



**ADMISSION PROCEDURE  
RADIOLOGICAL SCIENCES**

**I. ADMISSION PROCEDURES**

A. The following items must be completed and be part of your student records at North Central State College before acceptance to the program can be determined. These items should be completed in order. Some items may be completed simultaneously. Explanations of each item follow:

1. Application to the College.
2. Meeting with Radiological Sciences Faculty.
3. Official copy of high school transcript or GED
4. MTH 103 (C- or above) or qualifying COMPASS/ACT scores.  
Effective January 2, 2007, high school algebra no longer meets the math requirement.
5. High school chemistry (grade of "C minus" or above) or equivalent.
6. HOBET scores.
7. Clinical Visit Experience.
8. Special Application to Radiological Sciences. **Must be completed by February 1<sup>st</sup> to be considered for the following incoming class.**

Note: An acceptable health physical and verification of immunizations/immunities, an acceptable Bureau of Criminal Identification and Investigation (BCI&I) report/FBI background check and drug screening are required in order to enter the technical (RAD) course sequence.

B. Explanation:

1. Application to the College. The general application to North Central State College must be completed and submitted to the Admissions Office. A letter of acceptance to the College will be forthcoming. Previous students of North Central State College who are re-entering the College need to update their application to North Central State College.
2. Advising Session with Radiological Sciences Faculty. The student must arrange to meet with one of the program faculty. To schedule this meeting, call (419) 755-5635. After completing the advising session, the student will submit the Verification of *Meeting with Radiological Sciences Faculty* form to the Health and Public Service Office, Room 201 of the Health Sciences Center.
3. High School Transcript or GED. An official copy of your high school transcript or GED must be submitted. The transcript needs to be ordered by you directly from your high school either in person or by using North Central State College's Transcript Request form. High school seniors must have their final transcript on file with the College by June 15<sup>th</sup>.

If you received your GED, those scores must be submitted with the following standards:

- Minimum score of 35 on each standard test.
- Minimum composite score of 45 on all five tests.

4. MTH103 Introduction to Algebra. You must complete one of the following:
  - Complete MTH 103 Introduction to Algebra with a C- or better grade, or transfer credit. A grade of C- or transfer credit in a higher lever math course (such as MTH121, MTH130, MTH131 or MTH140) will also meet this requirement.
  - Complete the COMPASS Assessment test with a Numerical Score (NU) of 61 or higher and an Algebra Score (AL) or 31 or higher.
  - Complete the ACT test with a Math score of 21 or higher.
5. High School Chemistry. You must have completed one unit of high school chemistry or the equivalent, with a "C minus" or better grade.

Note: North Central State College's CHE 100 - Introductory Chemistry can be taken to meet this criteria. The student must receive a grade of C- or better in this course.

6. Health Occupations Basic Entrance Test (HOBET) All students are required to take the HOBET. The minimum acceptable Composite Percentage Score (Combined Math and Reading) is 60%.

Applicants may retake the HOBET as often as they wish. It is suggested they allow at least three (3) months between testing. Academic classes may be taken during the three month interval as a means to improve the test score. Students who wish to prepare for this examination should refer to the NET or HOBET Study Guide available in the bookstore, library, and Student Success Center. For more information and test dates, contact the Student Success Center, or visit <http://www.ncstatecollege.edu/studentsvcs/SSC/NET.htm>.

**Note:** The HOBET test is the same as the NET (Nursing Entrance Test). If you have already taken the NET test, those scores will substitute with the same minimum acceptable score.

7. Clinical Visit Experience. The student must make arrangements with the Health and Public Service Office, at 419-755-5635, to set up a clinical visit with a Radiological Sciences Clinical Instructor. **These visits are done on a limited basis, and are not offered during break weeks in the academic year, or during finals week of each quarter.** If a student waits until the Fall quarter to schedule this, there is a chance that all available dates will be filled. Please, do not wait to schedule this visit.

Students may arrange a visit if they have completed, or are currently enrolled in MTH 103 and/or CHE 100. After completing the clinical visit, the student will submit the *Verification of Clinical Visit* form to the Health and Public Service Office, Room 201 of the Health Sciences Center.

8. Special Application to Radiological Sciences. Once the above requirements have been met, (and qualifying grades, scores, etc. are on file), the student can complete the Special Application to Radiological Sciences. (This is not the same as the application for admission to the College.) This special application is available in the Health and Public Service Office, Room 201 of the Health Sciences Center, and must be completed there. It cannot be mailed to the student, or completed online.

