

# **General Admission Requirements for Caldwell Community College and Technical Institute Radiography Program**

**The deadline for completion of all requirements is January 15, 2020, to be considered for the fall 2020 entering class.**

**All documentation must be received by the appropriate personnel by this date.**

## ***GENERAL INFORMATION***

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body. Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology. Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologist's national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physician's offices, medical laboratories, government agencies, and industry.

## ***APPLICATION/ADMISSIONS PROCESS***

Caldwell Community College and Technical Institute's mission and philosophy includes the process to establish fair and equitable student guidelines for admission and progression. It is the radiography applicant's responsibility to ensure that all requirements are met by the established deadline. Radiography program deadlines, guidelines, and policies apply equally to all students.

Admission requirements to the Radiography Program must be received by CCC&TI's admissions office by the stated deadline of **January 15, 2020**. All requirements must be completed and submitted for consideration of admission.

Clinical space determines the availability of seating for the program each year. CCC&TI is approved to admit up to 20 students per year and utilizes a competitive admissions process. Applicants who meet all admissions requirements by the published deadline are ranked according to criteria specified in this document. The students with the highest accumulated point totals are offered admission into the radiography program.

**Admission requirements include:**

1. **GPA requirement** - Program GPA must be **2.5** or higher as of the deadline for the current application period. Program GPA is defined as any and all radiography program related general education coursework completed at CCC&TI or other accredited institutions. Developmental English, reading, math, and algebra courses are NOT included in this calculation. To gain points in the admission criteria, a grade of “C” or better must be obtained in any completed pre-admission coursework.
2. **Application** - Applications are available online at [www.cccti.edu](http://www.cccti.edu).
3. **Official High school transcript/high school equivalency** - A high school graduate should request an official transcript to be sent to CCC&TI indicating date of graduation. This is required even if the applicant holds a college degree.  
Applicants with a high school equivalency must provide official documentation to CCC&TI from the granting institution.  
Reproduced copies of documents are not acceptable.
4. **College transcripts** - The applicant should request colleges to mail transcripts directly to CCC&TI.  
If currently enrolled at another college, request a transcript now and another one at the completion of courses.  
College transcripts must be received and evaluated in order to determine placement test exemption and/or awarding of college transfer credit.
5. **Gateway English and math readiness**  
Applicant must be eligible to enter the program required gateway (college-level) English and math courses without a co-requisite or have successfully passed English and math transition courses as follows:
  - ENG 002 with a grade of P2
  - MAT 003 with a grade of P2

Contact one of the following in the Health Sciences Admissions Office for questions about English and math readiness:

  - Amy Huffman 828.726.2710 or [ahuffman@cccti.edu](mailto:ahuffman@cccti.edu)
  - Holly Freeman 828-726-2711 or [hfreeman@cccti.edu](mailto:hfreeman@cccti.edu)
6. **RAD Information Session:** To become a qualified applicant, all students must complete the RAD Info Session from the radiography web page:  
<https://www.cccti.edu/RAD/RADInfoSession.asp>  
**To receive credit for the RAD Information session, submit the following 2 items electronically to the Health Sciences Admissions Office (ahuffman@cccti.edu):**
  - RAD Information Session Confirmation form
  - Signed acknowledgment of the criminal background check statement

7. **Clinical Site Visit** - This visit is intended to familiarize the applicant with the actual day-to-day responsibility of a person employed in radiography. **The clinical site** must be visited on **one morning** from 8 am to 12 noon. The applicant must contact Ruthie Price at 828-726-2708 or [rprice@cccti.edu](mailto:rprice@cccti.edu) for an appointment at clinical sites used by CCC&TI. **Please request this appointment as soon as possible to ensure timely completion.**
8. **TOEFL (Test of English as a Foreign Language)** – Refer to college catalog for institutional requirement if English is not your native language.
9. **Radiography Program Entrance Testing** - The applicant must schedule and complete the ATI-TEAS 6 (Test of Essential Academic Skills) admission test with a score of 60 or above. Applicants may retake the test only once per academic year. A retake is defined as any attempt beyond the first. This score will be applied to the point calculation work sheet to determine ranking. For additional details, please see the attached point sheet.
  - **Academic Support Center resources** - Study manuals are available in the Academic Support Centers on either campus. The study manuals can only be reviewed in the center and cannot be checked out. **Online study materials (PLATO)** are also available for the TEAS. Contact the Academic Support Center for required login information
    - Caldwell Campus: 828.726.2725
    - Watauga Campus: 828.297.3811
    - **Hours of Academic Support Center:**
      - M-Th – 8 am – 8 pm
      - Fri. – 8 am – 4 pm
  - Additional online study resources:
    - <http://www.mometrix.com/blog/ati-teas-6-test-breakdown/>
    - <http://www.teas6practicetest.com/>
  - Students may also purchase personal resource material (ATI-TEAS 6<sup>th</sup> edition Study Manual) from the ATI webpage [www.atitesting.com](http://www.atitesting.com), or local/online bookstores.

**Schedule TEAS exam** by calling CCC&TI Caldwell Testing Center at 828-726-2719 or Watauga student services at 828-297-2185. Please check the center's open hours for operation. The TEAS exam is a 3-1/2 hour timed exam.

**Pay testing fee** to take the TEAS exam. This fee is paid directly to ATI on-line the day you take the test. Fee is subject to change without notification.

**Name and Password** must be set up in order to test and establish a password for future account access and reference.

10. **MAR (Minimum Admissions Requirements) Review** - Contact the Health Sciences Admissions Office to request a MAR Review of your admissions file as soon as ALL the above admissions requirements (steps 1-9) have been completed. During the MAR Review, the Health Sciences Admissions Office will review your file for completion. If all admissions requirements have been met, you will be included in the pool of qualified applicants who will be ranked for admission according to your total point calculation. Request the MAR review by contacting one of the following:

Amy Huffman 828.726.2710 [ahuffman@cccti.edu](mailto:ahuffman@cccti.edu)  
Holly Freeman 828.726.2711 [hfreeman@cccti.edu](mailto:hfreeman@cccti.edu)  
Ruthie Price 828.726.2708 [rprice@cccti.edu](mailto:rprice@cccti.edu)

Watauga Campus: Dr. Kim Van Wie 828.297.2185 [kvanwie@cccti.edu](mailto:kvanwie@cccti.edu)

11. Only one prior admission to **any** radiography program will be allowed.
- *Completion of all admission requirements is not a guarantee of acceptance. Available student seating for the program is determined by the director of the program based upon limited clinical availability.*

### ***NOTIFICATION PROCEDURE***

The students with the highest point totals will be notified of acceptance to the 2020 Radiography Program in January of 2020. Additionally, other complete applicants will be notified of either “alternate” or “complete” status. All complete students must respond to their notification letter by the established deadline communicated within the letter. Complete applicants may be considered (by order of point ranking) if an accepted student declines or is disqualified before the start of the program.

All other radiography applicants who were incomplete with admissions requirements at that time will receive notification of his/her admission status via CCC&TI student email accounts and via letter mailing during January each year. The email/letter notification will require a student response to keep their radiography application active for the next application period.

## **OVERVIEW OF POINT SYSTEM RADIOGRAPHY PROGRAM**

A point system will be used as an objective means for evaluating radiography applicants. Students must meet all admission requirements before they are ranked for admission into the fall class. Radiography applicants are ranked in order according to the present applicant pool. Admission is then based on the point totals. Acceptance letters will be mailed by late January. Radiography course work will begin the following fall semester.

1. **Points for grades earned from General Education Courses.** Radiography applicants may earn points for the completion of the following courses. In order to earn points for general education courses, applicants must have achieved grades of “C” or higher.

<b>General Education Courses for Radiography</b>	
BIO 163 Basic Anatomy and Physiology	ENG 111 Writing and Inquiry
MAT 143 Quantitative Literacy <b>OR</b> MAT 171 Precalculus Algebra	COM 120 Interpersonal Communication <b>OR</b> COM 231 Public Speaking
PSY 150 General Psychology	Elective Humanities/Fine Arts
ACA 115 Success & Study Skills <b>OR</b> ACA 122 College Transfer Success	

- *Transfer credits will be evaluated for course substitutions for all general education classes by the Registrar or other appropriate CCC&TI official. Credit for RAD courses from other schools will be evaluated and awarded as appropriate by the Director of the Radiography Program.*

2. **Points for ATI-TEAS 6 (Test of Essential Academic Skills)**  
Radiography applicants earn points based upon their Adjusted Individual Total Score on the TEAS Exam 6 score of at least **60%**. **The applicant’s highest TEAS score will be used for the assigning of points.** The Adjusted Individual Total Score is not rounded up (a score of 59.7% does not meet the minimum required score). Additionally, decimal places are dropped in the assigning of points for the TEAS score (a score of 73.9% equates to 73 points).
3. **Points for Certified Nursing Assistant level I (optional)**  
Applicants may obtain 10 additional points by submitting a copy of their current registry listing from the North Carolina Division of Facility Services ([www.ncnar.org](http://www.ncnar.org)) with no substantial findings to the Health Sciences Admissions Office by the stated application deadline

**NOTES:**

- a. Applicant's point count is confidential: Please do not call to inquire about your point count. To protect your privacy, point count totals will not be discussed over the telephone. Individual appointments can be made with the Health Sciences Admissions Coordinator to review your point count. To protect your privacy, it will be necessary to show a picture ID at the time of your appointment.
  
