

Sinclair Community College
444 West Third Street
Dayton, Ohio 45402

Applicant Information Packet

Radiologic Technology

Building 3, Room 340
(937) 512-2268
(800) 315-3000

Dear Prospective Radiologic Technology Student:

This packet contains the following information for your review:

1. Application process checklist
2. Admissions Packet
3. Frequently asked questions (FAQ's)

ADMISSION REQUIREMENTS / CHECK LIST



- Step 1 _____ Apply to Sinclair Community College. This must be done before applying to the Radiologic Technology Program. Paper applications are available in the Admissions office, building 10, 1st floor or via the web at <http://www.sinclair.edu/admissions/Application/>.
- Step 2 _____ Apply to the Radiologic Technology Program by completing a Life & Health Sciences application, which can be found at: <http://www.sinclair.edu/academics/lhs/index.cfm>.
- Step 3 _____ If you have transferable college credit, request your "official" transcripts from previous college(s) to be sent directly to Sinclair Community College, Registration & Student Records, 444 West Third Street, Dayton OH 45402-1460.
- Step 4 _____ If you do not have transferable college credit in English Composition and/or mathematics, take the Sinclair Community College's Accuplacer Placement Test in reading, writing and mathematics. More information on this test can be found at <http://www.sinclair.edu/stservices/enr/testing/acfaq/index.cfm> or by calling 937-512-3000 or 800-315-3000.
- Step 5 _____ Complete an academic advising consultation with a Life & Health Sciences Academic Advisor located in room 11-346. Walk-in sessions are available daily. More information is available by calling (937) 512-3700 or (800) 512-3700 or on their website at: <http://www.sinclair.edu/services/advising/>.
- Step 6 _____ Complete developmental courses, if any, resulting from Placement Test Scores.
- Step 7 _____ Program specific requirements:
- _____ Students have a maximum of three (3) opportunities to successfully complete ALH, BIO, MAT, HIM and RAT 297/1101 courses with a C grade or higher. All course withdrawals (W) or failures will be counted as an attempt. *Students are ineligible to enter and/or continue in the RAT program after a third unsuccessful course attempt.
 - _____ All BIO, MAT, and RAT 297/1101 courses (including transfer courses) must be completed within five (5) years of program acceptance.
 - _____ A 2.5 cumulative grade point average (gpa) or greater is required for acceptance into the RAT program.
 - _____ To be eligible for admission to the program you must complete all required prerequisite courses by June 1.
- Step 8 _____ Complete program prerequisites:
- | | | |
|-------|----------|---------------------------------------|
| _____ | ALH 1101 | Introduction to Healthcare Delivery |
| _____ | BIO 1121 | Human Anatomy and Physiology I |
| _____ | ENG 1101 | English Composition I |
| _____ | HIM 1101 | Basic Medical Terminology |
| _____ | MAT 1470 | College Algebra |
| _____ | RAT 1101 | Introduction to Radiologic Technology |



Thank you for your interest in applying for admission to Sinclair Community College's Radiologic Technology Program. Sinclair's Radiologic Technology program prepares you for a career in one of the fastest-evolving areas of health care today.

The information below is provided to assist you in completing requirements for admission to the Radiologic Technology Program.

1. About the Program
2. Application Processes and Deadlines
3. Program Mission Statement and Outcomes/Goals
4. Application Deadline
5. Contact Information
6. Academic Advising
7. Radiation Safety Considerations
8. Health Considerations/Physical Requirements
9. Clinical Placement Process
10. Eligibility for Certification Examination and State Licensure
11. Criminal Background Checks and Drug Testing
12. Program Estimated Cost
13. Radiologic Technology Program Curriculum

About the Program

The Radiologic Technology Program (RAT) consists of five (5) semesters of didactic and clinical courses. Required general education courses may be completed prior to acceptance into the Radiologic Technology Program. These courses may be completed at Sinclair's Dayton campus, Sinclair's Learning Centers or through the Distance Learning Division. Students may complete all general education courses prior to beginning the first technical semester in the radiologic technology program course sequence. Academic advising for developing an academic plan and for general education course scheduling is available through the Sinclair Academic Advising office.

