PHARMACY TECHNICIAN - CERTIFICATE ll
(OPTIONAL ASSOCIATE OF APPLIED SCIENCE TRACK AVAILABLE)

(Meeting minimum requirements does not guarantee admission to the program)

TERM	Applications Accepted	Application Review	Application Status Notification	Application packet must be submitted via email:
Fall: August 2025	Jan. 13, 2025 – July 28, 2025	From Feb. 2025	From May 2025	co.phraadmit@hccs.edu

Program Duration, Study Mode, and Class Schedule Information

Program Duration (Number of Semesters)		Study Mode
Full Time: 3 semesters	Part-Time: Varies	Face-to-face, Hybrid and Offsite Clinical Rotations

- Program days and times may vary but you should plan to attend classes 4-5 days a week. Day classes are generally between 8:00 a.m. to 4:30 p.m.
- Clinical rotation days and times vary. Most clinicals are Monday – Friday between 6:30 a.m. – 6:00 p.m. Some clinical sites offer evening schedules until 11:00 p.m. Please plan accordingly to ensure you have proper transportation.

Program Admissions Statistics

On average, approximately 40 students apply for admission each application period. Of these, approximately 35 are typically accepted.

How Do I Submit the HCC Application and Program Application?

The Pharmacy Technician program is a selective admission program. Prospective applicants should review the HCC Application Requirements, Pharmacy Technician Program Application Requirements, and Pre-Enrollment Process & Requirements outlined in this guide.

HCC Application Requirements:

Step 1: Apply for Admission to HCC:

New student to HCC: If you are new to college or transferring to HCC, your first step is to become an HCC Eagle by submitting a free admissions application to HCC. Please create a profile and complete a **degree-seeking** application: https://applytexas.org/. Upon completing the application, you will receive your acceptance letter and a welcome email that contains your HCC Student ID number and P-number (if assigned). If you have filled out an HCC application at any point or you already have an HCC student ID number, please do not submit another HCC application. Multiple HCC new student applications and/or ID numbers are not allowed.

Returning student to HCC: If you have not been enrolled in HCC for the past 3 semesters, you **_must_** re-activate your HCC student account. If you need assistance with this process, please visit: Returning HCC Student | Houston Community College - HCC.

International Students: If you are an international student planning to attend HCC on a status F-1, (DACA, refugee, L visa, H visa, etc.), please visit https://www.hccs.edu/support- services/international- students/.

Veteran students: Please visit https://www.hccs.edu/support-services/veteran-affairs/. Download and complete DD Form 214 & SF-180 Form and submit with the application.

Step 2: Apply for Financial Aid (this step is optional):

All students should apply for financial aid immediately after applying for admission to HCC. Filling out a financial aid application is the first step in learning your options to pay for college. HCC accepts financial aid applications throughout the year.

- Free Application for Federal Student Aid (FAFSA) at fafsa.gov, School Code: 010422
- Free Application for Texas Application for State Financial Aid (TASFA) at hccs.edu/tasfa.

If you need assistance paying for college, please visit the Coleman Financial Aid office for assistance or visit www.hccs.edu/applying-and-paying/financial-aid/

Step 3: Complete My Eagle HCC Account Checklist:

Please visit: myeagle.hccs.edu, and sign into the Student System. Review and complete the HCC Policy and On-Boarding Checklist sections. *To avoid delays in the processing of your application, please complete all To-Do List items.*

- *Career Interest Assessment:* All first-time HCC students must complete this module.

- *Meningitis Vaccine* – Future and returning students who are under the age of 22 are required to submit proof of vaccination. For more information on requirements, resources & any religious, medical, or online student exemptions, please visit Meningitis Vaccine.

- *Submit Official Transcript(s)*: Please submit your official sealed (unopened) transcript(s) from high school, GED, and any other colleges and/or Universities previously attended. *If you have completed your courses at HCC, you do not need to submit an official transcript.* We do not accept unofficial copies or

official copies that have been opened. There are two ways to submit an official transcript from your high school or previous institution:

- **Submit Electronically:** Have an official PDF transcript electronically sent from approved service providers such as Credentials, Parchment, and National Student Clearinghouse to: admissions@hccs.edu

- **Submit by Mail:** Please use the address: Houston Community College, Office of Admissions & Records, P.O. Box 667517, Houston, TX 77266-7517

- If you have completed coursework outside HCC and need more information on transfer equivalency with HCC, please visit http://www.hccs.edu/support-services/transfers/transferring- credits/.

