



**HEALTH SCIENCES  
LIMITED ENTRY PROGRAMS**

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# HEALTH INFORMATION TECHNOLOGY

## Fall 2021 Entry

Associate in Applied Science Degree – 67 credit hours

**Jamestown Campus ♦ Maximum Number Accepted - 24**

### Follow These Important Dates to Make Sure You Are On Track to Apply!



You Should have the GTCC Admission  
Process Completed, Official  
Transcripts Submitted, and Titan  
Account Activated No Later Than:  
**May 26, 2021**



You MUST Complete the Required  
Online Program Information Session  
and Score 100% on the Quiz.

Online Program Info Session will be  
available in GTCC's Moodle site after  
July 15, 2020.

Must have activated your GTCC Titan Account  
to self-enroll in the Moodle Info Session!

Search for "Health Programs Information  
Sessions" and self-enroll.

Complete the Online Program Info  
Session & Quiz No Later Than:

**May 30, 2021 by 11:55pm**

Access to the Session will be removed  
after this date/time!



### PROGRAM ADMISSION REQUIREMENTS

- ✓ **Complete the GTCC Admission/Readmission Process by May 26, 2021 (applies to new and former GTCC students).** This includes completing the NC Residence Determination process and submitting official transcripts. You should also activate your GTCC Titan Account approximately 24-48 hours after submitting your Application.
- ✓ **Complete a REQUIRED online Program Information Session by May 30, 2021.** Sessions completed for previous admission cycles are not acceptable.
- ✓ **Demonstrate English and mathematics "college readiness" levels,** via credit for college-level courses, transition courses, placement test scores, or waiver credits. *(Please see page 4 of this packet for more information on determining this requirement.)*
- ✓ **NEW REQUIREMENT for FALL 2021 ADMISSION - Demonstrate BIOLOGY competency by one of two ways:**
  - College-level BIO/lab course with a "C" or better, completed within ten years of the program start date (since 2011);
  - High school biology/lab course with a "C" or better, completed since the 2016-2017 school year

### SUBMITTING YOUR PROGRAM APPLICATION

**NEW PROCESS:** Applications will be submitted electronically via Moodle once the online information session is completed with a quiz score of 100%.

If you are transferring in credits, **review your GTCC WebAdvisor Transcript to make sure they appear PRIOR TO** submitting your Health Sciences Program Application!

**"Priority Consideration" will be given to Applicants who submit Health Program Applications from May 24, 2021, through 5pm on June 11, 2021. The deadline will be extended if spaces remain available.**

## PROGRAM CURRICULUM OUTLINE

**General Education Courses are in bold print.**

*These courses may be taken prior to acceptance to the program to lighten the academic load.*

Fall 2021		
<b>BIO 163</b>	<b>Basic Anatomy &amp; Physiology</b>	<b>5 credits</b>
<b>ENG 111</b>	<b>Writing &amp; Inquiry</b>	<b>3 credits</b>
HIT 110	Fundamentals of Health Information Management	3 credits
HIT 112	Health Law & Ethics	3 credits
OST 141	Medical Office Terminology I	3 credits
Spring 2022		
<b>MAT 152</b>	<b>Statistical Methods I</b>	<b>4 credits</b>
OST 137	Office Applications I	3 credits
HIT 114	Health Data Systems & Standards	3 credits
HIT 220	Electronic Health Records	2 credits
OST 142	Medical Office Terminology II	3 credits
Summer 2022		
<b>HUM 115</b>	<b>Critical Thinking</b>	<b>3 credits</b>
<b>Social/Behavioral Science Elective</b>	<b>PSY 150 General Psychology OR SOC 210 Introduction to Sociology</b>	<b>3 credits</b>
Fall 2022		
HIT 122	Professional Practice Experience I	1 credit
HIT 217	Quality & Data Analysis	3 credits
HIT 211	Diagnosis Coding & Reporting	3 credits
HIT 214	Outpatient Procedure Coding & Reporting	2 credits
HIT 226	Pathophysiology & Pharmacology	3 credits
OST 138	Office Applications II	3 credits
Spring 2023		
HIT 213	Inpatient Procedure Coding & Reporting	2 credits
HIT 215	Revenue Cycle Management	2 credits
HIT 218	Management Principles in Health Information Technology	3 credits
HIT 222	Professional Practice Experience III	2 credits
HIT 280	HIM Capstone	2 credits
<b>Communication Elective</b>	<b>COM 110 Introduction to Communication, COM 120 Introduction to Interpersonal Communication, OR COM 231 Public Speaking</b>	<b>3 credits</b>
<b>Total General Education Coursework Credits:</b>		<b>21 credits</b>
<b>Total Program Course Credits:</b>		<b>46 credits</b>
<b>TOTAL CREDITS REQUIRED FOR DEGREE:</b>		<b>67 credits</b>

