

Medical Office Administration

Associate in Applied Science Degree *(in cooperation with Fayetteville Technical Community College)*

Admissions Procedures:

Listed below are the steps required to begin studies for the Medical Office Administration program at Southeastern Community College (SCC) for the degree earned at Fayetteville Technical Community College (FTCC). The steps are provided as a guideline and, in all cases, the student should work closely with Southeastern Community College and Fayetteville Technical Community College Admissions staff in the admissions process.

1. Complete and return the Southeastern Community College Application for Admission or submit the online admission application following the instructions at www.sccnc.edu.
2. Take the college placement assessment. Dates and times are available in the Counseling/Admissions Office or at www.sccnc.edu. SAT or ACT scores may substitute. Please contact Admissions staff for more information.
3. Contact your high school (or GED institution) and request they send an official transcript. Applicants must have a high school diploma or GED. If transferring credits from another college, request that official college transcripts be sent to SCC.
4. Also apply to FTCC following the online admissions procedures listed on their website: www.faytechcc.edu. Please note that FTCC will need official copies of high school (or GED) and college transcripts as well. An SCC transcript and placement scores may be obtained by request from the SCC Registrar's Office.
5. Apply for financial aid at www.fafsa.ed.gov and list SCC, school code 002964. A consortium agreement will be needed when concurrently enrolling in SCC and FTCC courses. Please see the SCC Financial Aid Officer for more information **during the semester prior to enrolling in FTCC courses**.
6. Register for SCC classes by making an appointment with your advisor. Please note **that any course substitutions MUST be approved** by the FTCC Office of Student Services. Please contact:

Elaine T. Cole-Abinleko, MA
Student Services Counselor
Fayetteville Technical Community College
colee@faytechcc.edu
910-678-8365

7. To register for FTCC classes, follow their registration instructions at www.faytechcc.edu. For specific program or class information, you may contact:

Denise Dedeaux
Department Chair, Medical Office Administration
Fayetteville Technical Community College
dedeauxd@faytechcc.edu
(910) 678-8343

Revised 07/08

Southeastern Community College
P. O. Box 151, Whiteville, NC 28472 • (910) 642-7141
www.sccnc.edu