

Advising and Application Checklist for Medical Assistant and Phlebotomy Technician Student Applicants

Applying to the MA or Phlebotomy Programs

A student must first apply and be accepted to Riverland Community College. There is a separate application to apply to the college and a separate application for each program (MA and Phleb have their own unique applications). Medical Assistant applicants and Phlebotomy applicants are admitted annually for a Fall semester start. Applications will be posted on the Riverland Medical Assistant and/or Phlebotomy Technician Webpages.

Application requirements:

To apply to the MA or PHLEB program, students must do the following:

- First, if not already a Riverland student, apply and become accepted to Riverland Community College. <http://www.riverland.edu/admissions/>
 - Applicants to Riverland must be in good academic and financial standing at all previously attended MnSCU institutions or college admission may be denied.
- Request official transcripts. Official transcripts from every non-MnSCU institution attended must be sent to Riverland Community College, ATTN: Student Services. MnSCU transcripts can be accessed electronically by our staff. Transfer credits will be evaluated and sent to you along with a Degree Audit Report (DARS).
- As part of the general college application process you must take the placement test, the Accuplacer. Your application will not be considered for admission unless you meet the minimum cut scores on the Accuplacer exam. You may choose to take additional preparatory coursework and retake the Accuplacer to improve your scores, but you should not plan to apply until you meet the Accuplacer minimum requirements.
- Complete the application for the program you are seeking admission (MA or PHLEB) into (Download from MA or PHLEB webpage) and submit completed application and any other required documents to Marlene Wipplinger in the Austin West Building, or mail it to her attention to: Riverland Community College, 1900 8th Ave NW, Austin, MN 55912.

How will you find out whether or not you have been accepted for admission into the MA or PHLEB program:

Students will be notified by U.S. Mail of their admission status. Letters will go out **as all seats are filled**. There are four possibilities:

1. **Accepted** means that the student has met all requirements for application and is rated within the top scores of all applicants for the number of seats available in the program.
2. **Conditional Acceptance** means the student has met most of the requirements for application but is currently enrolled in coursework to improve his/her Accuplacer scores. Conditional acceptance may be granted while reference concerns are clarified. Conditional Acceptance will be dependent upon successful completion of the preparatory coursework and repeat Accuplacer scores that meet the minimum cut score requirements for the program for which the student is applying. Conditional Acceptance seats will only be held until the date indicated in your conditional acceptance letter. Students will need to submit verification of successful completion of coursework and Accuplacer cut scores. Conditional Acceptance will only be considered when there are available seats.
3. **Waitlisted** means the student has met all requirements for application but a seat is not available. If an accepted student does not choose to take his/her seat, the next person on the waitlist will be offered the seat. **The waitlist ends when Fall semester begins.** A student on the Waitlist who does not get offered a seat this year is encouraged to meet with a Riverland Counselor, to discuss strategies to improve his/her chances for admission in future years. Appointments can be made by contacting the Call Center at 507-433-0600 or 800-247-5039.
4. **Denied** means the student may **NOT** have met all requirements for application, is not in favorable academic standing with the college. Denied students may apply again for the next class the following year. Denied students are encouraged to meet with a Riverland Counselor, to discuss strategies to improve their chances for admission in future years. Appointments can be made by contacting the Call Center at 507-433-0600 or 800-247-5039.

CPR requirements for MA & PHLEB Students

MA and PHLEB students are required to obtain and remain current with CPR certification during or prior to their final semester of program coursework.

- American Heart Health Professional certification or Red Cross Professional Rescuer is the required standard for allied health and health science programs at Riverland Community College. ***Note:** Red Cross Adult only CPR will not be accepted.

Immunizations

MA and PHLEB students must provide a completed immunization form that includes proof of Measles (Rubeola), Mumps, Varicella Chicken Pox, and Rubella. Date of last Adult Td Booster, dates of a 2-step PPD, and dates of Hepatitis B vaccine. Students are not allowed to participate in the Laboratory Procedures course (MEDA1301) if they have not provided a completed and up-to-date immunization form. The Immunization form is available on the MA and PHLEB program websites and will be provided with the program acceptance letters with further instructions. **It is imperative for students to follow the program requirements and due dates that will be included in the acceptance letter.**

Mandatory Orientation:

Accepted students are required to attend a mandatory program orientation scheduled prior to the fall semester (usually during the month of August). Further information on dates and times are provided in the acceptance letter. During orientation students have an opportunity to meet their classmates, instructors, tour the lab and classrooms, purchase books and scrubs, review D2L, submit the required immunizations documentation, CPR certification, and complete program policies and paperwork.

Graduating with MA Diploma or PHLEB certificate:

An application for graduation must be completed and turned in by the due date in order to become eligible for a MA diploma or PHLEB certificate of completion. The application due date can be found on the Riverland website under Graduation Services.

PHLEB Mobility:

Students who complete the PHLEB program are eligible to apply to the MA program to earn a Medical Assistant Diploma. Phlebotomy graduates will be given priority admission into the MA program as long as they meet the Accuplacer cut score requirements, or course equivalent (which may mean taking additional preparatory coursework prior to applying).