

# MEDICAL ASSISTANT

## ADMISSION PACKET FOR AUGUST 2024 FULL-TIME PROGRAM

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 Nationally Certified Medical Assistant (NCMA) 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](#)
  - [STEP 1: General Admission Requirements](#)
  - [STEP 2: Program Application Requirement](#)
  - [STEP 3: Pre-Entrance Exam Requirement](#)
  - [STEP 4: Prerequisite Course Requirements](#)
  - [STEP 5: Admission Selection Process](#)
- [PROFESSION](#)
- [CERTIFICATION](#)
- [LEGAL LIMITATIONS](#)
- [EXTERNSHIP REQUIREMENTS](#)
- [REQUIREMENTS OF ADMITTED STUDENTS](#)
- [PROGRAM GUIDE AND COURSE DESCRIPTIONS](#)
- [GENERAL COURSE REQUIREMENTS](#)
- [PROGRAM COSTS](#)
- [FINANCIAL ASSISTANCE](#)

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

Regards,

Ariella Gomez  
Coordinator of Testing Services

Renee Lacy  
Program Coordinator and Associate Professor of Medical Assisting

*Changes effective 7/20/23 - 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 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 to students residing in-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 2024, an applicant must meet these criteria and submit the following credentials to the designated office by the deadline date.

## STEP 1: General Admission Requirements

- [Apply for general admission](#) to the College by completing the online application by **March 31, 2024**, if not currently enrolled in courses at JALC. If an applicant prefers, a paper application may be completed, you can contact admissions at (618) 985-2828 ext: 8298.

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

Need help accessing student accounts [click here](#), contact the Admissions and Records Office at (618) 985-2828 Ext. 8298.

- Submit current placement scores to the **Admissions and Records Office** by **March 31, 2024**. We will accept scores from ACCUPLACER, ACT, or SAT taken within the past three years. An applicant who has not already completed a college-level English and Mathematics course or scored below the minimum requirement in English and Math on the ACT or SAT, 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, high school and college, to the **Admissions and Records Office** by **March 31, 2024**. **An official copy of a final high school or GED® (High School Equivalency) transcript with a graduation date is required.** In addition, official transcripts from other colleges attended are required if transferring any courses. Transcript must show when the course was taken, and the grade received. It is the applicant's responsibility to ensure that all official college transcripts have been received and evaluated in the Admissions and Records Office by the deadline.

- Provide proof of current residency to the **Admissions and Records Office** by **March 31, 2024**. 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 address in JALC College District #530
  - A valid Illinois state identification card with an address in JALC College District #530
  - 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 CAREER Agreement approved by JALC's V.P. for Instruction

In-district applicants will be rank ordered before applicants' out-of-district, if one of the above forms of acceptable proof is received in the Admissions and Records Office by March 31, 2024. If one of the above forms of acceptable proof is not received in the Admissions and Records Office by March 31, 2024, 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 be charged the in-district tuition rate for an approved course or program guide, 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.**

- A letter from an employer that indicates employment in JALC College District #530
- A lease agreement that indicates residence in JALC College District #530
- A bank statement or utility bill that indicates residence in JALC College District #530
- A valid Illinois FOID card with an address in JALC College District #530
- A final transcript from an in-district high school with a graduation date within the past five years

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 and Records Office at (618) 985-2828 Ext. 8298.

## **STEP 2: Program Application Requirement**

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

- [Apply to the Medical Assistant program](#) by completing the online application form by **March 31, 2024**. Fill out application completely and hit the submit button. Once submitted, click on the link provided to register for the pre-entrance exam. A new program application is required each year.

If an applicant has questions regarding program admission, they should contact Testing Services at (618) 985-2828 Ext.8247.

## **STEP 3: Pre-Entrance Exam Requirement**

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

- Register online to take the **Test of Essential Academic Skills (TEAS)** pre-entrance exam for the MDA program by the test registration deadline. To access the test registration link, visit [Restricted Allied Health Testing](#).

**BEFORE REGISTERING, please read the information below carefully about the exam. Scroll down to view test dates and registration deadlines.**

The test given for entry into the MDA program is the TEAS [Test of Essential Academic Skills](#) (TEAS). The exam includes sections on reading, math, science, and English and language usage. All four sections of the test will be given. The total percentage score will be used as a raw score and used for admission ranking.

