Application Planning Guide for Medical Assistant Program (0021)

Medical Assistant Planning Guide for Admission Fall 2017 & Spring 2018:

The intent of this guide is to help applicants develop a plan of readiness for this application period.

✓ Program Admission Required to enroll in MA courses

✓ Online application is available and may be submitted through your e-STORM Student Center during the following periods:
  - Fall 2017 admission: March 1 - June 1, 2017
  - Spring 2018 admission: Aug. 1 - Nov. 1, 2017

✓ Deadlines for Application & ALL Supporting Documentation:
  - Fall 2017 admission: June 1, 2017
  - Spring 2018 admission: Nov. 1, 2017

✓ No waiting lists from year to year.

✓ Prerequisite Computer courses MUST be on transcripts and received by enrollment services no later than deadlines above (or the Computer Literacy test completed and passed).

✓ To earn additional points for the application, General Education courses (Section of C) must also be on transcripts by the deadline.
Section A-Overview of Requirements & Due Dates

Applicants must submit the following to the Enrollment Services Office by noted deadlines, unless the application period has been extended.

✔ Medical Assistant Application (due by June 1, 2017 for fall/Nov. 1, 2017 for spring)
Applications are available and must be submitted between March 1, 2017 to June 1, 2017 for entry into the Fall 2017 semester; and Aug. 1, 2017 to Nov. 1, 2017 for entry into the Spring 2018 semester. Applications are available for online submission in the eSTORM Student Center. Hard copies are in the Enrollment Services office during the application period. Completed hard copies are submitted to the Enrollment Services Office.

✔ Complete Course Placement Assessment test to assess reading, writing and math skills must be on file. Student’s results must indicate student is eligible to enroll in ENG 101 & MATH 94 or above.

- If you are applying for the Fall 2017 admission, complete the Course Placement test no later than December 2016. If applying for Spring 2018, complete the test no later than May 2017. This will allow time, if needed to get developmental course(s) completed.
- To schedule Course Placement Testing, call: Belleville Campus 618-235-2700, ext. 5551, Red Bud Campus 618-282-6682, ext. 8134, or Sam Wolf Granite City campus 618-931-0600, ext. 7364.
- Prepare to take the Course Placement Test before you take the test. Review sample reading, writing, and math materials at swic.edu/students/services/enrollment-services/admissions/swic-placement-exam/.
- If your Course Placement Test results are not sufficient to allow enrollment in ENG 101/MATH 94 or above, meet with an Academic Advisor to determine the courses you need to complete.
- If you have transferred general education courses from another college/university to SWIC, call 235-2700, ext. 5542/5548 to discuss if a Course Placement Test is required.

✔ Transcripts documenting grades for OAT 146; OR [OAT 130/171, 131, & 132]; OR completion of the SWIC Computer Literacy test For Fall admission: OAT courses must have been completed within 10 years preceding June 1, 2017. For Spring admission: OAT courses must have been completed within 10 years preceding Nov. 1, 2017. Courses must have a grade of “C” or better. If taken in high school over a year period, grade of a “C” or better is required in both semesters.

- College course grades will supersede high school grade(s) when both appear on official transcripts.
- Most recent grades are used to determine points earned.
- Students completing prerequisite course from a high school not recognized by the State Board of Education, home schooled, or who already have computer skills in word processing, database basics, and spreadsheets may demonstrate competency of computer skills by completing the SWIC Computer Literacy test. To complete the computer literacy test, call for an appointment at any of the SWIC Testing Centers: Belleville – 618-235-2700, ext. 5551; Granite City- 618-235-2700, ext. 7364; or Red Bud 618-235-2700, ext. 8134. Students have one attempt to earn a 75% or better. Students who score below a 75%, must complete the OAT courses listed.

✔ Transcripts from all colleges, universities, or approved/accredited Medical Assistant program(s)

- If you have attended other colleges, universities, or MA programs, contact the institution(s) attended to request official transcripts be sent directly to SWIC. There may be a fee for this service.
- After requesting the transcripts be sent to SWIC Enrollment Services, log into eSTORM and select the Transfer Credit Evaluation link found in the eSTORM drop down box under Academics in your Student Center. Complete and submit this form as early as possible before the June 1st (Fall admission) or Nov. 1st (Spring admission) deadlines to have the transcript reviewed for potential course credit.
Section B – Prerequisites to Application

For Fall 2017 admission, it is MANDATORY to have completed all the pre-requisite course(s) or computer literacy testing by the end of the Spring 2017 semester – unless the application period has been extended.

