

# HEALTH INFORMATION MANAGEMENT CAREERS (HIMC) PROGRAM APPLICATION

## CANCER REGISTRY MANAGEMENT

### PERSONAL DATA

All HIMC correspondence will be mailed to this address:

NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

I am a ☐ NEW ☐ FORMER ☐ CURRENT student

#### HIMC PROGRAM(S):

☐ Cancer Registry Management ☐ Cancer Registry Management AAS

I WILL ENROLL IN: Year: \_\_\_\_\_ ☐ FALL SEMESTER ☐ SPRING SEMESTER

### HIMC ADMISSION REQUIREMENTS

All requirements MUST be completed. Please mark each box that applies with an "X."

☐ Cumulative college GPA at or above 2.5: \_\_\_\_\_ Please list GPA)

Calculation includes all attempted college credits. The sum of GPA points divided by the sum of GPA credits MUST be at least 2.0.

☐ Minimum of an Associate Degree needed for the Cancer Registry Management Certificate Program:

List Degree: \_\_\_\_\_

☐ Prerequisites needed for the Cancer Registry Management Certificate Program:

X= denotes satisfied

\_\_\_ Medical terminology

\_\_\_ Computerized Health Information

\_\_\_ Pathophysiology

\_\_\_ Pharmacology

\_\_\_ Two semesters of anatomy and physiology (RCTC ex: BIOL 1217 & 1218)

or

\_\_\_ One semester of anatomy and physiology (All body systems covered) (RCTC ex: BIOL 1107)

or

\_\_\_ One semester of anatomy and one semester of physiology

#### Notice of National Criminal Background Check Requirement

Background checks are required to ensure a safe environment for both students and the public and to meet the contractual requirements of area healthcare facilities. Students who fail to submit and pass a background check cannot complete or maintain enrollment in the program.

A list of disqualifying offenses is available at <https://www.revisor.mn.gov/statutes/?id=245C.15>

☐ Declared major with the Office of Admissions and Records in one or more of the Health Information Management Career programs

Print and attach a Degree Audit Report and or Transcript

☐ **RCTC Online technology and computer requirements**

An X here denotes access to a computer system, Internet, browser, computer headphones, microphone, and Microsoft Office software that meets RCTC Online requirements as stated at [http://www.rctc.edu/online/html/learn\\_about.html#system](http://www.rctc.edu/online/html/learn_about.html#system).

☐ **RCTC Online Steps**

An X here denotes completion of the RCTC Online Steps located at <http://www.rctc.edu/online/> (this confirm readiness for online learning).

## TRANSFER STUDENTS

- Submit final official transcripts from ALL previously attended colleges and, if needed, highschool.
  - The most current official transcripts must be on file at RCTC prior to application for admission to an HIMC program.

## NEW STUDENTS (No previous college experience)

- Submit a final official high school transcript with graduation date or GED.
- Submit placement test results (attach to this application).
  - Testing into ENGL 1117 AND possessing College Level Reading Skills are required for admission eligibility.

## TRANSCRIPTS

- Only **OFFICIAL** transcripts will be considered.
  - Please request that the high school or college(s) mail the transcript(s) directly to RCTC.
  - If hand-delivered by you, final official transcript(s) **MUST** be sealed in an envelope from each school.
- **UNOFFICIAL** and **INCOMPLETE** transcripts will NOT be considered.
  - Faxed transcripts are unofficial.
  - A broken or tampered envelope seal is unofficial.
  - Missing grades, **grades of incomplete (I)**, and missing graduation dates will be deemed incomplete.
- Evaluation of credits is based on receipt of official transcript(s) and is done automatically. Upon completion, a degree audit report (DARS) will be e-mailed to you. Please allow 4 weeks from the date of receipt of your official transcript(s).

## INFORMATION UPDATES

- Please notify Admissions/Records regarding any contact information updates.
  - All correspondence will be sent to the address(es) you provided on the front of this form.
  - Please print clearly (especially email addresses).
- Every applicant will receive an admission status letter from the distance education advisor.

## STATEMENT OF UNDERSTANDING

**By signing below, I affirm:**

1. I have an active admission status at RCTC, **and** I am in Good Standing with the college and its partners.
2. I have submitted final official transcripts from all previously attended colleges **and** verified completion of high school or GED.
3. I have carefully read and understand the HIMC Admission Requirements.
4. I have provided an official RCTC e-mail address for verification of receipt of application and course/program communication.
5. Incomplete applications will not be accepted. (Blank line = incomplete application)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**WWW.RCTC.EDU**

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A member of the Minnesota State system and an Affirmative Action/Equal Opportunity College.  
RCTC provides accessible, affordable, quality learning opportunities to serve a diverse and growing community.