

Merced College

Diagnostic Radiologic Technology Program



Information/Procedures & Application Handbook

Application & Forms must be printed single-sided – no exceptions

Revised: September 12, 2019

FYI - New applications are accepted at anytime upon completion of all prerequisites. Admission requirements and procedures are subject to change at anytime. Submit application and all pertinent documents to the Allied Health office (AHC 126). **Mailed applications will not be accepted.**

Table of Contents

Mission/Goals/Program Outcomes	3
Important: Read Carefully / Disclaimer	4
About the Program	5
Clinical Sites	8
Course Flow / Class Schedule	9
Program Prerequisites	11
Diagnostic Radiologic Technology Career Exploration	12
Step by Step Procedure for Application Submission	13
Selection Process	15
Competency Requirements	16
Additional Tips	17
Application Forms/Check-Off Sheet	18
– Program Application	19
– Prerequisite Course Form	20
– Transcript Request	21
– Confirmation	22
– Verification of Diagnostic Radiologic Technology Career Exploration	23
– Waiting List/Status	24

Diagnostic Radiologic Technology Program

Mission / Goals / Program Outcomes

Mission

The mission of Merced College Diagnostic Radiologic Technology Program is to promote student success by providing a continually-improving education program that prepares graduates to competently practice radiography at the entry level.

Goals & Program Student Learning Outcomes (SLOs)

Fulfillment of the program's mission is assessed by the degree to which the program achieves the following goals and program student learning outcomes.

Goal 1: Students will communicate effectively.

Outcome 1A: Students will demonstrate effective written communication skills.

Outcome 1B: Student will demonstrate effective oral communication skills with communities of interests.

Goal 2: Students will apply clinical reasoning skills in their daily practice.

Outcome 2A: Students will perform non-routine procedures.

Outcome 2B: Students will critique radiographic images to determine their diagnostic acceptability

Goal 3: Student will perform successfully as entry level radiographers.

Outcome 3A: Students will effectively position patient.

Outcome 3B: Students will provide quality patient care.

Outcome 3C: Students will utilize their technical knowledge to produce quality image.

Outcome 3D: Students will employ effective radiation protection measures for the patients and healthcare team

Goal 4: Students will perform as competent radiographers assimilating all professional, ethical, and legal principles.

Outcome 4A: Students will demonstrate professional work ethics.

Outcome 4B: Students will demonstrate an awareness and support for continued professional development.

Aggregate Program Outcomes

To measure success, Merced College's Diagnostic Radiologic Technology Program expects to attain the following aggregate program outcomes:

- Seventy-five percent of each student cohort will complete the twenty-nine month program.
- The pass rate of first-time ARRT test takers will be at or above eighty-five percent.
- Eighty-five percent of returned graduate surveys will report satisfied or very satisfied with the education they received in Merced's Diagnostic Radiologic Technology Program.
- Eighty percent of graduates will be working in a Radiologic Technology position or enrolled in an ancillary modality program or higher degree radiography program within six months of work eligibility.
- Eighty-five percent of returned employer surveys sent out to affiliate clinical facilities will report agree or strongly agree the education the new graduates received at Merced's Diagnostic Radiologic Technology Program provided them with the knowledge, skills, and attitudes to perform well on initial employment.

*Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-3182, 312.704.5300
email: mail@jrcert.com

Important: Read Carefully

1. Keep in mind that the Diagnostic Radiologic Technology Program is a demanding full-time program because of the time commitment, students may find it difficult to work while attending. Students are also expected to complete intense homework assignments. Transportation to clinical areas may involve extensive travel and is the responsibility of the students. Clinical assignments *may* include day, evening, and weekend hours.
2. New applications are accepted at anytime upon completion of all prerequisites. Admission requirements and procedures are subject to change at anytime. Submit application and all pertinent documents to the Allied Health office (AHC 126). **Mailed applications will not be accepted.**
3. A minimum of **16-18** students are admitted each fall semester based on their status on the waiting list. The waiting list is available online:

<http://www.mccd.edu/academics/alliedhealth/diag-rad/index.html>

4. If a student is selected and declines acceptance into the program, their name will be removed from the wait list unless the student requests in writing that their application be resubmitted, at which point it will be placed at the bottom of the wait list. It is the student's responsibility to make sure all their contact information is kept current (home address, phone number(s)).
5. If a student withdraws or is dismissed from the program, they will no longer be eligible for re-admittance into the program.

Disclaimer

Be sure to read ALL of the information contained in this handbook.

Merced College reserves the right to revise the Diagnostic Radiologic Technology Program Degree Prerequisites and/or Selection Procedures

It is the Student's Responsibility To:

- 1) Meet program prerequisites,
- 2) Follow proper application procedures,
- 3) Keep informed on revisions made regarding A.S. Degree requirements, Program Pre-requisites/Requirements and, selection process.
- 4) Keep us informed as to any changes in address and/or telephone number. After **two** repeated attempts to reach the student by phone and mail, the college reserves the right to select the next person on the selection list and your name will be dropped from the wait list unless you request in writing that your application be resubmitted, at which point it will be placed at the bottom of the wait list. If you resubmit your application, you must meet any current and future application requirements and program prerequisites.

