

Application Instructions

Applications will be accepted to apply to the Medical Assistant Program (AAS or Certificate) on March 1st – June 1st for consideration of Fall admission.

Minimal Admission Requirements

1. Apply to WSCC 6-8 weeks prior to program deadline and be unconditionally admitted and in good standing with the College.
2. Have official college transcripts from each college previously attended sent to WSCC Admissions at least one month prior to the program deadline.

NOTE: It is the responsibility of each applicant to ensure that all information is on file with the Admissions Office prior to application deadline.

3. **Meet the minimal Medical Assistant AAS or Certificate Program Admission Requirements which include:**

- A. Minimum of 17 ACT composite score or Superscore (National or Residual) is required for admission consideration.

ACT scores are available on Degree Works reports, transcripts including High School, and through ACT.org. While an official score report is not required, if ordering your score report from ACT.org, please use Code 0083 and allow 4-6 weeks for processing. Wallace will receive your score from ACT and add it on your myWallace account. To use scores available on ACT.org you will need to print to PDF, we do not accept screenshots. We will accept ACT Superscores from ACT, but not manually calculated ACT Superscores. Higher scores will receive more points in the application process. Scan the document to PDF format and save file and then upload the document to your online application.

- B. Must possess a minimum 2.0 GPA on a 4.0 scale for attempted general required program courses. GPA calculated for program selection will be on the general required MAT courses excluding ORI 110. **Students can apply to the program before completion of the general education courses.**
- C. Submit the online health division application with all required attachments by deadline.
- D. A student must meet the essential functions and technical standards required for the program as documented on the required [WSCC physical form](#). Form to be completed **upon** program acceptance, view **now** for reference only.

Each health program has an online program application process which requires documents to be uploaded and submitted complete by **June 1st** for evaluation. All information must be uploaded to each online application to be complete. Information will NOT be accepted in person, by mail/email or via fax.

The application must be prepared by the applicant. Mailing address, email, and phone number must be current in order to receive correspondence. Please check email periodically for application notifications. Applicants will be notified by email of your acceptance outcome by **July 1st**. No information regarding individual admission status will be given via telephone; **do not call** Admissions or the program directly to obtain status. Log in to your Dynamic Forms account to review the application.

4. The following are **required documents** that are needed before beginning the application:
 - a. **General Education Worksheet**
 - b. **ACT Composite Score** - Scores (National or Residual) printed from Degree Works will be accepted for Wallace State students. Transcripts with ACT score is also acceptable. Save file.
 - c. **Transcript** – Obtain the most current unofficial transcript from each college previously attended and highlight the highest grade received for courses listed on General Education Worksheet. Make sure your name and the college name are clearly visible on each transcript. The unofficial transcript must include all pages (even blank ones). *WSCC Admissions office CANNOT print transcripts from other colleges. The WSCC transcript can be obtained from your MyWallaceState account.* Save file.

How to Scan to PDF

All documents must be named as directed above and uploaded to the online application. Document format must be PDF with 16 MB limit. All documents must be legible to be valid. All pages of document (even blank pages, full set of page numbers) must be uploaded to be complete. ** Only one image per page. If document contains multiple pages, these pages MUST be batched together into a single PDF document.

1. Download the Free Cam Scanner App to your smart phone, <https://www.camscanner.com/>
2. Set up Free Basic Account. See free tutorial: <https://www.youtube.com/watch?v=iZRalwludu8>
3. From App, select files to send.
4. Add applicant email address. Tap Send.
5. Open email from computer, rename document as directed above and upload to online application when prompted.

5. Apply to the Program

First time users will be required to “Create New Account” upon entering the online application. **To receive application notifications, use your WSCC email address and password to “create new account”.**

Example: Using your email as username: `firstname.lastname@student.wallacestate.edu`
PW: `!ACCS010199` (for a January 1, 1999 date of birth)

The application will time out after 45 minutes. A "Save Progress" button is accessible for your convenience. The draft is saved in My Forms. **Application is not complete until all documents are uploaded and completed application has been submitted.**

Application can be reviewed/tracked by signing into your Dynamic Forms account. A confirmation email will be sent when application has been processed.

6. **Selection**

Meeting Minimal Requirements Does Not Guarantee Acceptance. Students are selected on the basis of completion of all program requirements prior to the deadline and ranked based on General Education Worksheet total.

Please check WSCC email periodically for application notifications. Once application information is submitted, it becomes the property of Wallace State Community College and will not be released from this application. Application data is not kept on file from previous submissions.

Accepted students are required to submit to drug screenings and background checks, as well as attend a mandatory program orientation. [Drug Testing Policy](#) and [Background Check Policy](#) are available for viewing on the Health Division page.