam; date taken: _____ Score: _____

*Challenge exams can only be taken by enrolled STCC students

Additional Information-Applicants who complete the following will be given priority consideration

Course	Grade	Semester /Year Taken	Taken At STCC (yes or no)	If completed at another college list college	Has appropriate document been submitted? (yes/no)
*College Biology, list course number _____					
*MED-102					

*within 5 years

Do you have a previous college degree? If yes, list degree and name of college: _____