About the Program

1. Length of Program

The Diagnostic Radiologic Technology Program is a full-time program to which students are admitted each Fall Semester. The program is 29 consecutive months in length, composed of five semesters and two twelve week summer sessions. IMPORTANT: Keep in mind that the Diagnostic Radiologic Technology Program is a demanding full-time program because of the time commitment, some students may find it difficult to work while attending. Students are also expected to complete intense homework assignments.

A flow chart is located in this handbook for your information. The flow chart outlines the specific courses, tentative times and days for each specific course.

2. Instruction

The first semester is comprised of lecture/theory and lab/practicum taught in the energized lab on campus (In the course of learning about radiographic position (classes/labs/demonstrations and/or practice) students might be palpated in areas that are routinely used as external positioning landmarks).

Beginning with the second semester, students will be assigned to a clinical facility for clinical experience, in addition to classroom instruction and practicum facilities, Merced College utilizes clinical facilities from as far (north) as Stockton including Merced, Tracy, Turlock, Madera, Modesto, and Sonora. Students will be assigned to a minimum of three different facilities throughout the duration of their training. By acceptance into this Program, the student has agreed to accept clinical assignments in whichever hospital/clinic he/she is assigned, regardless of geographical distance. Clinical assignments are made with primary concern being to provide each individual student the best well-rounded clinical experience possible. IMPORTANT: Transportation to clinical areas may involve extensive travel and is the responsibility of the student. Clinical Sites map located on **page 8**.

3. Number of Students Accepted

A minimum of **16 - 18** students are admitted each fall semester based on their status on the waiting list. The waiting list is available online:

<http://www.mccd.edu/academics/alliedhealth/diag-rad/index.html>

4. A.S. Degree

Once the student is accepted into the program, it is his/her responsibility to assure completion of A.S. degree requirements prior to the end of the second Fall semester in the program. At the end of the second Fall semester, the student is awarded an Associate in Science Degree in Diagnostic Radiologic Technology.

5. Certificate of Achievement

At the end of the seventh semester, students that have successfully completed all coursework, will receive a Certificate of Completion in Diagnostic Radiologic Technology and are then eligible to write the National Licensure Registry examination and if successful, can practice in this field.

6. Cost of Program

An estimate of the cost of the program is provided (see next page). Tuition fees are subject to change. Non-residents of California pay tuition set by the College.

The first semester is the most costly semester for textbooks. Most of the textbooks purchased in the first semester will be utilized throughout the duration of the program.

7. Financial Expenditures

Legal residents of the State of California are required to pay nominal fees. In addition, students may expect other miscellaneous fees and expenses during the length of the program.

A. Fees - (estimates only)

–	Enrollment Fee (entire program)	3277.50
	Contact Admissions and Records for details. Fees subject to change as per the State Legislature	
–	Student Body Fee	50.00
–	Health Fee (regular semester \$17 x 5; summer \$14 x 2)	113.00
–	Parking (optional; regular semester \$20 x 5; summer \$10 x 2)	120.00

B. Additional Expenses - (estimates only)

–	Identification Markers	20.00
–	Program Pin (optional)	55.00
–	Books (entire program)	1600.00
–	CPR Certification - BLS (American Heart Association)	60.00
–	Physical & Immunizations	300.00
–	Uniforms (entire program)	180.00
–	Background Clearance (criminal/financial/social security trace), Drug Screening & Immunization Tracker	90.00
–	Online Record Keeping (Trajecsys)	150.00

C. Licensing

–	ARRT Examination	200.00
–	State Registration (CDPH-RHB)	88.00
–	Fluoroscopy State Permit (CDPH-RHB)	88.00
–	Fluoroscopy examination (ARRT)	175.00
	Total	\$6,566.50

Fees are subject to change. Non-resident students are required by state law to pay non-resident tuition. Consult the Merced College catalog for current fees or Merced College Admissions and Records.

8. Drop/Withdrawal Refunds

Students withdrawing from courses within the first two weeks of class meetings may apply for a full refund of all fees except International Student Insurance, Audit, Credit by Exam, ID Card, or other fees not listed on the typical registration form for classes in the credit mode.

9. Character Requirement

Eligibility for the ARRT examination requires the candidate to be of good moral character. Conviction of a misdemeanor or felony may indicate a lack of good moral character for eligibility purposes and will require a thorough review. Students should begin the review process as early as possible, as the ethics review may be delayed until all court conditions have been completed, including probation and summary discharge.

Use the ethics review preapplication if you've faced:

- Misdemeanor or felony charges or convictions
- Military courts-martia
- Disciplinary actions taken by a state or federal regulatory authority or certification board
- Serious honor code (academic) violations as described in our Rules of Ethics, such as patient abuse, violating patient confidentiality, and cheating. You don't have to report offenses such as poor grades or falling asleep in class.

