



Associate Degree in Radiologic Technology at York Technical College

Admissions Procedures
and Qualification Criteria
2009-2010

York Technical College issues this booklet for the purpose of furnishing all interested persons with information about the admissions process for the Associate Degree Radiologic Technology program. Although every effort is made to keep this information as current as possible, policy statements in this booklet are subject to change without notice and may not be regarded in the nature of binding obligations on the College. For further information, please contact:

York Technical College
Office of Admissions
(803) 327-8008 within the local dialing area
(800) 922-TECH (toll-free) inside South Carolina

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RADIOLOGIC TECHNOLOGY PROGRAM
At York Technical College

The Radiologic Technology Program prepares the student to become an essential member of the health care team. The student radiographer learns about the characteristics and potential hazards of radiation, and applies this knowledge to produce quality diagnostic images which will assist the physician in the diagnosis and treatment of injuries and diseases.

This program is accredited by the Joint Review Committee on Education in Radiologic Technology. Upon completion of this program, the graduate is eligible for certification by the American Registry of Radiologic Technologists. Upon passing this examination, graduates are entitled to use the abbreviation R.T.(R) (Registered Technologist, Radiography) after their names and to the privileges offered by this registration.



GREG F. RUTHERFORD
PRESIDENT

Welcome to York Technical College, and thank you for your interest in the Associate Degree Radiologic Technology program. The purpose of this booklet is to clarify the application process, identify the Radiologic Technology program qualification requirements, and explain how the qualified applicant waiting list is managed.

There is a great demand for medical professionals in our workforce today. Many people realize that a Radiologic Technology career would not only offer many job choices and a good salary, but it would also provide the personal satisfaction of serving and caring for others.

For these reasons, there are many students interested in pursuing the Radiologic Technology program. The Radiologic Technology program can accommodate only a limited number of students each year in order to provide the highest quality training. Therefore, the Admissions Department maintains a first-qualified, first-served list of students for the Radiologic Technology program. Your immediate goal should be to get your name on this list of qualified students as soon as possible. This document will provide clear and specific instructions to help you understand exactly what you need to do from the point of application to the point of program entry.

It is your responsibility to read and understand the contents of this document very carefully. It is also your responsibility to contact an Admissions Counselor for assistance should you have questions or need clarification of these contents at any time during the process of qualifying and enrolling in the Radiologic Technology program.

Thank you again for your interest in and for choosing York Technical College to achieve your educational goals.

Sincerely,

Kenny Aldridge
Admissions Department Manager

I. The Admissions Process for the Associate Degree Radiologic Technology (RAD TECH) Program at York Technical College

The Radiologic Technology program is limited in enrollment, and its waiting list is processed on a first-qualified, first-served basis.

1. Complete and submit the York Technical College Application for Admission at www.yorktech.com.
2. Submit proof of high school or GED completion. Currently enrolled high school seniors who meet all other program qualification requirements are eligible to be placed on the list of qualified applicants on a provisional basis pending the submission of evidence of a high school diploma upon graduation.
3. Pay the \$10 placement test fee at the Business Office and take the COMPASS Placement Test if necessary. Contact the Assessment Center at 803-981-7176 for testing times.

This test *may* not be necessary if you submit satisfactory ASSET scores. Contact a counselor to determine if you will need to take the COMPASS Placement Test.

4. Meet with an Admissions counselor to complete your admissions process. The counselor will review your COMPASS, SAT or ACT test scores, high school transcripts, and any previous college credits you may have earned, and he/she will determine if you have met the qualification requirements to pursue placement on the list for the RAD TECH program.

Initially, you will be admitted into our **Pre-Radiologic Technology** program (*Associate in Applied Science with a Goal of Radiologic Technology*). While in Pre-Radiologic Technology, you can take the General Education, or non-Radiologic Technology, classes required for the RAD TECH degree. You will not be admitted into the **Radiologic Technology** program (*Associate in Applied Science with a Major in Radiologic Technology*) until the semester that you actually begin the Radiologic Technology (RAD) classes.

If you ARE qualified for the RAD TECH waiting list:

You will be required to pay the Business Office a \$50 NONREFUNDABLE and NONTRANSFERABLE list-processing fee in order to have your name placed on the list of qualified applicants. *Students owing a past due debt to the College are not eligible to enroll. List access fees will not be accepted until the prior debt is paid in full.* You **must complete** a required observation at Piedmont Medical Center's Imaging Center, scheduled by the program advisors, as a final preliminary step before being listed.

