

Health Sciences Programs Admissions Process Handbook 2020-2021

Prepared by:

**Health Sciences Division
Hillsborough Community College – Dale Mabry Campus
4001 West Tampa Bay Boulevard
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The provisions of this handbook are not an irrevocable contract between the student and the College or the Division of Health Sciences. The College and the Division reserve the right to make College policies and other regulations when circumstances require and to make periodic changes as needed.

Office of the Dean of Health Sciences Division
Hillsborough Community College

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LIST OF ABBREVIATIONS

AA	Associate in Arts
AAS	Associate in Applied Science
ACT	American College Test
ADA	American Dental Association
ADN	Associate Degree in Nursing
AIDS	Acquired Immunodeficiency Syndrome
AIUM	American Institute of Ultrasound in Medicine
ARDMS	American Registry for Diagnostic Medical Sonography
ARRT	American Registry of Radiologic Technologists
AS	Associate in Science
ASRT	American Society of Radiologic Technologists
ATC	Advanced Technical Certificate
ATD	Applied Technology Diploma
BA	Baccalaureate of Arts
BLS	Basic Life Support
BSAS	Baccalaureate of Science in Applied Science
BSN	Baccalaureate of Science in Nursing
CCC	College Credit Certificate
CDA	Certified Dental Assistant
CLEP	College Level Examination Program
CPR	Cardiopulmonary Resuscitation
CPT	College Placement Test
CRT	Certified Respiratory Therapist
CSHSE	Council for Standards in Human Service Education
CT	Computerized Tomography
DANB	Dental Assisting National Board
DOT	Department of Transportation
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
FDLE	Florida Department of Law Enforcement
FL	Florida
GED	General Equivalency Diploma
GPA	Grade Point Average
HCC	Hillsborough Community College
HIV	Human Immunodeficiency Virus
LPN	Licensed Practical Nurse
MLS	Medical Laboratory Scientist
MRI	Magnetic Resonance Imaging
NBRC	National Board for Respiratory Care
NCLEX-RN	National Council Licensure Examination for Registered Nurses

PC	Program Coordinator
DC	Department Chair
PO	Post Office
PSAV	Postsecondary Adult Vocational
RDMS	Registered Diagnostic Medical Sonographer
RN	Registered Nurse
RRT	Registered Respiratory Therapist
SACS	Southern Association of Colleges and Schools
SAT	Scholastic Aptitude Test
SDMS	Society of Diagnostic Medical Sonography
USF	University of South Florida

INTRODUCTION

Programs, Degrees, and Certificates: The HCC Division of Health Sciences offers College Credit Certificates (CCCs), Applied Technology Diplomas (ATD), Advanced Technical Certificates (ATCs), a Postsecondary Adult Vocational (PSAV) Certificate, and Associate in Science (AS) degree programs.

CCCs are offered in select Health Sciences fields such as EMT, Paramedic, Radiation Therapy, Health Navigator, and Eye Care and Ophthalmic Laboratory Technicians. An ATD is offered in Family Health and Support Worker. A PSAV Certificate is offered in Dental Assisting. ATCs are offered in CT, MRI, Medical Laboratory Science, and Visual Assessment. AS degrees are offered in Counseling and Human Services, Dental Hygiene, Diagnostic Medical Sonography Technology, Emergency Medical Services, Health Navigator, Clinical Research, Nuclear Medicine Technology, Opticianry and Optical Management, Radiation Therapy, Radiography, Nursing, and Respiratory Care. All of these programs are available at the Dale Mabry campus. HCC's Plant City campus offers Nursing Basic and Emergency Medical Technician (EMT) programs. The South Shore campus offers Nursing Basic, EMT, and Paramedic programs. The Division also offers Physical Education classes, and the courses associated with the Public Health track in the AA program.

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 by the Southern Association of Colleges and Schools (SACS). For specific accrediting bodies, see the HCC Catalog. Job placement rates and starting salaries are high in healthcare fields.

The purpose of this handbook is to give you information on the Health Sciences programs at HCC and to assist you in the programs' admissions process. This handbook also contains checklists to help you make sure that your program application is accurate and complete.

If you are interested in pursuing one of the Health Sciences programs, you must be willing to be flexible and 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 a rigorous application procedure to be considered for most of the College's Health Sciences programs. This handbook provides you information on each program and its admissions criteria. 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. For more information, visit the:

- College website: www.hccfl.edu and/or
- Health Sciences website: www.hccfl.edu/departments/health-science.aspx

HCC Student Services created Advising Guides to assist students in fulfilling degree requirements for their chosen major. The Guides should be used in conjunction with the HCC Catalog and other College resources and are a supplement to the advising process. To review the Advising Guide for a specific program, go to <http://www.hccfl.edu/sssem/advising-guides.aspx>. Select the type of degree, diploma or certificate that is awarded and, from the list of programs, select the program of interest.

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. Do not delay. Many of the Health Sciences programs have prerequisite courses that must be successfully completed before you can apply; have many more applicants than open slots; and have fixed application deadlines.

All students should verify eligibility to take licensure exams and earn licensure with testing and licensing bodies. Completion of program does not guarantee eligibility to take licensure exams or earn licensure, or employability.

To contact an advisor or counselor, you may telephone:

Brandon Campus	(813) 253-7802
Dale Mabry Campus	(813) 253-7202
Plant City Campus	(813) 757-2102
Ybor City Campus	(813) 253-7602
South Shore Campus	(813) 259-6102

Or view the website: <http://hccfl.edu/ssem/advisors.aspx>

Most classes are on the Dale Mabry campus. There are Nursing and Emergency Medical Services classes on the Plant City and South Shore campuses. You are invited to "visit" each campus electronically. Go to the College's website (www.hccfl.edu), click on the "Campuses" icon, and then select Dale Mabry, Plant City, or South Shore.

Nondiscrimination and Harassment policy: It is Hillsborough Community College's (HCC) policy that personnel, students and applicants for employee positions and admission to the College have the right to work and to attend classes in an environment free of discrimination, which includes freedom from harassment, based on sex, age, race, color, gender, religion, ethnicity, national origin, age, disability, pregnancy, sexual orientation (including gender identity), marital status, genetic information, protected veteran's status or affiliations. HCC prohibits harassment of its employees and students in any form. The College shall actively promote equal opportunity policies, procedures and practices that conform to laws prohibiting discrimination. The HCC community is committed to the elimination of conditions that create any form of discrimination. This commitment applies in all areas and to students, faculty, staff and the administration.

Discrimination, including sexual harassment, is expressly prohibited by this policy. Whether it is directed against individuals or groups and whether it is consciously malicious or thoughtlessly unkind, such behavior threatens the integrity of the community and the College.

The College assumes an affirmative posture to prevent and eliminate all forms of discrimination at College sites, events, and activities, which may include off campus and online social media platforms, by any student, employee, vendor, contractor or other community member. Any practice or behavior which constitutes discrimination will be timely addressed and will not be tolerated to prevent reoccurrence and to remedy its effects.

HCC strongly encourages the prompt reporting of all allegations of discrimination including discriminatory harassment. Personnel and students who experience or have knowledge of discrimination should contact the Equity, Diversity and Special Programs Department, which also includes the College's Title IX Coordinator which handles complaints of discrimination, sexual harassment, bullying, domestic violence, dating violence and stalking under Title IX.

All complaints will be thoroughly and objectively investigated without threat of retaliation. Where investigations confirm the allegations, appropriate corrective action will be promptly taken. Such conduct

by an employee or student may result in disciplinary action, with appropriate action taken where needed. Retaliation against a complainant or participant in an investigation is prohibited and may result in disciplinary action. For information or to file a complaint:

Cheryl S. Gonzalez

Chief Diversity Officer

Equity, Diversity and Special Programs
Dr. Gwendolyn W. Stephenson District Administration Center
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Phone: (813) 253-7043
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Summary: This handbook provides you information concerning the Health Sciences programs admissions process. However, HCC reserves the right to change or amend the contents of the handbook when necessary, and will strive to notify prospective applicants.

Students are encouraged to consult with an Academic Advisor or Counselor to ensure they are taking the correct prerequisite course(s) and meet all application criteria. This handbook is written to assist individuals in determining whether or not they have an interest in pursuing admission into the Health Sciences programs as well as how to apply and what is required to apply. However, it is not the definitive source of information on admissions.

Your interest in HCC's Health Sciences programs is appreciated. We look forward to receiving and reviewing your application, and welcoming you into the program you choose.

On behalf of the Division's Department Chairs, faculty and staff, and the Student Services' Counselors, Academic Advisors, Recruiters and staff; the Dean of Health Sciences Division extends to you best wishes in pursuing your education and career goals. We welcome your questions and comments.

Thank you for your interest in HCC's Health Sciences programs!

HEALTH SCIENCES PROGRAMS: OPEN ENROLLMENT OR RESTRICTED ACCESS?

Open Enrollment: An open enrollment program requires the student to register for each course through the HCC web site or in person at the Admission Registration and Records (ARR) office. The dates for registration are published in the College catalog, website and credit course schedule. A student may register for the course of his/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 his/her 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/her employment by a local community of interest. In all instances, however, applicants must meet minimum program standards.

Currently, the Health Sciences open enrollment programs include: Counseling and Human Services, Opticianry programs, Public Health, Health Navigator, Clinical Research, and the Emergency Medical Technician (EMT) program. Documents required for these programs must be on file in the Admissions, Records and Registration Office at the campus where the courses are offered.

Restricted Access: A restricted access program requires the prospective student to apply for the program using a Health Sciences, Paramedic, ATC, or Nursing application in addition to the HCC admissions application. These applications can be downloaded from the following website:

<http://hccfl.edu/departments/health-science/hs-admissions.aspx>

Some of these programs have courses that must be taken before the applicant may apply (prerequisites), specific deadlines for application, and many more applicants than there are open slots for new students. There are additional application fees, a background check, a drug screening test and, depending upon the program, other requirements and prohibitions. A program may also require that its students be able to fulfill requirements identified in any articulation or affiliation 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/her employment by a local community of interest. In all instances, however, applicants must meet minimum program admission standards.

Currently, the restricted access Health Sciences programs are: Cardiovascular Technology, Computed Tomography (CT), Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography Technology, Medical Laboratory Science, Magnetic Resonance Imaging, Nuclear Medicine Technology, Nursing, Paramedic, Radiation Therapy, Radiography and Respiratory Care.

Applications for these programs are handled by the Health Sciences Admissions Office located on the Dale Mabry campus, first floor of the Student Services Building (DSTU 119). The Health Sciences Admissions personnel do not review applications with students.

One type of enrollment versus another type of enrollment does not mean that a program is “better” than another. What is important in the admissions process is that you determine what program(s) you wish to pursue, be sure that you have all of the information needed to make a decision, and have the necessary information and tools to apply. Then, when applying, you must follow all of the procedures to ensure that your application is complete, accurate, 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.

COSTS OF HEALTH SCIENCES PROGRAMS

For information regarding the costs of Health Sciences programs and financial assistance available, see link on the Health Sciences website: <http://hccfl.edu/departments/health-science.aspx>.

WAGES FOR HEALTH SCIENCES CAREERS

For information regarding the salaries of Health Sciences careers, see the Health Sciences website: <http://hccfl.edu/departments/health-science.aspx>

PROCESS FOR HEALTH SCIENCES PROGRAMS THAT ARE OPEN ENROLLMENT (NOT RESTRICTED ACCESS)

Apply online at: <http://www.hccfl.edu/ssem/admissions/apply-online.aspx> and follow instructions.

- A Health Sciences application is not required, and there are no prerequisite courses in most cases. See specific program areas for specific course requirements.
- Placement tests must be completed within two (2) years of the date of application and achieve minimum score.
- The deadline dates for Health Sciences programs that are not restricted access are the same as for general HCC courses.
- Students in EMT, and Counseling and Human Services must be 18 prior to participating in practicum/internship experiences.

PROCESS AND SELECTION CRITERIA FOR RESTRICTED ACCESS HEALTH SCIENCES PROGRAMS

1. Apply to HCC:
Submit a completed online HCC application if you have not attended HCC previously, have graduated from HCC, or have not attended HCC in the past year (three consecutive terms).
2. Complete Health Sciences Application – Restricted Access Programs Admissions:
 - a. Applicants must be at least 18 years old by the first day of the start of the program.
 - b. Review, as soon as possible, the Computed Tomography (CT)/Magnetic Resonance Imaging (MRI)/Medical Laboratory Science (MLS), Health Sciences, Paramedic, or Nursing application. The application lists processes and requirements.
 - c. Complete required prerequisite courses (see program area in this document for details). All prerequisite courses must be completed courses with no less than a grade of "C" in each course prior to application deadline.
 - d. Request transcripts from every institution attended, and CLEP or Advanced Placement scores from the original source. **Obtain all transcripts yourself and include them with the application packet:** Applicants are responsible for ensuring that official copies of high school transcripts, GED scores, Dual Enrollment, or copy of degree earned and official transcripts from every college, university, vocational, trade, or technical institutions you have attended, and military education you have received. If you have previously submitted transcripts to HCC, you are responsible for verifying with an advisor that they have been received and are official. You may have those documents sent to you in a sealed envelope(s); or you may have them mailed or sent electronically to Hillsborough Community College from the school. Do not open the envelope(s). Include the sealed envelope(s) with your Health Sciences, Paramedic, ATC, or Nursing application. If the transcript(s) is not received or is received after the application deadline 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. Applicants are strongly advised to take control of the process. Applicants are advised to keep copies of requests made for transcripts. Transcripts received after the deadline will be considered late and admission into a program will be denied.
 - e. CT and MRI applicants only: The following items must be included with the application:
 - i. a current/valid professional certification from the ARRT or NMTCB
 - ii. A copy of valid Florida Radiologic Technologist license (Radiography, Nuclear Medicine and/or Radiation Therapy).
 - iii. A copy of a current American Heart Association BLS Health Care Provider card.
 - iv. The ATI TEAS test is an admissions requirement.