- b. In the event that more than one applicant has the same total point count, applicants will be ranked based on the following criteria:
  1. TEAS score
  2. Program GPA

# ***SAMPLE***

Caldwell Community College and Technical Institute  
Radiography Program (A45700)

## ADMISSIONS POINT COUNT WORKSHEET FALL 2020

Applicant Name: \_\_\_\_\_ ID# \_\_\_\_\_

**Section A**—Points are awarded for general education courses completed by the January 15<sup>th</sup> deadline that are included in the radiography curriculum.

<b>General Education classes</b>	<b>A</b>	<b>B</b>	<b>C</b>
BIO 163	50	45	40
MAT 143 or 171	50	45	40
PSY 150	35	30	25
ENG 111	25	20	15
COM 120 or 231	25	20	15
HUM/Fine Arts Elective	10	8	4
ACA 115 or ACA 122	10	8	4
<b>Total</b>			

**Section B**— Points are awarded based on ATI-TEAS 6 test score. Example: Score of 75.7 is 75 points.

**Section C (optional)**—Points are awarded for Nurse Aide I Certification with proof of NCNAR.

<b>Certification</b>	<b>Points</b>
NA I	10

### TOTAL POINT COUNT

<b>Section</b>	<b>Points</b>
Section A	
Section B	
Section C	
<b>TOTAL</b>	

\*\*This point sheet is reviewed each year and is subject to change.\*\*

## AFTER BEING NOTIFIED OF ACCEPTANCE

*Students will be notified by mail once they have been officially accepted into the Radiography program. The acceptance letter will include further information and direction to submit the following documentation in order to be eligible for clinical participation within the program:*

- **Current Infant, Child, and Adult/AED CPR certification.** One of the following is required: American Heart Association Basic Life Support Provider course OR American Red Cross Professional Rescuer or Healthcare Provider OR National Safety Council Healthcare Provider. A copy of the CPR certification should be submitted by the **deadline established by the program director.**
  
- **An accurate and satisfactory completed student medical form (health form)** which includes appropriate documentation of immunizations by the health care provider or county health department and physical exam results must be submitted to Certified Background Check Medical Document Management by the deadline stated in the acceptance letter. **Each student will be responsible for the cost of the electronic health form tracking.** Requirements include current TB (2 step PPD) skin test (within 12 months), mumps/measles/rubella blood titer or vaccine, proof of chicken pox immunity by vaccination or blood titer, current flu shot, and current immunizations for tetanus and diphtheria. The radiography student is also encouraged to obtain Hepatitis B immunizations. Otherwise, the decision to decline the Hepatitis B immunizations must be formally documented.
  
- **Criminal background checks/Drug screening/other expectations:**
  1. Criminal background checks and/or drug screenings are required for the student to participate in the clinical component of each RAD course. A signed acknowledgement statement must have been submitted to the Health Sciences Admissions office as an admissions requirement (see RAD admissions requirement #6 – Information Session). All costs associated with criminal background checks and drug screenings are the responsibility of the student.
  2. The students will assume responsibility for all health care or emergency room costs they might incur during their clinical rotations.
  3. The student will assume the responsibility for travel to and from the clinical site and all associated costs.
  4. The student will complete a final evaluation of all clinical rotation sites, including faculty and educational experience.
  
- **Progression policy** - A grade of “D” or “F” in any general education coursework must be repeated and completed with a grade of “C” or above as outlined in the radiography curriculum sequence in order to progress within the program and to meet graduation requirements. Additionally, all RAD-prefixed courses must be completed with a final grade of 80 or above. Failure to maintain this program standard will result in student dismissal from the program. Refer to the Radiography Program Manual for further details.



## ***PHYSICAL AND COGNITIVE EXPECTATIONS OF A STUDENT RADIOGRAPHER***

Radiography is a discipline where cognitive, sensory, affective, and psychomotor performance is required. For the purposes of radiography program compliance with the 1990 Americans with Disability Act, a qualified individual with a disability is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements and for participation in the radiography program.

If the student or faculty member believes that the student cannot meet radiography program requirements without accommodations or modifications, the radiography faculty, in consultation with the college disability director, will determine on an individual basis, whether or not the necessary accommodations can be reasonably made.

The radiography student must meet the following technical standards:

- Sufficient eyesight to observe patients, manipulate equipment, and evaluate radiographic quality.
- Sufficient hearing to assess patient needs and communicate verbally with other health care providers.
- Sufficient verbal and written skills to communicate needs promptly and effectively in English.
- Sufficient gross and fine motor coordination to respond promptly, manipulate equipment, lift a minimum of thirty (30) pounds, and ensure patient safety.
- Satisfactory intellectual and emotional functions to exercise independent judgment and discretion in the safe technical performance of medical imaging procedures.

