The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, http://www.maricopa.edu/non-discrimination.

For the latest information on programs, graduation rates and other important consumer information, please visit our website at gatewaycc.edu
Dear Prospective Student,

Thank you for your interest in the GateWay Community College’s **Health Unit Coordinating** Program. The Health Unit Coordinator is a vital member of the healthcare team and they are the hub of activity at the nurses’ station in a hospital and other healthcare settings. If you are a good communicator and highly organized, this is the field for you. Commonly used titles for the HUC include Unit Secretary, Health Unit Secretary, Unit Clerk, and Service Coordinator. A second option is the **Patient Care Associate** Program. This certificate combines Nurse Assisting with the core classes in the Health Unit Coordinating program. Many facilities prefer an employee who is cross-trained as a NA and as a HUC and the graduate’s marketability may be increased significantly with this certificate. Both tracks also prepare the student to sit for the National Association of Health Unit Coordinators exam for national certification in HUC.

We offer spring and fall HUC courses. The HUC/PCA programs have no selective admission process, and students may register in person, via internet, and by telephone. Either program may be completed over one or more semesters. The programs of study include classroom instruction and 150 hours of clinical (in-hospital) education. **The HUC/PCA program meets the eligibility requirements of a program of study for federal financial aid.** Visit our website at [www.gatewaycc.edu/health-unit-coordinating-patient-care-associate](http://www.gatewaycc.edu/health-unit-coordinating-patient-care-associate)

We accept approximately 16 students each semester. To enroll in the program contact a Health Sciences Academic Advisor at 602.286.8183 or 602.286.8185. You may also contact me by phone or e-mail.

Thank you again for your interest,

Monica Wadsworth-Seibel, B.S., M.Ed.
Director of Health Unit Coordinator/Patient Care Associate Program
Health Sciences Division Chair
602.286.8526
wadsworth@gatewaycc.edu
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**Career Description**

Thank you for your interest in the Health Unit Coordinating Program. HUC is a high demand entry-level position with opportunities for advancements in the health care industry. A sixteen-week program is offered day or evening.

As a Health Unit Coordinator, you will work under the supervision of the nursing department in a healthcare facility or a physician in an office. In this position, you will transcribe doctors’ orders, schedule diagnostic tests and treatments, handle unit telephone and other communication devices, and manage patients’ charts and unit supplies. Additional responsibilities may include bedside patient admitting, health record tasks, staffing, and assisting physicians and nursing staff with implementation of Electronic Medical Records. Health Unit Coordinators are also referred to as Health Unit Secretaries. Employment opportunities are in hospitals, nursing homes, outpatient diagnostic and treatment facilities, clinics and physicians’ offices. As a Patient Care Associate, you will combine the non-clinical responsibilities of the HUC with direct patient care responsibilities of the Nurse Assistant. Additional employment opportunities such as Case Management Assistant may be obtained after several years of work experience as a HUC or PCA.

The National Association of Health Unit Coordinators offers a national certification exam in Health Unit Coordinating.

The HUC/PCA program meets the eligibility requirements of a program of study for federal financial aid.

**Admission Requirements – HUC and PCA**

**Admission Criteria**

None. Students may enroll in the HUC classes with no pre-requisites.

**Additional Criteria**

Students must meet the following criteria to be allowed to complete the clinical class (HUC 115):

Application for an Arizona Level-One DPS Fingerprint Clearance Card upon enrollment. Must receive DPS fingerprint clearance card and must have all health and safety requirements six weeks prior to the start of the clinical class (HUC115) and card must be valid through completion of clinical class. Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Upon conditional program enrollment, the student must comply with all requirements of the current MCCCD background check policy. Inability to comply with background check requirements may result in cancellation of enrollment in the HUC 115 clinical class which is required for the certificate of completion.

**Placement Testing**

Placement test is designed to identify your skill levels in English language usage, reading and mathematics. Placement tests are scheduled at a variety of times in GateWay’s Testing Center and are free of charge. Please contact GateWay’s Testing Center or visit the website to get updated requirements and hours of operation.

