FALL 2011 APPLICATION INFORMATION

- **Health Records Technology Certificate and/or**
- **Coding Associate Career Pathway Certificate and/or**
- **Medical Transcriptionist Career Pathway Certificate**

IMPORTANT NOTICE THE APPLICATION PROCESS IS NOW BASED ON A POINT SYSTEM.
This application is an on-line application process with a $35 fee.
You must complete all steps to be considered.

1. PROGRAM COUNSELING & ADVISING

All of the information necessary to make a successful application to the **HRT Program** is included in the following pages. It is your responsibility to be aware of program entrance and certificate completion requirements.

For Counseling and Advising assistance in meeting program or application requirements, please go to Counseling and Advising in Building 1, Room 103 or E-mail HRTProgram@lanecc.edu.

The following information is intended for program entrance only and does not include information on courses required for degree completion. These can be found in the catalog listing for the program year 2011-2012.

2. APPLICATION PROCESS & DATES

2A. **Selection Criteria**.

Acceptance into this program is limited to **40** qualified applicants. Program admission *is based on a point allocation system*. In addition to admitted students, there will be a designated standby status. Standby students may be allowed into the program if an admitted student declines. Standby status is not given automatic "accept status" or "accept priority" the following year.

You are NOT considered an applicant to the program until you meet all application requirements.

2B. **Important Dates:**

Application opens: On-line App & Payment, forms and documents submission opens............... **Jun 1, 2011***
Application closes: On-line App & Payment, forms and documents submission closes .... **Jul 19, 2011***
Application notification: Program status announced..**Aug 5, 2011**
Mandatory orientation: Attendance required if accepted or standby status ....**3-5 p.m., Aug 18, 2011**

*Program On-line Application and Payment admission system opens approximately 12:15 a.m. and closes approximately 11:45 p.m. each day. You must submit your Program On-line Application and Payment before the system closes.

3. APPLICATION REQUIREMENTS

To apply to this program, you must complete and submit all of the following by the Application close date listed above. Details of requirements are provided in the following sections.

- Be admitted to Lane Community College as a college-credit student with an assigned L number.
- Submit transcripts, if required, to Enrollment Services.
- Have successfully completed program prerequisites or complete them prior to **Fall 2011.**
- Submit the Application Point Sheet, and documentation as required.
- Complete the HRT Program On-line Application and Payment process.

4. APPLICATION WORKSHEET & REQUIRED STEPS

Use this check list to make sure you complete all requirements.
You must complete all steps and submit all documentation by the close date listed above.
Keep this check list as a reference.

_____ 1. **E-mail Account.** You will need to obtain an E-mail address if you do not already have one. Lane's Enrollment Services and Health Professions Application Center use this E-mail address to send information.

> It is your responsibility to set your "spam filter" system to accept mail addresses containing @lanecc.edu . Do this even if you are currently receiving E-mails from Lane. We cannot be responsible for notices which are not received due to spam or junk mail handling.

_____ 2. **Admission to Lane as a <u>credit</u> student.** If you are not currently a <u>credit</u> Lane student, complete **Lane's college admission process** and obtain a student "L" number at http://www.lanecc.edu/es/admissions.html. Make sure to complete all "**Steps to Enroll in Credit Classes**" including testing.

_____ 3. **Advising**. Meet with a Health Professions counselor or advisor. See **Section 1**.

_____ 4. **Submit Transcripts (if required)** to Enrollment Services. All courses used for points must be recorded on your transcript.

> - <u>Do not</u> submit transcripts from Lane Community College to Enrollment Services or the HP Application Center.
> - <u>Sealed, official</u>, transcripts from schools other than Lane must be <u>received</u> by application close date. Transcripts may be submitted prior to application open date.
>   Lane Enrollment Services, ATTN: HP Transcript
>   4000 East 30th Ave., Eugene, OR 97405
> - <u>For schools other than Lane, submit UNOFFICAL transcripts</u> (web or photocopy) with your application point sheet.
> - Transcripts received at the Health Professions Application Center will <u>NOT</u> be forwarded to Enrollment Services.

_____ 5. **Request Course Equivalency Evaluation (if required).**

> Courses taken at other colleges may be eligible for use in the application process. Use the following steps and make sure to consult with a program advisor/counselor.
> *DO NOT DELAY. It is <u>your responsibility</u> to initiate the process early and make sure it has been completed by the application deadline.*
> 1. For colleges other than Lane, submit an official, sealed transcript to Enrollment Services. College transcripts received by Lane's Enrollment Services may be verified in *myLane*.
> 2. Go to the Enrollment Services website http://www.lanecc.edu/es/transferringcredits.html .
> 3. Review "General Information for Transferring Credits."
> 4. Select "Look up Transferable Credits" to check on transferrable classes. If your course(s) are listed with a Lane subject, course number and title, no further action is needed.
> 5. If the college/course is not listed or the equivalent is listed with a <u>1XX or 2XX course number</u>:
>   - Contact the Lane department or division which teaches the course and request a course equivalency evaluation.
>   - Submit a syllabus of the course taken with your request for course equivalency.
>   - Inform the department of the application deadline.
>   - *Make sure the department/division E-mails a copy of the approval to you.*
>   *Course equivalencies must be approved and received by the correct department or division and forwarded to Enrollment Services by the application deadline to be eligible for points.*

_____ 6. **Complete the HRT Application Point Sheet.** Complete all parts of the point sheet. Only courses and degrees which are completed and transcripted may be used for points. Course completion <u>is not</u> a requirement for applying to the program. However, points will be used to prioritize applications.

_____ **7. Submit application to the HP Application Center** (see Point Sheet for address):

> HRT Application Point Sheet,
> Web or photocopy of transcripts from schools other than Lane. **Do not** submit Lane transcripts.

_____ **8. Complete the HRT Program** On-line Application and Payment. You will be charged a **$35 non-refundable application fee**.

> Before you begin the On-line Application and Payment
> > You must have a student "L" number to complete this process.
> > You must have an E-mail address to complete this process.
> > You must have a Visa or MC credit card to pay the application fee.

Instruction on how to access and complete the On-line Application & Payment follows.

5. NOTIFICATION

Notification of your status will be announcements by **E-mail or through your myLane** portal by the date listed in **Section 2B.**

6. FALL 2011 ENROLLMENT REQUIREMENTS

If accepted or considered a standby to the program, you must complete the following.

Failure to do so will result in forfeiture of program eligibility.

- **Attend the Mandatory Program Orientation.** *Students accepted into the program or given standby status must attend the orientation session* – see **Section 2B.** Location will be announced in notification of program acceptance.

- **Complete Fall Term 2011 Enrollment academic requirements**
  - **HO 100,** 3credits, with a **letter** grade of C- or better.
  - **BT 120,** 3 credits, with a **letter** grade of C- or better.
  - **MTH 025 or higher,** 3 credits, with a **letter** grade of C- or better.

- **Submit documentation of program/clinical site requirements for students accepted into the program** (to be paid by student). *Wait until you have been accepted into the program to complete the following requirements.*

> > Physical exam and immunizations
> > CPR certification
> > Proof of health insurance
> > Drug testing
> > Background check may be required for clinical placement.

Specifics will be included in program acceptance or alternate notification and discussed at the Mandatory Orientation.

2011-12 Health Professions

Online Program Application & Payment

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Before you start your On-line Application & Payment session:
a. You must have applied for credit admissions to Lane and have a student L number.
b. You must have a personal e-mail account (Lane does not issue students Lane e-mail accounts).
c. You must have a credit card on which to charge the non-refundable application fee.
d. Complete the program Application Worksheet.

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Go to: .... https://exp.lanecc.edu/pls/lane/bwskalog.P_DispLoginNon Lane's Admission and Program Application website.

Apply Online: .... Click on this link

First time user account creation .... Click on this link at bottom of page.

Create a Login ID: .... Enter your L#. (If you have applied for admissions and have not yet received your L#, have the system to generate a G# for you. Make sure to keep your G number for reference!)

Create a new PIN:........................ Follow instructions on the web page.
- Do not use the same PIN you use to log into myLane, myLane, or Moodle.
- This PIN is only for the Application process and will not change your myLane PIN.
- Use this Application PIN to check on the status of your program application. Write it down!

Login:... Click this button located at bottom of page.

Continue: .... Click this bottom located at bottom of page.

Application Type:............................... Select the correct program application type from pull down menu. Make sure of your selection.

Continue: .... Click this button at bottom of page.

Apply for Admissions........................ By entering the correct information.

Admission Term:........................ Fall 2011. Enter from drop down menu. (For EMT Basic Spring/Summer, enter Spring 2011)

Enter Name:............................... Make sure your name matches the name you used in your *myLane* portal.

Fill Out Application..................... Click this button at bottom of page.

Application Checklist .... Click this link and complete each required section of the application.
- Follow the instructions provided on each screen.
- High School Section. *Some Health Professions programs require high school completion.*
- Previous College Section: List all previously attended institutions.

Application is Complete............. Click this button only when all sections have been completed.

or Finish Later .... Click this button to save your information.

Complete Payment .... You must pay the On-line Application fee with a Visa or MasterCard.

Signature Page................................... Click the button and read agreement information.
- Your On-line Application is dated and timed after submission of the Signature Page.
- This is an acknowledgement page and *does not require a signature. Ignore the "ERROR" message.*

Return to Application Menu............... Click this link at the bottom of the page. Your application is now listed as "submitted."

Lane Community College Admission Confirmation. An E-mail will be sent to you confirming your On-line Application and Payment and time. Retain this page for your reference.

In addition to your On-line Application and Payment, the following programs require additional form(s) and documentation. Details are in the Program Application Information & Forms.

Dental Assisting	*Medical Office Assistant*
Dental Hygiene	*Nursing*
EMT Paramedic	*Physical Therapy Assistant*
Health Records Technology	*Respiratory Care*

HRT Application Point Sheet
Print point sheet and submit as indicated in Section 4.
Program entrance is based on points and completion of the application process prior to the application deadline date.

Part 1.   School Listing & Transcripts. List all colleges/universities where you took classes which you are using for points and submit documentation as required:

All coursework taken at Lane (<u>do not</u> submit transcripts).

College/University	State	"Q"uarter or "S"emester

Part 2.   Point Sheet

- Only courses, degrees, and/or testing results which are completed and transcripted (posted) may be used for points. Complete information for each course you have competed. Indicate points earned in the right hand column for the corresponding letter grade received.
- Course completion <u>is not</u> a requirement for applying to the program. However, points will be used to prioritize applications. Part 2A Prerequisite Courses must be completed prior to Fall 2011 to be admitted to the program.

Part 2A. Prerequisite Courses. Indicate information for each of the following three prerequisite courses. If you have not yet completed the course, complete the "If taking information.	School	Term/ Year	# Credits	Grade/ Pass	Grade C	Grade B	Grade A	Indicate Points Earned
HO 100, 3 crds, OR				n/a	6	9	12	
If taking HO 100 Summer 2011, indicate school and number of credits.		Summer 2011		0	0	0	0	
BT 120, 3 crds, OR				n/a	6	9	12	
If taking BT 120 Summer 2011, indicate school and number of credits.		Summer 2011		0	0	0	0	
MTH 025, or higher, 3 or more crds Course taken: _____, OR				n/a	6	9	12	
If taking MT 025, or higher, Summer 2011, indicate school and number of credits. Course taking: _____		Summer 2011		0	0	0	0	
Part 2B. Program Degree Courses. List only courses which are completed and are transcripted.								
CS 120, 3 crds				n/a	6	9	12	
HIT 104, 3 crds				n/a	6	9	12	
						Indicate Total Course Points Earned		
2C. Additional Points.								
Prior college degree, associate, bachelors, masters, or higher. Transcript must indicate degree granted.							= 5 pts	
Indicate Total Points for Course Completion and Additional Points (*Points Possible 0-65*)								
Office use only.							Total points	

Part 3.   Application Conditions and Signature

Conditions of Application. (You must initial all to qualify)

_____ A.   I understand my application will not be returned and I am responsible for making a personal copy.

_____ B.   I understand I am NOT considered an applicant to the program unless all required admission steps, forms, and documentation have been received by the required dates. This includes the Program On-line Application and Payment Process.

_____ C.   I understand it is my responsibility to complete all HRT prerequisites courses as required before Fall term 2011. I understand if prerequisite courses are not completed and transcripted as required, I will not be able to enter the program.

_____ D.	I understand that should I be accepted into the program, conditions of enrollment <u>require</u> a physical, immunizations, CPR certification, criminal background check; drug screening; and health insurance and I am responsible for paying for these expenses. Details of these requirements will be included in letters of acceptance.

_____ E.	I understand it is my responsibility to complete all program requirements for degree completion and that I have one academic year to do so.

_____ F.	I hereby attest that all application information and documentation I have submitted in this packet is accurate and authentic.

Signature _____		Date _____

Submit:
HRT Program Application Point Sheet,
Web or photocopy of transcripts from schools other than Lane. **Do not** submit Lane transcripts.

Submit by mail. Must be <u>received</u> by deadline date. **Lane Community College** **Health Professions Application Center** **Attn: HRT Application** **4000 East 30th Ave.** **Eugene, OR 97405**	***Submit in person.** Staple forms and documentation. <u>Do not</u> place in an envelope. **Health Professions Application Center** **Building 4, across from room 204 –** *breezeway* *Date/time stamp* **(located next to the drop box)**

*If submitting in person, date/time stamp in this area: