

MEDICAL ASSISTANT Program Application Checklist



Applications for **2012 Fall Semester** will be accepted until **June 1st**.
Applications for the **2013 Spring Semester** will be accepted until **November 1st**.
Applications received after the deadline will be considered on a space available basis.

This application expires November 2, 2012

TO COMPLETE APPLICATION TO THE PROGRAM, THE FOLLOWING MUST BE SUBMITTED:

Submit to the **ADMISSIONS** Office:

- WSCC application
- Official transcripts from all colleges previously attended
- Proof of high school graduation (transcripts) or GED certificate
- Documentation of ACT score (minimum score of 17 required)
- Declare MAT as your Major

Submit to the **MAT PROGRAM DIRECTOR**:

- MAT program application
- Copy of transcripts from ALL colleges previously attended attached to program application (Including WSCC)
- An interview with the MAT Program Director is recommended prior to application to the program.

*All information must be included for this packet to be complete. Any piece of missing documentation will result in the application not being considered for admission. Information will not be accepted via fax - it must be delivered in person or via mail by the deadline date.

You should retain copies of the application packet you submit. If you reapply in the future, information will not be released from previous application packet.

NOTE: It is the responsibility of each applicant to ensure that the application is complete and that all information is on file. If application packet does not include all information listed above at the time it is submitted to the MAT department, it will be rejected.

You will be notified by mail if you are accepted into the program. As no information regarding individual admission status will be given via telephone, please do not call the Admissions or MAT departments to obtain your status. Letters will also be sent to individuals who are not accepted into the program.

Upon acceptance all health science division students are required to have drug screenings and background check. Drug Policy and Background Check Policy are available for viewing online at www.wallacestate.edu.

