

# Applicant Requirements & Program Overview



## School of Radiologic Technology

### **APPLICANT REQUIREMENTS**

There are three categories below with instructions on what applicants need to do for each. Please follow the instructions under the category that describes your current status. Please note only one category should fit your current status.

#### **CATEGORY I - If you do not have a degree or credits accrued:**

Applicants who do **not** have a degree or any credits accrued **must** complete the following mandatory prerequisite courses from Atlantic Cape Community College. Overall GPA must be **3.0** or higher. Please note: a minimum grade of **“B”** is required for English, Math & Med Term.

- ◆ **English Composition I & II (minimum grade of “B” required)**
- ◆ Interpersonal Communications or Public Speaking
- ◆ **College Algebra or Precalculus (minimum grade of “B” required)**
- ◆ Bioethics: Realities of the New Millennium
- ◆ General Psychology
- ◆ Heritage of the Western World I or II
- ◆ The Human Body (*completion of A&P I and A&P II can replace The Human Body*)
- ◆ **Comprehensive Medical Terminology (minimum grade of “B” required)**
- ◆ Conceptual Physics
- ◆ Intro to Computers

Completion of both the college prerequisites and the SMCSRT program are required in order to obtain the AAS degree from Atlantic Cape.

#### **CATEGORY II - If you do not have a degree but you have credits accrued:**

Applicants who do **not** have a degree but have credits accrued must have their transcript(s) evaluated by Atlantic Cape Community College. The following mandatory prerequisite courses must be completed. Overall GPA must be **3.0** or higher. Please note: a minimum grade of **“B”** is required for English, Math & Med Term.

- ◆ **English Composition I & II (minimum grade of “B” required)**
- ◆ Interpersonal Communications or Public Speaking
- ◆ **College Algebra or Precalculus (minimum grade of “B” required)**
- ◆ Bioethics: Realities of the New Millennium
- ◆ General Psychology
- ◆ Heritage of the Western World I or II
- ◆ The Human Body (*completion of A&P I and A&P II can replace The Human Body*)
- ◆ **Comprehensive Medical Terminology (minimum grade of “B” required)**
- ◆ Conceptual Physics
- ◆ Intro to Computers

Completion of both the college pre-requisites and the SMCSRT program are required in order to obtain the AAS degree from Atlantic Cape.

### **CATEGORY III - If you already have a degree:**

Applicants who have already obtained a **degree** (*the degree may be an Associates, Baccalaureate, Master's or beyond, and may have majored in any subject, not necessarily a degree in radiological sciences*) must have a minimum **GPA** of **3.0**, which shall include successful completion of the following three college-credit courses with a minimum grade of "**B**" required:

- Written/Oral Communication (ie. English Composition)
- Mathematics/Logical Reasoning (ie. College Algebra or Precalculus)
- Medical Terminology

Pursuit of the AAS degree with Atlantic Cape is *not* necessary, *not* required, however, if you need to complete or retake any of these three courses you may do so at Atlantic Cape Community College.

*\*Please note, if you have multiple transcripts, in order to calculate your overall GPA to meet the minimum 3.0 requirement, your GPA's will be averaged together for a final overall total.\**

\*\*Applications for the Shore Medical Center School of Radiologic Technology are **only** accepted each year during Open Enrollment, **February 1<sup>st</sup>** through **March 31<sup>st</sup>**. **All** applicant information must be received no later than **March 31<sup>st</sup>**. If all documentation is not received by this date, applicant will be ineligible for selection, but may apply the following year upon completion of all requirements as stated by SMCSRT for that subsequent enrollment period.\*\*

### **ADDITIONAL APPLICANT REQUIREMENTS**

- ◆ Applicants must be high school graduates or possess a GED.
- ◆ Applicants are required to be at least 18 years of age by the first day of class.
- ◆ Applicants must possess gross and fine motor skills, speaking, hearing, visual, & reading capabilities as defined in the School's Essential Functions Form.
- ◆ Applicants should be aware that students are frequently exposed to latex while enrolled in the radiography program. Allergy to latex should be identified by the applicant **before** applying to the program. Due to frequent exposure, those found to be allergic may want to consider another career option.
- ◆ Applicants who do not already possess a college degree must complete all of the prerequisite courses, and supply an official transcript indicating final grades for each, by the indicated deadline. All prerequisite courses **must** be completed **before the start** of Open Enrollment in order for you to be mailed an application packet. *Completion of the prerequisite courses does not guarantee acceptance into the Radiology School.*
- ◆ Any college courses previously completed at another institution aside from Atlantic Cape Community College must be regionally accredited by a regional institution accrediting body recognized by the US Department of Education such as the Commission on Higher Education of the Middle States Association of Colleges and Schools. These courses must be evaluated by the Atlantic Cape Community College Transcript Evaluator in the Admissions Department for determination on whether or not they will satisfy any of the required prerequisite courses. Credits obtained outside the United States must include a translation by an International Education credentialing organization such as WES (World Education Services) as well as an official transcript evaluation at Atlantic Cape.

### **TRANSFER CREDITS**

Due to the variation and sequencing of the Radiologic Technology content courses (those beyond the qualifying academic prerequisites), transfer credit(s) from other radiologic technology specific programs are not accepted by Shore Medical Center School of Radiologic Technology.

