

Admission Procedures

Individuals applying to the Radiologic Technology Program shall be considered for admission based on the established admission standards. Consideration for admission shall be non-discriminatory with respect to race, color, creed, gender, age, disability, or national origin.

Applications accepted February 1-29, 2024 for RT Program starting Fall 2024

a. Eligibility Requirements **BEFORE APPLICATION PERIOD**

Requirement #1: All courses for Chaffey College Graduation Requirements - General Education, Behavioral Sciences, Electives, Basic Skills Competency Requirements – and RT Prerequisite courses must be completed at the time of application and with a grade of “C” or better.

- Only regionally accredited coursework accepted from an institution in the United States. Foreign coursework will not be considered.
- No courses other than RT Program courses can be taken while in the program.

a. Prerequisite Courses

In addition to the college general education coursework and other graduation requirements, there are **five (5) college-level prerequisite courses** which must be completed with a minimum grade of C at the time of application.

- ◆ Human Anatomy BIOL-20 within the last eight (8) years from time of application
- ◆ Human Physiology BIOL-22 within the last eight (8) years from time of application
- ◆ Medical Terminology BIOL-30 or Health Sciences 30
- ◆ Intermediate Algebra or higher with a grade of “C” or better (e.g. Algebra 2, Integrated Math 3 or above from high school, not to be factored in the points for General Education).
- ◆ CHEM-9 or 10, or PHYS-5 or higher within the last eight (8) years from time of application

Requirement #2: A minimum degree applicable cumulative GPA of 2.8.

B. Application Process **DURING APPLICATION PROCESS**

Step 1: Submit an [online application](#) for admission to Chaffey College, unless you are currently registered in Spring semester classes at Chaffey College.

Step 2: Requirement #4: [If applicable](#), submit ALL external official college/university transcript(s) electronically, to the [Admissions & Records Office](#) at transcripts@chaffey.edu.

- a. Please plan accordingly when sending your college transcripts to Admissions & Records and verify they have been received by visiting the Admissions website **BEFORE submitting your Rad Tec Evaluation Request Form.**

Step 3: Complete the [Radiologic Technology Evaluation Request Form](#) **This is NOT an application to the program. This is an evaluation that counseling will complete and email back to you. You must then upload this form to your [Radiologic Technology Application](#).*

Your Rad Tec Transcript Evaluation Request Form will only be processed during the following evaluation periods: **TBD** for Spring 2024 applications for students applying for the Fall 2024 program start.

- The RT Transcript Evaluation Request Form can be found by clicking on the above link.
 - The RT Transcript Evaluation Request Form **MUST** be completed to receive a copy of your RT Transcript Evaluation, which is required to submit with your Radiologic Technology application.
 - If you previously applied to the Rad Tec program and need to reapply, you will be required to complete an updated Rad Tec Transcript Evaluation Request Form.
 - If you notice any * errors after receiving your Rad Tec Transcript Evaluation, please email transcript.evaluator@chaffey.edu. Include your name, Chaffey College ID number and clearly identify the error you are requesting to be changed.
- *Contact the Transcript Evaluator Office **ONLY IF** an error was made by using the wrong course to satisfy a required area, calculation in points is incorrect, or GPA calculation is incorrect.

It is the student's responsibility to review the final Radiologic Technology Transcript Evaluation for accuracy.

 **Step 4: Electronically submit the [Radiologic Technology Application](#) along with all required materials.**

- Incomplete or inaccurate applications **WILL NOT** be considered.
- **The verified Rad Tec Transcript Evaluation received from the Counseling Department must be uploaded during application submission. The form must show eligibility for the program.** It is the applicant's responsibility to verify the Transcript Evaluation and the points awarded for accuracy.
- A **maximum** of 50 points can be earned. The Transcript Evaluation will indicate the points you have been awarded and if you are eligible to apply to the program. *Depending on catalog rights, a student's possible maximum points may be 44. Please see a counselor for more information.
- **All applications are ranked in descending order first by points and then by degree applicable GPA.**

You will receive confirmation of receipt of your submission via email immediately upon submission. If you do not receive this confirmation email, please contact radtec@chaffey.edu

You will then receive an additional email within 5 business days confirming that your application has been accepted (meaning there are no errors or missing information).

***Additional documents (such as letters of recommendation, introduction letters, resumes, etc.) will not be considered. Please do not submit any documents other than those required.**

C. After the RT Application Period

1. **Applicants are ranked in descending order first by points and then by degree applicable GPA.**
2. Applicants ranking in the Top 50 will receive information via email in March regarding required attendance to a mandatory Information Session in March/April.
3. Applicants not ranking in the Top 50 will receive notification via email in March.

4. **The Program does not utilize a waitlist.** If you are not accepted into the Top 50, you will be required to reapply the following year if you wish to continue to be considered for admission to the program.

Emails will be sent to the email address provided on your application.

***If you do not receive any information about your ranking by March 15th, contact the program at radtec@chaffey.edu.**

D. Possible Additional Points

1. Consideration for one additional point will be given to applicants with **prior acute care hospital* work experience** with documentation of 500 hours of general hospital experience with medical direct patient care** within the last 5 years. Examples of medical direct patient care are: RT transporter, CT or MRI assistant, CNA, MA, LVN or phlebotomist. To apply for the additional point, you must:

- Download and complete the **RT Acute Care Experience Application**. This form must be submitted with the RT application for consideration of additional point. **Incomplete forms will not be accepted or permitted to resubmit.**

The point for experience is not guaranteed until verified by the coordinators.

*Acute care hospital must have an emergency room, ICU, and surgical departments

**Medical direct patient care is the healthcare services of a patient provided personally (“hands-on” actually touching patients). Examples not qualifying are: clerical, reception, environmental services.

2. Consideration for one additional point will be given to applicants with a **current California Limited Permit in Radiologic Technology**. A copy of the current permit(s) must be submitted with application. The point for work experience is not guaranteed until verified by the coordinators.
3. Consideration for one additional point will be given to **veterans who have been honorably discharged** and meet the RT program admissions criteria. Military service documentation must be submitted with the application. **Acceptable documentation includes a Certificate of Release or Discharge from Active Duty (DD Form 214) or a Proof of Service Letter from the Department of Veterans Affairs.**

***Students must submit all required documentation for an additional point in one attempt. If documentation is incomplete, materials may not be resubmitted.**

E. Important Information

1. **All application materials must be submitted by 11:59 p.m. on February 29, 2024.**
2. Do not delay. Please allow for the standard stated processing times in the Admissions and Counseling Offices to process external transcripts and the Radiologic Technology Evaluation Request.
3. **Checklist of Items Required to Submit when Applying to the Radiologic Technology Program:**

- ✓ Verified Rad Tec Transcript Evaluation, indicating eligibility
- ✓ Complete RT Application

***Note:** In the past 5 years there have been more qualified applicants (approximately 115) than spaces available.

Eligibility Procedures

- 1) Transcripts are evaluated by the Counseling Department and the External Transcript Evaluation is then completed. Points are awarded by specific criteria. All applications are reviewed by the RT Program Verification Committee and selected according to descending point order and then GPA.
- 2) The Top 50 applicants will receive an email in March regarding the 4-hour mandatory on-campus RT Program Information Session in March/April, information regarding the required background check and other health requirements.

Emails will be sent to the email address provided on your application. ***If you do not receive any information about your ranking by March 15th, contact the program at radtec@chaffey.edu.**

Acceptance Procedures

- 1) At the close of the application cycle, the Top 50 applicants will be verified based on descending point and GPA order and will be invited to the Information Session. Following the Information Session, the Top 50 applicants will be notified of their status as either a Top 28 applicant, or alternate. The Top 28 applicants and 22 alternates will receive notification in April regarding the mandatory July RT Orientation.
- 2) The Top 28 applicants and 22 alternates will be required to successfully pass a background check from the approved third party company.
- 3) The alternate list remains in effect only until the end of the college's deadline to add full-term courses, as listed in the college's Schedule of Classes. Applicants who are not accepted are encouraged to meet with a full-time senior Counselor at <https://www.chaffey.edu/counseling/index.php> to develop strategies to strengthen their application for the following year.
 - a) Alternates are invited to the July RT Orientation and must meet the requirements of the Top 28 applicants in the event a Top 28 applicant is unable to complete the application process.
- 4) Prior to admission to the RT Program, applicants receiving acceptance notification are required to:
 - Provide a complete School of Health Sciences health practitioner attestation documenting that the individual does not have any health condition that would create a hazard to him or herself, fellow employees, or patients. (Detailed information will be provided with the acceptance letter.) Complete and submit all accompanying documentation as instructed in the acceptance/alternate letter.
 - If the health requirements or deadlines are not met, the student will not be allowed to continue in the application process.