

STEP-BY-STEP APPLICATION CHECKLIST FOR THE

Health Information Technology STUDENT

- _____ Complete the MGCCC College Admission Requirements
- _____ Visit the Health Information Technology program website page (located under Programs/ Nursing & Health Professions).
- _____ Review and Complete the **Mandatory** Pre-Health Sciences Orientation Session (*See website to access*)

Register for and successfully complete the following Prerequisites

- _____ Achieve a minimum Accuplacer English placement score of 502 (Next Generation Exam)
- _____ Achieve a minimum Accuplacer Math placement score 231 (Next Generation Exam)
- _____ Hold a minimum Grade Point Average (GPA) of 2.0 on college work
- _____ Obtain a Criminal Background Check from a MGCCC Campus Police office. The CBC result is required prior to submitting the application. Please check the program's website for the Campus Police testing times.
- _____ Successfully **complete** the following prerequisite courses.
 - BIO 2514 – Anatomy and Physiology I
 - ENG 1113 – English Composition I
 - CSC 1123 – Computer Applications I (may be substituted with BAD 2533 Computer Applications in Business and Industry)
- _____ **Prior to the deadline, but after successful completion of the above program entry requirements, submit the supplemental Health Information Technology Application. (See website for steps on submitting the application). Contact an Enrollment Specialist at a campus of your choice for additional questions.**

The Health Information Technology program is currently non-accredited. As documented in the CAHIIM Accreditation System (CAS) Application Process, "a program must not apply until 6 months before the date of the first graduation class." The first HIT graduating class will be determined during acceptance of the inaugural cohort.

Fall Application Priority Deadline: July 1st (Applications accepted beginning April 15th)

(If deadline falls on a weekend, holiday, or college closing, the deadline is 5 p.m. on the next college business day).

"In compliance with Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, the Board of Trustees of the Mississippi Gulf Coast Community College hereby adopts a policy assuring that no one shall, on the grounds of race, religion, color, national origin, sex, age or qualified disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. The Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, religion, color, national origin, sex, age or qualified disability."

Compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title II of the Age Discrimination Act and Title IX of the Education Amendments of 1972 is coordinated by the Compliance Officer, Perkinson Campus, P. O. Box 609, Perkinson, Mississippi 39573, telephone number 601-528-8735, email address compliance@mgccc.edu.