2026 Entry

Medical Assisting Diploma

Admission Requirement Booklet

Performance Requirements

The following are examples of activities that you will be required to perform in order to successfully complete any Allied Health or Nursing program:

1. Critical Thinking: Possess critical thinking ability sufficient for clinical and class judgment. Example: You must be able to identify cause and effect relationships in clinical situations, participate in development of patient education plans, etc.

2. Ethical Behavior: Provide services with respect for human dignity and the uniqueness of the patient/client unrestricted by consideration of socioeconomic status, personal attributes, or the nature of health problems. Example: You will care for patients/clients assigned regardless of race, gender, religion, or diagnosis and uphold integrity as a medical professional.

3. Legal Behavior: Provide care within the scope of practice as stated in the American Association of Medical Assistants Code of Ethics and Practice. Example: You will safeguard the confidentiality of all patient/client information as required by law unless the patient/client grants permission.

4. Interpersonal Skills: Possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of psychosocial cultural backgrounds. Example: You will establish rapport with patients/clients and health care team members by behaving in a professional, courteous manner.

5. Communication Skills: Possess communication abilities sufficient for verbal and nonverbal interaction with others regardless of language or physical barriers. Example: You will be able to clearly explain treatment procedures to patients/clients/family, document patient/client responses, and report to others regarding patient/client care.

6. Mobility: Possess physical abilities sufficient to move from room to room and maneuver in small spaces, stand, walk and bend over for extended periods of time. Example: You will be able to move between workstation, patients'/client's room and treatment areas.

7. Motor Skills: Possess gross and fine motor skills sufficient to provide safe and effective health care. Example: You must be able to use equipment, position patients/clients, administer injections, etc.

8. Hearing Skills: Possess auditory ability sufficient to monitor health needs and collect data. Example: You must be able to heart and breath sounds etc.

9. Visual Skills: Possess visual ability sufficient for observation and data collection. Example: You will be able to observe color of skin and read scale on a syringe.

10. Tactile Skills: Possess tactile ability sufficient for data collection. Example: You will be able to detect pulsation and feel skin temperature.

11. Weight Bearing: Possess the ability to lift and manipulate/move 40-50 pounds. Example: You will be able to move equipment, position patients, etc.

Medical Assisting Diploma Admission Process

Fall Program Application deadline is May 8th to July 9th, 2026

(for Aug 2026 Program Start)

Spring Program Application deadline is September 1st to November 13th, 2026

(for Jan 2027 Program Start)

Medical Assisting is a limited enrollment program beginning in the fall and spring of each year. Graduating high school seniors may complete this process and be provisionally accepted based on successful high school graduation before the program begins in the fall. Medical Assisting is a one-year, diploma program and all applicants must meet the minimum admission requirements to be considered for admission. **However, meeting the minimum requirements does not guarantee admission.**

All applicants must complete Phase I through Phase II listed below to submit the Medical Assisting Program Application before the deadline listed above.

Phase I: Complete your SPCC Admissions File

- ☐ Complete the SPCC General **Application for Admissions**

  Must be within last year or general education course taken at SPCC within last year.

- ☐ Submit **official high school transcripts** (or adult high school/high school equivalent transcript).

  Not required if applicant submits transcripts showing completion of Associate's degree or higher.

- ☐ Submit **official college transcripts** for **all** colleges listed on your application

  All transcripts are required even if courses will not apply to this program. Transcripts are usually evaluated with 72 hours after they are received.

- ☐ Once all transcripts are received, you will be notified if **Placement Testing** is required.

Phase II: Medical Assisting Diploma Program Admission Requirements

- ☐ Attend a mandatory virtual Medical Assisting Information Session and complete the MA Request Form.

  Check the Medical Assisting web page to complete the MA Information Session and the MA Request form. The MA Information Session is open for viewing at any time. The MA Request form will be available during the application windows.

- ☐ Eligible to take ENG 111, COM 110, COM 120 or COM 231 – eligibility is determined by SPCC Phase I Admissions.

- ☐ If you have completed General Education or MED courses listed on the curriculum map, you must have earned a grade of “C” or higher.
- ☐ Have a **GPA of 2.0 or higher in completed general education courses and MED courses** listed on the curriculum map

The Medical Assisting Diploma program is a 1 + 1 diploma/degree option. In order to progress into the MA degree, students must have successfully completed the diploma option with a 3.0 GPA.

Once all items above have been completed and documentation has been collected, email the phase II application and supporting documentation to Health Admissions (healthadmissions@spcc.edu). You must have all the items above in order to complete the application successfully and be considered for entry into the program.

