

CENTRAL CAROLINA COMMUNITY COLLEGE

ADMISSIONS PROCESS FOR MEDICAL ASSISTING STUDENTS

Phase 1	Complete General Admissions Process
<p>Complete NC Residency Determination</p>	<p>All applicants are now required to complete documentation for the North Carolina Residency Determination Service. You must complete the NC Residency Determination before completing the college application. Students must use their legal name when completing the NC Residency Determination Service and when applying to the college. A failure to match a student's name between the systems will delay the enrollment process. <i>Your Admissions Application cannot be processed without a status determination.</i></p>
<p>Take Map Embark Assessment</p>	<p>The MAP: Embark Assessment matches your interests and abilities to academic programs here at CCCC. When you meet with your Admissions Specialist, they will review your MAP: Embark Assessment results with you to make sure you are on the right path.</p>
<p>Submit Application for General Admission</p>	<p>Complete your application online, download a print version, call (800) 682-8353 to have an application mailed to you, or visit any CCCC Campus to pick up an application. Return to Student Services once it is complete.</p>
<p>Send Official Transcripts</p>	<p>Official transcripts are required. A transcript is “official” when it is received by the college through the mail or secure electronic document provider directly from the high school, college, or other institution. It is the applicant’s responsibility to request that transcripts be sent. The transcript request form is available in pdf form or in the Admissions Office.</p> <p>Applicants pursuing a Health Science program are required to submit an official transcript from all previously attended institutions of higher education.</p>
<p>Determine Placement</p>	<p>Students must have a 2.8 unweighted high school GPA, have SAT or ACT scores, other placement test scores, have appropriate CCCC or transfer credit, or take a Transitions Course in English and Math in order to be prepared to take the gateway English and Math for their academic program.</p> <p><i>*Students who have graduated high school more than 10 years are eligible to take a placement assessment.</i></p>
<p>Review Program Costs</p>	<p>Fees and materials other than those associated with tuition and textbooks will be required and are purchased at the student’s expense. These materials include (but are not limited to): background check, drug screening, malpractice insurance fee, professional membership dues, uniforms, lab coats, instrument kits, clinical supplies, and certification examinations. An itemized list of these fees is available on this program’s web page.</p>
<p>Apply for Financial Aid & Scholarships</p>	<p>The FAFSA application can be completed online at www.fafsa.ed.gov. The school code for CCCC is 005449. If you need assistance filling out your FAFSA application, contact the Financial Aid Office at (919) 718-7229 and a specialist will be able to assist you.</p> <p>Scholarship Applications are also available (May 1st Deadline Each Year).</p>
<p>Complete Information Session</p>	<p>The online information session is a valuable source of information for the health science admissions process. Applicants who complete the brief assessment at the end of the information session will receive additional points on their application. Completion of the session is valid for 3 years.</p>
<p>Contact Admissions Specialist</p>	<p>You can schedule an appointment with an Admissions Specialists on one of our three main campuses. They will review your progress, assist you in the development of an academic plan, advise and register you for courses, and address any questions or concerns you may have</p>

Naturalized and non-US Citizens must take the TOEFL
See www.ets.org/TOEFL (5-yr limit on scores)

If withdrawn/dismissed from previous health science program,
you must submit additional documentation from the
program’s director/chair showing good standing.

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Phase 2

Complete Program Specific Requirements

Take ATI TEAS Exam

The [ATI Test of Essential Academic Skills](#) is a multiple-choice assessment of your basic knowledge in the areas of Reading, Math, Science, and English. Your score from the **Reading** section will be used when determining points toward competitive admission. Students may take this exam up to three times in a three year period. The best **Reading** score from the two most recent attempts will be used. There is no minimum score required for entry into this program.

AT THIS POINT, YOU HAVE MET THE MINIMUM ADMISSIONS CRITERIA FOR THIS PROGRAM AND ARE ELIGIBLE TO APPLY!

Additional Point Opportunities Available

Complete Medical Math Course

Applicants will receive additional points on their application for the successful completion of the Medical Math course offered the Continuing Education Department. The Medical Math course is designed to provide students with experience in computing mathematical problems that are common in healthcare. Students can register for this course through our [Continuing Education Department](#).

Take General Education Courses

Applicants are encouraged to complete the general education courses for their program prior to submitting an application for competitive entry. These courses are located on your program's [curriculum guide](#). Additional points are awarded for each course completed with a grade of C or higher prior to the consideration. Higher grades are awarded more points on your application. See the [rating sheet](#) for how these points are awarded.

Be CPR Certified

Applicants who are certified by the **American Heart Association** with a **Basic Life Support Provider** certification are awarded additional points on their application. To receive these points, applicants must submit a copy (front & back) of their valid certification card to the Admissions Specialist no later than the deadline for the Health Science application.

Submit Employment Verification

Applicants with previous work experience (minimum 6 mths; 1040 hrs) in the health field are awarded additional points on their application. A list of acceptable work experience categories is located on this program's [rating sheet](#). An [employment verification form](#) must be completed and submitted no later than the deadline for the Health Sciences application.

Final Steps to Apply

Schedule Final Review

When you're ready to apply, you must schedule a final review of your record with the Admissions Specialist for this program. After the Admissions Specialist verifies that you have everything needed to apply (MAC), they will provide you with the Health Science application.

Submit Application

The initial consideration period for the Medical Assisting program will be held in the month of February. The deadline for application is posted on their website. You must submit a Health Science application prior to the deadline in order to be considered for fall admission.

If selected for admission, additional requirements are assigned to finalize admittance. These include a mandatory orientation, drug screening, background check, updated immunizations, and any other items assigned by your program's department chair.