2015 Application Packet
For
Western Oklahoma State College
Radiologic Technology Program
Application Instructions for the
WOSC Radiologic Technology Program

The following requirements must be met in order to be considered for admission to the RT program:

1. Eligibility for admission to WOSC, if not a current or past student of this institution.

2. Submit a complete application packet to the Radiologic Technology program director’s office by the last Friday in May.

3. Completion of Human Anatomy with a “C” or above by the application deadline. (preferably in the last 5 years)

4. Completion of Medical Terminology with a “C” or above by the application deadline. (preferably in the last 5 years)

5. Highly recommend completion of the college level Math requirement (preferably in the last 5 years).

6. Cumulative Grade Point Average (GPA) of 2.5 or above on all college level work and be in good academic standing.

7. Oklahoma State Bureau of Investigation (OSBI) background check: if you reside outside of Oklahoma or have lived in Oklahoma less than six months, you must submit a criminal background check from the state in which you reside. (See page 9). It can take up to 2 months to get your background check returned to you, so you need to send off for the background check in February or March. Do not wait until late April or May. You can also drive to OKC and get it that day.

If you have been arrested &/or convicted of a misdemeanor &/or felony, (excluding speeding tickets), you must apply to the ARRT (American Registry of Radiologic Technologists) Ethics Committee for pre-approval to take the national registry exam upon successful completion of the WOSC RT program.

If you are concerned about an arrest/charge or conviction you have received, go to the ARRT website: www.arrt.org click on the Ethics link, then click on the Pre-App Process, scroll down and click on Ethics Pre-App Review Form. Print this form, fill it out and mail to the ARRT address. The ARRT Pre-Application Review can take up to 12 weeks to be completed.

8. Official transcripts from all colleges &/or universities you have attended. We do NOT need your high school transcripts or technology center transcripts.

9. Incomplete or late applications will not be considered.

Applicants are personally responsible (not WOSC faculty and staff) for assuring that a complete application packet is received in the Program Director’s Office by the last Friday in May.

1. A complete application packet consists of:
   - Program admission forms (pgs. 7, 8, & 9)
   - A copy of ALL official college transcripts (minimum GPA 2.5)
   - OSBI background check (or from the state in which you reside). The background check must be dated within the last 5 months of this calendar year.

2. Potential candidates may be scheduled for a personal interview. If you do not show up for the interview you will be removed from applicant pool.

3. Selection will be made from the most qualified applicants based on a composite consideration of GPA, completion of all or most General Education coursework and Support courses, and/or personal interview. Prior completion of Human Anatomy AND Medical Terminology with a “C” or above is required. Also, the completion of remedial Math is highly recommended:
preference is given to applicants who have successfully completed College Algebra or Survey of Math (College Math). Students not having the college level math completed and who are accepted into the program must have a college level math completed by the end of their first fall semester. The selection committee prefers the Human Anatomy, Medical Terminology and Math courses being completed within the last 5 years, but this is not required. We do accept Vernon College A&P I and A&P II: you need to complete both of them with a C or above.

4. **Upon acceptance into the program**, the student will be required to obtain a physical examination by a physician, drug screen(s), required immunizations*, and demonstrate compliance with specific psychomotor criteria to insure patient and operator safety. Students failing to demonstrate this compliance may be removed from the program. Students may be required to submit to a drug screen at their expense. Details of the drug screen will be included in the Acceptance Packet.

