



700 Logan College Road
Carterville, Illinois 62918

HEALTH INFORMATION TECHNOLOGY PROGRAM

This packet contains information for the full-time program beginning August 2012.

Dear Prospective Student:

Thank you for your interest in the Health Information Technology (HIT) Program at John A. Logan College (JALC) offered through the Southern Illinois Collegiate Common Market (SICCM). Graduates of this program earn an Associate in Applied Science Degree in Health Information Technology.

The College has an open admission policy; however, there are some programs which have additional entrance requirements. Attached you will find an information packet about the HIT program at JALC, an application for the HIT program and an application for the pre-entrance examination. **You must contact the Admissions Office to obtain information about general admission to John A. Logan College.**

The **applicant must:**

1. achieve a competitive level score on the pre-entrance examination: **ASSET – Intermediate Algebra,**
2. complete a three-minute timed typing test to determine proficiency in typing or a need to complete BUS 116 or 117,
3. submit all required documents listed in this packet under **Admission Requirements** to the designated office by **March 1, 2012** and
4. complete all necessary general entrance requirements for the College, as determined by the Admissions Office.

The career that you are considering is truly exciting! The Health Information Technician possesses both administrative and technical skills necessary to maintain components of health record systems consistent with the medical, administrative, ethical, legal, accreditation and regulatory requirements of the health care delivery system. The individual plays an important role in ensuring the health care facility receives maximum reimbursement for treatment rendered.

Further information is included in this packet and available on our website at www.jalc.edu/admissions/assessment/hcpa.php. We encourage you to thoroughly review the packet and website prior to applying to the program. Best wishes in your educational endeavors.

Best Regards,

Tom Cardwell
Director of Assessment

Valerie Barko
Associate Dean for Health & Public Service

Changes Effective 10/11/11

DIRECT EXTENSION ACCESS: (618) 985-2828 or 457-7676
OPERATOR: (618) 985-3741, 549-7335, 542-8612, 937-3438, TTY: 985-2752
WEB SITE: <http://www.jalc.edu>

PROFESSION

Health Information Technology (HIT) is an Associate Degree in Applied Science Program. The Health Information Technician possesses both administrative and technical skills necessary to maintain components of health record systems consistent with the medical, administrative, ethical, legal, accreditation and regulatory requirements of the health care delivery system. The individual plays an important role in ensuring the health care facility receives maximum reimbursement for treatment rendered. Since reimbursement is based on the diagnosis listed in the medical record, this is accomplished by analyzing and coding the medical record accurately.

The program emphasizes the administrative/management aspect of health care. Types of positions often obtained in hospitals include the areas of: Director or Assistant of a Health Information Department; Coding; Release of Information; Quality Improvement; Risk Management; and Tumor Registry.

Health Information Technicians have traditionally been employed in hospitals. However, with changing health care needs, professionals have chosen careers in physicians' group practices, managed care groups, home health care, hospices, long-term care and ambulatory surgery. Additionally, careers in health information management go beyond health care facilities. Professionals work in insurance companies, peer review organizations, accounting firms, consulting companies, law firms, computer equipment companies, prisons, contracted service agencies, and virtually any business organization where data storage and retrieval is of great importance. The future job outlook is excellent.

PROGRAM

The Health Information Technology (two-year) Associate Degree of Applied Science Program is offered through the Southern Illinois Collegiate Common Market (SICCM) and is a cooperative program with John A. Logan College, Kaskaskia College, Rend Lake College and Shawnee Community College.

Students should apply for admission to the HIT program through their home community college. Each fall, a maximum of six students are admitted from each campus. Entrance requirements are based on the ASSET test [limit of two ASSET tests a year] taken by interested students. Test scores are compiled and top ranking students are admitted until the allotted six slots are filled. If a campus does not fill all student slots, the vacant slots are given to the remaining campus to utilize. Students register for all courses, both HIT and general education, at his/her home campus. Entrance into the program may be on a part-time or full-time basis. Students who plan to enroll full-time have priority over part-time applicants. Students planning to enroll part-time must have all general education courses completed prior to the fall semester they plan to start the program. They must also receive permission from the SICCM HIT Director to attend part-time.

