



Medical Assisting Program

Restricted Enrollment Application 2024-2025

The Medical Assisting Program requires a Restricted Enrollment Program Change form to be completed with an advisor.

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 scores
 has taken the CPT or NGA

| Minimum Scores: | CPT | NGA | ACT | SAT (March 2016) | Overall HS GPA |
|-----------------|------|-----------------------|------|------------------|----------------|
| English/Writing | 51 + | 237 | 15 + | 22+ | 1.8+ |
| Reading | 57 + | 237 | 15 + | 22+ | 1.8+ |
| Math | 60 + | AR=240 or QRAS=220 | 16 + | 22+ | 1.8+ |

PROFICIENCY

- has met minimum **English** score or ⇒ has successfully completed ENG 050 or higher with a 2.0/C or better
 has met minimum **reading** score or ⇒ has successfully completed COLLS 050 or higher with a 2.0/C or better
 has met minimum **math** score or ⇒ has successfully completed MATH 045 or higher with a 2.0/C or better

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

- has successfully completed BIOL 105 (2.0/C or better) or ⇒ has successfully completed _____ 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 (2.0/C or better) or ⇒ has successfully completed _____ 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.
 - **Two-step 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) (year)
- Winter _____
(year) (year)
- Fall _____
(year) (year)
- Spring _____
(year) (year)
-

Return to:
Schoolcraft College
Records
165 McDowell Center
18600 Haggerty Road, Livonia, MI 48152
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