ST. PETERSBURG COLLEGE

HEALTH INFORMATION TECHNOLOGY ASSOCIATE IN SCIENCE

ADMISSIONS GUIDE

HEALTH INFORMATION TECHNOLOGY

ABOUT THE PROGRAM

As a Health Information Technology professional, you play a crucial role in managing patient health information by verifying and maintaining the accuracy and security of medical records. Our program gives you the technical expertise and leadership skills to advance in this field.

ADMISSIONS REQUIREMENTS CHECKLIST

Term	Applications Accepted	Application Review	Student Notified by Email: xxxxxx#@live.spcollege.edu
Fall: August	March 1 – June 30	July 1 - July 9	July 10
Spring: January	July 1 – October 31	Nov 1 – Nov 9	November 10

- ☐ IMPORTANT: It is the responsibility of the applicant to ensure all the following requirements are satisfied and posted accurately to their student record by the application deadline for admission consideration. For questions about these admissions requirements: Advising at SPC || St. Petersburg College
- ☐ New students must complete the St. Petersburg College Admission Application and pay the non-refundable application fee. Returning students must complete the online Readmission steps in MySPC if you have not enrolled in the previous six semesters. Admissions and Readmissions

  A secondary Health Program Application is required for limited access Health Programs (link on page 2)
- ☐ Submit official, unopened (sealed) high school or GED transcripts indicating completion of a standard high school diploma or equivalency; **See the * *Transcripts/Transfer Credit* section for credit posting deadlines**

  If you completed an A.A.S. degree or higher at an institutionally accredited college and/or university, SPC will not need your high school/GED transcript or Home School Affidavit.
- ☐ Submit official, unopened (sealed) transcripts from all institutionally accredited colleges and/or universities currently or previously attended (outside of St Petersburg College)**. See **Transcripts/Transfer Credit* section for credit posting deadlines**

  Please submit ***ALL*** transcripts requests 30 days prior to application deadline to ensure they are received and posted to your SPC account by the deadline.
- ☐ Students must demonstrate they are at college level in Writing, Reading, and Math either through appropriate test scores or through appropriate course completion.

  Flexible placement eligible students need test scores or appropriate subject course completion.
- ☐ Students must have a cumulative grade point average of 2.00 on a 4.00 scale in all postsecondary coursework. Academic Standing may have an impact on admission, enrollment, and financial aid eligibility. See the SPC Academic Standing Policy for details. Academic Standing Policy
- ☐ Students must meet the Technical Standards with or without accommodation(s). Please contact the Health Education Center Accessibility Services office to set up a confidential consultation at (727) 341- 4141 or visit www.spcollege.edu/accessibility.
- ☐ Complete **CGS 1100,** Computer Applications; **HSC 1531,** Medical Terminology; and **BSC 1084C**, Essentials of Human Anatomy & Physiology (or BSC 2085 and BSC 2085L, Human Anatomy & Physiology I and Lab, and BSC 2086 and BSC 2086L, Human Anatomy & Physiology II and Lab) ***with grades of "C" or better.***

St. Petersburg College is committed to equal access/equal opportunity in its programs, activities, and employment.

For additional information visit www.spcollege.edu/eaeo

☐ Complete a minimum of 12 credit hours in the general education, this includes completion of any support courses within the curriculum.

☐ Submit the Health Programs Application by going to https://web.spcollege.edu/hec/application/apply

Admission emails will be sent through SPC student email (xxxxxx#@live.spcollege.edu)
If you are not sure how to access your SPC student email, please visit How do I Access My SPC Email

Articulation

St. Petersburg College students who hold current industry certifications or licenses or have completed approved high school, technical college, apprenticeship, or workforce training programs may be eligible to receive free college credit. For more information, visit www.spcollege.edu/connect.
Please complete this form: https://web.spcollege.edu/survey/30650.

PRE-ENTRY COURSES (9 credits) A grade of "C" or higher is required. (May **NOT** be satisfied by an Associate in Arts or higher degree)	**CREDITS**
BSC 1084C – Essentials of Human Anatomy & Physiology OR (BSC 2085 and BSC 2085L and BSC 2086 and BSC2086L)	**4**
CGS 1100 - Computer Applications	**3**
HSC 1531 – Medical Terminology	**2**
GENERAL EDUCATION COURSES (15 CREDITS) A grade of "C" or higher is required. (May be satisfied by an Associate in Arts or higher degree)	
COMMUNICATIONS – COMPOSITION - CORE Complete 3 credits from the approved General Education Composition I coursework. **ENC 1101- Composition I or (ENC 1101H)**	**3**
NATURAL SCIENCES - CORE Complete 3 credits from the approved General Education Science coursework.	**3**
HUMANITIES AND FINE ARTS-CORE Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.	**3**
MATHEMATICS-CORE Complete 3 credits from the approved General Education Mathematics coursework.	**3**
ETHICS Complete 3 credits from the approved General Education Ethics coursework. **PHI 1600 – Studies in Applied Ethics or (PHI 1602H)**	**3**
ENHANCED WORLD VIEW Complete at least one 3-credit course intended to enhance the student's world view in light of an increasingly globalized economy. In some cases, this course may also be used to satisfy another General Education Requirement.	**0-3**
SUPPORT COURSE (3 credits) A grade of "C" or higher is required. (May not be satisfied by an Associate in Arts or higher degree)	
***POS 2041 – American National Government or (POS 2041H)**	**3**
TOTAL CREDITS:	**27**

To view approved courses, please refer to A.S. General Education Requirements

*Civic Literacy

Students entering an A.S. Degree program in the 2022-2023 academic school year and thereafter must demonstrate competency through successful completion of one of the following Civic Literacy courses and assessment exam prior to program completion. This requirement cannot be waived by an Associate in Arts or higher degree.