The following prerequisite courses must be completed to be eligible for admission to the program:

Course Code	Course Title	Credits
ALH 1101	Introduction to Healthcare Delivery	2
BIO 1121	Human Anatomy and Physiology I	3
ENG 1101	English Composition I	3
HIM 1121	Basic Medical Terminology	2
MAT 1470	College Algebra	4
RAT 1101	Introduction to Radiologic Technology	2

The following general education courses may also be completed prior to admission to the program

Course Code	Course Title	Credits
BIO 1222	Human Anatomy and Physiology II	3
COM 2206/2211	Interpersonal Comm. OR Effective Public Speaking	3
HUM	OTM Humanities Elective	3
PSY 1100/SOC 1101	General Psychology OR Introduction to Sociology	3

NOTE: All courses must be passed with a "C" grade or higher. Courses in which a "D", "F" or "W" grade was earned must be repeated with a "C" grade or higher by the term in which it falls on the program curriculum sheet.

The program technical curriculum is established as a full-time, daytime program. Once accepted to the technical curriculum students should plan to be involved in radiology courses, labs and clinicals Monday through Friday, from 7:30 a.m. to 3:30 p.m. An evening clinical rotation of 3-4 weeks is expected as a requirement in a second year clinical education course.

Many of the technical courses involve study outside the classroom. Students should plan to spend at least three hours of study outside class for each hour in class. Students must demonstrate a minimum cumulative grade point average (GPA) of 2.5 to be eligible for admission and to begin technical studies. Once technical studies begin, students must maintain at least a 2.0 cumulative GPA. Students must earn a "C" grade or higher in all required courses to maintain active enrollment in the program and to continue the curricular sequence. Students who receive less than a "C" grade in a technical or related support course may not continue the course sequence and must apply for reinstatement through the reinstatement process. The reinstatement policy will be given to students during program orientation, which is typically held 1-2 weeks prior to the start of the first technical term.

Program Mission

The program is committed to providing quality educational opportunities helping individuals prepare for entry-level competency as staff radiographers. Instruction is geared to meet the needs of a diverse student body with varied academic, social, cultural and economic backgrounds.

Program Outcomes/Goals

Students will:

1. demonstrate competence in the delivery of clinical practice with entry-level skills.
2. demonstrate the ability to think critically and apply problem solving skills.
3. demonstrate professional and ethical attitudes and behaviors.
4. demonstrate the ability to communicate effectively.

Application Deadline

In order to be considered for Sinclair's Radiologic Technology technical studies classes you **must** have all application materials and prerequisite courses successfully completed by **JUNE 1**. This includes placement testing, all required academic foundations (Developmental/DEV) courses in English, Reading and Mathematics, submission of all pertinent college transcripts and successful completion of all prerequisite general education and support courses.

Contact Information

Please make sure your contact information is current with the college registration office (937) 512-3000. Without current information the college and/or department is unable to contact you regarding updates, information, curricular changes, etc. The program communicates primarily using my.sinclair e-mail so make sure your account is kept active even while on waiting list and when not actively taking courses.

Academic Advising

If you have not already done so you should schedule an appointment to speak with a Life and Health Sciences Academic Advisor. An Academic Advisor can help you develop a plan for meeting program admission requirements, evaluate transfer credit, or answer any additional questions you may have regarding the radiologic technology program.

Program Admission Process

The number of applicants accepted to the program is limited; therefore, the following admission procedure is followed:

1. **Admission:** To be eligible for admission to the program and/or placement on waiting list, students must complete all required prerequisite courses by June 1.

Required Prerequisites
ALH 1101
BIO 1121
ENG 1101
HIM 1121
MAT 1470
RAT 1101

2. **GPA requirement:** A 2.5 cumulative grade point average or greater is required for admission to the program. Once enrolled in the technical portion of the curriculum, a cumulative 2.0 GPA is required.
3. **Waiting list:** In order to facilitate the acceptance of students in the available spaces (approximately 50 per year) in the technical portion of the program a waiting list is used. The technical portion of the program includes all radiologic technology (RAT) courses beginning in fall semester through spring semester of the second year. With the exception of RAT 297/1101, which is a required prerequisite course, enrollment in all RAT courses is restricted to accepted students only.

