



# LCC Medical Assistant Program Fall 2024 Application Forms Packet

## FORM 1 CONDITIONS FOR APPLICATION

Complete all portions of this form as directed. List name as indicated in [ExpressLane](#)

L# \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Email (required) \_\_\_\_\_ 1st Phone \_\_\_\_\_ 2nd Phone \_\_\_\_\_

All courses taken at LCC

Official Transcripts from other colleges have been submitted to Lane Enrollment Services – Attention: HP Transcript – Lane Community College - 4000 East 30<sup>th</sup> Ave, Eugene, OR 97405

### Application Conditions and Program Progression Completion Requirements

In submitting my MA program application by email to [HPApplicationCenter@lanecc.edu](mailto:HPApplicationCenter@lanecc.edu) , I affirm the following:

- I took all of my prerequisite courses at Lane Community College,  
**OR** I have submitted official, sealed transcripts from colleges other than Lane to Lane Enrollment Services.
- I have completed the [LCC Credit Admission](#) process and have an L number.  
**OR** I have previously taken credit classes at Lane and have an L number.
- I have completed the Medical Assistant Online Admissions Application & Payment process, including paying the **\$35 non-refundable** application fee.
- I understand all information in the Fall 2024 Medical Assistant Application Information Packet. **I am NOT considered an applicant to the program unless all required forms and documentation are completed and submitted according to application instructions prior to the application deadline.**
- My application will not be returned and I am responsible for making a personal copy.
- I have read the Enrollment Requirement Section and understand I must attend the mandatory orientation and comply with all other enrollment requirements if I am accepted or considered a program alternate.
- I am a current [resident](#) of the State of Oregon and my current Oregon address is listed in *myLane*.
- I understand I must successfully complete all MA Fall Enrollment Courses before Fall term 2024 and if courses are not completed and transcribed as required, I will not be allowed to enter the program.
- I understand it is my responsibility to complete all program requirements for degree completion by the end of Spring Term 2025.
- I hereby attest that all application information and documentation I have submitted in this packet is accurate and authentic.

**Be sure to use the latest version of Adobe Reader to complete this form and submit as a fillable pdf form.** Forms 1 and 2 that are submitted scanned, via Google docs, handwritten or delivered in person **will not be accepted.** Macintosh users – do not use “Preview” to view or complete this Form. Set Adobe Reader as the default PDF reader <http://get.adobe.com/reader/>

<p><b>Submit all supporting documentation attached to ONE e-mail by the deadline:</b></p> <p><b>Health Professions Application Center:</b>  <a href="mailto:HPApplicationCenter@lanecc.edu">HPApplicationCenter@lanecc.edu</a></p> <p><b>Subject:</b>        Name L number MA Application Forms Packet</p> <p><b>File Name:</b>        MA24 LastName_LNumber</p>	<p><b>On the same date or before:</b></p> <p>Lane Transcript and/or submitted transcripts to <a href="#">Enrollment Services</a> reflect courses and degree(s) listed on Point Petition Sheet.</p> <p><b>Online Medical Assistant Program Admissions Application and Payment has been submitted.</b></p>
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**FORM 2 POINT PETITION SHEET Lane MA Fall 2024**

See 2024 Medical Assistant Application Information Packet for application requirements and for Course Equivalency & Transfer requirements if course was not taken at Lane. List only the courses which are completed and are on your official transcripts.

Courses must meet minimum credit requirement shown. No C-grades will be accepted after Spring term 2019. Not all courses accept P grades. Enter grade point values in the right hand 'Points' column. #'s only.

All course information must be entered in order to count for points: course/school, term/year, credits	Course & School Use "N/A" if no course.	Term/ Year	# Credits	Grade Pass	Grade C	Grade B	Grade A	# Pts Earned
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**Part 1. Fall Entry Requirements: listed must be completed by the end of Summer term 2024.**

**Items 1: Writing Requirement: Choose one option.**

WR 115, WR 115W (3/4 Cr) <b>OR</b>				N/A	6	9	12	
WR 121, 122, 123, 227 (3/4 Cr)				N/A	6	9	12	
<b>OR</b> Prior Bachelor's degree; must appear on a submitted transcript			N/A	N/A	N/A	N/A	12	

**Item 2: Medical Terminology Requirement:**

HP/HO 100 (3 Cr)				N/A	6	9	12	
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**Item 3: Mathematics Requirement: Completed Summer Term 2019 or later. Choose one option.**

MTH 052 (4 Cr)				N/A	12	20	20	
Lane Math Placement Test *	See note below:		N/A	12				

\*Students may use MTH 052 taken before July 2021 if they pass placement tests – See Application Information Packet.

**Items 4: Anatomy & Physiology Requirement: Choose one option.**

**HP/HO 150 (3 Cr) <b>OR</b>				0	6	9	12	
**BI 231 (4 Cr)				0	6	9	12	

**Part 2. Additional points given for completion of these courses. List only the courses which are completed and are on your official transcripts.**

**Items 5: Business and Computer Course Options:**

BT 165 (3-4 Cr)				0	6	9	12	
BT 120 <b>OR</b> CIS 101 (4 Cr) <b>OR</b>				0	6	9	12	
CS 120 (4 Cr)				0	6	9	12	

**Items 6: Psychology**

PSY 110 (4 Cr) <b>OR</b> Higher				0	6	9	12	
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**Items 7: Health Occupations and Health Science courses:**

HP/HO 110 (3 Cr)				0	6	9	12	
HIT/HP 105 (3 Cr) <b>OR</b> HIT/HIM 107 (3 Cr)				0	6	9	12	
MA 112 (3 Cr) <b>OR</b> HIM 112 (3 Cr)				0	6	9	12	
MA 119 (3 Cr) <b>OR</b> HIM 114 (3 Cr)				0	6	9	12	
HIM 220 (3 Cr)				0	6	9	12	
HIM/HP 153 (3 Cr)				0	6	9	12	
**HP/HO 152 (3 Cr) <b>OR</b>				0	6	9	12	
**BI 232 (4Cr)				0	6	9	12	
**BI 233				0	6	9	12	

\*\*Complete one option Fall 2017 or later: Either HP 150-152 or BI 231-233. Program requires completion of HP 152 or BI 233 by end of Winter 2025 .

**Total Course Points Earned**

**Part 3. Additional Points.**

<b>Prior College Degree:</b> Associate, bachelors, masters, or higher degree. Transcript must indicatedegree granted . = 5 pts	
<b>Health Records Technology Certificate /HIM</b> Transcript must indicatedegree granted. = 5 pts	
<b>State Board of Nursing Certified Nursing Assistant Unencumbered License</b> <a href="#">submit verification</a> . = 2 pts	

**Required Minimum Points to Apply: 68** (*Total Course Pts. Possible: 176*)

**Total Application Points**

**List any additional information that didn't fit into spaces provided above:**

