

**Carl Sandburg College of Nursing & Health Professions  
Medical Assistant Program - Application Checklist**

**Student Name:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

- ☐ 1. Completed online application to Carl Sandburg College and if desired, applied for financial aid.
- ☐ 2. Requested official copies of my high school or equivalent (GED) transcripts be mailed to the Carl Sandburg College Admission's Office.
- ☐ 3. Requested official copies of my college/post-secondary transcripts be mailed to the Carl Sandburg College Admission's Office.
- ☐ 4. Verified with Admission's Office that your official transcripts for high school or equivalent (GED) and college/post-secondary transcripts have been received.
- ☐ 5. Completed college entrance placement testing within the last five years. Acceptable entrance tests include ACCUPLACER, Compass, and ACT or completion of approved college coursework. The following are minimum placement test scores required to apply to the program:

	<u>Reading</u>	<u>Math</u> (Prerequisite for Pharmacology & Medication Admin.)
ACT	20	25
ACCUPLACER	70	33 Elementary Algebra Score
COMPASS	83	47 Pre-Algebra Score

- ☐ 6. If applicant scored a Compass reading score below 83 or an ACCUPLACER reading score below 70 must complete or completed ENG 097 with a grade of C or better or completion of ENG 101 with a grade of C or better. (Required)
- ☐ 7. If applicant scored a Compass math score below 47 on pre-algebra or an ACCUPLACER math score below 33 on elementary algebra must complete or completed MAT 080 or higher with a grade of C or better. (Required)
- ☐ 8. Earned a grade point average (GPA) of 2.0 or above at Carl Sandburg College or the last college you attended or have taken approved "program courses" at Carl Sandburg College or other colleges with a grade of C or better. If the student has not taken any college level courses to have a GPA, then student must meet #5, 6, and 7 criteria above.
- ☐ 9. Attended Health Professions Informational Session prior to applying to the program or prior to application deadline submission date of Nov. 1. Refer to the Health Professions Informational Session Schedule for dates and times offered.
- ☐ 10. Met with the Medical Assistant Program Advisor.
- ☐ 11. Completed or will have completed the following prerequisites courses with a C or better prior to the Medical Assistant Program start date.
  - ☐ MDT 100 – Medical Terminology Completed with a C or better **or** ☐ will be completed by program start date
  - ☐ BIO 111 – Anatomy & Physiology Completed with a C or better **or** ☐ will be completed by program start date
  - ☐ AOP101 – Keyboarding or BOC 107 with a grade of C or better **or** ☐ will be completed by program start date
- ☐ 12. Read the Eligibility & Admission Requirements provided on the website prior to completing the Medical Assistant Program Application. Met all eligibility requirements. You may submit the **online application** to the Medical Assistant Program. Applications are accepted starting February 1 – November 1 for Spring 2017 admission into the Medical Assistant Program.

**Meeting all eligibility criteria for selection does not guarantee admission to the Medical Assistant Program. Final selection will be based on applicant pool and ranking point system. Applicants who are selected will be notified approximately two weeks after the application deadline date.**

**Career and Technical programs/courses are offered without regard to race, color, national origin, sex, sexual orientation, age, disability or status in any group protected by applicable federal, state or local law. Title IX Coordinator Rick Eddy, 309.341.5234; ADA/Section 504 Coordinators: Rodney Blue, 309.341.5250; Jacob Runge, 309.341.5262.**

This form must be signed by your Academic Advisor and the applicant. Copy of the completed form needs to be sent to the College of Nursing & Health Professions Office by application deadline submission date.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ Advisor: \_\_\_\_\_ Date: \_\_\_\_\_