Students will be sent a letter with information and a tentative program starting date once they complete the required pre-requisites and meet the minimum 2.5 cumulative gpa requirement. At the completion of each term students eligible for the waiting list will be ranked first according to grades earned in RAT 297/1101, MAT 1470, and BIO 1121 and second by cumulative grade point average. If necessary application date may be taken into consideration. Each student placed on the waiting list is guaranteed acceptance to the technical portion of the program, but he/she will likely have to wait for their program starting date. The average wait is a minimum of three (3) years.

4. **Three-attempt rule:** Students have a maximum of **three** opportunities to successfully complete ALH, BIO, MAT, HIM and RAT 297/1101 courses. Grades of D, F, and W are considered unsuccessful attempts. Students must complete the course with a grade of C or better on the third attempt. **Students are ineligible for admission in to the Radiologic Technology Program after a third unsuccessful course attempt.** Retention records indicate that students who take these courses four or more times are not successful in the technical courses of the program.
5. **Continued enrollment:** In order to continue active status in the program, a student must:
 - Adhere to overall College polices.
 - Adhere to policies identified in program policy manual and clinical handbook
 - Attain at least a minimum of "C" in all required courses. This includes all of the requirements on the graduation program sheet.
 - Maintain at least a cumulative 2.0 grade point average
 - Meet each semester's current curriculum requirements as specified on program curriculum sheet.
 - Meet stated clinical objectives of the program.
 - Complete and update health records as required by the program.
 - Maintain current professional CPR certification.

**Students who do not meet the above criteria will not be allowed to continue in curricular sequence.

Radiation Safety Considerations

Many students wonder about the issue of radiation exposure. The curriculum is designed to help the student develop proper radiation safety behaviors, which when demonstrated, will minimize the student's risk of radiation exposure. The program adheres to the radiation safety principles of *ALARA* (as low as reasonably achievable). Radiation monitoring devices are worn by all radiation workers and doses are typically very low when proper safety practices are followed.

Accepted students who become pregnant at any time during the program may elect to voluntarily declare pregnancy. Detailed information about pregnancy and the program will be given to all accepted students during program orientation.

Health Considerations: Physical Requirements Policy

All students accepted to the Radiologic Technology program must meet physical and mental requirements.

Accepted students must be able to:

1. reach to adjust the x-ray tube, at a height of 76-80 inches from the floor .
2. stand, lift and carry up to 5 imaging receptors, each weighing 2 to 10 pounds.
3. while standing, safely move patients in standard wheelchairs and stretchers throughout the facility, and, without assistance, assist physically cooperative patient transfers from the wheel chair and stretcher to radiographic table.
4. while standing, with assistance from departmental personnel, safely move immobile patients from the stretcher to radiographic table.
5. provide clear verbal commands to the patient who is positioned for imaging at a distance of six to 10 feet from the technologist control area.
6. with or without sight correction, read and adjust the x-ray control panel and visualize collimator lights to accurately center and position the patient.
7. with or without auditory aids, hear the patient at a distance of 6 to 10 feet.
8. react immediately without impediment to auditory and visual signals from the patient and related care equipment.
9. safely handle imaging supplies and accessories without experiencing hypersensitivity/allergic reactions. Students at risk for hypersensitive/allergic reactions to image developer or fixer chemicals and image contrast media are subject to adverse job performance.

In addition to the aforementioned physical requirements, students must not be physically dependent on non-prescribed drugs. Meeting the physical requirements of the Radiologic Technology program does not guarantee that the student will meet the physical requirements of institutions that employ radiologic technologists.

*Students must demonstrate physical compliance during the first technical term.

Health Considerations: Standard Precautions and Infection Control

Many students inquire about the risk of transmission of disease while working with patients with infectious conditions. In order to help reduce risk, the Center of Disease Control (CDC) recommends "standard precautions." Standard precautions are intended to prevent and minimize risks of health care workers' exposure to blood borne pathogens like HIV (AIDS virus) and varied Hepatitis viruses (Hepatitis B virus). Blood and body fluid precautions are employed by all health care workers for all patients regardless of their disease status. When these precautions are utilized, the student's risk of acquiring a disease from a patient is minimal.

Health Requirements Policy

All students admitted to the program must comply with the health requirements policy. Prior to student placement in clinical education courses, a physician must verify the health status of the student. Additionally, students must receive **annual TB testing**, Hepatitis B vaccinations and must have immunity of measles, mumps and rubella verified.

