



MEDICAL OFFICE ASSISTANT FALL 2012 Main Campus or Florence Center Application Information & Forms

You may apply to either the Main Campus or Florence Center using this application process.

There is a \$35 fee to apply to for this program.

You must complete all steps to be considered.

1. PROGRAM COUNSELING & ADVISING

All of the information necessary to make a successful application to the **MOA Program** is included in the following pages. It is your responsibility to be aware of program entrance and degree completion requirements.

For Counseling and Advising assistance in meeting program or application requirements, please go to Counseling and Advising in Building 1, Room 103 or E-mail MOAProgram@lanecc.edu.

The following information is intended for program entrance only and does not include information on courses required for degree completion. These can be found in the catalog listing for the program year **2012-2013**.

2. APPLICATION PROCESS & DATES

2A. Selection Criteria.

Acceptance to the MOA main campus program is limited to **40 Lane County** students. Acceptance to the Florence Center is limited to **10** students. Program *acceptance is based on 1) campus selection and 2) confirmed points. Each campus site is considered independent of the other. You may only apply to one campus and you may not change campus sites once you have applied.* In addition to admitted students, there will be designated alternates. An alternate is allowed to enter the program if an admitted student declines. Alternates not accepted into the **Fall 2012** program **will not** be granted admission priority the following year.

You are NOT considered an applicant to the program until you meet all application requirements.

2B. Important Dates:

Application opens: On-line App & Payment, forms and document submission opens **May23, 2012***

Application closes: On-line App & Payment, forms and document submission closes **Jul 3, 2012***

Application notification: Program status announced..... **Jul 16, 2012**

Mandatory orientation: Attendance required if accepted or alternate status **3-5 p.m., Aug 2, 2012**

*Program On-line Application and Payment admission system opens approximately 12:15 a.m. and closes approximately 11:45 p.m. each day. You must submit your Program On-line Application and Payment before the system closes.

3. APPLICATION REQUIREMENTS

To apply to this program, you must complete and submit the following by the close date listed above. Details of requirements are provided in the following sections.

Be admitted to Lane Community College as a college-credit student.

- Be admitted to Lane Community College as a college-credit student with an assigned L number.
- Complete Fall 2012 Enrollment Academic Requirements (Section 6) **OR** course entrance requirement.
- Submit transcripts, if required, to Enrollment Services.
- Submit the Application Point Sheet, and documentation as required.
- Complete the MOA Program On-line Application and Payment process.

4. APPLICATION WORKSHEET & REQUIRED STEPS

Use this check list to make sure you complete all requirements.

You must complete all steps and submit all documentation by the close date listed above.

Keep this check list as a reference.

_____ **1. E-mail Account.** You will need to obtain an E-mail address if you do not already have one. Lane's Enrollment Services and Health Professions Application Center use E-mail to send information.

It is your responsibility to set your "spam filter" system to accept mail addresses containing @lanecc.edu . Do this even if you are currently receiving E-mails from Lane. We cannot be responsible for notices which are not received due to spam or junk mail handling.

_____ **2. Admission to Lane as a credit student.** If you are not currently a credit Lane student, complete Lane's college admission process and obtain a student "L" number at <http://www.lanecc.edu/es/admissions.html>. Make sure to complete all "**Steps to Enroll in Credit Classes**" including testing.

_____ **3. Advising.** Meet with a Health Professions counselor or advisor. See **Section 1**.

_____ **4. Submit Transcripts (if required)** to Enrollment Services. All courses used for points must be recorded on your transcript.

- **Do not** submit transcripts from Lane Community College to Enrollment Services or the HP Application Center.
- **Sealed, official**, transcripts from schools other than Lane must be received by application close date. Transcripts may be submitted prior to application open date.
Lane Enrollment Services, ATTN: HP Transcript
4000 East 30th Ave., Eugene, OR 97405
- **For schools other than Lane, submit UNOFFICAL transcripts** (web or photocopy) with your application point sheet.
- Transcripts received at the Health Professions Application Center will **NOT** be forwarded to Enrollment Services.

