

## MINIMUM CRITERIA FOR ADMISSION CONSIDERATION Radiologic Technology Program

To be considered for admission to the Radiologic Technology Program, the following items must be received in the Admissions Office by **February 1**:

- Application to Shawnee State University
- Radiologic Technology Application/Autobiography form
- Official High School Transcript
- Official College Transcripts
- Proof of Algebra and Biology with a "C" or above
- ACT Score with "18" in Science Reasoning

*Meeting the minimum criteria for admission consideration does not guarantee admittance into the Radiologic Technology Program. All candidates meeting the minimum criteria for admission are subsequently ranked, and only a selected number are admitted due to clinical site limitations. In most years, the number of applicants meeting the minimum criteria far exceeds the seats available. As a result, the qualifications of those admitted students are much higher than the minimum requirements for admission consideration.*

To further explain these requirements, please read the following information thoroughly. If you have questions regarding these requirements, please contact the Allied Health Administrative Assistant at [lperry@shawnee.edu](mailto:lperry@shawnee.edu) or 740-351-3236.

1. You must first be a Shawnee State University student or submit an application.
2. The application process can be found online. Please apply before **February 1**.
3. Students should request official high school copies, and college transcripts should be sent to the Admissions Office at Shawnee State. If any of your transcripts are under a different name, please request that your current name be. Transcripts sent under other names may not be credited to your file.
  - a. **Previous College/University Transcripts**: Official transcripts must be mailed or sent directly from the college/university. The University reserves the right to verify any student's transcript's final, official authenticity. Any transcript document found to be fraudulent becomes the student's responsibility, and the University reserves the right to withdraw admission acknowledgment and/or approval of acceptance.
  - b. **ALL** applicants to the Radiologic Technology Program must have completed high school or college level **Algebra and Biology** with a grade of "C" or above by **February 1** to be considered for admission. The only exception is if you are a senior in high school and are currently enrolled in one of these classes, you must have your counselor send us a transcript at the end of the first semester showing your current grade average in the course.
  - c. All applicants must have completed the ACT test with a minimum score of "18" in Science Reasoning.

- d. Applicants must be eligible to enter MATH 1200/STAT 1150 and ENGL 1101 as the program curriculum describes. Therefore, if you do not have qualifying ACT results, students should take Shawnee State's Mathematics and English placement tests as early as possible.
- e. Before admittance to the program, job shadowing in the Radiologic Technology field is required. Job shadowing should include **General X-Ray** and may also include: Computed Tomography (CT), Magnetic Resonance Imaging (MRI), Ultrasound, Radiation Therapy, Mammography, Nuclear Medicine, and the Cardiovascular laboratory or Interventional laboratory. It is up to the student to set up job shadowing and show documentation of completion. Please note that job shadowing may take several weeks, depending on the facility requested. Please ensure you provide yourself with enough time to complete job shadowing hours. Many facilities have specific job shadowing requirements that could take several weeks to initiate. If you have not completed the ten hours before the application is due, please indicate on the job shadowing form that the process is pending. Provide the program director with job shadowing hours as soon as they are complete. The form for job shadowing is located at the end of this document. It must be completed and emailed to [sshifko@shawnee.edu](mailto:sshifko@shawnee.edu).  
\*\*Waived until further notice due to the COVID-19 pandemic. However, if job shadowing can be completed, it is recommended.
- f. All applicants will be notified by email when the files are reviewed, indicating the completion of an application or if documents are missing. **It is the responsibility of the student to make sure all requirements are submitted before the deadline.**

All applicants with complete files by the deadline are ranked using the same selection criteria. **The program does not use a waiting list.** The selection criteria may include ACT composite score, math and science class grades, high school grade point average, college grade point average, and job shadowing performed (if applicable) within the last two years.

Additional criteria may be used in cases where some of the applicant's scores are very close. These criteria may include work experience, knowledge of the profession, and improved grades from high school to college. Some of this information may be taken from the **Application/Autobiography Form (completed as a part of the application)**.

The selection process tries to be as fair and as objective as possible. The criterion is evaluated yearly. If you have any questions or concerns, please contact the Director of the Radiologic Technology Program at (740) 351-3247.

- g. The student must participate in an **information** session with the program faculty. The program administrative assistant will arrange notification of the date and time. Notification will be provided by email.

## ACCEPTANCE OF RESPONSIBILITIES

**I understand that if admitted to the program, I will be responsible for:**

1. **Traveling** to a clinical site up to 70 miles away from the University and arriving by 7:00 a.m.
2. **Securing** a reliable source of transportation.
3. **Devoting** up to 12 hours a day to my education, including reading, group study, and clinical preparation.
4. **Spending** up to 25-40 hours weekly in the classroom, lab, or hospital setting.
5. **Caring** for patients of all ages, ethnic, and social backgrounds.
6. **Obtaining and documenting** the completion of various vaccinations and TB skin tests.
7. **Obtaining** background checks and drug screening as requested.
8. **Keeping** program officials updated with current contact information and academic requirements.

### Certifying Exam Eligibility

The **American Registry of Radiologic Technologists** is the organization that administers the national certifying examination to our graduates. Their standards require them **to investigate** all cases where candidates have been convicted of either a **felony** or a **misdemeanor**, the only exceptions being speeding and parking violation. The ARRT allows individuals to request a **pre-application** to determine their eligibility for the ARRT exam. Contact the Program Director for more information on this topic at (740) 351-3247.

