

"Imagine Possibilities"



El Centro College

Radiologic Technology

The Radiologic Technology (“Radiography”) program is a two-year, 72-credit-hour curriculum leading to the Associate Degree in Applied Sciences. The program is accredited by the Joint Review Committee on Education in Radiologic Technology. A graduate of the program is eligible to take the national registry examination administered by the American Registry of Radiologic Technologists (ARRT). If successful on the Registry Exam, the graduate is then eligible to be licensed by the Texas Department of State Health Services as a Certified Medical Radiologic Technologist.

Acceptance to the Radiologic Technology program is via a **competitive selection process based on a points ranking system on designated criteria.**

This information packet contains specific application guidelines and requirements. By submitting an application packet, an individual verifies that they have 1) read the packet thoroughly, 2) obtained all necessary documents from designated website addresses, and 3) understands the policies and procedures for application and acceptance to the program.

RADIOLOGIC SCIENCES PROGRAM MISSION STATEMENT

The El Centro College Radiologic Sciences Program will provide an educational experience composed of didactic and clinical components that meets or exceeds the Standards of the profession as defined by the American Society of Radiologic Technologists and the Standards of the Joint Review Committee on Education in Radiologic Technology. The Program fulfills the College’s mission and provides the radiological community in the Greater Dallas area with a continual source of qualified, safe practitioners.

EQUAL EDUCATIONAL OPPORTUNITY

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, disability or sexual orientation.

APPLICATION REQUIREMENTS TO THE RADIOLOGIC TECHNOLOGY PROGRAM

Application to the Radiologic (“Radiography”) Technology Program requires the following steps:

- Application and current admission to a Dallas County Community College District (DCCCD) college.
- Attendance at a Radiography program information session.
- Completion of the four program prerequisite courses with a minimum cumulative grade point average of 2.5 or higher on those specific courses.
- Completion of designated sections of the HESI A² Test with a minimum score of 70% on each of the required sections.
- Submission of a complete application packet to the Health Occupations Admissions Office during a designated filing period.

- Revised 09/01/09 -

A. General Admission Requirements to the College

Applicants to the Radiography program must meet college admission requirements in the Dallas County Community College District as outlined in the official college catalog at <http://www.ElCentroCollege.edu>. Applicants must have earned either a high school diploma or General Education Diploma (GED) certificate in addition to complying with Texas Success Initiative (TSI) requirements. Students should consult the college counseling office to determine their TSI status prior to application to a Health Occupations program.

Initial Advisement

Students who are beginning college for the first time or who need assistance with placement testing, TSI issues, and/or registration for prerequisite courses must visit with an academic advisor in the College Counseling Center as their first step toward future application to a health occupations program. The student who has not completed college coursework should request a general Associate Degree plan from the Counseling Center as a starting point toward application to a health occupations program.

B. Program Information Sessions

Potential applicants are required to attend a Radiography program information session where the program, application procedures, and acceptance policies are discussed in detail. Information sessions are held monthly; no reservation is necessary to attend. The Information Session schedule for the current semester is available online at <http://www.elcentrocollege.edu/Programs/HealthLegalStudies/InfoSess.asp>, in the El Centro College Health Occupations Admissions Office (Room P-101) at the Paramount Building (301 North Market), and on our information line at 214-860-2272, menu item 3.

C. Program Prerequisite Courses

Applicants must complete the following four prerequisite courses with a minimum cumulative grade point average of 2.5 or higher on these specific courses in order to submit an application to the radiography program:

		<u>Credit Hrs.</u>
SCIT 1407*	Applied Human Anatomy & Physiology I <u>OR</u>	4
BIOL 2401	Anatomy & Physiology I	
ENGL 1301	Composition I	3
MATH 1314**	College Algebra	3
PSYC 2301	Introduction to Psychology <u>OR</u>	
SOCI 1301	Introduction to Sociology	<u>3</u>
		13

* Science courses including SCIT 1407 and BIOL 2401 must be completed less than 5 years prior to program application. SCIT 1407 is not offered at the Richland College campus of the DCCCD. BIOL 1406 is the prerequisite for BIOL 2401.

** MATH 1414 – College Algebra will also be recognized as the math prerequisite course; however, it will be calculated as a three credit hour course for ranking purposes only.

D. *Evaluation of Previous Coursework*

To insure the transferability of previous coursework completed at colleges and universities other than Dallas County Community College District campuses, potential applicants to health occupations programs should have their coursework evaluated by the Health Occupations Admissions Office three to six months prior to the application deadline for their program of choice. **This procedure is especially important for students with coursework from colleges and universities outside the state of Texas.**

Transcripts and accompanying course descriptions will first be evaluated by the Health Occupations Admissions Office and, if necessary, be reviewed by respective college faculty for that course discipline. When all courses have been reviewed, an Educational Plan will be prepared for the student. The Educational Plan is accepted as a preliminary “degree plan” for student advisement, financial aid, and VA benefit purposes.

