

## Health Information Technology (HIT) Admission Requirements

### Important Dates

Fall 2022 HIT Application Dates.....October 1, 2021– May 1, 2022

Check the program web site at <https://www.harpercollege.edu/academics/health/health-information-technology/admission.php> for updated information on the application status.

Questions can be directed to [le@harpercollege.edu](mailto:le@harpercollege.edu)

### Submit College Application and Fee

- If you have not previously applied to the College, this is your first step.
- The College application and fee can be submitted online at [https://harpercollege.force.com/apply/TX\\_SiteLogin?startURL=%2Fapply%2FtargetX\\_Portal\\_PB](https://harpercollege.force.com/apply/TX_SiteLogin?startURL=%2Fapply%2FtargetX_Portal_PB) or in person at the One stop Center located in Building A, Room 250.

### Submit the HIT Program Application

#### Eligibility to Submit the Health Information Technology Application:

- Your Harper College Application must already be on file
- Complete the online, on-demand HIT Program Overview Module (including quiz). at <https://forms.gle/1JUZVMSzdSX52aEb8>.
- You must choose either full-time or part-time cohort. Once you have been admitted, you cannot switch between cohorts without re-applying and securing a spot. Please visit <https://www.harpercollege.edu/academics/health/health-information-technology/health-information-technology-degree.php> for course sequence information.
- HIT application available at: <https://www.harpercollege.edu/academics/health/health-information-technology/admission.php>

### Submit Additional Documentation

**Note:** Official documents are those sent directly from the institution to Harper College.

**Official High School Transcript OR GED Results** The final high school transcript must have the graduation date posted, or the GED report must show passing scores.

- Applicants who have completed high school in another country need to submit a document-to-document evaluation of their high school transcript completed by Educational Credential Evaluators, INC (ECE) [www.ece.org](http://www.ece.org) or World Education Services (WES) [www.wes.org](http://www.wes.org) stating **U.S. Equivalence: High school diploma.**
- This high school transcript requirement can be waived if official documentation is provided demonstrating completion of the equivalent of a U.S. associate or higher degree.

**Official College Transcripts** – You will need to submit transcripts from other colleges.

- This requirement is mandatory
- Foreign college transcripts must first be evaluated by World Education Services (wes.org) or Educational Credential Evaluators, INC (ece.org). A copy of the completed course-by-course WES or ECE evaluation must be submitted to the [adm@harpercollege.edu](mailto:adm@harpercollege.edu).
- To learn if/how credits from other colleges will transfer to Harper, applicants must have an official transcript from each college or university attended sent to the Admissions Processing Office ([adm@harpercollege.edu](mailto:adm@harpercollege.edu)) immediately upon being admitted to the College. Official transcripts will be evaluated after they have been received and students will be sent an email to their **Harper email account** with transfer credit information.

## **Program Prerequisites**

**Harper Grade Point Average**

- Current or previously enrolled Harper students must have a minimum 2.0 grade point average.

**English / Reading Placement** – placement into ENG 101 at Harper College, or the equivalent from another college (as determined by the Harper College transcript evaluation).

- ACT English score of 19 or higher, and ACT Reading score of 20 or higher, or
- SAT English/Reading score of 480 or higher, or
- Harper College Writing/Reading Assessment Test resulting in placement into ENG 101 without a reading co-requisite, or
- ENG 100 or higher level at Harper with a grade of “C” or better, or
- ENG 101 transfer credit
- There is no expiration date on the English Composition course or testing requirement for this program; however, testing rules apply if you are planning to register for an English course
- You may also check the catalog for further options at:  
[https://www.harpercollege.edu/regISTRATION/testing/pdf/ENG\\_Placement\\_Grid.pdf](https://www.harpercollege.edu/regISTRATION/testing/pdf/ENG_Placement_Grid.pdf)

**Math Assessment** - demonstrate competency in Harper’s MTH 080 (Intermediate Algebra) with one of the Testing or Course Options listed below:

- ACT math score of 22 or higher, or
- SAT math score of 530 or higher, or
- MTH 080 or higher- level math course at Harper College or at another appropriately accredited college with a grade of “C” or better, or
- Harper College Math Assessment Test resulting in placement into a college level math course (MTH 101, 103, or higher level)
- There is no expiration date for the math course or testing requirement for this program; however, testing rules apply if you are planning to register for a math course
- You may also check the catalog for further options at:  
[https://www.harpercollege.edu/regISTRATION/testing/pdf/Math\\_Placement\\_Grid.pdf](https://www.harpercollege.edu/regISTRATION/testing/pdf/Math_Placement_Grid.pdf)