- v. For CT ONLY: Employer letter of support OR Department chair verification of good standing for HCC students.
- f. Medical Laboratory Science students only: The following items must be included with the application:
 - i. Students must have obtained a baccalaureate degree from a regionally accredited college/university in Biology and/or Chemistry by the application deadline, including:
 - 16 semester hours (24 quarter hours) of biological science (with one semester in microbiology),
 - OR
 - 16 semester hours (24 quarter hours) of chemistry (with one semester in organic or biochemistry),
 - AND
 - 1 semester (1 quarter) of mathematics
 - ii. A minimum cumulative GPA of 2.8 in undergraduate coursework.
 - iii. The ATI TEAS test is an admissions requirement. Applicants are ranked based on highest combined Math and Science TEAS scores. The highest scores will be selected.
 - iv. Applicants employed by certain local communities of interest will be given selection priority over other applicants. An original, signed letter from the community of interest from the immediate healthcare supervisor, on letterhead, must also be attached to the application to be eligible for selection priority admission based on employment.
- g. Print, complete, and submit the appropriate application. The completed application and all related documents, including all transcripts from every institution, must be received by the deadline. The applications can be downloaded from [the Health Sciences website](#).

- i. **Health Sciences, Paramedic, Nursing, or ATC Application Fee:** For programs that require a Health Sciences, Paramedic, Nursing or ATC application, the prospective student must pay a fee of \$53.00. If you are applying for more than one program at the same time during the same term, in addition to the \$53.00 fee, you must pay an additional \$10.00 application fee for each additional program for which you apply. If you are applying on more than one application, you must submit the applications at the same time and note on each application that you are applying for more than one program. For example, if you apply for three programs, your application fees will total \$73.00 (\$53.00 for the first program and two more \$10 fee payments totaling \$20.00 for two more applications for a total of three program applications). A Receipt from the Bursars Office, online, or a money order made payable to HCC must accompany your Health Sciences, Paramedic, ATC, or Nursing application. If paying with a credit card, debit card, online, or at the bursar's office, the receipt must be included with your application. Starter checks are not accepted. Do not include cash. Fees must be paid and cannot be waived unless the waiver is provided for by the College's administrative rules and/or procedures.
- ii. **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 2019, then the Nursing class you are applying for is the one that begins in August 2019, and the deadline for your application is May 15, 2019. 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.

- iii. Placement tests must be completed within two (2) years of the date of application and achieve minimum score (for Paramedic, Dental Assisting, CT, and MRI programs only).
- iv. Submit official copies of supporting documents such as certificates and licenses (if required).
- v. **Minimum GPA** – Applicants with less than a 2.0 college minimum cumulative grade point average (GPA) in a grading structure whose maximum GPA is 4.0, excluding college preparatory courses, will not be considered for admissions. This cumulative GPA includes courses from all higher education institutions attended. Exceptions: *Nursing* and *Medical Laboratory Science* applicants requires a minimum cumulative GPA of 2.8. *CT* applicants require a minimum cumulative GPA of 2.5.
Achieving the Minimum GPA does NOT guarantee admissions.
- vi. **Deliver a completed application package or send it by mail:** You may drop it off in the specially designated drop box on the first floor of the Student Services Building on the Dale Mabry campus (DSTU 119). Or you may mail it. If mailing, make sure you allow plenty of time for it to be received by the deadline date. If you want confirmation that the College has received your packet, include in the application packet a self-addressed, stamped post card or you may request signature or delivery confirmation.
- vii. Schedule a mandatory interview/information session with the Department Chair or Program/Clinical Coordinator if the program you are applying for requires an information session/interview. This must be completed well in advance of the deadline date. Verification will be given to you by the Department Chair that you have attended the interview/information session; submit that with your application. **Note: This currently applies only to Cardiovascular Technology, Diagnostic Medical Sonography Technology, Dental Hygiene Respiratory Care program, and Radiation Therapy applicants.**
- viii. **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.

Process for admissions into Health Sciences programs:

Health Sciences Department Chairs/Directors will advise the Health Sciences Admissions department about the needs of Health Sciences programs. After consideration of Linkage candidates (if applicable), appeal contingencies, re-trackers and other considerations, the Health Sciences Admissions Department with the Program Mangers/Directors will choose the number of selects and alternates to be made to the programs.

Occasionally, a specific Health Sciences program class or cohort is limited to applicants sponsored by a specific entity. It is also possible that a specific number of slots in a program class may be limited to applicants who are sponsored by a specific entity. For example, a community interest group such as the Tampa Fire Department can request a specific number of spaces in a class be reserved for sponsored applicants. There may also be situations where an applicant has priority over other applicants based on his/her employment, for example, an EMT/firefighter employed by a local community of interest. In all instances, however, applicants must meet minimum program standards.

For restricted access Health Sciences programs other than Dental Assisting, CT, MRI, and Medical laboratory Science, after the application deadline has passed, the Health Sciences Admissions Office will

review the ranking of applicants with complete applications. Applicants will be selected for admission into the restricted access Health Sciences programs based upon their prerequisite GPA ranking at the conclusion of each application deadline date.

The *Dental Assisting program* will accept qualified students on a first come, first serve basis; applicants will be accepted in the order in which completed qualified applications are submitted by qualified applicants. The Dental Assisting program will begin accepting applications until June 15. Should more applicants than available spots, applicants will be ranked by GPA in the same manner as the other programs.

For the *Medical Laboratory Science program*, students will be selected based on combined Math and Science TEAS scores. *MRI* and *CT* programs ranking is based on cumulative TEAS Scores.

Final communication informing student of their status into the program/s will be sent electronically to the student's HCC Hawkmail email account after the evaluation period.

Health Sciences Appeals Committee: The Appeals Committee (hereafter "Committee") includes the Dale Mabry campus Dean of Student Services or designee, Dean of Health Sciences or designee, and a full-time academic counselor. Other HCC representatives may be appointed to the Committee by the Dale Mabry campus Dean of Student Services, or the Dean of Health Sciences. The Dean of Student Services will appoint the Chair of the Committee.

Ranking by GPA: With the exception of the CT, MRI, MLS & Dental Assisting program, applicants are ranked by GPA, which is calculated using the grades of the prerequisite courses required for admission to a particular Health Sciences program. The calculation will include prerequisite grades earned from other institutions. If an applicant has completed a required course with a Pass/Fail grade, or Advanced Placement, then there will be no grade used for that course in the calculation; however, the applicant will have satisfied the requirement. **Exception:** *Medical Laboratory Science* applicants are based on highest combined Math and Science TEAS scores. The highest scores will be selected. *MRI* and *CT* programs ranking is based on cumulative TEAS Scores.

The Dental Assisting program will accept students on a first come, first serve basis. The Dental Assisting program applications deadline is June 15. Should there be more applicants than available spots, applicants will be ranked by GPA in the same manner as the other programs.

Selections for programs other than CT, MRI, MLS & Dental Assisting are made based on the highest GPAs and the number of seats available in each individual program. In the event there are fewer seats remaining than the number of applicants with identical prerequisite GPAs, the following criteria are used to determine program admittance:

1. Applicants with the highest college cumulative GPA in all courses taken excluding preparatory course work.
2. If applicants have identical college cumulative GPAs, preference will be given to the applicant who has earned more total college credits.
3. Applicants for admissions consideration into the Paramedic CCC program will have their GPA calculations made from the grades earned in the EMT coursework. If there are no grades available for the EMT coursework, selection will be made based upon the GPA of other college-level courses taken, which must equal or exceed six (6) credits.

If the program does not require prerequisite courses, applicants will be ranked based on their overall GPA excluding preparatory course work. Selections will be made based on the highest overall GPAs and the

number of seats available in each individual program. If two or more applicants have identical college cumulative GPAs, preference will be given to the applicant who has earned more total college credits.

Alternates are designated for each program in the event students who are selected decline. Alternates are determined in the same manner as Selects to the program.

CLEP/AP: If an applicant uses a CLEP or AP score to satisfy one or more prerequisite course, these courses will be excluded from GPA calculation. Prerequisite GPA calculation can only be calculated on actual grades earned in classes, and total college credits will be calculated on actual college classes. An original copy of the CLEP transcript or AP score must be attached to the application. Official scores must be received from the original testing agency by the deadline date.

Repeating/Withdrawing from Prerequisite Courses: Applicants may have two (2) attempts per prerequisite course after 1997 on their academic record without being penalized. See below Florida statute regarding repeating courses. After two attempts, the following penalties apply:

- Subtract 0.2 from the prerequisite GPA for each course attempted a 3rd time
- Subtract 0.6 from the prerequisite GPA for each course attempted a 4th time
- Subtract 1.2 from the prerequisite GPA for each course attempted a 5th time
- Subtract 2.4 from the prerequisite GPA for each course attempted a 6th time

Withdrawals, Academic Withdrawals, and other Non-Calculated Grades are Considered Attempts.

State of Florida statute (Specific Authority 1001.02(1) FS; Law Implemented 1001.02(9) FS. History – New 8-13-96, Amended 8-17-98, 1-23-00, and 7-20-04 through the Florida Department of Education, Community Colleges, Withdrawal and Forgiveness Rule 6A-14.0301) prohibits HCC from allowing a student to retake a course when the student has taken the course previously and received a “C” or higher grade. HCC will also transfer in a course from another institution, but if the student has taken that course before and received a grade of “C” or higher, the more recent grade will not be used in any grade point calculation.

In the event of two or more eligible college-level mathematics, chemistry, or physics courses, the course with the highest grade will be used to calculate the GPA of required prerequisite courses.

If an applicant has transferred credit from another institution and the number of credits is different from the HCC credit, the GPA calculation for admission only will be based upon the HCC credit hours.

Cardiopulmonary Resuscitation (CPR) Certification: Admission to **certain** Health Sciences programs requires accepted students to provide proof of a two (2) year, healthcare worker CPR certification from the **American Heart Association’s Basic Life Support (BLS) for Healthcare Provider** course. Online CPR courses are not accepted. Health Sciences students are required to provide, if requested, proof of successful certification in CPR as a part of the admissions process. Information concerning the type of certification and the deadline for submitting proof will be provided in acceptance letters or during New Student Program Orientation if not required as a part of the application. Before taking a CPR course, check with the Department Chair for guidance.

High School Diploma: Applicants who hold a Certificate of Completion are not eligible for programs with licensure requirements that include a high school diploma (Florida DOE Memo 03-27, House Bill 23-B).

International Students: International students must be admitted into HCC prior to applying for a restricted access Health Sciences program. Acceptance to HCC includes receipt, appropriate translation and evaluation of foreign transcripts. Students can contact the Admissions, Records and Registration Office at any HCC campus for information on the HCC International Student Application process and whether or not they are eligible to apply to restricted access Health Sciences programs. Evaluation of foreign transcripts must be completed by an approved organization and does take time; applicants are advised to start this process well in advance of deadlines.

Applicants with Earned Degrees: The restricted access Health Sciences programs **do not** give admission preference to applicants with earned degrees at any level including associates, baccalaureates, masters, or doctorates. All applicants have the same opportunity for admission according to their GPA in prerequisites or overall GPA if there are no prerequisites. **Exceptions:** The *Sonography program* will reserve one spot per year for applicants to the Sonography program who have graduated with a bachelor's degree from the University of South Florida or the University of Tampa with a minimum 3.5 prerequisite GPA. For the *Medical Laboratory Scientist program*, all applicants must have obtained a baccalaureate degree from a regionally accredited college/university in Biology and/or Chemistry by the application deadline.

Appeal Process: An applicant who is denied admission to a Health Sciences program may appeal the decision to the Appeal Committee by following the steps outlined in the denial email. The Dean of Student Services determines the makeup of the Appeal Committee. Be sure to file an appeal by the deadline. If the appeal is not filed by the deadline, an applicant forfeits his/her appeal rights. The student appealing the decision will not be invited to appear in person to present his/her case to the Committee.

Appeals will be considered only if they are due to very specific situations. These situations are restricted to the following:

- An error by HCC that disadvantaged the applicant, such as failure to record receipt or evaluation of a transcript that was in HCC's possession, an error in the calculation of the GPA, or inaccurate information or notification of the status of application.
- Supporting documentation (e.g. transcripts, licenses...) was requested prior to the deadline but sending institution did not process accordingly.
- Extenuating circumstances beyond the student's control that prevented timely responses such as illness or death in the immediate family; or destruction of home or place of residence by a hurricane or equivalent force of nature.

The following is a summary of the appeal process:

1. The applicant must visit with an academic counselor, and submit a written appeal to the Health Sciences Admissions Office on the Dale Mabry campus addressed to the Chairperson, Health Sciences Appeals Committee **within seven (7) working days of the date of the notice** that the applicant was not selected. The applicant must follow the instructions as outlined in the denial email. The written appeal must specifically state the institutional error and/or extenuating circumstances and be supported by accompanying documentation. Examples of supporting documentation include a medical statement, death certificate, and correspondence from the College.
2. A successful appeal does not guarantee admission. For example, a transcript was found to have been received, resulting in a successful appeal, but the applicant's GPA still does not qualify the applicant for entry into the program.
3. The Committee will review and render a decision.

4. The applicant will receive notification of the Committee's decision through email.
5. The Committee's decision will be final.

PROGRAM ACCEPTANCE FOR RESTRICTED ACCESS HEALTH SCIENCES PROGRAMS

The Committee designee notifies applicants of their acceptance into a Health Sciences program in writing as soon as possible after admission decisions have been made. A confirmation form is included with the letter of acceptance. The student must complete and return this form by the stated deadline to guarantee his/her seat in class. Failing to respond in a timely manner may result in forfeiting the student's seat in the class. A money order made payable to Hillsborough Community College or a receipt from the Bursars Office or online payment for the \$38 drug-screening fee must accompany the completed confirmation form.

