

# Medical Assistant (MDA) Admission Checklist

BEFORE YOU APPLY, it is important for you to first thoroughly read the program admission packet online at [Restricted Allied Health Admission](#). The admission packet, admission checklist, curriculum, and testing resources are available online at this link.

New admission procedures required 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.

The following checklist is provided to help you complete your file for the MDA program so that you may be considered. It is your responsibility to assure that these documents have been received in the designated office by the deadline date. REFER TO THE INFORMATION PACKET FOR DEADLINES!

## STEP 1: General Admission – Submit the following to the Admissions Office

- [Apply for general admission](#) to the College by completing the online application. If you prefer, a paper application may be completed at the Admissions Office.
- Placement scores. We will accept scores from ACCUPLACER, ACT, ASSET, or COMPASS taken within the past three years. To schedule an appointment to take a placement test, contact Testing Services at (618) 985-2828 Ext. 8520. Testing is by appointment only, except during designated walk-in dates.
- Official copy of a final high school or GED® (High School Equivalency) transcript is required.
- Official transcripts from all other colleges attended are required if transferring courses.
- Proof of current residency is required. Preference is given to in-district applicants. The following forms may serve as acceptable proof of residency 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

Questions regarding general admission, contact the Admissions Office at (618) 985-2828 Ext. 8476 or visit the Admissions Office (C201).

## STEP 2: Apply to Program – Submit the following to the Admissions Office

- Apply to the MDA program by completing the online application in the [MyJALC portal](#). Click **Login** 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. If you prefer, a paper application may be completed at the Admissions Office.

Questions regarding program admission, contact the Coordinator of Allied Health Admission at (618) 985-2828 Ext. 8497 or visit the Admissions Office (C201).

### **STEP 3: Register for the Pre-Entrance Exam with Testing Services**

- Register online to take the **PSB Health Occupations Aptitude Examination (HOAE)** by the test registration deadline. To register, visit [Restricted Allied Health Testing](#). There you will be able to view instructions, test dates, registration deadlines, and access the test registration link.

Questions regarding the pre-entrance exam or test results, contact Testing Services at (618) 985-2828 Ext. 8520 or visit Testing Services (C205).

### **STEP 4: Enroll in Prerequisite and General Course Requirements**

- Enroll in prerequisite course requirements. Courses must be completed with a grade of a C or higher to start the program.
  - BUS 115 – Basic Keyboarding
  - NAD 101 – Nursing Assistant Training
- Enroll in general course requirements. Courses must be completed with a grade of a C or higher and can be taken within the program during the fall semester.
  - BIO 105 – Human Biology
  - HIT 217 – Medical Terminology
  - Math Elective – complete **one** (if required):
    - MAT 051 – Pre-Algebra
    - MAT 104 – Mathematics for Allied Health

For 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.