These evaluations are usually completed within 10-14 working days. **During peak times such as registration or after the close of the semester when faculty are unavailable, an evaluation may take as long as 30 days for review. Therefore, it is to the applicant’s advantage to request the Educational Plan at their earliest convenience prior to application to the program.**

The El Centro College Health Occupations Admissions Office and the Health and Legal Studies Division reserves the right to accept or reject any coursework completed outside the DCCCD presented for transfer evaluation toward Health Occupations programs.

For more information on requesting evaluation of your previous coursework and the Educational Plan, download the guidelines and Request for Educational Plan form at the following link: <http://www.ElCentroCollege.edu/HealthOccAdmissions>

Five-Year Time Limit on Science coursework

All science coursework (anatomy/physiology) must have been completed less than five years prior to application to a Health Occupations program. If an individual has **current** experience utilizing their related science knowledge or has completed **advanced courses** in a related science area, the student may petition for a waiver of the time limit through the Health Occupations Admissions Office as a separate review or in conjunction with an educational plan request.

NOTE: In order for a science course taken outside the DCCCD to be considered for a five-year time limit waiver, the course must first be approved for transferability. Information on the five-year time limit waiver is included with the **Request for Educational Plan** guidelines at the following link: <http://www.ElCentroCollege.edu/HealthOccAdmissions>

Coursework from Foreign Universities

Only courses such as college algebra and anatomy/physiology may be considered for transfer to Health Occupations programs from colleges or universities outside the United States. No other courses will be considered. Science courses must be within the five-year time limit.

For more information regarding the evaluation of foreign coursework for transfer credit, see the following link: <http://www.ElCentroCollege.edu/HealthOccAdmissions>

Credit by Examination, CLEP, and Advanced Placement Credit

Credit through CLEP, High School Advanced Placement Exams and Credit by Examination may be awarded for a limited number of courses toward Health Occupations programs.

Advanced Placement (“AP”) credit for ENGL 1301 and MATH 1314 is acceptable if the credit appears on a college transcript as ENGL 1301 and MATH 1314 equivalency. A letter grade is not awarded for “AP” credit.

NOTE: An applicant to the Radiography program may present credit by exam, CLEP, or “AP” credit for only one of the four prerequisite courses and one support course. Credit will be acknowledged but not calculated with the grade point average.

Detailed information regarding Advanced Placement, CLEP, and Credit by Examination can be found at <http://www.ElCentroCollege.edu/HealthOccAdmissions>.

E. HESI A² Test

The HESI A² test is a timed, computerized test which is usually completed in 3-4 hours. Applicants to the Radiography program must earn *a minimum score of 70 or higher on each of the four required sections* (Reading Comprehension, Mathematics, Grammar, and Vocabulary/General Knowledge) in order to submit an application packet. Students must also complete the Learning Styles and Personality Profile sections of the HESI A² and include those results with their application materials.

Please note the following important information regarding the HESI A²:

- Test scores are valid for **two years** from the date of testing.
- Applicants may take the HESI A² at any approved testing site including the assessment centers at El Centro, Brookhaven, Mountain View, and Northlake College campuses. The approximate cost of the HESI test at DCCCD campuses is \$25.00.
- **Applicants are responsible for securing their own testing appointment at the location of their choice.** The procedure for making testing appointments and payment varies among testing sites. **Applicants are responsible for submitting all of their score sheet(s) with their Radiography program application materials.**
- The **HESI A² Study Guide** is available at various bookstores including the Follett Bookstores at the El Centro and Northlake campuses.
- A **HESI A² Prep** course is periodically offered by the El Centro College Continuing Education Division. Contact that office at 214-860-2147 for dates and times of the prep course.
- **There is no limit on the number of times an applicant may take the HESI A² test for application to the Radiography program.** An applicant may retest on any section or sections of the test on which they did not achieve the minimum score. Before the retest, the applicant is encouraged to review the study guide and/or enroll in the HESI A² prep course to prepare for the retest opportunity. HESI score sheets from all testing attempts must be submitted with the application packet. **The highest score earned (above the required minimum score of 70) on each section of the HESI A² will be considered the score of record.**

More information on the HESI A² and the referral form to take the HESI A² at the El Centro campus is available at <http://www.ElCentroCollege.edu/HealthOccAdmissions>.

F. Application Packet Submission

READ THE FOLLOWING INSTRUCTIONS CAREFULLY. Applicants must compile the materials listed below and submit them to the Health Occupations Admissions Office either in person or by mail on or before the application filing deadline. **Incomplete packets will not be considered in the selection process and will be returned to the applicant.**

The Radiologic Technology program application materials must be submitted in a 9x12 inch envelope and include the following items to be considered complete and valid:

1. A completed **Radiologic Technology Program Application form and the signed Statement of Student's Responsibility form** (both obtained at the program information session).

