



Dear Prospective Medical Assisting Student:

Thank you for requesting information about the Medical Assisting Program at Columbus State Community College. The program accepts 25-40 students per year. Students who wish to apply for the autumn class **must** attend one (1) mandatory information session before the deadline or view the PowerPoint online and take the quiz. These are scheduled each semester. **Applications for the program are available only at the information sessions.** The deadline for completing applications is July 31st each year, for the class beginning every autumn semester. Dates and updates for the mandatory information sessions can be obtained by calling (614) 287-2521, or email mat@csc.edu Dates and updates for the mandatory information sessions can be found on this website under *Information Sessions*.

To assist in your preparation, I have enclosed admission requirements and the plan of study. These are also posted on the website. Please note that admission requirements are ***subject to change***. You must attend an information session to receive the most ***current*** admission requirements, plan of study, and to get an application.

All pre-program advising is done by the college Health and Human Services Advising, which is located in Union Hall, Room 477. Please call (614) 287-2779 to schedule an appointment or email them (preferred method of contact) at hhsadvising@csc.edu.

For the health program advisors to have access to your transcripts, you must first apply for admission to Columbus State Community College. You can do this by going to www.csc.edu, go to "Admissions" and click on **Apply Online**. Second, you will need to request official transcripts from any high school or other college (s) and have them sent ***directly*** to Columbus State Community College, Attn: Records and Registration Department, P.O. Box 1609, 550 E. Spring Street, Columbus, OH 43216. The telephone number for Admissions is (614) 287-2669 or (800) 621-6407 extension 2669. The telephone number for Records and Registration is (614) 287-2643 or (800) 621-6407 extension 2643.

Thank you for your interest in our great Medical Assisting Program here at Columbus State Community College!

We look forward to working with you to help you achieve your goals.

Regards,

Tonya G. Redden

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Medical Assisting Program Admissions Requirements

APPLICATION DEADLINE IS AUGUST 10th FOR ENTRY INTO AUTUMN SEMESTER EACH YEAR, OTHERWISE MUST CONTACT PROGRAM COORDINATOR DIRECTLY

Students must be admitted into the program to be registered for MAT courses

All students who wish to enter the Medical Assisting Program must comply with the following requirements:

1. **Admissions Criteria/Requirements:**

The Medical Assisting Program is a rigorous program of study. Admission criteria includes specific college courses. All admission courses must be completed with a grade “C” or above.

A. Applications for admission to the program will be evaluated based on completion of admission requirements.

B. Placement Testing: (All placement testing deficiencies or completion of DEV courses must be done by application deadline; you MUST apply to Columbus State before taking the placement tests):

Biology 0100 or placement equivalent, ***not necessary if student has taken ENGL 1100***

Math Skills: Placement into MATH 1104 or STAT 1350

Writing Skills: Placement into ENGLISH 1100 – Composition I or completion of ENGLISH 0190.

Language Development or ESL 0190 (International students). Students who are awarded transfer credit by Columbus State for ENGLISH 1100 taken at another college are not required to take the Writing Skills Test.

Reading Skills: Placement out of reading course requirements, or completion of DEV 0145 - Critical Thinking and Reading. Even if students have transfer credits for ENGLISH 1100 from another college, they must still take the reading placement test unless they already have an Associate’s or Bachelor’s Degree

Current American Red Cross or American Heart Assoc.

- ***Healthcare Provider CPR with AED Certification***
- ***American Heart Assoc. First Aid Certification***
- ***Student can take MULT 1130 at CSCC (must receive certificates for both CPR and first aid***

A minimum grade of “C” or higher is required.

C. Achievement of a minimum GPA of 2.00 on a 4-point scale based on the completion of courses at the college most recently attended or Columbus State Community College. A minimum GPA of 2.0 must be maintained throughout the length of the Medical Assisting Program.

- D. Students must complete all prerequisites: Basic (B); General (G) and Technical (T) courses with a grade of “C” or above (see Plan of Study).
- E. Attendance at a Medical Assisting Information Session for the current application period.

