



2022/2023

Medical Laboratory Assistant Admission Requirement Booklet



Performance Requirements

The following are examples of activities that you will be required to perform in order to successfully complete any Allied Health or Nursing program:

1. **Critical Thinking:** Possess critical thinking ability sufficient for clinical and class judgment. Example: You must be able to identify cause and effect relationships in clinical situations, participate in development of patient education plans, etc.
2. **Ethical Behavior:** Provide services with respect for human dignity and the uniqueness of the patient/client unrestricted by consideration of socioeconomic status, personal attributes, or the nature of health problems. Example: You will care for patients/clients assigned regardless of race, gender, religion, or diagnosis and uphold integrity as a medical professional.
3. **Legal Behavior:** Provide care within the scope of practice as stated in the American Association of Medical Assistants Code of Ethics and Practice. Example: You will safeguard the confidentiality of all patient/client information as required by law unless the patient/client grants permission.
4. **Interpersonal Skills:** Possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of psychosocial cultural backgrounds. Example: You will establish rapport with patients/clients and health care team members by behaving in a professional, courteous manner.
5. **Communication Skills:** Possess communication abilities sufficient for verbal and nonverbal interaction with others regardless of language or physical barriers. Example: You will be able to clearly explain treatment procedures to patients/clients/family, document patient/client responses, and report to others regarding patient/client care.
6. **Mobility:** Possess physical abilities sufficient to move from room to room and maneuver in small spaces, stand, walk and bend over for extended periods of time. Example: You will be able to move between workstation, patients'/client's room and treatment areas.
7. **Motor Skills:** Possess gross and fine motor skills sufficient to provide safe and effective health care. Example: You must be able to use equipment, position patients/clients, administer injections, etc.
8. **Hearing Skills:** Possess auditory ability sufficient to monitor health needs and collect data. Example: You must be able to hear heart and breath sounds etc.
9. **Visual Skills:** Possess visual ability sufficient for observation and data collection. Example: You will be able to observe color of skin and read scale on a syringe.
10. **Tactile Skills:** Possess tactile ability sufficient for data collection. Example: You will be able to detect pulsation and feel skin temperature.
11. **Weight Bearing:** Possess the ability to lift and manipulate/move 40-50 pounds. Example: You will be able to move equipment, position patients, etc.

Medical Laboratory Assistant Admission Process

Phase II Application deadline is July 31 annually

Phase I: Complete your SPCC Admissions File

- Complete the SPCC **Application for Admissions**
Must be within last year or general education course taken at SPCC within last year.
- Submit **official high school transcripts** (or adult high school/high school equivalent transcript).
- Submit **official college transcripts** for **all** colleges listed on your application
SPCC does not automatically evaluate college transcripts for transfer credit. A Transcript Evaluation Request form must be submitted to the Registrar's Office when all transcripts have been received and any time an updated transcript is submitted to SPCC. All Transcript Evaluation Request forms must be processed prior to submitting Phase II Application
- Once all transcripts are received, you will be notified if **Placement Test** is required.

Phase II: Medical Laboratory Assistant Program Requirements

- Attend a mandatory virtual Medical Laboratory Information Session to obtain the Phase II application document.

Check the [Medical Assisting web page](#) to complete the Medical Laboratory Information Session and MLA Information Session Quiz. The Medical Assisting and Medical Laboratory Assistant Information Session and quiz are open for viewing at any time.
- Eligible to take ENG 111, COM 110, COM 120 or COM 231 – eligibility is determined by SPCC Phase I Admissions.
- If you have completed General Education or MED courses listed on the curriculum map, you must have earned a grade of “C” or higher.
- Have a **GPA of 2.0 or higher in completed general education courses and MED courses** listed on the curriculum map

Application Review Check List- Please bring checklist and all documentation with final application

- Completed all requirements in Phase I (General Admission) to SPCC.
- All current college transcripts are on file and have been evaluated for transfer credit.
- Any completed coursework on the MLA Curriculum Map with a GPA of 2.0 or higher and a “C” or higher in all courses.
- Attended a Medical Laboratory Assistant Information Session
- Completed Phase II application

- Copy of SPCC Advising transcript with all transfer credits evaluated

Above documentation must be legible, have student name and date of completion.

Frequently Asked Questions

How do I apply for admissions to the Medical Laboratory Assistant program?

- Complete Phase 1 and 2 of the admissions requirements listed previously.
- Go to <http://www.spcc.edu/medicalassisting> and view the Medical Laboratory Assistant Information Session and take the quiz titled “Medical Laboratory Assistant Information Session Quiz.”

When are students admitted into the Medical Laboratory Assistant program?

- Students are admitted during the fall semester of each year.
- Notification of acceptance/regrets will be mailed within one month of the deadline
- 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.

How will I know if I am accepted into the Medical Laboratory Assistant 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.

