WAYNE COMMUNITY COLLEGE

MEDICAL ASSISTING
Advanced Standing

Spring Semester 2026
Admission Policies and Procedures

This application packet can be accessed at:
https://www.waynecc.edu/admissions/allied-health/

This information supersedes all previously published information.

Apply September 2, 2025 – November 6, 2025 for earliest consideration.
Applications received after November 6, 2025 will be considered on a monthly basis.
Applicants may apply for only one limited health occupations program per semester.

It is the policy of Wayne Community College that all persons have equal opportunity and access to its educational programs, services, activities, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a veteran. WCC is an Affirmative Action institution. This material may be available in alternative formats.

Wayne Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Wayne Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

The Commission on Colleges may be contacted only if there is evidence that Wayne Community College is significantly non-compliant with a requirement or standard. Accreditation standards are located at: http://www.sacscoc.org/principles.asp

The purpose for publishing the Commission's access and contact numbers is to enable interested constituents (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement.

Inquiries about Wayne Community College, such as admission requirements, financial aid, educational programs, etc. should be addressed directly to Wayne Community College and not the Commission's office.

Student Right-to-Know: Information regarding the persistence rate of enrolled students toward graduation and transfer-out-rate is available in the Office of Admissions and Records. Student rights under FERPA are available at ed.gov/policy/gen/guid/fpco/ferpa/index.html or in the Office of Admissions and Records and in the Office of Counseling Services.

For more information about our graduation rates, the median debt of students who completed a program, and other important information, please visit our Web site at: waynecc.edu/gainful-employment/.

Wayne Community College is a tobacco-free institution.

MEDICAL ASSISTING ADVANCED STANDING
SPRING 2026 ADMISSIONS POLICIES AND PROCEDURES

INFORMATION IN THIS PACKET SUPERCEDES ALL PREVIOUSLY PUBLISHED INFORMATION

Thank you for your interest in the Medical Assisting (MA) program. We will begin accepting applications for the spring semester class of 2026 MA Advanced Standing program starting **September 2, 2025**. Deadline for a completed application, all transcripts and/or letters verifying non-attendance, and official interview is **November 6, 2025 by 4:00 p.m.**

Applicants completing all requirements after the deadline will be considered by the Admissions Committee at their next regularly scheduled monthly meeting until the program is filled. Admission to the Medical Assisting program is a selective process, based on the highest point count.

Please use the following checklist to ensure you complete the admissions requirements.

You will need to complete and submit the following to the Office of Admissions and Records:

_____ **1.** Completed application must be submitted to the Office of Admissions and Records along with the Letter of Understanding. **A faxed application and Letter of Understanding will not be accepted.**

All students must have a valid RCN to submit application. To verify your RCN please visit ncresidency.org. If you have any questions please contact the Office of Admissions and Records at ext. 6720.

Note: If you are planning to take the general education requirements for Medical Assisting in a semester prior to Spring 2026, also submit a general application to the college for Associate in Arts to the Office of Admissions and Records.

Undocumented Immigrants

- Federal law prohibits states from granting professional licenses to undocumented immigrants.
- Undocumented immigrants shall not be considered a North Carolina resident for tuition purposes. Undocumented immigrants must be charged out-of-state tuition whether or not they reside in North Carolina.
- Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when there are space limitations.

_____ **2.** Request that an official high school transcript or equivalent be sent to Wayne Community College. Also request that an official transcript from **ALL** post secondary schools, colleges and/or universities be sent to Wayne Community College. These transcripts **must** be requested by you and must be received by WCC in order to complete your application. (Note: An official transcript is one that is sent by one school, college or university to another. The official transcript has the school's seal and the appropriate signature. **A faxed copy is not considered to be an "official" transcript).** If you are enrolled in the Summer 2025 semester, you will need to send an updated transcript by the November 6th deadline. If you have any Advanced Placement (AP), CLEP or DANTES credit, you must request the scores to be sent directly from the testing company.

It is the applicant's responsibility to make sure that all transcripts are up to date and on file with the Admissions Office by the published deadline.

Failure to submit all transcripts to the Admissions Office by the published deadline will result in removal of the application from consideration or the applicant's dismissal from the program.

