Dear Radiologic Technology Program Prospective Applicant:

At the Odessa College Radiologic Technology Program website, http://go.odessa.edu/radtech you can view and print a copy of the information packet for the program as well as many other forms required for your program admission application packet. There is a wealth of information on the website to assist you in the completion of your application packet. Please visit all areas of the program website, and visit the Odessa College website at www.odessa.edu to access the catalog and course schedules. Additionally, the site includes information for students regarding Odessa College, e.g. financial aid, housing, etc. In the catalog in the Radiologic Technology Program section, there is a course of study for the program. This course of study indicates all of the classes required to complete our program. After visiting the websites, if you have questions, please e-mail myself, Ms. Carrie Nanson, Program Director & Associate Professor of Radiologic Technology at cnanson@odessa.edu; Ms. Catherine Everett, Clinical Coordinator & Associate Professor of Radiologic Technology at cleverett@odessa.edu or Ms. Vicki Hughes, Clinical Instructor at vhughes@odessa.edu. Or call us; my office phone number is (432) 335-6469; Mrs. Everett’s phone number is (432) 335-6449; and Mrs. Hughes phone number is (432) 335-6822.

Because the radiology program is a limited enrollment program, only 16 students enter the program each year. As a result, competition for selection is quite fierce. Applicants that have completed all or most of the recommended core courses as listed below, with a grade point average of approximately 3.0 or higher, by the end of the spring semester in the year in which they intend to apply to the program, will be more likely to earn the points necessary to be invited to participate in the next step in program student selection. ALL REQUIRED CLASSES FOR THE RADIOLOGIC TECHNOLOGY PROGRAM MUST BE COMPLETED WITH A GRADE OF “C” OR BETTER. Classes that transfer to OC from another college or university that are below a “C” will not be accepted by the Odessa College Radiologic Technology Program.

**PREREQUISITE CORE COURSES**

**BIOL 2401 ANATOMY & PHYSIOLOGY I** **AND** **BIOL 2402 ANATOMY & PHYSIOLOGY II**

(maximum number of allowable attempts to achieve a grade of “C” or better is 3 per class)

**OTHER REQUIRED CORE COURSES**

**ENGL 1301 – Composition I**
**MATH 1314 – College Algebra**
**PSYC 2314 – Lifespan Growth & Development**
**HUMANITIES/FINE ARTS (from OC Core) – one 3 hour class**

The **Introduction to Radiography** course (RADR 1201) that is offered during the spring semester each year on-line or **Monday and Wednesday afternoon from 2 to 2:50p.m.**, is **HIGHLY RECOMMENDED.** It is also offered in the second summer semester. Our introductory class is the only radiology program class open to anyone interested in radiologic technology. The class gives prospective students a better idea of the field of radiology and the part we play in the role of patient advocate, when they enter the program as students and later the field as technologists. These classes often fill within the first 2 to 3 days of preregistration during the fall semester for the spring semester; so be sure to preregister for the spring semester as soon as possible.

Thank you for considering our program. We look forward to further communication.

*Carrie Nanson*

Carrie Nanson, MSRS, BSRT, RT(R), MRT  
Director & Associate Professor II, Radiologic Technology  
Odessa College  
201 West University Boulevard  
Odessa, Texas 79764
ODESSA COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM  
PROGRAM EFFECTIVENESS DATA 2013-2017

Five-year average credentialing examination (American Registry of Radiologic Technologists, Radiography exam) pass rate of not less than 75% at first attempt.