**Additional Criteria**

A two-hour mandatory orientation will take place prior to the start of the program. An email will be sent with the date, time and location approximately two – three weeks ahead of time.
### Certificate Requirements – Health Unit Coordinating

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCC145 OR HCC146</td>
<td>must be taken within the last five (5) academic years.</td>
<td></td>
</tr>
<tr>
<td>*HCC145</td>
<td>Medical Terminology Health Care Workers OR</td>
<td>3</td>
</tr>
<tr>
<td>*HCC146</td>
<td>Common Medical Terminology for Health Care Workers</td>
<td>2</td>
</tr>
<tr>
<td>*HCC130</td>
<td>Fundamentals in Health Care Delivery *(3) OR</td>
<td></td>
</tr>
<tr>
<td>*HCC130AA</td>
<td>Health Care Today (0.5) and</td>
<td></td>
</tr>
<tr>
<td>*HCC130AB</td>
<td>Workplace Behaviors in Health Care (0.5) and</td>
<td></td>
</tr>
<tr>
<td>*HCC130AC</td>
<td>Personal Wellness and Safety (0.5) and</td>
<td></td>
</tr>
<tr>
<td>*HCC130AD</td>
<td>Communication and Teamwork in Health Care Organizations (0.5) and</td>
<td></td>
</tr>
<tr>
<td>*HCC130AE</td>
<td>Legal Issues in Health Care (0.5) and</td>
<td></td>
</tr>
<tr>
<td>*HCC130AF</td>
<td>Decision Making in the Health Care Setting (0.5)</td>
<td>3</td>
</tr>
<tr>
<td><strong>HUC 113 may be taken as a pre-requisite or co-requisite with HUC 111, HUC 114, HUC 115 and HUC 116. HUC111, HUC114, HUC115, and HUC116 must be taken within the same semester for a certificate of completion. If any one of these five courses is not successfully completed, HUC 113 and any other HUC course in which a grade of C, D, F, W, Z or I was earned must be retaken the following semester. If an entire semester is skipped then all five HUC courses need to be repeated.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+HUC111</td>
<td>Communication and Hospital Unit Management in Health Unit Coordinating</td>
<td>2</td>
</tr>
<tr>
<td>+HUC113</td>
<td>Diagnostic Tests and Treatments</td>
<td>4</td>
</tr>
<tr>
<td>+HUC114</td>
<td>Health Unit Coordinating Lab</td>
<td>2</td>
</tr>
<tr>
<td>+HUC115</td>
<td>Health Unit Coordinating Clinical</td>
<td>2</td>
</tr>
<tr>
<td>+HUC116</td>
<td>Health Unit Coordinating Clinical Seminar</td>
<td>1</td>
</tr>
</tbody>
</table>

Please see the college catalog for full description of program requirements.

*If taken concurrently, the end dates for these classes must be prior to the start date of the clinical class.

### Certificate Requirements – Patient Care Associate (HUC & NA)

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>++NUR158</td>
<td>Nursing Assistant</td>
<td>6</td>
</tr>
<tr>
<td><strong>HUC 113 may be taken as a pre-requisite or co-requisite with HUC 111, HUC 114, HUC 115 and HUC 116. HUC111, HUC114, HUC115, and HUC116 must be taken within the same semester for a certificate of completion. If any one of these five courses is not successfully completed, HUC 113 and any other HUC course in which a grade of C, D, F, W, Z or I was earned must be retaken the following semester. If an entire semester is skipped then all five HUC courses need to be repeated.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+HUC111</td>
<td>Communication and Hospital Unit Management in Health Unit Coordinating</td>
<td>2</td>
</tr>
<tr>
<td>+HUC113</td>
<td>Diagnostic Tests and Treatments</td>
<td>4</td>
</tr>
<tr>
<td>+HUC114</td>
<td>Health Unit Coordinating Lab</td>
<td>2</td>
</tr>
<tr>
<td>**HUC115</td>
<td>Health Unit Coordinating Clinical</td>
<td>2</td>
</tr>
<tr>
<td>+HUC116</td>
<td>Health Unit Coordinating Clinical Seminar</td>
<td>1</td>
</tr>
</tbody>
</table>

Please see the college catalog for full description of program requirements.

*If taken concurrently, the end dates for these classes must be prior to the start date of the HUC clinical class (HUC 115).
ELECTIVE COURSE OPTION – HUC or PCA with Monitor Technician

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCE214CA</td>
<td>Interpretation of Cardiac Arrhythmias</td>
<td>1</td>
</tr>
</tbody>
</table>

The one credit elective course, when added to the HUC or PCA track, will prepare the graduate for basic monitor technician responsibilities in most facilities.