2. **One official transcript from every college previously attended** other than DCCCD colleges. (Dallas County Community College District transcripts, continuing education transcripts, and transcripts from outside the U.S. are not required.) **NOTE: The print date of a transcript must be less than three years old at the time of program application.**
 - **Separate official transcripts are required from each college attended** although that coursework may be printed on another transcript as transferred coursework.
 - **Students must submit a complete set of official transcripts to the Health Occupations Admissions Office with the Radiography application packet materials. NOTE: Another complete set of official transcripts should also be submitted to the El Centro College Registrar's Office if not submitted previously to another DCCCD campus.**
 - **Transcript photocopies issued to the student or issued by a registrar's office are not acceptable as official transcripts.** Grade printouts such as WebAdvisor, advising reports, e-mails from instructors, and other such documents are not accepted as official transcripts.
 - If a college will not release an official transcript to a student and must mail it directly to El Centro, **the student must request that the transcript be mailed to the Health Occupations Admissions Office.** Documentation verifying the date the student requested the transcript (such as a copy of a transcript order form) must be included with the rest of their application packet materials.

The applicant is wholly responsible for ensuring that transcripts which are to be sent directly to the Health Occupations Admissions Office are received before an application filing deadline.
 - If a student is enrolled in support courses toward the Radiography curriculum which can be completed before the next application filing deadline, the student should not submit their application packet until the course is completed. Once a complete and valid application packet is submitted during a filing period, additional materials including updated transcripts cannot be added to the packet for that filing period.

3. A **catalog course description** for each course taken outside the Dallas County Community College District which applies to the Radiography curriculum (prerequisite courses and/or general studies courses) and for which the student seeks transfer credit.

Course descriptions may be photocopies or printouts from online catalogs. The course numbers on catalog course descriptions must match those on the transcript. Course descriptions should be marked on the photocopy. **Do not mark or highlight courses on official transcripts.** Course descriptions are not required for courses completed at a DCCCD campus.

4. The original **HESI A² score sheet(s)** indicating achievement of a **minimum score of 70 or higher on each required section and the Personality Profile and Learning Style results.**
5. The completed **Physical Examination and Immunizations Record form.** Applicants are responsible for obtaining the physical form and immunization guidelines from the following link: www.ElCentroCollege.edu/HealthOccAdmissions. See also item number 4 under the General Information section on page 10 of this packet.
6. **A photocopy of the applicant's current "Healthcare Provider" level CPR card.** Please note that the expiration date of the card must not occur before the end of the first semester of potential entry to a Health Occupations program. See page 10, item 5 under the General Information section of this information packet.

G. Application Filing Period

The completed application packet should be submitted to the El Centro College Health Occupations Admissions Office on or before the application deadline. *NOTE: Early submission of an application during a specific filing period does not influence ranking for admission.*

Official application filing period for Fall semester (late August) admission:

January 1 – May 31

Notification letters are mailed by July 1st.

Complete application packets may be presented in person at the Health Occupations Admissions Office during regular hours of operation or submitted in the dropbox adjacent to the office door. Mailed application packets must be postmarked no later than an application filing deadline date.

NOTE: In the event that the last day of a filing period falls on a holiday or a Sunday when the campus is closed or when the post office does not postmark mail, complete application packets may be presented to the El Centro College Health Occupations Admissions Office *in person by 5:00 p.m. the next regular business day.*

**To submit your application by mail,
address your envelope to:**

Kim Sauls, Radiography Admissions
Health Occupations Admissions
El Centro College/Paramount
801 Main Street
Dallas, Texas 75202

**To submit your application in person,
bring your envelope to:**

Kim Sauls, Radiography Admissions
Health Occupations Admissions Office Room P-101
Center for Allied Health & Nursing (Paramount Building)
301 North Market Street
Dallas TX 75202

G. Selection Process

Applicants are ranked for acceptance selection via a point award system*. Point award totals for applicants may range from a minimum of 3 points to a maximum of 19 points on the designated criteria below:

POINT AWARD CRITERIA POTENTIAL POINTS PER CRITERIA

HESI A² - Minimum Score of 70 on each of the four required sections **1**

Prerequisite Course Cumulative GPA (2.5 minimum required) **6**
(ENGL 1301, MATH 1314, PSYC 2301, SCIT 1407 or BIOL 2401)

2.5 – 2.9 2 points
3.0 – 3.9 4 points
4.0 6 points

Support Courses completed with a minimum grade of “C” **4**
(0.5 point per each course below)

SCIT 1408 or BIOL 2402
SPCH 1311 or SPCH 1315
HPRS 1204
HPRS 1271
HPRS 1202
HPRS 2300
HPRS 2231
Humanities elective

Support Course Cumulative GPA (2.0 minimum required) **6**

2.0 – 2.9 2 points
3.0 – 3.9 4 points
4.0 6 points

Previous Patient Care Experience - Maximum 2 points **2**

Requires certificate of completion indicating a formal training program and clinical experience but not necessarily a licensure or certification in the particular field. Examples include:

Certified Nurse Aide (CNA)
Home Health Aide (HHA)
Medical Assistant (CMA)
Medication Aide
Patient Care Technician (PCT) or Patient Care Assistant (PCA)
EMT or Paramedic
Phlebotomist
Psychiatric Technician
Completion of a least 1 semester of a Vocational Nursing or Registered Nursing program with a grade of at least “C” in all courses.

