



Medical Assisting Program Application Timeline

January

- Download the Medical Assisting (MA) Program Handbook at <http://www.pencol.edu/sites/default/files/MA-Handbook.pdf>
- Complete self-assessment survey to identify whether you are physically and behaviorally able to complete the tasks required of a Medical Assistant
 - Self-assessment survey is in the MA Program Handbook
- Review background check information
 - Certain crimes preclude careers in healthcare
 - Information about crimes is in the MA Program Handbook
- Schedule immunization and/or titers if you do not have required immunizations and/or documentation
 - Immunizations must be complete upon application
 - Detailed immunization requirements are in the MA Program Handbook
- Submit transcripts to Peninsula College following instructions at pencol.edu/GetStarted
 - It can take up to 10 weeks for the college to process transcripts

February

- It's not too late to start January's tasks

March

- It's still not too late to start January's tasks
- Apply for Peninsula College before applying for the MA program
 - MA Program starts in fall quarter, but there are prerequisites to take summer quarter or earlier
 - Peninsula College application instructions are at pencol.edu/GetStarted
- Complete Financial Aid file before May 1
 - Priority consideration deadline for summer and fall quarters occurs during spring quarter
 - Apply for Financial Aid at pencol.edu/financial/apply-for-aid
- MA Program application is due June 1st at 5:00 pm
 - Register for Canvas application course, item number 0007
 - Contact Student Services
 - Request that you are added to the Program Director's Advisee List (Rachel Pairsh)
 - Have your Program of Study intent code changed to one of two MA degree options

April

- Request letter of reference for MA Program application
 - Letter of reference guidelines are in the MA Program Handbook
- Take exams to place out of prerequisite courses, or submit documentation for placement test alternatives
 - Prerequisite courses include MATH 064, ENGL 90, and INFO 101
 - All prerequisite courses are offered each quarter
 - You cannot test or place out of INFO 101
 - Information about testing and test alternatives may be found at pencol.edu/GetStarted
- Sign up for and complete online Peninsula College orientation at pencol.edu/admissions/new-student-orientation

May

- Compose personal essay for MA Program Application
 - Guidelines for personal essay are in the MA Program Handbook
- Meet with your advisor, Rachel Pairsh, during Advising Week May 20 - May 24
 - You cannot register for classes if you do not meet with your advisor
 - Advising sessions are for summer and fall quarters
- MA Program application is due June 1st at 5:00 pm

June

- Open registration for summer and fall quarters starts June 1st
- Tuition for summer quarter is due June 18th
- Acceptance and rejection letters for MA Program will be sent by July 1st
- Complete background check (if accepted) by September 1st

July

- Last day to register for courses is July 5th
- Summer quarter is July 9th to August 23rd

August

- Tuition for fall quarter is due late August*
- Don't forget to complete background check, which is due September 1st

September

- Attend mandatory New Student Orientation
- Last day to register is in late September*
- First day of fall quarter is in late September*

* Refer to Peninsula College's academic calendar for exact dates