

Bulletin - Diagnostic Imaging

This bulletin is to be used by both traditional and Distance Education applicants. See Page 5 for information on participating colleges and where to submit documentation.

Program Overview: The purpose of this program is to prepare students to practice as proficient, multi-skilled professionals in culturally diverse health care settings, to demonstrate outcomes required by the American Registry of Radiologic Technologists (ARRT) and program guidelines and to prepare students for application and completion of ARRT certification examinations. Upon completion of program and the general education requirements students will be eligible to apply for an Associate of Applied Science degree.

Program Format: Classes are tailored specifically to the students in the training. Students attend class for approximately 40 hours a week. It does not follow the traditional college terms. Classes are taught using "Virtual Classroom" and a robust online course management system, and lab experiences will take place at the local healthcare facilities and/or the Lebanon lab. **Distance Education (DE) designated students should expect to make a minimum of 7 trips to the LBCC campus during the course of the program. Traditional (TRAD) designated students are required to attend LBCC campus a minimum of twice per week.** Once enrolled in the Diagnostic Imaging Program, students are LBCC students and are supported by LBCC.

Estimated Program Cost: \$19,500 (subject to increase)

Pre-Application Information Session is an online process, is mandatory, and is available now at: <https://www.softchalkcloud.com/lesson/serve/S3CfdhGajMpDH4/html> To enable the audio feature please open the link in either Internet Explorer or Google Chrome.

Program Dates: June 22, 2015 through March 2017.

Application Dates: Online application opens: **January 5, 2015, midnight**
(Neither early nor late applications will be accepted.)
Online application deadline: **January 19, midnight**

Points Letters: Emailed to your LBCC email account the **week of February 9, 2015**

Multiple Mini-Interview: February 27, 2015 (See Point System for additional information)

Admission Decision: Emailed to your LBCC email account the **week of March 9, 2015**

Post-Admission Requirements Deadline: May 2015 (includes \$3,000 estimated deposit; see last page)

Mandatory Orientation: June 2015 at LBCC Lebanon Campus

Tuition, Expenses and Financial Aid: All costs listed in this bulletin are paid to LBCC. The estimated cost of the training is **\$19,500**, is divided between Year 1 and Year 2, and includes LBCC registrations, lab fees and instructional costs. Payment options and plans are available to those who qualify. All admitted students will be required to make a non-refundable \$3,000 (estimate) deposit; Financial Aid cannot be used towards the deposit due to disbursement schedules. This program is eligible for financial aid. To apply for aid you must file a FAFSA each year and include LBCC as a receiving school (006938). Financial Aid is disbursed in equal payments each year; students will not receive any money in hand (credit balance) until a year's entire tuition is paid in full. For students NOT receiving Financial Aid, half of the full program cost must be paid prior to orientation date. You may pay for training costs online with a credit card. Certification exam fees are not covered in the cost of the program.

Apply at one institution only. It is your responsibility to be informed on and adhere to all requirements, procedures and deadlines as they may change from year to year. Admission to the program, when determined by LBCC, is based first on residency then the point system, and NOT on a first-come, first-served basis; **Resident Priority** is given to in-state, out-of-state, then international applicants respectively. **Incomplete applications will not be accepted.**

Admission Limitations

► **Application Completion:** Students must show proof of completing all Minimum Application Requirements. Failure to do so may result in application denial.

► **Academic Standing:** Students must be in Good Standing academically at LBCC during the entire application and admissions process in order to be admitted to this program. To view your status log in to WebRunner, click on “Student”, click on “Registration”, and then click on “Check Your Registration Status”. For additional information on how LBCC determines Academic Standing go to: <http://www.linnbenton.edu/admissions1> Contact your advisor prior to applying if you are not in Good Standing.

► **Financial Standing:** Students must be in Good Standing financially at LBCC during the entire application and admissions process in order to be admitted to this program. Use the directions noted under Academic Standing to view whether you have Holds on your account.

► **Student Conduct:** Students must be in Good Standing with Student Services during the entire application and admissions process in order to be admitted to this program. Use the directions noted under Academic Standing to view whether you are currently in Good Standing.

NOTE Regarding Financial Aid:

The Federal Financial Aid standards and policies regarding Satisfactory Academic Progress (SAP) are not identical to the college’s standards which determine your Academic Standing.

To view your current SAP status log in to WebRunner, click on “Financial Aid”, then click on “Your Financial Aid Status”. Select “academic progress” to view additional information regarding your status. Poor Financial Aid SAP status will not limit your potential admission into this program, but may severely affect your funding options. To find out more about how Financial Aid SAP at LBCC is determined go to: <http://www.linnbenton.edu/financial-aid/academic-standards>

Civil Rights

► **LBCC Statement of Nondiscrimination:** LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. (For further information <http://po.linnbenton.edu/BPsandARs/>) Board Policy P1015

► **Persons Responsible for Coordinating Title II (ADA reasonable accommodations), Title IX (gender discrimination), and Section 504 (discrimination against individuals with disabilities – a civil rights issue):**

Affirmative Action Officer: Scott Rolen - 541-917-4425

ADA Coordinator (Students): Carol Raymundo - 541-917-4690

ADA Coordinator (Employees/Applicants): Kathy Withrow - 541-917-4420

Title IX Coordinator: Lynne Cox - 541-917-4806

► **Discrimination/Harassment Complaint Process:** If you feel you have been discriminated against in any interaction at Linn-Benton Community College or have been harassed by another person while at LBCC please contact us immediately based on the following:

A student complaint about another student:

Contact: Lynne Cox, 541-917-4806, coxly@linnbenton.edu

A student complaint about an LBCC staff member:

Contact: Scott Rolen, 541-917-4425, rolens@linnbenton.edu

An LBCC staff member complaint about another staff member or student:

Contact: Scott Rolen, 541-917-4425, rolens@linnbenton.edu

This information can be found at
<http://www.linnbenton.edu/current-students/administration-information/policies/equal-opportunity>

2015 Diagnostic Imaging Minimum Application Requirements:

All applicants must meet the minimum application requirements listed below by the supplemental documentation deadline. If you satisfy the requirements you will be considered a qualified applicant. **All supplemental documentation (also listed below) must be submitted/postmarked (c/o LBCC Special Admissions) in a sealed envelope within 2 business days of completing your online application.** Failure to do so may result in your application being denied. Once supplemental documentation is submitted, new materials may not be added.

All Minimum Application and Point Courses must be completed with a grade of “C” or better at a regionally accredited institution. Courses must be completed prior to when applications are accepted. Course equivalencies are considered on a case by case basis and are not guaranteed. Official transcripts showing proof of coursework not completed at LBCC must be in a sealed envelope from the institution(s) where the transfer course(s) were completed, and may be sent ahead of your application.

- Prior to the day applications open, if you have ever been an LBCC student, log in to WebRunner to view your Academic, Financial, Student, and Financial Aid statuses (see Admission Limitations on page 2)
- Complete the ONLINE Application for Admission (see next page)
- Complete the LBCC Computerized Placement Test (CPT) for reading or petition to have it waived. Students who have previously taken the LBCC CPT for reading do not need to repeat it for this requirement.
- If submitting non-LBCC transcripts, complete the Transfer Evaluation Form at www.linnbenton.edu/forms; select “Yes, use to waive for placement test” if you also want your transcripts evaluated for that consideration.
- Submit all applicable supplemental documentation to the Albany LBCC Admissions department in a sealed envelope with your legal name, the program title and your student number written on the front:
 - **Online Pre-Application Information Session:** Print and submit your completion certificate with your application packet after you have thoroughly read the information and completed the quizzes. (see page 1 for the link)
 - **Special Admission fee:** Submit payment of the non-refundable, one-time \$80 Diagnostic Imaging (DI) application fee (\$50 if you are or have been a full time LBCC student; DI Alternates will not be charged the fee again). Failure to pay the fee will result in your application being denied.
 - **Background Check Release:** Complete and submit the Criminal Background Check (CBC) Release Agreement.
 - **Compliance:** Complete and submit the Statement of Understanding and Compliance.
 - **Residency:** Submit proof of your official residency for 90 days prior to January 6, 2014 by completing the Request to Establish Residency Status form along with supporting documentation. If submitting a packet to a partner college (see page 5), contact the partner college to learn about their specific residency requirements.
 - **Writing: WR 121** – English Composition
 - **Communication:** See LBCC’s 2014-15 catalog, Associate of Applied Science Degree Requirements for acceptable courses (COMM 218 – Interpersonal Communication is recommended)
 - **Math: MTH 111 completed after June 22, 2010** – College Algebra
 - **Cultural Literacy:** See LBCC’s 2014-2015 catalog, Associates of Applied Science Degree Requirements for acceptable courses
 - **Medical Terminology:** Medical Terminology 1 course or pass the LBCC Challenge Exam
 - **Biology: BI231** – Anatomy & Physiology 1
 - **Points:** If applicable, submit all proof of point related coursework and/or experience.

Petition Process: To petition for an exception to a minimum course requirement complete a *Petition to Waive Minimum Admission Requirement to a Special Admissions Program form* (available through LBCC Admissions). Petitions do NOT guarantee an exception will be granted.

Class selection process:

If you satisfy the minimum application requirements, you will be considered a qualified applicant. Only qualified applicants will have their points evaluated. (see the point system information in this bulletin.) The number of points needed for admission varies based on the applicant pool (see the point system information in packet). The LBCC selection of applicants for admission is based on (a) residency status and (b) the number of points received. In the event of a tie the selection process will be based as follows: (a) number of points for support courses and (b) number of points for work experience.

Cancellation: The program is subject to cancellation if there are an insufficient number of clinical sites or eligible students. Students admitted to a cancelled session must reapply to be given consideration for admission to the next session.

