

Step-by-Step Guide

on

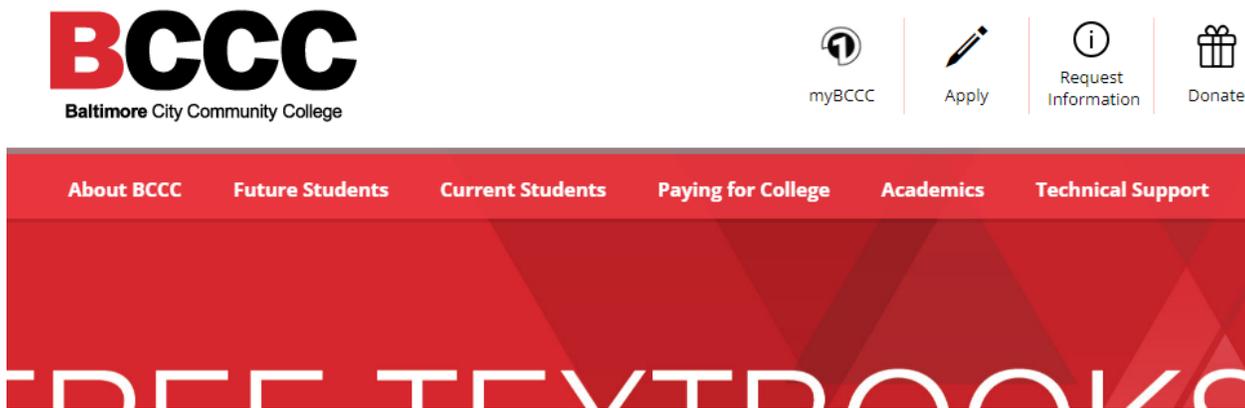
How To Access the Fall 2024 HIT / Coding Specialist Application *by Computer*

Step 1:

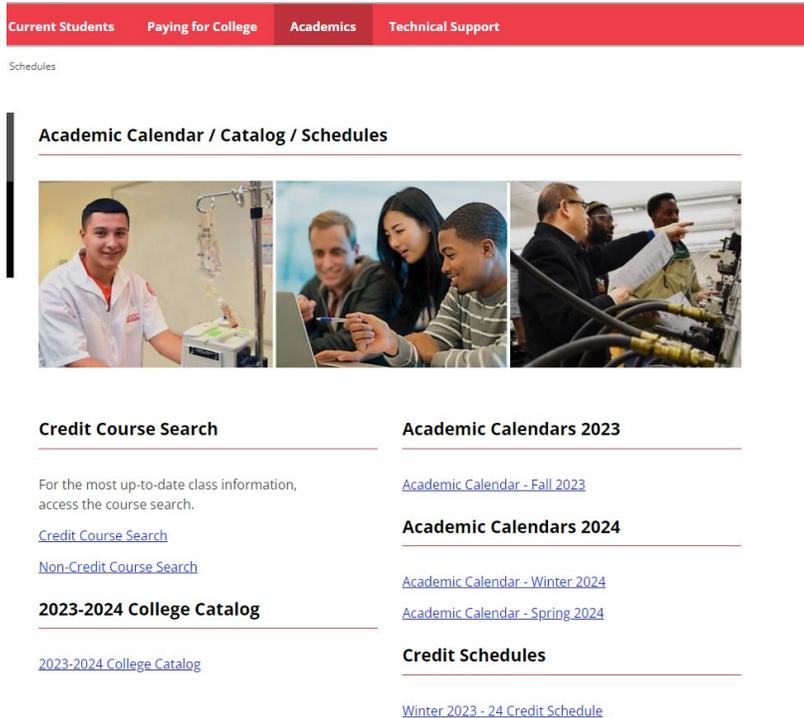
Visit www.bccc.edu

Step 2:

Point the cursor on the “Academics” tab to display the drop-down menu, but do not select.



If you select the “Academics” tab, it will display the screen shown below.



Step 3:

From the drop-down menu, select **“Degrees, Certificates and Career Pathways”**.



