Petition Process the Health Unit Coordinator program

WCTC’s Health Unit Coordinator (HUC) program use a petition process to move students into core program courses. The petition process is important in securing core classes necessary to individual programs, and it is more effective than a waitlist approach.

- Core courses can be clinical, or clinical and theory, depending on the program. All have a course number which begins with the following: 501-XXX (HUC).
- The petition window is held once a year: September 1-15.

Acceptance deferral to core courses

Students who are prepared to begin core courses should submit a petition packet. If a petition is accepted and the student chooses not to begin, their petition will be voided. They must submit a new petition packet — during a petition window — when they are ready to enter. All petition documents are destroyed after status notification.

Students who petition and do not get into classes are required to submit a petition packet during the designated petition window until they are admitted into the core courses.

Student selection for petition process

Students will:

- Be selected based on completion of program requirements and date of program application completion.
- Receive an email from the program advisor within 60 days of the petition window deadline. Students should not call or email to inquire about the selection process.

Additional information and requirements

Once a student is accepted, they will need:

- An acceptable Criminal Background check. Some violations prohibit obtaining clinical placement and subsequent employment in career paths. For questions regarding histories, speak with the Allied Health coordinator.
- To complete a health requirements document as outlined on the program petition form.
- To attend a mandatory orientation session held on campus, prior to the start of classes. Specific dates and times are noted on petition documents or will be sent to students via email.

Core program course readiness

The program material within core courses for HUC is demanding and requires a solid commitment from the student. Below are considerations for determining if a student is ready for the workload.

- Working while completing core courses. Core courses demand an extraordinary amount of time, both in and out of class. It is recommended that students focus solely on their studies or work part time.
- Completion of general education courses. All general education courses must be completed with a grade of ‘C’ or better before a student can consider taking core courses. See the petition form for program details.
- Timing. Students need to consider if the timing is “right,” given other non-school obligations, such as work and family.
- The right fit. Students are encouraged to fully research their career field before determining if their program choice is the proper fit. WCTC’s Counseling and Career Center staff can help with career exploration.
PETITION FORM - CORE HEALTH UNIT COORDINATOR COURSES

Note: Only students who have applied to and have been officially admitted to WCTC’s Health Unit Coordinator Program are eligible to petition. Address updates shall be done at the Enrollment Center.

Name: _____________________________________________ ID: 000______________________ Date: ___________
Phone #: ______________________________ WCTC Student Email: ______________________________

Priority admission will be given to students who have completed the following requirements:

_____ General Allied Education Requirements with a grade of C or better - X as complete or IP if in progress:
   _____ 501-107 Intro to Healthcare Computing
   _____ 501-101 Medical Terminology or _____ 501-150 EML 1 and _____ 501-151 EML 2
   _____ 501-104 Healthcare Customer Service

Provide written documentation / copies of the following:

_____ All Transfer of Credit from other colleges must be posted to your OIS by the petition date. If you are currently enrolled in a course at a different college, provide proof of that enrollment and submit an official transcript upon completion of that course.

_____ Attach - Copy of OIS – unofficial college transcript with courses highlighted (MyWCTC - “my account OIS”). If you are transferring in credits from another college, submit your official transcripts to the WCTC’s Admission office. For questions about transfer credits, please contact: transfercredit@wctc.edu.

Please read and check off the following statements – I understand that:

☐ If I am selected and choose not to begin the Core HUC courses, or chosen as “alternate” and do not begin the Core HUC Courses my petition will be voided and I must submit a new petition packet when I am ready. Deferring to another year is not an option.

☐ I will be notified via college email on or before October 7, 2016 if I have or have not been selected for Core HUC courses. DO NOT call or email to inquire about your status.

☐ Criminal Background Check and Health Requirements documentation needs to be completed and delivered to the Allied Health office – H102 no later than December 1, 2016. DO NOT submit with your petition to H102.

☐ Both document packs are available for pick up in H102

Forms are accepted only between 9/1/2016 and 9/15/2016.

Place your packet in a sealed envelope with your name, ID number and program name and submit to the Counseling and Advising Center, ATTN: Lauri Fialkowski -C021, no later than the 4:30 PM deadline on 9/15/2016. Mailed packets must be postmarked no later than 9/15/2016. Early, late or incomplete packets WILL NOT be considered.

Student signature: ___________________________ Date: _________________