New Student Program Orientation: New students must attend program orientation. HCC will notify students in writing of the date, time and place for the orientation. An applicant who has not been formally advised of selection by the Committee cannot attend orientation. Failing to attend the required orientation without prior approval from the Department Chair or Program Coordinator to be absent may result in forfeiting the student's seat in the class.

During orientation, the Department Chairs and Program Coordinator will provide an overview of student expectations as well as information on registration, clinical selections, uniforms and miscellaneous purchases, and other requirements. Orientation is restricted to selected students. Students may not invite guests without prior approval from the Department Chair or Program Coordinator. Students responsible for minor children must make arrangements for off-campus childcare.

Contingent Acceptance: Acceptance to any HCC restricted access Health Sciences program is contingent upon receipt and review of the background screening, drug screening results and physical examination as described below:

- **Background screening: Criminal Background Checks** – Health Sciences students will be required, at students' expense, to complete a criminal background check. Persons who have a criminal history with a conviction of certain crimes or terminations are not eligible to apply for any Health Sciences program. The background screening will be requested to provide to the College a summary document listing a person's arrest, conviction, and applicable terminations history. To be eligible for admission, the applicant must not have disqualifying offenses. For a list of disqualifying offenses, and more information about criminal backgrounds and licensure, see the informed consent form attached to the application. The background screening costs \$50.00.

These background checks are only valid for the program the student is enrolled in at the time of check. If the student subsequently enters another Health Sciences program, the student must complete another background check at that time. This includes Paramedic students who recently completed the EMT program. This also includes students who have recently been tested by their employer.

The Health Sciences Admissions Office on the Dale Mabry campus will coordinate the background screening process. Each applicant will, by two weeks before Health Sciences orientation, undergo fingerprint background check at the Ybor City campus; instructions will be available upon admission to a program. Results of the background screening (per the Fair Credit Reporting Act and the Federal Trade Commission, the background screening is also considered a consumer report) will be sent to

the HCC Health Sciences Admissions Office on the Dale Mabry campus. Should the applicant require an exemption from a disqualification, he/she can appeal to the Health Sciences Admissions Office. Not all offenses are disqualifying. If the applicant's consumer report lists a potentially disqualifying offense, the Health Sciences Admissions Office will contact the applicant for additional documentation and/or for a more in-depth review.

An applicant, select or alternate, will be responsible for notifying the Health Sciences Admissions Office on the Dale Mabry campus of any arrests or any criminal charges pending against the student, or conviction, including if adjudication is withheld that occur after the application deadline but before the program orientation date. Notification must be made within five (5) working days of any arrest. The same standard used for admission to the program will be applied to determine whether or not the individual may enter the program. The Chairperson of the Health Sciences Admissions Committee will communicate to the individual whether or not he/she remains eligible to enter the program and will notify the Department Chair or Program Coordinator if the individual is no longer eligible to enter the program.

On or after the program orientation date, a student must notify his/her Department Chair or Program Coordinator of any arrests within five (5) working days, regardless of conviction, adjudication withheld, or any criminal charges pending against the student that occur while a student is in the program which includes a conviction regardless of whether adjudication is withheld.

Failure of the applicant/student to notify the appropriate individuals in the timeframe specified will result in denial of enrollment into or permanent dismissal from the program. A background check can be done on any student at any time during matriculation in a program at no expense to the student.

- **Drug screening:** Applicants must provide proof through a drug screening test that they are free of illegal drugs and controlled substances for which they do not hold a current prescription. Additional information pertaining to the drug screening test will be provided during the New Student Program Orientation. Each applicant will be charged \$38.00 for the drug screening. Testing positive for Medical Marijuana will exclude students from participating in clinical because of contractual obligations. Students who cannot complete clinical requirements cannot complete their program of study.

In addition to the New Student drug screening test:

- Clinical affiliates may require that students submit to a drug screening test prior to placement according to the affiliate's pre-employment drug screening policy.
- A clinical site may require more rigorous screening with or without prior notice.
- An affiliate, Department Chair/Coordinator/Director, or Dean of Health Sciences, may also request a student be tested if there is reasonable suspicion that he/she is impaired, has used or is using illegal or unprescribed drugs or alcohol.

- **Physical examination and immunizations:** Clinical work requires vigorous activity and the ability to perform with or without reasonable accommodation. Satisfactory physical health is also required to provide a safe environment and to prevent exposure to/transmission of communicable diseases.

Therefore, the students pursuing a Health Sciences program are required to have a physical examination from a physician or other licensed healthcare provider, verifying they are able to meet these requirements on a specific form. The form must be completed by a licensed physician and must also include copies of all lab work, and immunizations or proof of immunizations. The completed form will be filed in the student's file. New students will be given the form at acceptance and instructions at the New Student Program Orientation. The student is required to obtain all the necessary immunizations and testing prior to the start of their clinical rotation.

Pregnant students may place the College on notice regarding a medical condition that may limit activities in the clinical setting. Written verification from the student's physician or other licensed healthcare provider specifically stating restrictions may be required.

Students participating in Health Sciences programs may come into contact with patients with various types of communicable diseases including human immunodeficiency virus (HIV), acquired immunodeficiency syndrome (AIDS), hepatitis and tuberculosis. While all necessary precautions will be taken to prevent contraction, students will be required to handle these types of patients with dignity and professionalism.

Applicant's Responsibility: It is the responsibility of the applicant to provide all necessary documentation, complete and submit the application(s), include all payments and submit all of the required documents on or before the deadline date. Failure to do so will result in the application being incomplete and not considered for admission. HCC does not have a waiting list and does not move applications forward. Individuals with incomplete applications must reapply for the next enrollment period. If all prerequisite requirements will be complete by the application deadline date, the applicant is strongly encouraged to submit the application at least 30 days in advance of the deadline. HCC will attempt to screen applications for deficiencies, although screening is not the College's responsibility.

Students admitted to the Nursing Program must notify the Dean or Director of Nursing if they are participating in the *Intervention Project for Nurses*. Prior to any clinical placement this disclosure must be met with a copy of the Contract with IPN/Monitoring Plan along with any identified necessary clinical restrictions. Note that the documents will be reviewed by HCC officials prior to placement in the clinical setting. Please schedule an appointment with the Director of Nursing if you have any questions regarding this process, 813-253-7268.

Course substitutions: Applicants must complete all prerequisite courses. Course substitution approvals must be reviewed by an Academic Advisor prior to the application deadline. If an applicant has taken a higher level science or math than the science required for the specific program, the applicant 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 mathematics 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.

- A. Admission Deferral Request** – Students who are admitted to a Health Sciences program but are unable to begin in the term for which they were accepted due to illness or military duty may request a deferral. The request must be in writing, via email or mail, and include documentation and limitations. The request will be considered by the Health Sciences Admissions Committee. Deferments will only be made for one term for Nursing and Paramedic; for one year for other programs. Original campus assignment is not guaranteed; campus assignment will be based on GPA at the time the assignments are being made. The deferral request must be made before the first day of class. Only accepted applicants to the Paramedic program may defer due to new employment because of shift schedules.

Questions: If you have any questions about the restricted access Health Sciences programs admissions process, or the status of your application to one of these programs; contact the Health Sciences Admissions Office at the Dale Mabry campus at healthsciences@hccfl.edu. If you have questions as to whether or not you have completed the required coursework, have satisfied a course substitution or any other questions concerning the process, contact an academic advisor or counselor before you apply.

Acceptable Mathematics Courses for Restricted Access Health Sciences Degree Programs (see program section for more information)												
Program	MGF 1202 MGF 1106	MGF 1107	MAC 1102 MAC 1105	MAC 1114	MAC 1104 MAC 1140	MAC 1147	MAC 2233	MAC 2311	MAC 2312	MAC 2313	MAP 2302	STA 2023
Cardiovascular Technology			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dental Hygiene	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Diagnostic Medical Sonography Technology			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Medical Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Laboratory Science			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Nuclear Medicine Technology			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Nursing Basic/Transition			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Radiation Therapy			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Radiography			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Respiratory Care Basic			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Respiratory Care Transition			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Prerequisite Courses for Restricted Access Health Sciences Programs (See program section for more information)

Prerequisite Courses	BSC 2085 and lab	BSC 2086 and lab	MCB 2000 and lab or MCB 2010 and lab	Chemistry (or higher)	PHY 1025 and lab (or higher)	PSY 2012	SYG 2000	ENC 1101	General Education Humanities	Math
Cardiovascular Technology	x	x			x			x		See Math chart
Dental Hygiene	x	x	X	CHM 1032 and lab				x		See Math chart
Nuclear Medicine	x			CHM 1025 and lab	x			x		See Math chart
Nursing (basic and LPN-RN transition)	x	x	X				x	x		See Math chart
Radiation Therapy	x					x		x		See Math chart
Radiography	x					x		x		See Math chart
Respiratory Care	x	x	X			x		x		See Math chart
Respiratory Care CRT-RRT Transition	x	x	x			x		x	x	See Math chart
Sonography	x	x			x			x		See Math chart

*Dental Assisting and Paramedic do not have prerequisite courses but do have minimum PERT scores or passed courses; Paramedic applicants must be EMTs in Florida; see handbook for details.

*Additional supporting coursework will have to be completed in order to graduate.

CT and MRI	ARRT registered Radiographers, Radiation Therapists, or Nuclear Medicine Technologists. College level Reading, Writing, and Math is required.
Medical Lab Sciences	Students must have obtained a baccalaureate degree in Biology and/or Chemistry.

STUDENTS APPLYING FROM OTHER INSTITUTIONS

HCC encourages and welcomes students from other colleges and universities to apply for admission to its Health Sciences programs.

Linkage Program: HCC participates in the Linkage agreement with Pasco-Hernando Community College, Polk State College, and St. Petersburg College. Together, these four 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 and deadlines that the student must comply with in addition to the admissions rules outlined in this handbook. Students can view the Linkage Handbook at: <http://hccfl.edu/departments/health-science.aspx> and/or contact an academic counselor.

HCC Health Sciences programs included in the Linkage System are Dental Hygiene, Diagnostic Medical Sonography Technology, Nuclear Medicine Technology, Radiation Therapy, and Respiratory Care. Students pursuing a Linkage program are required to follow the admission process for all other applicants in addition to Linkage requirements.

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

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

STUDENTS ENROLLED IN A HEALTH SCIENCES PROGRAM AT ANOTHER INSTITUTION AND WOULD LIKE TO TRANSFER TO AN HCC HEALTH SCIENCES PROGRAM

Students who were enrolled in a Health Sciences program at another institution, and who wish to enroll in the same restricted access Health Sciences program at HCC and be given credit at HCC for completed program coursework in a specific program, are governed by the following criteria:

- 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 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 Health Sciences Division 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 your Department Chair or Program Coordinator;

- valid **American Heart Association 2-year BLS CPR for Healthcare providers** certification;
- assuming and maintaining responsibility for all costs associated with any medical procedure and for maintaining health and medical insurance upon entering and while enrolled in the restricted access program;
- successfully passing a drug screening test prior to final admission to the program; and
- meeting or exceeding the background check standards described in this handbook.

Process for Transferring to an HCC Health Sciences program:

1. The student must make an appointment with the Department Chair or Program Coordinator or Director of Nursing and bring the following documents:
 - a. Official transcript of all college credits from the transfer institution.
 1. Most courses must be completed with a "C" or better, and courses from other schools do not automatically transfer.
 - b. Course descriptions, module outlines and syllabi.
 - c. Letter from the Director/Dean (program administrator) of the transfer institution stating that the student is/was in good standing and eligible to return.
2. Submit a completed online HCC application.
3. Complete a Health Sciences, Paramedic, or Nursing application as detailed in previous sections of this document.

Whether or not the student will be admitted, and at what point in the curriculum, will be determined by the Dean of Health Sciences, the Department Chair or Program Coordinator or Director of Nursing, and Health Sciences admissions committee.

PROGRAM EXPECTATIONS OF STUDENTS

Note: policies that are more stringent in individual program manuals will override those listed here.

HCC's Health Sciences programs require certain expectations from students that are not required of students in other programs at the College. These expectations are based on the critically important responsibilities a healthcare provider has to his/her patients and because of the challenging schedule the programs require.

Clinical sites and/or Dean, Health Sciences or Department Chair/Coordinator/Director may require specific substance testing on a routine basis; as a result of a specific incident; or by random selection. Background checks may be generated on any applicant or student at any time until the student in a restricted access Health Sciences program is graduated.

In summation, all standards for admission are standards that continue to apply to students throughout the length of the restricted access Health Sciences programs.

Full-time Commitment: HCC's Health Sciences programs require a dedicated commitment from students. For example, the restricted access degree programs require approximately two (2) years to complete after admission into the program. Each program has an established term-by-term course of study that must be completed. Some programs require only day or evening or weekend attendance while others require varying or combinations of attendance schedules. Refer to the program information in this handbook for details on your program of interest. However, due to circumstances beyond the program's control, changes in schedules may be made without notice.

Punctual, Prepared and Professional Behavior at all Times: Students are expected to be punctual and be prepared for classes, labs and clinicals, as well as to represent the College in a positive and professional manner in all activities associated with HCC's Health Sciences programs. Students are also expected to act appropriately when conducting any business on campus. Clinical performance is also a critical area for Health Sciences students. Someone who behaves in an unsafe or unprofessional manner in a clinical setting may be barred from continuing in the program.

Unprofessional or Unethical Conduct – Due to the implications of unprofessional or unethical conduct in health care, students found to have unprofessional or unethical conduct, including online postings, are subject to disciplinary action including dismissal from the program and prevention of enrollment in other Health Sciences programs.

Earn a "C" or Higher: Health Sciences students must earn a grade of "C" or higher in each program course requirement. Although this may not apply to general education or elective courses for all programs, it is recommended that students strive to achieve the highest grades possible in all classes. Some programs have more rigorous requirements as outlined in the specific program handbook.