Step 4:

Under **“Associate Degrees”** scroll down the alphabetized menu to find **“Health Information Technology, AAS.”**

Or

Under **“Certificate Programs”** scroll down the alphabetized menu to find **“Coding Specialist.”**

Degrees, Certificates & Career Pathways



Start with workforce training, move on to a certificate or complete your associate degree. You choose your direction. We build your future.

Associate Degrees

[Accounting, AAS](#)
[Addiction Counseling, AAS](#)
[Allied Human Services, AA](#)
[Arts & Sciences Transfer](#)
Concentrations

[Actuarial Science, AOC, AS](#)
[Art, AOC, AA](#)
[Music, AOC, AA](#)
[Psychology, AOC, AA](#)

Certificate Programs

[Accounting \(M211\)](#)
[Addiction Counseling \(M128\)](#)
[Allied Human Services \(M048\)](#)
[Biotechnology Lab Science \(M405\)](#)
[Coding Specialist \(M205\)](#)
[Computer-Aided Drafting and Design \(M717\)](#)
[Construction Supervision \(M401\)](#)
[Cyber Security and Assurance \(M710\)](#)
[Early Childhood Education \(M251\)](#)

Step 5:

Select “**Health Information Technology, AAS**” under *Associate Degrees* or select “**Coding Specialist**” under *Certificate Programs* to access the Health Information Technology or Coding Specialist page.

[Health Information Technology, AAS](#)
[Law Enforcement and Correctional Administration, AAS](#)

[Law Enforcement Track](#)
[Correctional Administration Track](#)

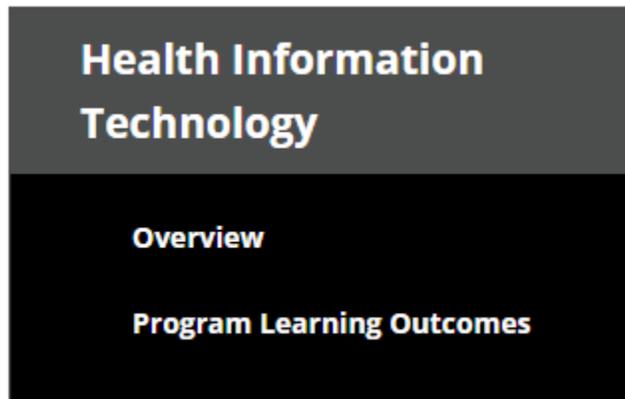
[Legal Assistant, AAS](#)
[Nursing, AS](#)
[Office Administration, AAS](#)

Certificate Programs

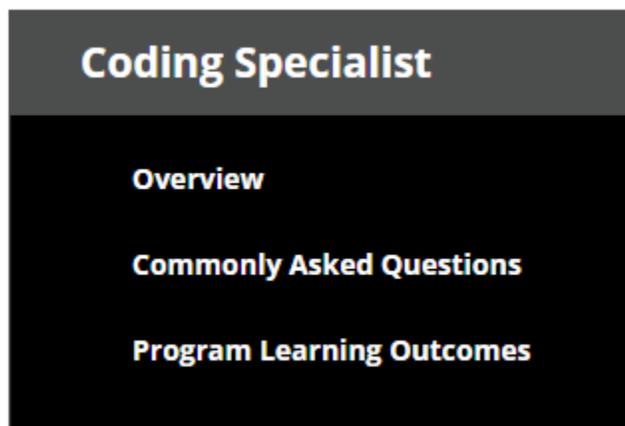
[Accounting](#)
[Addiction Counseling](#)
[Allied Human Services](#)
[Biotechnology Lab Science](#)
[Coding Specialist](#)

Step 6:

On the “**Health Information Technology**” page, or the “**Coding Specialist Certificate**” page, select “**Overview**” from the menu on the left-hand side of the screen.



OR



Step 7:

Select the link for “**Health Information Technology Program – Admission Application Fall 2024.**”

[Health Information Technology Program - Admission Application Fall 2024](#)

- **When you select the link to the application, it will open in another Tab / Window.**

Step 8:

Please read the application instructions carefully, and select the link located on the top portion of the application.



