

MEDICAL ASSISTANT

ADMISSION PACKET FOR AUGUST 2017 FULL-TIME PROGRAM

New admission procedures require you to:

1. Be admitted to the College and have a student ID number before applying to the program.
2. Apply to the program BEFORE registering for the pre-entrance exam.
3. Check email frequently throughout the admission process. Correspondence will only be sent via email.

Dear Medical Assistant Applicant:

Thank you for your interest in the Medical Assistant (MDA) Program at John A. Logan College (JALC). The career that you are considering is truly exciting! Graduates of this program earn a Certificate of Achievement in Medical Assistant.

The College has an open admission policy; however, there are some programs which have additional entrance requirements. Please examine this packet, which will provide you with information about the profession and career of a Registered Medical Assistant (RMA) and the Medical Assistant Program at JALC. Links to online applications, general and program, and test registration are included. Enclosed you will find information about:

- **ADMISSION PROCEDURES**
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Further information is included in this packet and available on our website at [Restricted Allied Health Admissions](#). We encourage you to thoroughly review the packet and website prior to applying to the program. Best wishes in your educational endeavors.

Regards,

Susan Phillips
Coordinator of Allied Health Admissions

Martha Peebles
Coordinator and Instructor of Medical Assistant

Changes effective 02/03/17 - *please note information listed in this packet is subject to change.*

ADMISSION PROCEDURES

The following admission procedures shall be followed by all prospective applicants seeking admission to the JALC MDA program. It is imperative that the steps be followed in order to ensure that all of the admission procedures are complete by the deadline date. Failure to comply with the deadline dates designated by JALC will automatically terminate the application for the program.

These admission procedures are in accordance with Illinois law. The law requires that programs not having sufficient space and resources to accommodate all applicants will accept those applicants best qualified, using ranking, ability and achievement test scores as guides, with preference given equally to students residing in the district or in a joint agreement district.

The JALC MDA program admission process does not discriminate on the basis of race, creed, color, national origin, gender, age, or the presence of a non-job-related condition or disability.

To be eligible for admission in the full-time program beginning fall 2017, an applicant must meet these criteria and submit the following credentials to the designated office by the deadline date.

STEP 1: Complete General Admission Requirements

- [Apply for general admission](#) to the College by completing the online application by **March 31, 2017**, if not currently enrolled in courses at JALC. If an applicant prefers, a paper application may be completed at the Admissions Office (C201).

If an application for general admission has previously been submitted, please update any relevant information online in the [MyJALC portal](#), if necessary.

- Submit current placement scores to the **Admissions Office** by **March 31, 2017**. We will accept scores from ACCUPLACER, ACT, ASSET, or COMPASS taken within the past three years. An applicant who has not already completed a college-level English and Mathematics course, or scored at least a 20 in English and Math on the ACT, must complete placement testing in Reading, Writing, and Mathematics to determine appropriate placement in courses. For more information about placement testing, visit [Required Placement Testing](#). If an applicant needs to schedule an appointment to take a placement test, contact Testing Services at (618) 985-2828 Ext. 8520.

Regardless of placement test scores taken for general college admission, and any resultant remedial courses required, all applicants desiring to apply for the MDA program will be allowed to take the MDA pre-entrance exam. However, if an applicant scores low on any general admission placement test, counselors may advise against continuing the MDA application process.

- Submit all transcripts to the **Admissions Office** by **March 31, 2017**. An official copy of a final high school or GED® (High School Equivalency) transcript is required. In addition, official transcripts from other postsecondary institutions attended are required if transferring courses. Transcripts must show when the course was taken and the grade received. **It is the applicant's responsibility to ensure that all official transcripts have been received and evaluated in the Admissions Office by March 31, 2017.**
- Provide proof of current residency to the **Admissions Office** by **March 31, 2017**. Preference is given to in-district applicants. The following forms may serve as acceptable proof of residency to be **RANKED** as an in-district applicant:
 - A valid Illinois driver's license with an in-district address
 - A valid Illinois state identification card with an in-district address
 - A valid Illinois voter's registration card that indicates JALC College District #530

- A current Illinois real estate tax bill that indicates property is owned within the JALC College District #530
- A joint agreement approved by JALC's V.P. for Instruction

In-district and joint agreement applicants will be rank ordered before applicants' out-of-district, if one of the above forms of acceptable proof is received in the Admissions Office by March 31, 2017. If one of the above forms of acceptable proof is not received in the Admissions Office by March 31, 2017, the applicant will be rank ordered at the bottom of the in-district list with all other out-of-district applicants.