Health/Medical Insurance: The College and Health Sciences Division/programs, do not provide health/medical insurance for students. The student is responsible for all costs associated with any medical procedure and for maintaining health and medical insurance while enrolled in the program. Some programs and clinical education settings will require that all students attending the facility or in the program provide proof of medical insurance. All students are strongly encouraged to check their own personal health insurance policy to ensure coverage, including prescription medication, for illness or injury resulting from clinical participation.

Notice of Any Arrest: On or after the first day of class, a student must notify his/her Department Chair or Program Coordinator of any arrests on or after the first day of class, of any crimes listed in the informed consent document attached to the application within five (5) working days of the arrest regardless of conviction, adjudication withheld, or any criminal charges pending against the student, that occur while in the program. Failure of the student to notify the appropriate individuals in the timeframe specified will result in denial of enrollment into or permanent dismissal from the program. At all times students must meet the background requirements specified for admittance into the program.

Background Check: A background check can be done on any student at any time during matriculation in a program at no expense to the student.

Additional requirements: Students are subject to policies described in the division's policies and procedures manuals, affiliate clinical site policies, program requirements, and HCC rules.

PROGRAM INFORMATION FOR HEALTH SCIENCES PROGRAMS

This section describes the individual Health Sciences programs and outlines program application procedures. If you have any questions, or want more information about each program, contact an academic advisor/counselor and/or visit the Health Sciences website at:

www.hccfl.edu/departments/health-science.aspx.

CARDIOVASCULAR TECHNOLOGY INTRODUCTION

Program Name: Cardiovascular Technology

Program Code: AS.CARD.TECH

Program Manager: Louis Gomez, BS, RDMS, RT
Phone: (813) 253-7412
E-Mail: lgomez@hccfl.edu
Office: DTEC 337

Program Faculty: Bruce Martin
Phone: (813) 253-7000 ext 5118
E-Mail: bmartin53@hccfl.edu
Office: DTEC 325

Cardiac sonographers (echocardiographers) specialize in imaging a patient's heart, using ultrasound equipment to examine the heart's chambers, valves, vessels. Cardiac sonographers work closely with physicians and surgeons before, during, and after procedures.

Vascular sonographers (Vascular technologist) create images of blood vessels and collect data that help physicians diagnose disorders affecting blood flow. Vascular technologist are closely related to cardiovascular technologist and their duties are similar of those of diagnostic medical sonographers.

Program Description: The cardiovascular Technology (CVT) is a 21-month AS degree. The curriculum include non-invasive cardiac and vascular examination using ultrasound equipment.

CAREER OPPORTUNITIES:

TOTAL PRORAM CREDIT HOURS: 72.

CARDIOVASCULAR TECHNOLOGY AS DEGREE PROGRAM ELIGIBILITY CRITERIA

Cardiovascular Technology is a restricted access program; please follow application guidelines in section of this document entitled **“PROCESS AND SELECTION CRITERIA FOR RESTRICTED ACCESS HEALTH SCIENCES PROGRAMS.”**

Additionally, applicants must:

1. Contact the Program Manager to set up an appointment prior to submitting their Health Sciences Application. Applicants who do not have an appointment with the Department Chair **will not** be able to submit a complete application. Students **must** interview with the Cardiovascular Technology Department Chair by the application deadline date.
2. Provide academic record reflecting successful completion with a grade no less than "C" in each of the following prerequisites:
 - a. BSC 2085 Human Anatomy and Physiology I
 - b. BSC 2085L Human Anatomy and Physiology I Laboratory
 - c. BSC 2086 Human Anatomy and Physiology II
 - d. BSC 2086L Human Anatomy and Physiology II Laboratory
 - e. ENC 1101 English Composition I
 - f. **MAC 1105 College Algebra** or higher three credit General Education transferable math; STA 2023 is acceptable
 - g. PHY 1025 Fundamental of Physics
 - i. (PHY 2053 General Physics I/PHY 2053L General Physics I Laboratory and PHY 2048 Physics with Calculus I/PHY 2048L Physics with Calculus I Laboratory are acceptable substitutes for PHY 1025L)
 - h. PHY 1025L Fundamental of Physics Laboratory
 - i. (PHY 2053 General Physics I/PHY 2053L General Physics I Laboratory and PHY 2048 Physics with Calculus I/PHY 2048L Physics with Calculus I Laboratory are acceptable substitutes for PHY 1025L)

The deadline to apply for fall entry is February 15.

COMPUTED TOMOGRAPHY - CT

Program Name: Computed Tomography

Program Codes: ATC.TOM

Program Manager: Sara Johnson

Phone: (813) 253-7418

E-Mail: sjohnson215@hccfl.edu

Office: DTEC 125

Program Faculty: Marlene Dalziel

Phone: (813) 253-7418

E-Mail: Ddalziel@hccfl.edu

Office: Dale Mabry campus, DTEC 322

Program Summary: Computed tomography uses specialized equipment to visualize cross-sectional anatomical structures and aid physicians in the demonstration of pathologies and disease processes. This program offers students an advanced technical certificate specializing in computed tomography. Eligibility is limited to ARRT-registered radiographers, radiation therapists or nuclear medicine technologists or equivalent (NMTCB).

Academic and clinical studies prepare technologists to provide patient care and perform studies utilizing imaging equipment, professional communication, and quality assurance in scheduled and emergency procedures. Graduates will be eligible to take the post-primary certification exam offered by the ARRT for computed tomography. Upon successful completion of this exam all graduates will be eligible for Florida state licensure and operation of all diagnostic CT equipment.

Eligibility:

- ARRT-registered radiographers, radiation therapists or nuclear medicine technologists or equivalent (NMTCB).
- Current Florida State License in radiography, radiation therapy, or nuclear medicine
- Proof of college level reading, writing, and math.
- Have a cumulative GPA of 2.5 or higher.
- Clear background check.
- Negative drug screen.
- Current CPR certification through American Heart Association.
- Employer letter of support to department chair verification of good standing for HCC students. If an applicant is not working, nor is a current HCC student, a letter is not needed.

Admissions: The computed tomography program begins in the fall term and will consist of 2 semesters of didactic and clinical studies, with completion at the end of the spring term.

Computed Tomography ATC DEGREE PROGRAM ELIGIBILITY CRITERIA

Computed Tomography (CT) is a restricted access program; please follow application guidelines in section of this document entitled **“PROCESS AND SELECTION CRITERIA FOR RESTRICTED ACCESS HEALTH SCIENCES PROGRAMS.”**

Applicants are accepted on a first qualified, first served basis. All admittance is then subject to clinical availability. HCC offers night and weekend hours for clinical experience requirements to meet the needs of working technologists.

Then the CT Faculty will work to place each accepted applicant in a clinical rotation based upon the choices of locations, days, and shifts that each applicant listed in the addendum submitted with the original application. Applicants will need to list all locations, times, and days that they will be available. Once clinical assignments have been made, a change in availability by a student may result in the student losing their seat in the program.

If needed, overall cumulative GPA will be used as a tie breaker.

Application Deadline:

March 15th

Other Core/Courses Requirements: Students must maintain a minimum GPA of 2.5 while in the CT program for all CT core coursework.

Curriculum: All didactic courses will be held in the evenings. During the first semester classes are held twice monthly, followed by once monthly in the second semester.

Semester 1: (7 credits)

- RTE 1590C Principles of Computed Tomography I: 4 credits (combined class with lecture and lab component)
 - Total of 48 hours lecture equivalent and 32 hours lab
 - Hybrid Format (1/2 in class and 1/2 online)
- RTE 1805L Practicum 1: 3 credits
 - 16 hours per week clinical

Semester 2: (7 credits)

- RTE 2590 Principles of Computed Tomography II: 4 credits
 - Total of 64 hours lecture equivalent
 - Hybrid Format (1/2 in class and 1/2 online)
- RTE 2805L Practicum 2: 3 credits
 - 16 hour per week clinical

Total: 14 credits

COUNSELING AND HUMAN SERVICES INTRODUCTION

Program Name: Counseling and Human Services

Program Codes: AS.HUS

Program Manager: William L. Day, PhD, LMHC

Phone: (813) 253-7414/E-mail: wday@hccfl.edu

Office Location: Dale Mabry campus, Technology Building Room 319

Turn your concern for people and interest in psychology and counseling into a career in the expanding field of Human Services. You will acquire the knowledge and skills necessary to help people who are experiencing problems with living through course work and supervised internships in local social service and mental health agencies. Course work focuses on psychology, sociology, counseling theory, and applied therapeutic techniques.

Most courses in the program are offered in the evening to accommodate working adults. The program prepares students to enter the Human Services workforce and to pursue further education. Course work is transferable toward a Baccalaureate of Arts (BA) degree at the University of South Florida (USF), St. Leo University, and Eckerd College. Classes in Counseling and Human Services are offered on HCC's Dale Mabry campus.

The field of Human Services is a broad one. It focuses on meeting human needs through an interdisciplinary knowledge base. It emphasizes prevention as well as the remediation of problems. The field of Human Services has an enduring commitment to improving the overall quality of life for people seeking assistance. As a profession, Human Services promotes improved service delivery systems. It seeks to improve accessibility, accountability, and coordination among professionals and agencies in the delivery of care. HCC offers the only nationally accredited Counseling and Human Services program in Florida.

Career Opportunities: Examples of job opportunities for graduates are drug and alcohol counselor, case manager, rehabilitation caseworker, client advocate, child abuse worker, life skills instructor, and family development specialist.

AS Degree: With an AS degree in Counseling and Human Services or Maternal and Child Services, you will be prepared to be a part of this exciting and ever-expanding field.

Family Health and Support Worker Applied Technology Diploma (ATD): A student may elect to pursue an ATD with a Family Health and Support Worker concentration. This program is designed to provide training for employees who work with individuals who are about to become parents or with families that have young children. It targets non-degreeed, frontline community health workers who currently work as home visitors, family support workers, case managers, resource workers, peer counselors or public health aids. Individuals who enroll in this competency-based, credit earning certificate program will acquire the knowledge and skills necessary to promote, foster, and support healthy, well-functioning families who live in traditionally underserved communities. This special program is a track within the Counseling and Human Services program. The 21 credit-hour ATD may be transferred toward the AS degrees in Counseling and Human Services or Maternal and Child Services. Students must meet the minimum basic skills and entrance requirements to apply for the degree program.

Total Credit Hours for the Programs: The AS degree program is 65 credit hours and the ATD program is 21 credit hours.

COUNSELING AND HUMAN SERVICES AS DEGREE PROGRAM ELIGIBILITY CRITERIA

This is not a restricted access Health Sciences program; please follow guidelines earlier in this document regarding applying for programs that are not restricted access entitled "PROCESS FOR HEALTH SCIENCES PROGRAMS THAT ARE NOT RESTRICTED ACCESS."

A Health Sciences application is not required, and there are no prerequisite courses; however, college level reading and writing skills are required.

Counseling and Human Services is on the Dale Mabry campus and the AS degree is a five-semester programs (if taken full-time), including one summer semester.

The program courses (not including the general education and other supporting courses) are held in the evenings. Clinical practicums usually occur during the day in community agencies. However, some evening and weekend placements are available.

This program is ideal for the mature student because of the complexity of client problems dealt with during the clinical practicums. Adult students do particularly well in this program. It is flexible, allowing for students to enter any semester and may be taken on a full- or part-time schedule. It also has articulation agreements with several local universities, including USF.

DENTAL ASSISTING INTRODUCTION

Program Name: Dental Assisting

Program Code: VOC.DEA

Program Manager: Ashish Dubal, BA, CDA, EFDA

Phone: (813) 253-7279/E-mail: adubal@hccfl.edu

Office Location: Dale Mabry campus, Technology Building Room 327

As a dental assistant you will assist the dentist in treating and examining patients by preparing and sterilizing dental instruments, and passing the dentist the proper instrument at the right time. You will graduate as an expanded function dental assistant and this will allow you to take radiographs, make temporary crowns, and do emergency procedures if needed.

HCC's Dental Assisting program leads to a PSAV Certificate. Students attending full-time require a year to complete the program. Some of the program's coursework can articulate into college credit.

You will be prepared to take the Dental Assisting National Board (DANB) examination upon successfully completing HCC's program. Passing the examination earns you the Certified Dental Assistant (CDA) certification. You are required to take 12 hours of continuing education annually to maintain your professional credentials. The Dental Assisting program is offered at the Dale Mabry campus.

Program Costs: The tuition costs for HCC's PSAV Certificate courses are calculated differently than those for credit courses. Each PSAV Certificate course description states the number of clock hours and the vocational credits for each course. For specific information on the clock hours/vocational credits for each course, refer to the College catalog at: www.hccfl.edu/catalog.aspx.

Career Opportunities: Dental Assisting program graduates can be employed in a private dental office in the areas of: General Practice, Orthodontics, Periodontics, Pediatric Dentistry, Oral Surgery, Endodontics or in a dental clinic such as on a military installation or public health office. Dental Assistants can work full- or part-time depending upon their individual needs.

Total Program Clock Hours: 1,230.

**DENTAL ASSISTING PSAV CERTIFICATE
PROGRAM ELIGIBILITY CRITERIA**

Dental Assisting is a restricted access program; please follow application guidelines in section of this document entitled **“PROCESS AND SELECTION CRITERIA FOR RESTRICTED ACCESS HEALTH SCIENCES PROGRAMS.”**

Students must achieve at least a minimum score on placement test or previous college-level course work. The test scores are as follows:

Subtest Scores	Accuplacer Scores	SAT Scores	ACT Scores	PERT
Reading	71	Verbal 24	Reading 19	84
Writing	71	Verbal 24	English 17	90
Arithmetic	80	Math 24	Math 19	96

Placement test must have been taken within the last two (2) years.

Applications are accepted for fall entry. Dental Assisting is a three-semester, day program on the Dale Mabry campus. All Dental Assisting classes meet Monday through Thursday from 9:00 a.m. to 4:00 p.m. There will also be some Friday event days, and Dental Assisting courses must be taken in a specified sequence.

The deadline to apply for fall entry is June 15.

