PHASE 1 covers general admissions requirements needed for enrollment with CCCC:

☐ STEP 1 – Review and complete the Admissions and Enrollment Checklist (mandatory): A hard copy of this checklist is available in Student Services on all three main campuses. It can also be accessed at the following address:

http://www.cccc.edu/admissions/apply/AdmissionsEnrollmentChecklist.pdf

Students seeking enrollment in health science programs will actually submit two separate applications. An application for general admission must be submitted first. This enables the college to create a student record where we can compile all of your information. All students are classified as Pre-Health Science Students when they first apply to the college. The second application you will submit will be a Health Sciences Application. The application deadline is listed on your program’s webpage.

☐ STEP 2 – Complete information session and associated quiz (optional).
- Completion of the online information session is optional for all health science applicants, however, those who do will be awarded additional points on their application during a consideration period.
- There is a brief assessment at the end of the session to ensure a proper understanding of the admissions process.
- There is a 1 year time limit on the completion of this session.

☐ STEP 3 – Contact your program’s Admissions Counselor.
- All health science applicants should contact their program’s Admissions Counselor to review the Admissions and Enrollment Checklist, discuss program requirements, course sequence, and consideration dates for their program.
- An Admissions Counselor can assist you with the development of an academic plan, review progress of admissions requirements, and address any concerns you may have.
- Most importantly, your Admissions Counselor will be able to confirm whether or not you’ve met the minimum admissions criteria (MAC) for your program before the deadline for applications.

☐ STEP 4 – If applicable, submit TOEFL Scores.
- All naturalized and non-US citizens are required to take the Test of English as a Foreign Language (commonly referred to as the TOEFL). There is a five-year limit on TOEFL scores.
- Information about the TOEFL can be found on this website: www.ets.org/toefl
- Acceptable Scores by format: Paper/Pencil = 500, Computerized = 213, Internet Based = 80

☐ STEP 5 – If applicable, submit verification letter of good standing.
- If a student has previously been withdrawn or dismissed from a Health Science program, they must submit a verification letter of good standing from that program’s Department Chair/Director. A remediation plan may also be required.

PHASE 2 lists the specific criteria necessary for entry into the Medical Assisting Program:

☐ STEP 1 – Complete prerequisite courses (mandatory).
- The Medical Assisting Program does not have any prerequisite course requirements.

☐ STEP 2 – Take the ATI TEAS Exam (mandatory).
- The ATI TEAS exam is a multiple-choice assessment of your basic academic knowledge in the areas of Reading, Math, Science, and English. The scores from the reading section will be used when determining points toward competitive admission.
- Students are allowed to take the ATI TEAS exam up to three times in a three year period. The best reading score from the two most recent attempts will be used when processing applications. There is no minimum cut score for Medical Assisting students on the ATI TEAS exam.

☐ STEP 3 – Complete general education courses for your program (optional).
- While it’s not required, applicants are encouraged to complete the general education courses for their program.
Past data has shown that students who complete their general education requirements prior to entering a Health Science program are more likely to succeed and ultimately graduate.

Additional points will be awarded for each general education course completed prior to the consideration.

A list of all general education course requirements is located on page 3 of this packet.

STEP 4 – Complete the American Heart Association Basic Life Support (BLS) Provider course (optional).
- Applicants may receive additional points on their application for the successful completion of an American Heart Association Basic Life Support Provider course.
- The BLS Provider course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED.
- In this course, students participate in simulated clinical scenarios and learning stations. Students work with an AHA BLS Instructor to complete BLS skills practice and skills testing. Students also complete a written exam.
- In order to receive additional points, applicants must provide a copy (front & back) of their valid certification card to the Admissions Counselor no later than the deadline for the Health Sciences Application.

STEP 5 – Complete the Medical Math course offered by CCCC’s Continuing Education Dep’t (optional).
- Applicants may receive additional points on their application for the successful completion of the Medical Math course offered by CCCC.
- The Medical Math course is designed to provide students with experience in computing mathematical problems that are common in healthcare careers like nursing, medical assisting, veterinary medical technology and pharmacy technician.
- Students begin with a review of basic math and progress to percents, ratio and proportion, and measurements toward more specific uses. A textbook is required.