### **Additional Requirements**

- Attendance at a live online information session is encouraged, but optional. To attend, sign up on this link: [https://www.harpercollege.edu/start/apply/health\\_infosession.php](https://www.harpercollege.edu/start/apply/health_infosession.php)
- Completion of the online, on-demand, HIT Program Overview Module (including quiz) is mandatory.
- Quiz scores are valid only for the current application cycle.
- This quiz may be repeated once and the higher score of your first two attempts will be counted. Each correct answer is worth 1 point for a maximum of 10 points.
- You must have reviewed the course requirements and course sequence for the AAS Degree in Health Information Technology at:  
<https://www.harpercollege.edu/academics/health/health-information-technology/health-information-technology-degree.php>
- You must have explored the AHIMA website: [www.ahima.org](http://www.ahima.org)

### **Re-entry Permission**

- If you were previously enrolled in the program, departmental permission is required for re-entry. Without this department approval, your file will remain incomplete.

### **Admission Decisions**

- All applicants will be sent a decision regarding the status in the program; however, satisfaction of admission requirements does not guarantee acceptance.

#### **Early Admission Option:**

**Applicants whose files are complete upon application may qualify for Early Admission. If qualified, we will send notification of acceptance to the email address provided on the application. To be eligible for this option, applicants must meet specific conditions as follows:**

- The file must be complete—**all academic and document requirements must be satisfied;** and
- The HIT Program Overview quiz score must be **10 out of 10;** and
- The applicant must submit the application and meet all admission requirements by **January 15, 2022.**

Any applications received after January 15, 2022, as well as any applications that do not meet all three of the above conditions, will be considered under the Standard Admission Option. There will be no exceptions to the above criteria.

### **Standard Admission Option:**

**The files of all applicants who have submitted their applications by the program deadline (and who were not already accepted through Early Admission) will be reviewed by the Admission Selection Committee.**

- This file review meeting will be held as soon as possible following the program deadline.
  - A “final” minimum quiz score will be determined, and those applicants whose ranking scores are at or above that minimum will be considered for admission.
  - Admission cannot be guaranteed and will depend upon ranking score and seats available in the cohort.
- The Admission Selection Committee will meet as soon as possible following the application deadline to make admission decisions for those who have applied by the deadline.
  - Admission decisions will be based on the quiz scores represented by the applicant pool, starting with the highest scores. If a tiebreaker should be necessary, file completion date will be used.
  - Notification of the program decision will be sent to the email address you have provided on the application and/or your Harper email address.

### **Important Admission Notes**

- Once your program application has been processed, you will be able to monitor your application-based file online. Go to [harpercollege.edu](http://harpercollege.edu) and log into your **MyHarper Student Portal**; information can be found under the **Registration and Records** section.
- Academic admission requirements must be met by the **end of the semester in which the deadline falls**.
- It is the applicant’s responsibility to ensure that all requirements have been met and all documentation is on file.
- You will receive an email shortly after the deadline date or sooner with a decision regarding your status in the program.
- Students who apply for this application-based program are obligated to meet current admission requirements and follow the program curriculum as defined at the time of acceptance into the program.
- If the program should remain open past the published deadline, qualified applicants will be admitted in order of completion date.
- Accepted applicants will be required to undergo a criminal background check. Information regarding these requirements will be discussed at orientation.
- A new application will need to be submitted for a future term if the candidate is not selected or does not start the program if admitted.

## HARPER COLLEGE RESOURCES

Office	Location	Phone Number
<b>Admissions Processing for Application-based Programs</b>	Avanté Center, Room X250	847.925.6533
<b>Admissions Outreach</b>	Building C, Room 102	847.925.6156
<b>Academic Advising and Counseling Services</b>	New Students: Building C, Room 104	847.925.6208
	Previous or currently enrolled Harper students: Building I, Room 117	847.925.6393
<b>Assessment and Testing</b>	Building A, Student Center, Room 148	847.925.6541
<b>Harper Bookstore</b>	Building L, Room 260	847.925.6275
<b>Business Office</b>	Building A, Room 214	847.925.6880
<b>One-Stop Center</b>	Building A, Room 250	847.925.6710

Harper College is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation. Link to full official statement:

[https://www.harpercollege.edu/catalog/handbook/a\\_handbook/eos.php](https://www.harpercollege.edu/catalog/handbook/a_handbook/eos.php)

11/2021