Although the following forms may serve as proof to receive the in-district tuition status for an approved course or curriculum, these forms **DO NOT** qualify as acceptable proof of residency to be **RANKED** as an in-district applicant. Therefore, the applicant will be rank ordered at the bottom of the in-district list with all other out-of-district applicants:

- An employer letter that indicates employment in JALC College District
- A notarized letter that indicates residence in JALC College District
- A valid Illinois FOID card with an in-district address
- A chargeback approved by JALC's V.P. for Instruction

Verification must show the applicant's name with their current address. PO Boxes are not accepted as proof of residency. New driver's licenses now show both PO Box and street address.

If an applicant has questions regarding general admission, they should contact the Admissions Office at (618) 985-2828 Ext. 8476 or visit the Admissions Office (C201).

Out-of-District Applicants Attending Through Joint Agreement or Chargeback

Joint Agreement

An out-of-district applicant enrolling in the MDA program at JALC through a joint agreement with **[Kaskaskia College or Shawnee College]** will attend on the same basis as in-district applicants including paying tuition, fees and any other charges applicable to in-district applicants. However, an applicant attending under a joint agreement must agree to register for only those courses that are part of the declared joint agreement program. Any prerequisite course work or course outside of the joint agreement program must be completed at the applicant's home institution or the applicant will pay out-of-district rates at JALC. A joint agreement applicant will be responsible for withdrawing from courses that are not part of their declared joint agreement program or agree to pay out-of-district tuition for non-eligible courses. Completion of prerequisite courses does not result in preferential treatment for programs with special admission. Please note that these joint agreements are subject to change.

An applicant, who wishes to enroll in the MDA program that is not offered at their home institution, but is included in the joint agreement with JALC, will:

First, have a letter sent from their home institution stating that the applicant is eligible to participate in the specific program covered by the agreement on or before the program deadline, and;

Second, sign a contract stating that they understand that only courses included under the joint agreement are eligible for in-district tuition.

Chargeback

An out-of-district applicant, who wishes to enroll in the MDA program that is not offered at their home institution, and is not included in the joint agreement with JALC, must first obtain authorization from the sending institution for partial student support to attend JALC, which is referred to as a chargeback. Applicants attending through a chargeback must agree to enroll in only the program guide approved by the sending institution or the applicant will assume responsibility for full tuition and fees incurred for the unapproved courses or program guide. **Applicants attending on a chargeback will be rank ordered at the bottom of the in-district list with all other out-of-district applicants.**

Joint agreement and chargeback letters should be sent to:

John A. Logan College
Attn: Carmen Cutsinger
700 Logan College Road
Carterville, IL 62918

If an applicant has questions regarding a joint agreement or chargeback, they should contact Carmen Cutsinger at (618) 985-2828 Ext. 8362 or visit the V.P. for Instruction Office (A15).

STEP 2: Complete Program Application Requirement

AN APPLICANT MUST HAVE AN ACTIVE JALC STUDENT ID NUMBER AND VOLMAIL EMAIL BEFORE APPLYING TO THE PROGRAM.

- Apply to the MDA program by completing the online application in the [MyJALC portal](#) by **March 31, 2017**. If an applicant prefers, a paper application may be completed at the Admissions Office (C201). A new program application is required each year.

To apply, access the [MyJALC portal](#). Click **Login** (top right by Search) and enter your username and password. Choose **Students** tab at top. Click **Admission to Health-Care Majors** link in left column. Click **Medical Assistant Application** link on right. Fill out application completely and hit the **Submit** button. Once submitted, click on the link provided to register for the pre-entrance exam.

Need help accessing student accounts [click here](#), contact the Admissions Office at (618) 985-2828 Ext. 8476, or visit one of the front admission windows in C201.

If an applicant has questions regarding program admission, they should contact the Coordinator of Allied Health Admission at (618) 985-2828 Ext. 8497 or visit the Admissions Office (C201).

STEP 3: Complete Pre-Entrance Exam Requirement

AN APPLICANT MUST APPLY TO THE PROGRAM BEFORE REGISTERING FOR THE PRE-ENTRANCE EXAM.

- Register online to take the **PSB Health Occupations Aptitude Examination (HOAE)** pre-entrance exam for the MDA program by the test registration deadline.

