

# Medical Assisting Program Admission Requirements

This program uses a competitive selection process. Meeting the minimum requirements for admission will not guarantee acceptance to the Medical Assisting program.

The timeline to apply to the Fall 2024 Medical Assisting program is  
Monday, April 1<sup>st</sup>, 2024 at 12:00 am – Monday, June 10, 2024 at 5:00 pm.

## COLLEGE ADMISSION PROCESS

- To be accepted into the College and qualify for the selection process, students must complete all STC admission requirements found here: <https://www.savannahtech.edu/admissions/apply-online/>
- Applicants must be at least 18 years of age to apply to the Medical Assisting Program and 16 to apply to the college.
- Apply to the college online at <https://www.savannahtech.edu/admissions/apply-online/>
  - The application fee for a new student is \$25.00 and \$10.00 for a readmit student.
  - Required Documentation: All four of these documentation requirements must be met in order to register for classes:
    - Proof of Lawful Presence
    - Proof of Georgia Residency (to qualify for in-state tuition rate)
    - Official High School /GED Transcripts
    - Official College Transcripts
- Arrange to take the **Placement test, if required**, by appointment with the testing office.
- Complete a financial aid application. PELL grants and other aid are available to qualified students when they complete the financial aid application.
- Obtain regular admission status to Savannah Technical College.

*Information on this box pertains to acceptance to the college and does not guarantee selection into any program. See Student Affairs regarding status of acceptance to Savannah Technical College.*

## COMPETITIVE SELECTION PROCESS – Medical Assisting

All items below must be completed by the published competitive selection deadline.

- Successfully complete all required GPA calculation courses for selection.
- Submit a Competitive Admissions Health Science Programs Application online at <https://www.savannahtech.edu/competitive-admissions-health-science-programs/>. This link is also available on the program webpage during the application period. The \$25.00 fee for applying to a competitive health science program must be paid at the cashier office to be considered for selection to the program. This fee is required for each application cycle in which an application is submitted.

The number of seats available for each program cohort are limited based on clinical slots and/or program accrediting agency requirements. Therefore, the number of students accepted can vary with each application cycle. Only students who meet the minimum eligibility requirements as outlined will be considered for selection.

Prior to the start of the program, students must satisfy one of the following entrance pathways:

1. Complete the Health Care Assistant Technical Certificate of Credit (TCC)\*\* with one of the following specializations to be considered for admission into the Medical Assisting diploma program: Medical Front Office, Phlebotomy, Nurse Aide, Patient Care Technician, Central Sterile Processing or Basic Dental Assisting or designated Certificate.
2. Students who have completed the EMT Basic certificate or the Medical Coding/ Insurance Data Entry Specialist are also eligible to apply.

**PATHWAY 1: HEALTH CARE ASSISTANT**

**REQUIRED COURSES for the Health Care Assistant TCC\***

ENGL 1010 - Fundamentals of English	3 credit hours
MATH 1012 - Foundations of Math	3 credit hours
PSYC 1010 - Basic Psychology	3 credit hours
ALSH 1011 - Anatomy and Physiology	5 credit hours
ALHS 1090 - Medical Terminology	2 credit hours
COMP 1000 - Introduction to Microcomputers <i>OR</i> COLL1010 College and Career Success Skills	3 credit hours
ALHS 1040 - Introduction to Health Care	3 credit hours

*\*Higher level courses may be substituted where applicable*

**Health Care Assistant Specializations and Stand-Alone Certificate Options**

**SPECIALIZATIONS**

**Medical Front Office Specialization Courses**

BUSN 1440 – Document Productions	4 credit hours
BUSN 2340 – Medical Administrative Procedures	4 credit hours

**Phlebotomy Specialization Courses**

PHLT 1030 – Introduction to Venipuncture	3 credit hours
PHLT 1050 – Clinical Practice	5 credit hours

**Nurse Aide Specialization Courses**

ALHS 1060 – Diet and Nutrition	2 credit hours
NAST 1100 – Nurse Aide Fundamentals	6 credit hours

**Patient Care Technician Specialization Courses**

ALHS 1060 – Diet and Nutrition	2 credit hours
NAST 1100 – Nurse Aide Fundamentals	6 credit hours
PCTA 1100 - Skills Patient Care Technician*	6 credit hours
*Must be a Certified Nurse Assistant	

**Dental Assisting Specialization Courses**

DENA 1050 – Dental Microbiology	2 credit hours
DENA 1080 – Dental Biology	5 credit hours
DENA 1340 – Dental Assisting I	6 credit hours

**Stand-Alone Certificate Options**

**Medical Coding/ Insurance Data Entry**

BUSN 1440 – Document Production	4 credit hours
MAST 1120 – Human Pathological Conditions	3 credit hours
BUSN 1015 – Introduction to Medical Insurance	4 credit hours
BUSN 2370 – Medical Office Coding, Insurance, and Billing	3 credit hours

