



# Medical Assisting Diploma Application Requirements

Entry  
Spring and Fall 2019

## MEDICAL ASSISTING DIPLOMA APPLICATION REQUIREMENTS

Below are the general admissions requirements for all health programs followed by the program specific requirements. Please keep in mind that admissions to all health programs is a **two-phase process: (1) Admission to SPCC and (2) Application to Medical Assisting Diploma.**

### PHASE I: Complete your SPCC Admissions File

#### Step 1. Complete the SPCC College Application at [www.spcc.edu](http://www.spcc.edu)

- Application to SPCC must be for 2018 FA, 2019 SP or 2019 FA **or** you must have been continuously enrolled at SPCC. (Continuous enrollment means that you have been enrolled at SPCC and have not stopped out for any reason. On your application to SPCC, you can only apply to one health program (Medical Assisting Diploma).

#### Step 2. Submit official high school transcript or high school equivalent transcript

- Graduating high school seniors will be considered with an unofficial high school transcript pending proof of successful graduation. Official transcripts must be submitted after graduation.
- If you have a bachelor's degree or higher, the high school transcript will be waived upon receipt of college transcript showing conferred degree.

#### Step 3. Submit official transcripts from all colleges

- A Transcript Evaluation Request form **must** be completed and sent to the Registrar for evaluation of prior course credit **every** time a transcript is submitted.
- All foreign transcripts (secondary and post-secondary) **must** be evaluated by an SPCC recognized evaluation company at the student's expense. For specific details, see International Transcript Credit information in the College catalog.

#### Step 4. Prepare for and take the College Placement Test (CPT)

- You have one opportunity to take the CPT (English and Math). The initial test is free. Students are strongly encouraged to thoroughly review CPT study material prior to taking the CPT. All placement test scores are good for five (5) years. All students are required to take the CPT unless exempt by a waiver. CPT Waivers can be found on the SPCC website.

### PHASE II: Medical Assisting Diploma Requirements

#### Step 1. Have valid College Placement Test (CPT) scores:

- DRE score of 151 or higher
  - Mastery in DMA 010 through 040 (score of 7 or higher in each DMA)
- OR**
- Completion within five (5) years of program application deadline of: 096 through DRE 098 **AND** DMA 010 through 040

#### Step 2. All course work must be at least a "C"; and your program GPA must be at least a 2.5 to be considered for admission (see page 4 for directions on GPA calculations).

The Medical Assisting Diploma program is a 1 + 1 diploma/degree option. In order to progress into the degree, students must have successfully completed the diploma option with a 2.5 GPA.

## Submit Medical Assisting Diploma Phase II Application Online

- Step 1. Go to [www.spcc.edu](http://www.spcc.edu) locate the *Student Forms* section. Click on the *Medical Assisting Diploma Phase II Application* (available September 19, 2018).
- Step 2. Complete the form fully by answering all questions.
- Step 3. Submit completed application form by:  
November 9, 2018 at 3 pm for Spring 2019 admission **OR**  
June 13, 2019 at 5 pm for Fall 2019 admission

**Ensure application is correct prior to submission you will not be able to change the application after submission.**

### Disclosure

- The Medical Assisting Diploma Day cohort will be taught on the L.L. Polk campus in Polkton, NC. The Medical Assisting Diploma Night/Weekend cohort will be taught on the Old Charlotte Hwy campus in Monroe, NC.
- All statements in this publication are announcements of present policies and are subject to change at any given time without prior notice. South Piedmont Community College reserves the right to make changes in program requirements and offerings, in regulation, and in fees. Students in the Medical Assisting Diploma will be notified of these changes when they occur.

### Disability Services

SPCC provides ongoing services that encourage students with disabilities to integrate themselves into all aspects of college life. The Disability Services provider are available to assist with registration, counseling, academic advisement and arrangements for appropriate accommodation. Reasonable accommodations are established on an individual basis. Students must provide documentation of a disability from a physician or other licensed professional in order to establish eligibility for services.

## MEDICAL ASSISTING DIPLOMA FAQ SECTION

Spring Phase II Application Deadline is Nov. 9, 2018 at 3 pm  
Fall Phase II Application Deadline is June 13, 2019 at 5 pm

### Where do I go for guidance related to admissions to Medical Assisting Diploma program?

- Visit Student Services to see an Enrollment Specialist in the Admissions Office or email [admissions@spcc.edu](mailto:admissions@spcc.edu) or call 704-272-5391. You may also contact the Advising Center at 704-290-5213 or [advising@spcc.edu](mailto:advising@spcc.edu).

