Application Planning Guide for Health Information Technology (0023)

Health Information Technology Planning Guide for Admission Fall 2017:

The intent of this guide is to help applicants develop a plan of readiness for this application period. See swic.edu/HIT-FAQ/ to see if application deadlines have been extended.

The HIT and Medical Billing & Coding programs collectively accepts approximately 24 applicants.

- ✓ **Program Admission Required to enroll in HIT prefix courses**

- ✓ **Online application is available and may be submitted through your e-STORM Student Center during the following period:**

  - ▪ **Sept. 1, 2016 - Feb. 1, 2017**
    or longer if the application deadline is extended

- ✓ **Deadline for Application & ALL Supporting Documentation:**

  - ▪ **Feb. 1, 2017**

- ✓ **No waiting lists from year to year**

- ✓ **The following course from high school or college MUST be on transcripts and received by enrollment services no later than deadlines above (Grade of "C" or better required)**

  - ▪ **Biology**
  - ▪ **Chemistry**
  - ▪ **Keyboarding/Typing**

- ✓ **To earn additional points for the application, General Education courses (Section of C) must also be on transcripts by the deadline.**

Overview of Requirements & Due Dates:

Applicants must submit the following <u>to the Enrollment Services Office</u> by noted deadlines, unless the application period has been extended.

Health Information Technology Application (due by Feb. 1, 2017).
Applications are available online and must be submitted between Sept. 1, 2016 and Feb. 1, 2017 for entry into the Fall 2017 semester.

- ❖ Applications are available for online submission in the s-STORM Student Center (scroll to the bottom). Paper copies are available in the Enrollment Services office or from the Health Sciences coordinators' assistant. They can also be downloaded from swic.edu/apply during the open application period. Completed paper applications are submitted to the Enrollment Services Office.

- ✓ **Complete the Course Placement Assessment test** to assess reading, writing and math skills. Students must score high enough to be eligible to enroll in ENG 101 & Math 97 or above.

  - ❖ Complete Course Placement test <u>no later than</u> March/April 2016. This will allow time, if needed to get developmental course(s) and/or pre-requisite courses completed before application deadline. Completing sooner will allow student to enroll and complete program general education courses.
  - ❖ To schedule Course Placement Testing, call: Belleville Campus 618-235-2700, ext. 5551, Red Bud Campus 618-282-6682, ext. 8134, or Sam Wolf Granite City campus 618-931-0600, ext. 7364.
  - ❖ Prepare to take the Course Placement Assessment. Review sample reading, writing, and math materials at www.swic.edu/compass.
  - ❖ If your Course Placement Test results are not sufficient to allow enrollment in ENG 101/MATH 97 or above, meet with an Academic Advisor to determine the courses you need to complete.
  - ❖ If you have transferred general education courses from another college/university to SWIC, call 235-2700, ext. 5542/5541 to discuss if a Course Placement Test is required.

- ✓ **Transcripts documenting Biology, Algebra & Typing/Keyboarding completed at high school or college** Courses must have been completed within 10 years preceding Feb. 1, 2017 with a grade of "C" or better for one semester (if college) or two semesters (if high school).

  - ❖ High school/college Biology course must have a lab component. Lab science courses with separate lab and lecture components must have a grade of 'C' or better in each component.
  - ❖ For a list of accepted college courses for Biology, Algebra & Typing/Keyboarding see Section A of the Planning Guide.
  - ❖ College course grades supersede high school grade when both appear on official transcripts.
  - ❖ <u>Most recent</u> grades are used to determine points earned.
  - ❖ Students completing prerequisite course from a high school not recognized by the State Board of Education or home schooled may demonstrate competency of the Biology, Algebra or Typing/Keyboarding course by taking a placement test. Questions regarding placement testing can be addressed by contacting the Enrollment Services Office at 618-235-2700, ext. 5541/5542.

- ✓ **Transcripts for all colleges, universities, or approved/accredited Health Information Technology program(s)**
  - ❖ If you have attended other colleges, universities, or HIT programs, contact the institution(s) attended to request official transcripts be sent directly to SWIC. There may be a fee for this service.
  - ❖ After requesting the transcripts be sent to SWIC Enrollment Services, log into eSTORM and select the Transfer Credit Evaluation link found in the <u>other academic...</u> dropdown box under Academics in your Student Center. Complete and submit this form as early as possible before the Feb. 1st deadline to have the transcript reviewed for potential course credit.

Section A – Prerequisites to Application

It is mandatory to have completed all prerequisite courses (BIOLOGY, ALGEBRA & TYPING/KEYBOARDING) by the end of the Fall 2016 semester – UNLESS THE APPLICATION PERIOD IS EXTENDED.