To register, visit [Restricted Allied Health Testing](#). There an applicant will be able to view instructions, test dates, registration deadlines, and access the test registration link. Please read the instructions carefully before proceeding to register.

- Test scores are valid for two consecutive academic years; however, a new program application must be completed each year and submitted by the required deadline. If an applicant tested the previous academic year and chooses not to retest in the current academic year, they must submit a written request to the Coordinator of Allied Health

Admission in the Admissions Office in order for the previous test score to be considered. In this instance, no pre-entrance exam registration is necessary.

- Registration and payment will only be accepted online at the link listed above. If you do not have an account through this specific software, you will be asked to create one. This process is very simple. There is a \$30.00 registration fee due at the time of registration for each test date scheduled. Please have your credit/debit card ready. The registration fee is **non-transferrable and non-refundable**, which means you will need to pay for another test date if moving from your original scheduled date.
- A total of two (2) tests may be taken per academic year (September 1st through August 31st) and only one (1) test per month may be taken. Tests will be held in Testing Services (C205) and will begin promptly at 9:00 AM and 1:00 PM, unless indicated otherwise.
- Photo ID and JALC student ID number required on day of exam. The exam will take a minimum of 3 hours. No calculators are permitted during the exam.
- Tests will be administered in a paper/pencil format. Answer documents are collected after completion of each test session and sent to Psychological Services Bureau, Inc. (PSB) for scoring.
- Testing Services will mail test results to the applicant when they are received by PSB, usually 2-3 weeks after the test date. Results will also be sent to the Coordinator of Allied Health Admission in the Admissions Office.
- The college reserves the right to change exam dates and fees at any time. Seating is limited, and applications will be processed on a first come, first served basis. Applicants must register before the registration deadline set below for each test session.

HOAE Test Dates for MDA	Registration Deadlines
Wednesday, November 2, 2016 @ 9:00 AM	Monday, October 31, 2016
Wednesday, November 2, 2016 @ 1:00 PM	Monday, October 31, 2016
Thursday, November 3, 2016 @ 9:00 AM	Monday, October 31, 2016
Thursday, November 3, 2016 @ 1:00 PM	Monday, October 31, 2016
Tuesday, December 6, 2016 @ 9:00 AM	Sunday, December 4, 2016
Tuesday, December 6, 2016 @ 1:00 PM	Sunday, December 4, 2016
Wednesday, December 7, 2016 @ 9:00 AM	Sunday, December 4, 2016
Wednesday, December 7, 2016 @ 1:00 PM	Sunday, December 4, 2016
Tuesday, February 7, 2017 @ 9:00 AM	Sunday, February 5, 2017
Tuesday, February 7, 2017 @ 1:00 PM	Sunday, February 5, 2017
Wednesday, February 8, 2017 @ 9:00 AM	Sunday, February 5, 2017
Wednesday, February 8, 2017 @ 1:00 PM	Sunday, February 5, 2017
Thursday, February 9, 2017 @ 9:00 AM	Sunday, February 5, 2017
Thursday, February 9, 2017 @ 1:00 PM	Sunday, February 5, 2017
Tuesday, March 7, 2017 @ 9:00 AM	Sunday, March 5, 2017
Tuesday, March 7, 2017 @ 1:00 PM	Sunday, March 5, 2017
Wednesday, March 8, 2017 @ 9:00 AM	Sunday, March 5, 2017
Wednesday, March 8, 2017 @ 1:00 PM	Sunday, March 5, 2017
Thursday, March 9, 2017 @ 9:00 AM	Sunday, March 5, 2017
Thursday, March 9, 2017 @ 1:00 PM	Sunday, March 5, 2017

The test given for entry into the MDA program is the PSB Health Occupations Aptitude Examination (HOAE). The exam includes sections on academic aptitude, spelling, reading comprehension, information in the natural science and vocational adjustment index. All five sections of the test will be given. The raw score of the first four sections will be added to achieve a composite exam score to be used for admission ranking. The fifth section will be utilized for research purposes.

Additional information about the test can be accessed by going to [Psychological Services Bureau](#). Click on **Resources for Test Taking** to locate documents that may be viewed or printed containing information regarding Sample Questions, Understanding Test Results, and Other Helpful Resources.

Other test preparation web-based tutorials can be accessed online at [Test Prep Tutorials](#).

