

2017 HCC Medical Assistant Admission Criteria

Item	Exceptional Suitability for Medical Assisting (2 points)	Adequate Suitability for Medical Assisting (1 point)	Marginal Suitability for Medical Assisting (NO points)
Grade Point Average	≥ 3.0	2.5 – < 3.0	< 2.5
Kaplan Entrance Exam	Adj. Individual total ≥70% Reading ≥ 65%	Adj. Individual total ≥61% Reading ≥ 61%	Adj. Individual total <60% Reading < 60%
*Personal Statement	Clear, well written, articulates awareness of medical assisting as a profession and his/her potential contribution	Understandable, written with some grammatical errors, with some understanding of medical assisting as a profession and his/her potential contribution	Poorly written, with multiple grammatical errors, and a limited awareness of medical assisting as a profession and his/her potential contribution
*Service to Others	≥ 1 year commitment to volunteer activities post high school	< 1 year commitment to volunteer activities post high school	No volunteer activities post high school
*Letters of Recommendation	Letters reflect qualities desirable in medical assisting (hard worker, caring, empathetic, etc.) with examples of these characteristics	Letters reflect general statements without examples of qualities	Less than 2 letters were provided.

***While you may score zero points for these categories, your file will still be considered.**

****Score values are tentative and may change.**

2017 HCC Medical Assistant Admission Criteria

Goal: To admit well rounded students into the HCC Medical Assisting Program who are academically able to meet the challenges of the curriculum, who are well suited for a health care profession, and who have exhibited a commitment to serving their communities.

Getting Started: It is important to note that the application process is the applicant's responsibility, not the responsibility of the institution. Our responsibility, as an institution, is to fully consider and evaluate each application carefully for admission into our programs. Our responsibility is not to gather appropriate data, but rather to review that data. Data gathering is the responsibility of the person who wishes to be considered for admission.

The applicant is responsible for:

- Attending an information session;
- Meeting Highland Community College admission requirements;
- Providing the required application for medical assistant admission to the Nursing/Allied Health Coordinator;
- Submitting required documentation for medical assistant admission to the Nursing/Allied Health Coordinator, as follows:
 - Completed application
 - Appropriate references
 - Official transcript(s) from all college level courses attended for admissions and 1 copy of each for the allied health department.
 - Typed, personal statement.

Measurement Categories:

- *Exceptional Suitability for Medical Assisting* - This represents an exceptional ability to meet the specific criteria requirements. The individual who exhibits exceptional suitability for medical assisting would have a very strong potential to be successful in a medical assisting career.
- *Adequate Suitability for Medical Assisting* – This represents an average ability to meet specific criteria requirements. The individual who exhibits adequate suitability for medical assisting would have a good potential to be successful in a medical assisting career.
- *Marginal Suitability for Medical Assisting* – This represents an inadequate ability to meet specific criteria requirements. The individual who exhibits marginal suitability for medical assisting would have very limited potential to be successful in a medical assistant career.

Items included in the admission assessment:

1. **Academic requirements:** Academic ability is important to success in the HCC medical assisting program. The minimum GPA will be set at 2.5; a higher GPA will be considered as exceptional. Anything that is less than 2.5 will **not** be considered for admission.
2. **Personal statement:** We will require a typed, double spaced, essay form, personal statement answering the following questions –
 - a. What are ideal attributes of a medical assistant? And
 - b. What would be your contribution to your practice setting?This written statement should be limited to **1-1 ½ pages**. It will be evaluated for writing ability, clarity, and pertinence to medical assisting. Personal statements will be scored as exceptional, adequate, and marginal. Students must write their own statements.
3. **Service to others:** Because medical assisting is a “helping profession” it is important for our applicants to have participated in service to others. This service may include, but not be limited to volunteer work, community activities, leadership experience with projects that affect others, and other similar activities. This service exemplifies what we are looking for in a medical assistant. If this service is ≥ 1 year, representing a sustained commitment to the organization or community, it will be considered as exceptional; if the service is < 1 year, representing an important, but not sustained commitment to the group and organization or community it will be considered adequate. No experience with service to others will be considered marginal. The applicant who reports service to others must have one letter of recommendation from the community or group leader to substantiate the applicant’s activities in the organization or group. Staying at work after your shift has ended would not count as volunteer work, but doing things at work such as planning an afternoon event, bringing your dog, etc. would count, as long as this time was unpaid. Volunteer work must be within the past three years and post high school.
4. **Recommendation letters:** Three letters of recommendation are required for admittance into the medical assisting program. These letters will be in written form, rather than checklists. The review committee is looking for substantial comments about the applicant and his/her suitability for the medical assisting profession. Letter will be from one Service to Others Supervisor, and any two of the following: Instructors or Teachers, Immediate Supervisors, and Community Leaders. Letters from instructors must be within the past two years of application date.
5. **Pre-requisites and Support Courses:** All pre-requisites must be completed by the end of the spring semester you are applying for. Support courses are not required to be completed for entrance in the medical assisting program. It is recommended to complete a few and/or all of the support courses before entering the program. All pre-requisite and support courses must be a letter grade of a C or better.

6. **Kaplan Entrance Exam** This Admissions Test is a 91-question, online, multiple-choice test that evaluates the basic reading, math, writing, and science skills of students seeking entry into a health care program.
7. **TOEFLE (Test of English as a Foreign Language Evaluation)/ CASA/Best Literacy:** Students having English as a second language may be asked to take the TOEFLE or another exam prior to admission, and complete any necessary skills recommendations made by HCC learning lab faculty.

Please remember, everyone is welcome to apply for the Highland Community College Medical Assisting Program, but we accept all in-district students who qualify and meet our criteria first. If we have room left we will then review out-of-district applicants for admittance into our program. According to the Allied Health Department, "In-district," is defined as "students who meet the residency requirements and/or work 20 or more hours a week in our district."

Students may be taking prerequisite courses the summer prior to admission however; students having all prerequisite courses successfully completed at the time of application will be given priority for acceptance.

Students are required to attend one information session during the admission cycle they are applying for in order to receive an application to apply. A list of information sessions dates is available on our website at www.highland.edu.

To learn more you can call Alicia Kepner @ 815-599-3679 or by e-mail at: Alicia.kepner@highland.edu.

***APPLICATION DEADLINE: May 1st 2017 for first consideration.**
We will continue to accept applications until full!