



Medical Assisting Program Application Timeline

January

- Download the Medical Assisting Program Student Handbook at <https://pencol.edu/sites/default/files/MAHandbook.pdf>
- Complete a self-assessment survey to identify whether you are physically and behaviorally able to complete the tasks required of a Medical Assistant
 - The self-assessment survey is in the Medical Assisting Program's Student Handbook
- Review your background check information
 - Certain convictions preclude careers in healthcare. Information about crimes is in the Medical Assisting Program's Student Handbook
- Schedule your 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 Medical Assisting Program's Student Handbook
- Submit your transcripts to Peninsula College following the instructions at <https://pencol.edu/admissions>
 - It can take up to ten weeks for the college to process your transcripts

February

It is not too late to start January's tasks

March

- It is still not too late to start January's tasks
- Apply for Peninsula College before applying for the Medical Assisting program
 - The Medical Assisting Program starts in the fall quarter, but there are prerequisites to take in the summer quarter or earlier
- Peninsula College application instructions are at <https://pencol.edu/admissions>
- Complete your Financial Aid application before May 1st
- Apply for Financial Aid at <https://pencol.edu/financial/apply-for-aid>
- The Medical Assisting Program application is due June 1st at 5:00 p.m.
- Contact Student Services
 - Request that you are added to the Program Director's advisee list. Change your program of study intent code to one of the two Medical Assisting degree options
 - Course registration is completed through the Peninsula College website. Students must contact Student Services to acquire a ctcLink ID # and be added to the correct student group which will provide them access to the application course on Canvas.

April

- Request a letter of reference for Medical Assisting Program application
 - Letter of reference guidelines are in the Medical Assisting Program's Student Handbook
- Take exams to place out of prerequisite and/or general education courses, or submit documentation for placement test alternatives
 - Prerequisite courses include MATH 064, ENGL 90, and INFO 101. All prerequisite courses are typically offered each quarter but are not guaranteed
 - You cannot test or place out of INFO 101. Information about testing and test alternatives may be found at <https://pencol.edu/admissions>
- Sign up for and complete the online Peninsula College orientation at <https://pencol.edu/new-student-orientation>
 - Also be aware that there is a mandatory new student orientation specific to the MA Program held at the beginning of September

May

- Compose a personal essay for the Medical Assisting Program application. Guidelines for your personal essay are in the Medical Assisting Program's Student Handbook
- Meet with your advisor, Rachel Pairsh, for an advising appointment. You cannot register for classes if you do not meet with your advisor
- May advising sessions are for the summer and fall quarters
- The Medical Assisting Program application is due June 1st at 5:00 p.m.

June

- Open registration for summer and fall quarters starts in early June*
- Tuition for the summer quarter is due mid-June*
- Acceptance and rejection letters for the Medical Assisting Program will be sent by July 1st
- Complete a background check (if accepted) by September 1st

September

- Attend the mandatory Medical Assisting Program new student orientation in early September; the exact date, time, and location will be disclosed in new student welcome packets, along with the most recent version(s) of the student handbooks and booklists
- Specific dates can be found on Peninsula College's academic calendar at <https://pencol.edu/academic-calendar/2023-2024-academic-calendar>
- The last day to register for classes is in mid-September
- The first day of the fall quarter classes is in late September