



HCAD APPLICATION STEPS

Priority Applications Due October 8, 2021

Standard Application Due March 4, 2022

See website for current application dates

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-practicum degree requirements by May 2023, and want to start practicum in June 2023, YOU SHOULD STILL APPLY THIS SPRING, since **SPRING 2022 is the LAST opportunity to apply for a spot in the 2023-24 practicum cohort!*

*** During Standard Admissions, “Conditional Admissions” may be considered for those below the minimum GPA on a space-available basis*

- ❖ Follow the steps in the attached packet to complete your HCAD application. Completed application packets should be submitted by the due date, online here: [HCAD Application Submission](#)

Once you access the online application, you will fill in some information about yourself (which you’ll find on your degree audit and unofficial transcript) You will also need to upload pdf files of the following documents:

- 1) HCAD Application Essay
- 2) Planner Report
- 3) Advisor’s email approving your plan
- 4) Unofficial Transcript



Step #1

Print Degree Audit

(In CampS – Student Center – should be PDF version)

Information about how to order and interpret this document can be found here:

<https://www.uwec.edu/kb/article/camps-how-to-read-your-undergraduate-degree-audit/>

Program

Undergraduate Career
Business - Undergrad Program
Business Administration BBA Major

Requirement Term

2012-13 Fall Semester
2012-13 Fall Semester
2012-13 Fall Semester

SHARING THIS DOCUMENT PERMISSION

In part without the written authorization of the uwec.edu/registrar/student/privacy.htm (RG-

PDF" FOR PRINTER

es, waivers, substitutions, and other petitions

ARNING TOOL ONLY

ject to department, college, and University
ompleting your graduation requirements.
2-11863)

NTED IN CREDIT TOTALS

satisfy requirements. A satisfied requirement
n Progress course. Before you drop a course,
the course applies. (RQ-11861)

MINIMUM COURSES NEEDED

s. As long as the required courses have been

Total Earned Credit

Total Earned Credit. In Progress courses are not included (LN-010)

Units: 51.00 taken

Courses Used

Term	Subject	Catalog #	Course Title	Grade	Units
Fall 2012	ECON	103	PRIN OF MICROECON	CP	3.00
Fall 2012	ECON	104	PRIN OF MACROECON	A-	3.00
Fall 2012	ENGL	181	INTRO TO FILM	A-	4.00
Fall 2012	MATH	114	CALCULUS I	A-	4.00
Fall 2012	SPAN	101	BEGIN SPANISH I	B+	4.00
Fall 2012	ACCT	201	PRIN OF ACCT I	B-	3.00
Fall 2012	ANTH	161	INTRO CULT ANTHRO	B	3.00
Fall 2012	CHEM	100	CHEM ISSUES, ANS	C	3.00
Fall 2012	WRIT	110	INTR COLL WRITING	B+	5.00
Fall 2012	HIST	115	U S SINCE 1877	A	3.00
Fall 2012	ACCT	202	PRIN OF ACCT II	B+	3.00
Fall 2013	CJ	250	INTRO ORGZL COMM	B+	3.00
Fall 2013	GEOG	178	CONS OF ENVIRONM	A	3.00
Fall 2013	HIST	125	WORLD HIST S 1500	B+	3.00
Fall 2013	MATH	246	ELEM STATISTICS	B+	4.00

Example

Physical Activity Courses

All Physical Activity Courses - Maximum 1.00 Credit Counts toward Degree (LN-015)

In Progress Courses

In Progress Courses (LN-020)

Units: 15.00 taken

Courses Used

STEP #2

Using tools such as:

- Meeting with your advisor
- Your Degree Audit
- HCAD 4-Year Sample Plan
(available from your advisor)
- Blank planning worksheet

Develop a semester-by-semester plan to complete **all** degree requirements.

Choose specific courses as “placeholders” to indicate how all GE/University requirements will be met.

2014 Summer Session	
Course	Description
BIOL 151	BIOLOGY OF HUMANS
CJ 202	SPEECH FUNDAMNTLS

2014-15 Fall Semester	
Course	Description
BCOM 207	BUS PRESENTATIONS
BIOL 196	HUMAN NUTRITION
BSAD 300	DIVERSITY AT WORK
ECON 280	HEALTH ECON
HCAD 222	MLTDIS PRSTV AGNG
HCAD 301	QUALITY MGMT SYS
MGMT 340	ORG BEHAVIOR

yes	3.00	Fall, Spring, Summer
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2015 Winterim	
Course	Description
FLG 150	FOR CIV & CULT

2014-15 Spring Semester	
Course	Description
HCAD 302	LDRSHP MGMT PRACT
HCAD 375	FUN HLTH CARE FIN
IDIS 201	U.S. HEALTH CARE
KINS 110	POWER WALKING
MGMT 349	HUMAN RES MGMT
MKTG 330	PRIN OF MARKETING ** available as of 01/25/2015
NRSB 220	LANGUAGE OF HEALT

yes	3.00	Fall, Spring, Summer
yes	3.00	Fall, Winterim, Spring, Summer
	1.00	Fall, Spring, Summer

Next, you will enter this plan into My Planner.

