



Wallace State Community College (WSCC) – Hanceville

Instructions for Completing Online Health Application for: 2018 Healthcare Information Program

Application Link will be open for submissions from: **March 1 thru June 1 for Fall Entry**

WSCC ADMISSION CRITERIA

Applicant must meet the following admission criteria:

- Apply to WSCC Admissions, be unconditionally admitted to the college and must be in good standing with the college.
- Submit to WSCC Admissions Official college transcripts from each college previously attended
- Submit to WSCC Admissions an official score report of highest ACT composite score (see program requirements)
- If seeking Financial Aid, complete the FAFSA application (www.fafsa.gov), School Code: 007871, by June 1.
- Submit the online health division application and deliver Verification Sheet (page 2) with all required attachments by deadline of **June 1**.

HEALTHCARE INFORMATION requirements:

- A minimum of 17 ACT composite score (National or Residual) is required for admission consideration.
- Must possess a minimum 2.5 GPA on a 4.0 scale with a grade of “C” or better on all general required pre-HIT courses. Grade point average is calculated using only HIT major and HIT general education courses.
- Complete all HIT required general education courses and HIT 110 (with a grade of “C” or better before September 1) to be considered for HIT program admission in fall semester. Students who complete all HIT general education classes with at least a grade of “C” before June 1 will receive first consideration for program acceptance.

The Health Information Technology (HIT) Program at WSCC is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). **Applications received after the deadline will be considered on a space available basis.**

GENERAL INSTRUCTIONS

All information must be included in your application and submitted with your Verification Sheet (page 2) to be considered complete. Any missing documentation may result in your application not being considered. Information will NOT be accepted via fax or email – Applications must be submitted online. The Verification Sheet, along with all attachments, must be delivered in person or received by mail on or before the deadline date of **June 1**. To ensure receipt, please send completed packet by certified mail.

You should retain copies of your completed application packet. Information will not be released from application packets. You will be notified by mail of your acceptance or non-acceptance to the health program. No information regarding individual admission status will be given via telephone; do not call Admissions or the program to obtain your status. Accepted students are required to submit to drug screenings and background checks, as well as attend a mandatory program orientation. Drug Testing Policy and Background Check Policy are available for view online at www.wallacestate.edu.

INFORMATION NEEDED TO COMPLETE THE ONLINE APPLICATION

For the best results, please do not attempt to complete the online application until you have fully read and understand the following instructions. Once you start the application, you must finish it in one sitting. You will have one opportunity to open the link and complete the application on your computer. Completion of the online application may take 30 to 60 minutes, dependent on your preparation.

Specific information that you will need before starting your online application:

- A valid WSCC Student ID that begins with “W”.
- Most current Unofficial copies of all college transcripts from each college previously attended. (College name must be on transcript). If no college attended, High School transcripts are required. WSCC Admissions office CANNOT PRINT transcripts from other colleges.
- Documentation of minimum 17 ACT Composite score. (*scores printed from Degree Works will be accepted for Wallace State-Hanceville students*)
- **Complete the Verification Sheet** (page 2) by typing your information prior to opening the online application.



VERIFICATION SHEET REQUIRED ATTACHMENTS

The Verification Sheet (page 2), in addition to your online application, must be submitted with the following items attached by the deadline **June 1st** for your application to be complete.

- Copy of most current unofficial college transcripts from each college previously attended – no exceptions. **The college’s name must print on each transcript. Highlight in yellow the required general courses.** WSCC Admissions office CANNOT PRINT transcripts from other colleges.
- Copy of minimum 17 ACT composite (*scores printed from Degree Works will be accepted for Wallace State-Hanceville students*)

NOTE: It is the responsibility of each applicant to ensure that the application is complete and that all information is on file prior to application deadline. The application packet must include all information listed above at the time it is submitted to the program.

It is the policy of Wallace State Community College, a postsecondary institution under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, sex, religion, national origin, disability, age, or sexual orientation be excluded from participation in, be denied benefit of, or be subjected to discrimination under any program, activity or employment. The College will not retaliate against any person because they have engaged in a protected activity opposing the College or because they have made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing alleging discrimination on a basis specified above



VERIFICATION SHEET - HIT

For each program to which you are applying, a typed Verification Sheet with the required program attachments and an Online Application must be submitted by the deadline **June 1**. Mailing address, email, and phone must be current in order to receive correspondence. Applications will not be accepted by email or fax.

Student Name: _____
First Middle Last

WSCC Student # _____
 Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Primary Email: _____
 Primary Phone (Area Code): _____
 High/Home School Name: _____
 High/Home School Graduation: _____ mm/yyyy Date GED Completed: _____

Emergency Contact Name: _____
 Emergency Phone (area code): _____
 Relationship: _____

Currently Enrolled at: _____
 1st College Attended: _____ 3rd College Attended: _____
 2nd College Attended: _____ Other Colleges attended: _____

Other Programs applying to: _____
 ACT Composite Score: _____ Date of scheduled ACT test (mm/dd/yyyy): _____

Enter grade for each course completed.
Insert below the letter grade (A, B, C, D, F, IP-currently taking, or N-not taken).

Course	Letter Grade	Course completed at:	Course	Letter Grade	Course completed at:
ORI 110			HIT 110		
BIO 201			IDS 102		
BIO 202			Or MUS 101		
			Or Humanities Elective		
CIS 146			MTH 116		
ENG 101			PSY 200		
ENG 102					
Or SPH 106					

Attach to this verification sheet the following items, place a check mark in the box(s) to indicate item is attached:

- Attach most current unofficial transcripts from **each** college attended (College name must be on transcript). Highlight in yellow the required courses completed. WSCC Admissions office CANNOT PRINT transcripts from other colleges. Wallace State transcripts can be printed from your MyWallaceState account. Other unofficial college transcripts must be included with this form.
- Attach minimum 17 ACT Composite score. (scores printed from Degree Works will be accepted for Wallace State- Hanceville students)

NOTE: It is the responsibility of each applicant to ensure that the application is complete and that all information is on file. Application packet must include all required information listed above at the time it is submitted to the program.

____ (Student's Initials): **I understand that meeting minimal requirements does not in itself guarantee admission to the Program. I have reviewed and agree to the WSCC Health Division Background Policy and WSCC Health Division Drug Screening Policy. I acknowledge that this information presented is truthful and accurate. Violation is subject to disciplinary action through Wallace State Community College. Date: _____ (mm/dd/yyyy)**

Once the above information is filled out completely and all required attachments are gathered, continue to the online application:

Link to Online Application: <https://www.surveymonkey.com/r/NMZP9BD>

Send completed Verification sheet and all Attachments to:

Deliver to: Tom Bevell Bldg, 1 st Floor Susan Wadkins, Office 103	Or	Mail to: WSCC Health Application Attn: Susan Wadkins (#52) P. O. Box 2000 Hanceville, AL 35077-2000	For official use only: Date Application Received _____ Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No Application Reviewer's Initials: _____ Additional documentation required _____
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