Medical Billing & Coding

Application for Admission 2016

SOUTHWESTERN™ ILLINOIS COLLEGE

2016 **Medical Billing & Coding Program** Admission Worksheet

Name_____

SWIC Student ID Number _____

To estimate your points for this application, refer to the MB&C Application Planning Guide at swic.edu/medical_billing_coding/.

All communication regarding your application status will be sent to your student.swic.edu email account.
Check your email frequently for important updates and information.

Section A Completion of PREREQUISITE high school/college courses

1. Use the most recent grade(s) for each subject. If you are currently enrolled, enter "CE" for "grade." **Enrollment in the Spring 2016 Semester may be too late for the acceptance process if the number of applicants exceeds the number of seats available**.
2. Any grades used should be within 10 years of April 1, 2016 for Fall 2016 Semester admission.
3. Two semesters of a state board of education approved high school credit or one semester of college credit with "C" or better each semester is required.

	Institution Where Course Was Taken	Identify Course Taken	Semester	Year	Grade(s)
Biology	_____	_____	_____	_____	_____
College courses must = SWIC BIOL 100, 101, 102, 105, 155, 156, 157 or 158					
Typing	_____	_____	_____	_____	_____
College courses must = SWIC OAT 171, 172 or 273					
OR Typing Proficiency Test			☐ Will Schedule		_____
Contact the Testing Center to schedule an appointment. Applicant must type 40 words per minute with three or fewer errors.					
Algebra	_____	_____	_____	_____	_____
College courses must = SWIC MATH 94, 97, 107, 111, 112 or 113					

Points Key

If your most recent grades or test scores are:

Section A: High School BIOL/ALG/Typing	or	Section A: College BIOL/ALG/Typing	Section A: Typing Test	Section B: SWIC GPA (4.0 system)	or	Section B: ACT	Then your points for each area will be:
A/A		A	>45 wpm	≥4.0		30 29 28 27 26	4.0
A/B or B/A			43-44	≥3.5<4.0		25 24 23 22 21	3.5
B/B or A/C		B	42-41	≥3.0<3.5		20 19 18 17	3.0
B/C or C/B			40	≥2.5<3.0		16 15	2.5
C/C		C		≥2.0<2.5			2.0

Section B ACT Score or SWIC GPA Option *(use points key from Page 2)*

	Composite Score	Year
ACT	_____	_____

(Must have been taken within 10 years of April 1, 2016, and most recent score is used. Students who have not completed the ACT or do not qualify to use the SWIC GPA option are not disqualified from applying but will receive zero points in this section.)

OR

SWIC GPA Option GPA _____

To use this option you must have received a letter grade of A - F for12 semester credits from Section C completed with a GPA of 2.0. (The higher point value from the ACT/SAT or GPA will be used in the point total for Section B.)

Section C General Education Course Work

Additional points are earned for completion of general education courses included in the SWIC Medical Billing & Coding degree program.

1. Record the institution where the course was taken, semester, year and grade for each course you've completed (the 10-year restriction does not apply). Please Note: courses with grades of "D" or "F" will not meet graduation requirements, but will be included in your SWIC GPA calculation. If you are currently enrolled, enter "CE" for "grade." **Enrollment in the Spring 2016 Semester may be too late for the acceptance process if the number of applicants exceeds the number of seats available.**

	Semester Credits	Institution Where Course Was Taken	Name of Course Taken	Semester	Year	Grade
BIOL 155 or 157	5					
BIOL 156 or 158	5					
ENG 101	3					
PSYC 151	3					
SPCH 151	3					
Human Relations Elective*	3					
TOTAL	22					

** Courses listed in catalog.*

The total for this section is determined by adding the number of semester credits completed with a grade of "B" or better. The chart below will be used to determine points for Section C.

=	22 hours =	4 points
≥	19 hours =	3 points
≥	13 hours =	2 points
≥	5 hours =	1 point

Section D Previous Degree

Proof of previous degree(s) requires submission of transcripts. Check one:

☐ Bachelor's Degree = 2 points

☐ Associate Degree = 1 point

For the class beginning Aug. 2016: The Medical Billing & Coding and HIT program collectively accepts 24.

