Due to limited available slots and the level of academic competition in the Medical Assisting Program, the college must use a progression model for program selection. Completion of this form ensures the evaluation of your records to determine if you meet the requirements to progress to the next level of your program.

Steps to Completing the Selection Process:

- Advised by medical assisting faculty and receive the medical assisting advisement packet
- Satisfactorily complete the following core courses:
  - ENGL 1010 Fundamentals of English I
  - PSYC 1010 Basic Psychology
  - MATH 1012 Foundations of Mathematics
  - COMP 1000 Introduction to Computers (5 year limit)
  - ALHS 1011 Anatomy and Physiology (5 year limit)
  - ALHS 1090 Medical Terminology for Allied Health (5 year limit)
  - ALHS 1040 Introduction to Healthcare (5 year limit)
  - BUSN 1440 Document Production – Must have already taken BUSN 1100 or taken exemption test (5 year limit)
- 2.5 GPA – No grade under a “C” will be accepted
- Ensure that the Registrar’s Office has awarded eligible transfer credit for core courses taken at other colleges.

The following items MUST be turned in together to the Student Affairs Specialist no later than June 1st:

- Take the HOAE Exam (Health Occupations Aptitude Exam) with required minimum score of 200. (Contact the WGTC Testing Center 229-219-1381 for more info. Visit the test website at: www.psbtests.com for additional details concerning the test.)
- Submit a copy of your transcript with core classes highlighted to the Student Affairs Specialist in the Admissions Department. Your courses may be in progress but you will still need to submit your transcripts before or on the deadline of June 1st.
- This Medical Assisting Progression Form.

**It is your responsibility to make sure all items above are turned in to the Student Affairs Specialist or your name will not be added to the selection process.

Current Contact Information:

Student Name: ___________________________ Student ID: ___________________________
Address: __________________________________________________________
City: ______________________ State: __________________ Zip Code: ____________
Phone number: ___________________________ Cell phone number: ___________________________
E-mail: ___________________________

I have been advised by a medical assisting faculty member. I have read and understand the information in the Medical Assisting Progression Form.

Student’s Signature: ___________________________ Date: ___________________________

Notice: The Student Affairs Specialist (Blondeen Baggett-Phone: 229-468-2220 or email: Blondeen.baggett@wiregrass.edu) will notify students selected for progression by e-mail, letter, or phone call based on the timeframe; therefore, please do not call the Admissions office or Medical Assisting Department to inquire whether you have been selected. Revised date: 7/2011