Selection of qualified applicants for the Health Information Technology Program will be based upon a numerical ranking procedure, using ACT scores or GPA, high school and/or college grades and percentage of those general education courses required for graduation completed prior to admission with a grade of "B" or better. The program capacity is 20. There are no waiting lists carried over from previous years; application is made each year.

Applications for Fall 2010 admission into the Health Information Technology program **are available from Sept. 1, 2009 through April 1, 2010**. This planning guide can help applicants develop a plan of readiness for this application period. In the event there are fewer qualified candidates than there are spaces available, applications will continue to be accepted until the program's maximum capacity has been reached or until the first week of HIT classes during the Fall 2010 semester. Further information about program requirements and expectations should be reviewed in the college catalog and/or at www.swic.edu.

Section A – Prerequisites to Application – COMPLETE FIRST!

It is MANDATORY to have completed all pre-requisite courses (BIOLOGY, TYPING/KEYBOARDING & ALGEBRA) by the end of the Fall 2009 semester – unless the application period has been extended.

How POINTS are assigned on the application to Pre-requisite courses:

1. Use the most recent grade(s) for each subject. If you are currently enrolled in the Fall 2009, enter "CE" for "grade" and estimate the points you'll earn. **Enrollment in the Spring 2010 semester is too late for the admission process.**
2. Any grades used should be within 10 years of April 1, 2010 for Fall 2010 admission.
3. Two semesters of a state board of education approved high school credit or one semester of college credit with "C" or better each semester is required.

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 _____ _____ _____ _____/4 pt. max
College courses must = Southwestern's OAT 171, 172 or 273.
OR   **OR**

Typing/Keyboarding Proficiency Test _____ _____
Contact program coordinator at extension 5385 to arrange for testing. 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 Pre-requisites Section:

*   Complete all pre-requisite courses in high school/college by the end of the Fall 2009 semester.
*   The higher the grade earned in these pre-req courses, the more points are generated on the application. If student earns a "C", consider retaking the course prior to the Fall 2009 semester. No grade lower than a "C" is accepted. Students have the potential to earn the greatest amount of points from this section of the application.
*   The COMPASS test is required prior to enrolling in college level pre-req courses. Schedule the COMPASS test as soon as possible to determine if developmental coursework is required for your enrollment in these courses and to assess if you have the level of math, reading & writing required to successfully complete the program. Sample questions are available at www.act.org/compass/samples/index.html and the Math section of the Success Center website at www.swic.edu/successcenter/info.jsp
*   The most recent grades are utilized, so if the most recent course has a low grade, consider re-taking.
*   If you didn't complete Biology in high school, enroll in college level Bio 157. If a grade of "B" or better is earned, it will generate points as a pre-requisite course and in the general education section (see Section C) of the application.

Section B - ACT Score or SWIC GPA Option

Students earn points in this section from their ACT scores. In lieu of the ACT, students may use their **SWIC GPA ONLY** if they have at least 12 of the 31 general education credit hours for the HIT program completed by the Fall 2009 semester – unless the application deadline has been extended.

How POINTS are assigned on the application to ACT/GPA 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

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

ACT   _____   _____   _____

(must be within 10 years of April 1, 2010 and most recent score is utilized).

OR   **OR**

SWIC GPA Option   _____   _____   _____

(To use this option you must have 12 credit hours from Section C completed with a GPA of 2.0 or higher).

Total Points Section B: _____/4 pt. max

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

- If using the ACT, a minimum ACT score of 15 is required.
- Schedule the ACT in the Spring/Summer 2009, this allows sufficient time to retake if desired.
- If you are eligible to use the 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

It is not required to complete the listed general education courses prior to applying to the HIT program. Students are eligible to earn additional points for having completed, prior to the end of the Fall 2009 semester, non-HIT prefixed general education courses required for completion of the AAS in Health Information Technology.

Suggestions for improving points earned in General Education Section:
- It is not recommended to complete all the general education courses prior to application; you only need to complete 12 credit hours of the general education if you wish to use the SWIC GPA option in lieu of the ACT.
- Take the COMPASS test no later than March/April 2009 – this will allow time, if needed, to get developmental courses in ENG or MATH completed in the Summer/Fall 2009 semesters.
- The COMPASS test results are needed to assess readiness for enrollment into ENG 101, BIOL 157 & 158, and many other general education courses in the degree.

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 **(the 10-year restriction does not apply).** Please Note: Courses with grades of "D" will not meet graduation requirements. If you are currently enrolled in the Fall 2009 semester, enter "CE" for "grade" and estimate the credit hours you'll earn toward points. **Enrollment in the Spring 2010 semester may be too late for the admission process.**

	Credit Hours	Semester Taken	Year Completed	Grade Earned	Check box for "B" or better grade
BIOL 155/157	5	_____	_____	_____	☐
BIOL 156/158	5	_____	_____	_____	☐
OAT 146	3	_____	_____	_____	☐
OR					
OAT 130 &	1	_____	_____	_____	☐
OAT 131 &	1	_____	_____	_____	☐
OAT 132	1	_____	_____	_____	☐
ENG 101	3	_____	_____	_____	☐
PSYC 151	3	_____	_____	_____	☐
SPCH 151	3	_____	_____	_____	☐
MGMT 213	3	_____	_____	_____	☐
Elective*	3	_____	_____	_____	☐
Human Relations Elective**	3	_____	_____	_____	☐
TOTAL	31				

*Approved subject areas listed in catalog.   **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 D.

≥ 7.75 credit hours = 1 point   ≥ 23.25 credit hours = 3 points
≥ 15.50 credit hours = 2 points   = 31.00 credit hours = 4 points

Total Points Section C: _____/4 pt. max

Section D - Final Ranking Score: (Total of Sections A + B + C)

_____/20 pts. max

Meeting the application deadlines is important in being successful in this process. Read all correspondence from the Enrollment Services office – they send notification if something is missing from your application file.

Reminder of deadlines & required supporting documentation:
By April 1, 2010:
- Application on file for Fall 2010 admission

By April 15, 2010:
- High School and College transcripts, and Transcript Evaluation Request Form
    Southwestern GPA (for courses listed in Section C) must be 2.0 or higher
- COMPASS Assessment score placing you in ENG 101 & MATH 94
- ACT scores of 15 or greater within 10 years of April 1, 2010 or qualify for the GPA option (See Section B)
- It is strongly recommended all applicants make an appointment with the HIT Program Coordinator Wendy Holder at 618-235-2700, ext. 5385 to develop a plan for application.

Quick Overview

If currently in High School:	If High School graduate:
1. Complete Biology, Algebra & Typing/Keyboarding prior to senior year of high school. 2. Spring semester of Junior year, take the COMPASS test. 3. *Enroll in developmental course(s), if required, during the following Summer & Fall semesters*. 4. Spring semester of Junior year or the following summer take the ACT. *Retake if score is lower than required.* 5. Make appointment with HIT coordinator. 6. When the above is completed/in progress, you are ready to apply by Sept 1.	1. Schedule COMPASS test. 2. COMPASS assessment indicates developmental courses required: ☐ No ☐ Yes 3. *If required, complete developmental course(s) in ENG and/or MATH.* 4. Complete Pre-requisite courses (Biology, Algebra & Typing/Keyboarding – or take typing proficiency test). 5. Take ACT or 12 credit hrs of general education courses to use SWIC GPA option. 6. Make appointment with HIT coordinator. 7. When the above is completed/in progress, you are ready to apply by Sept 1.

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.

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