PHASE 1:

☐ STEP 1 – Submit an application for general admission. Students seeking enrollment in health science programs will actually submit two separate applications. An application for general admission must be submitted first. This enables the college to create a student record where we can compile all of your information. As stated in the online information session, you will be classified as a Pre-Health Science Major at this time. The second application you will submit will be a program-specific application during your program’s consideration period.

☐ STEP 2 - Submit an official high school transcript or official high school equivalency transcript (and official college transcripts, if applicable). Students wishing to receive credit for prior college work will need to submit official college transcripts. Students pursuing a Health Science program are required to submit official transcripts from all colleges attended. Failure to do so will null your eligibility for a Health Science program at CCCC.

☐ STEP 3 – Determine if a placement test is needed (reference slides 7-10 from the information session).
- Students who have graduated high school within the last 5 years with at least a 2.6 GPA and have a 4th qualifying Math course OR have acceptable SAT/ACT scores within the last five years may be exempt from testing.
- Students can submit acceptable Compass, Asset, or Accuplacer test scores (within the 5 year limit) or present an official college transcript showing successful completion of an appropriate English and/or Math course.
- Always confirm the need (or lack thereof) for placement testing with an Admissions Counselor.
- If placement is necessary, call the appropriate campus to schedule a testing appointment. Students should study prior to testing. Study guides can be accessed on our placement test website http://www.cccc.edu/studentservices/placementtesting/.

☐ STEP 4 – Submit TOEFL Scores, if applicable.
- All naturalized and non-US citizens are required to take the Test of English as a Foreign Language (commonly referred to as the TOEFL). There is a five-year limit on TOEFL scores.
- Information about the TOEFL can be found on this website: www.ets.org/toefl
- Acceptable Scores by format: Paper/Pencil = 500, Computerized = 213, Internet Based = 80

☐ STEP 5 – Submit verification letter of good standing, if applicable.
- If you’ve previously been withdrawn or dismissed from a Health Science program, you must submit a verification letter of good standing from that program’s Department Chair. A remediation plan may also be required.

☐ STEP 6 – Complete information session and associated quiz (mandatory).
- Completion of the online information session is required for all health science applicants.
- You will take a brief quiz at the end of the information session to ensure a proper understanding of the admissions process prior to forming an academic plan with your Admissions Counselor.
- There is a three year time limit on this requirement.

☐ STEP 7 – Meet with your program’s Admissions Counselor (mandatory).
- All health science applicants are required to meet with their Admissions Counselor before submitting an application to their respective programs.
- During the meeting with your Admissions Counselor you will develop an academic plan, review progress of admissions requirements, and address any concerns you may have.
- Most importantly, your Admissions Counselor will be able to confirm whether or not you’ve met the minimum admissions requirements for your program before the next consideration period.
Central Carolina Community College
Admissions Checklist for Prospective Health Information Technology (HIT) Students

PHASE 2:

☐ STEP 1 – Complete prerequisite course(s) (reference slides 14-15 from the information session).
   ▪ The HIT program has a biology course prerequisite. This course must have been completed within the last five years with a C or higher (most recent course taken will be used).
   ▪ HIT applicants are NOT allowed to use high school biology to meet this requirement.

☐ STEP 2 – Take the ATI TEAS Exam (reference slides 16-18).
   ▪ The ATI TEAS exam is a multiple-choice assessment of your basic academic knowledge in the areas of Reading, Math, Science, and English.
   ▪ You’re allowed to take the ATI TEAS exam up to three times in a three year period. The scores from your two most recent attempts will be used when processing your program-specific application.
   ▪ There is no minimum cut score for HIT students on the ATI TEAS exam.

☐ STEP 3 – Complete general education courses for your program (optional).
   ▪ While it’s not required, applicants are encouraged to complete the general education courses for their program prior to entry.
   ▪ Past data has shown that students who complete their general education requirements prior to entering a Health Science program are more likely to succeed and ultimately graduate.
   ▪ Additional points will be awarded on your application for each general education course completed prior to the consideration.
   ▪ A list of all general education course requirements is located on page 3 of this packet.