EDUCATIONAL ADVANCEMENT:

The credits earned in the HUC or PCA Certificate of Completion count toward Semester 1 in Option II of the Health Services Management (HSM) Program.

Certificate of Completion HUC or PCA = Semester 1 of Option II in HSM Program 16 -23 total credits

**Must have an American Heart Association Health Care Provider CPR Certification** (card must be current throughout the duration of the program)

+ These classes must be taken concurrently

++ NUR158 must be taken prior to HUC111, HUC114, HUC115, +HUC116, or may be taken after completion of option 1 in order to earn the PCA certificate.
ESTIMATED PROGRAM COSTS

The estimated cost for the program is outlined in the chart below. The student is responsible for providing transportation, housing, and uniforms. The HUC/PCA program meets the eligibility requirements of a program of study for federal financial aid.

Certificate of Completion

Tuition* (16-17 credit hrs @ $85 a credit hr) 1 .......................................................... $ 1,360 – 1,445
Registration fees ($15 per semester) .......................................................... 15
Lab Fees .................................................................................................................. 20 - 80
Books ...................................................................................................................... 371
Other Program Costs: Pre-Clinical Health & Safety Requirements, etc.2 .................. 100 – 857

Total Estimated Costs .......................................................... $ 1,866 – 2,788

Out-of-County residents pay $401* / Out-of-State residents pay $326** a credit hr 1

* Rates are set according to Arizona Revised Statute. Applies only to counties with no community colleges.

** According to Arizona Revised Statute, 15-1802 F, “A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.” Therefore, unclassified and out of state surcharges do not apply to such students.

Students must also plan on the expense of driving to clinical locations across the metropolitan Phoenix and outlying areas. Several clinical affiliates are not on bus routes so one’s own private transportation vehicle is necessary.

1 Tuition and fees are set by the Maricopa Community College Governing Board and approved by the State Board of Directors for Community Colleges; all fees are subject to change. Tuition is higher for non-county residents; visit www.gatewaycc.edu for more information.

2 Other Program Costs may be less or more than listed based on a student’s individual health record in respect to being in compliance with the immunization and safety requirements for the clinical experience.

3 The HUC/PCA program meets the eligibility requirements of a program of study for federal financial aid.

*** DRUG SCREENING FOR ALL HEALTH UNIT COORDINATING/PATIENT CARE ASSOCIATE STUDENTS IS A REQUIREMENT. THE COST FOR THIS TEST WILL BE THE RESPONSIBILITY OF THE STUDENT.

IMPORTANT – Tuition is charged per academic credit hour, according to your residency classification or status. Fees may vary, and will be assessed at the time of registration. For more information please visit https://www.maricopa.edu/become-a-student/tuition-paying/tuition-cost-chart
**IMMUNIZATIONS, TESTING, AND BACKGROUND REQUIREMENTS**

**HEALTH AND SAFETY WEBSITE LINK:**
https://www.maricopa.edu/academics/healthcare/requirements

**IMMUNIZATION AND TB TESTING REQUIREMENTS**
All health and safety is now completed digitally. The health and safety requirements are subject to change based on the requirements of our clinical partners. Once a student is registered into the program for the start of an upcoming semester, clinical requirements will be sent out.

**MCCCD BACKGROUND CHECK POLICY REQUIREMENTS**
Students seeking admission to an MCCCD Allied Health or Nursing Program (Program) will be required to obtain a valid Level-One Arizona Department of Public Safety Fingerprint Clearance Card (FCC Card) AND a passing score on an MCCCD background check. This policy precludes MCCCD faculty or staff from assigning students to a clinical experience who cannot meet the new requirements.

Students are required to present a copy of the DPS card (or verification of application for the DPS card) and apply for the MCCCD Background Check in the first week of class. Upon conditional program enrollment, the student must comply with all requirements of the MCCCD Background Check Policy and all requirements of the MCCCD Clinical Health and Safety Policy. Inability to comply with background check requirements and/or clinical health and safety requirements during the program may result in cancellation of enrollment in the HUC115 and HUC116 courses, and a certificate of completion will not be granted.

*We encourage students to apply for the DPS card early in the application process. Please allow a minimum of eight weeks processing time for the DPS Level-One Fingerprint Clearance card.* The card is valid for six years from the date of issue.

