MEDICAL ASSISTANT FALL 2016
Main Campus or Florence Center
Application Information & Forms

You may apply to either the Main Campus or Florence Center using this application process.

There is a $35 fee to apply to for this program.

You must complete all steps to be considered.

1. PROGRAM COUNSELING & ADVISING

All of the information necessary to make a successful application to the MA Program is included in the following pages. It is your responsibility to be aware of program entrance and degree completion requirements.

For Counseling and Advising assistance in meeting program or application requirements, please go to Counseling and Advising in Building 1, Room 103 or email MOAProgram@lanecc.edu .

An Academic Advising Resource is available to all students. To access this go to www.lanecc.edu choose "Moodle." Select "Academic Advising" and then choose "Academic Advising Resources – Medical Assistant."

The following information is intended for program entrance only and does not include information on courses required for degree completion. These can be found in the catalog listing for Medical Assistant.

2. APPLICATION PROCESS & DATES

2A.   Selection Criteria.

Acceptance to the MA program is limited to a total of **24 qualified** students; up to 10 of the students may be from the Florence Center. *Program acceptance is based on 1) campus selection and 2) confirmed points. Each campus site is considered independent of the other. You may only apply to one campus and you may not change campus sites once you have applied.* In addition to admitted students, there will be designated alternates. An alternate is allowed to enter the program if an admitted student declines. Alternates not accepted into the **Fall 2016** program **will not** be granted admission priority the following year.

To be considered an applicant to the program you MUST meet all application requirements.

2B.   Important Dates:

Application opens: ....**May 11, 2016 at 12:15 a.m.***

Application closes: .... **June 23, 2016 at 4:00 p.m.***

Application notification: Program status announced .... **July 12, 2016**

Mandatory orientation: Attendance required if accepted or alternate status.............. **1-5 p.m., TBD**

*Program Online Application and Payment admission system opens approximately 12:15 a.m. and closes approximately 11:45 p.m. each day. You must submit your Online Program Admission Application and Payment and other application documents before the deadline on the application close date.

3. ACCESSIBILITY AND ACCOMMODATIONS

To request assistance or accommodations, contact the Center for Accessible Resources at (541) 463-5150 or accessibleresources@lanecc.edu

4. PREPARING TO APPLY- APPLICATION REQUIREMENTS

Use this checklist to make sure you complete all requirements.

You must complete all steps and submit all documentation by the close date listed Section 2.

Keep this checklist as a reference.

You must meet the following criteria to have a complete application process and to be considered for the program. Review the following steps carefully.

_____ **1. Email Account.** You will need to obtain and maintain an email address if you do not already have one. Lane's Enrollment Services and Health Professions Application Center use this email address to send information. It is your responsibility to set your "spam filter" system to accept mail addresses containing @lanecc.edu as notification of your application status will be communicated to you via an email.

_____ **2. Admission to Lane as a credit student.** If you are not currently a credit Lane student, complete Lane's college admission process and obtain a student "L" number. Make sure to complete all "**Steps to Enroll in Credit Classes**" including testing if needed. You may need to reapply in order to be a current credit student if you have previously applied but have not taken courses the last couple terms.

_____ **3. Advising**. Meet with a Health Professions counselor or advisor. See **Section 1**, **Program Counseling & Advising.**

_____ **4. Submit Non-Lane Official Transcripts to Enrollment Services**. All courses used as prerequisites must be recorded on your official transcript and received by Lane Enrollment Services prior to application close date.

_____ **5. Request Course Equivalency Evaluation (if needed).** Courses taken at other colleges may be eligible for use in the application process. It is your responsibility to initiate the process early and make sure it has been completed by the application deadline. Go to the Enrollment Services website http://www.lanecc.edu/esfs/general-information-transferring-credits

_____ **6. Complete the Conditions for Application Form 1.**

_____ **7. Complete Form 2: Application Point Petition Sheet.** Complete all application course requirements as described Form 2 Point Petition sheet. All prerequisite courses must be completed and appear in Lane transcript or submitted official non-lane transcripts **to apply.**

_____ **8. Make a Personal Copy of Application Documents** for your files. Your documents will not be returned to you.

5. FALL 2016 PROGRAM ENROLLMENT REQUIREMENTS

If accepted or considered standby to the program, you must complete the following. **Failure to do so will result in forfeiture of program eligibility.**

- **Fall Term 2016 Enrollment Academic Requirements** or established equivalent courses graded C or higher (C- or less not accepted):