For more information, visit:

<https://www.rrt.org/earn-rrt-credentials/requirements/ethics-requirements/ethics-review-preapplication>

10. Background Clearance

A background clearance will be required upon acceptance into the program. This includes a criminal offense, criminal history, sex offender check and social security trace. A background clearance means that your background report is free from negative information. Negative information (charges & disposition & sentencing, including probation) can remain on your report for up to seven years.

11. Drug Screening

Is required by clinical facilities, therefore with acceptance into the Diagnostic Radiologic Technology Program you agree to a 10 panel drug screen test. Failure to pass your background check or drug screening may cancel admission to the program.

12. General Information

Location: Diagnostic Radiologic Technology faculty offices are located in the Allied Health Center at the Merced College main campus.

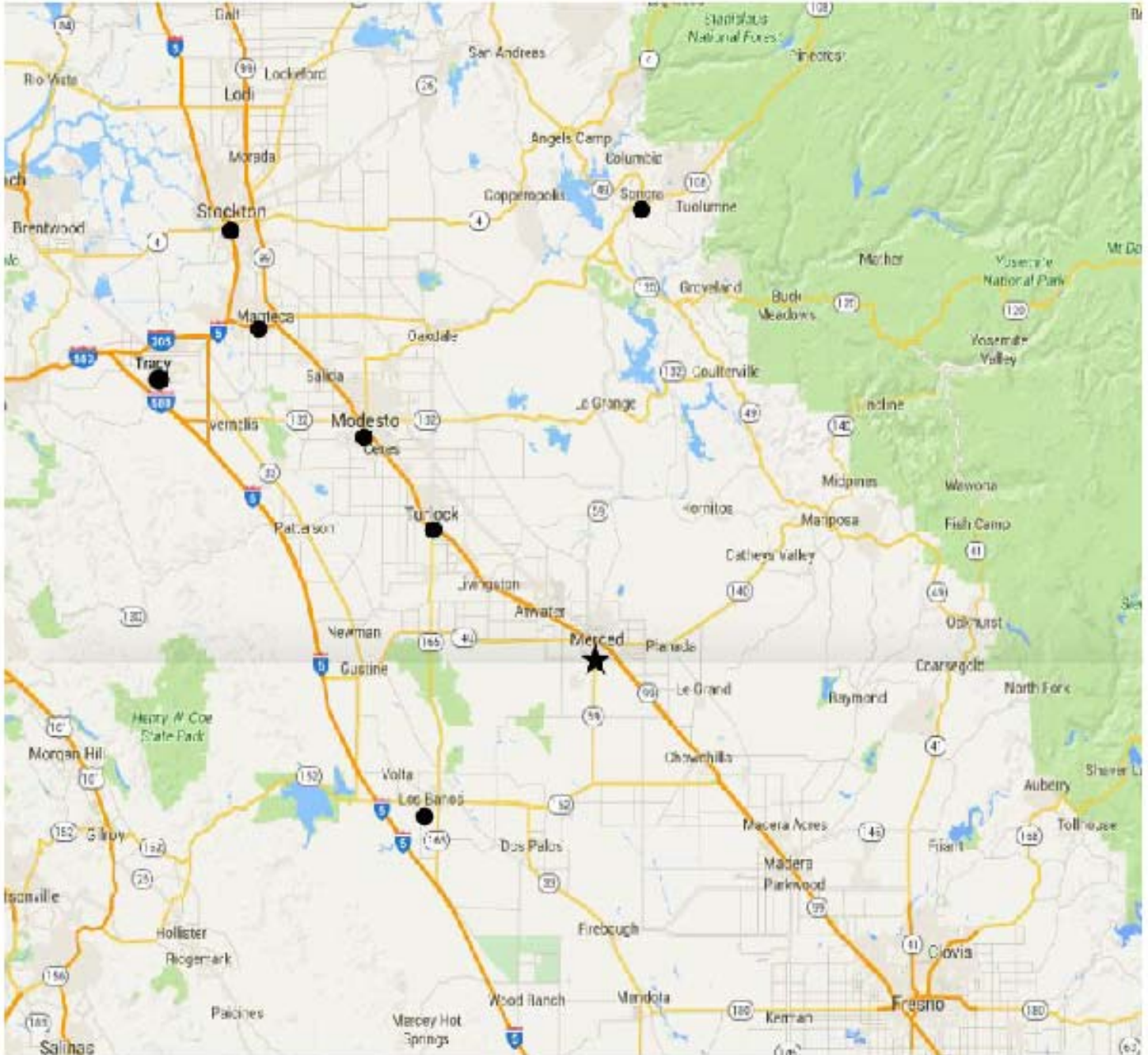
Office Hours: Monday - Friday 8:00 a.m - 3:30 p.m
(Summer office hours vary)

Office Phone Numbers: 209.384.6309 or 209.384-6123

Clinical Sites

Disclaimer: The Diagnostic Radiologic Technology Program reserves the right to revise clinical site locations at any time. This map is to be used as a general reference only.

