



# MEDICAL ASSISTANT (315091)

One-Year Technical Diploma

## Program Application Dates and Campus Locations

Semester	Campus	Application Available	First Day of Processing	Application & Credentials Deadline
Fall 2012	Madison	September 1, 2011	October 17, 2011	February 17, 2012
Spring 2013	Madison	January 16, 2012	March 19, 2012	October 15, 2012

## If you meet the following Unique Admission Requirements:

### UNIQUE ADMISSION REQUIREMENTS

In order to be determined a qualified applicant, the following qualifications must be satisfactorily completed prior to submitting an application. **Most recent reflection of your assessment testing and course requirements will be taken into consideration when reviewing applications for admissions.**

1. **High School graduation, GED/HSED completion or higher documented degree**
2. **Assessment testing (one of the following):**

Test	Minimum Test Scores
COMPASS	Reading 80, Writing 70, Pre-Algebra 55, E-Write 6
ASSET	Reading 40, Writing 40, Numerical 40
ACT	Sub-scores and Composite 18 or higher
SAT	Math & Verbal for a minimum total of 1100

3. **Residency:** Per Wisconsin Statute TCS-10, out of state residents are not permitted to be placed on a waiting list for a program that closes prior to the non-resident processing date. It is the applicant's responsibility to provide proof of residency. Please check with the Enrollment Center for assistance (608) 246-6210 or (800) 322-6282 Ext. 6210.
4. **Course Requirements**

**Math:** Math competency demonstrated (**within the last two years**) through either satisfactory competency testing scores OR one semester of college-level math with a grade of C or better.

**Science:** Two semesters of high school science, with a C or better each semester OR one semester of college-level science (Body Structure & Function 31-543-335 or 10-501-153, OR Human Body in Health & Disease 31-509-302 or higher level science course) with a grade of C or better.

## You should then apply:

### APPLICATION PROCESS

#### How to Apply for a Program

Fill out the [Online Application Form](#) and submit the \$35 fee (\$30 one-time application fee and \$5 per application processing fee) payable by credit card, debit card or electronic check by the [application deadline](#).

Paper applications are available by request at any Enrollment Center, or regional or metro campus office. Request a paper application from the Enrollment Center by phone at (608) 246-6210 or (800) 322-6282, Ext. 6210. In addition to the one-time \$30 application fee, there is a \$10 non-refundable processing fee to submit a paper application.

#### Required Documents for this Program

The following materials must be on file at Madison College in order to have a complete application:

1. Completed Application form
2. Official high school transcripts OR official GED/HSED transcripts\* (this requirement is waived for applicants who have transcripts on file documenting the achievement of an Associate Degree or higher from an institution other than Madison College\*\*).
3. COMPASS, ACT, SAT or ASSET (testing that is older than two years may require current COMPASS testing).

If the application packet is incomplete at the time of the application deadline, the application will not be processed and the applicant will need to reapply for a future term. The online application only allows one application per term.

\*If high school, GED/HSED and/or college transcripts are on file at Madison College, they do not need to be submitted again. To obtain transcripts, contact the school(s) the student attended or, the GED/HSED Testing Center the student attended. Transcript(s) should be sent directly to:

**Madison College Enrollment Center, 3550 Anderson Street, Madison, WI 53704**

Contact the Enrollment Center at (608) 246-6210 or (800) 322-6282 Ext. 6210 to verify that transcripts are on file.

\*\*It is the applicant's responsibility to provide official transcripts to document all unique admission requirements (listed above) and/or to have previous courses transferred to meet program requirements.

**If you meet the Unique Admission Requirements and complete the application process, your application will progress to the review stage of processing to see if you are a qualified applicant for the indicated program.**

## Qualified applicants should be aware of the following:

### PROGRAM INFORMATION

1. Pay the \$50 advance reservation deposit to be placed on the wait list. This fee applies towards tuition upon registration into classes.
2. **Science and General Studies Requirements (Pre-Core Nursing courses):** There are several courses that may be taken towards this program prior to acceptance. Please review the asterisked courses on the curriculum sheet.
3. The Medical Assistant program accepts 25 students per fall semester and 25 students per spring semester in day classes. Early, qualified applicants currently begin the program the semester for which they apply with no wait, with one semester wait or less for clinicals. A Computerized Random Selection (CRS) process will be used to assign qualified applicants a place on the waitlist according to the processing date of the complete application.

## FINANCIAL AID

**Students accepted into this program are eligible for financial aid.**

Begin the 2011-12 Financial Aid process online by completing the Free Application for Federal Student Aid at the [FAFSA](http://fafsa.gov) website (fafsa.gov). Madison College's School Code is 004007. To get an early estimate of Financial Aid eligibility, visit the [FAFSA Forecaster](#). The [FAFSA Tutorial](#) is available for help with filling out the FAFSA application. The 2012-13 Financial Aid process will be available starting January 1, 2012, and will require the completion of 2011 tax returns.

## ASSESS SKILLS FOR PROPER COURSE PLACEMENT

### COMPASS (Computer-Adaptive Placement Assessment and Support System)

This is an untimed test which is taken on a computer. The purpose of this test is to assess the student's current academic skills. The test results are used for advising purposes to help students register for the appropriate level courses. Testing is available at the Commercial Avenue Education Center; no appointments are necessary. Please see the testing schedules. For questions, please call the Assessment Center at (608) 246-5220.

See COMPASS testing information, study guides and schedules at [COMPASS](#) website OR go to madisoncollege.org and the A-Z index, then click on T for Testing Schedules.

## PROGRAM ORIENTATION AND REGISTRATION

Orientation & Registration at Madison College is designed to provide a welcoming and engaging program that prepares the student to feel confident with the registration process, recognize whether any refresher or summer courses are needed, and provide the student with the resources to access more information throughout the months before classes begin.

The student will receive a letter from Madison College providing orientation information, dates, times and next steps.

## APPROXIMATE PROGRAM COST

Semester	Tuition
1st Semester	\$2,700.00
2nd Semester	\$2,850.00
Other fees	\$220.00



### CONTACT INFORMATION:

**School of Health Education: (800) 322-6282 Ext. 6065 or (608) 246-6065**  
**CHASE@madisoncollege.org**