

# Medical Assisting - Application Checklist

## Application Checklist

- My official TCL admission application is on file  
*Note - It is necessary to reapply if you have not attended classes at TCL for >1 year*
- I have verified that official transcripts from high school (or GED) and all colleges previously attended have been received by TCL .  
*Note – It is the student’s responsibility to follow-up with Student Records for transfer of credits*
- I am eligible to take BIO 112
- My biophysical science course credits were completed within five years of admission
- I have met with my Health Sciences advisor or attended a Health Sciences Information Session within 6 months of application (Date \_\_\_\_\_)

## Application Requirements

- Pathway 1** - Students who do not need increased requirements under Pathway 2
  - I have an institutional GPA of 2.25 or higher from the last college attended  
*Note – If no college credits have been earned, minimum high school GPA of 2.25 is required.*
- Pathway 2** - Required for applicants that have failures (D/F/WF) within the last three years in **two or more** required general education courses
  - I have an institutional GPA of 2.5 or higher from the last college attended.

## Acknowledgements

I understand that if accepted into the program:

- I must maintain a TCL GPA of at least 2.00 to remain in program.
- I must attend the **entire mandatory orientation on (insert)** and all required activities as stated in my acceptance letter.
- I must have access to a computer, webcam, microphone, and internet as all MA courses have an online component.
- I must be able to attend clinical rotations at sites within a 60—mile radius of the Beaufort campus, which may include weekend and evening rotations.
- I must be eligible and able to attend all clinical sites utilized by the Medical Assisting program. **Clinical clearances are determined by the clinical facilities, not TCL.**
- I will be required to complete a drug screen and background check. If I have concerns about results that may be present on my background check, I must schedule a meeting with the Dean of Health Sciences upon receiver my acceptance letter.
- I will be required to provide updated health information and complete clinical information for various agencies at admissions and throughout the program.
- I will be required to provide documentation of valid health insurance for the duration of the program.
- I must maintain valid AHS BLS certification for the duration of the program.
- I will be responsible for paying the \$25 application fee.**

**There shall be no discrimination in any respect by the college against a student or applicant for admission as a student on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth or other categories protected by applicable law.**