### How do I apply for admissions to the Medical Assisting Diploma program?

- Complete Phase 1 and 2 of the admissions requirements (page 1).
- Go to [www.spcc.edu](http://www.spcc.edu). On the *Student Forms* page, click on the *Medical Assisting Diploma Phase II Application* (available beginning September 19, 2018).
- Complete the form fully by answering all questions.
- Submit completed application form by:  
November 9, 2018 at 3 pm for Spring 2019 admission OR  
June 13, 2019 at 5 pm for Fall 2019 admission

### When are students admitted into the Medical Assisting Diploma program?

- Students are admitted during the Fall and Spring semester of each year.
- There is no waitlist and selection is based on first come, first filled.
- **All health programs have limited seats, competitive admissions.**
- If all seats are not filled, the application period may be extended. Any extension will be posted on [www.spcc.edu](http://www.spcc.edu).

### How will I know if I am accepted into Medical Assisting Diploma program?

Within one month of the program application deadline, you will receive notification of your provisional acceptance by mail. **ONCE YOU RECEIVE THIS LETTER, you *must***

- Complete any steps listed in your provisional acceptance letter by the deadline.
- Attend the **MANDATORY** Medical Assisting Diploma orientation to be held in January 2019 for Spring 2019 admission and July 2019 for Fall 2019 admission.
- Current American Heart Association Healthcare Provider CPR certification will be required at orientation.
- Submit the *Student Medical Form for North Carolina Community College System Institutions* (provided to you after you receive your provisional acceptance letter).

**NOTE:** Any medical exam or immunization costs are the responsibility of the student. Specific instructions and deadline for completing the form will be emailed within one week of SPCC receiving **your confirmation** acceptance of your program seat.

Applicants accepted for admission into the Medical Assisting Diploma program may be required to complete a criminal background check and a drug screen. Costs are the responsibility of the student. Based on the results of the criminal background check and the drug screen, hospitals or clinical facilities where you will participate in onsite training may deny you access to their facility, resulting in your inability to complete the clinical portion of the Medical Assisting Diploma program. If you are unable to complete the clinical portion of your training, you will be unable to progress in the program; therefore, resulting in your removal from the program.

## How do I calculate my GPA?

Only use your completed general education courses listed below. If you've repeated a course, use the highest grade for calculations. Transfer credit is calculated using the grade earned at your previous college and only credits officially transferred by the SPCC Registrar will be used. You must submit a new Transcript Evaluation every time a new transcript is submitted. Grades and credit hours can be obtained from your GO account or the transfer credit report emailed to you when your credits were transferred. CLEP and AP credit is not calculated into your GPA. GPA is calculated using two decimal places and is not rounded.

GPA Calculation Chart						
Course	Grade Letter	Grade Value	Credit Hours		Quality Points	
ENG 111			x		=	
COM 110, 120, 140, or 231			x		=	
BIO 163			x		=	
CIS 110			x		=	
MED 110			x		=	
MED 118			x		=	
MED 121			x		=	
MED 130			x		=	
MED 131			x		=	
<b>Letter Grade:</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>	
<b>Grade Value:</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	
			<b>Totals</b>			
<i>GPA = Total Quality Points ÷ Total Credit Hours</i>						

**BIO 165 (168) and BIO 166 (169) may be used for BIO 163 (Course sub required after acceptance).**

**Students are encouraged to complete courses above prior to beginning MED courses.\***

\*The courses listed above **are not required** for program acceptance.

If you intend to use any other courses than those listed above, you must complete a *Health Pre-Course Substitution Form*. Forms can be accessed on [www.spcc.edu](http://www.spcc.edu) in *Student Forms* section. Email confirmation must be attached to the Medical Assisting Phase II Application.

**Medical Assisting Diploma (D45400) – 46 Credit Hours**  
**2019 Spring - Day Cohort**  
**2019 Spring – Night & Weekend Cohort**

<b>General Education Requirements</b>				
<b>Course</b>	<b>Course Name</b>	<b>Lec</b>	<b>Lab</b>	<b>Credit</b>
<b>Composition: Choose One (1) Course</b>				
ENG 111	Writing and Inquiry	3	0	3
<b>Natural Sciences/Mathematics: Choose one (1) Course</b>				
BIO 163	Basic Anatomy & Physiology	4	2	5
<b>Choose One (1) Course</b>				
CIS 110	Introduction to Computers	2	2	3
<b>Communications: Choose One (1) Course</b>				
COM 110	Introduction to Communication	3	0	3
COM 120	Introduction to Interpersonal Communication			
COM 140	Introduction to Intercultural Communication			
COM 231	Public Speaking			
<b>TOTAL</b>				<b>14</b>