- All foreign transcripts must be evaluated by an approved credential evaluation service. The evaluation must include course-by-course evaluation and US equivalency for earned degree. Then the official evaluation report must be submitted to HCC. The HCC Internal process can take up to 8 weeks for evaluation and transfer of course credits. To find a list of approved evaluation companies, please visit Foreign Transcript/ Foreign Credit Evaluators.

For more information on transcript(s) submission, please visit Transcript(s). It is the responsibility of the student to allow enough time for the evaluation of transcripts; please allow 6-8 weeks for evaluation and transfer of course credits.

To receive Prior Learning Assessment (PLA) credit towards admission to the Pharmacy Technician program, an applicant should not have previously taken or attempted the course (by title), that is the same as the PLA credit for which he/she is applying. For more information on PLA you may visit https://www.hccs.edu/resources-for/current-students/prior-learning-assessment/

• *Texas Success Initiative requirements* –If you have the "Texas Success Initiative College Readiness Requirements" Checklist on your To-do List in the Student Center, you have to be placed into core courses one of two ways.

-Have an approved exemption (reason) for not taking Texas Success Initiative Assessment 2.0 (TSIA2); *or*
-Take the Texas Success Initiative Assessment 2.0 (TSIA2)
Please visit the Texas Success Initiative Assessment to learn about your options to complete this requirement.

Pharmacy Technician Program Application Requirements:

Step 4: Meet with HCC Coleman College Advisor:

At least once during the application acceptance period, an applicant must attend an In-Person/Virtual Program Information Session or must meet with an HCC Coleman Pathway Advisor or HCC Coleman Admissions Advisor via the phone or in-person or virtually at least once to ensure they are meeting all of the program admission criteria. To view up-to-date in-person hours for Coleman College Student Services https://www.hccs.edu/support-services/academic-advising/.

Step 5: Program Information Session:

Attend the online Program Information Session at https://www.hccs.edu/programs/areas-of- study/health-sciences/pharmacy-technician/. If you have questions regarding the online delivery of program information sessions, please contact via email: co.pharmacytech@hccs.edu.

Step 6: Program Application:

In addition to the HCC admission application, you must complete and submit the Pharmacy Technician program application via email to co.phraadmit@hccs.edu with:
- Copy of high school or GED equivalent transcript showing completion
- Copy of College transcript/s showing completion of the prerequisite courses and applicable supporting documents.
All official high school and college transcripts must be submitted to HCC. Please refer to the section: Program Application: Academic Course Requirements to learn about prerequisite courses and TSI requirements.

Program Application: Academic Course Requirements

Course Description	Credit Hours

Placement Test
 	
All new students enrolling in a Texas Public Institution of Higher Education must take the TSIA2 to determine college readiness unless they qualify for an exemption. Visit TSIA Exemptions for a list of exemptions. If your TSIA scores or transcript do not indicate college-level proficiency in reading, writing, and math, you are required to complete INRW 0420 and one of the specified MATH courses with a minimum grade of 'C' or higher.
  ❯ INRW 0420 - Integrated Reading and Writing
  ❯ MATH 0432P - Basic Mathematics & Contemporary Mathematics
    OR MATH 0424P - Basic Mathematics & Introduction to Business Mathematics
    OR MATH 0442P - Basic Mathematics & Introduction to Statistics	

Prerequisite Courses GPA Prerequisite GPA 2.0 or higher	
Prerequisite Courses Completion of the following courses with a minimum grade of 'C' or better:	
❯ HPRS 1201 – Introduction to Health Professions Cannot be substituted with another success course or college-level course unless approved by the Program Director.	2
❯ PHRA 1301 – Introduction to Pharmacy	3
Recommended Courses N/A	
Testing N/A	
If you would like to determine your eligibility by calculating your cumulative points earned, please use our Admission Rubric form.	

Pre-Enrollment Process & Requirements

➢ Selection Criteria

When the number of eligible applications exceeds program seat availability, selective criteria are used to determine which applicants are offered admission. Selective criteria are awarded based on the following:

- **100%** may be awarded based on the health program academic criteria (grades earned from the pre-entry form, required and recommended courses, and general education requirements).

All application requirements must be satisfied by the close of the application window.

