THE APPLICATION PROCESS

BE PLACED ON PROSPECTIVE STUDENTS LIST
Contact the Radiologic Technology Office at (928) 344-7552 and ask to be placed on the Prospective Students List. Read the Prospective Student Information Packet online. This is simply a list of students who are interested in the program and does not hold a place for you to be admitted into the Program.

READ STUDENT GUIDE AND VIEW VIDEO(S)
Read the current Student Guide and view the video(s) in About the Profession online.

COMPUTERIZED PLACEMENT TEST - READING (CPT-R) SCORE
All prospective students are required to have a score of 80 or above on the Computerized Placement Test - Reading (CPT-R). This is part of the standard college placement tests. As part of the admission process to AWC, students are required to take a Computerized Placement Test (CPT) which tests the students in Reading, Writing, and Math. Students are placed in appropriate courses based on their scores for each individual test. Students applying to the Radiologic Technology Program are required to have a minimum CPT-R score of 80.

This test is available at no cost to the student through the AWC Testing Center located in the 3C Building. Please call (928) 344-7641 for Testing Center hours. If you have already taken the test and have achieved the appropriate score, you will not be required to retest. If the student has not taken the test or did not attain the minimum score, the student will have to take/retake the test until the appropriate score is obtained. A student wishing to retest within 90 days will be charged $20.00 after a 24-hour waiting period. If the minimum score is still not obtained, the student may retest again but only after a 90-day waiting period which will then be at no charge.

PREREQUISITE COURSES
The Program is an intense and comprehensive program of study; it is a combination of academic course work and clinical training for two years. A strong background in mathematics and science courses is recommended in order to be eligible to apply to the AWC Radiologic Technology Program. The GPA of the prerequisites is used as part of the student ranking process; all prerequisites must be completed before the student applies to the Program. Applicant’s GPA for the below mentioned courses must be a minimum of 2.50 in order to be eligible to apply to the Program. Students must attain a minimum grade of “C” or above in all prerequisite courses. Prerequisites may not be repeated more than once. Students are not permitted to repeat more than 2 prerequisite courses. The student should submit transcripts of courses not taken at AWC to the Transfer Services Office to be evaluated.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr</th>
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<tbody>
<tr>
<td>CIS 120</td>
<td>Introduction to Computer</td>
<td>3</td>
</tr>
<tr>
<td>MAT 142</td>
<td>College Math with Applications (or higher)**</td>
<td>3</td>
</tr>
<tr>
<td>ENG 100</td>
<td>Introduction to Composition I (or higher)</td>
<td>3</td>
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<tr>
<td>ENG 101</td>
<td>Freshman Composition (or higher)</td>
<td>3</td>
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<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<tr>
<td>AHE 101</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 160</td>
<td>Anatomy &amp; Physiology (BIO 201 &amp; 202 may be substituted)</td>
<td>4</td>
</tr>
<tr>
<td>(      )</td>
<td>Approved Arts &amp; Humanities Course (see page 17)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td></td>
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</tbody>
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**NOTE: Only 3 credits of math will be used to calculate a student’s prerequisite GPA. If a student has taken a higher level math course (e.g. MAT 151) excluding MAT 183, the math course will be calculated based on a 3-credit scale. This does not affect a student’s Official Transcripts; the conversion is used solely for ranking purposes. The same applies to BIO 201 & 202 (8 credits), will be calculated as 4 credits solely for ranking purposes.

**TRANSCRIPTS**

If a student has attended a college or university other than AWC, official transcripts must be evaluated by the Office of Transfer Services for transfer credit. It is the student’s responsibility to request the official transcript(s) from the prior college(s). Transfer credits will not be considered until the evaluation is completed and posted to the student’s AWC record. The **transcript evaluation process may take three to six weeks and must be completed by the application period deadline.** Please contact Transfer Services by phone (928) 344-7638 or visit them in the 3C Building of AWC Main Campus, or by mail.

A Request for Evaluation/Re-Evaluation of Credits MUST be filled out in order for your transcripts to be evaluated. The student must specify Radiologic Technology as their Major. NOTE: If the institution that you are transferring your credits from ONLY sends out ELECTRONIC transcripts, you need to have them send DIRECTLY to AWC at transferservices@azwestern.edu. Faxed or printed copies will NOT be acceptable. Acceptable transcripts require the imprint of the official school seal and be sent directly from the issuing institution to: Arizona Western College, Attn: Transfer Services Office, PO Box 929, Yuma, AZ 85366-0929.

An Application for Admission must be completed if (a) You are a new student to Arizona Western College or (b) You are a former AWC student and have not taken classes in the past 12 months. There is a separate application form that is required to apply for the Radiologic Technology Program (See below).

**VIEW MANDATORY PROGRAM INFORMATION VIDEO, COMPLETE QUESTIONNAIRE, & SUBMIT**

The Mandatory Program Information video and questionnaire is for students who are interested in applying to the Program and who have completed the prerequisite coursework. The questionnaire must be submitted to radiology@azwestern.edu with a score of 80 or above before applying to the Radiologic Technology Program.

