Rochester Community and Technical College

Office of Admissions and Records
851 30th Ave. SE
Rochester MN 55904-4999

Health Information Management Careers (HIMC) Application

- Health Information Technology (AAS)
- Coding (Diploma)
- Healthcare Informatics (Certificate)

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 RCTC student.

HIMC PROGRAM(S): ❏ Health Information Technology (AAS Degree)   I am a ❏ FULL-TIME ❏ PART-TIME student.

❏ Coding (Diploma)   I will enroll in : _____ Fall

_____ Spring

❏ Healthcare Informatics (Certificate)   _____ Summer

HIMC ADMISSION REQUIREMENTS

All prerequisites must be completed successfully <u>prior to the admission in HIMC programs</u>.
<u>Please put an "X" in each box that applies.</u>

❏ <u>Cumulative college GPA at or above 2.0</u> _____ (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.

❏ <u>College-level reading skills</u>
   An X here denotes either
      A.) completion of the college assessment tool and demonstration of college level reading skills
         OR
      B.) completion of prior college-level English coursework with a minimum grade of C (2.0).
   Print and attach a Degree Audit Report, available through the Web portal, as evidence of completion of this pre-requisite, or attach an Accuplacer score report or college transcripts.

   Score_____
   School where completed   Grade

❏ <u>College-level writing skills</u>
   An X here denotes either
      A.) completion of the college assessment tool and demonstration of college level writing skills
         OR
      B.) completion of prior college-level English coursework with a minimum grade of C (2.0).
   Print and attach a Degree Audit Report, available through the Web portal, as evidence of completion of this pre-requisite, or attach an Accuplacer score report or college transcripts.

   Score_____
   School where completed   Grade

❏ <u>Keyboarding proficiency: at least 35 net words per minute</u>
   Students who do not yet type at least 35 net words per minute should enroll in BTEC 1050 (Keyboarding). This course will not count toward the required credits for this program. Typetest.com is a good site to test your speed.

❏ <u>Declared major with the Office of Admissions and Records in one or more of the Health Information Management Career programs</u>
   Print and attach a Degree Audit Report. A major listed MUST be one of the HIMC programs, or HIMC program admittance will not be allowed.

❏ <u>RCTC Online technology and computer requirements</u>
   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.

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

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TRANSFER STUDENTS

- Submit final official transcripts from **ALL** previously attended colleges and, if needed, high school.
  - 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.

ADDITIONAL RESOURCES

- HIMC Department Website: http://www.rctc.edu/program/hit/index.html
- HIMC Program Sheet: http://www.rctc.edu/catalog/programs/index.html
- HIMC Program Course Descriptions: http://www.rctc.edu//catalog/courses/index.html

STATEMENT OF UNDERSTANDING

By signing below, I

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:** _____

Thank you for your interest in the Health Information Management Career Programs at RCTC!!

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