STEP 6 – If applicable, complete and submit employment verification form (optional).
- Applicants who have previous work experience in the health field, you may be eligible for additional points on your application (minimum 6 months OR 1040 hours necessary).
- A list of acceptable work experience categories is located on page 4 of this packet.
- If an applicant is qualified to receive additional points for their experience, a verification form is located on page 6 of this packet. The form must be completed and submitted no later than the deadline for the Health Sciences Application.

STEP 7 – Meet with Admissions Counselor for MAC Review (mandatory).
- Once an applicant believes they have completed the minimum admissions criteria (MAC) for entry into their program, they must meet with the Admissions Counselor for a final review.
- If the Admissions Counselor verifies that the MAC are met, they will provide the applicant with a Health Sciences Application. Otherwise, the Counselor will assist the applicant in creating a plan for completion of the MAC.

STEP 8 – Submit Health Sciences Application by the deadline (mandatory).
- The initial consideration period for the Medical Assisting program is held during the month of February. The deadline for applications is posted on the program’s website.
- If the program doesn’t fill all available seats during its initial consideration, additional considerations will be held until all seats are occupied, but no later than August of each year.
- If selected for admittance, Phase 3 on page 7 of this packet must be completed to finalize acceptance.
PHASE 2: (continued)

OPTIONAL: Complete general education courses for your program.
Past data has shown that students who complete their general education requirements prior to entering a Health Science program are more likely to succeed and ultimately graduate. While it’s not required, applicants are encouraged to complete the general education courses for their program prior to entry. Additional points will be awarded on your application for each general education course completed prior to the consideration.

Below you will find a list of the general education courses required for the Medical Assisting program. If a course substitution exists, it will be listed under its respective general education requirement. For students wishing to transfer to a 4-year institution, preferred course selections have been identified for your convenience.

Note: You should always discuss course selections with your admissions counselor while creating your academic plan, especially if they are not represented below.

The following courses satisfy the general education requirements for students seeking a Diploma and/or an Associate Degree in Medical Assisting:

- ENG 111 - Writing and Inquiry
- ACA 115 - Success and Study Skills
  Acceptable course substitutions:
  - ACA 111 – College Student Success
  - ACA 122 – College Transfer Success (preferred by 4-year institutions)
- PSY 150 – General Psychology
- BIO 163 – Basic Anatomy/Physiology
  Acceptable course substitutions:
  - BIO 165 + BIO 166 – Anatomy & Physiology I & II (Old)
  - BIO 168 + BIO 169 – Anatomy & Physiology I & II (Current, preferred by 4-yr institutions)
- MED 121 Medical Terminology I
- MED 122 Medical Terminology II
- MED 118 Medical Law & Ethics

Additional general education courses are required for students seeking an Associate Degree in Medical Assisting only:

- Communications Elective (see page 4 of this packet for a comprehensive list)
- Humanities Elective* (see page 4 of this packet for a comprehensive list)
  *Preferred by Medical Assisting Program:
  - HUM 115 – Critical Thinking (double points awarded for this course)
- MAT 110 Mathematical Measurements
**PHASE 2: Program Specific Requirements (continued)**