_____ **5. Request Course Equivalency Evaluation (if required).**

Courses taken at other colleges may be eligible for use in the application process. Use the following steps and make sure to consult with a program advisor/counselor.

DO NOT DELAY. It is your responsibility to initiate the process early and make sure it has been completed by the application deadline.

1. **For colleges other than Lane, submit an official, sealed transcript to Enrollment Services.** College transcripts received by Lane's Enrollment Services may be verified in *myLane*.
2. Go to the Enrollment Services website <http://www.lanecc.edu/es/transferringcredits.html> .
3. Review "General Information for Transferring Credits."
4. Select "Look up Transferable Credits" to check on transferrable classes. If your course(s) are listed with a Lane subject, course number and title, no further action is needed.
5. If the college/course is not listed or the equivalent is listed with a **1XX or 2XX course number**:
 - Contact the Lane department or division which teaches the course and request a course equivalency evaluation.
 - Submit a syllabus of the course taken with your request for course equivalency.
 - Inform the department of the application deadline.
 - ***Make sure the department/division E-mails a copy of the approval to you.***

Course equivalencies must be approved and received by the correct department or division and forwarded to Enrollment Services by the application deadline to be eligible for points.

_____ **6. Testing.** If testing for math or writing placement (see , testing must be completed prior to submission of application forms. You **do not** need to submit documentation of test results.

Important: Placement testing is done by appointment only and must be done through the Lane Community College Testing Office located in Building 1, phone (541) 453-5324. For information or to schedule an appointment, go to <http://lanecc.edu/testing>.

_____ **7. Complete the MOA Application Point Sheet.** Complete all parts of the point sheet. Only courses and degrees which are completed and transcribed may be used for points. Course completion is not a requirement for applying to the program. However, points will be used to prioritize applications.

_____ **8. Submit application to the HP Application Center** (see Point Sheet for address):

- ☐ MOA Application Point Sheet,
- ☐ Web or photocopy of transcripts from schools other than Lane. **Do not** submit Lane transcripts.

_____ **9. Complete the MOA Program On-line Application and Payment.** You will be charged a **\$35 non-refundable application fee**.

Indicate which campus (Main Campus or Florence Center) you are applying for. You may not change campus locations once your on-line application has been submitted.

Before you begin the On-line Application and Payment

- ☐ You must have a student "L" number to complete this process.
- ☐ You must have an E-mail address to complete this process.
- ☐ You must have a Visa or MC credit card to pay the application fee.

Instruction on how to access and complete the On-line Application & Payment follows.

5. NOTIFICATION

Notification of your status will be announcements by **E-mail or through your myLane** portal by the date listed in **Section 2B**.

6. FALL 2012 ENROLLMENT REQUIREMENTS

If accepted or considered an alternate to the program, you must complete the following. Failure to do so will result in forfeiture of program eligibility.

- **Attend the Mandatory Program Orientation.** *Students accepted into the program or given alternate status must attend the orientation session* – see **Section 2B**. Location will be announced in notification of program acceptance.
- **Fall Term 2012 Enrollment Academic Requirements. Complete prior to Fall term 2012.**
 - ☐ **CG 203** with a grade of Pass, C-, or better.
 - ☐ **HO 100** with a letter grade of C- or better.
 - ☐ **MTH 052** completion with a letter grade of C- or better, completed Oct 2010 or later.
Or, complete entrance requirements for MTH 052 Oct 2011 or later (placement testing into MTH 052 or a MTH 052 prerequisite course).
 - ☐ **WR 115, WR 115w, or higher** with a grade of Pass, C-, or better.
- **Documentation of program/clinical requirements for students accepted into the program** (to be paid by student). **Wait until you have been accepted into the program to complete the following requirements.**
 - Physical exam and immunizations
 - CPR certification
 - First aid certification
 - Proof of health insurance
 - Drug testing
 - Background check

Specifics will be included in program acceptance or alternate notification and discussed at the Mandatory Orientation on Aug 2, 2012.

