Welcome to Spartanburg Community College’s Medical Assisting Information Session
Eligibility

- To be eligible for an application packet:
  - You must be a current student of Spartanburg Community College
  - You must have a minimum Program 2.5 GPA on a 4.0 scale
  - Only courses related to the program curriculum will count toward the 2.5 GPA calculation
What Goes into the Application Packet?

- The Selective Admissions Score Sheet filled out legibly in ink (blue/black) with a calculated score.
- Transcript copies of all College credit documenting the grades recorded on score sheet (highlighted)
- GPA Calculator—Download, calculate your grades and print, must have at least a 2.5 program GPA
- Copy/proof of any previous degrees, if applicable (these degrees have to be at college level from an accredited program)
- Proof of employment or volunteer work, as related to health care, if applicable
- **Applications are to be put in a manila envelope with your name, college ID number, address, and phone number on the outside of the packet**
Packets are to be submitted on the specified date (see the college web site for date).

Packets are to be placed in the applications box located in the HSB Lobby outside Room 146.

Do not give or leave applications packets for Administrative Specialists or program faculty to place in the box.

No packets will be accepted before 8:00 AM or after 4:00 PM.

All applications will be removed from the box at 4:01 PM.

No packets will be accepted via postal service or internet.

Make copies of all materials placed in the application packets prior to turning them in.
Submitted Application Packets

- Only those students that return a Complete Application Packet and meet the Program GPA will be considered for a slot in the program.
- Once a packet is submitted, no additional items may be added.
- Incomplete packets will not be considered.
Faculty will verify total submitted points and assign a ranking to each student based on calculated scores from completed applications.

If any documentation is not included in a returned application packet, the packet will not be considered.

Students will receive an email at their school email address informing them of their status in their respective program.
Students Who are Selected

- Selected students will need to notify Pam Morgan, Medical Assisting Program Director via email by 5:00 pm, due dates will be included in your acceptance letter, notifying her you are accepting the slot being offered. Mrs. Morgan’s email is morganp@sccsc.edu. Otherwise your slot will be forfeited.

- You will also be required to pay a $100 tuition deposit at the SCC business office or online, due dates will be included in your acceptance letter. This deposit is non-refundable.

- Keep in mind that admission into the program will also depend on the results from your background check/drug screen.
All application packets become the property of the Program Department.

No materials will be returned to the student.
How do I Access the Websites?

- Go to [http://www.sccsc.edu](http://www.sccsc.edu)
- Click “Programs and Courses”
- Click “Credit and Degree Programs”
- Click “Medical Assisting”
- Click “Application Process”
Anything Else...

- Questions still buggin’ you?
- Hearing rumors?
- Don’t be in the dark!

- Call the program advisor!
  Mrs. Pam Morgan
  864–592–4272