

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.

Apply February 1-28, 2022 for RT Program starting Fall 2022

Applications must be submitted between February 1-28

A. Prior to RT Application Period

1. All coursework 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. 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. Satisfactory grade (“C” or better) in a mathematics course at or above the level of the course typically known as Intermediate Algebra (e.g. Algebra 2, Integrated Math 3 or above from high school, not to be factored in the points for General Education.
2. All courses for Chaffey College Graduation Requirements and RT Prerequisite courses must be completed with a grade of “C” or better.
3. A minimum degree applicable cumulative GPA of 2.8 is required to apply to the Radiologic Technology Program.
4. **Pass the ATI TEAS 6 with a score of 62% or better within two attempts. The first passing score will be used for application to the program.**
 - **TEAS must be taken after March 1 2021.**
 - **Student must request that TEAS scores are sent from ATI directly to Chaffey College Allied Health and pay the associated fee for this service. Scores must be received by the Rad Tec Program no later than Feb 28th 2022 at 11:59 p.m.**Refer to the www.atitesting.com website online store to review testing preparation materials and arrange your testing date/time.
5. Submit an online application for admission to Chaffey College, unless you are currently registered in Spring semester classes at Chaffey College.
6. Submit ALL official college/university transcript(s) electronically, to the **Admissions & Records Office** at transcripts@chaffey.edu.
 - a. Please plan accordingly to send your college transcripts to Admissions & Records and verify they have arrived by visiting the Admissions website BEFORE submitting your Rad Tec Transcript Evaluation Request Form.
7. Complete the Radiologic Technology Evaluation Request Form available at https://chaffeycollegespartnerships.formstack.com/workflows/request_for_rt_transcript_evaluation

Your Rad Tec Transcript Evaluation Request Form will only be processed during the following evaluation periods: January 7th at 8 a.m. through February 22nd at 4 p.m. for Spring 2022 applications for students applying for the Fall 2022 program start.

The Rad Tec Transcript Evaluation Request Form can be found by clicking on the above link or in your student portal under Counseling Forms.

- The Rad Tec Transcript Evaluation Request Form **MUST** be completed to receive a copy of your Rad Tech Transcript Evaluation that is required to submit with your Radiologic Technology application.
- **The Rad Tec Transcript Evaluation will be processed within 30 business days.**
- 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.

B. Application Process

1. **Electronically submit all required sections and sign** the current year's **Radiologic Technology Application** (https://chaffeycollegespartnerships.formstack.com/forms/rad_tec_application). Incomplete, inaccurate, or unsigned 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 for Phase 2 of the application process. *Depending on catalog rights, a student's possible maximum points may be 44. Please see a counselor for more information.

All materials must be sent no later than 11:59 p.m. on February 28, 2022. You will receive confirmation of receipt of your submission via email immediately upon submission. 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).

2. **Request that the passing TEAS 6 score be sent electronically to Chaffey College Allied Health from ATI online no later than the application deadline. *ATI will charge a fee to be paid by the student.***

***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 ranking in the Top 50 will receive information via email in March regarding required attendance to a mandatory Information Session in March/April.
2. Applicants not ranking in the Top 50 will receive notification via email in March.

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. Important Information

1. Consideration for one additional point will be given to applicants with prior **acute care hospital* work experience** with documentation of 1000 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. Documentation of this work experience must be submitted with the RT application.

- A scanned attachment of an original letter and a business card from the supervisor stating the following **is required**:
 - a. Name of the acute care hospital.
 - b. In what capacity you worked, dates of service, and number of hours worked.
 - c. Name and telephone number of supervisor who can verify your work experience.

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.**

4. All application materials must be submitted between, February 1 - 28, 2022. **EARLY SUBMISSIONS WILL NOT BE ACCEPTED.**

5. Do not delay. Please allow for the standard stated processing times in the Admissions and Counseling Offices.

Checklist of Items Required to Submit when Applying to the Radiologic Technology Program:

- ✓ Verified Rad Tec Transcript Evaluation, indicating eligibility
- ✓ Passing TEAS 6 score (62% or better within two attempts. The first passing score will be used in ranking) sent electronically to Chaffey College Allied Health from ATI online no later than the application deadline.
- ✓ Complete RT Application
- ✓

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