The program curriculum includes general education courses, which are all taken at the home campus and HIT courses (professional). It should be noted that medical terminology, advanced medical terminology and medical transcription are all required courses that the home campus offers. Also, each individual campus total HIT program credit requirement is slightly different based on differences in credit requirements of general education courses. Some HIT courses are taught in the evening and some during the day based on part-time faculty availability. No HIT courses are taught on the weekend. Only one section of the HIT courses in the HIT program is offered in a semester. Generally, the HIT courses are taught at the SICCM centralized lab. For any given semester, courses at each campus are scheduled one after the other in order to reduce student transportation requirements. This requirement means that some students may be required to travel an hour or more in order to take classes. Once admitted to the program, many students car pool. Clinical practicums are required in the second year of the program. These consist of two full days a week spent in health information departments of area hospitals. Students will be assigned to clinical sites as close to their home as possible, but students may have to travel considerable distances.

PROGRAM OBJECTIVES

Upon completion of this HIT program, the technician must be able to demonstrate the entry-level competencies for Health Information Technicians. The graduate will possess the technical skills necessary to:

- Maintain health records systems consistent with medical legal, ethical, and administrative requirements;
- Interpret and implement various regulations of the modern health care delivery system;
- Apply specific standards in analyzing and evaluating records;
- Compile various statistical reports;
- Code diseases, systems, operations, and procedures;
- Design, select, implement and evaluate departmental operations and information systems;
- Monitor healthcare reimbursement systems by analyzing case-mix payment rates to determine reimbursement optimization;
- Maintain and utilize a variety of health record indexes, storage;
- Understand the importance of confidential communications and apply the principles of release of information; and
- Develop and maintain the electronic health record.

ADMISSION REQUIREMENTS

The following admission procedures shall be followed by all prospective applicants seeking admission to the JALC and SICCM HIT program. Failure to comply with the deadline dates designated by JALC and SICCM will automatically terminate the application for the program.

The admission procedures for the HIT program are the same for John A. Logan College, Kaskaskia College, Rend Lake College and Shawnee Community College. Each college does give preference to its in-district students. Students may apply at only one community college for entrance into a program. Applications and testing will be cross-checked among the campuses.

These admission procedures are in accordance with Illinois law. The law requires that programs not having sufficient space and resources to accommodate all applicants will accept those applicants best qualified, using ranking, ability and achievement test scores as guides, with preference given equally to students residing in the district or in a joint agreement district.

The JALC and SICCM HIT program admission process does not discriminate on the basis of race, creed, color, national origin, gender, age, or the presence of a non-job-related condition or disability.

To be considered for admission in the full-time program beginning Fall 2012, an applicant must meet these criteria and submit the following credentials to the designated office by March 1, 2012:

1. HIT general education course requirement MAT 120 is listed in the HIT curriculum guide under the first year fall semester of the HIT program. If an applicant does not have a minimum score on the COMPASS or ASSET placement exam for MAT 120, they should have prerequisite MAT 062 for MAT 120 completed with a minimum grade of a "C" by the end of the summer semester prior to the fall semester the applicant plans to start the HIT program.
2. Submit a properly completed application for general admission and return it to the Admissions Office by **March 1, 2012**, if **not** currently enrolled in courses at JALC.

When completing an application for general admission the applicant must indicate that they are seeking a JALC degree. Also, indicate the area of study as an Associate of General Studies (**AGS**) with the PSC Code: **1.2**, and the CIP Code: **240102D**.

3. COMPASS **or** ASSET placement exams are required by JALC in reading, writing and math. Contact the Assessment Office at (618) 985-2828 Ext. 8518 to register for a placement exam. If COMPASS or ASSET placement exams were completed at another institution, submit the current

exam scores to the Assessment Office by **March 1, 2012**. Placement exam scores will only be accepted if taken within the past three years.

Regardless of the COMPASS or ASSET placement or any test score taken for general college admission, and any resultant remedial courses required, all applicants desiring to apply for the HIT program will be allowed to take the HIT pre-entrance exam. However, if an applicant scores low on any general admission placement test, counselors may advise against continuing the HIT application process.

4. Complete and return the attached Health Information Technology Program application to the Assessment Office when you register for the first test, or by **March 1, 2012**.
5. Complete and return the attached Health Information Technology pre-entrance exam application to the Assessment Office when you register for the first test, or by **March 1, 2012**.

If an applicant tested the previous academic year and chooses not to retest in the current academic year, they must submit a written request along with the program application in order for the previous test score to be considered. In this instance, no entrance exam application is necessary.

