

# ***Introduction to the Admissions Process for the Health Sciences Programs at HCC***

**This section contains information on:**

**List of degrees and certificates offered  
Information on the programs  
Application process  
EEO  
Open vs. Limited access  
Tips on applying**

Health and medical technology jobs are readily available today and the trend is expected to continue. According to the U.S. Department of Labor, health care is one of the fastest growing industries with employment opportunities increasing dramatically throughout this century.

There are several reasons for the increasing need for health sciences professionals:

- First, people are living longer; therefore, they require more ongoing and specialized medical treatment. Geriatric health care providers will be in demand in retirement communities, senior citizen centers, acute living facilities, home care settings, hospitals, clinics, and private practices.
- Expansion of new technology, organ transplantation, and genetic engineering will also continue the increase in the need for professionals in health care fields.
- Finally, availability of procedures outside of traditional hospital and office settings will greatly impact the industry as more people use outpatient clinics, surgery centers, HMOs, and mobile offices for treatment options.

**Programs, Degrees, and Certificates:** Hillsborough Community College Division of Health, Wellness & Sports Technologies offers College Credit Certificates (CCC), Advanced Technology Diplomas (ATD), Post-Secondary Adult Vocational Certificates (PSAV); and Associate in Science (AS) and Associate in Applied Science (AAS) Degrees.

College Credit Certificates are offered in select health sciences fields such as Paramedic, and Radiation Therapy. A PSAV certificate is offered in Dental Assisting. Degrees are offered in Counseling and Human Services, Dental Hygiene, Diagnostic Medical Sonography, Nuclear Medicine, Opticianry and Optical Management, Radiation Therapy, Radiography, Registered Nursing, Respiratory Care, and Sign Language Interpretation. All of these programs are available at the Dale Mabry Campus. In addition to these programs, the division provides Physical Education classes.

**Health Sciences students excel:** Students in the health sciences programs receive an exceptional education experience that combines rigorous classroom and laboratory study with practicums in local hospitals, clinics, medical offices, and related treatment facilities. Graduates are able to sit for their professional license and certification examinations because the programs are nationally accredited and the College is regionally accredited (SACS). Job placement rates and starting salaries are relatively high in health care fields.

According to Community College Week annual Top 100 Report 2007, HCC ranks 30<sup>th</sup> nationally for the total number of Associate's Degrees conferred in Nursing. HCC ranks 27<sup>th</sup> in the nation for the total number of Associate's Degrees conferred for health professions.

If you have any interest in pursuing one of the health science programs, you must be willing to make a full time commitment to your studies. The hours and days required may change during the course of study. Each program requires rigorous study, volunteer commitments and extra work.

**Process:** Interested students must follow an application procedure to be considered for most of the College's health sciences programs. Because of licensure requirements, students with a Certificate of Completion from high school should check with an advisor or counselor to make sure that they are eligible to enroll in a specific program of study.

The College's Catalog is the official source of information. Advising Guides for each degree and certificate program have been created by Student Services to assist students in fulfilling degree requirements for their chosen major. The Guides should be used in conjunction with the catalog and other College resources and are a supplement to the advising process. These guides are available on the College's website.

All students should meet with an Academic Advisor or Counselor to discuss their academic plans. You may contact an advisor or counselor on any campus to discuss

your situation and to get assistance in the application process. Make a note of who you talked to and don't delay. Many of these programs have courses that must be successfully completed (also known as prerequisite courses) before you can apply; most programs have many more applicants than open slots; and many of the programs have fixed deadlines to apply.

To contact an advisor or counselor, you may telephone:

Brandon Campus	813	253-7801
Dale Mabry Campus	813	253-7201
Plant City Campus	813	253-2103
SouthShore Campus	813	259-6102
Ybor City Campus	813	253-7601

Most health sciences classes are on the Dale Mabry Campus. There are Nursing and Emergency Medical Services classes on the Plant City Campus and there are plans to offer both programs at our SouthShore branch campus in the near future. You are invited to "visit" each campus electronically. Go to the College's home page ([www.hccfl.edu](http://www.hccfl.edu)) and select Dale Mabry, Plant City or SouthShore.

**Equal Access/Equal Opportunity/Educational Equity:** Hillsborough Community College is dedicated to providing equal opportunity in all of its programs and facilities, including those affiliated within the Division of Health, Wellness & Sports Technologies. HCC does not discriminate in the admission and treatment of students on the basis of race, color, religion, gender, age, national origin, disability, marital status or any other bias. The College does not discriminate in the admission and treatment of students and shall make reasonable effort to assure that each student is protected from harassment or discrimination.

Are there secrets or tricks to getting into the restricted access health sciences programs? No. Planning ahead, attention to detail, and good grades are the three things that you can do to influence the Health Sciences Admissions and Appeals Committee's decision.

1. Admission into a restricted access health sciences program at HCC is done by a committee composed of representatives from the Division of Health, Wellness & Sports Technologies and from Student Services, Dale Mabry Campus.
2. The Committee will only review applicants who have submitted complete applications on or before the deadline.
3. When there are more applicants than open slots, the Committee will review a ranking of applicants based on grade point average achieved in the required

prerequisite courses; or overall grade point average if there are no prerequisites or if two or more students have the same prerequisite grade point average.

4. Based on the number of slots available, the committee will decide on whether or not an individual will receive an invitation to join the program, a letter advising of alternate status, or a letter denying admission. Admission into many of these programs is very competitive.

### **Open enrollment or limited/restricted access. What is the difference?**

**Open enrollment:** An open enrollment program requires the student to register for each course through the HCC web site or through telephone registration. The dates for registration are published in the College catalog, website and credit course schedule. A student may register for the course of his or her choice assuming there are no unpaid fees or loans; transcripts and/or other documents have been received; and the student is qualified to enroll. There are no additional application forms or special processing for open enrollment health sciences programs.

A student who is qualified, registers early, and pays tuition can be reasonably sure of reserving their seat in the class if it is offered. Occasionally, a specific number of slots in a health sciences class may be restricted to applicants who are sponsored by a specific entity and there may be situations where an applicant has priority over other applicants based on his or her employment by a local community of interest. However, in all instances, applicants must meet minimum program standards.

Documents required for open enrollment health sciences programs must be on file in the Office of Admissions and Records at the campus where the courses are offered.

**Restricted access:** A program that is restricted access (also called limited access) is a program that requires the prospective student to apply for the program using a special application in addition to the HCC admissions application. The applications are available at the division's website. Some of these programs have courses that must be taken before the applicant may apply; have specific deadlines for application; and have many more applicants than there are open slots for new students. There is additional application fees associated with restricted access programs and there is a background check, a drug screen and, depending upon the program, other requirements and prohibitions. A program may also require that its students be able to fulfill requirements required in an articulation agreement.

Occasionally, a specific number of slots in a health sciences class may be restricted to applicants who are sponsored by a specific entity and there may be situations where an applicant has priority over other applicants based on his or her employment by a local community of interest. However, in all instances, applicants must meet minimum program standards.

Applications for the restricted access health sciences programs are handled by the Health Sciences Admissions Office located on the Dale Mabry Campus, first floor of the Student Services Building.

**Which one is better?** One type of enrollment versus another type of enrollment does not mean that a program is “better” than another. What is important in this process is that you determine what program(s) you wish to pursue and then to be sure that you have all of the information you need to make a decision and then have the information and tools you need to apply. And when you apply, you follow all of the procedures to ensure that your application is complete and received on or before the due date.

If you have any questions concerning the process for admissions and what the procedures are for applying after reviewing the information in this handbook, please contact a counselor or advisor.

**Tips for a prospective student for one of the health sciences programs include:**

- ❑ **Restricted access health sciences programs have application deadlines:** If your application is late or if any part of your required paperwork is received after the deadline, then you will not be considered by the committee for admission. You may apply again at a later date.
- ❑ **Many of the programs require you to complete certain prerequisite classes prior to applying for admission:** This means that you cannot be enrolled in a required prerequisite course during the term that you apply for the program. If an applicant uses a CLEP score for one or more prerequisite course, the GPA will be calculated on the actual grades earned in classes, and total college credits will be calculated on actual college classes. An original copy of all transcripts must be attached to the application. However, the applicant will be given credit for satisfying the prerequisite.
- ❑ **You must have certain scores on a placement test in order to take the prerequisite classes:** Before taking any test, you should prepare for it by studying and getting a good night’s sleep.
- € **Know how your grade point will be calculated:** Your grade point will be based on your grades in the prerequisite courses. If two or more applicants have the same grade point average, the overall grade point average will be used to determine ranking. You will be assessed a penalty for enrolling in a prerequisite course more than twice. Withdrawals from a course will be counted as an enrollment.
- € **Course substitutions:** For most programs, if a student has taken a higher level math than the math required for the specific program, that course may be used for

