Slide 1: Welcome to the HIT/CIM Academic Planning Presentation! I am the lead academic counselor for the HIT/CIM online programs. This presentation has been prepared to provide you with important course planning information.

Slide 2: The goals of this presentation is for you to gain the knowledge and skill to help you put together a student educational plan to reach your goal.

Slide 3: An important step for you is to thoroughly review all links on our HIT/CIM website!

Slide 4: Our website details the requirements of our four online programs. The HIT AS degree, leading toward eligibility for the Registered Health Information Technician (RHIT) credential exam; the Medical Coding Specialist Certificate program, preparing students for the Certified Coding Associate (CCA) credential exam; and the CIM AS degree and Certificates, leading toward eligibility for the Cancer Tumor Registrar (CTR) credential exam.

Slide 5: We offer two Associate Degrees and two Certificates. The difference between a degree and a certificate is that the degree requires both department or major requirements and general education requirements, while the certificate only includes department requirements.

Slide 6: General Education requirements can be completed through online SBCC courses or through your local college. This slide lists those SBCC courses that are offered online and meet each area. You can also find this information on the 'Programs' tab of our website.

If you have previous college coursework that you would like to apply toward these requirements, please follow the transcript evaluation procedures outlined on our website under the 'How to Apply & Enroll' tab.

For online students who have not previously completed English and Math, it is highly recommended that you complete those courses at your local community college due to the fact that SBCC requires in-person assessment testing and in addition, does not offer all levels of English and Math courses in the online format. You should email me with course descriptions of these courses from your local college to get approval prior to taking the courses. schuyler@sbcc.edu.

Slide 7: The next three slides list the major requirements for each of our programs. This information can also be found on the 'Programs' tab of our website. Notice that across all programs, the first three courses are the same – COMP 101, HIT 135 and BMS 146. These are essential foundation courses.

Slide 8: You will note that all but two of the requirements for the Medical Coding Specialist Certificate also apply toward the HIT AS degree requirements! Many students begin by pursuing the Medical Coding Specialist Certificate, then proceed on to the HIT AS degree.

Slide 9: The CIM Major Requirements are the same for both the Certificate and the AS Degree. The Certificate option is only available to students who already have an Associate degree or higher in any field.

Slide 10: In planning your courses, you must be aware of specific course prerequisites. Some prerequisites must be completed in advance of another course, others may be taken concurrently. Go to the 'Course Information' tab to find information on specific course prerequisites. On this same page, you
will find the procedure to get a prerequisite hold lifted by using a Prerequisite Challenge Form.

**Slide 11:** Please reference our website for procedures to transfer coursework in from another college. Go to the 'Transcript Evaluations' subtab under the 'How to Apply & Enroll' tab.

**Slide 12:** There are many considerations that you must factor in when planning your courses. Now that you know about required classes and prerequisites, you must also factor in your comfort with computers, your learning style, whether you may face any learning challenges, and how much time you have to commit to your studies.

My strongest recommendation is to start out slow to get familiar with our system. Once you are in classes, you will be able to better adjust your schedule for future semesters. For example, you may want to start out with just one or two classes in your first semester, based on our course load guidelines on our website. If that level of coursework is going smoothly for you, then you could consider increasing your course load for the next semester.

*The number one mistake that I see students make is taking on too much in their first semester, getting overwhelmed, and then letting their grades slip. It can be a downward spiral from there. Start out smart!*

**Slide 13:** The next 8 slides show sample plans for our programs based on full time or part time student status. These are just sample plans – each student situation is unique, so each plan ends up being unique as well!

Please review the slides related to the programs you are interested and take special note of the minimum time lengths to complete programs. Keep in mind that the time length varies depending on how many courses a student takes per semester, and these sample plans list out the MINIMUM time required.

Also note that not all courses are available each semester:

- For HIT major requirements, all courses are offered in the Fall and in the Spring, but only BMS 146, HIT 135, HIT 201 and HIT 204 are offered in the Summer.
- For CIM major requirements, CIM courses may not all be offered each Fall and Spring. Slide 19 specifies which courses can be expected in which semesters.

**Slide 21:** You've made it through the presentation! Now is the time to take the information you have learned and apply it to your own student educational plan. We have prepared a form for you to complete and submit to get counselor feedback. The form is available at the 'Academic Planning' tab of our website. NOTE: For those students who have applicable coursework from other college, please complete the Transcript Evaluation Request steps prior to submitting your SEP.

**Slide 22:** Thank you for your time and attention to this presentation. For specific planning questions, you may email or call Gwyer Schuyler at schuyler@sbcc.edu or 805/965-0581 x2569.