By acceptance into this Program, the student has agreed to accept clinical assignments in whichever hospital/clinic he/she is assigned, regardless of geographical distance.



Merced College
Diagnostic Radiologic Technology Program
Course Flow Chart

Fall - 18 week semester	Spring - 18 week semester	Summer - 11 week session
RADT-10 Intro to Radiologic Sciences & Health Care (lecture - 54 hrs / lab - 54 hrs) 4 units *RADT-11 Radiologic Procedures I 4 units (lecture - 54 hrs / lab - 54 hrs) <p style="text-align: right;">Total = 8 units</p>	*RADT-12A Radiologic Procedures II 4 units (lecture - 54 hrs / lab - 54 hrs) RADT-13 Radiologic Sciences I 3 units (lecture - 36 hrs / lab - 54 hrs) RADT-12B Clinical Education I 5 units (clinical experience - 270 hrs) <p style="text-align: right;">Total = 12 units</p>	*RADT-14A Radiologic Sciences II 2 units (lecture - 27 hrs / lab - 27 hrs) RADT-14B Clinical Education II 3.5 units (clinical experience - 189 hrs) <p style="text-align: right;">Total = 5.5 units</p>
RADT-15A Radiologic Procedures III 1 unit (lecture - 9 hrs / lab - 27 hrs) RADT-15C Advanced Radiologic Procedures I 2 units (lecture - 36 hrs) RADT-15D Radiologic Pathology 1.5 unit (lecture - 27 hrs) RADT 15B Clinical Education III 5.5 units (clinical experience - 297 hrs) <p style="text-align: right;">Total = 10 units</p>	RADT-16A Advanced Radiologic Procedures II 2.5 units (lecture - 36 hrs) RADT-16C Fluoroscopy 2.25 units (lecture – 40.5 hrs) RADT-16B Advanced Clinical Education I 10 units (clinical experience - 540 hrs) <p style="text-align: right;">Total = 14.75 units</p>	RADT-17A Radiologic Science III 2 units (lecture - 36 hrs) RADT-17B Advanced Clinical Education II 7 units (clinical experience - 378 hrs) <p style="text-align: right;">Total = 9 units</p>
RADT-18A Integrative Study in Radiography 2 units (lecture - 36 hrs) RADT-18C Sectional Anatomy 1 unit (lecture - 18 hrs) RADT-18B Advanced Clinical Education III 9 units (clinical experience - 486 hrs) <p style="text-align: right;">Total = 12.5 units</p>	463.5 Total Lecture hours 26.25 units 270 Total Lab hours 5 units 2,160 Total Clinic hours 40 units Total Program Units – 71.25 units *labs are divided into two groups: one group focuses on positioning while the other group focuses on Radiographic critique	FYI - RADT-50 is a program prerequisite

Merced College
Diagnostic Radiologic Technology Program
Class Schedule

DISCLAIMER: The Diagnostic Radiologic Technology Program reserves the right to revise class schedules at any time. **This schedule is to be used as general reference only. Open Skills Lab may be offered every semester based on fund availability.**

Semester/ Session	Course	Monday	Tuesday	Wednesday	Thursday	Other
FALL Freshman 18 weeks	RADT-10	8a – 1:50p (includes lecture & lab)				
	RADT-11 (Group A)		8a – 10:50a (lec) & 12p – 2:50p (lab)			
	RADT-11 (Group B)		8a – 10:50a (lec)	12p – 2:50p (lab)		
SPRING Freshman 17 clinical weeks	RADT-12A (Group A)		8a – 10:50a (lec) & 11a – 1:50p (lab)			
	RADT-12A (Group B)		8a – 10:50a (lec)		8a – 10:50a (lab)	
	RADT-13	8a – 12:50p (includes lecture & lab)				
	RADT-12B Clinic	16 hrs/week	2 days/week	8 hrs/day		270 hrs. total
SUMMER Sophomore 11 - 12 clinical weeks	RADT-14A		9a – 1:35p (includes lecture & lab)			
	RADT-14B Clinic	17 hrs/week	2 days/week	8.5 hrs/day		189 hrs. total
FALL Sophomore 17 clinical weeks	RADT-15A (1st 9 wks)				10a – 1:50p (includes lecture & lab)	
	RADT-15C (2nd 9 wks)				10a – 2:15p	
	RADT-15D				8a – 9:15a	
	RADT-15B Clinic	17 hrs/week	2 days/week	8.5 hrs/day		297 hrs. total
SPRING Intern 18 clinical weeks	RADT-16A			8a – 10:15a		
	RADT-16C			10:30a – 12:35p		
	RADT-16B Clinic	28 hrs/week	4 days/week	8 hrs/day		540 hrs. total
SUMMER Intern 11 - 12 clinical weeks	RADT-17A			9a – 12:05p		
	RADT-17B Clinic	28 hrs/week	4 days/week	8 hrs/day		378 hrs. total
FALL Intern 18 clinical weeks	RADT-18A			9a – 10:50a		
	RADT-18C			8a – 8:50a		
	RADT-18B Clinic	28 hrs/week	4 days/week	8 hrs/day		486 hrs. total