If an applicant has questions regarding the pre-entrance exam or test results, they should contact Testing Services at (618) 985-2828 Ext. 8520 or visit Testing Services (C205).

STEP 4: Complete Prerequisite Course Requirements

- Submit an official college transcript that shows successful completion of prerequisite course requirements listed with a minimum of a C grade to the **Admissions Office** by **August 4, 2017**. No transcript required if courses completed at JALC.
 - BUS 115 – Basic Keyboarding
 - NAD 101 – Nursing Assistant Training

If an applicant is accepted into the program and all of the above courses are not completed with a minimum of a C grade by **August 4, 2017**, they will not be allowed to start the program and their position will be forfeited to the next qualified applicant on the list.

For general course advisement and registration, contact your advisor. If you need to be assigned to an advisor, contact Testing Services at (618) 985-2828 Ext. 8520. Registration is by appointment only, except during designated walk-in dates.

STEP 5: Admission Selection Process

The selection of applicants is based on the stated admission criteria. The test scores are very important in the selection process because they are rank ordered from highest to lowest. Applicants that earn the highest total points and complete the admission criteria by the program deadline will be selected. Priority will be given to applicants residing in the district or in a joint agreement district. Rank order for the MDA program is based **exclusively** upon the following:

1. PSB Health Occupations Aptitude Examination (HOAE) scores. All five sections of the test will be given, however only the cumulative raw score of the first four sections will be used for admission ranking. The fifth section will be utilized for research.

Each applicant may take the pre-entrance exam twice within one academic year. Only one test per month may be taken. Any additional tests beyond the first two will not be counted. The highest composite score of the two tests will be used for determination of admission.

2. Additional points will be given for achieved passing grades in previously taken courses of NAD 101, BIO 105 and HIT 217. No points will be given for prerequisite course BUS 115. Courses must be completed by **March 2017** in order for points to be added. Courses completed after that time will not count as points toward admission. Each course must have been passed with a minimum of a C grade. No points will be given without an official transcript. Official transcripts

must show when the course was taken and the grade received. The following points will be added for each grade earned: A = 3 points, B = 2 points, and C = 1 point.

Total points achieved will be added to the combined earned raw scores of sections 1 through 4 of the HOAE. Rank ordering of applicants for admission consideration will be made on the basis of total points earned. Ties will be broken by the highest score achieved on the HOAE, Part 1 and Part 3, successively.

Selection of the class will begin after the admission deadline stated in this packet. Notification of provisional acceptance will be sent via email beginning mid-April 2017 to the top twenty-three (23) applicants on the ranking list with an offer for a full-time position that begins in August 2017.

Applicants that obtain provisional acceptance will have seven (7) days from the date emailed to return the acceptance form in the attached acceptance letter. If the applicant chooses not to accept or no response is obtained, the applicant will be dropped from future consideration and the next applicant in rank order on the list will be notified of provisional acceptance.

When all available positions are filled, notification of an alternate position will be sent via email to the next few applicants on the list. Notification of denial into the program will be sent via email when all alternate positions are filled, typically before mid-June. Any individual, not receiving an email by mid-June, should contact the Coordinator of Allied Health Admission in the Admissions Office. Applicants who are not admitted and remain on the list after the program starts will not be carried over for the next year. If interested in applying for the next year's program, a new program application must be submitted.

If an applicant is accepted to the program and chooses not to enter the fall class, any future admission must be by re-application. All applicants must make application for each year they wish to be considered for entrance into the MDA program. PSB Health Occupations Aptitude Examination (HOAE) results will be considered valid for two academic years.

Any student admitted to the MDA program two times and have failed to continue in the program must seek approval from the MDA Coordinator for re-application.

All correspondence will be sent via email, including acceptance, alternate, and denial notifications. Therefore, an applicant must provide an email, Volmail or personal, that is checked on a regular basis. The mailing address provided on the program application will be used for residency purposes and verification of residence at that address will be required (see residency requirements under STEP 1).

It is extremely important to abide by the deadline dates outlined in this packet. It is the applicant's responsibility to assure that these documents have been received in the designated office by the deadline date.

If you have questions regarding this process, please contact the Coordinator of Allied Health Admission at (618) 985-2828 Ext. 8497 or visit the Admissions Office (C201).

PROFESSION

Medical Assistants perform administrative office tasks and clinical procedures primarily in medical offices. They work under the supervision of a physician and duties vary depending on the specific needs of the practice. They are not to be confused with Physician Assistants (PA).

