

Medical Office Assisting Program Application Timeline

January

- Download the Medical Office Assisting Program Student Handbook at <https://pencol.edu/sites/default/files/MOAHandbook.pdf>
- Complete a self-assessment survey to identify whether you are physically and behaviorally able to complete the tasks required of a Medical Office Assistant
 - The self-assessment survey is in the Medical Office Assisting Program's Student Handbook
- Review the background check information
 - Certain convictions preclude careers in healthcare. Information about crimes is in the Medical Office Assisting Program's Student Handbook
- Schedule your immunizations or titers if you do not have the required immunizations or documentation. Immunizations must be complete upon application. Detailed immunization requirements are in the Medical Office 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 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 admission to Peninsula College before applying for the Medical Office Assisting Program
- The MOA Program starts in the fall quarter, and you must be eligible to take ENGL 101 and MATH 90/91. You do not need to take these classes prior to applying to the MOA Program
- 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 Office 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 Office 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 AMOA student group which will provide them access to the application course on Canvas.

April

- Request a letter of reference for the Medical Office Assisting Program application
 - Letter of reference guidelines are in the Medical Office Assisting Program's Student Handbook
- Take exams to place out of general education courses, or submit documentation for placement test alternatives
 - General education courses include MATH 90/91, and ENGL 101. You do not have to complete these courses before applying.
 - 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/admissions/new-student-orientation>
 - Also be aware that there is a mandatory new student orientation specific to the MOA Program held at the beginning of September

May

- Compose a personal essay for the Medical Office Assisting Program application
 - Guidelines for the personal essay are in the Medical Office 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 Office 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 in June^{1*}
- Acceptance and rejection letters for the Medical Assisting Program will be sent by July 1st
- Complete your background check (if accepted) by September 1st

September

- Attend the mandatory Medical Office 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

* Refer to Peninsula College's academic calendar for exact dates at <https://pencol.edu/academic-calendar/2023-2024-academic-calendar>