

**Medical Assistant
Certificate of
Technology &
Associate of Applied
Sciences
4MED-ASST &
3HSC-MDAST
Admission Guide**

Term	Applications Accepted	Applications Review & Interviews/Orientation	Student must submit the application via email.
Summer 2022	March 21st, 2022-Until seats are filled	Via Zoom/Orientation-5/6/2022	Chris.mendoza@sjcd.edu
Fall 2022	June 13 th , 2022- Until seats are filled	Via Zoom/Orientation-7/14/2022	Chris.mendoza@sjcd.edu

Program Duration (Number of Semesters)	Study Mode
Full Time: 3 semesters Part Time: N/A	Face-to-Face, Hybrid, Online and Offsite Clinical Practicum

1) **Apply-** <https://www.sanjac.edu/admissions-aid/admissions>

- Students are required to complete the free Texas Common Application for 2 year schools at www.applytexas.org, you will receive an acceptance letter via email from San Jacinto College within 2 business days.

2) **Meningitis-**

- If you are younger than 22, email your meningitis vaccination record to meningitis.docs@sjcd.edu Visit <https://www.sanjac.edu/meningitis> for more information along with scheduled times the college will be offering the vaccination on site.

Please continue to consult with our website for updated information regarding submission of required documentation.

Requirement: The 82nd Texas Legislature requires that all incoming Texas College students must receive a vaccination or booster against bacterial meningitis.

Who: The Vaccine is required for all new students to San Jacinto College (including dual credit students) beginning in the Spring 2012 term, and for returning San Jacinto College students who have had a break in enrollment for one or more Fall or Spring terms. Transfer students are considered new students. Also, all incoming Continuing and Professional Development students taking “linked” courses are required to receive meningitis vaccinations. A linked CPD course is any course held in conjunction with an academic/credit course.

What: The student or parent or guardian of the student must provide a certificate signed by a health practitioner or an official immunization record showing the student has received the bacterial

meningitis vaccination or booster during the five-year period prior to enrollment, and not less than ten days before the first day of classes. Two ways to receive the meningitis vaccination are either through a private physician's office or clinic, or through a public clinic, such as Harris County Health Department clinics.

3) Submission of Transcripts-

- Contact your high school and/or college/university to have a final official transcript sent. See different ways to submit your transcript- <https://www.sanjac.edu/admissions-aid/admission-steps/how-submit-official-transcripts>

How to Submit Official Transcripts

[Home](#) | [Admissions & Aid](#) | [Admission Steps](#) | [How To Submit Official Transcripts](#)

<h2> In Person</h2> <p>Unopened transcripts can be hand-delivered to the Admissions office at the nearest San Jacinto College campus. To be considered official, transcripts physically submitted must be in a sealed envelope from the issuing school.</p> <p>College transcripts must be issued within 60 days. High school transcripts can be issued at any time so long as they remain sealed.</p>	<h2> Via US Mail</h2> <p>Transcripts can be mailed to:</p> <p>San Jacinto College Records Management 13735 Beamer Road Houston, TX 77089</p> <p>To be considered official, college transcripts must be mailed from your institution within 60 days of the print day.</p>	<h2> Electronically</h2> <p>San Jac accepts electronic transcripts from the following companies: Credentials eScrip-Safe, Parchment, National Student Clearinghouse (NSC), or via EDI/SPEEDE.</p> <p>Transcripts emailed to the College are not accepted.</p>
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- Verify Texas GED completion with the Admissions office at your appropriate campus. GED Transcripts from out state must be obtained from the state of origin by the student.
- Foreign transcripts must be evaluated by an approved evaluation agency. See Admissions for an approved list or view the list here <https://www.sanjac.edu/sites/default/files/inline-files/Transcript-Evaluation-Services-2-21.pdf>

4) Placement Test-

- Visit <https://www.sanjac.edu/apply-register-pay/admissions/texas-success-initiative-tsi> to see a list of testing exemptions and learn about exams you may be required to take.

5) Claim SOS-

- SOS is your student account portal. Visit <https://www.sanjac.edu/soslogin> to claim your student account.

6) Complete Orientation

- Log into your SOS account and sign up or orientation (online or in person).

7) Career Exploration

- Undecided on your major, no worries take advantage of our free career assessment to help choose the right path for you: <https://www.sanjac.edu/student-services/student-development/career-services-center/career-pathway>

8) Financial Aid

- Apply for Financial Aid TODAY! Complete the FAFSA at www.fafsa.ed.gov. Our FAFSA code is 003609. If you are not eligible for FAFSA, you may be eligible to complete the TASFA
- Apply for Scholarships here: <https://www.sanjac.edu/admissions-aid/scholarships-grants>
- Paying out of Pocket? : You can pay your tuition and fees online or in person at any of our Business offices. Installment payment plans (IPP) are also available in SOS under the Student Account Suite or at any campus Business office.
- Veteran Services and Waivers: You may qualify for a tuition exemption or waiver- <https://www.sanjac.edu/admissions-aid/tuition/tuition-exemptions-and-waivers-list>

9) Be Advised

- Speak with an Educational Planner to review your degree plan and coursework. Make an appointment today at appointments.sanjac.edu. Select “**Educational Planning, Counseling, & Completion**” as the office and “**General Advising**” as the service.

Note for Veterans: Follow up with your veteran service

Program Admission Statistics

On average, approximately 25 students apply for admission each application period.

Program Information

Program days and times may vary but you should plan to attend classes 4-5 days a week. Day classes are generally between 8:00am to 4:30 pm. Monday-Friday. Please plan accordingly to ensure proper transportation.

The **Medical Assistant Program** requires participation in clinical rotations in order to complete the program. In order to participate in clinical rotations at our affiliate sites, certain background information must be verified. Verification of this information is the financial responsibility of the student and must be completed through the program-approved vendor – CastleBranch. Immunizations are also required. See list in the Medical Assisting Program Application.

Students enrolling into San Jacinto College programs with external learning experiences (i.e., clinical, practicum, externship, cooperative, etc.) will be required to comply with the immunization requirements and policies of the clinical/external learning sites to engage in all clinical/external learning experiences. Vaccination requirements at clinical/external learning sites are implemented pursuant to the independent authority of such facilities and are not mandated by San Jacinto College. Failure to meet the immunization requirements mandated by clinical/external learning sites may limit a student’s ability to complete the program and/or may delay the student’s graduation date. San Jacinto College does not process exemptions, and students should address potential vaccination exemptions directly with the clinical/external learning site.

Accreditation Agency

Commission on Accreditation of the Allied Health Education Programs (CAAHEP) on the recommendation of the Medical

Assisting Education Review Board (MAERB).

Certification Testing

MDCA graduates are eligible to take a National Certification Examination, either the Registered Medical Assistant Exam given by the American Medical Technologists to earn the RMA credential, the Certified Medical Assistant Exam given by the American Association of medical Assistants to earn the CMA (AAMA) credential or the The National Center for Competency Testing (NCCT)-NCMA.

Employment Opportunities

Medical Assistants work in physician offices, hospital-based clinics, and ambulatory health care facilities.

Average Salary

Entry- level salaries range from \$33,112 to \$38,783.

Questions

Do you need any further assistance? Please email us at diana.johnson@sjcd.edu.