Additional information about the test can be accessed by going to [ATI Testing](#) (TEAS). Click on the [TEAS](#) tab at the top to locate [study preparation materials](#) and [ATI Teas Exam Details](#).

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 Testing Services for the previous test scores to be considered. In this instance, no pre-entrance exam registration is necessary.

Registration will only be accepted online through [RegisterBlast](#). Students must register for a seat prior to the test date. There is a \$70.00 + tax payment due at the time of the exam. If you do not bring a debit or credit card on the day of the exam, you will not be allowed to test.

After registering for a seat, students must go to [www.atitesting.com](http://www.atitesting.com) and create an account. This must be completed prior to your exam date or you might not be allowed to take the exam.

Two tests may be taken within one academic year (September 1<sup>st</sup> through August 31<sup>st</sup>) and there must be at least 21 days between test attempts. Tests will be held in Testing Services and will begin promptly at 9:00 AM and 1:00 PM, unless indicated otherwise. Late arrivals may not be allowed to take the test.

Remote testing options available at an additional cost. Please inquire by contacting Testing Services.

Photo ID and a Debit or Credit Card is required on exam day.

No personal belongings are needed or permitted to be in applicant possession during the test. If an applicant must bring something, a designated place will be provided.

Refunds will **not** be issued.

Tests will be administered in a computer-based format and are timed. The exam will take a minimum of 3 ½ hours. Online calculator provided as allowed on the exam. Test questions may not be copied. Scratch paper must be turned in. These tests are copyrighted by [ATI Testing](#) (TEAS). It is illegal to copy any portion of these exams.

Testing Services will provide test results to the applicants after results have tabulated.

The college reserves the right to change exam dates and fees at any time. Seating is limited, and registrations will be processed on a first come, first served basis. Applicants must register before the registration deadline set below for each test session.

| TEAS Test Dates for MDA               | Registration Deadlines                  |
|---------------------------------------|---|
| Friday, September 29, 2023 @ 9:00 AM  | Thursday, September 28, 2023 by 9:00 AM |
| Friday, October 20, 2023 @ 9:00 AM    | Thursday, October 19, 2023 by 9:00 AM   |
| Friday, November 3, 2023 @ 9:00 AM    | Thursday, November 2, 2023 by 9:00 AM   |
| Thursday, November 16, 2023 @ 1:00 PM | Wednesday, November 15, 2023 by 1:00 PM |
| Friday, November 17, 2023 @ 9:00 AM   | Thursday, November 16, 2023 by 9:00 AM  |
| Friday, December 1, 2023 @ 9:00 AM    | Thursday, November 30, 2023 by 9:00 AM  |
| Friday, December 8, 2023 @ 9:00 AM    | Thursday, December 7, 2023 by 9:00 AM   |
| Thursday, December 14, 2023 @ 1:00 PM | Wednesday, December 13, 2023 by 1:00 PM |
| Thursday, January 4, 2024 @ 1:00 PM   | Wednesday, January 3, 2024 by 1:00 PM   |
| Thursday, January 25, 2024 @ 1:00 PM  | Wednesday, January 24, 2024 by 1:00 PM  |
| Friday, January 26, 2024 @ 9:00 AM    | Thursday, January 25, 2024 by 9:00 AM   |
| Tuesday, January 30, 2024 @ 5:00 PM   | Monday, January 29, 2024 by 5:00 PM     |
| Thursday, February 1, 2024 @ 1:00 PM  | Wednesday, January 31, 2024 by 1:00 PM  |
| Friday, February 2, 2024 @ 9:00 AM    | Thursday, February 1, 2024 by 9:00 AM   |
| Thursday, February 8, 2024 @ 1:00 PM  | Wednesday, February 7, 2024 by 1:00 PM  |
| Tuesday, February 13, 2024 @ 5:00 PM  | Monday, February 12, 2024 by 5:00 PM    |
| Thursday, February 22, 2024 @ 1:00 PM | Wednesday, February 21, 2024 by 1:00 PM |
| Friday, February 23, 2024 @ 9:00 AM   | Thursday, February 22, 2024 by 9:00 AM  |
| Friday, March 1, 2024 @ 9:00 AM       | Thursday, February 28, 2024 by 9:00 AM  |
| Friday, March 8, 2024 @ 1:00 PM       | Thursday, March 7, 2024 by 1:00 PM      |
| Friday, March 22, 2024 @ 9:00 AM      | Thursday, March 22, 2024 by 9:00 AM     |