I understand that by completing this application, I am noting that I have been informed of the above requirements and agree to abide by them if admitted to the Radiologic Technology Program.

## TECHNICAL STANDARDS

Students must meet the following criteria for clinical education in the Radiologic Technology Program.

1. **Observation:** The student must possess sufficient eyesight either naturally or through correction to
  - a. Observe patients for any changes in their condition during an imaging procedure.
  - b. Manipulate equipment, such as setting technical factors on the radiographic control panel.
  - c. Evaluate radiographic quality for correct exposure factors and proper positioning.
  - d. Read and interpret printed material such as a textbook or imaging procedure request.
  
2. **Communication:** The student must possess good verbal and nonverbal skills, such as
  - a. Sufficient hearing, either naturally or through correction, to address a patient's verbal request.
  - b. Communicate verbally with patients and other health care providers.
  - c. Sufficient verbal and written skills to communicate needs promptly and effectively in English.
  
3. **Motor Skills:** The student must possess gross and fine motor coordination to
  - a. Respond promptly to the patient and health care provider's request to move wheelchairs, carts, and other medical equipment.
  - b. Lift a minimum of 30 pounds, and pull approximately 150 pounds safely.
  - c. Provide CPR or other emergency treatment to patients.
  - d. Possess skills to carry out diagnostic procedures.
  
4. **Intellectual/Conceptual Integrative and Quantitative Abilities:** The student must possess satisfactory intellectual and emotional function to
  - a. Exercise independent judgment in the safe practice of medical imaging procedures.
  - b. Use discretion in performing radiographic imaging procedures and handling confidential patient information.
  - c. Solve problems in obtaining radiographic information in difficult situations without causing harm to the patient.

## Radiologic Technology Applicant's Checklist

### Program Pre-Requisites:

#### **High school:**

Algebra with a C or higher

Biology with a C or higher

ACT Score with "18" in Science Reasoning

Completed Radiologic Technology Program Autobiography Form

Eligible to begin MATH 1200/STAT 1150 and ENGL 1101/1102

### **Non-RDLT courses required in the RDLT curriculum (these courses can be taken before entering the program or along with RDLT program classes)**

ENGL 1101/1102

ENGL 1105

MATH 1200/STAT 1150\* (MATH 1200 preferred)

PSYC 1101

BIOL 1130\*

BIOL 1131\*

BIOL 3635\*

COMM 1103

AHNR 1102/BUHE 3000

\*These are not pre-requisites to apply but help increase the applicant's chance of being accepted if they are completed before the February 1 application deadline.

## Job Shadowing Guidelines

Job shadowing is an excellent way to provide insight and first-hand observation for a possible career or major. Keep in mind when shadowing, you are representing the institution or business that has granted you permission to shadow. You will be having contact with their patients, clients, business associates, and the public in general. You need to ensure that you represent them, Shawnee State University, and yourself in a positive and professional manner. Below are guidelines to help display professionalism.

**Arrive on Time:** Always be punctual and listen carefully to the person you are shadowing.

**Ask Questions:** Ask appropriate questions during the observation time. If you have any questions about job shadowing attire or policies, ensure you ask questions before arriving so that you can properly prepare.

**Attire:** Do not wear jeans, jean skirts, hooded sweatshirts/jackets, shorts, sandals, halter-tops, sundresses, or similar casual attire. Shoes should be closed-toed for safety. Clothing should fit properly. Ensure clothing is not too tight or too loose. Both clothing and shoes need to be clean and well maintained. For example, khaki pants and a polo shirt are often acceptable.

**Hair:** Hair should be clean, combed, and neatly styled. For those with long hair, pulling it back is highly recommended. Shaggy, unkempt hair does not appear professional. Ensure beards, sideburns, and moustaches are neatly trimmed and groomed.

**Jewelry:** Use discretion and consider safety precautions when wearing jewelry during shadowing. Visible jewelry applied through body piercings, with the exception of pierced earrings, is highly discouraged. Earrings should be modest size and number.

**Tattoos:** It is recommended to cover all tattoos. This may require wearing long sleeves, turtleneck shirts or modifying attire to cover any tattoos. Some host institutions require that all tattoos be covered.

**Cell Phones:** Power off cell phones at all times. Do not check texts, email, or take phone calls while shadowing. It is highly suggested that you leave your phone locked up in your car glovebox or in a secure location while shadowing.

**Remember, some believe it only takes seven seconds to make a first impression (Gorman, 2011), so professionally presenting yourself is vitally important! Go Bears!**

**Radiologic Technology Program  
Job Shadowing Form**

Student applicants must perform at least 10, no more than 32 observation hours in a Radiology department. It is recommended, but not needed, that the student observes as many modalities as possible (General X-Ray; Computed Tomography, CT; Magnetic Resonance Imaging, MRI; Ultrasound; Nuclear Medicine; Radiation Therapy; or Interventional Procedures). Students must follow the facility's requirements regarding HIPAA confidentiality and any other requirements deemed necessary by the facility.

Please attach this completed form with the health science application.

Student Name (print): \_\_\_\_\_

Student SSU I.D. # (if applicable): \_\_\_\_\_

Facility where observation hours were completed: \_\_\_\_\_

Date	Hours observed	Modality observed	Name of Supervising Technologist

Total Number of Hours: \_\_\_\_\_

Student signature: \_\_\_\_\_