



**Schoolcraft
College**

Restricted Enrollment Program Change Form

Please Print:

Student Name: _____
Last First Middle Initial

Student Number: _____ or Social Security Number (last four digits) _____

Month and Day of Birth ____/____

Current Academic Program Name: _____

Current Academic Program Number: _____

New Academic Program Name: Medical Transcription

New Academic Program Number: 1YC.00029

Semester to Take Effect:

Summer _____
(year)

Fall _____
(year)

Winter _____
(year)

Spring _____
(year)

~~Signature~~ Counselor/Advisor Signature: _____ Date: _____

~~Signature~~ Student Signature: _____ Date: _____

Return to:

Schoolcraft College
Admissions and Enrollment Center
240 McDowell Center
18600 Haggerty Road, Livonia, MI 48152
Phone: 734-462-4426
Fax: 734-462-4553

Medical Transcription Program

Restricted Enrollment Application 2011-2012

Medical Transcription requires a Restricted Enrollment Program Change. To begin this program, students must complete the following with a counselor or academic advisor and submit a Restricted Enrollment Program Change Form to the Admissions and Enrollment Center.

ASSESSMENT

Student:

- has taken Asset has submitted ACT scores
 has taken the CPT is exempt from assessment

Minimum Scores:	<i>ASSET</i>	<i>CPT</i>	<i>ACT</i>
Writing	38 +	51 +	15 +
Reading	35 +	57 +	15 +
Numerical/Arithmetic	35 +	60 +	16 +

PROFICIENCY

Student:

- has met minimum **English** score or ⇒ has successfully completed appropriate course (ENG 050 or higher)
 has met minimum **reading** score or ⇒ has successfully completed appropriate course (COLLS 050 or higher)
 has met minimum **math** score or ⇒ has successfully completed appropriate course (MATH 045 or higher)

BIOLOGY 105 or equivalent Complete one semester of an Elementary Anatomy and Physiology course with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement.

Student:

- has successfully completed one semester of an anatomy and physiology course (2.0/C or better) or ⇒
 has successfully completed _____ at _____ with a grade of _____

HIT 104 Complete Medical Terminology with a grade of 2.0/C or better.

Student:

- has successfully completed HIT 104 (2.0/C or better) or ⇒ has successfully completed _____ at _____ with a grade of _____

Part F: OIS 105 Office Communications and Editing Skills with a grade of 2.0/C or better.

Student:

- has successfully completed OIS 105 (2.0/C or better) or ⇒ has successfully completed _____ at _____ with a grade of _____

CUMULATIVE COLLEGE GPA Attain a 2.0 or better cumulative grade point average at Schoolcraft College.

Student:

- has a cumulative GPA of 2.0 or better.

Counselor/Advisor Signature: _____ **Date:** _____