<table>
<thead>
<tr>
<th>Year</th>
<th>Percent passing on 1st attempt</th>
<th>Number of students</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>90%</td>
<td>9 of 10 students passed on 1st attempt</td>
</tr>
<tr>
<td>2014</td>
<td>92%</td>
<td>12 of 13 students passed on 1st attempt</td>
</tr>
<tr>
<td>2015</td>
<td>93%</td>
<td>**13 of 14 students passed on 1st attempt</td>
</tr>
<tr>
<td>2016</td>
<td>79%</td>
<td>11 of 14 students passed on 1st attempt</td>
</tr>
<tr>
<td>2017</td>
<td>93%</td>
<td>13 of 14 students passed on 1st attempt</td>
</tr>
<tr>
<td>5-year average</td>
<td>89.2%</td>
<td>58 of 65 students passed on 1st attempt</td>
</tr>
</tbody>
</table>

** One tested outside 6-month window from graduation date.

Five-year average job placement rate of not less than 75% within 12 months of graduation

<table>
<thead>
<tr>
<th>Year</th>
<th>Percent job placement</th>
<th>Number of students</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>100%</td>
<td>10 of 10 graduates employed within 12 months of graduation</td>
</tr>
<tr>
<td>2014</td>
<td>100%</td>
<td>13 of 13 graduates employed within 12 months of graduation</td>
</tr>
<tr>
<td>2015</td>
<td>100%</td>
<td>15 of 15 graduates employed within 12 months of graduation</td>
</tr>
<tr>
<td>2016</td>
<td>100%</td>
<td>14 of 14 graduated employed within 12 months of graduation</td>
</tr>
<tr>
<td>2017</td>
<td>100%</td>
<td>14 of 14 graduated employed within 12 months of graduation</td>
</tr>
<tr>
<td>5-year average</td>
<td>100%</td>
<td>66 of 66 graduates employed within 12 months of graduation</td>
</tr>
<tr>
<td>Year</td>
<td>Percent completion</td>
<td>Number of students</td>
</tr>
<tr>
<td>------</td>
<td>--------------------</td>
<td>-------------------</td>
</tr>
</tbody>
</table>
| 2013 | 62.5%              | 16 began, 10 graduated  
* 3 voluntary withdrawals, 2 transferred, 1 withdrew for medical reasons |
| 2014 | 81%                | 16 began, 13 graduated  
* 3 voluntary withdrawals, 2 withdrew for medical reasons, 2 rejoined and successfully completed the program |
| 2015 | 93.75%             | 16 began, 15 graduated  
* 1 voluntary withdrawal for personal reasons |
| 2016 | 87.5%              | 16 began, 14 graduated  
* 1 voluntary withdrawal for personal reasons, 1 transferred and completed another program |
| 2017 | 87.5%              | 16 began, 14 graduated  
* 1 dismissed for grades  
* 1 killed in accident |
| 5-year average | 82.5% | 80 began, 66 graduated |
DEPARTMENTAL MISSION, PURPOSE, PHILOSOPHY & GOALS

A. Department’s Mission Statement:
The mission of the Radiologic Technology Program offering an Associate of Applied Science Degree at Odessa College is to provide, within the resources available, an environment for students to gain the educational experiences and skills required to enter and/or remain employable in the entry-level position within the field of radiologic technology.

B. Philosophy:
The faculty of the Radiologic Technology Program believes the students within this program will become an integral part of the community at large as well as care givers within the medical community. These students must possess not only technical skills, but also excellent interpersonal communication skills. These skills will enable them to work effectively and efficiently with administrations, physicians, co-workers, and patients within the medical community and will prepare them for leadership roles within the community at large.

C. Accreditation:
The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The contact information for the JRCERT is:

JRCERT
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304
E-mail: mail@jrcert.org
Website: www.jrcert.org

The Odessa College Radiologic Technology Program’s Program Effectiveness Data can be found on the JRCERT website