2015 Diagnostic Imaging Online Application Information

When applying for the Diagnostic Imaging Program you are required to apply online.

Applications will open online on January 5, 2015 at midnight. Online applications receive an automatic time/date stamp. The deadline is January 19, 2015 at midnight. Neither early nor late applications will be considered.

LBCB Students: Log in to your WebRunner account, select the **“Student”** tab, select **“Admissions”**, select **“Apply with an Online Application”**, and then follow the process below beginning at **step 6**.

New Students: Students who have never attended or applied to LBCB must begin at **step 1**.

1. Go to the web page http://webrunner.linnbenton.edu/admit_home.htm
2. Create an Admission Application by clicking the **“I Want to Earn a Degree or a Certificate”** button
3. Create a Login ID:
4. Create and verify a PIN:
5. Click **“Login”**
6. Select **“Diagnostic Imaging”** from the Application Type drop down options (See NOTE below)
7. Click **“Continue”**
8. Select **“Summer 2015”** from the Admission Term drop down options
9. Enter at least your **first** and **last name** into the appropriate boxes
10. Complete all the online application checklist items before submitting:
 - ✓ Name
 - ✓ Permanent Address
 - ✓ Mailing Address if different
 - ✓ Personal Information¹
11. Once all checklist items are completed, submit your application by clicking the **“Application is Complete”**²

NOTE: If you are applying within the application dates noted above but are unable to view this program on the Application Type list, create a new application by starting at Step 1 and creating a new Login ID and password.

REMEMBER:

The Special Admission application fee and the supplemental documentation must be submitted/postmarked in a sealed envelope in entirety to the Albany Admissions department (c/o LBCB Special Admissions) within 2 business days of submitting your online application. Submit all documentation you believe is necessary to satisfy the application requirements. Failure to do so will result in your application being denied. You may NOT add new information once submitted.

TIPS: ¹ Date of Birth (DOB) and Social Security Numbers (SSN) are used to help ensure applications are not mismatched between LBCB applicants with the same names. This information is very useful, but is optional for the purposes of this online application.

² Once you submit your application a time/date stamp will be applied electronically. If additional information is needed to process your application, the original stamp will remain and you will be contacted by a staff member from the Admissions department. Failure to provide accurate information will result in your application being delayed and may result in it being denied.

Linn-Benton Community College

Academic Planning:
Lorraine Lara
lorraine.lara@linnbenton.edu
541-917-4923

Submit Supplemental Materials to:
LBCC Admissions – First Stop
6500 Pacific Blvd SW, Albany, 97321
Between January 5 - 19, 2015

Distance Education Students

Partner Colleges who choose their own student cohort might not use the LBCC Point System.

Blue Mountain Community College

Advisors: Diana Hammon
DHammon@bluecc.edu
Helen Doherty
hdoherty@bluecc.edu

Submit Supplemental Materials to:
Blue Mountain Community College
Between January 5 - 19, 2015

Central Oregon Community College

Advisor: Diana Kalanquin
dlkalanquin@cocc.edu

Submit Supplemental Materials to:
LBCC Admissions – First Stop
6500 Pacific Blvd SW, Albany, 97321
Between January 5 - 19, 2015

Clatsop Community College

Advisor: Allison Sansom
Asansom@clatsoppcc.edu

Submit Supplemental Materials to:
Clatsop Community College
Between January 5 - 19, 2015

Columbia Gorge Community College

Lorraine Lara, LBCC
lorraine.lara@linnbenton.edu
541-917-4923

Submit Supplemental Materials to:
LBCC Admissions – First Stop
6500 Pacific Blvd SW, Albany, 97321
Between January 5 - 19, 2015

Oregon Coast Community College

Advisor: Jane Hodgkins
jhodgkins@occc.cc.or.us
541-574-7124

Submit Supplemental Materials to:
Oregon Coast Community College
Between January 5 - 19, 2015

Lane Community College @ Florence

Lorraine Lara, LBCC
lorraine.lara@linnbenton.edu
541-917-4923

Submit Supplemental Materials to:
LBCC Admissions – First Stop
6500 Pacific Blvd SW, Albany, 97321
Between January 5 - 19, 2015

SW Oregon Community College

Advisor: Dan Neal
dneal@socc.edu
541-888-7334

Submit Supplemental Materials to:
LBCC Admissions – First Stop
6500 Pacific Blvd SW, Albany, 97321
Between January 5 - 19, 2015

Tillamook Bay Community College

Advisor: Lori Gates
gates@tillamookbay.cc.or.us
(503)842-8222 Ext. 1030

Submit Supplemental Materials to:
Tillamook Bay Community College
Between January 5 - 19, 2015

For additional program information please visit: www.linnbenton.edu/diagnostic-imaging.