### ***Legal Limitations of National Certification***

*Radiography applicants should be aware that the application for certification at the completion of the program might be denied or restricted by the American Society of Radiologic Technologists for the conviction of a crime. All candidates must comply with the Rules of Ethics contained in the ARRT Standards of Ethics.*

*If a candidate is concerned about whether his or her conviction record will affect eligibility, the applicant may request a pre-application review of the violation. The pre-application review form is downloadable from a link at [www.arrt.org/handbooklinks](http://www.arrt.org/handbooklinks) or you may request a copy by phoning ARRT Ethics staff at (651)687-0048, ext. 8580.*

**Program: Radiography (A45700)**

<u>Term Taken</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Class Hours</u>	<u>Lab Hours</u>	<u>Credit Hours</u>
<b>Fall Semester</b>					
	ACA 115	Success & Study Skills			
	or				
	ACA 122	College Transfer Success	0	2	1
	BIO 163	Basic Anatomy and Physiology	4	2	5
	RAD 110	RAD Intro & Patient Care	2	3	3
	RAD 111	RAD Procedures I	3	3	4
	RAD 113	RAD Lab Elective	0	3	1
	RAD 151	Radiographic Clinical Education I	0	6	2
	<i>Total Hours (Fall Semester)</i>		9	19	16
<b>Spring Semester</b>					
	RAD 112	RAD Procedures II	3	3	4
	RAD 121	Image Production I	2	3	3
	RAD 161	RAD Clinical Ed II	0	15	5
	MAT 143	Quantitative Literacy <b>OR</b>	2	2	3
	MAT 171	Precalculus Algebra (required for bachelors)	3	2	4
	<i>Total Hours (Spring Semester)</i>		7/8	23	15/16
<b>Summer Semester</b>					
	RAD 122	Image Production II	1	3	2
	RAD 141	Radiation Safety	2	0	2
	RAD 171	RAD Clinical Ed III	0	9	3
	ENG 111	Writing & Inquiry	3	0	3
	<i>Total Hours (Summer Semester)</i>		6	12	10
<b>Fall Semester</b>					
	PSY 150	General Psychology	3	0	3
	RAD 211	RAD Procedures III	2	3	3
	RAD 231	Image Production III	1	3	2
	RAD 251	RAD Clinical Ed IV	0	21	7
	<i>Total Hours (Fall Semester)</i>		6	27	15
<b>Spring Semester</b>					
	COM 120	Intro to Interpersonal Communication			
	or				
	COM 231	Public Speaking	3	0	3
	RAD 261	RAD Clinical Education V	0	21	7
	RAD 271	Radiography Capstone	2	3	3
		Humanities/Fine Arts Elective	3	0	3
	<i>Total Hours (Spring Semester)</i>		8	24	16
<b>TOTAL PROGRAM HOURS</b>			<b>36</b>	<b>105</b>	<b>72</b>

\*\*The radiography curriculum is reviewed each year and is subject to change.\*\*

### Estimated Radiography Program Costs

Expense	Amount
<b><i>Tuition Fees</i></b>	\$76.00 per credit hour tuition \$35.00 per semester student activity fee (fall & spring) \$2.00 per course campus services fee (Estimated total \$6,290.00 for 5 semesters)
<b><i>Insurance Fees</i></b>	\$13.00 malpractice insurance fee (each year) \$6.00 accident insurance (each year)
<b><i>Radiography Program Fees</i></b>	\$40.00 radiation monitoring service (included with tuition and fees each semester) \$200.00 uniforms and accessories (1 <sup>st</sup> year) \$100.00 uniforms and accessories (2 <sup>nd</sup> year) \$135.00 criminal background check, drug screen, immunization and health record tracking \$120.00 C-Data clinical record tracking \$28.00 radiograph markers
<b><i>Graduate Fees</i></b>	\$25.00 CCC&TI graduation fee \$35.00 graduate photo package \$200.00 ARRT certifying examination \$38.00-\$68.00 radiography pin (optional)
<b><i>Required Textbooks</i></b>	\$1,000.00 minimum: ranges from approximately (\$650 first semester and \$100.00-\$150.00 for the remaining semesters)
<b><i>Travel</i></b>	Variable per individual, but student must have transportation to and from class and clinical assignments (11 clinical education sites in 5 counties)
<b><i>Total Cost Estimate</i></b>	<b>\$8,310.00 (without travel)</b>  <i>All costs are speculative and are subject to change according to the General Assembly of North Carolina, CCC&amp;TI, and the Radiography Program.</i>

- **For additional information, please contact:**

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*Since health program standards are mandated by accrediting and regulatory agencies, revisions to the above information may be necessary. Efforts will be made to keep changes to a minimum and finalized one year in advance of the starting date of the program; however, the college reserves the right to revise any part or section as necessary.*

*This application process is reviewed on an annual basis.*