2012-13 Health Professions Online Program Application & Payment

Before you start your On-line Application & Payment session:

- a. You must have applied for credit admissions to Lane and have a student L number.
- b. You must have a personal e-mail account (Lane does not issue students Lane e-mail accounts).
- c. You must have a credit card on which to charge the non-refundable application fee.
- d. Complete the program Application Worksheet.

Go to: https://exp.lanecol.edu/pls/lane/bwskalog.P_DisplLoginNon Lane's Admission and Program Application website.

Apply Online: Click on this link

First time user account creation Click on this link at bottom of page.

Create a Login ID: Enter your L#. (If you have applied for admissions and have not yet received your L#, have the system to generate a G# for you. Make sure to keep your G number for reference!)

Create a new PIN: Follow instructions on the web page.

- Do not use the same PIN you use to log into myLane, myLane, or Moodle.
- This PIN is only for the Application process and will not change your myLane PIN.
- Use this Application PIN to check on the status of your program application. Write it down!

Login: Click this button located at bottom of page.

Continue: Click this button located at bottom of page.

Application Type: Select the correct program application type from pull down menu. Make sure of your selection.

Continue: Click this button at bottom of page.

Apply for Admissions By entering the correct information.

Admission Term: [Fall 2012](#). Enter from drop down menu. (For EMT Basic Spring/Summer, enter Spring 2012)

Enter Name: Make sure your name matches the name you used in your *myLane* portal.

Fill Out Application Click this button at bottom of page.

Application Checklist Click this link and complete each required section of the application.

- Follow the instructions provided on each screen.
- **High School Section.** *Some Health Professions programs require high school completion.*
- **Previous College Section:** List all previously attended institutions.

Application is Complete Click this button only when all sections have been completed.

or Finish Later Click this button to save your information.

Complete Payment You must pay the On-line Application fee with a Visa or MasterCard.

Signature Page Click the button and read agreement information.

- Your On-line Application is dated and timed after submission of the Signature Page.
- This is an acknowledgement page and *does not require a signature*.

Return to Application Menu Click this link at the bottom of the page. Your application is now listed as "submitted."

Lane Community College Admission Confirmation. An E-mail will be sent to you confirming your On-line Application and Payment and time. Retain this page for your reference.

In addition to your On-line Application and Payment, the following programs require additional form(s) and documentation. Details are in the Program Application Information & Forms.

*Dental Assisting
Dental Hygiene
EMT Paramedic
Health Records Technology*

*Medical Office Assistant
Nursing
Physical Therapy Assistant
Respiratory Care*

Print Clearly. L# _____ FIRST _____ LAST _____
 Contact Phone _____ E-mail _____

MOA Application Point Sheet

Print point sheet and submit as indicated in Section 4.

Program entrance is based on points and completion of the application process prior to the application deadline date.

Part 1. School Listing & Transcripts. List all colleges/universities where you took classes which you are using for points and submit documentation as required:

- ☐ All coursework taken at Lane (do not submit transcripts).

College/University	State	"Q"uarter or "S"emester

Part 2. Point Sheet

- Only courses, degrees, and/or testing results which are completed and transcribed (or posted) may be used for points. Complete the information for each course (or test) used for points. Circle points for the corresponding grade received.
- IF Indicate information for courses which are required to enter the program Fall 2012 and have not yet been complete completed. The courses must be completed successful Summer term 2012 to enter the program.
- Course completion is not a requirement for applying to the program. However, points will be used to prioritize applications.

Part 2A. Fall Math entrance requirement. If you have not yet completed MTH 052 (Oct 2010 or later), you must meet the MTH 052 placement test or the MTH 052 prerequisite to enter the program Fall 2012.

Course or Requirement	School	Term/ Year	# Credits	Grade/ Pass	Grade C	Grade B	Grade A
MTH 020, or higher, 3 or more crds, completed Oct 2010 or later. Course taken: _____, OR				6	6	9	12
Math placement testing into MTH 052 or higher, completed Oct 2011 or later, OR	Lane	Date:	--	6	--	--	--
MTH 052, 4 crds, completed Oct 2010 or later. Course must be completed prior to Win 2013.				12	12	16	20

Part 2B. Fall Writing entrance requirement. Completion of WR 115 or higher is required to enter the program Fall 2012. If you have not yet completed WR 115 (or higher), you must meet the WR115 placement test requirement and complete WR 115 or higher prior to Fall 2012.

