

# South Piedmont Community College

## Medical Assisting Admissions Requirements



2011-2012

L. L. Polk Campus  
680 Highway 74 West  
Polkton, NC 28135  
704-272-5300  
FAX 704-272-5350

Old Charlotte Highway Campus  
4209 Old Charlotte Highway  
Monroe, NC 28110  
704-290-5100  
FAX 704-290-5250

## SOUTH PIEDMONT COMMUNITY COLLEGE HEALTH PROGRAMS ADMISSIONS REQUIREMENTS

South Piedmont Community College, serving Anson and Union counties, welcomes your interest in pursuing a career in one of our health programs. Our programs include Associate Degree Nursing, Practical Nursing, LPN Refresher, Medical Assisting, Medical Laboratory Assistant, Medical Sonography, and Surgical Technology. Below are the general admissions requirements for all health programs. The pages following these general admissions requirements provide information on a specific health program.

### THESE GENERAL ADMISSIONS REQUIREMENTS ARE FOR ALL HEALTH PROGRAMS FOR ENTRY IN FALL SEMESTER 2012

1. Submit an SPCC Application for Admission online at [www.spcc.edu](http://www.spcc.edu) or in person to the Admissions Office in the Student Success Division on the LLP or OCH campus. You may indicate only one program per application. *Applications for Admission are valid for one year only.*
2. Have your **official** high school transcript or GED diploma sent to the Admissions Office. **NOTE:** Official transcripts issued in sealed envelopes by the institution of record become “unofficial” if opened before submission to SPCC.
3. Have **official** transcripts from all colleges attended since high school sent to the Admissions Office. **NOTE:** Official transcripts issued in sealed envelopes by the institution of record become “unofficial” if opened before submission to SPCC. You must have a grade of “C” or higher on all courses that are required for graduation from your program of interest, including course credit transferred in from other colleges. The grade point average (GPA) requirement for acceptance into your program of interest differs among the programs. Degree programs require a 3.0 GPA; diploma and certificate programs require a 2.5 GPA.
4. Take the Accuplacer College Placement Test (CPT) and meet the required scores for your program of interest.
  - You have one opportunity to take the CPT (Reading, Sentence Skills, Arithmetic, Algebra, and Computer Competency).
  - CPT scores are valid for two (2) years.
  - Retests in one or more sections are only available if certain conditions apply (see Testing Center staff for details).
  - The initial test is free; all retests are \$2 per section.
  - Accuplacer test scores from other colleges may be accepted if taken within the last two (2) years.
  - Applicants with the following scores taken within the last two (2) years are exempt from taking Accuplacer Reading and Sentence Skills:
    - SAT = 500 Critical Reading
    - ACT = 21 Reading and 21 English
    - ASSET = 41 Reading and 41 Writing
    - COMPASS = 81 Reading and 70 Writing

- Applicants with the following scores taken within the last two (2) years are exempt from taking Accuplacer Arithmetic and Elementary Algebra:
  - SAT = 500 Mathematics
  - ACT = 21 Math
  - ASSET = 41 Numerical and 41 Intermediate Algebra
  - COMPASS = 47 Pre-Algebra and 66 Algebra
- 5. Complete the mandatory Health Programs Information Session offered online at [www.spcc.edu](http://www.spcc.edu).
- 6. See the information on the following pages that pertains specifically to your program of interest.

All required documentation for your program of interest must be submitted to one of our Health Programs Admissions Technicians located in the Student Success Division of South Piedmont Community College:

L.L. Polk campus – Ms. Joy Pope, 704-272-5338, [jpope@spcc.edu](mailto:jpope@spcc.edu)

Old Charlotte Highway campus – Ms. Pam Simons, 704-290-5840, [psimons@spcc.edu](mailto:psimons@spcc.edu)

## Medical Assisting Diploma (D45400) – 45 Credit Hours

General Education Requirements				
Course Number	Course Name	Lec	Lab	Credit
Composition:				
ENG 111	Expository Writing . . . . .	3	0	3
Natural Sciences/Mathematics:				
BIO 163	Basic Anatomy & Physiology . . . . .	4	2	5
CIS 110	Introduction to Computers . . . . .	2	2	3
Humanities/Fine Arts: Choose one course: . . . . .				
COM 110	Introduction to Communication	3	0	3
COM 120	Introduction to Interpersonal Communication			
COM 140	Introduction to Intercultural Communication			
<b>Total</b>				<b>14*</b>

\*General Education courses are taken during progression in the MA program. Courses may also be taken prior to admission into the program.

