**CLATSOP COMMUNITY COLLEGE**

**MEDICAL ASSISTANT PRE- ENROLLMENTCHECKLIST**

**Updated January 2020**

Name CCC ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Before you can enroll in the Medical Assisting Program**

Students wishing to enroll in the Medical Assistant Program at Clatsop Community College must meet the following requirements before they will be given paperwork to initiate the registration process:

# STEP ONE: ACCUPLACER Test results OR previous college transcripts

## READING PROFICIENCY:

* ACCUPLACER reading test score of 241-300 **OR**

score\_ Test date (must submit proof of test results)

* Completion of LA 090 Preparation for College Reading II **OR**

Reading completed

Term College

* Completion of a college level course with a C grade or better that requires college level reading.

## MATH PROFICIENCY:

* Completion of MTH 60 with a “C” grade or better **OR**

Math 60 completed Term \_College\_

* QRAS (Quantitative reasoning Algebra and Stats) score of 242 or higher

Score\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Test date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## WRITING PROFICIENCY:

* Reading score of 256-300 **OR**

score\_ \_Test date (must submit proof of test results) **OR**

* Completion of or current enrollment in WR 115 or WR 121 with a C or better (must submit transcripts) **OR**

WR 115/121 completed Term \_College\_

Scheduling for the Accuplacer exam is done online through your MyCCC account. If you do not have a MyCCC account, go to the college’s homepage at [www.clatsopcc.edu,](http://www.clatsopcc.edu/) and select the MyCCC link. Follow the instructions for registering for a new account. If you have taken classes here at Clatsop Community College in the past, you may already have an account, and can use your social security number to access your MyCCC account.

Once this is complete, take this form along with all of the necessary documentation to Holly Tumbarello, Medical Assisting Instructor, Columbia Hall Room 203 during registration week (usually the first week of April). If you are completing this process over the summer months, contact Holly via email at [htumbarello@clatsopcc.edu](mailto:htumbarello@clatsopcc.edu) for further instructions.

# STEP TWO:

**Once you have completed the ACCUPLACER test OR have college transcripts in hand, you will bring them to Holly** **Tumbarello** during the first week of Spring term , usually the first week of April. Office hours are posted outside her door or you can call to make an appointment. At this time, she will review your information. If everything is accurate, you will be given paperwork to complete a profile with CASTLE BRANCH which includes a urine drug screen, criminal background check and immunization tracking. This is completed as a cost to the student. Students will then be placed on the roster in the order they have cleared the process**. Please note that enrollment is limited each fall term.** You will be notified via email if you have been placed on the roster for fall term.