



LCC Medical Assistant Program Fall 2024 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 30th Ave, Eugene, OR 97405

Application Conditions and Program Progression Completion Requirements

In submitting my MA program application by email to 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 Fall 2024 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 Fall Enrollment Courses before Fall term 2024 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 Spring Term 2025.
- 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/>

<p>Submit all supporting documentation attached to ONE e-mail by the deadline:</p> <p>Health Professions Application Center: HPApplicationCenter@lanecc.edu</p> <p>Subject: Name L number MA Application Forms Packet</p> <p>File Name: MA24 LastName_LNumber</p>	<p>On the same date or before:</p> <p>Lane Transcript and/or submitted transcripts to Enrollment Services reflect courses and degree(s) listed on Point Petition Sheet.</p> <p>Online Medical Assistant Program Admissions Application and Payment has been submitted.</p>
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FORM 2 POINT PETITION SHEET Lane MA Fall 2024

See 2024 Medical Assistant Application Information Packet for application requirements and for Course Equivalency & Transfer requirements if course was not taken at Lane. List only the courses which are completed and are on your official transcripts.

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.

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
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Part 1. Fall Entry Requirements: listed must be completed by the end of Summer term 2024.

Items 1: Writing Requirement: Choose one option.

WR 115, WR 115W (3/4 Cr) OR				N/A	6	9	12	
WR 121, 122, 123, 227 (3/4 Cr)				N/A	6	9	12	
OR Prior Bachelor's degree; must appear on a submitted transcript			N/A	N/A	N/A	N/A	12	

Item 2: Medical Terminology Requirement:

HP/HO 100 (3 Cr)				N/A	6	9	12	
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Item 3: Mathematics Requirement: Completed Summer Term 2019 or later. Choose one option.

MTH 052 (4 Cr)				N/A	12	20	20	
Lane Math Placement Test *	See note below:		N/A	12				

*Students may use MTH 052 taken before July 2021 if they pass placement tests – See Application Information Packet.

Items 4: Anatomy & Physiology Requirement: Choose one option.

**HP/HO 150 (3 Cr) OR				0	6	9	12	
**BI 231 (4 Cr)				0	6	9	12	

Part 2. Additional points given for completion of these courses. List only the courses which are completed and are on your official transcripts.

Items 5: Business and Computer Course Options:

BT 165 (3-4 Cr)				0	6	9	12	
BT 120 OR CIS 101 (4 Cr) OR				0	6	9	12	
CS 120 (4 Cr)				0	6	9	12	

Items 6: Psychology

PSY 110 (4 Cr) OR Higher				0	6	9	12	
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Items 7: Health Occupations and Health Science courses:

HP/HO 110 (3 Cr)				0	6	9	12	
HIT/HP 105 (3 Cr) OR HIT/HIM 107 (3 Cr)				0	6	9	12	
MA 112 (3 Cr) OR HIM 112 (3 Cr)				0	6	9	12	
MA 119 (3 Cr) OR HIM 114 (3 Cr)				0	6	9	12	
HIM 220 (3 Cr)				0	6	9	12	
HIM/HP 153 (3 Cr)				0	6	9	12	
**HP/HO 152 (3 Cr) OR				0	6	9	12	
**BI 232 (4Cr)				0	6	9	12	
**BI 233				0	6	9	12	

**Complete one option Fall 2017 or later: Either HP 150-152 or BI 231-233. Program requires completion of HP 152 or BI 233 by end of Winter 2025 .

Total Course Points Earned

Part 3. Additional Points.

Prior College Degree: Associate, bachelors, masters, or higher degree. Transcript must indicatedegree granted . = 5 pts	
Health Records Technology Certificate /HIM Transcript must indicatedegree granted. = 5 pts	
State Board of Nursing Certified Nursing Assistant Unencumbered License submit verification . = 2 pts	

Required Minimum Points to Apply: 68 (*Total Course Pts. Possible: 176*)

Total Application Points

List any additional information that didn't fit into spaces provided above:

