

Health Info Tech MAR Checklist



This checklist gives an overview of the steps to apply for a HIT MAR Review.

Apply for Admission to Forsyth Tech

- Apply for admission if you are new to Forsyth Tech or if it has been more than one year since you registered for classes.
- <https://www.forsythtech.edu/students/apply/>

Submit Transcripts to Admissions & Records

- Submit high school transcripts, GED scores, and/or an official AP exam score report.
- If you completed any of the related courses at another college, submit those college transcripts to be evaluated for transfer credit.

Meet Minimum Requirements for English and Math

- You might meet the math and English readiness requirements if: you have already passed college-level English and math classes; you finished high school with a 2.5 or higher Unweighted GPA; you earned an Associate or Bachelor's degree; you made appropriate scores on a Forsyth Tech placement test.
 - You may need to enroll in ENG-011 + ENG-111 and MAT-052 + MAT-152 if you have not met the minimum requirements.

Schedule a Pre-Program Advising and Planning Meeting

- Meet with the Program Coordinator for Health Information Technology to discuss specifics about the program.
- Email the Program Coordinator, Daveta Strayhorn, dstrayhorn@forsythtech.edu to schedule a meeting.

Submit the MAR Application

- The application opens on January 8, 2025. Students who are certain that they want to enroll in Health Info Tech are encouraged to apply by March 14, 2025. The final deadline to apply is May 16, 2025.
- Log into TechLink before clicking on the link below.
- [Health Information Technology 2025 MAR Application Link](#)

Start taking Related Courses

- Several general education classes are required for the degree in Health Information Technology. You may begin taking the courses listed below before being officially enrolled in the program.
- [BIO-163](#) / [MAT-152](#) / [ENG-111](#) / [ENG-114](#) or [COM-231](#) / [PSY-150](#) / [CIS-110](#) / [HUM-115](#)

Check your Forsyth Tech email regularly

- After your MAR application is reviewed, you will receive an email with a summary of your qualifications. Be sure to follow any additional instructions provided in the email and promptly notify the reviewer of any concerns.
 - See page 4 for more information on what to expect after submitting your MAR application.
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Health Information Technology

Priority Deadline: **March 14, 2025**

Final Deadline: **May 16, 2025**

Health Information Technology

- Two-year Associate in Applied Science degree program.
- A maximum of 15 students are accepted to start each Fall (August).
- Students are admitted in the order they apply, as long as they meet the minimum English and Math readiness requirements listed on page 2.
- The MAR application opens in January, on the first day of classes.
- Until you are accepted to HIT, you will be enrolled in Associate in Arts-Health Tech Track. This track allows you to take some classes before being admitted to the program.
- There is a [time limit](#) for completion of the program.

1. Apply to Forsyth Tech

New Students: You must be admitted to Forsyth Tech before completing a MAR application.

Former Students: Reapply if it has been more than one year since you registered for classes.

Current Students: Students who are currently registered for classes, do not need a new Admissions application.

ALL APPLICANTS should ensure their state residency determination is up to date.

Online application for admission to Forsyth Tech: <https://www.forsythtech.edu/apply-ft/>

North Carolina Residency Determination Service: www.ncresidency.org

2. Verify that you meet the minimum readiness requirements

All applicants to health programs must demonstrate readiness for college-level English and Math. Your advisor can help you determine if you meet the readiness requirements.

COLLEGE ENGLISH READINESS	COLLEGE MATHEMATICS READINESS
<ul style="list-style-type: none"> <input type="checkbox"/> Option 1: You have completed or received transfer credit for ENG 111. <input type="checkbox"/> Option 2: You have completed or received waiver credit for <u>all</u> of the following: DRE 096, DRE 097, DRE 098. <input type="checkbox"/> Option 3: You have completed or received waiver credit for ENG 002 with a minimum grade of P2. <input type="checkbox"/> Option 4: You have completed or received waiver credit for ENG 011 or are currently enrolled in ENG 111/011. <input type="checkbox"/> Option 5: An earned associate or bachelor's degree from a regionally accredited institution. <input type="checkbox"/> Option 6: Completion of placement test and achievement of appropriate scores. <u>If you took the placement test elsewhere, you MUST submit those scores to Forsyth Tech Admissions & Records.</u> <input type="checkbox"/> Option 7: Graduate of a US high school with a GPA of 2.5 or higher. 	<ul style="list-style-type: none"> <input type="checkbox"/> Option 1: You have completed or received transfer credit for <u>one</u> of the following -- MAT 143, MAT 152, MAT 171 (or a higher-level math). <input type="checkbox"/> Option 2: You have completed or received waiver credit for <u>all</u> of the following: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050. <input type="checkbox"/> Option 3: You have completed or received waiver credit for MAT 003 with a minimum grade of P2. <input type="checkbox"/> Option 4: You have completed or received waiver credit for MAT 043 or are currently enrolled in MAT 143/043. <input type="checkbox"/> Option 5: An earned associate or bachelor's degree from a regionally accredited institution. <input type="checkbox"/> Option 6: Completion of placement test and achievement of appropriate scores. <u>If you took the placement test elsewhere, you MUST submit those scores to Forsyth Tech Admissions & Records.</u> <input type="checkbox"/> Option 7: Graduate of a US high school with a GPA of 2.5 or higher.

3. Submit official transcripts (and/or AP scores)

Electronic transcripts can be sent directly from a school or transcript management company to admissions@forsythtech.edu. Transcripts emailed by the student are not accepted.

Paper transcripts can be mailed to:

*Forsyth Technical Community College
Attn: Admissions
2100 Silas Creek Parkway
Winston Salem, NC 27103-5197*

Hand delivered transcripts must be in the original **sealed** envelope and dropped off at the Student Care desk on the Main Campus.

Transcript Recommendations

- We strongly recommend that you submit official high school transcript or GED scores. Transcripts can help us determine whether you have met the readiness requirements.
- If you have completed any of the Related Courses at another college, we must have the official transcripts on file to review for transfer credit.
- For students who took AP exams in high school, an official score report from College Board must be on file to review for transfer credit.

Your MAR Review will be based on documents in your file at the time of the review.

4. Complete a Pre-Program Advising and Planning Meeting

To learn specifics about the program, schedule a pre-program advising and planning meeting. The meeting will be personalized and informative. You may ask questions about class scheduling, clinicals, transfer credits, and more.

Contact:

Daveta Strayhorn

Program Coordinator for Health Information Technologies

dstrayhorn@forsythtech.edu

336-734-7664

5. Submit the MAR Application

You must be logged into TechLink before clicking on the link to apply.

Application opens: January 8, 2025

[2025 Health Information Technology MAR Application](#)

Early Deadline: March 14, 2025. Final Deadline: May 16, 2025.

Students who are certain that they want to enroll in HIT are encouraged to apply by March 14, 2025 for the best chance of admission. The final deadline to apply is May 16, 2025. Qualified students who apply by the final deadline will only be admitted if seats are available.

What to expect after submitting the application

- A confirmation message will be shown on the screen after you submit your application.
- We will communicate using your Forsyth Tech email address. Check your email daily and keep your phone number up to date under the User Profile in MyForsythTech.
- Advisors often start reviewing applications after the priority deadline. Once we review your application, you will receive an email with a summary of your qualifications and an admissions decision. Review this information carefully and follow any instructions that are provided.

General Education/Related Courses for HIT

Associate in Arts-Health Tech Track (AA-HT) is the correct program for students who plan to apply to Health Information Technology. The AA-HT track allows you to start taking the general education courses that are required for your degree before you are officially admitted to the program. You are *not* required to complete these classes before applying.

Listed below are the general education/related courses for Health Information Technology

Related Courses for Health Information Technology			
Course	Course Title	Credit Hours	Notes
ENG 111	Writing and Inquiry	3	<i>ENG-011 may be a required co-requisite for students who do not meet the minimum readiness requirement.</i>
MAT 152	Statistical Methods I	4	<i>No math substitutions. MAT-052 may be a required co-requisite for students who do not meet the readiness requirement.</i>
BIO 163	Basic Anatomy & Physiology	5	<i>Applicants are strongly encouraged to take Anatomy & Physiology prior to enrollment. BIO 168 + 169 or BIO 165 + 166 will be accepted as a substitute.</i>
ENG 114 or COM 231	Professional Research & Reporting or Public Speaking	3	
CIS 110	Introduction to Computers	3	
PSY 150	General Psychology	3	
HUM 115	Critical Thinking	3	

Additional Information for Accepted Students

Time Limit

Students must complete the HIT Program within four years, starting with the first semester they enroll in HIT courses. Once enrolled in the HIT Program, students who do not take HIT courses for one year will be placed on inactive status. Students who have been placed on inactive status will be permitted to return to the HIT program once, and they must meet the enrollment and curriculum requirements in effect for the year in which they return.

Background Clearance

All applicants who are accepted to HIT will be required to complete the standard Health Technologies criteria for working at a clinical site. **Accepted students will receive information about these requirements at the program orientation.** The required criteria include:

- Health Screening
- Documentation of Immunizations
- Criminal background check and drug testing

These requirements are determined by clinical sites and agencies. Although HIT students do not deliver patient care, the program requires training within a variety of medical/healthcare facilities. During the first semester of the program, students must meet the clinical site clearance criteria. Your information will be reviewed by the clinical site to determine eligibility.

Program Orientation

An online orientation session will be scheduled just before the start of the Fall semester. Students will register for HIT classes and receive additional information during orientation. Accepted students will be notified of the date and time via email.

Questions about these requirements should be directed to the HIT Program Coordinator, Daveta Strayhorn.

Deferred Action Childhood Arrival (DACA) and Undocumented Students Policy

Current NCCCS policy allows DACA and undocumented applicants to enroll at Forsyth Tech at the out of state tuition cost. However, acceptance to the college does not guarantee acceptance to a specific program.

DACA students are eligible to apply to an Allied Health/Nursing program.

Undocumented students are not eligible for consideration to Allied Health or Nursing programs. According to North Carolina and Federal law, undocumented students are not eligible for North Carolina professional licensure.

This policy is subject to change without notice based upon federal and state regulations.

August 2022