

Hawaii Medical College



Policies & Procedures

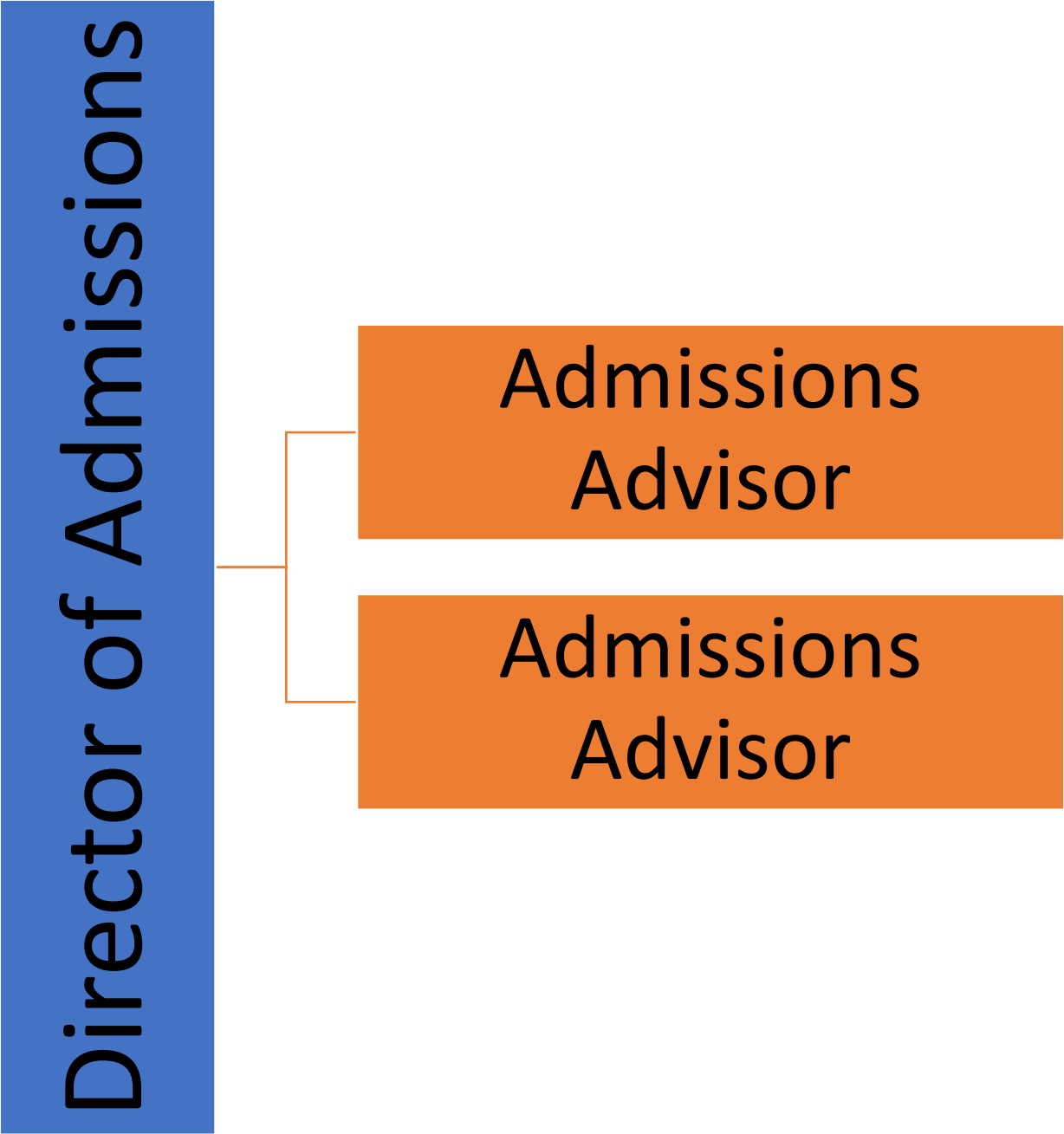
ADMISSIONS DEPARTMENT

Updated
4-6-2023


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Admissions Department Organization Chart



Policy: ADM - 0401 – Recruitment

 Admission Department	Policy Number: ADM - 0401
	Policy: Recruitment
	Effective Date: 3/01/2018
	Revision Date: 4/6/2023zo
	Regulation Reference(s): <i>ACCET Standards VII-A</i>

Policy:

Hawaii Medical College will engage appropriately in recruitment practices that adhere with ACCET accreditation guidelines and other state and federal requirements.

Procedure:

Hawaii Medical College provides a public webpage that provides all recruitment information in open format for anyone to review at any time. This website is updated continually to ensure that all materials presented are accurate.

The website is: <https://www.hmi.edu/>

Visitors who choose to provide their contact information are invited to visit Hawaii Medical College or engage virtually to discuss career planning and educational programs with an Admissions Advisor. During the admissions process, prospective students explore their educational objectives and plan for their future careers with an Admissions Advisor. A tour of the school and first-hand information regarding the curriculum and facilities are provided during the campus visit by appointment.