Application Review Check List- Please bring checklist and all documentation with final application

- □ Completed all requirements in Phase I (General Admission) to SPCC.
- □ All current college transcripts are on file and have been evaluated for transfer credit.
- □ Any completed coursework on the MA Curriculum Map with a GPA of 2.0 or higher and a “C” or higher in all courses.
- □ Watched a Medical Assisting Information Session and completed the MA Request form.
- □ Completed Phase II application
- □ Copy of SPCC Unofficial Advising transcript with all transfer credits evaluated

Above documentation must be legible, have student name, and date of completion.

Frequently Asked Questions

How do I apply for admissions to the Medical Assisting program?

- Complete Phase I general admissions
- Watch information session, complete request form and receive a Phase II application via email
- Send completed Phase II application and supporting documentation to Health Admissions
    - Email: healthadmissions@spcc.edu

When are students admitted into the Medical Assisting program?

- Students are admitted during the spring and fall term each year.
- Notification of acceptance/regrets will be emailed within one month of the deadline.
- There is no waitlist and selection is based on meeting the admission requirements listed above.
- All health programs have limited seats and admission is competitive.
- If all seats are not filled, the application period may be extended. Any extension will be posted on www.spcc.edu.

What is the Information Session?

- You must watch an online Medical Assisting Information Session. Please visit the Medical Assisting Webpage for the Information Session link. You must watch the Information Session and complete the MA Request Form to apply to the program. The Information Session is open at any time for viewing.

What are the typical class hours?

- Daytime program
- Classes and labs generally run Monday–Thursday on both campus
- Clinical practicum (near end of program) Mon.-Fri. 8am to 5pm
- Clinical Practicum conducted in physician offices or clinics, matching normal office schedules

What if I am reapplying after an unsuccessful attempt in the program?

Re-application is required for all Medical Assisting applicants; if you have withdrawn from program or been dismissed for any reason. The guidelines for the admissions process for health programs as described in the SPCC catalog sections “Admissions for Allied Health and Nursing Programs” must be followed. *If you have been suspended for academic reasons, you must consult and gain approval from the Dean of Health and Public Safety. If you have been suspended for disciplinary reasons, you must consult and gain approval from the Vice President of Student Services. Any readmitted students must meet all the program requirements as outlined in the Medical Assisting Student Handbook.*

Medical Assisting Diploma GPA Calculation Information

A = 4 B = 3 C = 2 D = 1 F = 0

GPA Calculation Chart						
Course	Letter Grade	Grade Value		Credit Hours		Quality Points
ENG 111			X	3	=	
MED 116 OR BIO 163 OR BIO (165 & 166) OR BIO (168 &169)			X		=	
COM 110, 120, 140, or 231			X	3	=	
CIS 110			X	3	=	
MED 110			X	1	=	
MED 118			X	2	=	
MED 121			X	3	=	
MED 130			X	2	=	
MED 131			X	2	=	
				Totals:		
GPA = Total Quality Points/Total Credit Hours				GPA:		

- Use only ***completed*** general education and MED courses listed above (unless approved by substitution).
- If course was transferred, use grade received at that college (only credits transferred in by SPCC Registrar will be used).
- BIO (165 and 166) or BIO (168 and BIO 169) may be used for BIO 163 or MED 116 (course sub required after acceptance).
- CLEP and AP credits are not calculated into the GPA.
- GPA is two decimal places and is NOT rounded (2.689 is 2.68).

Students are encouraged to complete General Education courses, and any MED courses that can be taken prior to be accepted into the Medical Assisting Diploma Program.

If you intend to use any other course than those listed above, you must complete a *Health Pre-Course Substitution* Form. Forms can be accessed on www.spcc.edu in Student Forms. Confirmation of the substitution approval must be attached to the Medical Assisting Diploma Phase II Application.

Medical Assisting Diploma (D45400) – 45-46 Credit Hours

Fall Semester – August Program Start

Required General Education Courses				
Course Number	Course Name	Lec	Lab	Credit
ENG 111	Expository Writing	3	0	3
COM	Choose COM 110, COM 120, COM 140 or COM 231	3	0	3
CIS 110	Introduction to Computers	2	2	3
			Total	9

*Students admitted into the Medical Assisting program for this cohort, must follow the curriculum map listed.

