



MEDICAL ASSISTANT 2023 Application Information & Forms

- You must complete ALL application steps to be considered.
- There is a \$35 fee to apply to for this program.

1. PROGRAM ADVISING

This guide will give you all the information necessary to make a successful application to the MA Program. You will be responsible for understanding the program entrance and degree completion requirements. **PLEASE READ INFORMATION CAREFULLY.**

[Academic Advisors](#) can assist you with academic planning, to help make sure you'll be ready to transfer or start your career. They are available to review your progress towards program or application requirements. Our Health Professions advisors, Allene Gibson and Kelly Ochoco, may be reached at HPAdvising@lanecc.edu, or via Academic Advising at: Academicadvising@lanecc.edu. You may schedule an [appointment](#) to meet in person or via Zoom.

The following information is intended for program entrance only and does not include information on courses required for degree completion. These can be found in the catalog listing for [Medical Assistant](#).

2. APPLICATION PROCESS & DATES

2A. Selection Criteria: Acceptance to the MA program depends on the number of qualified applicants and space available. A total of 24 students can be accepted. *

Program acceptance is based on confirmed points.

In addition to admitted students, there will be designated alternates. An alternate is allowed to enter the program if an admitted student declines. Any alternates not accepted into the **Spring 2023** program may enter the **Fall 2023** program.

***Note: Florence students are welcome to apply. Please note weekly clinic labs are on Main Campus.**

To be considered an Applicant to the program you MUST meet all application requirements.

2B. Important Dates:

Application opens:.....January 5, 2023 at 12:15 a.m.*

Application closes:.....February 22, 2023 at 4:00 p.m.*

Application notification: Notifications sent via emailFeb 28, 2023 by 4:00 p.m.

Mandatory orientation: Attendance required if accepted/alternate status: **March 3, 2023 1-4 p.m.**

* You must submit your Electronic Program Admission Application and Payment and other application documents before the deadline on the application close date. The Electronic Program Application and Payment admission system opens approximately 12:15 a.m. and closes approximately 11:45 p.m. daily.

3. ACCESSIBILITY AND ACCOMMODATIONS

To request assistance or accommodations, contact the Center for Accessible Resources at (541) 463-5150 or accessibleresources@lanecc.edu.

4. PREPARING TO APPLY- APPLICATION REQUIREMENTS

*Complete all steps and submit all documentation by the close date listed in Section 2.
Use this checklist to make sure you've completed all requirements. Keep a copy for your records.*

You must meet the following criteria to have a complete application and be considered for the program. Review the following steps carefully.

- ☐ **Email Account:** You will need an active email address if you do not already have one.
 - LCC's Enrollment Services and Health Professions Application Center use your email address to send you information. Make sure they have any changes to your email address.
 - Please set your "spam filter" system to accept email addresses containing **@lanecc.edu**.
 - Notification of your application status will be communicated to you via email.
- ☐ **Admission to Lane as a Credit Student:**
 - If you are not currently a credit Lane student, complete Lane's college admission process and obtain a student "L" number. <https://www.lanecc.edu/apply>
 - Make sure to complete all "[Steps to Enroll in Credit Classes](#)" including testing if needed.
 - If you previously attended Lane as a credit student but have not taken courses for 4 terms, you will need to re-apply to update your account. Click "Retuning Student."
- ☐ **Advising:** Meet with a Health Professions academic advisor or email HPAdvising@lanecc.edu to discuss options.
- ☐ **Submit Non-Lane Official Transcripts to Enrollment Services:**
 - All courses from other colleges used as prerequisites must be recorded on your official transcript. It is your responsibility to plan ahead and order transcripts prior to the application deadline.
 - Transcripts should be sent to and received by Lane Enrollment Services by the application close date. [Submit Transcripts](#).
- ☐ **Request Course Equivalency Evaluation (if needed):**
 - Courses taken at other colleges may be eligible to use on your application.
 - Go to the Enrollment Services website on [Transferring Credits](#) and use the "Transfer Tool."
 - If courses do not appear as equivalent, email: HPAdvising@lanecc.edu.
- ☐ **Complete Forms 1 and 2: Conditions for Application and Application Point Petition Sheet:**
 - Complete all application course requirements as described on Form 2 Point Petition sheet
 - All prerequisite courses must be completed and appear on your Lane transcript or submitted official non-Lane transcripts to apply.
 - Note all applicable classes and points carefully. Do not leave course, school, term or # credits information blank. ***Applications with missing info will be returned to you.***

Points will NOT be awarded if you do not put a completed course on your Points Petition Sheet, even if it's on your transcript.

5. SPRING 2023 PROGRAM ENROLLMENT REQUIREMENTS

Program Eligibility: You must complete the following Prerequisites to be eligible to enter the MA Program. Minimum points to apply: 70 pts.

You need to take more than the pre-requisite classes listed below to reach 70 pts. on the application. It is highly recommended that you review possible courses with an Academic Advisor.

Spring Term 2023 Enrollment Academic Requirements or established equivalent courses graded C or higher (**C- grades are not accepted** after spring term 2019):

1. **Writing course/Bachelor's degree:** Select one WR 115, WR 121, WR 122, WR 123 or WR 227 or submit an official transcript showing that a bachelor's degree has been awarded.
2. **Medical Terminology:** HP 100
3. **Anatomy & Physiology:** HP 150 **OR** BI 231
4. **Psychology:** 100-level or higher
5. **Math 052**** (Math for Health and Physical Sciences) Fall 2020 or later **OR** Completion of Math 52 with a grade of C- or better from before Fall 2020 **AND** pass the LCC Math Placement Test for placement into Math 52, prior to the application deadline.

****Note:** Although you may have taken higher levels of math, Math 52 is still required to graduate from the program as it contains dosage comp information needed in first term MA classes.

Students who have completed MTH 52 prior to Fall 2020 may demonstrate competency by taking the math placement test prior to application. *Passing the placement test will not give the student credit for MTH 52 or waive the necessity of taking MTH 52.* It only allows them to use MTH 52 credits which are older than 2 years *instead of retaking the class.* If the student is unable to pass the applicable placement test parts, they should plan on retaking MTH 52 prior to fall entry.

Instructions for taking the test:

- Sign up to take the [Math Placement Test](#).
- Go to [Math Review Resources](#) for study tips and to print review sheets for math 10, 20 and math 52 (3 packets). Review concepts to prepare for your test. If you would like further assistance, you may consult with the [Math Resource Center](#).
- Take the test! Students may take the math placement test twice every 3 months.

Pre-Clinical Requirement to Enter Program (Paid by student)

By the start of the program, students must provide documentation of specific immunizations, background check & drug screen. Specifics will be discussed at the Mandatory Orientation. You will receive all necessary materials after you have indicated your program acceptance.

6. APPLICATION SUBMISSION CHECKLIST

Submit the Application Packet to HPApplicationCenter@lanecc.edu

- ☐ Form 1 Conditions for Application (*fillable PDF*)
- ☐ Form 2 Point Petition Sheet (*fillable PDF – needs to remain fillable when sent*)
- ☐ Course Equivalency/Substitution forms (if applicable)
- ☐ Supporting documentation for Additional Points (if applicable)

Complete the Medical Assistant Program ONLINE Application. You will be charged a **\$35 non-refundable application fee.** Use the 2023 Health Professions Online Program Admissions Application and Payment Instructions to complete this process. See separate link.