



## Medical Office Assisting Program Application Timeline

### January

- Download the Medical Office Assisting Program Student Handbook
- Complete a self-assessment survey in the Handbook to identify whether you are physically and behaviorally able to complete the tasks required of a Medical Office Assistant
- Review your background check information: [RCW 43.43.842: Convictions that Preclude a Career in Healthcare](#) of the Handbook
- Schedule your immunization and/or titers if you do not have the required immunizations and/or documentation. Immunizations must be complete upon application
- Submit your transcripts to Peninsula College following the instructions at [Peninsula College 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 to [Peninsula College](#) *before* applying for the Medical Office Assisting Program
  - The Medical Office Assisting Program starts in the **Fall** quarter, but there are prerequisites to take in the **Summer** quarter or earlier
- Complete your [Financial Aid](#) application *before* May 1
- The Medical Office Assisting Program application is due **June 1 by 5:00 p.m.**
- Contact Student Services at (360) 417-6340
  - Request to be added to the Program Director's advisee list
  - Change your program of study intent code to Medical Office Assisting
  - Course registration is completed through the [Peninsula College](#) website. Students must contact Student Services with ctcLink ID AMOA to be added to the correct student group which will provide access to the application course on Canvas.

## April

- Request a letter of personal reference for your Medical Office Assisting Program application
- Prerequisite courses include good keyboarding skills and eligibility to enroll in ENGL 101 and MATH 90/91. You do not need to take or enroll in these courses before applying to the Medical Office Assisting Program. Eligibility to take these courses may be determined by transcript review or by placement testing. Information about testing and test alternatives may be found at <https://pencol.edu/admissions>.
- Visit <https://pencol.edu/testing-center/placement-options> to view all the placement options and requirements, or to schedule a placement test. If you have any questions about placement, please call the Testing Center at (360) 417-6346 or email [placement@pencol.edu](mailto:placement@pencol.edu).
- Sign up for and complete online Peninsula College [New Student Orientation](#)
- The Medical Office Assisting Program application is due **June 1 by 5:00 p.m.**

## May

- Compose a personal essay for the Medical Office Assisting Program application. Guidelines for your personal essay are located in the Handbook
- Meet with the Program Director or appropriate Program Faculty Advisor for an advising appointment. You *cannot* register for classes without meeting with your advisor first
- May advising sessions are for the **Summer** and **Fall** quarters
- The Medical Office Assisting Program application is due **June 1 by 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 Office Assisting Program will be sent by **July 1**
- Background checks *must* be completed (if accepted) by **September 1**

## September

- Attend the mandatory Medical Office Assisting Program New Student Orientation in early **September**; the exact date/time/location will be disclosed in the New Student Welcome Packets, along with the most recent version(s) of the Handbook and booklists
- Specific dates can be found on Peninsula College's [Academic Calendar](#)
- The last day to register for classes is in **mid-September**
- The first day of **Fall** quarter classes is in **late-September**