



LAWRENCEVILLE | ALPHARETTA-NORTH FULTON

## Health Information Management Technology Degree Application Instructions

**Fall 2017 Application and Prerequisite Deadline: July 24, 2017**

**Step 1:** Print the attached **Health Information Management Technology Degree Application Form**. Read the instructions and application requirements carefully.

**Step 2:** Review your Gwinnett Tech Transcript to confirm that all prerequisites are accurately reflected.

**To review & print your Gwinnett Tech academic transcript:**

- Log on to [www.gtc-web.org](http://www.gtc-web.org)
- Click on "Student/Faculty Secure Area"
- User ID: Enter your student ID or social security number (without hyphens)
- PIN: Enter your birth date in 6-digit format (MMDDYY).
- Click on "Student Services and Financial Aid"
- Click on "Student Records"
- Click on "Academic Transcript"
- Click on "Submit"

**NOTE:** If any pre-requisites have been taken at other institutions and are not reflected on your Gwinnett Tech transcript, please e-mail [RegistrarsOffice@GwinnettTech.edu](mailto:RegistrarsOffice@GwinnettTech.edu) so that any missing prerequisite issues can be corrected well before the Fall 2017 application and prerequisite deadline **July 24, 2017**.

**Step 3:** Complete the **Health Information Management Technology Degree Application Form** with all required information. Be sure to attach a copy of your current **Gwinnett Tech transcript** you have printed from [www.gtc-web.org](http://www.gtc-web.org).

**Step 4:** Submit completed application packet to the Healthcare Enrollment Team in Building 100, no later than the Fall 2017 Application deadline **July 24, 2017**. Incomplete application packets will not be accepted.

**Gwinnett Technical College  
Health Information Management Technology Degree  
Competitive Selection Application**

**Fall Semester 2017  
Application and Prerequisite Deadline: July 24, 2017**

Please complete the Competitive Selection Application and attach all required documents. Neither the Competitive Selection Application nor supporting documentation will be accepted after the application deadline. Documents must be submitted as a complete packet and may not be submitted individually.

Applicant Information			
Student ID #:	_____ - _____ - _____	Date Submitted:	__ / __ / __
Full Name:			
	<i>Last</i>	<i>First</i>	<i>M.I.</i>
Address:			
	<i>Street Address</i>		<i>Apartment/Unit #</i>
	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
Home Phone:	( _____ ) _____ - _____	Cell Phone:	( _____ ) _____ - _____
E-mail Address:			

*Student must be currently enrolled or admitted to the Healthcare Science certificate pursuing admission to the Health Information Management Technology Degree program.*

	YES	NO	N/A
1. Have you submitted an official transcript to Admissions from all colleges previously attended?			

*For staff use only*

	Student has an active admissions file		All previous transcripts have been received
	Student is in good academic standing		Student has completed all prerequisite courses with a 2.5 GPA or higher.

## Gwinnett Technical College Health Information Management Technology Degree Competitive Selection Application

The Health Information Management Technology Degree program requires the following courses to be completed by the application and prerequisite deadline. Each course must be completed with a minimum grade of “C”. In addition to earning a minimum grade of “C” in each course, an overall GPA of 2.5 must be earned in the required prerequisite courses. A student may retake a course, however only the most recent attempt will be considered for the competitive selection process.

Please identify where and when each course was completed, and the letter grade attained. If you repeated a required course, please list information related to the **most recent attempt only**. Gwinnett Tech must have an official transcript on file for each college previously attended. Please view your Gwinnett Tech academic transcript through Self-Service BANNER Web to find the dates and grades for specific courses completed with Gwinnett Tech.

Required Course	College Where Completed	Term Completed	Letter Grade Earned	Grade Points (Enter appropriate points from key to the right.)	Column A Number of Credit Hours (Add hours from each class and enter total on line below)	Column B Enter Product of last 2 columns (Multiply Grade points by number of credit hours)	
ENGL 1101					3		<b>Letter Grade Point Key</b>  A = 4 B = 3 C = 2
MATH 1111					3		
ALHS 1090*					2		
BIOL 2113*					3		
BIOL 2113L*					1		
BIOL 2114*					3		
BIOL 2114L*					1		
MAST 1120					3		
				<b>Total:</b>	<b>19</b>		
<b>Enter total from Column B</b>		<b>÷</b>	<b>Enter total from Column A</b>		<b>=</b>	<b>Cumulative GPA</b>	
			<b>19</b>				

\*Course must be completed within five years of the competitive program Application and prerequisite deadline.

- I understand this application, along with all course information and supporting documents must be received by the Enrollment Support Center in Building 100 by the application and prerequisite deadline **July 24, 2017**.
- I have attached an unofficial copy of my Gwinnett Technical College transcript which I have printed from [www.gtc-web.org](http://www.gtc-web.org) and I have confirmed that all courses and grades listed above are accurately reflected therein.
- I understand completion of prerequisite courses and meeting other minimum requirements does not guarantee selection to the HIMT program.
- I understand the following courses will be required for graduation: FYES 1000 (unless exempt), one additional course from Areas II and IV. (Students are encouraged to complete the courses before entering the Health Information Management Technology program.)

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_