How POINTS are assigned on the application to Prerequisite courses:
1. Record the most recent grade(s) for each course. A minimum grade of "C" is required. If course is completed at high school, transcript must indicate a minimum of "C" both semesters. Course grades must be on the transcript by Feb. 1, 2017 deadline.
2. Two semesters of a state board of education approved high school credit with a lab or one semester college with "C" or better is required (lab science courses with separate lab and lecture components must have a grade of 'C' or better in each component).

Points Key			
If your most recent grades or test scores are:			
High School Biol/Alg/Typing	College Biol/Alg/Typing	Typing/Keyboarding Test	Then your points for each area will be:
A/A	A	≥45 wpm	4.0
A/B or B/A		43-44	3.5
B/B or A/C	B	42-41	3.0
B/C or C/B		40	2.5
C/C	C		2.0

Institution Course Taken	Semester/Year Completed	Grade(s) Earned	Points (use key)

Biology _____ _____ _____ _____/4 pt. max
College courses must = SWIC's 100, 101, 102, 105, 155, 156, **157**, or 158.

Algebra _____ _____ _____ _____/4 pt. max
College courses must = SWIC's 94, 97, 107, 111, 112 or 113.

Typing/Keyboarding _____ _____ _____
College courses must = SWIC's OAT 171, 172 or 273.
OR   **OR**

Typing/Keyboarding Proficiency Test _____ _____ _____/4 pt. max
Applicants must type 40 words per minute with three or less errors.

Total Points Section A: _____/12 pt. max

Suggestions for increasing points earned in Prerequisites Section:

- Students have the potential to earn the greatest amount of points from this section.

- Complete all prerequisite courses in high school/college by the end of the Fall 2016 semester.

- The higher the grade earned in these prerequisite courses, the more points are generated on the application. Courses grades must be reflected on transcript to SWIC by Feb. 1, 2017. No grade lower than a "C" is accepted.

- The most recent grades are utilized, so if the most recent course has a low grade, consider re-taking the course. **See Financial Aid box in section C.**

- If you didn't complete Biology in high school, enroll in college level BIOL 157. If a grade of "B" or better, it will generate points as a prerequisite course AND in the general education section (see Section C) of this application.

Section B - ACT Score or SWIC GPA/OPTIONAL

Students earn points in this section from their ACT scores. In lieu of the ACT, students may use their **SWIC GPA <u>ONLY</u>** if they have at least 12 of the 22 general education credit hours for the HIT program completed by the Fall 2016 semester – unless the application deadline has been extended. **NO ACT score or HIT General Education courses completed? You are still eligible to apply, there are just no additional points earned from this section.**

How POINTS are assigned on the application to ACT or SWIC GPA Option:

Points Key		
If your most recent grades or test scores are:		
GPA **If 12 credits completed from section C**	**ACT** **Score**	**Then your points** **for each area will be:**
4.0	26-30	4.0
≥3.5<4.0	21-25	3.5
≥3.0<3.5	17-20	3.0
≥2.5<3.0	15-16	2.5
≥2.0<2.5		2.0
No GPA	No ACT score	0

	Composite Score <u>Earned</u>	Year <u>Completed</u>	Points (use key)
ACT	_____	_____	_____

(must be within 10 years of Feb. 1, 2017 and most recent score is utilized).

OR   **OR**

SWIC GPA Option _____ _____ _____

(To use this option you must have 12 credit hours from courses listed in Section C completed, with a GPA of 2.0 or higher. GPAs from other institutions are not utilized; although credit from courses that were transferred and approved through the Enrollment Services office may apply to the SWIC GPA. See swic.edu/transfer-credit).

Total Points Section B: _____/4 pt. max

How to Calculate SWIC GPAs:

> ➢ SWIC GPA is based on courses listed in the chart below. *Cumulative college GPA's are <u>not</u> used.*
> ➢ Refer to http://www.back2college.com/gpa.htm to use a GPA calculator to assist.

Course	Letter Grade	**Points awarded** **to calculate GPA** – 4 points for each A 3 points for each B 2 points for each C 1 point for each D	**Credit** **Hrs** **(Units)**	GPA Calculation Multiply points earned x Cr Hrs (Units) for each course
BIO 155 or 157			x 5	
BIO 156 or 158			x 5	
ENG 101			x 3	
SPCH 151			x 3	
PSYC 151			x 3	
*Human Relations			x 3	
Total Number of Points				
Number of Cr Hrs Attempted (add credit hours for courses completed)				
Divide Number of Points by Number of Cr Hrs Attempted for GPA				
Points Awarded on Application (see chart above)				

Refer to college catalog for Human Relations course options (front of blue pages section).

Suggestions for improving points earned in ACT/SWIC GPA Section:

- Take the ACT in the Spring/Summer 2016, this allows sufficient time to retake if desired.
- Even if you are eligible to use the SWIC GPA option, take the ACT to assess if the ACT score can give you greater points for the application process.

