



**EL CAMINO COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM**

Use this checklist to complete the Radiologic Technology Program Application

RT APPLICATION WORKSHEET AND CHECKLIST

RT APPLICATION WORKSHEET AND CHECKLIST	Completed Date
To file an Application to the 2012 Radiologic Technology Program – you must complete the following requirements:	
1. Register as a student at El Camino College. - You may register on line Follow the steps to enrolment for El Camino College. http://www.elcamino.edu/docs/ECC-One-Stop-Guide.pdf	
2. Obtain an ECC student ID # and ECC email account	
3. Official transcripts for all College courses that are <u>required for entrance</u> into the Radiologic Technology Program must be on file with the El Camino Records Office <u>before</u> an application can be filed. Have all official college transcripts from regionally accredited institutions sent by mail - directly to El Camino College Admissions and Records before the counseling appointment. 4. No hand carried transcripts are allowed. 5. Arrange to have all transcripts mailed at least two weeks in advance of appointment time. 6. Official transcripts are not needed for courses taken at El Camino College.	
7. All transcripts from outside the United States must be evaluated by an ECC-approved foreign evaluation service on a course by course basis – Provide copy of review. Contact counseling department for information.	
8. Courses completed at other regionally accredited United States colleges or universities must be equivalent to El Camino College courses. 9. Course descriptions must accompany the academic transcript for the purpose of determining course equivalency. Course descriptions must come from the specific catalog year in which the course was taken and may be obtained from the college catalog where courses were taken or may be available at http://www.collegesource.org/ . 10. No course descriptions are required for prerequisites completed at El Camino College.	
11. . Review the Radiologic Technology Application requirements and Instructions on the RT Program website: www.elcamino.edu/healthscience/radiologictech - see link for Application Information	
12. Complete all required program pre-requisites and courses as specified on your educational plan. See requirements listed on the Course Evaluation Worksheet. Print and fill out the Course Evaluation Worksheet and bring with you to your counseling appointment.	

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RT APPLICATION WORKSHEET AND CHECKLIST – Continued**Completed**

<p>13. For any “in progress” coursework that you are enrolled in during the Spring 2012, you must provide a copy of the semester registration or transcript showing the course as in progress (IP) for Spring 2012, and</p> <p>14. Provide a completed “In process” Coursework Evaluation Form for each course that is in progress at the time of the application</p>	
<p>15. For any course in which a grade of “C” or better was earned, the last course grade will be utilized.</p>	
<p>16. All required courses work must earn a “C” or better to be eligible for credit on the application, but at least 2 courses should earn a grade of “B” or better, to meet the minimum requirement of GPA of 2.25 to file an application.</p>	
<p>17. If you received a substandard grade (D or F) or a C grade in Anatomy, Physiology, RTEC-A or Intermediate Algebra courses, and want to improve your GPA for the application, you may retake the course or an equivalent course <u>ONE</u> time for a better grade. (Example: If you received a C in Anatomy 32, or Physiology 31, you could take Anatomy 34 A & 34 B for a better grade to improve your GPA. Or you could take the equivalent course at another college. To repeat the same course at ECC when you have received a passing “C” grade requires you to file a “Petition to Repeat” the course, which may or may not be approved.)</p> <p>18. RTEC – A may only be repeated by approval of the RT Program Director. A repeat request for a “C” grade in RTEC-A will only be allowed when there has been more than 2 years since the last time the course was attempted.</p>	
<p>19. Anatomy, Physiology and RTEC-A should be completed within 5 years of the application filing date. Otherwise these courses or their equivalent should be repeated to improve the student’s success in the RT Program. A “Petition to Repeat” may be required in order to enroll to repeat the course & available in the admissions office.</p>	
<p>20. Review the R T Application for the areas where additional points that can be awarded for the application. Collect all supporting documentation necessary to provide evidence for eligibility for the additional points on the application See the Application Evaluation Criteria form for explanation of the points system for each area on the application</p>	
<p>21. For applications in filed in 2011, see information on the Applications Instructions Sheet – page 1</p>	
<p>22. Meet with a Health Science Counselor. (Janice Ishikawa, Rene Lozano or Kelsey lino) between April 16, to May 4, 2012 El Camino College call 310-660-3593 extension 3458/3459 for an appointment or check the RT website for “RT Applicant drop in counseling appointment schedule”.</p>	
<p>23. Include the following documents with your application:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cover Letter <input type="checkbox"/> Resume <input type="checkbox"/> 1 Letter of Recommendation <input type="checkbox"/> Completed 4 page RT Application Form <input type="checkbox"/> All documents required for evidence of additional points <input type="checkbox"/> Additional Forms in attachments as required 	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of Calif. Driver’s License or Valid Photo ID <input type="checkbox"/> Last 4 digits of SS# is listed on Application <input type="checkbox"/> Other: _____

Please review all of the up to date information available at the RT Website: www.elcamino.edu/healthsciences/radiologictech