If you are offered admission you will need to complete the following pre-enrollment requirements by a specific due date to maintain eligible status:

- Complete the letter of Intent form by the deadline stated in the Admission Acceptance Offer email that will be sent to your submitted email address with the program application.
- Cleared Background Check through Certified Background. Individuals with a positive background must declare to the Texas State Board of Pharmacy (TSBP) www.pharmacy.texas.gov.
- Complete the mandatory program orientation and student services orientation on the date provided in your admission email.

The below requirements are to be completed before the start of the second semester:

- Proof of personal health insurance: If you need to purchase health insurance please visit: https://www.hccs.edu/support-services/international-students/health-insurance/ for a list of health care insurance providers that HCC has compiled as a courtesy to students who wish to contact a potential provider to meet their personal health insurance needs. Students are advised to contact more than one company and compare offerings.
- Passing drug screen.
- Physical examination.
- Immunization record showing (Monitored By Complio system: http://houstoncccompliance.com/) completion of Hepatitis B immunization series (may take up to 6 months), MMR – 2 shots or titer, Tdap – every 10 years, TB Skin Test –for students start in Fall should complete the test by the 1st week of March of the following year and for students who start in Spring should complete the test by 1st week of November in the same year; Varicella 2 shots or titer, Meningitis (required for students 22 years or younger) and Influenza vaccine should be taken by the 1st week of October.
- CPR (BLS) current certification
- Active registration status as a Pharmacy Technician Trainee with the Texas State Board of Pharmacy.

➢ Clinical Requirements for Program Progression & Completion

To provide students with the most robust clinical educational experience and to ensure that students progress and graduate as scheduled, it is highly recommended that applicants weigh all of their options before agreeing to a conditional acceptance into their desired health science program. In order to facilitate this decision-making, students should understand all of the requirements of their program, including clinical education.

To be placed in a clinical educational experience, students must comply with the guidelines and requirements of HCC clinical sites, including health and wellness directives. Most clinical sites require background checks, health testing, drug screens, and immunizations, including proof of COVID-19 vaccination.

Students are required to provide to HCC proof that students meet all clinical requirements, with the exception of their COVID-19 vaccination status. Consistent with state law, HCC does not mandate the COVID-19 vaccination. Students have the choice to voluntarily disclose or not disclose their COVID-19 vaccination status through their HCC Complio account.

However, most healthcare facilities do require the vaccine as a condition of employment, volunteering, or student clinical placement. If a student chooses not to disclose their COVID-19 vaccination status or is not vaccinated, HCC may not be able to place the student in clinical rotations. HCC will work to place such students into a clinical site that does not require the vaccine, provided such a site is available and HCC has an active affiliation agreement in place that meets the necessary conditions to provide an appropriate learning opportunity for the student. However, HCC cannot guarantee that clinical sites that do not require the COVID vaccine will be available at the time the student requires placement. At this time, many healthcare facilities are not accepting religious or medical exemptions for the COVID-19 vaccine for clinical students.

If a student chooses not to receive or to provide proof of COVID-19 vaccination and no clinical sites are available to accept the student that do not require the COVID-19 vaccination, the student's progression in the program and graduation will be delayed or stopped all together. If a student cannot be timely placed in a qualifying clinical site, a student may not be able to complete the program. Our affiliate partners' expectations are the same for our students as they would be when our students ultimately become employees in their chosen field.

Students with questions about clinical requirements and placement may contact the program director of their program of interest.

➢ HB 1508 requires the following information be given to students:

If you are applying for admission to a program that prepares an individual for an initial occupational license or certification and/or if you later decide to change to a program that prepares you for an initial occupational license or certification, in accordance with state law, please be advised of the following:

1. An individual who has been charged or convicted of an offense or who is on probation may not be eligible for issuance of an occupational license or certification upon completion of the educational program.
2. It is the responsibility of the individual to immediately report to the program any change in status that would affect that individual's eligibility to apply for a license or certification.
3. Local, state or national licensing and certification authorities may issue additional guidelines related to criminal history. Applicants should contact their respective licensing or certification authority for more details.

Most health care programs require all students - admitted to the program - to submit to a national background check which may include fingerprinting. Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license or certification. Questions related to eligibility requirements should be directed to the individual program and applicable licensing or certification authority.

