

Health Information Technology (HIT) Admission Requirements

Important Dates

Fall 2024 HIT Application Dates.....October 1, 2023– August 1, 2024

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

Submit College Application and Fee

- Your first step is to apply to the College, if you have not previously applied.
- The College application and fee can be submitted online at:
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/uviVXyQdZ3b1rHAW6>
Quiz scores are valid only for the current application cycle. This quiz may be repeated once and the higher score of your two attempts will be counted. Each correct answer is worth 1 point for a maximum of 10 points.
- You must choose either full-time or part-time cohort. Once you have been admitted you cannot switch between cohorts without contacting the coordinator, Paula Akialis at:
pakialis@harpercollege.edu
- Please visit the following website for the HIT application:
<https://www.harpercollege.edu/academics/health/health-information-technology/admission.php> (bullet point three, #3)

Additional Requirements

- Attendance at a live online information session is encouraged, but optional. To attend, sign up on this link: <https://www.harpercollege.edu/academics/health/health-information-technology/admission.php>
- You must have explored the AHIMA website: www.ahima.org

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 or World Education Services (WES) 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 if transfer credit is necessary.
 - Requests can be made at the institution website or <https://www.studentclearinghouse.org/students/>.
 - 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 processing@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 (processing@harpercollege.edu) 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

Must be completed by the program application deadline date

- 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 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
 - Visit: <https://www.harpercollege.edu/testing/english-placement-grid.php> for full list of ENG 101 placement options

- Math Assessment** - demonstrate college level placement in mathematics with one of the testing or course options below.

- ACT math score of 22 or higher, or
- SAT math score of 530 or higher, or
- Intermediate Algebra or higher 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/testing/mathplacement.php>

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 their status in the program; however, satisfaction of admission requirements does not guarantee acceptance.
- Applicants whose files are complete prior to the program deadline date and have a quiz score of 9 or 10 will receive an email with instructions on how to accept their seat as well as information regarding the **mandatory** online welcome and orientation sessions
- Applicants whose files are incomplete will have until the published deadline date to complete their files.
- An email will be sent to the email address you have provided on the application and your Harper College email address. Please check spam folders for personal email addresses.

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 and log into your **MyHarper Student Portal**; information can be found under the **Registration and Records** section.
- All admission requirements must be met by the **program application deadline date**. 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 regarding your application status within 5-7 business days after submitting it.
- 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. This includes the requirement to follow either the full-time or part-time cohort course sequence.
- 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 |
|---|---|--------------|
| Health Careers Division Office Limited Enrollment Programs | Building X, Room X250 | 847.925.6533 |
| Admissions Outreach | Building C, Room C103 | 847.925.6700 |
| Academic Advising | New Students: Building C, Room C104 | 847.925.6208 |
| | Previous or currently enrolled Harper students: Building A, room A364 | 847.925.6220 |
| Hawks Care Resource Center and Counseling Services | Building I, Room I117 | 847.925.6393 |
| Testing and Assessment Center | Building A, Student Center, Room A148 | 847.925.6541 |
| Harper Bookstore | Building L, Room L260 | 847.925.6275 |
| Business Office | Building A, Room A214 | 847.925.6880 |
| One-Stop Center | Building A, Room A250 | 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

9/2023