**NOTE: Other general education courses may substitute. For complete listing, refer to Catalog.** General Education courses are taken during progression in the MA program. **Courses may also be taken prior to admission into the program. General Education courses are NOT a prerequisite for being accepted into Medical Assisting diploma.**

**If not already taken, BIO 163 must be taken in the Spring Semester – 1<sup>st</sup> Year**

<b>Spring Semester – 1<sup>st</sup> Year</b>				
<b>Course</b>	<b>Course Name</b>	<b>Lec</b>	<b>Lab/Clinic</b>	<b>Credit</b>
MED 110	Orientation to Medical Assisting	1	0/0	1
MED 130	Administrative Office Procedures I	1	2/0	2
MED 131	Administrative Office Procedures II	1	2/0	2
MED 138	Infection/Hazard Control	2	2/0	3
MED 150	Laboratory Procedures I	3	4/0	5
<b>Total</b>				<b>13</b>

<b>Fall Semester – 1<sup>st</sup> 8 Weeks</b>				
<b>Course</b>	<b>Course Name</b>	<b>Lec</b>	<b>Lab/Clinic</b>	<b>Credit</b>
MED 118	Medical Law & Ethics	2	0/0	2
MED 121	Medical Terminology I	3	0/0	3
MED 270	Symptomatology	2	0/0	2
MED 140	Exam Room Procedures I	3	4/0	5
<b>Total</b>				<b>12</b>

<b>Fall Semester – 2<sup>nd</sup> 8 Weeks</b>				
<b>Course</b>	<b>Course Name</b>	<b>Lec</b>	<b>Lab/Clinic</b>	<b>Credit</b>
MED 260	MED Clinical Externship	0	0/15	5
MED 264	Medical Assisting Overview	2	0/0	2
<b>Total</b>				<b>7</b>

**Fall Semester - 2<sup>nd</sup> 8 weeks – Students are required to go to an externship site for 30 hours per week. (Day hours)**

**Medical Assisting Diploma (D45400) – 46 Credit Hours**  
**2019 Fall - Day Cohort**  
**2019 Fall – Night & Weekend Cohort**

<b>General Education Requirements</b>				
<b>Course</b>	<b>Course Name</b>	<b>Lec</b>	<b>Lab</b>	<b>Credit</b>
<b>Composition: Choose One (1) Course</b>				
ENG 111	Writing and Inquiry	3	0	3
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BIO 163	Basic Anatomy & Physiology	4	2	5
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COM 110	Introduction to Communication	3	0	3
COM 120	Introduction to Interpersonal Communication			
COM 140	Introduction to Intercultural Communication			
COM 231	Public Speaking			
<b>TOTAL</b>				<b>14</b>

**NOTE: Other general education courses may substitute. For complete listing, refer to Catalog.** General Education courses are taken during progression in the MA program. **Courses may also be taken prior to admission into the program. General Education courses are NOT a prerequisite for being accepted into Medical Assisting diploma.**

**If not already taken, BIO 163 must be taken in the fall semester-1<sup>st</sup> Year**

<b>Fall Semester – 1<sup>st</sup> Year</b>				
<b>Course</b>	<b>Course Name</b>	<b>Lec</b>	<b>Lab/Clinic</b>	<b>Credit</b>
MED 110	Orientation to Medical Assisting	1	0/0	1
MED 130	Administrative Office Procedures I	1	2/0	2
MED 131	Administrative Office Procedures II	1	2/0	2
MED 138	Infection/Hazard Control	2	2/0	3
MED 150	Laboratory Procedures I	3	4/0	5
<b>Total</b>				<b>13</b>

<b>Spring Semester – 1<sup>st</sup> 8 Weeks</b>				
<b>Course</b>	<b>Course Name</b>	<b>Lec</b>	<b>Lab/Clinic</b>	<b>Credit</b>
MED 118	Medical Law & Ethics	2	0/0	2
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MED 270	Symptomatology	2	0/0	2
MED 140	Exam Room Procedures I	3	4/0	5
<b>Total</b>				<b>12</b>

<b>Spring Semester – 2<sup>nd</sup> 8 Weeks</b>				
<b>Course</b>	<b>Course Name</b>	<b>Lec</b>	<b>Lab/Clinic</b>	<b>Credit</b>
MED 260	MED Clinical Externship	0	0/15	5
MED 264	Medical Assisting Overview	2	0/0	2
<b>Total</b>				<b>7</b>

**Spring Semester - 2<sup>nd</sup> 8 weeks – Students are required to go to an externship site for 30 hours per week. (Day hours)**

## MEDICAL ASSISTING DIPLOMA PROGRAM - Estimated Cost

This is an **ESTIMATE** of costs effective 8/1/18. Fees are variable/subject to change.