High school seniors applying to the program who will be graduating in the spring of the entering year may complete the special application to the program provided all the above requirements have been met and an official partial high school transcript is on file in the Student Records Office.

**The Special Application to the Radiological Sciences Program must be completed no later than February 1<sup>st</sup> of each year.** Students who do not complete the Special Application to the Radiological Sciences Program before February 1<sup>st</sup> will not be added to the application pool until the following year.

These pre-requisites are reviewed on an annual basis and may be revised for the next academic year. All upcoming revisions will be in place no later than January 31<sup>st</sup> of the previous academic year.

**☞ IMPORTANT:** It is the student's responsibility to notify the Student Records Office of any change of address and/or telephone number. Failure to do so could result in the student not receiving important communications. This, in turn, could result in the student's name being deleted from the application pool because of non-response to letters and telephone calls.

#### C. Pre-Radiology

Students who desire acceptance to the Radiological Sciences program will be first accepted as pre-radiology students. This status neither implies nor guarantees eventual acceptance into the Radiological Sciences program. Pre-radiology students may take general and basic courses but may not register for technical Radiology (RAD) courses. **Students must complete all required developmental reading and writing course work (as identified by COMPASS test: classes that need to be completed before taking ENG101) and have a 2.0 GPA to begin the first quarter in the Radiological Sciences program.**

## II. ACCEPTANCE

- A. Students initially accepted into the program for the upcoming summer quarter class will receive an official acceptance letter and must respond within the deadline noted in the letter. The student can indicate that they accept the position in the class and will begin, cannot start this year but wish to remain in the application pool (defer), or are no longer interested in the Radiological Sciences Program. A student can defer a maximum of two (2) times. After the second deferral, you must accept your next appointment into the Radiological Sciences program or you will be removed from the application pool. Once removed from the application pool, you are required to meet current admission criteria and reapply to be placed back in the application pool.

Students who are not selected to enter the Radiological Sciences Program, who wish to remain in the application pool for the following year, must inform the Health and Public Service office no later than **January 2<sup>nd</sup>**.

- B. Only students who meet the preceding qualifications are eligible for acceptance into the Radiological Sciences program. Once students meet the requirements and complete the Special Application to the Radiological Sciences Program they are placed in an application pool that is ranked according to the date/time of completion of the Special Application. Once the selection process begins for a new class, 25% of the positions in the class will be accepted from the date/time list.
- C. The remaining candidates in the applicant pool will be considered for enrollment into the program based upon a total of points earned in a point-based system. Points are awarded in the following categories:

1. North Central State College GPA (minimum of 12 credit hours), OR High School GPA

3.5 – 4.0	10 points
3.0 – 3.49	8 points
2.5 – 2.99	6 points
2.0 – 2.49	4 points
1.99 or lower	0 points

If the candidate is a high school senior, the GPA as of February 1<sup>st</sup> will be used. If the candidate is a high school graduate, but has not attended college, or has earned less than 12 college credits, the high school GPA will be used.

2. HOBET Score

The actual composite percentage on the HOBET test will be calculated into the total points accumulated by the candidate. (example: a HOBET score of 63 earns 63 points)

3. Course Completion

The college student will earn 3 points for each of the following courses successfully completed with C- or higher grade: BIO 145, BIO 146, BIO 147, MTH 121, ENG 101 (102), ENG 114, ENG 201, PHI 160, and SOC 120.

The high school student will earn 3 points for each of the following courses successfully completed with a C- or higher grade: Algebra II, Anatomy, Physics, Advanced Science Courses (2 courses maximum), Advanced Math Course (2 courses maximum), and successful completion of a health Tech Prep curriculum.

Applicants are then ranked on total points achieved. The remaining 75% positions in the class will be filled from this list. In the event of a tie, as a result of the ranking, the date of the student's Application to the Radiological Sciences Program date will be used.

All updates to the Application must be done by **March 30<sup>th</sup>**. This includes completion of a course, an update to the Health Occupation Basic Entrance Test (HOBET) score, and complete evaluation of all college transcripts for transfer credit. **Transcripts from another college can take up to 30 days to be evaluated before transfer credit is awarded.** Any updates after March 30<sup>th</sup> will not be considered in the selection of the class for that year.