If you ARE NOT qualified for the RAD TECH waiting list:

Your counselor will review the necessary steps for you to take in order to become eligible to have your name placed on the list of qualified applicants for the RAD TECH program. These steps are outlined next in Section II.

IMPORTANT: IF YOU ARE NOT QUALIFIED FOR THE RAD TECH WAITING LIST WHEN YOU ARE FIRST ADMITTED TO THE COLLEGE, YOU MUST RETURN TO ADMISSIONS TO ALERT A COUNSELOR WHEN YOU HAVE COMPLETED THE NECESSARY QUALIFICATION REQUIREMENTS.

II. Qualification Requirements for the RAD TECH Program

To be placed on the list of qualified applicants for the RAD TECH program, you must provide documentation that you meet the following criteria:

1. High School or GED completion

This can be in the form of a high school transcript, copy of your diploma, or copy of your GED certificate.

2. Completion of Track 1, Track 2 or Track 3 as described below:

Track 1 – Submitting Qualifying COMPASS or ASSET Scores

⇒ COMPASS minimum **88 Reading, 70 Writing, 54 Pre-Algebra**

⇒ ASSET minimum **46 Reading, 41 Writing, 43 Numerical, 31 Elem. Algebra or 23 Intermediate Algebra**

AND

Minimum RAD TECH program GPA of 2.00 in classes taken at York Technical College that can be applied towards the RAD TECH program. **

Track 2 – Submitting Qualifying SAT or ACT Scores

AND COMPASS Reading score of 88 or ASSET Reading score of 46

⇒ SAT scores *before* April 1, 1995:

Minimum **400 Verbal** and **350 Math**, Minimum **800 Total**

OR

⇒ SAT scores *April 1, 1995 to March 12, 2005*:

Minimum **480 Verbal** and **400 Math**, Minimum **920 Total**

OR

⇒ SAT scores *after* March 12, 2005:

Minimum **480 Critical Reading** and **400 Math**, Minimum **920 Total**

OR

⇒ ACT minimum score of **20 Composite**, **21 English** and **16 Math**

AND

Minimum RAD TECH program GPA of 2.00 in classes taken at York Technical College that can be applied towards the RAD TECH program. **

- SAT/ACT scores cannot be combined -

Track 3 – Completion of Health Science Certificate Program (30 credit hrs) with a GPA of at least 2.5

AND COMPASS Reading score of 88, ASSET Reading score of 46, or completion of RDG 101 with a grade of C or better

Health Science Certificate courses consist of:

*AHS 101

*BIO 210

*COL 101

*MAT 155

*AHS 102

*BIO 211

*ENG 101

*PSY 201

*AHS 120

*CPT 170

*HSS 205

*SPC 205

*requires grade of C or better

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II. Qualification Requirements for the RAD TECH Program (continued)

As soon as you meet qualification requirements **1 and 2** for the RAD TECH program, you will need to see an Admissions Counselor to complete requirements **3, 4, and 5**, which are:

- _____ 3. Completion of Radiologic Technology Orientation Program**
- _____ 4. Completion of mandatory hospital observation**
- _____ 5. Return to Admissions to obtain your paycard.** This will permit you to pay the required **\$50 NONREFUNDABLE/NONTRANSFERABLE list processing fee**. Once this has been done, your name will be placed on the list of qualified applicants for the RAD TECH program.

****Important information for students who have been previously enrolled in the RAD TECH program at York Technical College:**

Like a new applicant, you must meet all qualification criteria, including the appropriate minimum GPA requirements, to place your name on the waiting list. Please be aware that ***any and all*** course-work that you have taken that can be applied towards the RAD TECH degree, including RAD courses, will be calculated into your Radiologic Technology program GPA.

III. Maintaining Your Position on the RAD TECH Waiting List

Once you meet the qualification criteria and your name is placed on the RAD TECH waiting list, you are responsible for maintaining eligibility for the RAD TECH program. Please read the following steps very carefully so that you understand your responsibilities:

1. Keep admissions updated on your contact information

While your name is on the list of qualified applicants, it is your responsibility to let us know immediately if your address or phone information changes. Otherwise, we will be unable to contact you for any reason, including offering you a seat in the next available class.