☐ STEP 4 – Complete and submit employment verification form, if applicable (optional).
   ▪ If you have previous work experience in the health field, you may be eligible for additional points on your application (minimum 6 months OR 1040 hours necessary).
   ▪ A list of acceptable work experience categories is located on page 4 of this packet.
   ▪ If you think you’re qualified to receive additional points for your experience, a verification form is located on page 5 of this packet. This form must be completed and submitted no later than the deadline for program-specific applications.

☐ STEP 5 – Complete and submit program-specific application (mandatory).
   ▪ All students wishing to be considered for the HIT program must submit a program-specific application during a consideration period.
   ▪ The initial consideration period for the HIT program is held during the month of May.
   ▪ If the program doesn’t fill all available seats during its initial consideration, additional considerations will be held until all seats are occupied but no later than August of each year.
   ▪ If selected for admittance, Phase 3 on page 6 of this packet must be completed to finalize acceptance.
PHASE 2: (continued)

OPTIONAL: Complete general education courses for your program.
Past data has shown that students who complete their general education requirements prior to entering a Health Science program are more likely to succeed and ultimately graduate. While it’s not required, applicants are encouraged to complete the general education courses for their program prior to entry. Additional points will be awarded on your application for each general education course completed prior to the consideration.

Below you will find a list of the general education courses required for the HIT program. If a course substitution exists, it will be listed under its respective general education requirement. For students wishing to transfer to a 4-year institution, preferred course selections have been identified for your convenience.

Note: You should always discuss course selections with your admissions counselor while creating your academic plan, especially if they are not represented below.

☐ BIO 168 – Anatomy & Physiology I (within 5 years)
  Acceptable Course Substitutions:
  BIO 165 – Anatomy & Physiology I (old, within 5 years)

☐ BIO 169 – Anatomy & Physiology II (within 5 years)
  Acceptable course substitutions:
  BIO 166 – Anatomy & Physiology II (old, within 5 years)

☐ MAT 110 - Math Measurement & Literacy
  Acceptable course substitutions:
  MAT 143 – Quantitative Literacy or higher (preferred by 4-year institutions)

☐ CIS 110 – Introduction to Computers

☐ ENG 111 – Writing & Inquiry

☐ MED 121 – Medical Terminology I
  Acceptable course substitutions:
  OST 141 – Medical Terms I-Med Office

☐ MED 122 – Medical Terminology II
  Acceptable course substitutions:
  OST 142 – Medical Terms II-Med Office

☐ ACA 115 - Success and Study Skills
  Acceptable course substitutions:
  ACA 111 – College Student Success
  ACA 122 – College Transfer Success (preferred by 4-yr institutions)

☐ ENG 114 – Professional Research & Reporting
  Acceptable course substitutions:
  ENG 112 – Writing/Research in the Disciplines (preferred by 4-yr institutions)
  ENG 113 – Literature-Based Research

☐ PSY 150 – General Psychology

☐ Humanities Elective* (see page four of this packet for a comprehensive list)
  *Preferred by HIT Program:
  HUM 115 – Critical Thinking (double points awarded for this course)
**PHASE 2: Program Specific Requirements (continued)**