Information about how to do this can be found here:

<https://www.uwec.edu/kb/article/using-the-planner/>

Summer Session:

HCAD 400 (3)
HCAD 420 (3)

Fall Semester:

HCAD 401 (6)
HCAD 403 (1)
HCAD 404 (1)
HCAD 405 (1)
HCAD 421 (3)

Winterim Session:

HCAD 407 (1)

Spring Semester:

HCAD 402 (6)
HCAD 413 (1)
HCAD 408 (1)
HCAD 406 (1)
HCAD 422 (3)

← Don't forget to add these courses to your Planner as well. They are the courses you'll take while on Practicum.

STEP #3

Once you have updated your My Planner in CampS, select "Plan by my Requirements" to generate your Planner Report.

My Bluegold CampS Welcome, |
Favorites | Main Menu > Self Service > Student Center
Brandon M Bennett go to [dropdown] [go]

Search Plan Enroll My Academics
my planner shopping cart course history

Add courses to Planner using: [BROWSE COURSE CATALOG](#) [PLAN BY MY REQUIREMENTS](#)
Delete all courses in Planner: [DELETE ALL](#)

▲ This planner is intended for use as a planning tool only. Course offerings may differ from what is provided. Please consult an advisor and your degree audit to review your graduation requirements prior to registering.

▶ 2012-13 Spring Semester

▼ 2013 Summer Session

Select	Course	Description	Prereq	Units	Typically Offered	Delete
<input type="checkbox"/>	FIN 320	PRINC OF FINANCE	yes	3.00	Fall, Winterim, Spring, Summer	
<input type="checkbox"/>	FLTR 250	CLASSIC MYTHOLOGY				

The on-line version of your Planner Report will appear. Next, click on the green "view report as PDF" option.

Review your Planner Report to ensure that the semester-by-semester plan you developed allows for all requirements to be listed as "Satisfied".

Search
my planner

My Planner

Plan by My Requirements

UW-Eau Claire | Undergraduate

This report last generated on 07/25/2013 1:44PM

[collapse all](#) [expand all](#) [view report as pdf](#)

Taken In Progress Planned

▶ FEDERAL LAW PROHIBITS SHARING THIS INFORMATION WITHOUT STUDENT PERMISSION

▶ DECLARE YOUR INTENT TO GRADUATE

▶ CLICK "VIEW REPORT AS PDF" FOR PRINTER FRIENDLY VERSION

STEP #4

a)

**BUSINESS COMMUNICATION - BCOM

Satisfied: BUSINESS COMMUNICATION - BCOM 207 must be completed with a grade of B- or better. BCOM 207 must be completed BCOM 207 must be completed BCOM 207 must be completed

→ BUSINESS PRESENTATIONS

Satisfied: BUSINESS PRESENTATIONS (Student must complete BCOM 217) with a B- or better. BCOM 217 must be completed BCOM 217 must be completed BCOM 217 must be completed

Term	Subject	Catalog #	Course Title
Fall 2015	BCOM	207	BUS PRESENTAT

HEALTH CARE ADMINISTRATION COURSES

Satisfied: REQUIRED COURSES - Minimum Grade B- or better

→ Administration Core Courses

Satisfied: Administration Core - Nine Courses must be completed with a B- or better. Administration Core - Nine Courses must be completed Administration Core - Nine Courses must be completed

Term	Subject	Catalog #	Course Title
Spr 2015	ACCT	201	PRIN OF ACCT I
Spr 2015	IS	240	INFO SYSTEMS B
Sum 2015	ACCT	202	PRIN OF ACCT I
Sum 2015	MGMT	340	ORG BEHAVIOR
Sum 2015	MKTG	330	PRIN OF MARKET
Fall 2015	MGMT	349	HUMAN RES MGMT
Spr 2016	BSAD	300	DIVERSITY AT WORK
Spr 2016	BSAD	305	LEGAL ENVIRONMENT
Spr 2016	HCAD	375	FUN HLTH CARE FIN