➢ The **Pharmacy Technician Program** requires participation in clinical rotations in order to complete the program. In order to participate in clinical rotations at our affiliate sites, certain background information must be verified. Students participating in clinical rotations must meet the same background verifications as clinical staff at our affiliate sites. For that reason, we require students to submit the following required background information before admission/enrollment in the program is completed.

1. Social Security Number Verification

2. Criminal Search (7 yrs. or up to 5 criminal searches)

3. Violent Sexual Offender and Predator Registry Search

4. OIG List of Excluded Individuals/Entities

5. GSA List of Parties Excluded from Federal Programs

6. US Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated nationals (SDN)

7. State Exclusive List www.hhsc.state.us

8. Driver's license or government-issued identification

Please note: Verification of this information is the financial responsibility of the student and must be completed through the program-approved vendor – Complio.

➢ HCC Coleman College Grading Scale

To best prepare students for success in their chosen fields, Health Sciences Programs have high standards for progression. Unlike other HCC programs, the Pharmacy Technician program requires a C (75%) or better to progress to the next course or semester in the program. For specific questions about grades, grading, and progression within Health Science programs, please contact Coleman College at co.pharmacytech@hccs.edu.

Pharmacy Technician Program Grading Scale

A = 100 – 90 %
B = 89 – 80 %
C = 79 – 75 %*
D = 74 – 60 %
F = 59 – 0 %

*A grade of C (75%) or better must be achieved to progress to the next course or semester.

➢ **Regulations for Experiential Courses, Registration, Certification and Future Employment as a Pharmacy Technician**

Illicit drug use, negative background checks and lack of proof of immunizations can prevent pharmacy technician students, trainees and pharmacy technicians from participating in HCC Pharmacy Technician experiential courses as well as impact future employment in the field. Externships, employers and state boards of pharmacy have regulations about drug use as well as criminal background and immunization status. Pharmacy technicians must meet all school and clinical site requirements regarding drug use, background checks and immunizations. Failure to meet these requirements will prevent the student from participation. Likewise, failure to meet employer requirements in regards to drug use, background checks and immunizations may prevent employment of a graduate of the pharmacy technician program.

Pharmacy Technician, C2

The mission of the Pharmacy Technician program is to provide workforce training which prepares individuals for life, work and employment by providing them opportunities for jobs in a variety of diverse pharmacy settings, ranging from hospital, retail to home care, with opportunities for growth in the pharmacy field once graduates are employed.

🏛 Campus

- Allied Health - Pharmacy Technician - Specialization, A.A.S.

Program CIP Code: 51.0805

Cost of Attendance: https://www.hccs.edu/applying-and-paying/tuition-calculator/

The credit totals are displayed in two key locations: 1. At the end of each semester: You'll find the total number of credits for that specific semester. 2. At the end of the degree plan: The total number of credits for the entire degree program is listed at the bottom of the plan.

First Year

Prerequisite Semester

Course Name	Credits:	Term Taken	Grade	TX Core
HPRS 1201 - Introduction to Health Professions	Credits: 2			
PHRA 1301 - Introduction to Pharmacy	Credits: 3			

Semester Total: 5

First Semester - Fall

Course Name	Credits:	Term Taken	Grade	TX Core
PHRA 1305 - Drug Classification	Credits: 3			
PHRA 1309 - Pharmaceutical Mathematics I	Credits: 3			
PHRA 1413 - Community Pharmacy Practice	Credits: 4			
PHRA 1272 - Professional Practices for Pharmacy Technicians	Credits: 2			

Semester Total: 12

Second Semester - Spring

Course Name	Credits:	Term Taken	Grade	TX Core
PHRA 1449 - Institutional Pharmacy Practice	Credits: 4			
PHRA 1304 - Pharmacotherapy and Disease Process	Credits: 3			
PHRA 1445 - Compounding Sterile Preparations	Credits: 4			
PHRA 1247 - Pharmaceutical Mathematics II	Credits: 2			

Semester Total: 13

Third Semester - Summer

Course Name	Credits:	Term Taken	Grade	TX Core
PHRA 1261 - Clinical-Pharmacy Technician / Assistant	Credits: 2			
PHRA 2260 - Clinical-Pharmacy Technician / Assistant	Credits: 2			
PHRA 2261 - Clinical-Pharmacy Technician / Assistant (Capstone)	Credits: 2			
PHRA 1243 - Pharmacy Technician Certification Review	Credits: 2			

Semester Total: 8

Total Minimum Credits for the Level 2 Certificate: 38

Notes:

Program Information

The purpose of the pharmacy technician program is to train and educate students for entry level employment as a pharmacy technician. A Pharmacy Technician provides technical services that do not require professional judgment regarding the preparation and distribution of drugs. Pharmacy technicians always work under the direct supervision of and are responsible to a licensed pharmacist. All work performed by a pharmacy technician must be verified for accuracy by a licensed pharmacist.