Section C - General Education Coursework

You do not have to complete the general education courses listed below before applying to the Health Information Technology program. Students who have these courses completed may be eligible to earn additional points on the application if they are on official transcripts submitted to SWIC; students have a "B" or better and sufficient general education courses are completed before the deadline (or extended application deadline).

Suggestions for improving points earned in General Education Section:
- A SWIC Course Placement Assessment is required to enroll in many of these courses. Take the SWIC Course Placement Assessment test as soon as possible to allow sufficient time to complete possible developmental courses for ENG or MATH, prerequisite courses, and HIT general education courses before the end of the Fall 2016 semester or during the 2016 Winter Intercession.
- Online courses are offered during the Winter Intercession, running from Nov. 2016 – Jan. 2017. Some of these general education courses are frequently offered during the Winter Intercession and will meet the Feb. 1, 2017 transcript deadline.
- Although you do not have to complete all the general education courses prior to applying, more points are generated by completing as many as possible **with a "B" or better.**
- If enrolled in high school, check to see if your high school offers dual credit for any of the general education courses and/or consider dual enrollment by taking a college level course while still enrolled in high school (Dual enrollment does require permission of the HS counselor, parent, and college academic advisor to enroll; contact the SWIC Academic Advising/Counseling Department or your HS guidance counselor for the proper paperwork to participate in dual enrollment).

How POINTS are assigned on the application to General Education Coursework section:

1. Record the semester, year and grade for each course you have completed. Please Note: Courses with grades of "D" will not meet graduation requirements. If you are currently enrolled in the fall 2016 semester, enter "CE" for "grade" and estimate the credit hours you'll earn toward points. **If the application period is extended, enrollment in the spring 2017 semester may still qualify for awarding points in this section.**

	Credit Hours	Semester Taken	Year Completed	Grade Earned	Check box for "B" or better grade
BIOL 155 or 157	5	_____	_____	_____	☐
BIOL 156 or 158	5	_____	_____	_____	☐
ENG 101	3	_____	_____	_____	☐
PSYC 151	3	_____	_____	_____	☐
SPCH 151	3	_____	_____	_____	☐
Human Relations Elective*	3	_____	_____	_____	☐
TOTAL	22				

*Courses are listed in catalog on AAS degree requirement page.

1. Add the number of <u>credit hours</u> you've completed **with a grade of "B" or better**. Use the chart below to determine your points for Section C.

≥ 5.00 credit hours = 1 point	≥ 19.00 credit hours = 3 points
≥ 13.00 credit hours = 2 points	= 22.00 credit hours = 4 points

Total Points Section C: _____/4 pt. max

*Financial Aid & Repeating Courses
Although repeating a course could enhance the points earned in a section of the application, course repeatability can adversely affect your financial aid eligibility and you should contact the financial aid office at (618) 235-2700 ext. 5288 to see how repeating this course affects your financial aid eligibility.

Section D

The following section only applies to those students who already have a degree.

Source of Points to be awarded for attainment of:	Points possible	Degree Obtained	Select One
*Previous Degree :	2	Bachelor's degree	☐
	1	Associate's degree	☐

Total Points Section D: _____/2 pt. max

Section E - Final Ranking Score

Sections A+B+C+D_____/22 pts. max

Selection of qualified applicants will be based on a numerical ranking procedure.

Meeting application deadlines is critical to being successful in this process. Read all correspondence from the Enrollment Services Office – they will send notification if something is missing from your file. Please remember that **all communication regarding the Health Information Technology application will be sent to your student.swic.edu email account.**

Reminder of deadlines & required supporting documentation
For Fall 2017 Admission
Submit between Sept. 1, 2016 - Feb. 1, 2017:
- Application on file for Fall 2017 admission
- SWIC Course Placement score identifying you are eligible for enrolling in ENG 101 & MATH 97 or above
- Official High School and College transcripts
- Transcripts reflect a "C" or better grades for pre-requisite courses of Biology, Algebra and Typing/Keyboarding
- Transfer Evaluation Request Form ONLY IF you are transferring college credit
- To earn points for Section B - ACT scores (15 or greater within 10 years of Feb. 1, 2017) or qualify for GPA option

It is strongly recommended all applicants make an appointment with the HIT Program Coordinator at 618-235-2700, ext. 5385 to develop a plan for application.

For suggestions on how to improve your chance of being accepted:
- ❖ **Review the HIT home page at www.swic.edu/HIT-FAQ.**
- ❖ **Follow the recommendations on the HIT Planning Guide**
- ❖ **Determine potential points earned from completion of the HIT Planning Guide and see how close you are to the required admission points of the previous year.**
- ❖ **Need assistance or have questions? Please call, 618-235-2700, ext. 5186/5355.**

Health Information Technology students are required to submit to background check and drug testing prior to clinical experience courses. Refer to college catalog for more information.