MAXIMUM TOTAL POINTS **19**

* In the event that two or more applicants with the same point total, the cumulative score on all four sections of the HESI A² will be used to break the tie.

** Contact the Radiography Program Coordinator for approval of other allied health field certifications.

The table below illustrates the ranking process for a sample group of applicants:

EXAMPLE OF RANKING PROCESS

	HESI A ² Min. score of 70 on all sections (max 1 pt.)	Prerequisite Course GPA (max. 6 pts.)	Support Courses (0.5 pts ,each)	Support Course GPA	Previous Patient Care Experience (max. 2 pts.)	Total Points (max. 19 pts.)	Combined HESI A ² Scores
Applicant #1	1 pt.	4.00 = 6 pts.	8 x .5 = 4 pts.	4.00 = 6 pts.	EMT = 2 pts.	19	326
Applicant #2	1 pt.	4.00 = 6 pts.	7 x .5 = 3.5 pts.	4.00 = 6 pts.	PCT = 2 pts.	18.5	367
Applicant #3	1 pt.	3.77 = 4 pts.	8 x .5 = 4 pts.	4.00 = 6 pts.	Nursing = 2 pts.	17	342
Applicant #4	1 pt.	3.08 = 4 pts.	7 x .5 = 3.5 pts.	4.00 = 6 pts.	Med Aide = 2 pts.	16.5	351
Applicant #5	1 pt.	4.00 = 6 pts.	4 x .5 = 2 pts.	3.00 = 4 pts.	C.N.A. = 2 pts.	15	307
Applicant #6	1 pt.	3.54 = 4 pts.	6 x .5 = 3 pts.	3.50 = 4 pts.	PCT = 2 pts.	14	318
Applicant #7	1 pt.	3.31 = 4 pts.	5 x .5 = 2.5 pts.	3.85 = 4 pts.	Paramedic = 2 pts.	13.5	333
Applicant #8	1 pt.	3.69 = 4 pts.	4 x .5 = 2 pts.	2.78 = 2 pts.	MA = 2 pts.	11	375
Applicant #9	1 pt.	3.15 = 4 pts.	2 x .5 = 1 pt.	3.00 = 4 pts.	None = 0 pts.	10	389
Applicant #10	1 pt.	3.00 = 4 pts.	4 x .5 = 2 pts.	2.50 = 2 pts.	None = 0 pts.	9	355
Applicant #11	1 pt.	4.00 = 6 pts.	0 x .5 = 0 pts.	None = 0 pts.	Paramedic = 2 pts.	9	329

You will see in the above table, the shaded columns reflect the point total calculation and the final tie breaker which is the combined HESI A² scores on the four required test sections.

For example, Applicant #1 has a 4.00 prerequisite GPA, completed all eight of the support courses from the Radiography curriculum with a 4.00 GPA and is an Emergency Medical Technician (EMT) for a point total of 19. You will note that Applicants #10 and #11 have the same final point total of 9; however, Applicant #11 has a higher cumulative HESI A² score of 355 on all four sections of the test combined as opposed to Applicant #10's cumulative HESI A² score of 329 which breaks the tie between them. Therefore, if there were ten (10) spaces in the Radiography program, Applicants 1-10 would be accepted to the program.

Notification Letters

A student who applies during the official filing period and receives an acceptance letter is required to return an enclosed confirmation form within a specified timeframe to confirm their space in the class. Failure to return the confirmation form by the specified date or failure to attend the scheduled preregistration/orientation seminar for the accepted class will result in forfeiture of the student's space in that class.

NOTE: Applications submitted during an official filing period are not "held over" to the next official filing period. Students who are not selected for admission for the semester for which they apply or students who decline their acceptance for that semester must retrieve and resubmit their application packet during the next filing period to be considered for the next admission opportunity.

Late Application Guidelines

In the rare event that all individuals on the ranked points list for an official filing period are accepted and space still remains in the fall class, **late applications received June 1 – July 15** will be ranked ordered in a separate list to fill the remaining spaces. Students selected from the late applicant pool will be notified of acceptance status via email after July 15th. Spaces remaining in the Fall class after this late application procedure is completed will be filled on a first-come, first-served basis up until the first class day of the Fall semester.

NOTE: *Only applicants who are being offered a late space will be notified via email; all other late applications will be returned to the applicants for future application to the program. It should not be assumed that late applications or the first-come, first-served application process will be necessary for every Fall radiography class.*

