

# VALENCIA COLLEGE

## Associate in Science Degree in Health Information Technology

### Admission Guide

Catalog Year 2025-2026

The Health Information Technologist Program at Valencia College is Limited-Access. This guide outlines the admissions process, including program course requirements, application requirements, and the next steps after applying. This program equips students with the skills and experience needed to succeed as a Health Information Technologist.

---

### Admission Updates

No changes to the admission requirements for the 2025-2026 catalog

### Application Deadline:

Application Open	Application Close	Program Start Term
May 1, 2025	May 31, 2025	Fall 2025
Admission is Once Per Year		

### Health Information Technology Location:

Campus Location	Available Seats
Hybrid	32
International students on F-1 status are not eligible to apply for this program because it is offered primarily online	

## Complete Before Applying

Item	Details
Program Requirements	Confirm you meet all the program requirements outlined in this guide, including prerequisite classes, required minimum GPA, and ATI TEAS scores.
Valencia College General Admission	<p style="text-align: center;">Complete <b>ALL</b> the steps outlined in the <a href="#">Steps to Enrollment</a></p> <p><b>Applying to Valencia College</b> (This is the General Admission Application and not the secondary Allied Health Application)</p> <p><b>Submit transcripts:</b> Submit high school and college transcripts from all institutions attended. Transcripts must be posted to your Valencia record before applying. Students using AP/IB/CLEP scores for prerequisites must request official scores from collegeboard.org (AP/CLEP) or ibo.org (IB).  <i>* Transfer students who are not considered “first-time in college” do not need to submit a high school transcript.</i></p> <p><b>Placement Testing:</b> Meet Valencia College entry testing requirements</p> <p><b>Student Success Coach:</b> Meet with a Student Success Coach to ensure you’ve met all requirements.</p>
Confirm Eligibility	<p>You must be a U.S. Citizen, U.S. Permanent Resident, or International Student.</p> <p><i>*International Students:</i> In addition to the required background check for clinical compliance (post-acceptance), a second background check from your home country is required. For concerns regarding this requirement, contact the <a href="#">Health Sciences Compliance Office</a>.</p> <p><i>*Individuals with DACA, Temporary Protection Status, Refugee, or Asylee status must complete the <a href="#">Employment Authorization Document (EAD)</a> before applying.</i></p>
Age Requirement	Must be 18 or older by the <u>start</u> date of all Health Sciences Programs
Allied Health Info Session	Virtual or in-person <a href="#">information sessions</a> are held each term to discuss the program requirements.
Core Performance Standards	Review the Core Performance Standards Requirement
Transfer Courses	Transfer courses may need to be reviewed for potential course substitution or equivalency. This must be completed <u>before</u> submitting the program application. Transfer courses with ‘S’ or ‘P’ grades need to be reviewed for eligibility by the <a href="#">Health Sciences team</a>

## Program Course Requirements

The following points system is used to select eligible students. Student selection is based on the total number of points earned and overall GPA. All prerequisite courses must be completed by the application deadline with a grade of “C” or better. You may not repeat a course for grade forgiveness for which you previously earned a grade of A, B, or C.

**Minimum Overall GPA Requirement:** 2.0

**Modality - Hybrid:** All courses for this program will be offered **online**. Students will be required to complete some practical experiences on-site at a designated facility.

Program Course Prerequisites			
The following courses are <b>required</b> to be eligible for selection.			
Course	Title	CR	Points
HSC 1531	Medical Terminology	3	A=10, B=8, C=6
CGS 1060C or CGS 2100C	Computer Fundamentals	3	A=10, B=8, C=6
Additional Points – Required for Graduation			
The following courses are required for graduation with the degree. Completion of these courses with a minimum grade of C prior to the application deadline will result in additional admission points to be a competitive applicant.			
HIM 1453	Anatomy & Physiology	3	A=3, B=2, C=1
ENC 1101	Freshman Composition I	3	A=3, B=2, C=1
STA 2023	Statistical Methods	3	A=3, B=2, C=1
Humanities	<a href="#">Core Humanities</a>	3	A=3, B=2, C=1
POS 2041, AMH 2020, or AMH 2010 (AMH 2010 completed fall 2024 and beyond)	Civic Literacy	3	A=3, B=2, C=1
Science	<a href="#">Core Science</a>	3	A=3, B=2, C=1
<a href="#">Florida Civic Literacy Exam</a>	Passing Score: 60%	1	
Additional Points – Not Required for Graduation			
The following courses are not required for graduation with the degree. Completion of these courses with a minimum grade of C prior to the application deadline will result in additional admission points.			
HSC 1004 or SLS 1122	Introduction to Health Professions <b>or</b> New Student Experience	3	A=3, B=2, C=1
Alternate	Previous year applicants identified as Alternate	3	
Total Possible Points			42

## How to Apply to the Health Information Technology Program

Steps to Apply	Description
Submit a <a href="#">Secondary Health Information Technology Application</a> .	1. Submit a General Valencia College Application. (This must be completed first. ( <i>Active students <b><u>are not required</u></b> to submit a General Admission Application.</i> )  2. Submit a <a href="#">Health Information Technology Application</a>
Valencia Student Status	Your Valencia College Student Status <b>must</b> be “ <b>active</b> ” before submitting a secondary Health Information Technology application
Log In to the Application	Use your MyVC username and password. You must complete the entire application.
Submit the Application	Pay the \$15 non-refundable application fee. The application is <b><u>NOT</u></b> complete until payment is received.

### What Happens After You Apply

**Application Review Process:** The application reviews will occur over 4-6 weeks after the closing deadline. Admissions are based on a competitive points system.