Fall Semester – 1 <sup>st</sup> Year				
Course Number	Course Name	Lec	Lab/ Clinic	Credit
MED 110	Orientation to Medical Assisting	1	0/0	1
MED 112	Orientation to Clinical Setting I	0	0/3	1
MED 121	Medical Terminology I	3	0/0	3
MED 122	Medical Terminology II	3	0/0	3
MED 130	Admin. Office Procedures I	1	2/0	2
OST 149	Medical Legal Issues	3	0/0	3
<b>Total</b>				<b>13</b>

Spring Semester – 1 <sup>st</sup> Year				
Course Number	Course Name	Lec	Lab/ Clinic	Credit
MED 131	Admin. Office Procedures II	1	2/0	2
MED 140	Examination Room Procedures I	3	4/0	5
MED 150	Laboratory Procedures I	3	4/0	5
MED 262	Clinical Perspectives	1	0/0	1
<b>Total</b>				<b>13</b>

Summer Term – 1 <sup>st</sup> Year				
Course Number	Course Name	Lec	Lab/ Clinic	Credit
MED 260	MED Clinical Externship	0	0/15	5
<b>Total</b>				<b>5</b>

**SOUTH PIEDMONT COMMUNITY COLLEGE**  
**MEDICAL ASSISTING PROGRAM**  
**Priority Application Period Ends May 31, 2012**

**How do I apply for admission to the Medical Assisting program?**

You must have an SPCC admissions application on file with the Admissions Office of the Student Success Division. If you have not completed an application for admission, you may apply online at [www.spcc.edu](http://www.spcc.edu). Be sure to indicate your program of study as "Medical Assisting."

Once you have completed STEP 1: Application to SPCC (see Step 1 of the Medical Assisting Program Application Packet), you must then complete STEP 2: Application to the Medical Assisting Program. All application materials must be submitted in a 9" x 12" envelope to one of SPCC's Health Programs Admissions Technicians.

**When are students admitted into the Medical Assisting program?**

Health programs at SPCC have limited enrollment and a competitive admissions process. Students are admitted into the Medical Assisting program beginning fall semester each year.

The application period is from June 1 to May 31. Students who apply by the May 31 deadline with complete application packets will be given priority consideration for admission to the fall semester class.

**NOTE:** If the number of qualified applicants meeting the May 31 deadline is not sufficient to fill all program openings, complete application packets will continue to be accepted until the maximum enrollment number is met.

**What do I need to do to be considered for entry into the Medical Assisting program?**

To be eligible for admission into the Medical Assisting program, you must complete the requirements listed below. You **MUST** have a grade of "C" or higher and a GPA of 2.5 or higher on all college coursework that is required for graduation from this program in order to be considered for admission into this program.

- (1) SPCC admissions application.
- (2) Accuplacer College Placement Test (CPT). Test scores indicating placement out of developmental courses **OR** completion of developmental courses is necessary before applying to the program.
- (3) Official copy of high school transcript or GED diploma.
- (4) Official copies of all college transcripts.
- (5) Completion of SPCC's online Health Programs Information Session.
- (6) TEAS test.

**What are the required Accuplacer College Placement Test (CPT) scores for the Medical Assisting program?**

Reading:	80	Arithmetic:	55	Computer Skills:	80
Sentence Skills:	86	Algebra:	55		

If you do not meet the required CPT scores, you must enroll in the appropriate developmental course(s). SAT, ACT, ASSET or COMPASS scores may be used in place of some of the requirements.

**What is a TEAS test?**

The TEAS (Test of Essential Academic Skills) measures basic essential academic skills related to success in allied health programs in English, reading, mathematics, and science. For more information on the TEAS test, go to [www.atitesting.com](http://www.atitesting.com). TEAS study guides are available at SPCC bookstores for purchase.

**How do I take the TEAS test?**

Contact the SPCC Testing Center to arrange for TEAS testing. The TEAS test may be taken once every three (3) months, for a cost of \$40 per test (payable to SPCC's Business Office prior to testing). Complete the Testing Center Permission Form—TEAS, attach the receipt for payment of the test fee, and take both to the Testing Center when you are ready to test.

NOTE: Calculators and outside study aids are not allowed during the test. Use of these or refusal to follow all Testing Center rules will result in test disqualification. TEAS test scores MUST be attached to your application for the Medical Assisting program. Once you submit your application packet, TEAS retest scores will not be accepted.

**Is there a waiting list?**

There is no waiting list to enter into any SPCC health program. Students are chosen for the Medical Assisting program based on ranking of points. Points are based on (1) the TEAS score (2) completion of high school Allied Health Science I & II or Medical Science I & II with a grade of "B" or higher within the last 12 months, and (3) a minimum of 6 months of paid healthcare work experience within the last 5 years. There is no minimum points requirement to apply for this program.

If you are not accepted into the program for the upcoming fall semester, your application will be shredded. Keep copies of your application and transcripts so that you may resubmit them when you reapply.

**How will I know if I'm accepted into the Medical Assisting program?**

You will receive a letter from the Health Programs Admissions Office notifying you of your provisional acceptance into the program. Once you receive this letter, you must do the following:

- (1) Attend the Medical Assisting orientation session.
- (2) Submit the *Student Medical Form for North Carolina Community College System Institutions*.
- (3) Submit proof of current CPR certification. This course is available through SPCC's Corporate & Continuing Education Division.