2. **Required Documentation to be submitted to the Admissions/Records and Registration Office:**

- A. **Final official high school transcript** (sent directly by the high school to Columbus State) verifying date of graduation OR General Education Development (GED) test results with a minimum average standard score of 45 and a minimum of 35 in each subject.
- B. Official transcripts from other college(s) attended sent by the college directly to Columbus State.
- C. Application to Columbus State (if not a current student).
- D. International Students: See section 3

3. **Required Documentation to be submitted to the Medical Assisting Program (all students)**

- A. Medical Assisting Program Application
- B. **Copy of final high school transcript verifying date of graduation OR General Education Development (GED) test results sent to Registrar.**
- C. Copy of transcripts (unofficial copy is acceptable) from other college(s) attended (these will be cross verified with the Admissions Office)
- D. Placement test results
- E. Students who have attended other colleges must have their official transcripts ALSO sent to Records and Registration where the transcripts will be evaluated for transfer credit. This must be completed BEFORE submitting the Medical Assisting application. If you are not currently a Columbus State student, you must submit a Columbus State application prior to submitting your transcripts for evaluation. In order for transcript evaluation to occur by the application deadline, transcripts must be submitted to Records and Registration by February 1st. All transcripts must be evaluated, and transfer credit posted by the application deadline.
- F. International Students: As well as submitting the above information in #3 A through E, international students must also submit foreign high school AND college transcripts to one of the following transcript evaluation agencies:

Educational Credential Evaluators, Inc., at <http://www.ece.org> OR,
World Education Services at <http://www.wes.org>

Check for deadlines for submission of transcripts to the evaluation agency. The cost of the evaluation is the responsibility of the student. Please ask the agency to send one copy of the completed evaluation directly to: Columbus State Community College, Attention: Admissions Office, Madison Hall, 550 E. Spring Street, P.O. Box 1609, Columbus, Ohio 43216-1609

4. **Additional Admission Information:**

- A. If you are not a current or previous Columbus State student, you may enroll online at <https://www.csc.edu/admissions/apply.shtml> You may also visit Admissions located in Madison Hall (ground floor).
- B. For information regarding placement testing, contact the COMPASS Lab, located in Aquinas Room 002, telephone number (614) 287-2478 or <http://www.csc.edu/services/testingcenter>
- C. All students who are accepted into the program will be expected to attend a **mandatory orientation session in the summer** and to complete a series of “Health Record” forms and immunizations. Students who fail to complete record requirements by will relinquish their place in the program. Accepted students will receive written information regarding these requirements in their acceptance packets.
- D. Students are required to have a background check and drug screen when requested by MAT Program Coordinator. Please do not have this done in advance of notice by the medical assisting program.

5. **Statement Regarding Infectious Diseases:**

Students in any of the Allied Health Programs, including Medical Assisting, perform their clinical work on real people. Columbus State does not discriminate against students, faculty, or patients in anyway, or based on color, creed, national origin, gender, disability or sexual preference. The patient populations with whom we work come from all walks of life, and the students may therefore be exposed to many types of communicable diseases. These are not limited to but may include hepatitis (A, B, C, or D), HIV/AIDS (**Hepatitis A, C, or D, and HIV/AIDS testing is not a requirement of the health record**), TB, measles, mumps, rubella, rubeola, COVID, RSV, influenza, pneumonia, etc. All students entering the Medical Assisting Program must be aware of this slight, but real potential.

All students are required to have personal health insurance in effect by the first day of class or sign an insurance waiver.

Students must submit to BCI and drug screening when Program Coordinator indicates is necessary to do so

To receive information regarding Information Sessions, or to receive an information packet, please email Tonya Redden at tredden1@csc.edu or Krystal Phillips at kphillip@csc.edu

To contact the Health Records Office regarding your student health record requirements, go to Union Hall 132 or email healthrecords@csc.edu