6. Request **all transcripts** be sent to the Admissions Office by **March 1, 2012**. A high school transcript or proof of GED with passing scores is required of applicants who have not completed a full semester at an accredited college or university. If the applicant has completed a full semester or more of accepted course work at a college or university, other than JALC, then evaluated college transcripts are required, not high school transcripts. Transcripts **must** show when the course was taken and the grade received. **Official college transcripts must be received and evaluated in JALC Admissions Office by March 1, 2012.** The Assessment Office has access to courses taken at JALC, therefore, a JALC transcript does not need to be submitted.
7. **All applicants must submit proof of current residency to the Assessment Office by March 1, 2012.** The following forms may serve as acceptable proof of residency to be **RANKED** as an in-district applicant:

- a valid driver's license with an in-district address
- a valid state identification card with an in-district address
- a valid voter's registration card that indicates JALC College District
- a current real estate tax bill that indicates property is owned within the JALC College District
- a joint agreement approved by JALC's V.P. for Instruction

In-district and joint agreement applicants will be placed in the ranking before applicants out-of-district, if one of the above forms of acceptable proof is received in the Assessment Office by March 1, 2012. If one of the above forms of acceptable proof is not received in the Assessment Office by March 1, 2012, the applicant will be placed in the ranking after in-district and joint agreement applicants that submitted acceptable proof.

Although the following forms may serve as proof to receive the in-district tuition status for an approved course or curriculum, these forms **DO NOT** qualify as acceptable proof of residency to be **RANKED** as an in-district applicant, therefore, the applicant will be placed in the ranking after in-district and joint agreement applicants:

- an employer letter that indicates employment in JALC College District
- a notarized letter that indicates residence in JALC College District
- a chargeback approved by JALC's V.P. for Instruction

Verification must show the applicants name with their current address. Acceptance letters will only be sent to in-district addresses for in-district students with the exception of joint agreement

applicants. Post Office boxes are not accepted as proof of residency. New driver's licenses now show both P.O. Box and street address.

Out-of District Applicants Attending Through Joint Agreement

Out-of-district applicants enrolling in the **Health Information Technology Program** at John A. Logan College through a joint agreement with **[currently JALC has not entered a joint agreement with any other community college for Health Information Technology]** will attend on the same basis as in-district applicants including paying tuition, fees and any other charges applicable to in-district applicants. However, applicants attending under a joint agreement must agree to register for only those courses that are part of the declared joint agreement program. Any prerequisite course work or course outside of the joint agreement program must be completed at the applicant's home institution or the applicant will pay out-of-district rates at John A. Logan College. Joint agreement applicants will be responsible for withdrawing from courses that are not part of their declared joint agreement program or agree to pay out-of-district tuition for non-eligible courses. Completion of prerequisite courses does not result in preferential treatment for programs with special admission. Please note that these joint agreements are subject to change.

An applicant, who wishes to enroll in the **Health Information Technology Program** that is not offered at their home institution, but is included in the joint agreement with John A. Logan College, will:

First, have a letter sent from their home institution stating that the applicant is eligible to participate in the specific program covered by the agreement and

Second, sign a joint agreement form stating that they understand that only courses included under the joint agreement are eligible for in-district tuition.

The eligibility letter and joint agreement form should be sent to:
John A. Logan College
Cindy D. Johnson, Director to the V.P. for Instruction
700 Logan College Road – Room A17
Carterville, IL 62918

If an applicant has any questions regarding a joint agreement or chargeback, they should contact JALC's V.P. for Instruction Office at (618) 985-2828 Ext. 8407.

Out-of District Applicants Attending Through Chargeback

An out-of-district applicant who wishes to enroll in the **Health Information Technology Program** that is not offered at their home institution, and is not included in the joint agreement with John A. Logan College, must first obtain authorization from the sending institution for partial student support to attend John A. Logan College, which is referred to as a chargeback. Applicants attending through a chargeback must agree to enroll in only the curriculum approved by the sending institution or the applicant will assume responsibility for full tuition and fees incurred for the unapproved courses or curriculum. **In-district and joint agreement applicants will be placed in the ranking before out-of-district applicants attending on a chargeback.**

8. Obtain a competitive score on the pre-entrance examination for the college. This score is based upon the **ASSET – Intermediate Algebra** [Form D] results. Asset tests, no matter which form, may be taken a maximum of 2 times in one academic year. Total testing time is approximately 45 minutes. **No one may take the test if they do not have a photo ID the day of the test.** Tests will be held in the Assessment Office in Room C205B. Complete and return the forms to the Assessment Office, Room C205, between November 1st and March 1st to register for the HIT pre-entrance exam. The \$10.00 registration fee, per test, must be paid at the time of registration. This may only be done between the hours of 8:15 a.m. – 3:15 p.m. to allow time to complete the payment form that you must take down to the Business Office with your payment. The Business

Office accepts credit/debit card, money order, cashier's check, personal check, or cash. Please contact the Business Office with questions regarding acceptable forms of payment. A total of 2 tests may be taken per academic year and only 1 test per month may be taken. Changes to exam and fees may occur at anytime!