the required course. However, there are certain programs that require a specific math course and a higher level math cannot be substituted for the required course.

If a student has taken a higher level science than the science required for the specific program, the student should meet with an academic advisor or counselor to determine whether or not a course substitution is appropriate.

Do not assume that a higher level math or science course will automatically substitute for the required course. All course substitutions must be resolved prior to the health sciences deadline date for admissions. These rules apply to all courses taken at HCC and at any other institution.

- € **Get all transcripts yourself and include them with the application packet:** You must request an official transcript from your high school and from every institution of higher education - college, university, vocational or technical school - you have attended. Keep proof of your transcript request. You are strongly encouraged to have those documents sent to you in a sealed envelope(s); not mailed to Hillsborough Community College. Do not open the envelope(s). Include the sealed envelope(s) with your Health Science/Nursing/Paramedic application. That is the only way you can be sure that the transcript is received by the deadline date or, if no deadline date, when the Health Sciences Admissions and Appeals Committee meets.

If the transcript(s) is not received, you will not be considered for admission into the program. Even if you request transcripts be sent directly to HCC before the deadline, you are depending upon the staff of other institutions to send your transcript to HCC by a certain date. That does not always happen. We strongly advise you to take control of the process. However, if you are a current HCC student, you can check with ARR to make sure their transcript(s) are on file. Please be sure to make a note of who you spoke to.

- € **Foreign transcript, translation and evaluation:** HCC has a list of approved agencies from which we will accept foreign transcript evaluations. HCC requires the official documents and a translation of the official documents if they are not in English. In addition, an evaluation is required which is a document by document evaluation for high school and a course by course evaluation for college/technical schools. Contact the admission office for a list of agencies and to verify what must be received. Be sure to note who you spoke to and when.

- € **Deliver application package or send by regular mail:** Do not send your admission packet by certified, registered, or any delivery method that requires a signature. Doing so will only delay receipt of your packet. You are strongly encouraged to put your application package in the specially designated drop box on the first floor of the Student Services Building, DSTU 119, on the Dale Mabry

Campus. **If you want confirmation that the College has received your packet, include a self-addressed, stamped post card.**

- € **Your application is for one specific class:** When you apply, your application is for a specific program's class that begins on a certain date. For example, if you apply for Nursing Basic Fall 2010, then the nursing class you are applying for is the one that begins August 2010 and the deadline for your application is January 15, 2010. If you are not admitted to that class, then you must complete a new application including all forms, attachments and fees, and submit the application by the published deadline to be considered for another class admission. There is **no waiting list** for admissions to any restricted access health sciences program at HCC.
- € **Keep copies and make notes:** When possible, make a copy of your application(s) and other documents. Make a note of the name, date, location, and/or telephone number of individuals you talk to. E-mail is an efficient method of communication and it gives you a record of your request and the response. In the event you have to prepare a formal appeal, providing copies and detailed notes will be persuasive.
- € **There is an appeal process:** If you feel there was an error made, use the appeal process outlined in your denial letter to ensure that your complaint is heard and your situation reviewed.

**Summary:** HCC reserves the right to change or amend these processes or procedures as is necessary and will strive to notify potential applicants.

Your interest in Hillsborough Community College's Health Sciences Programs is appreciated. We look forward to welcoming you into the program you choose.

On behalf of the Program Managers and faculty and staff within the Division; and the Student Services staff including Counselors, Academic Advisors, Recruiters and Admissions staff; the Office of the Dean of Health, Wellness & Sports Technologies and the Dean of Student Services, Dale Mabry Campus extend to you best wishes in pursuing your education and career goals. We welcome your questions and comments.