<table>
<thead>
<tr>
<th>Work Experience Categories</th>
<th>Approved Humanities Electives (UGETC)</th>
<th>Communications Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardiac Care Technician</td>
<td>ART 111 Art Appreciation</td>
<td>COM 110 Intro to Communications</td>
</tr>
<tr>
<td>Cardiac Sonographer</td>
<td>ART 114 Art History Survey I</td>
<td>COM 120 Interpersonal Comm.</td>
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<tr>
<td>Certified Medical Assistant</td>
<td>ART 115 Art History Survey II</td>
<td>COM 231 Public Speaking</td>
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<tr>
<td>Dental Assistant I or II or CDA</td>
<td>*ENG 231 American Literature I</td>
<td>*ENG 112 Writing/Research the Disc</td>
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<tr>
<td>Dental Office Mgmt/Personnel</td>
<td>*ENG 232 American Literature II</td>
<td>*ENG 114 Prof Research &amp; Reporting</td>
</tr>
<tr>
<td>Dialysis Technician</td>
<td>*ENG 241 British Literature I</td>
<td>ENG 115 Oral Communications</td>
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<tr>
<td>EKG Technician</td>
<td>*ENG 242 British Literature II</td>
<td>*ENG 116 Technical Report Writing</td>
</tr>
<tr>
<td>Emergency Medical Tech.</td>
<td>MUS 110 Music Appreciation</td>
<td>*Check course prerequisites</td>
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<tr>
<td>Health Care Technician</td>
<td>MUS 112 Introduction to Jazz</td>
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<tr>
<td>Imaging Technologist</td>
<td>*PHI 215 Philosophical Issues</td>
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<tr>
<td>Kennel Assistant-VMT Only</td>
<td>*PHI 240 Introduction to Ethics</td>
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<td>Licensed Practical Nurse</td>
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<tr>
<td>Medical Coder/Biller</td>
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<td>Medical Laboratory Tech.</td>
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<td>Medical Office Staff</td>
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<td>Medical Records Tech.</td>
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<td>Military Medical Corpsman</td>
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<td>Nurse Aide I or II</td>
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<tr>
<td>Occupational Therapy Tech.</td>
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<td>Paramedic</td>
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<td>Patient Care Technician</td>
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<td>Pharmacy Technician</td>
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<td>Phlebotomist</td>
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<td>Physical Therapy Technician</td>
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<td>Psychiatric Technician</td>
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<tr>
<td>Registered Dental Hygienist</td>
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<td>Registered HIT Tech.</td>
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<td>Registered Nurse</td>
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<td>Registered Veterinary Tech.</td>
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<td>Rehabilitation Technician</td>
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<td>Respiratory Therapist</td>
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<td>Shelter/Rescue Assistant</td>
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<td>Surgical Technician</td>
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<td>Veterinary Asst. - VMT Only</td>
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<td>Veterinary Laboratory Tech.</td>
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<td>Veterinary Research Assistant</td>
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<tr>
<td>X-Ray Technician</td>
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*Additional allied health professions with direct patient care will be evaluated on an individual basis by the appropriate program director/department chair.

**MEDICAL ASSISTING ADMISSIONS CONTACTS**

Chatham County Campus: 764 West Street, Pittsboro, NC 27312 - Rhonda Jones, Phone (919) 545-8025, Email: rjone859@cccc.edu

Harnett County Campus: 1075 East Cornelius Harnett Boulevard, Lillington, NC 27546
(last names A-M) Trinnette Nichols-Jones, Phone (910) 814-8827, Email: tnich497@cccc.edu
(last names N-Z) Shatea McNeil, Phone (910) 814-8867, Email: smcne310@cccc.edu

Lee County Campus: 1105 Kelly Drive, Sanford, NC 27330 - Derek Lewis, Phone (919) 718-7313, Email: dlewi107@cccc.edu
Name: ________________________________________________________________

SSN: __________________________________________________________________

Intended Major: Medical Assisting

Please have your employer/supervisor complete the following information:

Name of Company/Agency: ________________________________________________

Address: __________________________________________________________________

Telephone Number: ______________________________________________________

Job Title of Employee: ___________________________________________________

Job Description of Employee Duties: ________________________________________
                                                                                   __________________________________
                                                                                   __________________________________
                                                                                   __________________________________
                                                                                   __________________________________
                                                                                   __________________________________
                                                                                   __________________________________
                                                                                   __________________________________

***Please indicate starting and end dates of employment and hours worked per week: (We must have this section completed to have the student considered for the employment points)***

Starting date_____________  Ending date or present ____________

Number of hours each week __________________________________________________________________

If the dates and hours worked each week are not listed correctly, 0 points will be awarded to the student.

I verify that all of the information submitted is accurate and true.

________________________  ________________________  _______
Signature of Employee     Print Name                  Date

________________________  ________________________  _______
Signature of Employer     Print Name                  Date
PHASE 3 IF SELECTED FOR ADMITTANCE, COMPLETE THE FOLLOWING REQUIREMENTS TO FINALIZE ACCEPTANCE:

☐ STEP 1 – Mandatory Program Orientation.
- An orientation hosted by your program will be held during the summer semester. Attendance is non-negotiable.
- The date will be provided in your acceptance letter.

☐ STEP 2 – Complete a physical examination, background check, drug test, and submit medical forms.
- You are required to have a physical examination conducted by a physician. This exam must be conducted in the same year as the consideration and no later than 30 days prior to the start of the semester.
- You’re also required to provide evidence of up-to-date immunizations before the start of the program. A list of required immunizations will be provided on the medical forms in your acceptance packet.
- A criminal background check and drug screening will be conducted via a third-party organization of the college’s choosing. More information will be provided in your acceptance packet regarding this requirement.

