

Medical Assistant Program Application Planning Guide

This is not an application. The intent of this guide is to help applicants develop a plan of readiness. An online application is available and may be submitted through your eSTORM account by selecting the “Program Applications” tile during the following periods:

Campus	Admission	Application Period
Belleville or East St. Louis	Spring 2027	September 1 – December 1, 2026
Belleville, East St. Louis, or Granite City	Fall 2027	April 1 – June 1, 2027

Eligible applicants are accepted on first come, first served basis. The application period may be extended depending on program capacity.

The application and all supporting documentation must be submitted during the application period.

Application Requirements

A. Proof of Residency

Applicants who reside in-district receive priority admission over out-of-district and out-of-state students. Illinois residents may qualify for in-district status through an Interdistrict Cooperative Agreement. Proof of residency and any approved agreement must be on file with Enrollment Services prior to the application deadline.

East St. Louis campus: This application is grant-funded. Priority is given to applicants who live in: Alorton, Brooklyn, Cahokia, Centerville, East St. Louis, Fairmont City, Madison, and Venice. Some addresses in nearby cities may also qualify if they are considered to be in “high poverty” and “possible high poverty” areas. Check with a health science advisor to see if your address is eligible.

B. Math Placement

Applicants must demonstrate placement for Math107, Math 111 or higher by completing one of the following:

- ALEKS placement test administered by a SWIC Testing Center, or
- Submission of official documentation for one of the following multiple measures:
 - ACT or SAT scores
 - GED or HiSET scores
 - High School GPA

Multiple measures are valid for six (6) years. Previously completed appropriate college coursework may also be used to meet this requirement and does not expire.

Applicants who do not meet the placement criteria for MATH 107 or MATH 111 must complete the pre-admission math assessment administered through a SWIC Testing Center. Applicants must earn a minimum score of 60% on the assessment to satisfy the mathematics requirement for admission to the program.

C. English Placement

Applicants must demonstrate placement for English 101 or higher by completing one of the following:

- Accuplacer Reading placement test administered by a SWIC Testing Center, or
- Submission of official documentation for one of the following multiple measures:
 - ACT or SAT scores
 - GED or HiSET scores
 - High School GPA

Multiple measures are valid for six (6) years. Previously completed appropriate college coursework may also be used to meet this requirement and does not expire.

Additional Requirements

D. General Education Coursework (for the Degree Only)

The required general education courses for the **Medical Assistant Degree** can be completed prior to program admission. These courses are *not* required for the certificate program.

Requirement	SWIC Course Options	Credit Hours
ENGLISH	ENG 101	3
COMMUNICATIONS	COMM 151 or COMM 155	3
HUMAN RELATIONS	LIT 117, LIT 215, LIT 216, HIST 180, HIST 181, HIST 230, HIST 292, POLS 150, PSYC 265, PSYC 295, SOC 153, SOC 203, SOC 230, or ART 110	3
SOCIAL SCIENCE	PSYC 151	3
BIOLOGY	BIOL 105 or BIOL 157 and BIOL 158	4 or 8
ACCOUNTING	ACCT 105 or ACCT 110	3
MANAGEMENT	MGMT 213 and MGMT 214	6
APPROVED ELECTIVES	ECON 201, BUS 215, MGMT 219, HRO 101, HRO 120, HRO 150, SPAN 101, SLS 100, SLS 125, PSYC 200, MLT 242, or MA 110	2

E. Compliance and Eligibility Requirements

Students accepted into the Medical Assistant program must complete the following:

- **Immunizations, Vaccinations, and CPR Certification** – All required immunizations and vaccinations must be up to date. Students will be required to possess current CPR certification at the Health Care Provider level. These requirements will be further explained at the program orientation meeting.
- **Physical Examination and Health Insurance Coverage** – Proof must be provided before any clinical experience course.
- **Drug Screening** – A drug screening must be completed through the approved testing process outlined in the acceptance letter.
- **Fingerprint Criminal Background Check** – Students will need to complete the required background check. Details regarding accessing the online registration will be outlined in the program acceptance letter. Note: Licensure may be denied for certain felony convictions or violations. Refer to the Health Care Worker Background Check Act for a complete list of offenses.
- **Clinical Facility Requirements** – Students must meet all additional compliance requirements of assigned clinical facilities, including background and drug testing standards.

Items to submit prior to application deadline:

- ✓ Online Medical Assistant application
- ✓ Confirmation of English 101 and Math 107/Math 111 or higher eligibility
- ✓ Proof of residency and, if applicable, an Interdistrict Cooperative Agreement

All communication regarding your application is sent to your SWIC email account.

Need assistance or have questions? Contact Academic Advising at Advising@swic.edu or 618-235-2700 ext. 5455.