

# CHECKLIST

## Health Sciences Programs

**Are you ready to apply? Use this checklist to be sure!**

**If you are an HCC student, a prospective HCC student, or a student from another institution, including a student currently enrolled in a health sciences program who wishes to transfer to the same program at HCC use the convenient checklists to make sure your application is complete and timely.**

### **If prospective HCC student:**

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. Submit a check or money order payable to HCC when you submit your Nursing or Health Science application.

### **And if you are a HCC student or a prospective HCC student:**

Health Sciences/Nursing/Paramedic application – restricted admissions (All of the following criteria are required by some of the health science programs. Check the specific requirement of each program that you have an interest in possibly pursuing):

- € Health Sciences/Nursing or Paramedic application completed. Available from the College's website
- € \$53.00 check or money order accompanying application
- € Official high school transcript in sealed envelope
- € If you have attended other colleges, universities, vocational or technical schools you must submit or have submitted an official transcript from each school in sealed envelopes
- € Enclose a self addressed stamped post card to be notified of receipt
- € Prerequisite courses completed prior to application deadline
- € Placement tests completed within two (2) years of the date of application and achieved minimum score
- € No convictions for specific crimes (see Program Acceptance Restricted Access Programs for listing of convictions that prohibit admission)
- € Complete Florida Department of Law Enforcement (FDLE) background check authorization form

- € Meet requirements of articulation agreements
- € 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
- € Interview with Program Manager (Diagnostic Medical Sonography applicants only)
- € Deliver complete package to HCC Dale Mabry Health Sciences Drop Box located on the 1<sup>st</sup> floor of the Student Services Building or send by regular mail, making sure you allow plenty of time for it to be received by the deadline date

Drug screen and physical examination may be required after contingent selection but before class begins. Additional background screening, consent forms and certain restrictions may be applied.

Did you keep a copy of all documents submitted?

**If you are currently enrolled in a health sciences program at another institution and wish to transfer to HCC and be enrolled in the same health sciences program:**

**1. You must meet all criteria and standards specified in the Transfer Student section of this manual.**

**2. You must make an appointment with the program manager and bring the following documents:**

- € Final official transcript of all college credits
- € Course descriptions, module outlines and syllabi
- € Letter from the Director/Dean/Program Administrator of the transfer school stating that the student is/was in good standing

**3. In addition to the process above, transfer students must:**

- € 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 sealed envelope
- € You must submit an official transcript from each school of higher education you have attended
- € Health Sciences/Nursing or Paramedic application completed which must be printed from the College's website
- € Completed Florida Department of Law Enforcement (FDLE) authorization form
- € \$53.00 accompanying application
- € Prerequisite courses completed

- € If an applicant uses a CLEP score for one or more prerequisite courses, an original copy must be attached to the application. However, the applicant will be given credit for satisfying the prerequisite.
- € Placement tests completed within two (2) years of application and achieve minimum score (for specific program only)
- € No convictions for specific crimes (see Program Acceptance Restricted Access Programs for listing of convictions that prohibit admission)
- € Meet requirements of articulation agreements
- € 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
- € Deliver complete package to HCC Dale Mabry Health Sciences Drop Box located on the 1<sup>st</sup> floor of the Student Services Building or send by regular mail on or before the deadline

Did you keep a copy of all documents submitted?

Drug screen and physical examination may be required after contingent selection but before class begins. Additional background screening, consent forms and certain restrictions may be applied.