



Selection Process

The following criteria for selection will be utilized:

- Application Form
 - Must be typed or handwritten with no typographical or spelling errors
 - Must include Banner ID
 - Must include the @student.alamo.edu email address
 - Maximum application score is 10 points
- Prerequisite courses:
 - Completed courses will be scored based upon the letter grade for each course. Each letter grade will be converted to a numeric equivalent:
 - "A" equals 4 points
 - "B" equals 3 points
 - "C" equals 2 points
 - "D and F" will not be considered.
 - Students completing both BIOL 2401 and BIOL 2402 will have their scores averaged
 - A maximum score is 8 points
- Submit copy of [OLRN](#) successful completion ([Orientation to Online Learning](#))
- Acknowledge [Texas Success Initiative \(TSI\)](#) compliance

Students must be aware that a significant number of courses include both a lecture component and a lab component which generally means more anticipated class time than the credit hour of the course. Example: HITT 1341 has two (2) lecture hours and four (4) lab hours. This is equivalent to a total of six (6) hours anticipated class time per week for only 3 hours of college credit. For every class time hour, students must include an additional 30-60 or more minutes for reading, completing homework, and preparing for class. In the example, add three (3) additional hours to the six (6) hour class time, which equals a total of nine (9) hours per week devoted to this class alone.

Failure to successfully complete (grade C or better) any two (2) courses in the curricula, will result in the student being dropped from the program with no option to reapply. Students must communicate with the Program Director each semester prior to enrollment for next semester.

Request for graduation must be submitted to the College no later than the semester prior to the anticipated graduation date.

- Must be able to comply with the HIT Program Functional Abilities, Skills and Behaviors.
- In order to fulfill the requirements of the Health Information Technology program, students must be able to meet the physical and mental demands associated with the profession.
- These requirements include but are not limited to the following: standing, sitting, lifting, talking, seeing, communicating, etc. Time is spent sitting for entering and analyzing data. Electronic data entry is frequently required as sitting in front of the computer for several hours.
- Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner. Using clinical judgment for critical thinking, adhere to ethical standards of conduct. Ability to provide effective written, oral, nonverbal communication.
- Selection and notification of the 25 highest ranked applications will occur prior to the start of the Fall semester.



Acceptance Requirements

Students must provide proof of all required immunizations (Quick Reference Sheet) prior to completion of the **first fall program semester**. Some immunizations will need to be repeated as determined by the Clinical Coordinator.

Immunizations:

All students accepted into an Health Sciences program at St. Philip's College must present evidence of having met the following immunization requirements BEFORE the student will be allowed to begin any clinical assignment:

- **Tetanus, Diphtheria, Pertusis (Tdap)** - 1 within ten (10) years and thereafter a Td every 10 years.
 - **Measles/MumpsRubella (MMR)** - Proof of either: 1) MMR vaccine or up to date blood test showing you're immune to measles or mumps OR 2) Get 2 doses of MMR (1 dose now and the 2nd dose at least 28 days later).
 - **Rubella** - Proof of either: 1) MMR vaccine or up to date blood test showing you're immune to rubella OR 2) one does of MMR (although you may get 2 doses).
 - **Tuberculosis Skin Test (PPD)** - within one (1) year. If PPD result is positive, student must obtain chest x-ray report confirming no active case of tuberculosis (within 2 years). Some clinical sites may require another PPD.
 - **Hepatitis A** - Series of 2 vaccines over several months.
 - **Hepatitis B** - Proof of either: 1) documented evidence of a complete hep B vaccine series or an up to date blood test showing you're immune to hepatitis B OR 2) Get the 3-dose series (dose #1 now, #2 in a 1 month, #3 approximately 5 months after #2 and get an anti-HBs serologic tested 1 – 2 months after #3).
 - **Varicella (chicken pox)** - Proof of either: 1) a physician-documented history of disease 2) an up to date blood test that shows you're immune to varicella or 3) documentation of 2 doses of varicella immunizations (injections must be spaced 4 weeks apart).
 - **Meningitis** - required for any student under the age of 22.
 - **Flu (Influenza)** - Get 1 dose of influenza vaccine annually.
 - Additional immunizations may be required.
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- Students must provide **proof of health insurance** by the *semester prior to enrolling in the clinical course*.
 - Students **must complete a drug screen** upon completion of the program summer semester.
 - Students **must complete a criminal background check (CBC)** upon completion of the program summer semester. Effective for the Fall 2019 Cohort, a current CBC must be provided with the Application.
 - CPR certification (not the online version) may be required. Confirmation is pending.
 - Students not meeting the above 4 timelines will not be able to move forward in the program.
 - Information regarding immunizations, drug screen and background check will be provided to the student upon acceptance to the program via the Program Director or Student Handbook.
 - Student with felony or misdemeanor arrests or convictions must notify the Program Director prior to submitting an application for options to be discussed. It will not automatically rule out a student.