For Spring 2018 admission, it is MANDATORY to have completed all the pre-requisite course(s) & computer literacy testing by the end of the Summer 2017 semester – unless the application period has been extended.

How POINTS are assigned on the application to Prerequisite courses:

1. Students must demonstrate competency in Computer literacy – they can accomplish this through completion of either (1) OAT 146 OR (2) OAT 130/171 and OAT 131 and OAT 132 or (3) the Computer Literacy test. Courses must have been completed within 10 years preceding, June 1, 2017 for fall 2017 and Nov. 1, 2017 for spring 2018 with a grade of “C” or better for one semester (if college course) or both semesters (if one year of high school course). Computer literacy exam results are good for each application period.

Suggestions for completing this requirement and increasing points earned in Prerequisites Section:

For Fall 2017 Admission:
- Complete the Computer literacy test no later than Dec 2016; this allows the spring semester to enroll in OAT courses if needed. Contact the Testing Center to schedule an appointment to take the Computer Literacy test; at Belleville Campus 618-235-2700, ext. 5551, at Sam Wolf Granite City Campus call 618-235-2700, ext. 7364. For questions about the test contact the program coordinator, Dana Woods at 618-235-2700, ext. 5332.
- If you scored below a 75% on the Computer literacy test, use spring 2017 semester to complete OAT 146 or enroll in the OAT 130/171, 131, and 132 combination.
- The higher the grade earned in these prereq courses, the more points are generated on the application.

For Spring 2018 Admission:
- Complete the Computer literacy test no later than May 2017; this allows you the summer semester to enroll in OAT courses if needed. Contact the Testing Center to schedule an appointment; at Belleville Campus 618-235-2700, ext. 5551, at Sam Wolf Granite City Campus call 618-235-2700, ext. 7364, or at Red Bud 618-235-2700, ext. 8134. For questions about the test contact the program coordinator, Dana Woods at 618-235-2700, ext. 5332.
- If you scored low on the Computer literacy test, use the Summer 2017 semester to complete OAT 146 or enroll in the OAT 130/171, 131, and 132 combination.
- The higher the grade earned in these prereq courses, the more points are generated on the application.
On the application, you will document the most recent grade(s) for each course. If currently enrolled, you will enter “CE” for “grade”. Use the Points Key to calculate the points you will earn for completion of either (1) OAT 146 OR (2) OAT 130/171 and OAT 131 and OAT 132 or (3) the Computer Literacy test score – based on your scores.

### Points Key

<table>
<thead>
<tr>
<th>If you completed OAT 146 with the listed grade:</th>
<th>Your points will be:</th>
<th>OR If you completed OAT 130/171, OAT 131 &amp; OAT 132 with the listed grade combinations:</th>
<th>Your points will be:</th>
<th>OR If you completed the Computer Literacy test with the listed score:</th>
<th>Your points will be:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>A/A/A</td>
<td>4.00</td>
<td>90-100%</td>
<td>4.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any combo of: 2 A’s &amp; 1 B</td>
<td>3.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any combo of: 2 A’s &amp; 1 C or 2 B’s &amp; 1 A</td>
<td>3.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.25</td>
<td>B/B/B or A/B/C</td>
<td>3.25</td>
<td>80-89%</td>
<td>3.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any combo of: 2 Bs &amp; 1 C or 2 Cs and 1 A</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any combo of: 2 Cs &amp; 1 B</td>
<td>2.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.50</td>
<td>C/C/C</td>
<td>2.50</td>
<td>75-79%</td>
<td>2.50</td>
</tr>
</tbody>
</table>

- **Institution**
- **Course Taken**
- **Semester/Year**
- **Grade(s)**
- **Points (use key)**

### OAT 146

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course Taken</th>
<th>Semester/Year</th>
<th>Grade(s)</th>
<th>Points (use key)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAT 146</td>
<td>_____________</td>
<td>_____________</td>
<td>________</td>
<td>______/4 pt. max</td>
</tr>
</tbody>
</table>

**OR**

**OAT 130/171**

**AND**

**OAT 131**

**AND**

**OAT 132**

**OR**

**Computer Literacy Test**

<table>
<thead>
<tr>
<th>Course Combination</th>
<th>Points: ______/4 pt max</th>
</tr>
</thead>
</table>

**Total Points Section B: ______/4 pt. max**
**Section C – General Education Coursework**

You do not have to complete the general education courses listed below before applying to the Medical Assistant program. Students who have these courses completed may be eligible to earn additional points on the application if they have the required "B" or better and sufficient courses are completed before the deadlines.

