Dear Radiologic Technology Program Prospective Applicant:

At the Odessa College Radiologic Technology Program website, www.odessa.edu/dept/radiology, 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, 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

RECOMMENDED CORE COURSES
ENGL 1301
MATH 1314
PSYC 2301
HUMANITIES/FINE ARTS (from OC Core) – one 3 hour class

The Introduction to Radiography course (RADR 1301) that is offered during the spring semester each year on-line or Monday and Wednesday afternoon from 1 to 2:20p.m., is HIGHLY RECOMMENDED. 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 what they are getting into when they enter the program as students and later the field as technologists. A four to six hour clinical observation in a JRCERT recognized clinical education facility with an evaluation is required; this rotation will be scheduled with the instructor after the class begins. 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, MS, RT, ARRT(R), MRT
Director & Associate Professor, Radiologic Technology
Odessa College
201 West University Boulevard
Odessa, Texas 79764
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>2010</td>
<td>85%</td>
<td>11 of 13 students passed on 1st attempt</td>
</tr>
<tr>
<td>2011</td>
<td>100%</td>
<td>12 of 12 students passed on 1st attempt</td>
</tr>
<tr>
<td>2012</td>
<td>100%</td>
<td>12 of 12 students passed on 1st attempt</td>
</tr>
<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>
</tbody>
</table>

5-year average 93%

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>2010</td>
<td>83.3%</td>
<td>10 of 12 graduates employed within 12 months of graduation 1 not actively seeking employment</td>
</tr>
<tr>
<td>2011</td>
<td>100%</td>
<td>10 of 10 graduates employed within 12 months of graduation 2 not actively seeking employment</td>
</tr>
<tr>
<td>2012</td>
<td>91.7%</td>
<td>11 of 12 graduates employed within 12 months of graduation</td>
</tr>
<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>
</tbody>
</table>

5 year-average 94.7%
<table>
<thead>
<tr>
<th>Year</th>
<th>Percent completion</th>
<th>Number of students</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>92.9%</td>
<td>14 began, 13 graduated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 1 voluntary withdrawal</td>
</tr>
<tr>
<td>2011</td>
<td>85.7%</td>
<td>14 began, 12 graduated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 2 voluntary withdrawals</td>
</tr>
<tr>
<td>2012</td>
<td>75%</td>
<td>16 began, 12 graduated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 2 voluntary withdrawals, 2 dismissed for grades</td>
</tr>
<tr>
<td>2013</td>
<td>62.5%</td>
<td>16 began, 10 graduated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 3 voluntary withdrawals, 2 transferred, 1 withdrew</td>
</tr>
<tr>
<td></td>
<td></td>
<td>for medical reasons</td>
</tr>
<tr>
<td>2014</td>
<td>81%</td>
<td>16 began, 13 graduated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 3 voluntary withdrawals, 2 withdrew for medical</td>
</tr>
<tr>
<td></td>
<td></td>
<td>reasons, 2 rejoined and successfully completed the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>program</td>
</tr>
<tr>
<td></td>
<td>5 year average</td>
<td>78.9%</td>
</tr>
</tbody>
</table>
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 practice radiation protection.
2.1 Students will demonstrate effective oral communication skills.
2.2 Students will communicate effectively with patients.
3.1 Students will adjust positioning for non-routine patients.
4.1 Students will model professionalism.
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.
All required application paperwork submitted no later than April 30.
Three (3) completed character references using departmental approved form (on website)
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.
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
- ENGL 1301
- PSYC 2301
- MATH 1314
- Humanities/Fine Arts (from OC Core) – one 3 hour class

Applicants will find taking the Introduction to Radiography course, RADR 1301, beneficial. It is offered during the Spring Semester each year Monday and Wednesday afternoon from 1:00 p.m. to 2:20 p.m. or on-line. 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 1301 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 find 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) at 1255 Northland Drive, Mendota Heights, MN 55120 or at (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.

Also, the applicant should contact the Texas Department of State Health Services, Medical Radiologic Technologists Program (TDSHS-MRT) at Texas Department of Health, MRT Program, 1100 West 49th Street, Austin, Texas 78756 or at (512) 834-6617. The applicant must insure their eligibility to become certified as a Medical Radiologic Technologist (MRT) in the state of Texas with regards to their criminal record.

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 Department of State Health Services MRT 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.