Review both your My Planner and your Planner Report with your advisor to **ensure you have a plan that fulfills all requirements.**

Take special care to review any remaining “pre-practicum” courses to ensure you have:

- A reasonable number of credits each term
- HCAD 301 is scheduled your last fall on campus
- HCAD 302 & 375 are scheduled your last spring on campus
- HCAD 222 and ECON 280 are scheduled for fall terms

→ Health Care Core

Satisfied: Health Care Core - Minimum Grade B- or better (LN-040)

Term	Subject	Catalog #	Course Title
Spr 2015	HCAD	301	HEALTH CARE ADMIN
Fall 2015	ECON	280	ECONOMICS
Fall 2015	HCAD	302	HEALTH CARE ADMIN
Fall 2015	HCAD	303	HEALTH CARE ADMIN
Fall 2015	HCAD	304	HEALTH CARE ADMIN
Fall 2015	HCAD	305	HEALTH CARE ADMIN
Fall 2015	HCAD	306	HEALTH CARE ADMIN
Fall 2015	HCAD	307	HEALTH CARE ADMIN
Spr 2016	HCAD	308	HEALTH CARE ADMIN

Then SAVE the PDF version of your Planner Report that shows all requirements as “Satisfied” as a PDF file.

← Contact the LTS HELP desk for help in learning how to save a file as a PDF.

→ Health Care Administration

Satisfied: Health Care Administration - Minimum Grade B- or better Credits Re

Term	Subject	Catalog #	Course Title
Sum 2016	HCAD	400	FIELD EXPRNCE I
Fall 2016	HCAD	401	FIELD EXPRNCE II
Spr 2017	HCAD	402	FIELD EXPRNCE III

c)

Your advisor will send you an email, indicating they have reviewed and approve your plan. Save that e-mail as a PDF file.

→ Health Care Administration Practicum

Step #5

Request a copy of your **Unofficial Transcripts** on CampS, and save them as a PDF file.

Information on how to order transcripts can be found here:

<https://www.uwec.edu/kb/article/requesting-official-and-unofficial-transcripts/>

Unofficial UW-Eau Claire Undergraduate Transcript

Print Date: 09/16/2020

Transfer Credits
Transfer Credit from University of Wisconsin-Green Bay

2019 Winterim
Program: Business - Undergrad
Plan: Health Care Administration Comprehensive Major
Withdrawal Date: 2019-01-09
Good Standing

2018-19 Spring Semester									
Business - Undergrad									
Health Care Administration Comprehensive Major									
Course#	Description	Att	Em	Grd	Pts				
201	INTRO TO ACCTG	3.00	3.00	A	12.00				
151	BIOLOGY OF HUMANS	4.00	4.00	A	16.00				
274	THE SHORT STORY	3.00	3.00	A	12.00				
130	HONG IN U.S.	3.00	3.00	A	12.00				
LEDDIV Design for Diversity									
240	INFO SYSTEMS BUS	3.00	3.00	A	12.00				
220	LANGUAGE OF HEALT	1.00	1.00	A	4.00				
Term GPA		4.00	17.00	17.00	68.00				
Cum GPA		4.00	32.00	32.00	128.00				
Good Standing									
Deans List - College of Business									
Academic Distinction									

2019 Summer Session									
Business - Undergrad									
Health Care Administration Comprehensive Major									
Course#	Description	Att	Em	Grd	Pts				
300	DIVERSITY AT WORK	1.00	1.00	A	4.00				
Cultural Diversity 1 cr.									

Step #6

Reminder

Write your **Essay** and save it as a PDF file

Your Essay:

Your essay (and application) will be evaluated on how well thought out and written it is, as well as how you answer the following questions (be concise, the essay should not exceed two double-spaced typed pages):

- 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've participated in, etc.)?
- What do you see yourself doing in five to ten years?

We want to know how your participation in the program will add value – to you, your classmates, the program, and the field.

The Business Writing and Presentations Studio is available to assist you as well.

Schedule an appointment here: <https://instant-scheduling.com/sch.php?kn=1405109>

Choose from three different appointment types. Appointments for EACH TYPE available throughout the day:

- Business Presentations – Brief (15 min) appointments: assistance with elevator speeches, PowerPoint slides, content organization, etc.
- Business Presentations – Extended (25 min) appointments: assistance with interview practice and individual/group presentations.
- Business Writing (15 min) appointments: assistance with resumes, cover letters, emails, CoB reports, memos, etc.

Step #7

[Click here](#) to complete and submit your HCAD Application.