

EL CAMINO COLLEGE

DIVISION OF HEALTH SCIENCES & ATHLETICS

RADIOLOGIC TECHNOLOGY PROGRAM
APPLICATION PROCEDURE

Persons wishing to apply for admission to the Radiologic Technology Program may obtain an application (when eligible) from the **Program Director: Mrs. Dawn Charman – Office: PHYS 116A**, when the follow requirements have been met:

**APPLICATIONS ARE ACCEPTED THROUGHOUT THE
YEAR
WHEN THE 3 PRE-REQUISITES HAVE BEEN**

- **Completion of the 3 Prerequisite Courses:**
RTEC A - Intro to Rad.Tech (3 units) , Anatomy 32 (4 units) & Physiology 31 (4 units)

You may contact the Program Director during the last week of enrollment in the last prerequisite course to begin the application. The final date of application will be the last day of that semester if all other paperwork has been submitted.

During the application appointment, the following must be provided to the Program Director:

1. **All college transcripts.**
2. **Three character references on letterhead stationary with signatures**

Upon completion of the above, the applicant is officially on the waiting list.

While on the waiting list, **all remaining academic coursework required* shall be completed with a minimum GPA of 2.25.** Students are advised to meet with an El Camino College counselor to ensure graduation requirements have been met.

PRIOR TO OBTAINING AN APPLICATION, STUDENTS SHOULD:

- A) Contact the office of Admissions and Records to determine residence status.
- B) Make an appointment with a college counselor
 1. **Official** college transcripts should be on file with the records office prior to counseling appointment.
 2. Credit transfers, prerequisite completion, course equivalency, etc. are evaluated during this appointment by the admissions and/or counseling office(s)

DURING THE APPLICATION APPOINTMENT WITH THE PROGRAM DIRECTOR

- A) Applicants will be given a thorough explanation of the program including academic and clinical requirements and expectations.
- B) Applicants are admitted into the Program based on the:
 - * **Official Date of Completed Application Materials**
 - * **Completion of All Academic Course Requirements**

*** Number of Points accumulated (see pg 2 for explanation)**

C) While on the waiting list, the applicant must:

1. Contact the Program Director by JULY 1 to reaffirm their interest in the program and ascertain their position on the list.
2. Update their application data (address and phone number), if changed.

D) If an applicant fails to update their application status or continue toward completion of Academic requirements, they shall be placed at the bottom of the waiting list.

- Applications are accepted throughout the year.
- Selections begin during the 14th week of the preceding Spring Semester
The Radiologic Technology Program begins a new class of students **once each year, beginning in the FALL SEMESTER.**
There is a mandatory 4 hour orientation session during the summer.
- The number of students selected each year is based on the availability of positions at the clinical sites and is subject to change from year to year.

When there are a number of applications submitted at the same time, the applications may be ranked based the following point system :

1. The date of completed application*
2. Points will be awarded for each remaining required academic courses completed - leading to an Associate in Science Degree in Radiologic Technology at the time of the selection process. Only courses completed prior to the selection process will be included in the point calculation
(Only required courses or their equivalent will be considered for points)

7 POINTS TOTAL ARE POSSIBLE FOR THE FOLLOWING REQUIRED COURSES

- **RT Major Courses:** Medical Terminology (Med Asst 4), CIS 13, Psychology 5
 - **A. S. Degree Required Courses:** English 1A, Math 40, Humanities, Cont Health or 3 units PE or Behav /Soc Science
3. Additional points may be awarded, when documented proof of the following has been provided to the Program Director at the time of application:

Any work related (or volunteer) experience in a radiology department/ imaging center:

Point system:	Minimum of 8 hours	=	0.5 point
	9 – 20 hours	=	1 point
	20 – 40 hours	=	2 points
	More than 40 hours	=	2.5 points

Points awarded for work in other health-care related field will be awarded on a case by case basis.

Documentation form may be obtained from the Program Director.

In the event that a large number of applications are submitted at the same time, with the same number accumulated points, a “**lottery system**” will be used to place applications in order on the waiting list.

Applicants are encouraged to contact the Program Director with program related questions that may arise while on the waiting list.

PROGRAM APPLICATION PROCEDURES SUBJECT TO CHANGE TO OFFER THE BEST DESIRABLE
OUTCOME FOR EQUALITY AND SUCCESS FOR BOTH THE STUDENT AND THE PROGRAM

Dawn (Guzman) Charman , M.Ed., R.T.
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