**DRUG SCREENING**
Each student must go through a preclinical drug screen prior to beginning the first clinical rotation. The cost for tests will be the responsibility of the student. The urine drug screen will test for alcoholic beverages; illegal drugs, or drugs that may impair judgment while in the clinical agency. If the drug test is positive for the illegal drugs or undocumented prescription drugs, the student will not be able to continue in the program. MCCCD policy regarding medical marijuana: “Medical marijuana, or its metabolite, is not an accepted substance in urine drug screens and will result in a positive urine drug screen. Students with a prescription for medical marijuana would not be considered exempt from urine drug screening”. Readmission is at the discretion of the college and the program. Some clinical sites also require screening for nicotine. Students who test positive for nicotine are allowed to continue in the program, but may be limited to clinical agencies that do not test for nicotine.

**FREQUENTLY ASKED QUESTIONS**

**Do I have to take the whole program at once?**
No. The required Health Care Core (HCC) courses may be taken in the first semester and the HUC courses may be taken in the next or subsequent semester. Additionally, HUC 113 may be taken one semester before HUC 111, HUC 114, HUC 115 and HUC 116.

For the Patient Care Assistant, the NUR 158 class may be taken prior to the start of the HUC core classes and the HCC 130 and HCC 145 classes are not required. A student may take the NA portion after completion of the HUC program. In that case all required classes in the HUC certificate program must be completed.

HUC 111, HUC 114 and HUC 116 must be taken concurrently in the same semester that the student attends the hospital based clinical class (HUC 115).

The NCE and CRC classes are electives, and may be taken after the HUC classes (with permission).
When is the program available?
GateWay is the only community college that offers these programs and they are offered in both Spring and Fall semesters. It is optimal for the student to register for the HUC classes at least two weeks prior to the start of the semester.

Are there pre-requisites required?
Health Unit Coordinating: No. However, having good basic English, Reading and Math skills before you start the program will provide skills that will make you more successful in the program and then on the job. A high school diploma or GED certificate is not required, but we recommend you obtain your GED while at GateWay. HCC 130, Fundamentals of Health Care and HCC 145 Medical Terminology or HCC 146 Common Medical Terms may be taken as pre-requisites or co-requisites.

Patient Care Associate: Requirements for the Nursing Assistant program must be completed for the NUR 158 class: the College Placement Exam must indicate eligibility for CRE101, or HESI-A2 English Composite score of 75% or higher.

If I have a criminal record, will that prohibit me from being successful in this career?
Possibly. Healthcare workers are held to a higher standard, such as police officers and teachers. Healthcare organizations have established guidelines regarding background checks and may preclude the hiring of applicants that have a criminal background.

Is the Health Unit Coordinator program transferable to other health programs?
Only the HCC credits from the Health Unit Coordinator program are transferable to any of the health programs offered at the Maricopa Community Colleges. However, the credits earned in the HUC or PCA Certificate of Completion count toward Semester 1 in Option II of the Health Services Management (HSM) Program.

Is the Patient Care Associate program transferable to other health programs?
The NUR 158 Nursing Assistant portion of the Patient Care Associate program is one of a series of possible steps on a career ladder in the health care field, and the clinical patient care component may fulfill that requirement for other Maricopa allied health programs. Both the PCA and the HUC tracks may also fulfill requirements for experience in the selective admission process. The credits earned in the HUC or PCA Certificate of Completion count toward Semester 1 in Option II of the Health Services Management (HSM) Program.

What is the HUC115 clinical?
Clinical is the last portion of the program where the student is in the hospital on the nursing unit getting real experience. The student works with Health Unit Coordinators employed by the hospital for a total of 150 hours. Please note that the clinical course (HUC 115) is always taken in the same semester as HUC 111, HUC 114, and HUC 116.

Which clinical sites are used?
Many of the area hospitals provide clinical experience to the health unit coordinator students.

Do you help with job placement?
The Career Services Center offers support and instruction for students in their job search. Hospitals, extended care facilities, home health care agencies and physician’s offices often call to inquire if we have students ready for jobs. We then direct students to the facilities that are hiring.

