Forsyth Tech
COMMUNITY COLLEGE
A place of promise.

Health Information Technology

Fall 2022 Priority Deadline: March 25, 2022
Fall 2022 Final Review Deadline: May 20, 2022

Health Information Technology (HIT) is a limited enrollment program beginning each fall. Resources such as clinical facilities and faculty, as well as approval standards, limit the number of applicants accepted to the program to **15 students** for the fall. Health Information Technology (HIT) is a two-year associate degree program and all applicants must meet minimum requirements to be considered for admission. **Please note, however, that meeting minimum requirements does *not* guarantee admission.**

This packet guides you through the limited admission process for Health Information Technology. This includes meeting the program's **minimum admissions requirements,** completing a **pre-program advising and planning meeting with Health Information Technology staff,** and **completing a Minimum Admissions Requirements (MAR) application.**

Health Information Technology is a first-qualified, first accepted curriculum. Students who complete a MAR review will be admitted to the program until all seats are filled. After that point, students who complete a MAR review will be added to an alternate list. While not guaranteed admission, alternates would have the opportunity to fill seats if any open later in the process. **Once the priority deadline has passed, students can still complete a MAR application up until the final review deadline. However, after the priority deadline there is a greater risk that all the seats will have already been filled.**

Special Note: If you are just starting to take classes as a **Pre-Health Tech** student before entering the full program, please look at the Related Courses on **page 4** for a list of general education classes that can give you a head start on your degree. But keep in mind that these classes are **not required** before entering the program!

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**Steps for the Limited Admission Process
for the Fall 2022 Health Information Technology Program**

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1. **Complete an application to Forsyth Tech** at https://www.forsythtech.edu/apply-ft/

   o Complete NC Residency at www.ncresidency.org

   o New and Former students must complete the online application.

   o Submit all official transcripts from high school or high school equivalency. Electronic transcripts can be sent through a secure service to admissions@forsythtech.edu or paper transcripts can be mailed to Attn: Admissions 2100 Silas Creek Parkway Winston Salem, NC 27103 or hand delivered in a sealed envelope to the Admissions and Records Office on the main campus.

   o Official college transcripts, from colleges or schools attended since high school, **are only required if transfer credit is requested**. Official transcripts must have the school seal or original signature and be in a sealed unopened envelope or submitted electronically from the school.

- o Currently enrolled students do not need to do a new general application to the school – just complete the online Health Information Technology MAR application (see link to this application in **step 4** on **page 3**).

2. **Demonstrate English and Mathematics "College Readiness" levels.**

   - o All Health Program applicants are required to demonstrate English and Mathematics college-readiness by one of the following methods:

     English Readiness
     - ▪ No ENG credits, but have an earned Associate or Bachelor's degree from a regionally-accredited institution
     - ▪ Documented completion of ENG 111, with a minimum grade of "C"
     - ▪ Eligible to enroll in ENG 111 without the ENG 011 co-requisite, demonstrated by one of the following:
       - o Graduate of a US high school with an unweighted GPA of 2.8 or higher OR HSE specific scores – see Admissions for details
       - o Completion of placement test within the past 10 years and achievement of appropriate scores OR SAT/ACT specific scores – see Admissions for details
       - o If you took the placement test elsewhere, you MUST submit those scores to Forsyth Tech Admissions.
       - o Current enrollment in ENG 111 with corequisite
       - o Completion of ENG 002 Tier 2

     Mathematics Readiness
     - ▪ No MAT credits, but have an earned Associate or Bachelor's degree from a regionally-accredited institution
     - ▪ Documented completion of MAT 152 or higher-level course with a minimum grade of "C"
     - ▪ Eligible to enroll in MAT 152 without the corresponding co-requisite, demonstrated by one of the following:
       - o Graduate of a US high school with an unweighted GPA of 2.8 or higher OR HSE specific scores – see Admissions for details
       - o Completion of placement test within the past 10 years and achievement of appropriate scores OR SAT/ACT specific scores – see Admissions for details
       - o If you took the placement test elsewhere, you MUST submit those scores to Forsyth Tech Admissions.
       - o Current enrollment in MAT 152 with corequisite
       - o Completion of Math 003 Tier 2

   If you are unsure whether you meet either of these requirements, it is YOUR responsibility to speak with a counselor in the Admissions Office PRIOR TO completing your MAR application.

   When we receive the MAR application, it will be reviewed to make sure you meet the minimum admissions requirements. If you do not meet these requirements, you will not be eligible to complete the MAR and will not be placed in the applicant pool to be notified of your status.

3. **Reach out to the Health Information Technology team** to complete your Pre-Program Advising and Planning Meeting.

   o You can schedule your planning meeting by contacting **Daveta Strayhorn, HIT Program Coordinator,** at either **dstrayhorn@forsythtech.edu** or (336) 734-7644.

   o Please refer to page 5 for more information about this meeting.

4. **Submit the online Health Information Technology MAR application.**

   Health Information Technology MAR application

   o Applicants can complete their MAR application between September 7th and the final May 11th deadline. **** However, we encourage you to complete your MAR review before the priority deadline of March 25 – and even better, as soon as you know you have met the minimum admissions requirements for the program. The longer you wait, the greater the risk of the program being filled.**

   o During the review of your application, we check that you have met the program's **minimum admissions requirements** by completing steps 1 through 3 above.

   o Your application confirmation will be e-mailed to you at the time that it has been completed by a counselor. Please make sure to have activated your Forsyth Tech e-mail account and monitor that for this outreach. As long as you have submitted a MAR application, your application will be reviewed and you will be contacted by the deadline for the program.