HEALTH INFORMATION TECHNOLOGY PROGRAM
ADMISSION APPLICATION
FALL 2024

Please complete and return this form along with supportive documentation (Student Inquiry Report and an unofficial college transcript(s) from the transferring institution) via Canvas at <https://bccc.instructure.com/enroll/8WLYCP> on or before **Friday April 26, 2024**. If you have previously submitted official transcripts, please attach unofficial transcripts to this application. The Admissions Committee will review applications within two (2) weeks of the respective deadline.

PLEASE PRINT OR TYPE: Please type to assist us in contacting you in a timely manner.

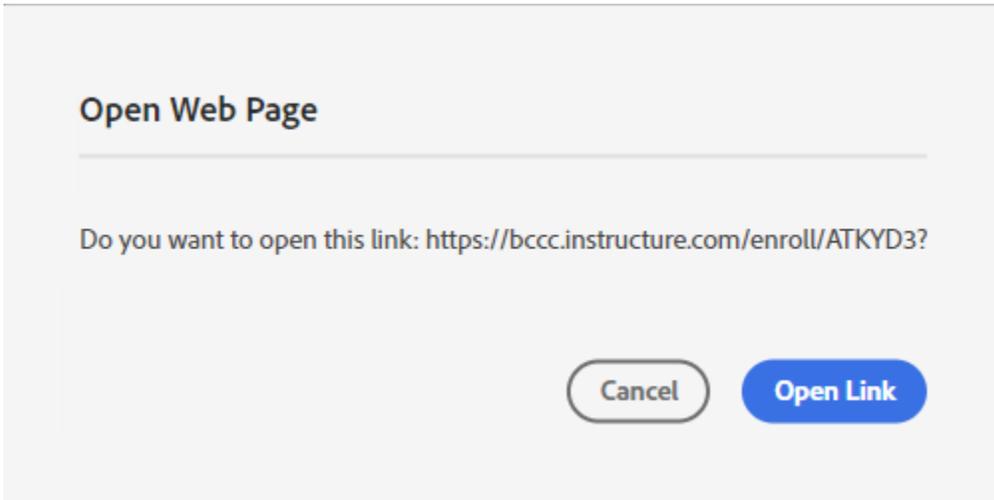
Step 9:

Select the link to access the Canvas site with further instructions on how to submit the application, and to return the form, application, and all transcript:

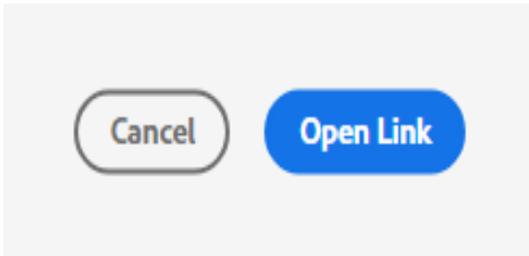
<https://bccc.instructure.com/enroll/8WLYCP>

Step 10:

Once selected, a dialogue box will open, asking you to "Open Link".



Select, "Open Link".



Step 11:

The link will route you to the myBCCC page where you will select "Canvas" (as indicated on the application).

myBCCC



[New Panther Portal](#)

(Registration, Financial Aid and other services)



[Canvas](#)

(Access your Class Content)



[Student Email](#)

touchnet
A Global Payments Company

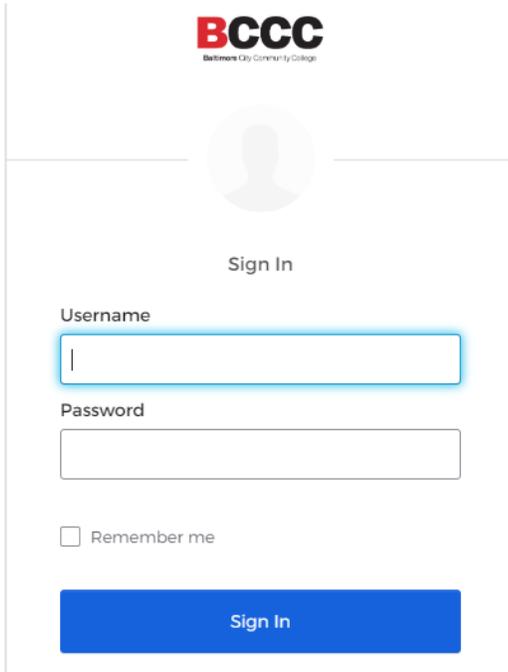
[Touchnet](#)