Is there a certification available for a Health Unit Coordinator?
Yes, The National Association of Health Unit Coordinators offers a national certification exam. The Health Unit Coordinator and Patient Care Associate program’s certificate of completion will prepare you to take the examination. For more information visit their website at www.nahuc.org.
ACCREDITATION

GateWay Community College is a Maricopa Community College, accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education. For the latest information on programs, graduation rates and consumer information, visit gatewaycc.edu.

POLICIES, RULES, REQUIREMENTS, AND REGULATIONS COMPLIANCE

- *Tuition and fees are set by the Maricopa Community College District Governing Board and approved by the State Board of Directors for Community Colleges and are subject to change.
- Admission or graduation from any Allied Health program at GateWay Community College does not guarantee the student’s professional certification, licensure, or employability. The student must comply with legal requirements of the profession. This may include provisions from Arizona Revised Statutes 41-1758.03 (sections B and C) regarding the denial of a fingerprint clearance card or being listed on the US government’s Office of Inspector General’s Exclusion List.
- GateWay Community College is a Maricopa Community College, accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education. For the latest information on programs, graduation rates and consumer information, visit gatewaycc.edu.
- The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.
- The Maricopa County Community College District does not discriminate on the basis of race, religion, color, national origin, sex, handicap/disability, sexual orientation, age or Vietnam era/disabled veteran status in employment or in the application, admission, participation, access and treatment of persons in instructional or employment programs and activities.
- Policies, courses, programs, fees, and requirements may be suspended, deleted, restricted, supplemented, or changed through action of the Governing Board of the Maricopa Community Colleges.
- The Maricopa Community Colleges reserves the right to change, without notice, any materials, information, curriculum, requirements, and regulations.
- Students with related health care experiences not listed in the Program (Health Core Curriculum courses) Prerequisites/Co-requisite options, may request an evaluation for course competency equivalence by contacting the Health Sciences Division at 602-286-8477 or by contacting Admissions and Records at 602-286-8200.
- Up to date Program material can be found online at https://www.gatewaycc.edu/health-unit-coordinating-patient-care-associate
- Consumer Information about gainful employment disclosures can be found at the following link: https://cdn.maricopa.edu/ged/GWC03/GWC03-5307/51.0703.pdf
HOW TO APPLY & ENROLL

Information on how to enroll is located at the following website:
Gatewaycc.edu/enrollment

The Health Sciences Academic Advisors are available by phone, email, or in person at the CH Center for Health Careers Education Building, on the north side of campus during the following business hours:

Carolyn Delgado, Health Sciences Academic Advisor / Phone: 602.286.8183
Lucy Granillo, Health Sciences Academic Advisor / Phone: 602.286.8185

Walk-in basis
Tuesday: 8 a.m. to 6 p.m.
Wednesdays: 8 a.m. to 2 p.m.

Note: Students must check in 2 hours before closing time to ensure they will be seen.

For an appointment call 602.286.8181
Monday, Thursday & Fridays by appointments.

Decide your waiting time by scheduling an appointment at advisor@gatewaycc.edu or by calling 602.286.8200.
(During the Summer, college is closed on Fridays)

Before you meet with an advisor, we recommend you check out the current Catalog to learn more about the programs that interest you. Let your advisor know if you have any questions or concerns.

CONTACT INFORMATION

If you have any questions about the enclosed program material, please feel free to contact any of the following program contacts:

Monica Wadsworth-Seibel, Program Director / E-mail: wadsworth@gatewaycc.edu
   Phone: 602.286.8526

Carolyn Delgado, Health Sciences Academic Advisor / Phone: 602.286.8183 / Email: carolyn.delgado@gwmail.maricopa.edu

Lucy Granillo, Health Sciences Academic Advisor / Phone: 602.286.8185 / Email: luciella.granillo@gatewaycc.edu

COLLEGE COMMUNICATION

The following information is very important so you do not miss any notices:

We communicate with students strictly through your Maricopa College email, not your personal email account.

Students may access their new e-mail accounts directly from their Student Center once they log in at my.maricopa.edu. 1st section “Student Communication Center”.

The benefits to you include:
• Quicker response
• Convenience. You can receive & read email even if out-of-town
• Saves trees!

Go to my.maricopa.edu & log in to your account. Click on ‘create an account’ in the paragraph above the picture of the students to set up your student account. You may edit your information, such as address, phone, etc. here also if you need to. This is a self-service for students, which includes registering for classes, adding/dropping classes, making payments, printing your class schedules, viewing financial aid & viewing your grades. If you have any technical issues, please call 1.888.994.4433.
**STUDENT SERVICES**

The following are some of the services available to students.

**Advising** – The Health Sciences Academic Advisors are available by phone, email, or in person at the CH Center for Health Careers Education Building, on the north side of campus during the following business hours:

Carolyn Delgado, Health Sciences Academic Advisor / Phone: 602.286.8183
Lucy Granillo, Health Sciences Academic Advisor / Phone: 602.286.8185

**Walk-in basis**
- **For an appointment call 602.286.8181**
  - Monday, Thursday & Fridays by appointments.
  - Decrease your waiting time by scheduling an appointment at advisor@gatewaycc.edu or by calling 602.286.8200.
  - *(During the Summer, college is closed on Fridays)*

**Bookstore** – Available are textbooks and supplies for classes, call 602.286.8400. You may visit their website at: www.efollett.com and selecting “College Textbooks”.

**Counseling** – Academic, personal, or career counseling available. Call 602.286.8900.

**Employment** – Upon completion of the Health Unit Coordinator Program, contact the Career & Re-Entry Services, at 602.286.8500 for assistance.

**Financial Aid** – The HUC/PCA program meets the eligibility requirements of a program of study for federal financial aid. Available for qualified students. Contact the Financial Aid Office at 602.286.8300 or visit website: [http://enroll.gatewaycc.edu/FinancialAid/ApplyForFinancialAid/default.htm](http://enroll.gatewaycc.edu/FinancialAid/ApplyForFinancialAid/default.htm)

**Student Assessment Center** – Services include instructor makeup exams, the English, Math, and Reading COMPASS placement tests, and selected instruments required for acceptance into the Health Science or Nursing programs. Call 602.286.8160 for specific days and times tests are available.

**Tutoring Assistance** – Available though the Learning Center, 602.286.8800.

For a complete listing of student services, please refer to the college catalog, or visit GateWay’s website: www.gatewaycc.edu or call college information at 602.286.8000.
Overview of the Requirements

In order for students to be admitted to or maintain enrollment in good standing in Maricopa County Community College District’s (“MCCCD”) Allied Health and Nursing programs (“Programs”), students must provide with their application to a Program all of the following:

- A copy of an Arizona Department of Public Safety Level-One Fingerprint Clearance Card (“Card”). Students are required to pay the cost of applying for the Card. Cards that are NOT Level-One status will not be accepted.
- An original version of the “Criminal Background Check Disclosure Acknowledgement” form attached to this Summary signed by the student.

At all times during enrollment in a Program, students must obtain and maintain BOTH a valid Level-One Fingerprint Clearance Card and passing disposition on supplemental background check performed by MCCCD authorized vendor. Admission requirements related to background checks are subject to change as mandated by clinical experience partners.

Implementation of the Requirements

1. Students that are denied issuance of a Card may be eligible for a good cause exception through the Arizona Department of Public Safety. It is the student’s responsibility to seek that exception directly with the department. Until the student obtains a Card and meets the other requirements for admission, he or she will not be admitted to a Program.

2. Students admitted to a Program whose Card is revoked or suspended must notify the Program Director immediately and the student will be removed from the Program in which they have been admitted or are enrolled. Any refund of funds would be made per MCCCD policy.

3. The Criminal Background Check Disclosure Acknowledgement directs students to disclose on the data collection form of the MCCCD authorized background check vendor all of the requested information as well as any information that the background check may discover. Honesty is important as it demonstrates character. Lack of honesty will be the basis for denial of admission or removal from a Program if the information that should have been disclosed but was not would have resulted in denial of admission. Failure to disclose other types of information constitutes a violation of the Student Code of Conduct and may be subject to sanctions under that Code. Students have a duty to update the information requested on the background check vendor data collection form promptly during enrollment in a Program. The background check vendor data collection form may ask for the following information but the form may change from time to time:
   - Legal Name
   - Maiden Name
   - Other names used
   - Social Security Number
   - Date of Birth
   - Arrests, charges or convictions of any criminal offenses, even if dismissed or expunged, including dates and details.
   - Pending criminal charges that have been filed against you including dates and details.
   - Participation in a first offender, deferred adjudication or pretrial diversion or other probation program or arrangement where judgment or conviction has been withheld.

