Please Read and Keep for Reference

Thank you for your interest in the Medical Assisting program at Westmoreland County Community College. Your COMPLETED application to the program must be in the Admissions Office (or postmarked) by January 5. There will be NO exceptions. A completed application means that all requirements including applications, transcripts, placement tests, required courses, etc. must be finished and submitted by January 5. Nothing is to be outstanding by the application deadline date. Please note that any previous applications to the Medical Assisting program will not be considered. Applications are good for one year only. If you are not accepted, you must reapply. We have provided the checklist below to ensure that your application is complete.

WCCC Transcript to be supplied by college.

MEDICAL ASSISTING

- For new students only: Completed Application for Admission to the college online at wccc.edu; click “Apply Now!” and follow the prompts.
- Returning students who have previously taken a course at WCCC for credit should contact the Student Records Office at 724-925-4070 to update their academic record.
- Completed Allied Health Programs Application
- OFFICIAL high school transcript(s) and/or OFFICIAL GED (Do not assume WCCC has your transcripts.)
- Other college transcripts (if applicable) and completed Transfer of Credit Form available in the Admissions Office or online at www.wccc.edu under Future Students - Admissions - Transfer Credits
- Completion of WCCC’s Accuplacer placement tests
- Completion of ENG 085* and /or ENG 095*/ENG 161*, MTH 050* and/or MTH 052* (“C” or better) pending course placement.
- Completion of OFT 110 – Document Processing “C” or better (Students must pass a keyboarding skills test and complete OFT 100 – Basic Keyboarding - if required - prior to enrolling in OFT 110.)

Students who have completed courses required for the Medical Assisting program must have an overall 2.0 GPA for all courses to be considered for Admission.

*All requirements must be completed by January 5 to be considered for the program.

It is the student’s responsibility to ensure the Application Packet is complete and received. Only students with completed application packets and completed admission requirements will be considered for the program.

WCCC reserves the right to make changes at any time.