General Education Worksheet – 2021/2022 Application

Name: _____   Student # _A_____   Program Applying To: **Medical Assisting -Certificate**

==On printed unofficial transcript, highlight highest grade received for courses completed below.== If currently enrolled in a general education course, wait until grades post on transcript to apply. DO NOT circle a grade/point if class is <u>not</u> complete. All unofficial transcripts from each college attended must be uploaded to the online application. It is the responsibility of the applicant to ensure accurate and truthful information. If no college attended, upload high school transcript, insert High School GPA on Line 1 below and complete lines 2-4. **All light grey shaded areas must be complete to be considered. Answer each row, add columns and calculate totals.**

CLEP or AP Credit: *A copy of the official score report* **must be uploaded**. *CLEP and ACT CLEP credit will be awarded letter grade of "B". AP Exam Score of 5 = A, 4 = B, 3 = C.*

Course Name and Number Students can apply to the program before completion of all general education courses.		Circle earned grade and points	Credit Hours	For office use: Course/grade Verified / highlighted	
ENG 101 English Composition		A=12 B=9 C=6	3		
MAT 101 or HIT 110 Medical Terminology	Course you are declaring best grade in: Course: _____ _____	A=12 B=9 C=6	3		
Math Elective: MTH 116, MTH 100, MTH 110, MTH 112, MTH 113, MTH 120, MTH 125, MTH 126, MTH 227, MTH 237, MTH 238, MTH 265	Course you are declaring best MTH grade in: Course: MTH _____	A=12 B=9 C=6	3		
ACT composite score: _____ *Minimum composite score of 17 required*. **Date of score:** _____		Add circled points from above: ÷ _____ **TOTAL PTS**	Add hours completed: _____ **TOTAL HRS**	Divide TOTAL PTS by TOTAL HRS *(Minimum 2.0 required)* = _____ **TOTAL GPA**	

If no college courses completed, insert High School GPA on Line 1 and complete Lines 2-4

Do Not Round Totals

Meeting Minimal Requirements Does Not Guarantee Acceptance

1. Insert **Total GPA** from above	_____(max 4.00)
2. Multiply line 1 Total by 9 =	_____(max 36)
3. Insert ACT composite score	_____(max 36)
4. Add line 2 and 3 for Total	_____(max 72.00)

Use this form March 1-June 1, 2022.