HCAD Application Instructions

Priority applications due: October 11, 2024
Standard application due: February 28, 2025

Admission Criteria can be found at: www.uwec.ly/HCAD

Students generally apply during their sophomore year

Please note:
*If you are still under 42 completed credits in spring but can meet all non-Administrative Residency (Practicum) degree requirements by May 2026, and want to start administrative residency in June 2026, YOU SHOULD STILL APPLY THIS SPRING, since **SPRING 2025 is the LAST opportunity to apply for a spot in the 2026-27 administrative residency cohort!**

** On occasion, Conditional Admission or a Deferred Decision may be considered for those below the minimum GPA, dependent on circumstances and available space.

❖ Follow the steps in the attached packet to complete your HCAD application. Once complete, application materials should be submitted by the due date, online here:
<div align="center">

HCAD Application Submission

</div>

Once you access the online application, you will provide information about yourself (information can be found on your **degree audit** and **unofficial transcript**). You will also need to upload pdf **files** of the following documents:
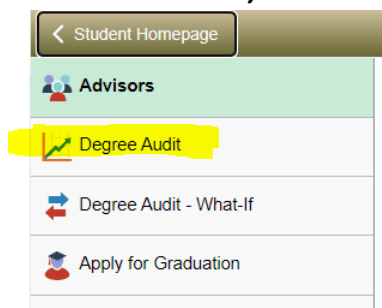
- HCAD Application Essay
- Planner Report
- ARCC Advisor email/signature approving your plan
- Unofficial Transcript

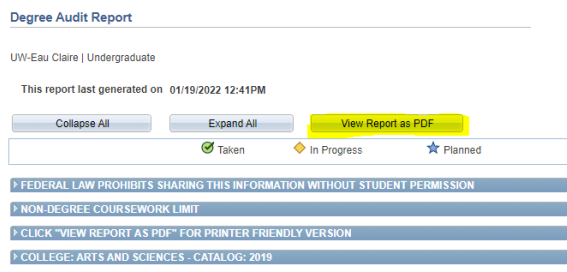# Step #1 - Degree Audit (more information about degree audits)

- **Log into Camps**
- **On the Student Homepage, select the Academic Progress tile**
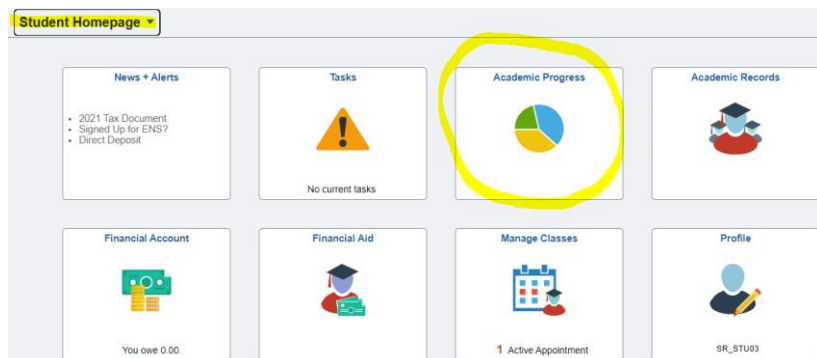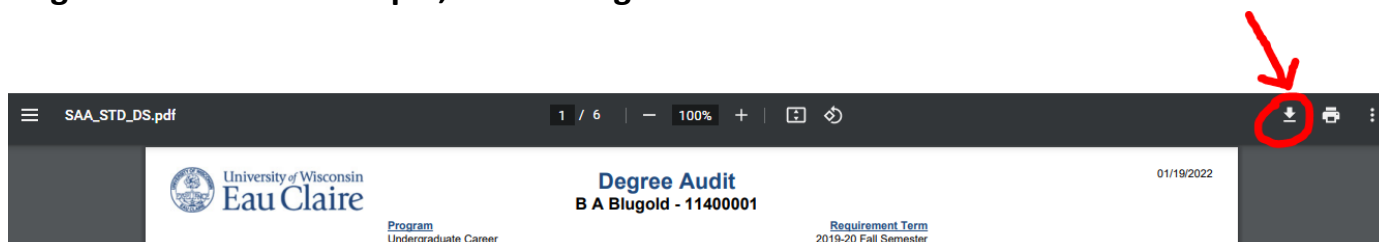

From the menu, select Degree Audit

Select the option to "View Report as PDF"

Save your Degree Audit as a PDF. You should name your document "*Your Last Name Degree Audit***". For example, "Smith Degree Audit."**

Step #2 - Academic Plan

Using your resources, develop a semester-by-semester plan in your [CampS Planner](#) to complete **ALL** degree requirements. Resources include:

- Your Degree Audit
- HCAD 4-Year Sample Plan (can be found in the [catalog](#))
- Meet with your ARCC Advisor

Student Homepage ▾

News + Alerts	Tasks	Academic Progress	Academic Records
• 2021 Tax Document	⚠		
• Signed Up for ENS?	No current tasks		
• Direct Deposit			