*Required Immunizations are:  
MMR (measles, mumps, and rubella)  
DT (diphtheria and tetanus)  
Varicella (chicken pox)  
Annual PPD (tuberculosis screening)  
Hepatitis B series

**Do not** send your immunizations records in with your application packet.

**ADDITIONAL REQUIREMENTS**

Upon acceptance into the WOSC RT program and prior to beginning XRAY 1133 Clinical Practicum I, the students must provide to the WOSC RT clinical coordinator documentation of:

1. Program approved student professional liability insurance  
2. Completion of a medical physical exam  
3. Compliance with required immunizations with the state, the RT program or clinical site  
4. CPR certification  
5. Clinical site orientation, if required  
6. Drug screen, if required from your assigned clinical site

Applicants to this program must understand the physical, behavioral, and social skills necessary to function as a radiographer in many facilities. Please read the following carefully:

**STANDARDS FOR THE RADIOGRAPHER**

**Employment Qualifiers:**
- Must be free from contagious diseases and chemical dependence  
- Must be able to perform all functions and tasks required of a radiographer  
- **Must not have been charged &/or convicted of a misdemeanor &/or felony, without restoration of his or her civil rights (does not include speeding tickets).**  
  Pre-approval from the ARRT can be gained if you are concerned about a conviction at the website previously mentioned on page 1, #7.

**Visual Observation:**
Visual acuity must be sufficient and adequate to enable the radiographer to:
- View radiographs to determine quality and identify anatomy  
- Observe patients' condition  
- Clearly read control panels, technique charts, requisitions, medical records and other pertinent materials for patient care and professional practice

**Hearing:**
Use of auditory sense:
- Ability to hear & verbally respond to patient questions & directions from instructors, students, physicians & staff in person &/or the telephone. Be able to accurately hear blood pressure and heart beats when using a stethoscope.
Tactile:
Use of touch
- Tactile ability sufficient for physical assessment & assistance while operating radiographic & medical instruments & equipment.
- Perform patient assessment & positioning while operating complex radiographic equipment in a safe & accurate manner.

Motor Functions:
Motor functions must be sufficient to enable the radiographer to:
- Stand unassisted for at least 85% of clinical work time
- Assist, lift and physically transfer patients in and out of wheelchairs and on & off stretchers or tables and into the proper radiographic positions
- Lift and handle radiographic equipment and tools weighing up to 50 pounds
- Manipulate radiographic equipment above the head
- Execute the small muscle hand & finger motor movements required to safely perform venipuncture & other patient care procedures, as well as, a computer keyboard
- Assist patients in emergency situations

Communication Skills:
The student radiographer shall possess sufficient communication skills adequate for receiving & transmitting information to patients, health care personnel and others. The student radiographer must have effective use of the English language (speaking and reading English).
- Concisely & precisely explain treatment & procedures, interpret patients response & provide documentation following ethical & legal guidelines

Interpersonal Skills:
Ability to relate to others
- Abilities sufficient to effectively interact with individuals, families, groups & colleagues from a variety of social, emotional, cultural, intellectual & economic backgrounds. Identify the needs of others
- Establish rapport with patients, families and colleagues

Behavioral and Social Skills:
Behavioral and social skills must be sufficient to enable the student to conduct him or herself appropriately & professionally in the college & clinical settings.
- The student radiographer must be emotionally and mentally stable
- Must be able to function effectively under stress
- Must be flexible, have concern for others.
- Ability to provide a safe patient care environment with multiple interruptions, noises, distractions, and unexpected patient needs

Critical Thinking:
The student radiographer must have the ability to problem solve
- Critical thinking ability sufficient for clinical judgment
- Identify cause-effect relationships in clinical situations
The Radiologic Technology (RT) Program is designed for the student who plans to enter the job force immediately. After successful completion of the required curriculum, students will be awarded the Associate of Applied Science Degree. The graduate will then be eligible to take the National Registry Examination in Radiography given by the American Registry of Radiologic Technologists. Because of the limited clinical spaces available, admission to the program is highly competitive. Priority consideration for acceptance will be given to students who have completed all support courses and general education requirements. To be considered for acceptance into the RT Program, the student must have completed all application procedures. Contact the RT Department for complete program admission requirements, deadlines and details.

