

MEDICAL ASSISTING ADMISSION PROCEDURE

The Medical Assisting Program starts only in the Fall semester and concludes at the end of the following summer semester (3 semesters total). Online applications for the program can be found here <https://www.ivcc.edu/programsbyareaofstudy/cma.php> and will open November 1st (the year prior) and close March 1st. All application materials will need to be completed and turned in by that time.

Application(s)

1. Apply to Illinois Valley Community College at www.ivcc.edu/apply
2. Submit a separate application to the Medical Assisting program at <https://www.ivcc.edu/programsbyareaofstudy/cma.php>

Transcripts

Submit an official high school transcript and official post-secondary transcript(s) for all institutions attended to the IVCC Admissions Office. Applicants who have obtained a GED/HSE diploma must submit an official GED/HSE transcript, obtained through their county's Regional Office of Education.

- Applicants who have taken the required Terminology of the Health Field (ALH 1001 or its equivalent) or Human Body Structure and Function (BIO 1200 or its equivalent) from another college must request that official transcripts be sent to IVCC. A minimum grade of "C" is required in those courses.
 - If a student completed ALH 1001 and BIO 1200 (or equivalents) more than seven years prior to admission, the student must repeat the course(s), regardless of grade.

Placement Testing and Remediation

Students must complete placement testing no later than Spring semester prior to admission to the program or provide other evidence they are eligible to enroll in college level English and math. Click here for all options to be eligible to enroll in English and math <http://www.ivcc.edu/placement>

If testing, any required developmental English, Reading or Mathematics must be completed by the end of the spring semester prior to admission to the program.

- English/Reading requirements
 - Placement into ENG 1001 (RED and ENG placement are pre-requisites to this course) **or**
 - Completion of ENG 0900 (or equivalent) *and* RED0900 (or equivalent) with a C or better in both when required by placement scores
- Math requirements
 - Eligible to enroll in MTH 1206 or completion of MTH 0910 or MTH 0900 with a C or better

GPA Requirements

Applicants must have earned a 2.5 GPA (minimum) in high school, or a GED/HSE diploma.

Applicants who did not earn a minimum 2.5 GPA may meet the requirement by completing at least six hours of college coursework (at IVCC or elsewhere) with a minimum cumulative 2.0 GPA.

****Applicants will be notified of acceptance by the Admissions Office****

ACCEPTANCE PROCEDURE

The Medical Assisting program accepts a maximum of 15 students each Fall semester.

When there are more applicants than seats, admission will be competitive. Priority will be given to students with all required documents on file.

The first 15 eligible applicants who complete the application process will have a full acceptance into the program (pending completion of the physical exam). Applicants who apply to the program after the 15 seats are filled, have missing documents or who have not completed all requirements will be placed on a standby list. If space becomes available, students will be accepted from the standby list. Standby lists will not carry over from year to year and will expire when the program begins in the fall.

Accepted applicants will be contacted by admissions. If an accepted student does not confirm the acceptance of their seat with the admissions office by the date on the acceptance letter, they forfeit their seat, and it will be offered to another student on the standby list. Any applicant who forfeits his or her acceptance must re-apply for admission.

After Acceptance into the Medical Assisting Program

Submit Completed Physical Form

Completed forms must be submitted to the Program Coordinator, Kaity Ritter (B308) on the IVCC Main Campus prior to the first day of class. **This form must be signed by a licensed physician, physician's assistant, or nurse practitioner.**

- Physical form available at:
<https://www.ivcc.edu/programsbyareaofstudy/medicalassistant/CMASStudentPhysicalForm.pdf>
- The cost of the physical exam is the responsibility of the student.

Students will need to provide proper documentation of immunizations during the program. Specific requirements and due dates will be discussed at orientation and throughout the program.

Set up IVCC email, Brightspace/D2L Access, and enroll in Orientation for Distance Learning (CSP 0002)

Communication is conducted via student email. It is imperative that students have their IVCC email accounts set up correctly and check them daily for any updates or reminders. You will also be required to enroll in Orientation for Distance Learning (CSP 0002) if you have never taken an online course or previously completed it at IVCC.

Attend Mandatory Orientation

Once you have been accepted to the program, a mandatory orientation will take place in July to discuss program requirements, and to answer any questions or concerns you may have. You will also place your order for your class uniform and laboratory jacket.