Financial Account	Financial Aid	Manage Classes	Profile
You owe 0.00.		1 Active Appointment	SR_STU03

◀ Student Homepage

2021-22 Spring Semester
Undergraduate

- 📅 View My Classes
- 🗓 Enrollment Appointments (1)
- 🔵 Schedule Builder
- 🛒 Shopping Cart
- 🔍 Class Search and Enroll
- 🔺 Drop Classes
- 📋 Update Classes
- ⇄ Swap Classes
- 📖 Browse Course Catalog
- 📅 **Planner**
- 📅 View My Exam Schedule

2021-22 Spring Semester

Course	Description	Prereq	Units	Typically Offered	Req
SPAN 301	ADVNC COMPOSITION	yes	3.00	Fall, Spring	
SPAN 302	ADV CONV & COMP	yes	3.00	Fall, Spring	
SPAN 405	ADV CONVERSATION	yes	3.00	Fall, Spring	ⓘ

2022-23 Fall Semester

Course	Description	Prereq	Units	Typically Offered
BSAD 305	LEGAL ENVIRONMENT	yes	3.00	Fall, Win, Spr, Sum Inter, Sum
HCAD 301	FDTN QUAL MGMT HS	yes	3.00	Fall
MGMT 340	ORG BEHAVIOR ** available as of 09/01/2022	yes	3.00	Fall, Spring, Summer
MKTG 330	PRIN OF MARKETING ** available as of 09/01/2022	yes	3.00	Fall, Spring, Summer
SPAN 420	SPAN HEALTH PROF	yes	3.00	Fall

2022-23 Spring Semester

Course	Description	Prereq	Units	Typically Offered
BCOM 207	BUS PRESENTATIONS	yes	2.00	Fall, Winterim, Spring, Summer
BIOL 151	BIOLOGY OF HUMANS	yes	4.00	Fall, Spring, Summer
BSAD 300	EQUITY, DIV & INCL IN WRK	yes	1.00	Fall, Winterim, Spring, Summer
HCAD 302	LDRSHP MGMT PRACT	yes	3.00	Spring
HCAD 375	HC RMB & FIN MGMT ** available as of 09/01/2022	yes	3.00	Spring
MGMT 349	HUMAN RES MGMT ** available as of 09/01/2022	yes	3.00	Fall, Spring

2023 Summer Session

Course	Description	Prereq	Units	Typically Offered
HCAD 400	ADMIN RSDNCY I	yes	3.00	Summer
HCAD 420	HC MGMT COMPTS	yes	3.00	Summer

2023-24 Fall Semester

Course	Description	Prereq	Units	Typically Offered
HCAD 401	ADMIN RSDNCY II	yes	6.00	Fall
HCAD 403	RES SERV & SUP HC	yes	1.00	Fall
HCAD 404	QLTY MGMT APP HC	yes	1.00	Fall
HCAD 405	HR MGMT HLTH SERV	yes	1.00	Fall
HCAD 421	LEAD AND PD HS	yes	3.00	Fall

2024 Winterim

Course	Description	Prereq	Units	Typically Offered
HCAD 413	HC REGULATIONS ** available as of 01/31/2022	yes	1.00	Spring

2023-24 Spring Semester

Course	Description	Prereq	Units	Typically Offered
HCAD 402	ADMIN RSDNCY III	yes	6.00	Spring
HCAD 406	DATA HC DEC MKG	yes	1.00	Spring
HCAD 407	FIN MGMNT IN HC ** available as of 09/01/2022	yes	1.00	Winterim
HCAD 408	MRKTG PR IN H SER ** available as of 09/01/2022	yes	1.00	Spring
HCAD 422	ORG LEAD IN HC	yes	3.00	Spring

**Remember to add these Administrative Residency courses for your last year.**

Summer	Winterim
HCAD 400 (3)	HCAD 413 (1)
HCAD 420 (3)	
	Spring
Fall	HCAD 402 (6)
HCAD 401 (6)	HCAD 406 (1)
HCAD 403 (1)	HCAD 407 (1)
HCAD 404 (1)	HCAD 408 (1)
HCAD 405 (1)	HCAD 422 (3)
HCAD 421 (3)	