DENTAL HYGIENE INTRODUCTION

Program Name: Dental Hygiene

Program Code: AS.DENT

Department Chair: Debra Heysek, BA, MS, CRDH

Phone: (813) 253-7426/E-mail: dheysek@hccfl.edu

Office Location: Dale Mabry campus, DLRC 102

Dental Hygienists are individuals with the skills and knowledge to perform preventive dental procedures and oral hygiene education under the guidance of a dentist. To be able to practice as oral health professionals, they must pass a written national board examination and a clinical examination to obtain state licensure. This academically rigorous program offers the opportunity to enter a profession that one can pursue on a full- or part-time basis.

Dental Hygienists are vital members of the dental team focusing on preventing and treating oral diseases to protect teeth and gums while also protecting the patient's total health.

Program Description: HCC's Dental Hygiene students work in a state-of-the-art dental clinic. The clinic located on the Dale Mabry campus gives the students actual work experience prior to graduation. Students require two (2) years to complete the program and receive an AS degree in Dental Hygiene. In addition to providing students with the skills and knowledge needed to complete national and state or regional board examinations to become a licensed Dental Hygienist, HCC graduates also become certified to perform expanded duties and to give local anesthesia permitted by Florida Statute. The Dental Hygiene program includes five (5) consecutive semesters of courses and requires a time commitment of at least 35 hours per week. All classes are taught on the Dale Mabry campus.

Career Opportunities: Dental Hygiene program graduates can be employed as a clinicians, educators, researchers, program administrators, sales and marketing managers and consultants. Work settings include private dental offices, public health dental clinics and agencies, hospitals, colleges and schools, research organizations, dental sales, and nursing homes. Dental Hygienists can work full- or part-time depending upon their individual needs.

Total Program Credit Hours: 88.

DENTAL HYGIENE AS DEGREE PROGRAM ELIGIBILITY CRITERIA

Dental Hygiene is a restricted access program; please follow application guidelines in section of this document entitled "**PROCESS AND SELECTION CRITERIA FOR RESTRICTED ACCESS HEALTH SCIENCES PROGRAMS.**"

Additionally, applicants must: Provide academic record reflecting successful completion with a grade no less than "C" in each of the following prerequisites:

- BSC 2085 Human Anatomy and Physiology I
- BSC 2085L Human Anatomy and Physiology I Laboratory
- BSC 2086 Human Anatomy and Physiology II
- BSC 2086L Human Anatomy and Physiology II Laboratory
- CHM 1032 Chemistry for Health Sciences
- CHM 1032L Chemistry for Health Sciences Laboratory
- ENC 1101 English Composition I
- MAC 1105 College Algebra or higher three credit General Education transferable math (except statistics) or MGF 1106 Mathematics for Liberal Arts I
- MCB 2000 Microbiology and Human Disease
- MCB 2000L Microbiology and Human Disease Laboratory

Students **must** attend a mandatory information session with the Dental Hygiene Program Chair by the application deadline date. www.hccfl.edu/dentalhygiene

The deadline to apply for fall entry is May 15.

Once admitted, Dental Hygiene is a five-semester day program at the Dale Mabry campus. Dental Hygiene classes meet Monday through Friday from 8:00 a.m. to 5:00 p.m. and must be taken in a specified sequence. This schedule is for program courses only and does not include general education or supporting courses.

DIAGNOSTIC MEDICAL SONOGRAPHY TECHNOLOGY INTRODUCTION

Program Name: Diagnostic Medical Sonography
Technology

Program Code: AS.SON

Program Manager: Louis J. Gomez, BS, RDMS, RT
Phone: (813) 253-7412/E-mail: lgomez@hccfl.edu
Office Location: Dale Mabry campus, Technology Building Room 337

Diagnostic Medical Sonography Technology is a medical specialty that uses high-frequency sound waves to create images of the human body. Ultrasound is a very dynamic technology in the field of diagnostic radiology that uses the returning echoes of sound waves that were in the direction of specific organs in the body to produce an image of that organ. Analysis of these sound waves help physicians diagnose medical problems. Sonography is used to check the human body from head to toe. If you have a strong background in mathematics and science and an aptitude for technology, then a career in Diagnostic Medical Sonography Technology might be the right prescription for a promising future.

For more information on this field, visit the following websites: American Registry for Diagnostic Medical Sonography (ARDMS) www.ardms.org; Society of Diagnostic Medical Sonography (SDMS) www.sdms.org; American Institute of Ultrasound in Medicine (AIUM) www.aium.org and the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) www.jrcdms.org.

Program Description: The program at HCC is 24 months (six semesters) in length and there are 12 mandatory clinical rotations. All classes meet Monday through Thursday from 8:00 a.m. to 4:00 p.m. at the Dale Mabry campus. There is classroom, clinical, and laboratory instruction. New classes begin in the fall term only. Courses must be taken in a specified sequence. In the 1st year, lectures and labs are on Monday and Wednesday from 8:00 a.m. to 3:30 p.m. and one day of clinical either on Tuesday or Thursday from 8:00 a.m. to 2:00 p.m. In the 2nd year, lectures and labs are on Tuesday and Thursday from 8:00 a.m. to 4:30 p.m. and clinicals are on Monday, Wednesday, and Friday from 8:00 a.m. to 4:00 p.m. This schedule is for program courses only and does not include general education or supporting courses.

Program graduates are awarded an AS degree in Diagnostic Medical Sonography Technology. Graduates are qualified to sit for the Registered Diagnostic Medical Sonographer (RDMS) credential and seek employment as a Sonography Technologist.

Career Opportunities: Graduates of the Diagnostic Medical Sonography Technology program are prepared to be hired as entry-level sonographers at hospitals or clinics, as application specialists or in sales positions that utilize their academic knowledge. For more information about Diagnostic Medical Sonography careers, visit the ARDMS website: www.ardms.org/default.asp?contentID=876.

Total Program Credit Hours: 72.

DIAGNOSTIC MEDICAL SONOGRAPHY TECHNOLOGY AS DEGREE PROGRAM ELIGIBILITY CRITERIA

Sonography is a restricted access program; please follow application guidelines in section of this document entitled **"PROCESS AND SELECTION CRITERIA FOR RESTRICTED ACCESS HEALTH SCIENCES PROGRAMS."**

Additionally, applicants must:

1. Contact the Program Manager to set up an appointment for a mandatory Information Session prior to submitting their Health Sciences Application. Applicants who have not attended an Information Session **will not** be able to submit a complete application. Students **must** attend an information session with the Diagnostic Medical Sonography Technology Program Manager by the application deadline date.
2. Provide academic record reflecting successful completion with a grade no less than "C" in each of the following prerequisites:
 - a. BSC 2085 Human Anatomy and Physiology I
 - b. BSC 2085L Human Anatomy and Physiology I Laboratory
 - c. BSC 2086 Human Anatomy and Physiology II
 - d. BSC 2086L Human Anatomy and Physiology II Laboratory
 - e. ENC 1101 English Composition I
 - f. **MAC 1105 College Algebra** or higher three credit General Education transferable math; STA 2023 is acceptable
 - g. PHY 1025 Fundamental of Physics
 - i. (PHY 2053 General Physics I/PHY 2053L General Physics I Laboratory and PHY 2048 Physics with Calculus I/PHY 2048L Physics with Calculus I Laboratory are acceptable substitutes for PHY 1025L)
 - h. PHY 1025L Fundamental of Physics Laboratory
 - ii. (PHY 2053 General Physics I/PHY 2053L General Physics I Laboratory and PHY 2048 Physics with Calculus I/PHY 2048L Physics with Calculus I Laboratory are acceptable substitutes for PHY 1025L)

The deadline to apply for fall entry is February 15.

EMERGENCY MEDICAL SERVICES INTRODUCTION

Program Name: Emergency Medical Services

Program Codes: CCC.EMT,
CCC.PARA and AS.EMST.TECH

Program Manager: David Travis, MPH

Phone: (813) 253-7649/E-mail: dtravis@hccfl.edu

Office Location: Dale Mabry campus, Allied Health Building Room 118

Here is a job where you will run from one crisis to another. You must have a cool head, thrive on excitement and work well under pressure to be successful in emergency medical services. At HCC, you can advance your career at your own pace through the tri-segment program. The one-semester Emergency Medical Technician (EMT) College Credit Certificate (CCC) program is the place to start. Next in sequence is the Paramedic (CCC) program where you will learn life support techniques. Then you can wrap up your education and training with an AS degree in Emergency Medical Services.

HCC offers the student several academic programs of study. The EMT CCC is an open enrollment program. The Paramedic CCC and the AS degree in Emergency Medical Services are restricted access Health Sciences programs.

EMT: EMT is a one-semester CCC program designed to prepare the student to provide basic life support measures as a member of an ambulance crew at the scene of a trauma or medical emergency, including transport to a hospital or medical facility. Courses are offered at the Dale Mabry, Plant City, and South Shore campuses. Coursework combines classroom lecture, practical skills, lab, and actual clinical experiences. This CCC course meets or exceeds the current US Department of Transportation (DOT) National Standard Curriculum for EMT. The program is fully approved by the Florida Department of Health.

Paramedic: The Paramedic CCC program consists of classroom lectures, practical skills, laboratory simulations, and actual patient clinical experiences lasting approximately one year (three semesters). Applicants who are full-time EMTs and/or EMTs/firefighters employed by certain local communities of interest will be given selection priority over other applicants. To qualify for the priority, this information must be indicated on the Health Sciences application. The CCC program requirements must be met in their entirety before a student can be permitted to sit for the Florida Paramedic Certification examination.

AS Degree: Graduates with the EMT and Paramedic CCCs may also pursue an AS degree in Emergency Medical Services by completing the required general education and program required courses. Contact an academic advisor to determine the appropriate coursework.

All programs are fully approved by the Florida Department of Health, Bureau of Emergency Medical Services. Students will be eligible to take the Florida or National Registry examination upon completion.

Career Opportunities: EMTs and Paramedics are employed as patient care attendants on ambulances, in doctors' offices, health clinics, fire agencies, medical flight programs, and in hospitals.

Total Program Credit Hours: 12 credits for the EMT CCC, 42 credits for the Paramedic CCC, and 73 credits for the AS degree in Emergency Medical Services.

**EMERGENCY MEDICAL TECHNICIAN CCC
PROGRAM ELIGIBILITY CRITERIA**

This is not a restricted access Health Sciences program; please follow guidelines earlier in this document regarding applying for programs that are not restricted access entitled "PROCESS FOR HEALTH SCIENCES PROGRAMS THAT ARE NOT RESTRICTED ACCESS."

A Health Sciences application is not required.

To begin the EMT program, students must achieve at least a minimum score on placement test or previous college-level course work. The test scores are as follows:

<i>Subtest</i>	<i>Accuplacer Scores</i>	<i>SAT Scores</i>	<i>ACT Scores</i>	<i>PERT Scores</i>
Reading	71	Verbal 24	Reading 19	84
Writing	71	Verbal 24	English 17	90
Arithmetic	80	Math 24	Math 19	96

Requirement can be met by the specific college placement test, Scholastic Aptitude Test (SAT) or American College Test (ACT) scores or previous college-level coursework. Placement test must have been taken within the last two (2) years.

You may enroll in this program at the beginning of any semester.

EMT is a one-semester program offered during the day or evening on the Dale Mabry, Plant City, and South Shore campuses. The times and days vary by campus and semester. It may be offered in two (2) full days or four (4) half-days Monday through Thursday. Check the current online schedule for specific days and times.

Students must be 18 years old by the first day of class.

**PARAMEDIC CCC
PROGRAM ELIGIBILITY CRITERIA**

Paramedic is a restricted access program; please follow application guidelines in section of this document entitled **“PROCESS AND SELECTION CRITERIA FOR RESTRICTED ACCESS HEALTH SCIENCES PROGRAMS.”**

Additionally, applicants must:

1. Applicants to the Paramedic program must achieve at least a minimum score on placement test or previous college-level course work. The test scores are as follows:

<i>Subtest</i>	<i>Accuplacer Scores</i>	<i>SAT Scores</i>	<i>ACT Scores</i>	<i>PERT Scores</i>
Reading	71	Verbal 24	Reading 19	84
Writing	71	Verbal 24	English 17	90
Arithmetic	80	Math 24	Math 19	96

Requirement can be met by the specific CPT, Scholastic Aptitude Test (SAT) or American College Test (ACT) scores or previous college-level English and mathematics coursework. Placement test(s) must have been taken within the last two (2) years.

2. Have current Florida EMT certificate or be eligible for the Florida EMT certificate prior to the application deadline date.
 - a. Those eligible applicants that are accepted into the Paramedic CCC program must have a current Florida EMT certificate by the orientation date for the program.

3. If employed by certain local communities of interest who are identified as receiving selection priority, submit a letter of recommendation from the immediate healthcare supervisor.
 - a. Applicants who are full-time EMT and/or EMT/firefighters employed by certain local communities of interest will be given selection priority over other applicants. They must indicate their employer on the Health Sciences application, and an original, signed letter of recommendation from the immediate healthcare supervisor, on letterhead, must also be attached to the application to be eligible for selection priority based on employment.

Applicants for admissions consideration into the Paramedic CCC program will have their GPA calculations made from the grades earned in the EMT CCC coursework. If there are no grades available for the EMT CCC coursework, selection will be made based upon the GPA of other college-level courses taken, which must equal or exceed six (6) credits.

The deadline to apply for fall entry is May 15.
 The deadline to apply for spring entry is September 15.
 The deadline to apply for summer entry is January 15.

Once admitted, the Paramedic CCC three-semester program offered on the Dale Mabry and South Shore campuses, and is on a fire department shift work schedule of 24/48. It is usually only offered as a day program and the courses must be taken in a specified sequence.

