



Medical Assistant Technology Program

Enrollment Checklist

Student Name:	Student ID:
Student Email:	Telephone #:

➤ **Program Advising**

- Attend an Advising Information Session. If you still need additional information, please schedule an [Individual Advising Appointment](#). You will learn how to register for the MAT Program during the meeting.
- Visit the MAT webpage: <https://www.southtexascollege.edu/academics/medical-assistant/>

➤ **College Admission**

- Be admitted to the college as a high school graduate or GED equivalent, except for dual credit students.
- Complete all college admission requirements

➤ **Major Change and TSI Status**

- Change major to **Medical Assistant Technology**. Visit the Admissions Office to change your major or email Admissions@southtexascollege.edu. Please include your Name and STC ID number when you email.
 - Level 1 Certificate Option: TSI Exempt
 - Level 2 Certificate Option: Meet TSI College Readiness Standards or TSI exemption standards
 - AAS Degree Option: Meet TSI College Readiness Standards or TSI exemption standards
- Complete the [Change of Information form](#) and submit it to the Admissions Office using code **CT1-MEDO and the current academic year**.

➤ **GPA**

- Earn a minimum cumulative GPA of 2.5 on a 4.0 scale of all courses completed at STC.

➤ **Jagnet Update**

- Update your information on Jagnet, such as your email and telephone numbers. The MAT program needs to communicate with you periodically.
- For issues with Jagnet, please call 956-872-2111 or visit the website <https://isp.southtexascollege.edu/service/jagnet-self-service/> or to change password <https://www.southtexascollege.edu/mypassword/index.html>

➤ **Complio Compliance**

- Students must meet clinical requirements before registering for the MAT program.
- Please follow the steps for the clinical requirements on the COMPLIO Portal.
- COMPLIO Webpage: https://nah.southtexascollege.edu/clinical_affairs.html
- Download the checklist for the requirements. [Complio Clinical Requirements Checklist](#)
- Once you are COMPLIO Compliant, please bring your Compliance Summary to the NAH Advisor to register for the MAT courses.

- For questions regarding Clinical Compliance, contact clinicalaffairs@southtexascollege.edu or call 956-872-3022.
- **MAT Program Application**
 - Submit a completed program application by the stated deadline. For more information, access the website at <https://nah.southtexascollege.edu/mat/>
- **Program Selection Process**
 - Students are accepted on a first-come, first-serve basis until maximum class size is reached. A waiting list for the next available class is established if more applications are received than can be accommodated.
- **Practicum Orientation**
 - Students registering for any MDCA Practicum course must attend a mandatory Practicum Orientation held on a Thursday, the week before the semester begins, to remain enrolled. The orientation location will be posted upon entering NAH building A. Students may be dropped for non-attendance.
- **Graduation Requirements**
 - To earn a Certificate or Associate of Applied Science Degree in Medical Assistant Technology, the student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

Please visit the NAH Advisor in NAHA Student Success Center 100 or call 956-872-3120 for questions.