<u>The National Student Clearinghouse is used to verify students' prior enrollment.</u>

NOTE: Students with foreign transcripts must complete at least eight (8) semester hours of college credit **(not including pre-curriculum courses)** from an American regional accrediting agency. Of these eight (8) semester hours, there must be at least three (3) hours of life science, biology or chemistry. **No transfer credit will be accepted from institutions not accredited by an American regional accrediting agency.**

_____ **3. A. Meet Math proficiency with one of the following:**

- Have an unweighted **<u>final</u>***** high school GPA of 2.8 or higher within 10 years from the program start date (1/26)* (GED/HiSET/CCRG)
- Meet appropriate scores on placement test within 10 years from the program start date (1/26)* (ACT/SAT/NCDAP/NROC/Accuplacer)
- Complete MAT 025 or MAT 035 with a "C" or better
- Complete DMA 025 or a college level math class with a "C" or better**

*see a full list of acceptable scores on page 7
**see a full list of acceptable college math classes on page 7
***referral is made provisionally with midyear gpa

B. Meet English/Reading proficiency with one of the following:

- Have an unweighted **<u>final</u>**** high school GPA of 2.8 or higher within 10 years from the program start date (1/26)* (GED/HiSET/CCRG)
- Meet appropriate scores on placement test within 10 years from the program start date (1/26)* (ACT/SAT/NCDAP/NROC/Accuplacer)
- Complete ENG 111 or equivalent with a "C" or better

*see a full list of acceptable scores on page 7
**referral is made provisionally with midyear gpa

Please plan ahead as Allied Health applicants are not permitted to take placement tests on the application deadline date.

4. (OPTIONAL) Complete and submit Medical Education or Training Form and documentation to Admissions and Records as an EMT (Basic, Intermediate or Paramedic), Nursing Assistant I or II, Phlebotomy, Pharmacy Tech. Cert. or Diploma or Degree in health science. Health science diploma/degree list can be found here: https://www.nccommunitycolleges.edu/academic-programs/curriculum-standards **A new experience form must be submitted each year you apply to the program.**

5. The final step in the process is to complete an application review of all previous steps. This must be done with a Career Pathways Specialist in the WLC Building for referral to the Limited Admissions Committee for the year of application.

   It is not necessary to schedule an appointment for the final review. Walk ins are accepted.

6. Submit official transcript or equivalent reflecting completion of the following courses (with a minimum grade of C):

ACA 111	College Student Success
ENG 111	Expository Writing
MED 121	Medical Terminology I

The following courses are recommended:

BIO 163	Basic Anatomy and Physiology
MAT 110	Mathematical Measurement and Literacy
OST 136	Word Processing

Applicants desiring to be considered at the first Admissions Committee meeting must complete and submit all of the above information to the Office of Admissions and Records by the application deadline date, **November 6, 2025 by 4:00 p.m.** Applicants completing all requirements after the deadline will be considered by the Admissions Committee at their next regularly scheduled monthly meeting until the program is filled. Please do not call for results after the Admissions Committee meetings. Letters will be sent to all applicants considered for the program notifying them of their status.

Note: Please do not send letters of recommendation. They are not considered by the Admissions Committee.

Prior to final acceptance, applicants should submit results of a physical exam and the required immunization records on the Student Medical Form as determined by a physician, physician assistant or nurse practitioner. Health forms will be provided by WCC after your conditional acceptance to the Medical Assisting program.

All applicants should read the Wayne Community College General Catalog 2025 - 2026 for the following information: policies on advanced placement, transfer of credits and experimental learning, number of credits to complete the program, policies and processes for withdrawal and for refund of tuition/fees.

Criminal Background Checks and Drug Testing
Affiliating health care agencies with which the college has contracted to provide clinical experiences for Medical Assisting students require students to submit to criminal background checks and/or drug testing prior to or during participation in clinical experiences at the site. In the event that a positive history is identified, the clinical agencies will determine if the student is allowed in the agency for clinical learning experiences. When a clinical agency does not allow the student in the agency for clinical learning experiences, the student will not be allowed to progress in the curriculum. Refusal to submit to testing or background checks will result in dismissal from the program.