D. Goals:
1. Students will be clinically competent.
2. Students will communicate effectively.
3. Students will properly use critical thinking and problem-solving skills.
4. Students will demonstrate an understanding of the need for continued professional development and growth.
E. **Student Learning Outcomes:**
1.1 Students will select appropriate technical factors.
1.2 Students will demonstrate radiation protection by collimating and shielding patients for radiography exams.
1.3 Student will position patients properly for radiographic procedures.
1.4 Student will competently critique images for quality and re-state proper central ray location.
2.1 Students will demonstrate effective oral communication skills.
2.2 Students will demonstrate effective written communication skills.
2.3 Students will communicate effectively with patients.
2.4 Students will communicate effectively with Radiologist/Radiologist Assistant/Fluoroscopist performing fluoroscopy exams.
3.1 Students will modify routine imaging parameters for trauma patients.
3.2 Students will critique their images for optimum radiographic quality.
3.3 Students will determine which formula is required for solving Inverse Square Law (ISL) vs. Direct Square Proportion (DSP) problems.
4.1 Student will model professional behavior within the communities of interest.
4.2 Students will understand the importance of professional organizations.
4.3 Students will demonstrate an understanding of professional ethics.

**Job Description:**
The Radiologic Technologist is a health care professional who possesses the knowledge and skills to utilize diagnostic level x-radiation and associated instrumentation in the production of medical images of the human body, and in the performance of radiologic procedures. The radiographer provides basic nursing and medical care and assists with emergency patient treatment where indicated.

**Prerequisite for Admission:**
- High school graduate or equivalent.
- College GPA of 2.5 or higher.
- All required application paperwork submitted no later than April 30.
- Three (3) completed character references using departmental approved form (on website) (MUST BE SUBMITTED BY THE PERSON COMPLETING THE REFERENCE FORM FOR THE APPLICANT). Hand delivered letters brought by the applicant will NOT be accepted. References from family members will not be accepted.
- Complete requirements for the college’s Success Initiative Plan.
- Satisfactory score on the TEAS.
- Completed immunization record on file in the program directors’ office prior to the application deadline. As per the Texas requirements, ALL students must receive two varicella vaccines, regardless of prior status regarding infection with chicken pox.
- Grade of “C” or better in all course work applied toward degree.

Classes which can improve the applicants’ chances of being selected are

- **PREREQUISITES:** BIOL 2401 Anatomy & Physiology I AND BIOL 2402 Anatomy & Physiology II (maximum number of allowable attempts to achieve a grade of “C” or better is 3 per class)
- ENGL 1301
- PSYC 2314
Applicants will find taking the Introduction to Radiography course, RADR 1201, beneficial. It is offered during the Spring Semester each year Monday and Wednesday afternoon from 2:00 p.m. to 2:50 p.m. or on-line and in the second summer semester from 9:00 a.m. – 10:50 a.m., Monday thru Thursday. This course introduces the field of radiologic technology and previews what is to come. If a person is undecided, this course is essential. The RADR 1201 course is required in the degree plan, but can be taken prior to entering the program.

Applicants are required to be of good moral character. A criminal background check is required for all students entering our program and the fee is the student's responsibility.

Convictions, criminal proceedings, or military court-martials as described below:

1. conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor, with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. Offenses that occurred while a juvenile and that are processed through the juvenile court system are not required to be reported to ARRT.

2. criminal proceeding where a finding and verdict of guilt is made or returned but the adjudication of guilt is either withheld, deferred, or not entered or the sentence is suspended or stayed; or a criminal proceeding where the individual enters a plea of guilty or nolo contendere (no contest); or where the individual enters into a pre-trial diversion activity.

3. military court-martials that involve substance abuse, any sex-related infractions, or patient-related infractions.

If an applicant has ever been convicted of a crime, they should contact the American Registry of Radiologic Technologists (ARRT) @ 1255 Northland Drive, Mendota Heights, MN 55120 or @ (612) 687-0048 or their website: www.arrt.org. The applicant must complete the necessary ARRT process to determine if they will be eligible to sit for the national certification examination administered by the ARRT. The ARRT decision regarding registry eligibility can be a lengthy process, up to 2 years; therefore, the applicant should submit the required documentation as quickly as possible.

If a person is not allowed to attend clinical practicums because of a conviction, they cannot complete the program. They would therefore not be eligible to enter the program. Also, if the applicant would not be eligible to take the ARRT national examination, they would not be eligible to enter the program. Written documentation of eligibility for participation in clinical practicums and eligibility for the ARRT examination must be provided to the program prior to program entrance when applicable.