Application and Selection Procedure:
This application must be submitted between Sept. 1, 2015 and April 1, 2016 for entry into the MB&C program Fall 2016 Semester, unless the application deadline has been extended.

All communication regarding your application status will be sent to your student.swic.edu email account.
Check your email frequently for important updates and information.

Applications may be submitted:

In person	**By mail**	Electronically
Belleville Campus Enrollment Services office – IS Room 1050 **Red Bud Campus** Student Development Office – Room 175 **Sam Wolf Granite City Campus** Administrative Office – Room 400	Send to: Southwestern Illinois College Enrollment Services office 2500 Carlyle Ave. Belleville, IL 62221	Student Center in eSTORM

Applicants may only submit an application to one Health Sciences program. Should you withdraw your application or be denied a seat in a 2016 program, you may then submit an application for a different program.

Supporting documentation (transcripts, test scores, etc.) **must be on file** in the Enrollment Services office, BC-IS Room 1050 by **identified deadlines,** unless the application deadline has been extended.

Required Supporting Documentation – DUE by APRIL 1, 2016:

- ☐ High school and college transcripts
- ☐ Transfer Credit Evaluation Request form, if transferring college courses
- ☐ COMPASS assessment scores which place you into ENG 101 or above and MATH 97 or above
- ☐ ACT score within 10 years of April 1, 2016 or qualify for SWIC GPA option
- ☐ Typing Proficiency Test Score (only if typing course has not been completed)
- ☐ Proof of residency

It is our policy to acknowledge receipt of your application. If you do not receive acknowledgement within 10 working days of your submission, it is <u>your responsibility</u> to call the Enrollment Services office at 866-942-SWIC (7942), ext. 5541 or 5542, or 618-235-2700, ext. 5541 or 5542 to resolve the matter.

Refer to the 2016-2017 college catalog for an explanation of the selection process, required background checks and drug testing.

I have read and understand the admission requirements outlined in the 2016-2017 college catalog for the Medical Billing & Coding program, MB&C planning guide and the directions on this application. I understand that if any part of the application is not completed, you will contact me through my student swic.edu email account, and failure to submit any of the documents by identified deadlines will automatically remove me from the application pool, unless the deadlines are extended.

Student Signature (Required):	SWIC Student ID Number:
Student Name: (last, first, middle):	Permanent Address (City, State and Zip):
Phone #: (_____) _____-_____	Date: / /

Questions?
Call the Enrollment Services office toll free in Illinois and from the Missouri 314- area code at 866-942-SWIC (7942), ext. 5541 or 5542, or 618-235-2700, ext. 5541 or 5542.

Keep a copy of this application for your records.
To estimate your points for this application, please refer to the MB&C Application Planning Guide at swic.edu/medical_billing_coding/.

Southwestern Illinois College Annual Campus Security and Fire Safety Report
Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, previously known as the Federal Student Right-to-Know and Campus Security Act of 1990 and the Higher Education Opportunity Act of 2008 (also known as the Clery Act), the Department of Public Safety publishes and distributes an annual Campus Security Report and Fire Safety Report by October of each year. The CSR lists the campus crime statistics, on campus and surrounding public property, and non-campus facilities, for the previous three years. The CSR/FSR also outlines the Public Safety department's authority, security policies, procedures for reporting crime, procedures for reporting sexual assaults/sex offenses and follow-up services, counseling and treatment services, crime prevention programs, accessibility of campus facilities and Substance Abuse Policy; and 2008 revisions of the Higher Education Opportunity Act with specific additions to hate crime reporting, emergency response and evacuation procedures, missing student notification and fire safety issues for institutions that maintain an on-campus student housing facility and the Violence Against Women Re-authorization Act of 2013 amendments to the Clery Act. You can obtain a copy of this report by contacting the Public Safety Department, 618-235-2700, ext. 5221; writing to the Director of Public Safety, 2500 Carlyle Ave., Belleville, IL, 62221, or by visiting http://www.swic.edu/publicsafety/csr.

Office Use Only	
Date Received_____ Initials _____ Campus: (circle) BC SWGCC RC SAFB	Correspondence _____ _____ _____