

# 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

- 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. 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. **Transcripts must be received and evaluated by St. Petersburg College prior to the application deadline to ensure consideration.** [Submitting Official Transcripts](#)
- Submit official, unopened (sealed) transcripts from all regionally accredited college(s) and/or universities currently or previously attended. We do not accept unofficial copies or official copies that have been opened. **Transcripts must be received and evaluated by St. Petersburg College prior to the application deadline to ensure consideration.** [Submitting Official Transcripts](#)
- 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 a regionally accredited institution on your SPC transcript; fifteen (15) credits must be transferable general education coursework.
  - 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](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](mailto: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

Estimated tuition costs are based on Florida resident rates; out-of-state residents will have higher tuition fees. Tuition costs do not include any additional lower division General Education, Foreign Language or Support coursework to meet graduation requirements. Fees include online fee for online classes.

#### Estimated Costs

Tuition	Physical & Immunizations	Drug & Background Screenings	Lab & other fees	Textbooks	Liability Insurance	Total
\$7,143	Not Required*	Not Required*	\$600	\$1,800.00	\$45.00	\$ 8,553

### 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 727-341-4141 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](#).

## 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.

In addition to satisfying the General Education and Program course requirements, students must:

- earn a cumulative 2.0 GPA in all courses completed
- earn a cumulative 2.0 GPA in all courses completed at SPC

- **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).

- **\*ENHANCED WORLD VIEW**

Students must demonstrate competency through successful completion of an approved Enhanced World View course. The Enhanced World View Requirement is **waived by a prior regionally accredited AA or higher degree.** Any college-level foreign language course, excluding American Sign Language, will meet this requirement. The following courses may satisfy both the General Education Humanities & Fine Arts Core and Enhanced World View course requirements:

<b>HUM 1020 Introduction to Humanities</b>	3 credits
<b>ARH 1000 Understanding Art</b>	3 credits
<b>MUL 1010 Music Appreciation</b>	3 credits

- **\*\*CIVIC LITERACY**

The Civic Literacy Requirement **is not waived** by a prior AA or higher degree. Prior to the award of a degree, current SPC students must demonstrate competency through successful completion of **one of the following Civic Literacy courses and a 60% passing score on the Florida Civic Literacy Examination (FCLE)/Assessment:**

<b>POS 2041 American National Government</b>	3 credits
<b>AMH 2020 History of the United States II</b>	3 credits
<b>AMH 2010 History of the United States I</b>	3 credits <i>(if completed Fall 2024, and thereafter)</i>

The following are alternatives to the Civic Literacy course and FCLE requirements. **The following AP and CLEP scores may satisfy both the Civic Literacy Course and Exam/Assessment requirements:**

<b>AP Government and Politics: United States</b>	Score: 3
<b>AP United States History</b>	Score: 4
<b>CLEP: American Government</b>	Score: 50
<b>CLEP: History of the United States I</b>	Score: 50

Please view additional details in SPC's Program of Study for the [Associate in Arts \(GEN-AA\)](#) degree program and [FCLE](#) webpage.

### Transfer Coursework

Transfer courses for which there is no direct SPC equivalent will be posted as elective credit and designate with a '999' course number. If you believe a course posted as an elective should satisfy a degree requirement, you may submit a request for an Alternate Satisfaction. To initiate the alternate satisfaction request/review process: Complete the Alternative Satisfaction Survey, <https://web.spcollege.edu/survey/21215>.

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

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