If a student enrolled in the program were convicted of a crime, the process listed above would have to be completed. The consequences of a conviction would depend on the ARRT ruling, Texas Administrative Code 414.504, the Texas Medical Board – General Medical Radiologic Technologists (GMRT) program, and the clinical affiliates of the program.

Program Admission Test Required:
The TEAS is required for admission to the program. Reservations to take the test at Odessa College may be made by contacting the testing center at 335-6620. Scores must be submitted to the Radiologic Technology Program faculty for advisement and recommendations.
Admission Interview:
Program applicants who receive the highest points as indicated on the point evaluation form will be invited to interview.

Number of Students Admitted to the Program: 16 per year
The Odessa College Radiologic Technology Program does not discriminate on the basis of sex, race, color, national origin, religion, disability, or age.

Only one class begins each year with a maximum capacity of 16 students. Because this program has limited enrollment, selection for entrance is competitive, and the applicant should contact the program faculty and/or begin the application process as soon as possible.

Length of the Program:
The Program begins with the Second Summer Session (July) and lasts for 22 months, even if all general education courses are completed prior to acceptance into the program. The student will complete approximately 1500 hours of clinical training.

Program Clinical Obligations:
Students will be required to complete clinical assignments in Odessa, Andrews, Seminole, and Midland. These clinical assignments may include evening and/or weekend rotations.

Grading System:
All Radiologic Technology courses are graded on the following scale:
- A = 92.5-100
- B = 83.5-92.4
- C = 74.5-83.4
- F = below 74.4

Costs:
Cost factors for the 22 months are approximately $8151.00 for an in-district student. (Students from the Midland service area will pay in-district tuition.) Fees for the second summer session are approximately $1110 for those in-district. These estimates include books, tuition, and related fees, but no living expenses, uniforms, or transportation.

Health and Accident Insurance Requirement
The student must provide proof of health and accident insurance by the end of the second week in July after entering the program. Odessa College provides information regarding an insurance policy on the OC Website, under the Student Services Tab, Health and Wellness. Health and accident insurance must be maintained throughout the program.

Student Professional Liability Insurance Requirement
Professional liability insurance is required and is part of the college fee schedule.

Program Reinstatement
Students who wish to reenter the program must contact the program director the semester prior to planned reentry for further information regarding testing and space availability.
**CPR Certification Requirements**
The student must maintain current CPR certification throughout the Program. If their CPR certification expires, the student will not be allowed to participate in clinicals until they become recertified. Any clinical time missed, must be made up at the instructor’s discretion and will be counted as unplanned absences.

**Minimum Required Vaccinations and Acceptable Evidence of Vaccination Immunization Requirements**
Students in health career programs are required by state law, Odessa College and/or by clinical agencies to have certain immunizations or health screening. Students must show proof of the following prior to being admitted to the program:

1. Tetanus/Diphtheria/adult pertussis (Tdap) current within the last 10 years.
2. Hepatitis B – this is a series of three injections that must be completed prior to starting clinical rotations in the Fall.
3. Rubella (usually an MMR*).
4. Mumps (usually an MMR*).
5. Rubeola. If born on or after January 1, 1957, you are required to have two vaccines; one vaccine if born prior to January 1, 1957. Vaccines must have been given after the first birthday. (usually an MMR; sometimes an MR*).
6. All students are required to have received two doses of varicella (chickenpox) vaccine.
7. Find out if you were immunized against polio as a child. Boosters are not required for college students but may be recommended when you go to work as a nurse.
*MMR = measles (rubeola) mumps and rubella; MR – measles (rubeola) and rubella.

**Note:** In lieu of dates showing hepatitis B, rubella, rubeola, and mumps vaccine(s), or varicella history or vaccination, the student may demonstrate immunity through laboratory blood tests showing positive antibody titers. These lab results will need to be filed in the Program Director’s office. Physician confirmed disease is also acceptable.

