2023 Application for Radiologic Technology

This application is due no later than noon, **Friday, June 2nd**

This application is for students applying to the 1st clinical semester courses in Radiologic Technology starting September 2023. You must have completed all prerequisite courses, or their approved equivalent, and grades must be available by application deadline. This application must be legible.

**Personal Information**

Full Legal Name

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Previous Name(s)

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MSU Billings Student ID __________________________

Current mailing address __________________________________________________________

City __________________________ State _____________ Zip _____________

Phone __________________________________

Current E-mail address ______________________________ (this is where we will send notifications to)

Have you ever been convicted of a misdemeanor, felony or military court martial?    Yes    No

Have you ever been suspended, dismissed or expelled from a post secondary medical educational program that you attended in?    Yes    No

Have you had any professional license or certification revoked, suspended or put on probation?    Yes    No

*If you answered yes to any of the three questions above, the American Registry of Radiologic Technologists (ARRT) may not allow you to take the national certification examination following the completion of the Radiologic Technology Program. Your ability to take the examination, if you answered yes to any of the three questions above, is approved or denied by the ARRT on an individual basis. You will also be required to pass a background check for felony and misdemeanor convictions and pass a drug screen test before the hospitals will allow you to enter their facility to obtain your clinical experience. If you answered yes to any of the three questions above, contact the director of Radiologic Technology for further information before making an application to the program.*
2023 Application for Radiologic Technology

This application must be received no later than noon, June 2, 2022. Applications can be submitted before this date. Radiologic Technology is a competitive program and the following process will be used to select those students who will continue into the clinical courses in Radiologic Technology starting September 2023. If you are not currently registered as a student with City College at MSU Billings, you must complete an application for admission and be accepted as a MSU Billings student before you can make application to this program. You may apply for admission at www.msubillings.edu/citycollege. If you have questions about the general admissions process to City College at MSU Billings, please call Jacket Student Central at 247-3007. The selection process for this program is divided into two phases and only the top 25 students from Phase I will move to the second phase. Phase II consists of a personal interview with the Radiological Technology Selection Committee that will make the final selection of students for the next class in Radiologic Technology.

Phase I Selection Criteria
Phase I is based on a point system. Points are awarded for grades, previous education, degrees, certificates, prior work experience (particularly if that experience is in the medical field), letters of reference, answers to the site visit questions, a written essay, and successful completion of an optional college physics course, a second semester of a 200 level A&P II and/or medical terminology course. The points will be totaled from the information you provide with this application and your transcripts, and the top scoring 25 students will continue to Phase II. Please note that you must provide verifiable documentation of your education, such as a copy of your certificate, degree and official transcripts. Work and medical experience require a contact name and phone number for verification.

1. Grades. Points will be awarded based on the Grade Point Average (GPA) of only the prerequisite semester courses (or equivalent transfer courses). The points will be awarded on the following basis. A GPA of less than 2.5 will receive no points.

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All grades from prerequisite courses (or equivalents) must be received by application deadline for the Phase I process. The resulting grades will be taken from the MSU Billings student records. Official school transcripts must be included with your application for those students who are not currently enrolled at MSU Billings or City College at MSU Billings. For students who have just completed approved prerequisite courses at another institution, your official transcript must be with your application or be received by the deadline.

2. Education. Points will be awarded for completion of specific education beyond the courses required for the Radiologic Technology prerequisite semester. A bachelors or associate degree and specific college completion can add additional points to the Phase I point total

   a. Bachelor’s degree (medically related 2 points). Bachelors degree (non-medically related) (1 point)
   b. Associate's degree (medically related) (1 point). Associate's degree (non-medical) (.5 point)

Education: You must provide a copy of your received degree or certificate. If your education did not occur at MSU Billings or City College at MSU Billings, you must provide an official copy of your transcripts from the institution you attended.

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<th>Complete School Name</th>
<th>School address and phone number for verification</th>
<th>Dates attended and credit hours obtained</th>
<th>Degree/certificate received &amp; date received</th>
<th># of months worked (&amp; hrs./week) using this education</th>
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3. Medical Education and/or Experience  Points will be awarded for completion of specific medical related education and experience. Certification or license with no experience, where experience is listed, will result in a 50 percent deduction in points awarded. **You must provide a copy of your certificate or license as well as the school and contact information where you received the certificate or license education for verification.** The applicant must provide supporting documentation or contact person and phone number for verification of work history using this education. The following education will count toward Phase I total points. Please note points are not stackable in this category.

- a. Limited permit x-ray tech with 6 months full time equivalent experience (2) points
- b. Limited permit x-ray tech with less than 6 months full time equivalent experience (1) point
- c. CNA with 6 months full time equivalent experience (1) point
- d. CNA with less than 6 months full time equivalent experience (1/2) point
- e. EMT with 6 months full time equivalent experience (1) point
- f. EMT with less than 6 months full time equivalent experience (1/2) point
- g. Other 1 year health care certificate with 12 mo. full time equivalent experience (1) point
- h. Other 1 year health care certificate with less than 12 mo. full time equivalent experience (1/2) point
- i. Clinical patient care in a x-ray department with 12 months of full time equivalent or more (1) point
- j. Performed volunteer work in a hospital, nursing home or healthcare facility for **minimum** of 80 hours (1/4) point

### Medical Related Education and/or Work Experience

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<th>Name of institution and complete address</th>
<th>Contact person (supervisor) &amp; current phone number for verification</th>
<th>Dates of employment &amp; Total number of hours worked or volunteered</th>
<th>Job Title and Job Responsibility</th>
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### Non-Medical Work Experience  Please list the three previous jobs you have held not listed above. The applicant must provide supporting documentation or contact person and phone number for verification of employment.