**LINN-BENTON COMMUNITY COLLEGE
CRIMINAL BACKGROUND CHECK (CBC) RELEASE AGREEMENT**

NAME: _____ PROGRAM: _____

SSN: _____ PHONE: _____

E-MAIL: _____

STUDENT ADDRESS: _____ City: _____ State: _____ ZIP: _____

I understand, if admitted, I will be required to process a LBCC approved criminal background check, including verification of non-exclusion from federal Health & Human Services Office of Inspector General's (HHS OIG), for continued admission to my chosen program. The criminal background information is compiled from and processed by various third party sources through CertifiedBackground.com. LBCC does not guarantee, or assume any responsibility for the accuracy of the information obtained from CertifiedBackground.com, or other sources, and shall not be liable for any losses or injuries now or in the future resulting from or relating to the information provided by them.

I understand the reports may include specific and personal information about my character, general reputation and background. I authorize LBCC to report whether my background checks are "clear" or "not clear" (meaning the reports show reportable incidents, or exclusions) to external clinical or practicum sites. I understand this will be done in order to place me in a clinical practicum or work experience situation. I understand this is the sole use and purpose of this information and that LBCC will otherwise keep this information confidential in compliance with rules regarding the privacy of student records, Fair Credit Reporting Act and other applicable regulations. I also understand that if my CBC is "not clear," I may appeal the LBCC determination. I authorize Linn-Benton Community College (LBCC) to use any of my personal information, including social security number (SSN) and date of birth (DOB), required to further process my CBC.

I understand and acknowledge these background checks are not being used to determine my general admission to LBCC, they do not guarantee eligibility for clinical placement, licensure or employment in my chosen field of study. If the CBC results prevent me from being placed in a clinical or practicum experience, I acknowledge I will not be admitted to the program and my space will be given to the next eligible applicant. I agree to run a true and accurate report based on my personal history that will include all counties I have resided in. I acknowledge some licensing boards, or employers, may require more extensive reports.

I acknowledge and agree I have a responsibility to self-disclose and notify the program coordinator in writing if my criminal background or HHS OIG status changes at any time between this date and the date of my program completion. I understand any falsification, misrepresentation, or omission of required information may result in immediate removal from the program and disciplinary action may be taken. If admitted and subsequently any exclusion found by the HHS OIG or convicted of a crime that will disqualify me from clinical placement or licensure, I understand I will be disqualified from continuing in the program.

If I am charged with a crime, but not convicted, I may be subject to significant disruption in my clinical placement (and overall progression through the program) if the clinical site requires the charge be resolved as a condition of continuing in that placement. The college cannot control the factors a clinical site may use to restrict a student from its premises. It may be necessary for LBCC personnel to consult with clinical site personnel on matters related to past, or pending, criminal charges; my signature below is my consent to such consultations.

I have read and understand this release agreement and the Fair Credit Reporting Act information located at <http://www.ftc.gov/bcp/menus/consumer/credit/rights.shtm>, and agree to hold LBCC, its officers, agents and employees harmless from any liability resulting from the use of the information requested.

By my signature I agree to the above terms.

Student Signature

Date

Questions? Contact Dorothy Moran at dorothy.moran@linnbenton.edu

Statement of Understanding and Compliance

Initial:

- I am applying for cohort seat through LBCC BMCC CGCC COCC Clatsop LCC at Florence OCCC TBCC SWCC.
- I understand that communication from LBCC regarding my application to this program will be made using my LBCC student email account (if I have never been admitted to nor registered for a class at LBCC, I give LBCC permission to contact me via the email address I provided with my application).
- I have read, understand and agree to uphold those policies put forth in LBCC's Students Rights and Responsibilities Handbook, including the Standard of Student Conduct located at www.linnbenton.edu/go/studentrights.
- I have read and understand my civil rights as a student at LBCC.
- I have read this Diagnostic Imaging Bulletin and understand that it is my responsibility to be aware of and comply with all requirements by the deadlines specified in the bulletin.
- I have read and understand the information on page 2 regarding Admission Limitations and Financial Aid SAP.
- I understand that only the forms included in this Diagnostic Imaging application packet may be used, however, they may be copied if more than one of the same form is needed.
- I understand it is my responsibility to meet the Diagnostic Imaging Technical Requirements in order to successfully complete this training. All responsibility for gaining and maintaining access to the required technology is mine.
- I understand some occupational health hazards include heavy lifting, exposure to bodily fluids and the use of latex gloves and masks; therefore, I will meet with the Diagnostic Imaging advisor if I feel I have any risk factors to consider.
- I understand that it is my responsibility to prove my residency by supplying the appropriate documentation, regardless of how long I have lived at my current address.
- I understand that, if admitted, I will be required to complete and pass all post-admission requirements and meet all deadlines as set by the program in the Admission and Welcome letters in order to remain admitted in the program.
- I understand that my social security number (SSN) will be matched against the US Department of Health & Human Services list of individuals who are barred from any participation in federally funded health programs. If on the list, I am not eligible to participate in this program.
- I understand that, if admitted, I will be required to complete and pay for the LBCC approved criminal background check. The results will determine, in part, my eligibility to be in the program but does not guarantee I will be eligible to be licensed* or employed in this field.
- I understand that, if admitted, I will be required to pay for and submit for review proof of the required immunizations/medical screens and CPR certification as per the Admission and Welcome letters. It will be my responsibility to keep all immunizations and CPR certifications current.
- I understand that if I am suspected of or known to have a communicable disease which may be transmitted under normal Diagnostic Imaging activities, I will be required to have documentation of medical treatment prior to participating in clinical/lab assignments.
- Student Drug Testing Notification: Cooperating with the drug testing policies of any work experience, clinical or cooperative teaching site is a condition for continued enrollment in the course and/or related academic program. A student may be required to comply with the non-LBCC site's policy. Testing may be random and unannounced or conducted when reasonable beliefs that work behavior may be the result of the presence of a drug. The presence, as determined by the program's test procedures, of prescription or non-prescription drugs, controlled substances or cannabis may result in immediate dismissal from the work site and disenrollment from the course and/or related academic program if the course is a requirement for program completion. The student may be subject to appropriate disciplinary action for violating the Standards of Conduct as outlined in the LBCC Students Rights and Responsibilities.
- I understand that, if admitted, it will be my responsibility to attend the mandatory orientation on the date and time noted in my Admission and Welcome letters in order to keep my seat in the program.
- I understand that, if admitted, I must maintain a minimum "C" grade in each required course, and courses must be taken in the specified sequence.
- I understand that I must complete all LBCC Admissions processes as well as the requirements for graduation.
- I understand that, if I wish to grant a third party (employer, TAA, CSC, spouse, etc) access to information regarding my application status, grades, etc, I must complete and submit the Disclosure Authorization form available at www.linnbenton.edu/forms or update this information through WebRunner.