Responsibilities, Duties & Competencies of Pharmacy Technician frequently include:

1. Compounding sterile and non-sterile pharmaceuticals
2. Packaging and re-packaging medications
3. Utilizing and maintaining various types pharmacy technology
4. Performing pharmaceutical calculations
5. Preparing and maintaining prescription orders
6. Distributing and delivering medications
7. Providing great customer service
8. Maintaining patient privacy

The practice of pharmacy is continually changing to meet the needs of society. As a result, the pharmacy technician's role is also changing. Pharmacy Technicians are being relied upon more & more to perform routine day-to-day functions to free up the pharmacist to spend more time providing clinical support to other healthcare team members. Therefore, educated, highly skilled, and well-trained pharmacy technicians are essential to the successful function of the pharmacy.

➢ Accreditation Agency

The pharmacy technician program is accredited by the American Society of Health-System Pharmacists (ASHP) and the Accreditation Council for Pharmacy Education (ACPE). More information on ASHP/ACPE accreditation can be found at https://www.ashp.org/Professional-Development/Technician-Program-Accreditation.

Houston Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). More information on SACSCOC can be found at https://www.hccs.edu/about- hcc/accreditation/ and https://sacscoc.org.

➢ Certification Testing

Graduates are eligible to take the National certification examination offered by the Pharmacy Technician Certification Board (PTCB). To be eligible to sit for the PTCB exam, an applicant must complete a PTCB- Recognized Education/Training program. HCC's pharmacy technician program is a PTCB-Recognized program. Once initial PTCB certification is obtained, the certified pharmacy technician must obtain 20 hours of pharmacy technician related continuing education credits and apply with PTCB to renew their certification. Visit www.ptcb.org for more detailed information on the pharmacy technician registration process.

The Pharmacy Technician program's current 3-year statistics for graduate performance on the PTCB exam are listed below:

Program/Aligned Award	Agency Standard	HCC Standard	2017 Pass Rate (# Passed)	2018 Pass Rate (# Passed)	2019 Pass Rate (# Passed)	2019 Results
Pharmacy Technician C2	n/a	75%	100% (24)	93% (13)	97% (32)	Exceeds Expectation

➢ Texas State Board of Pharmacy (TSBP) Registration

To work as a pharmacy technician in Texas, the pharmacy technician must be registered with the TSBP as a pharmacy technician trainee or pharmacy technician. For an HCC pharmacy technician student to participate in their experiential or clinical education courses they obtain TSBP registration as a pharmacy technician trainee (see page 6). To obtain a TSBP pharmacy technician trainee registration, the student must apply to the Texas State Board of Pharmacy and pay any required fees. The TSBP conducts a detailed background check on the applicant before granting trainee registration. The TSBP pharmacy technician trainee registration expires in 2 years and is not renewable.

Once a student graduates from HCC's pharmacy technician program and passes their PTCB certification exam, they will be eligible to register with the TSBP as a pharmacy technician. To obtain a TSBP pharmacy technician registration, the student must apply to the Texas State Board of Pharmacy and pay any required fees. The TSBP conducts a detailed background check on the applicant before granting registration. The TSBP pharmacy technician registration must be renewed every 2 years. Renewal requires a renewal application with the TSBP years and the completion of at least 20 hours of pharmacy technician continuing education. For more detailed information on the pharmacy technician and trainee registration, please visit https://www.pharmacy.texas.gov.

