Schoolcraft College

Medical Assisting Program

Restricted Enrollment Application 2026-2027

To be completed by student.

Demographic information on this application **must** match the information in the registration center Schoolcraft College.

Name _____

          Last Name   First   Middle   Former (if applicable)

Address _____

        Number   Street   Apt.   City   State   Zip + 4 Digit Code

Cell Phone (_____) _____   **Home Phone** (_____) _____

Schoolcraft Email _____   **Personal Email** _____

Birth Date _____

            Month /Day /Year

SC Student ID # _____   **or**   **Social Security Number** _____

                                                   (Last 4 digits)

The Medical Assisting Program requires a Restricted Enrollment Program Change form, found at the bottom of this document, to be completed with an advisor. Meet with an advisor to confirm the information below.

ASSESSMENT *the minimum Assessment Scores listed below or successfully complete appropriate developmental courses to improve your skills. Assessment Test Scores are valid for up to three years.*

☐ has submitted SAT or ACT scores   ☐ is exempt from assessment

☐ has taken the NGA

Minimum Scores:	*NGA*	*SAT (Digital)*	*SAT (Paper/Pencil)*	*Overall HS GPA*
English/Writing	237+	430 +	22+	1.8+
Reading	237+	430 +	22+	1.8+
Math	AR=240+ or QRAS=220+	430 +	22+	1.8+

Has met minimum **English** requirement.   Test/Score: _____

Has met minimum **reading** requirement.   Test/Score: _____

Has met minimum **math** requirement.   Test/Score: _____

BIOL 105 or equivalent. Complete Basic Anatomy and Physiology with a grade of 2.0/C or better. Biology 236 or 237 <u>and</u> 238 or the equivalent to these courses will meet this requirement with a grade of 2.0/C or better.

☐ has successfully completed   ☐ has successfully completed _____
BIOL 105 (2.0/C or better) or ⇒
                                               at _____ with a grade of _____

HIT 104 or equivalent. Complete Medical Terminology with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement with a grade of 2.0/C or better.

☐ has successfully completed HIT 104   ☐ has successfully completed _____
    (2.0/C or better) or ⇒
                                               at _____ with a grade of _____

NOTE:
This Application will allow the student to register for MA 175 and MA 180.
Final grades will be evaluated prior to the start of MA 175/MA 180 for these additional courses:
- Completion of CIS 120 with a minimum grade of 2.0.
- Completion of MA 115 with a minimum grade of 2.0.
- Completion of MA 134 with a minimum grade of 2.0.
- Completion of MA 140 with a minimum grade of 2.0.
  (Continued on next page)

The following additional items must be complete prior to the start of MA 196:

Coursework:
- Completion of HIT 114 with a minimum grade of 2.0.
- Completion of MA 155 with a minimum grade of 2.0.
- Completion of MA 175 with a minimum grade of 2.0.
- Completion of MA 180 with a minimum grade of 2.0.
- NOTE: MA 175 and MA 180 are offered in the fall and winter semesters. These courses must be completed within six months of registering for MA 196 or they will have to be repeated.

Background Check, Drug Screen, Physical and Immunizations (Required forms may be obtained from the Health Professions Administrative Office)**:**
- Criminal History Check Clearance. Generally, convictions or pleas of guilt to a felony will prevent you from sitting for the CMA (AAMA) Exam.
- Medical Clearance / Drug Screen. Physical and test expires after 12 months. Drug screens may need to be repeated throughout the program as required by clinical agencies. Marijuana use is prohibited.
- Maintain a cumulative grade point average at Schoolcraft College of 2.0 or better.

As with any healthcare position, there are certain occupational risks that come into play with being a medical assistant. Those hazards include the following:
- Exposure to infectious diseases
- Sharps injuries
- Exposure to bloodborne pathogens and biological hazards
- Chemical and drug exposure

Therefore, it is important to have the following complete:
- Required Immunizations
    - Two **MMR** vaccinations (Measles, Mumps, Rubella) – one as a child – one as an adult or Titer showing immunity for ALL the above.
    - **Hepatitis B** vaccination or Titer – (series must be started prior to clinical) or a signed Vaccination Declination Form.
    - **Flu Shot** – must have annual vaccination.
    - **Tetanus/Diphtheria/Pertussis (TDAP)** – must have received a TDAP within the past 7 years.
    - **TB Test** – TB test expires after 12 months. The student's TB test cannot expire before the end of class and/or when clinical will be completed.
    - **Chicken Pox** – 2 Varicella vaccinations given 1 month apart and/or a laboratory Titer verifying immunity. NOTE: we are no longer accepting history of chicken pox as evidence of immunity.
    - **Covid-19 Vaccination** or other vaccinations as required by federal, state, or clinical agency guidelines. NOTE: Subject to permitted clinical site medical/religious exemptions.

Schoolcraft College

Restricted Enrollment Program Change Form

To be completed by an Academic Advisor, McDowell Center Room 105. Call 734-462-4429 to make an appointment.

Please Print:

Student Name: _____
             Last   First   Middle Initial

Student Number: _____ or Social Security Number (last four digits) _____

Month and Day of Birth _____ / _____

Current Academic Program Name: _____

Current Academic Program Number: _____

New Academic Program Name: Medical Assisting

New Academic Program Number: 1YC.00026

Semester to Take Effect:

☐ Summer _____
         (year)

☐ Fall _____
      (year)

☐ Winter _____
      (year)

☐ Spring _____
      (year)

Return to:
Schoolcraft College Records
Phone: 734-462-4677
Email: screcord@schoolcraft.edu

Please copy:
Office of Health Professions
healthprofessions@schoolcraft.edu
734-462-4770

Sherry Bishop, MBA, CMA (AAMA)
sbishop@schoolcraft.edu
734-462-4765