

## 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 1-28, 2023 for RT Program starting Fall 2023

**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. 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.
- b. 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
  - ♦ Medical Terminology BIOL-30 or Health Sciences 30
  - ♦ Intermediate Algebra or higher
  - ♦ Chemistry or Physics
  - ♦ CHEM-9 or 10, or PHYS-5 or higher.

**2. A minimum degree applicable cumulative GPA of 2.8 is required.**

**3. Pass the ATI TEAS 7 with a score of 62% or better within one attempt.**

- **TEAS must be taken between November 1<sup>st</sup> and 2022 and February 25<sup>th</sup> 2023.**
- 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 2023 at 11:59 p.m.

Refer to the [www.atitesting.com](http://www.atitesting.com) website online store to review testing preparation materials and arrange your testing date/time.

Please see [How to Register for the ATI TEAS](#) for more information on test registration.

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

**5. Submit ALL official college/university transcript(s) electronically, to the [Admissions &](#)**

**Records Office** at [transcripts@chaffey.edu](mailto: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.

**6. Complete the [Radiologic Technology Evaluation Request](#) Form**

**Your Rad Tec Transcript Evaluation Request Form will only be processed during the following evaluation periods: **January 9<sup>th</sup> at 8 a.m. through February 22<sup>nd</sup> at 4 p.m.** for Spring 2023 applications for students applying for the Fall 2023 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](mailto: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 materials and sign the current year's [Radiologic Technology 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 applications are ranked in descending order first by points, then TEAS 7 score and lastly GPA.

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 the TEAS 7 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.** ATI sends you a confirmation of your request. Save this confirmation. If your application is incomplete (we have not received your TEAS score), you will be contacted when your application is processed. Due to the number of applicants, staff cannot answer emails asking to confirm receipt of TEAS scores.

**\*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 15<sup>th</sup>, 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
  - 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 application will require the following information from the work/volunteer experience employer/verifier:
    - 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 by 11:59 p.m. on February 28, 2023.
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 7 score (62% or better in one attempt between November 1<sup>st</sup> 2022 and February 25<sup>th</sup>, 2023), 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.