A student convicted of a felony will not be eligible for the certification examination administered by the American Association of Medical Assistants (AAMA). However, the certifying board may grant a waiver based upon mitigating circumstances.

Medical Assisting students must obtain current American Heart Association (AHA) – Basic Life Support (BLS) Provider certification by the date set by program director. Must stay current while enrolled in classes. Note: AHA BLS certification must have included a “hands-on” skills demonstration component to be accepted.

***Acceptable Test Scores listed below:**

NC DAP		NROC	SAT		ACT	
DRE	151	English Tier 2	Reading/Writing	480	Reading	22
DMA 010	7	Math Tier 1	Mathematics	530	English	18
DMA 020	7				Math	22
DMA 030	7					

ACCUPLACER(NEXT GEN.)		GED 165	HiSET 15	CCRG/CCG
Reading	253	(all sections)	**Essay** 4	E2 and M2
Math: QRAS	254			

**** Acceptable College Math Classes listed below:**

MATH 110, 115, 121, 122, 140, 143, 151, 152, 161, 171, 172, 263, 271, 272, 273, 285

Math classes taken outside the NC Community College System, other than the courses listed above, will be evaluated on a case by case basis.

ALLIED HEALTH
STUDENT ADMISSION REPORT

Wayne Community College
P.O. Box 8002 • Goldsboro, NC 27533-8002
919-735-5151 • waynecc.edu
An Equal Opportunity Employer

Student Name: _____
Last First Middle Maiden/Former

Datatel ID Number: _____

Allied Health program applying for:

- ❍ Associate Degree Nursing
  - ❑ Deadline: March 4, 2026
- ❍ Licensed Practical Nursing
  - ❑ Deadline: April 2, 2026
- ❍ Advanced Standing LPN to RN
  - ❑ Deadline: November 6, 2025
- ❍ Dental Hygiene
  - ❑ Deadline: March 19, 2026
- ❍ Dental Assisting
  - ❑ Deadline: April 16, 2026
- ❍ Medical Assisting
  - ❑ Deadline: June 11, 2026
- ❍ Medical Laboratory Technology
  - ❑ Deadline: June 11, 2026
- ❍ Advanced Standing Medical Assisting
  - ❑ Deadline: November 6, 2025

❍ Practical Nurses seeking Advanced Standing:
Schedule an interview with the Nursing Department Head to review additional requirements.

❍ Readmission *Pending space availability and meeting departmental criteria. Student will contact respective Department Head.

Name: _____ Number: 919-739- _____

Refer to Allied Health Admissions Department

❍ **Yes** ❍ **No**

Hold until further action:

❍ Missing Transcripts per Clearinghouse / personal disclosure

❍ Old / Incomplete / Missing / Low Test Scores

❍ Reading _____ ❍ English _____ ❍ Math _____ ❍ CIS 070 _____ ❍ ACT/SAT _____

❍ Missing / not completed chemistry class within ten years of program start date (Nursing only)

❍ Missing proper work-related experience documentation (DH / DA / Med Lab Tech / Med Assisting)

It is the student's responsibility to make sure all requirements are met by program deadline.

Counselor Signature _____ Date _____

Student Signature _____ Date _____

WHITE - ADMISSIONS PINK/YELLOW - STUDENT

RV06/21JM

MEDICAL ASSISTING ADVANCED STANDING
ADMISSION RATING TOOL

Enclosed in this package of information is the Admission Rating Tool used by the Medical Assisting program staff, counselor and the Limited Admissions Committee to select applicants for the Medical Assisting program. A point count tool was developed as an objective means of evaluating applicants. (See next page.) It is the total rating score that is used in the selection process.

> This tool was developed as an objective means of evaluating applicants. Criteria used to select applicants for admission to the Wayne Community College Medical Assisting program are: (Part I) Placement Test Scores, Multiple Measures/RISE Placement, or Course Equivalent (Part II) General Education Courses and (Part III) Medical Experience.