CURRICULUM OVERVIEW – RADIOLOGIC TECHNOLOGY PROGRAM – Proposed Fall 2010

<u>Prerequisites to Program Admission</u>			Lec	Lab	Ext	Cont	Cr
			Hrs	Hrs	Hrs	Hrs	Hrs
SCIT	1407*	Applied Human Anatomy & Physiology I <u>OR</u>	3	3	0	96	4
BIOL	2401	Anatomy & Physiology I					
ENGL	1301	Composition I	3	0	0	48	3
MATH	1314**	College Algebra	3	0	0	48	3
PSYC	2301	Introduction to Psychology <u>OR</u>					
SOCI	1301	Introduction to Sociology	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
			12	3	0	240	13
<u>SEMESTER I – Fall I</u>							
SCIT	1408*	Applied Human Anatomy & Physiology II <u>OR</u>	3	3	0	96	4
BIOL	2402*	Anatomy & Physiology II					
HPRS	1204	Basic Health Professions Skills I	1	3	0	64	2
RADR	1411	Basic Radiographic Procedures	3	4	0	112	4
HPRS	2231	General Health Professions Management	1	2	0	48	2
RADR	2213	Radiation Biology & Protection	<u>2</u>	<u>0</u>	<u>0</u>	<u>32</u>	<u>2</u>
			10	12	0	352	14
<u>SEMESTER II – Spring I</u>							
RADR	1313	Principles of Radiographic Imaging I	2	3	0	80	3
RADR	2301	Intermediate Radiographic Procedures	2	4	0	96	3
HPRS	1271	Basic Health Professions Skills II	1	3	0	64	2
SPCH	1311+	Intro to Speech Communications	3	0	0	48	3
++Humanities Elective			<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
			11	10	0	336	14
<u>SEMESTER III – Summer (8 weeks)</u>							
RADR	1266	Practicum – Radiologic Technology/Science-RAD	0	0	8	253	2
HPRS	1202	Wellness and Health Promotion	<u>2</u>	<u>0</u>	<u>0</u>	<u>32</u>	<u>2</u>
			2	0	8	285	4
<u>SEMESTER IV – Fall II</u>							
RADR	2305	Principles of Radiographic Imaging II	2	2	0	64	3
RADR	2331	Advanced Radiographic Procedures	2	2	0	64	3
RADR	1267	Practicum – Medical Radiologic Tech.	0	0	20	320	2
RADR	1202	Radiographic Image Evaluation I	2	0	0	32	2
HPRS	2300	Pharmacology for Health Professions	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
			9	4	20	528	13
<u>SEMESTER V – Spring II</u>							
RADR	2209	Radiographic Imaging Equipment	2	0	0	32	2
RADR	2217	Radiographic Pathology	2	0	0	32	2
RADR	2266	Practicum – Medical Radiologic Tech.	0	0	20	320	2
RADR	2235	Radiologic Technology Seminar	1	3	0	64	2
RADR	1250	Radiographic Image Evaluation II	2	0	0	32	2
RADR	2233	Advanced Medical Imaging	<u>2</u>	<u>0</u>	<u>0</u>	<u>32</u>	<u>2</u>
			10	3	20	528	12
<u>SEMESTER VI – Summer (8 weeks)</u>							
RADR	2267	Practicum – Medical Radiologic Tech.	0	0	15	240	2
TOTAL PROGRAM HOURS =			53	32	63	2493	72

* BIOL 1408 recommended prior to SCIT 1407 if no preview high school biology. Science courses must have been completed less than five years prior to program application. BIOL 1406 is the required prerequisites for BIOL 2401.

** MATH 1414 also accepted for MATH 1314.

+ Although SPCH 1311 is the preferred course, SPCH 1315 – Fundamentals of Public Speaking is also accepted.

++ Humanities elective may be chosen from the list on the official catalog for a general Associate Degree program.

Preferred courses are: ARTS 1301, DRAM 1310, HUMA 1315, MUSI 1306, PHIL 1301, ENGL 2000 or higher level literature, or select foreign language courses worth a minimum of 4 credit hours (i.e. SPAN 1411).

A minimum grade of “C” is required in all courses. Support courses may be completed before but not after semester indicated.

RADR 2235 – Radiologic Technology Seminar is the Capstone experience for the Radiologic Technology Program.

GENERAL INFORMATION

1. The Radiologic Technology program accepts 20* students each Fall semester. Program courses are currently offered primarily during daytime hours. The clinical training experience (“practicum”) at a local hospital begins in Semester III and involves a daytime clinical rotation for 16 hours per week. During Semesters IV and V, clinical training experience expands to 20 hours per week and increases to 30 hours per week during Semester VI. Clinical hours may begin as early as 7:00 a.m. and end as late as 4:00 p.m.

* Subject to change at the discretion of the El Centro College Health and Legal Studies Division.

2. Students are encouraged to take the general education “support” courses (SPCH 1311, SCIT 1408, humanities elective, and HPRS courses) prior to entrance into the Radiologic Technology program, particularly if the student works or has significant family responsibilities. The program is rigorous, and many students find that completing the support courses first enables them to complete the program successfully while maintaining other responsibilities.

NOTE: Support courses completed at colleges and universities outside the DCCCD must be approved for transfer credit prior to the semester in which the course is required as stipulated in the curriculum outline.

