

Medical Assistant Student Checklist

Application Deadline: May 1st 2017

The following is a checklist for you to fill out and turn in with your application. This is to double check your application and make sure that you turn everything with it. Please remember that the deadline for your admission paperwork is May, 1st 2017 for first consideration.

- _____ Current H.C.C. student
- _____ Met with program advisor & made guidelines
- _____ Attended information session for the application cycle in which you are applying
- _____ Kaplan Entrance Exam results on file
- _____ Official transcripts on file for Admissions & Records/unofficial on file with application
- _____ Application signed and dated
- _____ Current phone number & email listed on application
- _____ Current phone number(s) included for all references
- _____ Letters of recommendation (3 minimum)
- _____ All volunteer work listed on back of application
- _____ All prerequisite courses completed with grade of C or better
- _____ G.P.A. of 2.50 or higher
- _____ Personal Statement
- _____ Math requirement met

*****Students will need to complete the HCC placement test indicating that you do not place below MATH 158 and ENGL 121 or complete the equivalent courses to document completion.**

Prerequisite Courses met: Must be completed prior to entering the MA program	
_____	ENGL 121 Rhetoric & Composition I
_____	BIOL 120 Foundations of Anatomy & Physiology
_____	PSY 161 Introduction to Psychology
_____	ITHC 101 Medical Terminology I
_____	ITHC 102 Medical Terminology II
_____	ITHC 103 Medical Terminology III*
_____	SPCH 191 Fundamentals of Speech Communication*
_____	INFT 180 Introduction to Information Systems*

To review your completed file or for questions please contact me anytime.

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