Step #3 – Planner Report

Once your CampS Planner is complete and accurate, generate a degree audit based on your planner.
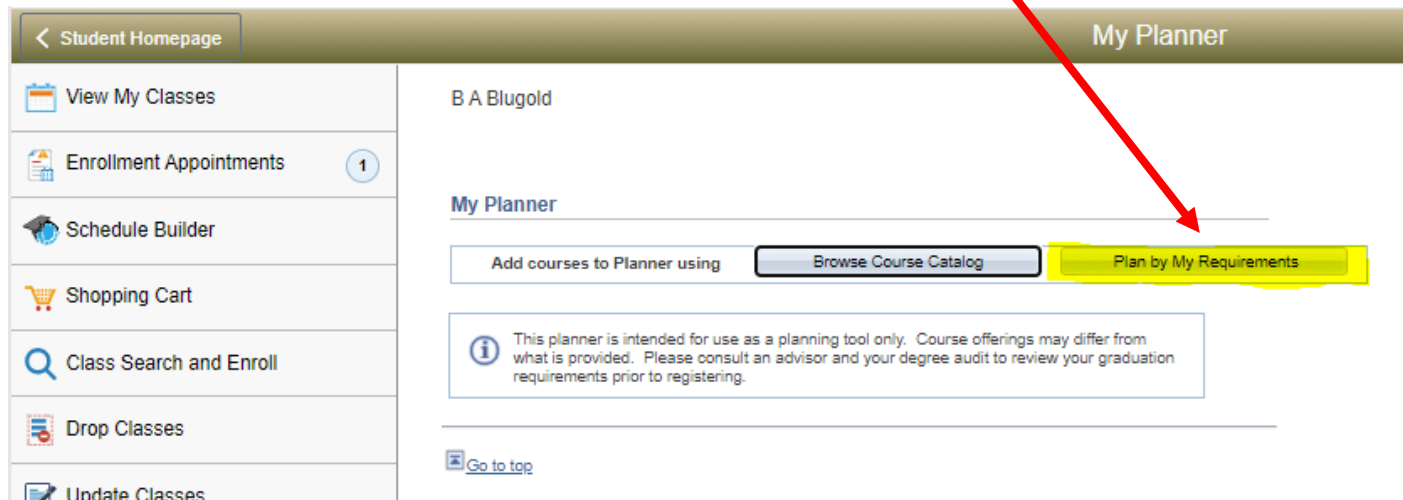
- The on-line version of your Planner Report will appear. **Select "view report as pdf".**
- **Read over your pdf Planner Report carefully and be sure all requirements are satisfied** (except admission to HCAD).
- **Save your Degree Audit as a PDF. You should name your document "***Your Last Name Planner Report***". For example, "Smith Planner Report."
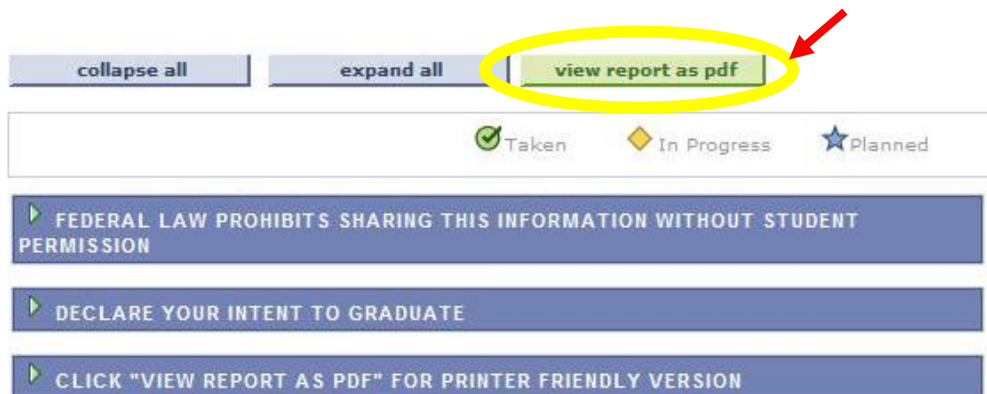
Step #4 – ARCC Advisor Approval

- **Five business days prior to the application deadline or sooner, e-mail the PDF version of your Planner Report to your ARCC Advisor for review.**
- **When your ARCC Advisor replies and approves your plan, save that e-mail as a PDF so you can upload it with your other application documents.**

Step #5 – Unofficial Transcript

- **Generate your [unofficial transcript](#) in MyBlugold CampS** (click on the link for a short tutorial)
- **Save your unofficial Transcript as a PDF. You should name your document "***Your Last Name* **Unofficial Transcript".** For example, "Smith Unofficial Transcript."

Step #6 – Essay

- **Start early!**
- **Your essay** (and application) **will be evaluated on how well thought out and written it is, as well as how you address the questions below.**
- **Be concise; the essay should not exceed two, double-spaced pages.**
- **We want to know how your participation in the program will add value – to you, your classmates, the program, and the profession.**
- **We recommend utilizing the** [Business Writing Studio](#) **and the** [Center for Writing Excellence](#)
    - What do you bring or have to offer the HCAD program and your future classmates?
    - Why do you want to receive a degree in Health Care Administration?
    - What have you done to prepare yourself for a future in Health Care Administration (work or volunteer experiences, books, or articles you've read, activities you participated in, etc.)?
    - What do you see yourself doing in five to ten years?

Step #7 – Application submission

- [Click here](#) to complete and submit your HCAD Application.
    - Priority applications due: October 11, 2024
    - Standard application due: February 28, 2025