2. Maintain at least a 2.00 GPA

All students must maintain a minimum GPA of 2.00 in any required courses and electives for the RAD TECH program in order to remain on the list of qualified applicants. Equivalent courses completed at other accredited colleges may transfer, but only courses completed at York Technical College are included in the GPA calculation. The Admissions Office will check your GPA following each term you are on the list to verify that you remain eligible for the RAD TECH program. **Should your GPA fall below 2.00 at any time your name is on the list, you will no longer be eligible and your name will be removed from the list.** If this occurs, you will be notified by mail.

You may use **Web Advisor** to determine your RAD TECH GPA by following these directions:

- Click *Web Advisor* on the York Technical College Homepage
- Log in using your username and password
- Click on the *Students* tab
- Under *Educational Information*, click *Program Evaluation*
- Click the drop-down box beside “*What if I changed my program of study*”
- Choose your goal program and *Submit*:
Radiologic Technology = Associate in Health Science – Radiologic Technology Major
- Choose the *latest* Catalog Year and *Submit*
- Students whose *Program GPA* falls below a 2.00 at any time are no longer eligible for entry into their program. Students who are no longer qualified for their program will be notified by mail.

IV. When You Are Offered Entry Into the RAD TECH Program

Please be prepared for the following to occur when your name comes up to begin the RAD TECH program:

1. Notification of entry

You will be notified by CERTIFIED MAIL that your name has come up to begin the program. Please note: If no one is at home when your letter is delivered, the postal carrier will leave a notice to pick up your letter at the post office. When you receive your certified letter offering you a seat for your program, you will have two choices. **If you do not respond by either method below before the specified deadline, your name will be removed from the list.**

- a. Pay your confirmation deposit (\$100) by the specified deadline to be eligible to enter the program that year. This deposit is NONREFUNDABLE and NONTRANSFERABLE and applies toward the tuition fee for your first semester. *Students owing a past due debt to the College are not eligible to enroll. Deposits will not be accepted until the prior debt is paid in full.*
- b. Pay an additional non-refundable/nontransferable list processing fee (\$50) by the specified deadline to keep your name on the list for the following year. If you choose this option, you must accept your seat the following year or your name will be removed from the wait list. **You have the opportunity to delay your entry only once.**

If for any reason you choose not to enter the program after paying the \$100 deposit, you may stay on the list by paying another \$50 list processing fee which will be due within one month of the date you notify the program monitor of this decision. **Again, you can delay your entry only once.** Another \$100 deposit will be required to obtain entry into the next year's class.

You are responsible for making sure that you are able to receive this information. This includes keeping us updated on any changes to your contact information AND making sure that all members of your household are aware that you may be receiving an important letter. You do not want to lose your place in the class because you miss your invitation to begin.

As the start date for the summer class gets closer, it may become necessary for the Admissions Office to attempt **telephone** contact with the next qualified student on the list in order to replace a student who withdraws at the last minute or fails to register for classes. In this situation, time does not allow for the regular mail confirmation process to occur.

2. Pay your deposit and fulfill additional requirements before starting the RAD TECH program **Once you have confirmed that you will begin the program, you will receive a letter detailing information about the following:**

- a. You will need to submit a completed **Student Health Form** (available in Room A-100) to the RAD TECH Department Manager.
- b. You must carry **liability insurance** and **health insurance**. You must submit proof of health insurance to A - Building, Room 100 or obtain one of the health insurance plans through York Tech when you register for summer semester classes at the beginning of the program.
- c. Clinical facilities require clear **drug screens** and/or **criminal background checks** before allowing students to participate in clinical rotation. You will be financially responsible for these items. You may be required to have a drug screen at any time during your rotations. ***You must be eligible to attend clinical at all facilities.***
- d. ****You must attend a mandatory RAD program orientation to be held prior to the summer semester. Failing to attend this orientation will result in removal from the class.****

V. Frequently Asked Questions About the RAD TECH Program

Q. How long is the waiting list for the Radiologic Technology program?

A. Be aware that there is typically a waiting period of *approximately* 2-3 years from the time a student gets on the waiting list until the summer term that the student will actually begin the program. This means that it *may take several years* from initial admission into pre-Radiologic Technology until graduation from the Radiologic Technology program, especially if completion of the Health Science Certificate is necessary prior to getting on the waiting list.

