

**Welcome to Spartanburg
Community College's**

Medical Assisting

Information Session

Eligibility

- ▶ To be eligible for an application packet:
 - You must be a current student of Spartanburg Community College
 - You must have a minimum Program 2.5 GPA on a 4.0 scale
 - Only courses related to the program curriculum will count toward the 2.5 GPA calculation

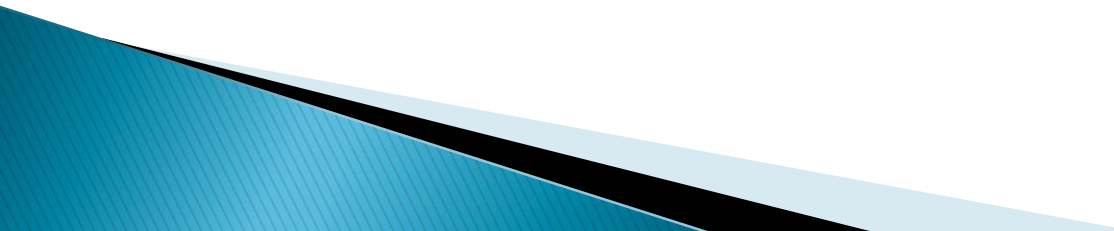
What Goes into the Application Packet?

- ▶ The Selective Admissions Score Sheet filled out legibly in ink (blue/black) with a calculated score.
- ▶ Transcript copies of all College credit documenting the grades recorded on score sheet (highlighted)
- ▶ GPA Calculator–Download, calculate your grades and print, must have at least a 2.5 program GPA
- ▶ Copy/proof of any previous degrees, if applicable (these degrees have to be at college level from an accredited program)
- ▶ Proof of employment or volunteer work, as related to health care, if applicable
- ▶ Applications are to be put in a manila envelope with your name, college ID number, address, and phone number on the outside of the packet

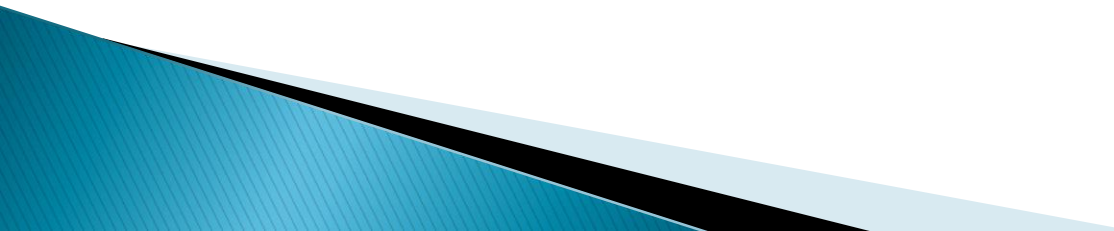
Completed Weighted Admissions Packets for Medical Assisting

- ▶ Packets are to be submitted on the specified date (see the college web site for date).
- ▶ Packets are to be placed in the applications box located in the HSB Lobby outside Room 146
- ▶ Do not give or leave applications packets for Administrative Specialists or program faculty to place in the box
- ▶ No packets will be accepted before 8:00 AM or after 4:00 PM
- ▶ All applications will be removed from the box at 4:01 PM
- ▶ No packets will be accepted via postal service or internet.
- ▶ Make copies of all materials placed in the application packets prior to turning them in.

Submitted Application Packets

- ▶ Only those students that return a **Complete Application Packet** and meet the Program GPA will be considered for a slot in the program.
 - ▶ Once a packet is submitted, no additional items may be added
 - ▶ Incomplete packets will not be considered
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Completed Application Packets

- ▶ Faculty will verify total submitted points and assign a ranking to each student based on calculated scores from completed applications.
 - ▶ If any documentation is not included in a returned application packet, the packet will not be considered.
 - ▶ Students will receive a email at their school email address informing them of their status in their respective program.
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Students Who are Selected

- Selected students will need to notify Pam Morgan, Medical Assisting Program Director via email by 5:00 pm, due dates will be included in your acceptance letter, notifying her you are accepting the slot being offered. Mrs. Morgan's email is morganp@sccsc.edu Otherwise your slot will be forfeited.
- You will also be required to pay a \$100 tuition deposit at the SCC business office or online, due dates will be included in your acceptance letter. This deposit is non-refundable.
- Keep in mind that admission into the program will also depend on the results from your background check/drug screen.

Application Packets

- ▶ All application packets become the property of the Program Department.
- ▶ No materials will be returned to the student

How do I Access the Websites?

- ▶ Go to <http://www.sccsc.edu>
 - ▶ Click “Programs and Courses”
 - ▶ Click “Credit and Degree Programs”
 - ▶ Click “Medical Assisting”
 - ▶ Click “Application Process”
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Anything Else...

- ▶ Questions still buggin' you?
- ▶ Hearing rumors?
- ▶ Don't be in the dark!

- ▶ Call the program advisor!
Mrs. Pam Morgan
864-592-4272