**General Education Requirements**

<table>
<thead>
<tr>
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<th>Credit Hours: 21</th>
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<tbody>
<tr>
<td><strong>English</strong></td>
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<tr>
<td>3 hours ENGL 1113</td>
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<tr>
<td><strong>Speech</strong></td>
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<tr>
<td>3 hours SPCH 1113</td>
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<tr>
<td><strong>Computer Science</strong></td>
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<tr>
<td>3 hours COSC 1153</td>
<td>Microcomputer Applications</td>
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<tr>
<td><strong>Behavioral Science</strong></td>
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<tr>
<td>3 hours PSYC 1113</td>
<td>Intro to Psychology</td>
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<tr>
<td><strong>Social Science</strong></td>
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<tr>
<td>3 hours HIST 1483 or 1493</td>
<td>American History</td>
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<tr>
<td>3 hours POLS 1113</td>
<td>Federal Government</td>
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<tr>
<td><strong>Mathematics</strong></td>
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<tr>
<td>3 hours MATH 1143 or 1513</td>
<td>Survey of Math OR College Algebra</td>
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**Technical-Occupational Specialty Courses**

<table>
<thead>
<tr>
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<th>Credit Hours: 41</th>
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<tbody>
<tr>
<td><strong>Radiologic Technology</strong></td>
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<tr>
<td>1 hour XRAY 1111</td>
<td>Patient Care in Radiography</td>
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<tr>
<td>1 hour XRAY 1101</td>
<td>Intro. to Radiologic Technology</td>
</tr>
<tr>
<td>3 hours XRAY 1113</td>
<td>Principles of Radiographic Exposure</td>
</tr>
<tr>
<td>2 hours XRAY 1122</td>
<td>Radiographic Procedures I</td>
</tr>
<tr>
<td>3 hours XRAY 1203</td>
<td>Radiographic Procedures II</td>
</tr>
<tr>
<td>3 hours XRAY 2403</td>
<td>Radiographic Procedures III</td>
</tr>
<tr>
<td>3 hours XRAY 2503</td>
<td>Radiographic Procedures IV</td>
</tr>
<tr>
<td>3 hours XRAY 1133</td>
<td>Clinical Practicum I</td>
</tr>
<tr>
<td>3 hours XRAY 1233</td>
<td>Clinical Practicum II</td>
</tr>
<tr>
<td>3 hours XRAY 1353</td>
<td>Clinical Practicum III</td>
</tr>
<tr>
<td>4 hours XRAY 2414</td>
<td>Clinical Practicum IV</td>
</tr>
<tr>
<td>4 hours XRAY 2504</td>
<td>Clinical Practicum V</td>
</tr>
<tr>
<td>2 hours XRAY 2412</td>
<td>Radiographic Physics</td>
</tr>
<tr>
<td>2 hours XRAY 2512</td>
<td>Radiographic Ethical &amp; Legal Issues</td>
</tr>
<tr>
<td>2 hours XRAY 1222</td>
<td>Radiation Biology (1st 8 weeks)</td>
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<tr>
<td>2 hours XRAY 1212</td>
<td>Radiographic Pathology (2nd 8 weeks)</td>
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**Technical-Occupational Support and Related Courses**

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<tr>
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<th>Credit Hours: 7</th>
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<tbody>
<tr>
<td><strong>Selected Courses</strong></td>
<td></td>
</tr>
<tr>
<td>4 hours BIOL 2104</td>
<td>*Human Anatomy (pre-req: Biology or Zoology or Science ACT of 21)</td>
</tr>
<tr>
<td>3 hours BIOL 2373</td>
<td>*Medical Terminology</td>
</tr>
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</table>

*Must have Human Anatomy & Med. Term. completed with a “C” or above before applying to the RT program.*
Radiologic Technology (69 credit hours)
The Radiologic Technology program requires 22 months of intensive study culminating in an Associate of Applied Science Degree. In cooperation with local hospitals, the college offers a combination of theory, laboratory, and clinical experiences to enhance the development of entry-level competencies. Upon graduation, students are qualified to take the National Registry examination in Radiography administered by the American Registry of Radiologic Technologists.