3. The primary concern in the Radiologic Sciences program is the safety of the student and the patient. It is important to bear in mind that the clinical experiences of Radiologic Sciences require that a student be physically able to care for sick patients.
 - Students’ responsibility in patient care will involve lifting, moving, and transferring patients.
 - Students will be required to push, pull, and lift heavy equipment, and carry and manipulate imaging cassettes.
 - Students must possess manual dexterity necessary in positioning patients and handling radiography equipment and will which include accurately aligning the radiography equipment, patient, and image receptor.
 - Students must be able to calculate proper exposure factors.
 - Students must have the visual acuity to visualize facial expressions in low lighting situations, sometimes at distances and to differentiate subtle shades of grey on a monitor.
 - Students must be able to hear patient alarm systems.
 - In emergency situations, students will be required to understand instructions, respond correctly and move quickly.
 - Students will be exposed to low levels of radiation, latex in protective gloves, blood and body fluids, biomedical hazards, and patients with infectious diseases. Protective and precautionary procedures are employed.
 - Students will be required to develop and use multiple interpersonal relationship skills and be able to function in highly stressful situations.
4. All Radiography applicants must comply with physical examination and immunization requirements and **submit the documentation with application materials. Physical examination forms and immunization records become the property of the Health Occupations Admissions Office and will not be returned or photocopied for the student; therefore, the student is instructed to retain a copy of these documents for**

their personal records. The Physical Examination Form and immunization requirements guidelines are available at:

<http://www.ElCentroCollege.edu/HealthOccAdmissions>

5. All applicants must be certified in cardiopulmonary resuscitation (CPR) at the “Healthcare Provider” level as designated by the American Heart Association. **A copy of the CPR card is submitted with application materials.** CPR classes are available through the El Centro College Continuing Education Division, the American Heart Association, American Red Cross, various hospitals, independent instructors, etc.
6. Clinical opportunities may be limited for students without Social Security numbers. If accepted to the program, a student must contact the El Centro College International Center Office (Room CM-60, telephone 214-860-2090) regarding eligibility to apply for a Social Security number before graduation from the program. **A Social Security number is required to take the ARRT registry exam and to be licensed to practice in the field of Radiography by the Texas Department of State Health Services.**
7. Many of the Radiography prerequisite and support courses are offered online. Students without prior experience with Internet courses should take the Readiness for Education at a Distance Indicator (READI) test to see if they are a good candidate for online learning. Go to <http://ecc.readi.info> and log in as a New User. The current User Name is **elcentro** on the pull-down menu and the Password is **student**.
8. *Criminal Background Check / Drug Screening*

Effective August 2001 all students enrolled in Health Occupations programs are required by the Dallas/Fort Worth Hospital Council member facilities to undergo a criminal background check and drug testing prior to beginning their clinical experience. Students are responsible for all charges incurred (approximately \$84.00) for these screenings. **This procedure is conducted after a student has been accepted to their respective program.**

Results of these screenings are forwarded to the El Centro College Health/Legal Studies for review and verification that a student is eligible to attend clinical rotation. All background check and drug screening results become the property of the Health and Legal Studies Division and will not be released to the student or any other third party.

A clinical agency reserves the right to remove a student from the facility for suspicion of substance use or abuse including alcohol. The clinical agency reserves the right to request that a student submit to a repeat drug screening at the student’s expense on the same day that the student is removed from the clinical facility. Failure to comply will result in the student’s immediate expulsion from the clinical facility. Furthermore, regardless of testing or testing results, a clinical agency reserves the right to expel a student from their facility.

NOTE: *Should a student who has been accepted to a Health Occupations program be prohibited from attending a clinical rotation experience due to findings of a criminal background check and/or drug screening, the student may be dismissed from the Health Occupations program.*

More information regarding the Criminal Background Check and Drug Screening procedure is found at:

<http://www.ElCentroCollege.edu/HealthOccAdmissions>.

9. Students are responsible for their own transportation arrangements to campus and to their assigned health care facilities for clinical experience. Clinical assignments vary among the hospitals listed below:

Children’s Medical Center
Doctor’s Hospital
Las Colinas Medical Center
Methodist Medical Center
Medical Center of Lancaster
North Texas Imaging

North Texas Veterans’ Affairs Healthcare System
Parkland Memorial Hospital
Texas Scottish Rite Hospital
UTSW University Hospital - St. Paul
Zale Lipshy University Hospital

10. Graduates from the El Centro College Medical Assisting program who wish to pursue the Associate Degree in Radiologic Technology will receive reciprocal credit for certain medical assisting courses toward Health Occupations Core Curriculum courses required in the Radiologic Technology program:

MDCA 1417 – Procedures in a Clinical Setting → HPRS 1204 – Basic Health Professions Skills I and
HPRS 1271 – Basic Health Professions Skills II

11. Students who are enrolled at the El Centro campus in 6 credit hours or more during a fall or spring semester and 3 credit hours or more during a summer semester are entitled to a free DART train/bus pass for that semester. DART passes are available at the Cashier's office two weeks after the semester begins.
12. Individuals who were first-time college freshman students in Fall 2007 or after are subject to the guidelines of section 51.907 of the Texas Education Code which prohibits a student from dropping more than six (6) college level credit courses during their entire undergraduate career. For more information on the 6 Drop rule, see the official college catalog online at:

<https://www.1.dcccd.edu/6drop>.