A three-minute timed typing [keyboard] test will be required to determine a proficiency of 30 wpm with three errors allowed. If the score received is less than the 30 wpm required, BUS 116 or 117 will be required for the program. The test will be a three-minute timed writing, from straight typed copy, on an IBM Compatible computer system. The test will utilize timed writing software. A three-minute warm-up will be given, followed by a three-minute timed writing.

Additional information about the pre-entrance exam can be accessed by going to www.act.org/asset/pdf/StudentGuide.pdf. This document may be viewed or printed which contains a Sample Skills Test for the Intermediate Algebra section listed on page 17. Answers to the Sample Items are listed on page 20. Calculators will be provided by the Assessment Office during the Intermediate Algebra section.

To be eligible for Fall 2012 admission, testing must be complete and scores available to the college by March 1, 2012. Determination of the list of accepted students will be made from the applicants who have tested and applied by March 1st.

Each college has six admission slots, for a total class size of twenty-four students. Admission lists will be ranked and determined separately at each college, for the six student slots accorded that college and by the applications submitted to that college.

The six top-scoring applicants from each college will be admitted to the SICCM HIT program. A list of accepted applicants will be developed by mid-March, the spring before the start of the program. Accepted applicants will be informed of admission into the program by the admitting college beginning in May 2012 and will have ten days from the date mailed, to return the response form enclosed in the acceptance letter. Should an accepted applicant choose not to enter the program, the next applicant in the rank order for that campus will be notified of acceptance. If no response is obtained, the applicant will be dropped from future consideration and the next alternate on the list will be notified of acceptance. Letters of notification of alternate list or denial into the program will be mailed when all positions are filled.

If an applicant is accepted into the program and chooses not to enter the fall program, any future admission must be by re-application. All applicants must make application for each year they wish to be considered for entrance into the HIT program. ASSET – Intermediate Algebra and 3 minute typing results will be considered valid for two years.

No student may be admitted to any individual Southern Illinois Collegiate Common Market program more than *two times* within a *five year period*. After withdrawing from a single program two times, the student will be allowed to enter any other SICCM program *only one time*. "Withdrawing" is defined as declining a previously accepted admission invitation within ten weeks of program start time and/or withdrawing from class attendance before completing the first semester. Each campus may consider exceptions for extreme cases of unanticipated, non-elective health issues of self and family.

Letters of notification of provisional acceptance to the top six (6) applicants on the ranking list will be mailed beginning in May 2012. Applicants that are selected will have ten days from the date mailed, to return the response form enclosed in the acceptance letter. If no response is obtained, the applicant will be dropped from future consideration and the next alternate on the list will be notified of acceptance. Letters of notification of alternate list or denial into the program will be mailed when all positions are filled.

It is extremely important to abide by the deadline dates outlined in this packet. It is the applicant's responsibility to assure that these documents have been received in the designated office by the deadline dates.

If you have questions regarding this information, you may contact any of the people below:

Tom Cardwell
Director of Assessment
John A. Logan College
700 Logan College Road
Carterville, IL 62918
(618) 985-3741 Ext. 8496

Matt Yusko
Assessment Coordinator
John A. Logan College
700 Logan College Road
Carterville, IL 62918
(618) 985-3741 Ext. 8617

Tish Majewski
Assessment Coordinator
John A. Logan College
700 Logan College Road
Carterville, IL 62918
(618) 985-3741 Ext. 8247

TOM CARDWELL, MATT YUSKO AND TISH MAJEWSKI ARE THE ONLY ADVISORS STUDENTS SHOULD SEE FOR ADVISEMENT AND REGISTRATION TO INSURE ALL ENTRY REQUIREMENTS ARE MET FOR THE HEALTH INFORMATION TECHNOLOGY PROGRAM.

ACCREDITATION STATUS

The SICCM HIT program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education of the American Health Information Management Association. Graduates of the SICCM HIT program will qualify to sit for the national certification examination. This examination is given throughout the year. Successful completion of this exam confers the title of Registered Health Information Technician – RHIT.