Course offerings -
◐ - 1st 8 weeks
◑- 2nd 8 weeks
● – 16 weeks

Students are encouraged to take General Education Courses and MED 110, 116, 118, 121, 130 and 131 prior to taking program courses, however, these are not a requirement for admission.

Fall Semester				
Course Number	Course Name	Lec	Lab	Credit
MED 110◐	Orientation to Med Assisting	1	0	1
MED 118◑	Medical Law & Ethics	2	0	2
MED 116●	Intro to A & P ◆	3	2	4
MED 121◐	Medical Terminology I	3	0	3
MED 130◐	Admin. Procedures I	1	2	2
MED 131◑	Admin. Procedures II	1	2	2
MED 138◐	Infection/Hazard Control	2	0	2
MED 150◐	Laboratory Procedures I	3	4	5
GEN ED	Choose up to 2 from Required Courses			
◆BIO 163, 166 or 169 can be substituted for MED 116.				Total 21-25

Spring Semester				
Course Number	Course Name	Lec	Lab/ Clnc	Credit
MED 140◐	Exam Room Procedures I	3	4	5
MED 270◐	Symptomatology	2	2	3
MED 264●	Medical Assisting Overview	2	0	2
MED 260◑*	MED Clinical Practicum	0	15	5
GEN ED	Choose (1) from Required Courses			
			Total	17-20

*Note: MED 260 – MED Clinical Practicum requires students to complete 240 hours at a clinical site. Hours are Monday-Thursday – 8:00 a.m. to 5:00 p.m. or Monday-Friday – 8:00 a.m. to 3:00 p.m.

Medical Assisting Diploma (D45400) – 45-46 Credit Hours

Spring Semester – January Program Start

Required General Education Courses

Course Number	Course Name	Lec	Lab	Credit
ENG 111	Expository Writing	3	0	3
COM	Choose COM 110, COM 120, COM 140 or COM 231	3	0	3
CIS 110	Introduction to Computers	2	2	3
			Total	9

*Students admitted into the Medical Assisting program for this cohort, must follow the curriculum map listed.

Course offerings -
◐ - 1st 8 weeks
◑- 2nd 8 weeks
● – 16 weeks

Students are encouraged to take General Education Courses and MED 110, 116, 118, 121, 130 and 131 prior to taking program courses, however, these are not a requirement for admission.

Spring Semester

Course Number	Course Name	Lec	Lab	Credit
MED 110◐	Orientation to Med Assisting	1	0	1
MED 116●	Intro to A & P◆	3	2	4
MED 118◑	Medical Law & Ethics	2	0	2
MED 130◐	Administrative Procedures I	1	2	2
MED 131◑	Administrative Procedures II	1	2	2
MED 140◐	Exam Room Procedures I	3	4	5
MED 270◐	Symptomatology	2	2	3
GEN ED	Choose (2) from required courses			
◆BIO 163, 166 or BIO 169 can be substituted for MED116.				Total 19-25

Fall Semester

Course Number	Course Name	Lec	Lab/ Clnc	Credit
MED 121◐	Medical Terminology I*	3	0	3
MED 138◐	Infection/Hazard Control	2	0	2
MED 150◐	Laboratory Procedures I	3	4	5
MED 264●	Medical Assisting Overview	2	0	2
MED 260◑	MED Clinical Externship**	0	15	5
GEN ED	Choose (1) from required courses			
			Total	17-20

*Note: MED 121 – Medical Terminology I can be taken in the summer semester.
**Note: MED 260 – MED Clinical Practicum requires students to complete 240 hours at a clinical site. Hours are Monday-Thursday – 8:00 a.m. to 5:00 p.m. or Monday-Friday – 8:00 a.m. to 3:00 p.m.

Accreditation Statements

The SPCC Medical Assisting Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Contact the Commission on Accreditation of Allied Health Education Programs at 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, www.caahep.org, or call 727-210-2350 for questions about the accreditation.

SPCC is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates.

Disclosure Statements

- The Medical Assisting Diploma Day classes will be taught on the L.L. Polk campus in Polkton, NC and the OCH(Old Charlotte Highway) campus in Monroe, NC.
- **Healthcare Provider CPR will be required by the January new student orientation (Spring) or August new student orientation (Fall) orientation if accepted.**
- Accepted applicants may be required to complete a criminal background check and a drug screen. Costs are the responsibility of the student. Based on the criminal background check and drug screen results, hospitals or clinical facilities where onsite training is conducted may deny you access to their facility, resulting in your inability to complete the clinical portion of the program. If you are unable to complete the clinical training, you will be unable to progress in the program, resulting in your removal from the program.
- All tattoos must be covered when in lab, class or clinical. Facial piercings are considered body piercings and are not allowed. The only exception to this rule is a stud nose piercing or stud eyebrow piercing. These must be covered with a clear retainer at all times during class, lab, or clinical.
- By accepting a seat in any SPCC Health Program, you forfeit your place on any alternate list for any other program.