Your admission rating is confidential information. At no time and with no exceptions will your admission rating be discussed with anyone other than yourself. **PLEASE DO NOT CALL TO INQUIRE ABOUT YOUR POINT COUNT.** There will be no discussion of point count totals by phone.

Wayne Community College
Medical Education or Training Form
Fall 2026

1. Name of Applicant: _____
2. Student ID # or Date of Birth:_____ _____
3. Program you are applying to: _____
4. Type of Medical Education or Training (Please check appropriate description)

   a. _____EMT-Basic, Intermediate, Paramedic (2 points)
   b. _____Nursing Assistant- I or II (2 points)
   c. _____Phlebotomy (2 points)
   d. _____Pharmacy Tech. Certificate (2 points)
   e. _____Diploma or Degree in Health Science (3 points)

5. Where was your Medical Education or Training completed?

   _____

   (Please provide documentation to Admissions & Records)

WAYNE COMMUNITY COLLEGE
MEDICAL ASSISTING ADMISSION RATING

Applicant Name:_____ **Datatel #:**_____
Date Reviewed:_____ **Reviewed by:**_____

PART I College Placement Tests (Minimum scores must be attained. Not used for ranking purposes).

ACT
Reading 22 _____
English 18 _____
Math 22_____

DMA
010 ____ 020 ____
030 ____

NROC
English Tier 2 _____
Math Tier 1 _____

NC DAP
DRE 151 _____

SAT
Reading/Writing 480 _____
Mathematics 530 _____

GED 165 (ALL) _____

Hiset 15 _____
Essay 4 _____

Accuplacer (Next Gen.)
Reading 253 _____
QRAS 254 _____

CCRG/CCG
E2 _____ M2 _____

MAT 025 _____
MAT 035_____

Completion of ENG 111 or college equivalent with "C" or better_____
Completion of college level math class with "C" or better _____

GPA: _____ Graduation Date: _____

PART II General Education Courses (Maximum of 36 points)
Scale: A-, A, A+ (6 points) B-, B, B+ (4 points) C, C+ (2 points)

COURSE (or equivalent)	GRADE	POINTS
BIO 163	_____	_____
MED 121	_____	_____
MAT 110 (or higher)	_____	_____
ENG 111	_____	_____
PSY 150	_____	_____
OST 136	_____	_____

Total Part II _____

PART III Medical Education or Training Form (copy of a transcript, copy of a certificate, a license or a listing on registry). **(Maximum of 3 points).**
EMT (Basic, Intermediate, Paramedic), Nursing Assistant (I or II), Phlebotomy,
Or Pharmacy Tech. Certificate **2 points**
Diploma or Degree in Health Science **3 points**

Total Part III _____

Total Score (Maximum 39 points) **Total Points** _____

MEDICAL ASSISTING

Official Program Description registered with the N.C. Department of Community Colleges:

The Medical Assisting curriculum prepares the graduate to be a multi-skilled healthcare professional qualified to perform administrative, clinical and laboratory procedures. The administrative aspects of instruction include scheduling appointments; processing insurance accounts, reports, records, and billing and collections; coding medical records, transcribing and computer operations; and processing telephone calls, correspondence, reports and manuscripts. Clinical and laboratory aspects of instruction include preparing patients for examination and treatment; obtaining vital signs; assisting with examination and treatment; performing routine laboratory procedures, phlebotomy, electrocardiography, sterilization procedures; and administering medications under the supervision of a physician.

Graduates completing the associate degree develop additional competencies in effective communications and managerial and supervisory skills.

The *Wayne Community College AAS-Medical Assisting Program* is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of *Medical Assistant Education Review Board (MAERB)."*

Commission on Accreditation of Allied Health
Education Programs
9355 – 113th St N, #7709
Seminole, FL 33775
(727) 210-2350
www.caahep.org

Individuals desiring a career in Medical Assisting should take biology, mathematics and keyboarding/computer courses prior to entering the program.

Student Success and Retention

Student retention and success are a priority at Wayne Community College. Obstacles to success may include the academic rigor of the program, extracurricular demands or dissatisfaction with your choice of this career path. Job shadowing should be strongly considered so that you are keenly aware of the professional responsibilities and duties associated with your career choice. Extracurricular demands such as full time work schedules may also need to be reduced in order to allow the necessary study time required to be successful. A good support system is also important if you are involved in other extracurricular demands such as providing care for children or elders.

