

**Bachelor of Applied Science in Health Services Administration Program
Admission Requirements Checklist**

The Health Services Administration program will accept applications continually throughout the year.

- New students must complete the St. Petersburg College Admission Application and pay the non-refundable fee. Returning students must complete the online Readmission steps in MySPC if you have not enrolled in the previous six semesters.
- Submit official, unopened (sealed) high school or GED transcripts indicating completion of standard high school diploma or equivalency. We do not accept unofficial copies or official copies that have been opened. Applicants who have earned an Associate in Arts, Associate in Science, Associate in Applied Science, Baccalaureate, or higher degree from a regionally accredited institution are waived from this requirement.
- Submit official, unopened (sealed) transcripts from all regionally accredited college(s) and/or universities currently or previously attended. We do not accept unofficial copies or official copies that have been opened. Note: Transcripts from schools outside the U.S. must be evaluated by a NACES approved agency.
- Students must demonstrate they are at college level in Writing, Reading, and Math either through appropriate test scores or through appropriate course completion.
- Students must have a cumulative grade point average of 2.00 on a 4.00 scale in all postsecondary coursework. Your Academic Standing can have an impact on your admission, enrollment, and financial aid eligibility. See the SPC Academic Standing Policy for details.
- Students must meet the following criteria to be considered for admission:
 - Completion of sixty (60) credit hours from a regionally accredited institution on your SPC transcript; fifteen (15) credits must be transferable general education coursework.
 - Must have **one** of the following criteria:
 - Regionally accredited degree, certificate, or diploma in a Health Care or Human Services discipline posted to your SPC transcript
 - Work or volunteer experience in a Health Care or Human Services field (two years is strongly recommended)
- Subplan Specific Admission Criteria:
 - The Respiratory Care Subplan requires students possess an active/unrestricted unencumbered license as a Registered Respiratory Therapist from any state or province. If a student currently resides in a state that does offer respiratory licensure, an active unrestricted or unencumbered Registered Respiratory Therapist (RRT) credential issued by the National Board of Respiratory Care (NBRC) will suffice.
 - The Clinical Documentation Improvement (CDI) Subplan must possess **one** of the following criteria:
 - Hold active, unencumbered RN License
 - Registered Health Information Administrator Certification (RHIA)
 - Registered Health Information Technician Certification (RHIT)
 - A.S. Degree in an allied health field of study and approved work experience
- Submit the Baccalaureate Health Programs Application at https://webapps.spcollege.edu/hec/app_ud/apply.

Admission Information

- All qualified students will be offered admission and be eligible to enroll in an upcoming 8-week term. Five fast track sessions are available throughout the year; January, March, May, August, and October.
- If a student has not met the admission criteria an email will be sent to the student’s SPC Email; it is encouraged the student discuss missing admission criteria with an academic advisor and re-apply when eligible.
- All students will receive an admission status update sent to their MySPC Email within three (3) weeks of submitting an application.
- Once the online Program Orientation and Intent to Participate survey is completed the student will receive a Welcome Letter and be able to enroll in courses.
- It is the student’s responsibility to verify admission criteria has been met for the program.

Cost of Program

Estimated tuition costs are based on Florida resident rates; out-of-state residents will have higher tuition fees. Tuition costs do not include any additional lower division General Education, Foreign Language or Support coursework to meet graduation requirements. Fees include online fee for online classes.

Estimated Costs

Tuition	Physical & Immunizations	Drug & Background Screenings	Lab & other fees	Textbooks	Liability Insurance	Total
\$7,143	Not Required*	Not Required*	\$600	\$1,800.00	\$45.00	\$ 8,553

***** (PLEASE NOTE: ANY ADDITIONAL CREDITS NEEDED TO COMPLETE GENERAL EDUCATION REQUIREMENTS WILL INCREASE THE TOTAL COST OF THE PROGRAM.)*****

Accessibility Services

St. Petersburg College is committed to providing quality education and services to all students by ensuring that admission, academic programs, support services, student activities, and campus facilities are accessible to and usable by qualified students with disabilities. Each specific health program has its own technical standards which all students must meet with or without an accommodation(s). To help students achieve success, Accessibility Services works with students, faculty, and staff to coordinate the provision of reasonable accommodations. To put your accommodations in place, please contact the Health Education Center (HEC) Accessibility Services (AS) at 727-341-4141 or <https://www.spcollege.edu/current-students/student-affairs/student-support-resources/accessibility-services> even if you are registered with another campus.

St. Petersburg College is committed to equal access/equal opportunity in its programs, activities, and employment. For additional information visit [SPC EAEQ](#).

Transfer Coursework

Transfer courses for which there is no direct SPC equivalent will be posted as elective credit and designate with a ‘999’ course number. If you believe a course posted as an elective should satisfy a degree requirement, you may submit a request for an Alternate Satisfaction. To initiate the alternate satisfaction request/review process: Complete the Alternative Satisfaction Survey, <https://web.spcollege.edu/survey/21215>.

Graduation Requirements

In addition to satisfying the General Education course requirements, students must:

- Complete all core courses required for their program
- earn a cumulative 2.0 GPA in all courses completed
- earn a cumulative 2.0 GPA in all courses completed at SPC

- ***ENHANCED WORLD VIEW**

Students must demonstrate competency through successful completion of an approved Enhanced World View course. The Enhanced World View Requirement is waived with a prior AA or higher degree. The following courses may satisfy both the General Education Humanities & Fine Arts Core and Enhanced World View course requirements:

ARH 1000 Understanding Art 3 credits

HUM 1020 Introduction to Humanities 3 credits

- ****CIVIC LITERACY**

Students entering an A.S. Degree program in the 2022-2023 academic school year and thereafter must demonstrate competency through successful completion of one of the following Civic Literacy courses and assessment exam prior to program completion. The Civic Literacy Requirement **is not waived** by a prior AA or higher degree. The following courses may satisfy both the General Education Social & Behavioral Sciences Core and Civic Literacy course requirements:

POS 2041 American National Government 3 credits

AMH 2020 History of the United States II 3 credits

AND by achieving a 60% passing score on the Florida Civic Literacy Examination (FCLE)

The following are alternatives to the Civic Literacy course and Florida Civic Literacy Examination (FCLE). The following AP and CLEP scores may satisfy both the Civic Literacy Course and Exam requirements:

AP Government and Politics: United States Score: 3

AP United States History Score: 4

CLEP: American Government Score: 50