Applicant's Signature

Date

*Eligibility for registration by the American Registry of Radiologic Technologists (ARRT) following graduation may be restricted if a person has been charged with or convicted of a crime (misdemeanor or felony). If you have questions, it is recommended that you contact the ARRT (651-687-0048) to inquire about eligibility prior to the beginning of classes in the Diagnostic Imaging program.

RESIDENCY INFORMATION REQUIRED FOR SPECIAL ADMISSIONS PROGRAMS

For admission to special programs, a resident is defined as someone who established permanent residency 90 days before the first day applications are accepted for that program. Permanent residence is defined as the home a person intends to return to after any absence, and in which one’s dependents reside for an unlimited period of time. You must complete the residency information below and provide at least one document from Category 1 AND one document from Category 2 to prove your permanent residency status.

NOTE: Not all student Visas allow students to claim USA permanent residential status and/or be admitted to this program. International students need to consult International Admissions to see if they are eligible to apply. Go to <http://www.linnbenton.edu/international-students> for more information.

CATEGORY 1 (One of below)

- Rent receipts with your name, resident address, and dates of occupancy for the period of time in question. (Rental agreements are not acceptable.)
- Notarized affidavit substantiating your permanent residency for the period of time in question. (Applicants cannot complete the Affidavit for Residency for themselves.)
- Documents proving your own Oregon property and that the property is your permanent residence.

CATEGORY 2 (One of below)

- Oregon driver’s license
- Oregon vehicle registration with your resident address.
- Oregon state income tax return (for previous year) with resident address.
- Verification of local bank account showing resident address.
- Oregon voter registration.
- Oregon Hunting/Fishing license.

ALL documents must have your name and permanent address for the period of time in question. The address on these documents must agree with the permanent address on your application form or the previous addresses you have listed below.

COMPLETE THE INFORMATION BELOW

Name _____ Phone _____

ID # or SS# _____

Program for which you are requesting to establish your residency _____

Please list all addresses you have lived at for the time period involved (see the special admissions bulletin for the time period).

Street	City	State	Zip	Time Period
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List the two documents you are submitting to verify your permanent address.

Category 1 _____ Category 2 _____

The above information is a true and accurate statement of my residency.

Student signature

Date



Admissions & Records

AFFIDAVIT OF RESIDENCY IN OREGON

STATE OF OREGON)

COUNTY OF _____)

I, _____, being first duly sworn, state the following:
(Landlord certifying residency)

That _____ has lived at
(student's name and ID #)

(street, city, state)

since _____ .
(date first at above address)

By affixing my signature, I hereby affirm that this information is accurate and correct. I further state that my statement is not for any fraudulent purpose.