(Payment Service)

Step 12:

Enter ***your*** personalized BCCC login information. For example:

- Student: John Doe
- Username: jdoe0000@student.bccc.edu
- Password: iamlove@222



BCCC
Baltimore City Community College

Sign In

Username

Password

Remember me

Sign In

Step 13:

Once logged in, you will see "Enroll in Course".

Enroll in HIT 2023-2024 Application

You are enrolling in HIT 2023-2024 Application

[View Privacy Policy](#)

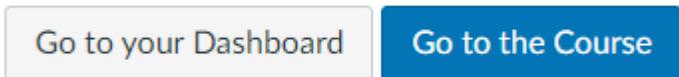
Enroll in Course

Select the option to "**Enroll in Course**".

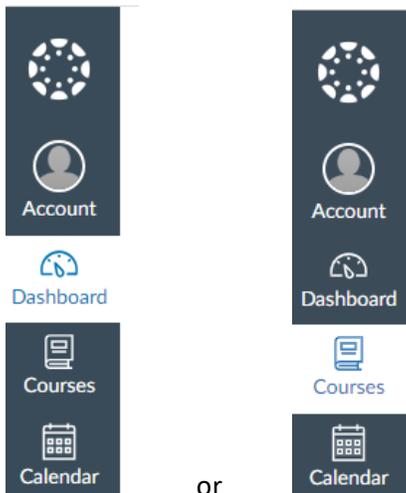


Step 14:

Once Enrolled, you will see the option to "**Go to the Course**". Select, "**Go to the Course.**"



You may also access the course "**Health Information Technology**" by selecting the "**Dashboard**" or "**Courses**" options on the left-hand side.



Step 15:

Once selected, you will be greeted by the “Home” page which has detailed information about submitting the application.

| | | |
|--------------------|--|--------------------------------------|
| Home | <h1>HIT 2023-2024 Application</h1> | |
| Assignments | | |
| Discussions | | |
| Grades | HEALTH INFORMATION TECHNOLOGY (HIT) PROGRAM | |
| People | | |
| Pages | To submit the admission application, please click on the "Assignments" tab. Submit all materials indicated on the application by the deadline. Upload and submit the required documents as ONE complete packet in PDF format by selecting the "Start Assignment" option on the top right-hand side of the screen. Arrange the application and supporting documents as ONE document in this order: HIT FALL 2024 Application, BCCC Student Inquiry Report, also called "Unofficial Transcript", and ALL Unofficial Transcripts from all previously attended colleges/universities. | |
| Files | | |
| Syllabus | | |
| Modules | | |
| Collaborations | | |
| Student Support | Certificate Option | |
| Chat | What are the requirements for the Health Information Technology (Certificate) program? | |
| McGraw Hill Campus | Pre-Program Entry Requirements: | |
| Tutoring Services | PRE 100 | Preparation for Academic Achievement |
| Transfer Services | AHP 130 | Medical Terminology |
| eTutoring | ENG 101 | English Writing |
| Newsela | BIO 202 | Anatomy & Physiology I |
| Google Drive | BIO 203 | Anatomy & Physiology II |
| tophat | MAT 107 | Modern Elementary Statistics |

Please **READ everything** carefully, from the top of the page to the bottom of the page for detailed information on how to submit the application and supporting documents as **ONE** complete document / packet under the “**Assignments**” tab. A friendly reminder:

- Please **READ all** the information on the “**Home**” page carefully.
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