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 <u>July 15</u>.
Applications received after this date will be reviewed on a space available basis.

☐ **Complete the VHCC Admissions Application**
Visit www.vhcc.edu > Apply Now

☐ **Complete the Medical Assisting Program Application**
Visit www.vhcc.edu/medapp. Click on the Medical Assisting Application link.

☐ **Send transcripts (high school or GED, all official college/universities, & maintain good standing)**
1. Applicant requests official high school transcript from high school counseling office or requests GED from www.ged.com. Send directly to VHCC Admissions Office.
2. Applicant requests official transcripts from all college/universities attended to be sent directly to VHCC Admissions. It is not required to send any transcripts from any of Virginia's Community Colleges.
3. Applicant must be in good standing with the most recently attended institution with a minimum GPA of 2.0.
It is the student's responsibility to verify with the VHCC Admissions Office that transcripts have been received.

☐ **Completion of a Science course**
Take and complete a high school or college course of science with a "C" or better or provide documented proficiency through GED testing.

☐ **Completion of an Algebra course**
Take and complete an Algebra I course with a "C" or better or provide documented proficiency in Math Modules 1-3.

☐ **Completion of a Computer Applications course**
Take and complete a high school or college course of computer applications with a "C" or better or provide documented proficiency through completion of computer models (completed online).

☐ **Completion of an English course**
Take and complete a high school course of English with a "C" or better or provide documented proficiency on GED testings – 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 into 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 Josh Greenwell, Health Ready Coach, at jgreenwell@vhcc.edu or Michelle Phillips, Admissions/Records, at mphillips@vhcc.edu