If an applicant has a disability and wishes to obtain reasonable accommodations, they should contact Disability Support Services at (618) 985-2828 Ext. 8270 to schedule an appointment with the DSS coordinator to see if they qualify for services. The applicant will need to have accommodations approved by the DSS coordinator at least 1 week in advance to the testing date so that proper arrangements can be made.

If an applicant has questions regarding the pre-entrance exam or test results, they should contact Testing Services at (618) 985-2828 Ext. 8247.

## STEP 4: 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 and Records Office** by **March 31, 2024**. 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 the above courses are not completed with a minimum of a C grade by **July 31, 2024**, 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, an applicant should contact their advisor. If they need to be assigned to an advisor, they should 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-district or in a CAREER Agreement district. Rank order for the MDA program is based **exclusively** upon the following:

1. Test of Essential Academic Skills (TEAS) scores. All four sections of the test will be given. The total percentage score will be used as a raw score for admission ranking.

Each applicant may take the pre-entrance exam twice within one academic year and there must be at least 21 days between test attempts. 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, and HIT 217. No points will be given for BUS 115. Courses must be completed by **March 31, 2024** 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 percentage score achieved will be used as a raw score. Rank ordering of applicants for admission consideration will be made based on total points earned. Ties will be broken by the scores achieved on the TEAS, science and math, 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 2024 to the top twenty-four (24) applicants on the ranking list with an offer for a full-time position that begins in August 2024.

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 late June. Any individual, not receiving an email by late June, should contact the Coordinator of Testing. 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. ATI Test of Essential Academic Skills (TEAS) results will be considered valid for two consecutive 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 Testing Services at (618) 985-2828 Ext. 8247.

## 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 2022 at \$40,700.

Nationally, employment of medical assistants is expected to grow 16 percent from 2021 to 2031 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. Students may sit for the following exam: [National Certified Medical Assistant](#) (NCMA) through the NCCT (National Center for Comprehensive Testing). 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 – Health Care 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) 985-2828 ext: 8368.

## 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 on the first day of MDA classes 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 screen 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, they may not participate in the externship. The College does not guarantee a student with a positive drug screen that they will be able to complete any externship experience. A student who cannot be reasonably assigned an externship site will be dropped from the program.

Many MDA Externship sites are requiring that students be fully vaccinated for COVID 19. Some sites are not requiring the vaccine at this time but will require weekly COVID testing. These requirements may change at any time.

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-four (24) students are selected for full-time classes beginning in August of every year. The length of the full-time program is twelve (12) months from start to finish, including the prerequisite courses. MDA classes taught face to face will be held at the Carterville Campus 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, and HIT 217 prior to applying for admission to the program.

During fall semester, students are on the Carterville campus two days a week, Tuesday and Thursday, from 1:30 PM to 3:20 PM for MDA classes. MDA 128 H1 is taught as a hybrid online course and will require campus visits for lab which are included in the day and times listed above. In addition, the general courses will be scheduled in the first semester unless the student has previously completed these courses. If the general courses are also being taken, extra time will need to be allowed.

During spring semester, students are on the Carterville campus two days a week, Tuesday and Thursday, from 8:30 AM to 3:50 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 in Carbondale, Christopher, Du Quoin, Herrin, Johnston City, Marion, Murphysboro, West Frankfort and other various locations in Southern Illinois.

Students may have the opportunity to participate in a 2,000-hour paid Apprenticeship and in this case the 160 hour Externship is waived.

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

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

Students must have a valid social security number to participate in this program. This number is required for a criminal background check. A valid social security number must be on file in the Admissions and Records Office prior to the admission deadline.