If there are two or more candidates who have the same number of points accumulated, and a decision must be made for acceptance into the program, the deciding factor will be based upon the candidate's date of the Special Application for Radiological Sciences. The candidate with the earliest date on the special application will be accepted into the program.

This procedure is reviewed on an annual basis and may be revised for the next academic year. All upcoming revisions will be in place no later than January 31<sup>st</sup> of the each year.

- D. Students Must be Able to Perform the Technical Standards. Success as a Radiological Sciences student depends on many variables. Among them are academic ability and certain technical abilities or competencies. Most radiological technologist positions involve standing for long hours and performance of activities that require mobility. An applicant must have the abilities and skills necessary for the practice of radiological sciences. These skills and abilities include observation, communication and motor abilities. An applicant must possess the emotional health required for full utilization of his/her intellectual abilities. Applicants must also be able to tolerate physically taxing workloads and to function effectively under stress.

Students entering Radiological Sciences will be required to certify that they are able to perform the minimal technical standards listed below:

1. I am able to understand oral, written or printed instructions.
2. I am able to accurately record information given to me by others.
3. I am able to communicate effectively, both orally and in writing, using appropriate grammar, vocabulary and word usage.
4. I am able to observe a change in a person's physical condition.
5. I am physically able to apply up to 10 pounds of pressure to bleeding sites, or to perform CPR.
6. I am able to keep my balance while helping a person move from one place to another, assisting others to lift a person from one place to another, and pushing a wheelchair and/or cart.
7. I have sufficient strength, balance, and mobility so that I can walk with a person who may be leaning on me for support.
8. I have sufficient use of my hands and arms so that I can fully extend my arms over my head, hold a 10 pound weight and walk a distance of ten feet with the weight overhead.
9. I have sufficient strength, balance, and use of my back to move people to different positions while they are sitting in a chair or laying on a table.
10. I am able to verbally ask questions of others and audibly understand their answers.
11. I am able to respond and react immediately to oral instructions, requests, and monitor equipment.
12. I have sufficient mobility of my hands and arms to learn to thread a needle.
13. I am physically able to perform up to a nine-hour clinical laboratory experience.
14. I am able to perform close and distance visual activities involving objects, persons and paperwork, as well as discriminate depth and color perception.
15. I am able to carry out procedures that prevent the spread of infection, e.g. frequent hand washing, using mask and gloves, etc.
16. I am able to make appropriate decisions in a timely manner under stressful situations.

The technical standards represent the minimum prerequisite skills necessary to successfully complete course and program objectives. The inability to meet these qualifications will interfere with meeting course and program objectives and, therefore, will result in termination from the program.

Applicants are responsible to determine their own eligibility in light of these qualifications, to identify to the college any potential problem areas, and to recommend to the college any particular accommodation they may need.

Students with a disability who enter the program do so with the understanding they will be expected to meet course requirements, with any reasonable accommodation that may be provided by the college. Requests for reasonable accommodation will be evaluated by the departmental faculty and the Coordinator of Disability Services. Based upon the college's review of the student's response to the qualifications, further evaluation may be required at the student's expense. For a diagnosed disability, it is the responsibility of the student in need of services to contact the Coordinator of Disability Services at least eight weeks before the quarter begins in order that evaluation and services may be provided. Technological compensation can be made for some disabilities in certain areas, but an applicant should be able to perform in a reasonably independent manner.

The above is not intended to discriminate against persons who have physical handicaps that limit their ability to perform these tasks in an adequate manner. This policy protects and insures the safety of both the applicant and his/her patients.

- E. According to the American Registry of Radiologic Technologists, candidates must be of good moral character. Generally, the conviction of either a felony, or any offense, misdemeanor or felony involving moral turpitude, indicates a lack of good moral character for Registry purposes. Those who have been convicted of a crime may be eligible for registration if they have served their entire sentence, including probation and parole, and have had their civil rights restored. Please refer to [www.arrt.org](http://www.arrt.org) for specifics concerning the Ethics Pre-Application process.

### III. **PHYSICAL EXAMINATION/UNIFORM**

Students accepted into the Radiological Sciences Program will receive physical examination materials from the department. All students must complete and pass a physical examination to be admitted to clinical courses. The physical examination and all required immunizations\* must be completed by the first day of the Summer quarter (\*Hepatitis B vaccine is a series of three injections. The entering student must have received the first injection and complete the series on schedule by the first day of Summer quarter). Students are also required to purchase a lab coat, and two pairs of scrubs. The cost for this is approximately \$150. Copies of the physical examination and uniform requirements can also be obtained from any of the program faculty.

