



Forsyth Tech Community College
2100 Silas Creek Parkway
Winston-Salem, NC 27103-5197

MEDICAL ASSISTING

2012 Admissions Information

Spring 2012 Priority Review Deadline October 15, 2011

Fall 2012 Priority Review Deadline March 29, 2012

Medical Assisting is a limited enrollment program beginning each fall and spring. Resources, such as clinical facilities and faculty, limit the number of applicants accepted into the program to 22 students each spring and 22 students each fall. Medical Assisting is a first-qualified, first accepted curriculum. All applicants must meet minimum requirements to be considered for admission to the program. **Please note, however, that meeting the minimum requirements does not guarantee admission.**

All applicants must meet minimum requirements and specific deadlines. Applicants who have completed minimum requirements should meet with an admissions counselor by the specific deadline in order to be considered as a qualified applicant for the program. If space is still available in the program after the priority deadline, qualified applicants will be admitted on a rolling basis. 22 students will be accepted to the spring program, 22 students in the fall and an alternate list established. An alternate will be admitted to the program when an applicant originally accepted declines admission. Alternates not admitted to the program and other applicants denied admission must reapply if they wish to be considered for the classes beginning in 2013.

PHASE I: APPLICATION PROCESS

- ___ 1. Complete a Forsyth Tech application.
- ___ 2. Complete Placement Testing if required by the Admissions Office.
- ___ 3. Have an official high school transcript or GED scores mailed to the Admissions Office.
- ___ 4. Have official transcripts from **all** colleges or schools attended since high school sent to the Admissions Office. These will be reviewed for possible transfer credit.
- ___ 5. Meet with an admissions counselor after completion of the minimum requirements listed on the back of this sheet by **October 15, 2011** for **spring 2012** priority consideration or by **March 29, 2012** for **fall 2012** priority consideration. Applicants meeting requirements after the priority deadline should meet with an admissions advisor as soon as possible. **This meeting is required.** The Admissions Office hours are 8:00 a.m. to 6:00 p.m. Monday through Thursday; 8:00 a.m. to 2:00 p.m. on Fridays. **MAR Reviews begin on September 1, 2011 for 2012 program consideration.**

(Official transcripts must have the school seal or original signature and be in a sealed, unopened envelope.)

PHASE II: MINIMUM ADMISSIONS REQUIREMENTS

1. Placement Test Scores

<u>CPT</u>		<u>COMPASS</u>		<u>ASSET</u>	
Sentence Skills	86	Writing	70	Writing Skills	41
Reading Comp.	80	Reading	81	Reading Skills	41
Arithmetic	55	Pre-Algebra	47	Numerical Skills	41
*Algebra (Spring Only)	55	*Algebra (Spring Only)	46	*Elem. Algebra	41

SAT SCORES

Verbal	480
Math	500

ACT

Must have a composite of 21

*Due to the program layout for the Spring 2012 cohort, applicants are required to show math competency through either placement test scores or completion of MAT 070 in order to be eligible for a Medical Assisting MAR Review. Applicants for the Fall 2012 cohort must show math competency through either placement test scores or completion of MAT 060 in order to be eligible for a MAR Review. Applicants not meeting these minimum scores will need to enroll and complete the necessary developmental coursework to be eligible for consideration. A college level English composition or algebra course with a grade of "C" or higher will be used to waive the tests once the transcript(s) has been received and reviewed. Likewise, acceptable SAT/ACT scores within the past five years may also waive some of the tests.

2. Biology Competency – New Requirement for 2012

Applicants must have completed a biology course. If the course was not completed at the high school level, an applicant must complete the course at the college level. There is no age limitation on the high school or college level course(s).

3. “C” or Better Policy – New Requirement for 2012

Applicants must earn a grade of “C” or better in all general related education courses completed before entering the Medical Assisting program. Applicants with a “D” or “F” in a related course as of the stated deadlines will not be eligible to be considered for admission to the Medical Assisting program. If the grades of “D” or “F” are earned after acceptance to the program, the course must be repeated and a “C” or higher earned before the student will be allowed to enroll in the program. Failure to remove the grade of “D” or “F” will result in the loss of admission to the Medical Assisting program.

PHASE III: MINIMUM ADMISSIONS REQUIREMENT (MAR) REVIEW

After **completion** of Phase I and II, applicants **must** meet with an admissions counselor to complete the Minimum Admissions Review (MAR) form in order to be considered for admission to the program. This step must be completed by October 15, 2011 for spring 2012 priority consideration or by March 29, 2012 for fall 2012 priority consideration. Applicants for the program will not be considered for admission to the Medical Assisting program until this step is completed. **MAR Reviews begin on September 1, 2011 for 2012 program consideration.**

NOTIFICATION PROCEDURE

Students will be admitted to the program based on the **completion** date of the MAR Review. Notification letters will be mailed to accepted students. If you did not meet the minimum requirements, were not accepted or declined admission, you must submit a new application and complete the MAR Review for the 2013 program by the specified deadline.

PROGRAM ACCREDITATION INFORMATION

Forsyth Tech's Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350 (www.caahep.org), upon recommendation of the **Medical Assisting Education Review Board (MAERB)**.

Beginning with the January 2001 administration of the AAMA certification examination, applicants that have been found guilty of a felony or pleaded guilty to a felony will not be eligible to sit for the certification examination. Students may request the opportunity to submit written evidence/request a hearing before the certifying board of the AAMA in order to obtain a waiver. For more information, please contact Anna Hilton, Medical Assisting Program Coordinator, at 336-734-7362 or ahilton@forsythtech.edu.

The Medical Assisting program reserves the right to revise or change course requirements in accordance with applicable state laws, AAMA requirements, college requirements, and/or at the discretion of the Medical Assisting Faculty. By accepting admission into the Medical Assisting program, the student agrees to abide at all times with the Medical Assisting Program Handbook and the respective Medical Assisting course syllabi issued at the beginning of each term of the course. Such student is bound by such requirements and procedures regardless of whether they were established before or after the date of enrollment in the Medical Assisting Program.