Formal application to the program is required. The number of applicants accepted will be determined by the availability of appropriate clinical affiliations. Admission to the program is highly competitive. Only students formally accepted are allowed to enroll in X-RAY coursework. Initial selection will be made from complete applications received in the Radiologic Technology program director’s office by the last Friday in May.

Students are encouraged to complete all support courses and all or most of the general education courses before applying to the program. Priority consideration will be given to those who have completed this coursework. The completion of Human Anatomy and Medical Terminology with a “C” or above is required upon application. Priority consideration will be given to those who have completed this coursework.

Students in the RT program must maintain a 2.5 or above overall GPA. Radiologic Technology courses must be taken in the established sequence. To remain in the program a student must earn a grade of “C” or above in the didactic x-ray courses and a “B” or above in the clinical practicums. A student failing a course in the first year, first semester will be required to re-apply to the program with no guarantee of being re-accepted. Students failing a course after their first semester will be given the opportunity to repeat the course the next time the course is offered. The student cannot progress in their x-ray courses until the failed course has been repeated and passed. Failure to pass the course a second time will result in the removal of the student from the RT program. All program coursework must be completed within 36 months of initial program enrollment.

Selection Committee will meet in early June. Applications will be screened at that time. When turning in your application packet, it is not the responsibility of the RT faculty or WOSC staff to review your packet for completeness. Every applicant will receive a letter from the selection committee regarding their selection status. Accepted applicants will be given 2-3 weeks to accept their position. If they do not accept their position, an applicant from the alternate pool will be notified. There is no waiting list. Applications are not held over to the next year.
Name __________________________ Date __________

Home Mailing Address __________________________ City ______ State ______ Zip ______

Home Phone __________________________ Cell Phone ________________

Education Information: List all high school, college, technology center, non-traditional educational experiences, military, etc.

________________________________________________________________________

Previous Health Care experience and/or certification: (such as, Nursing, CNA, EMT, etc.)
[Please attach valid documentation of previous experience, e.g., letter from previous employer. Also, attach a copy of your certification(s)]

________________________________________________________________________

List college course(s) that you plan to take this summer (if applicable to the WOSC RT degree plan)

________________________________________________________________________

Have you previously applied to this or any other Radiologic Technology program? ______

If you answered yes, please name the RT program(s): __________________________

Narrative Statement: Briefly describe why you want to pursue a career in Radiologic Technology.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Upon acceptance into the Radiology Program, I understand that I must complete all pre-clinical requirements, required immunizations, and drug screen(s) before beginning my clinical practicum rotation.

I also understand that I must meet all the *Standards for the Radiographer,* as listed on pages 3, 4 and 9 of this packet.

As a student of radiology, I understand in order to be successful; I will obey the rules and policies of the Radiologic Technology Program, WOSC and the clinical sites. I understand that commitment and dedication of my time, effort, honesty, ethics and attendance are required in all aspects of my professional development. I understand that it is **my** responsibility to assure that all application materials are submitted by the designated **deadline.** I certify that the above information is true and complete.

*Applicants that are enrolled in summer classes (that apply to the RT program) will need to submit an official transcript to the RT Program Director’s office upon course completion in July. If you are taking summer courses that do not pertain to the Rad. Tech. degree plan, you do not have to submit an official transcript. You are responsible for delivering the official transcript to the program director’s office. RT personnel are not responsible for obtaining your transcripts.*

**A COMPLETE PACKET CONSISTS OF THE FOLLOWING:**

- The completed pages 7, 8 & 9 from this packet.
- All of your official college transcript(s)
- OSBI background check or criminal background check from the state you reside if outside of Oklahoma.

