



## MEDICAL ASSISTANT SPRING 2025 Application Information & Forms

- You must complete ALL application steps to be considered.
- There is a \$35 fee to apply to for this program.

### 1. PROGRAM ADVISING

This guide will give you all the information necessary to make a successful application to the MA Program. You will be responsible for understanding the program entrance and degree completion requirements. **PLEASE READ INFORMATION CAREFULLY.**

Health Professions [Academic Advisors](#) can assist you with academic planning, to help make sure you'll be ready to transfer or start your career. They are available to review your progress towards program or application requirements. Our Health Professions advisors, Allene Gibson and Kelly Ochoco, may be reached at [HPAdvising@lanecc.edu](mailto:HPAdvising@lanecc.edu). You may email them or see them in-person during drop-in hours or via Zoom.

The following information is intended for program entrance only and does not include information on courses required for degree completion. These can be found in the catalog listing for [Medical Assistant](#).

### 2. APPLICATION PROCESS & DATES

**2A. Selection Criteria:** Acceptance to the MA program depends on the number of qualified applicants and space available. A total of 24 students can be accepted.\*

**Program acceptance is based on confirmed points.**

In addition to admitted students, there will be designated alternates. An alternate is allowed to enter the program if an admitted student declines. Any alternates not accepted into the **Spring 2025** program may enter the **Fall 2025** program without having to reapply.

**\*Note:** Florence students are welcome to apply. Please note weekly clinic labs are on Main Campus.

**To be considered an Applicant to the program you MUST meet all application requirements.**

#### 2B. Important Dates:

Application opens:	January 6, 2025 at 12:15 a.m.*
Application Information Session	January 16, 2025, 3-4:30 p.m. Bldg. 30/114
Application closes:	February 24, 2025 at 11:59 p.m.*
Application notification: Notifications sent via email	February 27, 2025 by 5:00 p.m.
Mandatory orientation: Attendance required if accepted/alternate status:	March 4, 2025 at 3:00 p.m.

### 3. ACCESSIBILITY AND ACCOMMODATIONS

To request assistance or accommodations, contact the Center for Accessible Resources at (541) 463-5150 or [accessibleresources@lanecc.edu](mailto:accessibleresources@lanecc.edu).

\* You must submit your Electronic Program Admission Application and Payment and other application documents before the deadline on the application close date.

#### 4. PREPARING TO APPLY- APPLICATION REQUIREMENTS

*Complete all steps and submit all documentation by the close date listed in Section 2.  
Use this checklist to make sure you've completed all requirements. Keep a copy for your records.*

**You must meet the following criteria to have a complete application and be considered for the program. Review the following steps carefully.**

- Email Account:** You will need an active email address if you do not already have one.
  - LCC's Enrollment Services and Health Professions Application Center use your email address to send you information. Make sure they have any changes to your email address.
  - Please set your "spam filter" system to accept email addresses containing [@lanecc.edu](mailto:@lanecc.edu).
  - Notification of your application status will be communicated to you via Lane email.
  
- Admission to Lane as a Credit Student:**
  - If you are not currently a credit Lane student, complete [Lane's college admission process](#) and obtain a student "L" number.  
Make sure to complete all "[Steps to Enroll in Credit Classes](#)" including testing if needed.
  - If you previously attended Lane as a credit student but have not taken courses for 4 terms, you will need to re-apply to update your account. Click "Retuning Student."
  
- Advising:** Meet with a Health Professions academic advisor or email [HPAdvising@lanecc.edu](mailto:HPAdvising@lanecc.edu) to discuss options.
  
- Submit Non-Lane Official Transcripts to Enrollment Services:**
  - All courses from other colleges used as prerequisites must be recorded on your official transcript. It is your responsibility to plan ahead and order transcripts prior to the application deadline.
  - Transcripts should be sent to and received by Lane Enrollment Services by the application close date. [Submit Transcripts](#).
  