### IV. **ACADEMIC YEAR AND SCHEDULES**

A new class is started in Summer Quarter of each year. Lecture and demonstrations are given at the College. Clinical education is currently held at hospitals in Mansfield, Galion, Willard, Ashland, Wooster and Shelby. The students also travel to Columbus for 1 week of clinical at Children's Hospital in the sixth quarter. Students will rotate through other hospitals in their clinical courses.

The college will make the final decision as to student clinical assignments. Students must be able to provide their own transportation.

### V. **ACADEMIC STANDARDS**

A 2.00 accumulative grade point average must each be maintained in all courses attempted prior to the quarter entering the Radiological Sciences program. A minimum grade of C- is required in BIO 145, BIO 146, BIO 147, MTH 121, and all RAD classes in order to meet prerequisite and graduation requirements.

### VI. **LIABILITY INSURANCE**

Each student must carry liability insurance which must be in effect the entire time the student is enrolled. This insurance is purchased through the school at the time of registration.

### VII. **TRANSFER OR RETURNING STUDENTS**

Returning and transfer students must meet the criteria established by the Radiological Sciences Department. The criteria and procedure for admission with advanced standing is available in the program handbook. A copy of the handbook is available for view in the Admissions Office.

All returning and transfer students must have a grade point average of 2.00 or better to be considered for acceptance to the Radiological Sciences Program with advanced standing. Students who do not meet this requirement may take courses as a Pre-Radiology student to achieve this average, thus making them eligible to complete an application for the Radiological Sciences Program. In addition, persons desiring to return or transfer to the Radiological Sciences Program must complete all of the following steps.

1. Schedule an appointment with the Program Director of the Radiological Sciences program through the secretary at (419) 755-4805. This appointment must be two quarters prior to the quarter you wish to return.
2. Returning and transfer students must contact the Admissions Office at least six weeks before the start of the quarter you wish to enter to complete or update an application.
3. Transfer students must have an official transcript of their previously completed college courses evaluated. Contact the Student Records Office to begin the process. You may need to also provide descriptions of your previously completed courses and you should also be aware of deadline dates in the College catalog for transcript evaluations.
4. Complete the Health Sciences Re-entry Form. This is available in the Student Records Office. Your file will be sent to the Radiological Sciences Department to determine your eligibility for entry into the Radiological Sciences Program.
5. Once your file has been evaluated, you will be notified by the Radiological Sciences Department of the results.
6. Update your previous physical examination materials if you are a former North Central State College student. If you are a transfer student, you will need to have a complete physical by your family doctor. Physical examination materials from transfer and returning students must be submitted prior to the first class day of the quarter. Failure to follow through on this procedure will mean that a student will not be accepted into the RAD sequence.
7. Admission is based on available space in the program and satisfactory completion of the Procedure for Advanced Standing to the Radiological Sciences Program. This procedure can be reviewed in the program handbook that is available in the Admissions Office.

### **VIII. IMPORTANT DATES**

February 1<sup>st</sup> – Deadline for Special Application for Radiological Sciences

February 28<sup>th</sup> – Recommended deadline for submission of college transcripts for transfer credit request

March 30<sup>th</sup> – Deadline for all updates (GPA, classes completed, HOBET) to application

### **VIII. CONTACT FOR ADDITIONAL INFORMATION**

North Central State College Admissions

419-755-4761

Financial Aid Department

419-755-4899

Student Success Center

419-755-4764

Health and Public Service Office

419-755-5635

Verification of Hospital Tour  
for Admissions to the Radiological Sciences Program  
North Central State College

Name: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ has completed a  
tour of the Radiology Department of \_\_\_\_\_  
*Name of Hospital*  
on \_\_\_\_\_.  
*Date*

\_\_\_\_\_  
*Faculty Signature*

Verification of Meeting with Radiological Sciences Faculty  
for Admissions to the Radiological Sciences Program  
North Central State College

Name: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ has completed a  
meeting with a Radiology Sciences Program faculty member on \_\_\_\_\_.  
*Date*

\_\_\_\_\_  
*Faculty Signature*