**EMERGENCY MEDICAL SERVICES AS DEGREE
PROGRAM ELIGIBILITY CRITERIA**

There are no prerequisite courses for this restricted access program. However, applicants with:

- Both valid EMT and Paramedic CCCs may also apply, but will only need to complete the required general education requirements and the following program required courses:
 - BSC 2086 Human Anatomy and Physiology II
 - BSC 2086L Human Anatomy and Physiology II Laboratory

MAGNETIC RESONANCE IMAGING - MRI

Program Name: Magnetic Resonance Imaging (MRI)

Program Codes: ATC.MRI

Program Manager: Beth Wyckoff

Phone: (813) 253-7371

E-Mail: bwyckoff@hccfl.edu

Office Location: Dale Mabry campus, Technology Building Room DTEC 119

Program Faculty: Karla Skinner

E-Mail: kskinner4@hccfl.edu

Program Summary: Magnetic resonance imaging (MRI) uses a strong magnetic field and radio waves with computerized equipment to generate sectional images of patient anatomy. MRI technologists use problem solving and critical skills to adapt procedural requirements to the patient and specific area of study.

The MRI program at HCC offers students an Advanced Technical Certificate specializing in MRI. Academic and clinical studies prepare technologists to provide quality patient care and perform studies utilizing imaging equipment, professional communication, and quality assurance in scheduled and emergency procedures.

Admissions: Program eligibility is limited to ARRT-registered radiographers, radiation therapists or nuclear medicine technologists or equivalent (NMTCB) registration. Upon successful completion of the program, graduates will be eligible to take the post-primary certification exam offered by the ARRT for MRI.

This ARRT MRI Exam qualifies all graduates to apply for Florida state licensure and operation of MRI equipment.

The program will be accepting 16 students. The applicant pool will be split into two groups, and 8 applicants will be selected from each.

- Current HCC students who are set to graduate
- All other applicants

Applicants will be ranked on Cumulative ATI TEAS Scores.

Download the TEAS Information PDF [here](#).

- [Dale Mabry Campus TEAS Information](#)
- [Plant City Campus TEAS Information](#)
- [SouthShore Campus TEAS Information](#)

Cumulative GPA will be used as the tie breaker.

The deadline to apply for fall entry is April 15.

Curriculum: Didactic education consists of classroom, lab, and online components. All didactic courses will be held in the evenings.

During the first semester classes are held twice monthly, followed by once monthly in the second semester.

- **Fall – 7 Credits**
 - RTE 2575 MRI Imaging I – 3 Credits
 - RTE 2760 Anatomy - 3 Credits
 - RTE 2940 Introduction to Clinic – 1 Credit
- **Spring – 5 Credits**
 - RTE 2576 MRI Imaging II – 3 Credits
 - RTE 2941 MRI Clinical II – 2 Credits
- **Summer – 3 Credits**
 - RTE 2942 MRI Clinical III – 3 Credits

Credits Total: 15 Credits

MEDICAL LABORATORY SCIENCE INTRODUCTION

Program Name: Medical Laboratory Science

Program Codes: ATC.MLS

Program Manager: Dr. Tripat Kaur

Phone: (813) 253-7244

E-Mail: tkaur@hccfl.edu

Office Location: Dale Mabry campus, Allied Health Building Room 322

Program Summary: The Medical Laboratory Science program is an Advanced Technical Certificate designed to prepare you for a career in the clinical laboratory. The different areas of the laboratory that you will be training in are clinical chemistry, coagulation, hematology, immunohematology, immunology, medical microbiology, molecular diagnostics and urinalysis. You will be exposed to a wide array of specialized techniques and instrumentation that are utilized to solve the mysteries and ailments of the human body. The knowledge and skills you acquire in the laboratory will help develop your reasoning and critical thinking skills.

Medical Laboratory Scientists (MLS) have to use their critical thinking and communicating skills to converse with medical staff. A MLS in the medical field is responsible for reporting accurate test results which the physician will use to diagnose and treat the patient. You will be analyzing different samples such as blood, body fluids, stool, sputum, tissue and urine and correlating the results you obtain with the patients' condition before you report the results. Results from the specimens will also be used in the hospital to monitor the patients' treatments.

The Advanced Technical Certificate - MLS program at HCC is a 16 month program which involves didactic course in the classroom and laboratory training, followed by 20 weeks of clinical experience with an affiliated hospital laboratory site with an experienced MLS in the field. The experience in the field will reinforce the knowledge and skills you have been trained in the classroom and student laboratory. At the end of your training, you will be eligible to take the Board of Registry exam offered by American Society of Clinical Pathologist.

Career Opportunities: As a MLS you will have the opportunity to explore careers in research, hospital laboratory, reference laboratory, management, and education.

Admissions:

1. Students must have obtained a baccalaureate degree from a regionally accredited college/university in Biology and/or Chemistry by the application deadline, including:
 - 16 semester hours (24 quarter hours) of biological science (with one semester in microbiology),OR
 - 16 semester hours (24 quarter hours) of chemistry (with one semester in organic or biochemistry),AND
 - 1 semester (1 quarter) of mathematics
 - A minimum cumulative GPA of 2.8 in undergraduate coursework.
2. The ATI TEAS test is an admissions requirement. Applicants are ranked based on highest combined Math and Science TEAS scores. The highest scores will be selected. The guidelines for the TEAS test can be found here, Download the TEAS Information PDF here. [Dale Mabry Campus TEAS Information](#), [Plant City Campus TEAS Information](#), or [SouthShore Campus TEAS Information](#). The TEAS test is offered at HCC's Testing Centers and other ATI

approved locations. Additional information on the test can be found on their website at, <https://www.atitesting.com/home.aspx>.

3. Applicants employed by certain local communities of interest will be given selection priority over other applicants. They must indicate their employer on the Health Sciences application, and an original, signed letter verifying employment from the immediate healthcare supervisor, on letterhead, must also be attached to the application to be eligible for selection priority admission based on employment.

The deadline to apply for spring entry is May 15.

Curriculum: All didactic and lab courses will be held on the Dale Mabry Campus.

The MLS program begins in the fall term and will consist of 4 semesters of didactic, lab, and clinical studies, with completion at the end of the second fall term (16 months). Courses must be taken in a specified sequence.

SEMESTER 1: (13 CREDITS)	CREDITS
Hematology I and Body Fluids	3
Microbiology I	3
Immunoematology and Immunology	4
Laboratory Techniques	3
SEMESTER 2: (13 CREDITS)	
Clinical Chemistry I and Urinalysis	3
Hematology II and Hemostasis	3
Microbiology II	3
Laboratory Techniques II	4
SEMESTER 3: (7 CREDITS)	
Advanced Clinical Chemistry	3
Laboratory Techniques III	2
Medical Lab Clinical I	2
SEMESTER 4: (12 CREDITS)	
Molecular Diagnostics	2
Principles of Lab Operations	2
Seminar	2
Medical Lab Clinical II	6
TOTAL	45

NUCLEAR MEDICINE TECHNOLOGY INTRODUCTION

Program Name: Nuclear Medicine Technology

Program Code: AS.NMT

Program Manager: Sara Johnson, M.Ed., CNMT

Phone: (813) 253-7418/E-mail: sjohnson215@hccfl.edu

Office Location: Dale Mabry campus, Technology Building Room 125

Consider a career in nuclear medicine, a specialty that uses radioactive materials to diagnose and treat a wide variety of diseases and disorders. Technologists prepare and inject radio-pharmaceutical materials, position patients for imaging procedures to examine for heart, liver, lung, brain and kidney diseases and work up diagnostic data for doctors.

Success in nuclear medicine requires an interest in the health sciences and strong computer technology skills. The expanding use of new technology ensures a continuing challenge for the nuclear medicine technologist.

Program Description: Graduates are awarded an AS degree in Nuclear Medicine Technology. There is classroom, clinical and laboratory instruction. During the program, students receive approximately 1,300 hours of clinical training. The program is offered on the Dale Mabry campus.

Upon successful completion of the program, qualified technologists are eligible to become certified through examination by one of the national certifying agencies and obtain Florida Licensure.

Students considering a career in Nuclear Medicine Technology may wish to contact the Nuclear Medicine department at a local hospital for permission to visit the facility, and to become familiar with the duties and responsibilities of nuclear medicine technologists in the field.

Career Opportunities: Nuclear Medicine Technologists work in a wide variety of clinical settings such as community hospitals; university-affiliated teaching hospitals and medical centers; outpatient imaging facilities; public health institutions; and government and private research institutions. Specific career paths include senior staff technologist, research technologist, technology program educator, chief technologist, administration, industry sales representative, technical specialist or research and development specialist.

Total Program Credit Hours: 75.

NUCLEAR MEDICINE TECHNOLOGY AS DEGREE PROGRAM ELIGIBILITY CRITERIA

Nuclear Medicine is a restricted access program; please follow application guidelines in section of this document entitled **"PROCESS AND SELECTION CRITERIA FOR RESTRICTED ACCESS HEALTH SCIENCES PROGRAMS."**

Additionally, applicants must:

1. Provide an academic record reflecting successful completion with a grade no less than "C" in each of the following prerequisites:
 - BSC 2085 Human Anatomy and Physiology I
 - BSC 2085L Human Anatomy and Physiology I Laboratory
 - CHM 1025 Modern Chemistry
 - CHM 1025L Modern Chemistry Laboratory (Or any higher level four (4) credit college chemistry with laboratory)
 - ENC 1101 English Composition I
 - MAC 1105 College Algebra- 3 credits (or higher three credit General Education transferable math (except statistics)
 - PHY1025 Fundamentals of Physics- 3 credits
 - PHY1025L Fundamentals of Physics Lab- 1 credits

The deadline to apply for fall entry is May 15. Applicants will be accepted on a first qualified first serve basis. **Beginning May 15, 2021, applicants will no longer be accepted as first qualified, first serve basis, and will revert to being ranked on pre-requisite GPA.**

Once admitted, Nuclear Medicine Technology is a six-semester, day program offered on the Dale Mabry campus and courses must be taken in a specified sequence.

First year students attend classes on Tuesday and Wednesday from 9:30 a.m. to 4:00 p.m. Second year students attend classes on Monday only from 9:30 a.m. to 4:00 p.m. Second year students must also attend clinicals Tuesday through Friday from 8:00 a.m. to 4:30 p.m. at area hospitals and imaging centers.

This schedule is for program courses only and does not include the general education and supporting courses.

NURSING INTRODUCTION

Program Name: Nursing

Program Code: AS.NUR.NURB and
AS.NUR.NURT

Director of Nursing: Gayle Palmberg, MSN, RN

Phone: (813) 253-7268/E-mail: gpetersepalmberg@hccfl.edu

Office Location: Dale Mabry campus, Allied Health Building Room 313

Are you considering a career in nursing? This fast-paced career requires an interest in helping people, excellent critical thinking skills, and an aptitude for mathematics and science. With a shortage of nurses nationwide, you can work full- or part-time and have choices in jobs, hours, and employers.

The nursing profession has a rich heritage, a tradition of high ethical standards, and a reputation for true service to humanity. Qualified nursing professionals are in great demand due to a worldwide nursing shortage. Graduates may obtain further certifications and work in specialties such as critical care, surgery, pediatrics, and obstetrics.

Choice of Nursing Program Options: HCC offers three options for students who wish to pursue an AS degree in Nursing. There is the Nursing Basic day program, the Nursing Basic program offered in the evening and Saturday format, and the transition program for licensed practical nurses (LPNs).

HCC's Nursing program leads to an AS degree in Nursing. Most students require two (2) years to complete the program. Transition students (i.e., LPNs and Paramedics) take an accelerated 12-month track. Academic preparation is combined with practical experiences in hospitals and other healthcare settings. HCC's nursing program articulates with Baccalaureate of Science in Nursing (BSN) degree programs throughout Florida.

Basic Option: The Nursing Basic day program is the traditional course of study and it is offered on three campuses – Dale Mabry, Plant City and South Shore in the fall and spring terms. Specify in your Nursing application which campus you prefer and the program will honor your request if possible.

Evening/Saturday Option: This program is offered starting in the spring term on the Dale Mabry. The process for application is the same as the Nursing Basic Option offered during the day hours. It is strongly suggested that applicants for the Evening/Saturday Option complete all of the required general education courses prior to applying.

Transition Option: Individuals who are LPNs are eligible to enroll in an accelerated program leading to an AS degree in Nursing and subsequently be in a position to take the licensing examination. The program is designed to assist these professionals' pursuit of an Associate degree in Nursing (ADN). This program is offered once a year starting in the summer term on the Dale Mabry campus.

Nursing graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and, upon successful completion, receive the RN license. If an applicant has been convicted, had any adjudication withheld, or has any criminal charges pending against him/her other than a minor traffic violation, he/she must make arrangements with the Florida Board of Nursing for permission to take the licensure examination upon completion of the program. Applicants will not be eligible to take the examination unless their civil rights have been completely restored.

Career Opportunities: The careers that are possible for graduate nurses are constantly expanding. Career opportunities are plentiful in hospitals, outpatient clinics, medical offices, and public health.

Total Program Credit Hours: 72.

NURSING BASIC – DAY PROGRAM and EVENING/SATURDAY AS DEGREE PROGRAM ELIGIBILITY CRITERIA

Nursing is a restricted access program; please follow application guidelines in section of this document entitled **“PROCESS AND SELECTION CRITERIA FOR RESTRICTED ACCESS HEALTH SCIENCES PROGRAMS.”**

Additionally, applicants must:

1. Provide academic record reflecting successful completion with a grade no less than "C" in of the following prerequisites:
 - BSC 2085 Human Anatomy and Physiology I
 - BSC 2085L Human Anatomy and Physiology I Laboratory
 - BSC 2086 Human Anatomy and Physiology II
 - BSC 2086L Human Anatomy and Physiology II Laboratory
 - ENC 1101 English Composition I
 - MAC 1105 College Algebra, or higher three credit General Education transferable math (except statistics)
 - MCB 2000 Microbiology and Human Disease
 - MCB 2000L Microbiology and Human Disease Laboratory
 - SYG 2000 Introduction to Sociology
2. Students applying for admission to HCC's Nursing program are required to take the Test of Essential Academic Skills (TEAS) entrance examination and earn a minimum score of 60% overall. For additional information, see nursing website, www.hccfl.edu/departments/health-science/nursing/admissions.aspx.