Q. Can I get on the waiting list before I meet the minimum qualification requirements outlined in this document?

A. No. You must fully meet the qualification requirements for the RAD TECH program as outlined in this document before you can be placed on the list.

Q. Can I be on more than one Health and Human Services program waiting list?

A. Yes. However, you are encouraged to choose one goal and place your emphasis toward meeting that goal. All Health and Human Services programs are very different and prepare students for specific careers. It would be unwise to choose a program based solely upon which one you could gain access to first. In addition, for every program list, you must pay a NONREFUNDABLE/NONTRANSFERABLE list processing fee of \$50.

Q. If I have at least a bachelor's degree, am I still required to take your COMPASS test to show that I meet that Reading requirement? Do I also need to submit a copy of my high school diploma if I have submitted my college transcript(s)?

A. Yes, you must take the COMPASS test. The high school/GED documentation is required for program accreditation purposes.

Q. Can I be placed higher on the list if I have an advanced degree or a higher grade point average than some of the others on the list?

A. No, the waiting list is handled strictly on a first-qualified, first served basis.

Q. Do I have to be enrolled in courses to remain on the Radiologic Technology waiting list?

A. No, your name will not be removed from the waiting list unless you allow your program GPA to fall below a 2.00 or request to have your name removed from the waiting list.

Q. When and how often do you start a new Radiologic Technology class at York Technical College, and how long does the program last?

A. The RAD TECH program begins once a year in the Summer semester, and lasts for 6 consecutive semesters, or 2 years.

V. Frequently Asked Questions About the RAD TECH Program (continued)

Q. How are classes scheduled?

A. The general education classes can be taken part-time or full-time, day or evening, and a few are available through alternative delivery methods such as by internet. Once you are in your RAD TECH classes, however, the schedule becomes much less flexible. The RAD TECH classes and clinicals are essentially scheduled from 8:00 a.m. until 4:00 or 5:00 p.m. Monday through Friday for the duration of the program. For this reason, it is important for students to complete as many of the general education courses as possible prior to beginning the RAD TECH program so that they will not interfere with the RAD TECH schedule.

Q. What is the grading scale once I am in the Radiologic Technology program?

A. The grading scale for the RAD TECH program, both coursework and clinicals, is as follows: 93-100, **A**; 86-92, **B**; 80-85, **C**; 70-79, **D**; Below 70, **F**. Students must maintain a minimum GPA of 80 in all RAD coursework in order to remain in the program. A minimum of 80 is required in all clinical coursework. A GPA below 80 is considered unacceptable academic or clinical performance. In other words, **any grade below a C in any RAD course will result in withdrawal from the program**, since all courses are prerequisites to the courses for the following term.

Q. Can I work while I am enrolled in the Radiologic Technology program?

A. Yes, but...The RAD TECH program is quite rigorous and demanding and includes many class hours, clinical rotations and outside assignments. Your probability of success can decrease significantly with the addition of outside work responsibilities. Once enrolled in the RAD TECH program, you should consider limiting your work schedule to allow for the demands of the program. *Accommodations in the program schedule cannot be made for employment obligations.*

Q. What types of expenses can I expect once I am in the Radiologic Technology program?

A. Please see the Estimated RAD TECH Program Expenses sheet.

Q. What types of financial assistance are available to me?

A. York Technical College participates in the following programs:

- Federal Pell Grant (FPELL)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study Program (FWS)
- Federal Academic Competitiveness Grant
- SC Need-Based Grant (SCNBG)
- LIFE Scholarship (LIFE)
- Lottery Tuition Assistance (LTA)
- Scholarships
- Special Grants and Sponsorships
- Stafford Loans
- Springs Foundation Loan
- Alternative Student Loans
- Tuition Payment Plan (TPP)

To apply for other types of financial assistance, including scholarships and special grants, various applications are required. Contact the Financial Resources Office located in the Student Services Building, for more information.