**DEADLINE IS THE LAST FRIDAY IN MAY**

**Mail or hand-deliver application to:**

**WOSC**
Radiologic Technology Program
**ATTN: Nancy Estes**
2801 N. Main
Altus, OK 73521
TECHNICAL STANDARDS FOR THE WOSC RADIOLOGIC TECHNOLOGY PROGRAM

In the interest of your own personal safety, the safety of your patients and the potential liability to the college, there are significant requirements that must be met before your admission to the program is finalized. The attendance requirements and stamina demands on the radiologic technology student require student technologists to be in good physical and mental health. Please read this form carefully and initial each technical issue standard if you can comply with the standard. *When complete, please sign, date, and return original to the WOSC Radiology Technology program with your application.*

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>DESCRIPTION</th>
<th>STANDARD</th>
<th>EXAMPLES OF NECESSARY ACTION</th>
<th>INITIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearing</td>
<td>Use of auditory sense</td>
<td>Auditory ability sufficient to monitor &amp; assess patient health needs</td>
<td>Ability to hear &amp; respond to questions &amp; directions from instructors, students, physicians, staff &amp; patients in person or over the phone. Hear blood pressure.</td>
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</tr>
<tr>
<td>Visual</td>
<td>Use of sight</td>
<td>Visual ability sufficient for observation &amp; assessment necessary in radiologic technology</td>
<td>View &amp; evaluate recorded images for the purpose of identifying proper patient positioning, accurate procedural sequencing, proper radiographic exposure &amp; technical qualities. Able to see &amp; interpret medical &amp; radi. equipment readings.</td>
<td></td>
</tr>
<tr>
<td>Tactile</td>
<td>Use of touch</td>
<td>Tactile ability sufficient for physical assessment &amp; assistance while operating radiographic &amp; medical instruments &amp; equipment</td>
<td>Perform patient assessment &amp; positioning while operating complex radiographic equipment in a safe &amp; accurate manner. Without any difficulty, able to read and comprehend x-ray &amp;/or medical orders.</td>
<td></td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical ability, strength And stamina</td>
<td>Physical abilities &amp; stamina sufficient to perform required functions of patient radiographic care</td>
<td>Lift, carry or move objects weighing up to 40 pounds. Stand for 85% of work time. Transfer, lift &amp; physically place patients in radiographic positions. Reach above shoulder level for 90% of work time. Move, adjust &amp; manipulate a variety of radiographic equipment.</td>
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<tr>
<td>Motor Skills</td>
<td>Physical ability, Coordination, dexterity</td>
<td>Gross &amp; fine motor abilities sufficient to provide safe &amp; effective patient care</td>
<td>Execute the small muscle hand &amp; finger motor movements required to safely perform venipuncture &amp; other patient care procedures.</td>
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<td>Interpersonal</td>
<td>Ability to relate to others</td>
<td>Abilities sufficient to effectively interact with individuals, families, groups &amp; colleagues from a variety of social, emotional, cultural, &amp; economic backgrounds; identify needs of others.</td>
<td>Establish rapport with patients, families &amp; colleagues. Able to maintain professional ethical &amp; moral behavior &amp; attitude under adverse conditions.</td>
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<tr>
<td>Behavioral</td>
<td>Emotional &amp; mental stability</td>
<td>Functions effectively under stress</td>
<td>Flexible, concern for others. Ability to provide a safe patient care environment with multiple interruptions, noises, distractions, &amp; unexpected patients needs.</td>
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<td>Identify cause-effect relationships in clinical situations.</td>
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______________________  ______________________    ________
Print Name Legibly          Signature          Date
REQUIREMENT: OSBI BACKGROUND CHECK

Our clinical sites require a criminal background check in order for the students to rotate through their facility. Therefore, a criminal background check is required as part of our application process. In order to complete this requirement, go to the OSBI website www.ok.gov/osbi/ click on the “How Do I Obtain a Criminal History Record Check” under the “How Do I” column. Then, on the left side of the webpage, click the link titled “OSBI Criminal History Request Form”, fill in the highlighted areas. At the top of the page is a box, “Type of Search Requested”, you need to check the Name Based box: $15.00, the Sex Offender box: $2.00 and the Mary Rippy Violent Offender box: $2.00. Print this form. Please pay attention to the upper, right hand box. If you mail the form, OSBI will mail it back to you. It states that if you fax the request, it will be faxed back to you. Be sure the fax number you use for the return is a secure fax machine because this form contains your private information.