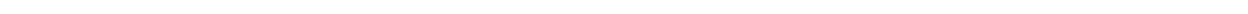
Applicants accepted for admission into the Medical Assisting program may be required to complete a criminal background check and a drug screen after notification of acceptance and prior to participation in the onsite clinical portion of the program. Based on the results of the criminal background check and the drug screen, hospitals or clinical facilities where you will participate in onsite training may deny you access to their facility, resulting in your inability to complete the clinical portion of the Medical Assisting program. If you are unable to complete the clinical portion of your training, you will be unable to progress in the program.

**SOUTH PIEDMONT COMMUNITY COLLEGE**  
**MEDICAL ASSISTING PROGRAM APPLICATION PACKET**  
Priority Application Period Ends May 31, 2012



NAME: \_\_\_\_\_ SPCC STUDENT ID: \_\_\_\_\_

ADDRESS: \_\_\_\_\_



EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_



**STEP 1: APPLICATION TO SPCC**

- Complete SPCC's admissions application online at [www.spcc.edu](http://www.spcc.edu) or in person in the Student Success Division on the LLP or OCH campus.
- Submit **OFFICIAL** copy of high school transcript or GED diploma to the SPCC Admissions Office, PO Box 126, Polkton, NC 28135.
- Submit **OFFICIAL** copies of all college transcripts to the SPCC Admissions Office, PO Box 126, Polkton, NC 28135.
- Complete SPCC's College Placement Test (CPT) **OR** submit official SAT, ACT, ASSET, or COMPASS scores **OR** submit an official transcript showing completion of applicable college transfer courses.

You must have a grade of "C" or higher **AND** a GPA of 2.5 or higher on **ALL** courses required for graduation from the Medical Assisting program, including course credit transferred in from other colleges.

\*\*If your school transcripts are not from the United States, you must have an International Transcript Evaluation completed by an evaluation agency. Fees will apply for this service. If you need a listing of evaluation agencies, contact the Admissions Office.

**STEP 2: APPLICATION TO THE MEDICAL ASSISTING PROGRAM**

- Copy of your CPT results showing required scores **OR** unofficial transcript showing completion of all required developmental courses.
- Completion of SPCC’s online Health Programs Information Session at [www.spcc.edu](http://www.spcc.edu).
- Copy of TEAS test results. Contact the Testing Center at the LLP or OCH campus to set up an appointment for this test. (See next page for Testing Center Permission Form – TEAS.)

**TEAS tests not taken at SPCC must be officially transferred from ATI Testing and must be the same version as the TEAS version administered at SPCC.**

*\*\*You are not eligible to submit an application packet if you have not completed all of the above. You **MUST** have a grade of “C” or higher and a GPA of 2.5 or higher on all college coursework that is required for graduation from the Medical Assisting program in order to be considered for admission into this program.*

**TO EARN POINTS IN ADDITION TO YOUR TEAS SCORE:**

- Official high school transcript showing proof of completion of Allied Health Science I & II **OR** Medical Science I & II with a grade of “B” or higher within the last 12 months **AND** a letter of recommendation from your high school health occupations teacher = **10 points**
- Proof of a minimum of 6 months of paid healthcare work experience within the past 5 years to include a letter of recommendation from your employer(s) = **10 points**



**I certify that all information submitted is both complete and accurate.**

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date of Submission:** \_\_\_\_\_

Submit completed application packet and all applicable documentation in a 9” x 12” envelope by **May 31, 2012**, to one of the following Health Programs Admissions Technicians:

Student Success Division: Joy Pope, LLP Campus  
704-272-5338  
[jpoppe@spcc.edu](mailto:jpoppe@spcc.edu)

Pam Simons, OCH Campus  
704-290-5840  
[psimons@spcc.edu](mailto:psimons@spcc.edu)

**SOUTH PIEDMONT COMMUNITY COLLEGE  
TESTING CENTER PERMISSION FORM – TEAS  
(Test of Essential Academic Skills)**

Make an appointment with the Testing Center on either the LLP campus or the OCH campus to take the TEAS test.

This form, along with your receipt from SPCC’s Business Office showing the \$40 payment for the TEAS testing fee, must be presented to the Testing Center Coordinator before you will be admitted.

Before taking the TEAS test, you must agree to the following:

- I have completed all required developmental courses.
- I am prepared to take the TEAS (Test of Essential Academic Skills) for entrance into my chosen program.
- I understand that I may take this test once every three (3) months.
- I understand that there is a \$40 nonrefundable fee for each time I take the TEAS test.
- I understand that no calculators or other study aids are allowed in the Testing Center.
- I understand that I must follow all Testing Center rules. If not, my TEAS score will be disqualified.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Present this permission form to SPCC’s Business Office prior to your test appointment. Attach the receipt from the Business Office showing your \$40 fee payment to this permission form. Present the receipt and permission form to the Testing Center Coordinator when you are scheduled to take the TEAS test.

Testing Center Contact Information  
L. L. Polk campus – [llptestingcenter@spcc.edu](mailto:llptestingcenter@spcc.edu)  
Old Charlotte Highway campus – [ochtestingcenter@spcc.edu](mailto:ochtestingcenter@spcc.edu)