

**FOOTHILL COLLEGE
PROCEDURE AND INFORMATION FOR
RADIOLOGY TECHNOLOGY APPLICANTS
2017**

Application deadline: **Thursday March 2nd, 2017.**

Thank you for your interest in the Foothill College Radiologic Technology Program.

**PLEASE READ AND KEEP INFORMATION PAGES 1-5
COMPLETE AND RETURN APPLICATION PAGES 6-10**

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.

PROGRAM 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 - must be completed by the end of fall quarter/semester 2016 with a grade of "C" or higher.

- **High School Diploma** or GED.
- **All college transcripts** are required.
- Minimum cumulative college **GPA of 2.0** or higher.
- **MATH 105** (Intermediate Algebra), or equivalent college-level course completed with a grade of "C" or higher. If you satisfy Math proficiency via placement test, you must attach the test results.
- **CHEM 30A**, or **CHEM 25**, or ANY college chemistry that includes a lab completed with a grade of "C" or higher.
- **ENGL 1A**, 1H, 1S & 1T, or ESLL 26, completed with a grade of "C" or higher.
- **AHS 200** or ANY Medical Terminology of 3 quarter units or 2 semester units or more with a grade of "C" or higher.
- **RT 200L** – (Radiologic Technology As A Career) with a grade of "C" or better. If you live outside of Santa Clara County, and cannot complete this course at Foothill, please contact: floresclaudia@fhda.edu.
- **BIOL 40A, 40B & 40C**, or a semester of Anatomy and a semester of Physiology, must accumulate to a 2.5 GPA.

2. Equivalent Courses

Please review the ***Radiologic Technology Prerequisite Equivalency Chart*** on the Radiologic Technology prerequisite page to view a list of some of the equivalent courses to our program prerequisites. The courses listed as equivalent do not need to be petitioned for equivalency. Please refer to this chart if you plan to

take, or have taken, prerequisite courses outside of Foothill College. Courses not listed, must be petitioned through our Counseling Department. <http://www.foothill.edu/bio/programs/radtech/prereq.php>

3. **Counseling and Transferability**

It is recommended that prospective applicants meet with an academic counselor to review their college transcripts only if prerequisite courses are not listed on the **Radiologic Technology Prerequisite Equivalency Chart**. Any courses needing to be petitioned for equivalency will be done at this time. The deadline for students to submit petitions will be **January 31st, 2016** to be considered at prior to the application deadline. To make a 30-minute counseling appointment you must have a valid Foothill College student CWID number. Bring transcripts and pertinent documentation (such as course outlines/descriptions/transcripts) to your appointment. It is strongly recommended that applicants complete the General Education courses required for the Associate's Degree. Questions regarding graduation requirements, and transferability of course work should be directed to one of the academic counselors in the Counseling Center at Foothill College. **To make a counseling appointment, go to:** <http://www.foothill.edu/counseling/>

- **Recency.** There is no recency requirement for this program. Program prerequisites are not expected to have been completed within a certain timeframe.
- **Equivalency.** All prerequisite coursework taken at colleges or universities other than Foothill College must be comparable in content to the required Foothill course in order to be applicable to this program.
- **Work in Progress.** No prerequisite coursework may be in progress at the time of the application. All prerequisites must be shown as complete on the official transcript/s submitted with the application.
- **General Education.** All General Education courses must be completed to earn the Associate of Science degree in Radiologic Technology; otherwise the student will not be eligible to sit for the ARRT national certification exam to become licensed. Due to the rigorous course load during the Radiology program, we **strongly recommend** that all applicants complete their General Education courses prior to applying for the program.
- **Bachelors Degree.** If you have a Bachelors Degree from a California State University or University of California, your General Education requirements will be waived.
- **Grades** of C- or lower are NOT acceptable in fulfillment of prerequisite courses. Grades of pass/no pass are acceptable for prerequisites and general education courses.

4. **Transcripts** – should include all work shown as completed on the application. One complete set of **official** (unopened) college transcripts is required. * If a college will not forward official transcripts to you, please have them sent to our Health Career Coordinator (please see address below). If applicant is attending or has attended Foothill or De Anza Colleges, those transcripts must also be included with your application.

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.

Previous 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 2017 application and transcripts showing coursework you may have completed since the previous application.

5. **International transcripts and degrees** - must be evaluated and translated into equivalent college hours by one of the following agencies only if you wish to see if you're eligible to receive prerequisite or degree credit. We recommend any member of Educational Credential Evaluators. Please visit their site and request a course-by-course evaluation if you would like to have your international coursework evaluated.