☐ STEP 3 – Transportation and additional course materials agreement.
- Health Science students are responsible for their own transportation to off-campus clinical/learning sites.
- Materials other than textbooks will be required and are purchased at the student’s expense. Materials include (but are not limited to): uniforms, lab coats, lab kits, and clinical supplies.
  *Note: The Medical Assisting Program has adopted a strict dress code policy to promote comfort, safety, and a professional image.*

☐ STEP 4 – Technical Standards & Disability Statement
- The Medical Assisting Program is physically demanding. Students will be expected to perform lifting, pushing, pulling, and carrying tasks to successfully practice in a lab setting, complete clinical affiliations, and/or safely treat patients. The college has a legal obligation to provide appropriate accommodations for students with documented disabilities.
- If you have a documented disability and are seeking accommodations, you should contact the Special Populations Department. It is your responsibility to initiate this process as soon as possible.

☐ STEP 5 – Academic Standards
- Students must be in good academic standing upon applying to health science programs. Good academic standing is defined as having a 2.0 GPA in the most recent semester attempted as well as maintaining a 2.0 cumulative GPA. These GPA requirements must be maintained at the time of entering the program from a secondary or post-secondary institution. Additional points are awarded towards an applicant’s point total based on cumulative GPA from the past five years.
- Upon official acceptance, Medical Assisting students are required to maintain the GPA requirements necessary for admission between the time they are accepted and the first day of classes. This means you cannot be placed on academic suspension during this timeframe.
- Medical Assisting students are also expected to successfully complete their program-specific courses with a grade of “C” or higher in order remain enrolled in their program.
  *Note: This does not mean you can withdraw from a course due to poor performance in order to avoid penalty. A withdrawal counts as an unsuccessful completion of a course and will result in you being withdrawn from the Medical Assisting program.*
Central Carolina Community College
Student Services

**Bookstore** – The Bookstore offers textbooks, course supplies, seasonal merchandise, and gifts.
Sanford: (919) 718-7275  
Lillington: (910) 814-8810  
Pittsboro: Textbooks online or at other campuses

**Business Office** – The Business Office collects tuition, fees, parking fines, and issues parking permits.
Sanford: (919) 718-7310  
Lillington: (910) 893-9101  
Pittsboro: (919) 545-6495

**Career Center** – The Career Center is available to assist students with career exploration, resume building, mock interviews, and additional career related topics.
Sanford: (919) 718-7396  
Lillington: (910) 814-8834  
Pittsboro: (919) 545-8054

**Financial Aid Office** – The Financial Aid Office offers individual assistance for students who have questions regarding grants, scholarships, and work study opportunities, please contact (919) 718-7229.

**Housing Assistance** – Please contact (919) 718-7300 for roommate and/or realtor information. The college does not have on-campus housing.

**Placement Testing** – The Placement Testing Office administers the Accuplacer and the TEAS V test for allied health programs (Sanford only). Students must make an appointment for testing.
Sanford: (919) 718-7300  
Lillington: (910) 814-8863  
Pittsboro: (919) 545-8029

**Registrar’s Office** – The Registrar’s Office maintains all student records, evaluates transfer credit, releases official transcripts, and conducts graduation. For further information, please contact (919) 718-7201.

**Special Populations Office** – The Special Populations Office coordinates services and accommodations between students with disabilities and the college faculty. For further information, please contact (919) 718-7416.

**Special Programs Office** – The Special Programs Office assists eligible students with child care and students who are training in non-traditional occupations. For further information, please contact (919) 718-7276.

**Student Development Services** – The Student Development Services Office assists students with admissions procedures, curriculum advisement, and registration.
Sanford: (919) 718-7300  
Lillington: (910) 814-8863  
Pittsboro: (919) 545-8025

**TRiO Student Support Services** (SSS): The TRiO SSS programs assist eligible students with free academic and support services, including supplemental grant aid, on all campuses. Please contact (919) 718-7567 or sss@cccc.edu.

**Veteran Affairs Office** – The Veteran Affairs Office assists veterans and their eligible dependents in processing their applications to receive VA educational benefits. For further information, please contact (919) 718-7233.

**Veterans Upward Bound (VUB)**: VUB is a TRiO program that assists veterans with enrolling in college and completing college degrees. Services provided can include instruction in free refresher courses, tutoring, counseling, mentoring, and assistance in securing support services from other locally available resources for veterans. For further information contact (919) 718-7463 or veteransub@cccc.edu.