

# MEDICAL ASSISTANT PROGRAM APPLICATION CHECKLIST



The goal of the DMACC Medical Assistant Certificate program is to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains to enter the profession.

The Medical Assistant program starts in the Fall only each year.

You must meet these minimum requirements (#1-6) to be eligible to be admitted to the Medical Assistant program. Admission is based on seat availability.

## ENTRY REQUIREMENTS

### ☐ 1. Application for Admission

Complete an online DMACC application and select "Medical Assistant, Certificate" as your major. (Notify DMACC immediately if your name, address, or phone number changes after you apply.) <https://www.dmacc.edu/admissions/index.html>

### ☐ 2. Medical Assistant Information Session

View the required Medical Assistant Information Session. Go to <https://www.dmacc.edu/pathways/hsf/medical-assistant-details.html>. Scroll down to Additional Resources – Online Information Sessions and watch video. Complete required quiz after video completion.

### ☐ 3. Submit proof of high school graduation

Submit documentation of high school transcript, diploma, GED or equivalent to [admissions@dmacc.edu](mailto:admissions@dmacc.edu) \*This is required regardless of previous degrees earned/transfer credits.

### ☐ 4. Complete ALEKS Math Assessment

ALEKS minimum score of 14

### ☐ 5. Complete ACCUPLACER Reading Assessment

Minimum score 248 or ACT Reading 19 or higher

### ☐ 6. Complete ACCUPLACER Writing Assessment

Minimum score 254 or ACT English 19 or higher

## HOW DO I VIEW MY CHECKLIST?

It is important to view your checklist to monitor your progress. Reach out to [admissions@dmacc.edu](mailto:admissions@dmacc.edu) or your Academic Advisor if you have questions about your checklist.

1. Log on to **myDMACC**
2. Locate the **Tools** section in the blue menu on the left side of your screen and click on **Academic Records**
3. Click on **Admissions Applications**

## I'VE COMPLETED MY ADMISSIONS REQUIREMENTS, WHAT'S NEXT?

When all entry requirements (items #1-6) are met:

- DMACC Admissions will notify you that you have been placed on "standby." Standby simply means you have met the admission requirements and are waiting to be admitted.
- When a seat becomes available for you, you will be notified by Admissions. You do not have to be enrolled at DMACC to maintain your place on the standby list.
- If your contact information changes, change your information in Banner Self-Service or notify DMACC Admissions immediately.

## WHO CAN I CONTACT WITH ADDITIONAL QUESTIONS

Below are contacts within the Medical Assistant department:

| NAME            | POSITION           | PHONE        | EMAIL  |
|-----------------|--------------------|--------------|--|
| Sydnee Ruhl     | Enrollment Advisor | 515-964-6861 | <a href="mailto:sruhl@dmacc.edu">sruhl@dmacc.edu</a>           |
| Abbie Moffatt   | Academic Advisor   | 515-964-6385 | <a href="mailto:ajmoffatt@dmacc.edu">ajmoffatt@dmacc.edu</a>   |
| Stacey Schroder | Program Chair      | 515-964-6513 | <a href="mailto:slschroder@dmacc.edu">slschroder@dmacc.edu</a> |