WAYNE COMMUNITY COLLEGE
MEDICAL ASSISTING PROGRAM
TECHNICAL STANDARDS

All students in the Medical Assisting Program are expected to perform assigned skills, class assignments, and clinical activities at the same level, with or without accommodations. It is the responsibility of the applicant/student to read the technical standards carefully and to ask for clarification of any standard that is not understood.

Wayne Community College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Therefore, any disability affecting an applicant's ability to comply with these technical standards must be evaluated by the Disability Services Counselor in conjunction with the Medical Assisting program director and health care provider(s) (if appropriate) for an applicant/student with a disability who is otherwise qualified. Demonstration of one or more technical standards may be required. Students with a disability should see the Disability Services Counselor in the Student Development/ Counseling Services Office.

The following skills/abilities include those cognitive, physical, and behavioral standards required for successful completion of the curriculum. (next page)

WAYNE COMMUNITY COLLEGE
MEDICAL ASSISTING PROGRAM
TECHNICAL STANDARDS

Standard	Examples of Necessary Behaviors (not all inclusive)
Interpersonal abilities sufficient to interact with co-workers, patients, families, and individuals from a variety of social emotional, cultural and intellectual backgrounds.	Establish rapport with clients, families and colleagues.
Communication abilities sufficient for interaction with others in verbal and written form.	Collect and document assessment data. Explain treatment procedures. Obtain and disseminate information relevant to patient care and work duties.
Critical thinking ability sufficient for clinical judgment.	Identify cause and effect relationship in actual and simulated clinical situations. Apply knowledge from lecture, laboratory and clinical areas. Utilize basic mathematical skills.
Physical abilities sufficient to maneuver in small spaces, and reach or lift needed equipment/supplies.	Move around and within an exam room. Administer CPR. Transfer patients from stretchers and wheelchairs to OR exam table and back.
Gross and fine motor abilities sufficient to provide safe and effective patient care.	Move, calibrate, pass equipment and supplies including sharp instruments. Lift, transfer, and position mobile and immobile clients. Lift and carry at least thirty (30) pounds of weight safely.
Auditory ability sufficient to monitor and assess health needs.	Hear patients, cries of distress, sound of instruments and equipment being properly utilized, monitor vital signs.
Visual ability sufficient for physical assessment, performance of medical office/clinical procedures, and maintenance of environmental safety.	Observe client responses such as skin color and facial expression. Monitor vital signs. Reads records. Observe color involved in specimen testing.
Tactile ability sufficient for assessment, and performance of medical office/clinical procedures.	Perform palpation techniques (venipuncture).
Emotional stability and mental alertness in performing in the medical assisting role.	Maintain a calm and efficient manner in high stress/pressure situations with patients, staff, supervisors and colleagues.
Olfactory ability sufficient to perform medical office/clinical procedures.	Distinguish drugs and liquids or chemicals.

OCCUPATIONAL RISKS

Medical Assisting is a profession with many rewards, as practitioners can perform both administrative and clinical services, filling several roles in a variety of healthcare environments. The Bureau of Labor Statistics clearly outlines that it is a growth field, with an anticipated 18% growth from 2020 to 2030. Medical Assistants work directly with providers and patients, with the goal of providing healthcare and ensuring patient safety. It is a position with a great deal of responsibility.

As with any healthcare position, there are certain occupational risks that come into play with being a medical assistant, and those hazards include the following:

- Exposure to infectious diseases
- Sharps injuries
- Bloodborne pathogens and biological hazards
- Chemical and drug exposure
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Latex allergies
- Stress

At the same time, there are protections set up with the Occupational Safety and Health Act (OSHA), and those protections are particularly important within a healthcare environment. OSHA has a series of standards that protect the safety of healthcare workers and patients.

Accredited medical assisting programs are required to teach students about the hazards that they face on the job and the protocols that can be put into place to ensure a workplace culture that prioritizes safety.