Hepatitis B (HBV)

Hepatitis B is a serious viral infection of the liver. Hepatitis B is spread through contact with blood and body fluids and is far more contagious than HIV infection. In the health care setting, HBV is most often transmitted through breaks in the skin - needle sticks, human bites and non-intact skin, or spray to mucous membranes. Hepatitis B is preventable through vaccination. The Center for Disease Control and OSHA strongly recommend that health care workers be immunized against Hepatitis B. All of the program's affiliated hospitals require Hepatitis B vaccine treatments prior to student clinical placement.

The Hepatitis B vaccination series is developed from a yeast-base and, therefore, contains no human blood products. The vaccine is very pure and safe. Side effects are very mild such as a sore arm, mild aching and headache. The Hepatitis B vaccine is very effective. Approximately 96% of healthy adults are protected against Hepatitis B after completion of the vaccine series. Hepatitis B vaccine is given into the muscle of the upper arm. The vaccine is a series of three injections given over a period of six months. Following the third injection, an Anti-HBs test is required to check for treatment effectiveness.

The Hepatitis B vaccine is produced by two companies and is fairly expensive. Students accepted into the Radiologic Technology Program must show proof of immunization prior to clinical course placement. Arrangements for the immunization can be made through a private physician or through the Health Department in your county. Treatment can be obtained prior to starting the program. More information will be provided as a part of program orientation.

Clinical Placement Process

Clinical practicum courses are scheduled at various clinical facilities throughout the local community. The program clinical coordinator determines clinical assignments. During the second year curriculum, students are rotated through additional clinical facilities on a weekly and/or biweekly or semester basis. Additionally, students are required to complete an evening rotation of three to four weeks during one clinical term in the second year. Students are responsible for transportation to and from the clinical facility and must meet health and uniform requirements. Liability (malpractice) insurance coverage is included in related lab fees for each clinical course.

Eligibility for Certification Examination and/or State Licensure

Graduates of this associate of applied science degree program are eligible to take the American Registry of Radiologic Technologists' (ARRT) examination. Successful completion of the radiography certification exam is a requirement for employment in most institutions. Applicants for the ARRT are required to comply with state and federal laws. Conviction of a crime (with the exception of speeding and parking violations) must be investigated by the ARRT in order to determine eligibility. A pre-application may be made to ARRT in order to obtain a ruling regarding eligibility for the examination. Students with specific questions about legal issues are encouraged to contact the ARRT directly or review the ethics section of their website at www.arrt.org. Licensure is also required in many states. Graduates of the program qualify for a full Ohio radiographer license upon successful completion of the ARRT examination.

Criminal Background Check and Drug Testing

Criminal background checks are required for all students enrolled in the Radiologic Technology Program. Required background checks include both state (BCI) and federal (FBI) and are to be completed once the student has been formally admitted into the program and prior to placement in the first assigned clinical course (RAT 1111). Students who have serious convictions on their background check will be required to complete the ARRT Pre-Application procedures. The Radiologic Technology Program does not currently conduct drug testing; however, testing requirements of each approved clinical affiliate must be followed.

*Detailed information regarding background checks and drug testing will be given to students upon acceptance.

Associate of Applied Science Degree Radiologic Technology: *Estimated Program Costs*

For current tuition and fees please see the Sinclair website (www.sinclair.edu) Listed below are some estimated costs directly associated with the radiologic technology program. Remember these costs are only estimates as prices may vary from year to year.

Physical Exam/HBV Vaccine	\$300-500
Uniforms and Shoes	\$300
Textbooks and supplies	\$3000
ARRT Exam Fee	\$250
Ohio State License Fee	\$100

Revised April 2011

Sinclair Community College
Radiologic Technology Program

FREQUENTLY ASKED QUESTIONS

This frequently answered questions list has been designed to enhance communication with students regarding program admissions, the wait to begin the program, and other questions often asked of the program faculty and administrative staff.

1. How do I apply to the program?

Please follow the steps identified in the admission requirements checklist located on the second page of this application packet.

2. Is your program available on-line?

No, all program courses are taught in the face-to-face on campus format.

