

## Carl Sandburg College of Nursing & Health Professions Radiologic Technology Program Application Checklist

All applicants interested in the Radiologic Technology program must have an advising appointment with a Radiologic Technology program advisor prior to applying to the program. Be sure to make an appointment early in the process. Complete steps 1-3 prior to making an appointment with the advisor.

1. \_\_\_ If you have never attended Carl Sandburg College, complete an application for general admission to the college and, if desired, apply for financial aid.
2. \_\_\_ Send an official high school transcript or equivalent showing your graduation date and any appropriate post-secondary education institutions transcripts to the Admissions and Records office. These transcripts can be sent electronically using the email [transcripts@sandburg.edu](mailto:transcripts@sandburg.edu)
3. \_\_\_ Complete the college placement exam, if applicable.
4. \_\_\_ Schedule an appointment and meet with the Radiologic Technology Program Advisor.
5. \_\_\_ Schedule and take the TEAS exam. We recommend that you purchase the TEAS study guidebook and review prior to taking the TEAS exam. There is a \$70 fee for this exam. You may take the TEAS exam before or after submitting the online program application. However, you must complete the TEAS exam by the February 15 application deadline date to meet program selection criteria. You cannot take the TEAS exam more than three times in a twelve-month period. TEAS exam scores are valid for two years.
6. \_\_\_ Complete **Steps 1-3** prior to completing the Radiologic Technology program's online application. Complete the online Radiologic Technology Application and submit October 1 -February 15.
7. \_\_\_ After submitting the online Radiologic Technology application, you need to pay the \$50.00 application fee to the Carl Sandburg College Business Office. The \$50.00 application fee is non-refundable. We will not review your application for admission into the Radiologic Technology program until you have paid the application fee. You need to obtain the application fee form from your advisor during the appointment.

### All applicants must meet the following Rad Tech program admission criteria for selection review:

1. \_\_\_ TEAS Adjusted Individual Score (AIS) cumulative score of 58% or higher.
  2. \_\_\_ All of the following courses must be completed with a grade of "C" or higher prior to the program start date of the Radiologic Technology Program. If course(s) are in progress, we must have official transcript with final grade of "C" or higher no later than May 30<sup>th</sup>.
- BIO 205 - Human Biology or BIO 211 - A&P I and BIO 212 - A&P II
  - MAT 109 - Concepts of Math or MAT 110 or higher
  - CHM 100 - Concepts of Chemistry or PHY 151 - General Physics I
  - MDT 100 - Medical Terminology

### Note:

- Meeting all eligibility criteria for selection does not guarantee admission to the Radiologic Technology Program. We will consider for selection review only those applicants that submit the online program application by deadline date and have met all eligibility and admission requirements. We evaluate all qualified applicants according to a point system that allows an objective means for selection ranking, please refer to the Radiologic Technology Selection Points Worksheet for ranking criteria.

- Enrollment in the Radiologic Technology program requires a background check. If an applicant has been convicted of a felony, he/she should consult the laws concerning licensure in the state or states in which he/she wishes to practice.
- This program requires CPR certification. Details for this requirement are presented at the mandatory orientation meeting.
- Carl Sandburg College reserves the right to postpone the start of a program or cancel the program based on enrollment numbers, clinical site availability, and/or instructor availability.
- If a student is unable to participate in and/or complete clinical/practicum/internship courses required for the program due to a positive drug test which includes marijuana, they are not eligible for a refund of any tuition, fees, or other expenses incurred while preparing for admission into the program and while enrolled in the program.
- Career and technical programs/courses are offered without regard to race, color, national origin, sex, sexual orientation, age, disability or status in any group protected by applicable federal, state or local law. Title IX officer: Michelle Johnson, 309-341.5258. Deputy Title IX Officer: Steve Norton, 309-341-5227. ADA/504 Coordinator: Stefani Gillen, 309-341-5262.