WAYNE COMMUNITY COLLEGE
COMMUNICABLE DISEASE POLICY OF STUDENTS

Wayne Community College is committed to assuring that all necessary training and precautions are taken with regard to communicable diseases. The Biohazard Exposure Control Plan and the Pandemic Preparedness Plan of Wayne Community College reflect our efforts to ensure the good health and safety of all employees and students. The College adopts this communicable disease policy for students in an effort to control communicable diseases and the threat of pandemics on campus based upon established rules and regulations of the N.C. Division of Health Services. Employees and employees of contractors or contracted services infected with a communicable disease have the responsibility of reporting this fact to the Director of Human Resources. Students infected with a communicable disease have the responsibility of reporting this fact to the Associate Vice President of Academic and Student Services or the Vice President of Continuing Education, as appropriate.

Communicable disease is an illness resulting from an infectious agent or its toxic products being transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host, or vector, or through the inanimate environment. [N.C.G.S. 130A-2(1c)] Communicable Disease shall include, but is not limited to: Chickenpox, influenza, Infectious Mononucleosis, Conjunctivitis, Hepatitis A, B & D, Acquired Immune Deficiency Syndrome (AIDS), Aids-related complex (ARC), positive HIV antibody status, Influenza, Measles, Meningitis, Tuberculosis, Whooping Cough, and sexually transmitted diseases.(N.C.G.S. 130A)

Persons who are infected with a communicable disease are expected to seek expert medical advice and are encouraged to advise local health authorities. Local health authorities should offer counseling to these persons about measures that can be taken to prevent the spread of infection and to protect their own health.

Persons who know, or have a reasonable basis for believing, that they are infected with a communicable disease have an ethical and legal obligation to behave in accordance with such knowledge to protect themselves and others. Medical information relating to the communicable disease of a student or employee will be disclosed to responsible college officials only on a strictly limited need-to-know basis. No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of a student unless required by state and/or federal law. Furthermore, all medical information relating to the communicable diseases of students and employees will be kept confidential, according to state and federal law, including the Family Education Rights and Privacy Act.

If a student reports a communicable disease condition, the student may be excluded from the institution until an appropriate evaluation of the student's medical condition can be made. The evaluation may be made by a physician or a health department official and testing may be required if appropriate. Students in any Allied Health program may have additional requirements, as specified in each program's student handbook; therefore, these students should report all suspected communicable diseases.

The final determination of student's ability to remain in school will be made by the Vice President or Associate Vice President based upon professional medical evaluation results and recommendations. If a student is found to have a communicable disease, then the attendance of the student on campus or at any College activity will be prohibited until a satisfactory letter or certificate is obtained from one or more licensed physicians or public health officials stating that the student is not a health risk to employees and other students at the College.

The College's Biohazard Control Plan defines guidelines that will be followed in the event of an accidental exposure to bodily fluids or biohazards. Any such exposure should be reported immediately to the responsible faculty or staff person associated with the WCC activity involving such exposure and to the Student Activities Coordinator and an incident report must be completed.

Reference: WCC General Catalog and Student Handbook 2025-2026, page 254-255 https://waynecc.smartcatalogiq.com/en/2025-2026/general-catalog-and-student-handbook/student-handbook/communicable-disease-policy-for-students/

WAYNE COMMUNITY COLLEGE
MEDICAL ASSISTING

Prerequisite/Transfer Credit

			Contact Hours	Semester Credit Hours
ACA	111	College Student Success	1	1
BIO	163	Basic Anatomy & Physiology	6	5
MAT	110	Mathematical Measurement and Literacy	4	3
MED	110	Orientation to Medical Assisting	1	1
ENG	111	Writing and Inquiry	3	3
OST	136	Word Processing	4	3
MED	121	Medical Terminology I	3	3
				19

