

Application to the Health Information Technology AAS Degree Program

(Please Print)

Name: _____ ID Number: _____
Last First MI Saint Paul College Student ID Number

Address: _____
Street Apt. City State Zip

Phone Number: (____) _____ Email Address: _____

Pre-Application Criteria

All criteria listed below must be completed prior to submission of an application to the Health Information Technology Program.

- Completion of the Saint Paul College admission process.
- Applicants must meet the Minimum Program Entry Requirements:
 - » **READING:** Score of 78+ or grade of "C" or better in READ 0722
 - » **WRITING:** Score of 78+ on Reading Comprehension or grade of "C" or better in ENGL 0922
 - » **ARITHMETIC:** Score of 52+
 - » **KEYBOARDING SKILLS:** Minimum of 40 WPM with 3 errors or less or a grade of "C" or better in BTEC 1400.
 - » **COMPUTER SKILLS:** Basic computer skills such as word processing, spreadsheets, and Internet usage or a grade of "C" or better in BTEC 1418.
 - » **ASSESSMENT RESULTS AND PREREQUISITES:** Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.
- Applicants transferring courses to Saint Paul College from another institution must have an Official Transcript on file in the Student Records Office.
- Minimum Cumulative GPA of 2.8 on all completed college courses. **GPA:** _____
- Applicants must have successfully completed the following required courses with a "C" grade or better:
 - » General Education Courses
 - * Goal 1: ENGL 1711: Composition 1 Grade: _____
 - * Goal 1: Speech Grade: _____
 - » Technical Education Courses
 - * MEDS 1420: Health Information Foundations Grade: _____
 - * MEDS 1470: Anatomy/Physiology for the Medical Office Grade: _____
 - * MEDS 1480: Medical Terminology Grade: _____

Application Process

Submit completed form and all required documentation to One Stop, Room 1300.

Admission into the Program

- Being admitted to Saint Paul College does not imply admission into the Health Information Technology Program.
- Applying for admission to the program does not guarantee admission to the Health Information Technology Program.
- The Health Information Technology faculty will review each application on the basis of criteria above.
- Determination of acceptance into the Health Information Technology Program will be sent by e-mail 4-weeks after submission.
- Students admitted into the Health Information Technology Program must meet with the Program Advisor to arrange a schedule leading to graduation from the program. Failure to meet with the Program Advisor may lead to increased time to complete the degree.

I have met all of the criteria listed above and I have completed the admission process to Saint Paul College.

Signature: _____ Date: _____