# LIMITED ENTRY ADMISSION PROCESS – GTCC HEALTH SCIENCES PROGRAMS

## 1. COMPLETE THE GTCC ADMISSION PROCESS

- **New and former GTCC students must complete the GTCC admission or readmission process, including the North Carolina Residency Determination Service (RDS) process.** To get started, visit <https://www.gtcc.edu/admissions-and-aid/apply-now.php>
- **Submit your official transcripts.** Once received, transcripts are evaluated by GTCC’s Enrollment Services staff. Approved transfer credits will be added to your academic record as appropriate.
- Please allow a minimum of TWO WEEKS for evaluation to occur! This process takes longer near the beginning or end of a semester. Transfer credits from regionally-accredited colleges/universities **must** appear on your GTCC WebAdvisor transcript in order to be considered for meeting minimum program requirements.
- **Activate your GTCC Titan Account.** You should be able to do this within 48 hours of completing your GTCC Application. If you have difficulty activating your account, please visit <https://myaccount.gtcc.edu/PasswordReset> to complete the activation process.

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### Have Questions? Need Help?

- ✓ **Completing the GTCC admission process (*application for admission, NC residence determination*):**  
Please contact GTCC’s Admissions Office at (336) 334-4822, ext. 31125, or send an email to: [admissions@gtcc.edu](mailto:admissions@gtcc.edu).
- ✓ **Submitting your transcripts:** Contact the Records and Transcripts Office at (336) 334-4822, ext. 50354 or 50161, or send an email to [transcripts@gtcc.edu](mailto:transcripts@gtcc.edu).

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## 2. COMPLETE THE REQUIRED ONLINE PROGRAM INFORMATION SESSION BY MAY 30, 2021

- **Information Sessions completed for previous application cycles are not acceptable for purposes of meeting this requirement!** This session will provide you with a detailed overview of the curriculum, the minimum program admission requirements, faculty expectations and discussion of class schedules and clinical requirements, preparing and submitting your *Health Programs Application packet*, and the selection and notification process for the incoming class.
- **Make sure to activate your Titan Account so you can complete this required session as soon as possible!** If you have difficulty activating your GTCC Titan Account, please visit <https://myaccount.gtcc.edu/PasswordReset> to complete the activation process.
- The direct link to the session is: <https://online.gtcc.edu/course/view.php?id=35937>. You may also access it by logging into Moodle at <https://online.gtcc.edu/>, and searching for “Health Programs Information Sessions”.
- Enroll yourself in this course and complete the **Fall 2021 Entry – Health Information Technology module and quiz.** You must pass the quiz with a score of 100% to receive credit for completing this task. Access to the quiz will be removed at 11:55pm on May 30, 2021!

## 3. COMPLETE ALL OF THE FOLLOWING PROGRAM ADMISSION REQUIREMENTS

- **Demonstrate English and Mathematics “college readiness”.** You must be able to demonstrate that you have achieve the appropriate levels in BOTH of these areas by ONE of the following methods:

COLLEGE ENGLISH READINESS	COLLEGE MATHEMATICS READINESS
<input type="checkbox"/> You have an earned Associate or Bachelor’s degree from a regionally-accredited institution. <input type="checkbox"/> You have completed or received transfer credit for ENG 111 (grade of “C” or better). <input type="checkbox"/> You have completed or received waiver credit for ENG 002 with a grade of <b>P2 (tier two)</b> . <input type="checkbox"/> You have completed or received waiver credit for ENG 011. <input type="checkbox"/> You don’t have any college-level ENG credit, but you are eligible to enroll in ENG 111 <u>without the ENG 011 co-requisite</u> , demonstrated by one of the following: <ul style="list-style-type: none"> <li>○ Graduate of a US high school within the last 10 years, with a minimum 2.8 GPA;</li> <li>○ Completion of ENG/RED placement test within the past 10 years and achievement of appropriate scores. <i>If you took the placement test elsewhere, you MUST submit those scores to GTCC Admissions!</i></li> </ul>	<input type="checkbox"/> You have an earned Associate or Bachelor’s degree from a regionally-accredited institution. <input type="checkbox"/> You have completed or received transfer credit for <u>one</u> of the following with a grade of “C” or better -- MAT 143, MAT 152, MAT 171 (or a higher-level math). <input type="checkbox"/> You have completed or received waiver credit for MAT 003 with a minimum grade of <b>P2 (tier two)</b> . <input type="checkbox"/> You have completed or received waiver credit for <u>one</u> of the following: MAT 043, MAT 052, or MAT 071. <input type="checkbox"/> You don’t have any college-level MAT credit, but you are eligible to enroll in MAT 143 or higher <u>without the corresponding MAT co-requisite</u> , demonstrated by one of the following: <ul style="list-style-type: none"> <li>○ Graduate of a US high school within the last 10 years, with a minimum 2.8 GPA;</li> <li>○ Completion of MAT placement test within the past 10 years and achievement of appropriate scores. <i>If you took the placement test elsewhere, you MUST submit those scores to GTCC Admissions!</i></li> </ul>
<p><i>If you are unsure whether you meet either of these requirements, it is YOUR responsibility to speak with a counselor in the GTCC Admissions Office or the Student Success Center for clarification, <b>PRIOR TO</b> submitting your Health Sciences Program Application.</i></p>	

- **NEW ADMISSION REQUIREMENT - Demonstrate Biology competency by one of the following ways:**
  - College-level BIO/lab course with a “C” or better, completed within 10 years of program start date—(since 2011)
  - High school-level BIO/lab course with a “C” or better, completed since the 2016-2017 school year

#### 4. SUBMIT YOUR HEALTH SCIENCES PROGRAM APPLICATION

Once you have met all requirements, you can prepare to submit your program application. The link for the application will be provided in the Information Session module once you have scored 100% on the quiz.

