



Effective for Applicants for the Class of 2012 - 2014

Dear Radiologic Technology Applicant:

Thank you for your interest in the Associate of Applied Science Degree in Radiologic Technology. The Radiologic Technologist is an allied health professional that combines an in-depth knowledge of human anatomy with patient care procedures. With proficient utilization of medical imaging equipment, the technologist produces diagnostic images of the human body with minimum radiation exposure and discomfort to the patient.

The Radiologic Technology Program is two years of full-time study. It includes didactic classroom courses as well as extensive clinical laboratory experience in departments of radiology at participating clinical affiliates. The program is fully accredited by the Joint Review Committee on Education in Radiologic Technology (<http://www.JRCERT.org>). Graduates may apply for the national certification examination with the American Registry of Radiologic Technologists (<http://www.ARRT.org>).

The program is designed to develop compassionate and competent professional radiographers. Didactic classes are taught on the Gallatin campus and clinical education is performed at one of the many clinical affiliate hospitals. The clinical experience is typically eight hours per day, two to three days per week throughout the entire program. Training and experience are provided in routine and special radiographic imaging procedures.

The program adheres to the College's equal opportunity policy and has limited enrollment. The class size is limited to 30 students per year. The Radiologic Technology Program is a selective, limited-access admissions program. Applicants must meet specific criteria and selection is highly competitive. Program applications must be submitted no later than April 1st. Students who qualify are granted an interview in late May. To qualify for an interview, please refer to the following checklist.

1. ____ Complete all College Admission Criteria. Visit <http://www.volstate.edu/Admissions/> for details.
2. ____ **If required**, successfully complete Learning Support Courses. Visit <http://www.volstate.edu/learningsupport> for details.
3. ____ Successfully pass BIOL 2010 (Human Anatomy & Physiology I) and AHC 104 (Introduction to Radiologic Technology) with a grade of C or higher.

4. _____ Complete the Radiology Program Application (attached and found at http://www.volstate.edu/RadTech/Application_form.php) and send to the Program office no later than **April 1st**.
5. _____ Have three (3) reference forms (attached and found in the information packet at <http://www.volstate.edu/radtech> completed & submitted to the Program office by **May 1st**.
6. _____ Complete **all general education courses** required for the Associate of Applied Science Degree in Radiologic Technology and **maintain a minimum 3.0 GPA in these courses**.

Applicants are selected for admission based on the **grade point average (GPA) in the required general education courses** (see a list of these courses at #6 on page 4), the BIOL 2010 grade, the strength of the three reference forms, and the interview score. The applicant earns admissions points from each of these categories. The thirty applicants with the highest total number of admission points are granted conditional acceptance. After conditional acceptance into the program is granted, students **must** provide evidence of a passing score on a background check and a urine drug screen and must demonstrate immunity to Hepatitis B (or show proof of receiving the first Hepatitis B vaccine) before formal acceptance is granted. Either the failure to provide the required results by the due date or the receipt of anything other than a passing score will make the student ineligible for enrollment in this program. The background check, urine drug screens, and Hepatitis B vaccine are performed at the student's expense. (*Specific details are given to students after conditional acceptance into the program is granted.*) Students in the program are required to maintain an 80% average in each Radiologic Technology (RAD) course to continue in the program. Each core RAD course must be taken in sequence.

To provide appropriate care to patients, all radiography students should be able to:

- Clearly communicate, both verbally and in writing with the patient, family, and co-workers to disseminate information relevant to patient care and work duties. Both speaking and hearing clearly are essential to quality patient care.
- Make appropriate judgment decisions and implement critical thinking skills in an emergency or where a situation is not clearly governed by specific guidelines.
- Reach, manipulate, and operate medical imaging equipment to include pushing heavy portable x-ray machines.
- Move, lift, transfer, manipulate, and observe a patient for imaging exams.
- Visually assess patients as needed for their comfort and safety.
- Demonstrate emotional stability on a routine basis and function independently in routine and/or stressful situations.

Students interested in the radiology program are strongly urged to attend an open advising session. Dates for advising sessions can be found at <http://www.volstate.edu/radtech>. If you have further questions, please contact one of the program faculty listed below.

