**CLATSOP COMMUNITY COLLEGE**

**MEDICAL ASSISTANT PRE- ENROLLMENTCHECKLIST**

**Updated January 2021**

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

Student **COLLEGE** 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: Placement based on various test scores by Admissions Coordinator and/or Registrar

## READING PROFICIENCY:

##  \_\_\_\_\_Accuplacer score \_\_\_\_\_Score

##  \_\_\_\_\_Completion of LA 90 \_\_\_\_\_Grade \_\_\_\_\_Term

##  \_\_\_\_\_SAT/ACT satisfaction

##  \_\_\_\_\_Completion of college level course with a C or better

##  \_\_\_\_\_Transcript review

##  \_\_\_\_\_Other Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## ADMISSIONS SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## MATH PROFICIENCY:

##  \_\_\_\_\_Accuplacer score \_\_\_\_\_Score

##  \_\_\_\_\_Completion of MTH 60 with a C or better \_\_\_\_\_Grade \_\_\_\_\_Term

##  \_\_\_\_\_SAT/ACT satisfaction

##  \_\_\_\_\_Transcript review

##  \_\_\_\_\_Other Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## ADMISSIONS SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## WRITING PROFICIENCY:

##  \_\_\_\_\_Accuplacer score \_\_\_\_\_Score

##  \_\_\_\_\_Completion of WR 115 with a C or better \_\_\_\_\_Grade \_\_\_\_\_Term

##  \_\_\_\_\_SAT/ACT satisfaction

##  \_\_\_\_\_Transcript review

##  \_\_\_\_\_Other Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## ADMISSIONS SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 for further instructions.

#  STEP TWO:

**Once you have completed the ACCUPLACER test OR have college transcripts in hand, OR have your placements from the Admissions Coordinator, 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.