

STUDENTS APPLYING FROM OTHER INSTITUTIONS

Topics covered in this section include:

Linkage Program Transferring credit to HCC Students enrolled in a health science program at another institution

Hillsborough Community College encourages and welcomes students from other colleges and universities to apply for admission to our health sciences programs.

Linkage Program: HCC participates in the Linkage agreement with Manatee Community College, Pasco-Hernando Community College, Polk Community College, and St. Petersburg College. These five schools have a cooperative agreement allowing each other's students to be admitted to specific restricted access programs through a quota-based arrangement.

There are specific Linkage rules and procedures that the student must comply with in addition to the admissions rules outlined in this handbook. Consult a current Linkage Handbook to review the rules and procedures and consult with a counselor. Students pursuing a Linkage program are required to follow the admission process for all other applicants in addition to Linkage requirements. The current Linkage Manual is posted on this website.

For HCC students interested in pursuing a Linkage program at another institutional partner, the student should contact an HCC Counselor. Students enrolled at one of the participating colleges should contact a counselor at their school to initiate application for an HCC program.

Transferring credit from other institutions to HCC: The student must order official transcripts from high school/GED and all colleges, universities and technical/vocational institutions attended. The student must request that the transcript be sent to HCC or sent to the student in a sealed envelope and the student must deliver the sealed transcripts to the Health Sciences Admissions Office. All transcripts must be received by the health sciences admissions deadline date.

Students are encouraged to meet with an academic advisor to determine if they meet the appropriate coursework for their program, if all of their credits will transfer to HCC and if all of their grades will be transferred and calculated. Bring an unofficial copy of all

transcripts when meeting with an academic advisor. Be sure to make note of who you spoke to and get a copy of any documents.

Students enrolled in a health sciences program at another institution:

Students who were enrolled in a health sciences program at another institution and who wish to enroll in the same health sciences (restricted access only) program at HCC and be given credit at HCC for completed program coursework in a specific program are governed by the following:

- € A student cannot transfer into the first term of a restricted access health sciences program.
- € At least 75% of the credit hours applicable to the program course requirements for any restricted access program must be earned in residence at HCC.
- € The GPA of the prerequisite courses for any transfer student cannot be lower than the lowest GPA of an accepted student in the class.
- € The student must apply in writing to the Dean, Health, Wellness & Sports Technologies at least three (3) months before the beginning date of the semester that the transfer students wishes to begin the program at HCC.
- € The entry date of the program cannot exceed one calendar year (12 consecutive months) from the date of matriculation at the transferring institution.
- € All transfer students must meet the final acceptance requirements of the Division of Health, Wellness & Sports Technologies prior to admission. These standards include but are not restricted to evidence of satisfactory physical health as certified by a licensed physician; successful attendance at the scheduled program orientation or alternative approved by the program manager; CPR certification; assuming and maintaining responsibility for all costs association with any medical procedure and for maintaining health and medical insurance upon entering and while enrolled in the restricted access program; successfully pass a drug screening test prior to final admission to the program; and meet or exceed the background check standards described in this manual.

In addition to the above requirements, the student must have:

- € Official transcripts from high school and all colleges/universities/voc or tech centers

- € Course descriptions, module outlines, and syllabi
- € Letter from the Director/Dean (program administrator) of the prior school stating that the student was in good standing

Whether or not the student will be admitted and at what point in the curriculum will be determined by the Dean of Health, Wellness & Sports Technologies in consultation with the program manager of the program that the student is applying for.

Transfer students must also complete the same process required of any applicant which includes:

- € Submit an online HCC application. If you have not attended HCC previously, you must add the \$20 application fee to your nursing or health science application fee of \$53. In that case, submit a \$73 dollar check or money order payable to HCC when you submit your Nursing or Health Science application.
- € Official high school transcript in a sealed envelope mailed to Hillsborough Community College, Attention: Health Sciences Admissions, Dale Mabry Campus, P.O. Box 30030, Tampa, Florida 33630-3030
- € If you have attended other colleges, universities, vocational or technical schools you must submit an official transcript from each school. Include the official transcript(s) in a sealed envelope(s) mailed to Hillsborough Community College, Attention: Health Sciences Admissions, Dale Mabry Campus, P.O. Box 30030, Tampa, Florida 33630-3030
- € Health Sciences/Nursing/Paramedic application complete which must be printed from health sciences website.
- € Completed Florida Department of Law Enforcement (FDLE) authorization form
- € No convictions for specific crimes (see Program Acceptance Restricted Access Programs in this booklet for listing of convictions that prohibit admission)
- € \$53.00 fee accompanying Health Sciences or Nursing application
- € Prerequisite courses completed
- € Placement tests completed within two (2) years of the date of application and achieve minimum score (for Paramedic and Dental Assisting programs only)

- € Copies of supporting documents such as certificates and licenses (if required)
- € Be at least 18 years old by the first day of the start of the program (required by certain programs)
- € Deliver complete package to HCC Dale Mabry Health Sciences Drop Box located on the 1st floor of the Student Services Building or send by regular mail on or before the deadline