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**Volunteer State Community College
Radiologic Technology Program
PRE-RAD Student Check List Page 1 of 2**

1. ____ Complete all College Admission Criteria. This includes: Volunteer State Community College application, official copies of all college transcripts, an application fee, and placement testing or ACT scores. Visit <http://www.volstate.edu/Admissions/> for details.
2. ____ **If required**, successfully complete Learning Support Courses. Learning support course requirements (<http://www.volstate.edu/learningsupport>) are determined by the ACT and/or placement test scores.

Category	Course	Course Name	Credits	Completed
Reading:	READ 0810	Learning Support Reading I	3	_____
	READ 0820	Learning Support Reading II	2	_____
	READ 0830	Learning Support Reading III	1	_____
Writing:	ENGL 0810	Learning Support Writing I	3	_____
	ENGL 0820	Learning Support Writing II	2	_____
	ENGL 0830	Learning Support Writing III	1	_____
Mathematics:	MATH 0810	Learning Support Math I	3	_____
	MATH 1000	Pre College Algebra	3	_____

3. ____ Complete the Radiology Program Application and send to the Program office no later than April 1st. (http://www.volstate.edu/RadTech/Application_form.php). Additionally, students are strongly urged to attend an open advising session. Dates for advising sessions can be found at <http://www.volstate.edu/radtech>.

Volunteer State Community College
Radiologic Technology Program
1480 Nashville Pike
Gallatin, TN 37066

4. ____ Successfully pass BIOL 2010 (Human Anatomy & Physiology I) **AND** AHC 104 (Introduction to Radiologic Technology) with a grade of C or higher.
5. ____ Have three reference forms completed and submitted to the Program office no later than May 1st. Reference forms can be found in the information packet located at <http://www.volstate.edu/radtech>

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PRE-RAD Student Check List Page 2 of 2**

6. _____ Complete **all general education courses** required for the Associate of Applied Science Degree in Radiologic Technology and **maintain a minimum 3.0 GPA in these courses**. BIOL 2010 and AHC 104 must be completed with a grade of C or higher.

Category	Course	Course Name	Credits	Completed
AHC 104		Introduction to Radiologic Technology	1	_____
AHC 115		Medical Terminology	3	_____
BIOL 2010		Human Anatomy & Physiology I	4	_____
BIOL 2020		Human Anatomy & Physiology II	4	_____
ENGL 1010		English Composition I	3	_____
Fine Arts/Humanities	one of the following courses:		3	_____
		ART 1030 (Introduction to Art)		
		ENGL 1030 (Introduction to Film)		
		ENGL 2010 – 2320 (Literature Courses)		
		MUS 1030 (Music Appreciation)		
		PHIL 121 (Ethics)		
		PHIL 1030 (Introduction to Philosophy)		
		THEA 1030 (Introduction to Theater)		
MATH 1130 (or higher)		College Algebra (or higher)	3	_____
Social Science	one of the following courses:		3	_____
		ECON 2010 (Macroeconomics)		
		ECON 2020 (Microeconomics)		
		EDU 2200 (Educational Psychology)		
		GEOG 1030 (Cultural Geography)		
		GEOG 2010 (World Regional Geography)		
		HED 120 (Introduction to Wellness)		
		POLS 110 (Introduction to Political Science)		
		POLS 1030 (American Government)		
		POLS 2010 (State & Local Government)		
		PSYC 1030 (General Psychology)		
		PSYC 2130 (Life Span Psychology)		
		SOCI 1010 (Introduction to Sociology)		
		SOCI 1020 (Social Problems)		

Additionally, prior to graduation all students must successfully complete Computer Applications (**INFS 1010**, three credit hours) **or** pass the computer competency exam. For additional information visit: <http://www.volstate.edu/ComputerLiteracy/>. Students are strongly encouraged to complete this requirement prior to the interview process.

Typical Questions and Answers

1. What will the program prepare me to do?

The program prepares individuals to become Radiologic Technologists specializing in Radiography. These medical imaging specialists are sometimes referred to as X-Ray Technologists, or Radiographers. Graduates of the program are eligible to sit for the national certification examination administered by the American Registry of Radiologic Technologists.

2. When are students admitted to the program?

Students interested in the radiology program are strongly urged to attend an open advising session. Dates for advising sessions can be found at <http://www.volstate.edu/radtech>. Interviews take place only one time per year - in late May. A new class begins each year during the summer semester.

