

Medical Assistant Student Checklist
Deadline for Application and Completed Packet is June 1

College Use Only:
Date Rec'd. _____
Initials _____

Student Name: _____

Address: _____

Telephone: _____

Email Address: _____

Student ID #: _____

Check all spaces to the left of the items completed below:

- Attended Health Professions Orientation (date): _____
- Application to Howard College Office of Admissions (if you are not currently enrolled)
- Financial Services Signature: _____
In order for the advisor to sign, your **aid packet** MUST be complete. If you are not applying for aid, sign & date here: _____
- Background Check **ONLY** (<https://portal.castlebranch.com/HH88>)
 - Complete between January 1 and May 1 for Fall Semester
- Application to Program Chair (**April 1 – June 1**)
- COPY** of immunizations. **Please do not submit originals.** We will keep the copy provided for our records.

Notify Gina Brown at gbrown@howardcollege.edu of any address or phone number changes.