University of Wisconsin – Milwaukee
Bachelor of Science (B.S.) in Health Care Administration
Program Flow Chart

Start as an HCA-intended student at UWM

Complete Prerequisite Courses
- COMMUN 103
- HS (HCA) 102
- ECON 103 or ECON 104
- ENGLISH 102
- MATH 105

Earn a "C" or Higher in All HCA and HS Courses [except BMS (HS) 301-305]

Maintain a GPA of 2.500 or higher

Earn a "C+" or Higher in All Other Courses Included in the HCA Major Curriculum

Apply Online to the HCA Program Using this link to the HCA webpage

Admitted to the HCA Program (Will receive a letter from the Program Director)
(Note: Once admitted, you must maintain above stated grade requirements and 2.500 overall GPA)

Complete Signed Acknowledgement Form for Student Handbook

Attend mandatory HCA Program Orientation and Internship Meeting

Complete Signed Authorization and Release Form for Background Check

Submit Completed Internship Application Online (due Oct 1 for Spring and March 1 for Fall Internship)

Submit Unofficial Transcript to Internship Coordinator at kmo@uwm.edu

Submit a draft Resume (including related courses and skills) to kmo@uwm.edu

Complete Physical and Obtain Proper Documentation on Form completed by Provider

Have Provider Complete and Sign Student Health Requirements Report Form

Submit approved Immunization Records and Required Lab Testing

Meet with HCA Internship Coordinator to Submit Physical and Immunization Records and Discuss Placement

Pursue Placement Opportunities and Schedule Interviews with Potential Preceptors

Secure Internship and Provide Internship Coordinator with Contact Info

Obtain Approval from HCA Internship Coordinator for Internship Placement

Enroll in HCA 580

Secure a Schedule with Preceptor and Start Internship (120 Hours Required)

Start the online portion of HCA 580 and Review Full Syllabus plus Assignments and Course Content

Complete Internship Agreement with Preceptor and Submit to HCA Internship Coordinator with Business Card and Project Description

Arrange schedule to be able to attend Mandatory Group Seminar scheduled on UWM Study Day

Remember to Apply for Graduation on PAWS. See this link for details.

Graduate with a B.S. in Health Care Administration

Click Here for the UWM HCA webpage with HCA Admission Requirements and Important Documents including a link to the HCA Internship Application