3. When is notification given of acceptance or non-acceptance to the program?

Each interviewee will be sent a status notification email in early June directly from the program office. Alternates are selected and may be called if conditionally accepted students decline their seat.

4. Does the program keep a “waiting list?”

No. Individuals not accepted must re-interview to be considered for the next year.

5. If I have all of the general education courses completed, will it still take two full years?

Once accepted into the Radiologic Technology Program, two full years including summers are required for completion.

6. Will I be participating in hospital clinical education as part of my course work?

Beginning in the fall semester of the first year & continuing throughout the program, students will be participating in clinical education (clinics). Clinical education is **unpaid** & will require students to be at the hospital for eight hours each scheduled clinical day. During clinics students will perform radiographic procedures on real patients with the guidance of Registered Technologists. During clinics, students work with patients, other students, technologists, physicians, & other healthcare professionals. Students deal with needles, blood & other body fluids, surgical procedures, trauma, portable procedures, as well as routine radiography. Frequently students will move and transport patients, which includes heavy lifting & reaching.

7. What courses should I take while waiting for program admission?

All required non-RAD general education courses must be completed prior to the interview. See the “PRE-RAD Student Check List” for a complete listing of required general education courses. BIOL 2010 (Human Anatomy & Physiology I) **and** AHC 104 (Introduction to Radiologic Technology) must be passed with a grade of C or higher. Students are strongly urged to attend an open advising session. Dates for advising sessions can be found at <http://www.volstate.edu/radtech/>.

8. Who should complete my professional reference forms?

Previous or current employers, teachers, coaches, scout leaders, co-workers, church officials, and long time friends are great resources. Family members are not acceptable references.

9. What is the cost of the two year program?

Fees are charged per credit hour taken. Students will pay maintenance fees and tuition based on the number of credit hours taken each semester (<http://www.volstate.edu/businessoffice/fees.php>). Additional costs include: criminal background check (approximately \$75.00), urine drug screen (approximately \$45 each, at least three will be required) mal-practice insurance (approximately \$29.00/yr), books and markers (approximately \$650), uniforms (\$100.00 - \$200.00), immunizations and titers (\$200.00 - \$400.00), and CPR certification (\$45.00). Program graduates will apply to the American Registry of Radiologic Technologists for national certification testing (\$200.00). The student is responsible for housing, meals, transportation, and all incidentals.

10. At what time of the day are classes offered?

Didactic (classroom) courses are generally taught two full days per week throughout the program. All didactic courses are offered only on the Gallatin Campus. Clinical hours are generally eight hours per day (7:30 am to 4:00 pm), three days per week.

11. What about background checks and drug screens?

After conditional acceptance into the program, students **must** provide evidence of a passing score on a background check and a urine drug screen and must provide proof of immunity to Hepatitis B (or provide proof of the first Hepatitis B vaccine). Either the failure to provide the required results by the due date or the receipt of anything other than a passing score will make a student ineligible for enrollment in this program. The background check, urine drug screens, and Hepatitis B vaccine are performed at the student's expense. *Specific details regarding the background check, urine drug screen, and Hepatitis B vaccine are given to students after conditional acceptance into the program is granted.*

12. Can a criminal record prevent a program graduate from taking the national certifying examination?

All incoming students must successfully pass a background check before full acceptance is granted. A previous felony conviction may disqualify a graduate from the certification process. Typically, all civil rights must be restored before one is eligible to take the Registry Examination given by the ARRT. Call the American Registry of Radiologic Technologists at 651-687-0048 for further information.

13. What if I do not get accepted?

Acceptance is not guaranteed. Every year there are more qualified applicants than there are seats in the program. Students not accepted into the program are eligible to re-interview the following year.

Students interested in the radiology program are strongly urged to attend an open advising session.

Dates for advising sessions and additional program information can be found at

<http://www.volstate.edu/RadTech/>

Program Mission Statement & Goals

The Mission of the Radiologic Technology Program at Volunteer State Community College is to produce entry-level graduates that are competent technologists, registry eligible, and demonstrate a professional concern for their patients.

- Students will demonstrate competency in the skills required of entry-level Radiologic Technologists.
- Students will demonstrate effectiveness in communication, problem solving, and critical thinking.
- Students will exhibit professionalism for the patients by delivering high quality care with concern and compassion.



