

FOOTHILL COLLEGE
PROCEDURES AND INFORMATION FOR
RADIOLOGY TECHNOLOGY PROGRAM APPLICANTS
2010

Thank you for your interest in the Foothill College Radiologic Technology Program. Admission to the program is limited to approximately 34 students. In order to give all applicants a fair and equal opportunity for admission, we can only review those application packets that are complete and postmarked, by **12:00 PM, Thursday, March 4, 2010**. **Please note, Fall 2009 classes will be the last quarter/semester in which classes can be completed by the March 4th deadline.**

PLEASE READ AND KEEP INFORMATIONAL PAGES 1-4
COMPLETE AND RETURN APPLICATION PAGES 5-8

PROGRAM MISSION

The Radiologic Technology program is dedicated to the integration of clinical didactic, and laboratory objectives to successfully develop student's cognitive, psychomotor, and affective domains necessary for the quality and safety of patient care in the radiation Board imaging sciences.

GOALS

1. To graduate competent entry-level, board eligible Radiologic Technologists in accordance to the criteria set by the Joint Review Committee on Education in Radiologic Technology.
2. To develop the student's communication and critical thinking skills to function as a competent and active member of the health care team.
3. To ensure the student's abilities for proper radiation safety for patient, self, and others.
4. To graduate Radiologic Technologists who respect patients' rights while administering care in an ethical, comforting and competent manner.
5. To instill in the student the importance and need for professional development and life-long learning.

Please read the following instructions carefully:

1. **All prerequisites must be completed and transcripts attached at the time the application is submitted.**

PREREQUISITES

- Grade point average of 2.5 or higher.
 - **High School Algebra or MATH 220**, or equivalent college level course with a "C" or better within the past three years, or placement into MATH 105 or higher on the Foothill College placement test. ***Note: Math 105 or higher does not need to be within three years.**
 - **High School Chemistry or CHEM 30A, or CHEM 25, or CHEM 10**, or any equivalent college chemistry that includes a lab with a grade of "C" or better.
 - Eligibility for **ENGL 1A or ESL 26**.
 - **BIOL 40A, 40B & 40C**, or a semester of Anatomy and a semester of Physiology. Anatomy and Physiology studied in a language other than English will not be considered.
 - **AHS 200** or Medical Terminology of 2 units or more with a grade of "C" or better.
 - **RT 200L** or equivalent with a grade of "C" or better. Equivalent course **must** include a minimum 8-hour hospital visit, and **must be petitioned through counseling, and approved by the RT program director.**
 - **Prerequisites must be completed by the end of Fall quarter/semester 2009.**
***Advisory Note: In order to graduate from the Radiologic Technology program, a computer competency course or equivalency is required.**
2. It is **strongly recommended** that all prospective applicants meet with one of the Allied Health career counselors to review their application, and discuss the points they are submitting in their 2010 Radiology application. **To make a counseling appointment, go to:**
<http://fhcounseling.foothill.edu/esars/counseling/eSARS.asp?WCI=Init&WCE=Settings>

3. Applicants who have applied during the previous year do not need to submit duplicate transcripts, as we keep documentation for one year; however, you must submit a current 2010 application, and transcripts showing coursework you may have completed since the previous application.
4. College transcripts are required for all applications. **Transcripts should include all work shown as completed on the application form.** High school transcripts are required only if they contain prerequisite course information. Two complete sets of official transcripts are required. If a college will not forward official transcripts to you, please have them sent to Bonny Wheeler, Radiology Dept., Foothill College. **If applicant is attending or has attended Foothill or DeAnza, copies of those transcripts must also be requested and attached. An application that is not complete and/or does not have all transcripts included, may not be considered.**
 *Note: ALL college transcripts are required, even if the courses don't seem currently relevant.

Please MAIL completed application, with all documentation to:

Foothill College
Radiologic Technology Program
 12345 El Monte Road
 Los Altos Hills, Ca 94022-4599

* We strongly recommend you mail your application via certified mail. This way you can track your application's delivery status online. Applications will not be accepted on a walk-in basis.

5. Foreign transcripts and degrees must be evaluated and translated into equivalent college hours by one of the following agencies only if you wish to receive prerequisite or degree credit.

International Educational Research Foundation, Inc. Credentials Evaluation Service P.O. Box 3665 Culver City, CA 90231 (310) 258-9451	Educational Records Evaluation Service 777 Campus Commons Rd. #200 Sacramento, CA 95825 (916) 565-7475
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Academic Credentials Evaluations Institute, Inc
 P.O. Box 6908
 Beverly Hills, CA 90212
 (310) 559-0578

*Please note: Fees and turn-around times vary with the above agencies. Please allow sufficient time for your request to be processed well before the March 4, 2010 deadline.

STUDENT SELECTION AND ADMISSION POLICY

1. Admission is based on criteria approved by Foothill College and consistent with State and Federal law, regulations, and program accreditation guidelines. Primary admission criteria include completion of prerequisite courses with a C or better, possessing the minimum GPA of 2.5 or better, and compliance with the technical standards stated in the application. Secondary admission criteria include completion of general education courses and GPA.
2. The completed applications are first reviewed by the Radiologic Admission Committee to assess primary and secondary admission criteria using a point system.
3. 75% of class spaces will be given to applicants with 16-18 points. If there are more applicants than spaces available, placement will be determined by lottery.