<table>
<thead>
<tr>
<th>Work Experience Categories</th>
<th>Humanities Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardiac Sonographer</td>
<td>ART 111 Art Appreciation</td>
</tr>
<tr>
<td>Certified Medical Assistant</td>
<td>DRA 111 Theatre Appreciation</td>
</tr>
<tr>
<td>Dental Assistant I or II or CDA</td>
<td>*ENG 125 Creative Writing</td>
</tr>
<tr>
<td>Dental Office Manager/Staff</td>
<td>*ENG 231 American Literature I</td>
</tr>
<tr>
<td>Dental Lab Technician</td>
<td>*ENG 232 American Literature II</td>
</tr>
<tr>
<td>Dialysis Technician</td>
<td>*ENG 233 Major American Writers</td>
</tr>
<tr>
<td>EKG Technician</td>
<td>*ENG 243 Major English Writers</td>
</tr>
<tr>
<td>Emergency Medical Technician</td>
<td>*ENG 261 World Literature I</td>
</tr>
<tr>
<td>Health Care Technician</td>
<td>*ENG 262 World Literature II</td>
</tr>
<tr>
<td>Kennel Assistant</td>
<td>*ENG 273 African-American Literature</td>
</tr>
<tr>
<td>Licensed Practical Nurse</td>
<td>HUM 110 Technology and Society</td>
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<tr>
<td>Medical Coder/Billing</td>
<td>*HUM 115 Critical Thinking</td>
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<tr>
<td>Medical Office Staff</td>
<td>HUM 120 Cultural Studies</td>
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<tr>
<td>Medical Records Technician</td>
<td>HUM 122 Southern Culture</td>
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<tr>
<td>Medical Laboratory Technician</td>
<td>HUM 150 American Women's Studies</td>
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<tr>
<td>Military Corpsman</td>
<td>HUM 160 Introduction to Film</td>
</tr>
<tr>
<td>Nursing Assistant I or II</td>
<td>*HUM 220 Human Values &amp; Meaning</td>
</tr>
<tr>
<td>Occupational Therapy Technician</td>
<td>MUS 110 Music Appreciation</td>
</tr>
<tr>
<td>Paramedic</td>
<td>MUS 112 Introduction to Jazz</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>*PHI 210 History of Philosophy</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>*PHI 230 Introduction to Logic</td>
</tr>
<tr>
<td>Phlebotomist</td>
<td>*PHI 240 Introduction to Ethics</td>
</tr>
<tr>
<td>Physical Therapy Technician</td>
<td>REL 110 World Religions</td>
</tr>
<tr>
<td>Psychiatric Technician</td>
<td>REL 211 Introduction to Old Testament</td>
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<tr>
<td>Rehabilitation Technician</td>
<td>REL 212 Introduction to New Testament</td>
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<tr>
<td>Respiratory Therapist</td>
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<tr>
<td>Shelter/Rescue Assistant</td>
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<tr>
<td>Surgical Technician</td>
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<tr>
<td>Veterinary Assistant</td>
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<td>Veterinary Laboratory Assistant</td>
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<td>Veterinary Research Assistant</td>
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<tr>
<td>X-Ray Technician</td>
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</tr>
</tbody>
</table>

**HEALTH INFORMATION TECHNOLOGY CONTACTS**

**Chatham County Campus:** 764 West Street, Pittsboro, NC 27312  
**Admissions:** Rhonda Jones, Phone (919) 545-8025, Email rjone859@cccc.edu

**Harnett County Campus:** 1075 East Cornelius Harnett Boulevard, Lillington, NC 27546  
**Admissions:** Trinnette Nichols-Jones, Phone (910) 814-8827, Email tnich497@cccc.edu

**Lee County Campus:** 1105 Kelly Drive, Sanford, NC 27330  
**Admissions:** Daniel Berndt, Phone (919) 718-7234, Email dbern509@cccc.edu
CENTRAL CAROLINA COMMUNITY COLLEGE

Employment Verification Form
For Health Information Technology

Name: ________________________________________________________________

Student ID #: ________________________________________________________

Please have your employer/supervisor complete the following information:

Name of Company/Agency: _____________________________________________

Address: __________________________________________________________________
__________________________________________________________________________

Telephone Number: ____________________________________________________

Job Title of Employee: _________________________________________________

Job Description of Employee Duties:
________________________________________________________________________
___________________________________________________________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please indicate starting and end dates of employment and hours worked per week:

I verify that all of the information submitted is accurate and true.

_________________________________  _______________  __________
Signature of Employee          Print Name               Date

_________________________________  _______________  __________
Signature of Employer          Print Name               Date
IF SELECTED FOR ADMITTANCE, COMPLETE THE FOLLOWING REQUIREMENTS TO FINALIZE ACCEPTANCE

PHASE 3:

☐ STEP 1 – Mandatory Program Orientation.
  ▪ An orientation hosted by your program will be held during the summer semester. Attendance is non-negotiable.
  ▪ The date will be provided in your acceptance letter.

☐ STEP 2 – Complete a physical examination, background check, drug test, and submit medical forms.
  ▪ You are required to have a physical examination conducted by a physician. This exam must be conducted in the same year as the consideration and no later than 30 days prior to the start of the semester.
  ▪ You’re also required to provide evidence of up-to-date immunizations before the start of the program. A list of required immunizations will be provided on the medical forms in your acceptance packet.
  ▪ A criminal background check and drug screening will be conducted via a third-party organization of the college’s choosing. More information will be provided in your acceptance packet regarding this requirement.