➢ Dismissal Policy

Violation of HCC, Coleman College or the Pharmacy Technician policies may result in the dismissal of a student. A pharmacy technician student will be dismissed from the program if they are found to have violated pharmacy technician polices including, but not limited to:

- Behavior – Professional
- Confidentiality
- Injuries & Needle sticks
- Safety
- Standards of Practice
- Academic Dishonesty
- Weapons

Examples of other types of behavior that may lead to corrective action and/or immediate dismissal from the Pharmacy Program include:

- Offensive, harassing, abusive, disrespectful, insulting or vulgar language and/or gestures
- Damage, abuse or theft of HCC, Coleman College, pharmacy technician program or any clinical affiliate property
- Insubordination, including willful negligence or refusal to perform tasks in the manner assigned by instructors, instructional support specialists, preceptors, clinical supervisors, or other authority figures
- Time clock violations or excessive tardies and absences
- Fighting, threatening violence or horseplay (which may result in injury)
- Sleeping or giving the appearance of sleeping.
- Physical or psychological negligence to faculty, classmates, staff, patients, or guests.
- Failure to follow instructions and/or policies and procedures which may result in serious consequences.

- Sexually suggestive behaviors and/or actions.
- Any possession, use, distribution or abuse of alcohol, un-prescribed drugs, narcotics, or illegal substances on college or clinical property.
- Not following HCC, Coleman College, or the Pharmacy Technician policies, procedures, guidelines or regulations.
- Disregard for established safety practices in the classroom, lab, or clinic settings
- Failure to protect self, peers, faculty, staff, and patients from actual or potential physical and health hazards.
- Failure to disclose any health disorder (physical or psychological) that could potentially interfere with your being able to professionally perform in any academic, laboratory or clinical setting.

HCC's student code of conduct can be found at https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/

➢ Employment Opportunities*

Pharmacy Technician may find employment in hospital, clinic, home health care, mail order and retail pharmacies.

In the Houston-Woodlands-SugarLand, TX region, it is expected that the number of available pharmacy technician jobs will increase by 632 jobs between 2020 and 2025 which is an increase of 7% (EMSI, 2020).

Average Salary*

The median wage for Pharmacy Technicians in the Houston-The Woodlands-Sugar Land, TX region is $17.07/hr., while the national median wage is $16.32/hr. (EMSI, 2020). Entry-level pharmacy technicians can expect a starting salary between $11 and $16 per hour.

Find out the entry-level wages, medium wages, and high wages for each career field in High School or less, Vocational Certificate, Associate's degree, Bachelor's degree, and Graduate degree: Career Coach | Houston Community College (HCC) | We are Houston's Community College (hccs.edu)

Estimated Costs

Tuition is estimated using the Texas resident rates. Out-of-district and out-of-state residents will have higher tuition and fees. Please visit http://www.hccs.edu/applying-and-paying/tuition-calculator/ for more information. Tuition is for core coursework only. General Education and Support courses are not included. These are high estimates; actual costs will vary depending on health insurance coverage. Due to increases/decreases in books and supplements, please check the bookstore website at http://hccs.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=19561&catalogId=10001&langId=-1 for updated cost information. Only required books are included in the estimate.

Pharmacy Technician Certificate II (In-district cost)

Pre Entrance	
Criminal Background/Drug Screening	$105
Physical Exam	$40
Immunization	$360
Medical Insurance	Varies
SUBTOTAL	**$505**
1st Semester (12 semester hours)	
Tuition In-District	$1020
Books	$363
Uniforms	$120
Parking (4months)	Varies
SUBTOTAL	**$1,503**
2nd Semester (13 semester hours)	
Tuition In-District	$1103.5
Books	$432
Parking (4months)	Varies
SUBTOTAL	**$1,535.5**
3rd Semester (8 semester hours)	
Tuition	$682
Books	$50
Parking (4months)	Varies
SUBTOTAL	**$732**
Credential Exam	$129
TSBP Registration	$83
SUBTOTAL	**$212**
Grand Total	**$4,487.5**

Paying For College

You can use a valid MasterCard, Visa, Discover, or American Express card to pay for tuition and fees. You can also use a debit card with a Visa or MasterCard logo, but not a non-USA credit card. Online payment via check is also available.

Check or echeck payments have a 10-day hold on release of official transcripts. International students or their parents can also pay online from their country of origin with their local currency, where applicable. Online payment from other countries can be made through the "International Fund Transfer" payment option.

➢ Additional Options for Payment

Financial Aid

If you need assistance paying for college, please visit the Coleman Financial Aid office for assistance or visit www.hccs.edu/applying-and-paying/financial-aid/

Scholarships

In addition to federal and state aid, scholarships are a great way to offset all or part of the cost of your education. Please visit https://www.hccs.edu/applying-and-paying/financial-aid/scholarships/ for more information.

