Radiologic Technology Program Application Process Guide for 2019

Updated 9/2018
Eligibility

- To be eligible for an application packet you must:
  - Be a current student of Spartanburg Community College
  - Have completed the pre-requisites for the program AND the Phase I (1\textsuperscript{st} Semester) requirements for the program (Review the current College catalog for these classes)
  - Have a minimum Program 2.5 GPA on a 4.0 scale (Only courses related to the program curriculum will count toward the 2.5 GPA calculation)
Prerequisites for Program

- One unit of HS Algebra
- One unit of HS biology
Phase I Classes – must be completed to be eligible to apply for the 2019 Fall Class

- BIO 112
- COL 101*
- ENG 101
- MAT 110 OR 111 OR 130
- SPC 205

You must earn a grade of “C” or higher for the class to count. **Courses must be listed on SCC transcript at time of packet submission.**
Radiology Application Packets

- A link for the application packets is posted on the Program’s web-site under Application Process.
- This link is currently available on-line and will remain available until Wednesday, May 15, 2019, at 5:00PM.
- No packets will be distributed in hard copy to applicants by the Program.
- It is each individual student’s responsibility to access packet information and print the forms.
- The forms you print will be marked as “Official Forms 2019.” No other forms will be accepted.
Read the Application Forms!

- Follow all directions!
- Fill out the top of the selective ranking score sheet with name, student ID, and date!
- Check to make sure all classes you document on the score sheet as being completed are on the SCC transcript!
- Total your points!
- Sign the form legibly!
- Include the appropriate documentation!
- Keep copies of all forms for yourself!
What Goes into the Packet?

- The Selective Ranking Score Sheet filled out legibly with a calculated score.

- GPA calculator print-out verifying 2.5 GPA (from Rad Tech program website).

- Unofficial transcript from SCC to document the grades recorded on score sheet (print from Student Self-Service located under the Portal).
What Goes into the Packet?

- If you have taken classes at another institution, you must have your official transcript sent to SCC for review by the Registrar.
  - You will then need to include a copy of the "Transfer Equivalency Report" to show the courses that have been officially transferred into and accepted by SCC.
  - All courses submitted for points must be listed on the SCC Transcript at the time your application is submitted.
What Goes into the Packet?

- High school course grades will be verified by program faculty from documents in the student’s college file.
  - Check with Admissions to verify you have a HS transcript on file.
  - You must have received a grade of “C” or higher for the HS course(s) to count.

- Copy/proof of any previous college-awarded academic degree/certificate, if applicable.

- Original Information Session ticket signed/dated by Radiologic Technology Program Department Chair, if applicable.
Completed Application Packets

- Are to be returned between **Monday, May 13, 2019** and **Wednesday, May 15, 2019**.

- Packets are to be placed by the students in the Applications Box located in the HSB Lobby.

- Do not give or leave applications packets for Administrative Specialists or program faculty to place in the box.

- All applications will be removed from the box at 5:01PM on **Wednesday, May 15, 2019**.

- No packets will be accepted via postal service or internet.
Application Packets

- Only those students that return a complete application packet and meet the program pre-requisites/Phase I classes and Program GPA will be considered for a slot in the program.
- Once a packet is submitted, no additional items may be added.
- Incomplete packets will not be considered.
  - Examples of incomplete packets include not using the Official Application Score Sheet, not providing a transcript, not filling out the forms completely, etc.
Completed Packets

- Faculty will verify total submitted points and assign a ranking to each student based on calculated scores from completed applications.

- If any documentation is not included in a returned application packet, the packet will not be considered.

- The first 22 RAD students with the highest ranking scores will be selected for the 2019 class.

- All students who submit an application packet will receive an e-mail through the SCC Portal E-Mail system informing them of their status in the program by end of May 2019.
Application Packets

- All application packets become the property of the Radiologic Technology Program/Department.

- No materials will be returned to the student.

- The packets for non-accepted students will be kept on file until the first day of the Fall 2019 Term in the event one of the original accepted students declines his or her slot.
How do I Access the Rad Tech Website?

- Got to http://www.sccsc.edu
- Click “Schools and Programs”
- Scroll down and click Health Sciences
- Click on Radiologic Technology for specific program information
- Click on Application Process for the forms, information session power point, GPA calculator, etc.
Remember!

- This process is the individual student’s responsibility!

- Be sure to review your packet for completeness before submitting. (Fill out all parts of the selective ranking score sheet.)

- Make a copy of items included in packet.

- Make sure you know how to access the website. Mark it as a favorite!
Remember!

- Frequently check your SCC email through the Portal on a frequent basis. This is where all school and course related information will be sent.

- Through the Portal, check your student profile, this is how you will be contacted and where your information will be sent. It is your responsibility to keep this updated!
This presentation is available in the Radiologic Technology Program website for students to refer to as they work through the application process.