			Contact Hours	Semester Credit Hours
SPRING SEMESTER				
ENG	114	Professional Research& Reporting	3	3
MED	122	Medical Terminology II	3	3
MED	140	Exam Room Procedures I	7	5
PSY	150	General Psychology	3	3
MED	130	Administrative Office Procedures I	3	2
				16
SUMMER SEMESTER				
MED	131	Administrative Office Procedures II	3	2
MED	150	Laboratory Procedures I	7	5
				7
FALL SEMESTER				
MED	230	Administrative Office Procedures III	3	2
MED	240	Exam Room Procedures II	7	5
MED	250	Laboratory Procedures II	7	5
MED	272	Drug Therapy	3	3
				15
SPRING SEMESTER				
MED	118	Medical Law and Ethics	2	2
MED	260	Medical Clinical Practicum	15	5
MED	264	Medical Assisting Overview	2	2
MED	262	Clinical Perspectives	1	1
		Humanities/Fine Arts Elective	3	3
				13
			Total Credit Hours	70

Effective Fall 2016

*includes all previous coursework

WAYNE COMMUNITY COLLEGE
MEDICAL ASSISTING
ESTIMATED COSTS

TUITION:		**PER SEMESTER**
In-State	$76.00/Semester Hour*	
	(Full-time = 16 hours)	$1,216.00
	Student Activity Fee	$ 35.00
	Technology Fee	$ 48.00
		$1,299.00
Out-of-State	$268.00/Semester Hour*	$4,288.00
	Student Activity Fee	$ 35.00
	Technology Fee	$ 48.00
		$4,371.00
Textbooks**		$600.00

OTHER COSTS:	**ONE TIME FEE**
Health/Medical Requirements***	
Physical Exam	$35.00 - $120.00
Hepatitis vaccine	$90.00 - $150.00
Uniforms	$150.00
Shoes	$60.00
Equipment	
Watch (with second hand)	$25.00
Stethoscope	$30.00
Criminal Background Check & Drug Screen	$44.00 (minimum)
Graduation (Cap and Gown)	$39.00
Application for AAMA Certification Exam	$125.00
CPR AHA BLS Provider	$75.00

* Tuition is based on the 2025-2026 school year tuition rates. This is subject to change.

** Cost of books is constantly changing. Costs vary, according to number of courses taken each semester. This estimate is for Medical Assisting courses only.

*** Costs vary, depending on health care provider and insurance coverage.

MEDICAL ASSISTING
LETTER OF UNDERSTANDING

NAME_____ Student ID# or DOB:_____

I affirm that all information submitted during the general and/or allied health application process(es) is true and complete to the best of my knowledge. I affirm that I have read and understand the Medical Assisting Advanced Standing program admission policies and procedures as stated by Wayne Community College in the Medical Assisting Spring Semester 2026 Admission Policies and Procedures packet online.

I understand that it is my responsibility as an applicant to submit all the necessary admission requirements prior to the deadline and that failure to comply with all application requirements will result in removal from consideration or dismissal from the program. (Please refer to the application package for more detailed information.)

I have read and I understand the Wayne Community College Medical Assisting – Advanced Standing Program Technical Standards section within this packet.

I have disclosed **all** schools attended and have requested official transcripts from **each** be sent to Wayne Community College. I understand that omissions of **any** school attended is grounds for removal from consideration or dismissal from the program.

I understand that no exceptions to the policies and procedures will be granted.

INITIAL APPLICATION DEADLINE – **MEDICAL ASSISTING ADVANCED STANDING**
November 6, 2025 by 4:00 p.m.

Applicants completing all requirements after the deadline will be considered by the Admissions Committee at their next regularly scheduled monthly meeting until the program is filled.

After reading the above statement, please sign, date and return with your application.

Signature_____ Date_____

Note: Your application will not be processed without this signed statement.

Please be sure to inform the Office of Admissions and Records if your address or telephone number changes.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR ADMISSION/READMISSION

WAYNE COMMUNITY COLLEGE

PO Box 8002 • Goldsboro, NC 27533-8002
919-735-5151 • www.waynecc.edu

APPLICATION FOR ADMISSION/READMISSION

P.O. BOX 8002
GOLDSBORO, NC 27533-8002
919-735-5151 | waynecc.edu
An Equal Opportunity Institution

Do Not Write In This Space
RCN _____
RCVD _____

NOTICE TO APPLICANT: The information that you provide below will be placed in our master file. If any of this data changes, you must notify the Office of Admissions and Records immediately. Information on race and sex is requested for data gathering purposes only. Disclosure of social security number is voluntary and is used to verify the identity of an individual. Answer all questions completely and accurately. Use your legal name. Incomplete forms may delay your acceptance. Please print or type.