The authorized MCCCD background check vendor will be asked to pass or fail each student based on the standards of MCCCD’s clinical experience partners that have established the most stringent requirements. The sole recourse of any student who fails the background check and believes that failure may have been in error is with the background check vendor and not MCCCD.
All allied health and nursing students who seek to enroll in MCCCD healthcare programs must complete a Criminal Background Check. The outlined criteria have been created based on MCCCD’s largest clinical experience hospital partners. These partners have stringent background check standards that preclude MCCCD from assigning students to their sites who cannot meet those standards. In order for MCCCD students to be able to continue to complete clinical experiences at local hospitals, students must meet these standards.

For persons wishing to enroll in a Program the person must meet the following standards:

- Possession of a valid Arizona Department of Public Safety Level One Fingerprint Clearance Card. Students who currently possess a DPS Card that is another level will not be allowed entrance into a health care program. Students are required to pay the cost of obtaining this background check. If the Level-One Fingerprint Clearance Card is revoked or suspended at any time during the admission process or while enrolled in a MCCCD healthcare program a student must notify the Program Director immediately and he or she will be removed from the Program. Please see the "Frequently Asked Questions" sheet for details regarding the DPS Card.

- Each student must provide documentation that he or she has completed and "passed" a MCCCD-supplemental background check through the approved vendor CastleBranch. Students are required to pay the cost of obtaining this background check. Students whose background checks are more than six months old on the date of beginning a healthcare program must obtain an updated background check. Students who have been in a Program for more than 12 months may be requested to obtain an updated background check. Please see the attached "Frequently Asked Questions" sheet for more details regarding the MCCCD supplemental-background check.

- The MCCCD supplemental or the clinical agency background check may include but are not limited to the following:
  - Nationwide Federal Healthcare Fraud and Abuse Databases
  - Social Security Verification
  - Residency History
  - Arizona Statewide Criminal Records
  - Nationwide Criminal Database
  - Nationwide Sexual Offender Registry
  - Homeland Security Search

- By virtue of the MCCCD supplemental background check, students will be disqualified for admission to a program or continued enrollment in a program based on their criminal offenses, the inability to verify their Social Security number, or their being listed in an exclusionary database of a Federal Agency or on a sex offender registry. Offenses that will lead to a "fail" on the supplemental background check may include but are not limited to:
  - Social Security Search-Social Security number does not belong to applicant
  - Any inclusion on any registered sex offender database
  - Any inclusion on any of the Federal exclusion lists or Homeland Security watch list
  - Any conviction of Felony no matter what the age of the conviction
  - Any warrant in any state
o Any misdemeanor conviction for the following-No matter age of crime
  - violent crimes
  - sex crime of any kind including non-consensual sexual crimes and sexual assault
  - murder, attempted murder
  - abduction
  - assault
  - robbery
  - arson
  - extortion
  - burglary
  - pandering
  - any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
  - any abuse or neglect
  - any fraud
  - illegal drugs
  - aggravated DUI

o Any misdemeanor controlled substance conviction last 7 years
o Any other misdemeanor convictions within last 3 years
o Exceptions: Any misdemeanor traffic (DUI is not considered Traffic)

- At all times students are in a program they must maintain BOTH a valid Level-One Fingerprint Clearance Card and passing disposition on the MCCCD supplemental background check performed by the MCCCD-authorized vendor.
- Admission requirements related to background checks are subject to change without notice.
- Some clinical agencies may require additional components of a criminal background check, other than those required by MCCCD, as well as a drug screening. Students are required to pay for any and all criminal background checks and drug screens required by a clinical agency to which they are assigned.
- Even though a student possesses a valid DPS Level One Fingerprint Clearance Card and has passed the MCCCD supplemental background check, a clinical agency may decline to place a student due to information the clinical agency obtains in a background check it requires.
- If a clinical agency to which a student has been assigned does not accept the student based on his or her criminal background check, the student may not be able to complete the program.
- MCCCD may, within its discretion, disclose to a clinical agency that a student has been rejected by another clinical agency.
- MCCCD has no obligation to make attempts to place a student when the reasons for lack of placement are criminal background check issues. Since clinical agency assignments are critical requirements for completion of the program, inability to complete required clinical experience due to a student's criminal background check will result in removal from the program.

________________________________________  __________________________
Signature                                          Date

________________________________________
Printed Name                                      Student ID Number

Desired Health Care Program