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V. Frequently Asked Questions About the RAD TECH Program (continued)

Q. Once I obtain financial aid, can I be assured that I will receive it throughout my enrollment in the program?

- A. Financial aid is typically awarded on an annual basis. Students are required to reapply for aid each academic year. Each type of financial aid has specific continuing eligibility guidelines that must be met. You are responsible for understanding these guidelines for each type of aid you are receiving.

Those students who receive FPELL and FSEOG need to be aware of the **Federal Aid Eligibility Limit**. Students receiving Federal financial aid may only receive aid for one and one-half times, or 150% of, the length of their academic program. This means that students enrolled in Pre-Radiologic Technology (Associate in Occupational Technology with a goal of Radiologic Technology) are limited to receiving financial aid for up to 99 attempted credit hours, and students enrolled in Radiologic Technology (Associate in Health Science with a Major in Radiologic Technology) are limited to receiving financial aid for up to **135** attempted credit hours.

Many Pre-Radiologic Technology students receiving FPELL and FSEOG want to remain actively enrolled in coursework after they have completed their general education courses and while they are waiting to start the RAD TECH program. These students need to be careful that they do not exhaust their eligible funds prior to completion of the RAD TECH program.

For more information about this or other financial aid issues, please Contact the Financial Resources Office, which is located in the Student Services Building, for more information.

Q. How can I obtain more detailed information about the York Technical College Radiologic Technology program?

- A. You may visit the Radiologic Technology Degree information section of the York Technical College website to obtain a more comprehensive description of the program, schedule, requirements, transfer, retention and promotion policies. Follow the instructions below:

- ⇒ Go to www.yorktech.com
- ⇒ Place cursor over **current** or **prospective students**
- ⇒ Click on **Programs of Study**
- ⇒ Scroll down and click on **Radiologic Technology Degree**

Additional detailed information about our Radiologic Technology program can be found in our Catalog and Handbook. A hard copy of this book can be obtained in Student Services, or it can be viewed online at our website.

Estimated RAD TECH Program Expenses

The detailed expenses outlined below are an **estimate** of those you can expect to pay while in the RAD TECH program *in addition to*:

- Initial COMPASS placement test fee (if necessary) - \$10
- List access fee - \$50
- Tuition, Registration and technology fees paid per semester (Varies from year to year)

**2009-2010 York Technical College Tuition Fees
(Including Technology Fee)**

<u>Residence</u>	<u>\$ Per Credit Hour</u>	<u>\$ Full-Time (12 credit hrs or more)</u>
York County	\$138	\$1,656
In SC, Out-of-County	\$151	\$1,812
Out-of-State	\$312	\$3,744

ITEMS	FIRST YEAR	SECOND YEAR	TOTAL
Textbooks, syllabi, etc.	\$200 Summer \$550 Fall (Spring variable)	Variable	Approx. \$1,022
Uniforms (includes shoes, hose)	\$200		\$200
Film Badges	\$43 per semester	\$43 per semester	\$258
Nametags	\$16		\$16
Lead Markers (recommend 2 sets)	\$29 per set		\$60
Insurance – Personal and Prof. Liability	\$15	\$15	\$30
Insurance – Health and Accident (can be purchased through York Tech if not covered under another policy)	\$675 (under 24) \$773 (25-29) \$1,307 (over 30)	\$675 (under 24) \$773 (25-29) \$1,307 (over 30)	\$1,350 (under 24) \$2,546 (25-29) \$2,614 (over 30)
Physical Exam (varies according to physician)	\$120		\$120
Hepatitis B Vaccine (recommended)	\$240		\$240
2-step PPD Tuberculosis Test	\$30		\$30
PPD Tuberculosis Test (2 nd year)		\$15	\$15
Criminal Background Check	\$58		\$58
CPR Certification	\$50	\$35	\$85
Membership SCSRT (recommended)	\$25		\$25
Registry Exam Fee		\$150	\$150
Graduation Fee/Cap and Gown		\$35	\$35
Transportation (to campus, clinical sites, etc.) Clinical sites include locations in Chester, Lancaster, York Counties, SC, and Monroe, NC	Variable	Variable	Variable

****COSTS SUBJECT TO VARY EACH YEAR**

****Updated 03/08**

MAJOR: Radiologic Technology (90.0 Semester Credit Hours)

DEGREE: Associate in Health Science

****2007-2008 York Technical College Academic Year**