**Central Sterile Processing Technician**

CSSP 1010 – Central Sterile Supply Process	5 credit hours
CSSP 1020 – Central Sterile Supply Practicum	6 credit hours
CSSP 1022 - Central Sterile Practicum II	5 credit hours

**Medical Technician Basic Certificate**

EMSP 1110 – Introduction to EMT Professions	3 credit hours
EMSP 1120 – EMT Assessment/Airway Management	3 credit hours

EMSP 1130 – Medical Emergencies for the EMT	3 credit hours
EMSP 1140 – Special Patient Populations	3 credit hours
EMSP 1150 – Shock and Trauma for the EMT	3 credit hours
EMSP 1160 – Clinical/Practical Apps for the EMT	1 credit hours

- **GPA Calculation of Selection Courses-** A minimum Grade Point Average (GPA) of 2.50 is required for entry into the Medical Assisting program. The six (6) courses used to calculate the GPA are:

ENGL 1010 – Fundamentals of English <b>OR</b> ENGL 1101 Composition and Rhetoric	
MATH 1012 - Foundations of Math <b>OR</b> MATH 1103/ MATH 1111 or higher	
PSYC 1010 – Basic Psychology <b>OR</b> PSYC 1101 Introductory Psychology	
ALHS 1011 – Structure and Function of the Human Body	<b>OR</b> BIOL2113/ 2113L <b>and</b> BIOL2114/BIOL2114L
ALHS 1090 – Medical Terminology	
COMP 1000 – Introduction to Computer Literacy	

**Multiple Attempts** – When a course is taken more than once, the highest grade earned will be used to calculate the GPA. Transfer credits will be included in the GPA calculation where applicable.

**Course Expiration Date** – There is no expiration date for courses used to calculate the GPA. COMP1000 has an expiration date of 5 years and must not be older than 5 years at the time of program completion.

- **Entrance Test** – The TEAS test is not required for Medical Assisting.

### Application Period(s)

Fall Entrance: Applications are accepted online on the Medical Assisting webpage from April 1<sup>st</sup> 12:00 am through June 10<sup>th</sup> at 5:00 pm for Fall Semester start of the Medical Assisting program.

### Notification of Selection

Students will receive selection notification no later than 4 weeks after the application deadline. Only applicants who have obtained regular admission status to Savannah Technical College for the semester for which they applied and who have submitted a Competitive Admissions Health Science Programs Application and paid the \$25 competitive fee at the cashier office by the application deadline will be notified of their selection status to the program.

Notification will be sent to the email address(es) provided in the Competitive Admissions Health Science Programs Application. If notified of an offer of selection, students will have 48 hours to reply to the email. **Students must confirm acceptance of the seat in order to be added to the program.** If a student declines the offer or does not reply within the specified timeframe, the seat will be offered to the next student in the rank-order calculation.

### Other Criteria

In addition to the selection criteria listed above, students must also possess current American Heart Association BLS (CPR) prior to starting the Medical Assisting program. Students are expected to abide by and uphold professional and ethical standards at all times in accordance with STC's Code of Conduct and the program handbook.

STC cannot guarantee licensure or certification to any graduate of any program or the ability to participate in clinicals. Eligibility for clinical participation is determined by, and subject to the rules and regulations of the partner clinical facilities. Eligibility requirements for clinical participation may include, but are not limited to: successfully passing a criminal background check and drug screen analysis; attending mandatory orientation for the facility; and submitting a complete immunization record and/or titer including current COVID-19 vaccination or booster before placement in clinical settings. Students are assigned to clinical facilities based on the academic requirements of the course. Students should expect to travel to facilities anywhere within the STC service area to attend clinicals.

### Students Residential Criteria

The following residential criteria is established for admission into programs that admit students on competitive basis:

- In accordance with TCSG Procedure 6.6.1p Student Tuition and Fees, Out of State Students shall be enrolled in the College on a space available basis and shall not displace any Georgia Student desiring to enroll in the College.

- Military-affiliated students who are deemed eligible for HOPE grant or scholarship per Georgia Student Finance Commission regulations will not be considered Out-of-State Students for purposes of competitive program admission.
- Out-of-State students who apply for competitive admissions programs shall be considered for admission on a space available basis. They shall not displace any student with a Georgia domicile who meets minimum requirements for admission to the program.
- Non-Citizen students who apply for competitive admissions programs shall be considered for admission on a space available basis. They shall not displace any student with a Georgia domicile. Eligible Non-Citizen or Out-of-State student who meets minimum requirements for admission to the program

Savannah Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs including any Workforce Investment Act of 1998 (WIA) Title I Financed Programs. Savannah Technical College is a division of the Technical College System of Georgia. Savannah Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award technical certificates of credit, diplomas, and degrees.