13. All students accepted to the program will be required to provide documentation of personal healthcare insurance. Therefore, prospective students are advised to secure their own coverage. Information on college student policies and rates can be found at:

<https://www1.dcccd.edu/cat0608/ss/sd/insurance.cfm>.

14. The Dallas County Community College District charges a higher tuition rate for courses in which a student registers for the third or more times. The "Third Attempt" policy includes courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. Developmental courses are not considered in this policy. For more information regarding the DCCC "Third Attempt" policy, please visit the following website:

<http://www.dcccd.edu/ThirdCourseAttempt>

15. A student may apply to more than one El Centro College Health Occupations program during a given filing period. However, if the student receives an acceptance letter to a specific program, confirms their intent to enter that program, and registers for program courses, their application to any other Health Occupations program that may share that filing period will be null and void.

Further, an individual accepted for admission and currently enrolled in an El Centro College Health Occupations program may not apply or be considered for admission selection for another El Centro College Health Occupations program unless their current program of study will complete before the second program curriculum begins. (Exception: An individual may apply to the Medical Laboratory Technology and Biotechnology programs in tandem to complete that dual degree.)

16. Financial Aid

Students should apply for Financial Aid Office well in advance of program application. More information on filing procedures and deadlines is found at http://www.elcentrocollege.edu/Student_Services/FinancialAid. For a listing of area hospitals which offer financial assistance to students pursuing healthcare careers, please contact the Dallas/Fort Worth Hospital Council at 972-719-4900 to obtain their "scholarship booklet." The Health/Legal Studies Office located in Room P-712 at 301 North Market Street also has information regarding scholarships and other financial assistance for health occupations students. Contact Suriya Sherriff-Edwards at 972-860-5095 for more information.

17. Please visit the website below for links to professional organizations and other information regarding the radiologic sciences profession. <http://www.ElCentroCollege.edu/HealthLegalStudies/rad/radlinks.htm>

18. Please contact the individuals below for assistance:

Debra Kendall, Program Coordinator
Radiologic Sciences
El Centro College/Paramount
301 North Market Street
Dallas TX 75202
Telephone: 972-80-5046
E-mail: DKendall@dcccd.edu

Al Tolentino, Liaison Counselor
Health/Legal Studies Division
El Centro College/Paramount
301 North Market Street
Dallas TX 75202
Telephone: 972-860-5045
E-mail: ATolentino@dcccd.edu

Kim Sauls, Radiography Admissions
Health Occupations Admissions Office
El Centro College/Paramount
301 North Market Street
Dallas TX 75202
Telephone: 972-860-5005
E-mail: KSauls@dcccd.edu

Gary Peschka, Faculty Advisor
Health/Legal Studies Division
El Centro/Paramount
301 North Market Street
Dallas TX 75202
Telephone: 972-860-5037
E-mail: GPeschka@dcccd.edu

The official mailing address for all application materials, transcripts, and correspondence is:

Kim Sauls, Radiography Admissions
Health Occupations – Respiratory Care
El Centro College/Paramount
801 Main Street
Dallas TX 75202-3604

Program guidelines are subject to change. Students are advised to obtain the latest program information packet from the El Centro College Health Occupations Admissions Office or the printable information packet on the website below.

<http://www.elcentrocollege.edu/Programs/HealthLegalStudies/packets/default.asp>

Visit the Radiologic Sciences Program webpage:
www.ElCentroCollege.edu/Program/Health/RADSci

Health Occupations webpage:
www.ElCentroCollege.edu/HealthCareers

Health Occupations Admissions Office webpage:
www.ElCentroCollege.edu/HealthOccAdmissions