(date)

(signature of Landlord certifying residency)

NOTARIZATION: Subscribed and sworn before me this _____ day of _____, 20 _____

Notary Public for the State of Oregon

My Commission expires:

6500 Pacific Blvd SW

Albany, Oregon 97321

(541) 917-4812

LINN-BENTON COMMUNITY COLLEGE

2015 Diagnostic Imaging Program Point System

The Admissions Office must receive all materials related to points in the sealed envelope with your supplemental materials for Minimum Application Requirements. All Minimum Application and Point Courses must be completed with a grade of "C" or better at a regionally accredited institution. Courses must be completed prior to when applications are accepted. Course numbers noted below refer to LBCC courses as described in the LBCC Catalog. Course equivalencies are considered on a case by case basis and are not guaranteed. Official transcripts showing proof of coursework not completed at LBCC must be in a sealed envelope from the institution(s) where the transfer course(s) were completed, and may be sent ahead of your application. Only college level courses may count towards points.

Support Courses: (All coursework must be completed with a "C" or higher; 14 points max)

- Anatomy & Physiology -2 pt per class; 4 pts max (BI 232*, 233*)
- Biology with lab -1 pt per class; 1 pt max (BI101, 102, 103, 211, 212, or 213 recommended)*
- Chemistry with lab -1 pt per class; 1 pt max (CH121, 122, 123, 221, 222, or 223 recommended)*
- Physics with lab - 1 pt per class; 1 pt max (PH201, 202, or 203 recommended)*
- General Science with lab - 1 pt per class; 1 pt max (GS104: Principles of Physics, GS105: Principles of Chemistry, or GS106: Principles of Earth Science only)
- Digital Literacy - 1 pt per class; 1 pt max (CIS 125 or CS 120 only)
- Medical terminology series completion – 1 pt max
- Psychology – 1 pt per class; 1 pt max (PSY201, 202, or 203 only)*
- Humanities – 1 pt per class; 1 pt max (HST 201, 202, 203, HUM101, 102, 103, R101, 102, 102, SOC204, 205, 206, 222, or WS280 only)*
- Career Exploration: completion of college level career exploration course within the last 2 years (includes but is not limited to College Now Health Occupations Program; 1 pt per 3 quarter credit course; 2 pts max)

* Course articulates with a typical Bachelor of Science in Radiography.

Documented Work Experience: (9 points max)

You may receive points for direct patient work experience (does not include in-home health care). Work/Volunteer Experience must be for a minimum 75 hours between January 19, 2011 and January 19, 2015. Documentation: see enclosed Work/Volunteer Experience Verification form, must be completed by the Supervisor/Human Resources Office from the facility in which you worked for pay or volunteered.

Volunteer & Employment (4 pts)

- OR -

Paid Employment (5 pts)

- OR -

Paid Employment in a certified health care field (8 pts) (ie: CNA, CMA, EMT, etc)

- OR -

Certification in a certified health care field (6 pts) (ie: CNA, CMA, EMT, etc; minimum hours don't apply; submit proof of certification to receive points)

- OR -

Paid Employment in a Diagnostic Imaging Facility (9 pts)

Alternate points: (2 points max)

2014 Alternates for the Diagnostic Imaging Program who were not offered an opportunity to enter the program and who received a minimum of 8 points will be awarded 2 points.

Admission Interview: (9 points max)

The top 40 ranked qualified applicants will go through a mandatory Multiple Mini-Interview (MMI) on Friday, February 27, 2015 during which they will rotate through three separate interview stations, answering 1 question at each station. Qualified applicants will be ranked based first on residency status then on point totals. Additional directions will be sent via email to those applicants who rank in the top 40. Applicants who do not rank in the top 40 will receive an email informing them they have not been selected for the MMI portion of the application process and of their alternate status.

The LBCC selection of qualified applicants for admission is based on (a) residency status and (b) the number of points received. In the event of a tie the selection process will be based as follows: (a) number of points for Documented Work Experience, then (b) number of points for Anatomy & Physiology, then (c) accumulative GPA for complete Anatomy & Physiology series.

Volunteer/Work Experience Verification Form

Note to applicant: Be sure to fill in necessary information in the top section before sending this form to your former or current employer. Volunteer/Work experience must be verified using this form. You may duplicate this form as needed. Be sure the form is complete. Incomplete forms cannot be given consideration in the points process.

Dear Human Resources,

I am in the process of applying to the Diagnostic Imaging Program offered by Linn-Benton Community College. The points process requests verification of volunteer and/or paid work experience in a patient care setting for a minimum 75 hours between January 19, 2011 and January 19, 2015, from one or more locations.

I, _____ (program applicant's name), authorize the college to contact the individuals listed on this form to verify the information provided.

Program Applicant's Signature: _____

Date: _____

----- **The portion below is to be completed by Supervisor/Human Resources** -----

A. Verification of type of experience for at least 75 hours: (Select ONE below)

Volunteer & Paid Employment (2 pts)

Paid Employment (4 pts)

Certification in a certified health care field (5 pts) (ie: CNA, CMA, EMT, etc; minimum hours don't apply)

→ Must submit proof of certification/license with this form

Paid Employment in a certified health care field (7 pts) (ie: CNA, CMA, EMT, etc)

→ Must submit proof of certification/license with this form.