Administrative tasks of a medical assistant include updating and filing patients' medical records, filling out insurance forms, arranging for hospital admissions and laboratory services, answering telephones, greeting patients, handling correspondence, scheduling appointments, and handling

billing and bookkeeping. Some common clinical tasks include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examinations, and assisting physicians during examinations. Medical assistants collect and prepare laboratory specimens and sometimes perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They might instruct patients about medications and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms, remove sutures, and change dressings.

Medical Assistant wages vary throughout the nation. The [Bureau of Labor Statistics](#) reports median annual earnings in May 2015 at \$30,590. Locally, experienced medical assistants have reported earning as much as \$14 per hour.

Nationally, employment of medical assistants is expected to grow 23 percent from 2014 to 2024 as projected by the [Bureau of Labor Statistics](#). As the health care industry expands because of technological advances in medicine and the growth and aging of the population, there will be an increased need for all health care workers.

For more information on the profession, visit [American Association of Medical Assistants](#).

CERTIFICATION

Graduates of this program earn a certificate of achievement upon graduation. They are not certified as a medical assistant until they successfully pass a professional certification exam. Graduates of this program are eligible to sit for the following exams: [Registered Medical Assistant \(RMA\)](#) and [National Certified Medical Assistant \(NCMA\)](#). Certification as a medical assistant is not required by law; however, some employers prefer or require certification because they recognize that individuals who are certified are committed to their profession and to quality patient care. The employment outlook is also enhanced by certification. Certified individuals tend to benefit from higher wages and greater promotional opportunities.

LEGAL LIMITATIONS

If you have certain criminal convictions, you may not be eligible for this program. Students must be on the [Illinois Department of Public Health – Healthcare Worker Registry](#) with no violations. If you have a criminal conviction, you should not pursue this program until you apply and receive a waiver from the [Illinois Department of Public Health](#).

Potential applicants with questions concerning the above may wish to make an appointment with the Coordinator of Medical Assistant at (618) 932-6639 Ext. 225.

EXTERNSHIP REQUIREMENTS

The following requirements must be completed prior to starting the MDA externship which begins in March of the spring semester. Students will receive more information during a new student orientation session in August. They should not complete any of the following until after this orientation.

1. It is highly recommended that you be inoculated against Hepatitis B. The Hepatitis B vaccine is a three-inoculation series vaccine to protect you against Hepatitis B virus. You will have to show proof of all three injections. (**Note:** *It will take six months to complete the three-part Hepatitis B vaccine series. Start the vaccine process immediately.*) This mandate is a result of a federal OSHA law and a state Public Health law which began July 1, 1992. If you have

elected not to receive the Hepatitis B vaccine, you will be required to sign a waiver form declining the vaccination. Your physician should discuss with you the risk, as a member of the health care team, in not being protected against Hepatitis B.

2. You must demonstrate immunity to Measles, Mumps and Rubella by proof that you have received the MMR Vaccine Series or by the results of a titer test. If the titer tests indicate that you cannot demonstrate immunity, then you will be required to have the vaccines.
3. You must demonstrate proof of a negative two-step TB skin test (tuberculosis) or show proof that a two-step TB skin test has been done in the past with subsequent follow-up annually negatives prior to starting your externship.
4. You must demonstrate proof that you have received the Tetanus Toxoid vaccine within the past 10 years. If not, a Tdap booster will be needed.
5. You must demonstrate immunity to Varicella (chickenpox). A current titer showing proof of immunity is required or you must have the vaccination.
6. A drug/alcohol screening is performed as part of the externship requirement and possibly throughout the program for all MDA students at the student's expense. If a student has a positive drug screen, he/she may not participate in the externship. The College does not guarantee a student with a positive drug screen that he/she will be able to complete any externship experience. A student who cannot be reasonably assigned an externship site will be dropped from the program.

You need to be aware that if a clinical agency where students are educated refuses to allow a student to enter their facility without proof of any of the above, then the unprotected student cannot be allowed into the health care facility for educational purposes. When clinical sites do not accept unprotected students, it is impossible for those students to be educated in the MDA program.

Additionally, students must be able to walk, stand, stoop, assist in lifting clients, reach above one's own head, move quickly, utilize fine motor control of hands and work under stress. These requirements are consistent with medical assisting duties commonly performed.