4. The remaining class spaces will be given to applicants meeting the primary admission criteria with a point total of 15 and above. Due to the fact there may be more applicants in this category than spaces available, admission status will be determined by a lottery.
5. A small number of applicants from the above process will be placed on an alternate list, the order of which will be determined by lottery.
6. Applicants will be notified in writing of acceptance or non-acceptance by July 1. Please do not call the Radiology department prior to that time for your acceptance status.

SELECTION PROCEDURE

1. The Radiology Admission Committee is composed of the Radiology program coordinator, the program counselor, the program director, clinical coordinator, and program faculty.
2. Student applications are received, reviewed, and compiled onto an Excel worksheet by the program coordinator. Students are notified via U.S. mail that their application has been received, and whether it is complete or incomplete; only **one** notice will be sent.
3. The student folders are then sent to the program counselor who evaluates transcripts for point total based on primary and secondary selection criteria using the application point total.
4. Student folders are then forwarded to the program director. The director, along with the program coordinator, and program faculty, enter the point totals into the excel work sheet. The applicants are sorted by point total and randomly assigned a number to be used in the lottery process.
5. 75% of the spaces available are given to students with 16 to 18 points. If there are more students with 16 to 18 points than spaces available, students will be selected randomly by number. The remaining 25% of spaces available will be give to students with 15 points and above selected randomly by number from the applicant pool. If spaces become available before instruction begins, a random lottery selection by number will occur. All applicants will be notified by letter of their program status by July 1.

PROGRAM INFORMATION

1. Due to the rigorous nature of the program, it is strongly recommended that applicants complete the General Education courses required for the Associate of Science degree. Questions regarding prerequisites, graduation requirements, and transferability of course work should be directed to one of the Allied Health Career counselors in the Counseling Department at Foothill College. **To make a counseling appointment, go to:**
<http://fhcounseling.foothill.edu/esars/counseling/eSARS.asp?WCI=Init&WCE=Settings>
2. All applicants admitted into this program will be required to complete a physical examination by the Foothill College Health Office. Students will be required to show evidence of the following immunizations or titers along with the physical examination:
Hepatitis B vaccine TB MMR Tetanus Varicella Titer
3. Foothill College will not discriminate against any person in the provision of any program or services based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical/mental disability.

4. **Pregnancy Policy**

In compliance with Nuclear Regulatory Commission regulations regarding the declared pregnant student, female students have the option of whether or not to inform program officials of pregnancy. A student who has chosen to declare her pregnancy will follow the Foothill College pregnancy policy listed in the Radiology Student Handbook available for review on the program website: www.foothill.edu/bio/programs/radtech

5. **Physical examinations, immunizations, background screening, and drug testing** are required to attend clinical internships. Positive results on background checks and drug testing could impact a student's ability to attend clinics, complete the program requirements, or gain a license to practice upon graduation. The cost of required physical examinations, immunizations, background screenings, and drug tests, will be paid by the student. Students accepted into the program will be provided with specific details. Policies and procedures for drug tests and background screening are available for review on the website at: <http://www.foothill.edu/bio/programs/radtech>

6. An applicant who has been arrested and/or convicted of a felony offense, drug or alcohol related offense, or certain offences involving moral turpitude prior to admission or during the course of the Radiologic Technology Program may not be eligible for certification and registration by the American Registry of Radiologic Technologists (ARRT). An individual who has been involved in a criminal proceeding or who has been charged with or convicted of a crime may file a request for pre-application review with the ARRT in order to obtain a ruling on the impact of the situation on their eligibility for certification and registration. Pre-application review procedure is available at the ARRT website at: <http://www.arrt.org/index.html?content=ethics/preapp.htm>.

7. While in the Radiologic Technology Program, you will require significant financial support. Radiologic Technology students are routinely assigned clinical activities at hospitals or clinics removed from the campus. You will need to provide transportation for such assignments. The number of laboratory and clinical hours make it difficult for a student to work while enrolled in the program. In addition, working while enrolled in the program is going to put a strain on your ability to study for your radiology courses. We suggest you keep your work commitments to a minimum in order to be successful in your course work. Though most of the classes and clinical work is scheduled during the day hours, there may be assignments in the evening, on Saturdays or on Sundays. We strongly recommend you plan ahead financially for the 22 months in the program.

FINANCIAL INFORMATION

Enrollment fees as of July 18, 2009 (fees subject to change):

Additional Program expenses for the two years are approximated as follows:

Radiation Monitoring	\$ 50	Uniform/ shoes	\$200
Student Registration Fees		Registry Applications	\$400
Books	\$900	Materials Fee	\$115

*For current registration fees, please visit: <http://www.foothill.edu/reg/fees.html>

Please be advised that most books and uniforms are purchased at the beginning of the program and used throughout the twenty-two months.

