

Big Bend Community College
Medical Assisting Program
Revised 2-10-25

FIRST STEPS:

- You must apply to Big Bend Community College.
- You must complete or be enrolled in HED 121 and HED 119.
- Schedule MA advising appointment with Debra at debrag@bigbend.edu
- Then submit this “letter of intent to enroll” to the Health Education Office (1700 building) or scan and email this letter to Katherine Christian RN,MSN/Ed, CNE at katherinec@bigbend.edu.

Please submit by October 11th for priority consideration. Your transcript will be evaluated, and we will begin to notify students of their status for MA 115 by October 31st. Your Letter of intent must be fully completed to be considered.

*** <u>(OFFICE USE ONLY)</u> ***						Total
Program Courses			Program Courses			
Completed*(2 pts.) In Progress (1 pt.)			Completed*(2 pts.) In Progress (1 pt.)			
_____	HED 121	_____	_____	CMST 220	_____	<div style="border-bottom: 1px solid black; height: 10px; margin-bottom: 10px;"></div>
_____	HED 122	_____	_____	ENGL 101	_____	
_____	HED 123	_____	_____	MAP 117	_____	
_____	HED 119	_____	_____	HED 160	_____	
_____	HED 239	_____	_____	FAD 150	_____	
_____	PSYC 100	_____	* Minimum grade 2.0 – all classes			

Priority for enrollment in the Clinical Procedures Series (MA 115 and MA 116) will be given to those students closest to completion of the program requirements. This will ensure that all requirements are complete at the time of externship, so that program completers are ready to obtain licensure and certification. Once the MA class is filled the remaining students will be placed on a wait list.

**Letter of Intent to Enroll
Medical Assisting Clinical Procedures Series
(MA 115)
Due by October 30, 2025 (for Winter quarter 2026)**

Last Name		First	Middle	Previous Last Name
Mailing Address		City		State Zip
Phone:		Birth date:		BBCC Student ID:
High School Attended:		Date Graduated:		GED Date: (if applicable)
BBCC Email:			Personal Email:	

Educational Background (please list all colleges which you have attended including BBCC)

From	To	Name of school	Address

Please submit unofficial transcripts from any colleges attended other than BBCC with this letter; it is not necessary to send additional transcripts for courses taken through Big Bend Community College.

The information I have provided is accurate and complete. I understand that this letter does not guarantee my place in the MA 115 class.

Signature

Date