## **APPLICATION PROCEDURE**

Qualified applicants will be mailed an application packet during the Open Enrollment period and submit the following information to: Shore Medical Center, **School of Radiologic Technology**, 100 Medical Center Way, Somers Point, New Jersey 08244

- ✓ The completed Application for Admission
- ✓ A non-refundable Application Fee of **\$75.00** made payable to **Shore Medical Center**
- ✓ Resume
- ✓ A personal essay (typed & double-spaced) describing the circumstances that led you to become interested in a career in diagnostic imaging
- ✓ An Official high school transcript or GED
- ✓ Official college transcript(s) including final grades in all prerequisite courses
- ✓ Signed and dated Essential Functions Form (*provided in application packet*)
- ✓ Signed and dated Tuition Payment Agreement Options Form (*provided in application packet*)
- ✓ Three completed SMCSRT Reference Forms (*provided in application packet*)
  - References should be from an employer or someone who knows you in a professional or student capacity; no family members or friends. The completed reference form must be sealed in the provided envelope with the signature of the individual over the sealed part of the envelope

**All applicant information must be received no later than March 31<sup>st</sup>.**

## **OBSERVATION EXPERIENCE**

Applicants with completed files will receive information scheduling them for the program's observation experience. Observation is a shadowing experience which allows the applicant to tour the facility and observe radiographers in a healthcare setting. This observation will be approximately one-two hours, during which time absolutely no "hands on" participation with patients/studies will be permitted. The applicant is always under the direct supervision of a Shore Medical Center Radiologic Technologist. An applicant's observation experience is only one of the many aspects that are taken into consideration during the selection process and does not guarantee acceptance into the program.

## **PROGRAM ACCEPTANCE**

Acceptance to the program is based upon many factors. The Selection Committee for the School of Radiologic Technology evaluates applicants in a variety of areas for the purpose of determining the best candidates for the school. An applicant will be notified via mail after their observation experience whether or not they will be scheduled for an interview. The decision to accept an applicant is based on the full study of an applicant by means of reviewing all application material and an interview conducted by the Selection Committee. An applicant's prior experience in the healthcare field and/or employment at a healthcare facility is only one of the many aspects that are taken into consideration during the selection process and does not guarantee acceptance into the program.

Applicants will receive notification of their status through the mail. Accepted applicants will receive an Acceptance Agreement and information concerning a criminal background review. In addition, they will be contacted and scheduled for a physical examination and drug test by the Shore Medical Center Human Resources Department. In the event that the result of a prospective student's drug test comes back positive, they will be given 24 hours to make known their intention to challenge the results. If the prospective student challenges the results, they will be required to take a retest at the Medical Center within three days at a cost of \$200.00. If it is found that the first test was in error, the \$200.00 will be refunded. **The accepted applicant's ability to participate in the program is contingent on the results of the drug test and criminal background review.**

## **OVERVIEW OF TUITION AND PROGRAM EXPENSES**

**Students will be responsible for the following expenses: (approx. \$16,030)\***

Non-refundable application fee	\$75	
Criminal Background Review Approximately	\$50	
Tuition for the two year program is	<b>\$14,000.00</b>	
<b><u>Due upon acceptance to the program</u></b> (June)	<b>\$3,500</b>	
Due before second semester (December)	\$3,500	(Tuition payment schedule coincides with applicant's selection on the Tuition Payment Agreement Options form in application packet)
Due before third semester (June)	\$3,500	
Due before fourth semester (December)	\$3,500	
Uniforms Approximately	\$250	
iPad, iWork Suite & eBooks Approx.**	\$1,000	
Radiographic Lead Markers	\$25	
Student Technologist Nametag	\$10	
Technical Fee	\$350	
ID Badge Fee	\$20	
ASRT Membership Fee	\$30	
NJSRT Membership Fee	\$10	
PhilaSRT Membership Fee	\$10	
ARRT Certification	\$200	

In addition to the above fees, students will be responsible for their housing and transportation costs (tolls, gas, etc.) Acceptable payments for tuition & school fees include; **credit card, money order or check**. Students will not be able to begin the first or second year of the program if the required tuition & fees have not been submitted.

***\*Students attending Shore Medical Center School of Radiologic Technology are not eligible for financial assistance under Title IV of the Higher Education Act. Students may utilize federal/state financial aid for prerequisite course registrations at Atlantic Cape.***

***\*\*Purchase of an Apple iPad & eBooks are required for the program. The iPad should be the most current generation and be purchased on your own upon program acceptance. If you already own an iPad, in order to use it for school, it must be the most current generation at the time school begins. iWork Suite includes the Pages app, Numbers app & Keynote app. eBook information will given to the student after program acceptance.***

## **TUITION REFUND POLICY**

Students desiring to withdraw from the program must advise the school in writing. Prior to the beginning of the first semester the student will be refunded the tuition paid, less \$500.00. Students attending the first semester of the program, and choosing to withdraw, are entitled to a refund of 50% of the semester tuition, less \$500.00 up until the completion of the third week of the first semester. Students withdrawing from either the second, third, or fourth semester of the program are entitled to a refund of 50% of that semester's tuition up until the completion of the third week of the semester. Students dismissed or suspended for violation of program policy are NOT eligible for a refund.

## **EQUAL OPPORTUNITY**

The Shore Medical Center School of Radiologic Technology recruitment will be non-discriminatory with respect to race, religion, color, national origin, age, gender, ancestry, marital status or disability.