

# Applicant Requirements & Program Overview



## School of Radiologic Technology

\*\*Application packets for the Shore Medical Center School of Radiologic Technology are **mailed to eligible applicants only**, each year during the **application period, January 1<sup>st</sup> through February 28<sup>th</sup>**. All applicant information must be received no later than February 28<sup>th</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.\*\*

### **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.\**

### **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 the application period 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 application 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 February 28<sup>th</sup>.**

## **OBSERVATION EXPERIENCE / INITIAL INTERVIEW**

Applicants with completed files will receive information scheduling them for the program's observation experience and initial interview. 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 and initial interview does **not** guarantee a second and final interview or acceptance into the program.

## **SELECTION / PROGRAM ACCEPTANCE**

Acceptance into the program is based upon many factors. Applicants are evaluated in a variety of areas for the purpose of determining the best candidates for the school. The decision to select a candidate is based on the full study of an applicant by means of reviewing all application material and their initial interview during the observation experience. 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. An applicant will be notified, via mail, after their observation experience, if they have been scheduled for a *second* and *final* interview. Applicants not selected to return for a second interview may start the application process again the following year.

Selected applicants will receive an Acceptance Agreement, invoice, and information regarding a criminal background review. In addition, they will schedule a physical examination and drug test to be completed by the Shore Medical Center Human Resources and Employee Health 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. \$20,430)\*

Non-refundable application fee	\$75
Criminal Background Review	\$50
Tuition for the two year program is	<b>\$18,000.00</b>
<b>Due upon acceptance to the program (May/June)</b>	<b>\$4,500</b>
Due before second semester (December)	\$4,500
Due before third semester (June)	\$4,500
Due before fourth semester (December)	\$4,500
Uniforms approximately	\$250
iPad & books approximately**	\$1,350
Radiographic Markers	\$25
Technical Fee (divided into 4 semesters)	\$400 (due w/tuition on Jun./Dec. schedule)
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 any 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 is required for the program. The iPad should be the most current generation. Purchasing details will be provided 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. All book information will be 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.

## *School of Radiologic Technology*

### **Admission Process Schedule**

Below is a tentative schedule of events for the Admission Process. Specific dates, times, and details will be given to applicants at the appropriate time. Please note this schedule is subject to change at the School's discretion.

#### **Month of January & February**

##### **Application Admission Period**

- January 1<sup>st</sup> Application Packets mailed.
- February 28<sup>th</sup> Deadline – All application material due.

#### **Month of March**

##### **Initial Interview & Observation Experience**

- Scheduled Tuesday's, Wednesday's, and Thursday's for approximately 1 hour between the hours of 8:30am – 1:30pm.
- Letters mailed after experience stating whether or not applicant is scheduled for a 2<sup>nd</sup> and final interview.

#### **Month of April**

##### **Second & Final Interview (only if applicant is notified & scheduled via mail)**

- Scheduled Tuesday's, Wednesday's, and Thursday's for approximately a half hour between the hours of 9am – 4pm.

#### **Month of May**

##### **Acceptance Letter, Agreement, & Invoice**

- Typically the first week of May letters are mailed notifying applicants whether or not they were selected. Included is their Acceptance Agreement and their first invoice for tuition, school fees, books, etc.

#### **Month of June**

##### **Acceptance Agreement & Invoice Due, Drug Test, Physical, CPR Certification, & Classroom Orientation**

- Acceptance Agreement and Invoice typically due by June 1<sup>st</sup>
- Drug Test and Physical is scheduled by the HR Department during the week between normal business hours for approximately an hour, typically the 2<sup>nd</sup> or 3<sup>rd</sup> week of the month.
- CPR Certification typically scheduled 2<sup>nd</sup> or 3<sup>rd</sup> week of the month from 9am – 1pm.
- Classroom Orientation typically scheduled on a Tuesday, the last week of June from 10am – 1pm.

#### **Month of July**

##### **Medical Center Orientation & Classes Begin**

- Medical Center Orientation is typically scheduled the 2<sup>nd</sup> Tuesday of the month between the hours of 7:45am – 12pm.
- First day of class is typically the 3<sup>rd</sup> week of July beginning at 9am.

### **Affiliation with Gwynedd Mercy University ~ Applicant Requirements**

The **Shore Medical Center School of Radiologic Technology** is a full-time, two-year *certificate program* in Radiologic Technology. Through participation in classroom, laboratory, and clinical activities, students are prepared to successfully begin a career as a **Radiologic Technologist**. The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the New Jersey Department of Environmental Protection (NJDEP), Bureau of X-ray Compliance.

Program graduates are awarded a certificate of program completion, which along with the possession of an Associates Degree or higher will allow them to apply for the American Registry of Radiologic Technologists (ARRT) Examination. Upon successful completion of the examination graduates may apply for New Jersey State licensure.



Shore Medical Center School of Radiologic Technology has an affiliation agreement with **Gwynedd Mercy University**. This enables applicants who do not already possess a degree to take the required prerequisite courses prior to applying to the radiology school.

Applicants enrolled in the Radiologic Technology Program, who have successfully completed the first two years of the general education curriculum (including math, science, and ethics) courses on the University campus followed by two years at Shore Medical School of Radiologic Technology, will then receive a Bachelor of Science Degree in Radiologic Technology. This allows the student to meet the degree requirement to sit for the American Registry of Radiologic Technology (ARRT) examination in Radiography. While the student attends the Radiology School, they remain enrolled as a Gwynedd Mercy University student as well. *Completion of the first two years at Gwynedd Mercy does not guarantee acceptance into the Radiology School.*

For more information visit the University's website is [gmercyu.edu](http://gmercyu.edu). There you will find programs of study as well as many policies and procedures.

For additional information, you may contact the Radiologic Technology Campus Coordinator and student advisor, Joy Fox, BS, RT(R)(M)(QM)(CT), at (215) 542-4654 or by email at [fox.j@gmercyu.edu](mailto:fox.j@gmercyu.edu).

## **Articulation Agreement with Widener University**



The Radiology School has an Articulation Agreement with **Widener University** that will grant 51 BLOC Credits towards a *Bachelor's Degree* upon the *successful completion of both* the radiography program, and certification by the American Registry of Radiologic Technologists.

The Continuing Studies Division at Widener is committed to helping allied health professionals further their education by offering a bachelor and associate degree in allied health. Or you can get an associate degree in radiologic technology.

Students with current certification in approved allied health fields can start with BLOC credits and quickly enter into a degree program where all courses can be completed online or on their Main Campus in Chester, Pennsylvania.

For more information you can visit:

[http://www.widener.edu/academics/schools/eics/continuing\\_studies/program\\_options/degrees/allied\\_health/default.aspx](http://www.widener.edu/academics/schools/eics/continuing_studies/program_options/degrees/allied_health/default.aspx)

You can also contact one of their allied health advisors to learn about program requirements, transfer credit, prior learning options, course formats, basic continuing studies policies and procedures, and student resources.

To set up your appointment, call 610-499-4282.

You can also e-mail [uc.advise@mail.widener.edu](mailto:uc.advise@mail.widener.edu) for general advising questions for adults interested in undergraduate degree programs in continuing studies.