

**Big Bend Community College
Medical Assisting Program**

Priority for enrollment in the Clinical Procedures Series (MA 115 and MA116) 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.

*** <u>(OFFICE USE ONLY)</u> ***						Total
Program courses			Program Courses			
Completed*(2 pts)		In Progress (1 pt)	Completed* (2 pts)		In Progress (1 pt)	
_____	CSS 105	_____	_____	CMST 220	_____	_____
_____	HED 121	_____	_____	ENGL 101	_____	
_____	HED 122	_____	_____	MAP 117	_____	
_____	HED 123	_____	_____	HED 160	_____	
_____	HED 119	_____	_____	NUTR 101	_____	
_____	HED 239	_____	_____	FAD 150	_____	
_____	PSYC 100	_____				
* Minimum grade 2.0 – all classes						

Enrollment in MA 115 will be determined by total points (successful progress toward completion); once the class is filled, remaining students will be placed on a wait list.

FIRST STEP: If you are considering enrollment in the Medical Assisting Program, please 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 at katherinec@bigbend.edu . Your transcript will be evaluated and you will be notified of your enrollment status within a couple weeks. Your Letter of intent must be fully completed to be considered.

**Letter of Intent to Enroll
Medical Assisting Clinical Procedures Series
(MA 115)**

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