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 is begun each year with a maximum capacity of 16 students. Because this program has limited enrollment, being selected 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 24 months, even if all general education courses are completed prior to acceptance into the program. The student will complete approximately 1600 hours of clinical training.

Program Clinical Obligations:
Students will be required to complete clinical assignments in Odessa, Andrews, 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 24 months are approximately $5200 for an in-district student and $6500 for out-of-district students. (Students from the Midland service area will pay in-district tuition.) Fees for the second summer session are approximately $800 for those in-district, and $900 for those individuals out-of-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.

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 OR Tdap (with adult pertussis) 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. Find out if you have had chicken pox (varicella). A parent, physician or school nurse must provide written verification of the disease. If you have not had chicken pox, or you are unable to get written verification, the vaccine is required.
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 $18 per hour. This figure does not include shift differential, weekend differential, or critical care pay. 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, Cardiovascular 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 Department of State Health Services (TDSHS) as a Medical Radiologic Technologist (MRT). Students can apply for a temporary MRT certificate, effective for one year, approximately 28 days prior to graduation. After passing the ARRT examination, the radiologic technologist can and should 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, secure** for filming, and **dispatch** radiographic image receptor holders and recording
mechanisms during the imaging process.
7. **Process and/or retrieve** radiographic imaging products, and dispatch patient and radiographic records.
8. **Evaluate** image quality for technical accuracy and procedural determinations.
9. **Provide** basic life support services when needed.
10. **Secure and assist** with advanced life support services, where indicated.
11. **Coordinate** the provision of fluoroscopic and contrast media examinations, and **provide** physician assistance.
12. **Receive and schedule** patients, file, and assist with general office duties and work as a student radiographer.
13. **Perform** surgical and bedside radiography and **operate** related instrumentation.
14. **Work** with various radiographic units within the radiology department of JRCERT recognized affiliated clinical sites.
15. **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. Deaf, if not able to lip-read</td>
</tr>
<tr>
<td>2. Limbless</td>
<td>2. Bilateral above elbow amputee</td>
</tr>
<tr>
<td>3. Total absence of upper extremities</td>
<td>3. Bilateral above knee amputee</td>
</tr>
<tr>
<td>4. Confined to litter, stretcher, etc.</td>
<td>4. Lack of one complete upper extremity</td>
</tr>
<tr>
<td>5. Confined to wheelchair</td>
<td>5. Necessity for walking assistance</td>
</tr>
<tr>
<td></td>
<td>6. Torso height at or below 36 inches above the floor.</td>
</tr>
</tbody>
</table>

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>Capabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2, 3, 10, 11, 14</td>
</tr>
<tr>
<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, 8, 10, 11</td>
</tr>
<tr>
<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, 7, 12, 15,</td>
</tr>
<tr>
<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, x-ray processor, etc., at</td>
</tr>
</tbody>
</table>
standard locations and placements.

4. Ability to handle and utilize procedural items such as pharmaceuticals, vials, syringes, sterile lines and instruments, catheters, intravenous system, dressings, etc.

5. Ability to handle and use cassettes, image receptor mechanisms, cassette holders, passboxes, etc.

6. Ability to use darkrooms and other processing modalities to load, unload, and process radiographic images.

7. Ability to read written passages, to communicate orally, and to write. Ability to hear or lip-read for reception of spoken communication.

8. Ability to propel standard mobile imaging units, and to perform procedural tasks in a routine patient room and surgical unit.
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 Registrar’s Office concerning residency requirements.
   - _______ (d) **must** contact the Admissions Office, Counseling (Help) Center 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 registrar’s office.
   - _______ (b) **must** contact Registrar’s Office concerning residency requirements.
   - _______ (c) **must** provide an official college transcript for ALL schools previously attended to the Admissions/Registrar’s Office and to the Radiologic Technology Program. Official transcripts must be sent directly to the Admissions Office or delivered in the original sealed envelope to Admissions. Official transcripts may be mailed or delivered to the Radiologic Technology Department.
   - _______ (d) **must** check with the counselor’s office 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 Registrar’s Office at Odessa College. The transferred courses will be easily identifiably 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 [www.odessa.edu/dept/radiology](http://www.odessa.edu/dept/radiology)
   - _______ (b) **must** complete and include in their program application packet an Allied Health Program Application for the Odessa College Radiologic Technology Program, available in the counselor’s office. Write the month/year (04/2015) on the front of the form in the upper right hand corner when the application form is submitted to the department.
   - _______ (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 counselor’s office. 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.

(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 **official** 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!!!