Paid Employment in a Diagnostic Imaging Facility (8 pts)

B. Dates of Service: _____

Total Hours: _____

mm/dd/yy - mm/dd/yy

C. Supervised by: _____

Name, Title

D. Medical Facility: _____

Phone: _____

Address: _____

E. Supervisor's signature: _____

Date: _____

Diagnostic Imaging Program Technical Requirements

Linn-Benton Community College offers both a “hybrid” instructional program and a “distance education” program for Diagnostic Imaging. Using a combination of clinical instruction, online courses in LBCC’s eLearning System and the synchronous virtual classroom environment, both traditional and distance education students can receive dynamic instruction to help them achieve their learning goals. All traditional and distance education students in the Diagnostic Imaging Program must meet all technical requirements in order to successfully complete the program.

Description of Traditional Instructional Methods:

During the first 3 terms of the program, courses will be offered in a hybrid instructional manner: “live” virtual face-to-face instruction with additional online resources and mandatory lab attendance. This means that ALL students will log into their computer at designated scheduled times via their webcam and their internet from their home into a “virtual classroom” in which the instructor will provide a “live” lecture. Lectures WILL NOT be recorded, so attendance is mandatory. Homework, assignments, and “online” resources will be available via the course management system. Mandatory labs for various courses will be scheduled throughout the term.

Students will be required to travel to Lebanon 2 - 3 times per week during (depending on the term) the first 3 terms of the program. These days require attendance for labs, “hands-on” instruction, and exams.

Description of Distance Education Instructional Methods:

Students in the Diagnostic Imaging program will receive academic instruction in their homes. This education is provided in a variety of learning technologies which include streamed video and audio, email, web-conferencing, video conferencing, and virtual classroom. Students will receive their lab and clinical education from their local health care facilities and/or at the Lebanon lab. Students are required to travel to their local health care facilities and/or the Lebanon lab on a scheduled weekly basis.

Students are required to travel to Lebanon a minimum of 7 times during the course of the program for midterm and final examinations.

Course lectures and labs are delivered via Windows Media files accessed through the Learning Management System or in the virtual classroom on the web.

Positioning lab instruction includes demonstration of skills and experiments related to content of courses. Students will complete a portion of the program lab exercises and practice (approximately 2 hours/week) in the hospital setting working with a clinic staff member as a mentor/preceptor and/or at the Lebanon lab. Students will spend an additional 6 hours/week (for a total of 8 hours/week) independently practicing positioning skills. **Positioning Lectures & Lab Demos -** <http://tinyurl.com/njewven>

ALL Diagnostic Imaging Students:

Clinical education provides the students with hands on application of theory and demonstration of skills from all instructional methods. Students will complete program specific competencies in the clinical setting.

Web-based instruction is offered via a web browser, an email account, and the use of LBCC's eLearning System. Interaction with the instructor and classmates is through the forum, internet, email, virtual classroom, and web or phone conferencing. Students need to have high speed internet services available in their homes. Listed below are the requirements and skills necessary for web-based instruction.

Skills needed to be a successful Diagnostic Imaging learner:

This is both an asynchronous and synchronous (real time) training environment. For learning to occur, learners must actively participate in the training experience and be responsible for completing the designated activities/assignments within the prescribed time lines.

Note: Please realize that despite meeting all technical recommendations you may still encounter difficulty accessing course content from your computer. It is required that you locate an alternate computer to use and have a plan for backup technical support in case you encounter difficulties which cannot be resolved with your instructor and LBCC Support Services. **Personal computer problems will not be an acceptable excuse for not completing coursework on time.**

ATTENTION: Higher Education Software from the American Registry of Radiological Sciences (ARRT) is not compatible with Mac Computers. Students who have Mac Computers will be required to find alternative PC computers to view some required materials.

Learners are expected to complete a variety of activities:

- Read and view information resources online
- Participate in the class discussion questions using the online forum
- Interact with fellow learners and the instructor
- Complete exercises and homework as assigned by the designated due date
- Participate equally in the completion of team projects
- Take quizzes and tests online

To be able to participate as an active learner, you must meet these prerequisites:

- Basic familiarity with computers and the web environment
- Access to high speed internet via your own Internet Service Provider (ISP). You need an ISP that seldom times out or drops your connection.
- Have a web browser. Specifics will be provided upon admittance. (Example: FireFox)
- Ability to read and print online documents
- Ability to type responses and to post to the online learning environment
- Allocation for the time required to complete the online activities of this program
- Have access to and be skilled in the use of Microsoft Word and PowerPoint
- Ability to attach and email Word documents
- Ability to use other applications in the Microsoft Office Suite is desirable
- Access to a web camera/headset/microphone

To access the eLearning systems classroom you must have access to the following equipment:

- **Internet Access/Software:**
 - **High Speed Internet** – If you don't already have access through an Internet Service Provider (ISP) go to <http://www.thelist.com> for a complete listing of national ISPs. LBCC does provide registered students with an email account but does not provide home internet access.
 - **Email Software** – Once admitted to the program you must use your LBCC RoadRunner Mail account (powered by Google). All students who have registered for credit courses since January 2010 automatically have a new RoadRunner Mail account created for them. <http://www.linnbenton.edu/go/roadrunner-mail>
 - **Web Browser** – Google Chrome and Internet Explorer is recommended, though Netscape may be used. Note:JavaScript, pop-up windows, ActiveX and cookies must be enabled in any browser. If you are accessing these classes from behind a firewall, you need to make sure your settings allow you access to LBCC's elearning systems.
- **Computer Hardware:**
 - **Computer** – You will need access to a computer equipped with Windows 98 or higher or a Windows operating system.
 - **Processor** – Recommended: Pentium or Athlon ; 500 MHz or better.
 - **Screen Resolution** – Minimum of 800 x 600 @ 256 colors
 - **Memory** - Minimum of 128 MB of RAM; 256 is better, 512 or greater would be best

- **Hard Drive Space** – Enough to store files on your computer as needed
- **Modem** – You must have access to high speed internet. (Note: Drops in connections may require you to reconnect to your online course. A time out of four hours of inactivity is standard. If you experience frequent drops in service, check with your ISP for solutions.)
- **Webcam/Headset/Microphone** – You will need a webcam and combo headset/microphone or a separate headphone and microphone to participate in the virtual classroom. Audio is provided over the internet via Voice over Internet Protocol (VoIP).

Common Internet Browser Plug-ins: (Some classes may contain files that need one of the following free plug-ins)

- Adobe Acrobat Reader (pdf files)
- Microsoft Word Viewer (doc, docx files)
- Microsoft Excel Viewer (xls, xlsx files)
- Microsoft PowerPoint Viewer (ppt files)
- Quicktime (qt files)
- Windows Media Player9 or higher (wma, mp3 files)
- RealAudio RealPlayer (rp, mp3 files)
- Flash (swf files)
- Java

**In some cases you may be prompted to download a plug-in for Java Runtime. This is normal for machines without Java installed.*

2015 Diagnostic Imaging Post Admission Requirements

Please do not turn in proof of the items listed below with your Supplemental Materials. Applicants who receive an Admission email for this program will be required to complete all the tasks listed in their admission letter by the deadlines given in order to keep their seats in the program. All necessary instructions to do so will be provided with the admission email. The requirements and estimated costs listed below are subject to change:

ADMITTED STUDENTS ONLY...

Complete by May 2015 in order to keep your seat in the program:

- 1) **Registration:** You will be registered for the first term of course work by program staff
- 2) **Deferred Note Contract (DNC):** Complete and return the DNC (sets up your payment plan for the program).
- 3) **Deposit:** Pay your non-refundable tuition deposit of \$3,000 (subject to increase)
- 4) **Criminal Background Check (CBC):** Complete the LBCC approved CBC. Information will be provided with your letter of admission (estimated cost is \$60; NOT included in program cost estimate).
- 5) **Health and Training Documentation:** Electronically submit the appropriate immunization, medical screening, and CPR documentation. Only the 3rd in the HepB series will be accepted after the deadline stated in your admission letter (estimated review cost is \$35; cost of immunizations, medical screenings, and CPR certification varies; NOT included in program cost).
 - a. **Hepatitis B*** – positive titer or at least 2 of the 3 doses
 - b. **MMR (Measles, Mumps, Rubella)*** – positive titer or 2 doses
 - c. **Varicella (Chicken Pox)*** – positive titer or 2 doses
 - d. **Tdap (Tetanus, Diphtheria and Pertusis)*** – 1 dose within last 10 years
 - e. **2-Step TB (Tuberculosis) Skin Test (PPD)*** – 2 separate tests within 1-3 weeks of each other, resulting in Negative PPDs within last 12 months & repeated annually
 - f. **Flu shot** – Current flu vaccine & repeated annually
 - g. **CPR** – Submit proof of current CPR certification; ONLY AMERICAN HEART ASSOCIATION'S HEALTHCARE PROVIDER CPR WILL BE ACCEPTED. Students with any other CPR certification will be denied. CPR certification must be kept current for the duration of the program.

** Documentation: Proof of vaccination/medical screening must be a copy of an official immunization card / copy of an original immunization/medical screening document. Documentation must include: 1) Your name, 2) Date of Birth, 3) Agency or provider administering the injection, test, etc, 4) Name of injection, test, etc and results, if applicable, 5) Date of injection, test, etc, 6) Signature, official stamp or letterhead of your provider.*

- 6) **Drug Screening:** Instructions regarding the drug screen (completing and clearing) as a requirement for continued admission will be provided with the admission letter (estimated cost is \$45).

Additional Requirements:

- 7) Attendance at the Mandatory Orientation in June 2015 is a requirement for continued admission in this program.
- 8) All admitted students must meet the technical requirements in order to successfully complete this training. The responsibility for gaining and maintaining access to the required technology is that of the student's.