Medical Laboratory Assistant GPA Calculation Information

A = 4

B = 3

C = 2

D = 1

F = 0

GPA Calculation Chart				
Course	Letter Grade	Grade Value	Credit Hours	Quality Points
MED 110			X 1	=
MED 118			X 2	=
MED 121			X 3	=
MED 130			X 1	=
			Totals:	
GPA = Total Quality Points/Total Credit Hours			GPA:	

- Use only completed courses listed above (unless approved by substitution).
- If course was transferred, use grade received at that college (only credits transferred in by SPCC Registrar will be used).
- GPA is two decimal places and is NOT rounded (2.689 is 2.68).

Please note that the courses above are **NOT** required to be eligible to apply.

If you intend to use any other course than those listed above, you must complete a *Health Pre-Course Substitution Form*. Forms can be accessed on www.spcc.edu in Student Forms. Confirmation of the substitution approval must be attached to the Medical Laboratory Assistant Phase II Application.

Curriculum Map

Medical Laboratory Assistant Degree (C45400A) – 16 Credit Hours

2022-23

Fall/Spring Semester				
Course	Course Name	Lec	Lab/ Clinic	Crd
MED 110	Orientation to Medical Assisting	1	0/0	1
MED 118	Medical Law & Ethics	2	0/0	2
MED 121	Medical Terminology I	3	0/0	3
MED 130	Administrative Office Procedures I (1 st 8 Weeks)	1	2/0	2
MED 138	Infection/Hazard Control	2	2/0	2
MED 150	Laboratory Procedures I	3	4/0	5
WBL 111	Work-Based Learning I	0	0/10	1
			Total	16

Accreditation Statements

The SPCC Medical Laboratory Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Contact the Commission on Accreditation of Allied Health Education Programs at 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, www.caahep.org, or call 727-210-2350 for questions about the accreditation.

SPCC is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates.

Disclosure Statements

- Travel may be required between the L.L. Polk campus in Polkton, NC and the Old Charlotte Hwy campus in Monroe, NC.
- Accepted applicants may be required to complete a criminal background check and a drug screen. Costs are the responsibility of the student. Based on the criminal background check and drug screen results, hospitals or clinical facilities where onsite training is conducted may deny you access to their facility, resulting in your inability to complete the clinical portion of the program. If you are unable to complete the clinical training, you will be unable to progress in the program, resulting in your removal from the program.
- All tattoos must be covered when in lab, class or clinical. Facial piercings are considered body piercings and are not allowed. The only exception to this rule is a stud nose piercing or stud eyebrow piercing. These must be covered with a clear retainer at all times during class, lab, or clinical.
- By accepting a seat in any SPCC Health Program, you forfeit your place on any alternate list for any other program.

Deferred Action Childhood Arrival (DACA) and Undocumented Student Notice

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.

Availability of 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(s). Reasonable accommodations are established on an individual basis. Students must provide documentation for a disability form a physician or other licensed professional in order to establish eligibility for services. Please email counselors@spcc.edu for assistance.

SPCC Medical Laboratory Assistant Estimated Cost

This is an ESTIMATE of costs effective 08/15/22. Fees are subject to change.

General Tuition and Fees		
In State	\$76.00/credit hour	
Out-of-State	\$268.00/credit hour	
Technology Fee	\$48.00 / semester	
Student Insurance	\$1.40 / semester	
Campus Parking Fee (CAPS)	\$15.00 /semester	
Student Activity Fee	\$35.00 / semester	
	In-State	Out-of-State
Pre-Orientation Expenses	\$135.00	\$135.00
Fall - Semester 1		
Pre-entrance physical exam, all immunizations (as listed on health form), two (2) - TB Skin Tests	Varies	Varies
Tuition	\$1,216.00	\$4,288.00
Health Course Fee	\$15.00	\$15.00
Textbooks	\$400.00	\$400.00
Uniforms	\$250.00	\$250.00
Lab Fee	\$45.00	\$15.00
Liability Insurance	\$13.00	\$13.00
General Fees	\$84.00	\$84.00
Total Fall Semester 1	\$2,023.00	\$5,065.00
Estimated Total Cost	\$2,180.00	\$5,222.00



L.L. POLK CAMPUS

Mail: PO Box 126, Polkton, NC 28135
680 US 74, Polkton, NC 28135
704.272.5300 or 1.800.766.0319

OLD CHARLOTTE HIGHWAY CAMPUS

Mail: PO Box 5041, Monroe, NC 28111-5041
4209 Old Charlotte Hwy., Monroe, NC 28110
704.290.5100 or 1.800.766.0319

TYSON FAMILY CENTER FOR TECHNOLOGY

Mail: PO Box 5041, Monroe, NC 28111-5041
3509 Old Charlotte Highway, Monroe, NC 28110
704.290.5100 or 1.800.766.0319

LOCKHART-TAYLOR CENTER

514 N. Washington St., Wadesboro, NC 28170
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www.spcc.edu