<b>General Tuition and Fees</b>		
In State		\$76.00/credit hour
Out-of-State		\$268.00/credit hour
Technology Fee (LABFE)		\$2.00/credit hour
Student Insurance (ACCFE)		\$1.40/semester
Campus Parking Fee (CAPS)		\$15.00/semester
Student Activity Fee	1-6 credit hrs = \$17.50; 7-16 credit hrs \$35.00	
	<b>In-State</b>	<b>Out-of-State</b>
Tuition (14 credit hours - Cost will vary depending on number of hours taken per semester).	\$1,900.00	\$6,700.00
Textbooks for general education courses	\$1,170.00	\$1,170.00
General fees	\$223.10	\$223.10
	<b>\$3,293.10</b>	<b>\$8,093.10</b>
Pre-Orientation Expenses	<b>\$127.00</b>	<b>\$127.00</b>
<b>Fall Semester - 1st Year</b>		
Pre-entrance physical exam, immunizations (as listed on health form), two (2) - TB Skin Tests	Varies	Varies
Tuition	\$228.00	\$804.00
Additional Health Course Fee	\$15.00	\$15.00
Textbooks	\$400.00	\$400.00
Uniform	\$250.00	\$250.00
Lab fee	\$15.00	\$15.00
Liability Insurance	\$13.00	\$13.00
General fees	\$62.05	\$62.05
<b>Total Fall Semester – 1<sup>st</sup> Year</b>	<b>\$983.05</b>	<b>\$1,559.05</b>
<b>Spring Semester - 1<sup>st</sup> 8 Weeks</b>		
Tuition	\$760.00	\$2,680.00
Additional Health Course Fees	\$45.00	\$45.00
Textbooks	\$550.00	\$550.00
Lab fee	\$15.00	\$15.00
General fees	\$77.55	\$77.55
<b>Total Spring Semester – 1<sup>st</sup> 8 Weeks</b>	<b>\$1,447.55</b>	<b>\$3,367.55</b>
<b>Spring Semester – 2<sup>nd</sup> 8 Weeks</b>		
Tuition	\$988.00	\$3,484.00
Additional Health Course Fees	\$75.00	\$75.00
Textbooks	\$350.00	\$350.00
Lab fee	\$30.00	\$30.00
General fees	\$107.55	\$107.55
<b>Total Spring Semester – 2<sup>nd</sup> 8 Weeks</b>	<b>\$1,550.55</b>	<b>\$4,046.55</b>
<b>Estimated Total Cost</b>	<b>\$10,418.40</b>	<b>\$25,010.40</b>

### Notice for Deferred Action Childhood Arrival (DACA) and Undocumented Students

NCCCS policy allows DACA and undocumented applicants to enroll at SPCC at the out of state tuition rate. Acceptance to the college does not guarantee acceptance to a specific program. DACA students are eligible to apply to any Allied Health/Nursing programs. Undocumented students are not eligible for consideration in the application process to Allied Health or Nursing programs. According to North Carolina and Federal law, DACA and undocumented students are not eligible for North Carolina professional licensure.

*This information is subject to change without notice based upon federal and state regulations.*







**L. L. Polk Campus**

Mail: PO Box 126, Polkton, NC 28135  
680 US 74, Polkton, NC 28135  
704.272.5300 or 1.800.766.0179

**Old Charlotte Highway Campus**

Mail: PO Box 5041, Monroe, NC 28111-5041  
4209 Old Charlotte Hwy., Monroe, NC 28110  
704.290.5100 or 1.800.766.0179

**Lockhart-Taylor Center**

514 N. Washington St., Wadesboro, NC 28170  
704.272.5300 or 1.800.766.0179

**Tyson Family Center for Technology**

Mail: PO Box 5041, Monroe, NC 28111-5041  
3509 Old Charlotte Highway, Monroe, NC 28110  
704.290.5100 or 1.800.766.0179

**[www.spcc.edu](http://www.spcc.edu)**

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