BACCALAUREATE OPTION

Upon completion of an Associate Degree in the Health Information Technology Program, students will qualify to apply for admission into one of two baccalaureate degree programs at Southern Illinois University Carbondale in the College of Applied Sciences and Arts (CASA). Students may select either a degree in Advanced Technical Studies with an emphasis in Advanced Office Systems, or students may select a degree in Health Care Management, which emphasizes supervision. Students also may qualify for the Capstone Option. For additional information, contact CASA Advisement Support at (618) 453-8840.

TUITION AND FEES

Costs will vary among the three participating institutions because tuition fees per credit are not the same at all campuses. For specific campus tuition, consult individual school catalogs. Within this highly mobile program, admitted HIT students will be responsible for the following expenses:

1. Tuition, \$92.00 per credit hour for the 2011/2012 school year,
2. College fees, which include:
 - Program fees (\$20.00 per HIT course),
3. Books,
4. Costs of transportation to HIT courses and clinical practicum sites,
5. Physical exam,
6. Tests: *TB skin tests and/or possible chest x-rays,
7. Cost for background check (approximately \$37.00, but can be more depending on how many different counties/states the student has lived),
8. Cost for drug screening (\$46.00).

*Potential HIT students should **not** purchase or schedule anything until after they have been accepted and registered to begin the HIT program.*

Note: All costs listed above are estimates and subject to change. **The HIT student should have planned for meeting these financial obligations before entering the HIT program.**

For additional information, please contact Christine Froemling, Assistant Director of SICCM HIT program, at (618) 942-6902 or cfroemling@siccm.com.

FINANCIAL AID

A variety of financial aid exists at each of the five participating institutions. The applicant should contact the Financial Aid Office at the school to which he/she is applying. Some of the types of financial aid presently offered are:

- Federal Pell Grants/FSEOG
- Illinois State Map Grant
- College Work Study
- Scholarships

LEGAL LIMITATIONS

A felony conviction may adversely affect the graduate's ability to sit for certification examinations and/or obtain certification, registration and/or licensure to practice in Illinois and other states. It also influences whether hospitals and other health agencies will accept the student for clinical education experiences required for graduation. Therefore, Southern Illinois Collegiate Common Market requires accepted students to complete a criminal history background check prior to beginning the HIT program. Information about this process will be provided to the student when they are informed of acceptance into the program.

As a condition of assignments to clinical educational experiences, admitted students will also be required to submit to a drug screening. The screening will be completed by a party selected by the Southern Illinois Collegiate Common Market, and paid for by the student. Information about the drug screen will be sent to a newly admitted student by Southern Illinois Collegiate Common Market in an admission packet.

CURRICULUM COURSE REQUIREMENTS

Retention in the HIT program requires that the HIT student earn a grade of "C" or better in all HIT courses and maintain an overall GPA of 2.0 ("C") or better. Grades of "D", "E", or "F" are considered failing. If a student fails any one of the HIT courses, the course must be repeated with a passing grade ("A", "B", or "C"). HIT courses are only offered once a year, so the student will have to wait to take courses until a prerequisite course has been completed with a passing grade. All courses must be taken in sequence as specified by course prerequisites unless permission is granted by the program director.

Prospective HIT students should **not** purchase any materials or supplies until AFTER they have been accepted and have registered for classes. Questions regarding uniforms, schedules, requirements, etc. will be answered for accepted students during an orientation session with the Health Information Technology Director.

Admission packets describing the drug screening information, criminal background check, job shadowing, physical examination, vaccinations and immunizations will be mailed to successful applicants in June 2012. These packets will contain the forms and deadlines necessary to complete those requirements prior to the start of class.

Health Information Technology students must earn a minimum grade of a "C" in all HIT courses listed in the curriculum guide.

It is the responsibility of all interested applicants to view the current HIT curriculum guide and course descriptions online at the following links:

- http://www.jalc.edu/catalog/curriculum_guides/healthinformationtechnologydegree.pdf
- http://www.jalc.edu/catalog/course_descriptions/hit_health_information_technology.pdf

GENERAL EDUCATION COURSES

BIO 101 – Biology for Science Majors	4 credits
BUS 215 – Introduction to Medical Terminology	3 credits
CIS 101 – Introduction to Computers	3 credits
MAT 120 – Elementary Statistics ¹	3 credits
BIO 105 – Human Anatomy and Physiology	3 credits
BUS 216 – Advanced Medical Terminology	3 credits
ENG 101 – English Composition I	3 credits
SPE 115 – Speech	3 credits
<i>Elective</i> – (Humanities/Fine Arts or Social/Behavioral Sciences) ²	3 credits

¹ Prerequisite for MAT 120 is MAT 062 with a minimum grade of a “C”.

