

**FOOTHILL COLLEGE
PROCEDURES AND INFORMATION FOR
RADIOLOGY TECHNOLOGY PROGRAM APPLICANTS**

2012

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 8, 2012. Please note, Fall 2011 classes will be the last quarter/semester in which classes can be completed by the March 8th deadline.**

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

PROGRAM MISSION

The Radiologic Technology Program prepares students to function competently and effectively as radiologic technologists and provides a foundation for professionalism within healthcare communities.

GOALS

1. Students will be clinically competent.
2. Students will communicate effectively as an active member of the health care team.
3. Students will apply critical thinking.
4. Students will demonstrate professionalism.

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, MATH 108 or higher on the Foothill College placement test.
*Note: **Math 105, MATH 108 or higher does not need to be within three years.**
- **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 ESLL 26**.
- **BIOL 40A, 40B & 40C**, or a semester of Anatomy and a semester of Physiology with a grade of “C” or higher. *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 2011.**

2. It is **recommended** that all prospective applicants meet with an academic counselor to review the courses they have taken, and whether any of those courses need to be petitioned for equivalency. **To make a 30-minute counseling appointment you must be a Foothill College student with a valid Foothill student ID number. Bring transcripts and pertinent documentation (such as course descriptions), for petitioning classes. Appointments can be made by going to: <http://www.foothill.edu/counseling/>**

3. 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 Technology Dept., Foothill College. **If applicant is attending or has attended Foothill or De Anza Colleges, copies of those transcripts must also be requested and attached.**

*Note: ALL college transcripts are required, even if the courses don't seem relevant.

An application that is not complete and/or does not have all transcripts included, may not be considered.

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 2012 application, and transcripts showing coursework you may have completed since the previous application.

4. **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
---	---

Academic Credentials Evaluations Institute, Inc
P.O. Box 6908
Beverly Hills, CA 90212
(310) 559-0578

*Note: Fees and turn-around times vary with the above agencies. Be sure to allow sufficient time for your request to be processed well before the March 8, 2012 deadline.

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. Please do not call to see if applications and/or transcripts have been received.

ADMISSION POLICY

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.

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. 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.
4. 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 given 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 academic counselors in the Counseling Department at Foothill College. **To make a counseling appointment, go to: <http://www.foothill.edu/counseling/>**
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	TDAP	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. **Felony Convictions:** 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: <https://www.arrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf>

7. **Financial Support:** 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 June 28, 2011 (fees subject to change):

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

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

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

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 daily from 8 am. to 4:30 pm by calling 650-949-7245, or visiting the website at: <http://www.foothill.edu/aid/>

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

FOOTHILL COLLEGE 2012 RADIOLOGY 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 8th deadline, all prerequisites and courses you plan on receiving points for, must be completed by the end of the Fall 2011 quarter/semester.

	Equivalent Course #	College	Sem/Qtr. Units & Year Earned	Grade
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, MATH 108 or higher has no recency. If you satisfy Math proficiency via placement test, you must attach the test results.				
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.			Quarter: F W Sp Su Year: _____	
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:
(2 points each per course completed)

General Education Associate Degree & Other Required Courses:	Course #	College	Sem/Qtr & Year	Units	Grade	Estimated Points
Area I: Humanities (Arts & Letters)						
Area II: English ENG 1A or ESL 26						
Area III: Natural Sciences w/Lab CHEM 30A						
Area IV: Social & Behavioral Sciences (PSYC 1 recommended)						
Area V: Comm. & Analytical Thinking (COMM 1A recommended)						
Area VI: U.S. Culture & Communities (Social Science 20 recommended)						
Area VII: 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/counseling/gpacalc.php>

Cumulative College GPA	Points	Estimated Points
4.00 – 3.5	3	
3.40 – 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. Maximum Points Possible for 2012 = 18

SECTION	Total Points Possible	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	

* 1 extra point given if PSYCH 1 completed before submitting application.

APPLICANT CHECKLIST:

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

- _____ Signed and completed 2012 application.
- _____ Signed copy of 2012 Technical Standards (page 8 of the application).
- _____ 2 sets of official transcripts from **all** colleges attended, even if it doesn't seem relevant.
- _____ 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.
- _____ Placement test results (if applicable).

My signature below verifies the accuracy of my application.

Signature

Printed Name

Date



**TECHNICAL STANDARDS FOR THE FOOTHILL COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM**

In the interest of your own personal safety, the safety of your patients, and the potential liability to the college, there are significant requirements that must be met before your admission to the program is finalized. The attendance requirements and stamina demands on the radiologic technology student require student technologists to be in good physical and mental health. Please read this form carefully and initial each technical issue standard if you can comply with the standard. When complete, please sign, date, and return original to the Radiologic Technology program with your application.

ISSUE	DESCRIPTION	STANDARD	EXAMPLES OF NECESSARY ACTION	Initial
Hearing	Use of auditory sense.	Auditory ability sufficient to monitor & asses patient health needs.	Ability to hear & verbally respond to patient questions & directions from instructors, students, physicians and staff in person or over the phone. Hear blood pressure.	
Visual	Use of sight.	Visual ability sufficient for observation & assessment necessary in radiologic technology.	View and evaluate recorded images for the purpose of identifying proper patient positioning, accurate procedural sequencing, proper radiographic exposure and technical qualities.	
Tactile	Use of touch.	Tactile ability sufficient for physical assessment and assistance while operating radiographic and medical instruments & equipment.	Perform patient assessment and positioning while operating complex radiographic equipment in a safe and accurate manner.	
Mobility	Physical ability, strength & stamina.	Physical abilities & stamina sufficient to perform required functions of patient radiographic care	Lift, carry or move objects weighing up to 40 pounds. Stand for 85% of work time. Transfer, lift and physically place patients in radiographic positions. Reach above shoulder level for 90% of work time. Move, adjust and manipulate a variety of radiographic equipment.	
Motor Skills	Physical ability, coordination, dexterity.	Gross & fine motor abilities sufficient to provide safe & effective patient care.	Execute the small muscle hand and finger motor movements required to safely perform venipuncture and other patient care procedures.	
Communication	Speech, reading, writing Effective use of English language. Communication abilities sufficient for effective interaction in verbal, nonverbal & written form.	Comprehension & accurate recall of verbal & written communication Interaction with patients, families, students, instructors, physicians & staff. Effectively understanding verbal & nonverbal behavior.	Concisely & precisely explain treatment & procedures, interpret patients response and provide documentation following ethical & legal guidelines.	
Interpersonal	Ability to relate to others	Abilities sufficient to effectively interact with individuals, families, groups & colleagues from a variety of social, emotional, cultural, intellectual & economic backgrounds Identify needs of others.	Establish rapport with patients, families, and colleagues.	
Behavioral	Emotional & mental stability.	Functions effectively under stress.	Flexible, concern for others. Ability to provide a safe patient care environment with multiple interruptions, noises, distractions, and unexpected patient needs.	
Critical Thinking	Ability to problem solve.	Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations.	

Print Name

Signature

Date