POS 2041 American National Government 3 credits
AMH 2020 History of the United States II 3 credits
AMH 2010 History of the United States I 3 credits (If completed Fall 2024 or thereafter)
AND by achieving a 60% passing score on the Florida Civic Literacy Examination (FCLE)

The following are alternatives to the Civic Literacy course and Florida Civic Literacy Examination (FCLE).
AP Government and Politics: United States Score: 3
AP United States History Score: 4
CLEP: American Government Score: 50
CLEP: History of the United States I Score: 50

*Transcripts/Transfer Credit: Submitting Official Transcripts

- To ensure application consideration, ALL official transcripts, test scores, and alternative satisfaction requests must be officially received, evaluated, and posted to your St. Petersburg College transcript/records prior to the application deadline.

  Please submit ***ALL*** transcripts, test scores, alternative satisfaction, and ELP requests 30 days prior to application deadline to ensure they are received and posted to your SPC account by the application deadline.
- We do not accept unofficial copies or unsealed official copies.
- International students, please refer to Submitting Official Transcripts
- Transcripts for course credit earned by exam(s) (e.g., AP, CLEP) must be provided from the originating testing agency.
- **If you have submitted updated transcripts from an institution that SPC has previously received, please verify that your most recent coursework is evaluated and posted to your SPC record.**

*Alternative Satisfaction

- Transfer courses for which there is no direct SPC equivalent will be posted as elective credit and designated with a number ending in "999"; additionally, upper division (300/3000 level or higher) transfer credits do not automatically post to your SPC record.
- Upper division coursework (transfer or SPC) will not automatically satisfy admission requirements; it must be requested by the student.

  If you believe a course posted as an elective should satisfy a degree requirement, or you would like an upper division course be used to satisfy a lower division course, please complete the **Alternative Satisfaction Survey**
  A copy of your transcript from the former institution and a course syllabus will be required.
  * All transcript/transfer credit questions can be directed to

Experiential Learning Program (ELP)

Learners are able to use the Experiential Learning Program (ELP) to waive credits or to test out of classes in which they have experience. The ELP program does incur a small fee for each credit hour awarded and credit is awarded based on the evaluation of the assigned assessor.

Here are the instructions to initiate this process:

- Identify specific courses you would like to earn credit for. (NOTE: Some HEC courses are not eligible for ELP credit.) Review your degree progress report in MySPC and/or contact an academic advisor to clarify your program requirements.
- Complete the ELP application at https://web.spcollege.edu/survey/3077
- A designated SPC instructor will interview you to determine if an assessment will be performed.
- Submit any required documentation for the assessment and pay the ELP fee of $25 per credit hour.
- The instructor evaluates the materials and determines if credit will be awarded.
- A notification is sent to you of the assessment outcome.

* To confirm posted Transfer credits: log into MySPC > My Academics > View Unofficial Transcript > Other/Transfer Credits
* To confirm Alt Sat or ELP credit is posted: Academic Advising

Selection Criteria

- All application requirements must be satisfied by the closing of the application window.
- All qualified students will be offered admission and will need to complete the following pre-enrollment requirements to maintain eligible status:
  - Complete the Notice of Intent survey by the date indicated in the admission email.
  - Participate in the Health Education Program orientation on the date indicated in the admission email.

Program Information

Professional Practice III, HIM 2820, is an externship course requiring the student to be placed at an acute care or other health record setting. The course is in a sixteen-week blended format: the first three weeks are online, followed by 10 weeks at a facility, and then the last 3 weeks are online. For distance learners, there are authorized clinical facilities outside of Pinellas County. Please note that transportation will be required for travel up to 30 miles to your assigned facility.

- **Background and Drug Screening:** Prior to enrolling in this course, students must complete a background and drug screening and submit proof of immunizations. Students must contact the Program Director to be enrolled.

Estimated Costs

Detailed program cost information can be found in the College's Academic Catalog.

Accessibility Services

St. Petersburg College is committed to providing quality education and services to all students by ensuring that admission, academic programs, support services, student activities, and campus facilities are accessible to and usable by qualified students with disabilities. Each specific health program has its own technical standards which all students must meet with or without accommodation(s). To help students achieve success, Accessibility Services works with students, faculty, and staff to coordinate the provision of reasonable accommodations. To put your accommodations in place, please contact the Health Education Center Accessibility Services at (727) 341-4141 or visit http//www.spcollege.edu/accessibility