

VGCC MEDICAL ASSISTING PROGRAM ELIGIBILITY CHECKLIST

The deadline for receipt of completed eligibility requirements checklist by Admissions is March 30, 2012, to be considered for the Fall 2012 entry. **The checklist must be reviewed and signed by a counselor/advisor confirming completion by March 30, 2012.**

STEP I

Vance-Granville Community College application stating your desired major of study, received by admissions.

Date _____

STEP II – ELIGIBILITY REQUIREMENTS

1. Attend an admissions information session on the Franklin County Campus or complete an information session online.

A) Sessions offered at the Franklin County Campus are as follows:

DAY	DATE	TIME	TO	TIME	BUILDING	ROOM
Wednesday	June 8, 2011	5:30		7:30	Franklin CC	TBA
Saturday	September 24, 2011	10:00		Noon	Franklin CC	TBA
Wednesday	October 26, 2011	3:00		5:00	Franklin CC	TBA
Thursday	December 8, 2011	3:00		5:00	Franklin CC	TBA
Wednesday	March 28, 2012	5:30		7:30	Franklin CC	TBA

NOTE: IF THE SCHOOL IS CLOSED FOR INCLEMENT WEATHER THE SESSION IS CANCELLED.

OR

B) Complete the information session online by going to:

- 1) www.vgcc.edu, click on “Academics,” and then click on “Curriculum Programs”
- 2) Under Health Sciences Programs click on the Medical Assisting Admissions Information Session.
- 3) Submitting the completion page indicates that you have read and understand the admission procedures.

Date completed _____

2. The Admissions Office must receive official transcripts of high school graduation or equivalency and all post-secondary transcripts.

Date checked for completion _____

3. Completion of placement test or waiver of the placement test with scores that meet the requirements designated by the college for admission to ENG 111, MAT 080 and exemption from RED 090. Requirements are listed on the admissions brochure.

Date completed _____

4. Completion of high school or basic post-secondary biology with a grade of "C" or better.

Date reviewed _____

5. Courses specific to the Medical Assisting Program as of January 1, 2012, will be counted in the grade point average. Transfer grades will also be included in the calculation of GPA.

CLASS	GRADE	CREDITS	X	QUALITY POINTS	=	TOTAL	
ENG 111	_____	3	X	_____	=	_____	
ENG 112	_____	3	X	_____	=	_____	
PSY 150	_____	3	X	_____	=	_____	
PSY 241	_____	3	X	_____	=	_____	
BIO 163	_____	5	X	_____	=	_____	
OR							
BIO 168 & 169	_____	4	X	_____	=	_____	
	_____	4	X	_____	=	_____	
OST 131	_____	2	X	_____	=	_____	
OST 136	_____	2	X	_____	=	_____	
CIS 111	_____	2	X	_____	=	_____	
OR							
CIS 110	_____	3	X	_____	=	_____	
CTS 130	_____	3	X	_____	=	_____	
MAT 115	_____	3	X	_____	=	_____	
OR							
MAT EQIV	_____	3	X	_____	=	_____	
HUM	_____	3	X	_____	=	_____	
TOTAL:	Quality Points	_____	÷	Credits	_____	=	_____

Program-specific GPA: _____ Date figured: _____ (must be 2.5 or higher)

This checklist must be signed by the student and advisor, and received by the Admissions Department no later than March 30, 2012, to be considered for Fall 2012 acceptance into the program.

I, _____ Student I.D.# _____
Student's Full Name (Please Print)

agree that the following information has been submitted and is correct.

Signature _____ Date _____

For Office Use Only:

The check sheet has been reviewed and the above student has completed eligibility requirements.

Advisor Signature _____ Date Completed _____

Date received by Admissions _____