WR 115, WR 115w, or higher, 3 or more crds Course taken: _____, OR				6	6	9	12
Writing placement testing into WR 115 or higher, completed Oct 2011 or later, AND	Lane	Test Date:	--	6	--	--	--
Taking WR 115 or higher, Summer 2012 Indicate school and number of credits.		Summer 2012		0	0	0	0

Part 2C. Fall Entrance Requirements . Completion of these courses is not required to apply. Completion of these courses is not required to apply. If you have not yet completed this requirement, you must take them summer term to enter the program.

CG 203, 3 crds. OR				6	6	9	12
Taking CG 203, Summer 2012 Indicate school and number of credits.		Summer 2012		0	0	0	0
HO 100, 3 crds				0	6	9	12
Taking HO 100, Summer 2012 Indicate school and number of credits.		Summer 2012		0	0	0	0

Part 2D. Program Degree Courses. List only courses which are completed and are transcribed.

BT 120, 3 crds				0	6	9	12
BT 165, 4 crds				0	10	14	18
HIT 160, 3 crds				0	6	9	12
HO 110, 3 crds				0	6	9	12
HO 112, 3 crds				0	6	9	12
HO 114, 3 crds				0	6	9	12

HO 150, 3 crds				0	6	9	12
HO 152, 3 crds				0	6	9	12
HO 190, 3 crds				0	6	9	12
HO 220, 3 crds				0	6	9	12
PSY 110, 3 crds, OR				0	6	9	12
PSY 201, 3 crds, AND				0	3	4.5	6
PSY 203, 3 crds				0	3	4.5	6
Indicate total points for each column.							
2E. Additional Points.							
Prior college degree, associate, bachelors, masters, or higher. Transcript must indicate degree granted.				= 5 pts			
Indicate Total Points for Course Completion and Additional Points				<i>Points Possible: 0 - 205</i>			
Office use only. Total points							

Part 3 Application Conditions and Signature (You must initial all to qualify)

- ____ A. I understand my application will not be returned and I am responsible for making a personal copy.
- ____ B. I understand I am NOT considered an applicant to the program unless all required admission steps, forms, and documentation have been received by the required dates. This includes the Program On-line Application and Payment Process.
- ____ C. I understand the selection process is determined first by campus selection. Each campus applicant/acceptance pool is independent from the other.
- ____ D. I understand it is my responsibility to complete all MOA prerequisites courses before Fall term 2012 and if prerequisite courses are not completed and transcribed as required, I will not be allowed to enter the program.
- ____ E. I understand that should I be accepted into the program, conditions of enrollment require a physical, immunizations, CPR certification, first aid card, criminal background check; drug screening; and health insurance (for the duration of the program). These requirements are to be paid by the student. Details will be included in letters of acceptance.
- ____ F. I have read the application information and understand course documentation requirements.
- ____ G. I have completed the Program On-line Application and Payment process as required and understand the campus program I have selected may not be changed.
- ____ H. I understand I must successfully complete program courses as described in the catalog by the term listed (or before).
- ____ I. I also understand I must complete all degree requirements for the MOA Program by the end of Spring term 2013.
- ____ J. I hereby attest that all application information and documentation I have submitted in this packet is accurate and authentic.

Signature _____ Date _____

Submit:

- ☐ MOA Application Point Sheet,
- ☐ Web or photocopy of transcripts from schools other than Lane. **Do not** submit Lane transcripts.

<p>Submit by mail. Must be <u>received</u> by deadline date.</p> <p>Lane Community College Health Professions Application Center Attn: MOA Application 4000 East 30th Ave. Eugene, OR 97405</p>	<p>*Submit in person. Staple forms and documentation.</p> <p><u>Do not</u> place in an envelope.</p> <p>Health Professions Application Center Building 4, across from room 204 – breezeway Date/time stamp (located next to the drop box)</p>
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If submitting in person, date/time Stamp in this area: