

**Health Information Technology Associate in Science Program
Admission Requirements Checklist
(Meeting minimum requirements does not guarantee admission)**

Term	**Applications Accepted	Application Review	Student Notified By MySPC Email
Fall: August	March 1 - May 15	May 16 - June 30	July 1
Spring: January	July 1 - Sept 15	Sept 16 - Oct 31	Nov 1
Summer: May	November 1 – January 15	Jan 16 – Feb 28	March 1

HEC Requirements

- Complete the [St. Petersburg College Admission Application](#) and pay the non-refundable fee.
***Note to Returning Students** If you have not enrolled in courses in the six previous semesters, you will need to complete the online [Readmission Application in MySPC](#). You will be asked if you want to complete the readmission process when you log in to MySPC. Failure to do so will prohibit or delay your course enrollment.
- Submit official, unopened (sealed) high school transcript(s) or GED transcripts. We do not accept unofficial copies or official copies that have been opened. Applicants who have earned an Associate in Arts, Associate in Science, Associate in Applied Science, Baccalaureate, or higher degree from a regionally accredited institution are waived from this requirement.
- Official transcripts** from all regionally accredited college (s) and universities currently or previously attended. Transcripts from schools outside the U.S. must be evaluated by a [NACES approved agency](#).
- 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 2.0 GPA.

Program Admissions

- 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 1 and Lab, and BSC 2086 and BSC 2086L, Human Anatomy & Physiology 2 and Lab) **with grades of "C" or better**.
- Complete a minimum of 12 credit hours in the general education and support courses of the Health Information Technology curriculum.
- Submit the Health Programs Application by going to <https://web.spcollege.edu/hec/application/apply>

***All transcripts must be received and evaluated by St. Petersburg College at least 30 days prior to the application deadline to ensure consideration.*

Selection Criteria

Due to enrollment limitations, meeting minimum requirements does not guarantee admission. When the number of eligible applications exceeds the program availability, selective criteria will be used to determine which applicants will be offered admission. Students will be considered using a point system based on health program GPA, pre-entry, general education, and support coursework completed, according to the following:

- **27 points** may be awarded based on the number of health program pre-entry, general education and support courses completed.
- **40 points** may be awarded based on the health program GPA grades earned from pre-entry, general education and support courses. (A grade of “P” will be assigned the value of a student’s cumulative GPA for selective admission GPA calculation purposes for this program)
- **All application requirements must be satisfied by the close of the application window.**

If you are offered admission you will need to complete the following pre-enrollment requirements by a specific due date to maintain eligible status.

- Complete the Student Services and Program orientation. (Date provided in Admission Letter)

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 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

Estimated Costs* ¹ Tuition	**Physical & Immunizations	Drug & Background Check	Uniforms, Special Equipment Lab Fees & Other Costs	Textbooks	State Exam & License Fees	Total
\$7,500	\$300	\$130	Not Required	\$2,125	Not Required	\$9,755

*[Tuition](#) is estimated using the Florida resident rates. Out-of-state residents will have higher tuition fees.

¹Tuition is for core coursework only. General Education and Support courses are not included. ** These are high estimates; actual costs will vary depending on health insurance coverage.

Ensuring Course Requirements are Satisfied

*It is the student's responsibility to make sure transfer coursework meets the course requirements for SPC.

****All transcripts must be received and evaluated by St. Petersburg College at least 30 days prior to the application deadline to ensure consideration.**

Courses that transfer in as "Elective" 1999, 2999, 3999 prefix do not satisfy requirements. Student must request Alternate Satisfaction for the specific course in order for the course to meet the specific requirements.

Ex: If speech transfers in as: SPC 1999 it does not meet the requirement for speech. An alternate satisfaction would need to be requested.

To initiate the alternate satisfaction request/review process:

Complete the Alternative Satisfaction Survey, which is now active at <https://web.spcollege.edu/survey/21215>:



Before you begin filling out this form, be sure to have the following available to upload:

- 1 - The syllabus of the course you wish to use to satisfy an SPC course (PDF or Word formats only).
- 2 - If the course was completed at another institution, an unofficial or official transcript (PDF or Word formats only).

Evaluating/Posting Transfer Credit to Your SPC Records

Direct questions regarding transfer credit evaluation to transcript.evaluator@spcollege.edu

****Students need to send an email from their SPC email address and include the following information when contacting Central Records:**

Student Name and SPC Student ID Number

Course prefix, number, title and term/year completed as it appears on student's original transcript

PRE-ENTRY REQUIREMENT (9 credits) - May not be satisfied by an Associate in Arts or higher degree.	CREDIT POINTS						
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) May be satisfied by an Associate in Arts or higher degree.							
ENC 1101- Composition I or (Honors)	3						
SPC 1017- Speech Communication or (SPC 1017H, SPC 1065, SPC 1608, or SPC 1608H	3						
**Humanities/Fine Arts Approved Course	3						
Mathematics - One college level course with MAC, MAP, MAS, MGF, MTG or STA prefix	3						
PHI 1600 – Applied Ethics or (PHI 1602H)	3						
SUPPORT COURSES (3 credits) May Not be satisfied by an Associate in Arts or higher degree.							
**Social & Behavioral Sciences Approved Course with POS, PSY or SYG prefix	3						
CREDIT HOUR TOTALS	27						
GPA CALCULATION (Program GPA multiplied by 10 = GPA Points) 4.0 GPA x 10 = 40							
MAXIMUM POINT TOTAL = (CREDIT POINTS + GPA POINTS) = TOTAL POINTS							
<table border="1"> <tr> <td>Credit Points</td> <td>27</td> </tr> <tr> <td>GPA Points</td> <td>40</td> </tr> <tr> <td>Total Points</td> <td>67</td> </tr> </table>	Credit Points	27	GPA Points	40	Total Points	67	
Credit Points	27						
GPA Points	40						
Total Points	67						

**Please note that you will need to satisfy the World View Requirement for graduation purposes.

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 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 at 727-341-3721 or <http://go.spcollege.edu/accessibility/> even if you are registered with another campus.