5. **Check your Forsyth Tech email** and keep your phone and address updated with the office

   o As mentioned above – we will email your application confirmation to your Forsyth Tech email by the deadline for the program.

   o After the deadline passes, you will be notified about your status – admitted, alternate, or not admitted – regardless of the decision.

   o If you are admitted to the program, there will be instructions in your admission letter with requirements that apply to admitted students – make sure to meet any of those deadlines/requirements or you can lose your seat in the program.

   o If you are an alternate, we will contact you by phone or email if any seats open up in the program.

Pre-Health Tech:
General Education/Related Courses for Health Information Technology

When you are first admitted to the school and indicate **Health Information Technology** as your program choice, you are accepted as a **Pre-Health Tech** student. While you are not fully in the program yet, as a Pre-Health Tech student you can do two things to prepare yourself for entering Health Information Technology:

- If you are not already eligible for the program, you can take courses that help you meet the **minimum admissions requirements.** This would be the priority!

- If the admissions deadline has already passed, or you are beginning school in a different semester than when the program begins—for example, you are starting classes in spring 2022 ahead of the full Health Information Technology beginning in fall 2022—you can get a **head start** on the program's **general education/related courses.**

These are the general education/related courses for Health Information Technology:

CIS 110
ENG 111
MED 121 and MED 122
BIO 168 and BIO 169
MAT 152 *
COM 231 or ENG 114
HUM 115
PSY 150

* Please note that MAT 152 has now replaced MAT 143 as the required math course in the Health Information Technology curriculum. MAT 143 will no longer satisfy the program's degree requirements.

Please remember, though, that **these general education/related courses are NOT required before you begin the Health Information Technology program!**

As long you have met the **minimum admissions requirements—**the paperwork, English/Math Readiness, and advising meeting requirements covered in steps 1 through 3 in this packet—you are eligible to submit a MAR application and enter Health Information Technology even if you haven't taken any of the related courses. You will be able to take them while you are in the program.

However, if you have the opportunity to begin work on these courses as a Pre-Health Tech student before you enter Health Information Technology, taking them with the guidance of your advisor can help you reduce your course load once the full program begins.

Academic Progression Policy

A grade of a "D" or "F" in a related course does not prevent a student from being eligible for the 2021 Health Information Technology program. However, if a grade of "D" or "F" is earned prior to or after acceptance, the course must be repeated with a "C" or higher while enrolled in the program and prior to graduation.

Students must also earn a final grade of "C" or higher in the core HIT courses that become available once accepted into the program to remain eligible for graduation.

Pre-Program Advising and Planning Meeting

Before doing a MAR review, interested students must meet with a program advisor. The student will discuss and create a **pre-program plan**, which establishes a guided pathway through the curriculum. This step is very important and required of **ALL** interested candidates.

Candidates interested in HIT should schedule an appointment with Daveta Strayhorn, HIT Program Coordinator, 336-734-7644 or dstrayhorn@forsythtech.edu. For students unable to come to Forsyth Tech's Main Campus, alternate means of meeting are available. Please contact Ms. Strayhorn for advisement options.

If a student **does not meet** the minimum admissions requirements as described in steps 1-2 of this packet, the meeting will establish a course plan to prepare students for the next admission cycle for the program. This plan would set a path through the program's related courses (pg. 4) as well as whatever is needed to meet the minimum admissions requirements for the following year.

If the meeting verifies that the student **has met** the minimum admissions requirements as described in steps 1-2 of this packet, the advisor will provide a personalized **MAR eligibility tracking form. The eligibility tracking form <u>does not</u> guaranteed acceptance into the Health Information Technology program.** It is an advising document only. It does, however, document that the student is ready to proceed to the MAR review.

Additional Requirements for Accepted Students

All HIT program accepted students will be required to complete the standard Health Technologies criteria for working at a clinical site. **Accepted students will receive information about how to meet these requirements, as well as the deadlines, at the program orientation.** The required criteria include:

1. Health Screening
2. Documentation of Immunizations
3. Criminal background and drug testing

These requirements are determined by clinical sites and agencies. Although HIT students do not deliver patient care, the HIT program requires completion of training within a variety of medical/healthcare facilities; therefore, the HIT students must meet the facility clearance criteria.

The information received for this clearance is reviewed by the clinical site. This determines the student's eligibility to complete the clinical portion of their program. This screening must be completed by the first semester of the program.

Questions regarding these requirements should be directed to HIT Program Coordinator Daveta Strayhorn at 336-734-7644.

Deferred Action Childhood Arrival (DACA) and Undocumented Students Policy

Current NCCCS policy allows DACA and undocumented applicants to enroll at Forsyth Tech at the out of state tuition cost. However, acceptance to the college does not guarantee acceptance to a specific program.

DACA students are eligible to apply to an Allied Health/Nursing program.

Undocumented students are not eligible for consideration to Allied Health or Nursing programs. According to North Carolina and Federal law, undocumented students are not eligible for North Carolina professional licensure.

This policy is subject to change without notice based upon federal and state regulations.

July 2021