The student must meet performance standards of functional abilities for the profession. Students in lab/externship settings are not allowed conscious altering substances, prescribed or over the counter.

REQUIREMENTS OF ADMITTED STUDENTS

Twenty-three (23) students are selected for full-time classes beginning in August of every year from surrounding college districts: John A. Logan College, Kaskaskia College, and Shawnee College.

The length of the full-time program is twelve (12) months from start to finish. MDA classes taught face to face will be held at the West Frankfort campus (West Frankfort Extension Center) during the day.

All MDA courses must be taken consecutively as listed on the program guide. If a student has not completed the prerequisite courses listed in the program guide, they will begin the program in June (summer semester). If a student has completed the prerequisite courses listed in the program guide, they will begin the program in August (fall semester) and complete the program the following May (spring semester). Students are not admitted to the program during any other time throughout the year. Students may, however, take BUS 115, NAD 101, BIO 105, HIT 217 (and MAT 051 or MAT 104, if required) prior to applying for admission to the program.

During fall semester, students are on the West Frankfort campus two days a week, Tuesday and Thursday, from 12:00 PM to 4:30 PM for MDA classes. MDA 120 is taught as an online course with no campus visits. MDA 122 and MDA 126 are taught as hybrid online courses and will require campus visits for lab which are included in the day and times listed above.

During spring semester, students are on the West Frankfort campus two days a week, Tuesday and Thursday, anywhere from 8:30 AM to 4:30 PM.

Additionally, after completing the first semester, students will be required to complete 160 hour externship at a medical practice March through May. This requires an additional 16 hours a week commitment during weekdays. Students receive their externship assignment in February of the spring semester and must be available anytime Monday, Wednesday and Friday to accommodate this schedule. Clinical sites currently in use are located in Carbondale, Christopher, Du Quoin, Herrin, Johnston City, Marion, Murphysboro, West Frankfort and other various locations in Southern Illinois.

Students will need to provide transportation to and from the West Frankfort campus and assigned externship sites.

Students must have a current CPR Healthcare Provider in effect throughout the entire program.

Students will be conditionally admitted into the program based on results of a criminal background screening done at the beginning of the spring semester. The criminal background screening will be conducted by JALC at a \$20.00 cost to the student. This cost will be added to the student's billing statement and will be **NON-REFUNDABLE**.

Students will be given a pre-test exam during the first week of school in the fall and a post-test exam the last week of school in the spring. This exam will be used as an outcome assessment tool for the MDA program and will not affect your grade.

Prospective MDA students should **not** purchase any materials or supplies until **AFTER** they have been accepted and registered for classes with the Coordinator of Allied Health Admission. All questions regarding uniforms, schedules, requirements, physicals, etc. will be answered for accepted students during a new student orientation session with the Coordinator of Medical Assistant on the first day of MDA classes (fall semester).

PROGRAM GUIDE AND COURSE DESCRIPTIONS

MDA students must earn a minimum of a C grade in all courses listed in the program guide, including prerequisite and general education courses.

It is the responsibility of all interested applicants to view the current MDA program guide and course descriptions online at the following links:

[Medical Assistant - Certificate of Achievement Program Guide](#)

[Medical Assistant \(MDA\) Course Descriptions](#)

GENERAL COURSE REQUIREMENTS

BUS 115 – Basic Keyboarding¹ – 1 credit

NAD 101 – Nursing Assistant Training² – 7 credits

BIO 105 – Human Biology³ – 4 credits

HIT 217 – Medical Terminology⁴ – 3 credits

Math Elective – complete **one** (if required):

MAT 051 – Pre-Algebra⁵ – 4 credits

MAT 104 – Mathematics for Allied Health⁵ – 3 credits

¹ BUS 115 is a prerequisite and must be completed with a minimum of a C grade before starting the program.

Proficiency exam is available for BUS 115 for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Education Department for information.

² NAD 101 is a prerequisite and must be completed with a minimum of a C grade before starting the program.

³ BIO 105 must be completed with a minimum of a C grade by the end of the fall semester. BIO 205 and BIO 206 may be substituted for BIO 105.

⁴ HIT 217 must be completed with a minimum of a C grade by the end of the fall semester.

⁵ MDA 130 prerequisite: Math placement score above the College's developmental level of MAT 051. If not, MAT 051 or MAT 104 will be required and must be completed with a minimum of a C grade by the end of the fall semester.