**Volunteer State Community College
Radiologic Technology Program
Reference Form Page 1 of 2**

Applicant's Name _____

Vol State ID Number _____

Reference's Name _____

TO THE PROGRAM APPLICANT

Please have this form completed by a professional reference of your choice. All application materials are due in the Radiology office by May 1st, no exceptions.

Applicant's signature _____

Date _____

TO THE REFERENCE

The above named applicant has applied to the Radiologic Technology Program at Volunteer State Community College and has given your name as a reference. The admissions committee is interested in obtaining information that will aid in selecting capable students. It is important that students who are selected be able to complete the academic work successfully and should also possess the personal qualifications essential for competent professional performance. Your candid evaluation of the applicant's qualifications will be greatly appreciated. The applicant's pending application will be considered incomplete until your response is received. When completed, please mail this form directly to the Program. Do not return this completed form to the applicant.

Briefly outline in what capacity and for how long you have known this applicant.

RATING: Please rate the applicant in the following categories where 5 represents superior and 1 poor. If you have no basis for evaluation in a category, check "Not Applicable".

Characteristics	Superior 5	4	3	2	Poor 1	Not Applicable
Academic Potential						
Adaptability						
Attendance						
Emotional Stability						
Independence						
Leadership						
Math & Computer Skills						
Maturity						
Oral Communication						
Organization						
Punctuality						
Reliability						
Responsibility						
Team Work						
Written Communication						

COMMENTS: Please add any comments that will provide a complete picture of the applicant's abilities and potential as a student and health care professional. Use an extra page if necessary.

REFERENCE INFORMATION; PLEASE PRINT

Your Name _____

Daytime Phone Number _____

Organization & Title _____

Mailing Address _____

City State Zip _____

Signature _____

Date _____

Please return this form to:

**Volunteer State Community College
Radiologic Technology Program
1480 Nashville Pike
Gallatin, TN 37066**

STEPS TO REGISTER

Step 1: Testing

(Current & returning students skip to step 2)

If you are under 21 and have submitted ACT scores that are less than three (3) years old, you are not required to take a placement test. If you are over 21, you can contact the Advising Center at 615.230.3702 or 1.888.335.8722 extension 3702 to determine if a placement test is an admission requirement for you.

Transfer students should contact the Advising Center for assistance with testing requirements.

Step 2: Advising

Students are better prepared for academic success when they see an advisor prior to registration. Students should visit www.volstate.edu/radtech for a list of open advising sessions. New students are also required to complete *Directions: New Student Orientation* prior to registering for classes. Contact the Advising Center at 615.230.3702 for more information about *Directions*.

Step 3: Registration

You can register for classes through PRIDE online. Follow the PRIDE Online instructions listed below. If you have questions about registration, visit <http://blogs.volstate.edu/myvolstate/?s=register>, call Records & Registration at 615.230.3466 or 1.888.335.8722 extension 3466.

Step 4: Fee Payment

Please check the fee due dates on the “Important Dates” section of the Business Office website located at www.volstate.edu/buisnessoffice to see when your fees are due. You may pay your fees via PRIDE online, in person, by phone, or by mail. We accept cash, check, money order, VISA, MasterCard, American Express, and Discover. **If fees are not paid by the due date, YOU WILL BE DROPPED FROM YOUR CLASSES. Registration is not complete until fees are paid.**

PRIDE ONLINE

For detailed information about using PRIDE Online visit:

<http://blogs.volstate.edu/myvolstate/?s=register>.

1. Go to: www.volstate.edu. Select “Quick Links” and select “My VolState Portal.”
2. Enter your Login information. If you do not know your Username & Password, call the Help Desk at 615.230.3302.
3. You will be at the Main Menu. The first time you log into the My VolState Portal, change your password (PIN) for added security. You should be able to change your password at the Pride Online tab, Personal Information.
4. To Register, from the Main Menu click the “PRIDE ONLINE” tab.
5. Select “Look Up Classes.” Select the registration term and click “Submit.” Use the search options to find your classes.
7. Once you have located the course you want, check the “Select” box beside the course. Scroll to the bottom of the page and click either the “Register” button or the “Add to Work Sheet” button. Continue this process until you have selected all desired courses. Click “Submit Changes” to register for your classes.
8. To view your schedule of classes, click on “Return to Menu” and select “student Detail Schedule.”
9. To view your bill and statement of fees, click “Registration Fee Assessment.” You can pay fees online with VISA, MasterCard, American Express, and Discover debit or credit cards.
10. Click “Exit” when finished.