**Application Notification:** Your application decision will be sent to your MyVC email. You must monitor your email for updates. You will receive one of the following responses below:

#### Response Type

Response Type	Description
Selected	Accepted into the Program. Must confirm acceptance
Alternate	May be offered a seat if one becomes available
Not Selected	Met program eligibility requirements, but not competitive for selection
Ineligible	Did not meet program eligibility requirements

### Requirements If Selected for Admission

**Mandatory Health Information Technology Orientation:** All accepted students must attend the Mandatory HIT Orientation, which is held before the program begins.

#### Orientation Dates

Term Begins	Orientation Date	Start of Term
Fall 2025	Tuesday, July 8, 2025	Monday, August 18, 2025

## Clinical Compliance Requirements

Compliance requirements and deadlines will be discussed during Orientation. Students who are accepted into a Health Sciences Program must submit the items listed below:

Item	Description
Background Check	Level II Background Check
Drug Screening	10 Panel Drug Screening
Fingerprints	To ensure students meet clinical requirements
CPR Certification	<b>American Heart Association</b> (AHA) Basic Life Support (BLS) CPR Certification
Required Vaccinations	1. <b>COVID-19</b> or Exemption Form 2. <b>Hepatitis B</b> 3. <b>Influenza</b> (Flu)* 4. <b>MMR</b> (Measles, Mumps, Rubella) 5. <b>Tdap</b> (Tetanus, Diphtheria, Pertussis) 6. <b>Tuberculosis</b> (TB) screening* 7. <b>Varicella</b> (Chickenpox) * Required Annually

## Contact Information

Question	Contact
Application Questions	<a href="mailto:healthscienceapplications@valenciacollege.edu">healthscienceapplications@valenciacollege.edu</a>
Compliance Questions	<a href="mailto:hscompliance@valenciacollege.edu">hscompliance@valenciacollege.edu</a>
Health Sciences Website	<a href="https://valenciacollege.edu/health">https://valenciacollege.edu/health</a>
Allied Health Info Session	<a href="https://valenciacollege.edu/HealthInfoSessions">https://valenciacollege.edu/HealthInfoSessions</a>
Valencia College Application	<a href="https://valenciacollege.edu/apply-credit/">https://valenciacollege.edu/apply-credit/</a>
Secondary Health Sciences App	<a href="https://valenciacollege.edu/apply-health">https://valenciacollege.edu/apply-health</a>
Valencia Assessment Center	<a href="https://valenciacollege.edu/teas">https://valenciacollege.edu/teas</a>
ATI TEAS Website	<a href="https://www.atitesting.com/teas/transcript">https://www.atitesting.com/teas/transcript</a>
ATI TEAS Matching Request Form	<a href="https://forms.valenciacollege.edu/assessment-ati-score-matching-request">https://forms.valenciacollege.edu/assessment-ati-score-matching-request</a>
Equal Opportunity Institution	<a href="https://valenciacollege.edu/about/equal-opportunity-title-ix/">https://valenciacollege.edu/about/equal-opportunity-title-ix/</a>

## Estimated Program Cost

Item	Cost Range
CastleBranch	\$192.99
<a href="#">Uniforms</a>	Up to \$200
Instructional Material	Up to \$800
Immunizations	Up to \$500

**\*Disclaimer:** Prices are subject to change. This cost does not include tuition

## CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

Health Information Technology is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Based on these requirements, the following list of "Core Performance Standards" has been developed. Each standard has an example of an activity, or activities, that a student will be required to perform while enrolled in the Health Information Technology program. These standards are a part of each Health Information Technology course and of the professional role expectation of a Health Information Technologist.

For the Health Information Technology Program, a qualified individual with a disability is one who, with or without reasonable accommodations or modifications, meets the essential eligibility requirements for participation in the program. Valencia College: School of Health Sciences makes no preadmission inquiries concerning an applicant's disability status. Information related to an applicant's disabilities is not a part of the information reviewed by the Admission Committee.

These Performance Standards should be used to assist students in identifying the academic and clinical expectations for all students. Students needing reasonable accommodations to fulfill required program outcomes or clinical expectations are encouraged to contact the [Office for Students with Disabilities](#) to engage in an interactive process regarding their request. It is the student's responsibility to notify and register with the Office for Students with Disabilities to identify and receive reasonable accommodations. Reasonable accommodations are effective only after engaging in this process and are not retroactive. Determination is made on an individual basis as to whether any accommodations or modifications can be reasonably made. [Valencia is an Equal Opportunity Institution.](#)

Core Performance Standards		
Criteria	Standard	Examples Of Required Activities
<b>Critical Thinking</b>	Critical thinking ability sufficient for safe clinical judgment. Ability to make fast decisions in stressful situations in a professional manner.	Identify cause-effect relationships in clinical situations and display good coping mechanisms.
<b>Interpersonal</b>	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients, families, and colleagues.
<b>Communication</b>	Communication abilities sufficient for interaction with others in verbal and written form.	Report data using appropriate data presentation techniques, and effective oral and written communication skills.
<b>Mobility</b>	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Move around workspaces, file rooms and office areas.
<b>Motor Skills</b>	Gross and fine motor abilities sufficient to keyboard, file, and code.	Use equipment, computers, and encoders programs.
<b>Hearing</b>	Auditory abilities sufficient to monitor and assess health needs.	Hear phones, alarms, emergency signals, and cries for help.
<b>Visual</b>	Visual ability sufficient for observation and assessment necessary in care of client records.	Prepare and process health information accurately.
<b>Tactile</b>	Tactile ability sufficient for processing health data.	Perform filing, coding, and preparing reports.