



# LCC Medical Assistant Program Spring 2023 Application Forms Packet

## FORM 1 CONDITIONS FOR APPLICATION

Complete all portions of this form as directed. List name as indicated in [ExpressLane](#)

L# \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Email (required) \_\_\_\_\_ 1st Phone \_\_\_\_\_ 2nd Phone \_\_\_\_\_

All courses taken at LCC

Official Transcripts from other colleges have been submitted to Lane Enrollment Services – Attention: HP Transcript – Lane Community College - 4000 East 30<sup>th</sup> Ave, Eugene, OR 97405

### Application Conditions and Program Progression Completion Requirements

In submitting my MA program application by email to [HPApplicationCenter@lanecc.edu](mailto:HPApplicationCenter@lanecc.edu), I affirm the following:

- I took all of my prerequisite courses at Lane Community College,  
**OR** I have submitted official, sealed transcripts from colleges other than Lane to Lane Enrollment Services.
- I have completed the [LCC Credit Admission](#) process and have an L number.  
**OR** I have previously taken credit classes at Lane and have an L number.
- I have completed the Medical Assistant Online Admissions Application & Payment process, including paying the **\$35 non-refundable** application fee.
- I understand all information in the Spring 2023 Medical Assistant Application Information Packet. **I am NOT considered an applicant to the program unless all required forms and documentation are completed and submitted according to application instructions prior to the application deadline.**
- My application will not be returned and I am responsible for making a personal copy.
- I have read the Enrollment Requirement Section and understand I must attend the mandatory orientation and comply with all other enrollment requirements if I am accepted or considered a program alternate.
- I am a current [resident](#) of the State of Oregon and my current Oregon address is listed in **myLane**.
- I understand I must successfully complete all MA Spring Enrollment Courses before Spring term 2023 and if courses are not completed and transcribed as required, I will not be allowed to enter the program.
- I understand it is my responsibility to complete all program requirements for degree completion by the end of Fall Term 2023.
- I hereby attest that all application information and documentation I have submitted in this packet is accurate and authentic.

**Be sure to use the latest version of Adobe Reader to complete this form and submit as a fillable pdf form.** Forms 1 and 2 that are submitted scanned, via Google docs, handwritten or delivered in person **will not be accepted.** Macintosh users – do not use “Preview” to view or complete this Form. Set Adobe Reader as the default PDF reader <http://get.adobe.com/reader/>

Submit all supporting documentation attached to  
ONE e-mail by the deadline:

Health Professions Application Center:  
[HPApplicationCenter@lanecc.edu](mailto:HPApplicationCenter@lanecc.edu)

Subject:

Name L number MA Application Forms Packet

File Name:

MASp23 LastName\_LNumber

On the same date or before:

Lane Transcript and/or submitted transcripts to [Enrollment Services](#) reflect courses and degree(s) listed on Point Petition Sheet.

Online Medical Assistant Program Admissions Application and Payment has been submitted.

<b>FORM 2 POINT PETITION SHEET</b>				<b>Lane MA Spring 2023</b>		Courses must meet minimum credit requirement shown. No C- grades will be accepted after Spring term 2019. Not all courses accept P grades. Enter grade point values in the right hand 'Points' column. #'s only.				
See <b>2023 Medical Assistant Application Information Packet</b> for application requirements and for <b>Course Equivalency &amp; Transfer</b> requirements if course was not taken at Lane. List only the courses which are completed and are on your official transcripts.										
All course information must be entered in order to count for points: course/school, term/year, credits	Course & School Use "N/A" if no course.	Term/ Year	# Credits	Grade Pass	Grade C	Grade B	Grade A	# Pts Earned		
<b>Part 1. Spring Entry Requirements:</b> listed must be completed by the end of Winter term 2023.										
<b>Items 1: Writing Requirement:</b> Choose one option.										
WR 115, WR 115W (3 / 4 Cr) <b>OR</b>				N/A	6	9	12			
WR 121, 122, 123, 227 (3 / 4 Cr) <b>OR</b>				N/A	6	9	12			
Prior Bachelor's degree, must appear on a submitted transcript			N/A	N/A	N/A	N/A	12			
<b>Item 2: Medical Terminology Requirement:</b>										
HP 100 (3 Cr)				N/A	6	9	12			
<b>Item 3: Mathematics Requirement:</b> Completed Spring Term 2021 or later. Choose one option.										
MTH 052 (4 Cr)				N/A	12	20	20			
Lane Math Placement Test *	See note below:			12						
*Students may use MTH 052 taken before Fall 2020 if they pass placement tests – See Application Information Packet.										
<b>Items 4: Psychology Requirement:</b> Choose one option.										
PSY 100-level or higher				6	6	9	12			
<b>Items 5: Anatomy &amp; Physiology Requirement:</b> Choose one option.										
**HP 150 (3 Cr) <b>OR</b>				0	6	9	12			
**BI 231 (4 Cr)				0	6	9	12			
<b>Part 2. Additional points given for completion of these courses. List only the courses which are completed and are on your official transcripts.</b>										
<b>Items 5: Business and Computer Course Options:</b>										
BT 165 (3-4 Cr)				0	6	9	12			
BT 120 <b>OR</b> CIS 101 (4 Cr) <b>OR</b>				0	6	9	12			
CS 120 (4 Cr)				0	6	9	12			
<b>Items 7: Health Occupations and Health Science courses:</b>										
HP 110 (3 Cr)				0	6	9	12			
HIT/HP 105 (3 Cr) <b>OR</b> HIT/HIM 107 (3 Cr)				0	6	9	12			
HIM 112 (3 Cr)				0	6	9	12			
HIM 114 (3 Cr) <b>OR</b> MA 119 (3 Cr)				0	6	9	12			
HIM 220 (3 Cr)				0	6	9	12			
HIM/HP 153 (3 Cr)				0	6	9	12			
**HP 152 (3 Cr) <b>OR</b>				0	6	9	12			
**BI 232 (4Cr)				0	6	9	12			
**BI 233 (4 Cr)				0	6	9	12			
<b>**Complete one option Winter 2016 or later: Either HP 150-152 or BI 231-233. Program requires completion of HP 152 or BI 233 by end of Summer '23.</b>										
<b>Total Course Points Earned</b>										
<b>Part 3. Additional Points.</b>										
<b>Prior College Degree:</b> Associate, bachelors, masters, or higher degree. Transcript must indicate degree granted.							= 5 pts			
<b>Health Records Technology Certificate /HIM</b> Transcript must indicate degree granted.							= 5 pts			
<b>State Board of Nursing Certified Nursing Assistant</b> Unencumbered License, submit verification.							= 2 pts			
<b>Required Minimum Points to Apply: 67 (Total Course Pts.Possible: 200)</b>					<b>Total: Course Completion and Additional Points</b>					
<b>For Office Use Only:</b>										

**Be sure to submit the Online Application and Payment Process to complete your final step to apply to the MA Program. List any additional information that didn't fit into spaces provided above:**