VHCC Medical Assisting Checklist

It is the applicants' responsibility to make sure that all requirements are met and required documentation is received in the Admission Office by stated deadlines. This checklist is provided as a quick general guidance sheet for your records. Please refer to the VHCC catalog at www.vhcc.edu for full program details.

Priority application deadline is July 15 – applications received after this date will be reviewed on a space available basis.

APPLICATION REQUIREMENTS	HOW TO COMPLETE	☑
VHCC Admissions Application	Online at www.vhcc.edu > Apply Now	
Medical Assisting Program Application	Online at https://www.vhcc.edu/medapp, click on the Medical Assisting link	
Graduation from high school (HS) or GED completion.	Applicant requests official high school transcript from HS Counseling Office or requests GED from www.ged.com. Send directly to VHCC Admissions Office. It is the student's responsibility to verify with the Admissions Office that transcripts have been received.	
All official college/university transcripts (not required from Virginia Community Colleges)	Applicant requests official transcripts from all college/universities attended sent directly to VHCC Admissions Office. It is the student's responsibility to verify with the Admissions Office that transcripts have been received.	
Achievement of a minimum GPA of 2.0 or higher	From HS or college transcript	
Science	Completion of a high school or college science course with a "C" or better or documented proficiency through GED testing.	
Algebra	Completion of Algebra I with a "C" or better or documented proficiency in Math Modules 1-3.	
Computer Applications	Completion of a high school or college computer applications course with a "C" or better or documented proficiency through completion of computer modules (completed online).	
English	Completion of high school English with a "C" or better or documented proficiency on GED testing - any student who is 6 years post high school must be eligible for ENG 111 (not required to take the course, but must be eligible for the course).	
Once accepted to the program, students must successfully pass both a background check and drug screen to be eligible for the clinical component of the program.		

Note: Please see www.vhcc.edu > Academics > Catalog > Admissions Priorities for information about how limited enrollment programs review applicants based on residency. For information or questions about the application process, please contact Rachel Law, Nurse Ready Coach, rlaw@vhcc.edu or Michelle Phillips, Admissions/Records, mphillips@vhcc.edu.

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