

Health Information Technology Program Application Planning Guide

This is not an application. This guide is intended to help applicants develop a readiness plan. An online application is available and may be submitted through your e-STORM account by selecting the “Program Applications” tile during the following period:

Campus	Admission	Application Period	Notice of Acceptance
Online	Fall 2027	September 1 – August 1, 2027	May – August 2027

The application and all supporting documentation must be submitted during the application period.

Application Requirements

A. Proof of Residency

Applicants who reside in-district receive priority admission over out-of-district and out-of-state students. Illinois residents may qualify for in-district status through an Interdistrict Cooperative Agreement. Proof of residency and any approved agreement must be on file with Enrollment Services prior to the application deadline.

B. Prerequisite Courses – Point Earning

To be eligible for the program, students must meet the requirements for English 101 and a math course (refer to the "Track Your Prerequisites" section for the list of math courses). Additionally, applicants must have completed two prerequisite courses: biology and algebra. These prerequisites can be fulfilled through high school or college coursework.

- The most recent qualifying courses will be used for the application.
- “C” grades or higher are required for all coursework.
- **High school coursework:** Two consecutive semesters of a high school course with a lab, taken at a school approved by the State Board of Education, are required.

The latest semester that coursework is accepted for the application cycle:

Program Admission	Final Accepted Term	Official Transcript Deadline
Fall 2027	Summer 2027	August 1, 2027

Application points for qualifying biology algebra prerequisite courses are assigned based on the following letter grades:

High School Coursework Grades	College Coursework Grades	Application Points
A/A	A	4.0
A/B or B/A		3.5
B/B or A/C	B	3.0
B/C or C/B		2.5
C/C	C	2.0

Track your prerequisite application points using the table below.

<u>Course</u>	<u>Institution</u>	<u>Semester/Year</u>	<u>Grade/Score</u>	<u>Points</u>
Biology: _____				/4

College courses must be equivalent to SWIC's 100, 101, 102, **105**, 155, 156, 157, or 158.

Algebra: _____	/4
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College courses must be equivalent to SWIC's 95, 97, **107**, 111, 112, 113, 114, 191, 203, 213

Section B Points: _____/8

Additional Application Point Opportunities

C. General Education Coursework – Point Earning

While not mandatory before applying, you can earn additional points towards your application by completing the required general education courses for the program. "C" grades or higher are required for all coursework; however, points are awarded based on the amount of credit hours completed with grades of "B" or higher.

Coursework through Summer 2027 is accepted. The deadline for official transcripts is August 1, 2027.

<u>Course</u>	<u>Semester/Year</u>	<u>Grade Earned</u>	<u>Credit Hours</u>	<u>"B" or higher</u>
Biology 105 or 157/158 or 155/156	_____	_____	4	☐
English 101	_____	_____	3	☐
Communications 151	_____	_____	3	☐
Psychology 151	_____	_____	3	☐
Human Relations Elective	_____	_____	3	☐

Total credit hours completed with a "B" or higher: _____

≥ 5 credit hours = 1 point
 ≥ 9 credit hours = 2 points
 ≥ 12 credit hours = 3 points
 = 16 credit hours = 4 points

Section C Points: _____/4

Math 107 is an additional general education course for the degree and may be taken in advance, although it does not earn application points in this section.

D. GPA, ACT, or SAT – Point Earning

Application points in this section are earned from their ACT or SAT score. Scores must be within 10 years of August 1, 2027. Students may use their GPA from the Health Information Technology general education courses if at least 12 of the 16 credit hours are completed with a GPA of 2.0 or higher.

The higher point value from the ACT, SAT, or GPA will be used.

Points Key			
ACT Score	SAT Score	GPA	Application Points
26-30	1240-1410	≥ 4.0	4
21-25	1060-1230	$\geq 3.5 < 4.0$	3.5
17-20	900-1050	$\geq 3.0 < 3.5$	3
15-16	810-890	$\geq 2.5 < 3.0$	2.5
		$\geq 2.0 < 2.5$	2

How to Calculate GPA				
Course	Credit Hours	Letter Grade	Letter Grade Points A=4, B=3, C=2	Calculation Credit Hours x Letter Grade Points
BIOL 105 or 157/158 or 155/156	4			
ENG 101	3			+
COMM 151	3			+
PSYC 151	3			+
Human Relations Elective	3			+

Total Calculated Points: = _____

Total Number of Completed Credit Hours: $\div$ _____

GPA: = _____

Application Points for GPA (see Points Key above): = _____

Section D Points: _____/4

E. Previous Degree – Point Earning

Applicants are awarded application points for attainment of a previous degree.

Degrees	Points	Select
Bachelor's degree	2	☐
Associate degree	1	☐

Section E Points: _____/2

★Total Application Points: _____/18

Post-Application Requirements

F. Compliance and Eligibility Requirements

Students accepted into the Health Information Technology program must complete the following:

- **Immunizations and Vaccinations** – All required immunizations and vaccinations must be up to date. These requirements will be further explained at the program orientation meeting.
- **Physical Examination and Health Insurance Coverage** – Proof must be provided before any clinical experience course.
- **Drug Screening** – A drug screening must be completed through the approved testing process outlined in the acceptance letter.
- **Fingerprint Criminal Background Check** – Students will need to complete the required background check. Details regarding accessing the online registration will be outlined in the program acceptance letter. Note: Licensure may be denied for certain felony convictions or violations. Refer to the Health Care Worker Background Check Act for a complete list of offenses.
- **Clinical Facility Requirements** – Students must meet all additional compliance requirements of assigned clinical facilities, including background and drug testing standards.

Items to submit prior to August 1, 2027:

- ✓ Online Health Information Technology application
- ✓ GED or HiSet verification (if applicable), high school transcripts, and all college transcripts
- ✓ Confirmation of English 101 and Math 97 or higher eligibility
- ✓ Transfer Credit Evaluation Request form for all college transcripts
- ✓ Proof of residency and, if applicable, an Interdistrict Cooperative Agreement
- ✓ ACT/SAT Scores if applicable

All communication regarding your application is sent to your SWIC email account.

Need assistance or have questions? Contact Academic Advising at Advising@swic.edu or 618-235-2700 ext. 5455.