

**Springfield Technical Community College
Medical Assisting Program
Admission Checklist 2022**

***This **PRINTABLE form** must be **MAILED or EMAILED** to the Admissions Office**
(Electronic version which can be completed and submitted online is available on program website)

Instructions-Please read carefully.

- Complete all items on both sides. If not applicable, enter N/A in the appropriate box, do not leave anything blank. All **requirements** must be completed, or in progress in order to apply.
- This is a checklist, please refer to the program website for **detailed** information. You must also complete the **STCC COLLEGE APPLICATION** or complete a **CHANGE of MAJOR FORM**
- After you have completed each section, sign and **MAIL or EMAIL this form** to the Admissions Office. Review will begin after March 31st, applications are accepted until program is full.

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

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 2022

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)	Course name/number: Where/when taken: Grade:
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	Course name/number: Where/when taken: Grade:
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*	Course name/number: Where/when taken: Grade:

*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: _____