

MEDICAL ASSISTING PROGRAM

ADMISSION GUIDELINES FOR FALL 2025

- The Medical Assisting Program accepts a maximum of 12 students for entry each Fall semester.
- The first 12 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 12 seats are filled, have missing documents or who have not completed all requirements will be placed on a waitlist.
 - If space becomes available, students will be accepted from the waitlist.
Waitlists do not carry over from year to year and will expire when the program begins in the fall.
- If any of the applicants who have been accepted to the program should forfeit their acceptance, those applicants on the waitlist list will be contacted in the order in which their names appear.
- Any applicant who forfeits his or her acceptance will not be guaranteed acceptance in any subsequent year. The applicant must reapply if he or she wishes to be considered for acceptance at a later date.
- Applicants that are placed on the waitlist will be considered up until one week prior to the fall semester start.
- Students are strongly encouraged to meet with a counselor to ensure successful submission of all program requirements.

ADMISSION PROCEDURE

STEP 1: APPLY

Complete the online application: www.ivcc.edu/apply

You must select **Medical Assisting** from the limited admission application.

- The online application will be available between October 1 – May 1.

STEP 2: TRANSCRIPTS

- Submit official high school transcripts.
- Submit final official transcripts from all previously attended college or universities (if applicable).

- 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.

STEP 3: PLACEMENT TESTING

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

STEP 4: MAINTAIN GPA

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.

ACCEPTANCE PROCEDURE

Notification of the applicant's admission status will be sent by the admissions office via mail and email by the end of May. Conditional acceptance in the program may be given for those awaiting official transcripts to be released.

STEP 5: AFTER ACCEPTANCE:

- Set up IVCC Email

Communication is conducted via student email prior to the start of the program. It is your responsibility to ensure you have access to your IVCC email and check them daily for any updates or reminders.

- Complete online orientation CSP 0002: Orientation for Distance Learning
All students enrolled in an online or blended course for the first time will be required to complete CSP 0002.

STEP 6: SUBMIT COMPLETED PHYSICAL FORM

Submit to the Medical Assisting Program Coordinator a completed physical form, found here: <https://www.ivcc.edu/programsbyareaofstudy/medicalassistant/CMASStudentPhysicalForm223.pdf>

You may send your completed physical form to:

IVCC

ATTN: Kaity Teason

815 N. Orlando Smith Road, Box 136, Oglesby IL 61348

STEP 7: ATTEND MANDATORY ORIENTATION

Once you have been accepted to the program, a mandatory orientation will take place to discuss program requirements, and to answer any questions you may have. You will receive communication and information about this from your instructor via email.