The deadline to apply for fall entry is May 15

The deadline to apply for spring entry is August 15 (of the prior year)

Once admitted, Nursing Basic is a four-semester program offered at the Dale Mabry, Plant City, and South Shore campuses and courses must be taken in a specified sequence.

Students may expect to participate in classes for the four semesters of the program 2-3 days a week for all time schedules offered. Clinical days vary based on the courses the student is enrolled in and may be one to two days a week. Clinical experiences will also be provided in the simulation center on the Dale Mabry campus for all students including those who may attend classes at Plant City and South shore campuses. Simulation clinical days may vary according to clinical group assignments. This schedule is for program courses only and does not include general education or supporting courses.

NURSING – LPN TO ADN TRANSITION OPTION AS DEGREE PROGRAM ELIGIBILITY CRITERIA

Nursing is a restricted access program; please follow application guidelines in section of this document entitled **“PROCESS AND SELECTION CRITERIA FOR RESTRICTED ACCESS HEALTH SCIENCES PROGRAMS.”**

Additionally, applicants must:

1. Provide academic record reflecting successful completion with a grade no less than "C" in of the following prerequisites:
 - BSC 2085 Human Anatomy and Physiology I
 - BSC 2085L Human Anatomy and Physiology I Laboratory
 - BSC 2086 Human Anatomy and Physiology II
 - BSC 2086L Human Anatomy and Physiology II Laboratory
 - ENC 1101 English Composition I
 - MAC 1105 College Algebra, or higher three credit General Education transferable math (except statistics)
 - MCB 2000 Microbiology and Human Disease
 - MCB 2000L Microbiology Laboratory
 - SYG 2000 Introduction to Sociology
2. Must provide, by nursing program orientation, a copy of a valid Florida LPN license and proof of CPR: Basic Life Support for the Professional Rescuer course from an agency that provides a two (2) year certification such as the American Heart Association BCLS-C course.
3. Applicants must either qualify for experiential or articulated credit as described below:
 - a. Applicants seeking experiential credit must provide proof of six (6) months full-time employment during the last three (3) years as an LPN.
 - b. Applicants seeking articulated credit and waiver from work experience listed above must have graduated from a Practical Nurse program in Florida, having completed the program within five (5) years of starting the Nursing program, and provide an official transcript from the Florida Practical Nurse program at the time of application.
4. Students applying for admission to HCC's Nursing program are required to take the Test of Essential Academic Skills (TEAS) entrance examination and earn a minimum score of 60% overall. For additional information, see nursing website, www.hccfl.edu/departments/health-science/nursing/admissions.aspx.

The deadline to apply for summer term is January 15.

Students may expect to participate in classes for the four semesters of the program 2-3 days a week for all time schedules offered. Clinical days vary based on the courses the student is enrolled in and may be one to two days a week. Clinical experiences will also be provided in the simulation center on the Dale Mabry campus for all students including those who may attend classes at Plant City and South shore campuses. Simulation clinical days may vary according to clinical group assignments. This schedule is for program courses only and does not include general education or supporting courses.

Students who meet the articulated or experiential credit requirements will be awarded 10 credit hours.

OPTICIANRY INTRODUCTION

Program Name: Opticianry

Program Codes: AS.OPT,
CCC.OPT.LAB.TECH and ATC.OPT

Program Manager: Mary Seguiti

Phone: (813) 253-7430/E-mail: mseguiti@hccfl.edu

Office Location: Dale Mabry campus Technology Building Room 207

Can you see yourself as a manager of a retail optical store or as an essential part of the eye care delivery system: an optician, who measures, fits and adapts eyeglasses and contact lenses?

At HCC, you will learn about topics like dispensing eyewear and filling contact lenses, and gain clinical experience in the program's state-of-the-art dispensary located on the Dale Mabry campus and at its affiliated sites.

HCC offers the following degree and CCC programs:

Opticianry Program: This 72-credit-hour AS degree program covers basic ocular science including optics, anatomy, contact lenses, and refractometry. The curriculum allows the student to gain specific knowledge and skills in professional management, eyewear fabrication, and dispensing. Graduates of the program are eligible to take state and national certification and/or licensure examinations for opticians. The student has the choice of a traditional campus-based program or a program delivered via distance learning (Internet based).

Ophthalmic Laboratory Technician: The Ophthalmic Laboratory Technician CCC is a 24-credit-hour program which teaches surfacing, finishing and other related tasks necessary to fabricate prescription eyewear. The program prepares students to work in a wholesale or retail optical laboratory. This CCC may be applied to the Opticianry AS degree.

Visual Assessment Advanced Technical Certificate (ATC): An AS degree in Opticianry is a prerequisite for the Visual Assessment ATC, which is an 11-credit-hour program. The program contains five (5) courses: Low Vision, Safety and Sports Vision, Refractometry, Refractometry Lab I and Refractometry Lab II. The Visual Assessment ATC program at Edison College is a joint venture with the Opticianry program at HCC.

In addition to fields of study described above, students who provide the College with documentation verifying Opticianry licensure, and have completed a minimum of 15 credit hours of Optical Management courses, will be awarded 12 credit hours toward an AS degree in Optical Management. For more information, contact the Program Manager.

Career Opportunities: Graduates with certification/licensure may pursue careers as a licensed optician, eye care technician, ophthalmic laboratory technician, and in optical management. This field is undergoing tremendous growth due to the number of "Baby Boomers" who have reached the age when visual correction is necessary. Graduates of the Optical Management Technology program may pursue careers managing optical dispensaries for optical corporations, ophthalmologists and optometrists.

Total Program Credit Hours: 72 credits for the Opticianry degree program. The Ophthalmic Laboratory Technician CCC is 24 credit hours. The Visual Assessment ATC is 11 credit hours.

All of the Opticianry programs are offered on the Dale Mabry campus and normally begin each fall, spring, and summer semesters. Students may attend full- or part-time. Due to the set sequence of courses, part-time students' schedule will be determined by the Program Chair on an individual basis. All Opticianry program courses and many of the general education courses are taught online. This program is very flexible, allowing students to take courses either on-campus, online, or a combination of both. The on-campus courses are taught during the day, Monday-Thursday.

OPTICIANRY AS DEGREE, OPHTHALMIC LABORATORY TECHNICIAN CCC, VISUAL ASSESSMENT ATC

PROGRAM ELIGIBILITY CRITERIA

This is not a restricted access Health Sciences program; please follow guidelines earlier in this document regarding applying for programs that are not restricted access entitled "PROCESS FOR HEALTH SCIENCES PROGRAMS THAT ARE NOT RESTRICTED ACCESS."

A Health Sciences application is not required, and there are no prerequisite courses.

A mandatory online orientation is required for program applicants.

PUBLIC HEALTH INTRODUCTION

Program Name: Public Health

Program Codes: AS.CLIN.RES,
CCC.CLIN.RES, AS.HLTH.NAV,
CCC.HLTH.NAV

Program Chair: Karl DeBate, Ed.D.

Phone: (813) 259-6307/E-mail: kdebate@hccfl.edu

Office Location: Dale Mabry campus Technology Building Room 336

Program Description: Clinical research professional's primary role is to monitor clinical trials. With the many advances in healthcare delivery the need for trained healthcare related professionals has continued to grow, in particular the need for trained clinical research personnel. The new programs at HCC will build fundamental skills in: adherence to IRB guidelines; safety for clinical research participants; coordination of clinical treatment and study visits; screening, recruitment and enrollment of study participants and clinical trial compliance with Federal and State regulatory laws. Coursework focuses on the fundamentals and business of clinical research, regulatory affairs and quality assurance. Classes are offered on the Dale Mabry Campus with several classes offered in the online format.

Public Health AA Transfer Track: The Public Health transfer track program is designed for students to seamlessly transfer to bachelor's degree programs in general public health as well as health education, health administration, and environmental health. The program curriculum builds a core public health knowledge base that will be needed in the bachelor's degree program. Sixty (60) credits are required to earn the AA degree.

Clinical Research Professional: With an AS degree in Clinical Research you are prepared to enter the workforce as a clinical research professional, research assistant, or related fields. Sixty (60) total credits are required to earn the AS degree. The coursework focuses on the fundamentals and business of clinical research, regulatory affairs and quality assurance. Specifically, adherence to IRB guidelines; safety for clinical research participants; coordination of clinical treatment and study visits; screening, recruitment and enrollment of study participants and clinical trial compliance with Federal and State regulatory laws.

Clinical Research Coordinator: This College Credit Certificate (CCC) program is for the student who has some work experience in a clinical research setting and may be seeking additional training, knowledge and/or credentials. Thirty (30) credits are required for the CCC program.

Health Navigation: With an AS degree in Health Navigation you are prepared to enter the workforce as a Health Navigator, Patient Navigator or Community Health Worker. The coursework would also give the students the opportunity to pursue a bachelor's degree Public Health, Health Education or related fields. Sixty (60) total credits are required to earn the AS degree.

Health Navigation Coordinator: The College Credit Certificate (CCC) is for the student who has some work experience in a health care setting and may be seeking additional training, knowledge and/or credentials. Thirty-one (31) credits are required for the CCC program.

Career Opportunities: The job market for trained clinical research staff in the Tampa Bay region remains strong. These new programs will help meet the need for entry-level research staff at the various public and private clinical research facilities. Health Navigator associate degree programs are

designed primarily as applied degrees intended to respond to the rapidly growing job market for assisting individuals to navigate the increasingly complex public health, health care, and health insurance systems. The rapid increase in employment opportunities as community health workers, patient care navigators, and health insurance navigators increasingly requires professionalization of the field.

Total Program Credit Hours: Varies by program

Public Health AA Transfer Track, Clinical Research Professional AS, Clinical Research Coordinator CCC, Health Navigation AS, Health Navigation Coordinator CCC

PROGRAM ELIGIBILITY CRITERIA

This is not a restricted access Health Sciences program; please follow guidelines earlier in this document regarding applying for programs that are not restricted access entitled "PROCESS FOR HEALTH SCIENCES PROGRAMS THAT ARE NOT RESTRICTED ACCESS."

A Health Sciences application is not required, and there are no prerequisite courses.

RADIATION THERAPY INTRODUCTION

Program Name: Radiation Therapy

Program Codes: AS.RAT.GEN and
CCC.RAT.SPEC

Program Manager: Gwen Suarez, MA, R.T. (T)

Phone: (813) 253-7273/E-mail: gsuarez@hccfl.edu

Office Location: Dale Mabry campus, Technology Building Room 117

Radiation therapists are vital members of the cancer management team. They use cutting edge technology to work directly with patients receiving high-energy treatments. Students must have strong mathematics and science skills coupled with critical thinking and problem-solving abilities. Radiation therapists administer high-energy treatments using linear accelerators and computerized tomography (CT) simulation.

Program Description: The Radiation Therapy program educates students in the care and treatment of patients with neoplastic disease using high-energy, ionizing radiation. Students work directly with physicians to administer treatments. State-of-the-art equipment and cutting-edge technology in the treatment of cancer is used through an integrated didactic and competency-based curriculum. This new technology includes CT simulation and requires critical thinking and problem-solving skills for the administration of radiation.

AS Degree: All graduates of the 77-credit-hour AS degree in Radiation Therapy program will be eligible for admission into the University of South Florida's Baccalaureate of Science in Applied Science (BSAS) degree program.

Radiation Therapy Specialist CCC: The Radiation Therapy Specialist CCC is a 43-credit-hour program for radiographers who have graduated from an approved Radiography program, are American Registry of Radiologic Technologists (ARRT)-certified, state-licensed and who want to specialize in the field of Radiation Therapy.

Upon successful completion of the program, graduates are eligible to apply for the national radiation therapy examination administered by the ARRT and a Florida Department of Health state license.

Career Opportunities: There are many career opportunities locally as well as throughout the country. Radiation therapists are in high demand and career advancement includes Administration, Education, and Dosimetry. Students work as vital members of the healthcare team, directly administering patient care and treatment.

Total Program Credit Hours: 77 credits for the AS degree and 43 credits for the CCC.

RADIATION THERAPY AS DEGREE PROGRAM ELIGIBILITY CRITERIA

Radiation Therapy is a restricted access program; please follow application guidelines in section of this document entitled **"PROCESS AND SELECTION CRITERIA FOR RESTRICTED ACCESS HEALTH SCIENCES PROGRAMS."**

Additionally, applicants must: Provide academic record reflecting successful completion with a grade no less than "C" in each of the following prerequisites:

BSC -2085 Human Anatomy and Physiology I
BSC -2085L Human Anatomy and Physiology I Laboratory
ENC 1101 English Composition I
MAC 1105 College Algebra or higher three credit General Education transferable math (MGF 1106 Mathematics for Liberal Arts I, MGF 1107 Mathematics for Liberal Arts II, and statistics courses will not be accepted)
PSY 2012 General Psychology

Students **must** attend a mandatory information session with the Radiation Therapy Program Manager by the application deadline date.

The deadline to apply for fall entry is February 15

Once admitted, Radiation Therapy is a six-semester program on the Dale Mabry campus. Students admitted to this program must attend day and evening courses and must take the courses in a required sequence. The majority of the classes are during the day from 9:00 a.m. to 4:00 p.m. and the labs are in the evenings from 6:00-10:00 p.m. The times and days may vary by semester. There are evening classes and labs during both years and throughout each semester. The program is competency-based and there are five (5) sections of clinicals, two (2) the first year on Monday and Tuesday and three (3) the second year on Wednesday, Thursday, and Friday. Clinicals are 8-hour days from 8:00 a.m. to 4:30 p.m.