- Request Course Equivalency Evaluation (if needed):**
  - Courses taken at other colleges may be eligible to use on your application.
  - Go to the [Enrollment Services](#) website and use the "[Transfer Tool](#)" to check.
  - If courses do not appear as equivalent, email: [HPAdvising@lanecc.edu](mailto:HPAdvising@lanecc.edu).
  
- Application Point Sheet:**
  - Complete all application course requirements as described on the Application Points sheet
  - Only courses which have been *completed* and are on your transcripts may be used for points.
  - Note all applicable classes and points carefully. Do not leave course, school, term or # credits information blank. **Applications with missing info will be returned to you**
  - Please name all application and supplemental materials you upload as: "**MA2025\_LastName\_L#.**"

**Points will NOT be awarded if you do not put a completed course on your Points Petition Sheet, even if it's on your transcript.**

#### 5. SPRING 2025 PROGRAM ENROLLMENT REQUIREMENTS

**Program Eligibility:** You must complete the following Prerequisites to be eligible to enter the MA Program. Minimum points to apply: 68 Pts.

**You need to take more than the pre-requisite classes listed below to reach 68 pts. on the application.**

\*It is highly recommended that you review possible courses with an Academic Advisor.

**2025 Enrollment Academic Requirements** or established equivalent courses graded **C** or higher (**C-grades are not accepted** after spring term 2019):

1. **Writing course/Bachelor's degree:** Select one WR 115, WR 121, WR 122, WR 123 or WR 227 or submit an official transcript showing that a bachelor's degree has been awarded.
2. **Medical Terminology:** HP 100
3. **Anatomy & Physiology:** HP 150 **OR** BI 231
4. **Psychology:** One course of choice
5. **Math 052 or Higher:** MTH052 (Math for Physical Science) is the minimum level.
  - Students who have successfully completed required math levels, *preferably Math 95 or higher*, are eligible to submit applications for the spring term MA Program.
  - If you have not completed a qualifying math course by the application deadline, you can opt to do math placement testing for points.
  - Students who take a placement test, but have not yet met the math requirements, will be required to enroll in **Math 98** during the spring term if accepted into the MA Program. Applicants *must* have fulfilled all other prerequisite requirements.

**Additional [Math Placement Testing Info:](#)**

- Student completing a degree at Lane (and not transferring) are not required to do placement testing for Math 52, 75, 85, 98 or Math 105.
- Students planning to transfer to universities or other medical programs must take [placement tests](#) for Math 95 or Math 111. Sign up to take the [Math Placement Test](#).

**Pre-Clinical Requirement to Enter Program (Paid by student)**

By May 2025, students must provide documentation of specific immunizations, background check & drug screen. Specifics will be discussed at the Mandatory Orientation. You will receive all necessary materials after you have indicated your program acceptance.

**6. APPLICATION SUBMISSION**

**Submit the Application Packet to a New Lane [Application Portal:](#)**

There is an online application portal that will include: Contact information, acknowledgment responses, application fee, and a one-stop place to upload your application and all supplemental documents.

**Application Portal Instructions:**

- If you are a brand new or a returning student to LCC, complete the initial college application first.
- If you've been an ongoing LCC student, then go to option 3 to apply for a "Special Admission Program."
- To submit your application, you will need to upload each required form into the portal prior to submitting the application and paying the application fee.

**Required and Supplemental Forms Checklist:**

- Application Point Petition Sheet (**fillable PDF – it needs to remain fillable when sent**)
- Supporting documentation for Additional Points, if applicable (i.e. HIM Certificate, CNA license).

**\*\*Please make sure you click on the final [SUBMIT](#) button after you review your application.**

**Note:** You will receive a confirmation email for your application. Please contact us if you don't receive one. **If you have any follow-up questions, please contact:** [HPApplicationCenter@lanecc.edu](mailto:HPApplicationCenter@lanecc.edu)