**Suggestions for increasing points earned in the General Education Section:**

Remember to enroll in many of these courses. A SWIC Course Placement Assessment test is needed to assess readiness for enrollment.

- If you are applying for the Fall 2017 admission, complete course placement test no later than December 2016.
- If applying for Spring 2018, complete the course placement test no later than May 2017.

This will allow time, to get some general education courses completed or developmental coursework, if required.

- Even if you aren’t interested in completing the AAS degree in MA, consider enrolling in BIOL 105, Human Biology, to earn an additional point on your application. Students are introduced to basic anatomy and physiology of the human systems in BIOL 105.

**How POINTS are assigned on the application to General Education Coursework section:**

1. Record the semester, year and grade for each course you have completed *(the 10-year restriction does not apply)*. Please Note: Courses with grades of "D" will not meet graduation requirements. If you are currently enrolled, enter “CE” for "grade" and estimate the credit hours you'll earn toward points.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Semester Taken</th>
<th>Year Completed</th>
<th>Grade Earned</th>
<th>Check box for &quot;B&quot; or better grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 105</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td>[ ]</td>
</tr>
<tr>
<td>ACCT 105 or ACCT 110</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>[ ]</td>
</tr>
<tr>
<td>ENG 101</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>[ ]</td>
</tr>
<tr>
<td>PSYC 151</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>[ ]</td>
</tr>
<tr>
<td>SPCH 151 or SPCH 155</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>[ ]</td>
</tr>
<tr>
<td>MGMT 213</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>[ ]</td>
</tr>
<tr>
<td>MGMT 214</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>[ ]</td>
</tr>
<tr>
<td>Suggested Elective*</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>[ ]</td>
</tr>
<tr>
<td>Human Relations Elective**</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>[ ]</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>28</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Approved subject areas listed in catalog.  **Courses are listed in catalog on AAS degree requirement page.

2. Add the number of credit hours you’ve completed with a grade of “B” or better. Use the chart below to determine your points for Section B.

- [ ] ≥ 4 credit hours = 1 point
- [ ] ≥ 7 credit hours = 2 points
- [ ] ≥ 10 credit hours = 3 points
- [ ] ≥15 credit hours = 4 points

**Total Points Section C:** ____________/4 pt. max
Section D - Final Ranking Score: (Total of Sections B + C)

_____________/8 pts. max

Selection of qualified applicants for the Medical Assistant Program will be based upon a numerical ranking procedure calculating points from the grades earned in the OAT prerequisites course grades/computer literacy test results. Additional points are also available to students who complete a percentage of the general education courses with a grade of “B” or better.

Meeting the application deadlines is important in being successful in this process. Read all correspondence from the Enrollment Services office – they send notification if something is missing from your application file. Please remember that all communication regarding the Medical Assistant application will be sent to your student.swic.edu email account.

Reminder of deadlines & required supporting documentation:

For Fall 2017 Admission:
Submit between March 1 - June 1, 2017:
- Application on file for Fall 2017 admission
- GED verification (if applicable), High School and all College transcripts
- SWIC Course Placement Assessment score identifying you are eligible for enrolling in ENG 101 & MATH 94 or above
- Transcripts with a “C” or better for OAT 146 OR [OAT 130/171 & OAT 131 & OAT 132] OR Computer literacy test results at 75% or better.
- Proof of Residency
  - Out-of-District Students must provide Inter-district Cooperative/Career Agreement paperwork for “indistrict” status in this application process

For Spring 2018 Admission:
Submit between Aug. 1 - Nov. 1, 2017:
- Application on file for Spring 2018 admission
- GED verification (if applicable), High School and all College transcripts
- SWIC Course Placement Assessment score identifying you are eligible for enrolling in ENG 101 & MATH 94 or above
- Transcripts with a “C” or better for OAT 146 OR [OAT 130/171 & OAT 131 & OAT 132] OR Computer literacy test results at 75% or better.
- Proof of Residency
  - Out-of-District Students must provide Inter-district Cooperative/Career Agreement paperwork for “indistrict” status in this application process

For suggestions on how to improve your chance of being accepted:
- Review the MA home page at swic.edu/academics/career-degrees/health-sciences/medical-assistant/
- Follow recommendations on the Planning Guide
- Determine potential points earned from completion of the MA Application Planning Guide and see how close you are to the points required the previous year.
- Need assistance or have questions? Contact Academic Advising, 618-235-2700, ext. 5206 or the coordinator assistant, 618-235-2700, ext. 5355.

Medical Assistant students are required to submit to background check and drug testing prior to clinical experience courses. Refer to college catalog for more information.

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Revised 8/2017