**Student Pregnancy**
The Nuclear Regulatory Commission’s (NRC’s) regulations on radiation protection are specified in 10 CFR, Part 20, “Standards for Protection Against Radiation”; and Section 20, 1208, “Dose to an Embryo/Fetus,” and requires licensees to “ensure that the dose to an embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5 mSv). Section 20, 1208 also requires licensees to “make efforts to avoid substantial variation above a uniform monthly exposure rate to a declared pregnant woman.’’

**10 CFR, Part 20, 100:** Declared pregnant woman (student) means a woman who has voluntarily informed the licensee, in writing, of her pregnancy and the estimated date of conception. The declaration remains in effect until the declared pregnant woman withdraws the declaration in writing or is no longer pregnant.

**10 CFR, Part 20, 1502, “Conditions Requiring Individual Monitoring of External and Internal Occupational Dose,”** requires licensees to monitor the occupational dose to a declared pregnant woman, using an individual monitoring device, if it is likely that the declared pregnant woman will receive, from external sources, a deep dose equivalent in excess of 0.1 rem (1 mSv). In addition, according to paragraph (e) of 10 CFR, Part 20, 2106, “Records of Individual Monitoring Results,” the licensee must maintain records of dose to an embryo/fetus if monitoring was required, and the
records of dose to the embryo/fetus must be kept with the records of dose to the declared pregnant woman. The declaration of pregnancy must be kept on file, but may be maintained separately from the dose records.

A copy of the NRC Regulatory Guide 8.13, “Instruction Concerning Prenatal Radiation Exposure” and the NRC Regulatory Guide 8.29 are provided to the student in the appendices of the Program Student Handbook, and the applicant may access the information via the Internet at: http://www.nrc.gov/NRC/RG/08/08-013.html

A pregnant student/applicant should read the NRC Regulatory Guide 8.13. In accordance with the information provided and the recommendations provided in NCRP #116, the student/applicant is requested to use the form letter included in the Guide for declaring her pregnancy and the estimated date of conception, in writing. At that time, specific assistance will be provided to the declared pregnant student to assist her in providing the best protection for her unborn child.

A student does not have to declare her pregnancy. The student may declare her pregnancy and later withdraw her declaration.

The pregnant student has 3 options available to her:
1) continuation in the clinical component of the program without modification
2) continuation in the clinical component of the program with clinical reassignments, or
3) leave of absence. (may apply for program reinstatement [see above]).

Required Physical Examination
Upon entering the program, students are required to successfully complete a physical examination to include completed documentation of the required vaccination information, including a TB test. The student must also complete a drug screen, scheduled by the instructor. The consequence of a failed drug screen will result in dismissal from the program without program re-entry options. The student is responsible for all costs related to the physical examination, drug screen, vaccinations and TB test.

Salary:
Approximate beginning salary is $20-$28 and up per hour. This figure does not include shift differential or weekend differential. The salary and benefits offered at individual facilities will vary.

Employment Opportunities:
Advancement in Radiologic Technology takes the order of Senior Radiographer, Department Supervisor (various), Chief Radiographer, and Radiology Manager (Administration). Opportunities also exist in Radiologic Technology education with a minimum of a Bachelor of Science degree and three years of experience in the field. For further advancement, Masters and Doctoral degrees relating to Allied Health are available.

Related jobs can be found in Nuclear Medicine, Medical Sonography, Cardiac and Vascular Interventional Technology, Computerized Tomography (CT), Magnetic Resonance Imaging (MRI), Radiation Therapy (Oncology), and Radiation Dosimetry that require additional training. Also, related sales and service positions in business, industry, and government, both state and national, are available.
Articulation Agreement
The OC Radiologic Technology Program has an Articulation Agreement with Midwestern State University in Wichita Falls, Texas. This agreement allows the student to continue their education at MSU, with a pre-determined credit for courses taken at OC.