Installment Payment Plan

If you are paying out of pocket and need assistance on how to setup a payment plan please visit Business Office at HCC Coleman or visit https://www.hccs.edu/applying-and-paying/student-financial-services/ for more information.

Required Essential Functions

Functional Capacity	Standards (Tasks)
Psychomotor Skills	
Gross Motor	Stand and maintain balance. Reach above shoulders and below waist.
Fine Motor	Fine motor control, strength, and endurance for repetitive motions (e.g., opening containers, keyboarding, and reaching for products). Good hand-eye coordination and finger dexterity (e.g., syringe manipulation). Key/type and otherwise operate common desktop computer accessories.
Physical Strength & Endurance	Lift up to 50 pounds. Push and pull 50-100 pounds (e.g., medication carts). Stand for long periods of time (e.g., 8-12 hours). Ambulate long distances for medication delivery (e.g., 1-3 miles daily in large hospital environment, such as required for clinical participation in educational setting). Complete tasks within the required time limits. Work long periods in safety equipment and aseptic garb.
Mobility	Twist, bend, stoop, squat. Move within confined and/or crowded spaces.
Cognitive Skills	
Critical & Analytical Thinking	Demonstrate cognitive skills and memory necessary to measure, calculate, and reason, in order to analyze, integrate, and synthesize information. Comprehend dimensional and special relationships. Use both long-term and short-term memory. Apply knowledge and skills to new situations and/or problem-based simulation scenarios.
Safety	Abide by safety policies and procedures in classroom, laboratory, and clinical facility settings. Exercise proper use, manipulation, and disposal of needles (e.g., syringes). Demonstrate appropriate use of protective garb when handling potentially harmful medications (e.g., chemotherapy medications). Maintain awareness of alarms and emergency signals, and respond appropriately (e.g., monitors, fire alarms, hospital codes, etc.).
Sensory Skills	
Observation	Distinguish increment readings on syringes and other medical/pharmacy instruments. Recognize and interpret facial expressions and body language. Observe and recognize objects at close range, up to 20 inches away (e.g., information on a computer screen). Assess the environment at a distance, 3-6 feet away (e.g., identify chemical spills). Maintain awareness of peripheral space (e.g., while stocking shelves with medications, acknowledging approach of new customers).

Functional Capacity	Standards (Tasks)
Perception	Recognize and respond to voices dampened by protective garb (e.g., face mask). Recognize and respond to voices over a telephone, speaker, or microphone.
Interpretation	Recognize and comprehend relevant information in prescriptions and medication orders, textbooks, references, medical records, and professional literature.
Social-Behavioral Skills	
Communication	Correspond via telephone using proper technique and etiquette with patients/clients and members of the health care team. Transmit information with clarity to other students, faculty, and members of the health care team. Assess non-verbal communication from patients/clients and health care team members. Interpret and compose printed and typed communication using English in both the academic and clinical settings.
Adaptability	Adapt effectively to changing environments and increasing tension levels in a variety of situations. Demonstrate flexibility and learn to function in the face of uncertainties and ambiguities that are inherent in the pharmacy profession.
Emotional Stability	Consistently demonstrate the emotional health required for full utilization of intellectual abilities. Promptly complete all responsibilities. Accurately perform in fast paced laboratory and clinical situations. Tolerate taxing workloads and function effectively under stress. Manage heavy academic and personal schedules. Sustain professional activities for prolonged periods under conditions of physical and emotional stress. Focus sustained attention on tasks. Monitor and appropriately regulate own emotions to maintain composure, without prompting from others (e.g., control anger and avoid aggressive behavior, even in very stressful or demanding situations). Recognize constructive criticism and performance feedback as avenues for improvement.
Interpersonal Skills	Demonstrate integrity, concern for others, positive interpersonal skills, interest, and motivation. Develop mature, sensitive, and effective relationships with healthcare team members and patients/clients.
Ethics & Professionalism	Adhere to deadlines. Accept responsibility and accountability for one's own actions. Comply with professional standards and behaviors of the pharmacy profession. Demonstrate a strong work ethic and good judgment. Exercise professional judgment and complete tasks within required time limits. Protect patients'/clients' privacy and confidential information (e.g., adhere to HIPAA restrictions).