ESTIMATED EXPENSES FOR THE RADIOLOGIC SCIENCES PROGRAM *

	<u>Dallas County Resident</u>	<u>Out of County Texas Resident</u>	<u>Out of State/ Country Resident</u>
Prerequisite Tuition (13 credit hours)	\$ 533.00	\$ 988.00	\$ 1,573.00
Textbooks, Lab Manuals	860.00	860.00	860.00
HESI A ² Test Fee	25.00	25.00	25.00
Physical Exam and Immunizations **	225.00	225.00	225.00
CPR Certification	<u>65.00</u>	<u>65.00</u>	<u>65.00</u>
Total	\$ 1,705.00	\$ 2,163.00	\$ 2,748.00
SEMESTER I – Fall			
Tuition (14 credit hours)	\$ 574.00	\$ 1,064.00	\$ 1,694.00
Textbooks	455.00	455.00	455.00
Professional Liability Insurance	18.13	18.13	18.13
Film Badge	<u>33.00</u>	<u>33.00</u>	<u>33.00</u>
Total	\$ 1,080.13	\$ 1,570.13	\$ 2,200.13
SEMESTER II – Spring-			
Tuition (14 credit hours)	\$ 574.00	\$ 1,064.00	\$ 1,694.00
Textbooks	200.00	200.00	200.00
Background Check/Drug Screen	84.00	84.00	84.00
Scrub Uniforms (2 recommended) #	125.00	125.00	125.00
Lab Coat #	25.00	25.00	25.00
Insignia Patch	6.50	6.50	6.50
Name Badge	6.00	6.00	6.00
Shoes #	<u>50.00</u>	<u>50.00</u>	<u>50.00</u>
Total	\$ 1,070.50	\$ 1,560.50	\$ 2,190.50
SEMESTER III – Summer			
Tuition (3 credit hours)	\$ 123.00	\$ 228.00	\$ 363.00
Textbooks	98.00	98.00	98.00
Film Badge	<u>33.00</u>	<u>33.00</u>	<u>33.00</u>
Total	\$ 254.00	\$ 359.00	\$ 494.00
SEMESTER IV – Fall			
Tuition (12 credit hours)	\$ 492.00	\$ 912.00	\$ 1,452.00
Textbooks	100.00	100.00	100.00
Professional Liability Insurance	18.13	18.13	18.13
Film Badge	<u>33.00</u>	<u>33.00</u>	<u>33.00</u>
Total	\$ 643.13	\$ 1,063.13	\$ 1,603.13
SEMESTER V – Spring			
Tuition (14 credit hours)	\$ 574.00	\$ 1,064.00	\$ 1,694.00
Textbooks	<u>90.00</u>	<u>90.00</u>	<u>90.00</u>
Total	\$ 664.00	\$ 1,154.00	\$ 1,784.00
SEMESTER VI – Summer			
Tuition (2 credit hours)	\$ 82.00	\$ 152.00	\$ 242.00
ARRT Exam	<u>150.00</u>	<u>150.00</u>	<u>150.00</u>
Total	\$ 232.00	\$ 302.00	\$ 392.00
TOTAL ESTIMATED PROGRAM EXPENSE	\$ 5,648.76	\$ 8,171.76	\$ 11,411.76

* Tuition reflects increase effective Spring 2009 semester. Tuition and other fees are subject to change. See official catalog for tuition table.

** Estimated cost of physical exam and immunization prices charged at the El Centro College Health Center.

Cost of scrub uniforms, lab coats, shoes, and other supplies are approximate.

See Accounting Office for Tuition Payment Plan option.

Other costs to consider: Transportation and Parking Fees to El Centro and hospital clinical sites.

RADIOLOGIC TECHNOLOGY APPLICATION CHECKLIST

This checklist is provided to assist you in following the steps toward program application. It is not part of the application packet which is submitted with transcripts, etc.

1. Obtain Radiography program information packet and attend a Radiography information session.
2. Complete a DCCCD application for college admission if necessary.
3. See an academic counselor as needed for TSI counseling, placement testing, etc. and complete any developmental courses as may be prescribed from test scores.
4. If needed, request Educational Plan/transfer evaluation of course work taken outside the DCCCD that applies to Radiography curriculum with Health Occupations Admissions Office.
5. Complete the following Radiography prerequisite courses:

<input type="checkbox"/> ENGL 1301	<input type="checkbox"/> MATH 1314 or MATH 1414
<input type="checkbox"/> SCIT 1407 or BIOL 2401	<input type="checkbox"/> PSYC 2301 or SOCI 1301
6. Complete any other support courses which apply to the Radiography curriculum:

<input type="checkbox"/> SCIT 1408 or BIOL 2402	<input type="checkbox"/> HPRS 1202
<input type="checkbox"/> SPCH 1311 or 1315	<input type="checkbox"/> HPRS 2231
<input type="checkbox"/> HPRS 1204	<input type="checkbox"/> HPRS 2300
<input type="checkbox"/> HPRS 1271	<input type="checkbox"/> Humanities elective _____
7. Complete the HESI A², scoring a minimum of 70% on all required sections of the test ***and*** complete the Personality Profile and Learning Styles sections.
8. Compile the following materials as your complete Radiography application packet:

<input type="checkbox"/> Completed Radiography application form (available only at the information session).
<input type="checkbox"/> Signed Statement of Students' Responsibility form (available only at the information session).
<input type="checkbox"/> Official transcripts from each college attended other than DCCCD transcript. (A DCCCD transcript is no longer required.) See page 5, section F, number 2 for instructions regarding transcripts.
<input type="checkbox"/> Photocopied catalog course descriptions for any courses taken outside the DCCCD which apply to the Radiography curriculum.
<input type="checkbox"/> Official HESI A ² score sheet indicating a minimum score of 70% on each of the required sections of the test <i>and</i> the Personality Profile and Learning Styles section results.
<input type="checkbox"/> Completed Physical Examination and Immunization Record form with CPR card photocopy.
<input type="checkbox"/> Copies of any request for course substitution forms (for evaluated transferred courses) or 5-year waiver forms which has been granted to the student.
9. Place the above materials in a 9" x 12" envelope for submission either in person or by mail during a designated filing period to:

MAILING ADDRESS:

Kim Sauls, Radiography Admissions
Health Occupations Admissions Office
El Centro College/Paramount
801 Main Street
Dallas, TX 75202-3604

PHYSICAL ADDRESS:

Kim, Sauls, Radiography Admissions
Health Occupations Admissions – Rm P-101
El Centro College/Paramount
301 North Market Street
Dallas TX 75202

- Revised 09/01/09 -