Admission to the Medical Assisting Program is selective and requires a separate application in addition to general admission to the college. You must have already been accepted into Spartanburg Community College before you can submit your application to the Medical Assisting Program. Once you are admitted to the college, please follow the below steps!

STEP 1:

- Viewing/Printing an SCC Unofficial Transcript

* Log into MySCC Portal.
* Under Colleague Applications for Students, select Self-Service.
* Clink on Student Planning.
* Click the Graduation Cap (Academics) icon on the left.
* Select Unofficial Transcript.
* Click the Degree Audit Transcript link to view or print.

You will need to save it to your computer and upload once requested on the application.

**\*All prerequisites must be completed with a grade C or higher.**

STEP 2: (in addition to step 1 you must do step 2 if you are counting courses towards your degree that you took at a different college institution, if not skip to step 3).  Make sure you allow enough time for an official transcript to be requested by yourself, to be sent to SCC.  Sometimes this is a lengthy process so please allow at least a month.
- How to request an official college transcript from other college institutions to be sent to SCC.

* You will be using “Parchment Exchange” to request your transcript from other institutions.
* Click here to order a transcript.  [https://www.sccsc.edu/students/registrar/transcripts.php](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.sccsc.edu%2Fstudents%2Fregistrar%2Ftranscripts.php&data=05%7C01%7CBradleyD%40sccsc.edu%7C729ee69e5fd84f3da48b08dba4a1743b%7Cdc193bead4fd44d4a8322bb2d6822483%7C0%7C0%7C638284785570309419%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=TElJvqQNRJ85UYW1lnqK3jlFcgAOYfjXRfCoiFLxHMQ%3D&reserved=0)
* Create an account, then order your transcript.
* Choose desired processing option:  1.  Now          2.  Hold for Grades           3.  Hold for Degree.
* Enter the college name in the destination field (ex. Spartanburg Community College Admissions).  Select e-transcript (not paper) e-transcripts processes faster and are the cheapest.
* Pay the $2.85 fee per transcript and you’re done!
* Once SCC receives and processes the e-transcript you will receive an email stating that it has been received/processed.
* You will then request a transfer equivalency report by email to records@sccsc.edu and they will send you a request form to be completed by you and emailed back to them.  The records office will then send you a transfer equivalency report so that you can upload it with your MA program application.  You must use your SCC school email account.

Step 3: Complete Online Application for the SCC Medical Assisting program.

* + Helpful Hint: Items the application will require: Unofficial Transcript and a transfer equivalency report (if receiving credits that only show a “TR” for grade on your unofficial transcript).
* Program Acceptance Notification process – you will be notified that the program application has been submitted through your SCC email.
* Applications will be open from September 1 and will remain open until December 11th, 2023, for the spring 2024 start.
* Once applications have closed for spring the next date for applications will begin March 1 and will remain open until May 8th for the fall 2024 start.
* Faculty will verify total submitted points and assign a ranking to each student based on the calculated scores from completed applications.