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 104
  - ENGLISH 102
  - MATH 105

- Earn a "C+" or Higher in All HCA and HS Courses (only 2 attempts allowed)

- Apply Online for Admission to the HCA Program Major Using This Link to the HCA webpage

Admission to the HCA Program Major
(You will receive a letter from the Program Director)
(Note: Once admitted, you must maintain the above stated grade requirements (2 attempts) and 2.500 overall GPA)

Complete mandatory HCA Program Orientation in Canvas

- Complete Signed Acknowledgment Form for Student Handbook (submit in Canvas)
- Complete Signed Authorization and Release Form for Background Check (submit in Canvas)
- Complete Signed Background Information Disclosure (BID) (submit in Canvas)

Submit documents above to HCA Internship Coordinator in HCA Internship portal in CANVAS (2-3 months prior to internship)

Have Provider Complete and Sign Student Health Requirements Report Form

Obtain Immunization Records and Required Lab Testing

Meet with HCA Internship Coordinator 1:1 in Teams to Discuss Placement options to pursue and approve (2-3 months prior to internship)

- 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 + upload to Canvas (3 months prior to internship)

- Submit a draft Resume (including related courses and skills) to kmo@uwm.edu + upload to Canvas (3 months prior to internship)

- Complete Physical and Obtain Proper Documentation on Form completed by Provider

- Complete Signed Internship Agreement with Preceptor and Submit to HCA Internship Coordinator with Project Description in HCA 580 CANVAS site

Enroll in HCA 580 (approval required)

Pick up Intern ID Badge from site as applicable and Review HCA 580 Course Materials

- Purchase or Rent HCA 580 Textbooks
- Complete Orientation to Department and Internship Site

Arrange 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 Project Description in HCA 580 CANVAS site

- Remember to Apply for the Business Minor. Apply for Graduation in PAWS. See This Link for details.

Graduate with a B.S. in Health Care Administration and General Business Minor

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