Financial Aid Assistance and services are available at Foothill College aaily From 8 A.M. To 4:30 P.M. 650-949-7245 or by visiting the website at: <http://www.foothill.edu/reg/faguide.php> or contact Antoinette Chavez at 650-949-7572.

Once again, thank you for your interest in the Radiologic Technology Program. We look forward to receiving your application.



FOOTHILL COLLEGE RADIOLOGIC TECHNOLOGY APPLICATION 2010

NAME: _____
Last
First
Middle
SSN

Please list any other name(s) by which you have been known:

Address
City
State
Zip

Home Phone _____ Cell Phone _____

Email _____

Have you previously applied to the Foothill College Radiology Program? Yes ___ No ___

Years of previous applications: _____

Have you previously attended any Radiology Program? Yes _____ No _____

If yes, list the school and the reason you left the program: _____

High School from which you graduated: _____ Year: _____

Please list the name, starting and ending dates, and any degrees or certificates, for **all** colleges, universities, technical and vocational schools attended. You must include colleges in which courses were attempted although they may not have been completed: **Do not leave this area blank.**

	Name Of School	City and State	Dates Attended	Degree Received
1				
2				
3				
4				
5				
6				

Applicant Counseling Information:

Please print and complete pages 6-7 before making an appointment with one of the BioHealth counselors to discuss the application points you are requesting. We recommend making the appointment at least one month prior to the March 4, 2010 deadline date, i.e. early February, 2010. Appointments can be made at:

<http://fhcounseling.foothill.edu/esars/counseling/eSARS.asp?WCI=Init&WCE=Settings>

FOOTHILL COLLEGE 2010 RADIOLOGY COUNSELING POINT SHEET

Name: _____

Student ID: _____

A: PREREQUISITE COURSES MUST BE COMPLETED WITH A "C" GRADE OR HIGHER:

(Please provide complete information in each category) *Due to the March 4th deadline, all prerequisites and courses you plan on receiving points for, must be completed by the end of the Fall, 2009 quarter/semester.

	Equivalent Course #	College	Sem/Qtr. Units & Year Earned	Grade
High School Chemistry or CHEM 30A, CHEM 25, CHEM 10 or any equivalent college chemistry with a lab				
HS Algebra or MATH 220 or higher within the last 3 years. Math 105 or higher has no recency				
Eligibility for ENGL 1A or ESL 26				
Anatomy & Physiology BIOL 40A				
Anatomy & Physiology BIOL 40B				
Anatomy & Physiology BIOL 40C				
AHS 200 or Med. Terminology				
RT 200L or equivalent with a grade of "C" or better. Equivalent course must include a minimum 8-hour hospital visit.				
GPA 2.5 or above (College) List Cumulative College GPA				

Have you completed the above prerequisites? Yes ___ No ___ (If no, you **must** complete them before applying).

B: GENERAL EDUCATION REQUIREMENTS: (Please provide complete information in each category)

*See Foothill College Catalog & Radiology Curriculum Sheet

There are 3 ways to satisfy the General Ed. Requirements and earn application points (**Maximum 14 points**)

1. ___ AA or AS from local community college with GE Reciprocity Agreement submitted
2. ___ BA or BS Degree from an accredited U.S. College or University (GE waived)
3. ___ You have not completed a college degree as listed above, but you have completed the following GE courses:

* 1 extra point given if PSCH 1 taken before submitting application.

General Education Associate Degree & Other Required Courses:	Course #	College	Sem/Qtr & Year	Units	Grade	Estimated Points
ENG 1A or ESL 26						
Humanities (Arts & Letters)						
MATH 105 or equivalent						
Social & Behavioral Sciences *PSYCH 1 required						
Communication & Analytical Thinking (Comm. 1A recommended)						
American Culture & Communities						
Lifelong Understanding (2 courses) 1 point each **Health 21 recommended						

C: COLLEGE GPA for ALL college coursework: (Maximum 3 points)

*For help calculating your cumulative college GPA, visit:

<http://www.foothill.edu/transfer/counseling.calc.html>

Cumulative College GPA	Points	Estimated Points
4.00 – 3.50	3	
3.49 – 3.00	2	
2.99 - 2.50	1	

D. TOTAL APPLICATION POINTS: To calculate your application points, transfer the total Estimated Points from each section and total them.

SECTION	Total Possible Points	Applicant Total
Section A: All Prerequisites Complete		
Section B: General Education Requirements	14	
PSYCH 1 completed before submitting application	1	
Section C: College GPA	3	
TOTAL POINTS	18	

MAXIMUM POINTS POSSIBLE = 18

APPLICANT CHECKLIST:

To be considered complete, your application must include the following in one envelope:

- _____ Signed and completed 2010 application.
- _____ Signed copy of 2010 Technical Standards (page 8 of the application).
- _____ 2 sets of official transcripts from all colleges attended.
- _____ 2 sets of official transcripts from high school **only** if it contains prerequisite coursework.
- _____ Approved petitions, if applicable (such as for RT 200L, with supporting documentation etc.).
- _____ Self-addressed business envelope.

My signature below verifies the accuracy of my application.

Signature

Printed Name

Date

