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.

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**Credit Course Search**
For the most up-to-date class information, access the course search.
- Credit Course Search
- Non-Credit Course Search

**2023-2024 College Catalog**

**Academic Calendars 2023**
- Academic Calendar - Fall 2023
- Academic Calendar - Winter 2023
- Academic Calendar - Spring 2023

**2023-2024 College Catalog**

**Credit Schedules**
- Winter 2023 - 24 Credit Schedule
**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.”

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### Degrees, Certificates & Career Pathways

<table>
<thead>
<tr>
<th>Associate Degrees</th>
<th>Certificate Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting, AAS</td>
<td>Accounting (M211)</td>
</tr>
<tr>
<td>Addiction Counseling, AAS</td>
<td>Addiction Counseling (M128)</td>
</tr>
<tr>
<td>Allied Human Services, AA</td>
<td>Allied Human Services (M249)</td>
</tr>
<tr>
<td>Arts &amp; Sciences Transfer</td>
<td>Biotechnology Lab Science (M405)</td>
</tr>
<tr>
<td>Concentrations: Actuarial Science, ACC, AA</td>
<td>Coding Specialist (M208)</td>
</tr>
<tr>
<td>Art, ACC, AA</td>
<td>Computer-Aided Drafting and Design (M717)</td>
</tr>
<tr>
<td>Music, ACC, AA</td>
<td>Construction Supervision (M401)</td>
</tr>
<tr>
<td>Psychology, ACC, AA</td>
<td>Cyber Security and Assurance (M710)</td>
</tr>
<tr>
<td></td>
<td>Early Childhood Education (M221)</td>
</tr>
</tbody>
</table>
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.

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.
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.

BCCC
Baltimore City Community College

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).
Step 12:
Enter *your* personalized BCCC login information. For example:

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

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
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.

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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