

# 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 1<sup>st</sup>** (Applications accepted beginning April 15<sup>th</sup>)

**Spring Application Priority Deadline: Open until filled** (Applications accepted beginning August 15<sup>th</sup>)

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

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Revised June/2022