Program Prerequisites

All program prerequisites must be passed with a grade of “C” or better and combined GPA of 2.75 or higher

Merced College Courses

- ALLH-67 Medical Terminology
- BIOL-16 General Human Anatomy
- CHEM-2A Introductory Chemistry
- ENGL-1A College Composition & Reading
- MATH-C Intermediate Algebra (or equivalent course) **or** higher level Math course
- RADT 50 - Career Exploration in Medical Imaging **or** #“Verification of Career Exploration” form - **see page 23**

⇒ Anatomy/Physiology course: preferably these should be taken as two separate courses (4 units each with a lab) as opposed to combined.

⇒ # Grade will be based on supervisor’s evaluation.

⇒ Students may choose RADT 50 **OR** Career Exploration option. Students choose **ONE** option. Career Exploration option does not replace prior RADT 50 grade(s).

Diagnostic Radiologic Technology Career Exploration

To receive credit for this requirement, the applicant may choose to complete **ONE** of the two options listed below:

- 1) An applicant may choose to enroll in a 1-unit RADT-50 - Career Exploration in Medical Imaging course. This course is offered ONLY at Merced College. You must register for this class at Admissions & Records. The student is required to attend an orientation meeting prior to the start of the semester: dates, times, and location are listed in the current Merced College Schedule of Classes.

The student is required to purchase a RADT-50 Handbook at the bookstore. The handbook must be brought to the orientation meeting for RADT-50. Students must also provide 2 copies (TB screening must be done within 6 months) of their TB screening test or negative chest x-ray results (only final results are acceptable, in process documentation is not acceptable) at this orientation.

The instructor of record will arrange for the student to complete **52 hours** of volunteer time in the x-ray department of the assigned clinical facility (also, the student must complete 2 hours of consultation time with the instructor of record - which is the mandatory orientation meeting). If the applicant chooses this option and successfully meets all the course requirements he/she will receive credit for 1-unit on their transcript.

Students that do not bring 2 (two) copies of their TB screening or negative chest x-ray results must attend another orientation meeting.

- 2) Completing a minimum of 54 hours of actual experience (volunteer or paid experience) in a radiology department is required to receive this credit. Direct experience includes any activity that required direct care, handling or transporting of radiology patients. Experience in ancillary imaging modalities such as, Sonography, MRI, CT, Nuclear Medicine, Radiation Therapy, or Cardiac Cath also meets this criteria. Upon completion of the experience, written verification must be submitted on the Verification of Career Exploration form **see page 23**.

Students may choose RADT 50 **OR** Career Exploration option. Students choose **ONE** option. Career Exploration option does not replace prior RADT 50 grade(s).

Experience in supportive functions such as clerical or housekeeping duties in a radiology department DO NOT meet the criteria.

Step by Step Procedure for Application Submission

- Step 1.** Read all of the information contained in this packet, **CAREFULLY**.
- Step 2.** Request two official sealed transcripts to be sent to you directly*. To be official, transcripts must remain sealed in the original envelope. *It is the applicant's responsibility to obtain a copy of past college catalogs or course descriptions, to assist in the establishment of equivalencies.*

*Submit ONE official set of transcripts to Merced College, Attn: Admissions & Records/Evaluations
Dept. MS #13, 3600 M St., Merced, CA 95348

(<http://www.mccd.edu/resources/admissions-records/transcripts/>)

at least one month prior to application. The other official set must be submitted with your application to the Allied Health Division.

Transcripts should include:

- College Transcripts from all schools other than Merced College
- Foreign-born students with college transcripts outside the U.S. will need to have them evaluated for U.S. equivalency. Foreign student transcripts must be officially evaluated by the following agency:

Educational Records Evaluation Service, Inc.

2480 Hilborn Rd., Ste. # 106

Fairfield, CA 94534

(P) 707-759-2866

Email – edu@eres.com

www.eres.com

No foreign transcripts will be accepted for credit without an official translation - No Exceptions.

- Step 3.** If necessary, make an appointment to see an Allied Health Counselor at 209-381-6478, and bring with you the following ***if applicable***:

1. RT Information/Procedures/Application HB
2. Transcript(s)
3. Other college catalogs, course descriptions
4. Foreign transcripts - Formal Evaluation
5. Military Credits

Step 4. When requirements have been met, prepare a COMPLETED application packet containing:

1. Check-off Sheet
2. Program Application
3. Prerequisite Course Form (**must be initialed by Counselor if courses were completed at a college *other than* Merced College**)
4. Unofficial transcript from Merced College - Transcript must be printed single-sided from the Admissions & Records Office (if applicable)
5. Sealed Official Transcript(s) from other colleges (if applicable)
6. Transcript Request Form
7. Confirmation Form
8. Waiting List/Status Report
9. Include **3** Self Addressed Envelopes and a total of **6** stamps (these are required for future mailings)

If Applicable:

10. Verification of Career Exploration Form (This form must be submitted if student has chosen to arrange his/her Career Exploration experience in lieu of taking the 1 unit RADT-50 course).