**ORDER A FINGERPRINT CLEARANCE CARD (If you do not have a current* card)**

Fingerprint Clearance Card application packet & instructions are available OUTSIDE the Radiologic Technology Office (LR 224). Please note it will cost approximately $65 to order. Be advised that it can take anywhere from 4 – 8 weeks to receive the card from The Department of Public Safety. The Radiologic Technology Program will NOT accept Program applications without the card. If the student already has a Fingerprint Clearance Card that has not expired, the student will have to submit the original card along with the completed Program application. Copies of the card will be made at time of submission. The Radiologic Technology office will verify the validity of the submitted card with the Department of Public Safety. Applicants must submit the original valid Fingerprint Clearance Card along with a completed Program application. Copies will not be accepted. Students who are unable to submit a valid Fingerprint Clearance Card will NOT be allowed to apply. **It is recommended to order Fingerprint Clearance Card in the fall semester prior to applying in January.**

*A current card is one that will not expire before the end of the 2 year Program enrollment period.

**CRIMINAL BACKGROUND CHECK BY VALID FINGERPRINT CLEARANCE CARD:**

I. Applicants to the College’s Radiologic Technology Program (the “Program”) must present a valid fingerprint clearance card in order to be cleared for clinical placement prior to submitting an application to the Radiologic Technology Program. The primary clinical affiliate for the Program, Yuma Regional Medical Center, requires all students operating in a clinical setting to be cleared for patient contact using the same criteria as outlined in the American Registry of Radiologic Technologists (ARRT) Standard of Ethics, Section B – Rules of Ethics, Subsection 3. An applicant not cleared for clinical placement will not be
allowed to apply to the Program until he/she presents a valid fingerprint clearance card. The card must not expire during the student’s enrollment period in the program (2 years). If a review of the current card shows that it will expire during the enrollment period in the program, the applicant will be required to apply for a new fingerprint clearance card. Admission to the program is contingent on presentation of a valid fingerprint clearance card.

II. Students applying for enrollment in the Radiologic Technology Program are required to disclose the following information on their application:
   a. Criminal proceedings including:
      i. misdemeanor charges and convictions;
      ii. felony charges and convictions;
      iii. military court-martial;
   b. Disciplinary actions taken by a state federal regulatory authority or certification board; and/or;
   c. Honor Code Violations
   d. Dismissal from another Radiologic Technology Program

III. Falsification or presentation of fraudulent information on the application form will result in denial of enrollment in the program or once enrolled, is grounds for disciplinary action by the College including expulsion and conditions placed on future enrollment.

IV. Clearance of a student with a criminal history to participate in clinical settings in the Program does not insure that, upon completion of the Program, the student will meet the requirements for certification imposed by the ARRT. A student with any criminal history should contact the ARRT at the time of application to the Program to review his or her eligibility for eventual certification as a radiologic technologist. Students are advised to complete the Ethics Review Pre-Application Packet and submit to the ARRT.

The College may request an updated fingerprint clearance card at any time during enrollment in the Program. Students must inform the Program Director of any involvement with the criminal justice system while they are enrolled in the program. A criminal conviction which occurs while the student is enrolled in the Program will impact the student’s ability to participate in clinical assignments and will be cause for removal from the Program.

The validity of the fingerprint clearance card will be checked by AWC. (See Authorization to Verify Validity of Fingerprint Clearance Card form; given with Program Application)

ARRT ETHICS REVIEW (if applicable to you)
After graduation students are considered candidates to sit for the American Registry of Radiologic Technologists (ARRT) National Certification Board Examination. Candidates must comply with the “Rules of Ethics” contained in the American Registry’s “Standards of Ethics”.

Applicants must disclose any:
1. Felony charges and convictions; and/or
2. Misdemeanor charges and convictions; and/or
3. Military court martial; and/or
4. Disciplinary actions taken by a state or federal regulatory authority or certification board; and/or
5. Honor code violations
6. Dismissal from another Radiologic Technology Program

A conviction of, or plea of guilty to, or a plea of nolo contendere to a crime that is either a felony or a misdemeanor, must be investigated by the ARRT in order to determine eligibility.

If violations are disclosed, the student must:
1. Make an appointment with the Program Director to discuss the ethics review process; and
2. Complete and submit to the ARRT the “Ethics Review Pre-Application Packet” found online at www.arrt.org or go directly to https://www.arrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf.

**SUBMIT PROGRAM APPLICATION**
Program applications are ONLY available at the Radiologic Technology Office (LR 224). Applications will be available *mid-January to the last Thursday in February* and must be filled out completely before submitting to Radiologic Technology Office. Students must submit the following documents along with the completed application:

1. CPT-R score must be obtained from Testing Services located in the 3C Building.
2. Unofficial transcripts to verify prerequisite GPA must be obtained from the Admissions and Registration Office located in the 3C Building; printouts from Web Advisor will NOT be accepted.
3. Valid Fingerprint Clearance Card.