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<th>Company with address</th>
<th>Supervisor’s name and current phone number</th>
<th>Dates of employment &amp; total number hours worked</th>
<th>Job Title and Job Responsibility</th>
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Volunteer Experience Please list any volunteer experience you have had that does not fit into Category 3 above. The applicant must provide supporting documentation or contact person and phone number for verification of volunteer experience.

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<th>Company with address</th>
<th>Supervisor’s name and current phone number</th>
<th>Dates of volunteer time &amp; total number hours volunteered</th>
<th>Volunteer Title and Responsibility</th>
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4. Letters of Recommendation (1) point will be awarded to students who provide two letters of recommendation from individuals other than family members. These letters of recommendation must be emailed by the author to janet.drinkwalter@msubillings.edu or mailed by the author to the Radiologic Technology Program, City College at MSU Billings, 3803 Central Avenue, Billings, Montana 59102. Points will be awarded based on content. It is recommended you ask three individuals for letters of recommendation in case one of the letters is not received by us.

5. Site Visit. REQUIRED (Up to 4 points) You are required to attend and document a site visit to a radiology department and answer a list of site visit question as part of this application process. See “Radiology Department Site Visit” link in website for details.

6. Essay. (Up to 2 points) Essay must be 1 to 3 pages, typed, double-spaced and no pictures. Grammar and content are considered. The essay needs to address the following points:
   1) based on research - explain what you learned about the role of radiologic technologists
   2) how do your personal skills, attributes and aptitudes match up to the role
   3) what drives you to pursue this career

7, 8 & 9. Physics, A&P and/or Med Term: If you complete a college level physics course or a second semester 200 level Anatomy & Physiology II course or a college level Medical Terminology course with a grade of “C” or better, you can earn 1/4 point for each course towards your Phase I point total

_____Have you completed a college physics course with a “C” or better, with evidence of this course found in your transcripts?
_____Have you completed a second semester 200 level A&P II course with a “C” or better with evidence of this course found in your transcripts?
_____Have you completed a college medical terminology course with a “C” or better, with evidence of this course found in your transcripts?

Site Visit Narrative
Answer these questions on a separate sheet of paper and submit the answers with your application.

1. What procedures or x-ray examinations were you able to observe? Give a brief description of each exam.
2. List the job responsibilities of the radiologic technologist(s) that you observed.
3. How does the radiology department staff interact with each other?
4. What did you notice about the interactions between the radiologic technologist and the patient?
5. What part of the site visit did you find the most interesting and why?
**Phase II Personal Interviews**  Interviews will be held **June 21, 22 and 23.**

Only the top scoring 25 individuals in the Phase I selection process will be given a personal interview. The personal interview portion of the selection process will involve answering a series of questions from the Radiologic Technology Selection Committee. All applicants will be asked the same questions with follow up questions likely. Interviews are held on the City College campus. Interview candidates are scored by each evaluator according to a formula and these scores are totaled to determine the total points for Phase II. The decision of the Selection Committee is final. The scores from Phase I and Phase II are then added together to create the final overall score.

**If you are selected for a personal interview,** you will be notified by email. Notification will be sent the **week of June 12th.** We will use the email address you provided on the first page of this application. After receiving notification, you are responsible to schedule a time for your interview with Janet Drinkwalter at janet.drinkwalter@msubillings.edu or (406) 247-3077. **Any student who does not schedule their personal interview by the deadline noted in the email, will not be considered for the program. Therefore, it is imperative that we have your current telephone, address information and email address.** Should either your street address or email address change, you are responsible to notify us immediately. Notification of any change to your contact information must be sent to Janet Drinkwalter by calling (406) 247-3077 or janet.drinkwalter@msubillings.edu

**Final selection.** When the final selections are determined, an invitation via email or postal mail will be sent to those selected to start the program. **Students must accept by the date noted in the letter in order to secure their spot.**

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____ Have you completed a college physics course with a “C” or better?  Transcripts Required
____ Have you completed a second semester college 200 A&P II course with “C” or better?  Transcripts required.
____ Have you completed a college medical terminology course with “C” or better?  Transcripts required.

**Additional Radiology Related Courses** The completion of the following courses will not add points to your point total for Phase I, but may be taken into consideration in the interview process in Phase II.

_____ Did you complete, and pass, a physics course in high school?
_____ Did you complete, and pass, a chemistry course in high school?
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Unofficial Phase I Point Total (for optional student use)

1. Prerequisite Grades (Up to 4 points) 
   
2. Education (Up to 2 points) 
   
3. Medical Educ/Work and/or Volunteer Experience (Up to 2 points) 
   
4. Letters of Recommendation (1 point) 
   
5. Site Visit Narrative (Up to 4 points) 
   
6. Essay (Up to 2 points) 
   
7. Pass college level physics class (1/4 point) 
   
8. Pass 200 level A&P II (1/4 point) 
   
9. Pass college level Med Term (1/4 point) 

Application must be received by deadline.

Submit in person, by email or mail:

office: Janet Drinkwalter, Health Science building, room 226
email to: janet.drinkwalter@msubillings.edu
mail to: City College
         Radiologic Technology-Janet Drinkwalter
         3803 Central Avenue
         Billings MT 59102