

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, 2018 for RT Program starting Fall 2018

Applications must be submitted via email 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 OR be in-progress at the time of application. Official transcripts must include any IP coursework. No courses other than RT Program courses can be taken while in the program.
 - a. If high school courses are used to meet the physics or chemistry prerequisite requirement, official high school transcripts must be submitted to Admissions and Records Office for evaluation.
 - b. Students entering Chaffey College Fall 2009 and later will be required to complete MATH 425, Intermediate Algebra, or higher or achieve proficiency at this level and English 1A to meet Associate Degree graduation requirements. Students who attended Chaffey College prior to Fall 2009 should meet with a counselor to discuss the continuous attendance policy and catalog rights.
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 cumulative GPA of 2.8 is required to apply to the Radiologic Technology Program.
4. Submit an online application for admission to Chaffey College, unless you are currently registered in Spring 2018 semester classes at Chaffey College.
5. Submit ALL official college/university transcript(s), including in-progress coursework to the **Admissions & Records Office** at the Rancho Cucamonga campus (909)652-6600.
 - a. Complete a **Request for Unit Evaluation** form at Admissions Office. Submit **2 months prior to** application period. *(If ALL college classes were taken at Chaffey, skip this step.)*

Note: If official transcripts are submitted after December 1st, a **Request for Unit Evaluation** must be completed and submitted in person to the Admissions Office.
 - b. International transcripts require an official evaluation report from an approved evaluating agency. The evaluation must state the level of learning equivalent to a U.S. high school, Associate degree, or Bachelor degree. Please request a “detailed evaluation report”. Contact the Counseling Department at (909)652-6200 for a list of approved evaluating agencies.
6. Download and complete a **Request for Evaluation of Transcript for Health Sciences Programs** form from the RT website. Submit the form to the **Counseling Department** at the Rancho Cucamonga campus (909)652-6200. Submit at least **3 weeks prior to application period.** *(This request form must be submitted in order to receive the completed External/Chaffey Transcript Evaluation required for the RT application.)*

B. Application Process

1. **Download, complete all sections, print and sign** the current year’s **Radiologic Technology Application** from the RT website. Incomplete, inaccurate, or unsigned applications **WILL NOT** be considered.
2. **Attach** the **External/Chaffey Transcript Evaluation** received from the Counseling Department to the RT Application submission email showing eligibility for the program. It is the applicant’s responsibility to verify the Transcript Evaluation and the points awarded for accuracy. A maximum of 47 points can be earned. The Transcript Evaluation will indicate the points you have been awarded and if you are eligible to

apply.

3. **EMAIL** the completed and signed current **RT Application** with the verified **External/Chaffey Transcript Evaluation** to: radtec@chaffey.edu All materials must be sent no later than February 28, 2018. You will receive confirmation of receipt of your submission via email (please allow up to one week from the date of submission).

Note: In the past 5 years there have been more qualified applicants (approximately 140) than spaces available.

C. After the RT Application Period

1. Applicants ranking in the Top 50 will receive information via email in March regarding required attendance at a mandatory Information Session in 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 909-652-7606.**

D. Important Information

1. Consideration for one additional point will be given to applicants with prior **acute care hospital* work experience** with documentation of 2000 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 the 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 additional one 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. California residents have 4 years to qualify from their discharge date. Non California residents have 2 years from their discharge date. Military service documentation must be submitted with the application. Acceptable documentation includes a Certificate of Release or Discharge from Active Duty (DD Form 214C) or a Proof of Service Letter from the Department of Veterans Affairs.
4. All application materials must be sent between, February 1 - 28, 2018. **EARLY SUBMISSIONS WILL NOT BE ACCEPTED.**
5. Information about the acceptance procedures is available on the RT website at www.chaffey.edu/radtec and access the link to **Information Packet for Prospective RT Student**.
6. Do not delay. Please allow for the standard stated processing times in the Admissions and Counseling Offices.