RADIATION THERAPY SPECIALIST CCC PROGRAM ELIGIBILITY CRITERIA

Radiation Therapy is a restricted access program; please follow application guidelines in section of this document entitled **“PROCESS AND SELECTION CRITERIA FOR RESTRICTED ACCESS HEALTH SCIENCES PROGRAMS.”**

Additionally, applicants must:

Be ARRT certified and licensed by the State of Florida in Radiography or eligible prior to the application deadline date. If ARRT certified, students must provide copies of the ARRT certification and license as part of the application packet. Students who are ARRT eligible at the time of application must be ARRT certified by the first day of class and provide copies of the certification and license by the first day of class.

The deadline to apply for summer entry is January 15.

Once admitted, the Radiation Therapy Specialist CCC is a four-semester program on the Dale Mabry campus. Students admitted to this program must attend day and evening courses and must take the courses in a required sequence. The majority of the classes are during the day and the labs are in the evenings. There are evening classes and labs during both years and throughout each semester. The program is competency-based and there are five (5) sections of clinicals, two (2) the first year on Monday and Tuesday and three (3) the second year on Wednesday, Thursday, and Friday.

RADIOGRAPHY INTRODUCTION

Program Name: Radiography

Program Codes: AS.RTE and
AS.RTE.ARRT

Program Manager: Beth Wyckoff, MAEd, RT(R)
Phone: (813) 253-7371/E-mail: bwyckoff@hccfl.edu
Location: Dale Mabry campus Technology Building Room 119

Picture yourself as a radiographer. Radiographers, professionals who take X-rays, work under the direct supervision of a physician. By the time you get your degree, you will know plenty about anatomy and physiology and how to produce and analyze X-rays.

Program Description: A new class each fall begins the 22-month program. Students are required to have strong mathematics and science skills, and the program emphasizes patient care practices in didactic and clinical settings.

The program prepares the student to be able to visualize patient anatomy (skeletal/organs/vessels) using ionizing radiation in the safest manner possible to both the patient and the radiographer. The Radiography program accepts a maximum of 20 students each year, which increases the quality of the clinical educational experience for each Radiography student. Classes are offered on the Dale Mabry campus.

Upon graduation, you are eligible to take the American Registry of Radiologic Technologists (ARRT) certification examination and be eligible for a Florida Radiographer license. Earn an AS degree in Radiography and you may transfer to a state university offering a Baccalaureate of Science (BS) degree in Radiologic Science (Florida Department of Education Rule 6A-10.024 Articulation Between and Among Universities, Community Colleges, and School Districts).

Career Opportunities: Graduates are employed by hospitals, clinics, imaging centers, emergency walk-in clinics, doctors' offices, and orthopedic centers. The last seven (7) weeks of the program allow the graduating students the choice of specialized clinical experience: computerized tomography (CT), magnetic resonance imaging (MRI), emergency room, surgery/portables, cardiac cath lab — all examples of rotations available to the soon-to-be Radiography graduate. Several members of each year's graduating class earn a position in one of the advanced imaging modalities (CT, MRI, Cardiac Cath) upon program completion due to perseverance, ability to learn, and hard work. Constant attendance and punctuality coupled with good interpersonal skills serve Radiography graduates well, both professionally and financially.

Total Program Credit Hours: 77.

RADIOGRAPHY AS DEGREE PROGRAM ELIGIBILITY CRITERIA

Radiography is a restricted access program; please follow application guidelines in section of this document entitled **"PROCESS AND SELECTION CRITERIA FOR RESTRICTED ACCESS HEALTH SCIENCES PROGRAMS."**

Additionally, applicants must: Provide academic record reflecting successful completion with a grade no less than "C" in each of the following prerequisites:

- BSC 2085 Human Anatomy and Physiology I
- BSC 2085L Human Anatomy and Physiology I Laboratory
- ENC 1101 English Composition I
- MAC 1105 College Algebra or higher three credit General Education transferable math (MGF 1106, MGF 1107, and statistic courses will not be accepted)
- PSY 2012 General Psychology

The deadline to apply for fall entry is February 15.

Once admitted, Radiography is a six semester, day program on the Dale Mabry campus. Clinicals are three (3) days a week from 7:30 a.m. to 3:30 p.m. and classes/labs are held on the other two (2) days from about 8:30 a.m. to 3:30 p.m. The courses are offered in a required sequence. This schedule only applies to the program courses and does not include general education or supporting courses.

RESPIRATORY CARE INTRODUCTION

Program Name: Respiratory Care

Program Code: AS.RET and
AS.RET.TRAN

Program Manager: Gina Ricard, MS, RRT-NPS

Phone: (813) 253-7459/E-mail: gricard@hccfl.edu

Office Location: Dale Mabry campus, Allied Health Building Room 306

Take a deep breath and think about a career in respiratory care. As a vital part of the healthcare team, Respiratory Therapists treat patients with breathing problems due to pulmonary and cardiac disease. Respiratory Therapists treat all types of patients, ranging from premature infants whose lungs are not fully developed to elderly people whose lungs are diseased.

Respiratory Therapists apply scientific principles to prevent, identify, and treat acute or chronic dysfunction of the cardiopulmonary system. Knowledge of the scientific principles as well as biomedical engineering and technology enable Respiratory Therapists to effectively assess, educate, and treat patients. Respiratory Therapists also work with pediatric patients, trauma victims, and patients who require life support. Respiratory Therapists monitor ventilators, manage artificial airways, administer inhaled medications, utilize a wide variety of oxygen devices, draw and analyze blood, and assist physicians with other related duties.

For a video introducing and describing the respiratory therapist profession, visit the Respiratory Care section of the Health Sciences website and click on "View Video."

Program Description: In the AS degree in Respiratory Care program, students learn pharmacology, basic treatments, critical care treatment, and mechanical ventilation. Classes are held on the Dale Mabry campus.

Successful completion of the national certification and registry exams allows practitioners to be licensed and practice anywhere in the United States. Graduates are eligible to take the Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT) examinations administered by the National Board for Respiratory Care (NBRC). Upon completion of both examinations, graduates will be RRTs. Most states require a license to practice and there is a nationwide acceptance of these credentials. For more information, visit the NBRC website: www.nbrc.org.

Respiratory Care Transition Program: Applicants to the Respiratory Care Transition program must furnish an official copy of his/her CRT credential from the NBRC. Once the applicant has matriculated at least 15 credit hours of Respiratory Care courses from HCC, the following courses (representing 23 credits) will be noted on his/her HCC transcript:

- RET 1024C Introduction to Respiratory Care
- RET 1274C Basic Respiratory Care
- RET 1350 Pharmacology for Respiratory Care
- RET 1503 Cardiopulmonary Pathophysiology
- RET 1832 Respiratory Care Clinic I
- RET 1833 Respiratory Care Clinic II

The applicant will also be required to document competencies to verify that his/her CRT still has the competencies that are being currently articulated by the program. Competencies must be agreed upon by the Respiratory Care Program Chair and the instructors of the Respiratory Care program at HCC before awarding the above credits toward an AS degree in Respiratory Care.

Career Opportunities: The need for Respiratory Therapists is expected to grow in the coming years due to the large increase in the elderly population, the impact of environmental problems, and technological advances in the treatment of lung disease, heart attack, cancer, accident victims, and premature babies. Most Respiratory Therapists work in hospitals but many also work in physician offices, homecare, skilled nursing facilities, rehabilitation centers, and sleep study departments.

Total Program Credit Hours 76.

RESPIRATORY CARE AS DEGREE PROGRAM ELIGIBILITY CRITERIA

Respiratory Care is a restricted access program; please follow application guidelines in section of this document entitled "**PROCESS AND SELECTION CRITERIA FOR RESTRICTED ACCESS HEALTH SCIENCES PROGRAMS.**"

Additionally, applicants must: Provide academic record reflecting successful completion with a grade no less than "C" in each of the following prerequisites:

BSC 2085	Human Anatomy and Physiology I	3 cr.
BSC 2085L	Human Anatomy and Physiology I Laboratory	1 cr.
BSC 2086	Human Anatomy and Physiology II	3 cr.
BSC 2086L	Human Anatomy and Physiology II Laboratory	1 cr.
MAC 1105	College Algebra or higher General Education transferable math (except statistics)	3 cr.
ENC 1101	English I	3 cr.
MCB 2000	Microbiology	3 cr.
MCB 2000L	Microbiology lab	1 cr.
PSY 2012	Psychology	3 cr.

Students **must** interview with the Respiratory Care Program Manager by the application deadline date.

The deadline to apply for fall entry is May 15.

Once admitted, Respiratory Care is a six semester program, on the Dale Mabry campus. Respiratory Care classes meet during the day, Monday through Thursday from 8:00 a.m. to 4:00 p.m., and the clinicals are primarily during the day, but some evening clinicals are required. This schedule only applies to the program courses and does not include the general education or supporting courses.

RESPIRATORY CARE TRANSITION AS DEGREE PROGRAM ELIGIBILITY CRITERIA

Respiratory Care Transition is a restricted access program; please follow application guidelines in section of this document entitled **“PROCESS AND SELECTION CRITERIA FOR RESTRICTED ACCESS HEALTH SCIENCES PROGRAMS.”**

Additionally, applicants must:

1. Provide academic record reflecting successful completion with a grade no less than "C" in each of the following prerequisites:

BSC 2085	Human Anatomy and Physiology I	3 cr.
BSC 2085L	Human Anatomy and Physiology I Laboratory	1 cr.
BSC 2086	Human Anatomy and Physiology II	3 cr.
BSC 2086L	Human Anatomy and Physiology II Laboratory	1 cr.
MAC 1105	College Algebra or higher General Education transferable math (except statistics)	3 cr.
ENC 1101	English I	3 cr.
MCB 2000	Microbiology	3 cr.
MCB 2000L	Microbiology lab	1 cr.
PSY 2012	Psychology	3 cr.
	Humanities elective	3 cr.

2. Furnish an official copy of his/her CRT credential from the NBRC, and a current Florida License in Respiratory Care.
3. Document competencies to verify that the CRT still has the competencies that are being currently articulated by this program. Competencies must be agreed upon by the Respiratory Care Program Chair and the instructors of the Respiratory Care Program at HCC.
4. Students must interview with the Respiratory Care Program Chair before submitting the health science application

The deadline to apply is ongoing. If selected, student will be assigned a start date.

To determine eligibility, applicants should contact the Respiratory Care Program Manager prior to submitting their application.

Once admitted, Respiratory Care Transition is a program on the Dale Mabry campus and classes meet during the day, Monday through Thursday from 8:00 a.m. to 4:00 p.m., and the clinicals are primarily during the day, but some evening clinicals are required. This schedule applies to the program courses only and does not include the general education and supporting courses. Once the applicant has successfully completed 15 credit hours of Respiratory Care program courses from HCC, the student will be awarded 23 college credits toward an AS degree in Respiratory Care.

HEALTH SCIENCES DIVISION DIRECTORY

Program Managers and Directors (PM) and Program Coordinators (PC)

Title	Name	Location	Telephone	Email
Dean	Leif Penrose	DTEC 330	813-253-7370	lpenrose@hccfl.edu
Assistant Dean	Kirsten Whited	DTEC 332	813-253-7270	kwhited@hccfl.edu
Staff Assistant II	Chandreyee Chatterjee	DTEC 331	813-253-6305	cchatterjee@hccfl.edu
Staff Assistant II	Alison Davila	DTEC 331	813-253-7255	adavila3@hccfl.edu
Health Science Advisor	Melissa Leon	DTEC 318	813-253-7228	mleon15@hccfl.edu
Health Science Advisor	Ashley Cooper	DTEC 318	813-259-6321	acooper21@hccfl.edu
Clinical Liaison Manager	Jennifer Rodriguez-Morales	DTEC 316 & DTEC 317	813-253-7000 x5018	Jrodriguezmorales2@hccfl.edu
PM: Counseling and Human Services	Dr. William Day	DTEC 319	813-253-7414	wday@hccfl.edu
PC: Counseling and Human Services	Kim Simmons	DTEC 319	813-253-7414	ksimmons12@hccfl.edu
PM: Dental Assisting	Ashish Dubal	DTEC 327	813-253-7279	adubal@hccfl.edu
PM: Dental Hygiene	Debra Heysek	DLRC102	813-253-7426	dheysek@hccfl.edu
PC: Dental Clinic	Melinda Pascua	DDEN 102	813-259-6301	mpascua2@hccfl.edu
PM: Diagnostic Medical Sonography	Louis Gomez	DTEC 337	813-253-7142	lgomez2@hccfl.edu
PM: Emergency Medical Services	David Travis	DALH 118	813-253-7649	dtravis@hccfl.edu
PC: Emergency Medical Services	Stan Kordecki	DALH 108	813-253-7483	skordecki@hccfl.edu
PM: Medical Lab Science	Dr. Tripat Kaur	DALH 322	813-253-7244	tkaur@hccfl.edu
PM: Nuclear Medicine	Sara Johnson	DTEC 125	813-253-7418	sjohnson215@hccfl.edu
PM: Nursing	Gayle Peterson Palmberg	DALH 313	813-253-7268	gpetersonpalmberg@hccfl.edu
Nursing Staff Assistant II	Pamela Baker	DALH 309	813-253-7366	pbaker5@hccfl.edu
PC: Nursing	Ingrid Llerena	DALH 309	813-253-7534	illerena@hccfl.edu
PM: Opticianry	Mary Seguiti	DTEC 220	813-259-6359	mseguiti@hccfl.edu
PC: Opticianry	Lee Stokes	DTEC 209	813-259-6309	lstokes@hccfl.edu
PM: Public Health/PE	Dr. Karl Debate	DTEC 336	813-259-6307	kdebate@hccfl.edu
PM: Radiation Therapy	Gwen Suarez	DTEC 117	813-253-7273	gsuarez@hccfl.edu
PM: Radiography	Beth Wyckoff	DTEC 119	813-253-7371	bwyckoff@hccfl.edu
PM: Respiratory Care	Gina Ricard	DALH 306	813-253-7459	gricard@hccfl.edu