Step 5. New applications are accepted at any time upon completion of all prerequisites. Admission requirements and procedures are subject to change at any time. Submit application and all pertinent documents to the Allied Health office (AHC 126). **Mailed applications will not be accepted.**

***Review of Application Packet (estimated 30 business days).**

If it is determined all Program Prerequisites / Application Requirements **have been met**, you will receive a ***Waiting List/Status Report***. If it is determined Program Prerequisites **have not been met** or an incomplete application packet is submitted, your application packet will be returned to you with an explanation and your application date will become null and void.

Selection Process

All applicants will be placed on a waiting list. While waiting for admission, students are highly encouraged to enroll in the classes which are Associate of Science Degree requirements. Associate of Science degree General Education Requirements must be completed prior to the end of the **second Fall** semester in the program, however it is recommended that you complete as many AS Degree requirements prior to beginning the program. See a current copy of the Merced College catalog for Associate Degree Breadth Requirements. Be sure to see a Counselor to assure these requirements are completed.

Should you at any time wish to be taken off the waiting list, contact the Allied Health Office as soon as possible. If you have a change of address or telephone number, please contact the office immediately. If you are next in line to go into the program, and we are unable to reach you by mail or telephone, your seat will be awarded to the next person on the waiting list, and your name will be removed from the list and file purged. If you have any questions, please call 209.384.6309 or 209.384.6123.

If you are taking courses at another college, make sure the courses you want to transfer are equivalent to the courses required by Merced College. Regarding equivalency, contact the Guidance Division 209.381.6478 and make an appointment with an **Allied Health Counselor** (make sure you get verification in writing!). Bring original transcripts, catalog and/or course descriptions. You may also order a current Merced College catalog at the Bookstore 209.384.6280 to review Merced College course descriptions and General Education requirements.

Selection Results

A minimum of 16 - 18 applicants on the waiting list will be notified by mail around mid-April. If any person admitted into the program declines, an alternate will be called according to their order on the waiting list until a full class has been designated.

Technical Standards/Health Evaluation

Upon acceptance, students will be required to provide a Statement of Physical Condition, *Health Evaluation, Immunizations, CPR certification and a Background Check & Drug Screening.

*Must be signed by a medical provider (student's choice) stating their history and physical condition is adequate for participation in the program.

Competency Requirements

Students in the Diagnostic Radiologic Technology Program **must** graduate with an Associate in Science Degree. In order to graduate, you must achieve competency in the areas of reading, writing, mathematics, and computer and information literacy through the following:

- a) **READING COMPETENCY:** You must receive a grade of “C” or better in ENGL-01A or the equivalent.
- b) **WRITING COMPETENCY:** You must receive a grade of “C” or better in ENGL-01A, or the equivalent.
- c) **MATH COMPETENCY:** You must receive a grade of “C” or better in MATH-C - Intermediate Algebra (or equivalent course) **or** higher level Math course
- 4) **COMPUTER AND INFORMATION LITERACY:** Students completing the Diagnostic Radiologic Technology Program, fulfill this requirement.

NOTE: Competency satisfied at other colleges cannot be considered due to the differences in competency requirements at each college.

Students with completed Associate Degree, Bachelor Degrees or higher, (with verification) may be awarded credit for Competency Requirements. However, remember if your degree was earned with courses other than those specified above which meet program prerequisites (English-1A, Math-C - Intermediate Algebra (or equivalent course) **or** higher level Math course) these prerequisite courses must still be fulfilled.

Additional Tips

Placement Testing

Applicants should consult the Guidance Division for information and schedules concerning Placement Tests. Placement testing is required for all new students enrolling in credit coursework at Merced College. Students with Associate or Bachelor degrees or students having completed College level English and Math may be exempted from testing, as well as students with SAT/ACT scores at given levels. Contact the Guidance Division office for details. All students requesting testing exemptions must submit to the Guidance Division office, transcripts or ACT/SAT scores documenting their exemption status, and complete a "Matriculation Refusal Form" (*this may affect your registration priority status*).

In some cases, placement tests taken at other colleges may be used in place of the Merced College placement tests. Due to the difference in testing instruments used by community colleges, students are advised to meet with a counselor for purposes of this determination. **Placement tests cannot be used to meet program prerequisites.** They are used primarily by counselors to facilitate the placement of students into college coursework.

Registration

Once selected for the program, the student is informed as to which Diagnostic Radiologic Technology courses he/she must register. New students will be required to apply for College admission and complete appropriate registration procedures, and obtain a student I.D. card.

Military Credit

To receive credit for military training/courses, you will need to make an appointment to see the Evaluator at Admissions and Records **209.384.6194**. At the time of your appointment, you will need to bring your DD214, certificates, other documentation reflecting education received. Students having served in the military may be eligible for two units of PE and 2 units of health credit (see following page) by submitting copies of their DD214.

