



**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:** \_\_\_\_\_