² Elective must be an IAI (Illinois Approved Initiative) course.

All applicants are strongly encouraged to successfully complete the above HIT general education courses with a minimum grade of a “C” prior to the fall semester they plan to start the HIT program, so that they may increase their probability of success in the program.



Application for Admission to the JALC and SICCM Health Information Technology Program for Fall 2012

JALC 7 digit ID# _____

Name _____
Last First MI Maiden

Address _____
Street City/State/Zip Code

Phone _____ Social Security No. _____

Date of Birth _____ Email _____

To which college HIT program are you applying with THIS application?
____ John A. Logan College
____ Kaskaskia College
____ Rend Lake College
____ Shawnee Community College

In which college district are you a legal resident, as of March 1, 2012?
____ John A. Logan College
____ Kaskaskia College
____ Rend Lake College
____ Shawnee Community College

Last High School Attended: _____ City: _____ State: _____

Did you graduate? ____ YES ____ NO OR, do you hold a GED Certificate?
____ YES ____ NO

Are you transferring courses taken at another college for consideration within the Health Information Technology Program curriculum? ____ YES ____ NO

If YES, list all colleges from which you have requested official transcripts. Identify any earned credential and/or degree, including field of study:

College Name	Location	Date of Attendance
Credential/Degree		Field of Study

College Name	Location	Date of Attendance
Credential/Degree		Field of Study

Will transcripts be submitted under any other name(s)? ____ YES ____ NO

If so, list name(s): _____

The undersigned certifies that the information contained herein is true, complete, and correct. It also certifies that the applicant has read the informational packet online, and agrees to all application procedures.

Applicant's Signature _____ Date _____

The SICCM HIT program admission process does not discriminate on the basis of race, creed, color, national origin, gender, age, or the presence of a non-job related condition or disability. Each college does give preference to its in-district students.



Health Information Technology Pre-Entrance Exam Application

Exam to be used for final class placement for the full-time program beginning Fall 2012.

Please print this application, fill out completely and return to the Assessment Office in Room C205. **The \$10.00 registration fee, per test, must be paid at the time of registration.** This may only be done between the hours of 8:15 a.m. – 3:15 p.m. to allow time to complete the payment form that you must take down to the Business Office with your payment. The Business Office accepts credit/debit card, money order, cashier's check, personal check, or cash. Please contact the Business Office with questions regarding acceptable forms of payment. Since your seat is being reserved for a test session the \$10.00 registration fee cannot be transferred to another test session [NON-TRANSFERABLE] or refunded if you do not attend the session for which you were applying [NON-REFUNDABLE]. Changes to exam and fees may occur at anytime! ***No one may take the test if they do not have a photo ID the day of the test.*** A total of 2 tests may be taken per academic year and only 1 test per month may be taken.

Name _____
Last First MI Maiden

Address _____
Street City/State/Zip Code

Phone _____ Social Security Number _____

Please consider my results for: ***Health Information Technology Program***

Do you have a disability which may require accommodations for testing? Yes ___ No ___

If yes, you must provide documentation of your disability and the need for accommodations to Student Support Services in Room C219 within seven (7) working days of this request or seven (7) days prior to the test date.

NOTE: An exam date will be scheduled between the student and Matt Yusko in the Assessment Office after accommodations have been approved by Student Support Services.

Have you taken the **ASSET – Intermediate Algebra** placement examination before? Yes ___ No ___

If yes, when? _____

Return to the Assessment Office in Room C205 to schedule a pre-entrance exam and typing test. Set aside 45 minutes for testing. Tests will be administered between November 1, 2011 and March 1, 2012, unless SICCM authorizes additional testing beyond the March 1, 2012 deadline for each campus.

FOR OFFICE USE ONLY:					
Test Date	@	on	Receipt #	Amount	Date Paid
Test Date	@	on	Receipt #	Amount	Date Paid
Test Date	@	on	Receipt #	Amount	Date Paid

The undersigned certifies that the information contained herein is true, complete, and correct. It also certifies that the applicant has read the informational packet online, and agrees to all application procedures.

Applicant's Signature _____

Date _____