



A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH  
PUBLIC HEALTH

**APPLICATION PROCEDURE  
PROGRAM OF HEALTH INFORMATION MANAGEMENT  
ASSOCIATE DEGREE**

The following information must be submitted by **May 1<sup>st</sup>** for the Fall semester and by **December 1<sup>st</sup>** for the Spring semester:

- Application for Admission to the Health Information Management Program (Associate Degree)
- Criminal Background Check (may obtain through [www.mystudentcheck.com](http://www.mystudentcheck.com))

It is the responsibility of the student to see that these items are forwarded to the following address:

Health Information Management Program  
Western Kentucky University  
Academic Complex Office 413  
1906 College Heights Blvd.  
Bowling Green, KY 42101

Please note the following:

- Applicants must successfully complete (a grade of C or higher) the introductory course HIM 100-Health Data Content & Structure before being considered for acceptance to the program
- Students may submit their applications for the program while enrolled in HIM 100 and may pre-register for courses for the following semester; enrollment in these courses will be contingent upon acceptance to the program
- Admission is based upon space available and applicants are considered on a competitive basis. There are no restrictions regarding age, sex, race, religion, disability or marital status.
- Students will be notified of acceptance status by May 31<sup>st</sup> for the Fall semester and by January 15<sup>th</sup> for the Spring semester.