- Be sure to check your GTCC WebAdvisor account and select “Unofficial Transcript View” from the menu. **Verify that all transcripts have been received and evaluated for transfer credit by GTCC before submitting your application!** The Selection Committee will only use the courses listed on this transcript to verify minimum requirements.
- **Priority consideration will be given to applications submitted May 24-June 11. If seats remain available after June 11, applications will continue to be accepted.**

### PROGRAM APPLICANT SELECTION AND NOTIFICATION PROCESS

#### Selection Process

Applicants who meet the program’s minimum admission requirements will be considered for a space in the program, based on the date and time that the Health Sciences Program Application was received by the Limited Entry Programs Office. If there are two or more applicants being considered for the last space available in the program, the applicant who receives that space will be selected, based on the date/time that their *GTCC Admission Application* to the Health Information Technology Program was received by the Limited Entry Programs Office.

#### Notification Process

Each candidate who submits a *Health Sciences Program Application* to the Limited Entry Programs Office by 5pm on the specified deadline will be notified in writing of the results of the selection process. **Notification will be sent electronically to the applicant’s GTCC email address – it is the applicant’s responsibility to check this email account frequently to avoid missing important communications from GTCC!**

- **Students must accept or decline a program position by submitting an Intent to Enroll Form within 10 business days of the date on the acceptance letter.** Failure to respond within the stated timeframe will result in the position being offered to an alternate. Once a student declines a program position, the decision may not be reversed.
- **A student has 15 business days from the date on the notification letter to contest the results of the selection process.** The request for review of the results must be submitted in writing to the Division Dean. The Division Dean will render a decision within 10 business days of receipt of the written request. The Division Dean's decision is final.

## **PROGRAM ORIENTATION, ADVISING/REGISTRATION, AND ENROLLMENT**

Once a position in a program of study is accepted, the student will then communicate with the Program Director regarding all matters related to program orientation, advising/registration, and enrollment.

The student is required to attend all program orientations, meetings, or other events scheduled prior to the start of classes. Failure to attend these meetings without prior approval from the Program Director may result in removal from the health program and, if applicable to the program, ranking point deductions for future applications to the same program. An alternate student will be selected to fill the vacant position, as directed by the Program Director.

The student must enroll in program classes prior to the first day of the semester. Failure to enroll without prior approval of the Program Director will result in removal from the health program and, if applicable to the program, ranking point deductions for future applications to the same program.

A student who enrolls in first-semester classes for the program and withdraws from the program or is dropped from the program that semester must complete the entire program admission process if he/she wishes to apply for a future program entry. If applicable to the program, ranking point deductions will apply for future applications to the same program.

*The GTCC Health Sciences Limited Entry Process is not to be regarded as a contract between GTCC and students. GTCC reserves the right to change any provisions or requirements with adequate notice and minimum disruption to students.*

### **Important Notes to Health Science Program Applicants**

Program faculty reserve the right to revise or change course requirements in accordance with applicable state laws, college requirements, accreditation standards, and/or at the discretion of the faculty. By accepting admission into the program, the students agree to at all times abide by the program requirements and procedures as set forth in the Student Handbook and the respective course syllabus issued at the beginning of each term for each course. The student is bound by such requirements and procedures regardless of whether they were established before or after the date of enrollment in the program. Changes made after the publication of the Handbook will be posted as an addendum to the Handbook.

Most programs require students to have a criminal background check, a drug screen, and an OIG review (Office of Inspector General) upon admission. Healthcare agencies that are utilized for clinical and/or internship experiences require this evaluation. If a student is denied agency access due to a positive check or screening, the students may not be able to complete the clinical education experiences, which will result in the inability to continue in the health science program. Screening may also be required after graduation by examination boards, state licensing boards, and employing agencies. Pending the outcome, a graduate may be disqualified from examination eligibility, state licensure, and/or employment.

Students must achieve a GPA of 2.0 or better in order to graduate. Students who receive a grade of "D" in a general education course (other than BIO or CHM) can graduate as long as their GPA is at least 2.0. However, a grade of "D" in a general education course will not transfer to another institution, nor will GTCC accept a grade of "D" for credit from another institution. Students must achieve a "C" or better in BIO, CHM, and program major courses. Students who do not achieve a "C" or better in these courses will be suspended from the program.

### **If You Have Questions about the Health Sciences Limited Entry Admission Process, Please Contact:**

**Limited Entry Programs Office**

140 Hassell Health Technologies Center, Room 140 ♦ Jamestown Campus; (336) 334-4822, ext. 50439; [limitedentry@gtcc.edu](mailto:limitedentry@gtcc.edu)