3. I understand the prerequisite requirements for the program, but how does the acceptance process work?

Students will be sent a letter with information and a tentative program starting date once they complete the required pre-requisites and meet the minimum 2.5 cumulative gpa requirement. At the completion of each term students eligible for the waiting list will be ranked first according to grades earned in RAT 297/1101, MAT 1470, and BIO 1121 and second by cumulative grade point average. If necessary application date may be taken into consideration. Each student placed on the waiting list is guaranteed acceptance to the technical portion of the program, but he/she will likely have to wait for their program starting date.

4. How long will I wait to begin the actual program courses and why is there a wait?

The average wait is a minimum of three (3) years. Some students may wait more or less time based on when they meet the prerequisite requirements. In order to maintain quality classroom, lab and especially clinical educational experiences it is necessary to limit the number of students. In the clinical courses we must maintain adequate supervision of students to assure quality patient care and to meet our programmatic accreditation requirements. We can never allow more students in a department than radiographers so we must limit the number of students assigned at each clinical site.

5. Should I contact the program office periodically to check on my status?

While we are happy to answer any questions our students may have, students meeting the requirements for the waiting list will receive adequate information and/or program updates as needed. For detailed information regarding course scheduling, grade requirements, course time-limits, etc. you may always meet with an academic advisor for assistance in these matters. Students should make any address changes on-line through the Sinclair registration system to assure that we have the most up-to-date mailing information for you on file.

6. I have general credits from another college, will they transfer and count toward the program curriculum?

To determine academic course transfer you must meet with an academic advisor to determine which, if any, courses will apply to the program curriculum. Remember to check the program admissions requirements as there is a limit on the length of time from the date of application to which the course was taken. There is also a limit on the number of attempts on which some courses can be taken without successful completion. Please see application packet for details on these and other policies.

7. Do a higher cumulative grade point average (gpa) and/or higher course grades get me accepted into the program sooner?

Currently our system for acceptance into the program is based on the completion of all required pre-requisites and meeting a minimum cumulative gpa of 2.5. Students are eligible for the waiting list once they meet those requirements, and if there are more qualified students than spaces available then students are ranked according to grades earned in three (3) prerequisite courses. Cumulative grade point average and date of application could potentially be used to break a tie in the case of two or more students having the same course grades. Remember all students meeting the requirements will be accepted into the technical portion of the program, but students with higher course grades and gpa may be ranked above other students. Please see application packet for details on these and other policies.

8. I was told I would wait a certain number of years and have waited that long but I'm still not in the program, why is that?

It is our goal to give students the most correct information so we apologize if you feel you might have been given incorrect/incomplete information. How long students wait varies depending upon the date of completion of prerequisites, whether or not the student has earned a minimum of a 2.5 gpa, grades in certain courses and sometimes even application date. With the conversion to semesters there will be some changes to courses, gpa, etc. that will give some students an advantage and perhaps a lesser wait, while some students may wait slightly longer while completing transition courses. For the most current curricular information please schedule an appointment with an academic advisor as soon as possible.

9. So if I have to wait 3+ years to begin the program, what do I do while I'm waiting?

The program does not require students to continue taking courses after meeting the prerequisites, however many students chose to take courses to maintain financial aid, to meet insurance requirements, etc. Remember that students must maintain the minimum 2.5 gpa in order to be accepted when their application date is reviewed each spring. All general education courses can be completed prior to beginning the actual program course sequence. These courses are in bold print on the program curriculum sheet. Please watch for the five (5) year limit on specific courses identified in the application packet.

After completion of the general education courses some students chose to take additional courses that may help them in the program once they begin. These courses would include any computer, psychology and/or sociology, communication, medical terminology, additional biology and/or anatomy and physiology courses, etc.

Some students work on a one-year certificate program that they can complete and perhaps gain employment in that discipline while they are waiting. Other students work on courses that apply to another associate degree---especially if the student has received transfer credit for a number of courses from another institution. Students can also work on courses that may apply later to a bachelor degree if they wish to continue their education after completion of a radiologic technology associate degree.

Other students chose to not take any additional course and instead find full-time employment to earn extra money while waiting. This helps students reduce the number of hours of work while they are in the program, which is critical to their success in program courses.

NOTE: Please check with a financial aid counselor or academic advisor to make sure you do not use up all of your financial aid award, grant, etc. and have none left for when you actually enter the program.