Educational Credential Evaluators
<https://ece.org/>

World Education Services, Inc.
P.O. Box 26879
San Francisco, CA
94126-6879
Phone: (800) 414-0147
<http://www.wes.org>

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 deadline.

SUBMITTING AN APPLICATION

Completed application and all coursework documentation must be **mailed and postmarked** by Thursday, March 2nd, 2017 to:

Health Career Coordinator
Foothill College
Radiologic Technology Program
12345 El Monte Road
Los Altos Hills, CA 94022-4599

We strongly recommend that applications be mailed via certified mail, with the green return receipt requested card attached. This enables you to 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, cumulative college GPA of 2.0 or higher for all colleges attended, and compliance with the technical standards stated in the application.

SELECTION PROCEDURE

1. The Radiology Admission Committee is composed of the Radiology program coordinator, 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 email that their application has been received; only **one** notice will be sent.
3. All viable applicants will be put in a lottery and 22-24 students selected randomly. If spaces become available before instruction begins, a random lottery selection by number will occur. **Applicants will be notified through email of their program status by July 1.**

SPECIAL CIRCUMSTANCES

1. **Discrimination Policy** - 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. For more information please visit:
<http://www.foothill.edu/bio/programs/radtech/handbooks.php>
2. **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:
<http://www.foothill.edu/bio/programs/radtech/handbooks.php>
3. **Felony & Misdemeanor Convictions:** An applicant who has been arrested and/or convicted of a felony offense, drug or alcohol related offense, or certain offenses involving unethical behavior 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>

FINANCIAL INFORMATION

1. **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 student will pay the cost of required physical examinations, immunizations, background screenings, and drug tests. 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>
Immunizations - 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
----------------------------	-------------	------------	----------------	------------------------
2. **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.

Enrollment fees: visit <http://www.foothill.edu/reg/fees.php> for current registration fees.

Program expenses for the 22-months are approximated as follows:

Upon entering the Program, the student should be prepared to meet certain financial expenditures:

1. No on-campus housing is available. The student should be prepared to rent or buy living quarters within approximately 15 miles of the college. Students living away from home may be able to receive some financial assistance by applying to the Financial Aid Office. In attempting to locate living quarters, the student might contact the office of Student Activities.
2. Because of the varying locations of Program affiliates, reliable transportation is absolutely imperative. To cut down on expenses, car-pooling can be arranged.
3. For the 22-month Program, the estimated costs are as follows:

Orientation & Fall Quarter 1st year

Basic Fees*	\$50.00-\$52.00
Enrollment Fees per unit in State*	\$31.00
Enrollment Fees per unit Out of State*	\$144.00
Textbooks	\$600.00
Lab Coats, Uniforms, Shoes	\$ 200.00
Parking Fees	\$ 46.65
Radiation Monitoring	\$ 50.00
Name Badge	\$ 3.00
Syllabus Fees	\$ 120.00
Lead Markers	\$30.00
Background Check	\$65.00
Drug Test	\$35.00
Physical and miscellaneous tests (Campus Health Center cost is approximately \$200 if no additional vaccinations required: Physical, Titers, 2-step TB, Vision and Hearing tests only.)	Per Medical Plan
Bloodborne Pathogens Modules	\$12.50
Electronic Program Management System	\$35.00
CPR	\$65.00

Winter Quarter 1st year

Basic Fees*	\$50.00-\$52.00
Enrollment Fees in State*	\$31.00
Enrollment Fees Out of State*	\$144.00
Textbooks	\$100.00
Parking Fees	\$26.65
Syllabus Fees	\$60.00

Spring Quarter 1st year

Basic Fees*	\$50.00-\$52.00
Enrollment Fees in State*	\$31.00
Enrollment Fees Out of State*	\$144.00
Textbooks	\$100.00
Parking Fees	\$26.65
Syllabus Fees	\$60.00

Summer Quarter 1st year

Basic Fees*	\$50.00-\$52.00
Enrollment Fees in State*	\$31.00
Enrollment Fees Out of State*	\$144.00
Textbooks	\$75.00
Parking Fees	\$20.00

Radiation Monitoring	\$25.00
Syllabus Fees	\$40.00
Bloodborne Pathogens Modules	\$12.50

Fall Quarter 2nd year

Basic Fees*	\$50.00-\$52.00
Enrollment Fees in State*	\$31.00
Enrollment Fees Out of State*	\$144.00
Textbooks	\$100.00
Parking Fees	\$26.65
Syllabus Fees	\$60.00

Winter Quarter 2nd year

Basic Fees*	\$50.00-\$52.00
Enrollment Fees in State*	\$31.00
Enrollment Fees Out of State*	\$144.00
Parking Fees	\$26.65
Syllabus Fees	\$60.00

Spring Quarter 2nd year

Basic Fees*	\$50.00-\$52.00
Enrollment Fees in State*	\$31.00
Enrollment Fees Out of State*	\$144.00
Textbooks	\$150.00
Application Fees for State / National Board Exams	\$400.00
Parking Fees	\$26.65
Syllabus Fees	\$60.00

Total approximate cost for the program is: \$4,500

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

All fees are subject to change and are approximation at time of publication.

Financial Aid Assistance and services are available at Foothill College. Please call 650-949-7245 or visit 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.



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	Indicate Degree Received
1				
2				
3				
4				
5				
6				

FOOTHILL COLLEGE 2017 RADIOLOGY WORKSHEET

Name: _____

Student ID: _____

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

(Please provide complete information in each category) *Due to the March 2nd deadline, all prerequisites and coursework must be completed by the end of the Fall 2016 quarter/semester.

	Equivalent Course #	College	Semester or Quarter Units?	Year Earned	Grade
ENGL 1A or ESLL 26					
MATH 105 - If you satisfy Math proficiency via <u>placement test</u> at FH you must attach the test results.					
CHEM 30A, or CHEM 25, or ANY equivalent college chemistry that includes a lab completed with a grade of "C" or higher.					
AHS 200 or ANY Medical Terminology course 3 quarter units, or 2 semester units or more, with a grade of "C" or higher.					
RT 200L - Radiologic Technology As A Career with a grade of "C" or better.			Circle Quarter: F W SP SU Year: _____ Do NOT leave blank.		
Minimum Cumulative College GPA of 2.0 or higher.	Yes _____ No _____				
Anatomy & Physiology (BIOL 40 A), or a semester of Anatomy & a semester of Physiology					
Anatomy & Physiology BIOL 40B					
Anatomy & Physiology BIOL 40C					
If additional Anatomy and Physiology courses were taken to obtain a 2.5 GPA, please list them here.					
Minimum Cumulative Human Anatomy & Physiology GPA of 2.5 or higher.	Yes _____ No _____				

Have you completed the above prerequisites? Yes ____ No ____ (You must complete them before applying).

GENERAL EDUCATION REQUIREMENTS

All General Education courses must be completed to earn the Associate of Science degree in Radiologic Technology; otherwise the student will not be eligible to sit for the ARRT national certification exam to become licensed. Due to the rigorous course load during the Radiology program, it is **strongly recommended** that all applicants complete their General Education courses prior to applying for the program.

There are 4 ways to satisfy the General Ed. Requirements, check one only:

1. ___ AA or AS from a California community college (GE waived). **Move on to the next page.**
2. ___ BA or BS Degree from an accredited U.S. College or University (GE waived). **Move on to the next page.**
3. ___ You do not have a college degree as listed above, but you have completed all GE courses (attach CA Community College General Education completion certification from the college where you completed the coursework). **Move on to the next page.**
4. ___ You have not completed a college degree, but you have completed the following GE courses:

If you indicated number 4 above, you must fill in the table below with the GE coursework you have completed to date or is in progress. Please provide complete information in each category. See Foothill College Catalog & Radiology Curriculum Sheet for help.

If you indicated numbers 1, 2, or 3 above, leave this area blank and continue on to the next page.

General Education Associate Degree & Other Required Courses:	Course #	College	Sem/Qtr & Year	Units	Grade
Area I: Humanities (Arts & Letters)					
Area II: English ENG 1A or ESL 26					
Area III: Natural Sciences w/Lab CHEM 30A or 25 recommended					
Area IV: Social & Behavioral Sciences (A general Psychology course is recommended)					
Area V: Comm. & Analytical Thinking					
Area VI: U.S. Culture & Communities					
Area VII: Lifelong Understanding (2 courses from separate areas and total of 4 units required; Health 21 recommended)					



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 & assess 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

APPLICANT CHECKLIST:

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

- _____ Signed and completed 2017 application.
- _____ Signed and initialed copy of 2017 Technical Standards (page 9 of the application).
- _____ 1 set of official transcripts from all colleges attended, even if it doesn't seem relevant.
- _____ Approved petitions, if applicable (such as for RT 200L, with supporting documentation etc.).
- _____ Placement test results from FH College indicating placement higher than Math 105 (if applicable).

My signature below verifies the accuracy of my application.

Signature

Printed Name

Date