Certificate of Achievement & Associates in Science Degree
MEDICAL ASSISTING
Program Admission and Advising

Fall Admission Only

**Priority Application Period:
Dec 1 – March 1**

Best Qualified Basis

Next Steps

1. **Attend Mandatory Information Session via Zoom. Click [here](#) to register.**

2. **Seek Advising**
   Virtual drop-in appointments by phone or Zoom. Sign-in to Health Sciences Express Kiosk during the below times.

   Virtual Advising
   Office Hours (No appointment needed)
   **Monday through Thursday
   9:00-11:30am & 1:00-3:00pm
   Closed on holidays**

   Phone/Email:
   808-734-9224 /hlthsci@hawaii.edu

3. **Meet the Selection Criteria**

4. **Apply to Program by posted deadline**
   Applications must be submitted via email through UH File Drop.
   https://www.hawaii.edu/filedrop/

5. Contact the Health Careers Counseling Center for advising if the priority application period has passed.

   This program qualifies for Federal Financial Aid (FAFSA).

Health Careers Counseling Center
Kapi'olani Community College
4303 Diamond Head Road Kauila106 Honolulu, HI 96816
**Phone: 808-734-9224
Fax: 808-734-9126
E-mail: hlthsci@hawaii.edu
Health Science Express Kiosk:
https://www.star.hawaii.edu/virtual-kiosk/app.jsp#!/kiosk?unit=433**

Qualification for Program Entry & Selection Criteria

Acceptance into the Medical Assisting program is on a best qualified basis and rating system for (1) *qualification* for ENG 100 (2) *qualification* score of 250+ in the Arithmetic Accuplacer Test domain or higher or completion of Math 75X or higher within the last two years (3) grades of completed program support courses; (4) typing test score; and (5) volunteer or work experience.

Applications are located online in [Medical Assisting Program "Forms & Documents"](#) on the KCC website. Selection is based on <u>total</u> qualifying scores in rank order from the highest until admission quota is reached. Students must complete all qualifying requirements by the application deadline.

Students on probation, suspension or having a GPA below 2.0 at KCC are not eligible to apply. Priority selection is given to Hawai'i State residents; nonresidents will be considered after all qualified residents have been accommodated per Board of Regents Policy 5.211. A grade of "C" or higher must be maintained in all program requirements to continue in the programs. Transfer credit from accredited institutions requires KCC Department and registrar approval.

Program Support Courses for A.S. Medical Assisting Degree:
Points awarded for completion, however not required for program admission

Program Support Courses*	Course Alpha	Sem/Yr Completed	Institution	Grade
ENG 100 Composition 1 (3cr)				
MATH 100 Survey of Mathematics (3cr) or higher**				
PHYL 141 Human Anatomy & Physiology I (3 cr)				
PHYL 141L Human Anatomy & Phys Lab I (1 cr)				
HDFS 230 Human Development (3 cr)				
Arts & Humanities Course (3cr) (see list on next page)				

*Applicants to the Certificate of Achievement (C.A.) degree in Medical Assisting are not required to complete the above Program Support Courses. Upon program admissions, majors will follow a prescribed one-year curriculum.
Applicants to the Associates in Science (A.S) degree for Medical Assisting will follow the one-year prescribed C.A curriculum and complete the Associates degree curriculum including the program support courses.

KCC Medical Assisting Program: https://www.kapiolani.hawaii.edu/programs/health/health-sciences/meda/

Sample "My Plan" for Prospective Students

Fall Semester (9 credits)
ENG 100 (3 cr)
MATH 100 (3 cr)**
AH Arts & Humanities (3 cr)

Spring Semester (7 credits)
HDFS 230 (3 cr)
PHYL 141 (3 cr) & PHYL 141L (1 cr)

**Students who do not qualify for MATH 100 or higher on the Accuplacer placement exam will need to take appropriate courses until Math 100 is reached. This may delay the course progression. Students are advised to meet with a Counselor to discuss math placement and scheduling options.
This is <u>not</u> a typical freshman schedule. Please verify individual schedules with a Counselor during or after the FYE New Student Orientation (NSO).

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EXAMPLES OF ARTS & HUMANITIES (AH) courses for KCC AS degree (KCC AS/AH)

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AMST 201 ART 101, 107D, 159, 175, 176, 189 ASAN 100 (AH or SS but not both), 201, 202 DNCE 150 EALL 261, 262, 271, 272 ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha) HIST 151, 152, 231, 232, 241, 242, 252, 281, 282, 284, 288 HUM 269 (any alpha), 295 (any alpha) HWST 100, 107, 110, 207, 222, 257, 282	IS 109, 161 LING 102 MUS 106, 107, 108, 170, 229 PACS 257 PHIL 100, 102, 103, 213, 250 REL 149, 150, 205 SP 251 THEA 101, 221 WS 149

*Current listing of AS elective courses (KapCC AS/AH) are viewable in the college catalog under *"College Policies and Regulations"* in the section titled, *Associate in Science Degree Courses.*

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Program Cost Estimate

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	Associates of Science Degree Medical Assisting					
	Certificate of Achievement			**Associate of Science**		
	FALL Semester	**SPRING Semester**	**SUMMER Semester**	**Second FALL Semester**	**Second SPRING Semester**	**Second SUMMER Semester**
Tuition Resident:	Resident 13 x $131.00= $1,703.00	Resident 14 x $131.00= $1,834.00	Resident 6 x $131.00= $786.00	Resident 16 x $131= $2,096	Resident 17 x $131= $2,227	Resident 6 x $131= $786
Non-Resident:	Non- Resident 13 x $345.00 = $4,485.00	Non- Resident 14 x $345.00 = $4,830.00	Non- Resident 6 x $345.00= $2,070.00	Non- Resident 16 x $345 = $5,520	Non- Resident 17 x $345 = $5,865	Non- Resident 6 x $345 = $2,070
KCC student activity, publication fees & Graduation fees	$70	$70	$30 $15	$70	$70	$30 $15
Conference & Workshops	$125 (HOSA – Membership & Conference Fee)	-	-	-	-	-
Professional Fees	$200	$200	$200	$200	$200	$200
Liability Insurance	$15	-	-	$15	-	-
Uniform & Equipment	$200	$200	$100	-	-	-
Textbooks	$479	$479	$100	$479	$479	$100
Total for semester	Resident $2,792 Non-Resident $5,574	Resident $2,783 Non-Resident $5,760	Resident $1,231 Non-Resident $2,515	Resident $2,860 Non-Resident $6,265	Resident $2,976 Non-Resident $6,595	Resident $1,131 Non-Resident $2,415
Total Cost Per Program	**Total For C.A. Program:** **Resident $6,806.00** *Non-Resident $13,849.00*			**Total For A.S. Program:** **Resident $13,773.00** *Non-Resident $29,124.00*		

Tuition and all fees listed above are estimated and maybe subject to change by the University. For official tuition schedules please refer to the Executive Policy E6.201. In addition, tuition expenses are based on maximum credits – individual student total could be less if support courses are completed or more if minimum levels of Math and English are not yet met.

Textbook costs may vary depending on the semester and courses enrolled.

This is an estimate of the cost for the KCC MEDA Program based on the information obtained from the KCC Website and Program Director. Changes may occur in the next two years that could affect this estimate. Changes may occur without notice.

This program qualifies for Federal Financial Aid (FAFSA).