License, Certification, or Registry:
All graduates of the Odessa College Radiologic Technology Program are eligible to take the National Registry Examination from the American Registry of Radiologic Technologists (ARRT) to become certified as a Radiologic Technologist (ARRT) (R). Annually thereafter, the technologist will register with the ARRT.

Additionally, graduates are eligible for state certification through the Texas Medical Board as a General Medical Radiologic Technologist (GMRT). Students can apply for a temporary MRT certificate, effective for one year, upon successful completion of the program. After passing the ARRT examination, the radiologic technologist must update their temporary certificate to a permanent certificate as a MRT.

Major Physical Tasks of Job Performance and Clinical Education

1. **Transport** patients within the department and in the hospital at large.
2. **Assist** with patient movement and **perform** direct positioning for radiographic projections and procedures.
3. **Provide for** the patient’s physical safety and well being while s/he is under the technologist’s jurisdiction.
4. **Retrieve, manipulate, and operate** radiologic equipment and adjunct instruments for patient imaging.
5. **Prepare and use** procedural materials such as: sterile drugs, contrast media, sterile trays, instruments, linens, and other patient care items.
6. **Retrieve** radiographic imaging products, and dispatch patient and radiographic records.
7. **Evaluate** image quality for technical accuracy and procedural determinations.
8. **Provide** basic life support services when needed.
9. **Secure and assist** with advanced life support services, where indicated.
10. **Coordinate** the provision of fluoroscopic and contrast media examinations, and **provide** physician assistance.
11. **Perform** surgical and bedside radiography and **operate** related instrumentation.
12. **Work** with various radiographic units within the radiology department of JRCERT recognized affiliated clinical sites.
13. **Perform** basic equipment quality control tests ensuring proper equipment maintenance and performance.

Physical Disabilities That Are Suggested Problem Areas

<table>
<thead>
<tr>
<th>Exclusive</th>
<th>Marginal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Blind-i.e. No sight</td>
<td>1. Bilateral above elbow amputee</td>
</tr>
<tr>
<td>2. Deaf</td>
<td>2. Bilateral above knee amputee</td>
</tr>
<tr>
<td>3. Limbless</td>
<td>3. Lack of one complete upper extremity</td>
</tr>
<tr>
<td>4. Total absence of upper extremities</td>
<td>4. Necessity for walking assistance</td>
</tr>
</tbody>
</table>
5. Confined to stretcher, etc.  
6. Confined to wheelchair

Listed on this page are **suggested standards for admission**, as related to the task analysis for radiographers. As a result of recent research of other radiography programs, we have concluded that it will be very difficult, if not impossible, to make any definitive statements regarding physical abilities. It is our opinion that applicants can be counseled during their interview as to how physically able they must be to work as a radiologic technologist.

### Physical Tasks (#)  

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Capabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2, 3, 9, 10, 12</td>
<td>1. Self-mobility, with the capability of propelling wheelchairs, stretchers, etc., alone or with assistance as available. Must be ambulatory and able to maintain a center of gravity when met with opposing force as in lifting, supporting and transferring a patient.</td>
</tr>
<tr>
<td>2, 3, 7, 9, 10</td>
<td>2. Ability to sight patient for identification, positioning, imaging field placement and alignment, and image analysis. Ability to move and manipulate the body and body regions in order to provide patient support, and to position patient for imaging and/or treatment. Ability to work with and to observe a patient above the standard radiologic examination height of 36 inches above floor level.</td>
</tr>
<tr>
<td>4, 6, 12, 13</td>
<td>3. Ability to reach, manipulate, and operate mechanisms such as: imaging and treatment tables, x-ray tubes, nuclear detector, radiotherapy equipment and related collimators, control consoles, etc., at standard locations and placements.</td>
</tr>
<tr>
<td>5, 9, 10</td>
<td>4. Ability to handle and utilize procedural items such as pharmaceuticals, vials, syringes, sterile lines and instruments, catheters, intravenous system, dressings, etc.</td>
</tr>
<tr>
<td>6</td>
<td>5. Ability to handle and use image receptors, image receptor mechanisms, image receptor holders, etc.</td>
</tr>
<tr>
<td>6, 7, 12, 13</td>
<td>6. Ability to use computers for image acquisition and manipulation, and successfully deliver completed images to PACS.</td>
</tr>
<tr>
<td>2, 3, 8, 9, 10, 11</td>
<td>7. Ability to read written passages, to communicate orally, and to write. Ability to hear spoken communication.</td>
</tr>
<tr>
<td>12, 13</td>
<td>8. Ability to propel standard mobile imaging units, and to perform procedural tasks in a routine patient room and surgical unit.</td>
</tr>
</tbody>
</table>
ODESSA COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
APPLICATION PACKET CHECKLIST