Note: You must have a minimum of 12 units completed at Merced College before you may apply for military credit.

Credit by Examination

Students who have successfully completed a prerequisite course through CREDIT BY EXAMINATION must either submit the completed credit by exam petition (with assigned grade listed) or a transcript indicating a grade for the specified course.

Merced College
Diagnostic Radiologic Technology Program

Name: _____

Student ID #: _____

Read all information contained in the information packet carefully before submitting application. Submit application and all pertinent documents to the Allied Health Office (room 126). **Mailed applications will not be accepted.** Incomplete files will be returned to the applicant. *New and Returning Students will be required to apply for college admission and complete appropriate registration procedures, and obtain a Student I.D. number and card. Further Registration information is available online: www.mccd.edu (click on the "Admission & Aid" button on the home page, then select "How to Apply")

Application and forms must be printed single-sided. No exceptions. If the person reviewing your application finds it illegible, you will be asked to fill out the form(s) again. It is recommended that you print a blank copy of the application and forms in order to correct any errors quickly.

Check-Off Sheet

Application to the DRT Program MUST include the following (if applicable) in this order:

- Check-Off Sheet (this form)
- Program Application
- Prerequisite Course Form
- Unofficial Transcript from Merced College - Transcript must be printed single-sided from the Admissions & Records Office - No Exceptions - if applicable
- Sealed Official Transcript(s) from other colleges - if applicable
- Transcript Request Form
- Confirmation Form
- Verification of Career Exploration Forms - *if applicable* - successful completion of RADT-50 satisfies this option
- Waiting List/Status Report
- Include **3** Self Addressed Envelopes and a total of **6** stamps (these are required for future mailings)

Merced College
 Allied Health Division
Diagnostic Radiologic Program Application

Print Clearly

<p>For Office Use ONLY Complete Application received on:</p> <p>Date & Time: _____</p> <p>Initials: _____ GPA _____</p> <p>ID # _____</p>

Last Name		First Name		M.I.	Former (Maiden, Other)
Mailing Address		City		State	Zip
Date of Birth	Soc. Sec. No or ITIN (Individual Taxpayer Identification No.)	MC Student ID No.	Telephone #(s)		Gender <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other
					Ethnicity

Completion of Prerequisite Courses	
All program prerequisites must be passed with a grade of "C" or better and combined GPA of 2.75 or higher	
ALLH-67 - Medical Terminology	ENGL-1A - College Composition & Reading
BIOL-16 - General Human Anatomy	MATH-C - Intermediate Algebra (or equivalent course) or higher level Math course
CHEM-2A - Introductory Chemistry	RADT-50 - Career Exploration in Medical Imaging or Verification of Career Exploration (see page 23)

I certify that all information provided in connection with this application is true, correct and complete. Providing false information or omitting required information is fraud and grounds for denial of enrollment or immediate expulsion from the Diagnostic Radiologic Technology Program.

Signature _____ Date _____

Merced College
Diagnostic Radiologic Technology Program

Prerequisite Course Form

Attn: All students must submit this form

COUNSELOR SIGNATURE REQUIRED ONLY if your prerequisites have been completed at another school/university. All program prerequisites must be passed with a grade of "C" or better and combined GPA of **2.75** or higher.

Name: _____

Student ID #: _____

Prerequisite	College/University	Course Name & Number	Grade	Unit Value	Semester & year	Counselor Signature verifying equivalency
ALLH-67 - Medical Terminology						
BIOL-16 - General Human Anatomy						
CHEM-2A - Introductory Chemistry						
ENGL-1A - College Composition & Reading						
MATH-C - Intermediate Algebra (or equivalent course) or higher level Math course						
RADT-50 - Career Exploration in Medical Imaging or Verification of Career Exploration (see page 23)						

Merced College Allied Health Counselor

Print Name

Signature

Date

Merced College
Diagnostic Radiologic Technology Program

Transcript Request

Name: _____

Student ID #: _____

Attn: All students must submit this form

Last Name	First Name	Middle Name
Former Names (Maiden, Other)		
Social Security No. - -	MC Student ID No.	Did you attend Merced College before 1986? <input type="checkbox"/> Yes <input type="checkbox"/> No

Signature _____

Date _____

Merced College
Diagnostic Radiologic Technology Program
Confirmation

Name: _____

Student ID #: _____

I have read all of the material contained in the Diagnostic Radiologic Technology Information booklet and understand the Application and Selection Process.

I understand that A.S. Degree requirements are subject to change every school year.

I understand Merced College reserves the right to revise Program Prerequisites and/or Selection Procedures at **ANYTIME**.

I understand it is my responsibility to meet program prerequisites, ensure equivalency, follow proper application procedures, provide transcripts, keep informed on revisions regarding Degree Requirements, Program Prerequisites, and Selection Process.