Last Name Jr./Sr./III	First	Middle	Former	
Address		City	State	Zip
County of legal residence	State of legal residence	Country of legal residence	WCC College ID Number *(If Applicable)*	
Home Telephone ( )	Work Telephone ( )	Cell Telephone ( )	Social Security Number	
Birthdate	Birthplace	E-mail Address	Sex ❍ Male ❍ Female	

Ethnicity and Race - Hispanic or Latino ❍ Yes ❍ No

If no, choose one or more:
- ❍ White
- ❍ Black or African American
- ❍ Asian
- ❍ Native Hawaiian or other Pacific Islander
- ❍ American Indian or Alaska Native

Year and term entering 20 _____
- ❍ Fall
- ❍ Spring
- ❍ Summer

I plan to attend
- ❍ Full-Time
- ❍ Part-Time

Enrolling as
- ❍ Freshman
- ❍ Transfer
- ❍ Returning WCC Student

Last term registered at WCC _____

Name last enrolled under _____

Long-term goal at WCC? *(Select one)*
- ❍ To obtain an Associate Degree, Diploma or Certificate
- ❍ To enhance job skills in present field of work
- ❍ To enhance employment skills for a new field of work
- ❍ To take courses to transfer to another college
- ❍ To take courses for personal enrichment or interest

Employment status while attending WCC *(Select one)*
- ❍ Retired
- ❍ Unemployed - not seeking employment
- ❍ Unemployed - seeking employment
- ❍ Employed 1-10 hours per week
- ❍ Employed 11-20 hours per week
- ❍ Employed 21-39 hours per week
- ❍ Employed 40 or more hours per week

Highest educational level completed *(Select one)*
- ❍ 8 ❍ 9 ❍ 10 ❍ 11 ❍ 12
- ❍ High School Equivalency
- ❍ 13 Adult High School Diploma
- ❍ 14 Post High School Vocational
- ❍ 15 Associate Degree
- ❍ 16 Bachelor's Degree
- ❍ 17 Master's Degree or Higher

U.S. Citizen ❍ Yes ❍ No If no, a) give country of citizenship _____ b) immigration status _____

Indicate if any of the following apply to you

❍ Retired Military ❍ Active Duty Military ❍ Dependent of Active Duty Military ❍ Department of Defense Employee

High school last attended _____ City _____ County _____ State _____

Graduation date or last date of attendance: Month _____ Day _____ Year _____ ❍ Yes, I graduated ❍ No, I did not graduate

❍ I received an Adult High school Diploma ❍ I received the High School Equivalency ❍ I am currently enrolled in high school	School	City	State	Date received or anticipated

IF YOU ARE APPLYING TO A CURRICULUM PROGRAM, PLEASE COMPLETE THE ITEMS BELOW. INITIAL HERE _____

All transcripts (high school or equivalent and college) must be on file in the admissions office before an applicant is officially accepted to the Program. Financial Aid and VA benefits will not be approved until all official transcripts are on file.

College attended	City	County	State	Date last attended

Curriculum to which you are applying _____

6-Digit Curriculum Code _____

INITIAL HERE _____

IF ADDITIONAL INFORMATION IS NEEDED, THE APPLICANT WILL BE NOTIFIED.

I hereby certify that all information I have set forth herein is true to the best of my knowledge, pursuant to my reasonable inquiry where needed. I hereby acknowledge that the institution may divulge the contents of this application only as permitted under the Family Educational Rights and Privacy Act of 1974 if I am, or have been, in attendance at this institution. I understand that work I complete and submit as a student may be used to assess college general education outcomes. Falsification of admissions documents resulting in incorrect information which could be used in consideration of admission to the college, admission to curriculum programs, or financial aid will result in removal of application from consideration or dismissal from the college/program.

Signature of Applicant **Signature of parent or guardian also, if applicant is under 18 years of age** **Date**