Applicants attending Odessa College for the first time must complete an Application to Odessa College which must be submitted to the OC registrar’s office. All applicants must complete an Application Packet for the Radiologic Technology Program and include the following.

Applicant’s Checklist:

1. **First time college students must:**
   _______ (a). **must** provide an official high school transcript or copy of GED scores to the Admissions/Registrar’s Office.
   _______ (b). **must** complete an Odessa College application online or paper ensuring that the completed form reaches the registrar’s office.
   _______ (c) **must** contact Records Office concerning residency requirements.
   _______ (d) **must** contact the Wrangler Express and Testing Center (335-6433) to learn about any testing required prior to registration.

2. **Students new to Odessa College to include transfer students:**
   _______ (a). **must** complete an Odessa College application online or paper ensuring that the completed form reaches the record’s office.
   _______ (b) **must** contact Records Office concerning residency requirements.
   _______ (c) **must** provide an official college transcript for ALL schools previously attended to the Records Office and to the Radiologic Technology Program. Official transcripts must be sent directly to the Records Office or delivered in the original sealed envelope to Records. Unofficial transcripts may be mailed or delivered to the Radiologic Technology Department. **Please request a transcript evaluation from the Records Office when official transcripts are submitted.**
   _______ (d) **must** check with the student advising to see if they need to do any testing prior to entering OC
   _______ (e). **should** check their OC online transcript occasionally to be sure a transcript evaluation for all schools previously attended has been performed by the Records Office at Odessa College. The transferred courses will be easily identifiable since the grade for the course will have a T in front of it. Example: TA, TB, etc. This evaluation must be completed prior to the April 30 program application deadline.

3. **All Program applicants:**
   _______ (a) **should** visit the program website at [http://go.odessa.edu/radtech](http://go.odessa.edu/radtech)
   _______ (b) **must** complete and include in their program application packet an Application for the Odessa College Radiologic Technology Program, available on the website.
   _______ (c) **must** include a copy of their required entry test results in program application packet. Please check with program faculty to determine current entry test.
   _______ (d). **must have** three completed program reference forms in their file by April 30. These forms can be located on the program website or in the
program information packet available in the advising center. The applicant must have (3) designated individuals (not relatives) complete the program reference letters and mail them to the program director at the address indicated on the first page of the reference form.

**APPLICANTS MAY NOT HAND DELIVER FORMS. HAND DELIVERED FORMS BY THE APPLICANT WILL NOT BE ACCEPTED.** Reference forms from family members will not be accepted.

______ (e) **must provide** acceptable documentation of all required immunizations prior to the application deadline of April 30. **Hepatitis B vaccinations are required – a 3 shot series.** These must be completed prior to the program application deadline. The TB test will be completed after the student enters the Program.

______ (f). **complete program application file** by the program application deadline of April 30 in order to be considered for interview &/or selection for admission to the program including unofficial transcripts.

4. Program applicants invited to interview will be asked **at that time** to write a letter to be included in their application file.

5. **An interview for the top applicants will be scheduled by invitation only, with short notice,** with the Radiologic Technology Department.


***Completion of the above procedure is the responsibility of the applicant!!!***