Deferred Action Childhood Arrival (DACA) and Undocumented Student Notice

NCCCS policy allows DACA and undocumented applicants to enroll at SPCC at the out of state tuition rate. Acceptance to the college does not guarantee acceptance to a specific program. DACA students are eligible to apply to any Allied Health/Nursing programs. Undocumented students are not eligible for consideration in the application process to Allied Health or Nursing programs. According to North Carolina and Federal law, DACA and undocumented students are not eligible for North Carolina professional licensure.

This information is subject to change without notice based upon federal and state regulations.

Availability of Disability Services

SPCC provides ongoing services that encourage students with disabilities to integrate themselves into all aspects of college life. The Disability Services provider are available to assist with registration counseling, academic advisement and arrangements for appropriate accommodation(s). Reasonable accommodations are established on an individual basis. Students must provide documentation for a disability form a physician or other licensed professional in order to establish eligibility for services. Please email counselors@spcc.edu for assistance.

SPCC Medical Assisting Diploma Estimated Cost

This is an ESTIMATE of costs effective 8/2022. Fees are subject to change.

General Tuition and Fees		
In State		$76.00/credit hour
Out-of-State		$268.00/credit hour
Technology Fee		$48.00/semester
Student Insurance		$1.40/semester
Campus Parking Fee (CAPS)		$15.00/semester
Student Activity Fee		$35.00 /semester
Tuition (14 credit hours. Cost will vary depending on number of hours taken per semester)	**In-State**	**Out-of-State**
	$1,064.00	$3,752.00
Textbooks for general education courses	$425.00	$425.00
General fees	$199.40	$199.40
	$1,688.40	**$4,376.40**
Pre-Orientation Expenses	**$135.00**	**$135.00**
Fall/Spring - Semester 1		
Pre-entrance physical exam, all immunizations (as listed on health form), two (2) - TB Skin Tests	Varies	Varies
Tuition	$836.00	$2,948.00
Health Course Fee	$15.00	$15.00
Textbooks	$500.00	$500.00
Uniforms	$250.00	$250.00
Lab Fee	$15.00	$15.00
Liability Insurance	$13.00	$13.00
General Fees	$73.40	$73.40
Watch with second hand	$25.00	$25.00
Stethoscope	$25.00	$25.00
Total Fall/Spring Semester 1	**$1752.40**	**$3,864.40**
Spring/Fall - Semester 2 - 1st 8 Weeks		
Tuition	$988.00	$3,484.00
Health Course Fees	$30.00	$30.00
Lab Fee	$15.00	$15.00
General Fees	$77.40	$77.40
Graduation Fees	$50.00	$50.00
Online Course Fee	$10.00	$10.00
Total Spring/Fall - Semester 2 - 1st 8 Weeks	**$1,170.40**	**$3,666.40**
Spring/Fall - Semester 2 - 2nd 8 Weeks		
Tuition	$456.00	$1,608.00
Health Course Fees	$15.00	$15.00
Textbooks	$200.00	$200.00
Certification Exam Fee	$125.00	$125.00
TrueLearn	$79.00	$79.00
General Fees	$45.90	$45.90
Total Spring/Fall - Semester 2 - 2nd 8 Weeks	**$920.90**	**$2,072.90**
Estimated Total Cost	**$5667.10**	**$14,115.10**

NOTES PAGE

L.L. POLK CAMPUS
Mail: PO Box 126, Polkton, NC 28135
680 US 74, Polkton, NC 28135
704.272.5300 or 1.800.766.0319

OLD CHARLOTTE HIGHWAY CAMPUS
Mail: PO Box 5041, Monroe, NC 28111-5041
4209 Old Charlotte Hwy., Monroe, NC 28110
704.290.5100 or 1.800.766.0319

TYSON FAMILY CENTER FOR TECHNOLOGY
Mail: PO Box 5041, Monroe, NC 28111-5041
3509 Old Charlotte Highway, Monroe, NC 28110
704.290.5100 or 1.800.766.0319

LOCKHART-TAYLOR CENTER
514 N. Washington St., Wadesboro, NC 28170
704.272.5400 or 1.800.766.0319

www.spcc.edu

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