The background check can possibly take 6-8 weeks. We highly recommend you begin the background check process by the end of March. You also have the option of driving to Okla. City and getting the background check on that day.

If you live outside Oklahoma or have lived in Oklahoma less than six months, you will need to get a state criminal background check from that state.

Also, please note the method of payment. NO PERSONAL CHECKS ARE ACCEPTED. You may use a business check, cash, cashier’s check, money order or credit card. The total price is $19.00. (price subject to change)

Oklahoma Open Records Act

The OSBI is Oklahoma’s central repository for criminal history information. Any time a person is arrested and fingerprinted in the State of Oklahoma for a serious misdemeanor or felony offense, the information is submitted to the OSBI. Pursuant to Oklahoma law, any person for any purpose may request a copy of any criminal record. The person’s full name and date of birth are mandatory search criteria. Sex, race and social security number are optional; however, these elements provide a much better search capability. National criminal record checks are not available to the public through the OSBI except as provided by law.

Members of the public requesting criminal history information must make application using the OSBI Criminal History Information Request Form. Listed below is the address and phone number of the OSBI.

Oklahoma State Bureau of Investigation
Criminal History Reporting Unit
6600 N. Harvey Place
Oklahoma City, OK 73116
(405) 848-6724 or FAX # (405) 879-2503

Requests can be made in person Monday through Friday (except state government holidays); between the hours of 8:00 a.m. and 5:00 p.m.
Tuition/Fees:
OK. Resident: $104.35 per semester hour
Non-resident: $249.50 per semester hour
(Non-residents may apply for a tuition waiver through the Admissions office.)

Other Fees in addition to general tuition and/or fees --
Radiologic Technology Program: $11.00 per semester hour
Radiation Dosimeter Badge: $50.00 per semester

Textbooks:
**Estimated** Cost: $700.00 – $800.00 (first semester)
Initial purchase of expensive radiology textbooks and workbooks is required in the first semester. However, these will be used for the duration of the two-year program. Additional texts and/or workbooks in successive semesters will be considerably less.

Medical Professional Liability Insurance: $37.00 per year (HPSO-provider) (subject to change)

Immunizations: Prices will vary. Most immunizations at the county health dept. are free. There is a charge for Hepatitis B immunizations at the health dept.

CPR Certification: Estimated cost: $40.00

Drug Screen: $35.00-$70.00  Student may be required to attain a drug screen before and/or during clinical practicum at their expense.

Uniforms: **Estimated** cost -- $250.00 (to include: two (2) pairs of scrub pants, two (2) scrub tops, white shoes).

Name Tags: $6.00 (estimated) at Carl and Carmen’s on N. Main Street in Altus.

Lab Coat Student Patch: $5.50 each (to be purchased in the WOSC Bookstore.)

Film Markers: $18.00-$25.00 per set (estimated)

Western Radiographers Club: Dues: $10.00 per semester

Student Handbook: Available on the Rad. Tech. website

Travel: Students will travel two (2) to three (3) days a week to clinical sites. Clinical sites include: Altus, Hobart, Hollis, Carnegie, Mangum, Elk City, Lawton, OK and Childress, TX. Students will be required to rotate through a different clinical site each semester. **You must have reliable transportation to travel to your assigned clinical site.**

ARRT Exam: $200.00 (post-graduate)

This information is provided as a potential planning guideline. All program or incidental costs may be subject to change.
The Radiologic Technology Program at Western Oklahoma State College, in compliance with Title VI and Title VII of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to, admissions, financial aid, and educational services.