All applicants are strongly encouraged to complete the general education courses with a minimum of a C grade prior to the fall semester they plan to start the program, so that they may increase their probability of success in the program.

For general course advisement and registration, contact your advisor. If you need to be assigned to an advisor, contact Testing Services at (618) 985-2828 Ext. 8520. Registration is by appointment only, except during designated walk-in dates.

PROGRAM COSTS

Costs are **estimates** based on the current 2016-2017 academic year.

ITEM	COST
Tuition – In-District at \$115.00 per credit hour – 15 hours (general courses)	\$1,725.00
Technology fee at \$5.00 per credit hour – 15 hours (general courses)	75.00
Course fees (general courses)	145.00
Tuition – Online at \$127.00 per credit hour – 3 hours (MDA courses)	381.00
Tuition – In-District at \$115.00 per credit hour – 18 hours (MDA courses)	2,070.00
Technology fee at \$5.00 per credit hour – 21 hours (MDA courses)	105.00
Course fees (MDA courses)	300.00
Books (MDA courses)	750.00
Uniforms	100.00
Clinical Shoes	50.00

ITEM	COST
Stethoscope	35.00
Drug Screening at SIH WorkCare	49.00
Criminal Background	20.00
Immunizations and/or titers ¹ (health department estimate)	491.00
Certification examination fee (optional)	95.00
Graduation fee	10.00
Registration fee for PSB Health Occupations Aptitude Examination (HOAE)	30.00
Total Estimated Cost	\$6,431.00

[Click here to view Tuition and Fees Schedule.](#)

¹ Immunizations and/or titers estimate includes:

- Two-step TB skin test \$20-\$40 (depending on location)
- MMR titer (if needed) \$66
- Varicella titer (if needed) \$71
- Varicella vaccine (if needed) \$93-\$150 (depending on location)
- Tdap vaccine (if needed) \$59
- Hepatitis B vaccine (if needed) \$105 each, series of 3

Additional costs may include:

- \$60 Activity fee assessed for 6 or more credit hours registered per fall and spring semester
- \$40 Activity fee assessed for 3 or more credit hours registered per summer semester
- USB Thumb drive
- Watch with a second hand
- MDA student ID (\$8)
- Nursing Assistant state certificate examination fee
- CPR Healthcare Provider is required throughout the program

Note: Tuition and fee costs for general courses does not include MAT 051 or MAT 104, if required. Cost estimates are for new texts and does not include NAD 101, BUS 115, BIO 105, HIT 217 (and MAT 051 or MAT 104, if required). **All costs listed above are estimates and subject to change. The MDA student should plan to meet these financial obligations before entering the program.**

*Potential MDA students should **not** purchase or schedule anything until after they have been accepted and registered to begin the MDA program.*

For additional information, please contact Martha Peebles at the West Frankfort Extension Center (618) 932-6639 Ext. 225 or marthapeebles@jalc.edu.

FINANCIAL ASSISTANCE

JALC offers students several sources for financial assistance:

Financial Aid – A variety of financial aid exists and the applicant should contact the Financial Aid Office for more information at (618) 985-2828 Ext. 8308, financialaid.info@jalc.edu, or C210. Some of the types of financial aid presently offered are:

- [Federal Pell Grant](#)
- [Federal Supplemental Educational Opportunity Grant \(FSEOG\)](#)
- [Illinois State Map Grant](#)
- [College Work Study](#)

JALC is no longer participating in the Federal Direct Student Loan Program. Students in need of loan funds will have to apply for a Private Alternative Student Loan. In order to find a lender, contact your local Bank, Credit Union, or search on the web using “Private Alternative Student Loan providers” for your search. All students who apply for private alternative loans must first submit a FAFSA with JALC’s federal school code 008076.

Financial aid requirements and general information can be accessed online at [Financial Aid](#).

Scholarships – A variety of scholarships, administered through the JALC Foundation and external sources, are available and the applicant should contact the Foundation Office for more information at (618) 985-2828 Ext. 8355, foundation@jalc.edu, or B33.

Scholarship application procedures, scholarship application, letter of recommendation form, and lists of available scholarships through the JALC Foundation and external sources, can be accessed online at [JALC Foundation](#).

Veterans Resources – Military veterans should visit [Veterans Services](#) in C206 for more information on Illinois Veterans Grant and GI Bill Benefits.