    1. Writing course/Bachelor's degree: Select one WR 115, WR 121, WR 122, WR 123 or WR 227
    2. Medical Terminology: HO 100
    3. Human Relations requirement: CG 203 or COMM 218
    4. MTH 052 Math for Health and Physical Sciences Summer 2015 or later
        Math Competency not required to apply but to be eligible for points - choose one option below.

        o MTH 052 completed with a C grade or higher Summer 2015 or later is eligible for points
        o If MTH 052 completed prior to Summer 2015 one of the following Lane Math placement tests June 2015 or later
            ▪ Accuplacer Elementary Algebra score of 39 or higher **OR**
            ▪ Accuplacer College Math with score of 25 or higher
        o If Math 60 or higher completed then pass one of the above Lane Math Placement tests June 2015 or later - will then be required to complete MTH 052 prior to Fall 2016 entry.

- **Attend the Mandatory Program Orientation, TBD**

- **Documentation of program and/or clinical requirements (to be paid by student) which will include the following. Wait until you have been accepted into the program to complete the following requirements**. Specifics will be included in program notification and discussed at the Mandatory Orientation. All forms and necessary materials will be sent by email to you after you have indicated your program acceptance

6. APPLICATION SUBMISSION CHECKLIST

Submit the Application Packet to HPApplicationCenter via email.

- ☐ Form 1 Conditions for Application (fillable PDF)

- ☐ Form 2 Point Petition Sheet (fillable PDF)

- ☐ Course Equivalency/Substitution forms (if applicable)

- ☐ Supporting documentation for Additional Points (if applicable)

Complete the Medical Assistant Program Online Application. You will be charged a **$35 non-refundable application fee**. *Use the 2016 Health Professions Online Program Admissions Application and Payment Instructions to complete this process.*

Before you begin the Program Online Application and Payment

- ☐ You must have a student "L" number to complete this process.

- ☐ You must have an email address to complete this process.

- ☐ You must have a Visa or Mastercard card to pay the application fee.

2016 Health Professions
Online Program Admissions Application & Payment Instructions

Before starting your Online Program Admissions Application & Payment session be sure to:
a. Complete your **credit** admission application to obtain a student L number – a Lane ID number.
b. Have an active personal e-mail account (Lane does not issue students Lane e-mail accounts).
c. Have a Visa or MasterCard credit card on which to charge the **non-refundable application** fee.
d. Verify that you meet minimum requirements to apply.

Begin your Online Program Admissions Application and Payment:	
Click on link to right to begin	https://crater.lanecc.edu/banp/zwskalog.P_DispLoginNew?in_id=&cpbl=&newid=&wapp=Y5
Create a new Application PassPhrase (PIN)	This PIN must consist of between 12 and 16 letters and numbers, with at least one of each. Do not use the same PIN you use to log into myLane or Moodle. This PIN will be used only for this Health Profession program you are applying to. It will not change your myLane PIN. Write down your PassPhrase (PIN)!
Select "Login"	You will receive an assigned ID number (G#) You will need this G# if there is an issue with your application. Write down your G#!
Select "Continue"	**Make sure you have all the required documents you need to complete this Online Application and Payment process.** • **Lane Student ID Number (L Number)** • **Form 2 (Point Petition Sheet Estimated Points)** • **Submitted official sealed transcripts to Lane Enrollment Services (for non-Lane courses/degrees listed on the Point Petition Sheet – Form 2).**
Apply for Online Program Admissions:	
Admission Term	When asked the term you plan to start – select the term that you are submitting this specific Online Application and Payment.
Enter your name	Make sure your name matches the name you used when you applied to be a Lane Credit student.
Application Checklist:	
Select "Fill out Application"	As you enter the required information in a section, a checkmark will appear to indicate you have completed that section: • Follow instructions provided on each screen • Start with **"Name – MA"** • Select "Continue" after each section • Select "Application is Complete" after you have completed all sections
Admissions Agreement	Select "I agree to the terms" after reviewing the information. This is your Admissions Agreement
Application Fee Payment:	
Select "Submit Payment"	Only Visa or MasterCard will be accepted for payment submission
Application Final Page	This lets you know that the online application and payment process is done.
Online Program Admissions Application and Payment Completed:	
Lane Health Professions Program Admission & Payment Confirmation	You will receive 2 emails at the end of this process. The 1st will be sent to confirm your Online Program Admission Application, with the time it was submitted. The 2nd will be sent to confirm that your payment was received. Please keep both of these emails for your reference.