☐ STEP 3 – Transportation and additional course materials agreement.
  ▪ Health Science students are responsible for their own transportation to off-campus clinical/learning sites.
  ▪ Materials other than textbooks will be required and are purchased at the student’s expense. Materials may include (but are not limited to): uniforms, lab coats, and clinical supplies.

☐ STEP 4 – Technical Standards & Disability Statement
  ▪ The HIT program is physically demanding. Students will be expected to perform lifting, pushing, pulling, and carrying tasks to successfully practice in a lab setting, complete clinical affiliations, and/or safely treat patients. The college has a legal obligation to provide appropriate accommodations for students with documented disabilities.
  ▪ If you have a documented disability and are seeking accommodations, you should contact the Special Populations Department. It is your responsibility to initiate this process as soon as possible.

☐ STEP 5 – Academic Standards
  ▪ Upon official acceptance, HIT students are required to maintain the GPA requirements necessary for admission between the time they are accepted and the first day of classes. This means you cannot be placed on academic probation or suspension during this timeframe nor can your cumulative GPA fall below a 2.5.
  ▪ HIT students are also expected to successfully complete their program-specific courses with a grade of “C” or higher in order remain enrolled in their program.
  
  Note: This does not mean you can withdraw from a course due to poor performance in order to avoid penalty. A withdrawal counts as an unsuccessful completion of a course and will result in you being withdrawn from the HIT program.
Central Carolina Community College
Student Services

**Bookstore** – The Bookstore offers textbooks, course supplies, seasonal merchandise, and gifts.
Sanford: (919) 718-7275  
Lillington: (910) 814-8810  
Pittsboro: Textbooks online or at other campuses

**Business Office** – The Business Office collects tuition, fees, parking fines, and issues parking permits.
Sanford: (919) 718-7310  
Lillington: (910) 893-9101  
Pittsboro: (919) 545-6495

**Career Center** – The Career Center is available to assist students with career exploration, resume building, mock interviews, and additional career related topics.
Sanford: (919) 718-7396  
Lillington: (910) 814-8834  
Pittsboro: (919) 545-8054

**Financial Aid Office** – The Financial Aid Office offers individual assistance for students who have questions regarding grants, scholarships, and work study opportunities, please contact (919) 718-7229.

**Housing Assistance** – Please contact (919) 718-7300 for roommate and/or realtor information. The college does not have on campus housing.

**Placement Testing** – The Placement Testing Office administers the Accuplacer and the TEAS V test for allied health programs (Sanford only). Students must make an appointment for testing.
Sanford: (919) 718-7300  
Lillington: (910) 814-8863  
Pittsboro: (919) 545-8029

**Registrar’s Office** – The Registrar’s Office maintains all student records, evaluates transfer credit, releases official transcripts, and conducts graduation. For further information, please contact (919) 718-7201.

**Special Populations Office** – The Special Populations Office coordinates services and accommodations between students with disabilities and the college faculty. For further information, please contact (919) 718-7416.

**Special Programs Office** – The Special Programs Office assists eligible students with child care and students who are training in non-traditional occupations. For further information, please contact (919) 718-7276.

**Student Development Services** – The Student Development Services Office assists students with admissions procedures, curriculum advisement, and registration.
Sanford: (919) 718-7300  
Lillington: (910) 814-8863  
Pittsboro: (919) 545-8025

**TRiO Student Support Services** (SSS): The TRiO SSS programs assist eligible students with free academic and support services, including supplemental grant aid, on all campuses. Please contact (919) 718-7567 or sss@cccc.edu.

**Veteran Affairs Office** – The Veteran Affairs Office assists veterans and their eligible dependents in processing their applications to receive VA educational benefits. For further information, please contact (919) 718-7233.

**Veterans Upward Bound (VUB)**: VUB is a TRiO program that assists veterans with enrolling in college and completing college degrees. Services provided can include instruction in free refresher courses, tutoring, counseling, mentoring, and assistance in securing support services from other locally available resources for veterans. For further information contact (919) 718-7463 or veteransub@cccc.edu.