ST. PETERSBURG COLLEGE

Health Services Administration
BACHELOR of APPLIED SCIENCE
ADMISSIONS GUIDE

ABOUT THE PROGRAM

The Health Services Administration program offers an online bachelor's degree for those who want to move up in their current health care career. All our associate degrees in health transfer to this degree, which can lead to entry level-managerial positions or career advancement.

Admission Requirements Checklist

☐ IMPORTANT: It is the responsibility of the applicant to ensure all the following requirements are satisfied and posted accurately to their student record before submitting a Health Programs Application. For questions about these admissions requirements: Academic Advising

☐ **New** students must complete the St. Petersburg College Admission Application and pay the non-refundable 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. See link below.

☐ Submit official, unopened (sealed) high school or GED transcripts indicating completion of standard high school diploma or equivalency. **See *Transcripts/Transfer Credit**
If you completed an AAS degree or higher at an institutionally accredited institution, SPC will not need your high school/GED transcript or Home School Affidavit.

☐ Submit official, unopened (sealed) transcripts from all institutionally accredited college(s) and/or universities currently or previously attended(outside of St Petersburg College). **See *Transcripts/Transfer Credit**

☐ Students must demonstrate they are at college level in Writing, Reading, and Math either through appropriate test scores or through appropriate course completion.

☐ Students must have a cumulative grade point average of 2.00 on a 4.00 scale in all postsecondary coursework. Your Academic Standing may have an impact on your admission, enrollment, and financial aid eligibility. See the SPC Academic Standing Policy for details. Academic Standing Policy

☐ Students must meet the following criteria to be considered for admissions:

- Complete sixty (60) credit hours from an institutionally accredited institution on your SPC transcript; fifteen (15) credits must be transferable general education coursework. To view approved General Education courses, please refer to General Education Requirements.
- Must have ***one*** of the following criteria:
  - Degree, certificate, or diploma in a Health Care or Human Services discipline on your SPC transcript
  - Work or volunteer experience in a Health Care or Human Services field (two years is strongly recommended, a minimum of 6 months is required)

☐ Subplan Specific Admission Criteria:

- The Clinical Documentation Improvement (CDI) Subplan must possess ***one*** of the following criteria:
  - Hold active, unencumbered RN License
  - Registered Health Information Administrator Certification (RHIA)
  - Registered Health Information Technician Certification (RHIT)
  - A.S. Degree in an allied health field of study and approved work experience

☐ Submit the Baccalaureate Health Programs Application https://webapps.spcollege.edu/hec/app_ud/apply.

Admissions Information

- The Health Services Administration program will accept applications continually throughout the year for the next available start date.
- All qualified students will be offered admission and be eligible to enroll in an upcoming 8-week term. Five fast track sessions are available throughout the year; January, March, May, August, and October.
- Admission notifications will be sent through MySPC live student email (xxxxxx#@live.spcollege.edu). If you are not sure how to access your MySPC live student email, please visit How do I Access My SPC Email.
- A student who has not met the admission criteria is encouraged to discuss their missing requirements with an academic advisor and re-apply when eligible.
- All students will receive an admission status update sent to their MySPC Live Email within three (3) weeks of submitting an application.
- Once the online Program Orientation and Intent to Participate survey is completed, the student will receive a Welcome Letter and be able to enroll in courses.
- It is the student's responsibility to verify admission criteria has been met for the program.

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

***Transcripts/Transfer Credit:** Submitting Official Transcripts

- Transcripts must be received, evaluated and transferred to your St. Petersburg College transcript before you submit the Baccalaureate Health Programs Application.
- 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 one institution, 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.
- All upper division coursework (transfer or SPC) does 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 Academic Advising

To confirm posted credits: Log into MySPC > My Academics > View Unofficial Transcript > Other/Transfer

GRADUATION REQUIREMENTS

HSA students are required to secure a mentor and site that will afford them the opportunity to experience management, leadership and/or administrative roles/expectations aligned with their career interests. Additional information will be included in the online orientation for newly admitted students.

B.A.S. Health Services Administration Program of Study
B.A.S. General Education Requirements can be viewed in SPC's Program of Study for the Associate in Arts (GEN-AA) degree program.

***ENHANCED WORLD VIEW:** Complete at least one 3-credit course intended to enhance the student's world view considering an increasingly globalized economy.
This course may also be used to satisfy another General Education Requirement (Humanities and Fine Arts)

****CIVIC LITERACY:**
Students entering an A.S. Degree program in the 2022-2023 academic school year, or thereafter, must demonstrate competency through successful completion the Civic Literacy requirement.
This may include a course and exam, or an alternative accelerated mechanism.
This course may also be used to satisfy another General Education Requirement (Social & Behavioral Sciences)
Please view additional details on the FCLE webpage.

***** FOREIGN LANGUAGE:**
If students have not completed two consecutive years of the same foreign language in high school or 8 credits in college, students will need to complete 8 credits of foreign language **before completing the Associate in Arts (AA) and baccalaureate programs.** (Note: Some students may be able to test out of the 2 year/2 semester language requirement if fluent in a certain language; contact SPC's Testing Center for additional information).

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 (essential functions) which all students must meet with or without an 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 (HEC) Accessibility Services (AS) at 727-341-3432 or http://go.spcollege.edu/Accessibility/ even if you are registered with another campus.

St. Petersburg College is committed to equal access/equal opportunity in its programs, activities, and employment. For additional information visit SPC EAEO.

Please note, all information in this guide is subject to change.

* Additional general education coursework may be required to complete the degree.