**ATI TEAS EXAM**
The ATI TEAS Exam is the computerized Test of Essential Academic Skills V for Allied Health and is taken at AWC Testing Center (located in the 3C Building). A testing permit for the ATI TEAS Exam will be issued by the Radiologic Technology Office upon verification of acceptable prerequisite GPA and CPT-R Test score. The ATI TEAS measures basic essential skills in the academic content area domains of reading, mathematics, science and English and language usage. The Program requires the student to take this exam to measure their academic preparation for the medical field. All students are required to take the exam and pass with a minimum score of 50% or above to continue with the application process. The ATI TEAS exam is comprised of 150 questions with four subject areas including: Reading, Mathematics, Science, and English and Language Usage. There is a copy of the Study Guide available in the AWC Library Reserves Section. This copy is available for a 2-hour period and can only be viewed in the library. If you would like to purchase a copy of the study manual and/or practice assessments, they are available at [https://www.atitesting.com/ati_store/TEAS-Products.aspx](https://www.atitesting.com/ati_store/TEAS-Products.aspx) or direct link to study manual only is at [http://www.atitesting.com/2/TEAS-prep/study-guide.aspx](http://www.atitesting.com/2/TEAS-prep/study-guide.aspx) for an estimated cost of $50.00.

The ATI TEAS exam is administered by the AWC Testing Center between mid-January to the last Thursday in February. Test scores must be turned in to the Radiologic Technology Office by the due date; no exceptions will be made. A testing permit must be issued first prior to taking the ATI TEAS exam. The ATI TEAS exam can only be taken one time and the student must attain a score of 50% or higher on their first attempt. **A student cannot retake the exam to improve their score.** If a student’s score is above the minimum 50%, that score will be recorded in the ranking process. Students will only be allowed to retake the ATI TEAS one time if their score is below a 50%. **A student who has a score below 50% has to request a retake exam permit from the Program.** There will be a 7-day waiting period before a student can retake the exam. A student can only retake the exam once per application period. The initial exam is free to the student. If a student must retake the exam because they did not pass the first time, then a retake fee of $55.00 will need to be paid to the AWC Business Office / Cashier (payable to 10-0000-13746-5210).

**ATTEND AN OBSERVATION**
The Radiologic Technology Office will schedule a 4-hour observation in the Radiology Department at Yuma Regional Medical Center. This will be done at the beginning of March after verification of ATI TEAS score. Applicants will report to Yuma Regional Medical Center Radiology Department on the scheduled date and specified time to observe for 4 hours. Observation Policies for Prospective Students must be followed. Students will be e-mailed the scheduled date and specified time of the observation. All applicants will wear a lab coat during the observation which will be provided at the clinical site. There will be paperwork at the observation site that will need to be signed and completed. **The observation process is not complete until the student has contacted the Radiologic Technology Office by e-mail after the observation and confirmed the intent to proceed.**
PRESENTATION PROCESS
The Radiologic Technology Office will schedule a presentation when a student has confirmed their intent to continue with the application process. Communication skills are very important. Radiologic Technologists must explain all procedures to patients in order to get informed consent to perform exams, to obtain medical histories, to calm and comfort anxious patients and to give vital information to Radiologists, Physicians, and other members of the healthcare team. The presentation process allows your communication skills to be assessed. No applicant will be admitted without completing a presentation that achieves a passing score.

1. Please report promptly at the scheduled date and specified time.
2. The presentation should be approximately 5 – 7 minutes.
3. There will be three or four persons on the committee.
4. Applicants will be evaluated for communication skills, use of technology, and adherence to the chosen topic.

STUDENT SELECTION PROCESS
Student ranking will be completed after all applicants have been through the Presentation process. Applicants will be notified in April of acceptance or declination by mail by the Radiologic Technology Office. Please do not call with inquiries about selection.

Student ranking is based on:

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<thead>
<tr>
<th>Category</th>
<th>Minimum Score Required</th>
<th>Highest Possible Score</th>
<th>Ranked Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite GPA</td>
<td>2.5</td>
<td>4.00</td>
<td>4 point</td>
</tr>
<tr>
<td>CPT-R score</td>
<td>80</td>
<td>105</td>
<td>1 point</td>
</tr>
<tr>
<td>ATI TEAS Exam</td>
<td>50</td>
<td>100</td>
<td>1 point</td>
</tr>
<tr>
<td>Presentation</td>
<td>9</td>
<td>15</td>
<td>1 point</td>
</tr>
<tr>
<td>Total Points Possible</td>
<td></td>
<td></td>
<td>7 points</td>
</tr>
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</table>

Applicants will be ranked in 2 separate groups:

**1st ranking**: Includes students in the top 20 after all scores have been weighted. Their transcripts will reflect successful completion of all prerequisite courses, acceptable CPT-R, ATI TEAS and Presentation scores. The highest-ranking students will be offered seats for the summer semester. Students who are considered in this ranking will be notified of their status no later than April 15th.

**A 2nd ranking** will be done when/if seats are available after the 1st ranking. Students who were not selected in the 1st ranking will be offered seats if the students who were initially selected defer their admission or change their career choice. The highest ranking students on the list will then be offered those remaining seats.

**Students will be notified by mail of acceptance or declination to the Program.**

*Arizona Western College does not discriminate in admission or access to, or treatment in employment in, its services, programs, or activities on the basis of race, color, national origin, sex, religion, age, or disability.*