I understand that if I submit an application packet that is incomplete, or does not meet program prerequisites/application requirements, it will be returned to me with an explanation of why it was returned and the date of submission of my application becomes null and void.

I understand that if I am selected into the program, failure to notify the Allied Health Office with a "Confirmation of Acceptance" in the allotted time prescribed constitutes grounds to assign my position to an alternate. My name will also be removed from the waiting list unless I request in writing that my application be resubmitted, at which point it will be placed at the bottom of the wait list.

I understand if I am selected and decline acceptance into the program, my name will be removed from the wait list unless I request in writing that my application be resubmitted, at which point it will be placed at the bottom of the wait list. If I resubmit my application, I must meet any current and future application requirements and program prerequisites.

It is my responsibility to make sure all contact information is kept current (home address, phone numbers(s)).

I understand that upon acceptance into the program I will be required to have a Background Clearance/Drug Screening (10 panel). Failure to pass either of these screenings will cancel admission to the program. I will also need to provide a Statement of Physical Condition, Health Evaluation form (signed by a medical provider (of my choice) stating my history and physical condition is adequate for me to participate in this program), Immunizations and CPR certification .

I understand that if I withdrawal or am dismissed from the program, I will no longer be eligible for re-admittance into the program.

Signature

Date

Authorized **Allied Health Office** Personnel's Signature

Date

Diagnostic Radiologic Technology Program

Verification of Career Exploration

Successful completion of **RADT-50 (Career Exploration in Medical Imaging)** satisfies this option -see page 12). Students may choose RADT 50 **OR** Career Exploration option. Students choose **ONE** option. Career Exploration option does not replace prior RADT 50 grade(s).

Name of Prospective Student: _____

Name of Clinical Facility or Hospital: _____

Address of Clinical Facility or Hospital: _____

Supervisor - Only sign this form and evaluate student if he/she has completed 54 hours or more of *Direct Experience.

*Direct experience includes any activity that requires direct care, handling or transporting of radiology patients. Experience in ancillary imaging modalities such as Sonography, MRI, Nuclear Medicine, Radiation Therapy, or Cardiac Cath also meets this criteria. Experience in supportive functions such as clerical or housekeeping duties in radiology department does not meet this criteria.

Supervisor's Name (print): _____ Supervisor's Signature: _____

Date _____

Direct Phone #(s) of Supervisor _____

Evaluation of Student	Month(s) & Year(s) of Service				
	From	To			
1. Did the student make significant progress toward meeting the following objectives? At the completion of the student's career exploration experience, the student will be able to:					
a. Evaluate the clinical experience and decide whether or not to commit to an extended course of study in Diagnostic Radiologic Technology.	Yes	No			
b. Identify and briefly describe the function of the different imaging modalities offered in the clinical facility.	Yes	No			
c. Accurately engage in all procedures involved in the processing of radiographic images? (as much as is allowed)	Yes	No			
2. Did the student follow dress and personal grooming standards that will reflect positively on our profession?	Yes	No			
For questions 3 - 6, check the option that best describes the students performance.	Exceptional	Satisfactory	Needs Improvement	Unsatisfactory	Unacceptable
3. Did the student relate well with others in the department?					
4. Did the student have an enthusiastic attitude concerning work?					
5. Was the student dependable?					
6. How would you rate the students' overall potential?					

Comments: _____

Merced College
Diagnostic Radiologic Technology Program

Waiting List/Status Report

Name: _____ Student ID #: _____

Applicants Initials (_____)

For Office Use ONLY

As of this date: _____ Your official application date & time is: _____

Your ID number on the Waiting List is: _____

Your number on the Waiting List is: _____ Your GPA is: _____

Your application and transcripts have been reviewed to verify that all program prerequisites have been completed and you are therefore qualified to be on the Waiting List for the Diagnostic Radiologic Technology Program.

ATTENTION

Your status on the Waiting List may move up at anytime. You are advised to check out the list online at:

<http://www.mccd.edu/academics/alliedhealth/diag-rad/index.html>

Keep in mind that a minimum of **16 - 18** students are contacted around **mid-April**, to advise them that they are accepted to the program in the Fall. If a student for whatever reason declines acceptance into the program, the next person on the list will be contacted.

As stated in this handbook, if a student is selected and declines acceptance into the program, their name will be removed from the wait list unless the student requests in writing that their application be resubmitted, at which point it will be placed at the bottom of the wait list. If you resubmit your application, you must meet any current and future application requirements and program prerequisites.

It is the student's responsibility to make sure all their contact information is kept current (home address, phone number(s)). Notify this office as soon as possible if you have changed your plans and no longer wish to remain eligible for entry into the program. If you have any questions contact the Allied Health Office at 209.384.6123 or 209.384.6309.

FYI: If you are not accepted, **Annual Waiting List update letters** are sent out six to eight weeks after a new class has begun (September/October).

Any notification requiring a response from you, will require you to submit documentation by using your Merced College campus email address (@campus.mccd.edu). Emails sent from any other email address will be automatically deleted.