The administrator of this policy is the Director of Admissions.

References:

ACCET Document 2 – Standard VII Admission and Student Services – A. Recruitment


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~~3/1/2018~~

10/1/2022mt

4/6/2023zo

Policy: ADM - 0402 – Admission and Enrollment

 Admission Department	Policy Number: ADM - 0402
	Policy: Admission and Enrollment
	Effective Date: 3/1/2018
	Revision Date: 4/6/2023zo
	Regulation Reference(s): ACCET Standard VII- B, 34 C.F.R. §§ 668.32, 34 C.F.R. §§ 668.72, Hawai'i Administrative Rules, Chapter 11-157

Policy:

All admission and enrollment provided by HMC shall be done according to accreditation standards and requirements provided by ACCET, U.S. Department of Education, and the Hawaii State Department of Health.

Procedure:

Admissions and enrollment functions are facilitated at HMC through the application and enrollment procedures.

Application:

At the completion of HMC's recruitment practices, prospective applicants are guided to the online application available on our public website. This application is openly available and requires no fee.

Enrollment Procedures:

All applicants are required to fulfill the following requirements within 35 days after the start of training:

1. Have reached the age of 18 at the time of enrollment. Students who will become 18 shortly after beginning school may be granted an exception to this requirement, subject to legal guardian's approval.
2. Complete and sign an Application for Admission form.
3. Provide proof of High School Graduation in the form of either:
 - Verification of Graduation Letter from High School
 - A copy of the High School Diploma
 - A copy of the High School Transcript indicating date of graduation
 - A copy of the General Equivalency Diploma
 - A written certification by a legitimate authority for home-schooled students

4. If an applicant attended a post-secondary institution and plans to transfer credit, the applicant will need to provide an official transcript and syllabi or course description of classes taken for evaluation by the Education Department.
5. On-campus students provide verification of a negative tuberculin test done within the past twelve (12) months prior to the first day of attendance. The verification must indicate the dates of administration and reading of the Mantoux skin test (PPD), the transverse diameter of induration in millimeters, and the signature or stamp of the MD, DO, APRN, PA, or clinic.
6. On-campus students provide proof of two (2) Measles Mumps Rubella (MMR) shots (*if received before the age of 18 years old*) or a combination of one (1) Measles shot and one (1) MMR shot required. Shots should be one month apart, given on or after January 1, 1968, and/or after the 1st birthday and/or if student previously had the shots or the disease, but does not have a record of it, a positive MMR IgG blood test report signed by an M.D. is acceptable. *Exception* If the tentative student is 18 years of age and receives (1) MMR vaccination, the CDC states, that it is acceptable.
7. Provide proof of *Tetanus, Diphtheria, Pertussis (Tdap)* Vaccination within 10 years of the start of class. Proof of two (2) doses of *Varicella* or positive antibody test for *Varicella (Chicken Pox Vaccination)*.
8. Cash-paying applicants are required to make a partial tuition payment before the start. The Business Office will advise the applicant regarding payment plans.
9. If accepted for enrollment, prospective students must sign an Enrollment Agreement and provide all supporting documents to commence studies at Hawaii Medical College.

The administrator of this policy is the Director of Admissions.

References:

ACCET Document 3.1 – Standard VI – B. Supervision of Instruction

34 C.F.R. §§ 668.32 – Student eligibility

34 C.F.R. §§ 668.72 – Nature of educational program

Hawai'i Administrative Rules, Chapter 11-157 – Immunizations requirement for students attending school, post-secondary schools and day-care center facilities


Updated:

3/1/2018-cmm

10/1/22mt

4/6/2023zo

Policy: ADM - 0403 – Student Orientation

 Admission Department	Policy Number: ADM - 0403
	Policy: Student Orientation
	Effective Date: 03/01/2018
	Revision Date: 4/6/2023zo
	Regulation Reference(s): <i>ACCET Standards VII-D</i>

Policy:

Student orientation ensures that new and re-engaging students are provided an onboarding experience that is consistent with the mission and institutional goals of Hawaii Medical College and in accordance with the requirements of accreditation.

Procedure:

New student orientation is conducted the Friday before the start of each module. New students, re-entry students, and re-enroll students who are re-engaging HMC after a period away are all included in the orientation event.

- a. Orientation connects students with representatives of multiple departments they may interact with during their student experience.
- b. Orientation provides a final check to ensure students have the technology tools and accessibility challenges managed before classes begin.
- c. Orientation give opportunity for the school to voice the educational and professional training philosophy.
- d. Orientation avails students an opportunity to voice any concerns or requests for support that might arise.

The administrator of this policy is the Director of Admissions.

References:

ACCET Document 2– Standard VII Admission and Student Services – D. Student Services (orientation)

Updated:

3/1/2018

10/1/2022mt

4/6/2023zo