Students will be conditionally admitted into the program based on results of a criminal background check done at the beginning of the spring semester. Estimated price range for the initial criminal background check fee is \$69.30 to \$115.50. The student is responsible for the actual cost of the background investigation which will be initiated by JALC. This fee will be added to the student's billing statement and is **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 Testing Services. All questions regarding uniforms, schedules, requirements, physicals, etc. will be answered for accepted students during a mandatory new student orientation session with the Coordinator of Medical Assistant on the first day of MDA classes in August (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 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 Keyboarding<sup>1</sup> – 1 credit  
NAD 101 – Nursing Assistant Training<sup>2</sup> – 7 credits  
HIT 217 – Medical Terminology<sup>3</sup> – 3 credits

<sup>1</sup> BUS 115 is a prerequisite and must be completed with a minimum of a C grade by the end of the summer semester 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 Department for information.

<sup>2</sup> NAD 101 is a prerequisite and must be completed with a minimum of a C grade by the end of the summer semester before starting the program.

Registration with the Illinois Department of Health Care Worker Registry is required for background check purposes only.

<sup>3</sup> HIT 217 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 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, an applicant should contact their advisor. If they need to be assigned to an advisor, they should 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 2023-2024 academic year.

| ITEM   | COST       |
|--|------------|
| Tuition – Online at \$160.00 per credit hour – 1 hour (general course)         | \$160.00   |
| Tuition – In-District at \$145.00 per credit hour – 10 hours (general courses) | \$1,450.00 |
| Technology fee at \$5.00 per credit hour – 11 hours (general courses)          | \$55.00    |
| Course fees (general courses)  | \$110.00   |
| Tuition – Online/Hybrid at \$160.00 per credit hour – 8 hours (MDA courses)    | \$1280.00  |
| Tuition – In-District at \$145.00 per credit hour – 16 hours (MDA courses)     | \$2,320.00 |
| Technology fee at \$5.00 per credit hour – 24 hours (MDA courses)              | \$120.00   |
| Course fees (MDA courses)  | \$200.00   |
| Textbooks (MDA courses)  | \$515.00   |
| Scrubs   | \$150.00   |
| Clinical Shoes   | \$75.00    |

| ITEM  | COST                           |
|---|--------------------------------|
| Stethoscope   | \$50.00                        |
| Drug Screen at SIH WorkCare   | \$60.00                        |
| Criminal Background Check   | \$69.30-\$115.50               |
| Immunizations and/or titers <sup>1</sup> (health department estimate) | \$500.00                       |
| NCCT Certification examination fee (optional)                         | \$110.00                       |
| Registration fee for ATI Test of Essential Academic Skills (TEAS)     | \$70.00                        |
| <b>TOTAL ESTIMATED COST</b>   | <b>\$7,294.30 - \$7,340.50</b> |

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

<sup>1</sup> Immunizations and/or titers estimate includes:

- Two-step TB skin test \$20.00-\$40.00 (depending on location)
- MMR titer (if needed) \$66.00
- Varicella titer (if needed) \$71.00
- Varicella vaccine (if needed) \$93.00-\$150.00 (depending on location)
- Tdap vaccine (if needed) \$59.00
- Hepatitis B vaccine (if needed) \$105.00 each, series of 3

Additional costs may include:

- \$65.00 Student Activity fee assessed for 6 or more hours enrolled for fall and spring terms
- \$40.00 Student Activity fee assessed for 3 or more hours enrolled for summer terms
- USB Thumb drive
- Watch with a second hand
- MDA student ID (\$8.00)
- Nursing Assistant state certificate examination fee (\$75.00)
- CPR for Healthcare Provider is required throughout the program

**Note:** Textbooks for general courses are not included due to variability of texts. **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 Renee Lacey, Program Coordinator and Associate Professor of Medical Assisting, at John A Logan College (618) 985-2828 Ext. 8368 or [Renee.Lacy@jalc.edu](mailto:Renee.Lacy@jalc.edu) or room E111G.

## 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](mailto:financialaid.info@jalc.edu). 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](mailto:foundation@jalc.edu).

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 contact [Veterans Services](#) at (618) 985-2828 ext: 8563 or [veterans@jalc.edu](mailto:veterans@jalc.edu) for more information on Illinois Veterans Grant and GI Bill Benefits.