Additional options available at the “My VolState Portal” include:

Account Summary	Official Transcript Requests
Apply to Graduate	My VolState Online Courses
Degree Evaluation	RODP courses
Fee Payment	See your Grades
Financial Aid Status	Student Email
Live Schedule of Classes	Unofficial Transcripts
Pride Online	View holds on your account

Student Email

If you do not know your Username and password, call the Help Desk at 615.230.3302.

Every registered student at Vol State has been assigned a campus email address. A Welcome/Acceptance letter is mailed to each student upon admission. This letter contains the email address. To access the Vol State email, go to www.volstate.edu/, select “Current Students”, and log into the My VolState Portal. Once logged in, select “email” in the upper right corner.

Important Numbers

Academic Affairs	Ramer Building	615.230.3555
Admissions	Ramer Building	615.230.3689
Advising/Orientation	Ramer Building	615.230.3702
Continuing Education	Gibson Hall	615.230.3358
Campus Police	Wood Campus Building	615.230.3595
Financial Aid	Wood Campus Building	615.230.3455
Livingston Campus	Livingston, TN	931.823.7065
Records & Registration	Ramer Building	615.230.3680
Springfield Campus	Springfield, TN	615.433.7030
Scholarships	Gibson Hall	615.230.3455
Testing Center	Wood Campus Building	615.230.3484
Tuition/Fee Payments	Ramer Building	615.230.3585

MyVolStateOnline

MyVolStateOnline is a course management system. It enables the management and delivery of learning content and resources. Because it is Web-based, MyVolStateOnline allows “anytime, anywhere” access to learning. Access additional online course information at: www.volstate.edu/dlsuccess.

RODP Information

Students enrolled in Regents Online Degree Program (RODP) courses should visit www.rodpo.org for information regarding online classes and purchasing textbooks.

Course Delivery Method Options

<u>CLASS</u>	<u>DESCRIPTION</u>	<u>SECTION</u>
ESOL	English for Speakers of other languages	E01, E06
Full Time Friday	Classes meet Friday Only	F01
Hybrid H81, H83	25% in class, 75% Online	H31, H32, H41, H51, H52, H53,
ITV	Interactive Television Gallatin to Livingston, Scheduled as Traditional	D01, D51
Online RODP courses)	Regents Instructor No class time, additional fees	R50 (lecture), R80 (Science Lab
Online VSCC	Vol State Instructor Usually no class time, no extra fees	C01, C02, C03...
Traditional	Instructor lectures in classroom	001, 002, 501, 551, 801, 901, 951
Videotape	Only 1 – 4 class meetings Usually meets on Saturday	V31, V32, V51, V81, V82
Weekend	Meets once per week Usually meets on Saturday Instructor is present	W41, W42

Volunteer State Community College
Application to Radiologic Technology Program

Name _____

Vol State ID# _____ DATE of BIRTH ____/____/____

Vol State Email Address _____

Email Address _____

Mailing Address _____

Street or PO Box

City

State

Zip

Home Phone _____

Work Phone _____

Cell Number _____

CONTACT IN CASE OF EMERGENCY

Name _____

Number _____

What year are you planning to interview? _____

Signature

Date

It is the student's responsibility to self-identify with the Office of Disability Services to receive accommodations and services in accordance with Section 504 of The Rehabilitation Act and The Americans with Disabilities Act Amendments Act (ADAAA). Only those students with appropriate documentation and who are registered with the Office of Disability Services will receive accommodations. For further information, contact the Office of Disability Services at (615) 230-3472, online by visiting www.volstate.edu/disability, or visit the office which is located in Room 108, Wood Campus Center.

Volunteer State Community College, A Tennessee Board of Regents Institution, is an equal opportunity institution and ensures equal opportunity for all persons without regard to race, color, religion, sex, national origin, disability status, age, sexual orientation or status as a qualified veteran with a disability or veteran of the Vietnam era.