**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.

**The applicant is responsible for:**

* Meeting Highland Community College admission requirements;
* Submitting required documentation for medical assistant admission to the Nursing/Allied Health Coordinator, as follows:
	+ Completed application
	+ Placement into ENGL 121 Rhetoric and Composition and MATH 090 or higher is needed for our Nursing & Medical Assistant Programs.
	+ Kaplan results
	+ Official transcript(s) from all college level courses attended for admissions and 1 copy of each for the allied health department.
	+ Typed, personal statement.

**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 may not be considered for admission.
2. ***Personal statement:*** We will require a typed, double spaced, essay form, personal statement answering the following questions –
	1. Why do you want to become a Medical Assistant and what are the ideal characteristics of a medical assistant?

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.

1. ***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. Cost of the exam is $100.00 and allows for the applicant to take the exam up to 2 times. Students will be ranked according to their Kaplan reading and math scores.

***\*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.”***

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| **Item**  | **Exceptional Suitability for Medical Assisting** **(10 points)**  | **Adequate Suitability for Medical Assisting** **(5 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 ≥65% Reading ≥ 65% Math ≥ 75% | Adj. Individual total ≥64% Reading ≥ 60% Math ≥ 50 % | Adj. Individual total <55% Reading< 59% Math < 50%  |
| ***\*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  |

To learn more, you can call Alicia Kepner @ 815-599-3657 or by e-mail at: Alicia.kepner@highland.edu.

**\*APPLICATION DEADLINE:** **May 1st for first consideration.**

**We will continue to accept applications until full or August 1st!**