10. In the past I received a letter each winter asking me if I wanted to continue in the program and I had to send something back to the program office. Are you still sending these letters out each year?

At this time we are not sending out annual "Letters of Intent" to students in our applicant database. We currently have 1500+ applicants for our program so sending letters each year is simply not possible. Once you have submitted your application and it is received in our office, your name and information is stored in the database and will be reviewed annually until you meet the requirements for program admission. At that point you will receive a letter stating you've met the requirements for the waiting list and your tentative program starting date. Since other students are affected by your name in the database, if you decide NOT to pursue our program please notify our office in writing so we can remove your name from our applicant database.

11. If something changes in the program how will I be notified?

The program primarily utilizes e-mail for distribution of pertinent information to students. In some instances information may be sent via postal mail. To assure you receive updates you should make sure to check your my.sinclair e-mail account regularly and inform the college admissions office of any address changes. It would also be advisable to check the program application packet and/or this frequently asked question document as it is periodically updated with current information.

12. Why does the program have a three-strike rule for ALH, BIO, MAT, and RAT 297/1101, courses?

As stated in the policy, "Students may withdraw or fail, but must successfully complete the course on or before the third attempt. Students are ineligible for admission to the Radiologic Technology Program after a third unsuccessful course attempt. Retention and attrition records indicate that students who take any of these courses four (4) or more times are not successful in the technical courses of the Radiologic Technology curriculum." The entire three-strike rule can be found in the application packet.

13. I understand that I have to earn a "C" or better in all required program courses, why is that important?

Minimum grade and/or score requirements are necessary to assure students are learning an appropriate amount of information. The certification examination offered by the American Registry of Radiologic Technologists (ARRT) requires a minimum score of 75% to pass their exam. A grade of "C" or better assures student preparation for this minimum score and also is necessary for the safety of the patients under our care.

14. Why is there a time limit of five (5) years regarding science and math courses?

This time limit applies to courses taken at Sinclair and also to transfer credits, and assures current student knowledge of concepts contained within applicable courses. Student success in the program is much higher when students enter the technical courses with prerequisite information that is current.

15. Can I work while I am in the program?

The radiologic technology program is a very demanding program that keeps students busy both in classes and labs and also studying outside of scheduled hours on campus or in clinicals. The suggested ratio for our program is three (3) hours of study outside of class/lab for every hour in class/lab. That being said, we highly discourage attempts by students to work full-time while in our program. In order to be successful, we recommend you work no more than 20hrs /week and if possible, not at all.

16. How much does the program cost?

A detailed estimate of program associated costs can be found in the application packet.

17. Do you offer certificates for completion of certain program courses?

The Radiologic Technology Program is offered as an associate of applied science (AAS) degree program and it is not possible to piece together a partial list of courses for a certificate.

18. I started a radiology program somewhere else and want to finish at Sinclair. Can I just pick up in your program where I left off in the other program?

*Students transferring from other radiologic technology programs must complete the college and program application process and meet all prerequisite requirements prior to being reviewed for admission. As a part of the college admissions process official transcripts must be sent to the Sinclair admissions office. Students wishing to receive advanced standing for radiologic technology courses must identify courses that they feel they have already completed and submit it to the Department Chair/Program Director. **In order to receive credit toward the program curriculum, demonstration of knowledge is required. (e.g - Students must test out of requested radiologic technology courses.)***

Even if advanced standing for clinical courses is given, ALL required clinical competencies must be performed within our system, regardless of any competencies demonstrated in another program. Based on previous experience, our program requires a minimum number of clinical courses to be completed within our competency system, regardless of previously completed courses at another institution. Sinclair also has a residency requirement that states a student must complete a certain number of courses at our institution in order to earn a Sinclair degree. In other words, in order to meet our college residency requirement you may have to retake courses you have already successfully completed elsewhere. So the answer to this question is not simple, it is very complicated and involves layers of documentation, evaluation, etc. and each case is evaluated individually to assure quality of previous education and current knowledge.

Since we currently have a wait to begin the program course curriculum, even after evaluation of transfer courses and demonstration of knowledge if didactic, lab and/or clinical space is not available then qualified students will need to wait until space becomes available.