

August 19, 2024

Dear First Year Health Information Technology Students:

Welcome to the University of Technology, Jamaica.

We are delighted that you have chosen our institution as the place to pursue your higher education. A very special welcome from the College of Health Sciences (COHS) and the School of Allied Health and Wellness (SAHW), through which the ASc. Health Information Technology (HIT) course of study is offered. Congratulations on the decision you have made to pursue this path!

Health Information Technology (HIT) is an area of study which requires students and future **graduates to behave in an ethical and professional manner**, which reflects not only on the individual's character but also that of the University, the course of study, and the profession. We advise you to seek out and become an active member of your professional organization, the Jamaica Medical Records Association.

HIT students are required to **wear uniforms to all classes and all professional events (e.g., conferences, workshops, and practicum)**. IDs are also a part of the uniform and must be always worn. Please see the sample provided for the making of the pants and skirt which must be worn with light blue bush jackets.

All first-year students are required to attend the University's and the College's virtual orientation, which will be conducted during the week of August 18-25, 2024. Your course of study orientation will be scheduled for **Wednesday August 21, 2024**, beginning at 9:00 a.m. in Lecture Theatre 23 (LT23).

Exemption or transfer of credits is available for students who meet the requirements. Students may be **exempted from a module(s)** if they have passed an equivalent CAPE subject or an equivalent module at a recognized institution. Students seeking exemption should apply **within the first two (2) weeks of classes**. To qualify for an exemption, you will need to:

- **Be registered for the module for which the exemption is sought.**
- **Complete an exemption form (obtained from the college office) which is to be submitted, along with**
- **CAPE certificate and /or other relevant certificate and module/course outline (s) from a relevant institution.**

Students may receive a **transfer of credit** for a module(s) if they have passed the module(s) or an equivalent module(s) at a recognized *tertiary* institution. The following should be submitted:

- **A transcript from the relevant institution (if applicable)**
- **A detailed syllabus of the course(s) done before (if applicable)**

Kindly note, that exemption or transfer of credits cannot be obtained for modules used for matriculation.

The many rules and regulations implemented by the University are intended to help to maintain order. It is your responsibility to become familiar with these rules, which are in the University of Technology, Jamaica Student's Handbook. **It is important that you follow the course of study structure and uniform guide provided.**

Once again, welcome to the *Health Information Technology* course of study. I encourage you not only to excel in academics but to be active in extracurricular activities on and off campus. Having this balance will aid in your holistic development as you strive to become a well-rounded professional. As members of the academic staff, we look forward to interacting with you throughout your academic journey here, and we encourage you to do your very best while on this path.

Yours sincerely,

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Lecturer & Programme Leader
Health Information Technology
School of Allied Health & Wellness

copy: Dr. Vanessa White-Barrow, Head of School, Allied Health & Wellness